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.

New Form as of Here is the new Career Sea Pay Premium Worksheet (CG-2036). 6/19

Contents

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

Starting CSPP

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

Procedures See below.

Step	Action
1	Click on the Active/Reserve Pay Tile.
	Active/Reserve Pay
1.5	Select the Sea Time Balances option.
	📄 Direct Deposit
	Proxy - Submit Absence Request
	Voluntary Deductions
	SGLI + FSGLI
	Tax Data USA
	Housing Allowance
	Dependent Information
	Cost of Living Allowance
	Generate BAH/Emergency Contact
	BAH Dependency Verification
	MGIB Enrollments
	AVIP
	E Sea Time Balances
	View Payslips (AD/RSV)
	The Distribution
	Pay Calendar Results
	View Member W-2s
	Proxy - Submit Non-Charge Abs

Procedures,

continued

Step	Action	
2	Enter the Empl ID and click Search .	
	Adjust Sea Time	
	Enter any information you have and click Search. Leave fields	blank for a list of all values.
	Find an Existing Value	
	Search Criteria	
	Empl ID begins with 🗸 1234567	
	Empl Record =	
	Name begins with 🗸	
	Last Name begins with V	
	Second Last Name begins with V	
	Alternate Character Name begins with V	
	Middle Name begins with V	
	Business Unit begins with 🗸	
	Department Set ID begins with 🗸	Q
	Department begins with V	Q
	□ Include History □ Correct History □ Case Sensitiv	'e
	Search Clear Basic Search 🖾 Save Search C	riteria

Procedures,

continued

Step			Action				
3	Verify the memb	er has at least 3	years of Sea Ti	me.			
	Adjust Sea Time						
	Bruce Wayne	Employee		•	1234567		
	Career Sea Time		Find	View All	First 🕚 1	of 82 🕐 Last	
				Years	Months	Days	
	Last Calculated:		Sea Time For Pay:	3	3	20	
	Comment:	Sea Time Accrual of 15	days. Processed on 20	19-07-23-2	1.52.21.000000		
	Last Updated:	7654004		07/22/	10.0.52014		
	Lasi Opdated:	7654321		07723/	19 9:52PM		
	Sea Time Stop Tran	sactions	Personalize Find) 🔣	First 🕚 1 of	1 🕑 Last	
		lit Information	5 15 1		-		
	Begin Date 1 05/23/2018	31	End Date 05/23/2018)elete	
	Return to	o Search 🔚 Notify	Update/Displa	ay 🎾 🗾 I	Include History	Correct History	
4	Return to the Ho	me screen and c	lick on the HR	Data S	Shortcuts	Tile.	
	HR Data Short						
	HR Data Short	cuts					
	Ξ.						
4.5	Select the Job D	ata option.					
	📄 Personal I	nformation					
	Job Data						
	Dependent	Information					
	Search by S		-				
	Email Addre		-				
	Find an Em	plovee					
		yment Instance					
		mentinstance					

Procedures,

continued

Step	Action						
5	Enter the Empl ID , check	the Include History box and click S	earch.				
	Find an Existing Value	Keyword Search					
	Search Criteria						
	Empl ID	begins with 🔽 1234567					
	Empl Record	=					
	Name	begins with					
	Last Name	begins with					
	Second Last Name	begins with					
	Alternate Character Name	begins with					
	Middle Name	begins with					
	Business Unit	begins with					
	Department Set ID	begins with	Q				
	Department	begins with	Q				
	✓Include History □ Correct	ect History 🗌 Case Sensitive					
	Search Clear Ba	sic Search 🖉 Save Search Criteria					
			-				

Procedures,

continued

Step			Action	n		
6	Use the arrows on	the Work Lo	ocation tab to	o scroll through	the member's	record
	searching for the E	ffective Date	s to use in the	he CSPP compu	tation (and to	verify
	the member has 36	consecutive	months of s	ea time).		
	Work Location Job Inform	nation Job Labor	Payroll Sal	ary Plan <u>C</u> ompensation		
	Bruce Wayne Employee Military Se	rvice		Empl ID 1234567 Empl Record 0		
	Work Location Details ⑦			م	I of 13 [V)
	*Effective Date	01/01/2019			Go To Row	+ -
	Effective Sequence	0	*Action	Pay Rate Change		
	HR Status	Active	Reason	Cost-of Living Adjustment	V	
	Payroll Status	Active	*Job Indicator	Primary Job	~	
	Position Number	00090533 Q	DUTY	Current		
		Use Posit				
	Position Entry Date	09/04/2018				
	i ostion Linty Dute	Position Manager	ent Record			
	*Regulatory Region	AD Q	Active [Duty		
	Company	ACG	UNITE	D STATES COAST GUARD		
	*Business Unit	ENLCG Q	Enlisted	dCG		
	*Department	008578 Q	CGC W	AESCHE		
	Department Entry Date	09/04/2018				
	*Location	CA0462 Q	WMSL	CREW BRAVO-ALAMEDA		
	Establishment ID	٩			Date Created	01/04/2019
	Last Start Date	10/19/2015				
	Expected Job End Date					
	Military Reserve Class C	ode	Q			
	Component Cate	gory	Q			
	Job Data	Employment Data		Benet	fits Program Participation	
	Save Return to Search	Notify Refres	sh	Update/Display In	clude History Corr	ect History
	Work Location Job Information	Job Labor Payroll	Salary Plan Cor	npensation		

Procedures,

continued

Step	Action										
7	First, scroll to identify the beginning Effective Date of sea time for the member										
	(this Ex. is 12/11/15	(this Ex. is 12/11/15 on the CGC Forward).									
	Work Location Job Inform	ation Job <u>L</u> abor	Payroll Sa	lary Plan <u>C</u> ompensation							
	Bruce Wayne Employee Military Ser	vice		Empl ID 1234567 Empl Record 0							
	Work Location Details ⑦			QI	11 of 13						
	*Effective Date	12/11/2015			Go To Row	+ -					
	Effective Sequence	1	*Action	Transfer	\checkmark						
	HR Status	Active	Reason	Permanent Change of Station	~						
	Payroll Status	Active	*Job Indicator	Primary Job	\checkmark						
	Position Number	00024066 Q	DUTY	History							
		Use Posit	ion Data								
	Position Entry Date	12/11/2015									
		Position Managem	ent Record								
	*Regulatory Region	AD Q	Active	Duty							
	Company	ACG	UNITE	ED STATES COAST GUARD							
	*Business Unit	ENLCG Q	Enliste	ed CG							
	*Department	000516 Q	CGCI	FORWARD							
	Department Entry Date	12/11/2015									
	*Location	VA0038 Q	CGCI	FORWARD							
	Establishment ID	Q			Date Created	01/06/2016					

Procedures,

continued

Step	Action							
8	If applicable, scroll to identify the beginning Effective Date on the next vessel							
	(9/4/18 on the CGC Waesche).							
	Work Location Job Information Job Labor Payroll Salary Plan Compensation							
	Bruce Wayne Empl ID 1234567 Employee Military Service Empl Record 0							
	Work Location Details ⑦							
	*Effective Date 09/04/2018 🗰 Go To Row + -							
	Person Demonst Change of Citation							
	HR Status Active							
	Position Number 00090533 Q DUTY History							
	Use Position Data							
	Position Entry Date 09/04/2018							
	Position Management Record Regulatory Region AD Q Active Duty							
	Company ACG UNITED STATES COAST GUARD							
	*Business Unit ENLCG Q Enlisted CG							
	*Department 008578 Q CGC WAESCHE							
	Department Entry Date 09/04/2018							
	*Location CA0462 Q WMSL CREW BRAVO-ALAMEDA							
	Establishment ID Q Date Created 09/05/2018							
0								
9	To identify the date the member left the previous vessel & to verify neutral time, as the member's PCS Orders (Depart Date from the CCC Forward is $5/22(18)$)							
	go the member's PCS Orders (Depart Date from the CGC Forward is 5/22/18).							
	Bruce Wayne Empl ID: 1234567 Empl Record: 0							
	Trans ID: 2474262 Order Action: Image: Context of Station Order Begin Date: 05/22/2018 Order Type: Permanent Change of Station							
	Order End Date: 05/24/2018 Order Status: Finished PCS Basic Information							
	Current Department: 000516 CGC FORWARD Project Code: TG1							
	Current Location Code: VA0038 CGC FORWARD Program Element: TG							
	Current Position Number: 00024066 DUTY Fund Source: O&S-Mil Py Current Job Code: 432096 FN 6							
	Action: XFR Q Reason Code: PCS Q Mutual Code: Standard V Rotation Dt: 08/01/2018							
	Authorizing Official: Barbara Gordon, YW1, USCG Govt Credit Card Holder Is Travel Authorized for these Orders? Route for Approval							
	Itinerary Personalize Find [2] [3] First (1) and (2) Last							
	Seq. Taxael Tune Taxael Approval. Estimated Pate. Actual Pate. Nature of Duty. Deptid Dependence. Position Departments and a continue of pater and a continue of the control of the contro							
	Nbr Harer Approved O5/22/2018 Duty CGC FORWARD DUTY CGC FORWARD							
	05/23/2018 Travel Time							
	99 Report Approved 05/24/2018 05/24/2018 Duty ME A SCHOOL A SCHOOL STUDENT ACADEMY							

