

Career Sea Pay Premium

Overview

Introduction This guide provides the procedures for starting, stopping and correcting Career Sea Pay Premium (CSPP) in Direct Access (DA).

- Known Issues**
- When approved PCS Orders have not been finalized in DA, SPO's may NOT be able to start CSPP for the correct begin date.
 - If submitting transactions **out-of-range**, the SPO will submit the **CSPP Start Date Calculator Spreadsheet** via a trouble-ticket to PPC customer care AFTER approving the CSPP action request in DA.
 - Also submit the **CSPP Start Date Calculator Spreadsheet** via a trouble-ticket to PPC customer care if having trouble inputting or approving the transaction.
 - Career Sea Pay Premium (CSPP) for TACLETs – follow the steps in this guide, specifically the note on step 14 of the Starting CSPP section.
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New Form as of 6/19 Here is the new **Career Sea Pay Premium Worksheet (CG-2036)**.

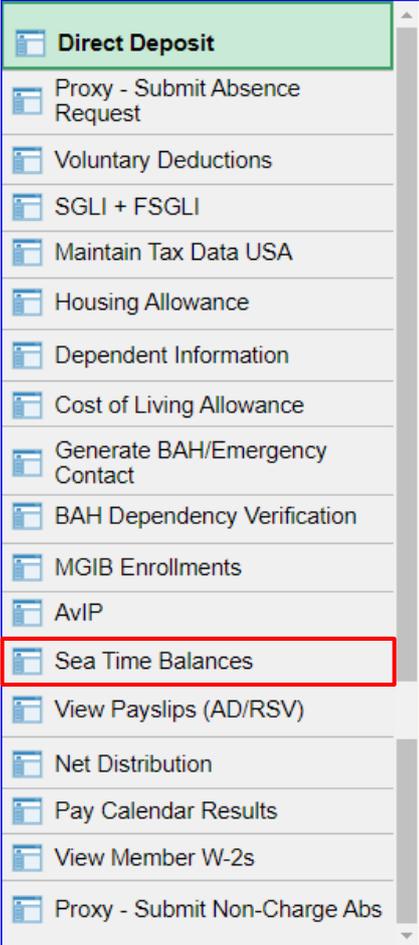
Contents

Topic	See Page
Starting CSPP	2
Stopping CSPP	20
Correcting CSPP	25
Adding/Correcting Retro Active Neutral (Stop) Time Rows	32

Starting CSPP

Introduction This section provides the procedures for starting CSPP in DA.

Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Tile.</p> 
1.5	<p>Select the Sea Time Balances option.</p> 

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Starting CSPP, Continued

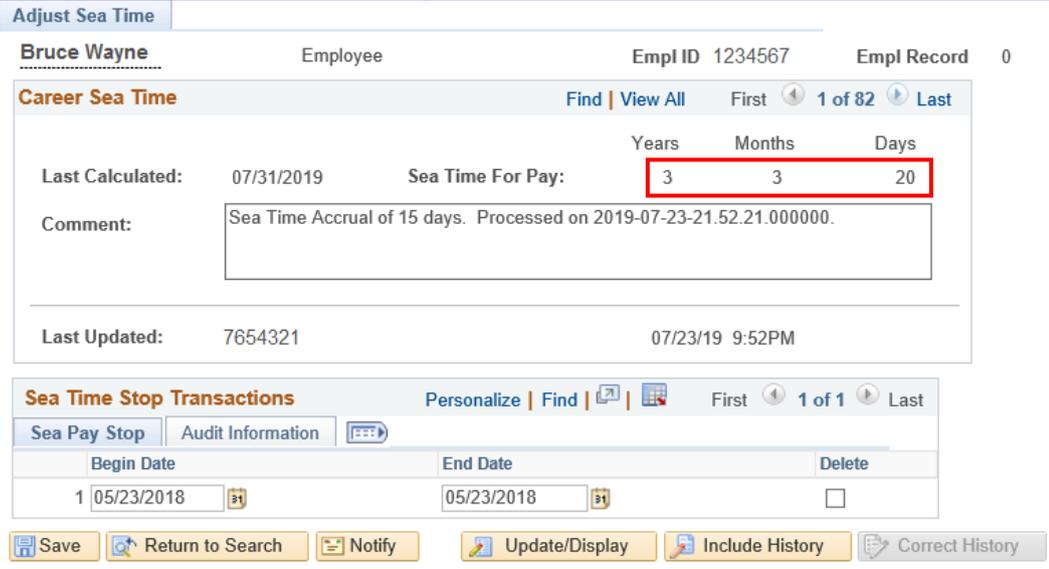
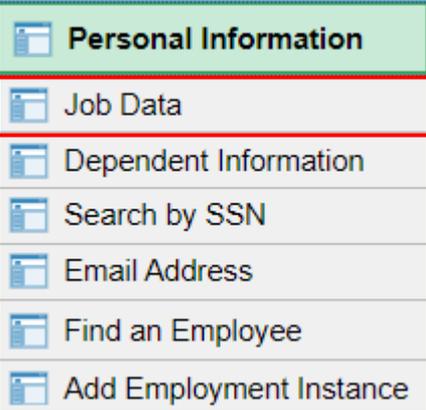
Procedures,
continued

Step	Action
2	<p data-bbox="316 495 794 524">Enter the Empl ID and click Search.</p> <div data-bbox="316 524 1257 1261" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="323 530 547 560">Adjust Sea Time</p> <p data-bbox="323 568 1249 598">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="344 618 600 647">Find an Existing Value</p> <p data-bbox="344 678 555 707">▼ Search Criteria</p> <p data-bbox="520 736 1058 766">Empl ID begins with ▼ 1234567</p> <p data-bbox="467 779 1058 808">Empl Record = ▼</p> <p data-bbox="539 822 1058 851">Name begins with ▼</p> <p data-bbox="488 864 1058 893">Last Name begins with ▼</p> <p data-bbox="403 907 1058 936">Second Last Name begins with ▼</p> <p data-bbox="328 949 1058 978">Alternate Character Name begins with ▼</p> <p data-bbox="464 992 1058 1021">Middle Name begins with ▼</p> <p data-bbox="459 1034 1058 1064">Business Unit begins with ▼</p> <p data-bbox="408 1077 1058 1106">Department Set ID begins with ▼ </p> <p data-bbox="480 1120 1058 1149">Department begins with ▼ </p> <p data-bbox="328 1162 986 1191"> <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p data-bbox="323 1211 1031 1240"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria </p> </div>

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Starting CSPP, Continued

Procedures,
continued

Step	Action
3	<p>Verify the member has at least 3 years of Sea Time.</p> 
4	<p>Return to the Home screen and click on the HR Data Shortcuts Tile.</p> 
4.5	<p>Select the Job Data option.</p> 

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Starting CSPP, Continued

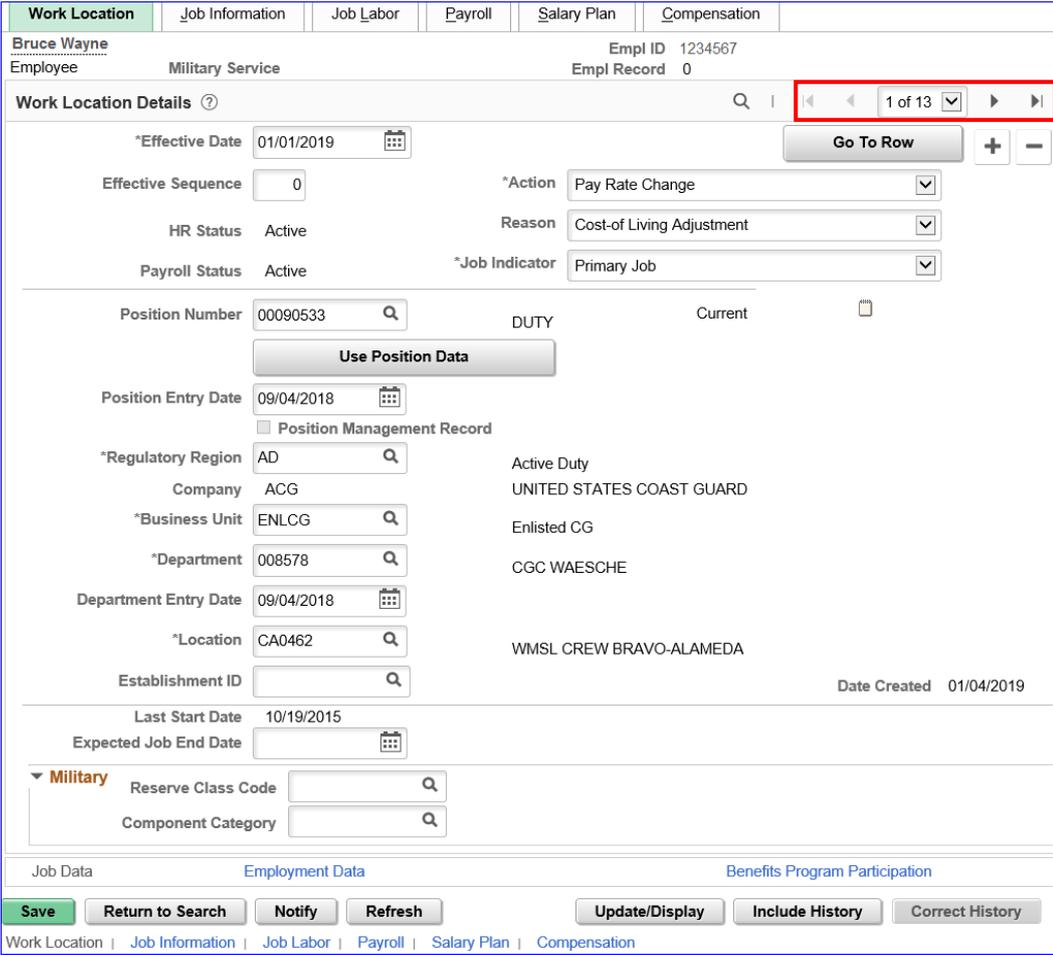
Procedures,
continued

Step	Action
5	<p data-bbox="316 495 1214 524">Enter the Empl ID, check the Include History box and click Search.</p> <div data-bbox="316 524 1198 1458" style="border: 1px solid black; padding: 5px;"> <div data-bbox="331 524 1182 584" style="border: 1px solid gray; padding: 2px;"> Find an Existing Value Keyword Search </div> <p data-bbox="323 607 555 636">▼ Search Criteria</p> <p data-bbox="544 651 1182 696">Empl ID begins with ▼ 1234567</p> <p data-bbox="480 719 1182 763">Empl Record = ▼ </p> <p data-bbox="568 786 1182 831">Name begins with ▼ </p> <p data-bbox="507 853 1182 898">Last Name begins with ▼ </p> <p data-bbox="408 920 1182 965">Second Last Name begins with ▼ </p> <p data-bbox="320 987 1182 1032">Alternate Character Name begins with ▼ </p> <p data-bbox="480 1055 1182 1099">Middle Name begins with ▼ </p> <p data-bbox="464 1122 1182 1167">Business Unit begins with ▼ </p> <p data-bbox="416 1189 1182 1234">Department Set ID begins with ▼ Q</p> <p data-bbox="496 1256 1182 1301">Department begins with ▼ Q</p> <p data-bbox="320 1335 1031 1368"> <input checked="" data-bbox="320 1335 352 1368" type="checkbox"/> Include History <input data-bbox="568 1335 600 1368" type="checkbox"/> Correct History <input data-bbox="815 1335 847 1368" type="checkbox"/> Case Sensitive </p> <div data-bbox="320 1391 1094 1447" style="border: 1px solid gray; padding: 2px;"> Search Clear Basic Search  Save Search Criteria </div> </div>

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Starting CSPP, Continued

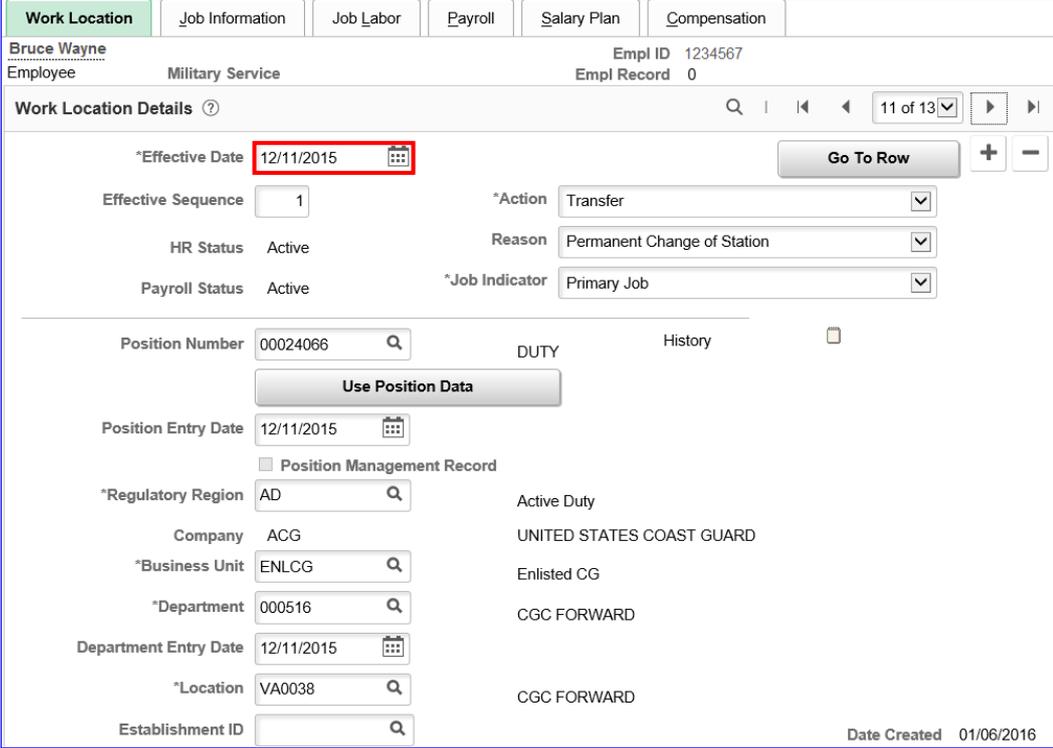
Procedures,
continued

Step	Action
6	<p>Use the arrows on the Work Location tab to scroll through the member's record searching for the Effective Dates to use in the CSPP computation (and to verify the member has 36 consecutive months of sea time).</p>  <p>The screenshot shows the 'Work Location' tab for employee Bruce Wayne (Empl ID 1234567). The 'Work Location Details' section is highlighted with a red box, showing navigation arrows and a '1 of 13' indicator. Below it, various fields are visible:</p> <ul style="list-style-type: none"> *Effective Date: 01/01/2019 Effective Sequence: 0 HR Status: Active Payroll Status: Active *Action: Pay Rate Change Reason: Cost-of Living Adjustment *Job Indicator: Primary Job Position Number: 00090533 Position Entry Date: 09/04/2018 *Regulatory Region: AD Company: ACG *Business Unit: ENLCG *Department: 008578 Department Entry Date: 09/04/2018 *Location: CA0462 Establishment ID: [empty] Last Start Date: 10/19/2015 Expected Job End Date: [empty] Military Reserve Class Code: [empty] Component Category: [empty]

