Bonuses - Viewing

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).

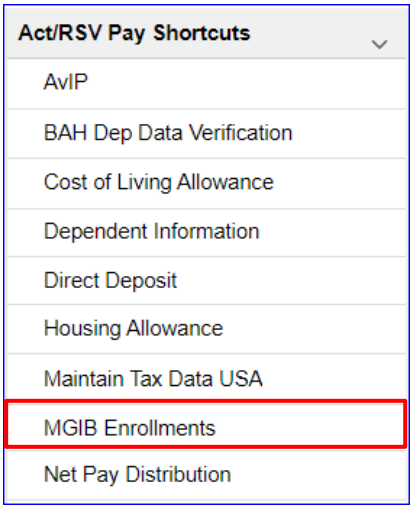
References

Military Bonus Programs, COMDTINST M7220.2A (August 2022)

Personnel and Pay Procedures Manual (3PM), PPCINST M1000.2 (Chapter 8, Section G)

Procedures

See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** Tile.
2	Select the **MGIB Enrollments** option. 

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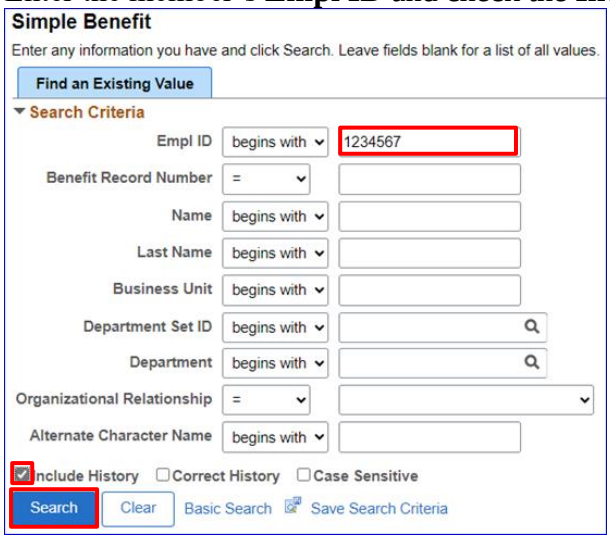
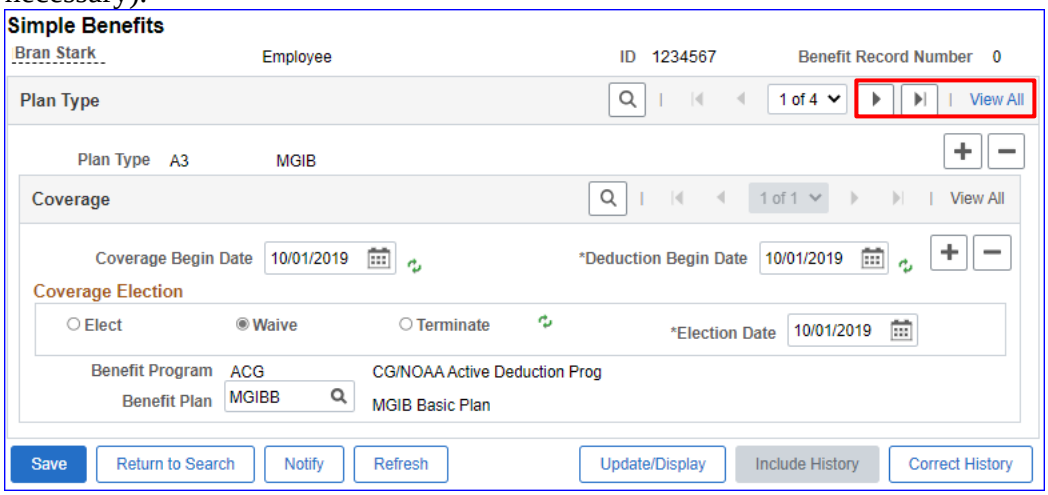
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
3	Enter the member's **Empl ID** and check the **Include History** box. Click **Search**. 
4	The member's Simple Benefits page will display. If the member has received a bonus, it will be displayed here. Click through the **arrows** or click **View All** (if necessary). 

