7 April 2023

Pay Calculation Results

Overview

Introduction

This guide provides the procedures for navigating and understanding Pay Calculation Results in Direct Access (DA). It also provides the procedures for identifying and navigating through an off-cycle pay calendar in DA.

Tax Deferment

Per ALCOAST 329/20, the employee portion of the Old Age, Survivors, and Disability Insurance (OASDI) segment of the Federal Insurance Contribution Act (FICA) tax will be deferred for the months of Sep, Oct, Nov, and Dec 2020. These deferred payments will be collected from paychecks issued in Jan, Feb, Mar, and Apr 2021.

Helpful Links

- (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (b) ALSPO B/19: Auditing Standard Pay Transactions (April 2019)

Contents

Topic	See Page
Pay Calculation Results	2
Off-Cycle Pay Calendar	31
Slice Dates and Segmented Pay Calendar	40
Absence Data	47

Pay Calculation Results

Introduction

This section provides the procedures for navigating and understanding Pay Calculation Results in DA.

Importance of Reviewing Pay Calculation Results

Pay Calculation Results display a member's pay for any given pay calendar. The data displayed in Pay Calculation Results is a direct result of pay transactions submitted by SPOs.

Pay is recalculated every night with the exception of Thursday (DA maintenance and system upgrades are performed Thursday evenings). This is important to know because any transaction submitted can be verified the next day to ensure it processed correctly. By reviewing transactions, any potential pay errors may be identified and corrected prior to finalization.

DA finalizes payroll once per pay calendar also known as a pay period. Finalizing the pay calendar means the Pay Calculation Results earnings and deductions that were present on the day of finalize are closed out and reflect what the member will receive on payday. However, any day prior to finalization, if a transaction was input incorrectly, it may be corrected or adjusted.

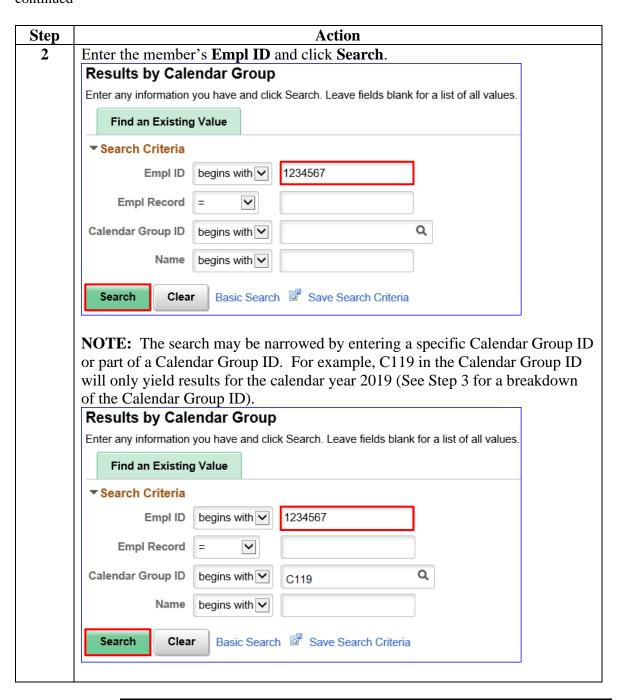
Once a **pay calendar is finalized**, any submitted pay transaction or corrections made will **NOT** change the Pay Calculation Results for that pay calendar. After finalization, documentation is electronically submitted to the U.S. Treasury. Any transactions submitted after finalization will be processed as a retro-active adjustment on a future pay calendar (see Steps 12-15).

Procedures

See below.

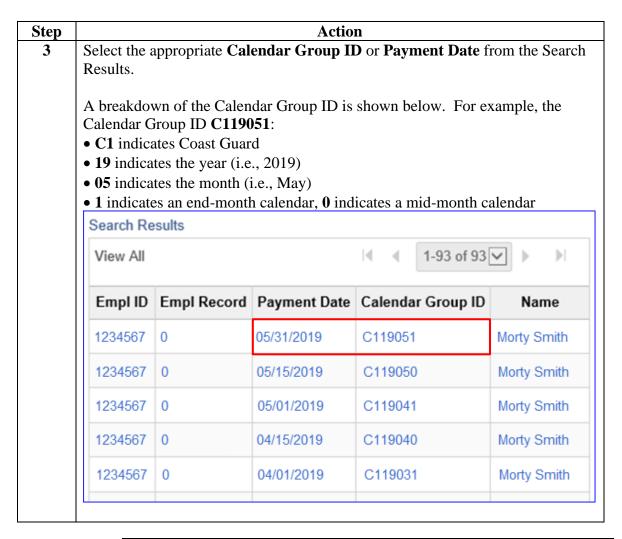
Step	Action
1	Click on the Pay Processing Shortcuts Tile.
	Pay Processing Shortcuts
1.5	The default Pay Calculation Results option will automatically display.
	Pay Calculation Results
	Element Assignment By Payee
	One Time (Positive Input)

Procedures, continued

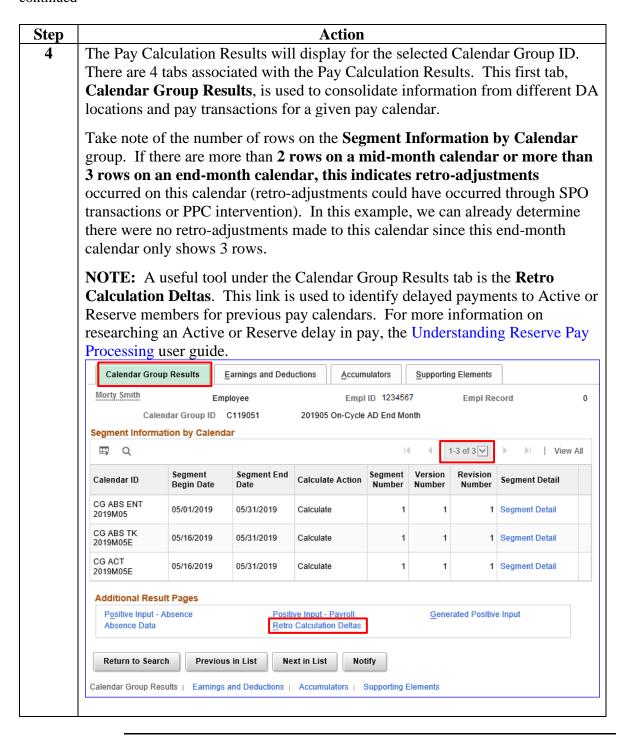


Procedures,

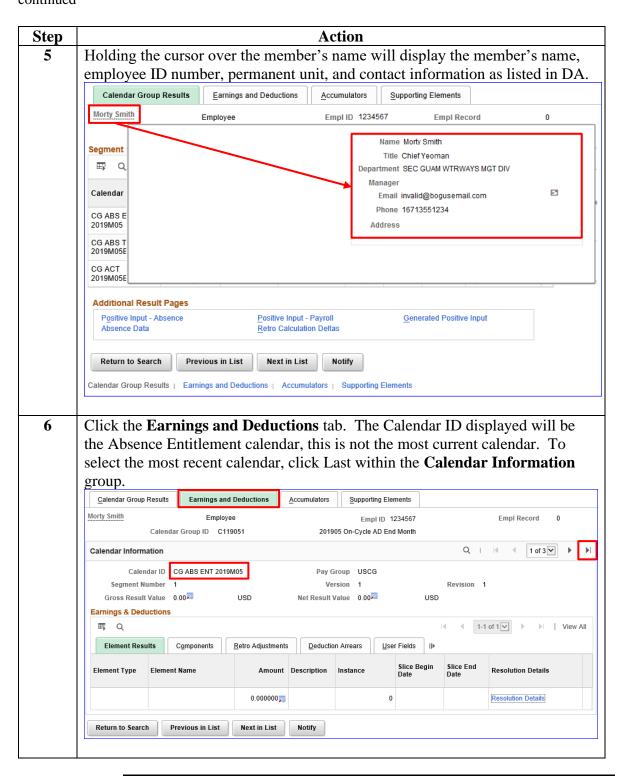
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Procedures, continued

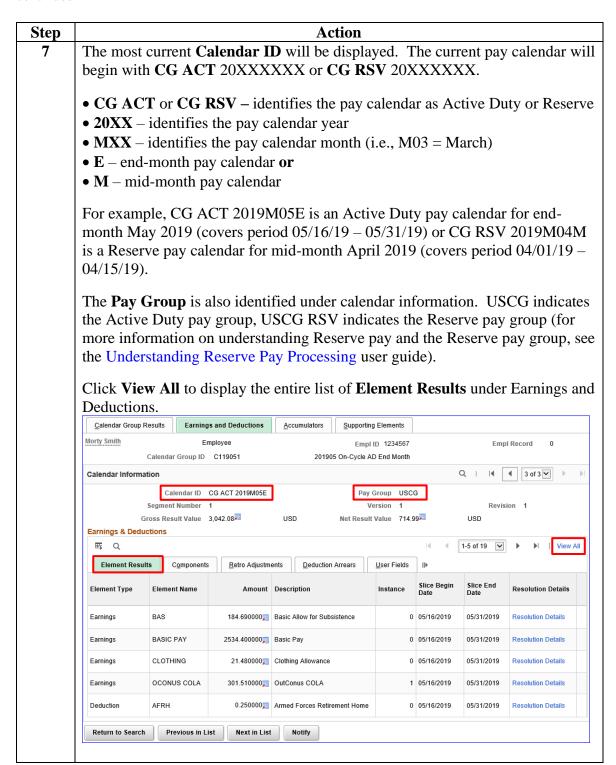


Procedures, continued



Procedures,

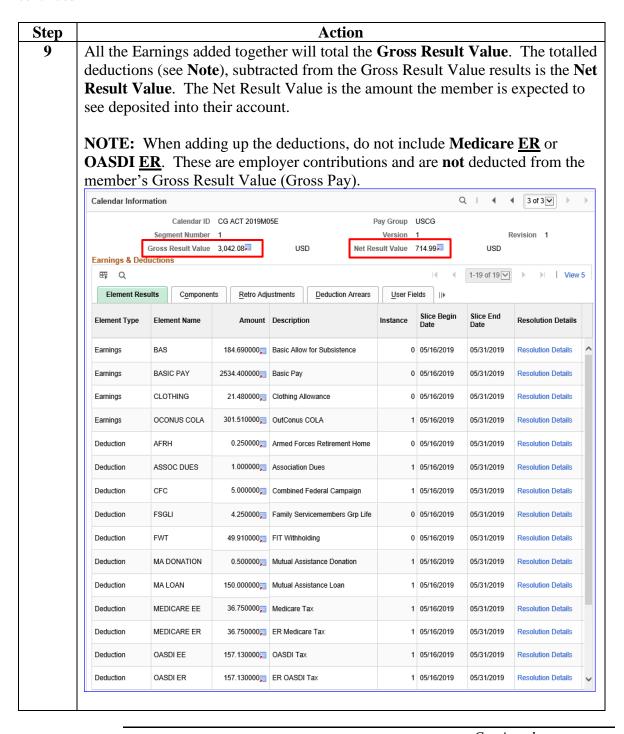
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Procedures, continued

