

Responsibility Pay

Overview

Introduction This guide provides the procedures to start and stop Responsibility Pay in Direct Access (DA)

Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

Information If it is discovered that a member is erroneously receiving Responsibility pay that is **not** the result of an action request, it is important to submit a PPC Trouble Ticket (see [Submitting Trouble Tickets with Supporting Documents](#)) to have the Responsibility pay stopped and any overpayment recouped.

Begin and End Dates Responsibility pay **starts** on the day of assumption of duty and **stops** 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, **except** for the assumption date and the relief date.

Acting Commanding Officers An officer serving as an acting commanding officer for a period of less than 30 days is **not** entitled to responsibility pay. However, when it is known that the commanding officer will be absent for more than 30 days, authorization may be requested from Commandant (CG-1332) to pay responsibility pay to the acting commanding officer.

Correcting Responsibility Pay If the Responsibility Pay **Begin Date** 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 **End Date** is incorrect, complete the steps within the [Stopping Responsibility Pay](#) section of this guide to correct/update the End Date.

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Overview, Continued

Auditing Standards

[Chapter 11.A of the 3PM](#) implemented a standard business process for submitting and validating pay transactions entered by Pay Technicians. See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
 - [One Time Positive Input \(OTPI\)](#)
 - [Element Assignment by Payee \(EABP\)](#)
-


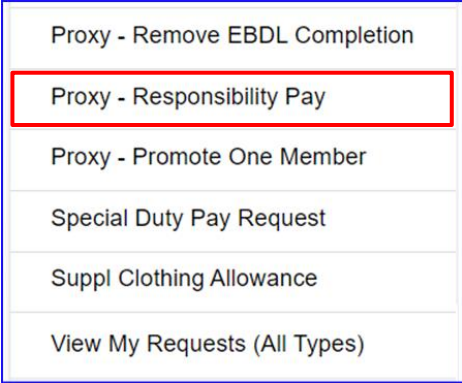
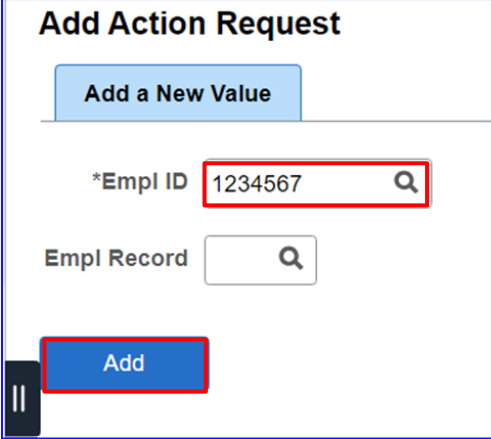
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Starting Responsibility Pay

Introduction This section provides the procedures for starting Responsibility Pay in Direct Access.

Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Click the AD/RSV Payroll Workcenter tile.</p>  |
| 2 | <p>Choose the Proxy – Responsibility Pay option.</p>  |
| 3 | <p>Enter the member's Empl ID and click Add.</p>  |

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Starting Responsibility Pay, Continued

Procedures,
Continued

| Step | Action |
|------|---|
| 4 | <p>Using the Start/Stop drop-down, select Start.</p> <div data-bbox="328 517 1369 842" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: <input type="text" value="Start/Stop"/></p> <p>Begin Date: <input type="text" value="Start"/></p> <p>End Date: <input type="text" value="Stop"/></p> <p><input type="button" value="Get Details"/></p> </div> |
| 5 | <p>Enter the Begin Date. Enter an End Date only if known (generally only for short-term authorization of responsibility pay, see Acting Commanding Officer at the beginning of this guide). Click Get Details.</p> <div data-bbox="328 992 1358 1232" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: <input type="text" value="Start"/></p> <p>Begin Date: <input type="text" value="07/17/2020"/></p> <p>End Date: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div> |
| 6 | <p>The Request Information will populate with the monthly rate.</p> <div data-bbox="328 1305 1358 1653" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: <input type="text" value="Start"/></p> <p>Begin Date: <input type="text" value="07/17/2020"/></p> <p>End Date: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p><input type="text" value="Rate: \$100"/></p> </div> |

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Starting Responsibility Pay, Continued

