

# One Time Positive Input (OTPI)


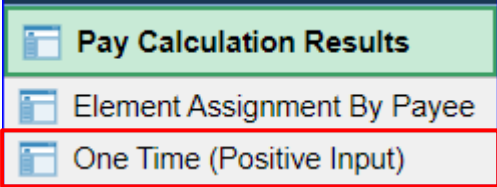
**Introduction** This guide provides the procedures for viewing the One Time Positive Input (OTPI) in Direct Access (DA).

**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 <b>Pay Processing Shortcuts</b> Tile. 
1.5	Select the <b>One Time (Positive Input)</b> option. 

*Continued on next page*

# One Time Positive Input (OTPI), Continued

Procedures,  
continued

Step	Action
2	<p data-bbox="328 443 943 477">Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="328 477 1134 1055" style="border: 1px solid black; padding: 5px;"><p data-bbox="344 481 667 515"><b>One Time (Positive Input)</b></p><p data-bbox="344 521 1126 548">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div data-bbox="368 562 839 607"><span data-bbox="368 562 628 607">Find an Existing Value</span> <span data-bbox="639 562 839 607">Add a New Value</span></div><p data-bbox="344 622 528 649">▼ <b>Search Criteria</b></p><p data-bbox="395 663 884 701">Empl ID <span data-bbox="491 663 628 701">begins with</span> <span data-bbox="639 663 884 701">1234567</span></p><p data-bbox="344 719 884 757">Empl Record <span data-bbox="491 719 628 757">=</span> <span data-bbox="639 719 884 757"></span></p><p data-bbox="368 775 919 813">Pay Group <span data-bbox="491 775 628 813">begins with</span> <span data-bbox="639 775 919 813"></span> <span data-bbox="884 775 919 813">Q</span></p><p data-bbox="360 831 919 869">Calendar ID <span data-bbox="491 831 628 869">begins with</span> <span data-bbox="639 831 919 869"></span> <span data-bbox="884 831 919 869">Q</span></p><p data-bbox="416 887 884 925">Name <span data-bbox="491 887 628 925">begins with</span> <span data-bbox="639 887 884 925"></span></p><p data-bbox="344 943 512 969"><input type="checkbox"/> Case Sensitive</p><div data-bbox="344 987 930 1032"><span data-bbox="344 987 464 1032">Search</span> <span data-bbox="472 987 568 1032">Clear</span> <span data-bbox="576 987 703 1032">Basic Search</span> <span data-bbox="711 987 930 1032">Save Search Criteria</span></div></div>

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# One Time Positive Input (OTPI), Continued