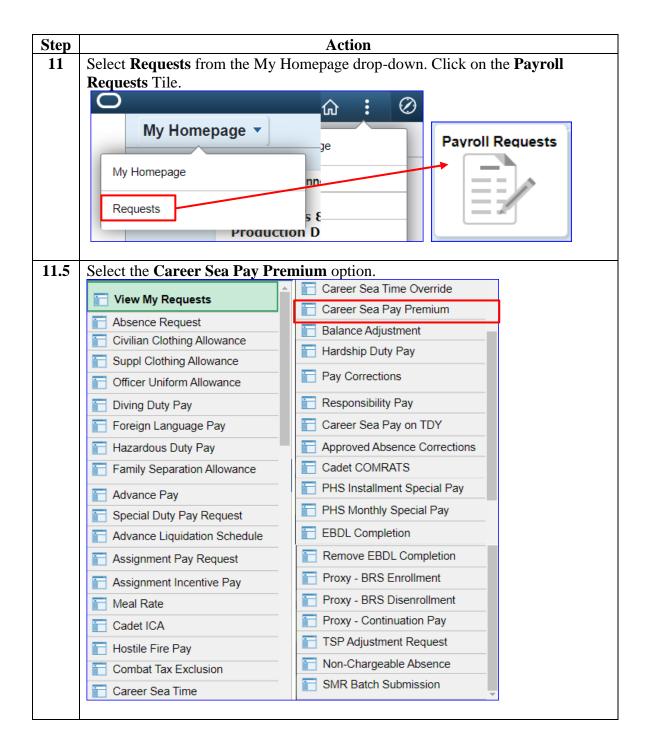
Procedures,

continued

Step				A	ction					
10	In this example, the member had back to back orders with 3 months and 13 days									
	delay time autho				Care	er Se	ea Pay	/ (CS	P) eligible	e units. This
	delay time is con	sidered neut	ral tir	ne.						
		תו				ccc	~ ***	FRC		
	CGC FORWAR									00.04
	RPT - 12/11/201						1 - 09			09 04
	DPT - 05/22/202								•	<u>2 05 12</u>
		02 05 1				Sea	Duty	Base	Date 1	5 03 22
		+ (
	Career Sea Duty	02 05	12							
		16.02	22							
	Sea Duty Base D									
	(plus 3 years) $+ 03 00 00$									
	CSPP Start Dat	e 19 03 2	22							
			1	1 /			• 6	.1	1 1 /	TT · /1
	Using the PPC (I	,					•			•
	start date of 22 N									•
	and 1 day of con	Secutive sea Start / Stop Dates							Must Equal	(0)
	Directions Enter the "Start Date" for the	(MM/DD/YYYY)	Sea	Fime for F	Period	Cu	mulative T	ime	Yrs, 0 Mos, 1 Day)	⁽³ Stop Date is
	FIRST period of Sea Duty.	2015-12-11	Years	Months	Days	Years	Months	Days	301	Keep Adding Time
	Enter the "Stop Date" for the FIRST period of Sea Duty.	2018-05-22	2	5	12	2	5	12	<	Periods
	Enter the "Start Date" for the SECOND period of Sea Duty.	2018-09-04	Years	Months	Days	Years	Months	Days	301	Correct Start Date
	Enter the "Stop Date" for the SECOND period of Sea Duty.	2019-03-22	0	6	19	3	0	1	<hr/>	Concer Glart Date

Procedures,

continued



Procedures,

continued

Step	Action					
12	Enter the Empl ID and click Add .					
	Add Action Request					
	· · · · · · · · · · · · · · · · · · ·					
	Add a New Value					
	Empl ID 1234567					
	Empl Record 0					
	Add					
10						
13	Enter the Begin Date and click Get details . Enter a Comment and click Submit . Action Request					
	Submit Career Sea Pay Premium					
	Bruce Wayne					
	Requesting Career Sea Pay Premium					
	 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. 					
	Request Details					
	Begin Date: 03/22/2019 🛐					
	End Date:					
	Get Details					
	Request Information					
	Department: 008578					
	Description: CGC WAESCHE					
	Sea Pay Level: DPT - Career Sea Pay Level 5					
	Comment: Start Career Pay Premium					
	Submit Resubmit Withdraw					

Procedures,

continued

Step	Action
14	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.
	 NOTE: When you receive this Message when trying to start retro (not in the current pay cycle) Career Sea Pay Premium: 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. Action Request Submit Career Sea Pay Premium Bruce Wayne Requesting Career Sea Pay Premium Tenter the Edgin Date the member become eligible for Career Sea Pay Premium. Perse Submit Requesting Career Sea Pay Premium Press Submit Request Details Begin Date: 03/22/2019 Begin Date: 03/22/2019 Begin Date: Begin Date:
	Message Member is not receiving Career Sea Pay. Not eligible to get Sea Pay Premium. (30003,160) This member does not receive Career Sea Pay. In order to submit a Sea Pay Premium transaction, the member must receive Career Sea Pay. OK
	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.

Procedures,

continued

Step	Action
15	Enter the Begin Date and click Get details . Enter a Comment and click Submit .
	Action Request
	Submit Career Sea Pay Premium
	Bruce Wayne
	Requesting Career Sea Pay Premium 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. Request Details
	Begin Date: 04/11/2019
	End Date:
	Get Details
	Request Information
	Department: 008578
	Description: CGC WAESCHE
	Sea Pay Level: DPT - Career Sea Pay Level 5
	Comment: Start Career Pay Premium
	Submit Withdraw
16	The transaction is now Pending approval.
	Submit Resubmit Withdraw
	SPO Approver
	Request Status: Pending
	Approvers
	Pending
	Multiple Approvers
	CGHRSUP for User's SPO

Procedures,

continued

Step	Action
17	Click on the Pay Processing Shortcuts Tile.
	Pay Processing Shortcuts
17.5	The default Pay Calculation Results option will automatically display.
	Pay Calculation Results
	Element Assignment By Payee
	Cone Time (Positive Input)
18	Extension From ID and alight Second
18	Enter the Empl ID and click Search . Results by Calendar Group
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼Search Criteria
	Empl ID begins with 💙 1234567
	Empl Record =
	Calendar Group ID begins with
	Name begins with
	Search Clear Basic Search 🖾 Save Search Criteria

Procedures,

continued

	Action												
	Select the Calendar in which the Premium began to validate that the deduction is												
	correct (if applicable, a prorated amount).												
	Search	Re	suits										
	View A	II							1-92	of 92	• •		
	Empl II	D	Empl Re	cord	Pay	ment Date	Ca	lenda	r Grou		Name		
	123456	7	0		05/3	1/2019	C1	19051		1	Bruce Wayne	е	
	123456	7	0		05/1	5/2019	C1	19050)	E	Bruce Wayne	е	
	123456	7	0		05/0	1/2019	C119041				Bruce Wayne		
	1234567	7	0		04/1	5/2019	C119040				Bruce Wayne		
	123456	7	0		04/0	1/2019	C1	C119031			Bruce Wayne	е	
	123456	7	0		03/1	5/2019	C1	19030		F	Bruce Wayne	0	
	Calendar Group	Resul	s Earnings an	d Deductions	Accu	mulators Supporting	Elements	;					
	Bruce Wayne Employee Empl ID 1234567 Empl Record 0												
	Calendar Group ID C119040 201904 On-Cycle AD End Month Calendar Information Q] 3 of 3 V												
	Earnings & Ded	Gross	Calendar ID CG / ment Number 1 Result Value 3,02 ns		USD	Ve	iroup U rsion 1 /alue 2		Revis USD	ion 1			
	ा ा व्य ≣ा Element Res	ults	Components	Retro Adjus	stments	Deduction Arrears	User Fie	lds ∐≯	1	1-1	7 of 17	Viev	
	Element Type		nent Name	<u></u> ou o 7 mJan		Description	<u></u>	Instance	Slice Begin Date	Slice End Date	Resolution Details		
	Earnings	BAH	i	131	7.000000	Basic Allowance for Hou	sing		0 06/16/2019	06/30/2019	Resolution Details		
	Earnings	BAS	;	18	4.690000 👳	Basic Allow for Subsister	nce		0 06/16/2019	06/30/2019	Resolution Details		
	Earnings	BAS	SIC PAY	127	7.700000👳	Basic Pay			0 06/16/2019	06/30/2019	Resolution Details		
	Earnings	CSE	APAY	11	2.500000👳	Career Sea Pay			0 06/16/2019	06/30/2019	Resolution Details		
1	Earnings	000	APAY PREM	F		Career Sea Pay Premiur			1 06/16/2019	06/30/2019	Resolution Details		

