

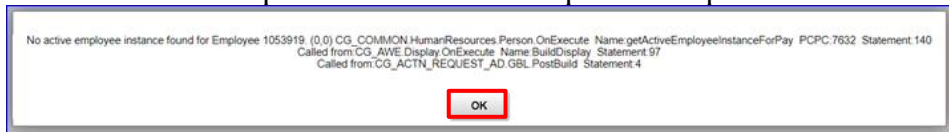
Approving Pay Transactions

Overview

Introduction This guide provides the procedures for approving pay transactions and Pay Correction action requests in Direct Access (DA).

Required User Roles The approver must have the CGHRSUP user role to approve pay transactions and pay corrections in DA.

Important Information If the error message below displays, click **OK**, then click any other menu item and the search parameters or action request will open.



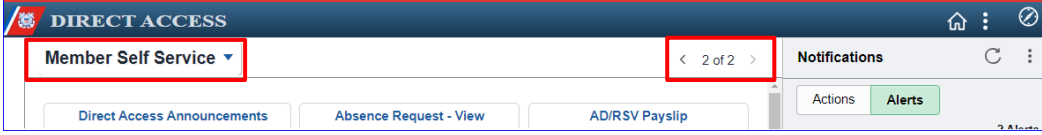
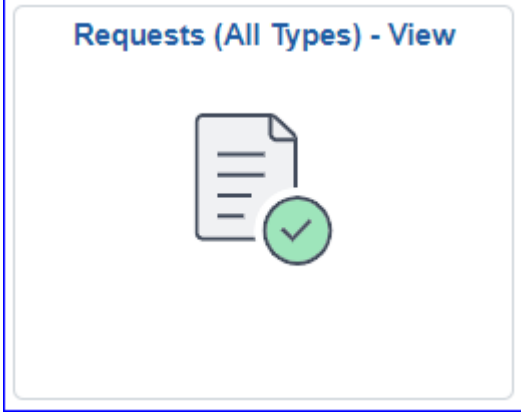
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Approving Pay Transactions

Introduction This section provides the procedures for approving pay transactions in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  <p>The screenshot shows the top navigation bar of the 'DIRECT ACCESS' system. A dropdown menu is open, showing 'Member Self Service' with a downward arrow. To the right of the dropdown, there are navigation arrows labeled '< 2 of 2 >'. Below the navigation bar, there are several tiles: 'Direct Access Announcements', 'Absence Request - View', and 'AD/RSV Payslip'. On the right side, there is a 'Notifications' section with 'Actions' and 'Alerts' buttons.</p>
2	<p>Click on the Requests (All Types) - View tile.</p>  <p>The screenshot shows a single tile titled 'Requests (All Types) - View'. The tile contains an icon of a document with a green checkmark, indicating a request that has been approved or is ready for review.</p>

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Approving Pay Transactions, Continued


