One Time Positive Input (OTPI)
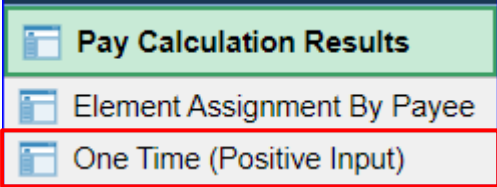
Introduction	This guide provides the procedures for viewing the One Time Positive Input (OTPI) in Direct Access (DA).

Helpful Links	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) ALSPO B/19: Auditing Standard Pay Transactions (April 2019) (c) Pay Calculation Results User Guide

Information	While the name specifies "Positive Input", the amount shown in an OTPI can be positive or negative. Any time PPC manually credits or debits a member's pay, it will be documented in an OTPI. OTPIs will display on payslips. The pay element that is listed in the OTPI details will display on the payslip as an earning or deduction.

Procedures	See below.

Step	Action
1	Click on the **Pay Processing Shortcuts** Tile. **Pay Processing Shortcuts**
1.5	Select the **One Time (Positive Input)** option. Pay Calculation Results Element Assignment By Payee One Time (Positive Input)

One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**.

One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
3	If the member has multiple OTPIs, **Search Results** will populate. If the member has a single OTPI, the OTPI will automatically open.

Empl ID	Empl Record	Pay Group	Calendar ID	Name
1234567	0	USCG	A14M12PRD1###1	Morty Smith
1234567	0	USCG	CG ACT 2016M06M	Morty Smith
1234567	0	USCG	CG ACT 2016M09M	Morty Smith
1234567	0	USCG	CG ACT 2019M05E	Morty Smith

Some members will have a Calendar ID A14M12PRD1###1. This Calendar ID shows items that were converted from Direct Access, version 8.0 as well as some prior period tax information.

One Time (Positive Input)

Employee ID 1234567 Name Morty Smith Empl Record 0
Pay Group USCG Description USCG Active Duty Pay Entity USCG
Calendar ID A14M12PRD1###1 Begin Date 12/01/2014 End Date 12/01/2014

Earnings and Deductions

Entry Type	Element Name	Element Description	Instance	Action Type
Earnings	CG ABS BAL	Absence Balance Conversion	1	Add
Earnings	CG MGIB BASI	CONV MGIB BASIC BAL	1	Add
Earnings	CG SGLI BAL	Convert SGLI Arrears Balances	1	Add
Earnings	CG PP FEDTAX	Prior Period Federal Tax	1	Add
Earnings	CG PP FICTAX	Prior Period FICA Tax SS+Medi	1	Add

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

One Time Positive Input (OTPI), Continued
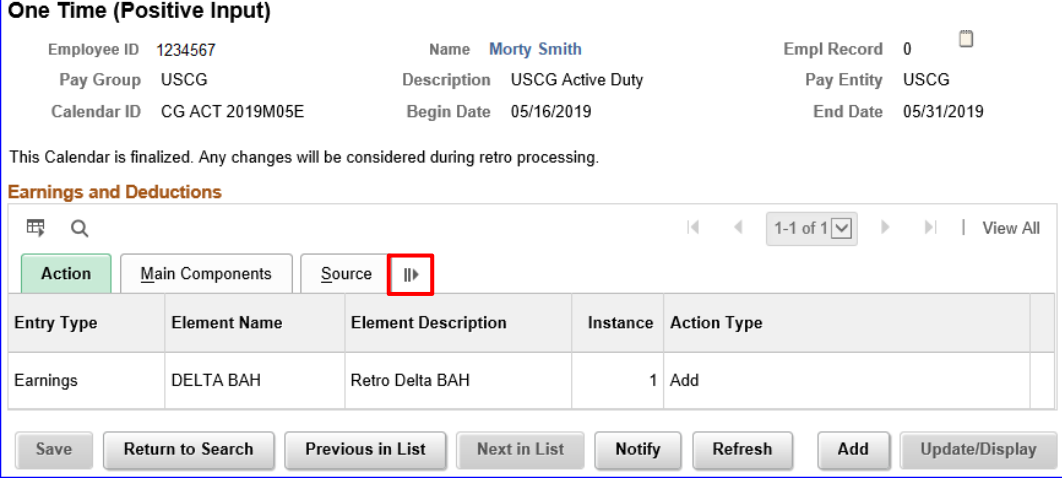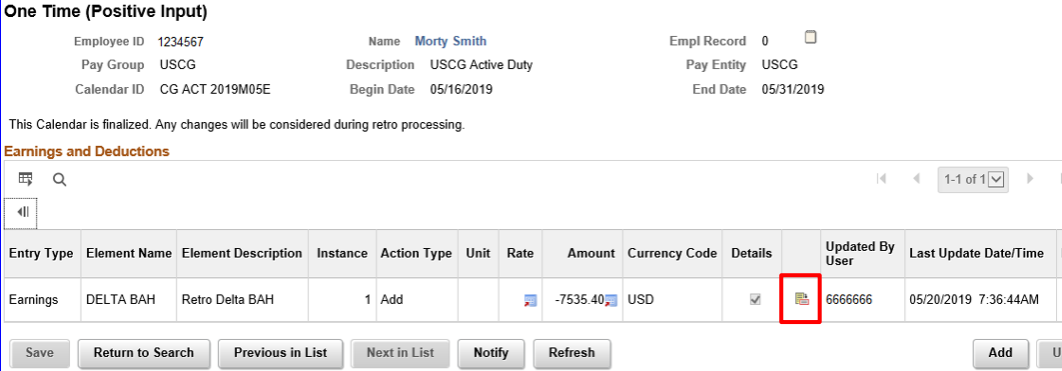
Procedures,
continued