Procedures,

continued

Step			Action	
20	Click on the Pay Proc	essing Shor	tcuts Tile.	
	Pay Processing Sh	ortcuts		
	•••			
20.5	Select the Element As	signment B	y Payee option.	
	Pay Calculation	Results		
	Element Assignm		e	
	📄 One Time (Positi	ive Input)		
21	Enter the Empl ID and	d click Searc	h	
	Element Assignment	t By Payee		
	Enter any information you hav	e and click Searc	h. Leave fields blank for a lis	of all values.
	Find an Existing Value Search Criteria			
	Empl ID	begins with \checkmark	1234567	
	Empl Record	=		
	Name	begins with		
	Last Name	begins with 🗸		
	Second Last Name	begins with		
	Alternate Character Name	begins with 🗸		
	Middle Name	begins with		
	Business Unit	begins with		
	Department Set ID	begins with		Q
	Department	begins with 🗸		٩
	□ Case Sensitive			
	Search Clear Ba	sic Search 🖉 S	ave Search Criteria	

Procedures,

continued

Step					Actio	n					
22	Career S	Sea Pay Pre	mium will	l be li	sted as (CSEA	APAY	PREN	I. Veri	fy the Begi	n
	Date is	correct. If n	ot correct	, floll	ow the s	teps i	in <mark>Co</mark>	recting	g CSPP	to fix.	
		Assignment By	y Payee								_
	Bruce Wayn Selection	-				ID	1234567		Empl Record 0		
		Category try Type		Element l	Name				Select with	Matching Criteria	
	A	s of Date								Clear	
	Assignmen	ts									
	≣ ; Q								1-1	4 of 14	
	Element	s <u>R</u> ecipient	IIÞ								
	Element Na	me≜ Descriptio	'n	Process Order	Begin Date∍	End	d Date≜	Active		Instance	•
	CSEAPAY P	REM Career Sea	a Pay Premium	999	04/11/2019			\checkmark			1
	DMR	Discount Meal Rate		999	11/18/2018			\checkmark			7
	DMR Discount M		leal Rate	999	999 08/01/2018 11/02/		02/2018	\checkmark	V		6
23			T 1 •		1						
23	Premiu: option u suppose	SPP is NO ' m is used to nder the Ea to start colloer 2018.	o back pay rnings a i	7. This n d De	s can be duction	foun s tab	d in P . In th	ay Cal is case	culatio the me	on Results	
	Element Res		Retro Adjustment	ts <u>D</u> edu	uction Arrears	User Fiel	lds ∥⊧				
	Element Type	Element Name	Am	nount Desc	ription		Instance	Slice Begin Date	Slice End Date	Resolution Details	
	Earnings	ВАН	1302.000	000 <u>,</u> Basio	Allowance for Ho	using	0	11/01/2018	11/15/2018	Resolution Details	^
	Earnings	BAS	184.700	000👮 Basio	Allow for Subsiste	ence	0	11/01/2018	11/15/2018	Resolution Details	
	Earnings	BASIC PAY	1185.150	000 <u>,</u> Basio	: Pay		0	11/01/2018	11/15/2018	Resolution Details	
	Earnings	CSEAPAY	112.500	000 <u>,</u> Care	er Sea Pay		0	11/01/2018	11/15/2018	Resolution Details	
	Earnings	CSEAPAY PREM	50.000	000👮 Care	er Sea Pay Premiu	ım	1	11/01/2018	11/15/2018	Resolution Details	_
	Earnings	DELTA CSEA P	0.000	000 <u>,</u> Retro	Delta CSEA Pay	Premium	0	11/01/2018	11/15/2018	Resolution Details	
	Doduction		0.050	000-	d Corooo Dotirom	ntllama	0	11/01/2010	44/45/2040	Beselution Dotaile	

Procedures,

continued

Action											
Select the Retro Adjustments tab.											
						<u>U</u> ser Fie		Slice Be	gin Slice End		
Element Type	Elemen	nt Name	Amou	nt De	scription		Instance	Date	Date	Resolution Details	
Earnings	BAH		1302.000000	👮 Ba	isic Allowance fo	r Housing	C	11/01/20	18 11/15/2018	Resolution Details	
Earnings	BAS		184.700000	👮 Ba	isic Allow for Sub	osistence	C	11/01/20	18 11/15/2018	Resolution Details	
Earnings	BASIC PAY		1185.150000	🛒 Ba	isic Pay		C	11/01/20	18 11/15/2018	Resolution Details	
Earnings	CSEAP	AY	112.500000	🛒 Ca	areer Sea Pay		C	11/01/20	18 11/15/2018	Resolution Details	
Earnings	CSEAP	AY PREM	50.000000	👮 Ca	areer Sea Pay Pr	emium	1	11/01/20	18 11/15/2018	Resolution Details	
Earnings	DELTA	CSEA P	0.000000	🛒 Re	etro Delta CSEA	Pay Premium	C	11/01/20	18 11/15/2018	Resolution Details	
Deduction	AEDU		0.250000	- Ar	mod Forson Dati	romont Llama	0	11/01/20	10 11/15/2010	Deselution Details	
This me	mbe	r is due	\$106.67 . C	Clic	k Adju	stmen	t Det	ail.			
Element Res	ults (Components	Retro Adjustments	₫	eduction Arrears	User Fie	elds III				
Element Type	Elemen	t Name	Amour	nt	Calculation Adjustment		Unit Ad	ljustment	Adjustment Detail	Resolution Details	
Earnings	BAH		1302.000000							Resolution Details	
Earnings	BAS		184.700000	1						Resolution Details	
Earnings	BASIC F	PAY	1185.150000	P						Resolution Details	
Earnings	CLOTHI	NG	21.490000							Resolution Details	
Earnings	CONUS	COLA	46.000000	P						Resolution Details	
Earnings	CSEAP	AY	112.500000	P						Resolution Details	
Earnings	CSEAP	AY PREM	50.000000							Resolution Details	
Earnings	DELTA	CSEA P	0.000000		106.670000				Adjustment Detail	Resolution Details	
Deduction			0.050000	_						Develution Details	
Select V	/iew	All to s	see all the a	ffe	cted pa	y caler	ndar re	sults	•		
Results by	Calend				•	-					
Delta Deta	Delta Details Name Bruce Springster Empl ID 1234567 Empl Record 0 Calendar Group ID C118110 Description 201811 On-Cycl Calendar ID C6 ACT 2018M11M Pay Group USCG Element DELTA CSEA P Description Retro Delta CSE									le AD Mid Month	
Delta Details		Segment Nu						Instance			
₽ Q									1-1 of 3		:w
Source Caler	ndar ID	Period ID	Source Eleme	nt	Segment Number	Currency	Amoun	t Delta	Base Delta	Unit De	lta
CG ACT 2018	M09F	A18M09PR	D2 CSEAPAY PRI	-м		1 USD	6.67	0000,	0.00000	0.0000	000

Procedures,

continued

ep 7	Here is the	Here is the expanded view of the 3 affected calendars with the Amount Delta's								
·		-				archidars w	Tui uic Aii	ount Dena s		
	equalling the \$106.67 total.									
	Results by Calend	dar Group								
	Delta Details		1234567			Name Empl Record	0			
	0	Calendar Group II	 C118110 CG ACT 2018M111 	м		Description Pay Group	201811 On-Cycle A	D Mid Month		
			t DELTA CSEA P	W		, ,	Retro Delta CSEA F	Pay Premium		
		Segment Numbe	r 1			Instance		-,		
	Delta Details									
	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		
	Return									

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			Actio)n
1	Click on the Pay I	Processing	<u>g Shortcuts</u> Til	le.
	Pay Processing	g Shortcu	ts	
	•0	•		
1.5	Select the Elemen	t Assignn	nent By Payee	e option.
	📄 Pay Calcula	ation Resu	ults	
	Element Ass	ianment B	v Pavee	
	One Time (P	-		
		Usitive inp	ut)	
2	Enter the Empl I		k Search.	
	Element Assignment Enter any information you have		h. Leave fields blank for a	a list of all values.
	Find an Existing Value			
	Search Criteria Empl ID	begins with	1234567	
	Empl Record		1234307	
	Name Last Name	begins with		
	Second Last Name	begins with		
	Alternate Character Name	begins with		
	Middle Name	begins with		
		begins with		
	Business Unit	begins with		Q
	Department Set ID Department	begins with		d
	Case Sensitive	begins with		
	Search Clear Bas	sic Search 🖉 S	ave Search Criteria	