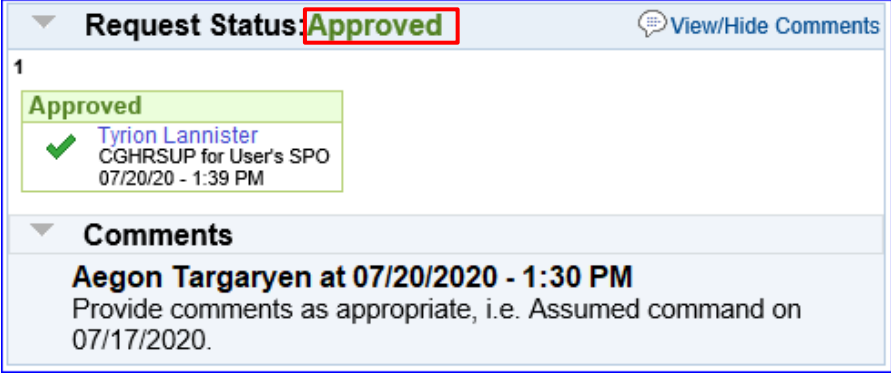

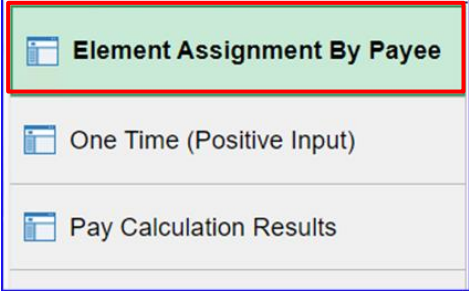
Procedures,
Continued

| Step | Action |
|------|---|
| 7 | <p>Enter any comments as appropriate and click Submit.</p> <div data-bbox="327 517 1359 1238" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Responsibility Pay</p> <p><u>Targaryen, Aegon</u></p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> 1. Click Starting Responsibility Pay for instructions on starting responsibility pay 2. Click Stopping Responsibility Pay for instructions on stopping responsibility pay <div data-bbox="352 770 1347 929" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Start <input type="button" value="v"/></p> <p>Begin Date: 07/17/2020 <input type="button" value="B"/></p> <p>End Date: <input type="text"/> <input type="button" value="B"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="352 1003 1347 1093" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Rate: \$100</p> </div> <p>Comment: <div data-bbox="539 1106 1347 1189" style="border: 2px solid red; padding: 2px;">Provide comments as appropriate, i.e. Assumed command on 07/17/2020.</div></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> |
| 8 | <p>The Request Status will update to Pending and the request will be routed to the SPO tree for approval.</p> <div data-bbox="327 1352 1315 1749" style="border: 1px solid blue; padding: 5px;"> <p>Request Status Pending <input type="button" value="View/Hide Comments"/></p> <p>1</p> <div data-bbox="352 1451 708 1563" style="border: 1px solid #ccc; padding: 5px;"> <p>Pending</p> <p><input type="button" value="L"/> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Aegon Targaryen at 07/20/2020 - 1:30 PM Provide comments as appropriate, i.e. Assumed command on 07/17/2020.</p> </div> |

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Starting Responsibility Pay, Continued

Procedures,
Continued

| Step | Action |
|------------------|---|
| <p>9</p> | <p>Once the Responsibility Pay action request has been approved, it is important to review the member’s Element Assignment By Payee (EABP) to ensure the information from the action request was captured correctly.</p>  <p>The screenshot shows a 'Request Status' of 'Approved' in a red box. Below it, a comment from 'Aegon Targaryen at 07/20/2020 - 1:30 PM' is visible, stating: 'Provide comments as appropriate, i.e. Assumed command on 07/17/2020.'</p> |
| <p>10</p> | <p>Click the Pay processing Shortcuts tile.</p>  <p>The screenshot shows a tile titled 'Pay Processing Shortcuts' with an icon of a green folder and yellow papers.</p> |
| <p>11</p> | <p>The Element Assignment by Payee option will automatically display.</p>  <p>The screenshot shows a menu with three options: 'Element Assignment By Payee' (highlighted in a red box), 'One Time (Positive Input)', and 'Pay Calculation Results'.</p> |

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Starting Responsibility Pay, Continued

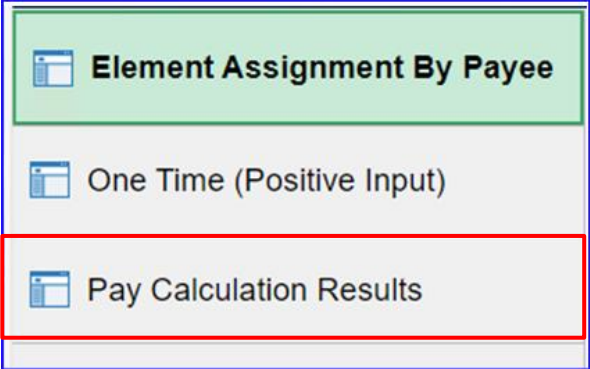
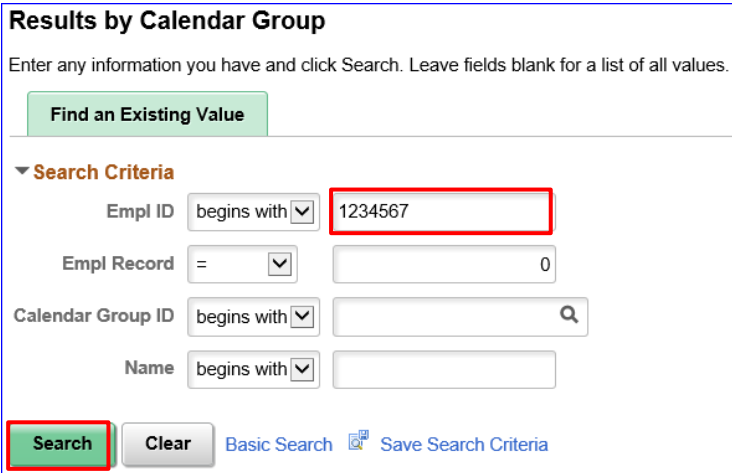
Procedures,
Continued

| Step | Action |
|------------------|--|
| <p>12</p> | <p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 517 997 1097"> <p>Element Assignment By Payee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div> |