tep				A	ction					
3	The information pay calculated deduction	ation resu	lts and/o	r research	ing a pa	iy issu	•		en reviewin ings and	ıg
	between n Reserve), pay record	nembers d their entit l.	lepending lements,	g on the m and how i	ember' nany d	s compeduction	onent ons are	(i.e., Ac associa	times great etive Duty ted with th	VS
	Earnings grouped to		_	-		l order	; dedu	ctions a	ire also	
	Calendar Inform	_	mp me v	2002 01001			C	ર ∣ ∢	4 3 of 3 ✓ ▶	•
	Earnings & Ded	Segment Number Gross Result Value	_	USD		Version Sult Value	_	USD	Revision 1	
	■ Q	0	Dates Addition	tt. Date		llass Fia	√	1-19 of 19 🗸	▶ ▶ View	15
	Element Type	Liement Name		Description Description	iction Arrears	User Fie	Slice Begin	Slice End Date	Resolution Details	
	Earnings	BAS	184.690000	Basic Allow for Sub	sistence	0	05/16/2019	05/31/2019	Resolution Details	,
	Earnings	BASIC PAY	2534.400000	Basic Pay		0	05/16/2019	05/31/2019	Resolution Details	
	Earnings	CLOTHING	21.480000	Clothing Allowance		0	05/16/2019	05/31/2019	Resolution Details	
	Earnings	OCONUS COLA	301.510000	OutConus COLA		1	05/16/2019	05/31/2019	Resolution Details	
	Deduction	AFRH	0.250000	Armed Forces Retir	ement Home	0	05/16/2019	05/31/2019	Resolution Details	
	Deduction	ASSOC DUES	1.000000	Association Dues		1	05/16/2019	05/31/2019	Resolution Details	
	Deduction	CFC	5.000000	Combined Federal	Campaign	1	05/16/2019	05/31/2019	Resolution Details	
	Deduction	FSGLI	4.250000	Family Servicemen	nbers Grp Life	0	05/16/2019	05/31/2019	Resolution Details	
	Deduction	FWT	49.910000	FIT Withholding		0	05/16/2019	05/31/2019	Resolution Details	
	Deduction	MA DONATION	0.500000	Mutual Assistance	Donation	1	05/16/2019	05/31/2019	Resolution Details	
	Deduction	MA LOAN	150.000000	Mutual Assistance	Loan	1	05/16/2019	05/31/2019	Resolution Details	
	Deduction	MEDICARE EE	36.750000	Medicare Tax		1	05/16/2019	05/31/2019	Resolution Details	Ī
	Deduction	MEDICARE ER	36.750000	ER Medicare Tax		1	05/16/2019	05/31/2019	Resolution Details	
	Deduction	OASDI EE	157.130000	OASDI Tax		1	05/16/2019	05/31/2019	Resolution Details	
	Deduction	OASDI ER	157.130000	ED OAODI T			05/16/2019	05/31/2019	Resolution Details	

Procedures, continued



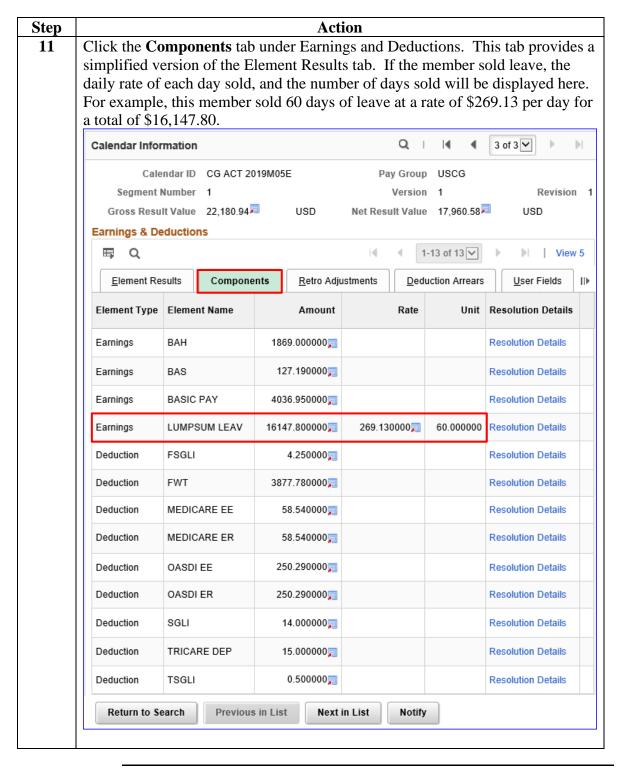
Procedures, continued

tep				Action								
9	In this ex	ample, the me	mber's total	earnings are \$3,042.0)8 . ′	The mem	ber's					
cont.)	total deductions (remember, do not include employer contributions) are											
	\$2,327.09	9 for a Net Res	sult Value o	f \$714.99 .								
	Earnings	BAS	184.690000	Basic Allow for Subsistence	0	05/16/2019	05/31/2019					
	Earnings	BASIC PAY	2534.4000005	Basic Pay		05/16/2019	05/31/2019					
	Earnings	CLOTHING	21.480000	← Total F Clothing Allowance	Carn	ings = 30	042.08					
	Earnings	OCONUS COLA	301.510000	OutConus COLA	1	05/16/2019	05/31/2019					
	Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	05/16/2019	05/31/2019					
	Deduction	ASSOC DUES	1.0000005	Association Dues	1	05/16/2019	05/31/2019					
	Deduction	CFC	5.000000 📻	Combined Federal Campaign	1	05/16/2019	05/31/2019					
	Deduction	FSGLI	4.250000	Family Servicemembers Grp Life	0	05/16/2019	05/31/2019					
	Deduction	FWT	49.910000	FIT Withholding	0	05/16/2019	05/31/2019					
	Deduction	MA DONATION	0.5000005	Mutual Assi · Total Dec	Inct	$\frac{1}{1000} = \frac{23}{100}$	327 09					
	Deduction	MA LOAN	150.0000005	Mutual Assistance Loan	1	05/16/2019	05/37/2019					
	Deduction	MEDICARE EE	36.750000	Medicare Tax	1	05/16/2019	05/31/2019					
	Deduction	MEDICARE ER	36.750000 📻	ER Medicare Tax	1	05/16/2019	05/31/2019					
	Deduction	OASDI EE	157.130000 🛒	OASDI Tax	1	05/16/2019	05/31/2019					
	Deduction	OASDI ER	157.130000	ER OASDI Tax	1	05/16/2019	05/31/2019					
	Deduction	SGLI	14.000000 📻	Servicemembers Group Life Ins	0	05/16/2019	05/31/2019					
	Deduction	TRICARE DEP	15.0000005	Tricare Dependent Dental	1	05/16/2019	05/31/2019					
	Deduction	TSGLI	0.5000005	Traumatic SGLI	0	05/16/2019	05/31/2019					
	Deduction	TSP BASIC	1892.800000	Thrift Savings Plan Basic Pay	0	05/16/2019	05/31/2019					

Procedures, continued

Step		Action
10	The table below provides a brief d	lescription of each of the columns found on
	the Element Results tab under the	
Step 10	Field	Description
	Element Type	Indicates whether the element is an
		earning or deduction.
	Element Name	An abbreviated name of the earning or deduction.
	Amount	The amount paid/deducted during this pay calendar.
	Description	A long description of the element.
	Instance	Displays a number. This number will coincide with an Element Assignment by Payee (EABP), if one exists.
	Slice Begin Date	The first date within the pay period the element is earned or deducted. This is generally the first day of the pay period but may fall somewhere within the pay period depending on when it was earned or deducted. For example, a Reservist who started Active Duty orders on May 22, 2019, will see a Slice Begin Date of 05/22/2019.
	Slice End Date	The last date within the pay period the element is earned or deducted. This is generally the last day of the pay period but may fall somewhere within the pay period depending on when the entitlement was stopped or no longer deducted. For example, a Reservist who ended Active Duty orders on May 28, 2019, will see a Slice End Date of 05/28/2019.
	Resolution Details	When the link is selected, certain elements will display additional information (i.e., Lump Sum Leave will show the amount of days sold).

Procedures, continued



Procedures, continued

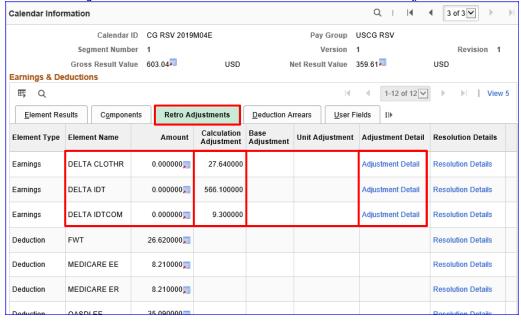
Step	Action
12	Click the Retro Adjustments tab under Earnings and Deductions. This tab can
	be extremely useful in determining if any earnings or deductions affecting the selected pay calendar were approved with effective dates prior to the current pay calendar.

Retro payments are easily identifiable by the Element Name beginning with **DELTA**. The retro payment will be displayed in the **Calculation Adjustment** column and may display as a positive or negative number (see chart below for an explanation of the amounts).

