
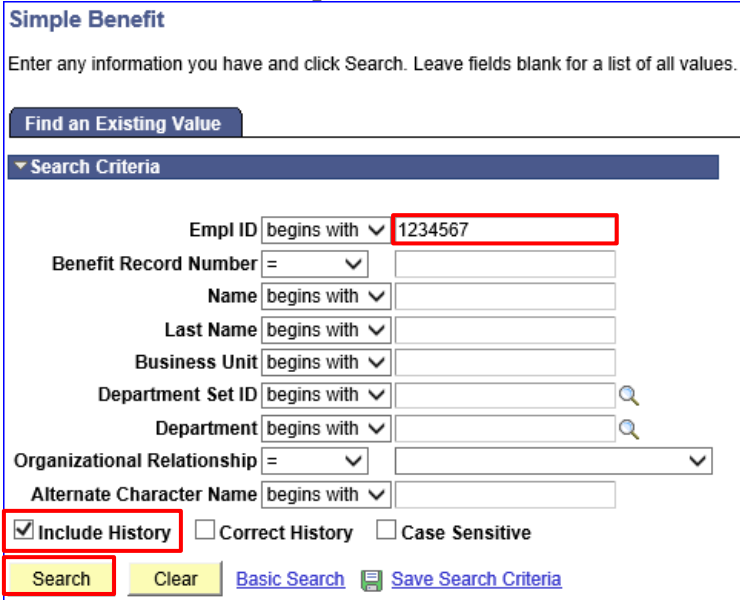


## Viewing Bonuses

**Introduction** This guide provides the procedures to view a bonus and verify its payment using One Time (Positive Input) and Pay Calculation Results in Direct Access (DA).

**Reference** (a) [Military Bonus Programs, COMDTINST M7220.2 \(series\)](#)

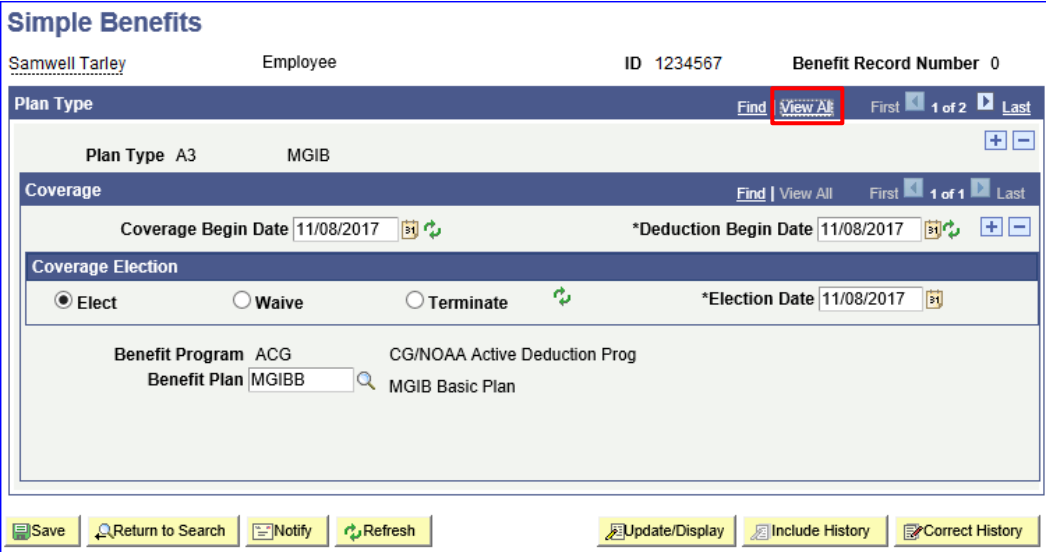
**Procedures** See below.

