Career Sea Pay

Overview			
Introduction	This guide provides the procedures for starting, restarting, stopping and deleting Career Sea Pay (CSP) in Direct Access (DA). It also provides the procedures for entering and deleting neutral time.		
References	 (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) Pay & Personnel Center – MAS/CSP 		
Information	 CSP now starts automatically upon PCS reporting to a CSP eligible vessel, but must be manually started if reporting to a mobile unit and the member normally deploys on a routine basis (duties not administrative in nature). The Sea Time Balance page doesn't update until a finalization occurs. SPOs and P&A Cutter YNs need to review sea time balances after a finalization and report any discrepancies through the proper channels. Sea Time Balances is also where YN can look for neutral rows with no End Date that could prevent CSP from paying out. SPOs must also stop/restart CSP for members TDY more than 30 days. 		
Sea Duty for Advancement – Not the Same as Sea Time for Points	 Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series) provides the policies for Sea/Surf Duty for Advancement and Sea/Surf Duty and Award Points for Service-wide Exam Competition. Note that the policies are discussed in two separate articles. 1. Article 3.A.16 covers Sea/Surf Duty for Advancement. 2. Article 3.A.17 covers Sea/Surf Duty and Award Points for the SWE Competition. 		
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Override Guidance	 When unable to edit a Neutral Time row directly in the Sea Time Balances component, SPO technicians must submit a Career Sea Time Override using the same Begin Date as the existing Neutral Time row which needs changed. The end date should be changed to match any PCS delay En route or TDY period end date on the member's orders. In the case that the SPO is unable to delete an incorrect Neutral Time Row in the Sea Time Balances component, they may change the end date of such a transaction to match the begin date. Although this will allow an invalid Neutral Time Row, it will minimize the negative impact and allow the member's sea time counter and pay to start. Upon the completion of these transactions, Sea Time Balances will update AFTER FINALIZATION. SPOs should not automatically submit requests for a Statement of Creditable Sea Service (SOCSS). SPOs should verify the member's Sea Time AFTER FINALIZATION and only submit a SOCSS if the accrual is inaccurate. Please refer to PPC's website for complete guidance prior to submitting any SOCSS request.
Stopping CG Standard Meal Rate (CGSMR)	 For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but CGSMR MUST BE MANUALLY STOPPED: The day prior to a Reservist departing an EUM/ESM unit. The day prior to a galley closure at an EUM/ESM unit (see SMR Batch Process user guide for stopping/starting SMR for multiple members). The day prior to departure on terminal leave, with no intention of returning to the unit. The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit. During Inclusive dates of TDY away from EUM/ESM/CSP eligible unit (and not TDY to EUM/ESM/CSP eligible unit, field duty, or group travel). During Inclusive dates of leave. During Inclusive dates of hospitalization.
Auditing Standards	 Chapter 11.A of the 3PM implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions: Pay Calculation Results One Time Positive Input (OTPI) Element Assignment By Payee (EABP)

Starting CSP on TDY

Introduction This section provides the procedures for starting CSP when a member performs TDY onboard an eligible vessel or mobile unit.

Procedures See below.



Starting CSP on TDY, Continued

Procedures,

continued

Step	Action		
2	Enter the Empl ID and click Add .		
	Add Action Request		
	Add a New Value		
	Add a New Value		
	Empl ID 1234567 × Q		
	Add		
3	The Action Request page will display. This Action Request is not required if the		
Ū	member is already permanently assigned to a Career Sea Pay eligible unit (unless		
	the TDY unit is in theater). Enter the Begin Date, End Date and TDY		
	Department. Click the Member's Dept Type lookup icon.		
	Action Request		
	Submit Career Sea Pay on TDY		
	Johnson, Dakota		
	This Action Request is used for recording career sea pay entitlement of a member:		
	 Assigned TDY from an ashore unit to an afloat unit. 		
	1. Enter a Begin Date.		
	2. Enter an End Date or leave blank.		
	 Choose the TDY department from the dropdown. Choose the Member's department type from the dropdown 		
	 5. Click Get Details. 		
	Enter Comment(s) and submit for approval.		
	Request Details		
	Begin Date: 07/01/2019		
	End Date: 07/31/2019		
	IDY Department: 000094		
	Member's Dept Q Type:		
	Get Details		

Starting CSP on TDY, Continued

Procedures,

continued

Step	Action			
4	Select one of the four options . This will determine what level of Career Sea Pay			
	the member will receive.			
	Look Up Member's Dept Type			
	Cancel			
	Search Result	S		
	View 100	First 🕚 1-4 of 4 🕑 La	ist	
	First Key	Constant Value		
	ATO (SPL1)	Afloat Training Operations (DPT - Career Sea Pay Level	1)	
	AVDET (SPL1)	Aviation Detachments (DPT - Career Sea Pay Level 1)		
	N/A	Not Applicable (Receives Sea Pay at Level of TDY Cutte	r)	
	TACLET (SPL3)	Tactical Law Enforcement (DPT - Career Sea Pay Level	3)	
	I		.::	
5	Click Get Details			
	Action Reques	St		
	Submit Career Sea Pay on TDY			
	Johnson, Dakota			
	This Action Request	is used for recording career sea pay entitlement of a member:		
	 Assigned TE 	Y from an ashore unit to an afloat unit.		
	1. Enter a Begin Date.			
	3. Choose the TDY department from the dropdown.			
	 Choose the Member's department type from the dropdown. Click Get Details. 			
	6. Enter Comment(s) and submit for approval.			
	Request Details			
	Begin Date:	07/01/2019 🛐		
	End Date:	07/31/2019		
	TDY Department:	000094		
	Member's Dept	N/A		
	Туре:			
	Get Details			