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Starting CSPP, Continued

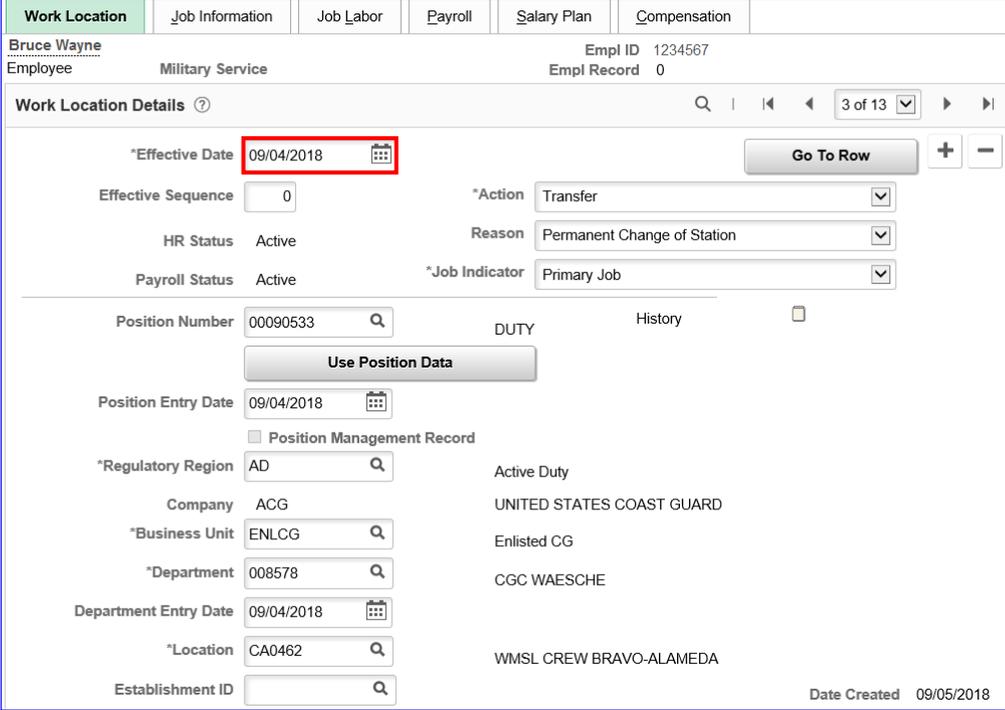
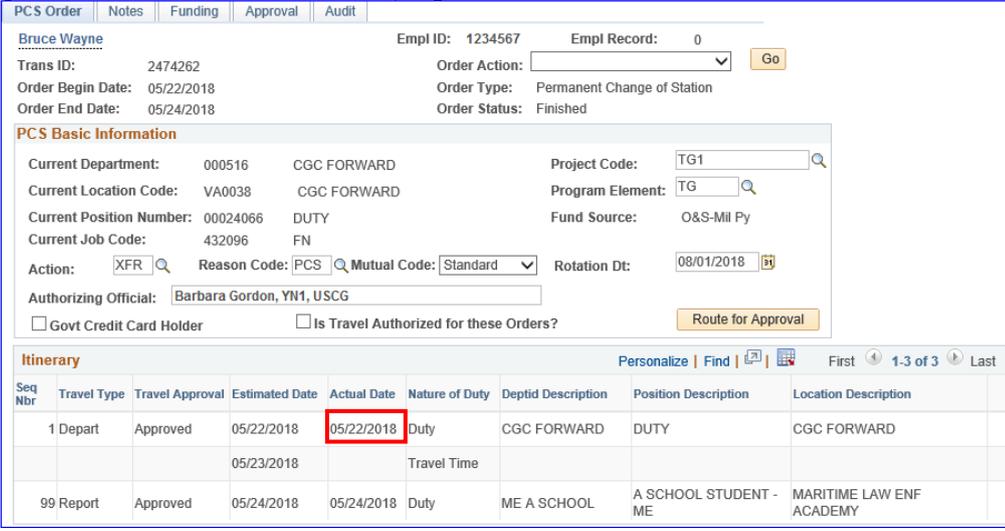
Procedures,
continued

Step	Action
7	<p>First, scroll to identify the beginning Effective Date of sea time for the member (this Ex. is 12/11/15 on the CGC Forward).</p>  <p>The screenshot shows the 'Work Location Details' form for employee Bruce Wayne. The *Effective Date field is highlighted with a red box and contains the value 12/11/2015. Other fields include Effective Sequence (1), HR Status (Active), Payroll Status (Active), Position Number (00024066), Position Entry Date (12/11/2015), *Regulatory Region (AD), Company (ACG), *Business Unit (ENLCG), *Department (000516), *Location (VA0038), and Establishment ID. The form also shows *Action (Transfer), Reason (Permanent Change of Station), and *Job Indicator (Primary Job).</p>

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Starting CSPP, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>If applicable, scroll to identify the beginning Effective Date on the next vessel (9/4/18 on the CGC Waesche).</p> 
<p>9</p>	<p>To identify the date the member left the previous vessel & to verify neutral time, go the member's PCS Orders (Depart Date from the CGC Forward is 5/22/18).</p> 

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Starting CSPP, Continued

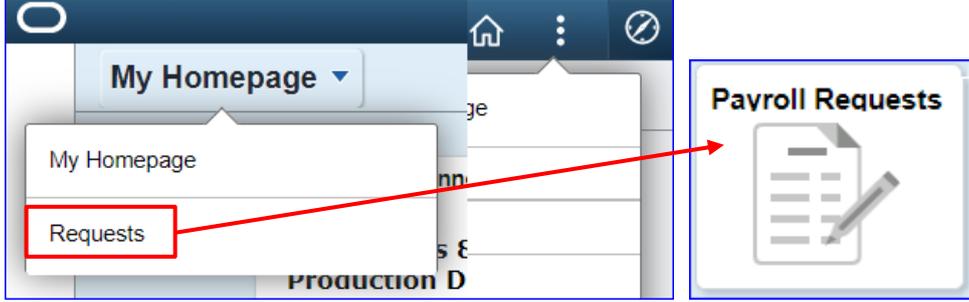
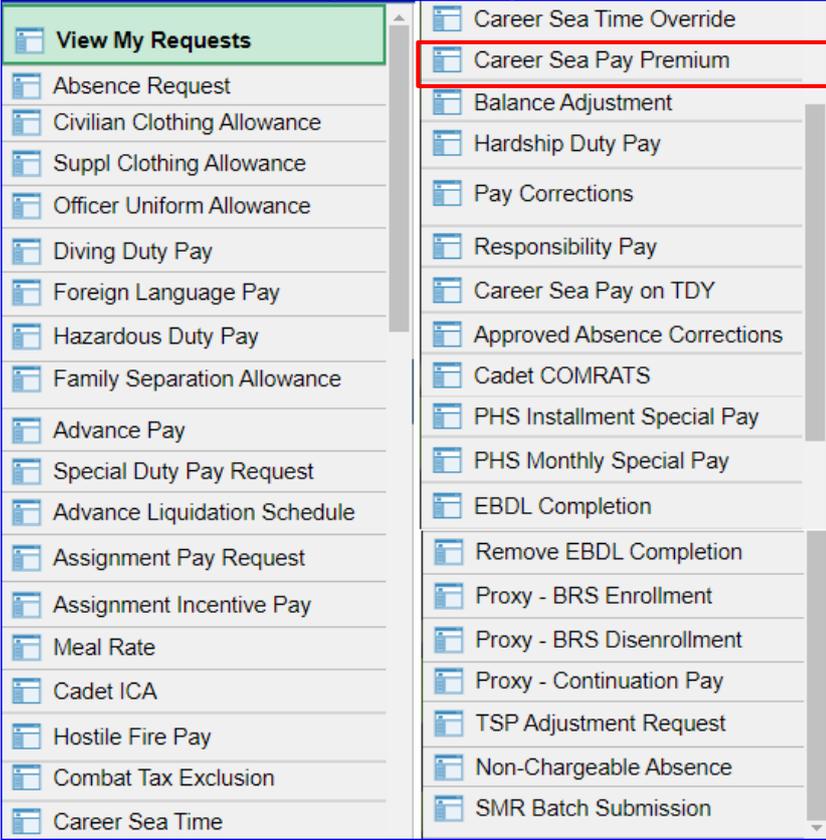
Procedures,
continued

Step	Action																												
<p>10</p>	<p>In this example, the member had back to back orders with 3 months and 13 days delay time authorized En route between Career Sea Pay (CSP) eligible units. This delay time is considered neutral time.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>CGC FORWARD</p> <p>RPT – 12/11/2015 18 05 22</p> <p>DPT – 05/22/2018 <u>-15 12 11</u></p> <p style="padding-left: 100px;">02 05 11</p> <p style="padding-left: 100px;">+ 01</p> <p>Career Sea Duty 02 05 12</p> <p>Sea Duty Base Date 16 03 22</p> <p>(plus 3 years) +03 00 00</p> <p>CSPP Start Date 19 03 22</p> </td> <td style="width: 50%; vertical-align: top;"> <p>CGC WAESCHE</p> <p>RPT – 09/04/2018 18 09 04</p> <p>(Prior Sea Duty) <u>-02 05 12</u></p> <p>Sea Duty Base Date 16 03 22</p> </td> </tr> </table> <p>Using the PPC (MAS) CSPP calculator, we can verify the calculations. Using the start date of 22 March 2019, the calculator identifies the member now has 3 years and 1 day of consecutive sea duty and confirms the correct start date for CSPP.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 20%;">Directions</th> <th style="width: 15%;">Start / Stop Dates (MM/DD/YYYY)</th> <th style="width: 15%;">Sea Time for Period</th> <th style="width: 15%;">Cumulative Time</th> <th style="width: 15%;">Must Equal Yrs, 0 Mos, 1 Day)⁽³⁾</th> <th style="width: 20%;">Stop Date is...</th> </tr> </thead> <tbody> <tr> <td style="text-align: left; color: red;">Enter the "Start Date" for the FIRST period of Sea Duty.</td> <td>2015-12-11</td> <td>Years Months Days</td> <td>Years Months Days</td> <td rowspan="2">3 0 1</td> <td rowspan="2" style="background-color: yellow;">Keep Adding Time Periods</td> </tr> <tr> <td style="text-align: left; color: red;">Enter the "Stop Date" for the FIRST period of Sea Duty.</td> <td>2018-05-22</td> <td>2 5 12</td> <td style="border: 2px solid red;">2 5 12</td> </tr> <tr> <td style="text-align: left; color: green;">Enter the "Start Date" for the SECOND period of Sea Duty.</td> <td>2018-09-04</td> <td>Years Months Days</td> <td>Years Months Days</td> <td rowspan="2">3 0 1</td> <td rowspan="2" style="background-color: yellow;">Correct Start Date</td> </tr> <tr> <td style="text-align: left; color: green;">Enter the "Stop Date" for the SECOND period of Sea Duty.</td> <td>2019-03-22</td> <td>0 6 19</td> <td style="border: 2px solid red;">3 0 1</td> </tr> </tbody> </table>	<p>CGC FORWARD</p> <p>RPT – 12/11/2015 18 05 22</p> <p>DPT – 05/22/2018 <u>-15 12 11</u></p> <p style="padding-left: 100px;">02 05 11</p> <p style="padding-left: 100px;">+ 01</p> <p>Career Sea Duty 02 05 12</p> <p>Sea Duty Base Date 16 03 22</p> <p>(plus 3 years) +03 00 00</p> <p>CSPP Start Date 19 03 22</p>	<p>CGC WAESCHE</p> <p>RPT – 09/04/2018 18 09 04</p> <p>(Prior Sea Duty) <u>-02 05 12</u></p> <p>Sea Duty Base Date 16 03 22</p>	Directions	Start / Stop Dates (MM/DD/YYYY)	Sea Time for Period	Cumulative Time	Must Equal Yrs, 0 Mos, 1 Day) ⁽³⁾	Stop Date is...	Enter the "Start Date" for the FIRST period of Sea Duty.	2015-12-11	Years Months Days	Years Months Days	3 0 1	Keep Adding Time Periods	Enter the "Stop Date" for the FIRST period of Sea Duty.	2018-05-22	2 5 12	2 5 12	Enter the "Start Date" for the SECOND period of Sea Duty.	2018-09-04	Years Months Days	Years Months Days	3 0 1	Correct Start Date	Enter the "Stop Date" for the SECOND period of Sea Duty.	2019-03-22	0 6 19	3 0 1
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Starting CSPP, Continued