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Starting Responsibility Pay, Continued

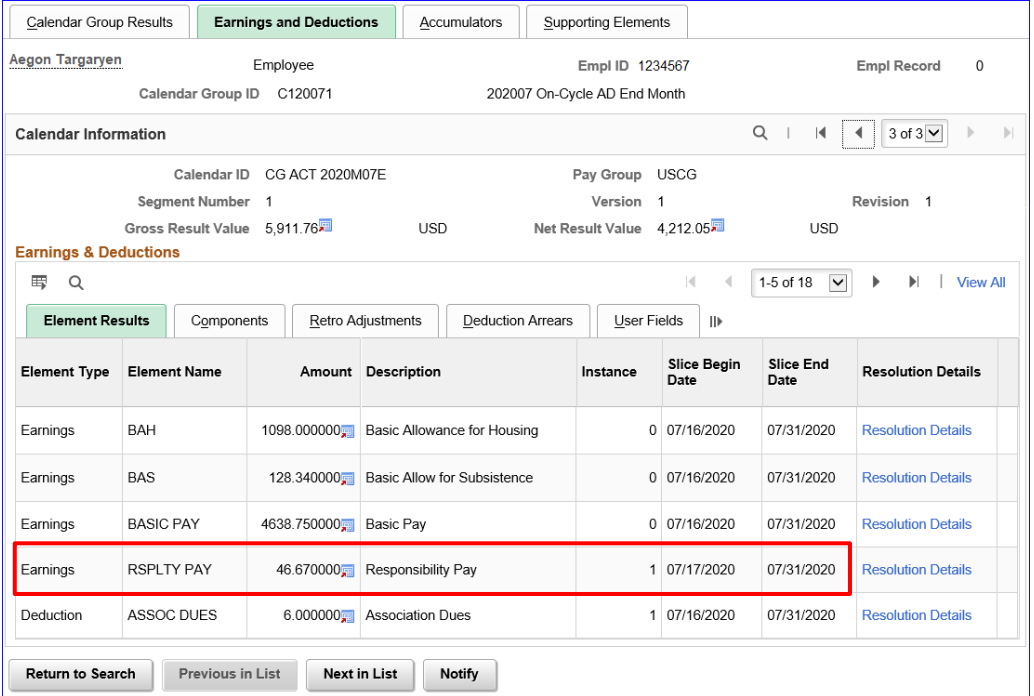
Procedures,
Continued

| Step | Action |
|------------------|--|
| <p>14</p> | <p>Once the action request has processed through a pay calculation (run nightly), it is important to review the member’s Pay Calculation Results to ensure it processed for pay correctly.</p> <p>To review the Pay Calculation Results, select Pay Calculation Results option from the Pay Processing Shortcuts tile.</p>  <p>The screenshot shows a list of shortcuts: 'Element Assignment By Payee' (green), 'One Time (Positive Input)', and 'Pay Calculation Results' (red border). There is also a partially visible 'Pay Calculation Results' link below.</p> |
| <p>15</p> | <p>Enter the member’s Empl ID and click Search. Select the most recent pay calendar from the Search Results.</p>  <p>The screenshot shows a search interface titled 'Results by Calendar Group'. It includes a 'Find an Existing Value' button, search criteria for 'Empl ID' (set to 'begins with' and '1234567'), 'Empl Record' (set to '=' and '0'), 'Calendar Group ID', and 'Name'. A 'Search' button is highlighted in red.</p> |

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Starting Responsibility Pay, Continued


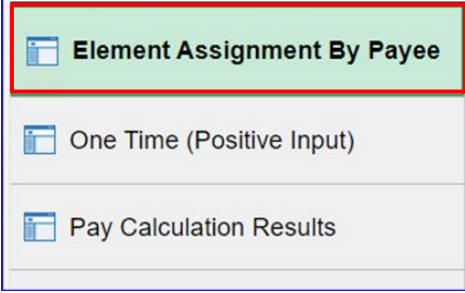
Procedures,
Continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|--------------|-----------------------------|----------|------------------|----------------|------------------------------------|----------------|--------------------|----------|-----|-------------|-----------------------------|---|------------|------------|------------------------------------|----------|-----|------------|-----------------------------|---|------------|------------|------------------------------------|----------|-----------|-------------|-----------|---|------------|------------|------------------------------------|----------|------------|-----------|--------------------|---|------------|------------|------------------------------------|-----------|------------|----------|------------------|---|------------|------------|------------------------------------|
| <p>16</p> | <p>Under the Earnings and Deductions tab, scroll to the most recent Calendar Information and then select View All. Scroll through the list and locate the RSPLTY PAY element. In this example, notice the Slice Begin Date indicates the Start Date entered in Step 5.</p>  <p>The screenshot displays the following data:</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>BAH</td> <td>1098.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>128.340000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>4638.750000</td> <td>Basic Pay</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>RSPLTY PAY</td> <td>46.670000</td> <td>Responsibility Pay</td> <td>1</td> <td>07/17/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>ASSOC DUES</td> <td>6.000000</td> <td>Association Dues</td> <td>1</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> </tbody> </table> | Element Type | Element Name | Amount | Description | Instance | Slice Begin Date | Slice End Date | Resolution Details | Earnings | BAH | 1098.000000 | 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 | 4638.750000 | Basic Pay | 0 | 07/16/2020 | 07/31/2020 | Resolution Details | Earnings | RSPLTY PAY | 46.670000 | Responsibility Pay | 1 | 07/17/2020 | 07/31/2020 | Resolution Details | Deduction | ASSOC DUES | 6.000000 | Association Dues | 1 | 07/16/2020 | 07/31/2020 | Resolution Details |
| Element Type | Element Name | Amount | Description | Instance | Slice Begin Date | Slice End Date | Resolution Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Earnings | BAH | 1098.000000 | 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 | 4638.750000 | Basic Pay | 0 | 07/16/2020 | 07/31/2020 | Resolution Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Earnings | RSPLTY PAY | 46.670000 | Responsibility Pay | 1 | 07/17/2020 | 07/31/2020 | Resolution Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deduction | ASSOC DUES | 6.000000 | Association Dues | 1 | 07/16/2020 | 07/31/2020 | Resolution Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Stopping Responsibility Pay