Step	Action
1	<p>To determine if a member has received a bonus: Select <b>MGIB Enrollments</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts. The 'MGIB Enrollments' link is highlighted with a red box.</p>
2	<p>Enter the member's <b>Empl ID</b> and check the <b>Include History</b> box. Click <b>Search</b>.</p>  <p>The screenshot shows the 'Simple Benefit' search form. The 'Empl ID' field is set to '1234567' and the 'Include History' checkbox is checked. Both are highlighted with red boxes.</p>

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## Viewing Bonuses, Continued

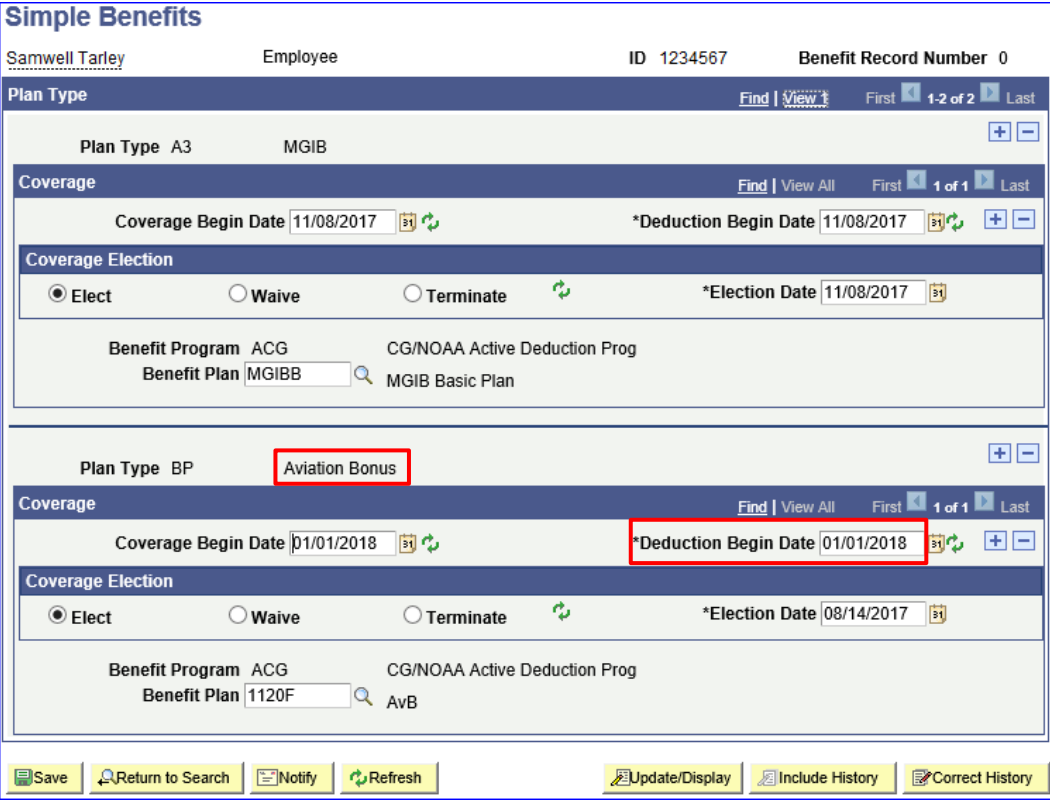
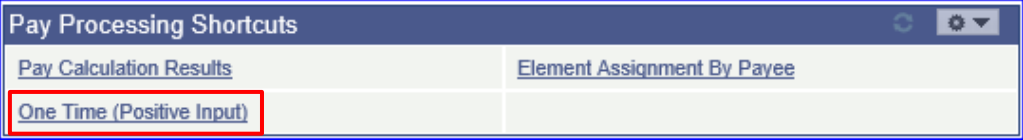
Procedures,  
continued

Step	Action
3	<p>The member's Simple Benefits page will display. If the member has received a bonus, it will be displayed here. Click <b>View All</b> (if necessary).</p>  <p><b>Simple Benefits</b></p> <p>Samwell Tarley Employee ID 1234567 Benefit Record Number 0</p> <p>Plan Type A3 MGIB</p> <p>Coverage Begin Date 11/08/2017 *Deduction Begin Date 11/08/2017</p> <p>Coverage Election: <input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate *Election Date 11/08/2017</p> <p>Benefit Program ACG CG/NOAA Active Deduction Prog Benefit Plan MGIBB MGIB Basic Plan</p> <p>Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History</p>

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## Viewing Bonuses, Continued

Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>This is an example of an <b>Aviation Bonus</b>. See Steps 13-15 for additional examples of other types of bonuses.</p> <p>The <b>Deduction Begin Date</b> should always be the 1st or 16th of a month. <b>This date represents the first day of the pay period that PPC processed the bonus.</b> For example, a Deduction Begin Date of 01/01/2018 would represent a payment entered on the Mid-Month January 2018 pay calendar. This date will help locate the correct OTPI and Pay Calculation Results calendars in Steps 5 and 10.</p>  <p><b>Simple Benefits</b></p> <p>Samwell Tarley Employee ID 1234567 Benefit Record Number 0</p> <p><b>Plan Type</b> A3 MGIB</p> <p>Coverage Begin Date 11/08/2017 *Deduction Begin Date 11/08/2017</p> <p>Coverage Election: <input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate *Election Date 11/08/2017</p> <p>Benefit Program ACG CG/NOAA Active Deduction Prog Benefit Plan MGIBB MGIB Basic Plan</p> <hr/> <p><b>Plan Type</b> BP <b>Aviation Bonus</b></p> <p>Coverage Begin Date 01/01/2018 *Deduction Begin Date 01/01/2018</p> <p>Coverage Election: <input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate *Election Date 08/14/2017</p> <p>Benefit Program ACG CG/NOAA Active Deduction Prog Benefit Plan 1120F AvB</p> <p>Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History</p>
<p><b>5</b></p>	<p>To view the amount of the bonus: Select <b>One Time (Positive Input)</b> from the Pay Processing Shortcuts pagelet.</p>  <p><b>Pay Processing Shortcuts</b></p> <p>Pay Calculation Results Element Assignment By Payee</p> <p><b>One Time (Positive Input)</b></p>

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## Viewing Bonuses, Continued

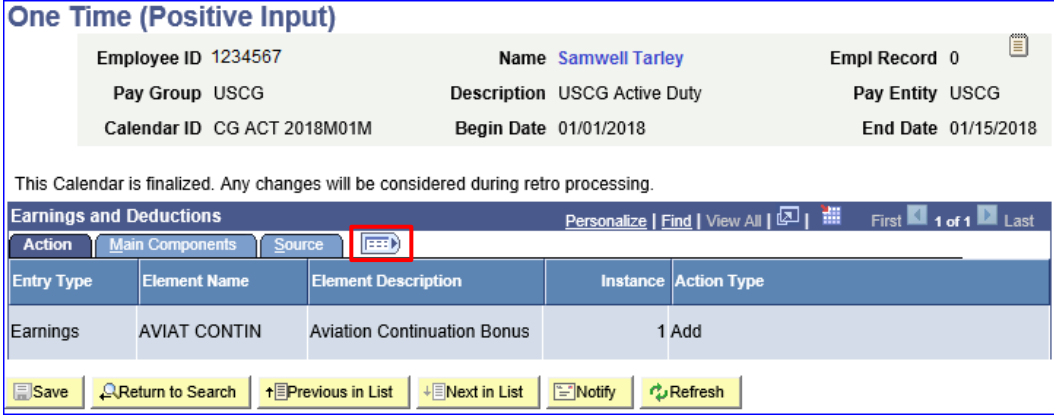
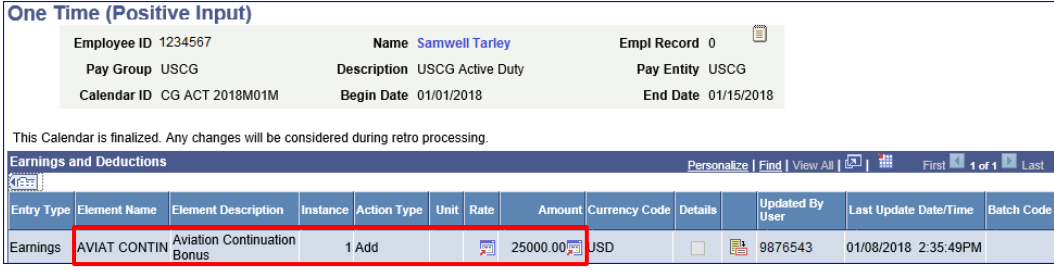
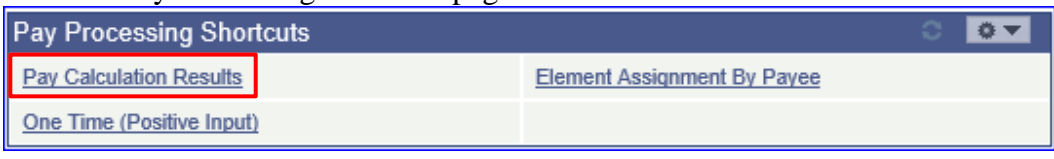
Procedures,  
continued