Starting CSP on TDY, Continued

Procedures,

continued

Step	Action
6	The Request Information section will populate with the Department's
	Description, Sea Pay Level and Override Level. Enter supporting remarks in the
	Comment section. (Cite the authority for the action " <i>Received copy of TDY</i>
	Request Information
	Description: CGC SENECA
	Sea Pay Level: DPT - Career Sea Pay Level 4
	Override Level: Receives at LvI of TDY Cutter
	Comment: Received TDY Orders for member to CGC Seneca from 7/1/19 - 7/31/19.
	Submit Resubmit Withdraw
	NOTE: Prior to 1 Jan 2017: Members temporarily assigned to a CSP vessel or
	mobile unit shall be paid CSP at the Level 1 rate, unless the vessel is in a
	designated combat zone. For TDY sea duty on or after 1 Jan 2017, CSP is paid at
7	the rate applicable to the vessel class.
/	The transaction is now Pending approval.
	Request Status: Pending
	1
	Pending
	Multiple Approvers CGHRSUP for User's SPO
	Comments
	Dakota Johnson at 06/20/19 - 2:44 PM Received TDV Orders for member to CCC Senece from 7/1/19
	7/31/19

Restarting CSP after TDY

Introduction This section provides the procedures for restarting CSP after TDY for a member. For example, a member was on a Sea Pay eligible vessel and went TDY from 5/14/19-8/8/19. The SPO shut down the CSP on 6/13/19 (his 31st day away from the vessel). The member returned to the ship on 8/9/19, so the CSP must be restarted. The SPO must review the member's Sea Time Balances first, make the changes in the Career Sea Time Override and get the transaction approved. **Once approved, CSP should automatically restart**.

Procedures See below.

Step	Action		
1	Before starting Career Sea Pay, first look at the member's Sea Time Balances.		
	Click on the Active/Reserve Pay Tile.		
	Active/Reserve Pay		
1.5	Select the Sea Time Balances option.		
	Direct Deposit		
	Proxy - Submit Absence Request		
	Columnary Deductions		
	SGLI + FSGLI		
	Tax Data USA		
	The Housing Allowance		
	E Dependent Information		
	Cost of Living Allowance		
	Generate BAH/Emergency Contact		
	BAH Dependency Verification		
	MGIB Enrollments		
	AviP		
	T Sea Time Balances		
	View Payslips (AD/RSV)		
	The Distribution		
	Pay Calendar Results		
	View Member W-2s		
	Proxy - Submit Non-Charge Abs		

Restarting CSP after TDY, Continued

Procedures,

continued

Step		Actio	n
2	2 Enter the Empl ID, check Include History and click Search. Adjust Sea Time		
	Enter any information you have	e and click Search. Leave fields b	plank for a list of all values.
	Find an Existing Value		
	Search Criteria		
	Empl ID be	egins with 🗸 1234567	
	Empl Record =	~	
	Name be	egins with 🗸	
	Last Name be	egins with 🗸	
	Second Last Name be	egins with 🗸	
	Alternate Character Name be	egins with 🗸	
	Middle Name be	egins with 🗸	
	Business Unit be	egins with 🗸	
	Department Set ID be	egins with 🗸	Q
	Department be	egins with 🗸	Q
	Include History	rrect History 🗌 Case Sensitive	e
	Search Clear Ba	asic Search 🧧 Save Search Cr	iteria

Restarting CSP after TDY, Continued

Procedures,

continued

Notice the date when the sea time was Last Calculated . Then look at the Sea		
Time Stop Transactions for the description of why the sea pay isn't running. The		
ord 0		
of 1 🕑 Last		
Approval		
2AM		
rrect History		
ଜ : ଡ		
C :		
.)		
tions		
ve the Refresh "C"		

Restarting CSP after TDY, Continued

Procedures,

continued



Restarting CSP after TDY, Continued

Procedures,

continued

Step	Action		
5	Enter the Empl ID and click Add .		
	Add Action Request		
	Add a New Value		
	Empl ID 1234567 × Q		
	Add		
6	Enter the Begin Date from the Sea Time Neutral Transaction. The End Date		
	should be the last day the member was ineligible for Career Sea Pay (day before		
	returning to the ship). Click Get Details.		
	Action Request		
	Submit Career Sea Time Override		
	Collins, Lily		
	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: 06/13/2019		
	End Date: 08/09/2019		
	Get Details		

Restarting CSP after TDY, Continued

Procedures,

continued

Step	Action		
7	Information auto-populates in the Request Information section. Add any		
	Comments and click Submit.		
	Request Information		
	Sea Time Years: 1 Neutral Time: 06/13/2019 -		
	Sea Time Months: 0		
	Sea Time Days: 14		
	Current Unit: 000094 - CGC SENECA		
	Sea Pay Level: SPL4		
	Level Description: DPT - Career Sea Pay Level 4		
	Comment:		
	Submit Resubmit Withdraw		
8	The transaction is now Pending approval. Once approved submit a trouble ticket		
Ū	to PPC for review of Career Sea Time Balances (by ADV) and Career Sea Time		
	Pay (by MAS).		
	Request Status: Pending Pending Proview/Hide Comments		
	1		
	Pending		
	Multiple Approvers		
	GHRSUP for User's SPO		
	Commonto		
	Comments		
	Lily Collins at 06/20/19 - 2:44 PM		

Stopping CSP for a Separation

Introduction This section provides the procedures for stopping CSP when a member separates from the Coast Guard.