Introduction This section provides the procedures for stopping Responsibility Pay in Direct Access.


Procedures See below.

| Step | Action |
|-----------------|--|
| <p>1</p> | <p>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).</p> <p>To review the EABP, click on the Pay Processing Shortcuts tile.</p>  |
| <p>2</p> | <p>The Element Assignment By Payee option will automatically display.</p>  |

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Stopping Responsibility Pay, Continued

Procedures,
Continued

| Step | Action |
|------|--|
| 3 | <p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 517 1369 1420" style="border: 1px solid black; padding: 10px;"> <p>Element Assignment By Payee</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> </div> |

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Stopping Responsibility Pay, Continued


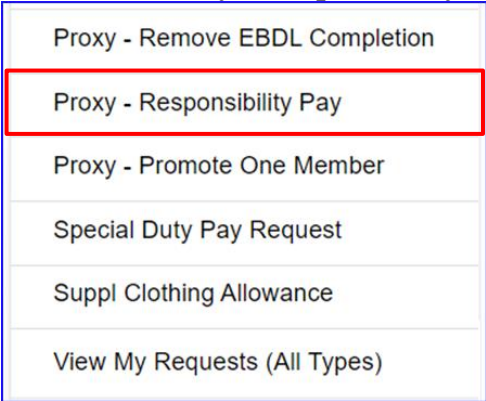
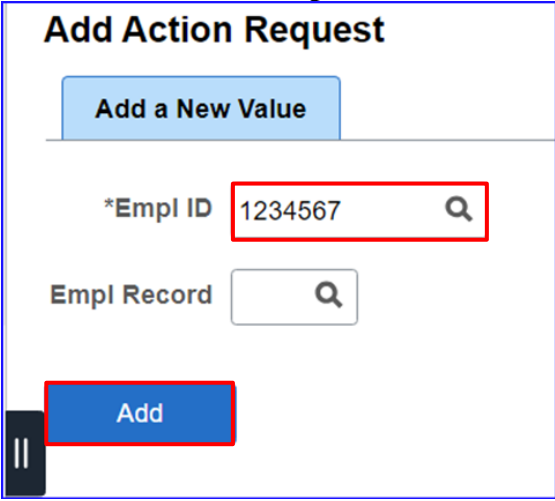
Procedures,
Continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|--|--|------------|------------|------------|--------------|--|------------|--|--------------------------------------|--------------|-------------|---------------|------------|----------|--------|----------|-------------|--------------------------|-----|------------|------------|---|---|-----|-----------------------------|-----|------------|------------|---|---|--------------|------------------------|-----|------------|------------|---|---|-----|-------------------------|-----|------------|------------|---|---|------------|--------------------|-----|------------|--|---|---|-------------|--------------------------|-----|------------|------------|---|---|
| 4 | <p>A list of the member’s EABPs will display. Scroll through the list and locate the RSPLTY PAY element. In this example, the member’s responsibility pay started on 06/14/2018.</p> <p>NOTE: If the member has been a commanding officer of a vessel in the past, there may be more than one instance of RSPLTY PAY but only one should be running at a time.</p> <div data-bbox="327 734 1350 1585" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Daenerys Targaryen ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Category</td> <td style="width: 30%;"></td> <td style="width: 40%;"></td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> <td style="text-align: right;"><input type="button" value="Select with Matching Criteria"/></td> </tr> <tr> <td>As of Date</td> <td></td> <td style="text-align: right;"><input type="button" value="Clear"/></td> </tr> </table> <p>Assignments</p> <p>1-18 of 18</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Element Name</th> <th style="width: 20%;">Description</th> <th style="width: 10%;">Process Order</th> <th style="width: 10%;">Begin Date</th> <th style="width: 10%;">End Date</th> <th style="width: 10%;">Active</th> <th style="width: 10%;">Instance</th> </tr> </thead> <tbody> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2019</td> <td>03/31/2020</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">6</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>09/21/2018</td> <td>12/18/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2018</td> <td>07/15/2019</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">2</td> </tr> <tr> <td>PPV</td> <td>Private Venture Housing</td> <td>999</td> <td>07/01/2018</td> <td>12/31/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr style="border: 2px solid red;"> <td>RSPLTY PAY</td> <td>Responsibility Pay</td> <td>999</td> <td>06/14/2018</td> <td></td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2019</td> <td>03/31/2020</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> </div> | Category | | | Entry Type | Element Name | <input type="button" value="Select with Matching Criteria"/> | As of Date | | <input type="button" value="Clear"/> | Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | TRICARE DEP | Tricare Dependent Dental | 999 | 04/01/2019 | 03/31/2020 | ☑ | 6 | FSA | Family Separation Allowance | 999 | 09/21/2018 | 12/18/2018 | ☑ | 1 | ADVANCE PYBK | Liquidation of Advance | 999 | 07/01/2018 | 07/15/2019 | ☑ | 2 | PPV | Private Venture Housing | 999 | 07/01/2018 | 12/31/2018 | ☑ | 1 | RSPLTY PAY | Responsibility Pay | 999 | 06/14/2018 | | ☑ | 1 | TRICARE DEP | Tricare Dependent Dental | 999 | 04/01/2019 | 03/31/2020 | ☑ | 5 |
| Category | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entry Type | Element Name | <input type="button" value="Select with Matching Criteria"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| As of Date | | <input type="button" value="Clear"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRICARE DEP | Tricare Dependent Dental | 999 | 04/01/2019 | 03/31/2020 | ☑ | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FSA | Family Separation Allowance | 999 | 09/21/2018 | 12/18/2018 | ☑ | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADVANCE PYBK | Liquidation of Advance | 999 | 07/01/2018 | 07/15/2019 | ☑ | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PPV | Private Venture Housing | 999 | 07/01/2018 | 12/31/2018 | ☑ | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSPLTY PAY | Responsibility Pay | 999 | 06/14/2018 | | ☑ | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRICARE DEP | Tricare Dependent Dental | 999 | 04/01/2019 | 03/31/2020 | ☑ | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Stopping Responsibility Pay, Continued