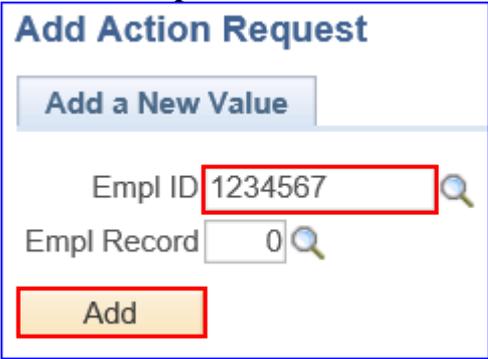
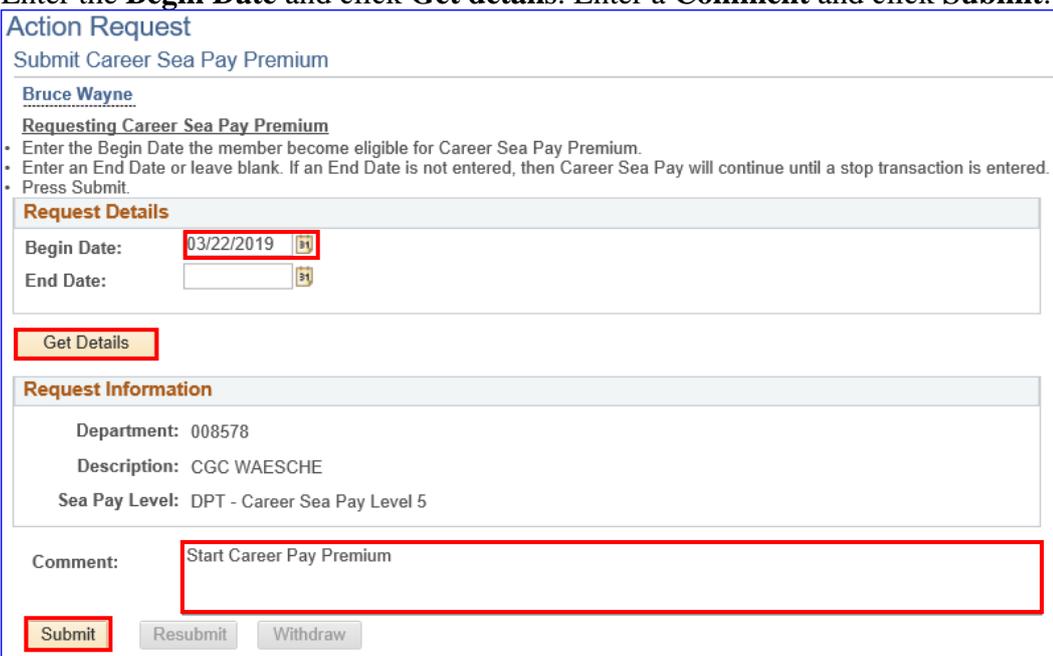
Procedures,
continued

Step	Action
<p>11</p>	<p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p> 
<p>11.5</p>	<p>Select the Career Sea Pay Premium option.</p> 

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Starting CSPP, Continued

Procedures,
continued

Step	Action
12	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p>Add</p>
13	<p>Enter the Begin Date and click Get details. Enter a Comment and click Submit.</p>  <p>Action Request</p> <p>Submit Career Sea Pay Premium</p> <p><u>Bruce Wayne</u></p> <p>Requesting Career Sea Pay Premium</p> <ul style="list-style-type: none"> • Enter the Begin Date the member become eligible for Career Sea Pay Premium. • Enter an End Date or leave blank. If an End Date is not entered, then Career Sea Pay will continue until a stop transaction is entered. • Press Submit. <p>Request Details</p> <p>Begin Date: <input type="text" value="03/22/2019"/> </p> <p>End Date: <input type="text"/> </p> <p>Get Details</p> <p>Request Information</p> <p>Department: 008578</p> <p>Description: CGC WAESCHE</p> <p>Sea Pay Level: DPT - Career Sea Pay Level 5</p> <p>Comment: <input type="text" value="Start Career Pay Premium"/></p> <p>Submit Resubmit Withdraw</p>

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Starting CSPP, Continued

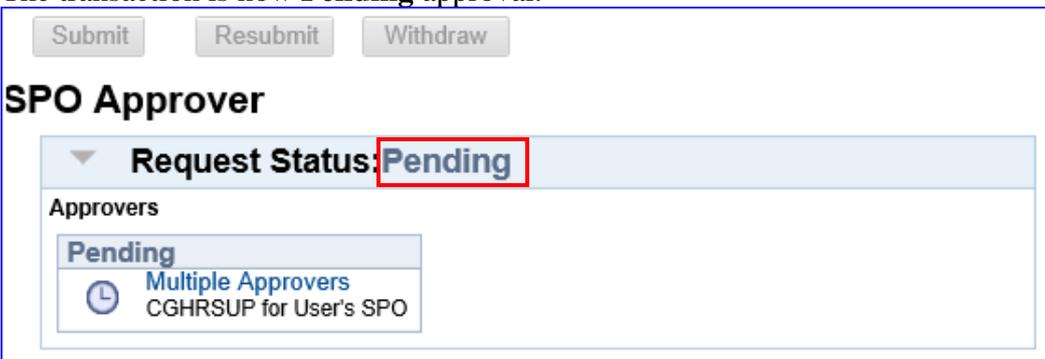
Procedures,
continued

Step	Action
14	<p>When entering a Retro Transaction (in this example) and due to the Known Issue, this message or the one below will display. Click OK. If done timely, skip to Step 16.</p> <p>NOTE: When you receive this Message when trying to start retro (not in the current pay cycle) Career Sea Pay Premium:</p> <ul style="list-style-type: none"> • First, verify that Career Sea Pay is running. • Next, the SPO should be able to enter and approve the CSPP for a date in the current open calendar (use the first of the month for mid-month or the 16th of the month for end-month). • After approving the CSPP transaction, the SPO must submit a Pay Corrections Action Request to change the Begin Date to the correct date and have that transaction approved. <div data-bbox="316 969 1369 1514" style="border: 1px solid #ccc; padding: 5px;"> <p>Action Request</p> <p>Submit Career Sea Pay Premium</p> <p>Bruce Wayne</p> <p>Requesting Career Sea Pay Premium</p> <ul style="list-style-type: none"> • Enter the Begin Date the member become eligible for Career Sea Pay Premium. • Enter an End Date or leave blank. If an End Date is not entered, then Career Sea Pay will continue until a stop transaction is entered. • Press Submit. <p>Request Details</p> <p>Begin Date: 03/22/2019 <input type="text"/></p> <p>End Date: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Department: 008578 Description: CGC WAESCHE Sea Pay Level: DPT - Career Sea Pay Level 5</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/></p> <div data-bbox="507 1346 1358 1503" style="border: 1px solid #ccc; padding: 5px;"> <p>Message</p> <p>Member has 2 years at sea. Members require at least three years sea time to save. (30003,135)</p> <p>This member does not have three years of sea time. In order to submit a Sea Pay Premium transaction, the member must have a minimum of three years Sea Time.</p> <p><input type="button" value="OK"/></p> </div> </div> <div data-bbox="316 1554 1369 1767" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Message</p> <p>Member is not receiving Career Sea Pay. Not eligible to get Sea Pay Premium. (30003,160)</p> <p>This member does not receive Career Sea Pay. In order to submit a Sea Pay Premium transaction, the member must receive Career Sea Pay.</p> <p><input type="button" value="OK"/></p> </div> <p>Note: If you see this message, wait until the calendar finalizes to start CSPP and then complete a pay correction for the correct effective date.</p>

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Starting CSPP, Continued

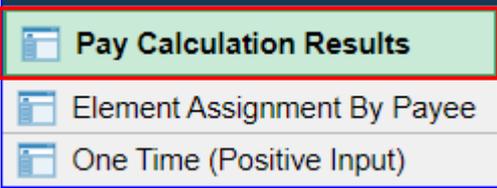
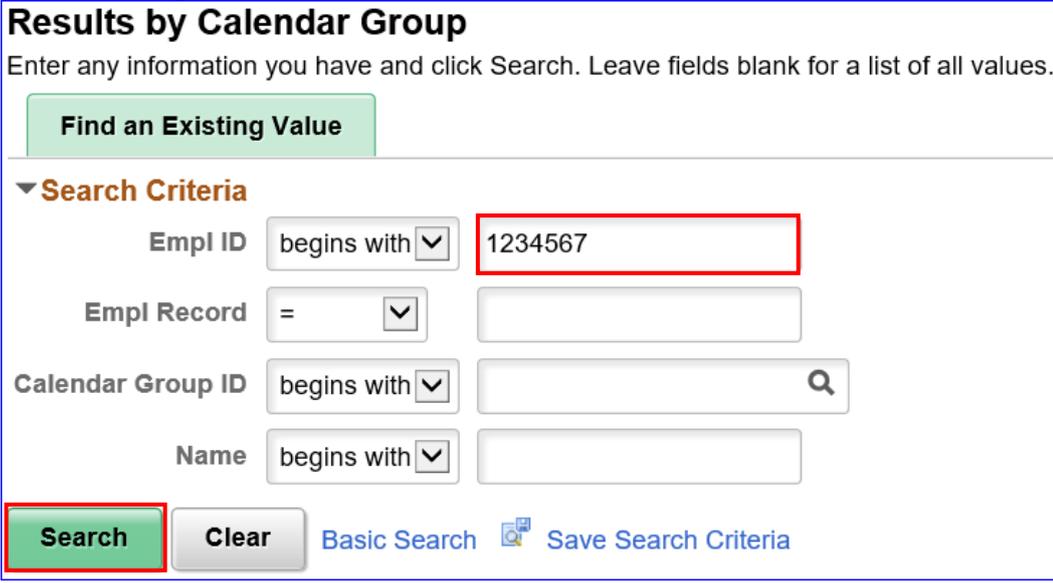
Procedures,
continued

Step	Action
15	<p>Enter the Begin Date and click Get details. Enter a Comment and click Submit.</p>  <p>Action Request Submit Career Sea Pay Premium</p> <p><u>Bruce Wayne</u> Requesting Career Sea Pay Premium</p> <ul style="list-style-type: none"> Enter the Begin Date the member become eligible for Career Sea Pay Premium. Enter an End Date or leave blank. If an End Date is not entered, then Career Sea Pay will continue until a stop transaction is entered. Press Submit. <p>Request Details</p> <p>Begin Date: <input type="text" value="04/11/2019"/> </p> <p>End Date: <input type="text"/> </p> <p>Get Details</p> <p>Request Information</p> <p>Department: 008578 Description: CGC WAESCHE Sea Pay Level: DPT - Career Sea Pay Level 5</p> <p>Comment: <input type="text" value="Start Career Pay Premium"/></p> <p>Submit <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p>
16	<p>The transaction is now Pending approval.</p>  <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p>SPO Approver</p> <p>Request Status: Pending</p> <p>Approvers</p> <p>Pending Multiple Approvers CGHRSUP for User's SPO</p>

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Starting CSPP, Continued

Procedures,
continued

Step	Action
17	<p>Click on the Pay Processing Shortcuts Tile.</p> 
17.5	<p>The default Pay Calculation Results option will automatically display.</p> 
18	<p>Enter the Empl ID and click Search.</p> 

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Starting CSPP, Continued

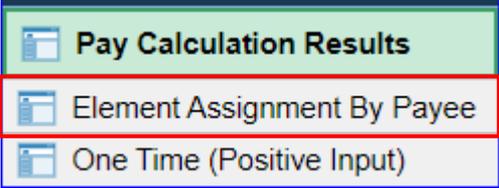
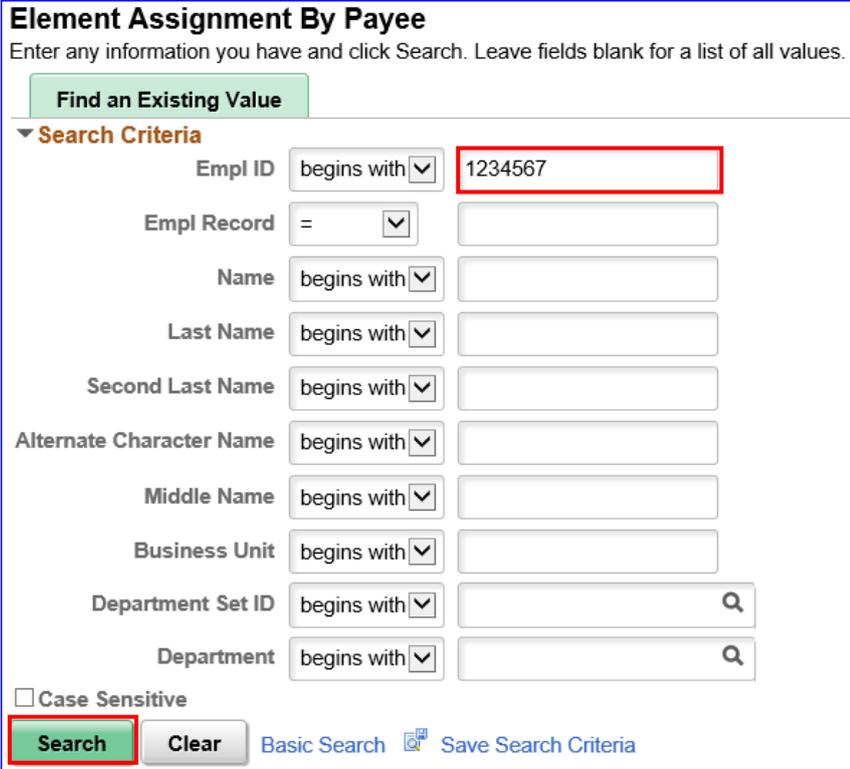
Procedures,
continued

