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- CHARLES BARTOCCI
- MADELINE JACKSON
- KIMBERLEY VALENZUELA
- SANDRA COTTRELL
- MARK LAHAN





- CWO BRIAN SPINA
- YNC JEFFREY FREEMAN
- YNC RUSLAN BAUTE
- YNC DUSTIN O'CONNOR
- YN1 MARK DUBOIS







PPC (P&D) USER
GUIDES/TUTORIALS



VIEWING PAY PROCESSING SHORTCUTS USER GUIDE



PPC KNOWLEDGE BASE



REFERENCES

Procedures & Development (P&D) Branch

Direct Access Process Maps, User Guides, Tutorials and Webinar Recordings

Links to Process Maps and Knowledge Base entries will take you to the CG Portal (CAC login required). Process Maps and User Guides are in Adobe Acrobat (PDF) file format and will open in a new window. Visit the Human Capital Management Military Human Resource Business Process Standardization (MHR-BPS) Publishing Site on the CG Portal to learn about Context Models and Process Models. You can also review this presentation on HCMS Modeling Elements to learn more.



Compressed Archives for Deployable Units: If you are assigned to a deployable unit and would like to take our guides with you, send us an e-mail. List the guide categories you need (e.g. Travel - PCS, Direct - Access Self Service, etc.). We'll create a "zip" file of the guides requested and e-mail you a link so you can download the guides before you deploy. Send requests to PPC (P&D) (PPC-PF-PD@uscg.mil).

Collapse All Expand All

SPO Pay & Allowances

TOPIC	PROCESS MAP	KNOWLEDGE BASE ENTRY	PROCEDURE GUIDE (PDF)	VIDEO TUTORIAL
Viewing Pay Processing Shortcuts		01/28/2015	10/02/2017	10/11/2016
View Pay Transactions by Member			08/30/2018	03/15/2019 NEW!

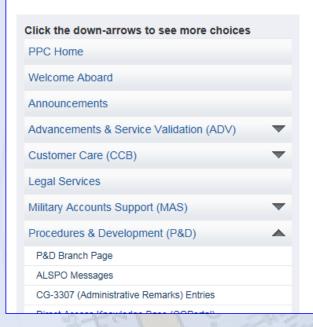
PRIOR PRESENTATION



U. S. Coast Guard Pay & Personnel Center

Direct Access User Guides

Travel/TPAX User Guides



Procedures & Development (P&D) Branch

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☐ Words of Wisdom Wednesdays (2019)
1 danie
17 April 2019; Understanding Pay Calculations
Recording
 Questions & Answers

- Top 10 Tuesdays Monthly Virtual Sessions with PPC (P&D)
- On-Demand Virtual Road Shows
- □ Presentations Library
- E-Learning, User Guides for Direct Access and Web-TPAX
- **■** Submit Requests to PPC for Specialized Virtual Training

PPC Customer Newsletter / Servicing Personnel Office Newsletter

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UNDERSTANDING

PAY CALCULATIONS PART II

A AMATEMBAN
ON
THAN COVERS

CONSTRUCTION SHORTING

TODAY

COMMON PRINCIPLES

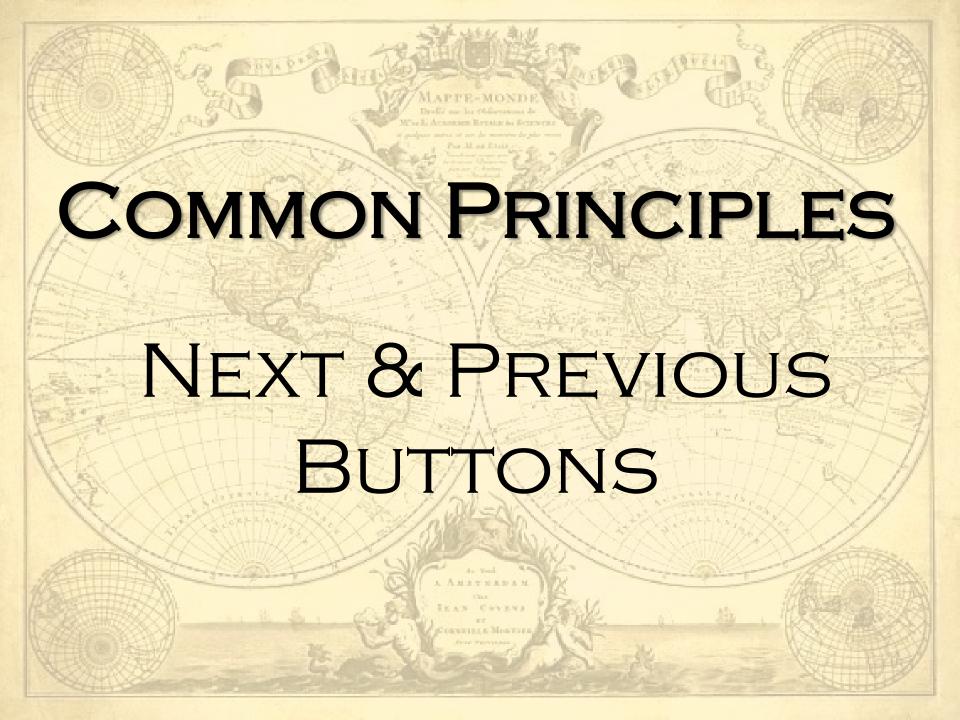
• ADJUSTMENT DETAILS

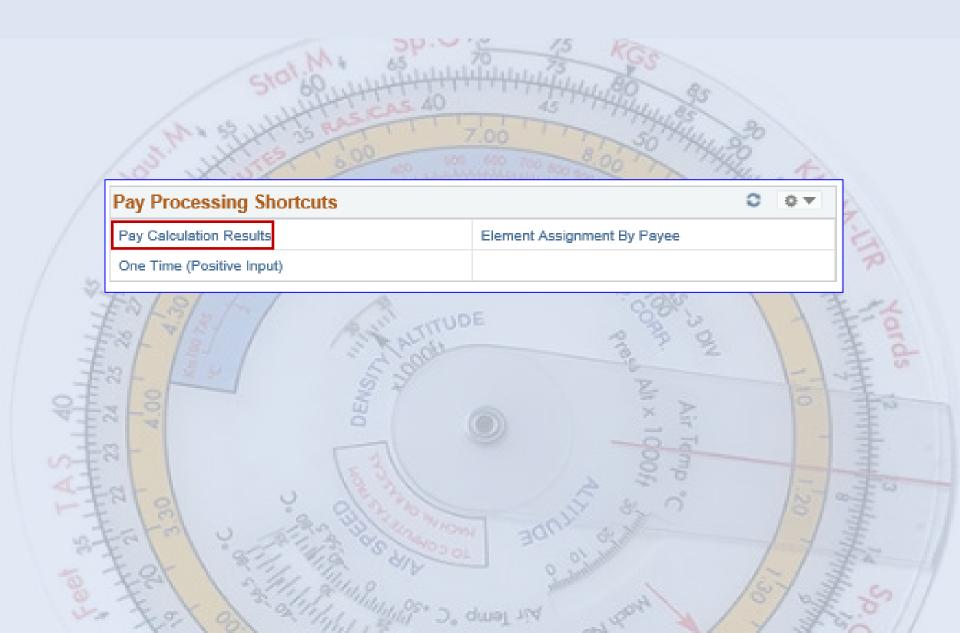
COMMON PRINCIPLES

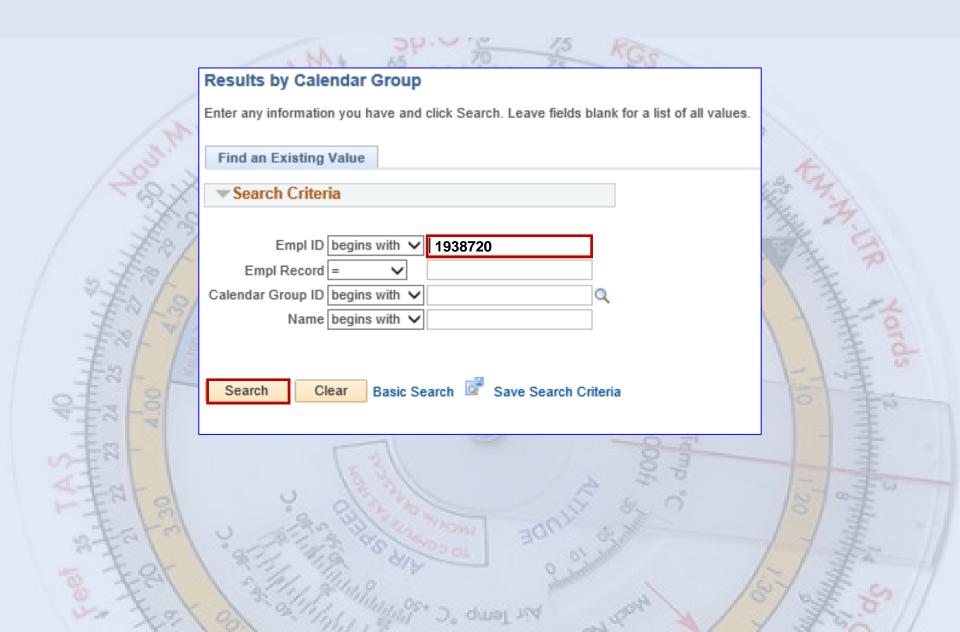
NEXT & PREVIOUS BUTTONS

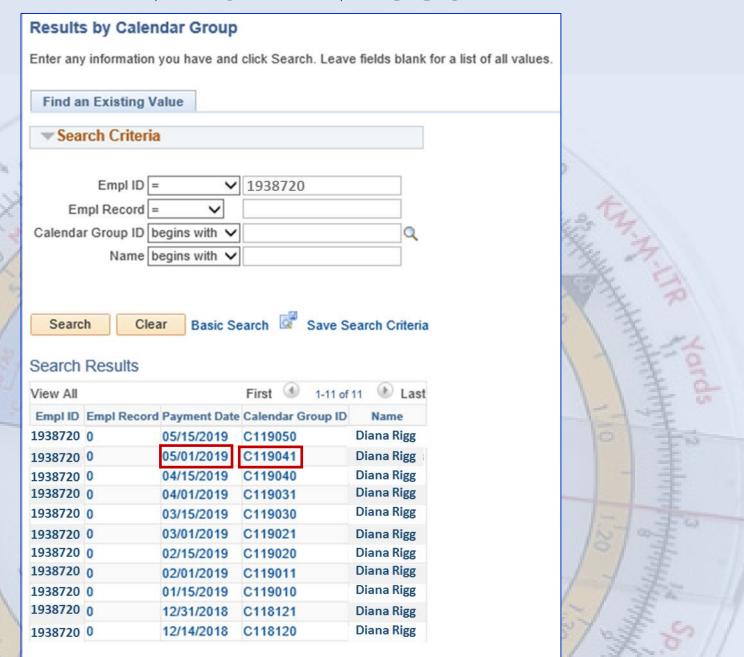
- AMOUNT COLUMN VS CALCULATION ADJUSTMENT COLUMN
- EARNINGS & DEDUCTIONS

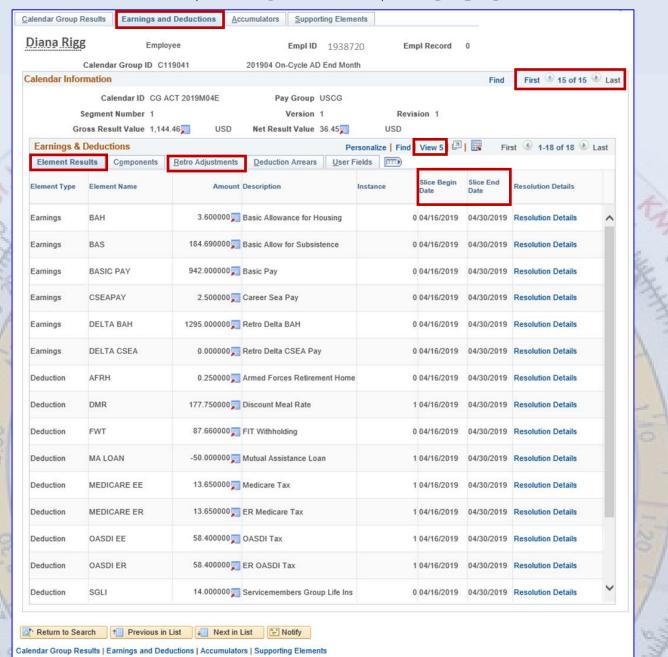
• IN-SERVICE DEBTS & EABP

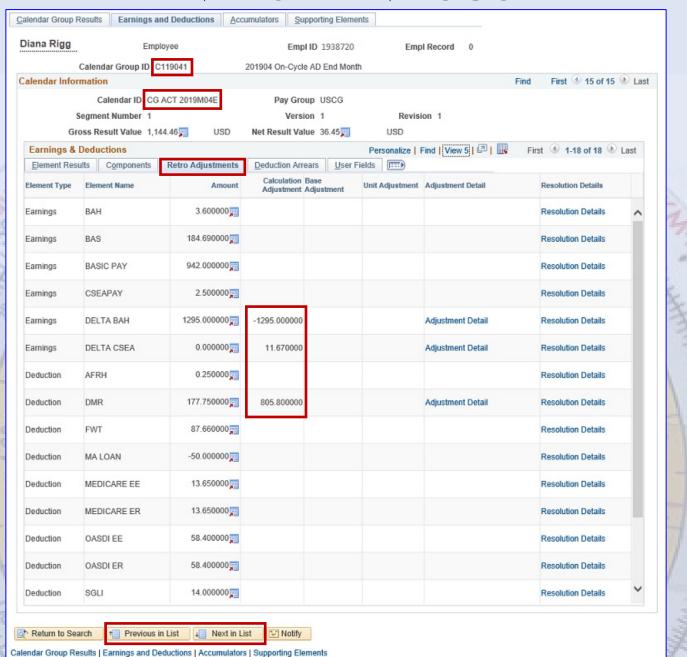


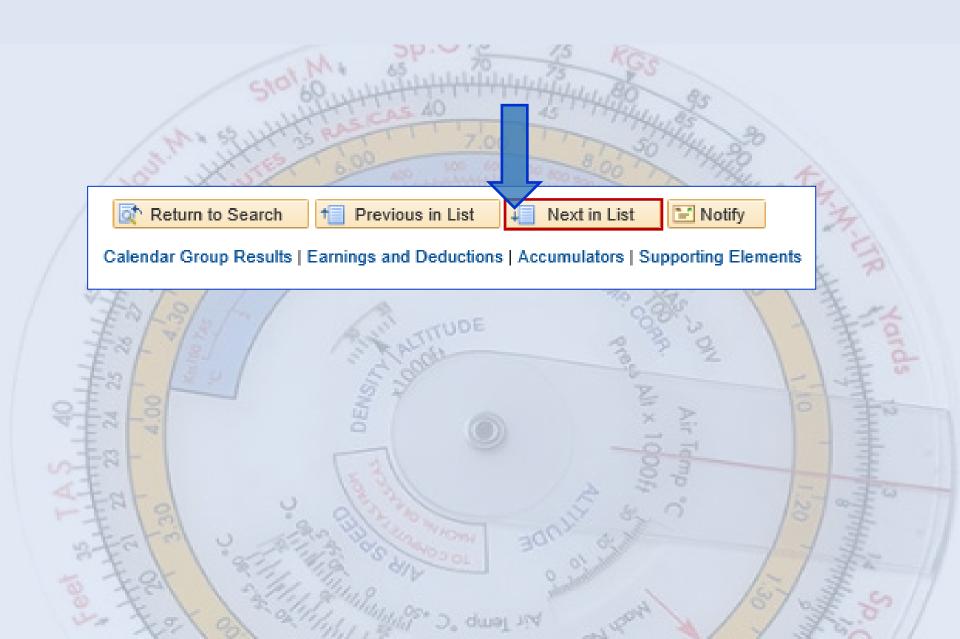


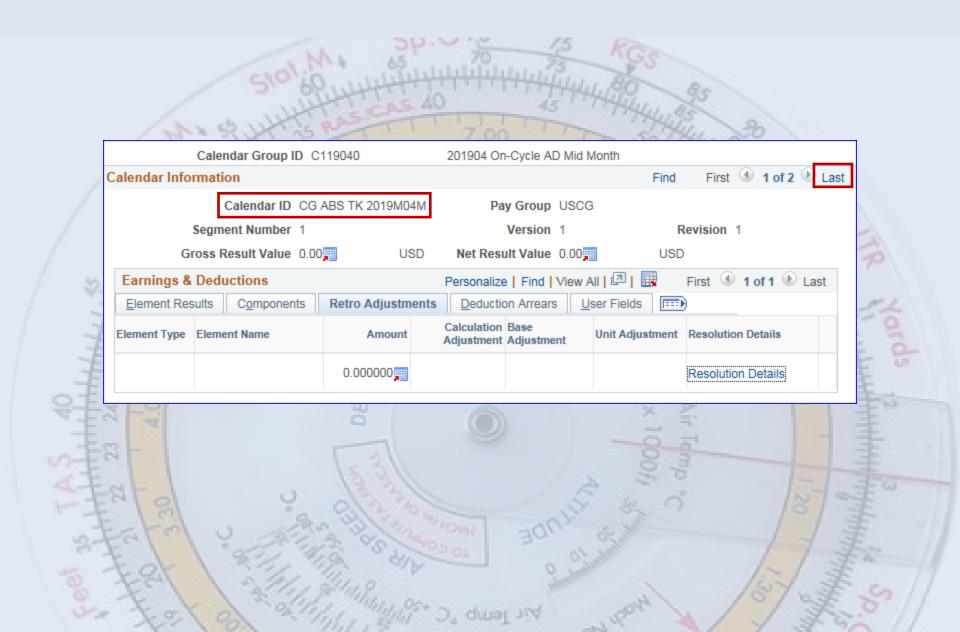


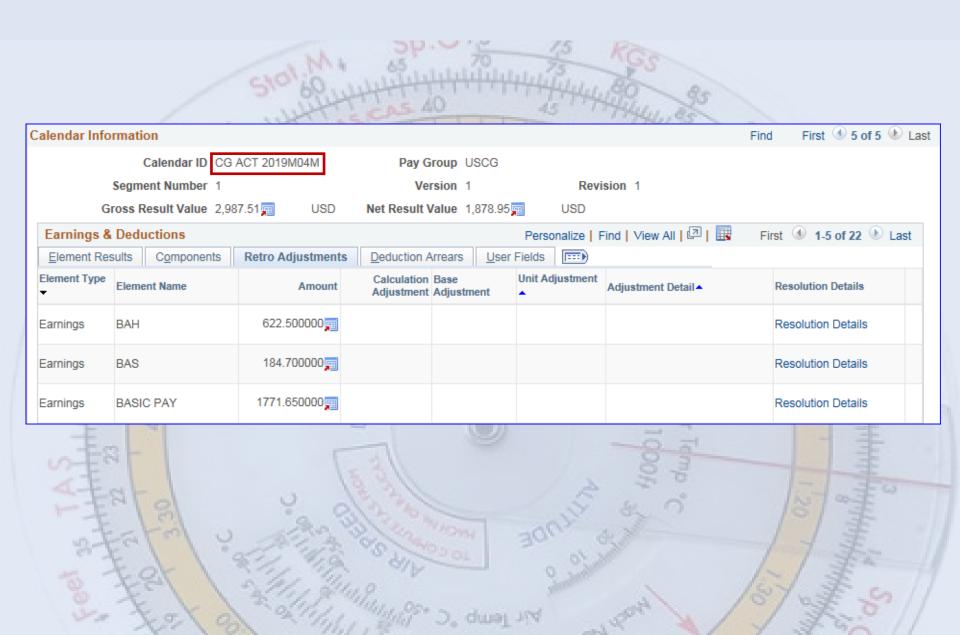


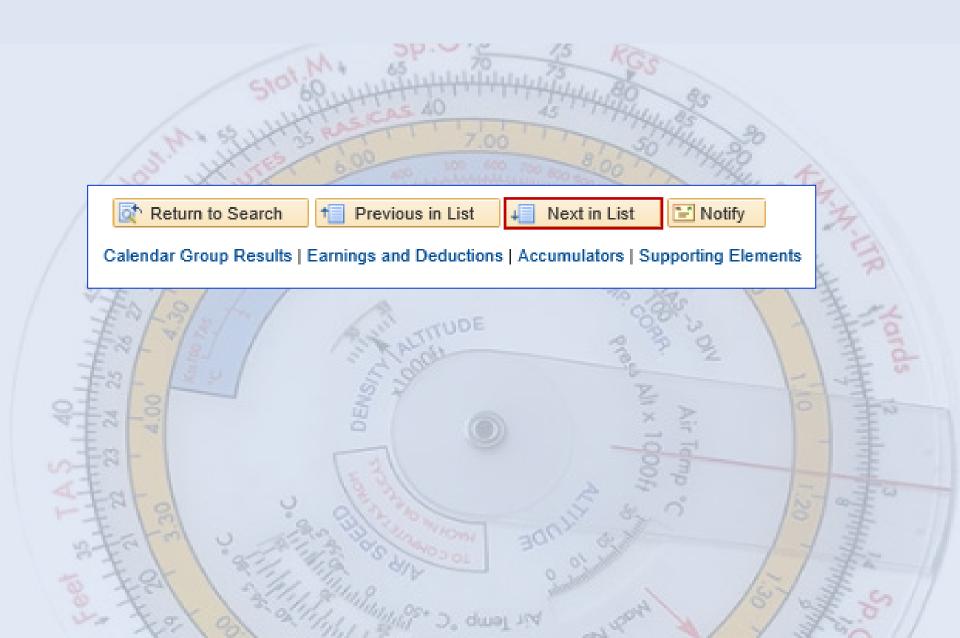


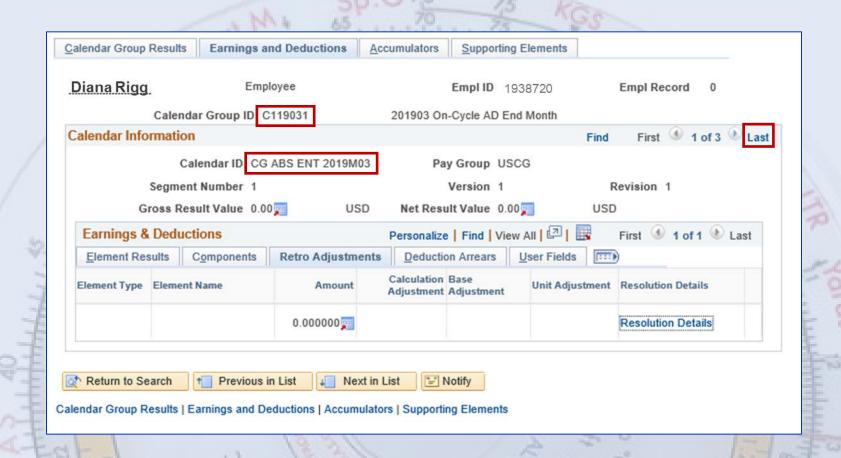


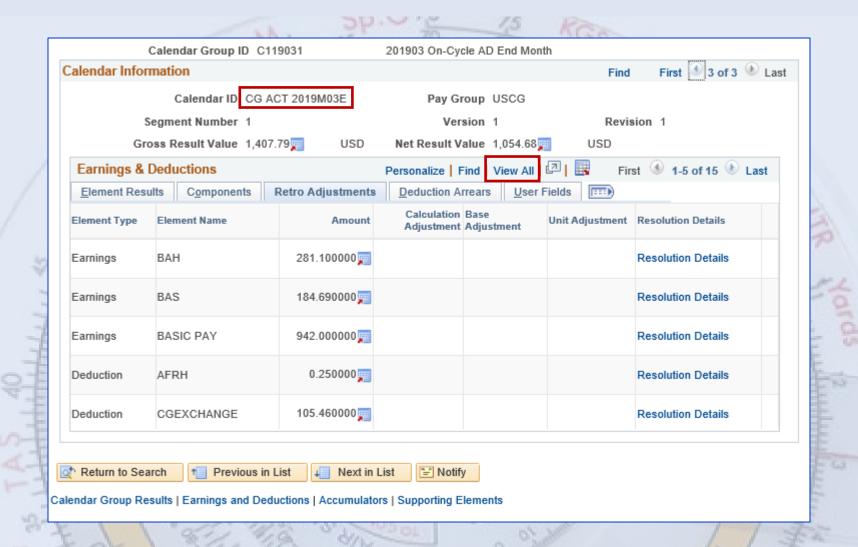


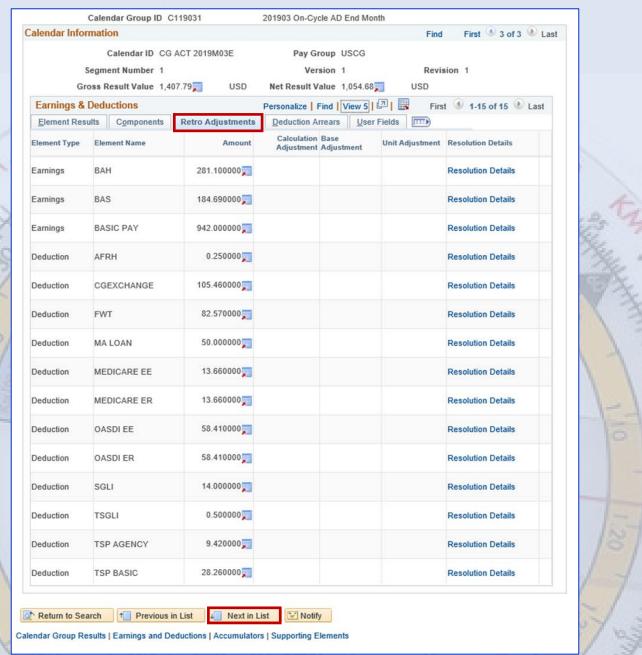


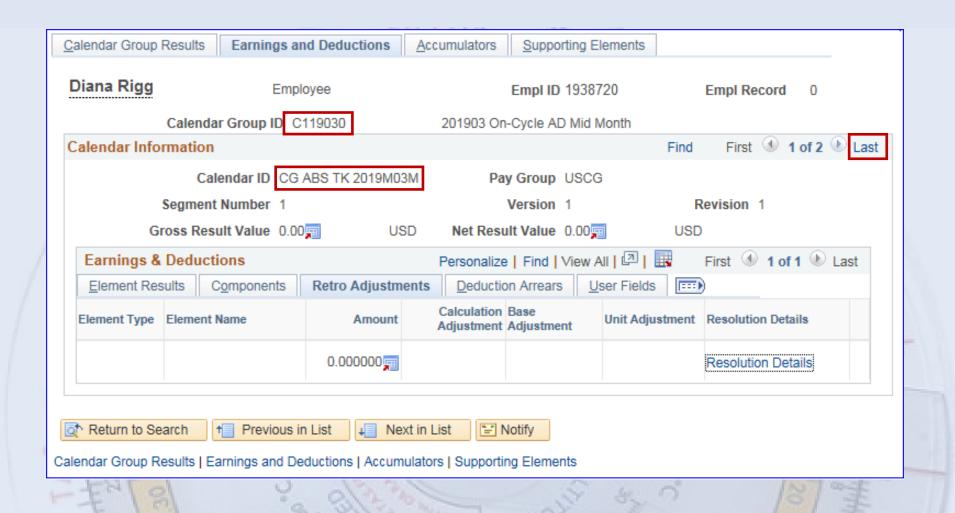


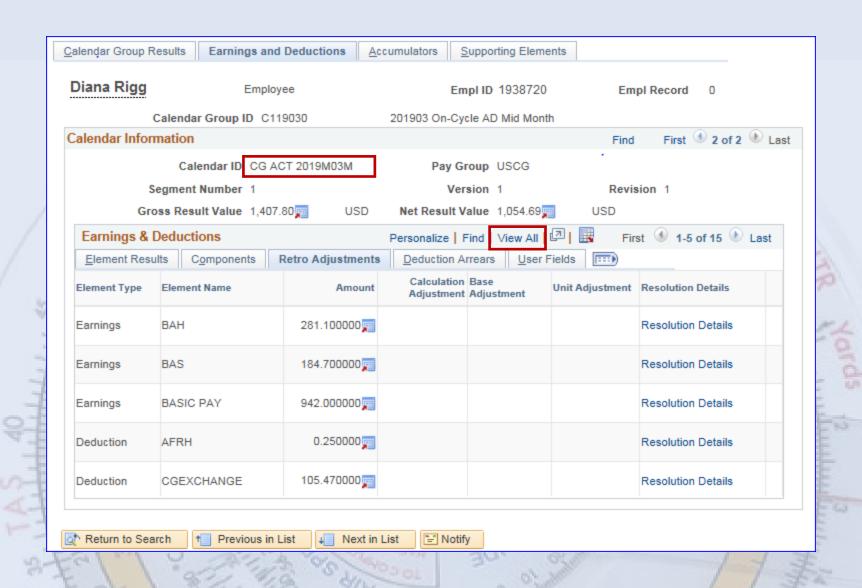


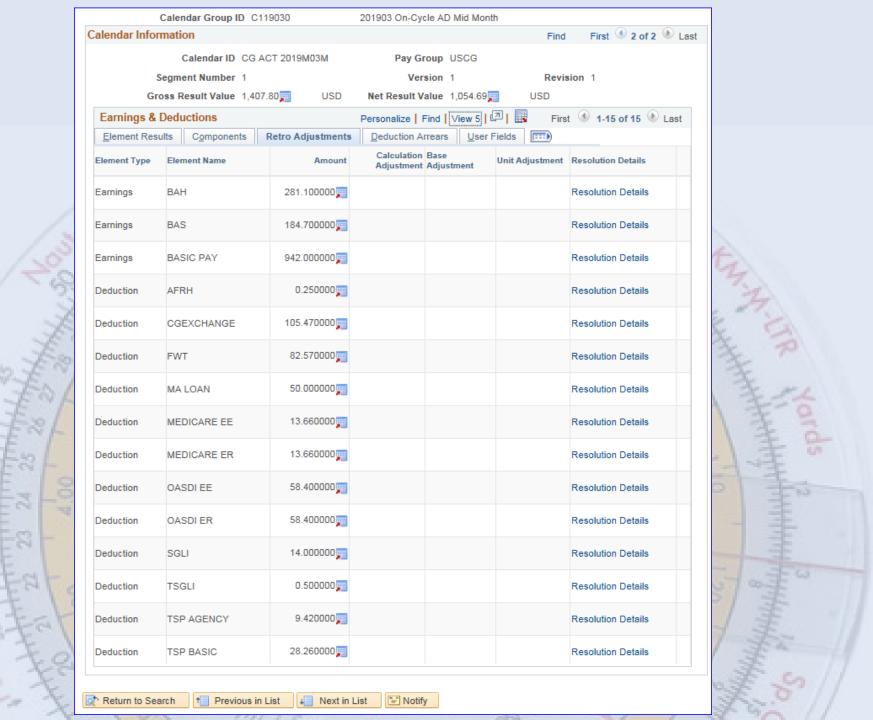


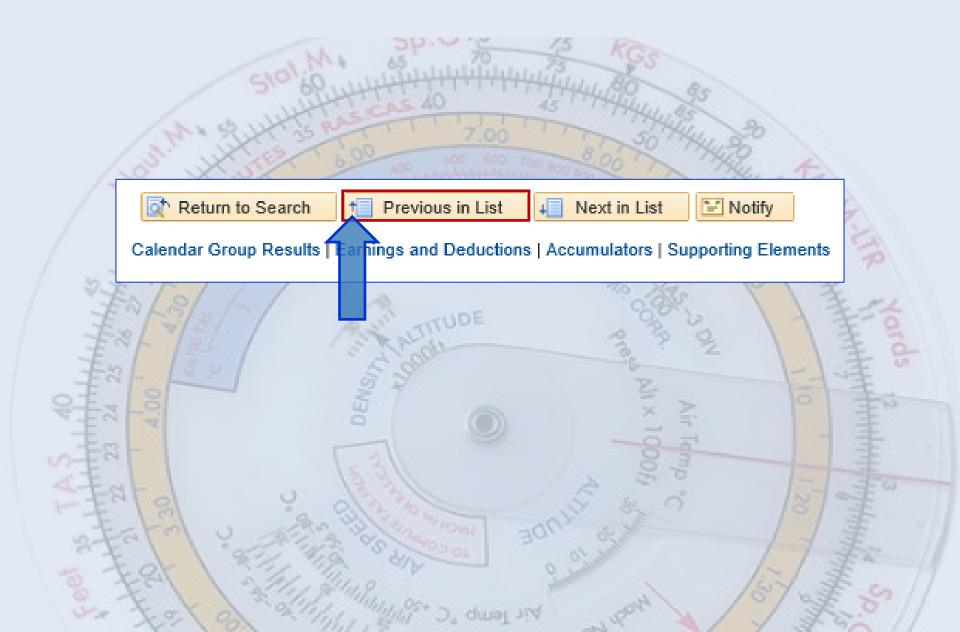


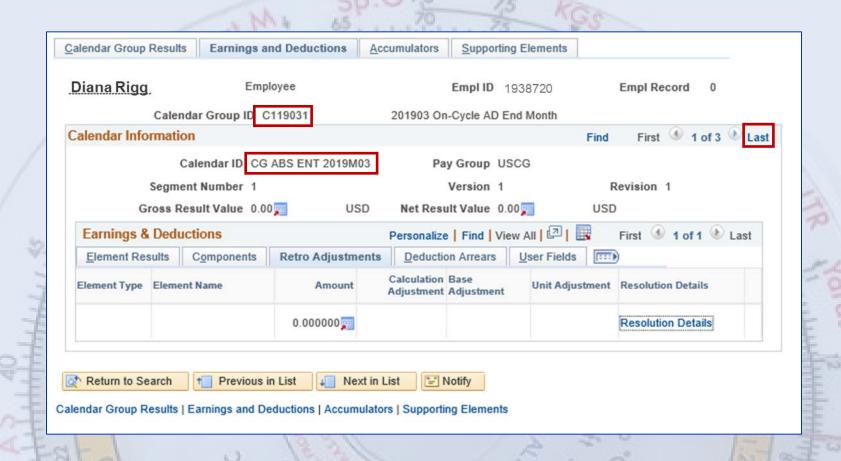


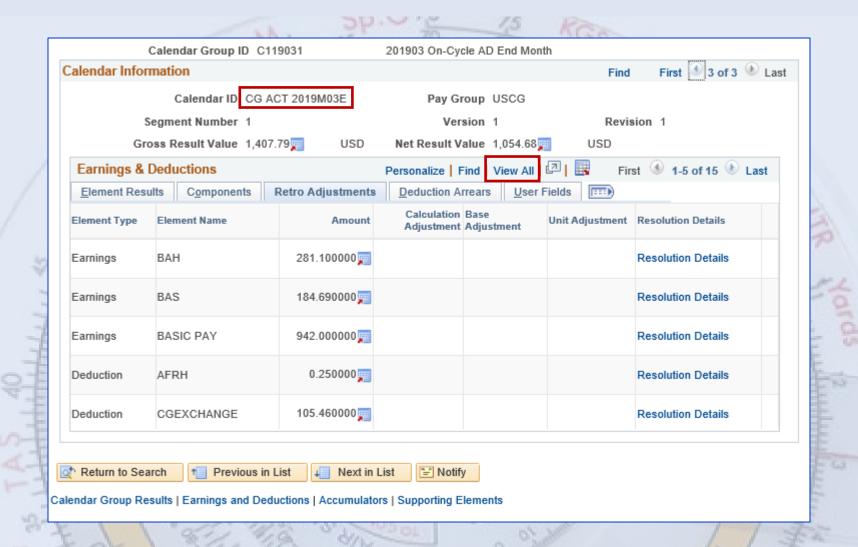














AMOUNT & CALCULATION ADJUSTMENT COLUMNS

A ARRESARAN

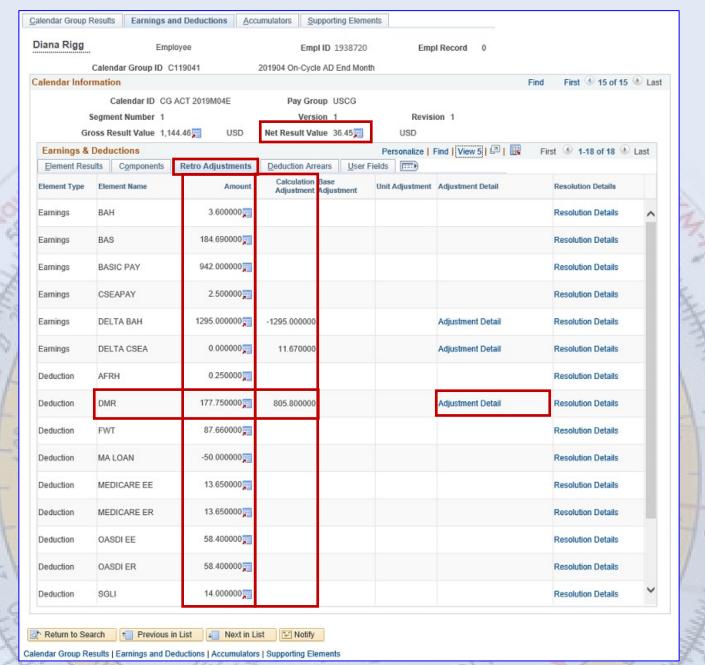
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CONVERSE

AMOUNT & CALCULATION ADJUSTMENT

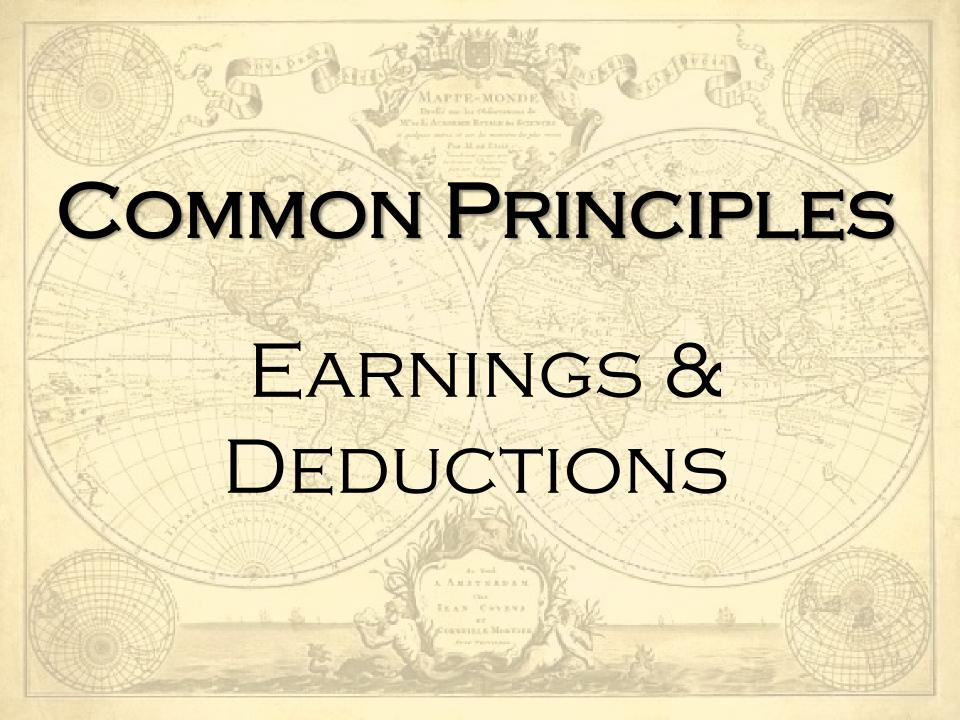


AMOUNT & CALCULATION ADJUSTMENT

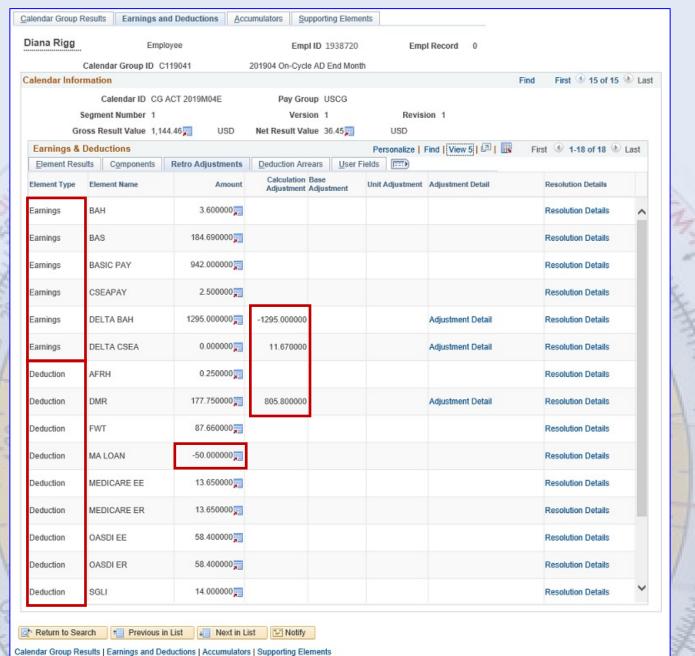
Delta Details Personalize Find View 1 🛂 👪 First 🕚 1-5 of 5 🕪 Last							
Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta
CG ACT 2019M02E	A19M02PRD2	DMR	1	USD	154.050000👮	0.000000	0.000000
CG ACT 2019M02M	A19M02PRD1	DMR	1	USD	106.650000	0.000000	0.000000
CG ACT 2019M03E	A19M03PRD2	DMR	1	USD	189.600000	0.000000	0.000000
CG ACT 2019M03M	A19M03PRD1	DMR	1	USD	177.750000👮	0.000000	0.000000
CG ACT 2019M04M	A19M04PRD1	DMR	1	USD	177.750000🛒	0.000000	0.000000

-1-30		March 18 18 18 18 18 18 18 18 18 18 18 18 18		1	9 90 (2)	1 1	the in	
Assignments		Personalize F	ind 💷 🌉	First 1-4 of 4	1 🕑 Last			
Elements Recipient Elements								
Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance		
MA LOAN	Mutual Assistance Loan	999	03/01/2019	07/31/2019	✓	1	+ -	
DMR	Discount Meal Rate	999	02/07/2019	31	✓	1	+ -	
IN SRVC DEBT	In-Service Debt	999	07/01/2019	31	✓	1	+ -	
CGEXCHANGE	CG Exchange	999	02/01/2019	03/31/2019	✓	1	+ -	

Mr Jemp "C.



EARNINGS & DEDUCTIONS



EARNINGS & DEDUCTIONS

Earnings &	Earnings & Deductions Personalize Find View 5 🗗 👪 First 🕚 1-18 of 18 🕑 Last								
Element Res	ults Components	Retro Adjustments	Deduction Arr	ears <u>U</u> ser F	ields				
Element Type	Element Name▲	Amount▼	Calculation Adjustment▲		Unit Adjustment	Adjustment Detail	Resolution Details		
Deduction	AFRH	0.250000🚎					Resolution Details		
Earnings	ВАН	3.600000 🚎					Resolution Details		
Earnings	BAS	184.6900005					Resolution Details		
Earnings	BASIC PAY	942.0000005					Resolution Details		
Earnings	CSEAPAY	2.500000					Resolution Details		
Earnings	DELTA BAH	1295.000000	-1295.000000			Adjustment Detail	Resolution Details		
Earnings	DELTA CSEA	0.0000005	11.670000			Adjustment Detail	Resolution Details		
Deduction	DMR	177.7500005	805.800000			Adjustment Detail	Resolution Details		
Deduction	FWT	87.660000					Resolution Details		
Deduction	MA LOAN	-50.000000					Resolution Details		
Deduction	MEDICARE EE	13.650000					Resolution Details		
Deduction	MEDICARE ER	13.650000🚎					Resolution Details		

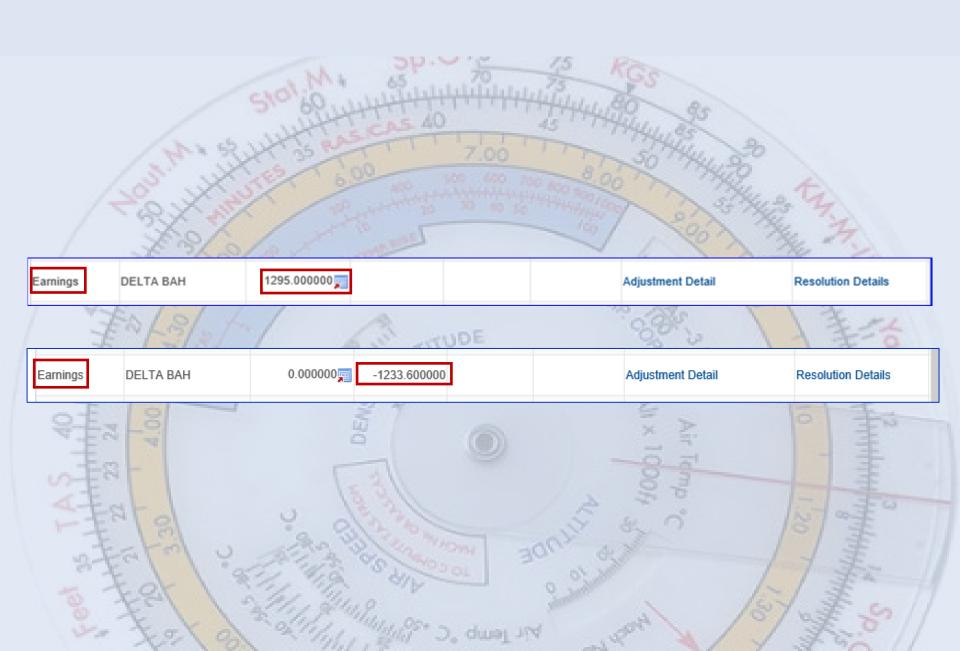
Mr Jemp "C "

EARNINGS & DEDUCTIONS

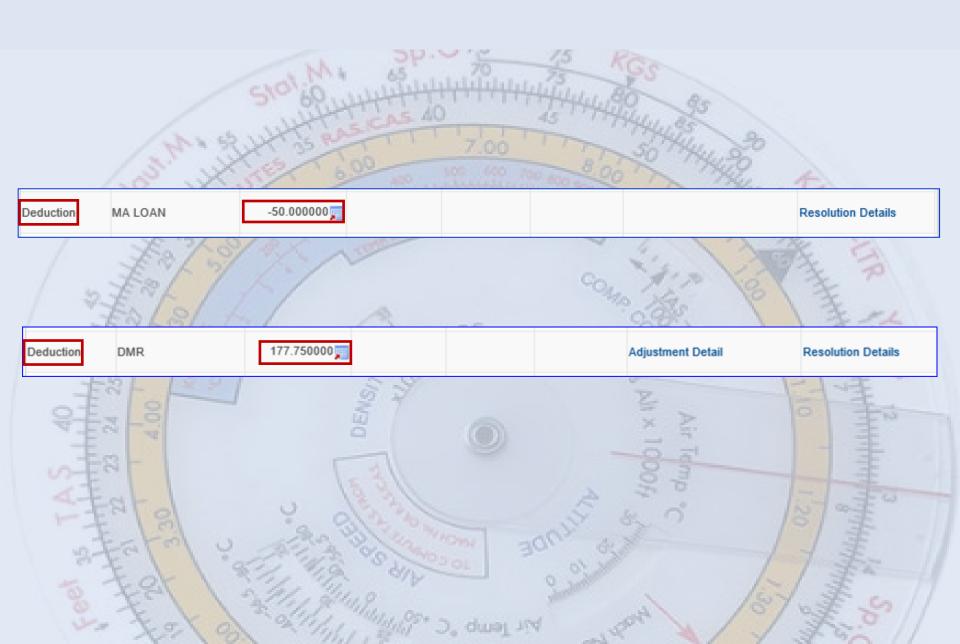
	MAL IS	70	400		
	EARNINGS			TAXES	
Description BAH-PARTIAL BAS-ENL BASIC PAY CSEAPAY CSEAPAY	Current 3.60 184.69 942.00 11.67 2.50		Description FICA FITW	Current 72.05 87.66	556.30 640.75
TOTAL:	1144.46		TOTAL:	159.71	1197.05
	DEDUCTIONS		ALLOTMENTS		
Description AERH DISCOUNT MEAL RA SGLI 8 TSGLI	Current 0.25 983.55 14.00 0.50	Description CGMA LOAN	-50.00		
TOTAL:	998.30	TOTAL:	-50.00		
			The second secon		

Deduction DMR 177.750000 805.800000

EARNINGS

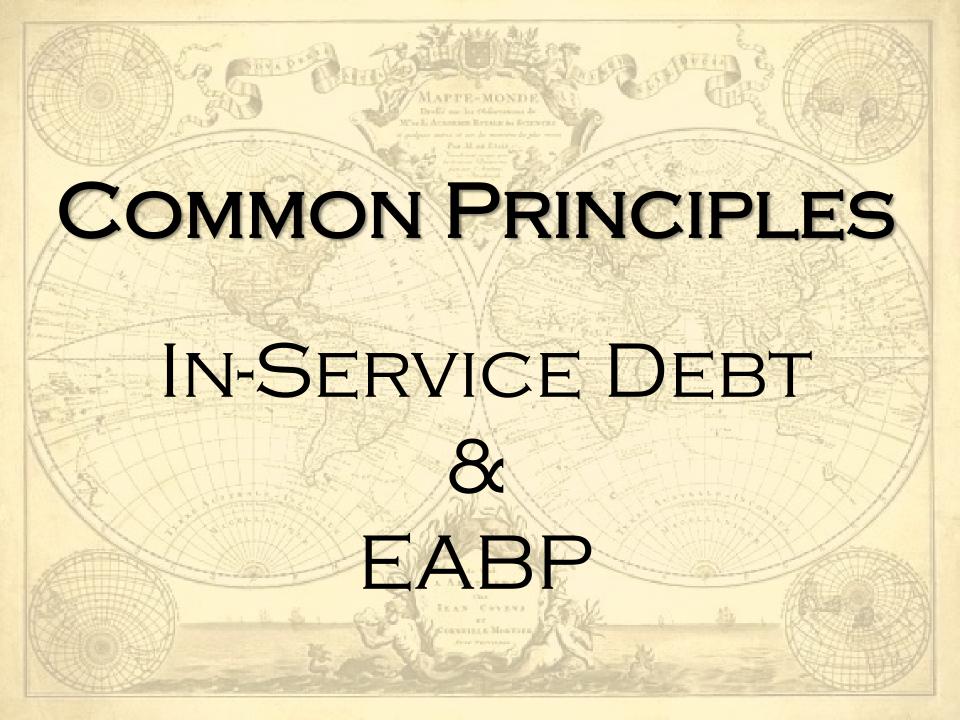


DEDUCTIONS

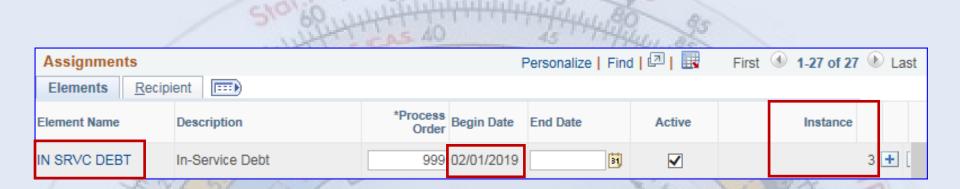


EARNINGS & DEDUCTIONS

,		170	74UN. 30			
	Element Type	Positive Amount	Negative Amount			
	Earnings	Amount paid to member	Amt deducted from member			
Deductions <u>A</u>		Amt deducted from member	Amount paid to member			



<u>C</u> alendar Group	Results Earnings ar	nd Deductions A	ccumulators	Supporting Elem	ents			
Diana Rigg	Employ	/ee	Emp	ol ID	Emp	I Record 0		
(Calendar Group ID C11	8110	201811 On-Cycl	e AD Mid Month				
Calendar Inform	nation						Find First 1 7 of 7	Last
	Calendar ID CG AG	CT 2018M11M	Pay Gro	oup USCG				
S	egment Number 1		Vers	ion 1	Revisi	on 1		
Gro	ss Result Value 1,949.	.66 <u>m</u> USD	Net Result Va	lue 1,409.87 🚎	USD			
Earnings & Deductions					Personalize F	Find View 5 💷 🔣	First 1-17 of 17 🕑 La	ast
Element Resu	Its Components I	Retro Adjustments	Deduction Arr	ears <u>U</u> ser Fi	elds			
Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	
Earnings	BAS	184.700000					Resolution Details	^
Earnings	BASIC PAY	1726.8000005					Resolution Details	
Earnings	CLOTHING	21.490000					Resolution Details	
Earnings	CSEAPAY	16.670000					Resolution Details	
Earnings	DELTA BAH	2198.700000	-2198.700000			Adjustment Detail	Resolution Details	
Deduction	AFRH	0.250000					Resolution Details	
1/5	Fall C	10000	The state of the s		30, 9		1 1 5	

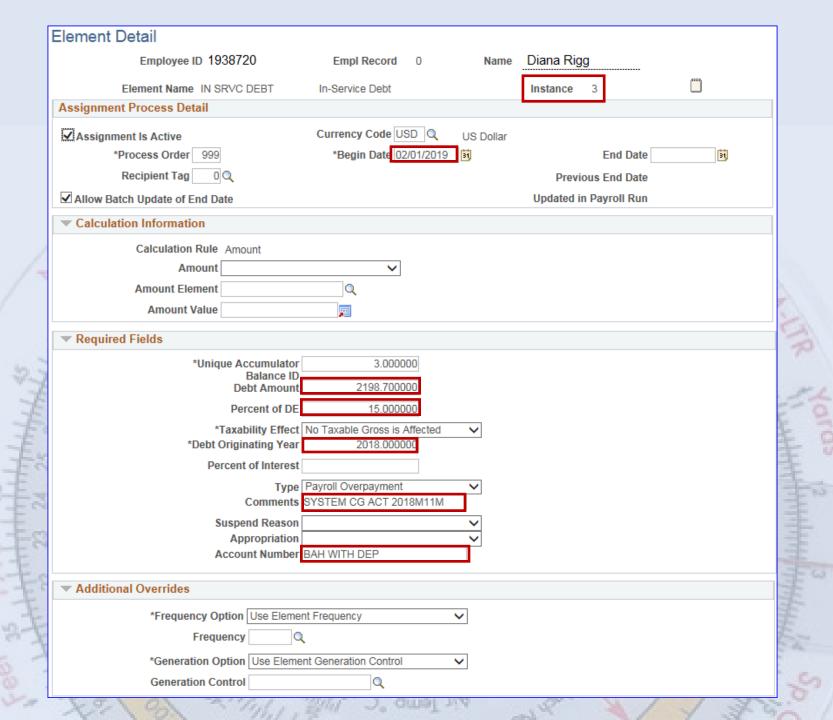


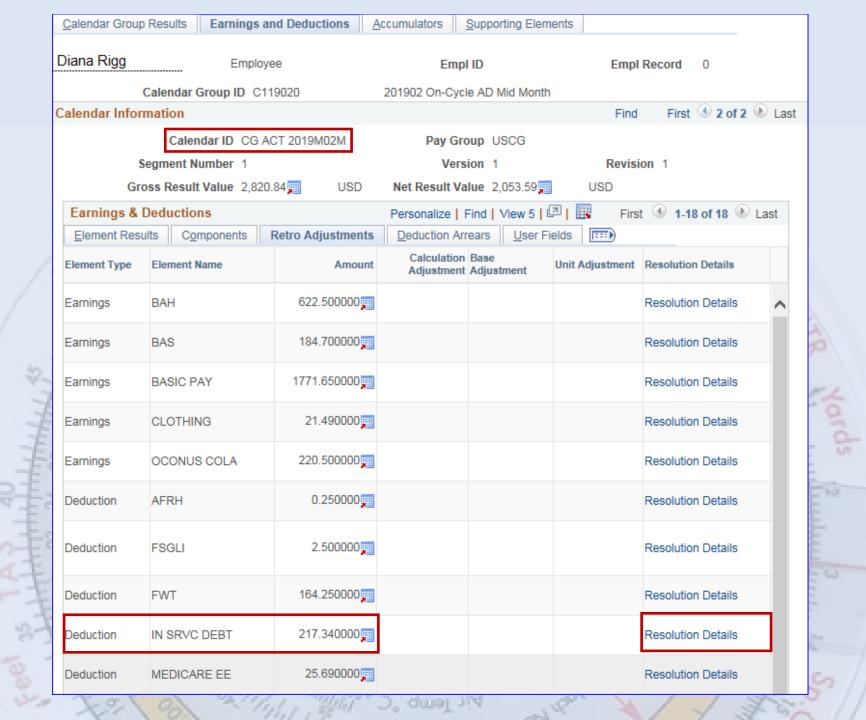
For more information on In-Service debt, see the In-Service Debt User Guide located on the PPC (P&D) web page.

Identifying and Researching
Overpayments or In-Service Debts

04/30/2019
UPDATED

09/21/2016





				311.12.17	7.0	Figure 1			
	Results by Calendar Group								
	Element Re								
	Empl ID 1938720		Name Diana Rigg		Empl Record 0				
	Element IN SRVC DEBT		Element In-Service Debt						
	Segment 1			Instance 1					
	User Fields								
	User Field 1 000000000003			User Field 2		User Field 3			
J	User Field 4			User Fleld 5		User Field 6			
	Component and Retro Adj Detail								
	ED Instance 3		PI Instance 0		Driver Exists				
	Amount 217.340000 🛒		Amount Source Post	Formula	0.000000				
	Deduction Arr	ears							
	Payback 0.000000		Amount Not Taken	0.000000	000000 Add to Arrears 0.0				
Deduction Recipients									
	Red	cipient Ta	g 0	Preliminary Recipient II	90027	Transfer Value	217.340000		
7				1 - 2 0					

	THE !	TASICAS AU	45 1774	44,95		
Accumulato	ors		Personalize Find View 5	7 🔣 First	🕚 1-65 of 65 🕑	Last
Accumulato	r Results User Keys)				
Period	Element Name	Amount	Description	From	Through	
Segment	ALL WAGES	2643.670000	All Wages subject Transit Tax	02/01/2019	02/15/2019	^
Segment	ALL WAGES N	2643.670000🚎	All Wages subject Transit Tax	02/01/2019	02/15/2019	
Segment	CG AC DEBT DE	1448.920000	In-Service Debt Disposable Pay	02/01/2019	02/15/2019	
Segment	CG AC FINE DE	1454.610000	Fine Availab le Pay for Deduct	02/01/2019	02/15/2019	
Segment	CG AC GARN CHLD DE	1271.740000 🚎	Child / Spouse Support DE	02/01/2019	02/15/2019	
Segment	CG AC TAX LEVY DE	2053.590000	Tax Levy Disposable Earnings	02/01/2019	02/15/2019	
TA LA		7		76		

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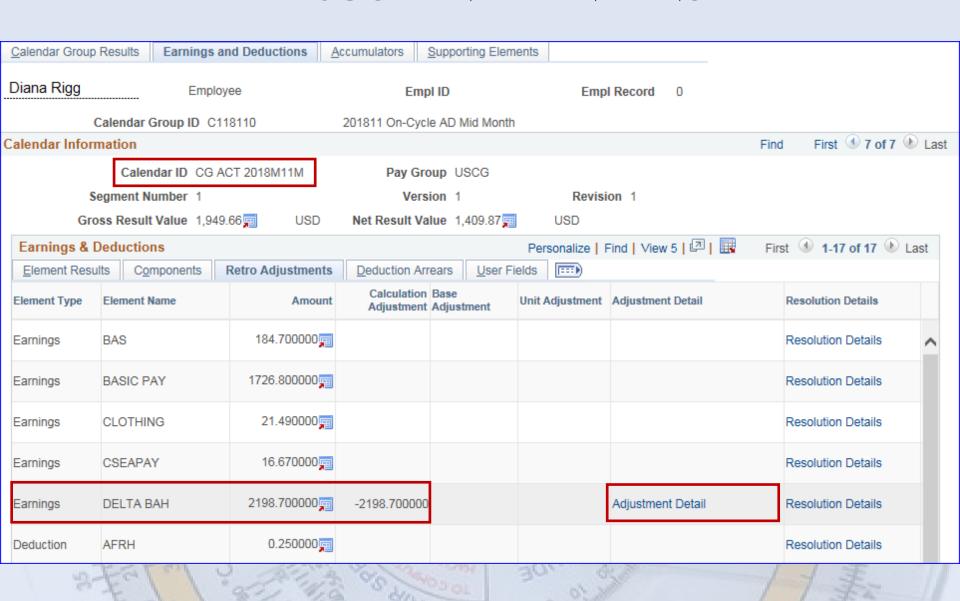
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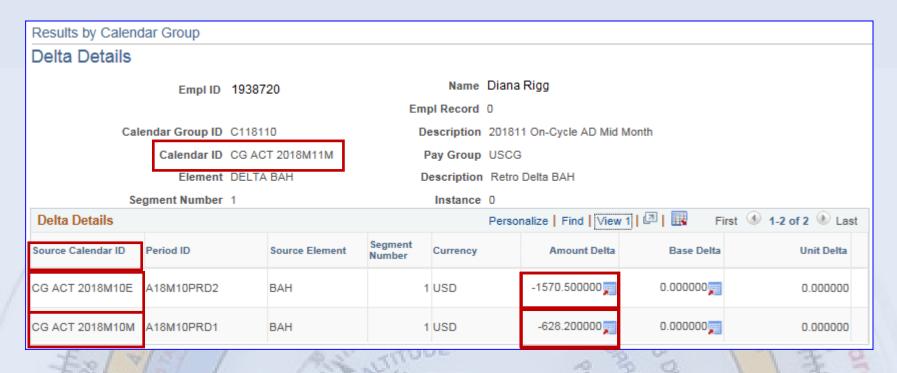
ADJUSTMENT DETAILS