Procedures,
Continued

| Step | Action |
|------|--|
| 5 | <p>Click the AD/RSV Payroll Workcenter tile.</p>  |
| 6 | <p>Choose the Proxy – Responsibility Pay option.</p>  |
| 7 | <p>Enter the member's Empl ID and click Add.</p>  |

Continued on next page

Stopping Responsibility Pay, Continued

Procedures,
Continued

| Step | Action |
|------|--|
| 8 | <p>Using the Start/Stop drop-down, select Stop.</p> <div data-bbox="328 517 1355 770" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Stop ▼</p> <p>Begin Date: <input type="text"/> 31</p> <p>End Date: <input type="text"/> 31</p> <p style="text-align: center;">Get Details</p> </div> |
| 9 | <p>Enter the Begin Date. This will be the Begin Date obtained in Step 4. In this example, the member's responsibility pay started on 06/14/2018.</p> <div data-bbox="328 882 1355 1135" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Stop ▼</p> <p>Begin Date: 06/14/2018 31</p> <p>End Date: <input type="text"/> 31</p> <p style="text-align: center;">Get Details</p> </div> |
| 10 | <p>Enter the End Date (actual day of relief from command) and click Get Details.</p> <div data-bbox="328 1211 1355 1464" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Stop ▼</p> <p>Begin Date: 06/14/2018 31</p> <p>End Date: 07/19/2020 31</p> <p style="text-align: center;">Get Details</p> </div> |
| 11 | <p>The Request Information section will populate with the monthly rate to be stopped.</p> <div data-bbox="328 1570 1355 1944" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Stop ▼</p> <p>Begin Date: 06/14/2018 31</p> <p>End Date: 07/19/2020 31</p> <p style="text-align: center;">Get Details</p> <p>Request Information</p> <p style="text-align: center;">Rate: \$100</p> </div> |

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Stopping Responsibility Pay, Continued