Step	Action																																																																																			
19	<p>Select the Calendar in which the Premium began to validate that the deduction is correct (if applicable, a prorated amount).</p> <div data-bbox="316 562 1369 1128"> <p>Search Results</p> <p>View All 1-92 of 92</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>05/31/2019</td> <td>C119051</td> <td>Bruce Wayne</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>05/15/2019</td> <td>C119050</td> <td>Bruce Wayne</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>05/01/2019</td> <td>C119041</td> <td>Bruce Wayne</td> </tr> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>04/15/2019</td> <td>C119040</td> <td>Bruce Wayne</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>04/01/2019</td> <td>C119031</td> <td>Bruce Wayne</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>03/15/2019</td> <td>C119030</td> <td>Bruce Wayne</td> </tr> </tbody> </table> </div> <div data-bbox="316 1160 1369 1659"> <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Bruce Wayne Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C119040 201904 On-Cycle AD End Month</p> <p>Calendar Information 3 of 3</p> <p>Calendar ID CG ACT 2019M04E Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 3,020.87 USD Net Result Value 2,547.88 USD</p> <p>Earnings & Deductions 1-17 of 17 View 5</p> <p>Element Results Components Retro Adjustments Deduction Arrears User Fields</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>1317.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>06/16/2019</td> <td>06/30/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>184.690000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>06/16/2019</td> <td>06/30/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1277.700000</td> <td>Basic Pay</td> <td>0</td> <td>06/16/2019</td> <td>06/30/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>112.500000</td> <td>Career Sea Pay</td> <td>0</td> <td>06/16/2019</td> <td>06/30/2019</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>CSEAPAY PREM</td> <td>50.000000</td> <td>Career Sea Pay Premium</td> <td>1</td> <td>06/16/2019</td> <td>06/30/2019</td> <td>Resolution Details</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	05/31/2019	C119051	Bruce Wayne	1234567	0	05/15/2019	C119050	Bruce Wayne	1234567	0	05/01/2019	C119041	Bruce Wayne	1234567	0	04/15/2019	C119040	Bruce Wayne	1234567	0	04/01/2019	C119031	Bruce Wayne	1234567	0	03/15/2019	C119030	Bruce Wayne	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1317.000000	Basic Allowance for Housing	0	06/16/2019	06/30/2019	Resolution Details	Earnings	BAS	184.690000	Basic Allow for Subsistence	0	06/16/2019	06/30/2019	Resolution Details	Earnings	BASIC PAY	1277.700000	Basic Pay	0	06/16/2019	06/30/2019	Resolution Details	Earnings	CSEAPAY	112.500000	Career Sea Pay	0	06/16/2019	06/30/2019	Resolution Details	Earnings	CSEAPAY PREM	50.000000	Career Sea Pay Premium	1	06/16/2019	06/30/2019	Resolution Details
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Starting CSPP, Continued

Procedures,
continued

Step	Action
20	<p>Click on the Pay Processing Shortcuts Tile.</p> 
20.5	<p>Select the Element Assignment By Payee option.</p> 
21	<p>Enter the Empl ID and click Search.</p>  <p>Element Assignment By Payee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Second Last Name begins with ▼</p> <p>Alternate Character Name begins with ▼</p> <p>Middle Name begins with ▼</p> <p>Business Unit begins with ▼</p> <p>Department Set ID begins with ▼</p> <p>Department begins with ▼</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>

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Starting CSPP, Continued

Procedures,
continued

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22	<p>Career Sea Pay Premium will be listed as CSEAPAY PREM. Verify the Begin Date is correct. If not correct, follow the steps in Correcting CSPP to fix.</p> <div data-bbox="316 562 1369 1048" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee Bruce Wayne ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Category</td> <td style="width: 30%;">Element Name</td> <td style="width: 40%; text-align: right;"><input type="button" value="Select with Matching Criteria"/></td> </tr> <tr> <td>Entry Type</td> <td></td> <td></td> </tr> <tr> <td>As of Date</td> <td></td> <td style="text-align: right;"><input type="button" value="Clear"/></td> </tr> </table> <p>Assignments</p> <p>1-14 of 14</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>04/11/2019</td> <td></td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>11/18/2018</td> <td></td> <td style="text-align: center;">☑</td> <td style="text-align: center;">7</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>08/01/2018</td> <td>11/02/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">6</td> </tr> </tbody> </table> </div>	Category	Element Name	<input type="button" value="Select with Matching Criteria"/>	Entry Type			As of Date		<input type="button" value="Clear"/>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	CSEAPAY PREM	Career Sea Pay Premium	999	04/11/2019		☑	1	DMR	Discount Meal Rate	999	11/18/2018		☑	7	DMR	Discount Meal Rate	999	08/01/2018	11/02/2018	☑	6																			
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23	<p>When CSPP is NOT started in a timely manner, a Retro Delta CSEA Pay Premium is used to back pay. This can be found in Pay Calculation Results option under the Earnings and Deductions tab. In this case the member was suppose to start collecting CSPP in September 2018 but it was not started until November 2018.</p> <div data-bbox="316 1267 1369 1648" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>1302.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>11/01/2018</td> <td>11/15/2018</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>184.700000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>11/01/2018</td> <td>11/15/2018</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1185.150000</td> <td>Basic Pay</td> <td>0</td> <td>11/01/2018</td> <td>11/15/2018</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>112.500000</td> <td>Career Sea Pay</td> <td>0</td> <td>11/01/2018</td> <td>11/15/2018</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY PREM</td> <td>50.000000</td> <td>Career Sea Pay Premium</td> <td>1</td> <td>11/01/2018</td> <td>11/15/2018</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA CSEA P</td> <td>0.000000</td> <td>Retro Delta CSEA Pay Premium</td> <td>0</td> <td>11/01/2018</td> <td>11/15/2018</td> <td>Resolution Details</td> </tr> </tbody> </table> </div>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1302.000000	Basic Allowance for Housing	0	11/01/2018	11/15/2018	Resolution Details	Earnings	BAS	184.700000	Basic Allow for Subsistence	0	11/01/2018	11/15/2018	Resolution Details	Earnings	BASIC PAY	1185.150000	Basic Pay	0	11/01/2018	11/15/2018	Resolution Details	Earnings	CSEAPAY	112.500000	Career Sea Pay	0	11/01/2018	11/15/2018	Resolution Details	Earnings	CSEAPAY PREM	50.000000	Career Sea Pay Premium	1	11/01/2018	11/15/2018	Resolution Details	Earnings	DELTA CSEA P	0.000000	Retro Delta CSEA Pay Premium	0	11/01/2018	11/15/2018	Resolution Details
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Step	Action																																												
27	<p>Here is the expanded view of the 3 affected calendars with the Amount Delta's equalling the \$106.67 total.</p> <div data-bbox="316 562 1377 1061" style="border: 1px solid black; padding: 5px;"> <p>Results by Calendar Group</p> <p>Delta Details</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Empl ID 1234567</td> <td style="width: 50%;">Name Bruce Springsteen</td> </tr> <tr> <td>Calendar Group ID C118110</td> <td>Empl Record 0</td> </tr> <tr> <td>Calendar ID CG ACT 2018M11M</td> <td>Description 201811 On-Cycle AD Mid Month</td> </tr> <tr> <td>Element DELTA CSEA P</td> <td>Pay Group USCG</td> </tr> <tr> <td>Segment Number 1</td> <td>Description Retro Delta CSEA Pay Premium</td> </tr> <tr> <td></td> <td>Instance 0</td> </tr> </table> <p>Delta Details</p> <p>🔍 1-3 of 3 View 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr> <td>CG ACT 2018M09E</td> <td>A18M09PRD2</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td style="border: 2px solid red;">6.670000</td> <td>0.000000</td> <td>0.000000</td> </tr> <tr> <td>CG ACT 2018M10E</td> <td>A18M10PRD2</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td style="border: 2px solid red;">50.000000</td> <td>0.000000</td> <td>0.000000</td> </tr> <tr> <td>CG ACT 2018M10M</td> <td>A18M10PRD1</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td style="border: 2px solid red;">50.000000</td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Empl ID 1234567	Name Bruce Springsteen	Calendar Group ID C118110	Empl Record 0	Calendar ID CG ACT 2018M11M	Description 201811 On-Cycle AD Mid Month	Element DELTA CSEA P	Pay Group USCG	Segment Number 1	Description Retro Delta CSEA Pay Premium		Instance 0	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2018M09E	A18M09PRD2	CSEAPAY PREM	1	USD	6.670000	0.000000	0.000000	CG ACT 2018M10E	A18M10PRD2	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000	CG ACT 2018M10M	A18M10PRD1	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000
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Stopping CSPP

Introduction This section provides the procedures for stopping Career Sea Pay Premium in DA. SPOs should manually stop CSPP upon the member’s departure from the unit on terminal leave (with no intention to return) or when a member departs a vessel (TDY, leave, etc.) for longer than 30 days.

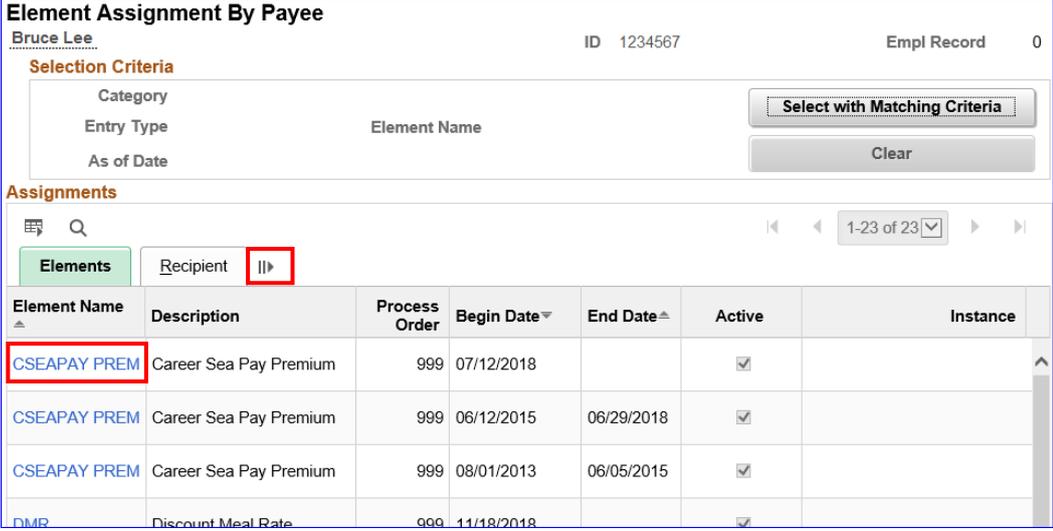
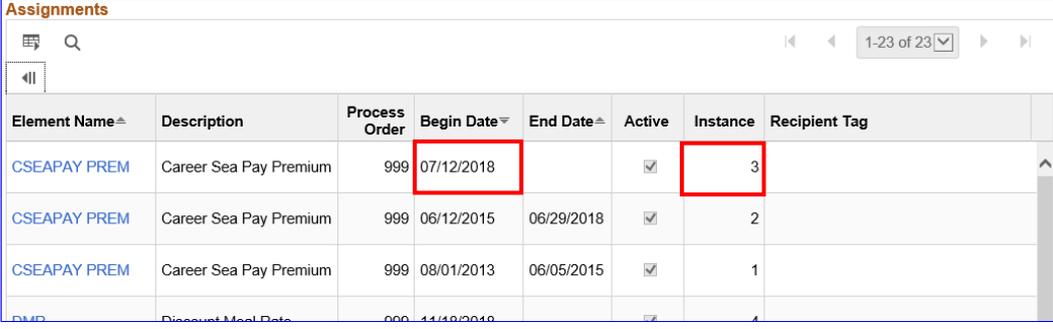
Procedures See below.