Element	Positive Amount	Negative Amount
Type		
Earnings	Amount paid to member	Amount deducted from
	(ex. DELTA IDT 566.10)	member
		(ex. DELTA BAH -566.10)
Deductions	Amount deducted from	Amount paid to member
	member (ex. SGLI 28.00)	(ex. SGLI -28.00)

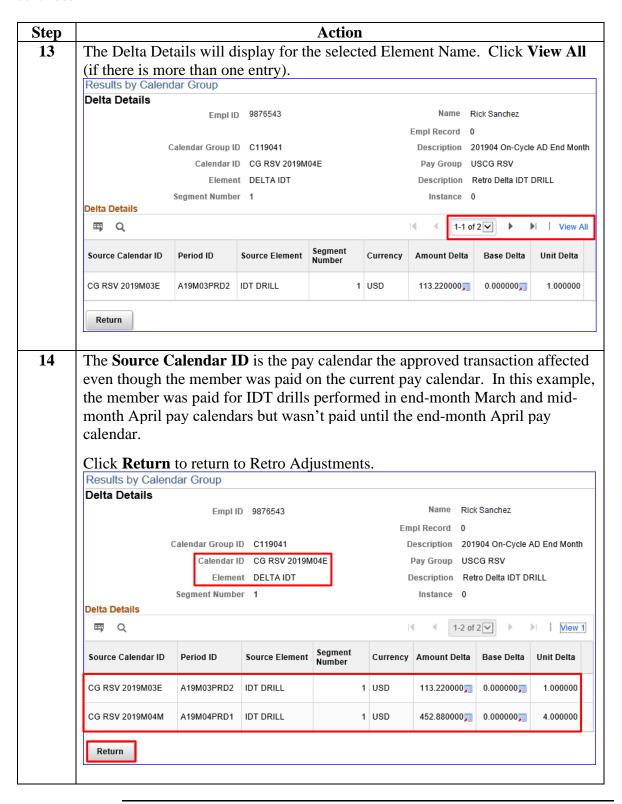
For example, this Reserve member performed a single IDT drill on March 22 and 2 multiple IDT drills on April 9-10, but they weren't approved until April 19th resulting in the member being paid on the current pay period for previous pay periods' entitlements.

Click the **Adjustment Detail** link to view details of the retro adjustment.



Procedures,

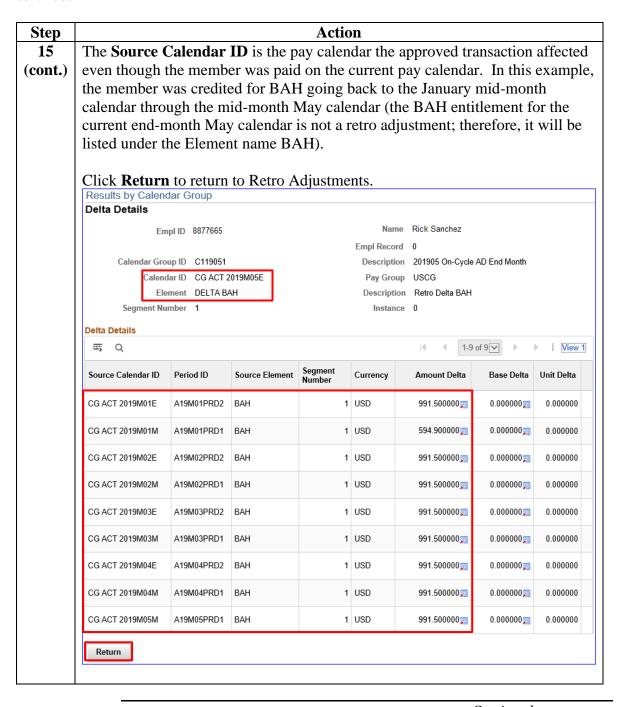
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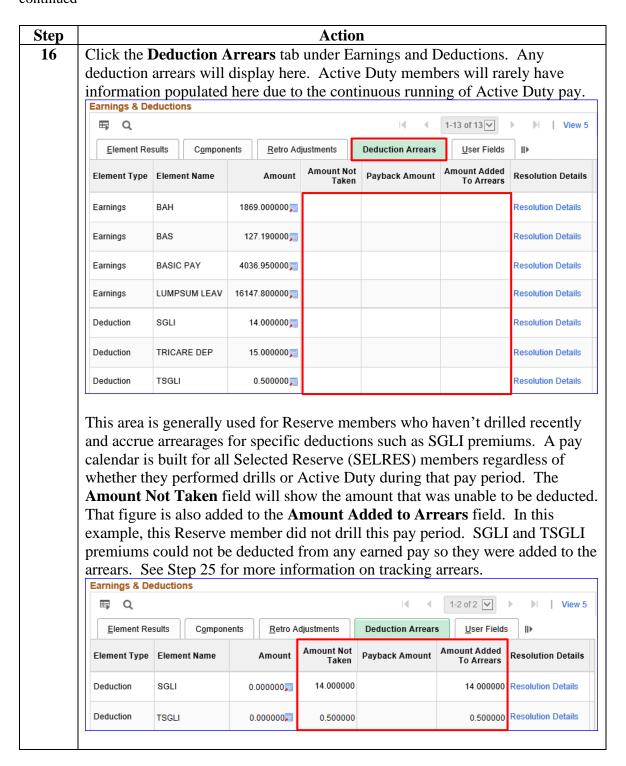
Procedures, continued

Step				A	ction				
15	required month catransaction the corresponding to t	to this mentalendar. Because on to be detection forward when the correction letting pay and approved.	Retro Adjust mber's BA ecause some eleted and the rard are affect transaction was enter transaction and within the control of	H entitle ne correct he correct ected (even was de ed, it cress s like Bathe same	ement the etions to ct trans ven if the eleted, i eated a c AH, the day, pr	nat affected b BAH requaction create e entitlement created a credit of \$8 correcting eferably w	d the Janua uire the ori ated all the ent didn't c debt of \$7 8,526.90. (g transactio within 10 mg	ry mid- ginal periods fro hange thos 535.40. Remember n needs to l inutes of th	om se :, be
	entitleme								
	Earnings & Do	eductions				H	1-20 of 20 🔽	▶ ▶ View	v 5
	Element Re	esults Compon	nents Retro Ad	justments	<u>D</u> eduction A	rears <u>U</u> ser Fie	elds •		
	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	
	Earnings	ВАН	991.500000					Resolution Details	^
	Earnings	BAS	127.190000					Resolution Details	
	Earnings	BASIC PAY	3330.900000					Resolution Details	
	Earnings	DELTA BAH	0.000000	8526.900000			Adjustment Detail	Resolution Details	
	Earnings	DELTA BAH	-7535.400000					Resolution Details	
	Deduction	AFRH	0.250000					Resolution Details	
	Deduction	ASSOC DUES	3.500000					Resolution Details	
	Deduction	DEPENDENTS	275.000000					Resolution Details	
	Deduction	FWT	486.900000					Resolution Details	
	Deduction	MA DONATION	2.500000					Resolution Details	
	Deduction	MEDICARE EE	48.300000					Resolution Details	
	Deduction	MEDICARE ER	48.300000					Resolution Details	
	Deduction	OASDI EE	206.520000					Resolution Details	
	Deduction	OASDI ER	206.520000					Resolution Details	
	Deduction	ROTH BASIC	333.090000					Resolution Details	~

Procedures, continued

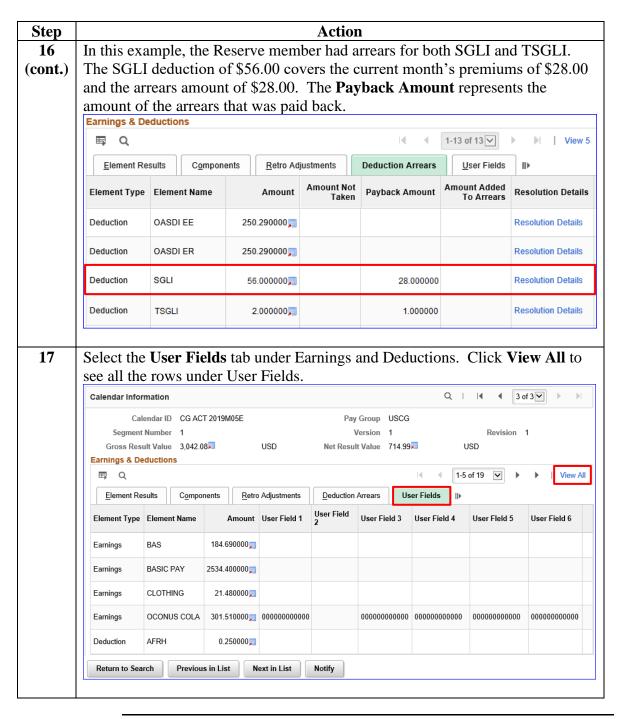


Procedures, continued



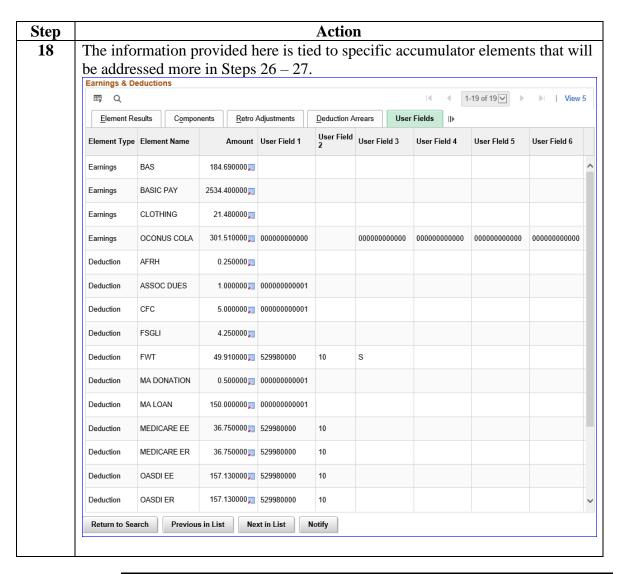
Procedures,

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Procedures,

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Procedures,

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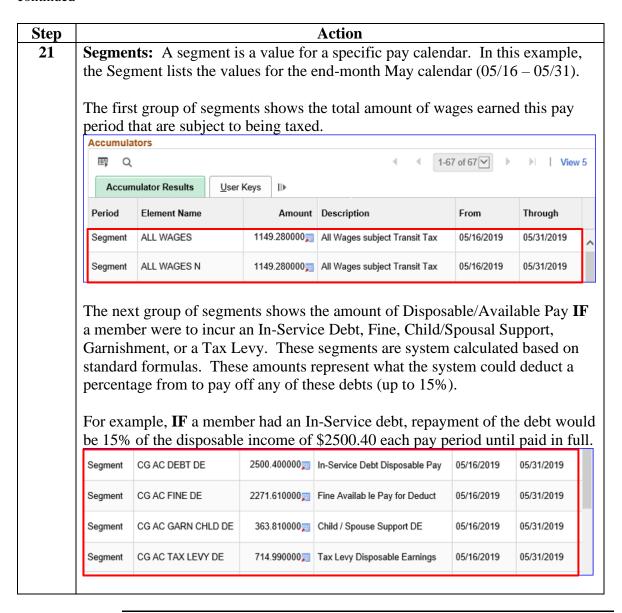