Procedures,

continued

Action													
If applicable	le, select the Ex	pand A	All icon	n to fine	d the o	open C	SEAPAY PREM						
Instance nu	ımber.												
	gnment By Payee												
	Empl Record 0												
		Select with Matching Criteria											
		Clear											
Assignments													
III Q							1-23 of 23						
Elements	<u>R</u> ecipient ▶												
Element Name	Description			ate≂ En	d Date≜	Active	Instance						
CSEAPAY PREM	Career Sea Pay Premium	9	99 07/12/20	18		\checkmark	^						
CSEAPAY PREM	Career Sea Pay Premium	9	99 06/12/20	06/	29/2018	v							
CSEAPAY PREM	Career Sea Pay Premium	9	999 08/01/20		06/05/2015								
DMR	Discount Meal Rate	9	99 11/18/20	18	5								
Take note of Assignments	of the Begin D a	te and	Instan	ce Nun	nber.		I 1-23 of 23						
Element Name≜	Description	Process Order E	legin Date≂	End Date≜	Active	Instance	Recipient Tag						
CSEAPAY PREM	Career Sea Pay Premium	999 0	7/12/2018		\checkmark	3	^						
CSEAPAY PREM	Career Sea Pay Premium	999 0	6/12/2015	06/29/2018	\checkmark	2							
CSEAPAY PREM	Career Sea Pay Premium	999 0	8/01/2013	06/05/2015	\checkmark	1							
DMD	Dissount Mool Data	000 1	1/10/2010			4							
	Instance nu Element Assi Bruce Lee Selection Crit Categ Entry T As of E Assignments Element Name CSEAPAY PREM CSEAPAY PREM CSEAPAY PREM CSEAPAY PREM CSEAPAY PREM	Instance number. Element Assignment By Payee Bruce Lee Selection Criteria Category Entry Type As of Date Assignments Q Element Name Description CSEAPAY PREM Career Sea Pay Premium	Instance number. Element Assignment By Payee Bruce Lee Selection Criteria Category Entry Type As of Date Assignments Image: Category Content in the image of the term of t	If applicable, select the Expand All icon Instance number. Element Assignment By Payee Bruce Lee Selection Criteria Category Entry Type As of Date Assignments IF Q Element Name Description Process Order Begin D CSEAPAY PREM Career Sea Pay Premium 999 06/12/20 CSEAPAY PREM Career Sea Pay Premium 999 06/12/20 CSEAPAY PREM Career Sea Pay Premium 999 08/01/20 CSEAPAY PREM Career Sea Pay Premium 999 08/01/20 Discount Meal Rate 909 11/18/20	If applicable, select the Expand All icon to find Instance number. Element Assignment By Payee Bruce Lee Selection Criteria Category Element Name As of Date Assignments IF Q Element Name Description Process Dof/12/2018 CSEAPAY PREM Career Sea Pay Premium 999 OK/12/2015 06/ CSEAPAY PREM Career Sea Pay Premium 999 DB/2 Discount Meal Rate 990 08/01/2013 DMP Discount Meal Rate 990 01/12/2018 Take note of the Begin Date and Instance Nur Assignments IF Q 11 III Element Name* Description Process Begin Date* End Date* CSEAPAY PREM Career Sea Pay Premium 999 07/12/2018 C CSEAPAY PREM Career Sea Pay Premium 999 07/12/2018 C GSEAPAY PREM Career Sea Pay Premium 999 06/12/2015 06/29/2018	If applicable, select the Expand All icon to find the origination of the formation of the for	If applicable, select the Expand All icon to find the open C Instance number. Element Assignment By Payee Bruce Lee. ID 1234567 Selection Criteria Category Entry Type Element Name As of Date Assignments IF Q Element Name Element Name Description Process Begin Date* Element Name Description CSEAPAY PREM Career Sea Pay Premium 999 06/12/2015 06/29/2018 CSEAPAY PREM Career Sea Pay Premium 999 0All Discount Meal Rate 040 CSEAPAY PREM Career Sea Pay Premium 999 08/01/2013 06/05/2015 Take note of the Begin Date and Instance Number. Assignments Image: CSEAPAY PREM Career Sea Pay Premium 999 07/12/2018 Image: CSEAPAY PREM Career Sea Pay Premium 999 07/12/2018 Image: CSEAPAY PREM Career Sea Pay Premium 999 06/05/2015 Image: CSEAPAY PREM Career Sea Pay Premium 999 07/12/2018 Image: CSEAPAY PREM Active Instance Image: Q Image: CSEAPAY						

Procedures,

continued

Step		Action
5	Select Requests from the M	y Homepage drop-down. Click on the Payroll
	Requests Tile.	
	Ō	<u></u>
	My Homepage 🔻	Payroll Requests
	iny rionepage	Je Je
	My Homepage	
	iny nemepage	nn,
	Requests	
	Product	non D
5.5	Select the Pay Corrections	
	👕 View My Requests	Career Sea Time Override
	Absence Request	Career Sea Pay Premium
	Civilian Clothing Allowance	Balance Adjustment
	E Suppl Clothing Allowance	Hardship Duty Pay
	Contract Con	Pay Corrections
	📔 Diving Duty Pay	🔚 Responsibility Pay
	📔 Foreign Language Pay	🛅 Career Sea Pay on TDY
	📔 Hazardous Duty Pay	T Approved Absence Corrections
	Family Separation Allowance	Cadet COMRATS
	Advance Pay	T PHS Installment Special Pay
	Special Duty Pay Request	PHS Monthly Special Pay
	Advance Liquidation Schedule	EBDL Completion
	📄 Assignment Pay Request	Remove EBDL Completion
	Assignment Incentive Pay	Proxy - BRS Enrollment
	T Meal Rate	Proxy - BRS Disenrollment
	Cadet ICA	Proxy - Continuation Pay
	Hostile Fire Pay	TSP Adjustment Request
	Combat Tax Exclusion	To Non-Chargeable Absence
	Career Sea Time	SMR Batch Submission
6	Enter the Empl ID and click	c Add.
	Add Action Request	
	Add a New Value	
	Empl ID 1234567	
	Empl Record 0	
	Add	

Procedures,

continued

					Action	1		
Se	lect the l	Pav F	Element lo	okup icon				
	tion Req				-			
	Submit Pay		tion					
-	Lee, Bruce							
	Lee, Diuce							
	Assig 2. Press submi 3. Enter eleme will re 4. If an a	nment by Get Deta itted. a new B ent. This troactive amount a	Payee link on the ails button. If no re egin Date and/or E will cancel the pay ly reverse all amou nd/or a supporting	e home page. esults appear, the End Date. Choose element and und unts paid or dedu	Pay Elemer "Yes" in the check the Ac cted in prior	nt - Instance # co e Cancel dropdow tive box in EABP finalized calenda	mbination is inval wn if member was ?. Note: Cancellin ars.	numbers using the Element id and will not be able to be NEVER entitled to the pay g an instance of a pay elem reate a new request with th
	correc 5. Press	t informa Submit.	ation.					
	Request De	tails						
	Pay Element	i: _			Q	Cancel:		~
	Instance #:							
	New Begin [Date:	31					
	New End Da	te:	31					
	Get Details	5						
Se	lect CSE	CAPA	Y PREM	from the	list.			
Γ	.ook Up Pay	Flemen	t.			×		
	ook op i dy	Liemon				Help		
s	earch by:	lement N	lame 🗸 begins wit	h		нер		
	Look Up	Cancel		1				
	earch Result		Advanced Look	up				
36		5						
				Last				
	ew 100	First	(1-21 of 21)					
1	Element Name		Description					
BC	Element Name CP	Board C	Description ertified Pay					
BC	Element Name	Board C COLA U	Description ertified Pay					
BC CC CC	Element Name CP DLA UNIQUE DMRATS REW FLT PAY	Board C COLA U Meal All Crew Fli	Description ertified Pay nique owance for Cadets ght Pay					
BC CC CC CF CS	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY	Board C COLA U Meal All Crew Fli Career S	Description ertified Pay nique owance for Cadets ght Pay Sea Pay					
BC CC CF CS	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREM	Board C COLA U Meal All Crew Fli Career S Career S	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Sea Pay Premium					
BC CC CF CS DI	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREM	Board C COLA U Meal All Crew Fli Career S Diving D	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Sea Pay Premium					
	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY BEAPAY PREM VING DUTY	Board C COLA U Meal All Crew Fli Career S Career S Diving D Discoun	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Premium uty Pay t Meal Rate					
BC CC CF CS DI DI FE	Element Name CP DLA UNIQUE DMRATS REW FLT PAY BEAPAY SEAPAY PREN VING DUTY WR WR REFUND DHDIP	Board C COLA U Meal All Crew Fli Career S Career S Diving D Discoun DMR Re Flight De	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Pay Pay Pay Nuty Pay Uty Pay t Meal Rate efund eck Hazardous Duty					
BC CC CC CC CC CC CC CC CC CC CC CC CC C	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREN VING DUTY MR MR REFUND DHDIP DR LANG PAY	Board C COLA U Meal All Crew Fli Career S Diving D Discoun DMR Re Flight De Foreign	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Sea Pay Premium uty Pay t Meal Rate fund eck Hazardous Duty Language Proficien	су				
BC CC CC CC CS CS DI DI DI FC FC FS	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREN VING DUTY MR MR REFUND DHDIP DR LANG PAY SA	Board C COLA U Meal All Crew Fli Career S Diving D Discoun DMR Re Flight De Foreign Family S	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Sea Pay Premium uty Pay t Meal Rate fund eck Hazardous Duty Language Proficien separation Allowance	icy ce				
BC CC CC CC CC CC CC CC CC CC CC CC CC C	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREM VING DUTY WR WR REFUND DHDIP DR LANG PAY SA ARDSHIP PAY	Board C COLA U Meal All Crew Fli Career S Diving D Discoun DMR Re Flight De Foreign Family S Hardshij	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Sea Pay Premium uty Pay t Meal Rate offund ack Hazardous Duty Language Proficien Separation Allowanc o Duty Pay - Locatio	ce on				
BC CC CC CC CC CC CC CC CC CC CC CC CC C	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY VING DUTY WR WR REFUND DHDIP DR LANG PAY SA ARDSHIP PAY DIP	Board C COLA U Meal All Crew Fil Career S Diving D Discoun DMR Re Flight De Foreign Family S Hardshij HDIP Vit	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Premium uty Pay t Meal Rate fund eck Hazardous Duty Language Proficien separation Allowanc o Duty Pay - Locatio sit Board Search Se	cy ce on eizur				
BC CC CC CC CC CC CC CC CC CC CC CC CC C	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY VING DUTY VIR WR REFUND DHDIP DR LANG PAY SA AARDSHIP PAY DIP EP IDP	Board C COLA U Meal All Crew Fli Career S Diving D Discoun DMR Re Flight D Foreign Family S Hardshij HDIP Vii Hostile F	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Sea Pay Premium uty Pay t Meal Rate offund ack Hazardous Duty Language Proficien Separation Allowanc o Duty Pay - Locatio	cy be bizur er				
BC CC CC CC CC CC CC CC CC CC CC CC CC C	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREN VING DUTY VING DUTY VING DUTY VING DUTY AR REFUND DHDIP DR LANG PAY SA ARDSHIP PAY DIP EP IDP TH INC PAY	Board C COLA U Meal All Crew Fli Career S Diving D Discoun DMR Re Flight D Foreign Family S Hardshij HDIP Vi Hostile F Health F	Description ertified Pay inique owance for Cadets ght Pay Sea Pay Sea Pay Premium uty Pay t Meal Rate efund ack Hazardous Duty Language Profice Separation Allowanc o Duty Pay - Locatio sit Board Search Se Fire/Imminent Dange	cy se on eizur er				
BC CC CC CC CC CC CC CC CC CC CC CC CC C	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREN VING DUTY WIR REFUND DHDIP DR LANG PAY SA ARDSHIP PAY DIP =P IDP TH INC PAY THBRDCERT DN CREW PAY	Board C COLA U Meal All Crew Fli Career S Diving D Discoun DMR Re Flight DG Foreign Family S Hardshij HDIP Vi Hostile F Health F	Description ertified Pay inique owance for Cadets ght Pay Sea Pay Permium uty Pay two Pay fund eck Hazardous Duty Language Proficien Separation Allowanc to Duty Pay - Locatio sit Board Search Se Fire/Imminent Dang Profession Incentive Profession Board Crf	cy se on eizur er				
BC CC CC CC CC CC CC CC CC CC CC CC CC C	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREN VING DUTY MR MR REFUND DHDIP DR LANG PAY SA ARDSHIP PAY DIP EP IDP THINC PAY THBRDCERT DN CREW PAY PV	Board C COLA U Meal All Crew Fli Career S Diving D Discound Discound DMR Re Flight Do Foreign Family S Hardshij HDIP Vi Hostile F Health F Health F Health F	Description ertified Pay inique owance for Cadets ght Pay Sea Pay Sea Pay Premium uty Pay t Meal Rate fund eck Hazardous Duty Language Proficien Separation Allowanc o Duty Pay - Locatio sit Board Search Se Fire/Imminent Dangy rofession Incentive rofession Board Crf w Flight Pay trist/Veterinarian Pa	cy se on aizur er t IP				
BC CC CC CC CC CC CC CC CC CC CC CC CC C	Element Name CP DLA UNIQUE DMRATS REW FLT PAY SEAPAY SEAPAY PREN VING DUTY WIR REFUND DHDIP DR LANG PAY SA ARDSHIP PAY DIP =P IDP TH INC PAY THBRDCERT DN CREW PAY	Board C COLA U Meal All Crew Fli Career S Diving D Discoun DMR Re Flight Do Foreign Family S Hardshij HDIP Vii Hostile F Health F Health F Non-Cre Optome	Description ertified Pay nique owance for Cadets ght Pay Sea Pay Premium uty Pay the Meal Rate fund eck Hazardous Duty Language Proficien separation Allowanc o Duty Pay - Locatio sit Board Search Se Eire/Imminent Dangu rofession Incentive profession Incentive	cy se on aizur er t IP				