Step	Action
4	Select the **Calendar ID** to be viewed. Each pay calendar will begin with **CG ACT** 20XXXXXX or **CG RSV** 20XXXXXX. • **CG ACT** or **CG RSV** – identifies the pay calendar as Active Duty or Reserve • **20XX** – identifies the pay calendar year • **MXX** – identifies the pay calendar month (i.e., M03 = March) • **E** – end-month pay calendar **or** • **M** – mid-month pay calendar For example, CG ACT 2019M05E is an Active Duty pay calendar for end-month May 2019 (covers period 05/16/19 – 05/31/19) or CG RSV 2019M04M is a Reserve pay calendar for mid-month April 2019 (covers period 04/01/19 – 04/15/19). The **Pay Group** is also shown within the Search Results. USCG indicates the Active Duty pay group, USCG RSV indicates the Reserve pay group (for more information on understanding Reserve pay and the Reserve pay group, see the Understanding Reserve Pay Processing user guide). **Note:** There may be times when a pay element will be created on a pay calendar that does not coincide with the pay entitlement/deduction due to timing of the pay transaction and or Job Data update (such as an accession, e.g. OCS or USCG to EAD). When this occurs, a Trouble Ticket **must** be submitted to have the payment manually pay out by PPC. **Search Results** View All 1-4 of 4 	Empl ID	Empl Record	Pay Group	Calendar ID	Name	 | 1234567 | 0 | USCG | A14M12PRD1###1 | Morty Smith | | 1234567 | 0 | USCG | CG ACT 2016M06M | Morty Smith | | 1234567 | 0 | USCG | CG ACT 2016M09M | Morty Smith | | 1234567 | 0 | USCG | CG ACT 2019M05E | Morty Smith |

One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
5	The selected OTPI will display. Click the **Expand All** icon.
6	Click the **Details** icon to view the details of the OTPI. Below is an example of **DELTA BAH**: **Note:** If the entry type is an earning but the amount is a negative number (as shown above), it was actually deducted from the member.

Element Type	Positive Amount	Negative Amount
Earnings	Amount paid to member (ex. DELTA BAH 7535.40)	Amount deducted from member (ex. DELTA BAH -7535.40)
Deductions	Amount deducted from member (ex. SGLI 28.00)	Amount paid to member (ex. SGLI -28.00)

One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
7	The OTPI details will display. In this example of DELTA BAH, the **Begin Date** and **End Date** shown under **Specify Values OR Elements** provides the period covered by the transaction and the **Amount Value** indicates the Pay Adjustment amount. Click **OK** to return to the list of OTPI(s).

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One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
8	Here is an example of **IDT Drills**: Every IDT Drill and IDT COMRATS (meals) generates an OTPI. To view the details of each transaction, click the **Details** icon.
9	The OTPI Details for an IDT Drill will indicate the **Begin Date** and **End Date** of the drill and the **Drill Type**. Click **OK** to return to the list of OTPIs.

One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
10	Here is an example of a **Refund of Missed Meals**. Click the **Details** icon. **One Time (Positive Input)** Employee ID 8765432 Name Jerry Smith Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG Calendar ID CG ACT 2017M02M Begin Date 02/01/2017 End Date 02/15/2017 This Calendar is finalized. Any changes will be considered during retro processing. **Earnings and Deductions** 1-1 of 1 Entry Type / Element Name / Element Description / Instance / Action Type / Unit / Rate / Amount / Currency Code / Details / Updated By User / Last Update Date/Time / Batch Code Earnings / DMR REFUND / DMR Refund / 1 / Add / / / / USD / ✓ / 5555555 / 02/21/2017 10:07:31AM / Save Return to Search Previous in List Next in List Notify Refresh Add
11	The OTPI details provides the **number of meals being refunded** for each meal type. In this example, the member was refunded for 18 meals (6 breakfasts, 6 lunches, 6 dinners). Click **OK** to return to the list of OTPI(s). **One Time (Positive Input)** **Positive Input - Details** Employee ID 8765432 Name Jerry Smith Empl Record 000 Pay Group USCG Description USCG Active Duty Calendar ID CG ACT 2017M02M Begin Date 02/01/2017 End Date 02/15/2017 Element DMR REFUND Element Name DMR Refund Instance 001 **Specify Values OR Elements** Unit Value Unit Element Rate Value Rate Element Base Value Base Element Percent Value Percent Element Currency Amount Value Amount Element USD Begin Date End Date **Absence Dates** Absence Begin Date Absence End Date Period Begin Date Period End Date **Other Data** Batch Code Description of PI **Supporting &Element Overrides** Business Unit ENLCG **Number of Meals** #Breakfast - DMR Refund 6.000000 #Lunches - DMR Refund 6.000000 #Dinners - DMR Refund 6.000000 OK Cancel Refresh