Procedures, continued

	,		ear to Date, and Cust h of these periods.	om Period	ds. See St	ep
Accumula		ation on cuc	ir or these perious.			
■ Q			◀ ◀ 1-6	7 of 67	▶ Vie	w 5
Accum	nulator Results <u>U</u> ser	Keys II▶				
Period	Element Name	Amount	Description	From	Through	
Segment	ALL WAGES	1149.280000	All Wages subject Transit Tax	05/16/2019	05/31/2019	,
Segment	ALL WAGES N	1149.280000	All Wages subject Transit Tax	05/16/2019	05/31/2019	
Segment	CG AC DEBT DE	2500.400000	In-Service Debt Disposable Pay	05/16/2019	05/31/2019	
Segment	CG AC FINE DE	2271.610000	Fine Availab le Pay for Deduct	05/16/2019	05/31/2019	
Segment	CG AC GARN CHLD DE	363.810000	Child / Spouse Support DE	05/16/2019	05/31/2019	
Segment	CG AC TAX LEVY DE	714.990000	Tax Levy Disposable Earnings	05/16/2019	05/31/2019	
Segment	FWT GRS N	2534.400000	FWT Gross Cust omer	05/16/2019	05/31/2019	
Segment	FWT GRS N	0.000000	FWT Gross Cust omer	05/16/2019	05/31/2019	
Segment	FWT GRS TOT	641.600000	FWT Taxable Gr oss Total	05/16/2019	05/31/2019	
Segment	FWT PRE TAX N	1892.800000	FWT Before-Tax Customer	05/16/2019	05/31/2019	
Segment	MED EE GRS N	2534.400000	Medicare/EE Gross Customer	05/16/2019	05/31/2019	
Segment	MED ER GRS N	2534.400000	Medicare/ER Gross Customer	05/16/2019	05/31/2019	
Segment	MEDEE FULL AMT	36.750000	Total Medicare/EE Amount	05/16/2019	05/31/2019	
Segment	NET	714.990000	Net	05/16/2019	05/31/2019	
Segment	OAS EE GRS N	2534.400000	OASDI/EE Gross Customer	05/16/2019	05/31/2019	

Procedures,

continued



Procedures,

continued

Step					Actio	n			
21 (cont.)		0 0				oss and Net Pa OASDI (Socia	•		
		nber: Medi deducted fr				R indicate emps s Pay.	oloyer contri	ibutions a	nd
	Segment	FWT GRS N	2534	I.400000 <u>;</u>	FWT G	ross Cust omer	05/16/2019	05/31/2019	
	Segment	FWT GRS N	0	0.000000	FWT G	ross Cust omer	05/16/2019	05/31/2019	
	Segment	FWT GRS TOT	641	.600000	FWT Ta	exable Gross Total	05/16/2019	05/31/2019	
	Segment	FWT PRE TAX N	1892	2.800000	FWT B	efore-Tax Customer	05/16/2019	05/31/2019	
	Segment	MED EE GRS N	2534	1.400000	Medica	re/EE Gross Customer	05/16/2019	05/31/2019	
	Segment	MED ER GRS N	2534	1.400000	Medica	re/ER Gross Customer	05/16/2019	05/31/2019	
	Segment	MEDEE FULL A	MT 36	6.750000 _万	Total M	edicare/EE Amount	05/16/2019	05/31/2019	
	Segment	NET	714	1.990000	Net		05/16/2019	05/31/2019	
	Segment	OAS EE GRS N	2534	I.400000 <u>;</u>	OASDI/	EE Gross Customer	05/16/2019	05/31/2019	>
22	(FWT) members	and State Irr's pay duri	ncome Tax ng the spe -monthly ay, a bi-m	Withh cified continued to the continued	olding alend ted A estim	Federal Incorgs (SWT) ded lar period. dvance Pay. I late of \$2,107.	ucted from	the per were to	
	Calendar I	Period CG AC E	ST ADVANCE	2107.77	0000	Estimated Advance I	Pay 05/16/2019	05/31/2019	
	Calendar I	Period FWT_P1	'DA	486.90	0000	FIT Withholding	05/16/2019	05/31/2019	
	Calendar I	Period SWT_P1	DA .	127.81	0000	State Income Tax	05/16/2019	05/31/2019	

Procedures, continued

Step 23	Action Month to Date: These periods show member-specific monthly contributions and deductions such as mutual assistance loan repayments and allotments										
	(notice the From/Through dates cover the entire month, not just the pay										
	period). Accumulators										
	E Q			4 1-67 of 6	67 🗸 🕨	▶ View					
	Accumulato	r Results User Keys	II»			7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7					
	Period	Element Name	Amount	Description	From	Through					
	Month to Date	AFRH_MTDA	0.500000	Armed Forces Retirement Home	05/01/2019	05/31/2019					
	Month to Date	ASSOC DUES_MTDA	2.000000	Association Dues	05/01/2019	05/31/2019					
	Month to Date	CFC_MTDA	10.000000	Combined Federal Campaign	05/01/2019	05/31/2019					
	Month to Date	CG AC FSGLI MTD	8.500000	FSGLI MTD for PP Formula	05/01/2019	05/31/2019					
	Month to Date	CG AC SGLI MTD	28.000000	SGLI MTD for PP Formula	05/01/2019	05/31/2019					
	Month to Date	CG AC TSGLI MTD	1.000000	TSGLI MTD for PP Formula	05/01/2019	05/31/2019					
	Month to Date	FSGLI_MTDA	8.500000	Family Servicemembers Grp Life	05/01/2019	05/31/2019					
	Month to Date	MA DONATION_MTDA	1.000000	Mutual Assistance Donation	05/01/2019	05/31/2019					
	Month to Date	MA LOAN_MTDA	300.000000	Mutual Assistance Loan	05/01/2019	05/31/2019					
	Month to Date	SGLI_MTDA	28.000000	Servicemembers Group Life Ins	05/01/2019	05/31/2019					
	Month to Date	TOTAL ALLOTMENTS	301.000000	Month to Date Allotments Total	05/01/2019	05/31/2019					
	Month to Date	TRICARE DEP_MTDA	30.000000	Tricare Dependent Dental	05/01/2019	05/31/2019					
	Manth to Date	TOOL MTDA	4 000000	T	05/04/2040	05/24/2040					

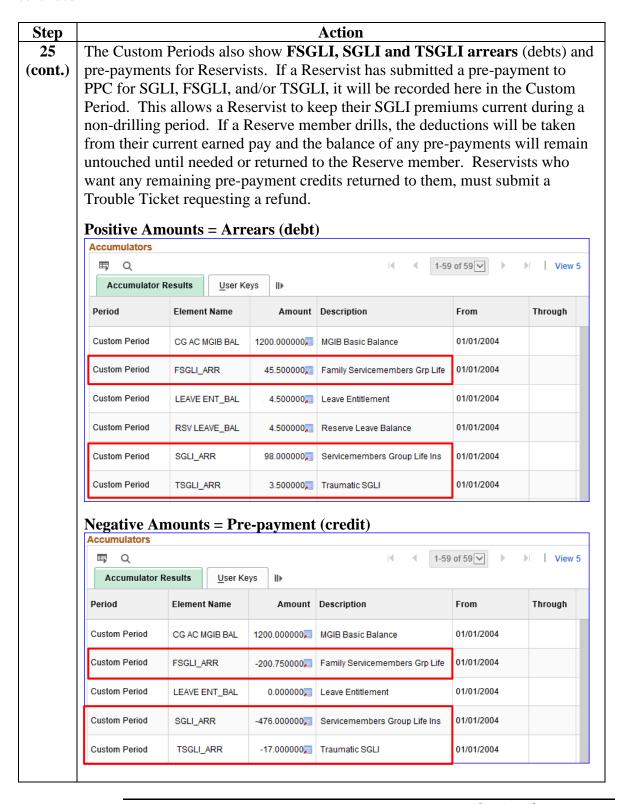
Procedures, continued

				Action								
	Year to Date: These periods show member-specific yearly contributions and deductions (notice the From/Through dates cover the entire year, not just the pay period). For example, this member has had \$490.46 withheld from their											
	pay in Federal Income Taxes so far this year. Much of the data contained in the											
ļ	Year to Date fields is used in preparing the end of the year W-2. Accumulators											
□ Q												
	Accumula	tor Results User	Keys II▶									
	Period	Element Name	Amoun	t Description	From	Through						
	Year to Date	CG AC TSP DFRD YT	D 19000.000000	Tax Deferred TSP	01/01/2019	12/31/2019						
	Year to Date	FWT GRS TOT YTD	6344.000000	FWT YTD Taxable Gross Total	01/01/2019	12/31/2019						
	Year to Date	FWT_YTDA	490.460000	FIT Withholding	01/01/2019	12/31/2019						
	Year to Date	MED EE AMT YTD	367.490000	Medicare/EE YTD	01/01/2019	12/31/2019						
	Year to Date	MED EE GRS LIM YT	D 25344.000000	Medicare/EE YTD Taxable Gross	01/01/2019	12/31/2019						
	Year to Date	MED EE GRS YTD	25344.000000	Medicare/EE YTD Gross	01/01/2019	12/31/2019						
	Year to Date	MED ER GRS LIM YT	D 25344.000000	Medicare/ER YTD Taxable Gross	01/01/2019	12/31/2019						
	Year to Date	MED ER GRS YTD	25344.000000	Medicare/ER YTD Gross	01/01/2019	12/31/2019						
	Year to Date	MEDEE FULL AMT Y	TD 367.490000	Total Medicare/EE Amount	01/01/2019	12/31/2019						
	Year to Date	MEDICARE EE_YTDA	367.490000	Medi care Tax	01/01/2019	12/31/2019						
	Year to Date	MEDICARE ER_YTDA	367.490000	ER Medicare Tax	01/01/2019	12/31/2019						
	Year to Date	OAS EE AMT YTD	1571.330000	OASDI/EE Amount	01/01/2019	12/31/2019						
	Year to Date	OAS EE GRS LIM YTI	25344.000000	OASDI/EE YTD Taxa ble Gross	01/01/2019	12/31/2019						
	Year to Date	OAS EE GRS YTD	25344.000000	OASDI/EE YTD Gross	01/01/2019	12/31/2019						
	Year to Date	OAS ER GRS LIM YTI	25344.000000	OASDI/ER YTD Taxable Gross	01/01/2019	12/31/2019						