Step	Action
1	Click on the Pay Processing Shortcuts Tile. <div data-bbox="323 712 735 947" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
1.5	Select the Element Assignment By Payee option. <div data-bbox="316 1010 815 1200" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid green; padding: 2px; margin-bottom: 2px;">  Pay Calculation Results </div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 2px;">  Element Assignment By Payee </div> <div style="border: 1px solid gray; padding: 2px;">  One Time (Positive Input) </div> </div>
2	Enter the Empl ID and click Search . <div data-bbox="316 1256 1002 1883" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Element Assignment By Payee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f0e0; padding: 2px; border: 1px solid #ccc;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p style="border: 1px solid red; padding: 2px; display: inline-block; margin-right: 10px;">Search</p> Clear Basic Search Save Search Criteria </div>

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Stopping CSPP, Continued

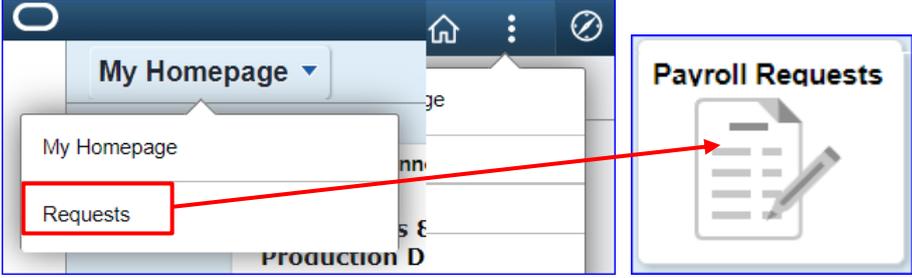
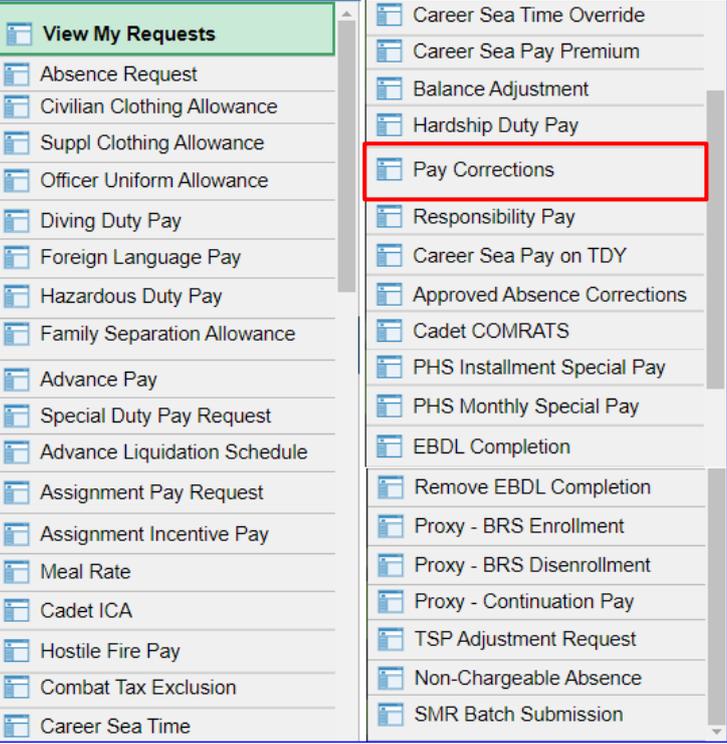
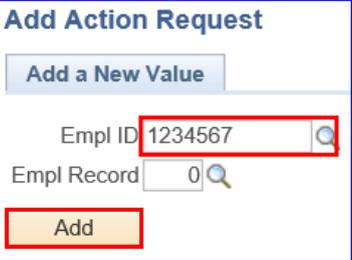
Procedures,
continued

Step	Action																																								
<p>3</p>	<p>If applicable, select the Expand All icon to find the open CSEAPAY PREM Instance number.</p>  <p>Element Assignment By Payee Bruce Lee ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria Clear</p> <p>Assignments</p> <p>1-23 of 23</p> <p>Elements Recipient Expand All</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>07/12/2018</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>06/12/2015</td> <td>06/29/2018</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>08/01/2013</td> <td>06/05/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMP</td> <td>Discount Meal Rate</td> <td>999</td> <td>11/18/2018</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	CSEAPAY PREM	Career Sea Pay Premium	999	07/12/2018		<input checked="" type="checkbox"/>		CSEAPAY PREM	Career Sea Pay Premium	999	06/12/2015	06/29/2018	<input checked="" type="checkbox"/>		CSEAPAY PREM	Career Sea Pay Premium	999	08/01/2013	06/05/2015	<input checked="" type="checkbox"/>		DMP	Discount Meal Rate	999	11/18/2018		<input checked="" type="checkbox"/>						
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Stopping CSPP, Continued

Procedures,
continued

Step	Action
5	<p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p> 
5.5	<p>Select the Pay Corrections option.</p> 
6	<p>Enter the Empl ID and click Add.</p> 

Continued on next page

Stopping CSPP, Continued

Procedures,
continued

Step	Action																																												
7	<p>Select the Pay Element lookup icon.</p> <div data-bbox="316 521 1377 1061" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Pay Correction</p> <p><u>Lee, Bruce</u></p> <ol style="list-style-type: none"> 1. Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. 2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. 3. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. 4. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. 5. Press Submit. <div data-bbox="347 846 1342 1016" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Pay Element: <input type="text"/>  Cancel: <input type="text"/></p> <p>Instance #: <input type="text"/></p> <p>New Begin Date: <input type="text"/> <input type="button" value="BT"/></p> <p>New End Date: <input type="text"/> <input type="button" value="BT"/></p> </div> <p><input type="button" value="Get Details"/></p> </div>																																												
8	<p>Select CSEAPAY PREM from the list.</p> <div data-bbox="316 1122 948 1872" style="border: 1px solid black; padding: 5px;"> <p>Look Up Pay Element Help</p> <p>Search by: <input type="text" value="Element Name"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <input type="button" value="Advanced Lookup"/></p> <p>Search Results</p> <p>View 100 First <input type="button" value="◀"/> 1-21 of 21 <input type="button" value="▶"/> Last</p> <table border="1" data-bbox="327 1317 695 1832"> <thead> <tr> <th>Element Name</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>BCP</td><td>Board Certified Pay</td></tr> <tr><td>COLA UNIQUE</td><td>COLA Unique</td></tr> <tr><td>COMRATS</td><td>Meal Allowance for Cadets</td></tr> <tr><td>CREW FLT PAY</td><td>Crew Flight Pay</td></tr> <tr><td>CSEAPAY</td><td>Career Sea Pay</td></tr> <tr style="border: 2px solid red;"><td>CSEAPAY PREM</td><td>Career Sea Pay Premium</td></tr> <tr><td>DIVING DUTY</td><td>Diving Duty Pay</td></tr> <tr><td>DMR</td><td>Discount Meal Rate</td></tr> <tr><td>DMR REFUND</td><td>DMR Refund</td></tr> <tr><td>FDHDIP</td><td>Flight Deck Hazardous Duty Pay</td></tr> <tr><td>FOR LANG PAY</td><td>Foreign Language Proficiency</td></tr> <tr><td>FSA</td><td>Family Separation Allowance</td></tr> <tr><td>HARDSHIP PAY</td><td>Hardship Duty Pay - Location</td></tr> <tr><td>HDIP</td><td>HDIP Visit Board Search Seizur</td></tr> <tr><td>HFP IDP</td><td>Hostile Fire/Imminent Danger</td></tr> <tr><td>HLTH INC PAY</td><td>Health Profession Incentive</td></tr> <tr><td>HLTHBRDCERT</td><td>Health Profession Board Crt IP</td></tr> <tr><td>NON CREW PAY</td><td>Non-Crew Flight Pay</td></tr> <tr><td>OPV</td><td>Optometrist/Veterinarian Pay</td></tr> <tr><td>SDAP</td><td>Special Duty Assignment Pay</td></tr> <tr><td>VSP</td><td>Variable Special Pay</td></tr> </tbody> </table> </div>	Element Name	Description	BCP	Board Certified Pay	COLA UNIQUE	COLA Unique	COMRATS	Meal Allowance for Cadets	CREW FLT PAY	Crew Flight Pay	CSEAPAY	Career Sea Pay	CSEAPAY PREM	Career Sea Pay Premium	DIVING DUTY	Diving Duty Pay	DMR	Discount Meal Rate	DMR REFUND	DMR Refund	FDHDIP	Flight Deck Hazardous Duty Pay	FOR LANG PAY	Foreign Language Proficiency	FSA	Family Separation Allowance	HARDSHIP PAY	Hardship Duty Pay - Location	HDIP	HDIP Visit Board Search Seizur	HFP IDP	Hostile Fire/Imminent Danger	HLTH INC PAY	Health Profession Incentive	HLTHBRDCERT	Health Profession Board Crt IP	NON CREW PAY	Non-Crew Flight Pay	OPV	Optometrist/Veterinarian Pay	SDAP	Special Duty Assignment Pay	VSP	Variable Special Pay
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Stopping CSPP, Continued

Procedures,
continued

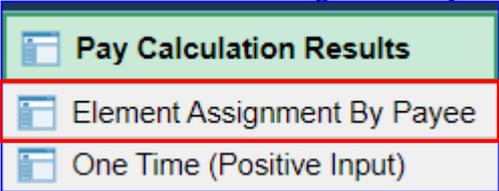
Step	Action
<p>9</p>	<p>Enter the Instance # and the New End Date. Click Get Details.</p> <div data-bbox="316 521 1369 1059" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Pay Correction</p> <p>Lee, Bruce</p> <ol style="list-style-type: none"> 1. Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. 2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. 3. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. 4. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. 5. Press Submit. <div data-bbox="347 846 1337 1014" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Pay Element: CSEAPAY PREM <input type="text"/> Cancel: <input type="text"/></p> <p>Instance #: 3</p> <p>New Begin Date: <input type="text"/></p> <p>New End Date: 08/15/2019</p> <p>Get Details</p> </div> </div>
<p>10</p>	<p>Add any Comments and click Submit.</p> <div data-bbox="316 1122 1369 1413" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Current Begin Date: 07/12/2018</p> <p>Current End Date:</p> <p>Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> <p>Comment: Stopping Career Sea Pay Premium due to separation.</p> <p>Submit <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
<p>11</p>	<p>The transaction is now Pending approval.</p> <div data-bbox="316 1473 1201 1854" style="border: 1px solid blue; padding: 5px;"> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p>Request Status Pending View/Hide Comments</p> <p>1</p> <div data-bbox="347 1630 662 1713" style="border: 1px solid #ccc; padding: 5px;"> <p>Pending</p> <p><input type="checkbox"/> Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Bruce Lee at 08/12/19 - 2:41 PM</p> <p>Stopping Career Sea Pay Premium due to separation.</p> </div>

Correcting CSPP

Introduction This section provides the procedures for correcting CSPP in DA.

- Information**
- If CSPP was submitted and approved with an incorrect date, it can be corrected using the Pay Corrections in the Request tab.
 - No correction can be made to a CSPP that has NOT processed through a payroll calculation yet. To correct an action that has NOT been fully processed yet, cancel it and resubmit it with the correct information.
 - If cancelling a transaction due to the need to correct a date, be sure to input the new transaction in the same pay cycle. **Cancelling an instance of any pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.**

Procedures See below.

Step	Action
1	Click on the Pay Processing Shortcuts Tile. 
1.5	Select the Element Assignment By Payee option. 

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Correcting CSPP, Continued

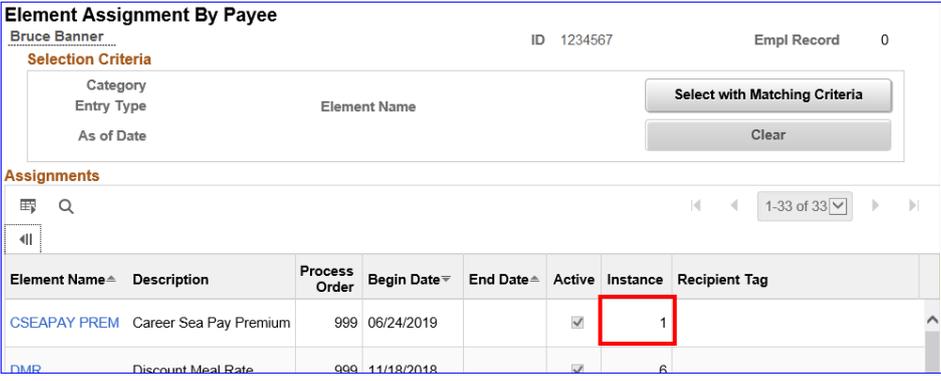
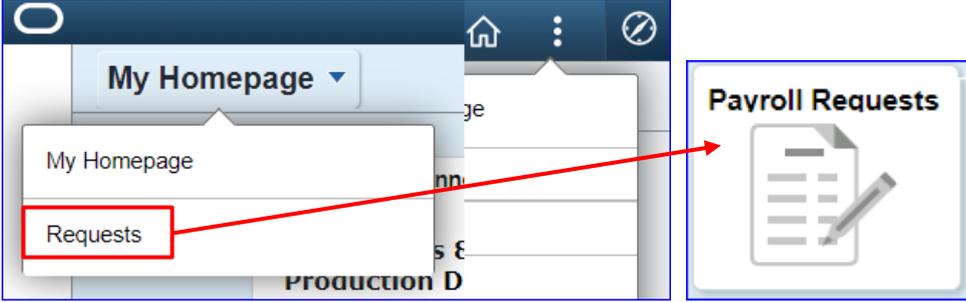
Procedures,
continued

Step	Action
2	<p data-bbox="316 495 794 524">Enter the Empl ID and click Search.</p> <div data-bbox="316 524 1023 1167" style="border: 1px solid black; padding: 5px;"> <p data-bbox="320 528 671 557">Element Assignment By Payee</p> <p data-bbox="320 557 1018 582">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="341 595 552 620" style="background-color: #d9ead3; padding: 2px;">Find an Existing Value</p> <p data-bbox="325 627 485 651">▼ Search Criteria</p> <p data-bbox="475 651 911 685">Empl ID begins with ▼ 1234567</p> <p data-bbox="432 696 911 730">Empl Record = ▼ <input type="text"/></p> <p data-bbox="491 741 911 775">Name begins with ▼ <input type="text"/></p> <p data-bbox="453 786 911 819">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="384 831 911 864">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="325 875 911 909">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="432 920 911 954">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="424 965 911 999">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="389 1010 938 1043">Department Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="443 1055 938 1088">Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="325 1093 472 1117"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="320 1126 847 1160"> <input style="border: 1px solid red; background-color: #d9ead3;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> </div>