Procedures,

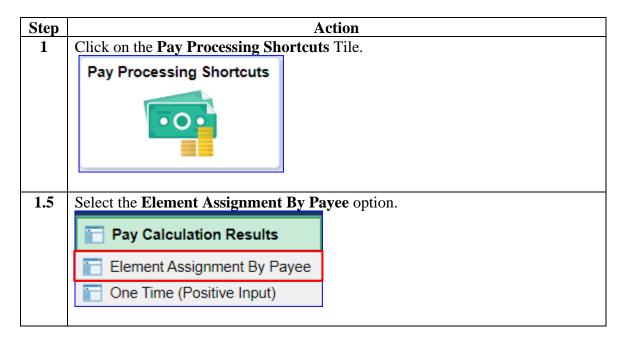
continued

Step	Action
9	Enter the Instance # and the New End Date. Click Get Details.
	Action Request
	Submit Pay Correction
	Lee, Bruce
	 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.
	Request Details
	Pay Element: CSEAPAY PREM Cancel: Image: Concel: Instance #: 3 New Begin Date: 108/15/2019 108/15/2019 New End Date: 08/15/2019 108/15/2019
	New End Date: 08/15/2019 Get Details
10	Add any Comments and click Submit .
	Request Information Current Begin 07/12/2018 Date: Current End Date: Amount: CALCULATED BY GLOBAL PAYROLL Active?: YES
	Comment: Stopping Career Sea Pay Premium due to separation.
	Submit Resubmit Withdraw
11	The transaction is now Donding approval
11	The transaction is now Pending approval.
	Submit Resubmit Withdraw
	Request Status Pending View/Hide Comments
	1 Pending C Multiple Approvers CGHRSUP for User's SPO
	Comments
	Bruce Lee at 08/12/19 - 2:41 PM Stopping Career Sea Pay Premium due to separation.

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.



Procedures,

continued

)			Action			
	Enter the Empl ID and click Search .					
	Element Assignment Enter any information you hav		h. Leave fields blank for a li	st of all values.		
	Find an Existing Value					
	Search Criteria					
	Empl ID	begins with \checkmark	1234567			
	Empl Record	=				
	Name	begins with \checkmark				
	Last Name	begins with \checkmark				
	Second Last Name	begins with \checkmark				
	Alternate Character Name	begins with \checkmark				
	Middle Name	begins with \checkmark				
	Business Unit	begins with \checkmark				
	Department Set ID	begins with \checkmark		Q		
	Department	begins with \checkmark		Q		
	Case Sensitive	sic Search 📓 S	ave Search Criteria			

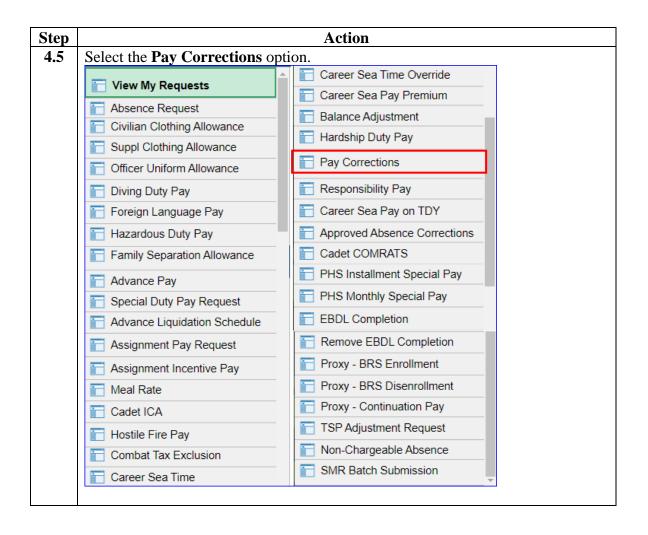
Procedures,

continued

Step	Action		
3 Get the Instance number for the CSEAPAY PREM that needs modif			
	Element Assignment By Payee Bruce Banner ID 1234567 Empl Record 0 Selection Criteria		
	Category Entry Type Element Name		
	As of Date Clear Assignments		
	■ Q 1-33 of 33 V > >		
	Element Name≜ Description Process Order Begin Date≠ End Date≜ Active Instance Recipient Tag		
	CSEAPAY PREM Career Sea Pay Premium 999 06/24/2019 🗹 1		
	DMR Discount Meal Rate 999 11/18/2018		
4	Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.		
	$\hat{\mathbf{O}}$		
	My Homepage Requests Payroll Requests Payroll		

Procedures,

continued



Procedures,

continued

Step	Action
5	Action Enter the Empl ID and click Add. Add Action Request Add a New Value Empl ID 1234567 Empl Record 0 Q Add
6	Select the CSEAPAY PREM from the lookup icon. Enter the Instance # and click Get Details . Action Request Submit Pay Correction
	Banner, Bruce R. 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.
	Request Details Pay Element: CSEAPAY PREM Cancel: V Instance #: 1 V V New Begin Date: Image: Im

