

Starting Assignment Pay

Introduction This guide provides procedures for starting Assignment Pay (AP) for members in Direct Access (DA).

References

- (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (b) Coast Guard Special Duty Pay (SDP), COMDTINST 1430.1 (series)
- (c) Assignment and Special Duty Pays, DoDI 1340.26
- (d) ALCOAST 478/22 – DEC 2022 Update 1 – FY23 Special Duty Pay (SDP) and Assignment Pay (AP)

Important Information In the event that retroactive AP is required, SPOs **MUST** include any applicable source documentation when submitting a PPC Trouble Ticket.

Known Issue for Reserves **For IDT drills, DO NOT** enter SDP/AP via the payroll requests action request: but instead, the appropriate selection for SDP/AP must be made when scheduling the IDT drill itself.

Auditing Standards Chapter 11.A of the 3PM outlines the standard business process for submitting and validating pay transactions entered by P&As. 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)

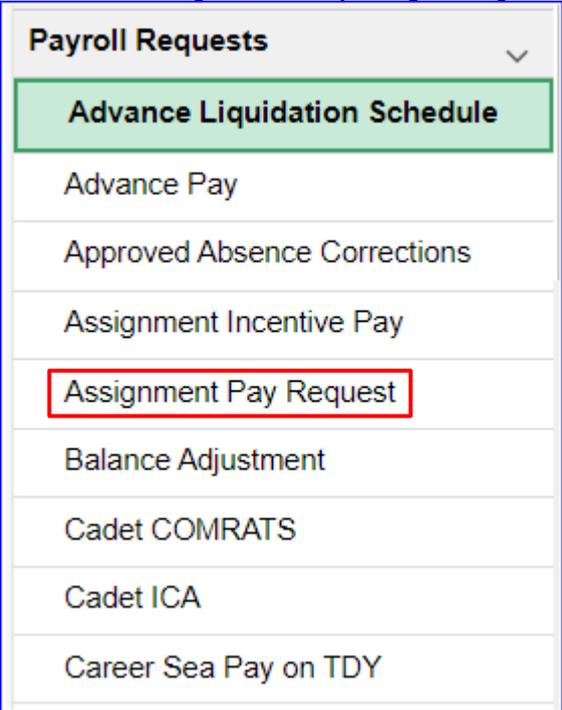
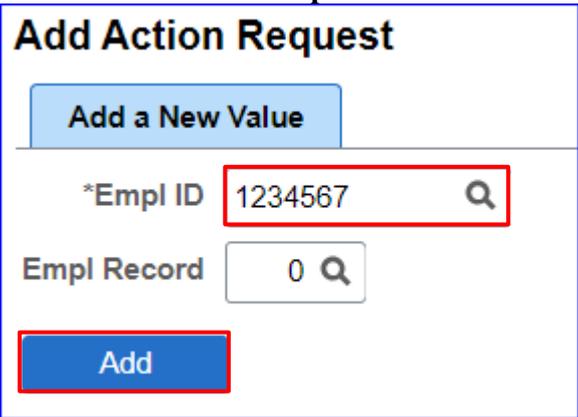
Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 

Continued on next page

Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
2	<p>Select the Assignment Pay Request option.</p>  <p>The screenshot shows a dropdown menu titled "Payroll Requests" with a downward arrow. The menu items are: "Advance Liquidation Schedule" (highlighted with a green box), "Advance Pay", "Approved Absence Corrections", "Assignment Incentive Pay", "Assignment Pay Request" (highlighted with a red box), "Balance Adjustment", "Cadet COMRATS", "Cadet ICA", and "Career Sea Pay on TDY".</p>
3	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". It includes a blue button "Add a New Value". Below it is a search field for "*Empl ID" containing the value "1234567" with a magnifying glass icon. Below that is a search field for "Empl Record" containing the value "0" with a magnifying glass icon. At the bottom is a blue button "Add" highlighted with a red box.</p>