Step	Action															
6	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="328 524 1212 1061" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p><b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Pay Group begins with <input type="text"/></p> <p>Calendar ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>															
7	<p>If necessary, click on the appropriate <b>Calendar ID</b> to view the OTPI (remember, the Deduction Begin Date identified in step 4 will help identify the appropriate calendar ID).</p> <div data-bbox="328 1209 1098 1518" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First 1-2 of 2 Last</span></p> <table border="1" data-bbox="328 1299 1098 1406"> <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 0</td> <td></td> <td>USCG</td> <td>A14M12PRD1###1</td> <td>Samwell Tarlev</td> </tr> <tr> <td>1234567 0</td> <td></td> <td>USCG</td> <td>CG ACT 2018M01M</td> <td>Samwell Tarlev</td> </tr> </tbody> </table> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567 0		USCG	A14M12PRD1###1	Samwell Tarlev	1234567 0		USCG	CG ACT 2018M01M	Samwell Tarlev
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1234567 0		USCG	CG ACT 2018M01M	Samwell Tarlev												

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## Viewing Bonuses, Continued

Procedures,  
continued

Step	Action																										
8	<p>The OTPI will display. Click the <b>Expand All</b> icon.</p>  <p><b>One Time (Positive Input)</b></p> <p>Employee ID 1234567      Name <b>Samwell Tarley</b>      Empl Record 0</p> <p>Pay Group USCG      Description USCG Active Duty      Pay Entity USCG</p> <p>Calendar ID CG ACT 2018M01M      Begin Date 01/01/2018      End Date 01/15/2018</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p><b>Earnings and Deductions</b>      Personalize   Find   View All   First 1 of 1 Last</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> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>AVIAT CONTIN</td> <td>Aviation Continuation Bonus</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	AVIAT CONTIN	Aviation Continuation Bonus	1	Add																
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Earnings	AVIAT CONTIN	Aviation Continuation Bonus	1	Add																							
9	<p>The expanded view will display the amount of the bonus scheduled to be paid to the member.</p>  <p><b>One Time (Positive Input)</b></p> <p>Employee ID 1234567      Name <b>Samwell Tarley</b>      Empl Record 0</p> <p>Pay Group USCG      Description USCG Active Duty      Pay Entity USCG</p> <p>Calendar ID CG ACT 2018M01M      Begin Date 01/01/2018      End Date 01/15/2018</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p><b>Earnings and Deductions</b>      Personalize   Find   View All   First 1 of 1 Last</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>AVIAT CONTIN</td> <td>Aviation Continuation Bonus</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>25000.00</td> <td>USD</td> <td></td> <td>9876543</td> <td>01/08/2018 2:35:49PM</td> <td></td> </tr> </tbody> </table>	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	AVIAT CONTIN	Aviation Continuation Bonus	1	Add			25000.00	USD		9876543	01/08/2018 2:35:49PM	
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Earnings	AVIAT CONTIN	Aviation Continuation Bonus	1	Add			25000.00	USD		9876543	01/08/2018 2:35:49PM																
10	<p>To verify the bonus paid out to the member: Select <b>Pay Calculation Results</b> from the Pay Processing Shortcuts pagelet.</p>  <p><b>Pay Processing Shortcuts</b></p> <p><a href="#">Pay Calculation Results</a>      <a href="#">Element Assignment By Payee</a></p> <p><a href="#">One Time (Positive Input)</a></p>																										

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## Viewing Bonuses, Continued

Procedures,  
continued

Step	Action
<p><b>11</b></p>	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>. Select the appropriate <b>Calendar ID</b> from the Search Results. In this example, we know from the Deduction Begin Date and the OTPI, the bonus was processed on the mid-month January 2018 pay calendar.</p> <div data-bbox="331 636 1114 1039" style="border: 1px solid blue; padding: 5px;"> <p><b>Results by Calendar Group</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p><b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Calendar Group ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>

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# Viewing Bonuses, Continued