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Correcting CSPP, Continued

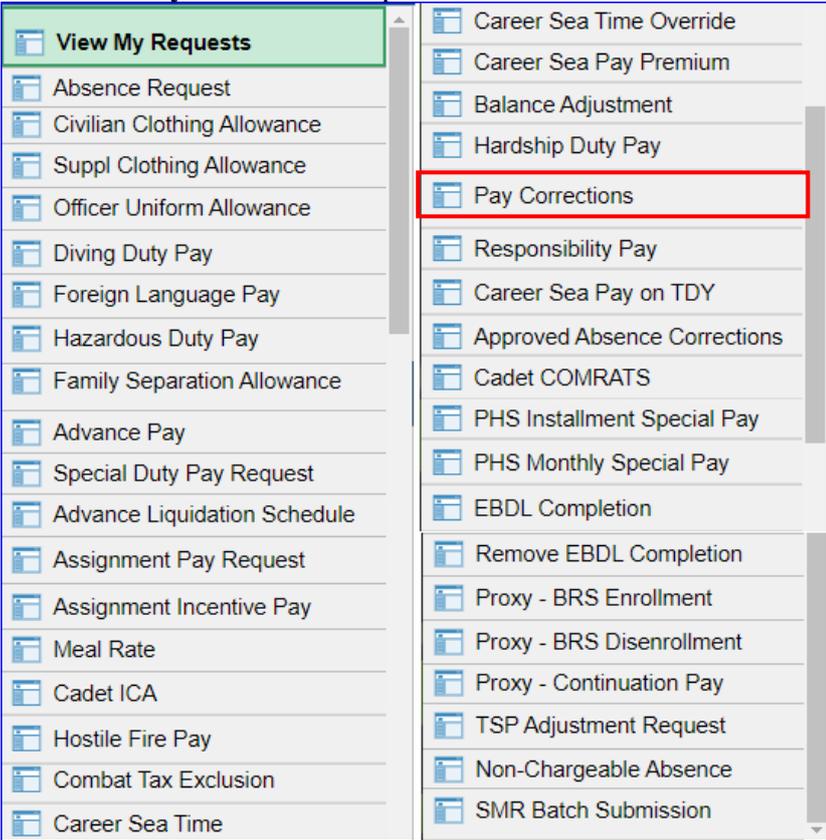
Procedures,
continued

Step	Action																															
3	<p>Get the Instance number for the CSEAPAY PREM that needs modified.</p>  <p>Element Assignment By Payee Bruce Banner ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <table border="1"> <tr> <td>Category</td> <td></td> <td rowspan="3">Select with Matching Criteria</td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> </tr> <tr> <td>As of Date</td> <td></td> </tr> </table> <p>Clear</p> <p>Assignments</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> <th>Recipient Tag</th> </tr> </thead> <tbody> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>06/24/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>DMP</td> <td>Discount Meal Rate</td> <td>999</td> <td>11/18/2018</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>6</td> <td></td> </tr> </tbody> </table>	Category		Select with Matching Criteria	Entry Type	Element Name	As of Date		Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag	CSEAPAY PREM	Career Sea Pay Premium	999	06/24/2019		<input checked="" type="checkbox"/>	1		DMP	Discount Meal Rate	999	11/18/2018		<input checked="" type="checkbox"/>	6	
Category		Select with Matching Criteria																														
Entry Type	Element Name																															
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Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag																									
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DMP	Discount Meal Rate	999	11/18/2018		<input checked="" type="checkbox"/>	6																										
4	<p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p> 																															

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Correcting CSPP, Continued

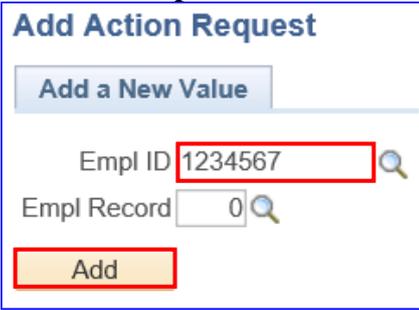
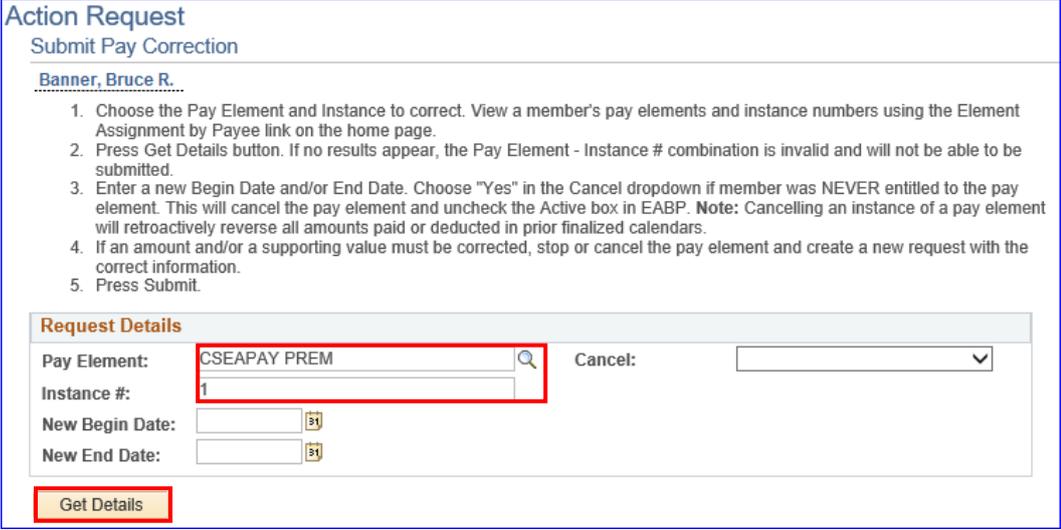
Procedures,
continued

Step	Action
4.5	<p>Select the Pay Corrections option.</p>  <p>The screenshot shows a web application interface with a menu on the left and a list of options on the right. The 'View My Requests' option is highlighted with a green border. The 'Pay Corrections' option is highlighted with a red border. The list of options includes: Career Sea Time Override, Career Sea Pay Premium, Balance Adjustment, Hardship Duty Pay, Pay Corrections, Responsibility Pay, Career Sea Pay on TDY, Approved Absence Corrections, Cadet COMRATS, PHS Installment Special Pay, PHS Monthly Special Pay, EBDL Completion, Remove EBDL Completion, Proxy - BRS Enrollment, Proxy - BRS Disenrollment, Proxy - Continuation Pay, TSP Adjustment Request, Non-Chargeable Absence, and SMR Batch Submission.</p>

Continued on next page

Correcting CSPP, Continued

Procedures,
continued

Step	Action
5	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID 1234567</p> <p>Empl Record 0</p> <p>Add</p>
6	<p>Select the CSEAPAY PREM from the lookup icon. Enter the Instance # and click Get Details.</p>  <p>Action Request</p> <p>Submit Pay Correction</p> <p><u>Banner, Bruce R.</u></p> <ol style="list-style-type: none"> 1. Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. 2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. 3. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. 4. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. 5. Press Submit. <p>Request Details</p> <p>Pay Element: CSEAPAY PREM Cancel: <input type="checkbox"/></p> <p>Instance #: 1</p> <p>New Begin Date: <input type="text"/> 31</p> <p>New End Date: <input type="text"/> 31</p> <p>Get Details</p>

Continued on next page

Correcting CSPP, Continued

Procedures,
continued

Step	Action
7	<p>If deleting the transaction, click the drop-down arrow in the Cancel list and select YES. Use ONLY when a member wasn't entitled or if the transaction has NOT been processed through a payroll calculation yet. Enter a Comment to support the action request. Click Submit.</p> <div data-bbox="316 600 1023 1151" style="border: 1px solid black; padding: 5px;"> <p>Action Request Submit Pay Correction</p> <p><u>Banner, Bruce R.</u></p> <ol style="list-style-type: none"> Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. Press Submit. <p>Request Details</p> <p>Pay Element: CSEAPAY PREM Cancel: YES <input type="button" value="v"/></p> <p>Instance #: 1</p> <p>New Begin Date: <input type="text" value=""/> <input type="button" value="B"/></p> <p>New End Date: <input type="text" value=""/> <input type="button" value="E"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Current Begin Date: 06/24/2019</p> <p>Current End Date: Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Stopping Career Sea Pay Premium due to error in submission."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>If correcting the transaction or stopping the entitlement, enter the correct New Begin Date or New End Date (required if stopping). Use this when the transaction has already processed through a payroll calculation. Enter a Comment to support the action request. Click Submit.</p> <div data-bbox="316 1317 1054 1890" style="border: 1px solid black; padding: 5px;"> <p>Action Request Submit Pay Correction</p> <p><u>Banner, Bruce R.</u></p> <ol style="list-style-type: none"> Choose the Pay Element and instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. Press Submit. <p>Request Details</p> <p>Pay Element: CSEAPAY PREM Cancel: <input type="button" value="v"/></p> <p>Instance #: 1</p> <p>New Begin Date: <input style="border: 2px solid red;" type="text" value="06/20/2019"/> <input type="button" value="B"/></p> <p>New End Date: <input type="text" value=""/> <input type="button" value="E"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Current Begin Date: 06/24/2019</p> <p>Current End Date: Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Correcting start date to 6/20/19."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

Continued on next page

Correcting CSPP, Continued

Procedures,
continued

Step	Action
9	<p>The transaction is now Pending approval.</p> <div data-bbox="316 521 1305 958" style="border: 1px solid blue; padding: 5px;"><p>Submit Resubmit Withdraw</p><p>Request Status: Pending View/Hide Comments</p><p>1</p><p>Pending</p><p> Multiple Approvers CGHRSUP for User's SPO</p><p>Comments</p><p>Bruce R. Banner at 08/12/19 - 2:55 PM Correcting start date to 6/20/19.</p></div>

Adding/Correcting Retro Active Neutral (Stop) Time Rows

Introduction This section provides the procedures for correcting/adding Neutral Rows to prevent a lapse in CSPP eligibility. This process involves sequential steps and **direct contact between the SPO Technician and SPO Auditor.**

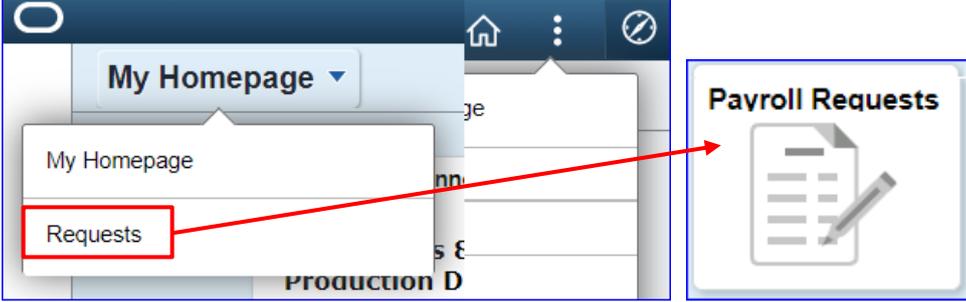
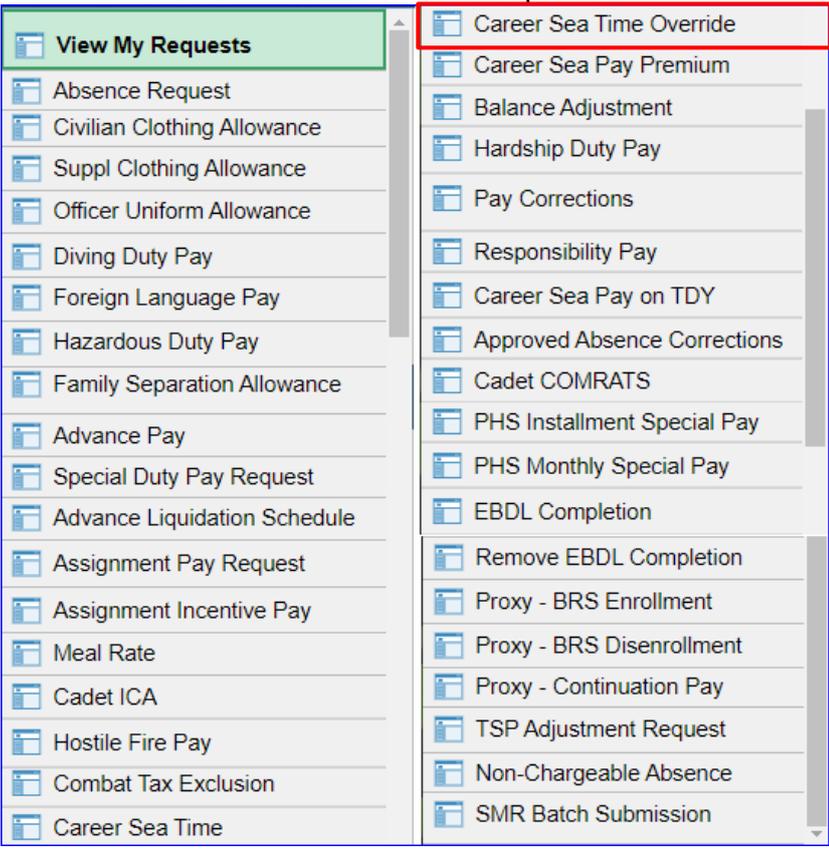
Information This example is an addition of a retro Neutral time transaction: If a member is attending “A” school and departing from one vessel to another vessel, there will be a need for a Neutral Time Row to maintain CSPP eligibility. A member departs the CGC POLAR STAR for 'A' School on 06/03/2019. He then reports to the CGC FINBACK on 09/02/2019. The neutral row should be from 06/04/2019 to 09/01/2019. However, DA will not allow a SPO to input the Neutral time row because the member was not technically assigned to a vessel during that period. It must be added after the member reports to the new vessel.

