Combat Tax Exclusion (CTE)

Introduction

This guide provides the procedures for SPOs to start, stop, delete, and approve Combat Tax Exclusion (CTE) transactions in Direct Access (DA).

References

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(b) Coast Guard Personal & Pay Manual (3PM), PPCINST M1000.2 (series)
(c) DoD Financial Management Regulation (FMR) Vol. 7-A, Chap 44

Before you begin

Review the Combat Tax Exclusion Knowable Base entry to learn about this entitlement. The entry provides: references, entitlement rules, effective date guidance, and more.

Combat Tax Exclusion (CTE) was initially programmed as an auto-stop with a PCS departure, but is now a manual process that must be performed by the SPO.

NOTE: All retroactive start or stop entries in a finalized pay calendar must be followed up with a Customer Care Ticket requesting manual adjustments to the member’s tax balances.

Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>See Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Combat Tax Exclusion</td>
<td>2</td>
</tr>
<tr>
<td>Stop Combat Tax Exclusion</td>
<td>7</td>
</tr>
<tr>
<td>Approve Combat Tax Exclusion</td>
<td>12</td>
</tr>
<tr>
<td>Delete Combat Tax Exclusion</td>
<td>15</td>
</tr>
</tbody>
</table>
Start Combat Tax Exclusion

Introduction
This section provides the procedures for a SPO to start Combat Tax Exclusion (CTE) in Direct Access.

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>Combat Tax Exclusion</strong> from the Payroll Requests pagelet.</td>
</tr>
</tbody>
</table>

**Self Service Requests**
- 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

**Payroll Requests**
- View My Requests
- Absence Request
- Civilian Clothing Allowance
- Suppl Clothing Allowance
- Officer Uniform Allowance
- Diving Duty Pay
- Foreign Language Pay
- Hazardous Duty Pay
- Family Separation Allowance
- Advance Pay
- Advance Liquidation Schedule
- SDAP
- Meal Rate
- Cadet ICA
- Hostile Fire Pay
- **Combat Tax Exclusion**
- Career Sea Time
- Career Sea Time Override
- Career Sea Pay Premium
- Balance Adjustment
- Hardship Duty Pay
- Pay Corrections
- Responsibility Pay Override
- Career Sea Pay on TDY
- Approved Absence Corrections
- Cadet COMRATS
- PHS Instalment Special Pay
- PHS Monthly Special Pay
- EBIL Completion
- Remove EBIL Completion
- Procy - BRS Enrollment
- Procy - BRS Disenrollment
- Procy - Continuation Pay
- Non-Chargeable Absence

*Continued on next page*
### Start Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong>. Click <strong>Add</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="Add Action Request" /></td>
</tr>
<tr>
<td></td>
<td><strong>Add Action Request</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Add a New Value</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Empl ID</strong>: 1234567</td>
</tr>
<tr>
<td></td>
<td><strong>Empl Record</strong>: 0</td>
</tr>
<tr>
<td></td>
<td><img src="image2" alt="Add Button" /></td>
</tr>
<tr>
<td>3</td>
<td>The Submit Tax Exclusion Zone action request will display. Click <strong>Get Details</strong>. This will populate the Request Information section with the most current Tax Exclusion Zone data for the member (if any).</td>
</tr>
<tr>
<td></td>
<td><img src="image3" alt="Action Request" /></td>
</tr>
<tr>
<td></td>
<td><strong>Submit Tax Exclusion Zone</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Tax Exclusion Zone Request for Global Payroll</strong></td>
</tr>
<tr>
<td></td>
<td>1. Click <strong>Get Details</strong> to view the most current Global Payroll Tax Exclusion Zone data for this payee.</td>
</tr>
<tr>
<td></td>
<td>2. Select the ACTION to be taken. For DELETEs and END DATE updates, the Begin Date must match the current row.</td>
</tr>
<tr>
<td></td>
<td>3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.</td>
</tr>
<tr>
<td></td>
<td>4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.</td>
</tr>
<tr>
<td></td>
<td>5. Enter the Geographic Code.</td>
</tr>
<tr>
<td></td>
<td>6. Press <strong>Submit</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong>: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</td>
</tr>
</tbody>
</table>