Procedures,  
continued

Step	Action																																																																																		
13	<p>Here is an example of a <b>Selective Reenlistment Bonus (SRB)</b>:</p> <div data-bbox="331 526 1380 869" style="border: 1px solid black; padding: 5px;"> <p>Plan Type B2 <span style="border: 1px solid red; padding: 2px;">Selective Reenl. Bonus/Zone B</span></p> <p>Coverage <span style="float: right;">Find   View All   First 1 of 1   Last</span></p> <p>Coverage Begin Date 02/20/2018 <span style="float: right;">*Deduction Begin Date 03/16/2018</span></p> <p>Coverage Election</p> <p><input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate <span style="float: right;">*Election Date 02/20/2018</span></p> <p>Benefit Program ACG CG/NOAA Active Deduction Prog</p> <p>Benefit Plan B1265 SRB Zone B</p> </div> <div data-bbox="331 907 1380 1019" style="border: 1px solid black; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID 1234567 Name Bran Stark Empl Record 0</p> <p>Pay Group USCG Description USCG Active Duty Pay Entity USCG</p> <p>Calendar ID CG ACT 2018M03E Begin Date 03/16/2018 End Date 03/31/2018</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> </div> <div data-bbox="331 1064 1380 1198" style="border: 1px solid black; padding: 5px;"> <p><b>Earnings and Deductions</b> <span style="float: right;">Personalize   Find   View All   First 1 of 1   Last</span></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</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>SELRES REENL</td> <td>SelRes Reenlistment Bonus</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td style="border: 1px solid red;">17500.00</td> <td>JSD</td> <td></td> <td>9876543</td> <td>03/21/2018 5:04:34PM</td> <td></td> </tr> </tbody> </table> </div> <div data-bbox="331 1220 1380 1825" style="border: 1px solid black; padding: 5px;"> <p><b>Calendar Group Results</b>   <b>Earnings and Deductions</b>   <b>Accumulators</b>   <b>Supporting Elements</b></p> <p>Bran Stark Employee Empl ID 1234567 Empl Record 0</p> <p>Calendar Group ID C118031 201803 On-Cycle AD End Month</p> <p><b>Calendar Information</b> <span style="float: right;">Find   First 5 of 5   Last</span></p> <p>Calendar ID CG ACT 2018M03E Pay Group USCG</p> <p>Segment Number 1 Version 1 Revision 1</p> <p>Gross Result Value 20,008.12 USD Net Result Value 15,865.46 USD</p> <p><b>Earnings &amp; Deductions</b> <span style="float: right;">Personalize   Find   View 5   First 1-15 of 15   Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>840.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>03/16/2018</td> <td>03/31/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>184.690000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>03/16/2018</td> <td>03/31/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1462.650000</td> <td>Basic Pay</td> <td>0</td> <td>03/16/2018</td> <td>03/31/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>20.780000</td> <td>Clothing Allowance</td> <td>0</td> <td>03/16/2018</td> <td>03/31/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td style="border: 1px solid red;">SELRES REENL</td> <td style="border: 1px solid red;">17500.000000</td> <td style="border: 1px solid red;">SelRes Reenlistment Bonus</td> <td>1</td> <td>03/16/2018</td> <td>03/31/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td>Armed Forces Retirement Home</td> <td>0</td> <td>03/16/2018</td> <td>03/31/2018</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By	Last Update Date/Time	Batch Code	Earnings	SELRES REENL	SelRes Reenlistment Bonus	1	Add			17500.00	JSD		9876543	03/21/2018 5:04:34PM		Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	840.000000	Basic Allowance for Housing	0	03/16/2018	03/31/2018	<a href="#">Resolution Details</a>	Earnings	BAS	184.690000	Basic Allow for Subsistence	0	03/16/2018	03/31/2018	<a href="#">Resolution Details</a>	Earnings	BASIC PAY	1462.650000	Basic Pay	0	03/16/2018	03/31/2018	<a href="#">Resolution Details</a>	Earnings	CLOTHING	20.780000	Clothing Allowance	0	03/16/2018	03/31/2018	<a href="#">Resolution Details</a>	Earnings	SELRES REENL	17500.000000	SelRes Reenlistment Bonus	1	03/16/2018	03/31/2018	<a href="#">Resolution Details</a>	Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	03/16/2018	03/31/2018	<a href="#">Resolution Details</a>
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continued

Step	Action																																																																										
<b>14</b>	<p>Here is an example of an <b>Enlistment Bonus (EB)</b>:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Plan Type B5 <span style="float: right;">Enlistment Bonus</span></p> <hr/> <p><b>Coverage</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>Coverage Begin Date 07/25/2017 <span style="float: right;">*Deduction Begin Date 02/01/2018</span></p> <hr/> <p><b>Coverage Election</b></p> <p><input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate <span style="float: right;">*Election Date 07/25/2017</span></p> <hr/> <p>Benefit Program ACG CG/NOAA Active Deduction Prog Benefit Plan 12653 Enlistment Bonus - Critical</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID 1234567 Name Sansa Stark Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG Calendar ID CG ACT 2018M02M Begin Date 02/01/2018 End Date 02/15/2018</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <hr/> <p><b>Earnings and Deductions</b> <span style="float: right;">Personalize   Find   View All First 1 of 1 Last</span></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>ENL BONUS CR</td> <td>Enlistment Bonus - Critical</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>20000.00</td> <td>USD</td> <td></td> <td>9876543</td> <td>02/12/2018 12:10:21PM</td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Calendar Group Results</b>   <b>Earnings and Deductions</b>   <b>Accumulators</b>   <b>Supporting Elements</b></p> <p>Sansa Stark Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C118020 201802 On-Cycle AD Mid Month</p> <hr/> <p><b>Calendar Information</b> <span style="float: right;">Find First 25 of 25 Last</span></p> <p>Calendar ID CG ACT 2018M02M Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 24,317.97 USD Net Result Value 17,704.96 USD</p> <hr/> <p><b>Earnings &amp; Deductions</b> <span style="float: right;">Personalize   Find   View 5   First 1-25 of 25 Last</span></p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CONUS COLA</td> <td>6.200000</td> <td>Conus COLA</td> <td>0</td> <td>02/01/2018</td> <td>02/01/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>CONUS COLA</td> <td>86.800000</td> <td>Conus COLA</td> <td>0</td> <td>02/02/2018</td> <td>02/15/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>DELTA FSA</td> <td>0.000000</td> <td>Retro Delta FSA</td> <td>0</td> <td>02/01/2018</td> <td>02/15/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>ENL BONUS CR</td> <td>20000.000000</td> <td>Enlistment Bonus - Critical</td> <td>1</td> <td>02/01/2018</td> <td>02/15/2018</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>FSA</td> <td>8.330000</td> <td>Family Separation Allowance</td> <td>1</td> <td>02/01/2018</td> <td>02/01/2018</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table> </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	ENL BONUS CR	Enlistment Bonus - Critical	1	Add			20000.00	USD		9876543	02/12/2018 12:10:21PM		Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	CONUS COLA	6.200000	Conus COLA	0	02/01/2018	02/01/2018	<a href="#">Resolution Details</a>	Earnings	CONUS COLA	86.800000	Conus COLA	0	02/02/2018	02/15/2018	<a href="#">Resolution Details</a>	Earnings	DELTA FSA	0.000000	Retro Delta FSA	0	02/01/2018	02/15/2018	<a href="#">Resolution Details</a>	Earnings	ENL BONUS CR	20000.000000	Enlistment Bonus - Critical	1	02/01/2018	02/15/2018	<a href="#">Resolution Details</a>	Earnings	FSA	8.330000	Family Separation Allowance	1	02/01/2018	02/01/2018	<a href="#">Resolution Details</a>
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# Viewing Bonuses, Continued

Procedures,  
continued

Step	Action																																																																																																			
15	<p>Here is an example of a <b>Critical Skills Training Bonus (CTSB)</b>:</p> <div data-bbox="331 510 1382 831"> <p>Plan Type B8 <span style="border: 1px solid red; padding: 2px;">Critical Skills Training Bonus</span></p> <p>Coverage <span style="float: right;">Find   View All   First 1 of 1   Last</span></p> <p>Coverage Begin Date 12/15/2017 <span style="float: right;">*Deduction Begin Date 01/16/2018</span></p> <p>Coverage Election</p> <p><input checked="" type="radio"/> Elect <input type="radio"/> Waive <input type="radio"/> Terminate <span style="float: right;">*Election Date 12/08/2017</span></p> <p>Benefit Program ACG CG/NOAA Active Deduction Prog</p> <p>Benefit Plan 2265 <span style="float: right;">Critical Skills Training Bonus</span></p> </div> <div data-bbox="331 869 1382 981"> <p><b>One Time (Positive Input)</b></p> <table border="0"> <tr> <td>Employee ID 1234567</td> <td>Name Theon Greyjoy</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 2018M01E</td> <td>Begin Date 01/16/2018</td> <td>End Date 01/31/2018</td> </tr> </table> <p>This Calendar is finalized. 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