IMPORTANT The accuracy of neutral rows is very important to ensure sea pay/pay premium continues calculating and paying correctly in DA. PPC is unable to correct incorrect neutral rows entered at the P&A/SPO level.

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Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

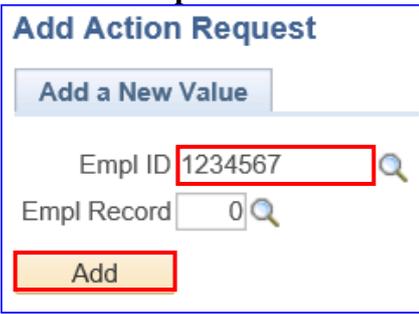
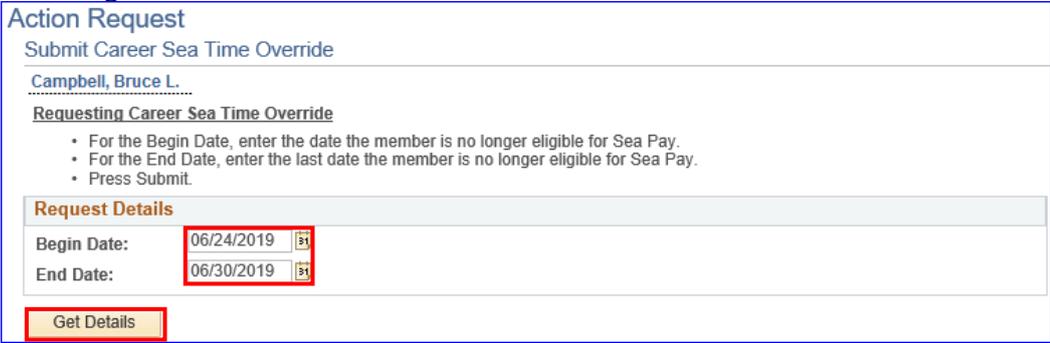
SPO Technician Procedures See below.

Step	Action
<p>1</p>	<p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p> 
<p>1.5</p>	<p>Select the Career Sea Time Override option.</p> 

Continued on next page

Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

SPO
Technician
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID 1234567</p> <p>Empl Record 0</p> <p>Add</p>
3	<p>Enter the Begin Date as an earlier date when the member was aboard the departed vessel and the End Date as a date after the member was aboard the receiving vessel. Click Get Details.</p>  <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p>Campbell, Bruce L.</p> <p>Requesting Career Sea Time Override</p> <ul style="list-style-type: none"> For the Begin Date, enter the date the member is no longer eligible for Sea Pay. For the End Date, enter the last date the member is no longer eligible for Sea Pay. Press Submit. <p>Request Details</p> <p>Begin Date: 06/24/2019</p> <p>End Date: 06/30/2019</p> <p>Get Details</p>

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Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

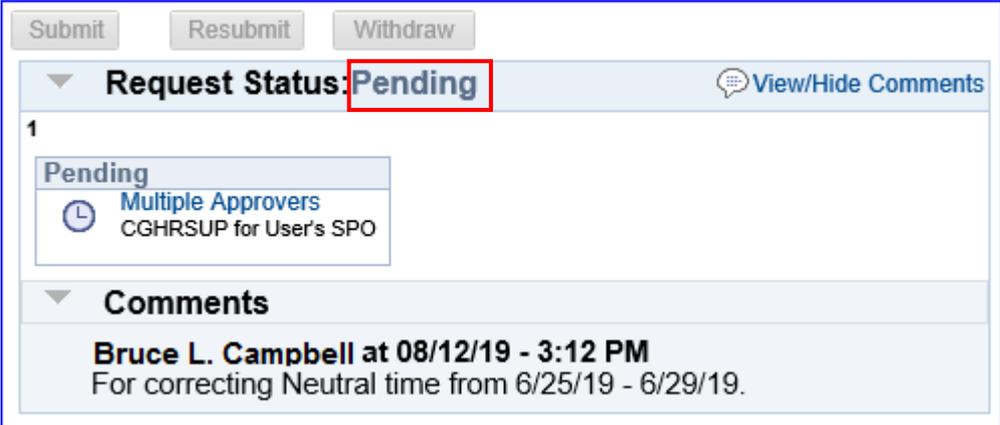
**SPO
Technician
Procedures,
continued**

Step	Action
4	<p>Enter a Comment stating the correct dates of the Neutral time and click Submit.</p> <div data-bbox="316 622 1369 1301" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p>Campbell, Bruce L.</p> <p>Requesting Career Sea Time Override</p> <ul style="list-style-type: none"> For the Begin Date, enter the date the member is no longer eligible for Sea Pay. For the End Date, enter the last date the member is no longer eligible for Sea Pay. Press Submit. <p>Request Details</p> <p>Begin Date: 06/24/2019 <input type="button" value="BT"/></p> <p>End Date: 06/30/2019 <input type="button" value="BT"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Sea Time Years: 3 Neutral Time:</p> <p>Sea Time Months: 10</p> <p>Sea Time Days: 5</p> <p>Current Unit: 008578 - CGC WAESCHE</p> <p>Sea Pay Level: SPL5</p> <p>Level Description: DPT - Career Sea Pay Level 5</p> <p>Comment: For correcting Neutral time from 6/25/19 - 6/29/19.</p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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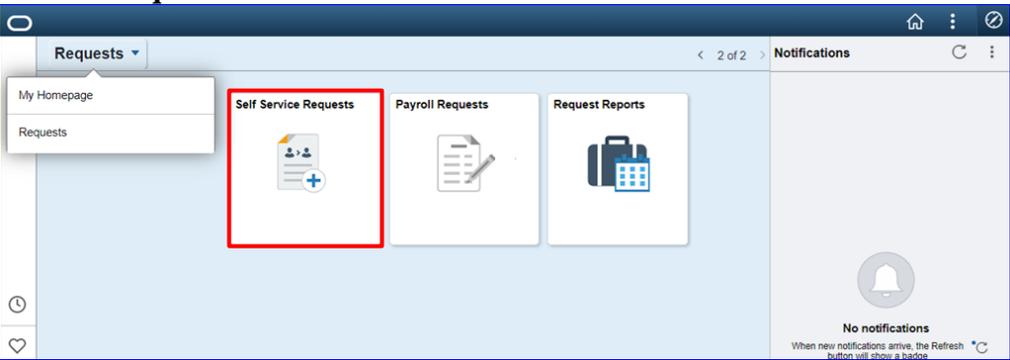
Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

**SPO
Technician
Procedures,**
continued

Step	Action
5	<p>The transaction is now Pending approval. Notify the Auditor to approve the transaction.</p>  <p>The screenshot shows a web interface with buttons for 'Submit', 'Resubmit', and 'Withdraw'. Below these is a section titled 'Request Status: Pending' with a 'View/Hide Comments' link. Underneath, there is a 'Pending' status box with a clock icon and the text 'Multiple Approvers' and 'CGHRSUP for User's SPO'. A 'Comments' section follows, containing a comment from 'Bruce L. Campbell at 08/12/19 - 3:12 PM' stating 'For correcting Neutral time from 6/25/19 - 6/29/19.' The word 'Pending' in the status header is highlighted with a red box.</p>

**Auditor
Procedures**

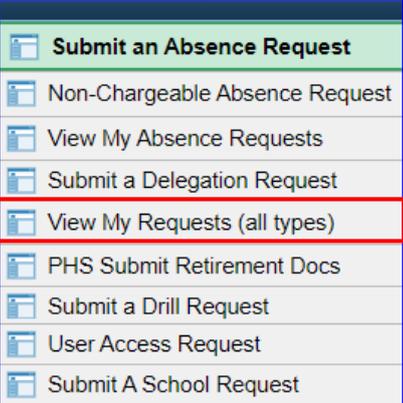
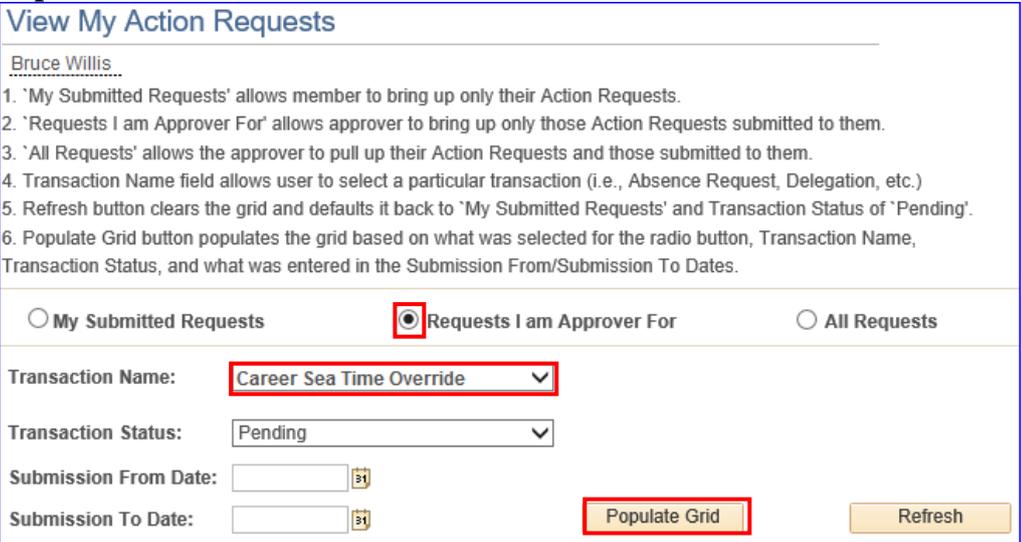
See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p>  <p>The screenshot shows a user dashboard with a 'Requests' dropdown menu open, listing 'My Homepage' and 'Requests'. Below the menu are three tiles: 'Self Service Requests' (highlighted with a red box), 'Payroll Requests', and 'Request Reports'. A notification area on the right shows 'No notifications'.</p>

Continued on next page

Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

ProceduresPro
cedures,
continued

Step	Action
1.5	<p>Select the View My Requests (all types) option.</p> 
2	<p>Select the Requests I am Approver For radio button. Select Career Sea Time Override from the Transaction Name drop-down to narrow the search and click Populate Grid.</p> 
3	<p>Select the Approve/Deny link.</p> 

Continued on next page

Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

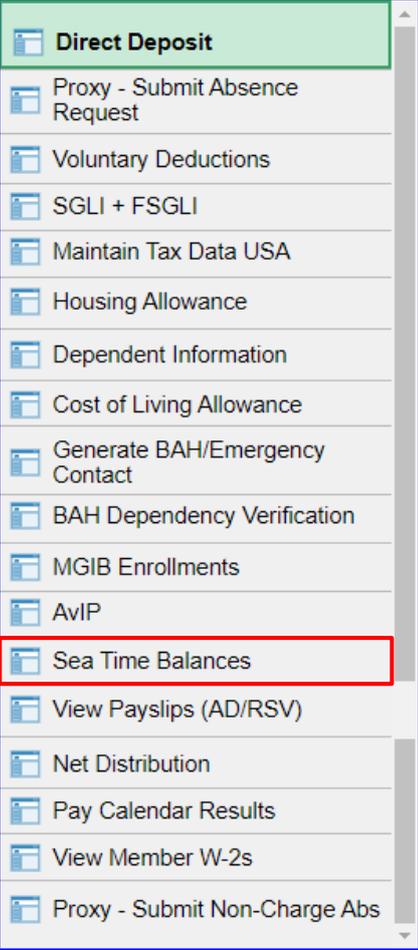
Auditor
Procedures,
continued

Step	Action																				
<p>4</p>	<p>Click Approve.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Action Request Career Sea Time Override</p> <p><u>Campbell, Bruce L.</u></p> <p>Requesting Career Sea Time Override</p> <ul style="list-style-type: none"> For the Begin Date, enter the date the member is no longer eligible for Sea Pay. For the End Date, enter the last date the member is no longer eligible for Sea Pay. Press Submit. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Request Details</th> </tr> </thead> <tbody> <tr> <td>Begin Date:</td> <td>06/24/2019</td> </tr> <tr> <td>End Date:</td> <td>06/30/2019</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Request Information</th> </tr> </thead> <tbody> <tr> <td>Sea Time Years: 3</td> <td style="text-align: right;">Neutral Time:</td> </tr> <tr> <td>Sea Time Months: 10</td> <td></td> </tr> <tr> <td>Sea Time Days: 20</td> <td></td> </tr> <tr> <td>Current Unit: 008578 - CGC WAESCHE</td> <td></td> </tr> <tr> <td>Sea Pay Level: SPL5</td> <td></td> </tr> <tr> <td>Level Description: DPT - Career Sea Pay Level 5</td> <td></td> </tr> </tbody> </table> <p>Comment: <input style="width: 100%;" type="text" value="Approved Correction."/></p> <p style="display: flex; justify-content: space-around;"> <input style="border: 2px solid red;" type="button" value="Approve"/> <input type="button" value="Deny"/> </p> </div>	Request Details		Begin Date:	06/24/2019	End Date:	06/30/2019	Request Information		Sea Time Years: 3	Neutral Time:	Sea Time Months: 10		Sea Time Days: 20		Current Unit: 008578 - CGC WAESCHE		Sea Pay Level: SPL5		Level Description: DPT - Career Sea Pay Level 5	
Request Details																					
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Sea Pay Level: SPL5																					
Level Description: DPT - Career Sea Pay Level 5																					
<p>5</p>	<p>The transaction is now Approved. Notify the Tech to adjust the Sea Time Balance.</p> <div style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;"> <p>Request Status: Approved View/Hide Comments</p> <p>1</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0ffe0; margin-bottom: 5px;"> <p>Approved</p> <p>✓ Bruce Willis W. CGHRSUP for User's SPO 08/12/19 - 3:17 PM</p> </div> <p>Comments</p> <p>Bruce Willis W. at 08/12/19 - 3:17 PM Approved Correction.</p> <hr/> <p>Bruce Springsteen at 08/12/19 - 3:12 PM For correcting Neutral time from 6/25/19 - 6/29/19.</p> </div> </div>																				