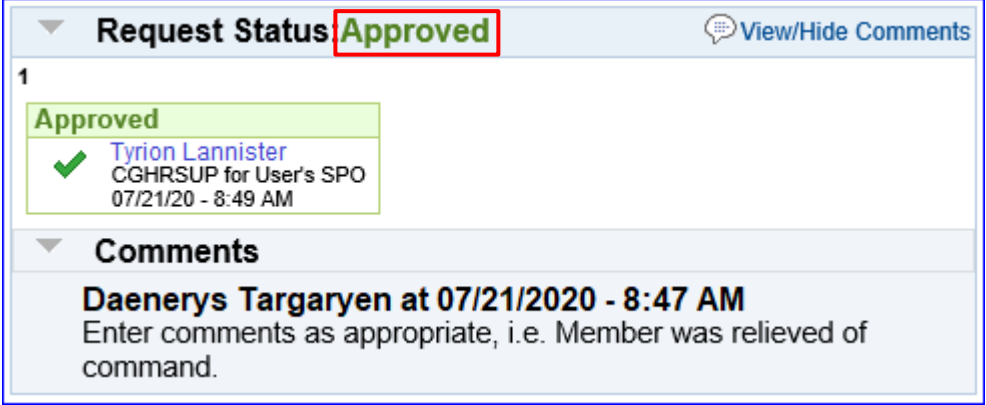
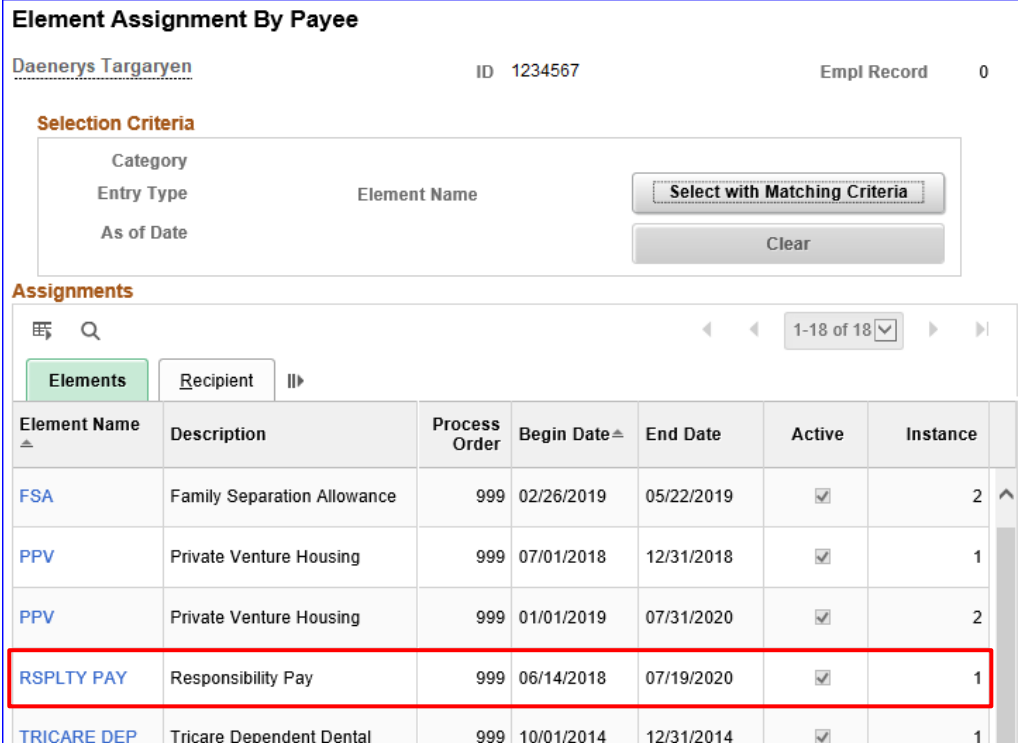
Procedures,
Continued

| Step | Action |
|------------------|--|
| <p>12</p> | <p>Enter any comments as appropriate and click Submit.</p> <div data-bbox="327 517 1353 1263" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Responsibility Pay</p> <hr/> <p>Daenerys Targaryen</p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> 1. Click Starting Responsibility Pay for instructions on starting responsibility pay 2. Click Stopping Responsibility Pay for instructions on stopping responsibility pay <div data-bbox="357 770 1339 936" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Stop ▼</p> <p>Begin Date: 06/14/2018 [31]</p> <p>End Date: 07/19/2020 [31]</p> </div> <p style="text-align: center;">Get Details</p> <div data-bbox="357 1010 1339 1106" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p style="text-align: center;">Rate: \$100</p> </div> <p>Comment: Enter comments as appropriate, i.e. Member was relieved of command.</p> <p style="text-align: center;"> Submit Resubmit Withdraw </p> </div> |
| <p>13</p> | <p>The Request Status will update to Pending and the request will be routed to the SPO tree for approval.</p> <div data-bbox="327 1375 1310 1778" style="border: 1px solid blue; padding: 5px;"> <p>▼ Request Status: Pending View/Hide Comments</p> <p>1</p> <div data-bbox="352 1473 703 1585" style="border: 1px solid #ccc; padding: 5px;"> <p>Pending</p> <p>Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>▼ Comments</p> <div data-bbox="352 1653 1302 1765" style="border: 1px solid #ccc; padding: 5px;"> <p>Daenerys Targaryen at 07/21/2020 - 8:47 AM</p> <p>Enter comments as appropriate, i.e. Member was relieved of command.</p> </div> </div> |

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Stopping Responsibility Pay, Continued