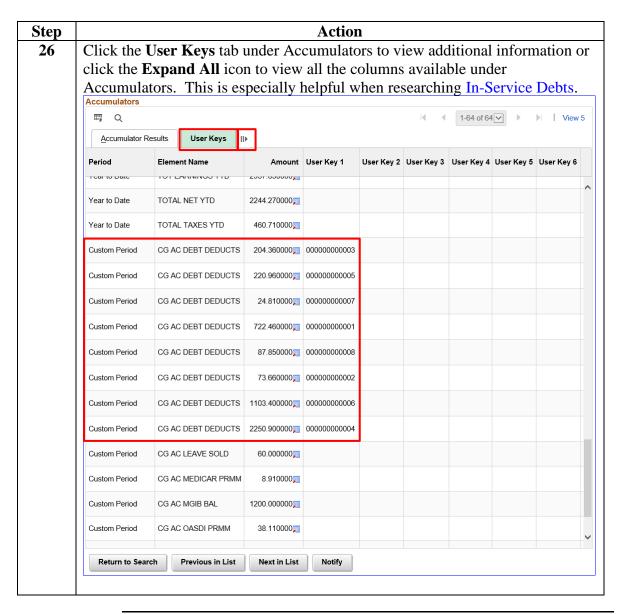
Procedures, continued

Step				Ac	tion					
25	Custom: The custom periods show unique accumulators including the member's current leave balance, debt deductions, and advance balances. The Custom period will also indicate if the member has ever sold leave within their military career. Some of the more useful accumulators found in the Custom period are:									
	• CG AC DEBT DEDUCTS: The amount shown in this field will continue to increase until the debt is paid in full. After completion of the repayment, the AC DEBT will remain in the custom period and will show the original amount of the debt (see the Element Assignment by Payee (EABP) user guide and the In-Service Debts user guide for help in researching In-Service debts).									
	• CG AC LEAVE SOLD: Indicates the number of leave days sold throughout the member's career.									
	• CG AC MGIB: Indicates the member's Montgomery GI Bill balance.									
	• LEAVE to view a			nt leave ba	lance. For example	this me	mber			
	to view a currently NOTE: D	membe has a le	er's curre eave balan I the date s	ce of 80 day	lance. For example ys. e Custom Period. Transport to the system was developed.	The date, ed and ca				
	to view a currently NOTE: D 01/01/2004 changed. Accumulators	membe has a le hisregard t, is a de	er's curre eave balan I the date s	ce of 80 day	ys. e Custom Period. T system was develop	The date, ed and ca	nnot be			
	NOTE: D 01/01/2004 changed. Accumulators	membe has a le hisregard t, is a de	er's current ave balant the date state from	shown in the when the	ys. e Custom Period. T system was develop	The date, ed and ca	nnot be			
	NOTE: D 01/01/2004 changed. Accumulators	membe has a le hisregard 1, is a de	er's current ave balant the date state from	shown in the when the	ys. e Custom Period. Tsystem was developed	The date, ed and ca	annot be			
	NOTE: D 01/01/2004 changed. Accumulators Q Accumulator	membe has a le hisregard 1, is a de or Results Element Na	er's current ave balant the date state from User Keys BIT DEDUCTS	shown in the when the Amount	ys. e Custom Period. Tsystem was developed 1-67 of Description	The date, ed and ca	annot be			
	to view a currently NOTE: D 01/01/2004 changed. Accumulators Q Accumulator Period Custom Period	member has a less isregard 1, is a description of Results Element National CG AC DEED CG AC LEAR	er's current ave balant the date state from User Keys BIT DEDUCTS	shown in the when the Amount	ys. e Custom Period. Tsystem was developed 1-67 of Description In-Service Debt Deduction Bal	From 67 Prom 01/01/2004	annot be			
	to view a currently NOTE: D 01/01/2004 changed. Accumulators Q Accumulator Period Custom Period	member has a less isregard 1, is a description of Results Element National CG AC DEED CG AC LEAR	er's current ave balan ave balan ave balan ave balan ave balan ave balan average avera	shown in the when the Amount	ys. e Custom Period. Tsystem was developed 1-67 of Description In-Service Debt Deduction Bal Sold Leave Accumulator	From 01/01/2004 01/01/2004	annot be			
	to view a currently NOTE: D 01/01/2004 changed. Accumulators Q Accumulator Period Custom Period Custom Period	member has a less isregard 1, is a description of Results Element National CG AC DEED CG AC MEDICAL	er's current ave balan the date sefault from User Keys BY DEDUCTS EVE SOLD DICAR PRMM BB BAL	Amount 2.000000 36.750000	ys. e Custom Period. To system was developed and the system was developed	From 01/01/2004 01/01/2004	annot be			
	to view a currently NOTE: D 01/01/2004 changed. Accumulators Q Accumulator Period Custom Period Custom Period Custom Period	member has a less has a less has a less has a less has a destruction of Results Element National CG AC DEED CG AC MEDICAL CG AC	er's current ave balan ave balan ave balan ave balan ave balan average b	Amount 2.000000 36.750000 1200.000000 200.000000	ys. e Custom Period. To system was developed and the system was developed	From 01/01/2004 01/01/2004 01/01/2004	annot be			

Procedures, continued



Procedures, continued

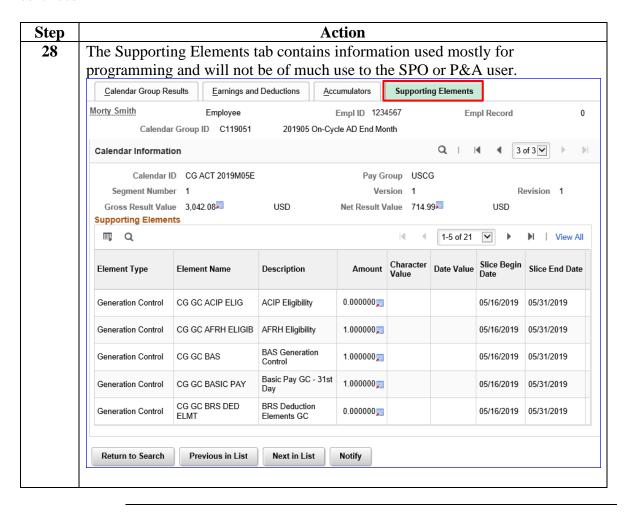


Procedures, continued

Step	Action																					
27	The User Keys provide the CG Tax Identification number used on the W-2																					
-7	forms. The User Keys also provide the State Tax Withholding (if any) in the Calendar Period of the Accumulators. For example, this Reserve member is currently having New York (NY) state taxes deducted from their pay.																					
												ACCUMULATORS 国 Q (4)									1-59 of 59	
													Period	Element Name	Amount	Description	From	Through	User Key 1	User Key	User Key	User Key
													Calendar Period	CG AC EST ADVANCE	-243.430000	Estimated Advance Pay	04/16/2019	04/30/2019				
		Calendar Period	FWT_PTDA	26.620000	FIT Withholding	04/16/2019	04/30/2019	529980000	10	s	RESERV											
	Calendar Period	SWT_PTDA	2.980000	State Income Tax	04/16/2019	04/30/2019	529980000	NY	s	RESERV												
	Month to Date	CG AC SGLI MTD	28.000000	SGLI MTD for PP Formula	04/01/2019	04/30/2019																
	Month to Date	CG AC TSGLI MTD	1.000000	TSGLI MTD for PP Formula	04/01/2019	04/30/2019																
	Month to Date	SGLI_MTDA	28.000000	Servicemembers Group Life Ins	04/01/2019	04/30/2019																
	Month to Date	TSGLI_MTDA	1.000000	Traumatic SGLI	04/01/2019	04/30/2019																
	Month to Date	TSP BASIC_MTDA	113.220000	Thrift Savings Plan Basic Pay	04/01/2019	04/30/2019																
	Year to Date	CG AC TSP DFRD YTD	481.190000	Tax Deferred TSP	01/01/2019	12/31/2019																
	Year to Date	FWT GRS TOT YTD	1443.550000	FWT YTD Taxable Gross Total	01/01/2019	12/31/2019	529980000	10	s	A												
	Year to Date	FWT_YTDA	81.010000	FIT Withholding	01/01/2019	12/31/2019	529980000	10	s													
	Year to Date	MED EE AMT YTD	27 010000	Medicare/FF YTD	01/01/2019	12/31/2010	529980000	10														

Procedures,

continued



Off-Cycle Pay Calendar

Introduction

This section provides an overview of an off-cycle pay calendar and how to locate it in DA.

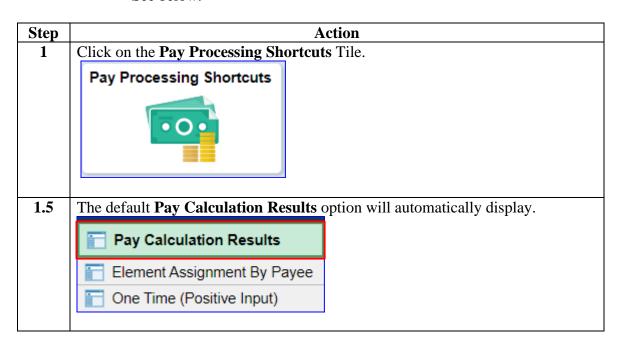
Criteria for Off-Cycle Payments

A member may be authorized an off-cycle payment if they meet **each** of the following criteria:

- The member is underpaid \$100.00 or more in their semi-monthly pay, and
- The pay shortage amounts to 10% or more of the member's total pay entitlements, **and**
- The member is not scheduled to receive the reimbursement of the pay shortage in their next scheduled payday, **and**
- The pay shortage is causing the member to experience a financial hardship.