Procedures,  
continued

Step	Action																																																							
3	<p data-bbox="325 443 1374 510">If the member has multiple OTPIs, <b>Search Results</b> will populate. If the member has a single OTPI, the OTPI will automatically open.</p> <div data-bbox="325 510 1190 931" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="336 517 501 544">Search Results</p> <p data-bbox="336 566 435 593">View All</p> <p data-bbox="922 566 1034 593">1-4 of 4</p> <table border="1" data-bbox="336 629 1179 920"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>A14M12PRD1###1</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2016M06M</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2016M09M</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2019M05E</td> <td>Morty Smith</td> </tr> </tbody> </table> </div> <p data-bbox="325 969 1374 1077">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.</p> <div data-bbox="325 1077 1398 1709" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="336 1081 587 1108"><b>One Time (Positive Input)</b></p> <p data-bbox="384 1115 1281 1200">             Employee ID 1234567      Name <b>Morty Smith</b>      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         </p> <p data-bbox="336 1207 544 1234"><b>Earnings and Deductions</b></p> <p data-bbox="336 1240 1374 1267">1-5 of 6</p> <table border="1" data-bbox="336 1317 1385 1641"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CG ABS BAL</td> <td>Absence Balance Conversion</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG MGIB BASI</td> <td>CONV MGIB BASIC BAL</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG SGLI BAL</td> <td>Convert SGLI Arrears Balances</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG PP FEDTAX</td> <td>Prior Period Federal Tax</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG PP FICTAX</td> <td>Prior Period FICA Tax SS+Medi</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p data-bbox="336 1664 1374 1697"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div>	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	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
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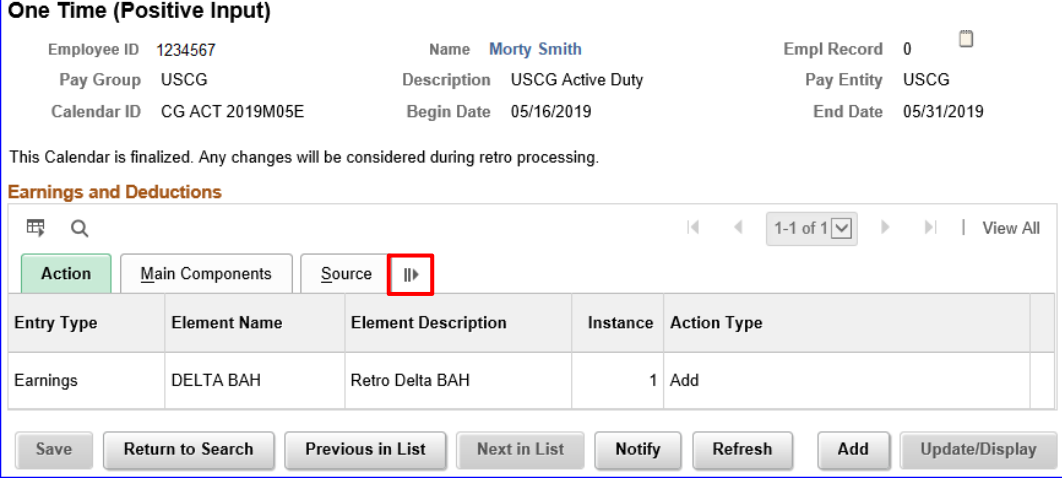
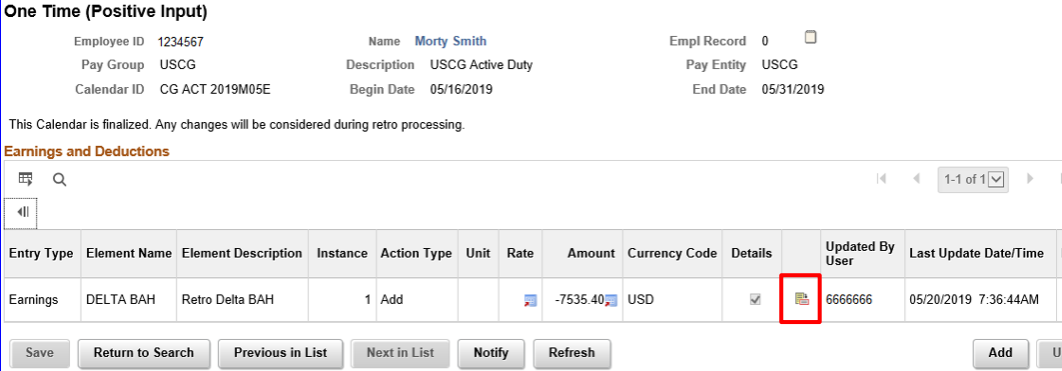
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continued

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4	<p>Select the <b>Calendar ID</b> to be viewed. Each pay calendar will begin with <b>CG ACT 20XXXXXX</b> or <b>CG RSV 20XXXXXX</b>.</p> <ul style="list-style-type: none"> <li>• <b>CG ACT</b> or <b>CG RSV</b> – identifies the pay calendar as Active Duty or Reserve</li> <li>• <b>20XX</b> – identifies the pay calendar year</li> <li>• <b>MXX</b> – identifies the pay calendar month (i.e., M03 = March)</li> <li>• <b>E</b> – end-month pay calendar <b>or</b></li> <li>• <b>M</b> – mid-month pay calendar</li> </ul> <p>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).</p> <p>The <b>Pay Group</b> 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 <a href="#">Understanding Reserve Pay Processing</a> user guide).</p> <p><b>Note:</b> 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 <b>must</b> be submitted to have the payment manually pay out by PPC.</p> <div data-bbox="327 1330 1294 1798" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p>View All <span style="float: right;">1-4 of 4</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>A14M12PRD1###1</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2016M06M</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2016M09M</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td style="border: 2px solid red;">CG ACT 2019M05E</td> <td>Morty Smith</td> </tr> </tbody> </table> </div>	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
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# One Time Positive Input (OTPI), Continued