Continued on next page

Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

SPO Tech Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Tile.</p>  <p>The image shows a square tile with a blue border. At the top, the text 'Active/Reserve Pay' is written in bold black font. Below the text is a graphic of a blue and white globe with a green rectangular box in front of it, containing three white circles.</p>
1.5	<p>Select the Sea Time Balances option.</p>  <p>The image shows a vertical list of menu items, each with a small blue folder icon to its left. The items are: Direct Deposit (highlighted in green), Proxy - Submit Absence Request, Voluntary Deductions, SGLI + FSGLI, Maintain Tax Data USA, Housing Allowance, Dependent Information, Cost of Living Allowance, Generate BAH/Emergency Contact, BAH Dependency Verification, MGIB Enrollments, AvIP, Sea Time Balances (highlighted with a red border), View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs.</p>

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Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

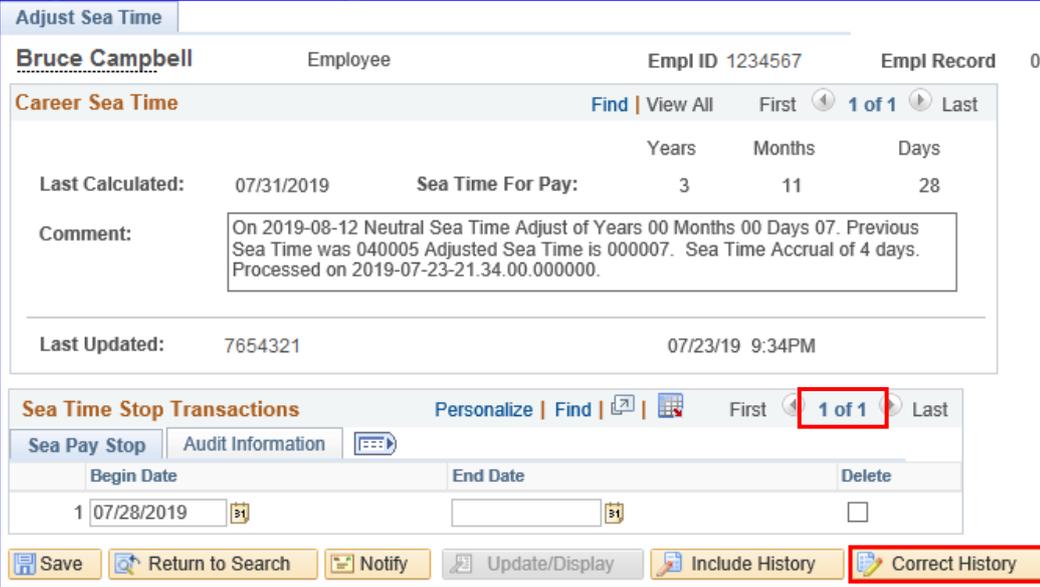
SPO Tech
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID, check the Correct History box and click Search.</p> <p>Adjust Sea Time</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search 🔍 Save Search Criteria</p>

Continued on next page

Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

SPO Tech
Procedures,
continued

Step	Action
3	<p>The Sea Time Balance page will display. Click the Correct History button if you did not on the previous step (in this example, we did not so the new Neutral (Stop) rows are not showing).</p>  <p>The screenshot displays the 'Adjust Sea Time' interface for employee Bruce Campbell (Empl ID 1234567). It includes a 'Career Sea Time' section with a table showing 'Last Calculated' as 07/31/2019 and 'Sea Time For Pay' as 3 years, 11 months, and 28 days. A comment box contains text about a neutral sea time adjust. Below this is a 'Sea Time Stop Transactions' table with one entry for 07/28/2019. At the bottom, a row of buttons includes 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History', with the 'Correct History' button highlighted in red.</p>

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Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

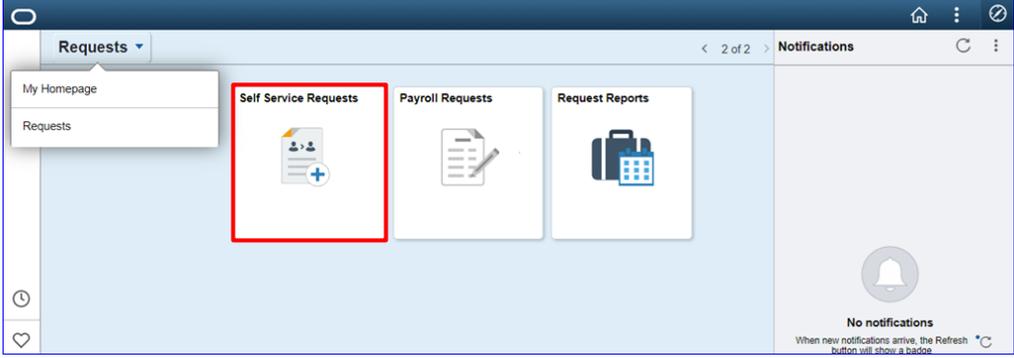
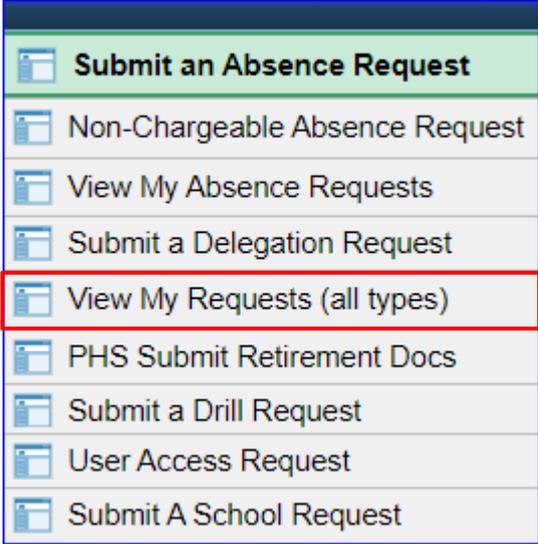
SPO Tech
Procedures,
continued

Step	Action
4	<p>All of the member's existing Neutral time rows will display, if any. Make sure changes are made to the appropriate one. Change the Begin and End Dates to reflect the appropriate dates for the period that the member was eligible for Neutral time. Click Save. It is now pending approval from the SPO Auditor.</p> <p>The screenshots illustrate the process of updating the dates for a Neutral time row. In the first screenshot, the 'Begin Date' is 06/24/2019 and the 'End Date' is 06/30/2019. In the second screenshot, these dates have been corrected to 06/25/2019 and 06/29/2019, respectively. The 'Save' button is highlighted in the second screenshot, indicating the final step of the process.</p>

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Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

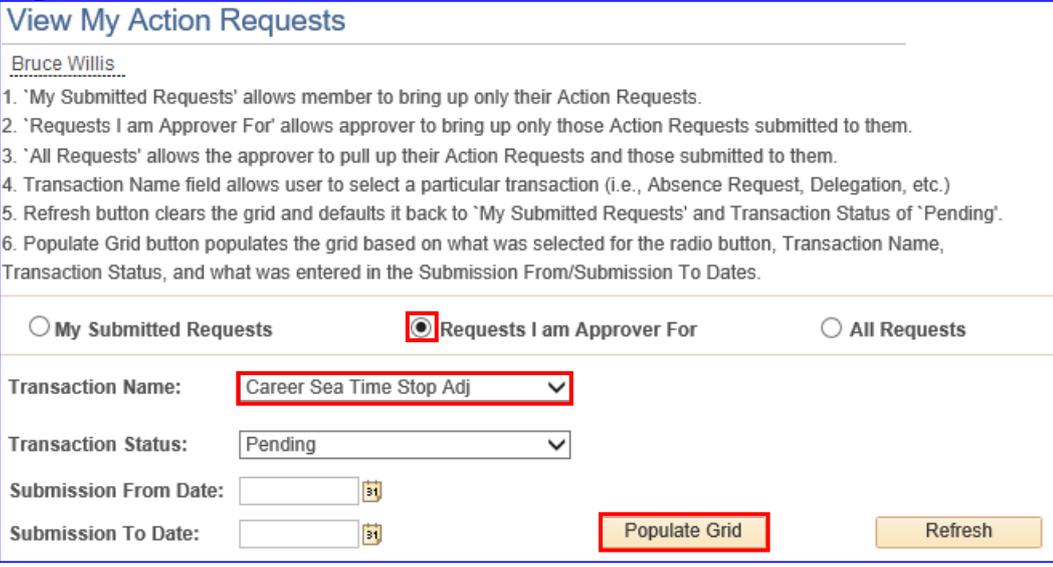
Auditor Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a 'Requests' dropdown menu. Below it, there are three main tiles: 'Self Service Requests' (highlighted with a red box), 'Payroll Requests', and 'Request Reports'. On the right side, there is a 'Notifications' section with a bell icon and the text 'No notifications'.</p>
<p>1.5</p>	<p>Select the View My Requests (all types) option.</p>  <p>The screenshot shows a list of request options. The options are: 'Submit an Absence Request', 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)' (highlighted with a red box), 'PHS Submit Retirement Docs', 'Submit a Drill Request', 'User Access Request', and 'Submit A School Request'.</p>

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Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

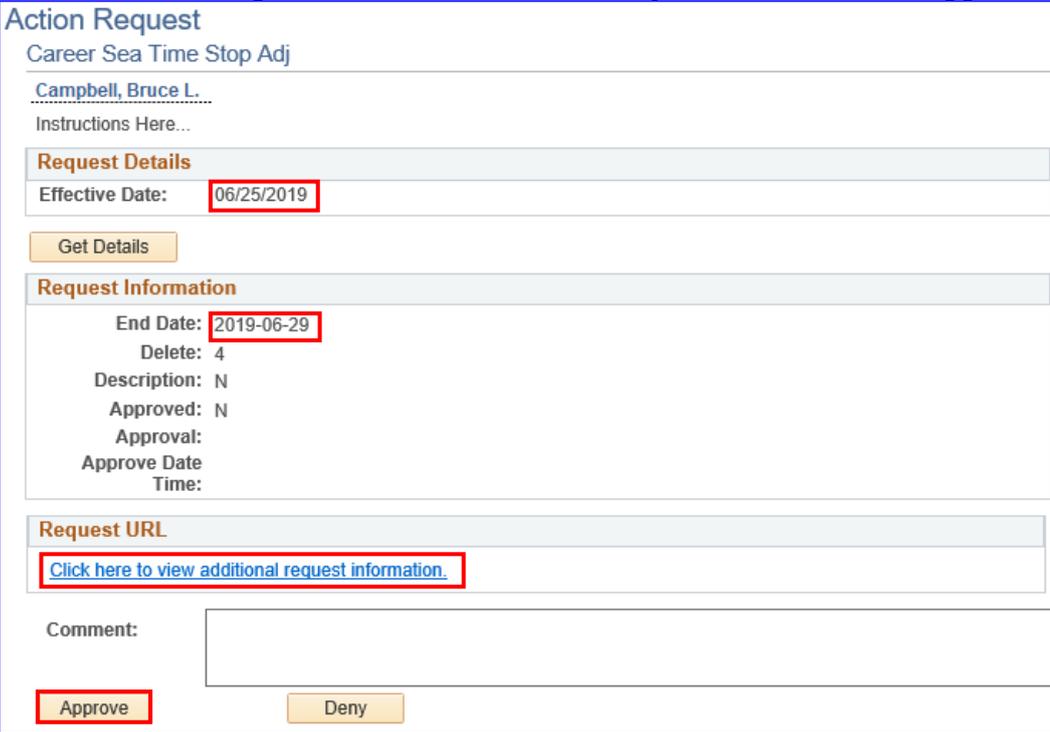
**Auditor
Procedures,**
continued

Step	Action																																				
2	<p>Select the Requests I am Approver For radio button. Select Career Sea Time Stop Adj from the Transaction Name drop down to narrow the search and click Populate Grid.</p>  <p>View My Action Requests</p> <p>Bruce Willis</p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: Career Sea Time Stop Adj</p> <p>Transaction Status: Pending</p> <p>Submission From Date: <input type="text"/> <input type="text"/></p> <p>Submission To Date: <input type="text"/> <input type="text"/></p> <p>Populate Grid Refresh</p>																																				
3	<p>Select the Approve/Deny link.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Sea Time Stop Approval</td> <td>Pending</td> <td>Bruce Campbell</td> <td>Campbell</td> <td>1234567</td> <td>008578</td> <td>Bruce Springsteen</td> <td>Bruce Willis</td> <td>08/12/2019</td> <td>Approve/Deny</td> </tr> </tbody> </table> <p>Order Approvals</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Sea Time Stop Approval	Pending	Bruce Campbell	Campbell	1234567	008578	Bruce Springsteen	Bruce Willis	08/12/2019	Approve/Deny	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny								Approve/Deny
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Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

**Auditor
Procedures,**
continued

Step	Action
4	<p>Verify the Effective Date and End Date are correct or select the Click here to view additional request information link to verify the dates and click Approve.</p> 
5	<p>The entire Neutral Time correction transaction has been Approved and completed.</p> 