Procedures,

continued

	Action	
lf deleti	ng the transaction, click the drop-down arrow	v in the Cancel list a
	ES. Use ONLY when a member wasn't ent	
	T been processed through a payroll calcula	•
	Comment to support the action request. Clic	k Submit.
Action Reque Submit Pay C		
Banner, Bruce		
Assignr	the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Elemer ent by Payee link on the home page.	
submitte	et Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to b id. new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pa	
elemen	This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element actively reverse all amounts paid or deducted in prior finalized calendars.	
 If an an correct 	ount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with t nformation.	the
5. Press S Request Deta		
Pay Element:	CSEAPAY PREM Q Cancel: YES	
Instance #:	1	
New Begin Da New End Date	atata	
Get Details		
Request Info	mation	
Current B	egin 06/24/2019	
Current End I		
	unt: CALCULATED BY GLOBAL PAYROLL ve?: YES	
Comment:	Stopping Career Sea Pay Premium due to error in submission.	
	Resubmit Withdraw	
lf correc Begin E transact	ting the transaction or stopping the entitlement tate or New End Date (required if stopping). Son has already processed through a payroll c	. Use this when the calculation. Enter a
lf correct Begin E transact Comme Action Requ	eting the transaction or stopping the entitleme Pate or New End Date (required if stopping). Ion has already processed through a payroll c Int to support the action request. Click Subm est	. Use this when the calculation. Enter a
If correct Begin D transact Comme Action Requ	eting the transaction or stopping the entitleme Pate or New End Date (required if stopping). I on has already processed through a payroll c Pate to support the action request. Click Subm est correction	. Use this when the calculation. Enter a
If correct Begin E transact: Comme Action Requ Submit Pay G Banner, Brucc 1. Choose	ting the transaction or stopping the entitlement of the or New End Date (required if stopping). Son has already processed through a payroll c on to support the action request. Click Subm est correction $\frac{R}{2}$.	. Use this when the calculation. Enter a iit .
If correct Begin E transact: Comme Action Requ Submit Pay (Banner, Bruck Assign 2. Press (ting the transaction or stopping the entitlement Pate or New End Date (required if stopping). Son has already processed through a payroll c ent to support the action request. Click Subm est correction R. the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Ele- nent by Payee link on the home page.	Use this when the calculation. Enter a hit .
If correct Begin E transact: Comme Action Requ Submit Pay (Banner, Bruck Assign 2. Press submit 3. Enter a elemer will ret	ting the transaction or stopping the entitlement pate or New End Date (required if stopping). ion has already processed through a payroll c int to support the action request. Click Subm est correction R.	Use this when the calculation. Enter a it .
If correct Begin E transact: Comme Action Requ Submit Pay (Banner, Bruce 1. Chooss 2. Press (a selemer will ret 4. If an ar	ting the transaction or stopping the entitlement Pate or New End Date (required if stopping). Son has already processed through a payroll c ent to support the action request. Click Subm est correction R . C . R . C . R . C . R .	Use this when the calculation. Enter a it .
If correct Begin E transact: Comme Action Requ Submit Pay (Banner, Bruck Submit Pay (Banner, Banner, B	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). It is a payroll of the stopping	Use this when the calculation. Enter a it .
If correct Begin D transact: Comme Action Requ Submit Pay (Banner, Bruce 1. Chooss Submit Pay (Banner, Bruce 1. Chooss 1. Chooss 2. Press (Submit Pay (Banner, Bruce 1. Chooss 2. Press (Banner, Bruce 1. Chooss 3. Enter a Banner, Bruce 1. Chooss 3. Choo	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). toon has already processed through a payroll c ent to support the action request. Click Subm est correction R. the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the El ent by Payee link on the home page. Her Pay Element and Instance to correct. View a member's pay elements and instance numbers using the El ent by Payee link on the home page. Her Pay Element and Instance to correct. View a member's pay elements and instance numbers using the El ent by Payee link on the home page. Her Pay Element and uncheck the Active box Note: Cancelling an instance of a pa pactively reverse all amounts paid or deducted in prior finalized calendars. nound and/or a supporting value must be corrected, stop or cancel the pay element and create a new request unformation.	Use this when the calculation. Enter a it .
If correct Begin D transact: Comme Action Requ Submit Pay (Banner, Bruck Banner, Banner, Ba	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). toon has already processed through a payroll c ont to support the action request. Click Subm est correction R. the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the El ent by Paye like into the home page. The Way Element and Instance to correct. View a member's pay elements and instance numbers using the El ent by Paye like into the home page. The Way Element and Instance to correct. View a member's pay elements and instance numbers using the El ent by Paye like into the home page. The Way Element and uncheck the Active box in EABP. Note: Cancelling an instance of a pa pactively reverse all amounts paid or deducted in prior finalized calendars. nourin and/or a supporting value must be corrected, stop or cancel the pay element and create a new request to information.	. Use this when the calculation. Enter a it .
If correct Begin D transact: Comme Action Requ Submit Pay (Banner, Bruce 1. Chooss Submit Pay (Banner, Bruce 1. Chooss 1. Chooss 2. Press (Submit Pay (Banner, Bruce 1. Chooss 3. Enter a selemer will ret 4. If an ar correct 5. Press (Submit Pay (Banner, Bruce 1. Chooss 3. Enter a selemer will ret 4. If an ar correct 5. Press (Submit Pay (Banner, Bruce 1. Chooss 3. Enter a selemer will ret 4. If an ar correct 5. Press (Submit Pay (Banner, Bruce 1. Chooss 3. Enter a selemer Will ret 4. If an ar correct 5. Press (Submit Pay (Banner, Bruce 1. Chooss 3. Enter a selemer Banner, Bruce 1. Chooss 3. Enter a selemer 1. Chooss 3. Choo	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). I on has already processed through a payroll content to support the action request. Click Subm est correction R. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and uncheck the Active box in EABP. Note: Cancelling an instance of a paradretive preverse all amounts paid or deducted in prof instale calendars. Journal and/or a supporting value must be corrected, stop or cancel the pay element and create a new request the information. Jumit.	. Use this when the calculation. Enter a it .
If correct Begin E transact: Comme Submit Pay (Banner, Bruci Banner, Banner,	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). I on has already processed through a payroll content to support the action request. Click Subm est correction R. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and uncheck the Active box in EABP. Note: Cancelling an instance of a paradretive preverse all amounts paid or deducted in prof instale calendars. Journal and/or a supporting value must be corrected, stop or cancel the pay element and create a new request the information. Jumit.	. Use this when the calculation. Enter a it .
If correct Begin E transact: Comme Action Requ Submit Pay (Banner, Bruce 1. Chooss 2. Press (Submit Pay (Banner, Bruce 1. Chooss 2. Press (Submit Pay (Banner, Bruce 1. Chooss 2. Press (Banner, Bruce 1. Chooss 3. Enter a Settion Request 3. Enter a Settion R	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). It con has already processed through a payroll c ent to support the action request. Click Subm est correction R. the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the El ent by Payee link on the home page. The Pay Element and Instance to correct. View a member's pay elements and instance numbers using the El ent by Payee link on the home page. The Pay Element of the Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the chowe Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the chowe begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the the third will cancel the pay element and uncheck the Active Box in EABP. Note: Cancelling an instance of a pa cactively reverse all amounts paid or deducted in prior finalized calendars. source and/or a supporting value must be corrected, stop or cancel the pay element and create a new request unit.	. Use this when the calculation. Enter a it .
If correct Begin E transact: Comme Submit Pay (C Banner, Bruci Banner, Banner, Bruci Banner, Banner, Banne	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). I on has already processed through a payroll of ent to support the action request. Click Subm est correction R. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee link on the home page. The Payelement and Instance to correct way a member's pay elements and instance numbers using the Element by the Payel and or deduced in prof instance calendars. The Weegin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the This with cancel the pay element and uncheck the Active box in EABP. Note: Canceling an instance of a pay patchey reverse all amounts paid or deduced aclendars. usunt. and/or a supporting value must be corrected, stop or cancel the pay element and create a new request to information. and the pay element is and the paye in the Cancel is pay element and create a new request to information. mation mation Engin 06/24/2019	. Use this when the calculation. Enter a it .
If correct Begin E transact: Comme Action Requ Submit Pay (Banner, Bruck Banner, Banner, Ba	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). toon has already processed through a payroll or ent to support the action request. Click Subm est correction R. The Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element by Payre link on the home page. The Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element by Payre link on the home page. The Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element by Payre link on the home page. The Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element by Payre link on the home page. The Wedgin Date and/or End Date. Choose "Yee" in the Cancel dropdown if member was NEVER entitled to the This was allowed all anounds paid or deducted in prior Instance calendars. Using CSEAPAY PREM Cancel: The pair of Course of the pay element and create a new request to formation mation mation	. Use this when the calculation. Enter a it .
If correct Begin E transact: Comme Action Requ Submit Pay (Benner, Bruce 1. Choose 3. Press (Submit Pay (Benner, Bruce 1. Choose 1. Choose 3. Press (Submit Pay (Benner, Bruce 1. Choose 1. Choose 3. Press (Submit Pay (Benner, Bruce 1. Choose 3. Press (Benner, Bruce 3. Press (Benner, Benner, Bruce 3. Press (Benner, Benner, Ben	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). toon has already processed through a payroll c ent to support the action request. Click Subm est correction R. the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Ele- ment by Payee link on the home page. Here Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Ele- ent by Payee link on the home page. Here Paye Instance the pay element and uncheck the Active box in EAPP. Net: Cancelling an instance of a pa pactively reverse all amounts paid or deducted in prior finalized calendars. Nound and/or a supporting value must be corrected, stop or cancel the pay element and create a new request to information.	. Use this when the calculation. Enter a it .
If correct Begin E transact: Comme Action Requ Submit Pay (Benner, Bruce 1. Choose 3. Press (Submit Pay (Benner, Bruce 1. Choose 1. Choose 3. Press (Submit Pay (Benner, Bruce 1. Choose 1. Choose 3. Press (Submit Pay (Benner, Bruce 1. Choose 3. Press (Benner, Bruce 3. Press (Benner, Benner, Bruce 3. Press (Benner, Benner, Ben	eting the transaction or stopping the entitlement pate or New End Date (required if stopping). toon has already processed through a payroll or ent to support the action request. Click Subm est correction R. the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element by Payee lement and instance to correct. View a member's pay elements and instance numbers using the Element by Payee lement and unchase the Active box Note: Cancelling an instance of a pa bactively reverse all amounts paid or deducted in prior finalized calendars. Information. the supporting value must be corrected, stop or cancel the pay element and create a new request information. there is a constrained in the concel of the pay element and create a new request information. there is a constrained in the concel of the pay element and create a new request information. there is a constrained of the payee is the concelling of the pay element and create a new request is a constrained of the payee is the concelling of the pay element and create a new request information. there is a concelling of the payee is the concelling of the payee is the pay element and create a new request is a concelling of the payee is the concelling of the payee is the payee is the payee is the payee is the concelling of the payee is the concelling of the payee is the payee is the payee is the payee is the concelling of the payee is the paye	. Use this when the calculation. Enter a it .