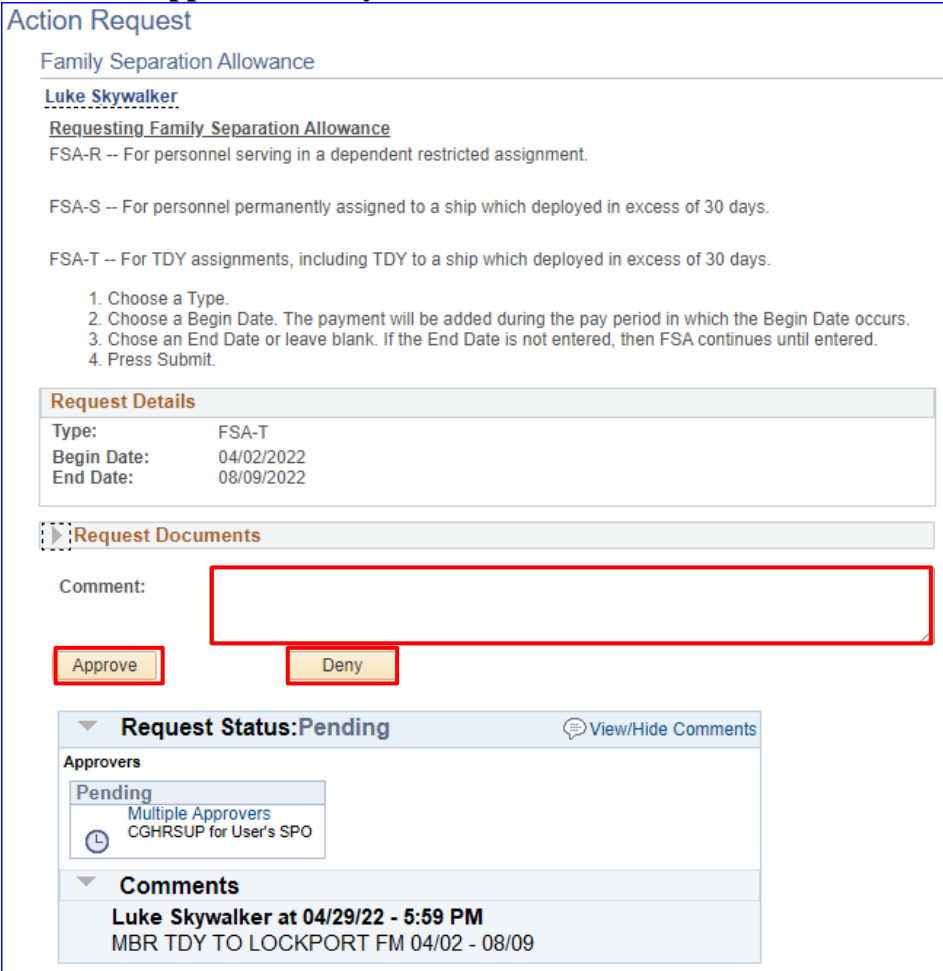
Procedures,
continued

Step	Action
3	<p>The View My Action Requests page will display.</p> <ul style="list-style-type: none"> • Select the Requests I am Approver For radio button. • Transaction Name – leave as All Transactions, or using the drop-down, select the type of transaction to be approved (only those transactions will display in the Search Results). • Transaction Status – leave as Pending. <p>Click Populate Grid.</p> <p>NOTE: To narrow the search results even further, a Submission From Date and/or a Submission To Date may be entered.</p> <div data-bbox="327 817 1374 1451" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Leia Organa Solo</u></p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>

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Approving Pay Transactions, Continued

Procedures,
continued

Step	Action																																																																		
4	<p>Any transactions matching the criteria entered in Step 2 will populate. Click Approve/Deny for the transaction to be reviewed.</p> <p>NOTE: Transactions may be sorted by clicking the Submission Date or Drill Date for easier tracking (Date format = YYYY/MM/DD).</p>  <table border="1" data-bbox="327 622 1366 763"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Family Separation Allowance</td> <td>Pending</td> <td>Luke Skywalker</td> <td>Skywalker</td> <td>1234567</td> <td>048812</td> <td>Ahsoka Tano</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Career Sea Pay Premium</td> <td>Pending</td> <td>Lando Calrissian</td> <td>Calrissian</td> <td>1852746</td> <td>000780</td> <td>Master Yoda</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>COLA Approval</td> <td>Pending</td> <td>Boba Fett</td> <td>Fett</td> <td>2111234</td> <td>044682</td> <td>Ahsoka Tano</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Career Sea Pay Premium</td> <td>Pending</td> <td>Darth Vader</td> <td>Vader</td> <td>2123456</td> <td>000780</td> <td>Count Dooku</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Family Separation Allowance</td> <td>Pending</td> <td>Wedge Antilles</td> <td>Antilles</td> <td>9516237</td> <td>048812</td> <td>Master Yoda</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	Family Separation Allowance	Pending	Luke Skywalker	Skywalker	1234567	048812	Ahsoka Tano	Leia Organa Solo	2022/04/29		Approve/Deny	Career Sea Pay Premium	Pending	Lando Calrissian	Calrissian	1852746	000780	Master Yoda	Leia Organa Solo	2022/04/29		Approve/Deny	COLA Approval	Pending	Boba Fett	Fett	2111234	044682	Ahsoka Tano	Leia Organa Solo	2022/04/29		Approve/Deny	Career Sea Pay Premium	Pending	Darth Vader	Vader	2123456	000780	Count Dooku	Leia Organa Solo	2022/04/29		Approve/Deny	Family Separation Allowance	Pending	Wedge Antilles	Antilles	9516237	048812	Master Yoda	Leia Organa Solo	2022/04/29		Approve/Deny
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5	<p>The selected transaction will open in a new window. Review the transaction for accuracy. Enter any comments as appropriate (required if denying the request). Then click Approve or Deny.</p>  <p>Action Request</p> <p><u>Family Separation Allowance</u></p> <p><u>Luke Skywalker</u></p> <p><u>Requesting Family Separation Allowance</u></p> <p>FSA-R -- For personnel serving in a dependent restricted assignment.</p> <p>FSA-S -- For personnel permanently assigned to a ship which deployed in excess of 30 days.</p> <p>FSA-T -- For TDY assignments, including TDY to a ship which deployed in excess of 30 days.</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 FSA continues until entered. 4. Press Submit. <p>Request Details</p> <p>Type: FSA-T Begin Date: 04/02/2022 End Date: 08/09/2022</p> <p>Request Documents</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <p>Pending Multiple Approvers CGHRSUP for User's SPO</p> <p>Comments</p> <p>Luke Skywalker at 04/29/22 - 5:59 PM MBR TDY TO LOCKPORT FM 04/02 - 08/09</p>																																																																		