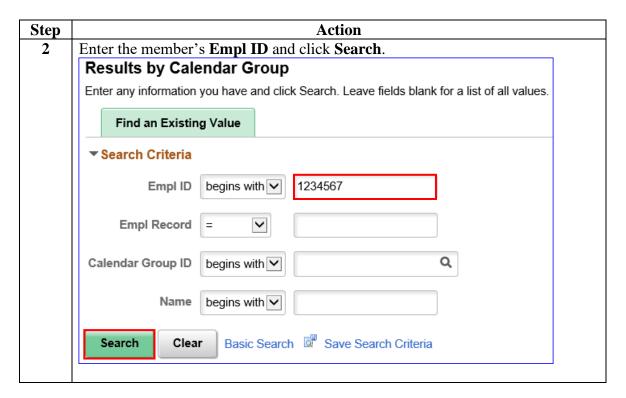
Procedures

See below.



Procedures,

continued

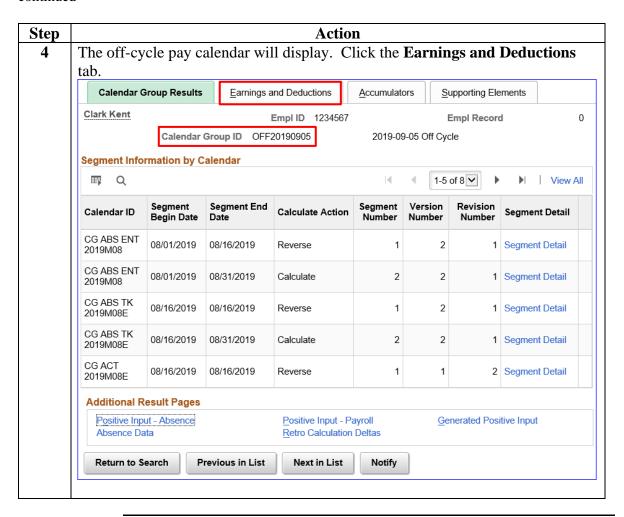


Procedures, continued

<u>tep</u> 3	Action A list of the member's available pay calendars will display. Off-cycle pay calendars display with a Calendar Group ID beginning with OFF20XXXXXX Click the off-cycle Calendar Group ID to open the pay calendar. Search Results View All 1-94 of 94								
	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name				
	1234567	0	09/13/2019	C119090	Clark Kent				
	1234567	0	09/09/2019	OFF20190905	Clark Kent				
	1234567	0	08/30/2019	C119081	Clark Kent				
	1234567	0	08/15/2019	C119080	Clark Kent				
	1234567	0	08/01/2019	C119071	Clark Kent				
	1234567	0	07/15/2019	C119070	Clark Kent				
	1234567	0	07/01/2019	C119061	Clark Kent				