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7	<p>The OTPI details will display. In this example of DELTA BAH, the <b>Begin Date</b> and <b>End Date</b> shown under <b>Specify Values OR Elements</b> provides the period covered by the transaction and the <b>Amount Value</b> indicates the Pay Adjustment amount.</p> <p>Click <b>OK</b> to return to the list of OTPI(s).</p> <div data-bbox="327 658 1396 1751" style="border: 1px solid blue; padding: 5px;"> <p>One Time (Positive Input)</p> <p><b>Positive Input - Details</b></p> <table border="0" style="width: 100%;"> <tr> <td>Employee ID 1234567</td> <td>Name <b>Morty Smith</b></td> <td>Empl Record 000</td> </tr> <tr> <td>Pay Group USCG</td> <td>Description USCG Active Duty</td> <td></td> </tr> <tr> <td>Calendar ID CG ACT 2019M05E</td> <td>Begin Date 05/16/2019</td> <td>End Date 05/31/2019</td> </tr> <tr> <td><span style="border: 1px solid red; padding: 2px;">Element DELTA BAH</span></td> <td>Element Name Retro Delta BAH</td> <td>Instance 001</td> </tr> </table> <p><input type="checkbox"/> <b>Specify Values OR Elements</b></p> <table border="0" style="width: 100%;"> <tr> <td>Unit Value</td> <td>Unit Element</td> <td></td> </tr> <tr> <td>Rate Value</td> <td>Rate Element</td> <td></td> </tr> <tr> <td>Base Value</td> <td>Base Element</td> <td></td> </tr> <tr> <td>Percent Value</td> <td>Percent Element</td> <td>Currency</td> </tr> <tr> <td><span style="border: 1px solid red; padding: 2px;">Amount Value -7535.40</span></td> <td>Amount Element</td> <td>USD</td> </tr> <tr> <td><span style="border: 1px solid red; padding: 2px;">Begin Date 01/07/2019</span></td> <td><span style="border: 1px solid red; padding: 2px;">End Date 04/30/2019</span></td> <td></td> </tr> </table> <p><b>▼ Absence Dates</b></p> <table border="0" style="width: 100%;"> <tr> <td>Absence Begin Date</td> <td>Absence End Date</td> </tr> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </table> <p><b>▼ Other Data</b></p> <table border="0" style="width: 100%;"> <tr> <td>Batch Code</td> <td>Description of PI</td> </tr> </table> <p><b>▼ Supporting &amp;Element Overrides</b></p> <p style="text-align: right;">Business Unit WARGC</p> <p><b>Supporting &amp;Element Overrides</b></p> <p>1-1 of 1   View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Entry Type</th> <th>Element Name</th> <th>Description</th> <th>Character Value</th> <th>Lookup Character Value</th> <th>Numeric Value</th> <th>Date Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Q</td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;"> <span style="border: 1px solid red; padding: 2px 10px; background-color: #c8e6c9;">OK</span> <span style="margin-left: 10px; padding: 2px 10px; background-color: #e0e0e0;">Cancel</span> <span style="margin-left: 10px; padding: 2px 10px; background-color: #e0e0e0;">Refresh</span> </p> </div>	Employee ID 1234567	Name <b>Morty Smith</b>	Empl Record 000	Pay Group USCG	Description USCG Active Duty		Calendar ID CG ACT 2019M05E	Begin Date 05/16/2019	End Date 05/31/2019	<span style="border: 1px solid red; padding: 2px;">Element DELTA BAH</span>	Element Name Retro Delta BAH	Instance 001	Unit Value	Unit Element		Rate Value	Rate Element		Base Value	Base Element		Percent Value	Percent Element	Currency	<span style="border: 1px solid red; padding: 2px;">Amount Value -7535.40</span>	Amount Element	USD	<span style="border: 1px solid red; padding: 2px;">Begin Date 01/07/2019</span>	<span style="border: 1px solid red; padding: 2px;">End Date 04/30/2019</span>		Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI	Element Entry Type	Element Name	Description	Character Value	Lookup Character Value	Numeric Value	Date Value					Q		
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continued