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Approving Pay Transactions, Continued

Procedures,
continued

Step	Action								
6	<p>If approved, the Request Status will update to Approved:</p> <div data-bbox="327 474 1366 1503" style="border: 1px solid black; padding: 5px;"> <p>Family Separation Allowance</p> <p><u>Luke Skywalker</u></p> <p><u>Requesting Family Separation Allowance</u></p> <p>FSA-R -- For personnel serving in a dependent restricted assignment.</p> <p>FSA-S -- For personnel permanently assigned to a ship which deployed in excess of 30 days.</p> <p>FSA-T -- For TDY assignments, including TDY to a ship which deployed in excess of 30 days.</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 FSA continues until entered. 4. Press Submit. <table border="1" data-bbox="338 840 1355 999"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>FSA-T</td> </tr> <tr> <td>Begin Date:</td> <td>04/02/2022</td> </tr> <tr> <td>End Date:</td> <td>08/09/2022</td> </tr> </tbody> </table> <p>▶ Request Documents</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <div data-bbox="355 1205 1174 1496" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status Approved View/Hide Comments</p> <p>Approvers</p> <div data-bbox="371 1283 667 1375" style="border: 1px solid #ccc; padding: 2px;"> <p style="background-color: #e6ffe6; display: inline-block; padding: 2px;">Approved</p> <p style="font-size: small; margin: 0;">Leia Organa Solo CGHRSUP for User's SPO 05/06/22 - 10:57 AM</p> </div> <p>Comments</p> <div data-bbox="416 1429 911 1485" style="border: 1px solid #ccc; padding: 2px;"> <p>Luke Skywalker at 04/29/22 - 5:59 PM MBR TDY TO LOCKPORT FM 04/02 - 08/09</p> </div> </div> </div> <p>If denied, the Request Status will update to Denied.</p> <div data-bbox="327 1579 1187 1928" style="border: 1px solid black; padding: 5px;"> <p>SPO Approver</p> <div data-bbox="389 1632 1174 1912" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status Denied View/Hide Comments</p> <p>Approvers</p> <div data-bbox="405 1711 687 1803" style="border: 1px solid #ccc; padding: 2px;"> <p style="background-color: #ffe6e6; display: inline-block; padding: 2px;">Denied</p> <p style="font-size: small; margin: 0;">Leia Organa Solo CGHRSUP for User's SPO 05/06/22 - 10:58 AM</p> </div> <p>Comments</p> <div data-bbox="450 1848 1046 1904" style="border: 1px solid #ccc; padding: 2px;"> <p>Leia Organa Solo at 05/06/22 - 10:58 AM Comments are required when denying an action request.</p> </div> </div> </div>	Request Details		Type:	FSA-T	Begin Date:	04/02/2022	End Date:	08/09/2022
Request Details									
Type:	FSA-T								
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End Date:	08/09/2022								

Approving Pay Correction Action Requests

Introduction This guide provides the procedures for approving Pay Correction Action Requests in Direct Access (DA).