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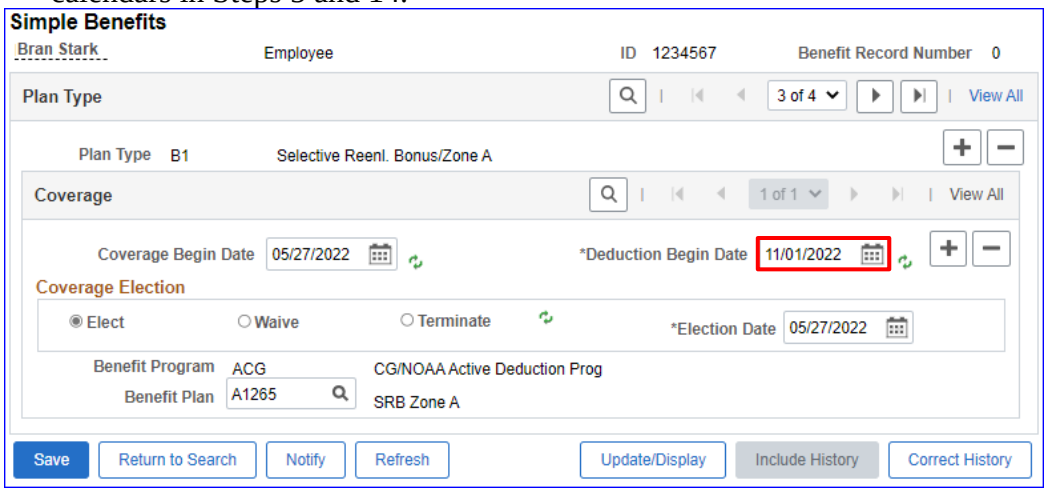
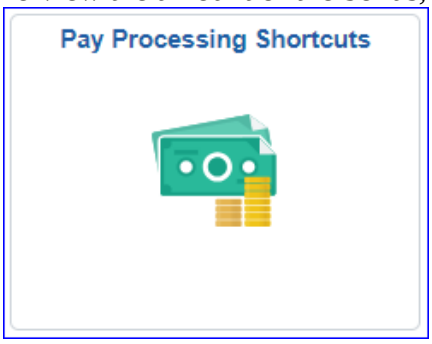
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
5	This is an example of a Select Reenl (Reenlistment), Bonus/Zone A. See Steps 15 - 17 for additional examples of other types of bonuses. • The **Deduction Begin Date** should always be the 1st or 16th of a month. – **This date represents the first day of the pay period that PPC processed the bonus**. For example, a Deduction Begin Date of 11/01/2022 would represent a payment entered on the Mid-Month November 2022 pay calendar. – This date will help locate the correct OTPI and Pay Calculation Results calendars in Steps 5 and 14. 
6	To view the amount of the bonus, click on the **Pay Processing Shortcuts** Tile. 

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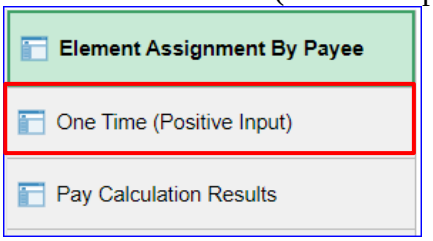
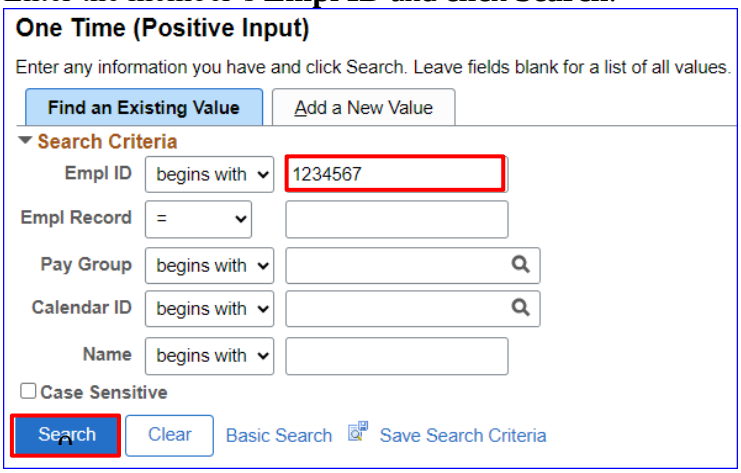
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
7	Select the One Time (Positive Input) option. 
8	Enter the member's **Empl ID** and click **Search**. 
9	Click on the appropriate **Calendar ID** to view the OTPI (the Deduction Begin Date identified in Step 4 will help identify the appropriate Calendar ID).