Procedures See below.

Step	Action			
1	After selecting Requests from the My Homepage drop-down, click on the			
	Payroll Request tile.			
	Requests 🔻	< 2 of 2 > Notifications C :		
	My Homepage	Descritt Descritt		
	Requests	Payroll Requests Reports		
	2>2			
	-+			
	0	No polifications		
	\heartsuit	When ever notifications arrive, the Refresh *C button will show a badge		
1.5	Select the Career Sea Time	Override option.		
	View My Pequests	Career Sea Time Override		
		📩 Career Sea Pay Premium		
	Civilian Clothing Allowance	Balance Adjustment		
	Suppl Clothing Allowance	🛅 Hardship Duty Pay		
	Conficer Uniform Allowance	Pay Corrections		
	🛅 Diving Duty Pay	📰 Responsibility Pay		
	🔚 Foreign Language Pay	Career Sea Pay on TDY		
	📔 Hazardous Duty Pay	Approved Absence Corrections		
	Family Separation Allowance	Cadet COMRATS		
	Advance Pay	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		
	🔚 Meal Rate	Troxy - BRS Disenrollment		
	🛅 Cadet ICA	Proxy - Continuation Pay		
	T Hostile Fire Pay	TSP Adjustment Request		
	Combat Tax Exclusion	Non-Chargeable Absence		
	🛅 Career Sea Time	SMR Batch Submission		

Continued on next page

Stopping CSP for a Separation, Continued

Procedures,

continued

Step	Action
2	Enter the Empl ID and click Add .
	Add Action Request Add a New Value
	Empl ID 1234567
	Add
3	Enter the Begin Date the member is no longer eligible for Sea Pay (the day after they depart the vessel, in this example the member is departing on terminal leave on 6/30/19). The End Date is not needed for separating members.
	Action Request
	Submit Career Sea Time Override
	Williams, Allison
	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: 07/01/2019 End Date: Image: Ima
	Get Details

Stopping CSP for a Separation, Continued

Procedures,

continued

Step	Action
4	Information auto-populates in the Request Information section. Add any
	Comments and click Submit.
	Request Information
	Sea Time Years: 4 Neutral Time: 07/14/2017 - 07/30/2017
	Sea Time Months: 8
	Sea Time Days: 12
	Current Unit: 000099 - CGC THETIS
	Sea Pay Level: SPL4
	Level Description: DPT - Career Sea Pay Level 4
	Comment: Member is departing 6/30/19 on terminal leave without intention to return. Manually stopping CSP to prevent overpayments.
	Submit Resubmit Withdraw
5	The transaction is now Pending approval
C	Request Status: Pending View/Hide Comments
	1
	Pending
	Multiple Approvers
	CGHRSUP for User's SPO
	Comments
	Allison Williams at 06/20/2019 - 3:37 PM Member is departing 6/30/19 on terminal leave without intention to return. Manually stopping CSP to prevent overpayments.

Stopping CSP for a Known Period

Introduction This section provides the procedures for stopping CSP for a Known Period of time. CSP should manually be stopped when a member departs a vessel for longer than 30 days (TDY, leave, etc.). CSP is shut down on the 31st day away from the vessel.

Procedures See below.

Step	Action		
1	After selecting Requests from the My Homepage drop-down, click on the		
	Payroll Request tile.		
	0		
	Requests •	< 2 of 2 >> Notifications C :	
	My Homepage Self Service Request	ts Payroll Requests Reports	
	Requests		
	232		
	C	No notifications	
	\Diamond	When new notifications arrive, the Refresh *C button will show a badge	
1.5	Select the Career Sea Time	• Override option	
110		Career Sea Time Override	
	View My Requests	Career Sea Pay Premium	
	Absence Request	Balance Adjustment	
	Civilian Clothing Allowance	Hardship Duty Pay	
		Pay Corrections	
		E Pospansibility Pay	
	Diving Duty Pay		
	Foreign Language Pay		
	Hazardous Duty Pay	Cadet COMPATS	
		PHS Installment Special Pay	
	Advance Pay	PHS Monthly Special Pay	
	Special Duty Pay Request		
	Advance Liquidation Schedule		
	Assignment Pay Request		
	Assignment Incentive Pay	Proxy - BRS Enrolment	
	Meal Rate	Proxy - Continuation Pay	
	Cadet ICA	TSP Adjustment Request	
	Hostile Fire Pay		
	Combat Tax Exclusion	SMR Batch Submission	
	📩 Career Sea Time		

Stopping CSP for a Known Period, Continued

Procedures,

continued

Step	Action	
2	Enter the Empl ID and click Add .	
	Add Action Request	
	Add a New Value	
	Empl ID 1234567	
	Add	
3	Enter the Begin Date the member is no longer eligible for Sea Pay (the 31 st day	
	after they depart the vessel). For the End Date , enter the day before they return	
	to the vessel.	
	Click Cat Datails	
	Action Request	
	Submit Career Sea Time Override	
	Pine, Chris	
	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: 08/01/2019 3	
	End Date: 08/12/2019	
	Get Details	

Stopping CSP for a Known Period, Continued

Procedures,

continued

Step	Action		
4	Information auto-populates in the Request Information section. Add any		
	Comments and click Submit.		
	Request Information		
	Sea Time Years: 5 Neutral Time: 06/02/2016 - 06/15/2016		
	Sea Time Months: 9		
	Sea Time Days: 25		
	Current Unit: 000508 - CGC POLAR STAR		
	Sea Pay Level: SPL3		
	Level Description: DPT - Career Sea Pay Level 3		
Comment: Member went on medical TDY from CGC Polar Star from 7/1/19 - 8/12/19. Member became ineligible for 8/1/19 (over 30 days TDY) and became re-eligible upon returning 8/13/19.			
	Submit Resubmit Withdraw		
5	The transaction is now Pending approval.		
	Request Status: Pending View/Hide Comments		
	1		
	Pending		
	Multiple Approvers		
	CGHRSUP for User's SPO		
	Comments		
	Chris Pine at 06/20/2019 - 3:40PM		
	Member went on medical TDY from the CGC Polar Star from		
	7/1/19 = 8.12.19 Member became ineligible for CSP on $8/1/19$		
	(went ever 20 deve TDV) and become re eligible upon		
	returning 8/13/19.		

Introduction	This section provides the procedures for starting retroactive CSP for a member.
Information	For example, a member transferred to a CSP eligible unit on 6/1/19 and the CSP was never started. The SPO must first review the member's Sea Time Balances and then make the changes in Career Sea Time Override and get the transaction approved. Once approved, PPC can manually credit the member for the retroactive period.
	NOTE: This procedure should only be used if the CSP was not started.

Starting Retroactive CSP

Procedures

See below.

Step	Action	
1	Before starting Career Sea Pay, first look at the member's Sea Time Balances.	
	Click on the Active/Reserve Pay Tile.	
	Active/Reserve Pay	
1.5	Select the Sea Time Balances option.	
	Direct Deposit	
	Proxy - Submit Absence Reguest	
	Voluntary Deductions	
	SGLI + FSGLI	
	T Maintain Tax Data USA	
	Housing Allowance	
	Dependent Information	
	Cost of Living Allowance	
	Generate BAH/Emergency	
	BAH Dependency Verification	
	MGIB Enrollments	
	T AviP	
	E Sea Time Balances	
	T View Payslips (AD/RSV)	
	T Net Distribution	
	Pay Calendar Results	
	Tiew Member W-2s	
	Proxy - Submit Non-Charge Abs	

Procedures,

continued

Step	Action		
2	Enter the Empl ID , check Include History 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 🗸		
	Second Last Name begins with 🗸		
	Alternate Character Name begins with 🗸		
	Middle Name begins with 🗸		
	Business Unit begins with 🗸		
	Department Set ID begins with 🗸		
	Department begins with 🗸		
	🗹 nclude History 🗌 Correct History 🔲 Case Sensitive		
	Search Clear Basic Search 🖉 Save Search Criteria		
3	Notice the date when the sea time was Last Calculated . Then look at the Sea		
5	Time Stop Transactions for the description of why the see new isn't running. The		
	Provin Data from the See Time Step Transaction must be used in Step 6		
	Adjust Sea Time		
	Jennifer Anniston Employee Empl ID 1234567 Empl Record 0		
	Career Sea Time Find View All First (1) 1 of 1 (2) Last		
	Years Months Days		
	Last Calculated: 06/15/2019 Sea Time For Pay: 1 0 29		
	Comment: Oca Time Accidation to days. Hoceased on 2010-00-11-22.2020.000000.		
	Last updated: 7654321 06/11/19 10:20PM		
	Sea Time Stop Transactions Personalize Find 🖉 🔣 First 🕚 1 of 1 🕖 Last		
	Begin Date End Date Delete Description Approved Operator ID Approval Last Datetime Approval 0 0.0 2019.06.17 7654221 approved ap order (Transaction ID = 2558096) mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm		
	Construction of the formation of th		
	Return to Search Notify Determined Return to Search Correct History		

Procedures,

continued



Procedures,

continued

Step	Action	
5	Enter the Empl ID and click Add .	
	Add Action Request	
	Add a New Value	
	Empl ID 1234567	
	Empl Record 0	
	Add	
	Add	
6	Enter the Begin Date (from the Sea Time Neutral transaction) and enter the	
	SAME DATE for the End Date .	
	Click Cet Details	
	Action Request	
	Submit Career Sea Time Override	
	Anniston, Jennifer	
	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: 06/13/2019	
	End Date: 06/13/2019	
	Get Details	

Procedures,

continued



Entering Neutral Time for Future TDY

Introduction	This section provides the procedures for adding a future row of Neutral Time for CSP.
Information	When a member goes TDY, the Career Sea Time Override should be entered, including an End Date, based on the signed TDY Orders.

Procedures See below.



Entering Neutral Time for Future TDY, Continued

Procedures,

continued

Step	Action		
2	Enter the Empl ID and click Add .		
	Add Action Request Add a New Value		
	Empl ID 1234567		
	Add		
3	Enter the Begin Date the member is no longer eligible for Sea Pay (the 31 st day after they depart the vessel). For the End Date , enter the day before they return to the vessel.		
	Action Request		
	Submit Career Sea Time Override		
	Tyler, Liv		
	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: 09/04/2019 End Date: 09/30/2019		
	Get Details		

Entering Neutral Time for Future TDY, Continued

Procedures,

continued

Step	Action			
4	Enter specific Comments for the Neutral Time and click Submit .			
	Request Information			
	Sea Time Years: 1 Neutral Time:			
	Sea Time Months: 10			
	Sea Time Days: 22			
	Current Unit: 009379 - CGC DIAMONDBACK			
	Sea Pay Level: SPL2			
	Level Description: DPT - Career Sea Pay Level 2			
	Comment: Member TDY to Miami from 8/5/19 to 9/30/19.			
	Submit Resubmit Withdraw			
5	The transaction is now Pending approval.			
	Request Status: Pending Sview/Hide Comments			
	1			
	Pending Multiple Approvers CGHRSUP for User's SPO			
	Comments			
	Liv Tyler at 06/20/19 - 3:32 PM			
	Member TDY to Miami from 8/5/19 to 9/30/19.			
0	Click on the Active/Reserve Pay Tile.			
	Active/Reserve Pay			

Entering Neutral Time for Future TDY, Continued

Procedures,

continued

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

Entering Neutral Time for Future TDY, Continued

Procedures,

continued

		Action			
Inter the Empl	ID, check In	clude History and	l click Sea	arch.	
djust Sea Time					
nter any information yo	bu have and click Se	earch. Leave fields blank f	or a list of all va	alues.	
Find an Existing Val	ue				
Search Criteria					
Emp	I ID begins with 🗸	1234567	1		
Empl Rec	ord = 🗸				
Na	me begins with 🗸				
Last Na	me begins with 🗸				
Second Last Na	me begins with 🗸				
Alternate Character Na	me begins with \checkmark				
Middle Na	me begins with \checkmark				
Business L	Jnit begins with 🗸				
Department Set	t ID begins with 🗸		Q		
Departm	ent begins with \checkmark		Q		
Search Clear	Basic Search	Case Sensitive			
Include History [Search Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear Clear	Correct History Basic Search Dp (Neutral T ation.	Case Sensitive Save Search Criteria ime) row will dis	play. Clici	k the Exp	and All
Search Clear Clear Clear Clear Clear Che Sea Pay Sto ee more inform Adjust Sea Time Liv Tyler	Correct History Basic Search Dp (Neutral T ation. Employe	Case Sensitive Save Search Criteria ime) row will dis	play. Click Empl ID	k the Exp	and All
The Sea Pay Sto ee more inform Adjust Sea Time Liv Tyler Career Sea Time	Correct History Basic Search	Case Sensitive Save Search Criteria ime) row will disp ee	play. Clic Empl ID nd View All	k the Exp 1234567 First ④	Empl Rec
Search Clear Che Sea Pay Storee more inform Adjust Sea Time Liv Tyler Career Sea Time	Correct History Basic Search	Case Sensitive Save Search Criteria ime) row will disp ee	play. Clic Empl ID nd View All Years	k the Exp 1234567 First Months	Empl Rec 1 of 49 Days
Clear Clear Che Sea Pay Sto ee more inform Adjust Sea Time Liv Tyler Career Sea Time Last Calculated:	Correct History Basic Search Op (Neutral T ation. Employe 06/30/2019	Case Sensitive Save Search Criteria ime) row will dis ee Fi Sea Time For Pay:	play. Clic Empl ID nd View All Years 1	the Exp 1234567 First Months 11	Empl Rec 1 of 49 Days 7
Clear Search Clear	Correct History Basic Search Op (Neutral T ation. Employe 06/30/2019 Sea Time Accrua	Case Sensitive Case Sensitive Save Search Criteria ime) row will displayed Geter Fi Sea Time For Pay: I of 15 days. Processed of	Empl ID Empl ID Ind View All Years 1 2019-06-20-1	1234567 First Months 11 4.56.07.00000	Empl Rec 1 of 49 1 Days 7
Clear	Correct History Basic Search Dp (Neutral Tation. Employe 06/30/2019 Sea Time Accrua 7654321	Case Sensitive Case Sensitive Case Search Criteria ime) row will display Example for Pay: I of 15 days. Processed or	play. Click Empl ID nd View All Years 1 2019-06-20-1 06/20/	1234567 First Months 11 4.56.07.00000	Empl Rec 1 of 49 () Days 7
Clear Clear Clear Clear Clear Che Sea Pay Sto ee more inform Adjust Sea Time Liv Tyler Career Sea Time Last Calculated: Comment: Last Updated: Sea Time Stop Trar Sea Pay Stop And	Correct History Basic Search Dp (Neutral T ation. Employe 06/30/2019 Sea Time Accrua 7654321 Insactions If Information	Case Sensitive Case Sensitive Case Search Criteria	eplay. Click Empl ID nd View All Years 1 2019-06-20-1 06/20/	1234567 First Months 11 4.56.07.00000 19 2:56PM First () 1 ()	Empl Rec 1 of 49 (*) I Days 7 D0. of 1 (*) Last
Che Sea Pay Sto ee more inform Adjust Sea Time Liv Tyler Career Sea Time Last Calculated: Comment: Last Updated: Sea Time Stop Trar Sea Pay Stop Aud Begin Date	Correct History Basic Search Dp (Neutral Tation. Employe 06/30/2019 Sea Time Accrua 7654321 Insactions dit Information	Case Sensitive Case Sensitive Case Search Criteria	play. Click Empl ID nd View All Years 1 2019-06-20-1 06/20/	k the Exp 1234567 First (*) Months 11 4.56.07.00000 19 2:56PM First (*) 1 (*)	Dand All Empl Rec 1 of 49 (*) L Days 7 D0.
Clear Clear Clear Clear Che Sea Pay Sto ee more inform Adjust Sea Time Liv Tyler Career Sea Time Last Calculated: Comment: Last Updated: Sea Time Stop Trar Sea Pay Stop Au Begin Date 1 09/04/2019	Correct History Basic Search Pp (Neutral T ation. Employe 06/30/2019 Sea Time Accrua 7654321 Isactions dit Information	Case Sensitive Case Sensitive Case Search Criteria	play. Click Empl ID nd View All Years 1 2019-06-20-1 06/20/	k the Exp 1234567 First Months 11 4.56.07.00000 19 2:56PM First 10 10 10 10 10 10 10 10 10 10	Dand All Empl Rec 1 of 49 () I Days 7 D0.

Entering Neutral Time for Future TDY, Continued

Procedures,

continued

Step	Actio	n
9	Additional information will display. Click	Save or Return to Search to exit the
	screen.	
	Sea Time Stop Transactions	Personalize Find 🖾 🤀 🛛 First 🕚 1 of 1 🕑 Last
	Begin Date End Date Delete Description	Approved Operator ID Approval Last Datetime Approval
	1 08/05/2019 🛐 09/30/2019 🛐 🗌 On 2019-06-27, 7654321 approved this Sea	a Time Neutral transaction. Y 7654321 06/27/19 11:08AM
	Return to Search	Dipdate/Display 🖉 Include History 🦻 Correct History

Deleting Neutral Time Rows

Introduction	This section provides the procedures for deleting Sea Time Stop (Neutral Time) rows. This should only be used when incorrect dates are entered as well as erroneous submissions.
Information	Upon completion of this transaction, Sea Time Balances will update AFTER FINALIZATION . SPO's should verify the information after finalization and only submit a Statement of Creditable Sea Service (SOCSS) if the accrual is inaccurate.

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
	Columnary Deductions
	🔁 SGLI + FSGLI
	T Maintain 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)
	T Net Distribution
	Pay Calendar Results
	View Member W-2s
	Proxy - Submit Non-Charge Abs

Deleting Neutral Time Rows, Continued

Procedures,

continued

Step			Action		
2	Enter the Empl ID	check the	Include History	and Correct	History boxes and
	click Search.				
	Adjust Sea Time				
	Enter any information you h	ave and click Se	earch. Leave fields blank fo	or a list 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	
	✓Include History ✓C	orrect History	Case Sensitive		
	Search Clear	Basic Search	Save Search Criteria		

Deleting Neutral Time Rows, Continued

Procedures,

continued

Step			Action				
3	Locate the incor an End Date and	rect/erroneous d click Save .	Sea Pay Stop ro	ow and c	heck the I	Delete box.	Enter
	Adjust Sea Time						
	Rashida Jones	Employee		Empl ID	1234567	Empl Record	0
	Career Sea Time		Fine	d View All	First 🕚 1	of 27 🕑 Last	
	Last Calculated:	06/15/2019	Sea Time For Pay:	Years 1	Months 0	Days 26	
	Comment:	Retro Adjustment of	000012 applied to curren	and future re	DWS.		
	Last Updated:	7654321		06/20/	19 3:41PM		
	Sea Time Stop Tran	sactions	Personalize Find	2	First 🕚 1 of	1 🕑 Last	
	Sea Pay Stop Auc	dit Information					
	Begin Date		End Date		0	elete	
	1 06/13/2019	31	06/14/2019	31		✓	
	Save 💽 Return t	o Search 📰 Notify	/ Update/Dis	play 🗾 🔎	Include History	Correct H	listory
	NOTE: An End	Date must be	entered to allow	v the syst	tem to sav	e.	
4	Because the reco about audit reco	ord will be per- rds being lost.	manently delete Click OK .	d, a Mes	sage will	appear warr	ning
	Message						
	This transaction was enter MUST originate in the Acti record was found, the syst	red on the Adjust Sea Pag ion Request. Sea Time Fi tem needs an AUDIT reco	je. The transaction will rem or this EMPLID 1234567, R(rd to determine how to proc	oved from the s CD 0, SEQNO ⁻ ess the change	ystem. Sea Time 1, and Effective D . (0,0)	Neutral/Stop Transa ate 2019-06-13 - No	actions AUDIT

Deleting Neutral Time Rows, Continued

Procedures,

continued

Step	Action	
5	Once the deletion Action Request has been Approved by	the Auditor, proceed to
	Step 6 for corrections. If this was a deletion for an errone	ous entry, your
	transaction is complete.	
	Action Request	
	Career Sea Time Stop Adj	
	Jones, Rashida	
	Instructions Here	
	Request Details	
	Effective Date: 06/13/2019	
	Get Details	
	Request Information	
	End Date: 2019-06-14	
	Delete: 1 Description: V	
	Approved: N	
	Approval:	
	Approve Date	
	lime:	
	Request URL	
	Click here to view additional request information.	
	Comment:	
	Approve Deny	
	Request Status Approved Sview/Hide Comments	
	Approvers	
	Approved	
	Jack Quaid CGHRSUP for User's SPO	
	06/27/19 - 11:33 AM	
	Comments	

Deleting Neutral Time Rows, Continued

Procedures,

continued



Deleting Neutral Time Rows, Continued

Procedures,

continued

Step	Action
7	Enter the Empl ID and click Add .
	Add Action Request
	Add a New Value
	Empl ID 1234567
	Empl Record 0 Q
	Add
8	Enter the correct Begin Date and click Get Details .
	Action Request
	Submit Career Sea Time Override
	Jones, Rashida
	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: 06/10/2019
	End Date:
	Get Details
9	The Request Information will display. Enter any needed Comments and click Submit .
	Request Information
	Sea Time Years: 1 Neutral Time:
	Sea Time Months: 0
	Sea Time Days: 14
	Current Unit: 000094 - CGC SENECA
	Sea Pay Level: SPL4
	Level Description: DPT - Career Sea Pay Level 4
	Comment: Incorrect date was entered on 6/10/2019. Corrected to Actual
	Begin Date on 6/27/2019.
	Submit Resubmit Withdraw

Deleting Neutral Time Rows, Continued

Procedures,

continued

Step	Action
10	The corrected transaction is now Pending approval.
	Submit Resubmit Withdraw
	Request Status Pending
	1 Pending Multiple Approvers CGHRSUP for User's SPO
11	REMEMBER: Upon completion of this transaction, Sea Time Balances will update AFTER FINALIZATION . SPO's should verify the information after
	finalization and only submit a Statement of Creditable Sea Service (SOCSS) if
	the accrual is inaccurate.

Starting CSP for Mobile Units

Introduction	This guide provides the procedures for starting career sea pay at a mobile unit.
Background	 When a member reports to an Afloat Training Organization (ATO), their sea time/sea pay begins the first day the member reports TDY to a ship, if, one of the following two situations are met: the TDY period is greater than 24 hours, or the TDY period is less than 24 hours and includes an overnight on the ship. Once CSP starts, it continues for 30 days, and is stopped on the 31st day if there is not a TDY period meeting the conditions above. The member can have several TDY periods that don't qualify, after CSP has started, but as long as they get a qualifying TDY period before the 31st day CSP started, the 30 day clock and the 30 day deadline is reset. It's a rolling 30 day calendar.
	CSP on all cutters.
	Continued on next page

Starting CSP for Mobile Units, Continued

Procedures See below.

Step		Action	
1	After selecting Requests from	the My Homepage drop	p-down, click on the
	Payroll Request tile.		
	0		\hliane : \overline{\black}
	Requests 👻		< 2 of 2 → Notifications C :
	My Homepage	Paynell Page at a	
	Requests	rayion requests reports	
	2>2		
	+		
	0		
	\heartsuit		No notifications When new notifications arrive, the Refresh *C
			button Will show a pappe
1.5	Select the Career Sea Pay on	TDY option.	
		Career Sea Time Override	
		Career Sea Pay Premium	
	Absence Request Civilian Clothing Allowance	Balance Adjustment	
	Suppl Clothing Allowance	Hardship Duty Pay	
	Officer Uniform Allowance	Pay Corrections	
	E Diving Duty Pay	Responsibility Pay	
	Foreign Language Pay	Career Sea Pay on TDY	
	🔚 Hazardous Duty Pay	Approved Absence Corrections	
	Family Separation Allowance	Cadet COMRATS	
	Advance Pav	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	Non-Chargeable Absence	
	🔚 Career Sea Time	SMR Batch Submission	
2	Enter the Empl ID and click A	Add.	
	Add Action Request		
	Add a New Value		
	Empl ID 1234567 🛛 🗙 🔍		
	Empl Record 0		
	Add		

Starting CSP for Mobile Units, Continued

Procedures,

continued

2	
3	The Action Request page will display. Enter the Begin Date and the TDY
	Action Request
	Submit Career Sea Pay on TDY
	Mahomes II, Patrick
	This Action Request is used for recording career sea pay entitlement of a member:
	 Assigned TDY from an ashore unit to an afloat unit.
	 Enter a Begin Date. Enter an End Date or leave blank. Choose the TDY department from the dropdown. Choose the Member's department type from the dropdown. Click Get Details. Enter Comment(s) and submit for approval.
	Request Details
	Begin Date: 11/02/2020
	End Date:
	TDY Department: 000508
	Member's Dept Q Type:
4	
-	Select one of the four options . This will determine what level of Career Se Pay the member will receive. In this example, the member is attached to an ATO. Look Up Member's Dept Type Help Cancel Search Results
	Select one of the four options . This will determine what level of Career Se Pay the member will receive. In this example, the member is attached to an ATO. Look Up Member's Dept Type Help Cancel Search Results View 100 First (14 of 4) Last
	Select one of the four options . This will determine what level of Career Se Pay the member will receive. In this example, the member is attached to an ATO. Look Up Member's Dept Type Help Cancel Search Results View 100 First @ 1-4 of 4 Last Constant Value
	Select one of the four options . This will determine what level of Career Se Pay the member will receive. In this example, the member is attached to an ATO. Look Up Member's Dept Type Help Cancel Search Results View 100 First @ 1-4 of 4 Last First Key Constant Value ATO (SPL1) Afloat Training Operations (DPT - Career Sea Pay Level 1)
	Select one of the four options . This will determine what level of Career Se Pay the member will receive. In this example, the member is attached to an ATO. Look Up Member's Dept Type K Help Cancel Search Results View 100 First (1.4 of 4) Last First Key Constant Value ATO (SPL1) Afloat Training Operations (DPT - Career Sea Pay Level 1) AVDET (SPL1) Aviation Detachments (DPT - Career Sea Pay Level 1)
	Select one of the four options . This will determine what level of Career Se Pay the member will receive. In this example, the member is attached to an ATO. Look Up Member's Dept Type Help Cancel Search Results View 100 First I 1-4 of 4 Last First Key Constant Value ATO (SPL1) Afloat Training Operations (DPT - Career Sea Pay Level 1) AVDET (SPL1) Aviation Detachments (DPT - Career Sea Pay Level 1) N/A Not Applicable (Receives Sea Pay at Level of TDY Cutter) TACLET (SPL3) Tactical Law Enforcement (DPT - Career Sea Pay Level 3)
	Select one of the four options . This will determine what level of Career Se Pay the member will receive. In this example, the member is attached to an ATO. Look Up Member's Dept Type Help Cancel Search Results View 100 First I 1-4 of 4 Last First Key Constant Value ATO (SPL1) Afloat Training Operations (DPT - Career Sea Pay Level 1) AVDET (SPL1) Aviation Detachments (DPT - Career Sea Pay Level 1) N/A Not Applicable (Receives Sea Pay at Level of TDY Cutter) TACLET (SPL3) Tactical Law Enforcement (DPT - Career Sea Pay Level 3)

Starting CSP for Mobile Units, Continued

Procedures,

continued

Step	Action							
5	Click Get Details.							
	Action Request							
	Submit Career Sea Pay on TDY							
	Mahomes II, Patrick							
	This Action Request is used for recording career sea pay entitlement of a member:							
	 Assigned TDY from an ashore unit to an afloat unit. 							
	 Enter a Begin Date. Enter an End Date or leave blank. Choose the TDY department from the dropdown. Choose the Member's department type from the dropdown. Click Get Details. Enter Comment(s) and submit for approval. 							
	Request Details							
	Begin Date: 11/02/2020							
	End Date:							
	TDY Department: 000508							
	Member's Dept ATO (SPL1)							
	Get Details							
6	The Request Information section will populate with the Department's Description, Sea Pay Level and Override Level. Enter supporting remarks in the Comment section. (Cite the authority for the action " <i>Received copy of TDY</i> orders for member TDY to CGC XXXX for the dates above".) Click Submit .							
	Description: CGC POLAR STAR							
	Sea Pay Level: DPT - Career Sea Pay Level 5							
	Override Level: DPT - Career Sea Pay Level 1							
	Overnue Level. DPT - Career Sea Pay Level 1							
	Comment: Member reported TDY to the CGC POLAR STAR on 11/02/2020.							
	Submit Resubmit Withdraw							
	1							

Starting CSP for Mobile Units, Continued

Procedures,

continued

Step	Action							
7	The transact	ion is now Pendir	oval.					
	Request Status:Pending			Diew/Hide Comments				
	1 Pending O Multip CGHR	le Approvers SUP for User's SPO						
	Comments							
	Patrick Mahomes II at 11/04/20 - 12:36 PM Member reported TDY to the CGC POLAR STAR on 11/02/2020.							
8	row open in	Element						
	Element Name≜	Description≂	Process Order	Begin Date ≂	End Date	Active	Instance	
	IN SRVC DEBT	In-Service Debt	999	12/01/2014	01/31/2015	×	1	
	CSEAPAY PREM	Career Sea Pay Premium	999	11/18/2018	04/20/2020	×	1	
	CSEAPAY	Career Sea Pay	999	11/02/2020		V	10	
	CSEAPAY	Career Sea Pay	999	05/13/2019	05/17/2019		7	
	CSEAPAY	Career Sea Pay	999	04/15/2019	04/19/2019		8	