Pay Correction The Pay Correction Action Request is used to update or correct previously entered Pay Action Requests:

• Assignment Pay	• Assignment Incentive Pay
• BAS II	• Board Certified Pay
• Career Sea Pay	• Career Sea Pay Premium
• COLA Unique	• Crew Flight Pay
• Discount Meal Rate (CGSMR) (See Stopping CGSMR)	• Discount Meal Rate Refund (RMM)
• Diving Duty Pay	• Flight Deck Hazardous Duty Pay
• Family Separation Allowance	• Foreign Language Proficiency Pay
• Hardship Duty Pay - Location	• HDIP (Visit Board Search & Seizure)
• Hostile Fire/Imminent Danger Pay	• Health Profession Incentive Pay
• Health Profession Board Cert IP	• HDIP (High Pressure Chamber)
• Meal Allowance for Cadets	• Non-Crew Flight Pay
• Optometrist / Veterinarian Pay	• Special Duty Pay
• Variable Special Pay	

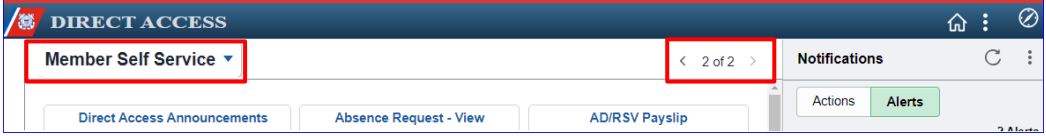
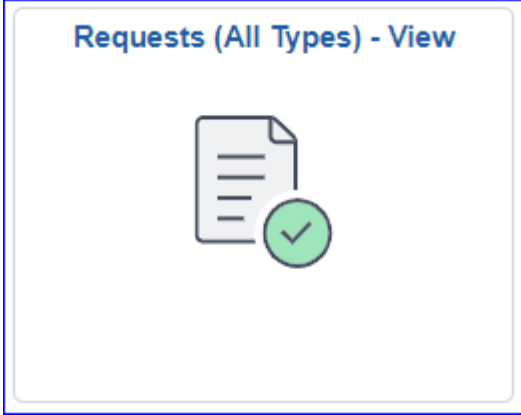
Stopping Coast Guard Standard Meal Rate (CGSMR) For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but **CGSMR MUST BE MANUALLY STOPPED:**

- The day prior to a Reservist departing an EUM/ESM unit.
- The day prior to a galley closure at an EUM/ESM unit (see [SMR Batch Process](#) user guide for stopping/starting SMR for multiple members).
- The day prior to departure on terminal leave, with no intention of returning to the unit.
- The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.
- During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel).
- During Inclusive dates of leave.
- During Inclusive dates of hospitalization.

Continued on next page

Approving Pay Correction Action Requests, Continued

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 

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Approving Pay Correction Action Requests, Continued

