
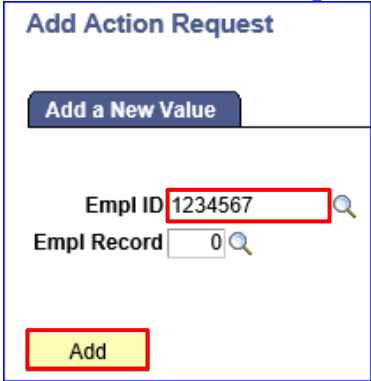


Start Flight Duty Hazardous Duty Pay (HAZPAY)

Introduction This guide provides the procedures for a SPO to start Flight Duty Hazardous Duty Pay (formally known as Hazardous Duty Incentive Pay - Crew and Non-Crew Flight Pay) in Direct Access (DA).

Procedures See below.

Step	Action
1	Select Hazardous Duty Pay from the Payroll Requests pagelet located on the Requests tab.
	 <p>The screenshot shows a web interface with a 'Requests' tab selected. Underneath, there are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section is expanded, showing a list of options. 'Hazardous Duty Pay' is highlighted with a red rectangular box.</p>
2	Enter the member's Empl ID and click Add .
	 <p>The screenshot shows a form titled 'Add Action Request'. There is a button labeled 'Add a New Value'. Below it, there are two input fields: 'Empl ID' with the value '1234567' and a search icon, and 'Empl Record' with the value '0' and a search icon. At the bottom of the form, the 'Add' button is highlighted with a red rectangular box.</p>

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Start Flight Duty Hazardous Duty Pay (HAZPAY), Continued

Procedures,
continued

Step	Action
3	<p>The Submit Hazardous Duty Incentive Pay action request will display. Review the instructions provided at the top of the page.</p> <div data-bbox="331 562 1385 1326" style="border: 1px solid blue; padding: 5px;"> <p>Submit Hazardous Duty Incentive Pay</p> <p><u>Brown, Rembrandt</u></p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <ol style="list-style-type: none"> 1. Choose a Type. 2. High-Pressure Chamber HDIP is payable at a monthly rate, member must qualify/re-qualify on a monthly basis. Ensure the requirements listed in Ch. 5.D. of the CG PAYMAN are met before starting entitlement. 3. Enter a Begin Date. For Crew Flight Pay and Noncrew Flight Pay, the Begin Date should be the effective date of the member's orders. For FDHDIP and HDIP-VBSS, the Begin Date should normally be the first day of the month; however, if a member newly reports PCS during the month, or a reservist enters on active duty orders during the month, the Begin Date shall be the date the member reported under orders. 4. Enter an End Date if applicable. Crew Flight Pay orders are normally continuous and there will be no End Date. Noncrew Flight Pay orders normally have an End Date of the last day of the month. For FDHDIP and HDIP-VBSS, the End Date should normally be the last day of the month; however, if the member departs PCS or is released from active duty during the month, the End Date shall be the date the member departs. 5. Click Get Details to view the amount. 6. Enter comments and submit for approval. </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Request Details</p> <p>Type: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/> <input type="button" value="31"/></p> <p>End Date: <input type="text" value=""/> <input type="button" value="31"/></p> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Request Information</p> <p>Amount: <input type="text" value=""/></p> <p>Comment: <input type="text" value=""/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>
4	<p>Using the Type drop-down, select either Crew Flight Pay or Non-Crew Flight Pay as appropriate.</p> <div data-bbox="331 1435 1305 1877" style="border: 1px solid blue; padding: 5px;"> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Request Details</p> <p>Type: <input style="border: 2px solid red;" type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/> <input type="button" value="31"/></p> <p>End Date: <input type="text" value=""/> <input type="button" value="31"/></p> </div> <div style="border: 1px solid blue; padding: 5px;"> <p>Crew Flight Pay</p> <p>FDHDIP</p> <p>HDIP Bacteria/Pesticides</p> <p>HDIP High-Pressure Chamber</p> <p>HDIP-VBSS</p> <p>Non-Crew Flight Pay</p> </div> </div>

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Start Flight Duty Hazardous Duty Pay (HAZPAY), Continued

Procedures,
continued

Step	Action
5	<ul style="list-style-type: none"> • Enter the Begin Date (effective date of the member's orders). • Enter an End Date if applicable. Crew Flight Pay orders are normally continuous and therefore, will have no End Date. Non-crew Flight Pay orders normally have an End Date of the last day of the month. <p>Click Get Details.</p> <div data-bbox="331 752 1318 1025" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type: Non-Crew Flight Pay <input type="text" value="Non-Crew Flight Pay"/></p> <p>Begin Date: 11/01/2018 <input type="text" value="11/01/2018"/></p> <p>End Date: 12/31/2018 <input type="text" value="12/31/2018"/></p> <p>Get Details</p> </div>
6	<p>The Request Information section will populate with the HAZPAY monthly amount to be paid to the member.</p> <div data-bbox="331 1137 1134 1265" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Amount: \$150</p> </div>

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Start Flight Duty Hazardous Duty Pay (HAZPAY), Continued

Procedures,
continued

Step	Action
7	<p>Enter comments as appropriate and click Submit.</p> <div data-bbox="331 526 1385 1294" style="border: 1px solid blue; padding: 5px;"> <p>Submit Hazardous Duty Incentive Pay</p> <p><u>Brown, Rembrandt</u></p> <ol style="list-style-type: none"> Choose a Type. High-Pressure Chamber HDIP is payable at a monthly rate, member must qualify/re-qualify on a monthly basis. Ensure the requirements listed in Ch. 5.D. of the CG PAYMAN are met before starting entitlement. Enter a Begin Date. For Crew Flight Pay and Noncrew Flight Pay, the Begin Date should be the effective date of the member's orders. For FDHDIP and HDIP-VBSS, the Begin Date should normally be the first day of the month; however, if a member newly reports PCS during the month, or a reservist enters on active duty orders during the month, the Begin Date shall be the date the member reported under orders. Enter an End Date if applicable. Crew Flight Pay orders are normally continuous and there will be no End Date. Noncrew Flight Pay orders normally have an End Date of the last day of the month. For FDHDIP and HDIP-VBSS, the End Date should normally be the last day of the month; however, if the member departs PCS or is released from active duty during the month, the End Date shall be the date the member departs. Click Get Details to view the amount. Enter comments and submit for approval. <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p>Request Details</p> <p>Type: Non-Crew Flight Pay</p> <p>Begin Date: 11/26/2018</p> <p>End Date: 12/30/2018</p> <p style="text-align: center;">Get Details</p> <p>Request Information</p> <p style="text-align: center;">Amount: \$150</p> <p>Comment: Enter comments as appropriate.</p> <p style="text-align: center;"> Submit Resubmit Withdraw </p> </div> </div>
8	<p>The action request will update to a Pending status and will be routed to the SPO tree for approval.</p> <div data-bbox="331 1406 1316 1774" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #e0e0e0; padding: 2px;">Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Rembrandt Brown at 11/27/18 - 9:43 AM Enter comments as appropriate.</p> </div> </div>