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<p><b>8</b></p>	<p>Here is an example of <b>IDT Drills</b>: Every IDT Drill and IDT COMRATS (meals) generates an OTPI. To view the details of each transaction, click the <b>Details</b> icon.</p> <div data-bbox="325 501 1353 931" style="border: 1px solid black; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID 9876543      Name Rick Sanchez      Empl Record 0 <input type="checkbox"/></p> <p>Pay Group USCG RSV      Description USCG Reservist      Pay Entity USCG</p> <p>Calendar ID CG RSV 2019M06M      Begin Date 06/01/2019      End Date 06/15/2019</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p><b>Earnings and Deductions</b></p> <p>⌕</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>8888888</td> <td>06/10/2019 7:48:15AM</td> <td>902180</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>2</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>8888888</td> <td>06/10/2019 7:49:31AM</td> <td>902925</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>8888888</td> <td>06/10/2019 7:48:15AM</td> <td>902180</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>2</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>8888888</td> <td>06/10/2019 7:49:31AM</td> <td>902925</td> </tr> </tbody> </table> <p>Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add</p> </div>	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	IDT DRILL	Inactive Duty for Training	1	Add	2.000000			USD	<input checked="" type="checkbox"/>	8888888	06/10/2019 7:48:15AM	902180	Earnings	IDT DRILL	Inactive Duty for Training	2	Add	2.000000			USD	<input checked="" type="checkbox"/>	8888888	06/10/2019 7:49:31AM	902925	Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add				USD	<input checked="" type="checkbox"/>	8888888	06/10/2019 7:48:15AM	902180	Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add				USD	<input checked="" type="checkbox"/>	8888888	06/10/2019 7:49:31AM	902925
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<p><b>9</b></p>	<p>The OTPI Details for an IDT Drill will indicate the <b>Begin Date</b> and <b>End Date</b> of the drill and the <b>Drill Type</b>.</p> <p>Click <b>OK</b> to return to the list of OTPIs.</p> <div data-bbox="325 1088 1257 1935" style="border: 1px solid black; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p><b>Positive Input - Details</b></p> <p>Employee ID 9876543      Name <u>Rick Sanchez</u>      Empl Record 000</p> <p>Pay Group USCG RSV      Description USCG Reservist</p> <p>Calendar ID CG RSV 2019M06M      Begin Date 06/01/2019      End Date 06/15/2019</p> <p>Element IDT DRILL      Element Name Inactive Duty for Training      Instance 001</p> <p><b>Specify Values OR Elements</b></p> <p>Unit Value 2.000000      Unit Element</p> <p>Rate Value      Rate Element</p> <p>Base Value      Base Element</p> <p>Percent Value      Percent Element      Currency</p> <p>Amount Value      Amount Element      USD</p> <p>Begin Date 06/08/2019      End Date 06/08/2019</p> <p><b>Absence Dates</b></p> <p>Absence Begin Date      Absence End Date</p> <p>Period Begin Date      Period End Date</p> <p><b>Other Data</b></p> <p>Batch Code 902180      Description of PI</p> <p><b>Supporting &amp; Element Overrides</b></p> <p>Business Unit ENLCG</p> <p><b>Required Fields</b></p> <p>Drill Type IDT - Multiple</p> <p>Drill Department 007510</p> <p>OK   Cancel   Refresh</p> </div>																																																																	

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# One Time Positive Input (OTPI), Continued