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
4	<p>The Assignment Pay Action Request will display.</p> <div data-bbox="328 495 1366 1335" style="border: 1px solid black; padding: 10px;"> <p>Action Request</p> <p>Submit Assignment Pay</p> <p>Magoo,Quincy</p> <p>Requesting Assignment Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</p> <p>Request Details</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Type: <input type="text" value=""/> Q</p> <p>Begin Date: <input type="text" value=""/> </p> <p>End Date: <input type="text" value=""/> </p> </div> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>AssignPay Type:</p> <p>AssignPay Category:</p> <p>AssignPay Mthly RT:</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
5	<p>Complete the following fields in the Request Details Section:</p> <ul style="list-style-type: none"> • Type – using the lookup, select the appropriate AP. • Begin Date – enter the date the member became eligible for AP (see Note 1) • End date – this may be left blank. If the AP is a temporary entitlement, enter an end date (see Note 2) <p>Click Get Details.</p> <p>NOTE 1: Do NOT enter a begin date prior to 10/1/2019. Assignment Pay became effective 10/1/2019. Any Retro requests to pay SDAP (Special Duty Assignment Pay) MUST be submitted through a customer service trouble ticket.</p> <p>NOTE 2: For Reserve members on long term active duty orders, leave the End Date blank. AP will stop automatically upon RELAD.</p> <div data-bbox="327 936 1369 1733" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Assignment Pay</p> <p>Crunch, Horatio Magellan</p> <p>Requesting Assignment Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</p> <p>Request Details</p> <p>Type: <input type="text" value="REC-CC"/> <input type="button" value="Q"/></p> <p>Begin Date: <input type="text" value="11/01/2023"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>AssignPay Type: AssignPay Category: AssignPay Mthly RT:</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action		
6	Here is the list of available Assignment Pay types.		
	Assignment Pay Type	Description	Assignment Pay Category
	CGISPSD	CGIS PROTECTIVE SERVICE AGENT (PSA)	LVL3
	CGISPSD2	CGIS PROTECTIVE SERVICE DETAIL AGENT (AIC)/ASST AGT CHARGE (AAIC)	LVL2
	CINTLA	CG COUNTERINTELLIGENCE (CGCIS) AGENTS	LVL1
	CMC-MC	CSEL-MCPOCG	LVL6
	CMCLV2	CSEL-CMC/CSC SEC/BASE/CGRC/TRCN/SMTG/PATFORSWA/PSU/ALC/SFLC/MFPU	LVL3
	CMCLV3	CSEL-CMC DISTRICTS/FORCECOM/DOL/PSC/JIATF-S/USCGA/CGCYBER/HQ-BNCR	LVL4
	CMCLV4	CSEL-MCPOCG-D/MCPO-CGR/DCMS/DCO/PAC/LANT	LVL5
	CONGSEL	SENIOR ENLISTED CONGRESSIONAL AFFAIRS (POS 00001599, 00035055)	LVL3
	D17	D17 AIDS TO NAVIGATION TEAM	LVL2
	DETACH	DEFENSE ATTACHE SERVICE SUPPORT STAFF (OFFICER)	LVL3
	EPOAFL	ENGINEERING PETTY OFFICER (EPO) AFLOAT	LVL2
	EPOASH	ENGINEERING PETTY OFFICER (EPO) ASHORE	LVL2
	HONOR1	CEREMONIAL HONOR GUARD MEMBERS	LVL2
	HONORNR	CEREMONIAL HONOR GUARD MEMBERS (NON-RATES)	LVL1
	MSDLT	OCONUS MSD SUPERVISOR LT POSITIONS (00002158, 00025172)	LVL2
	MSSE4CIO	CONUS MSSE4 INVESTIGATING OFFICER (IO) POSITIONS	LVL2
	MSSE4CMI	CONUS MSSE4 MARINE INSPECTOR (MI) POSITIONS	LVL3
	MSSE4OIO	OCONUS MSSE4 INVESTIGATING OFFICER (IO) POSITIONS	LVL2
	MSSE4OMI	OCONUS MSSE4 MARINE INSPECTOR (MI) POSITIONS	LVL3
	OCSCC	OFFICER CANDIDATE SCHOOL (OCS) COMPANY CHIEF	LVL1
	OCSCHF	ACADEMY COMPANY CHIEF	LVL2
	OICAFI	OFFICER-IN-CHARGE (OIC) AFLOAT	LVL5
	OICASH	OFFICER-IN-CHARGE (OIC) ASHORE	LVL5
	PREEOC	WHITE HOUSE PRESIDENT EOC (ENLISTED)	LVL3
	PRGRVR	CG-821 PROGRAM REVIEWER (POSITION 00031448) (ENLISTED)	LVL4
	REC-BAND	TRACEN CAPE MAY BANDMASTER (POS 00012183)	LVL5
	REC-CC	TRACEN CAPE MAY RECRUIT COMPANY COMMANDER	LVL5
	RFMC	RATING FORCE MASTER CHIEF (RFMC)	LVL3
	SAUDI	KINGDOM OF SAUDI ARABIA/MIPFTAG	LVL2
	SPCINT	CG COUNTERINTELLIGENCE SERVICE(CGICIS) SPECIAL INTEL(POS 19363812)	LVL3
	SPECAG	CGIS SPECIAL AGENT (ENLISTED)	LVL3
	WHOCM4	WHITE HOUSE SITUATION ROOM TEAM MEMBER (ENLISTED)	LVL3
	XPOAFL	EXECUTIVE PETTY OFFICER (XPO) AFLOAT	LVL2
	XPOASH	EXECUTIVE PETTY OFFICER (XPO) ASHORE	LVL2
	ZNOACO	**NOAA** SHIP COMMANDING OFFICERS	LVL2