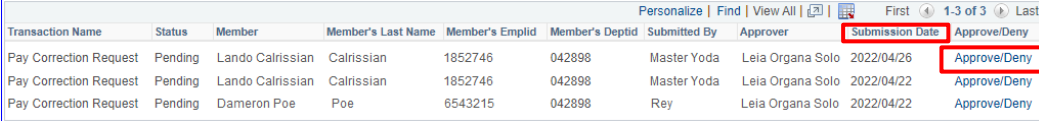
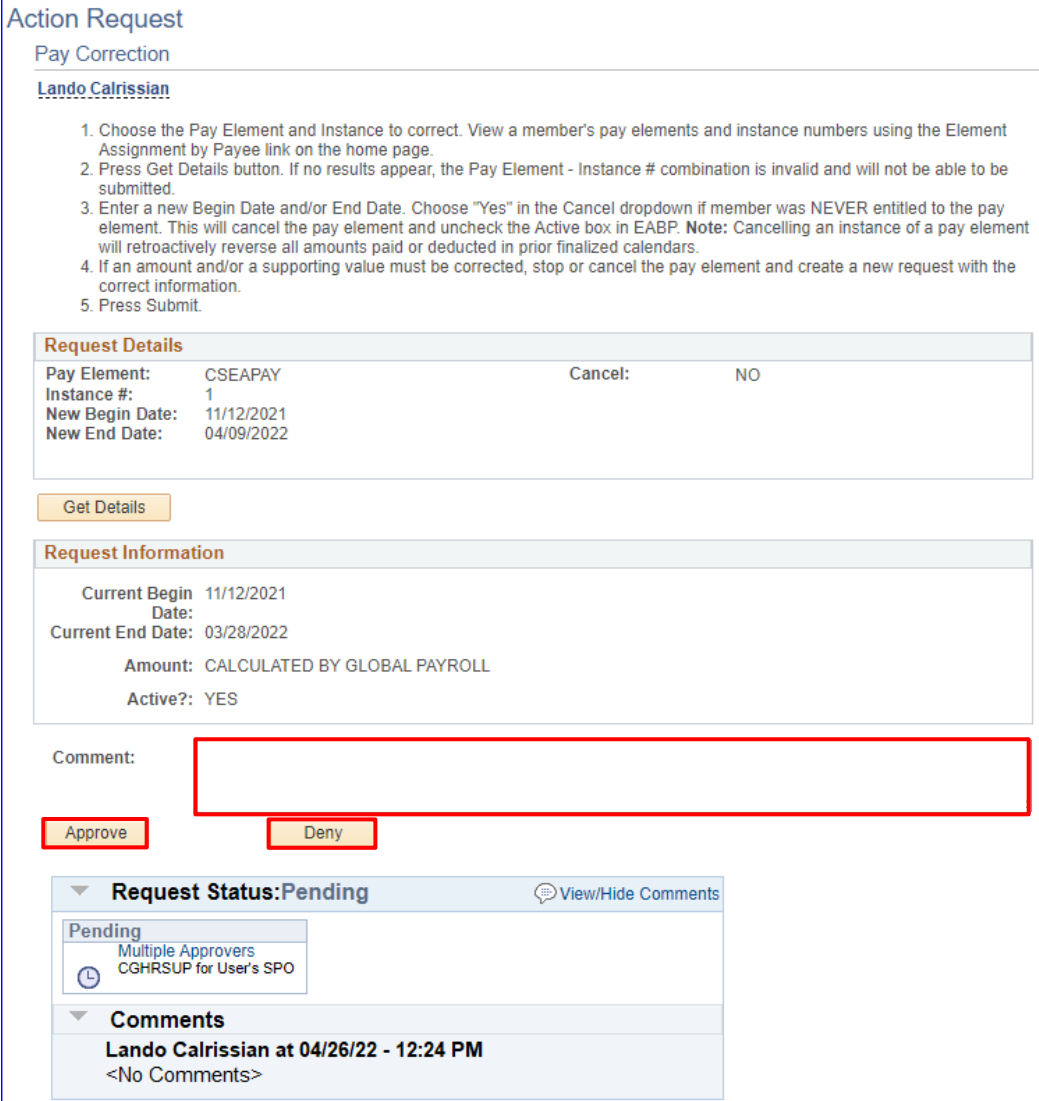
Procedures,
continued

Step	Action
3	<p>The View My Action Requests page will display.</p> <ul style="list-style-type: none"> • Select the Requests I am Approver For radio button. • Transaction Name – leave as All Transactions, or using the drop-down, select the Pay Correction (only Pay Correction Action Requests will display in the Search Results). • Transaction Status – leave as Pending. <p>Click Populate Grid.</p> <p>NOTE: To narrow the search results even further, a Submission From Date and/or a Submission To Date may be entered.</p> <div data-bbox="327 815 1380 1444" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Leia Organa Solo</u></p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="Pay Correction"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>

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Approving Pay Correction Action Requests, Continued