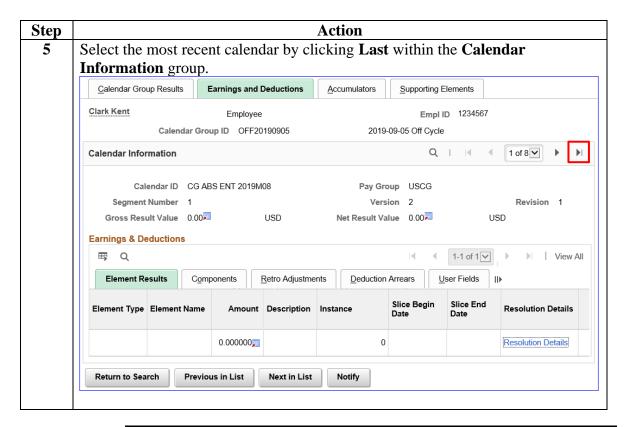
Procedures,

continued



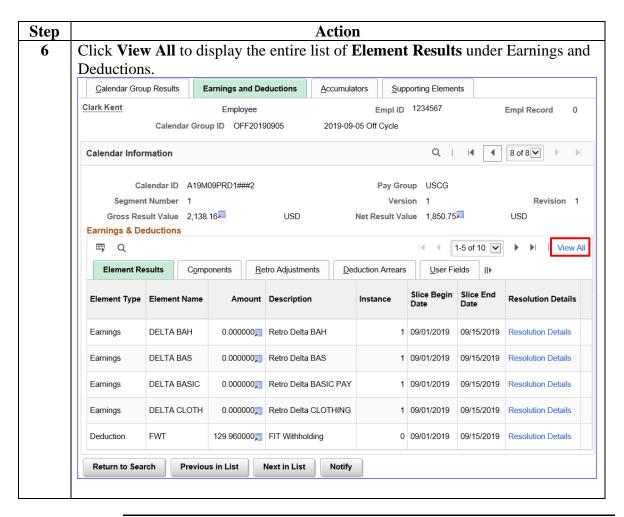
Procedures,

continued



Procedures,

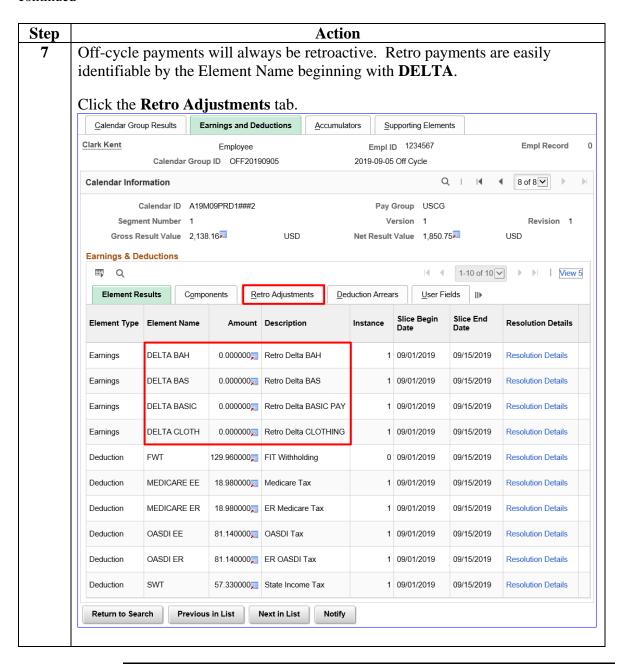
continued



Off-Cycle Pay Calendar, Continued

Procedures,

continued



Off-Cycle Pay Calendar, Continued

Procedures,

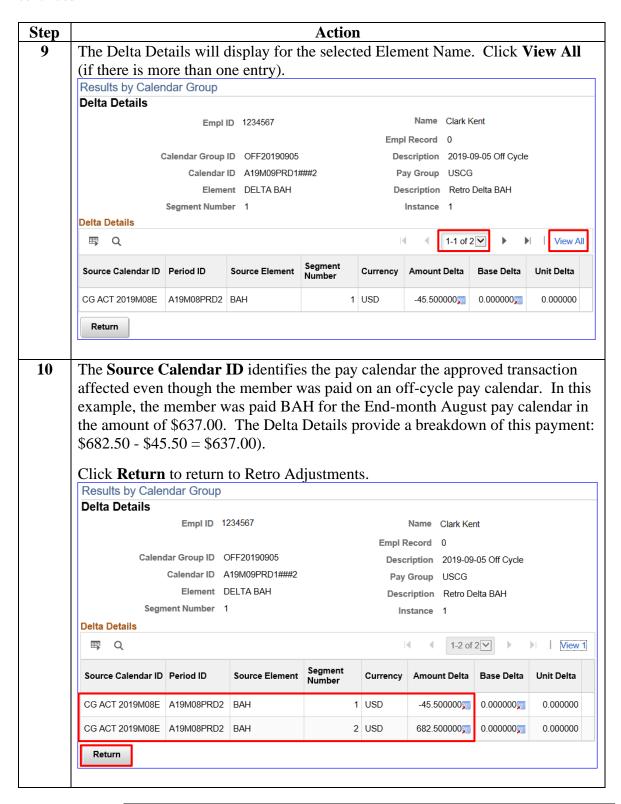
continued

ep					Action				
	The retro payment will be displayed in the Calculation Adjustment column a								
	may display as a positive or negative number (see chart below for an explanati								
	of the amo	ounts).							
	Element		Positive Amount]	Negative Amount		
	Type								
	Earnings		Amount paid to member				Amount deducted from		
			(ex. DEL'	TA IDT	566.10)		memb		
					1.0			AH -566.10)	
	Deductions		Amount deducted from				Amount paid to member		
			member (ex. SGLI 28.00))	(ex. SGLI -28.00)		
	Cl: 1 4	A 11	4 D . 4 . •	11.1	1	1 . 11	C 41 4	1	
							f the retro a	ajustment.	
	<u>C</u> alendar Gro	up Results	Earnings and De	ductions	<u>A</u> ccumulators	Supporting E			
	Clark Kent	Calandar Cr	Employee oup ID OFF2019	00005		D 1234567 019-09-05 Off Cycle		Empl Record 0	
		Calendar Gr	oup ID OFF2018	90903	20	719-09-03 OII Cycle			
	Calendar Info	rmation					Q (4	8 of 8 🗸 🕨 🕨	
				#2 USD	Ne	Pay Group US Version 1 t Result Value 1,8	_	Revision 1	
		Calendar ID gment Number as Result Value eductions	1 2,138.16	USD		Version 1 t Result Value 1,8	_		
	Earnings & De	Calendar ID gment Number as Result Value eductions	1 2,138.16 ponents Ret		s <u>D</u> educt	Version 1 t Result Value 1,8	850.75 ☐ 1-10 of 10 ☑ ser Fields ▶	USD	
	Earnings & De	Calendar ID gment Number ss Result Value eductions esults Comp	1 2,138.16 ponents Ret	USD ro Adjustment:	<u>D</u> educt Base Adjustment	Version 1 t Result Value 1,8	850.75 ☐ 1-10 of 10 ☑ ser Fields ▶	USD Views	
	Element Type	Calendar ID gment Number ss Result Value eductions esults Comp	2,138.16 Ret	ro Adjustment Calculation Adjustment	s <u>D</u> educt Base Adjustment	Version 1 t Result Value 1,8	850.75 ☐ 1-10 of 10 ☑ Ser Fields Ⅱ▶ Adjustment Detail	USD Views Resolution Details	
	Earnings & Do	Calendar ID gment Number ss Result Value eductions esults Comp Element Name	1 2,138.16 Papponents Ret	ro Adjustment: Calculation Adjustment 637.000000	Base Adjustment	Version 1 t Result Value 1,8	850.75 ☐ 1-10 of 10 ☑ Ser Fields Ⅱ▶ Adjustment Detail Adjustment Detail	USD View Resolution Details Resolution Details	
	Element Re Element Type Earnings Earnings	Calendar ID gment Number ss Result Value eductions esults Comp Element Name DELTA BAH DELTA BAS	2,138.16 Ret 2,000000 Ret 0.000000 0.000000 0.000000 0.000000 0.000000	ro Adjustment: Calculation Adjustment 637.000000 172.380000	Base Adjustment	Version 1 t Result Value 1,8	aso.75 1-10 of 10 ✓ Ser Fields ▶ Adjustment Detail Adjustment Detail	Nesolution Details Resolution Details Resolution Details	
	Earnings & De Color Color	Calendar ID gment Number ss Result Value eductions Element Name DELTA BAH DELTA BAS DELTA BASIC DELTA CLOTH	1 2,138.16 2 2,138.16 2 2,138.16 2 2,1	USD ro Adjustment: Calculation Adjustment 637.000000 172.380000 1308.720000	Base Adjustment	Version 1 t Result Value 1,8	1-10 of 10 Very ser Fields IIII Adjustment Detail Adjustment Detail Adjustment Detail Adjustment Detail	Resolution Details	
	Earnings & De Element Re Element Type Earnings Earnings Earnings Earnings Deduction	Calendar ID gment Number as Result Value eductions Element Name DELTA BAH DELTA BAS DELTA BASIC DELTA CLOTH FWT	1 2,138.16 2 2,138.16 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2,138.16 2 2 2,138.16 2 2,138	USD ro Adjustment: Calculation Adjustment 637.000000 172.380000 1308.720000	Base Adjustment	Version 1 t Result Value 1,8	1-10 of 10 Very ser Fields IIII Adjustment Detail Adjustment Detail Adjustment Detail Adjustment Detail	Resolution Details	
	Earnings & De Element Type Earnings Earnings Earnings Earnings Earnings Deduction Deduction	Calendar ID gment Number ss Result Value eductions Element Name DELTA BAH DELTA BAS DELTA BASIC DELTA CLOTH FWT MEDICARE EE	1 2,138.16 2 2,138.16 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2,138.1	USD ro Adjustment: Calculation Adjustment 637.000000 172.380000 1308.720000	Base Adjustment	Version 1 t Result Value 1,8	1-10 of 10 Very ser Fields IIII Adjustment Detail Adjustment Detail Adjustment Detail Adjustment Detail	Resolution Details	
	Earnings & Deduction Deduction Earnings & Deduction Gross Earnings & Deduction Deduction	Calendar ID gment Number ss Result Value eductions Element Name DELTA BAH DELTA BASIC DELTA CLOTH FWT MEDICARE EE MEDICARE ER OASDI EE	1 2,138.16 2 2,138.16 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16	USD ro Adjustment: Calculation Adjustment 637.000000 172.380000 1308.720000	Base Adjustment	Version 1 t Result Value 1,8	1-10 of 10 Very ser Fields IIII Adjustment Detail Adjustment Detail Adjustment Detail Adjustment Detail	Resolution Details	
	Earnings & De Element Type Earnings Earnings Earnings Earnings Earnings Deduction Deduction	Calendar ID gment Number ss Result Value eductions Element Name DELTA BAH DELTA BAS DELTA BASIC DELTA CLOTH FWT MEDICARE EE	1 2,138.16 2 2,138.16 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2 2,138.16 2 2,138.1	USD ro Adjustment: Calculation Adjustment 637.000000 172.380000 1308.720000	Base Adjustment	Version 1 t Result Value 1,8	1-10 of 10 Very ser Fields IIII Adjustment Detail Adjustment Detail Adjustment Detail Adjustment Detail	Resolution Details	

Off-Cycle Pay Calendar, Continued

Procedures,

continued



Slice Dates and Segmented Pay Calendar

Introduction

This section provides a closer look at Slice Dates and a Segmented Pay Calendar in DA.

Slice Dates

Slice Begin Date – The first date within the pay period the element is earned or deducted. This is generally the first day of the pay period but may fall somewhere within the pay period depending on when it was earned or deducted. For example, a Reservist who started Active Duty orders on May 22, 2019, will see a Slice Begin Date of 05/22/2019.

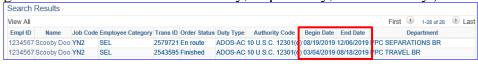
Slice End Date – The last date within the pay period the element is earned or deducted. This is generally the last day of the pay period but may fall somewhere within the pay period depending on when the entitlement was stopped or no longer deducted. For example, a Reservist who ended Active Duty orders on May 28, 2019, will see a Slice End Date of 05/28/2019.

Segmented Pay Calendar

A **Segmented Pay Calendar** is not to be confused with the Segment Periods discussed in the first section of this guide. A Segmented Pay Calendar indicates the member's pay entitlements changed within the pay period, resulting in two separate pay calendars within the same pay cycle.

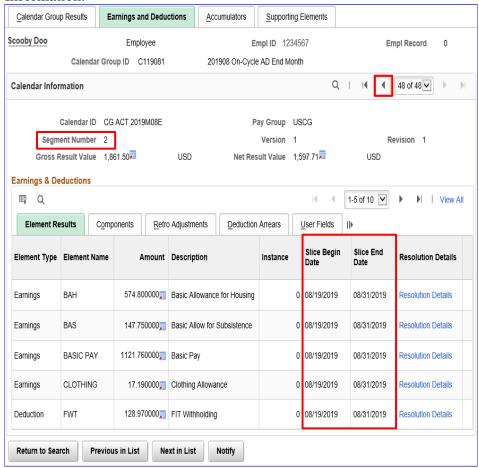
Example #1: Back to Back Reserve Active Duty Orders

This first example shows what Back to Back Reserve Active Duty orders look like in Pay Calculation Results when processed timely, sequentially, and accurately. (See the <u>Understanding Reserve Pay Processing user guide</u> for more information on timely, sequentially, and accurately.)

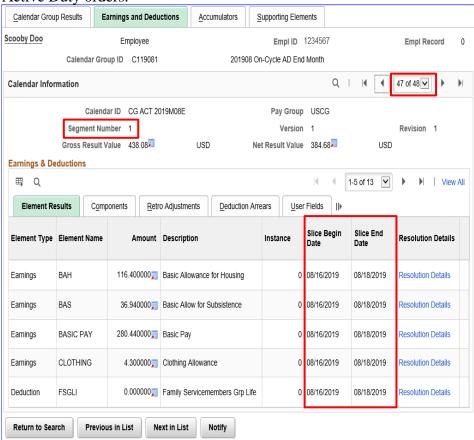


This member had consecutive Active Duty orders where one set ended, and the next set began in the middle of a pay cycle. Because the orders ended and began in the middle of a pay cycle, the pay calendar is **segmented** to account for the entitlements assigned to each set of orders. Following the procedures provided in the first section of this guide, navigate to the most current pay calendar. If the pay calendar displays a **Segment Number 2**, we know there is another segment of the pay calendar to review.

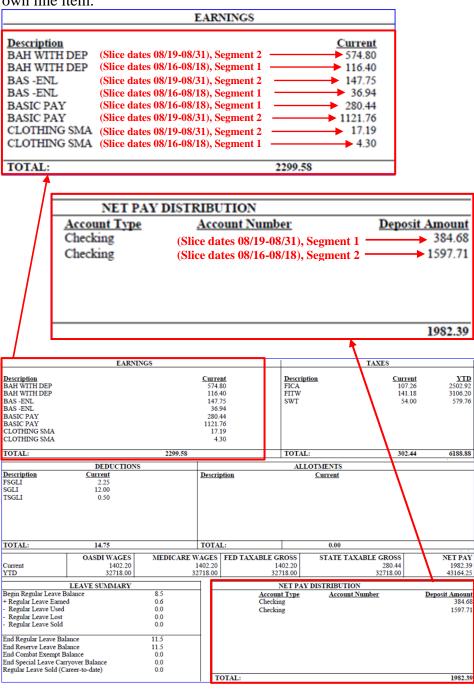
Example #1: Back to Back Reserve Active Duty Orders, continued In this example, this 'segment' of pay is the start of the second set of orders. Take a look at the **Slice Begin Date**; this is the first day of the second set of Active Duty orders. To see the pay associated with the previous set of orders that ended on the 18th, we need to **go back** one page on the calendar. To do this, click the back arrow in Calendar Information.



Example #1: Back to Back Reserve Active Duty Orders, continued Notice the **Slice End Date** is the last day of the first set of Active Duty orders from 03/04/2019 - 08/18/2019. This is the next to last calendar and the first 'segment' of the pay for this pay period. Notice the slice dates cover the start of the pay period through to the end of the first set of Active Duty orders.



Example #1: Back to Back Reserve Active Duty Orders, continued This is what the Payslip for this pay calendar looks like. While there were two separate segments of the pay calendar because the member was on two separate sets of AD orders during the same pay period, the member received **one payslip showing both payments**. Notice the amounts associated with each **segment** of the pay calendar have their own line item.

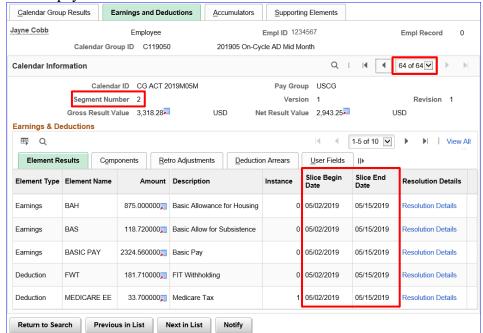


Example #2: Officer Integration

This example follows a Reserve officer integrating into the regular Active Duty component. The date of rank, as assigned by the appointment letter sent to both the member and the Command, is 05/02/19.