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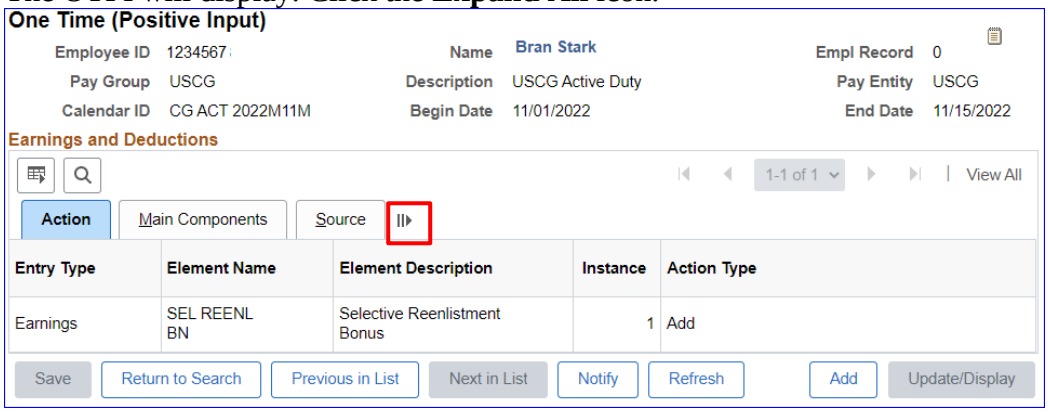
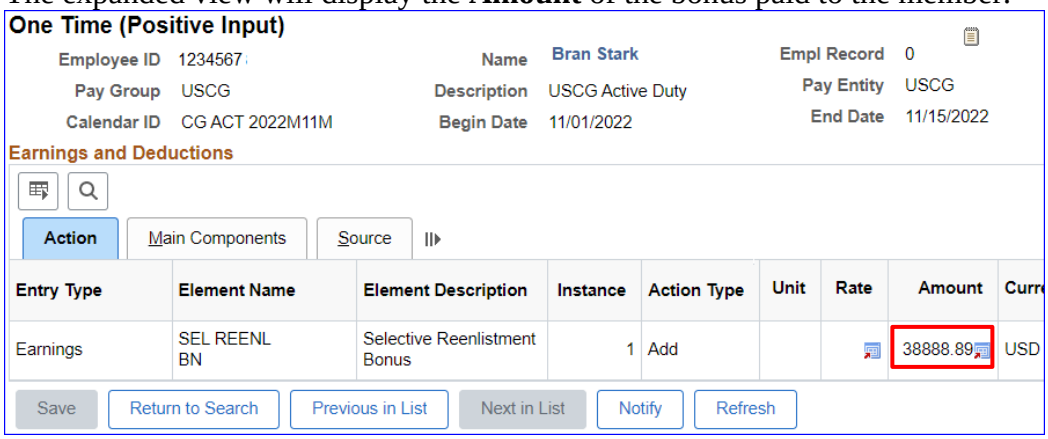
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
10	The OTPI will display. Click the **Expand All** icon. 
11	The expanded view will display the **Amount** of the bonus paid to the member. 

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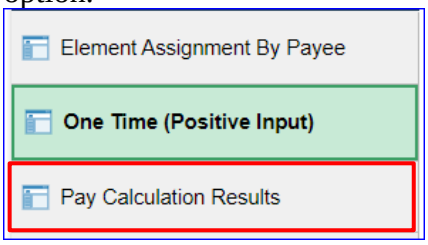
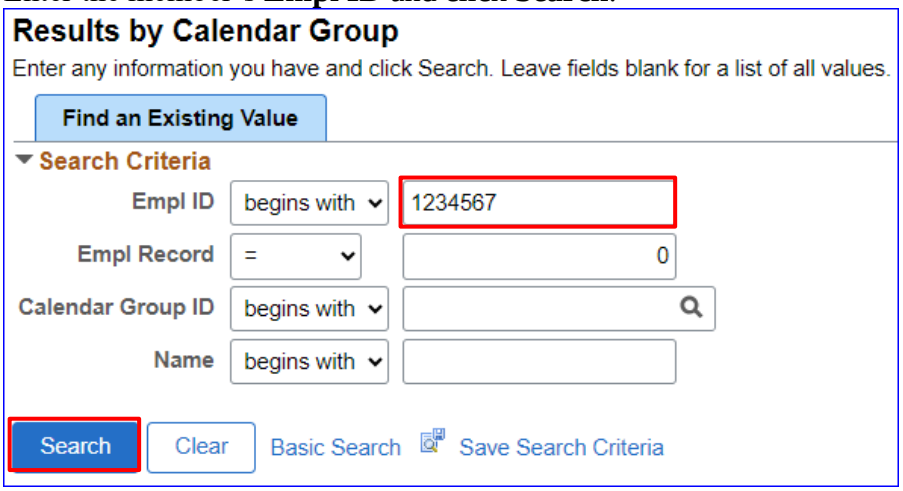
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
12	To verify the bonus paid out to the member, select the **Pay Calculation Results** option. 
13	Enter the member's **Empl ID** and click **Search**. 
14	Select the appropriate Calendar ID 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 November 2022 pay calendar.