Procedures,

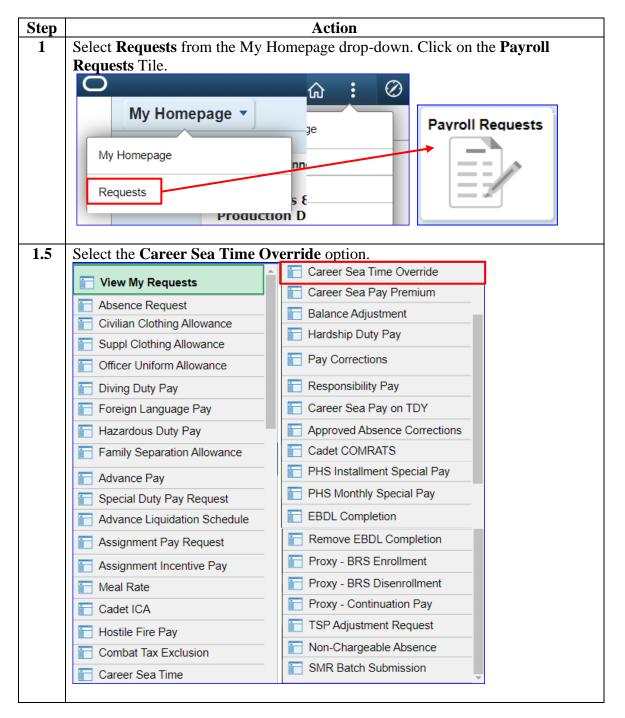
continued

Action	
The transaction is now Pending approval.	
Submit Resubmit Withdraw	
Request Status: Pending View/Hide Comments	
1 Pending Multiple Approvers CGHRSUP for User's SPO	
Comments	
Bruce R. Banner at 08/12/19 - 2:55 PM Correcting start date to 6/20/19.	
	The transaction is now Pending approval. Submit Resubmit Withdraw Request Status: Pending View/Hide Comments 1 Pending Comments CGHRSUP for User's SPO Comments Bruce R. Banner at 08/12/19 - 2:55 PM

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.
	Continued on next page

Continued

SPO	See below.
Technician	
Procedures	



Continued on next page

Continued

SPO Technician Procedures, continued

Step	Action
2	Enter the Empl ID and click Add .
	Add Action Request
	Add a New Value
	Empl ID 1234567
	Empl Record 0
	Add
3	Enter the Begin Date as an earlier date when the member was aboard the
5	departed vessel and the End Date as a date after the member was aboard the
	receiving vessel. Click Get Details.
	Action Request
	Submit Career Sea Time Override
	Campbell, Bruce L.
	Requesting Career Sea Time Override
	 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.
	Request Details
	Begin Date: 06/24/2019
	End Date: 06/30/2019
	Get Details

SPO
Technician
Procedures,
continued

Step	Action
4	Enter a Comment stating the correct dates of the Neutral time and click Submit .
	Action Request
	Submit Career Sea Time Override
	Campbell, Bruce L.
	Requesting Career Sea Time Override
	 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.
	Request Details
	Begin Date: 06/24/2019 3
	End Date: 06/30/2019 3
	Get Details
	Request Information
	Sea Time Years: 3 Neutral Time:
	Sea Time Months: 10
	Sea Time Days: 5
	Current Unit: 008578 - CGC WAESCHE
	Sea Pay Level: SPL5
	Level Description: DPT - Career Sea Pay Level 5
	Comment: For correcting Neutral time from 6/25/19 - 6/29/19.
	Submit Resubmit Withdraw

Continued

SPO Technician Procedures, continued

Step	Action
5	The transaction is now Pending approval. Notify the Auditor to approve the
	transaction.
	Submit Resubmit Withdraw
	Request Status: Pending View/Hide Comments
	1 Pending Multiple Approvers CGHRSUP for User's SPO
	Comments
	Bruce L. Campbell at 08/12/19 - 3:12 PM For correcting Neutral time from 6/25/19 - 6/29/19.

Auditor Procedures

See below.

tep			Act	ion				
1	After selecting	Requests from	n the My Ho	omepage dr	op-dow	n, click on	the	Self
	Service Reque	s ts tile.	-		-			
	0						ଜ :	\otimes
	Requests -				< 2 of 2 >	Notifications	С	; :
	My Homepage	Self Service Requests	Payroll Requests	Request Reports				
	Requests	2×4 +						
	0				_	No notificat When new notifications arm	ve, the Refresh	°C

Continued

ProceduresPro cedures, continued

Step	Action				
1.5	Select the View My Requests (all types) option.				
	Submit an Absence Request				
	Non-Chargeable Absence Request				
	View My Absence Requests				
	Submit a Delegation Request				
	View My Requests (all types)				
	PHS Submit Retirement Docs				
	Submit a Drill Request				
	User Access Request				
	Submit A School Request				
2	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 .				
	View My Action Requests				
	 Bruce Willis 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. 				
	O My Submitted Requests I am Approver For O All Requests				
	Transaction Name: Career Sea Time Override				
	Transaction Status: Pending				
	Submission From Date:				
	Submission To Date: Populate Grid Refresh				
3	Select the Approve/Deny link.				
	Transaction Name Status Member Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Approver/Deny Career Sea Time Neutral Time Pending Bruce Campbell Campbell 1234567 008578 Bruce Springsteen Bruce Willis 08/12/2019 Approver/Deny				
	Order Approvals Personalize Find View All 🗐 🔢 First 🚯 1 of 1 🚯 Last				
	Transaction Name Status Member's Emplid Submitted By Approver Submission Date Approve/Deny				
	Approve/Deny				

Continued on next page

Auditor
Procedures,
continued

Step	Action
4	Click Approve.
	Action Request
	Career Sea Time Override
	Campbell, Bruce L.
	 Requesting Career Sea Time Override 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.
	Request Details Begin Date: 06/24/2019
	End Date: 06/30/2019
	Get Details
	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
	Comment: Approved Correction.
	Approve Deny
5	The transaction is now Approved . Notify the Tech to adjust the Sea Time
	Balance.
	Approve Deny
	Request Status: Approved Status: Approved Status: Approved
	1
	Approved
	Bruce Willis W.
	CGHRSUP for User's SPO 08/12/19 - 3:17 PM
	Comments
	Bruce Willis W. at 08/12/19 - 3:17 PM Approved Correction.
	Bruce Springsteen at 08/12/19 - 3:12 PM For correcting Neutral time from 6/25/19 - 6/29/19.

