Stopping Responsibility Pay

Introduction	This guide provides procedures for stopping responsibility pay in Direct Access (DA).

Reference	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

Begin and End Dates	Responsibility pay **starts** on the day of assumption of duty and **stops** on the actual day of relief from duty as commanding officer. At no time will responsibility pay be paid concurrently to more than one officer assigned the same vessel, **except** for the assumption date and the relief date.

Correcting Responsibility Pay	If the Responsibility Pay **Begin Date** is incorrect, a PPC Trouble Ticket must be submitted with any supporting documentation (i.e. Commanding Officer's Relief Letter with the correct effective dates) and PPC will manually adjust the Element Assignment By Payee (EABP). If the **End Date** is incorrect, complete the steps within this guide to correct/update the End Date.

Auditing Standards	Chapter 11.A of the 3PM implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions: • Pay Calculation Results • One Time Positive Input (OTPI) • Element Assignment by Payee (EABP)

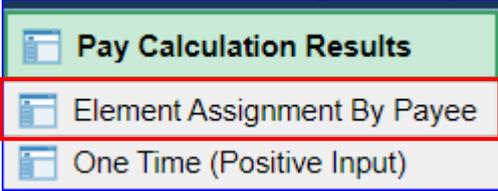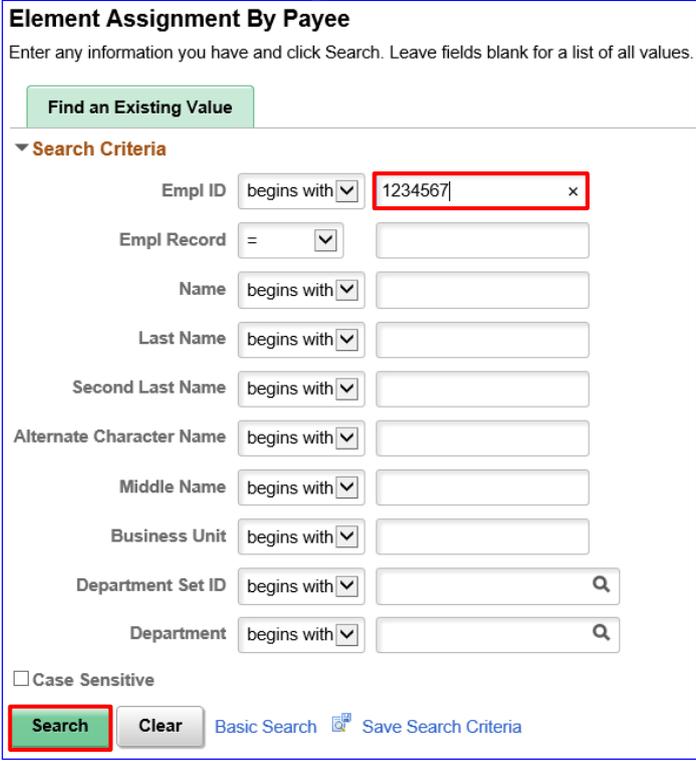|	
Procedure	See below.

Step	Action
1	Before stopping or correcting responsibility pay, it is important to determine the date the entitlement started. The start date can be found in the member's Element Assignment By Payee (EABP). To review the EABP, click on the **Pay Processing Shortcuts** Tile.

Stopping Responsibility Pay, Continued

Procedure, continued

Step	Action
1.5	
	Select the **Element Assignment By Payee** option.
2	Enter the member's **Empl ID** and click **Search**.

Stopping Responsibility Pay, Continued
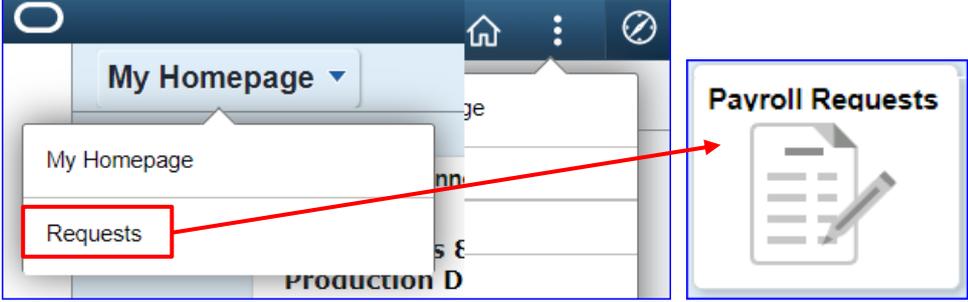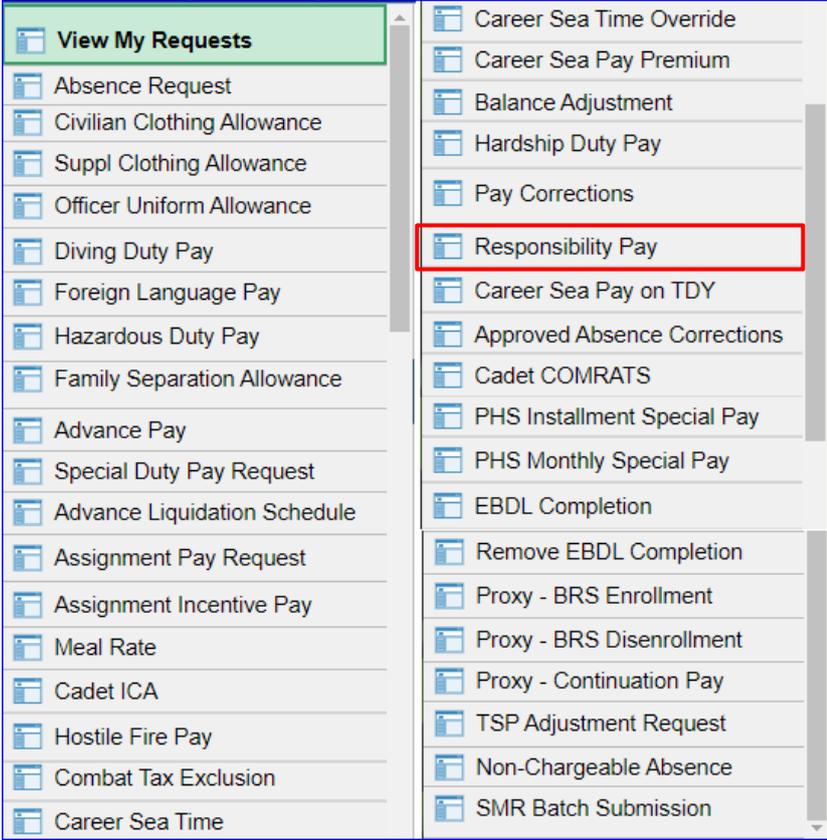
Procedure,
continued

Step	Action
3	A list of the member's EABPs will display. Scroll through the list and locate the **RSPLTY PAY** element. In this example, the member's responsibility pay started on 06/14/2018. **NOTE:** If the member has been a commanding officer of a vessel in the past, there may be more than one instance of RSPLTY PAY but only **one** should be running at a time.

Stopping Responsibility Pay, Continued

Procedure,
continued

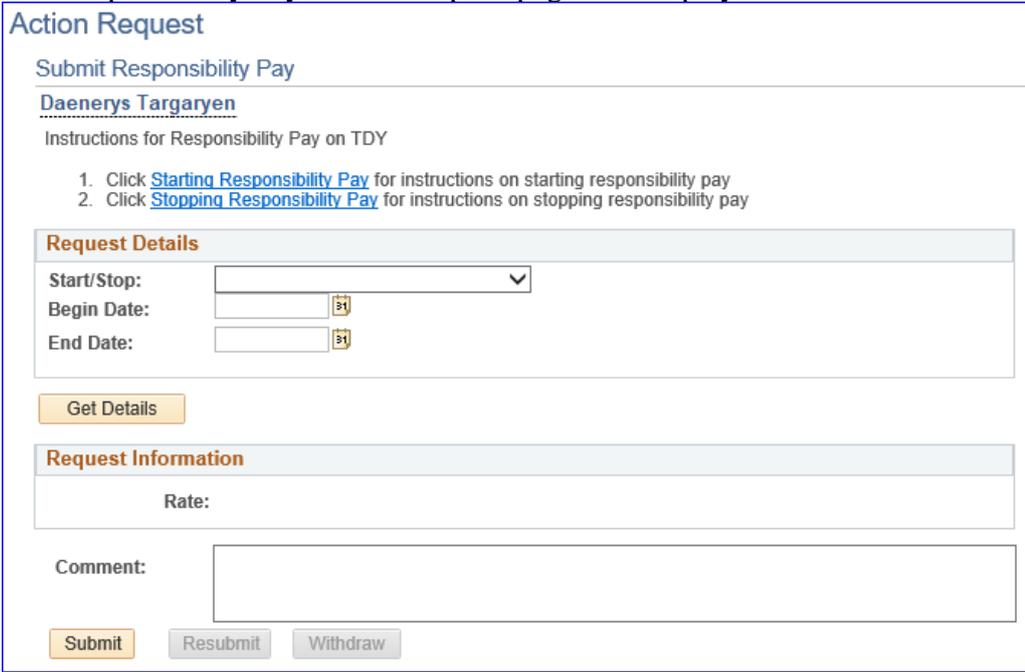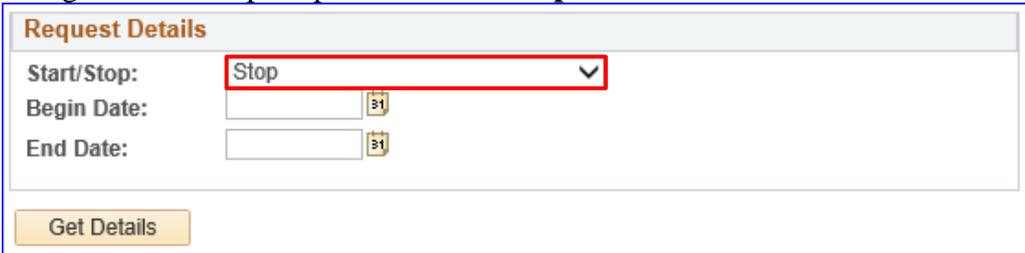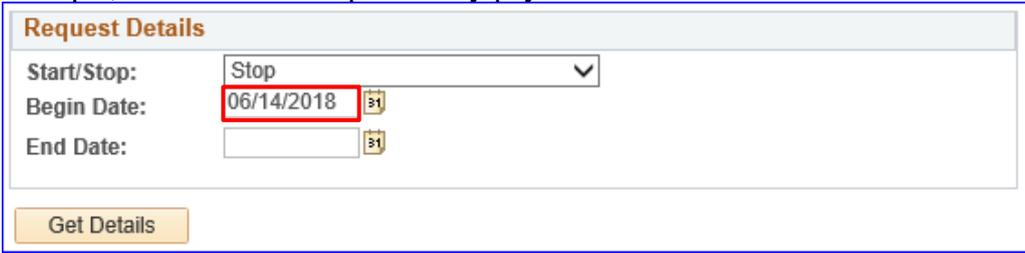| Step	Action
4	Select **Requests** from the My Homepage drop-down. Click on the **Payroll Requests** Tile.
4.5	Select the **Responsibility Pay** option.

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
5	Enter the member's **Empl ID** and click **Add**.

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
6	The Responsibility Pay Action Request page will display. **Action Request** Submit Responsibility Pay **Daenerys Targaryen** Instructions for Responsibility Pay on TDY 1. Click Starting Responsibility Pay for instructions on starting responsibility pay 2. Click Stopping Responsibility Pay for instructions on stopping responsibility pay **Request Details** Start/Stop: [▼] Begin Date: [ ] End Date: [ ] [Get Details] **Request Information** Rate: Comment: [ ] [Submit] [Resubmit] [Withdraw]
7	Using the Start/Stop drop-down, select **Stop**. **Request Details** Start/Stop: [Stop ▼] Begin Date: [ ] End Date: [ ] [Get Details]
8	Enter the **Begin Date**. This will be the Begin Date obtained in Step 3. In this example, the member's responsibility pay started on 06/14/2018. **Request Details** Start/Stop: [Stop ▼] Begin Date: [06/14/2018] End Date: [ ] [Get Details]

Stopping Responsibility Pay, Continued

Procedure, continued

Step	Action
9	Enter the **End Date** (actual day of relief from command) and click **Get Details**. **Request Details** Start/Stop: Stop Begin Date: 06/14/2018 End Date: 07/19/2020 Get Details
10	The **Request Information** section will populate with the monthly rate to be stopped. **Request Details** Start/Stop: Stop Begin Date: 06/14/2018 End Date: 07/19/2020 Get Details **Request Information** Rate: $100

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
11	Enter any **comments** as appropriate and click **Submit**.
12	The Request Status will update to **Pending** and the request will be routed to the SPO tree for approval.

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
13	Once the Responsibility Pay action request has been **approved**, it is important to review the member's EABP to ensure the information from the action request was captured correctly. **Repeat Steps 1-3** to view the EABP. In this example, an End Date is now populated with the End Date entered in Step 9.

Stopping Responsibility Pay, Continued
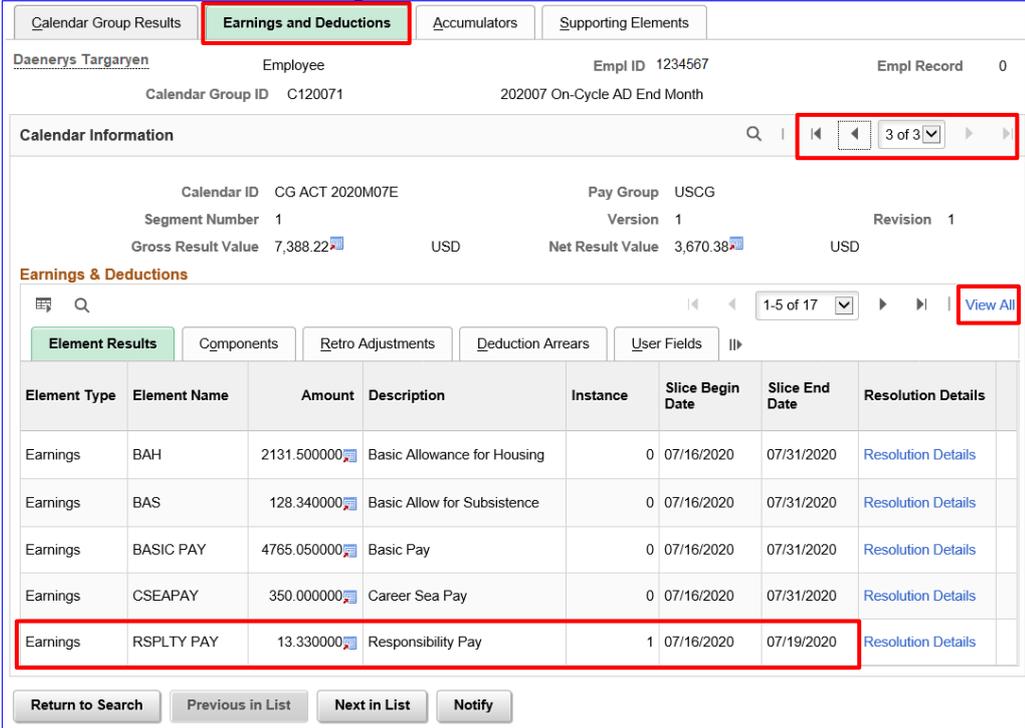
Procedure,
continued

Step	Action
14	Once the action request has processed through a pay calculation (run nightly), it is **important** to review the member's pay calculation results to ensure it processed correctly for pay. To review the member's pay calculation results, select the **Pay Calculation Results** option from the Pay Processing Shortcuts tile. 📄 **Pay Calculation Results** 📄 Element Assignment By Payee 📄 One Time (Positive Input)
15	Enter the member's **Empl ID** and click **Search**. Select the most recent pay calendar from the Search Results. **Results by Calendar Group** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID [begins with ▼] [1234567] Empl Record [= ▼] [0] Calendar Group ID [begins with ▼] [🔍] Name [begins with ▼] [ ] [Search] [Clear] Basic Search 📰 Save Search Criteria
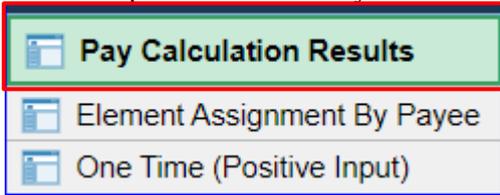
Stopping Responsibility Pay, Continued

Procedure, continued

Step	Action
16	Under the **Earnings and Deductions** tab, scroll to the most recent **Calendar Information** and then select **View All**. Scroll through the list and locate the **RSPLTY PAY** element. In this example, notice the Slice End Date indicates the End Date entered in Step 9.