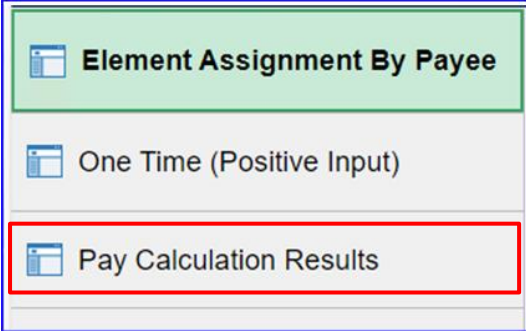
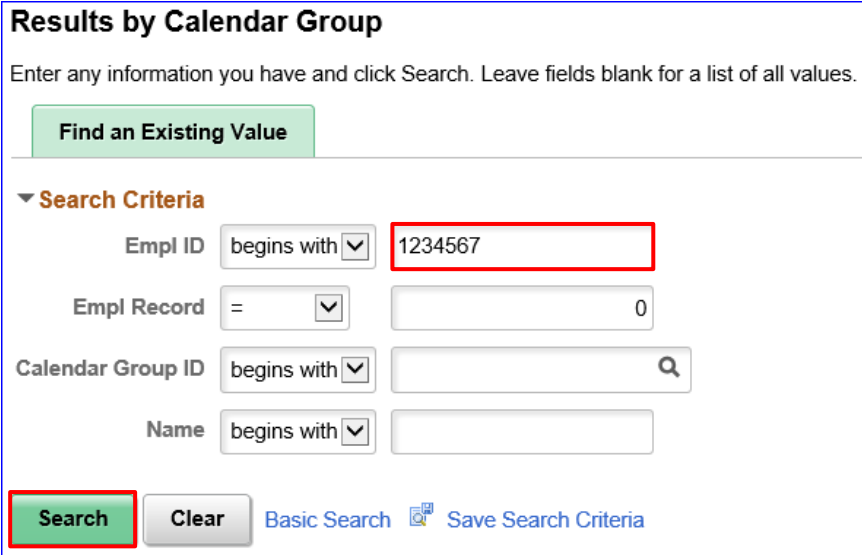
Procedures,
Continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|--|---------------|-------------|---------------|-------------------------------------|----------|--------|----------|-----|-----------------------------|-----|------------|------------|-------------------------------------|---|-----|-------------------------|-----|------------|------------|-------------------------------------|---|-----|-------------------------|-----|------------|------------|-------------------------------------|---|------------|--------------------|-----|------------|------------|-------------------------------------|---|-------------|--------------------------|-----|------------|------------|-------------------------------------|---|
| <p>14</p> | <p>Once the Responsibility Pay action request has been approved, it is important to review the member's EABP to ensure the information from the action request was captured correctly.</p>  <p>The screenshot shows a 'Request Status' of 'Approved' in a red box. Below it, a green box indicates the status is 'Approved' by 'Tyron Lannister' for 'CGHRSUP for User's SPO' on '07/21/20 - 8:49 AM'. A 'Comments' section shows a comment from 'Daenerys Targaryen' at '07/21/2020 - 8:47 AM' with the text: 'Enter comments as appropriate, i.e. Member was relieved of command.'</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>15</p> | <p>Repeat Steps 1-3 to view the EABP. In this example, an End Date is now populated with the End Date entered in Step 9.</p>  <p>The screenshot shows the 'Element Assignment By Payee' interface for 'Daenerys Targaryen' (ID 1234567). It includes a 'Selection Criteria' section with fields for Category, Entry Type, Element Name, and As of Date, along with 'Select with Matching Criteria' and 'Clear' buttons. Below is an 'Assignments' table with 18 rows. The 'RSPLTY PAY' row is highlighted with a red box.</p> <table border="1" data-bbox="327 1512 1348 1848"> <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>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>02/26/2019</td> <td>05/22/2019</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>PPV</td> <td>Private Venture Housing</td> <td>999</td> <td>07/01/2018</td> <td>12/31/2018</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>PPV</td> <td>Private Venture Housing</td> <td>999</td> <td>01/01/2019</td> <td>07/31/2020</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr style="border: 2px solid red;"> <td>RSPLTY PAY</td> <td>Responsibility Pay</td> <td>999</td> <td>06/14/2018</td> <td>07/19/2020</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>10/01/2014</td> <td>12/31/2014</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table> | Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | FSA | Family Separation Allowance | 999 | 02/26/2019 | 05/22/2019 | <input checked="" type="checkbox"/> | 2 | PPV | Private Venture Housing | 999 | 07/01/2018 | 12/31/2018 | <input checked="" type="checkbox"/> | 1 | PPV | Private Venture Housing | 999 | 01/01/2019 | 07/31/2020 | <input checked="" type="checkbox"/> | 2 | RSPLTY PAY | Responsibility Pay | 999 | 06/14/2018 | 07/19/2020 | <input checked="" type="checkbox"/> | 1 | TRICARE DEP | Tricare Dependent Dental | 999 | 10/01/2014 | 12/31/2014 | <input checked="" type="checkbox"/> | 1 |
| Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FSA | Family Separation Allowance | 999 | 02/26/2019 | 05/22/2019 | <input checked="" type="checkbox"/> | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PPV | Private Venture Housing | 999 | 07/01/2018 | 12/31/2018 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PPV | Private Venture Housing | 999 | 01/01/2019 | 07/31/2020 | <input checked="" type="checkbox"/> | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSPLTY PAY | Responsibility Pay | 999 | 06/14/2018 | 07/19/2020 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRICARE DEP | Tricare Dependent Dental | 999 | 10/01/2014 | 12/31/2014 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Stopping Responsibility Pay, Continued