Procedures,
continued

Step	Action																																								
4	<p>Any transactions matching the criteria entered in Step 2 will populate. Click Approve/Deny for the pay action request to be reviewed.</p> <p>NOTE: Transactions may be sorted by clicking the Submission Date or Drill Date for easier tracking (Date format = YYYY/MM/DD).</p>  <table border="1" data-bbox="327 593 1369 712"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Pay Correction Request</td> <td>Pending</td> <td>Lando Calrissian</td> <td>Calrissian</td> <td>1852746</td> <td>042898</td> <td>Master Yoda</td> <td>Leia Organa Solo</td> <td>2022/04/26</td> <td>Approve/Deny</td> </tr> <tr> <td>Pay Correction Request</td> <td>Pending</td> <td>Lando Calrissian</td> <td>Calrissian</td> <td>1852746</td> <td>042898</td> <td>Master Yoda</td> <td>Leia Organa Solo</td> <td>2022/04/22</td> <td>Approve/Deny</td> </tr> <tr> <td>Pay Correction Request</td> <td>Pending</td> <td>Dameron Poe</td> <td>Poe</td> <td>6543215</td> <td>042898</td> <td>Rey</td> <td>Leia Organa Solo</td> <td>2022/04/22</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Pay Correction Request	Pending	Lando Calrissian	Calrissian	1852746	042898	Master Yoda	Leia Organa Solo	2022/04/26	Approve/Deny	Pay Correction Request	Pending	Lando Calrissian	Calrissian	1852746	042898	Master Yoda	Leia Organa Solo	2022/04/22	Approve/Deny	Pay Correction Request	Pending	Dameron Poe	Poe	6543215	042898	Rey	Leia Organa Solo	2022/04/22	Approve/Deny
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5	<p>The Pay Correction Action Request will open in a new window. Review the action request for accuracy. Enter any comments as appropriate (required if denying the request). Then click Approve or Deny.</p>  <p>Action Request</p> <p>Pay Correction</p> <p><u>Lando Calrissian</u></p> <ol style="list-style-type: none"> Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. Press Submit. <p>Request Details</p> <table border="1" data-bbox="359 1198 1356 1344"> <tr> <td>Pay Element:</td> <td>CSEAPAY</td> <td>Cancel:</td> <td>NO</td> </tr> <tr> <td>Instance #:</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>New Begin Date:</td> <td>11/12/2021</td> <td></td> <td></td> </tr> <tr> <td>New End Date:</td> <td>04/09/2022</td> <td></td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p>Current Begin Date: 11/12/2021 Current End Date: 03/28/2022 Amount: CALCULATED BY GLOBAL PAYROLL Active?: YES</p> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> <p>Request Status: Pending View/Hide Comments</p> <p>Pending Multiple Approvers CGHRSUP for User's SPO</p> <p>Comments Lando Calrissian at 04/26/22 - 12:24 PM <No Comments></p>	Pay Element:	CSEAPAY	Cancel:	NO	Instance #:	1			New Begin Date:	11/12/2021			New End Date:	04/09/2022																										
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continued

Step	Action																														
6	<p>If approved, the Request Status will update to Approved:</p> <div data-bbox="327 470 1300 1456" style="border: 1px solid black; padding: 5px;"> <p>Pay Correction</p> <p>Lando Calrissian</p> <ol style="list-style-type: none"> 1. Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. 2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. 3. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. 4. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. 5. Press Submit. <table border="1" data-bbox="335 750 1292 884"> <thead> <tr> <th colspan="4">Request Details</th> </tr> </thead> <tbody> <tr> <td>Pay Element:</td> <td>CSEAPAY</td> <td>Cancel:</td> <td>NO</td> </tr> <tr> <td>Instance #:</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>New Begin Date:</td> <td>11/12/2021</td> <td></td> <td></td> </tr> <tr> <td>New End Date:</td> <td>04/09/2022</td> <td></td> <td></td> </tr> </tbody> </table> <p>Get Details</p> <table border="1" data-bbox="335 940 1292 1120"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Current Begin Date:</td> <td>11/12/2021</td> </tr> <tr> <td>Current End Date:</td> <td>03/28/2022</td> </tr> <tr> <td>Amount:</td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td>Active?:</td> <td>YES</td> </tr> </tbody> </table> <p>Comment:</p> <p>Approve Deny</p> <div data-bbox="351 1243 997 1444" style="border: 1px solid gray; padding: 5px;"> <p>Request Status: Approved View/Hide Comments</p> <p>Approved</p> <p>Leia Organa Solo CGHRSUP for User's SPO 05/06/22 - 10:55 AM</p> <p>Comments</p> <p>Lando Calrissian at 04/26/22 - 12:24 PM <No Comments></p> </div> </div> <p>If denied, the Request Status will update to Denied:</p> <div data-bbox="327 1534 1077 1848" style="border: 1px solid black; padding: 5px;"> <p>SPO Approver</p> <div data-bbox="383 1579 1061 1825" style="border: 1px solid gray; padding: 5px;"> <p>Request Status: Denied View/Hide Comments</p> <p>Approvers</p> <p>Denied</p> <p>Leia Organa Solo CGHRSUP for User's SPO 05/06/22 - 10:58 AM</p> <p>Comments</p> <p>Leia Organa Solo at 05/06/22 - 10:58 AM Comments are required when denying an action request.</p> </div> </div>	Request Details				Pay Element:	CSEAPAY	Cancel:	NO	Instance #:	1			New Begin Date:	11/12/2021			New End Date:	04/09/2022			Request Information		Current Begin Date:	11/12/2021	Current End Date:	03/28/2022	Amount:	CALCULATED BY GLOBAL PAYROLL	Active?:	YES
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