# 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 <b>starts</b> on the day of assumption of duty and <b>stops</b> 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, <b>except</b> for the assumption date and the relief date.
Correcting Responsibility Pay	If the Responsibility Pay <b>Begin Date</b> 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 <b>End</b> <b>Date</b> is incorrect, complete the steps within this guide to correct/update the End Date.
Auditing Standards	<ul> <li>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:</li> <li>Pay Calculation Results</li> <li>One Time Positive Input (OTPI)</li> <li>Element Assignment by Payee (EABP)</li> </ul>

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 <b>Pay Processing Shortcuts</b> Tile.           Pay Processing Shortcuts

Procedure,

continued

Step	Ac	tion
1.5		
	Select the Element Assignment By Pa	yee option.
	Pay Calculation Results	
	Element Assignment By Payee	
	One Time (Positive Input)	
2	Enter the member's Empl ID and click Element Assignment By Payee Enter any information you have and click Search. Leave fields bla Find an Existing Value	Search.
	▼ Search Criteria	
	Empl ID begins with V 1234567	×
	Empl Record =	
	Name begins with	
	Last Name begins with	
	Second Last Name begins with	
	Alternate Character Name begins with	
	Middle Name begins with	
	Business Unit begins with	
	Department Set ID begins with	٩
	Department begins with	Q,
	Case Sensitive	
	Search Clear Basic Search 🖾 Save Search Crite	ia

Procedure,

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)				Act	tion				
	A list of the the <b>RSPLT</b> ? started on 06	member's <b>Y PAY</b> el 5/14/2018	s EABPs w ement. In	vill disp this exa	lay. Scro umple, the	ll through member	the list s respon	and locat sibility p	e ay
	<b>NOTE:</b> If there may be	he membe e more tha	er has been in one insta	a com	manding o RSPLTY	officer of PAY but	a vessel only <b>on</b>	in the pas e should	st b
	running at a	time.	Davas						
	Daenerys Targa		y Payee	ID 12	234567		Empl Recor	d O	
	Selection Cri	teria							1
	Categ	Jory	_						
	Entry I	ype	Element I	Name		Select wi	th Matching	Criteria	
	ASOL	Jate		Clear					
						4 4	1-18 of 18		
	Flamenta	Desiniant					1 10 01 10		
	Element Name	Description	II P	Process Order	Begin Date -	End Date	Active	Instance	
	TRICARE DEP	Tricare Depe	ndent Dental	999	04/01/2019	03/31/2020	×	6	
	FSA	Family Separ	ation Allowance	999	09/21/2018	12/18/2018	×	1	
	ADVANCE PYBK	Liquidation of	Advance	999	07/01/2018	07/15/2019	×	2	
	PPV	Private Ventu	re Housing	999	07/01/2018	12/31/2018	$\checkmark$	1	
	RSPLTY PAY	Responsibility	/ Pay	999	06/14/2018		V	1	]
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#### Procedure,

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### Procedure,

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Step	Action
5	Enter the member's <b>Empl ID</b> and click <b>Add</b> .
	Add Action Request
	Add a New Value Empl ID 1234567

#### 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
	<ol> <li>Click <u>Starting Responsibility Pay</u> for instructions on starting responsibility pay</li> <li>Click <u>Stopping Responsibility Pay</u> for instructions on stopping responsibility pay</li> </ol>
	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 <b>Stop</b> .
	Request Details
	Start/Stop: V
	Begin Date:
	End Date:
	Get Details
ø	Enter the <b>Basin Date</b> . This will be the Desin Date obtained in Ston 2. In this
o	Enter the <b>begin Date</b> . This will be the begin Date obtained in Step 5. In this example, the member's responsibility new started on $06/14/2018$
	example, the member's responsibility pay started on 00/14/2018.
	Request Details
	Start/Stop: V
	Begin Date: 06/14/2018
	End Date:
	Get Details

#### 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 <b>Request Information</b> section will populate with the monthly rate to be
	stopped.
	Request Details
	Start/Stop: V
	Begin Date: 06/14/2018
	End Date: 07/19/2020
	Get Details
	Request Information
	Rate: \$100
	Kate. \$100