SPO Tech See below. Procedures

Step	Action
1	Click on the Active/Reserve Pay Tile.
	Active/Reserve Pay
1.5	Select the Sea Time Balances option.
	📄 Direct Deposit
	Proxy - Submit Absence Request
	Toluntary Deductions
	SGLI + FSGLI
	T Maintain Tax Data USA
	E Housing Allowance
	E Dependent Information
	Cost of Living Allowance
	Generate BAH/Emergency Contact
	BAH Dependency Verification
	MGIB Enrollments
	AVIP
	E Sea Time Balances
	Tiew Payslips (AD/RSV)
	T Net Distribution
	Pay Calendar Results
	View Member W-2s
	Proxy - Submit Non-Charge Abs

Continued

SPO Tech

Procedures, continued

Action	
Enter the Empl ID, check the Correct History box a	nd click Search.
Adjust Sea Time	
Enter any information you have and click Search. Leave fields blan	k for a list of all values
Find an Existing Value	
Search Criteria	
Empl ID begins with 🗸 1234567	
Empl Record = 🗸	
Name begins with V	
Last Name begins with 🗸	
Second Last Name begins with 🗸	
Alternate Character Name begins with V	
Middle Name begins with V	
Business Unit begins with 🗸	
Department Set ID begins with 🗸	Q
Department begins with 🗸	Q
□ Include History □ Correct History □ Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criter	ia

SPO Tech	
Procedures,	
continued	

Step			Action				
3	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						al
	(Stop) rows are n	ot showing).					
	Adjust Sea Time						
	Bruce Campbell	Employee	3	Empl ID	1234567	Empl Record	0
	Career Sea Time		Fin	d View All	First 🕚 1	of 1 🕑 Last	
				Years	Months	Days	
	Last Calculated:	07/31/2019	Sea Time For Pay:	3	11	28	
	Comment:	Sea Time was 040	utral Sea Time Adjust of Ye 005 Adjusted Sea Time is 0 9-07-23-21.34.00.000000.				
	Last Updated:	7654321		07/23/1	9 9:34PM		
	Sea Time Stop Tran	sactions it Information	Personalize Find	a 🔜	First 🕘 1 of	1 🕑 Last	
	Sea Pay Stop Aud Begin Date		End Date		De	elete	
	1 07/28/2019	31	3	1	Γ	7	
	Save & Return t				ide History	Correct Histor	у

Continued

SPO Tech

Procedures,

continued

Step		Action	
4	All of the member's existing N changes are made to the approp reflect the appropriate dates for Neutral time. Click Save . It is r	riate one. Change the let the period that the me	Begin and End Dates to mber was eligible for
	Sea Time Stop Transactions	Personalize Find 🖓 🔣	First 🕚 1-4 of 4 🕑 Last
	Sea Pay Stop Audit Information		
	Begin Date	End Date	Delete
	1 07/28/2019	31	
	2 06/24/2019	06/30/2019	
	3 06/30/2017	07/06/2017	
	4 04/05/2016	04/23/2016	
	🔚 Save 🛛 💽 Return to Search 🔄 Notify	y 🛛 Update/Display 🗾	Include History 📝 Correct History
	Sea Time Stop Transactions Sea Pay Stop Audit Information	Personalize Find 🖾 🎩	First ④ 1-4 of 4 🕑 Last
	Begin Date	End Date	Delete
	1 07/28/2019		
	2 06/25/2019 🛐	06/29/2019 B	
	3 06/30/2017	07/06/2017	
	4 04/05/2016	04/23/2016	
	Save Return to Search 🕑 Notify	/ Display 🔎	Include History

Auditor Procedu						
Step	Action					
1	After selecting Requests from the My Ho Service Requests tile.	mepage dro	op-dow	n, click or	n the Self	
	Requests •		< 2 of 2 >	Notifications	C :	
	My Homepage Self Service Requests Payroll Requests	Request Reports				
	Requests					
	0			No notific When new notifications as button will show	rive, the Refresh °C.	
1.5	Select the View My Requests (all types)	option.				
	📄 Submit an Absence Request					
	Non-Chargeable Absence Request					
	Tiew My Absence Requests					
	Submit a Delegation Request					
	To View My Requests (all types)					
	PHS Submit Retirement Docs					
	🔚 Submit a Drill Request					
	🔚 User Access Request					
	Submit A School Request					

Continued on next page

Stop Adj from the Transaction Name drop down to narrow the search and cli Populate Grid. View My Action Requests Bruce Willis 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending 6. 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. My Submitted Requests Requests I am Approver For My Submitted Requests Requests I am Approver For All Requests Status: Pending Submission To Date: Submission To Date: Image: Status Buttomistical Find (View All (2)) First 1 of Transaction Name: Status Refresh Status Member's Emptil Statented by Approver <	tep	Action				
Bruce Willis 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending 6. 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. O My Submitted Requests Requests I am Approver For All Requests Transaction Name: Career Sea Time Stop Adj Transaction To Date: is Submission From Date: is Submission To Date: is Submission To Date: is Personalize Find View All [I] First I of Approver first I of I of I of Approvals Personalize Find View All [I] First I of I o	2					
 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. My Submitted Requests Requests I am Approver For All Requests Transaction Name: Career Sea Time Stop Adj Transaction To Date: Submission To Date: Submission To Date: Select the Approve/Deny link. 		View My Action Requests				
Transaction Name: Career Sea Time Stop Adj Transaction Status: Pending Submission From Date: Image: Submission To Date: Submission To Date: Image: Submission To Date: Select the Approve/Deny link. Transaction Name Status Member Member's Last Name Member's Deptid Submission Date Sea Time Stop Approval Pending Bruce Campbell Campbell Personalize Find View All [Image: First @ 1 of 1 @ Last		 '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. 				
Submission From Date: Image: Submission To Date: Submission To Date: Image: Submission To Date: Submission Name Status Name Status Member's Last Name Member's Emplid Sea Time Stop Approval Pending Bruce Campbell Campbell 1234567 008578 Bruce Springsteen Bruce Willis 08/12/2019 Order Approvals Personalize Find View All Image: Rest I of 1 metal						
3 Select the Approve/Deny link. 3 Select the Approve/Deny link. Transaction Name Status Member's Last Name Member's Emplid Member's Last Name Member's Emplid Sea Time Stop Approval Pending Bruce Springsteen Bruce Willis 08/12/2019 Order Approvals Personalize Find View All 🖉 🛒 First 🖤 101 🌪 Last		O My Submitted Requests I am Approver For O All Requests				
Submission To Date: Populate Grid Refresh 3 Select the Approve/Deny link. Transaction Name Status Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Approver Sea Time Stop Approval Pending Bruce Campbell 1234567 008578 Bruce Springsteen Bruce Willis 08/12/2019 Appr Order Approvals Personalize Find View All [2]] First () 1 of 1 () Last		O My Submitted Requests				
3 Select the Approve/Deny link. Transaction Name Status Member Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Appr Sea Time Stop Approval Pending Bruce Campbell Campbell 1234567 008578 Bruce Springsteen Bruce Willis 08/12/2019 Appr Order Approvals Personalize Find View All I R First () 1 of 1 () Last		My Submitted Requests Requests I am Approver For All Requests Transaction Name: Career Sea Time Stop Adj Image: Career Sea Time Stop Adj Transaction Status: Pending Image: Career Sea Time Stop Adj				
Personalize Find View All ② ③ First ④ 1 of / Transaction Name Status Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Approver Sea Time Stop Approval Pending Bruce Campbell 1234567 008578 Bruce Springsteen Bruce Willis 08/12/2019 Appr Order Approvals Personalize Find View All ③ ④ First ④ 1 of 1 ④ Last		O My Submitted Requests Image: Requests I am Approver For O All Requests Transaction Name: Career Sea Time Stop Adj Image: Career Sea Time Stop Adj Transaction Status: Pending Image: Submission From Date: Image: Stop Adj				
Personalize Find View All ② ③ First ④ 1 of / Transaction Name Status Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Approver Sea Time Stop Approval Pending Bruce Campbell 1234567 008578 Bruce Springsteen Bruce Willis 08/12/2019 Appr Order Approvals Personalize Find View All ③ ④ First ④ 1 of 1 ④ Last		O My Submitted Requests Image: Requests I am Approver For O All Requests Transaction Name: Career Sea Time Stop Adj Image: Career Sea Time Stop Adj Transaction Status: Pending Image: Submission From Date: Image: Stop Adj				
Order Approvals Personalize Find View All 🖉 🔣 First 🛞 1 of 1 🕑 Last	3	My Submitted Requests Requests I am Approver For All Requests Transaction Name: Career Sea Time Stop Adj Transaction Status: Pending Submission From Date: is Populate Grid Refresh				
	3	My Submitted Requests Image: Requests I am Approver For All Requests Transaction Name: Career Sea Time Stop Adj Image: Career Sea Time Stop Adj Transaction Status: Pending Image: Career Sea Time Stop Adj Submission From Date: Image: Career Sea Time Stop Adj Image: Career Sea Time Stop Adj Submission From Date: Image: Career Sea Time Stop Adj Image: Career Sea Time Stop Adj Submission To Date: Image: Career Sea Time Stop Adj Image: Career Sea Time Status Select the Approve/Deny link. Personalize Find View All Image: Status Member's Last Name Member's Emplid Member's Deptid Submission Date Approver				
	3	My Submitted Requests				

Audito	•
Proced	ures,
continu	ed
Step	Action
4	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.
	Action Request
	Career Sea Time Stop Adj
	Campbell, Bruce L.
	Instructions Here
	Request Details
	Effective Date: 06/25/2019
	Get Details
	Request Information
	End Date: 2019-06-29
	Delete: 4
	Description: N Approved: N
	Approval:
	Approve Date Time:
	Request URL
	Click here to view additional request information.
	Comment:
	Approve Deny
5	The entire Neutral Time correction transaction has been Approved and
-	completed.
	Request Status: Approved Status: Approved View/Hide Comments
	Approvers
	Approved Bruce Willis W.
	CGHRSUP for User's SPO 08/12/19 - 3:31 PM
	Comments