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One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
12	Here is an example of a lump sum leave sale. Click the **Details** icon. **One Time (Positive Input)** Employee ID 3333333 Name Summer Smith Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG Calendar ID CG ACT 2017M11M Begin Date 11/01/2017 End Date 11/15/2017 This Calendar is finalized. Any changes will be considered during retro processing. **Earnings and Deductions** 1-1 of 1 View All Entry Type: Earnings, Element Name: LUMPSUM LEAV, Element Description: Lump Sum Leave, Instance: 1, Action Type: Add, Rate: 3372.60, Currency Code: USD, Details: ✔, Updated By User: 5555555, Last Update Date/Time: 10/25/2017 12:14:33PM Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display
13	The OTPI details provides the **number of days of leave sold**. In this example, the member sold 30 days for a total of $3372.60. Click **OK** to return to the list. **One Time (Positive Input)** **Positive Input - Details** Employee ID 3333333 Name Summer Smith Empl Record 000 Pay Group USCG Description USCG Active Duty Calendar ID CG ACT 2017M11M Begin Date 11/01/2017 End Date 11/15/2017 Element LUMPSUM LEAV Element Name Lump Sum Leave Instance 001 ▼ **Specify Values OR Elements** Unit Value Unit Element Rate Value Rate Element Base Value Base Element Percent Value Percent Element Currency Amount Value 3372.60 Amount Element USD Begin Date 11/15/2017 End Date 11/15/2017 ▼ **Absence Dates** Absence Begin Date Absence End Date Period Begin Date Period End Date ▼ **Other Data** Batch Code Description of PI ▼ **Supporting &Element Overrides** Business Unit ENLCG **Required Fields** *Lump Sum Leave Type Manual Calculation Leave Days Sold 30.000000 Forwarded Separation Leave OK Cancel Refresh

One Time Positive Input (OTPI), Continued

Procedures, continued

Step	Action
14	Here's an example of when a Reserve member carries forward leave on their Separation orders (RELAD). Click the **Details** icon. **One Time (Positive Input)** Employee ID 3333333 — Name Summer Smith — Empl Record 0 Pay Group USCG — Description USCG Active Duty — Pay Entity USCG Calendar ID CG ACT 2018M06E — Begin Date 06/16/2018 — End Date 06/30/2018 This Calendar is finalized. Any changes will be considered during retro processing. **Earnings and Deductions** — 1-1 of 1 — View All Entry Type / Element Name / Element Description / Instance / Action Type / Unit / Rate / Amount / Currency Code / Details / Updated By User / Last Update Date/Time / Batch Code Earnings / LUMPSUM LEAV / Lump Sum Leave / 1 / Add / / / / USD / ✓ / 5555555 / 06/14/2018 8:17:53AM / Save — Return to Search — Previous in List — Next in List — Notify — Refresh — Add — Update/Display
15	The OTPI details provides the **number of days of leave carried forward**. In this example, the member carried forward 49.0 days. Click **OK** to return to the list. **One Time (Positive Input)** **Positive Input - Details** Employee ID 3333333 — Name Summer Smith — Empl Record 000 Pay Group USCG — Description USCG Active Duty Calendar ID CG ACT 2018M06E — Begin Date 06/16/2018 — End Date 06/30/2018 Element LUMPSUM LEAV — Element Name Lump Sum Leave — Instance 001 ▾ **Specify Values OR Elements** Unit Value — Unit Element Rate Value — Rate Element Base Value — Base Element Percent Value — Percent Element — Currency Amount Value — Amount Element — USD Begin Date — End Date ▾ **Absence Dates** Absence Begin Date — Absence End Date Period Begin Date — Period End Date ▾ **Other Data** Batch Code — Description of PI ▾ **Supporting &Element Overrides** Business Unit ENLCG **Required Fields** *Lump Sum Leave Type Separation Leave Days Sold Forwarded Separation Leave — 49.000000 OK — Cancel — Refresh