Procedures,  
continued




Step	Action																														
10	<p>Here is an example of a <b>Refund of Missed Meals</b>. Click the <b>Details</b> icon.</p> <div data-bbox="327 472 1394 824"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID 8765432      Name <b>Jerry Smith</b>      Empl Record 0</p> <p>Pay Group USCG      Description USCG Active Duty      Pay Entity USCG</p> <p>Calendar ID CG ACT 2017M02M      Begin Date 02/01/2017      End Date 02/15/2017</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p><b>Earnings and Deductions</b></p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DMR REFUND</td> <td>DMR Refund</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>5555555</td> <td>02/21/2017 10:07:31AM</td> <td></td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add</p> </div>	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					
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11	<p>The OTPI details provides the <b>number of meals being refunded</b> for each meal type. In this example, the member was refunded for 18 meals (6 breakfasts, 6 lunches, 6 dinners).</p> <p>Click <b>OK</b> to return to the list of OTPI(s).</p> <div data-bbox="327 1021 1248 1973"> <p><b>One Time (Positive Input)</b></p> <p><b>Positive Input - Details</b></p> <p>Employee ID 8765432      Name <b>Jerry Smith</b>      Empl Record 000</p> <p>Pay Group USCG      Description USCG Active Duty</p> <p>Calendar ID CG ACT 2017M02M      Begin Date 02/01/2017      End Date 02/15/2017</p> <p>Element <b>DMR REFUND</b>      Element Name <b>DMR Refund</b>      Instance 001</p> <p><b>Specify Values OR Elements</b></p> <table border="1"> <tr><td>Unit Value</td><td>Unit Element</td><td></td></tr> <tr><td>Rate Value</td><td>Rate Element</td><td></td></tr> <tr><td>Base Value</td><td>Base Element</td><td></td></tr> <tr><td>Percent Value</td><td>Percent Element</td><td>Currency</td></tr> <tr><td>Amount Value</td><td>Amount Element</td><td>USD</td></tr> <tr><td>Begin Date</td><td>End Date</td><td></td></tr> </table> <p><b>Absence Dates</b></p> <table border="1"> <tr><td>Absence Begin Date</td><td>Absence End Date</td></tr> <tr><td>Period Begin Date</td><td>Period End Date</td></tr> </table> <p><b>Other Data</b></p> <table border="1"> <tr><td>Batch Code</td><td>Description of PI</td></tr> </table> <p><b>Supporting &amp;Element Overrides</b></p> <p>Business Unit ENLCG</p> <p><b>Number of Meals</b></p> <table border="1"> <tr><td>#Breakfast - DMR Refund</td><td>6.000000</td></tr> <tr><td>#Lunches - DMR Refund</td><td>6.000000</td></tr> <tr><td>#Dinners - DMR Refund</td><td>6.000000</td></tr> </table> <p>Buttons: <b>OK</b>, Cancel, Refresh</p> </div>	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 Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI	#Breakfast - DMR Refund	6.000000	#Lunches - DMR Refund	6.000000	#Dinners - DMR Refund	6.000000
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# One Time Positive Input (OTPI), Continued

Procedures,  
continued

Step	Action																										
12	<p>Here is an example of a lump sum leave sale. Click the <b>Details</b> icon.</p> <div data-bbox="327 472 1391 853"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID 3333333      Name Summer Smith      Empl Record 0</p> <p>Pay Group USCG      Description USCG Active Duty      Pay Entity USCG</p> <p>Calendar ID CG ACT 2017M11M      Begin Date 11/01/2017      End Date 11/15/2017</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p><b>Earnings and Deductions</b></p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>Lump Sum Leave</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>3372.60</td> <td>USD</td> <td></td> <td>5555555</td> <td>10/25/2017 12:14:33PM</td> <td></td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display</p> </div>	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			3372.60	USD		5555555	10/25/2017 12:14:33PM	
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13	<p>The OTPI details provides the <b>number of days of leave sold</b>. In this example, the member sold 30 days for a total of \$3372.60. Click <b>OK</b> to return to the list.</p> <div data-bbox="327 954 1391 1962"> <p><b>One Time (Positive Input)</b></p> <p><b>Positive Input - Details</b></p> <p>Employee ID 3333333      Name Summer Smith      Empl Record 000</p> <p>Pay Group USCG      Description USCG Active Duty</p> <p>Calendar ID CG ACT 2017M11M      Begin Date 11/01/2017      End Date 11/15/2017</p> <p>Element LUMPSUM LEAV      Element Name Lump Sum Leave      Instance 001</p> <p><b>Specify Values OR Elements</b></p> <table border="1"> <tbody> <tr> <td>Unit Value</td> <td>Unit Element</td> </tr> <tr> <td>Rate Value</td> <td>Rate Element</td> </tr> <tr> <td>Base Value</td> <td>Base Element</td> </tr> <tr> <td>Percent Value</td> <td>Percent Element</td> </tr> <tr> <td>Amount Value</td> <td>Amount Element</td> </tr> <tr> <td>Begin Date</td> <td>End Date</td> </tr> </tbody> </table> <p>Amount Value: 3372.60</p> <p>Begin Date: 11/15/2017      End Date: 11/15/2017</p> <p><b>Absence Dates</b></p> <p>Absence Begin Date      Absence End Date</p> <p>Period Begin Date      Period End Date</p> <p><b>Other Data</b></p> <p>Batch Code      Description of PI</p> <p><b>Supporting &amp;Element Overrides</b></p> <p>Business Unit ENLCG</p> <p><b>Required Fields</b></p> <p>*Lump Sum Leave Type Manual Calculation</p> <p>Leave Days Sold 30.000000</p> <p>Forwarded Separation Leave</p> <p>Buttons: OK, Cancel, Refresh</p> </div>	Unit Value	Unit Element	Rate Value	Rate Element	Base Value	Base Element	Percent Value	Percent Element	Amount Value	Amount Element	Begin Date	End Date														
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# One Time Positive Input (OTPI), Continued

Procedures,  
continued

Step	Action																																										
<p><b>14</b></p>	<p>Here's an example of when a Reserve member carries forward leave on their Separation orders (RELAD). Click the <b>Details</b> icon.</p> <div data-bbox="327 510 1394 891" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <table border="0" style="width: 100%;"> <tr> <td>Employee ID 3333333</td> <td>Name <b>Summer Smith</b></td> <td>Empl Record 0</td> </tr> <tr> <td>Pay Group USCG</td> <td>Description USCG Active Duty</td> <td>Pay Entity USCG</td> </tr> <tr> <td>Calendar ID CG ACT 2018M06E</td> <td>Begin Date 06/16/2018</td> <td>End Date 06/30/2018</td> </tr> </table> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p><b>Earnings and Deductions</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>Lump Sum Leave</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>5555555</td> <td>06/14/2018 8:17:53AM</td> <td></td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display</p> </div>	Employee ID 3333333	Name <b>Summer Smith</b>	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	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	<input checked="" type="checkbox"/>	5555555	06/14/2018 8:17:53AM								
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<p><b>15</b></p>	<p>The OTPI details provides the <b>number of days of leave carried forward</b>. In this example, the member carried forward 49.0 days. Click <b>OK</b> to return to the list.</p> <div data-bbox="327 987 1358 1973" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p><b>Positive Input - Details</b></p> <table border="0" style="width: 100%;"> <tr> <td>Employee ID 3333333</td> <td>Name <b>Summer Smith</b></td> <td>Empl Record 000</td> </tr> <tr> <td>Pay Group USCG</td> <td>Description USCG Active Duty</td> <td></td> </tr> <tr> <td>Calendar ID CG ACT 2018M06E</td> <td>Begin Date 06/16/2018</td> <td>End Date 06/30/2018</td> </tr> <tr> <td>Element LUMPSUM LEAV</td> <td>Element Name Lump Sum Leave</td> <td>Instance 001</td> </tr> </table> <p><b>Specify Values OR Elements</b></p> <table border="0" style="width: 100%;"> <tr> <td>Unit Value</td> <td>Unit Element</td> <td></td> </tr> <tr> <td>Rate Value</td> <td>Rate Element</td> <td></td> </tr> <tr> <td>Base Value</td> <td>Base Element</td> <td></td> </tr> <tr> <td>Percent Value</td> <td>Percent Element</td> <td>Currency</td> </tr> <tr> <td>Amount Value</td> <td>Amount Element</td> <td>USD</td> </tr> <tr> <td>Begin Date</td> <td>End Date</td> <td></td> </tr> </table> <p><b>Absence Dates</b></p> <table border="0" style="width: 100%;"> <tr> <td>Absence Begin Date</td> <td>Absence End Date</td> </tr> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </table> <p><b>Other Data</b></p> <table border="0" style="width: 100%;"> <tr> <td>Batch Code</td> <td>Description of PI</td> </tr> </table> <p><b>Supporting &amp; Element Overrides</b></p> <p>Business Unit ENLCG</p> <p><b>Required Fields</b></p> <table border="0" style="width: 100%;"> <tr> <td>*Lump Sum Leave Type</td> <td>Separation</td> </tr> <tr> <td>Leave Days Sold</td> <td></td> </tr> <tr> <td><b>Forwarded Separation Leave</b></td> <td><b>49.000000</b></td> </tr> </table> <p>Buttons: <b>OK</b>, Cancel, Refresh</p> </div>	Employee ID 3333333	Name <b>Summer Smith</b>	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	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 Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI	*Lump Sum Leave Type	Separation	Leave Days Sold		<b>Forwarded Separation Leave</b>	<b>49.000000</b>
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