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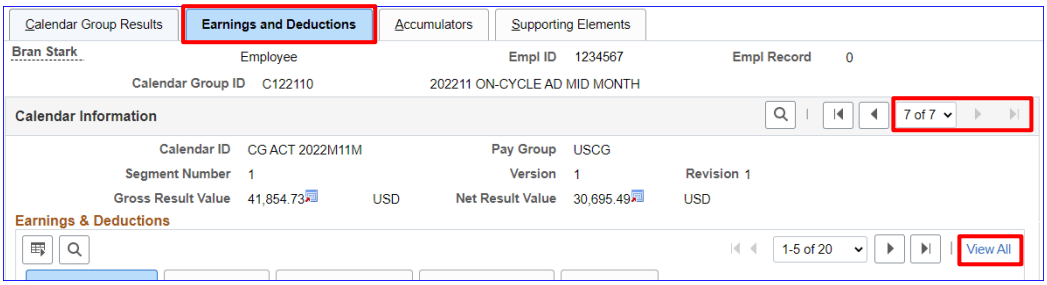
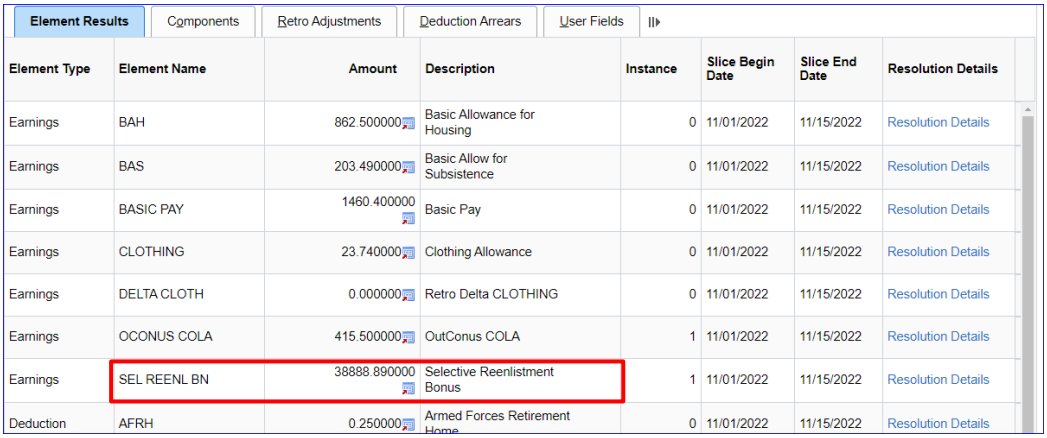
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
15	Select the **Earnings and Deductions** tab, scroll to the most recent **Calendar Information** and then select **View All**. 
16	Scroll through the list and locate the bonus **Element Name/Description** identified on the OTPI (Step 8). In this example, the bonus is listed with the Element Name SEL REENL BN. 