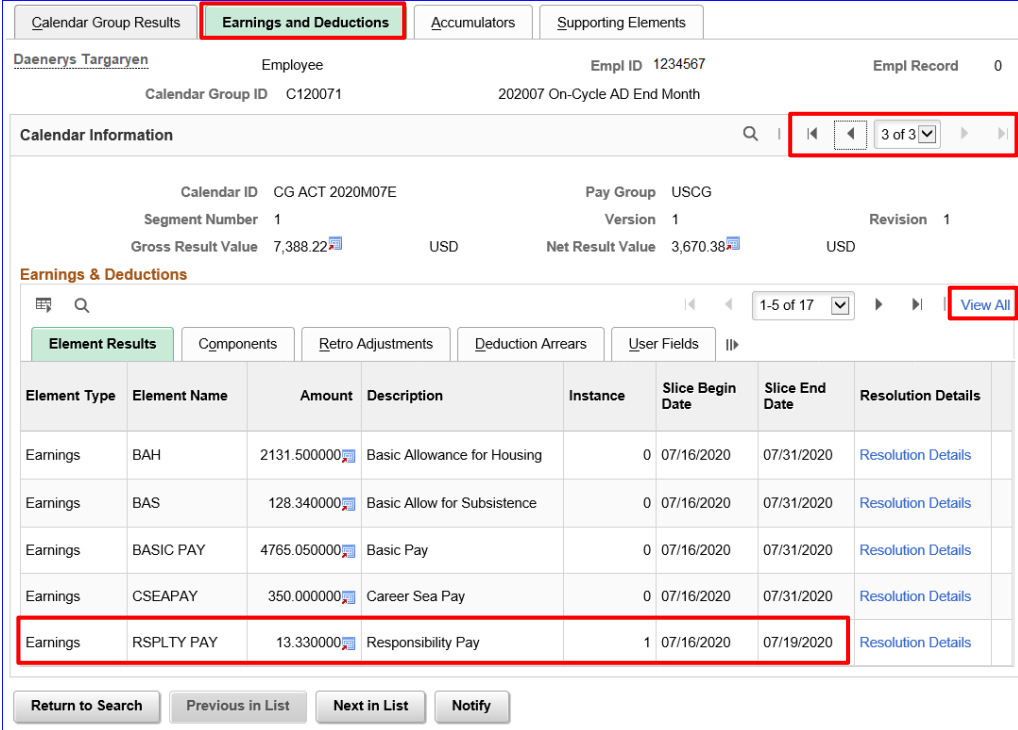
Procedures,
Continued

| Step | Action |
|------------------|--|
| <p>16</p> | <p>Once the action request has processed through a pay calculation (run nightly), it is important to review the member’s pay calculation results to ensure it processed correctly for pay.</p> <p>To review the member’s pay calculation results, select the Pay Calculation Results option from the Pay Processing Shortcuts tile.</p>  |
| <p>17</p> | <p>Enter the member’s Empl ID and click Search. Select the most recent pay calendar from the Search Results.</p>  |

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Stopping Responsibility Pay, Continued

Procedures,
Continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|--|--------------|-----------------------------|----------|------------------|----------------|--------------------|----------------|--------------------|----------|-----|-------------|-----------------------------|---|------------|------------|--------------------|----------|-----|------------|-----------------------------|---|------------|------------|--------------------|----------|-----------|-------------|-----------|---|------------|------------|--------------------|----------|---------|------------|----------------|---|------------|------------|--------------------|----------|------------|-----------|--------------------|---|------------|------------|--------------------|
| 18 | <p>Under the Earnings and Deductions tab, scroll to the most recent Calendar Information and then select View All. Scroll through the list and locate the RSPLTY PAY element. In this example, notice the Slice End Date indicates the End Date entered in Step 9.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Calendar Group Results: Earnings and Deductions (highlighted) Employee: Daenerys Targaryen, Empl ID 1234567, Empl Record 0 Calendar Group ID: C120071, 202007 On-Cycle AD End Month Calendar Information: 3 of 3 (highlighted) Calendar ID: CG ACT 2020M07E, Pay Group USC Segment Number: 1, Version 1, Revision 1 Gross Result Value: 7,388.22 USD, Net Result Value: 3,670.38 USD Earnings & Deductions: 1-5 of 17 (highlighted), View All (highlighted) Table: <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>BAH</td> <td>2131.500000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>128.340000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>4765.050000</td> <td>Basic Pay</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>350.000000</td> <td>Career Sea Pay</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>RSPLTY PAY</td> <td>13.330000</td> <td>Responsibility Pay</td> <td>1</td> <td>07/16/2020</td> <td>07/19/2020</td> <td>Resolution Details</td> </tr> </tbody> </table> | Element Type | Element Name | Amount | Description | Instance | Slice Begin Date | Slice End Date | Resolution Details | Earnings | BAH | 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 | Earnings | RSPLTY PAY | 13.330000 | Responsibility Pay | 1 | 07/16/2020 | 07/19/2020 | Resolution Details |
| Element Type | Element Name | Amount | Description | Instance | Slice Begin Date | Slice End Date | Resolution Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Earnings | BAH | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Earnings | RSPLTY PAY | 13.330000 | Responsibility Pay | 1 | 07/16/2020 | 07/19/2020 | Resolution Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |