Allotments

Introduction	This guide provides the procedures for how to view, change, add or stop your Voluntary Deductions (Allotments).

Important Information

Allotments do not process retroactively. If you start an allotment late (after the mid-month pay finalization), there will be no allotment processed for that month. If you STOP an allotment late, you will typically need to contact the allotment recipient and request the money be returned.

Starting an Allotment

- Allotments will only pay out ONCE A MONTH on the first.
- DO NOT expect a payment until the first of the month.
- The start date for all allotments must always be the first of the month.
- If starting an allotment during a mid-month calendar, the start date SHOULD default to the first of the current month.
- If starting an allotment during an end-month calendar, the start date must be greater than or equal to the first of the next month.

Changing an Allotment

- Changes to account names and account types are not allowed on existing allotments. If one of these need to be changed, stop the allotment, and restart it with the new information.
- If changing the amount during a mid-month calendar, the change date will default to the first day of the current month.
- If changing the amount during the end-month calendar, the change date must be greater than or equal to the first of the next month.
- If changing the Routing/Account numbers, the change date must be greater than or equal to the first of the current month no matter which pay calendar it is entered.
- If changing the End Date, it must be the last day of the month.

Allotments, Continued

Allotment Rules

You are permitted to start, change, and stop the following allotments in DA:
- Association Dues
- Commercial Insurance
- Navy Mutual Aid Insurance
- Private Venture Housing
- Repay home loans/mortgages
- Savings
- Support of Dependents
- Treasury Direct Savings

Keep the following rules in mind when processing allotments:
- Allotments for personal property loans (autos, furniture, electronics, etc.) are no longer authorized.
- You cannot allot more than the amount you are entitled to. The system does not edit allotments against your available pay, it is up to you to determine if there is sufficient net pay available to start or change an allotment amount. You may be able to start or increase an allotment that would exceed your available pay, but the system will not process that allotment if it exceeds your available pay.
- All allotment payments must be made by electronic funds transfer (EFT).
- You are permitted to have only one current allotment of the following types:
  - Mutual Assistance Donation
  - Navy Mutual Aid Insurance
  - Private Venture Housing
  - Treasury Direct Savings Bonds

- Except for loans, only one allotment of any type to the same payee is authorized. Multiple loan allotments to **same payee must have unique account numbers**.

Allotments, Continued

Changes to Direct Access Homepage

You will notice a change in how Direct Access displays upon login. There is a new "hover" feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.
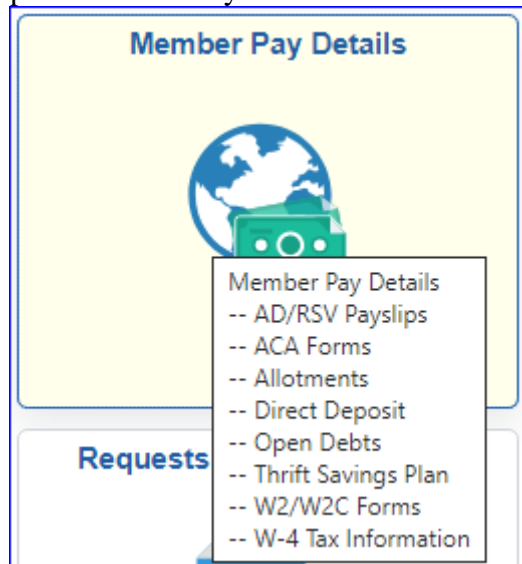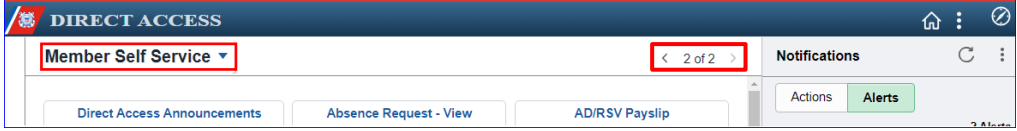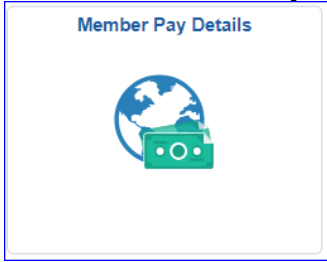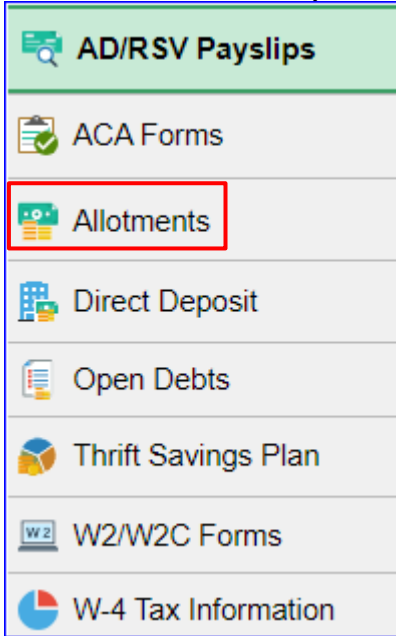

Contents

Viewing Allotments

Procedures   Use the following procedures to view current allotments in DA.

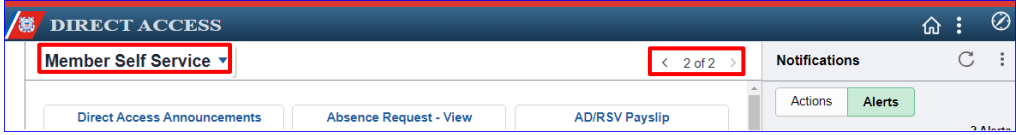| Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click the **Member Pay Details** tile.
3	Select the **Allotments** option.
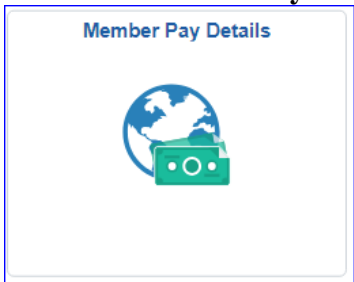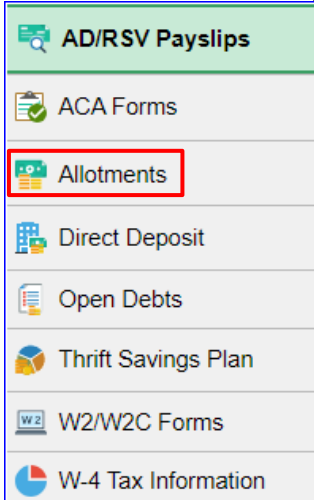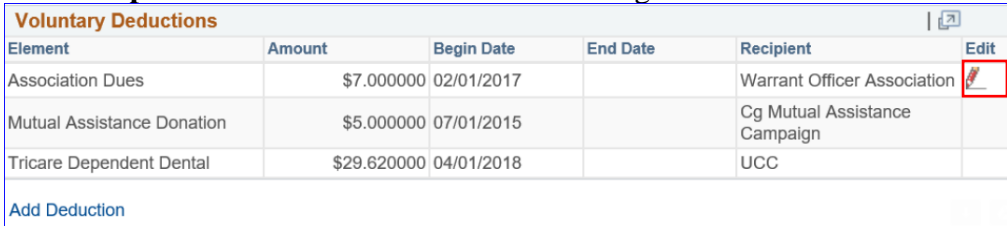
Viewing Allotments, Continued

Procedures, continued

Step	Action
4	A listing of all current allotments in DA will display.

Voluntary Deductions

Element	Amount	Begin Date	End Date	Recipient	Edit
Association Dues	$7.000000	02/01/2017		Warrant Officer Association	
Mutual Assistance Donation	$5.000000	07/01/2015		Cg Mutual Assistance Campaign	
Tricare Dependent Dental	$29.620000	04/01/2018		UCC	

Add Deduction

Changing Allotments

Procedures   Use the following procedures to change an allotment in DA.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click the **Member Pay Details** tile.
3	Select the **Allotments** option.
4	A listing of all current allotments in DA will display. Members can only change an allotment that displays a **pencil** icon in the Edit field. Click the **pencil** icon for the allotment to be changed.

Changing Allotments, Continued

Procedures,
continued

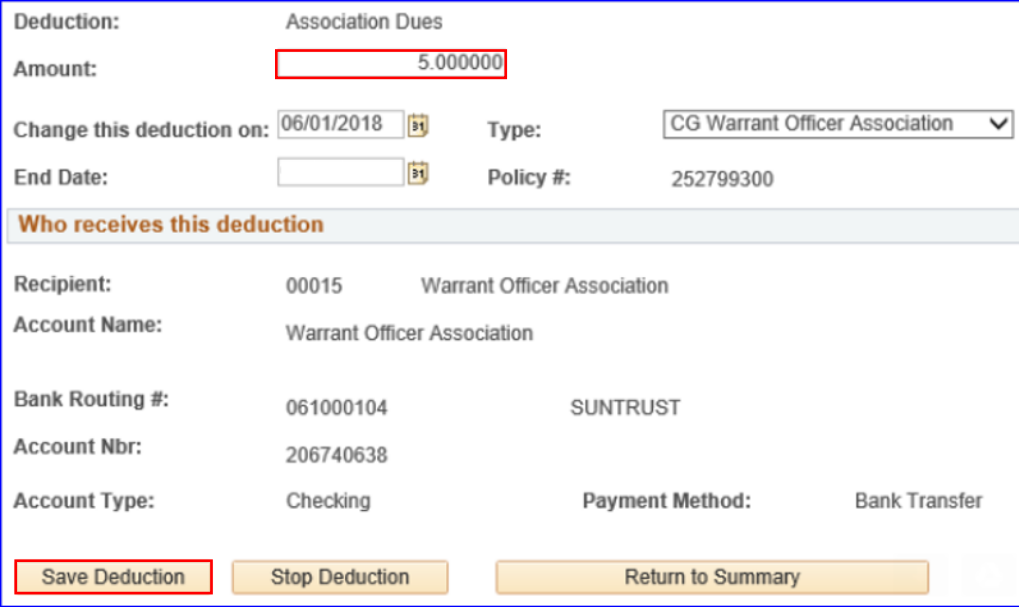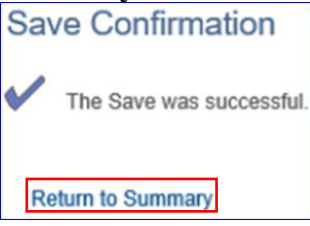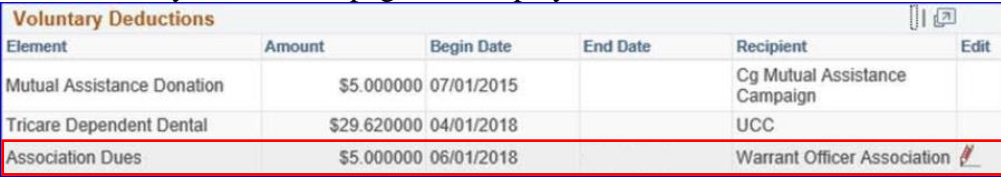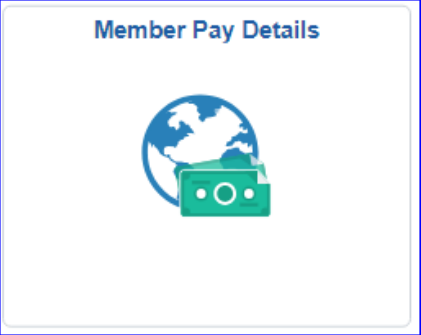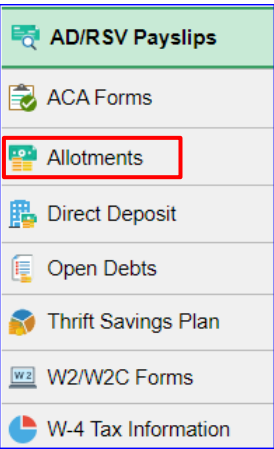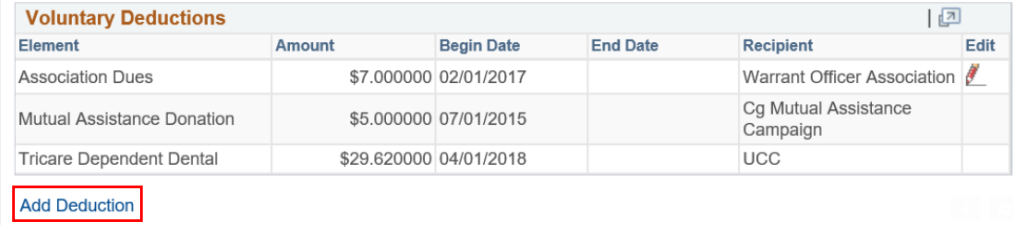| Step	Action
5	In the **Amount** field, enter the new **monthly** amount of the deduction in dollars and cents. Do **NOT** enter a dollar sign. In this example the Chief Warrant Officer Association dues will be changed from $7.00 to $5.00. When finished, click the **Save Deduction** button. **Deduction:** Association Dues **Amount:** 5.000000 **Change this deduction on:** 06/01/2018 **Type:** CG Warrant Officer Association **End Date:** **Policy #:** 252799300 **Who receives this deduction** **Recipient:** 00015 Warrant Officer Association **Account Name:** Warrant Officer Association **Bank Routing #:** 061000104 SUNTRUST **Account Nbr:** 206740638 **Account Type:** Checking **Payment Method:** Bank Transfer [Save Deduction] [Stop Deduction] [Return to Summary]
6	You will receive a **Save Confirmation** message. Click the **Return to Summary** link. **Save Confirmation** ✔ The Save was successful. [Return to Summary]
7	The Voluntary Deductions page will display with the new deduction amount. **Voluntary Deductions** <table><tr><th>Element</th><th>Amount</th><th>Begin Date</th><th>End Date</th><th>Recipient</th><th>Edit</th></tr><tr><td>Mutual Assistance Donation</td><td>$5.000000</td><td>07/01/2015</td><td></td><td>Cg Mutual Assistance Campaign</td><td></td></tr><tr><td>Tricare Dependent Dental</td><td>$29.620000</td><td>04/01/2018</td><td></td><td>UCC</td><td></td></tr><tr><td>Association Dues</td><td>$5.000000</td><td>06/01/2018</td><td></td><td>Warrant Officer Association</td><td>✎</td></tr></table>

Starting an Allotment
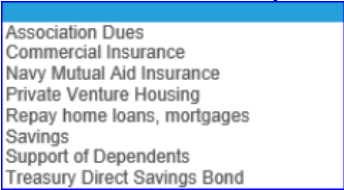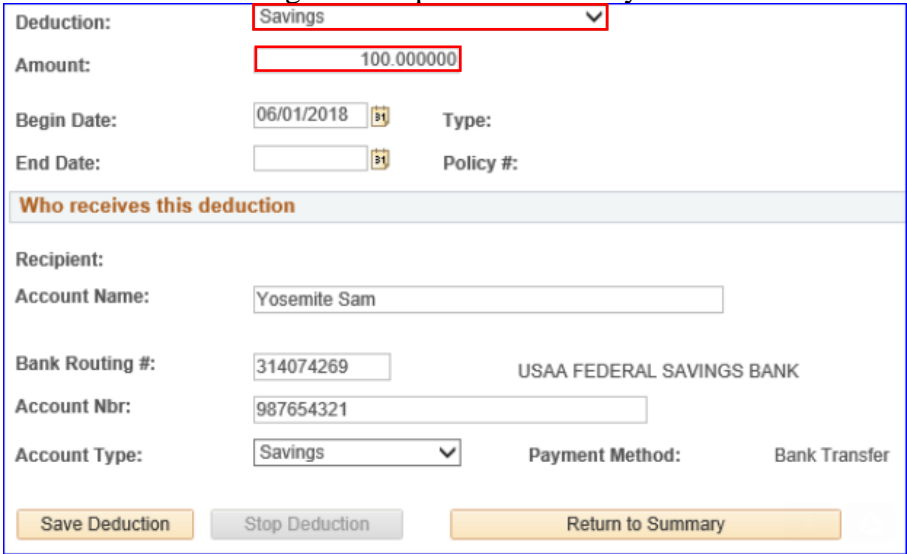
Procedures   Use the following procedures to start a new allotment in DA.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click the **Member Pay Details** tile.
3	Select the **Allotments** option.
4	The Voluntary Deductions page will display. Click the **Add Deduction** link.

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Starting an Allotment, Continued
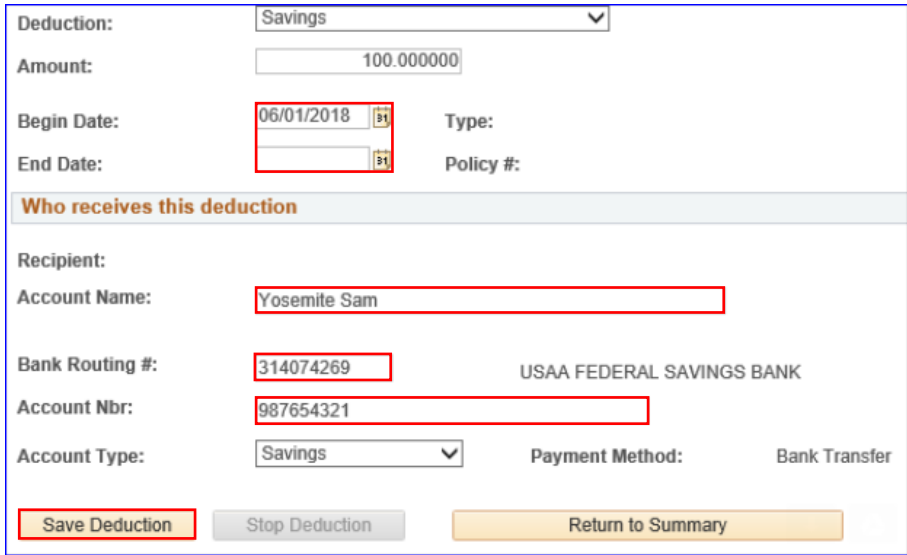
Procedures,
continued

Step	Action
5	A new Allotment page will display. Enter the information for the new allotment. • **Deduction**: Click the **Deduction** drop-down and select the type of allotment to start. In this example we will start a Savings Allotment. Association Dues Commercial Insurance Navy Mutual Aid Insurance Private Venture Housing Repay home loans, mortgages Savings Support of Dependents Treasury Direct Savings Bond • **Amount**: Enter the **monthly** amount of the deduction in dollars and cents. Do **Not** use the dollar sign. Then press the Tab key. Deduction: Savings Amount: 100.000000 Begin Date: 06/01/2018 Type: End Date: Policy #: **Who receives this deduction** Recipient: Account Name: Yosemite Sam Bank Routing #: 314074269 USAA FEDERAL SAVINGS BANK Account Nbr: 987654321 Account Type: Savings Payment Method: Bank Transfer Save Deduction Stop Deduction Return to Summary

Starting an Allotment, Continued

Procedures,
continued

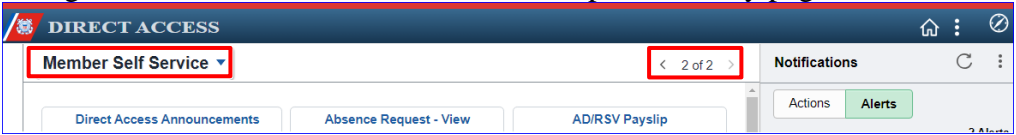| Step	Action
5 (cont.)	• **Begin and End Date**. If starting an allotment prior to the mid-month pay cycle, you can enter the first day of the current month. Otherwise, you must enter the first day of the following month. You can leave the **End Date** blank for a continuing deduction. • **Account Name**. Enter the name of the person on the account. • **Bank Routing #**. Enter the bank routing number for the bank. After entering the routing number, press the Tab key. The name of the financial institution will display. <mark>It is **VERY IMPORTANT** to ensure the routing number is correct.</mark> • **Account Nbr**. Enter the account number. • **Account Type**. Click the Account Type drop-down and select the appropriate option. When finished, review the information for accuracy. Then click the **Save Deduction** button. Deduction: Savings Amount: 100.000000 Begin Date: 06/01/2018 End Date: Type: Policy #: Who receives this deduction Recipient: Account Name: Yosemite Sam Bank Routing #: 314074269 USAA FEDERAL SAVINGS BANK Account Nbr: 987654321 Account Type: Savings Payment Method: Bank Transfer Save Deduction Stop Deduction Return to Summary
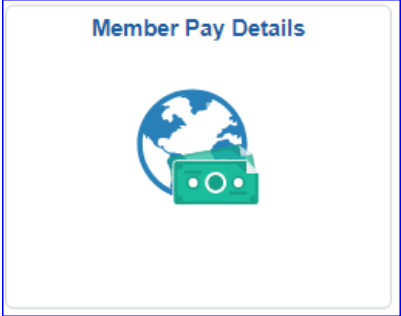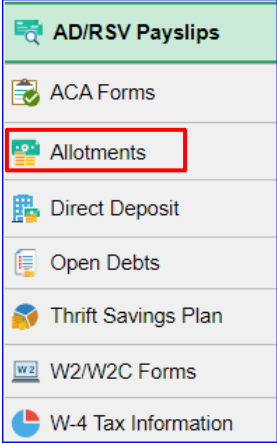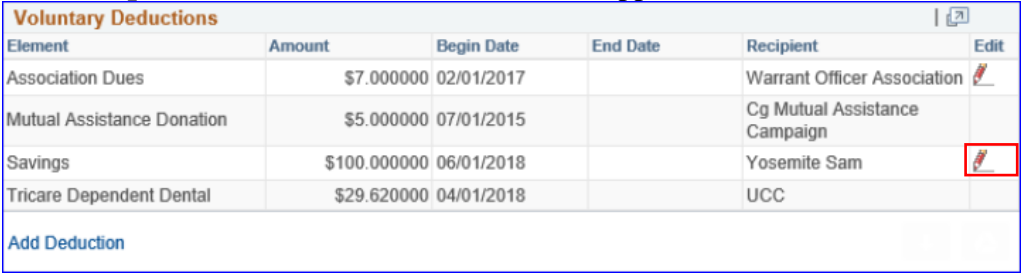
Starting an Allotment, Continued

Procedures,
continued

Step	Action
6	You will receive a **Save Confirmation** message. Click the **Return to Summary** link. Save Confirmation ✔ The Save was successful. Return to Summary
7	The new allotment will be listed in the **Voluntary Deductions** section. **Voluntary Deductions** | Element	Amount	Begin Date	End Date	Recipient	Edit
---	---	---	---	---	---
Association Dues	$7.000000	02/01/2017		Warrant Officer Association	✏
Mutual Assistance Donation	$5.000000	07/01/2015		Cg Mutual Assistance Campaign	
Savings	$100.000000	06/01/2018		Yosemite Sam	✏
Tricare Dependent Dental	$29.620000	04/01/2018		UCC		 Add Deduction

Stopping an Allotment

Procedures   Use the following procedures to stop an allotment in DA.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**. ![Direct Access header with Member Self Service drop-down, 2 of 2 page arrows, and Notifications panel showing Direct Access Announcements, Absence Request - View, AD/RSV Payslip]
2	Click the **Member Pay Details** tile. **Member Pay Details**
3	Select the **Allotments** option. AD/RSV Payslips ACA Forms **Allotments** Direct Deposit Open Debts Thrift Savings Plan W2/W2C Forms W-4 Tax Information
4	A listing of all current allotments in DA will display. Members can only change an allotment that displays a **pencil** icon in the Edit field. Click the **pencil** icon for the Allotment to be stopped. **Voluntary Deductions** | Element	Amount	Begin Date	End Date	Recipient	Edit
---	---	---	---	---	---
Association Dues	$7.000000	02/01/2017		Warrant Officer Association	✎
Mutual Assistance Donation	$5.000000	07/01/2015		Cg Mutual Assistance Campaign	
Savings	$100.000000	06/01/2018		Yosemite Sam	✎
Tricare Dependent Dental	$29.620000	04/01/2018		UCC		 Add Deduction

Stopping an Allotment, Continued

Procedures,
continued

Step	Action
5	The Allotment information page will display. There are two ways to stop an allotment.
	• You can click the **Stop Deduction** button on the bottom of the screen to immediately stop an allotment. If stopping prior to the mid-month pay cycle, the allotment will stop the last day of the previous month, and the final payment would have been 1 June 2018. For example, member entered a stop deduction in DA prior to the mid-month pay cycle (10 June 2018), which will stop the allotment the last day of the previous month (31 May 2018).
	• Or enter an **End Date**. To stop an allotment after a mid-month pay cycle, enter the End Date to stop the deduction. The date must be after the **Change this deduction on** date. You can future date the End Date for stopping the allotment for future dates, but it must always be the last day of that month. For example, the member entered a stop deduction **after** the mid-month pay cycle (10 June 2018) but **prior to** the end-month pay cycle (22 June 2018). The soonest the member can affect the stop is the end of the current month (30 June 2018). After entering the End Date, click the **Save Deduction** button.

Deduction:	Savings
Amount:	100.000000
Change this deduction on:	06/01/2018 Type:
End Date:	06/30/2018 Policy #:

Who receives this deduction

Recipient:	152487	Yosemite Sam
Account Name:	Yosemite Sam	
Bank Routing #:	314074269	USAA FEDERAL SAVINGS BANK
Account Nbr:	987654321	
Account Type:	Savings	Payment Method: Bank Transfer

Save Deduction   Stop Deduction   Return to Summary

Stopping an Allotment, Continued

Procedures, continued

Step	Action
6	If you clicked the **Stop Deduction** button or entered an End Date and clicked the **Save Deduction** button, you will receive a **Save Confirmation** message. Click the **Return to Summary** link. Save Confirmation ✔ The Save was successful. Return to Summary
7	You will return to the Voluntary Deduction page. • If you elected to stop the deduction immediately, the allotment will no longer be listed. • If you elected to enter an End Date, the date will appear in the Voluntary Deductions. **Voluntary Deductions** <table><tr><th>Element</th><th>Amount</th><th>Begin Date</th><th>End Date</th><th>Recipient</th><th>Edit</th></tr><tr><td>Association Dues</td><td>$7.000000</td><td>02/01/2017</td><td></td><td>Warrant Officer Association</td><td></td></tr><tr><td>Mutual Assistance Donation</td><td>$5.000000</td><td>07/01/2015</td><td></td><td>Cg Mutual Assistance Campaign</td><td></td></tr><tr><td>Savings</td><td>$100.000000</td><td>06/01/2018</td><td>06/30/2018</td><td>Yosemite Sam</td><td></td></tr><tr><td>Tricare Dependent Dental</td><td>$29.620000</td><td>04/01/2018</td><td></td><td>UCC</td><td></td></tr></table>