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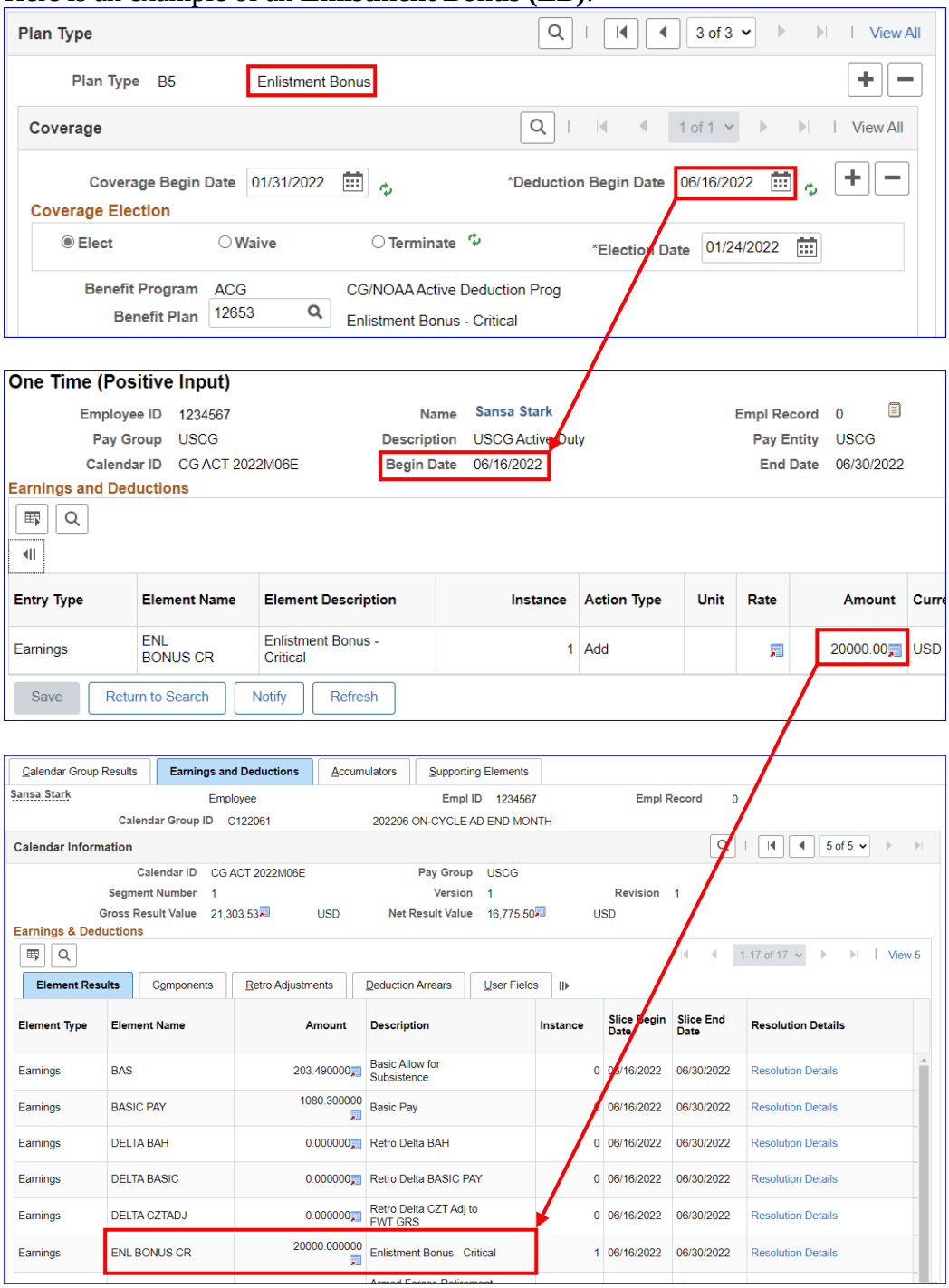
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
17	Here is an example of an **Enlistment Bonus (EB)**:



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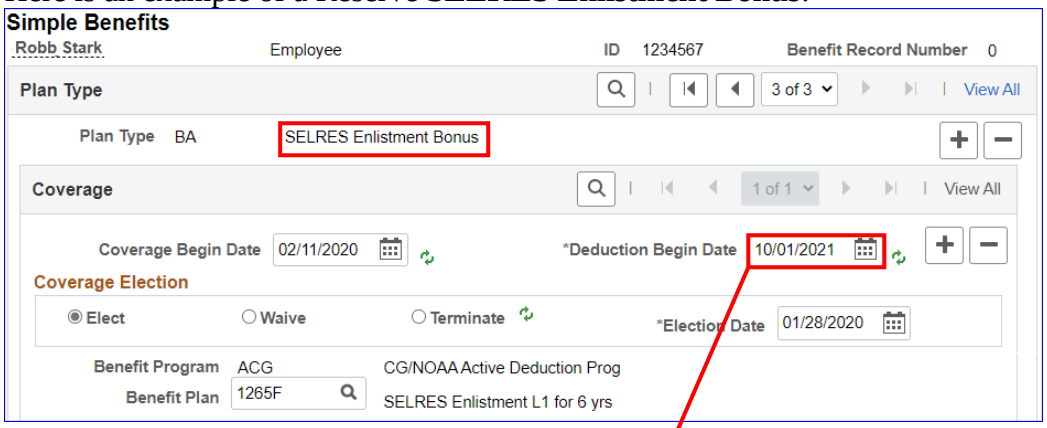
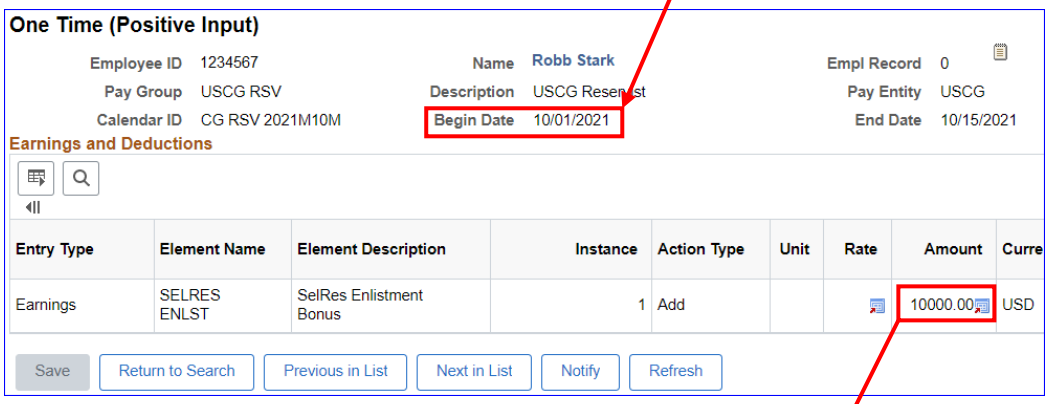
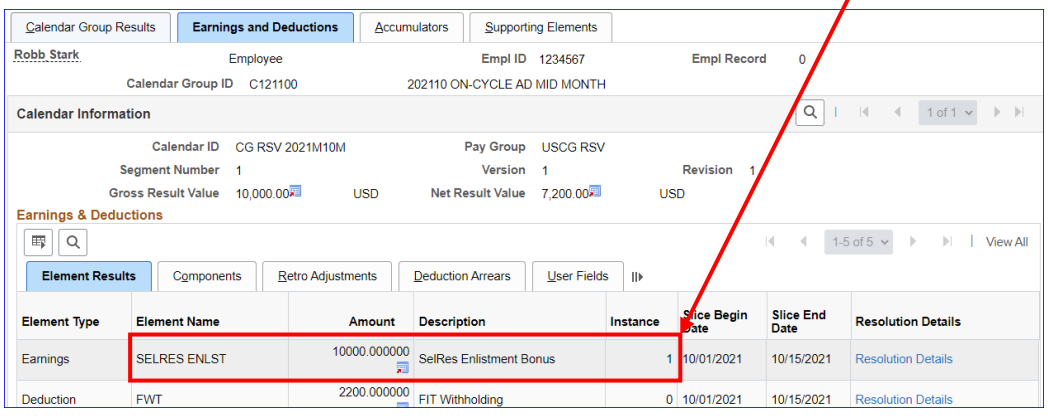
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
18	Here is an example of a Reserve **SELRES Enlistment Bonus**:







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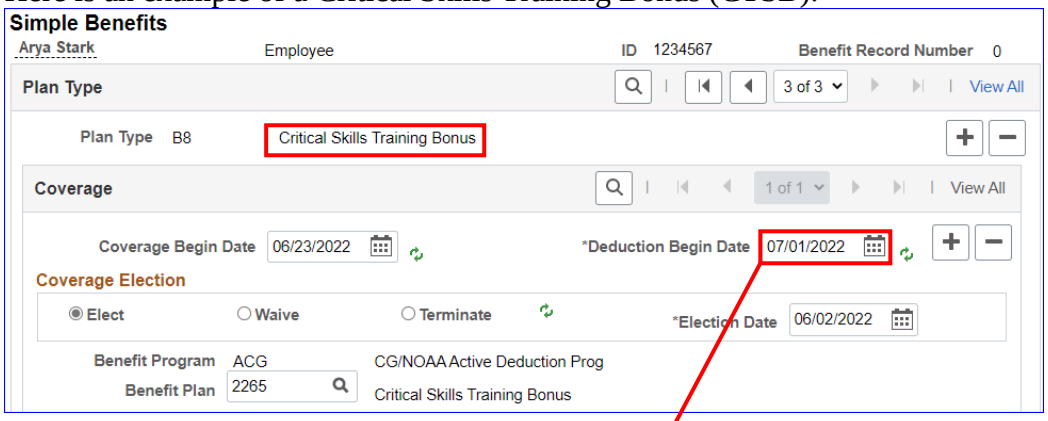
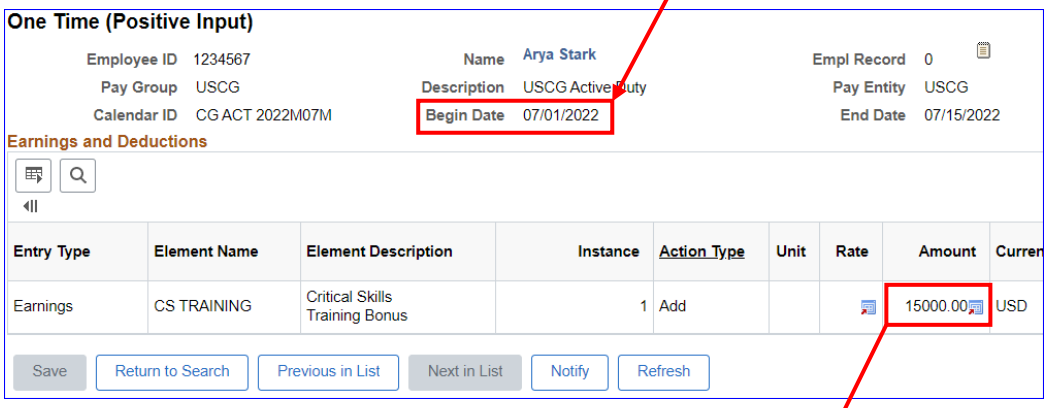
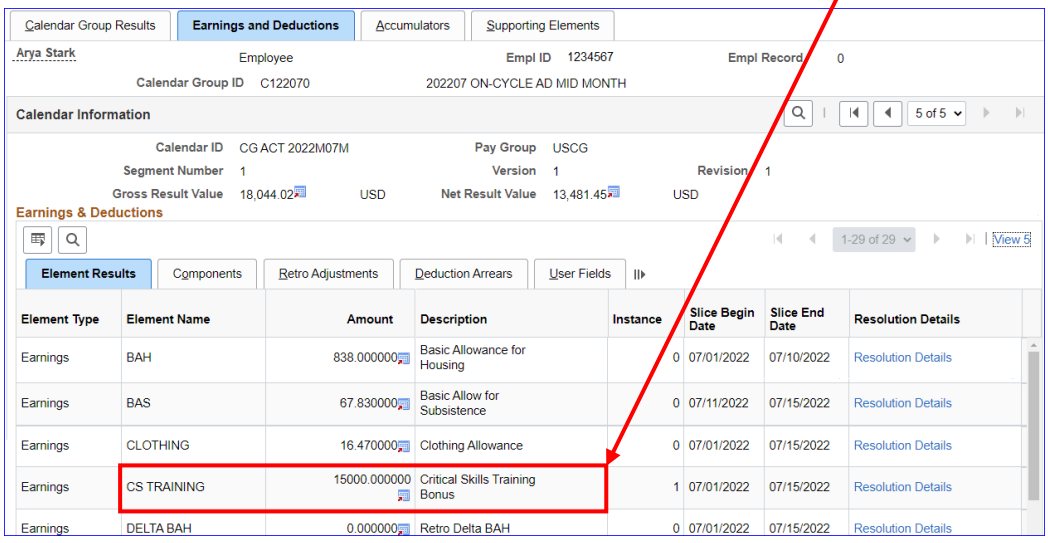
Bonuses - Viewing, Continued

Procedures, continued

Step	Action
19	Here is an example of a Critical Skills Training Bonus (CTSB):