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
7	<p>The Request Information section will populate with the AP Type, AP Category, and Monthly Rate.</p> <div data-bbox="327 555 1369 1361" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Assignment Pay</p> <p><u>Crunch, Horatio Magellan</u></p> <p>Requesting Assignment Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</p> <p>Request Details</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Type: <input style="width: 150px;" type="text" value="REC-CC"/> </p> <p>Begin Date: <input style="width: 80px;" type="text" value="11/01/2023"/> </p> <p>End Date: <input style="width: 80px;" type="text"/> </p> </div> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <div style="border: 2px solid red; padding: 5px;"> <p>AssignPay Type: TRACEN CAPE MAY RECRUIT COMPAN</p> <p>AssignPay Category: LVL5</p> <p>AssignPay Mthly RT: \$375</p> </div> <p>Comment: <input style="width: 400px; height: 20px;" type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Starting Assignment Pay, Continued

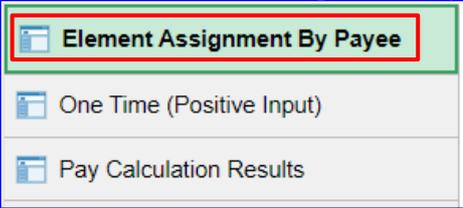
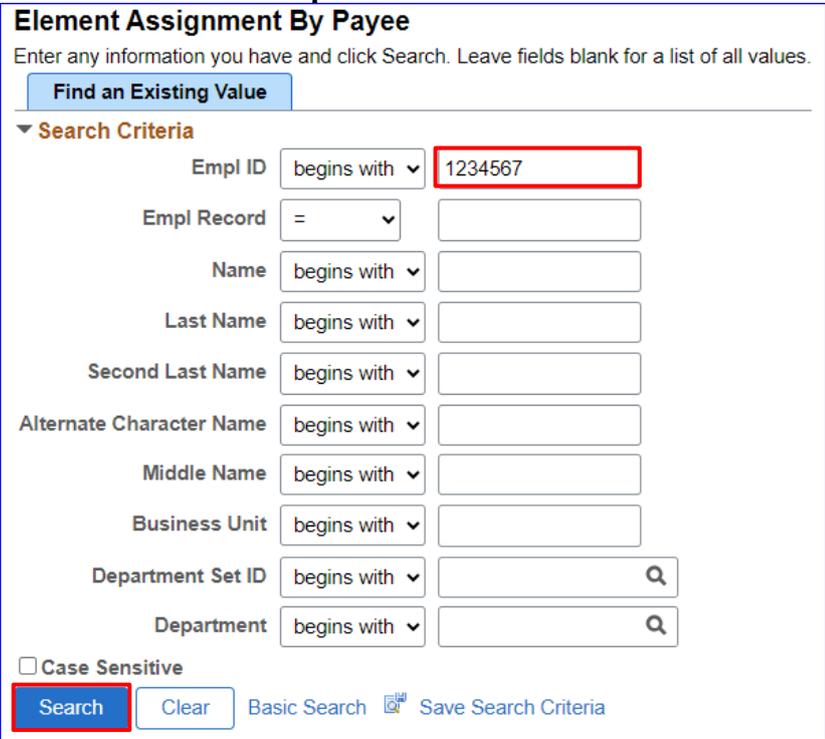
Procedures,
continued

Step	Action
8	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="327 488 1366 1256"> <p>Action Request</p> <p>Submit Assignment Pay</p> <p>Crunch, Horatio Magellan</p> <p>Requesting Assignment Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</p> <p>Request Details</p> <p>Type: REC-CC</p> <p>Begin Date: 11/01/2023</p> <p>End Date:</p> <p>Get Details</p> <p>Request Information</p> <p>AssignPay Type: TRACEN CAPE MAY RECRUIT COMPAN</p> <p>AssignPay Category: LVL5</p> <p>AssignPay Mthly RT: \$375</p> <p>Comment: Member met eligibility requirements and assumed the duties of Recruit Company Commander on 11/01/2023.</p> <p>Submit Resubmit Withdraw</p> </div>
9	<p>The Request Status will update to Pending.</p> <div data-bbox="327 1323 1366 1675"> <p>Assignment Pay</p> <p>Request Status Pending View/Hide Comments</p> <p>Approvers</p> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> <p>Comments</p> <p>Horatio Magellan Crunch at 11/08/23 - 9:21 AM</p> <p>Member met eligibility requirements and assumed the duties of Recruit Company Commander on 11/01/2023.</p> </div>

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
10	<p>Once the request has been approved it can be viewed in the member's EABPs. Click on the Pay Processing Shortcuts tile.</p> 
11	<p>Select the Element Assignment By Payee option.</p> 
12	<p>Enter the member's Empl ID and click Search.</p> 

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action																																																																																																																
13	<p>A list of the member’s EABPs will display. Assignment Pay is generally located towards the bottom of the list. To view the details of the Assignment Pay element click ASSIGN PAY.</p> <div data-bbox="325 589 1369 1576" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Horatio Crunch ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria</p> <p>Clear</p> <p>Assignments</p> <p>1-19 of 19</p> <p>Elements Recipient</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>FDHDIP</td> <td>Flight Deck Hazardous Duty Pay</td> <td>999</td> <td>01/01/2019</td> <td>01/31/2019</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>FDHDIP</td> <td>Flight Deck Hazardous Duty Pay</td> <td>999</td> <td>02/01/2019</td> <td>02/28/2019</td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> <tr> <td>FDHDIP</td> <td>Flight Deck Hazardous Duty Pay</td> <td>999</td> <td>04/01/2019</td> <td>04/30/2019</td> <td><input checked="" type="checkbox"/></td> <td>5</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>01/17/2018</td> <td>01/17/2018</td> <td><input type="checkbox"/></td> <td>1</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>01/18/2018</td> <td>08/01/2018</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>08/14/2018</td> <td>12/05/2018</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>12/27/2018</td> <td>05/16/2019</td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>05/19/2019</td> <td>08/08/2019</td> <td><input checked="" type="checkbox"/></td> <td>5</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2018</td> <td>09/15/2018</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>11/01/2018</td> <td>11/15/2018</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>05/01/2019</td> <td>05/15/2019</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>CGEXCHANGE</td> <td>CG Exchange</td> <td>999</td> <td>01/01/2018</td> <td>02/28/2018</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>SP DUTY PAY</td> <td>Special Duty Pay</td> <td>999</td> <td>10/01/2020</td> <td>06/12/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>ASSIGN PAY</td> <td>Assignment Pay</td> <td>999</td> <td>11/01/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>OAS EE PBCK</td> <td>Payback OASDI EE Deferral Amt</td> <td>999</td> <td>01/01/2021</td> <td>12/15/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table> <p>Add New Assignment Deduction Recipients</p> <p>Save Return to Search Notify Refresh</p> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	FDHDIP	Flight Deck Hazardous Duty Pay	999	01/01/2019	01/31/2019	<input checked="" type="checkbox"/>	3	FDHDIP	Flight Deck Hazardous Duty Pay	999	02/01/2019	02/28/2019	<input checked="" type="checkbox"/>	4	FDHDIP	Flight Deck Hazardous Duty Pay	999	04/01/2019	04/30/2019	<input checked="" type="checkbox"/>	5	DMR	Discount Meal Rate	999	01/17/2018	01/17/2018	<input type="checkbox"/>	1	DMR	Discount Meal Rate	999	01/18/2018	08/01/2018	<input checked="" type="checkbox"/>	2	DMR	Discount Meal Rate	999	08/14/2018	12/05/2018	<input checked="" type="checkbox"/>	3	DMR	Discount Meal Rate	999	12/27/2018	05/16/2019	<input checked="" type="checkbox"/>	4	DMR	Discount Meal Rate	999	05/19/2019	08/08/2019	<input checked="" type="checkbox"/>	5	IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/15/2018	<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	11/01/2018	11/15/2018	<input checked="" type="checkbox"/>	2	IN SRVC DEBT	In-Service Debt	999	05/01/2019	05/15/2019	<input checked="" type="checkbox"/>	3	CGEXCHANGE	CG Exchange	999	01/01/2018	02/28/2018	<input checked="" type="checkbox"/>	1	SP DUTY PAY	Special Duty Pay	999	10/01/2020	06/12/2021	<input checked="" type="checkbox"/>	1	ASSIGN PAY	Assignment Pay	999	11/01/2023		<input checked="" type="checkbox"/>	1	OAS EE PBCK	Payback OASDI EE Deferral Amt	999	01/01/2021	12/15/2021	<input checked="" type="checkbox"/>	1
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Procedures,
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Step	Action																																			
14	<p>The Element Details should match the details noted in Step 5.</p> <div data-bbox="327 517 1369 1227" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Element Assignment By Payee ×</p> <hr/> <p>Element Detail</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee ID 1234567</td> <td style="width: 33%;">Empl Record 0</td> <td style="width: 33%;">Name <u>Horatio Crunch</u></td> </tr> <tr> <td>Element Name ASSIGN PAY</td> <td>Assignment Pay</td> <td>Instance 1 </td> </tr> </table> <p>Assignment Process Detail</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> Assignment Is Active</td> <td>Currency Code USD US Dollar</td> <td>End Date</td> </tr> <tr> <td>Process Order 999</td> <td>Begin Date 11/01/2023</td> <td>Previous End Date</td> </tr> <tr> <td><input type="checkbox"/> Allow Batch Update of End Date</td> <td></td> <td>Updated in Payroll Run</td> </tr> </table> <p>Calculation Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Calculation Rule</td> <td>Amount</td> </tr> <tr> <td>Amount</td> <td></td> </tr> <tr> <td>Amount Element</td> <td></td> </tr> <tr> <td>Amount Value</td> <td></td> </tr> </table> <p>ASSIGN PAY Element Overrides</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>*Posn/Specialty Title</td> <td>REC-CC</td> </tr> <tr> <td>*CATEGORY</td> <td>Level 5</td> </tr> </table> <p>Additional Overrides</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Frequency Option</td> <td>Use Element Frequency</td> </tr> <tr> <td>Frequency</td> <td></td> </tr> <tr> <td>Generation Option</td> <td>Use Element Generation Control</td> </tr> <tr> <td>Generation Control</td> <td></td> </tr> </table> <p style="margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>	Employee ID 1234567	Empl Record 0	Name <u>Horatio Crunch</u>	Element Name ASSIGN PAY	Assignment Pay	Instance 1	<input checked="" type="checkbox"/> Assignment Is Active	Currency Code USD US Dollar	End Date	Process Order 999	Begin Date 11/01/2023	Previous End Date	<input type="checkbox"/> Allow Batch Update of End Date		Updated in Payroll Run	Calculation Rule	Amount	Amount		Amount Element		Amount Value		*Posn/Specialty Title	REC-CC	*CATEGORY	Level 5	Frequency Option	Use Element Frequency	Frequency		Generation Option	Use Element Generation Control	Generation Control	
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<input type="checkbox"/> Allow Batch Update of End Date		Updated in Payroll Run																																		
Calculation Rule	Amount																																			
Amount																																				
Amount Element																																				
Amount Value																																				
*Posn/Specialty Title	REC-CC																																			
*CATEGORY	Level 5																																			
Frequency Option	Use Element Frequency																																			
Frequency																																				
Generation Option	Use Element Generation Control																																			
Generation Control																																				