#### Procedure,

continued

Step	Action					
11	Enter any comments as appropriate and click Submit.					
	Action Request					
	Submit Responsibility Pay					
	Daenerys Targaryen					
	Instructions for Responsibility Pay on TDY					
	<ol> <li>Click <u>Starting Responsibility Pay</u> for instructions on starting responsibility pay</li> <li>Click <u>Stopping Responsibility Pay</u> for instructions on stopping responsibility pay</li> </ol>					
	Request Details					
	Start/Stop:					
	Begin Date: 06/14/2018					
	End Date: 07/19/2020					
	Get Details					
	Request Information					
	Rate: \$100					
	Comment: Enter comments as appropriate, i.e. Member was relieved of command.					
	Submit Resubmit Withdraw					
12	The Request Status will update to <b>Pending</b> and the request will be routed to the SPO tree for approval.					
	Request Status: Pending     View/Hide Comments					
	1					
	Pending					
	Multiple Approvers     CGHRSUP for User's SPO					
	Comments					
	Daenerys Targarven at 07/21/2020 - 8:47 AM					
	Enter comments as appropriate, i.e. Member was relieved of command.					

#### Procedure,

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				Ac	tion				
0	nce the Re	esponsibil	ity Pay act	ion requ	est has be	een appro	ved, it is	s import	an
to	review th	e member	r's EABP t	o ensur	e the infor	mation fr	om the a	ction	
re	equest was	captured	correctly.						-
	🔻 Req	uest Sta	atus: <mark>App</mark> r	roved		Θv	iew/Hide (	Comments	5
1	1								1
	Approved	l							
	J Tyric	on Lanniste	er serte SBO						
	07/2	1/20 - 8:49 A	M						
	<ul> <li>Con</li> </ul>	nments							
	Daer	erys Ta	rgaryen a	at 07/21	1/2020 - 8	3:47 AM	liouad at	F	
	comm	nand	ts as appro	opnate,	i.e. memp	er was re	lieved of		
	comm	iana.							
R	epeat Stej	<b>ps 1-3</b> to y	view the E	ABP. I	n this exai	nple, an E	End Date	is now	
pc	opulated w	ith the Ei	nd Date ent	tered in	Step 9.				
	•				r				
E	lement Ass	ignment By	y Payee						
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Ē	element Ass aenerys Targa	ignment By ryen teria	y Payee	ID	1234567		Empl	Record	0
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#### Procedure,

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Step	Action
14	Once the action request has processed through a pay calculation (run nightly), it is <b>important</b> 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 <b>Pay Calculation</b> <b>Results</b> option from the Pay Processing Shortcuts tile.
	Pay Calculation Results
	Element Assignment By Payee
	Cone 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
	Empl ID begins with 1234567
	Empl Record = 0
	Calendar Group ID begins with
	Name begins with
	Search Clear Basic Search 🖾 Save Search Criteria

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ep				Action				
5	Under the Information RSPLTY the End I	e <b>Earnir</b> tion and 7 <b>PAY</b> e Date ente	ngs and De then select lement. In ered in Ster	eductions tab, s t View All. Scr this example, r o 9.	croll to coll thro notice th	the mos ugh the le Slice	st recent list and End Da	t <b>Calendar</b> locate the te indicates
	Calendar Grou	up Results	Earnings and Deduct	ions <u>A</u> ccumulators	Supporting Elen	nents		
	Daenerys Targa	ryen Calendar Gr	Employee oup ID C120071	202007 C	Empl ID	1234567 I Month		Empl Record 0
	Calendar Info	rmation	-		-	C	<b>λ</b> Ι Ι Ι	<ul> <li>3 of 3 </li> <li>▶ ▶</li> </ul>
	Earnings & Do	Calend Segment Nu Gross Result N eductions	ar ID CG ACT 2020 mber 1 /alue 7,388.22	USD N Vdjustments <u>D</u> eduction Ar	Pay Group Version et Result Value rears	USCG 1 3,670.38	USI	Revision 1 D
	Element Type	Element Name	e Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
	Earnings	ВАН	2131.500000	Basic Allowance for Housing	0	07/16/2020	07/31/2020	Resolution Details
	Earnings	BAS	128.340000	Basic Allow for Subsistence	0	07/16/2020	07/31/2020	Resolution Details
	Earnings	BASIC PAY	4765.050000	Basic Pay	0	07/16/2020	07/31/2020	Resolution Details
	Earnings	CSEAPAY	350.000000	Career Sea Pay	0	07/16/2020	07/31/2020	Resolution Details
			13 330000	Responsibility Pay	1	07/16/2020	07/19/2020	Possiution Dotails