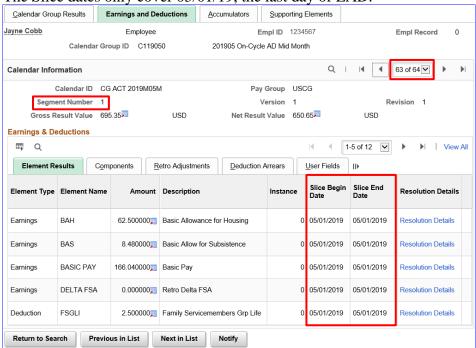
```
R 01 APR 19
UNCLAS //N01401//
ALCGOFF 037/19
SUBJ: OFFICER INTEGRATION
A. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
B. Title 14, U. S. Code, Section 2152 (formally 291)
C. Title 14, U. S. Code, Section 2101 (formally 211)
1. In accordance with Chapter 1.A.8 of Ref A, the following 203 reserve and
temporary regular officers were selected by a best-qualified ADPL Promotion Board
and may be eligible for integration as a permanent regular officer. Presidential
appointment authority will be sought to appoint the following 203 reserve and
temporary regular officers to permanent regular officer status:
NO
             RANK
                          NAME
                                                               STATUS
32
             LTJG
                          COBB, JAYNE
                                                               RES EAD
```

Notice the **Segment Number** and **Slice Dates**: The most recent calendar covers 05/02/19 - 05/15/19. Because the member integrated from the Reserve component to the Active Duty component after the pay cycle had begun, the member has **TWO** pay calendars in which they will receive payment for.



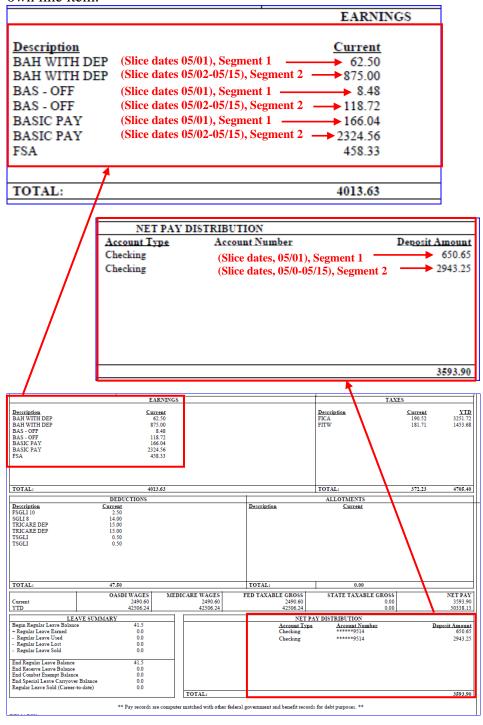
Example #2: Officer Integration, continued

On this pay calendar page (page 63 of 64), the member was still a Reservist on EAD orders. Notice the **Segment Number** and **Slice Dates**. The Slice dates only cover 05/01/19, the last day of EAD.



Example #2: Officer Integration, continued

This is what the Payslip for this pay calendar looks like. While there were two separate segments of the pay calendar because the member was assigned to two separate components during the same pay period, the member received **one payslip showing both payments**. Notice the amounts associated with each **segment** of the pay calendar have their own line item.



Absence Data

Introduction

This section provides the procedures to view the breakdown of the member's leave usage in DA.

For additional information on viewing a member's current leave balance, see Step 25 of the Pay Calculation Results section of this guide or the Viewing Member's Leave Balance user guide.

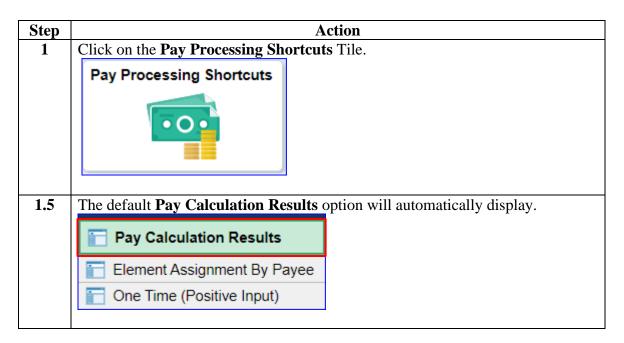
Leave Usage

Leave usage displayed in the Absence Data includes:

- Chargeable absences
- Non-chargeable absences
- Travel Take (includes non-chargeable PCS Travel Time and PCS Proceed Time)

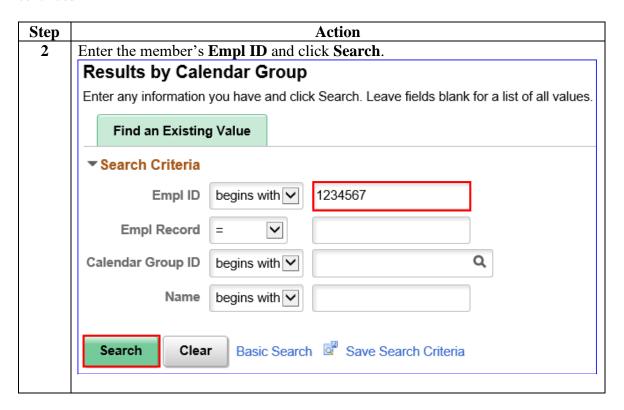
Procedures

See below.

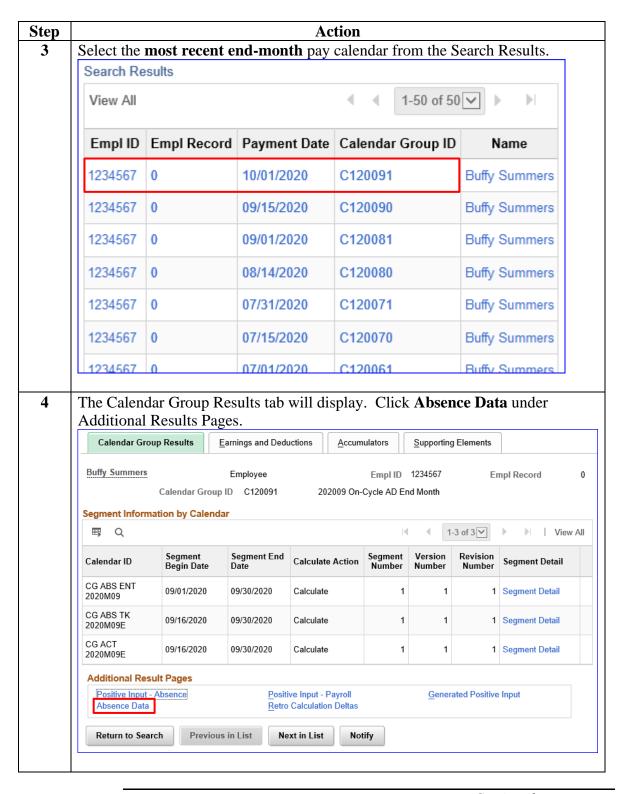


Procedures,

continued

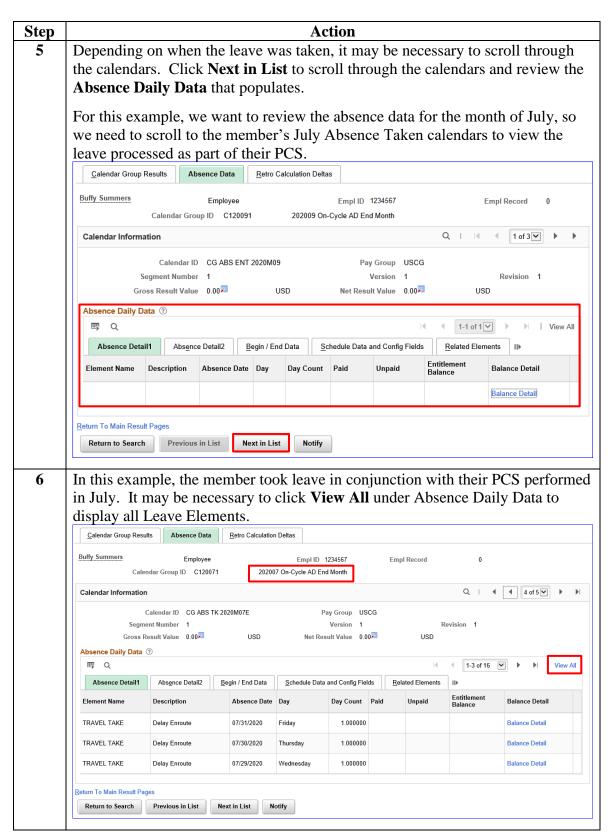


Procedures, continued

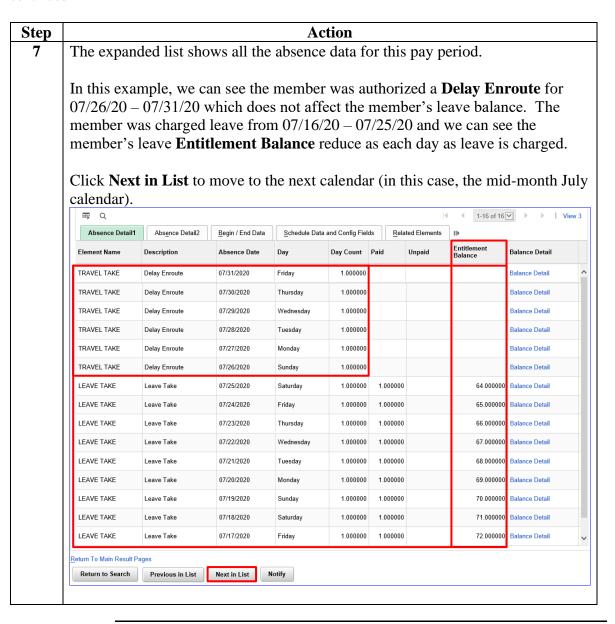


Procedures,

continued



Procedures, continued



Procedures,

continued