### Request Details

<table>
<thead>
<tr>
<th>Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong>:</td>
</tr>
<tr>
<td><strong>Begin Date</strong>:</td>
</tr>
<tr>
<td><strong>End Date</strong>:</td>
</tr>
<tr>
<td><strong>Geographic Code</strong>:</td>
</tr>
</tbody>
</table>

### Get Details

### Request Information

<table>
<thead>
<tr>
<th>Request Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Begin Date</strong>:</td>
</tr>
<tr>
<td><strong>End Date</strong>:</td>
</tr>
<tr>
<td><strong>Geographic Code</strong>:</td>
</tr>
</tbody>
</table>

| Comment: |

**Submit**  **Return**  **Window**

---

Continued on next page
Start Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Using the Action drop-down, select <strong>Add new Request.</strong></td>
</tr>
</tbody>
</table>

**Action Request**

Submit Tax Exclusion Zone

Sparrow, Jack

Tax Exclusion Zone Request for Global Payroll

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit.

**NOTE:** Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

**Request Details**

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGIN DATE:</td>
</tr>
<tr>
<td>END DATE:</td>
</tr>
<tr>
<td>Geographic Code:</td>
</tr>
</tbody>
</table>

**Request Information**

<table>
<thead>
<tr>
<th>Comment:</th>
</tr>
</thead>
</table>

Submit | Restart | Warning |

Continued on next page
## Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5    | Enter the following data:  
  - **Begin Date** – Enter the begin date of the tax exclusion, this must be the first day of the month.  
  - **End Date** – If the CTE period is known, enter an end date. This must be the last day of the month. If the CTE period is unknown, leave blank.  
  - **Geographic Code** – Using the drop-down, select the appropriate geographic location/code. |

### Action Request

**Submit Tax Exclusion Zone**

<table>
<thead>
<tr>
<th>Sparrow, Jack</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Exclusion Zone Request for Global Payroll</strong></td>
</tr>
</tbody>
</table>
| 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.  
2. Select the ACTION to be taken. For DELETE and END DATE updates, the Begin Date must match the current row.  
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.  
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.  
5. Enter the Geographic Code.  
6. Press Submit.  

NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments. |

<table>
<thead>
<tr>
<th>Request Details</th>
</tr>
</thead>
</table>
| Action: Add new Request  
Begin Date: 10/01/2018  
End Date:  
Geographic Code: Rahram |

| Get Details |

<table>
<thead>
<tr>
<th>Request Information</th>
</tr>
</thead>
</table>
| **Begin Date:**  
**End Date:**  
**Geographic Code:** |

| Comment: |

| Submit | Resubmit | Withdraw |
Start Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Enter <strong>Comments</strong> as appropriate. Click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>

**Action Request**

Submit Tax Exclusion Zone

**Sparrow, Jack**

**Tax Exclusion Zone Request for Global Payroll**

1. Click **Get Details** to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the **ACTION** to be taken: For DELETES and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit.

*NOTE:* Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

### Request Details

<table>
<thead>
<tr>
<th>Action:</th>
<th>Add new Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date:</td>
<td>10/01/2018</td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
</tr>
<tr>
<td>Geographic Code:</td>
<td>Bahrain</td>
</tr>
</tbody>
</table>

**Get Details**

### Request Information

| Begin Date: |  |
| End Date: |  |
| Geographic Code: |  |

**Comment:** Include comments supporting why member is authorized Combat Tax Exclusion.

Submit | Resubmit | Withdraw

| 7 | The action request is now in a **Pending** status and will be routed to the SPO tree for approval. |

**Request Status** Pending

**Approvers**

Multiple Approvers

CGHRSUP for User’s SPO

**Comments**

Jack Sparrow at 10/16/18 - 3:18 PM
Include comments supporting why member is authorized Combat Tax Exclusion.
Stop Combat Tax Exclusion

Introduction

This section provides the procedures for a SPO to stop Combat Tax Exclusion (CTE) in Direct Access (DA).

Important Information

Initially, CTE was programmed to automatically stop with the processing of a PCS departure but this entitlement is now a manual process that must be performed by the SPO.

Procedures

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>Combat Tax Exclusion</strong> from the Payroll Requests pagelet.</td>
</tr>
</tbody>
</table>

**Self Service Requests**

- Submit a Leave Request
- View My Leave Requests
- View My Requests (all types)
- Submit a Drill Request

**Payroll Requests**

- View My Requests
- Civilian Clothing Allowance
- Officer Uniform Allowance
- Foreign Language Pay
- Family Separation Allowance
- Advance Liquidation Schedule
- Meal Rate
- Hostile Fire Pay
- Career Sea Time
- Career Sea Pay Premium
- Hardship Pay
- Responsibility Pay Override
- Approved Absence Corrections
- PHS Incentive Special Pay
- EBLR Completion
- Proxy - BRS Enrollment
- Proxy - Continuation Pay

*Continued on next page*
Stop Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong>. Click <strong>Add</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Add Action Request" /></td>
</tr>
<tr>
<td></td>
<td><strong>Empl ID</strong>: 1234567</td>
</tr>
<tr>
<td></td>
<td><strong>Empl Record</strong>: 0</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Add" /></td>
</tr>
<tr>
<td>3</td>
<td>The Submit Tax Exclusion Zone action request will display. Click <strong>Get Details</strong>. This will populate the Request Information section with the most current Tax Exclusion Zone data for the member.</td>
</tr>
</tbody>
</table>

**Submit Tax Exclusion Zone**

**Sparrow, Jack**

**Tax Exclusion Zone Request for Global Payroll**

1. Click (Get Details) to view the most current Global Payroll Tax Exclusion Zone data for this payslip.
2. Select the ACTION to be taken. For DELETEs and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press submit.

NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

**Request Details**

- **Action**: 
- **Begin Date**: 
- **End Date**: 
- **Geographic Code**: 

[Get Details](image)

**Request Information**

- **Begin Date**: 2018-06-01
- **End Date**: 
- **Geographic Code**: BHR

[Submit] [Resubmit] [Withdraw]

Continued on next page
### Stop Combat Tax Exclusion, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Using the Action drop-down, select <strong>Update Request End Date</strong>.</td>
</tr>
</tbody>
</table>

**Submit Tax Exclusion Zone**

*Sparrow, Jack*

**Tax Exclusion Zone (Request for Global Payroll)**

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the ACTION to be taken. For DELETE and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit.

**NOTE:** Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

#### Request Details

<table>
<thead>
<tr>
<th>Action</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Geographic Code</td>
<td></td>
</tr>
</tbody>
</table>

**Get Details**

#### Request Information

<table>
<thead>
<tr>
<th>Begin Date: 2018-06-01</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date:</td>
<td></td>
</tr>
<tr>
<td>Geographic Code: BHR</td>
<td></td>
</tr>
</tbody>
</table>

**Comment:**

[Submit] [Resubmit] [Withdraw]

*Continued on next page*
Stop Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5    | Enter the following data:  
  • **Begin Date** – Enter the begin date listed in the Request Information section (in this example, 06/01/2018).  
  • **End Date** – Enter the end date of the CTE. This must be the last day of the month.  
  • **Geographic Code** – Using the drop-down, select the appropriate geographic code listed in the Request Information section (in this example, Bahrain). |

Submit Tax Exclusion Zone

Sparrow, Jack

Tax Exclusion Zone Request for Global Payroll

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the ACTION to be taken. For DELETEs and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit.

NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

Request Details

| Action                      | Begin Date: 06/01/2018  
|                            | End Date: 10/31/2018  
| Geographic Code: Bahrain    |  

Get Details

Request Information

| Begin Date: 2013-06-01  
| End Date:  
| Geographic Code: BHR  

Comment:  

Submit  

Continued on next page
Stop Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Enter <strong>Comments</strong> as appropriate. Click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>

**Submit Tax Exclusion Zone**

- **Sparrow, Jack**

**Tax Exclusion Zone Request for Global Payroll**

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current rev.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit.

Note: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

**Request Details**

- **Action**: Update Request End Date
- **Begin Date**: 06/01/2018
- **End Date**: 10/31/2018
- **Geographic Code**: Bahrain

**Request Information**

- **Begin Date**: 2018-06-01
- **End Date**: 10/31/2018
- **Geographic Code**: BHR

**Comment**: Enter comments as appropriate explaining the reason for stopping Combat Tax Exclusion.

**Submit** | **Resubmit** | **Withdraw**

| 7    | The action request is now in a **Pending** status and will be routed to the SPO tree for approval. |

**Request Status**: Pending

**Approvers**

- **Multiple Approvers**
  - CGHRSOP for User's SPO

**Comments**

- **Jack Sparrow at 10/17/18 - 9:23 AM**
  - Enter comments as appropriate explaining the reason for stopping Combat Tax Exclusion.
# Approve Combat Tax Exclusion

## Introduction

This section provides the procedures for a SPO to approve a Combat Tax Exclusion (CTE) transaction in Direct Access (DA).

## Procedures

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>View My Requests (all types)</strong> from the Self Service Requests pagelet.</td>
</tr>
</tbody>
</table>

### Self Service Requests

- 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

| 2    | The View My Action Requests page will display. Select the **Requests I am Approver For** radio button. The **Transaction Name** may be left at All Transactions or changed to Tax Exclusion Zone. Leave the **Transaction Status** as Pending. Click **Populate Grid**. |

## Continued on next page
Approve Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A list of pending transactions will be listed (results will depend on the Transaction Name selected in Step 2). Locate the appropriate CTE transaction and click Approve/Deny.</td>
</tr>
<tr>
<td>4</td>
<td>The CTE Action Request will display. Review the transaction details. Enter Comments as appropriate (required if Denying the request). Click Approve or Deny.</td>
</tr>
</tbody>
</table>
Approve Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>The request will update to <strong>Approved</strong> or <strong>Denied</strong> based on the selection in Step 4.</td>
</tr>
</tbody>
</table>

**Request Status: Approved**

![Approved Request Status]

**Approved**

<table>
<thead>
<tr>
<th>Hector Barbosa</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGHRSUP for User’s SPO</td>
</tr>
<tr>
<td>10/17/18 - 8:27 AM</td>
</tr>
</tbody>
</table>

**Comments**

Hector Barbosa at 10/17/18 - 8:27 AM
Comments are required if denying the request.

Jack Sparrow at 10/16/18 - 3:18 PM
Include comments supporting why member is authorized Combat Tax Exclusion.

**Request Status: Denied**

![Denied Request Status]

**Denied**

<table>
<thead>
<tr>
<th>Hector Barbosa</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGHRSUP for User’s SPO</td>
</tr>
<tr>
<td>10/17/18 - 8:27 AM</td>
</tr>
</tbody>
</table>

**Comments**

Hector Barbosa at 10/17/18 - 8:27 AM
Comments are required if denying the request.

Jack Sparrow at 10/16/18 - 3:18 PM
Include comments supporting why member is authorized Combat Tax Exclusion.
Delete Combat Tax Exclusion

Introduction
This section provides the procedures for a SPO to delete Combat Tax Exclusion (CTE) in Direct Access (DA).

When to Use
The delete function should only be used if Combat Tax Exclusion (CTE) was erroneously entered into DA (i.e. incorrect Emplid used/member was never authorized CTE).

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>Combat Tax Exclusion</strong> from the Payroll Requests pagelet.</td>
</tr>
</tbody>
</table>

Continued on next page
### Delete Combat Tax Exclusion, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong>. Click <strong>Add</strong>.</td>
</tr>
</tbody>
</table>

**Add Action Request**

**Add a New Value**

- **Empl ID**: 1234567
- **Empl Record**: 0

[Add button]

| 3    | The Submit Tax Exclusion Zone action request will display. Click **Get Details** |

**Action Request**

**Submit Tax Exclusion Zone**

Sparrow, Jack

**Tax Exclusion Zone Request for Global Payroll**

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the end date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit.

**NOTE:** Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

**Request Details**

- **Action**: 
- **Begin Date**: 
- **End Date**: 
- **Geographic Code**: 

[Get Details button]

**Request Information**

- **Begin Date**: 
- **End Date**: 
- **Geographic Code**: 

[Comment field]

[Submit, Rebuild, Window buttons]

*Continued on next page*
Delete Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The Request Details section will populate with the member’s most current Global Payroll Tax Exclusion Zone data.</td>
</tr>
</tbody>
</table>

**Action Request**

**Submit Tax Exclusion Zone**

- **Tax Exclusion Zone Request for Global Payroll**

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the ACTION to be taken. For DELETEs and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press submit.

*NOTE:* Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

**Request Details**

<table>
<thead>
<tr>
<th>Action</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Geographic Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Request Information**

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Geographic Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-1-1</td>
<td></td>
<td>BHR</td>
</tr>
</tbody>
</table>

**Comment:**

[Submit] [Reset] [Withdraw]
Delete Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Using the Action drop-down, select <strong>Delete Existing Request</strong>.</td>
</tr>
</tbody>
</table>

**Submit Tax Exclusion Zone**

**Sparrow, Jack**

**Tax Exclusion Zone Request for Global Payroll**

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the ACTION to be taken. For DELETEs and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit

**NOTE:** Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.

**Request Details**

**Action:** Delete Existing Request

**Begin Date:**

**End Date:**

**Geographic Code:**

<table>
<thead>
<tr>
<th>Get Details</th>
</tr>
</thead>
</table>

**Request Information**

<table>
<thead>
<tr>
<th>Begin Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>Geographic Code:</td>
</tr>
</tbody>
</table>

**Comment:**

<table>
<thead>
<tr>
<th>Submit</th>
<th>Resubmit</th>
<th>Withdraw</th>
</tr>
</thead>
</table>

Continued on next page
Delete Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Enter the following data:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Begin Date</strong> – Enter the begin date listed in the Request Information section (in this example, 10/01/2018).</td>
</tr>
<tr>
<td></td>
<td>• <strong>End Date</strong> – Leave blank or enter the date listed in the Request Information section.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Geographic Code</strong> – Using the drop-down, select the appropriate geographic code listed in the Request Information section (in this example, Bahrain).</td>
</tr>
</tbody>
</table>

### Submit Tax Exclusion Zone

**Sparrow, Jack**

**Tax Exclusion Zone Request for Global Payroll**

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee.
2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit

   *NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.*

### Request Details

**Action:** Delete Exclusion Request

**Begin Date:** 10/01/2018

**End Date:**

**Geographic Code:** Bahrain

### Request Information

**Begin Date:** 2018-10-01

**End Date:**

**Geographic Code:** BHR

**Comment:**

[Submit] [Return] [WebApp]
Delete Combat Tax Exclusion, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Enter <strong>Comments</strong> describing the reason for the deletion. Click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>

**Submit Tax Exclusion Zone**

**Tax Exclusion Zone Request for Global Payroll**

1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this employee.
2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row.
3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month.
4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month.
5. Enter the Geographic Code.
6. Press Submit

**NOTE:** Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross Adjustments.

**Request Details**

<table>
<thead>
<tr>
<th>Action</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Geographic Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Existing Request</td>
<td>10/01/2010</td>
<td>10/01/2010</td>
<td>Behran</td>
</tr>
</tbody>
</table>

**Get Details**

**Request Information**

- **Begin Date:** 2010-10-01
- **End Date:**
- **Geographic Code:** BHR

**Comment:** Enter comments explaining the reason for deleting the Combat Tax Exclusion.

**Submit**  Resubmit  Withdraw

| 8    | The action request is now in a **Pending** status and will be routed to the SPO tree for approval. |

**Request Status:** Pending

- **Approvers:**
  - Multiple Approvers
  - CHRSUP for User's SPO

**Comments**

- **Jack Sparrow at 10/17/18 - 9:29 AM**
  - Enter comments explaining the reason for deleting the Combat Tax Exclusion.