A AMATEMBAN

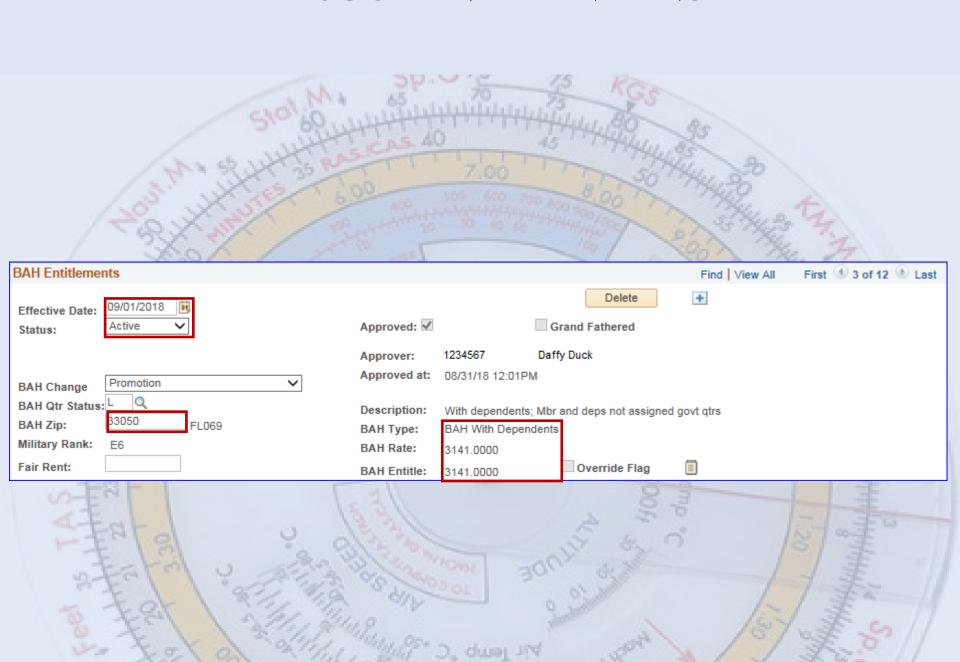
THAN COVERS

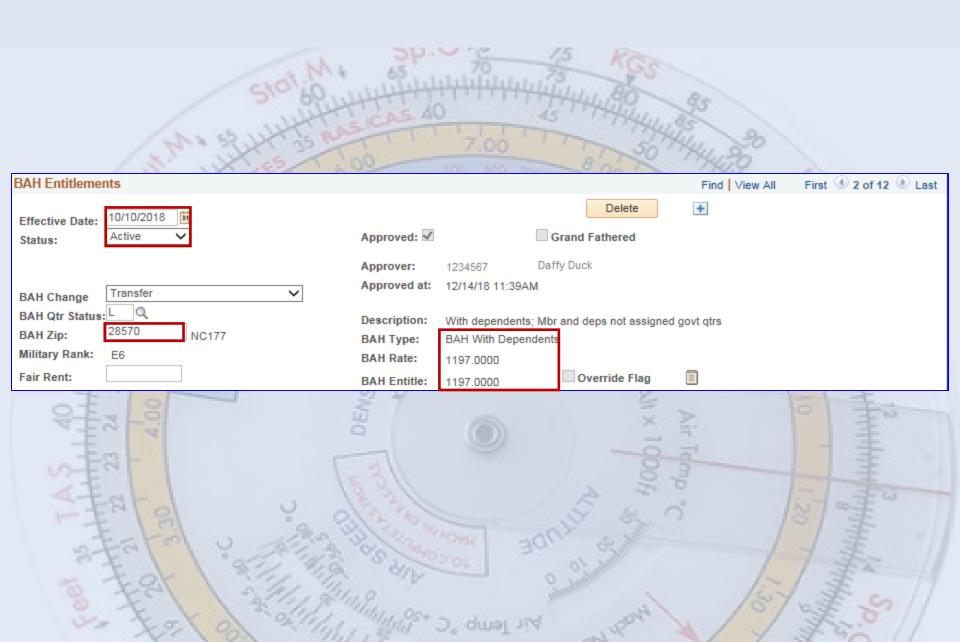
CORNULA MORTERA

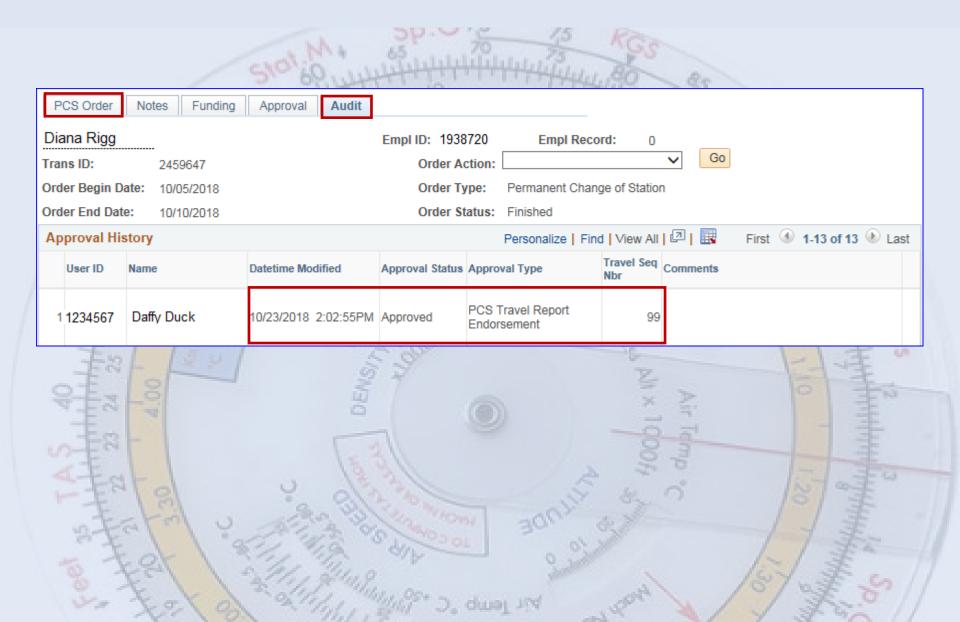


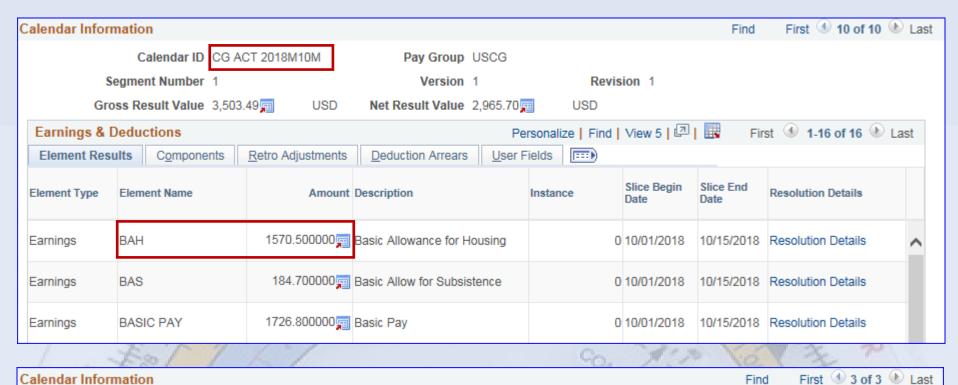


Calenda	ar Infor	matio	on						Find	First 4 7 of 7 b Las	
		(Calendar ID CG	ACT 2018M11M	Pay G	Pay Group USCG					
Segment Number 1			Ve	Version 1 Revisi		Revision 1					
Gross Result Value 1,949.66 USD					Net Result \	Net Result Value 1,409.87 USD					
Earni	Earnings & Deductions					Personalize Find View All 🛂			First 1-5 of 17 Last		
<u>E</u> leme	Element Results Components Retro Adjustments			Deduction A	Arrears <u>U</u> sei	Fields					
Element •	Element Type Element Name		Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment ▲	Adjustment Detail▲	R	Resolution Details		
Earning	gs	DELT	A BAH	2198.700000	-2198.700000]	Adjustment Detail	R	Resolution Details	





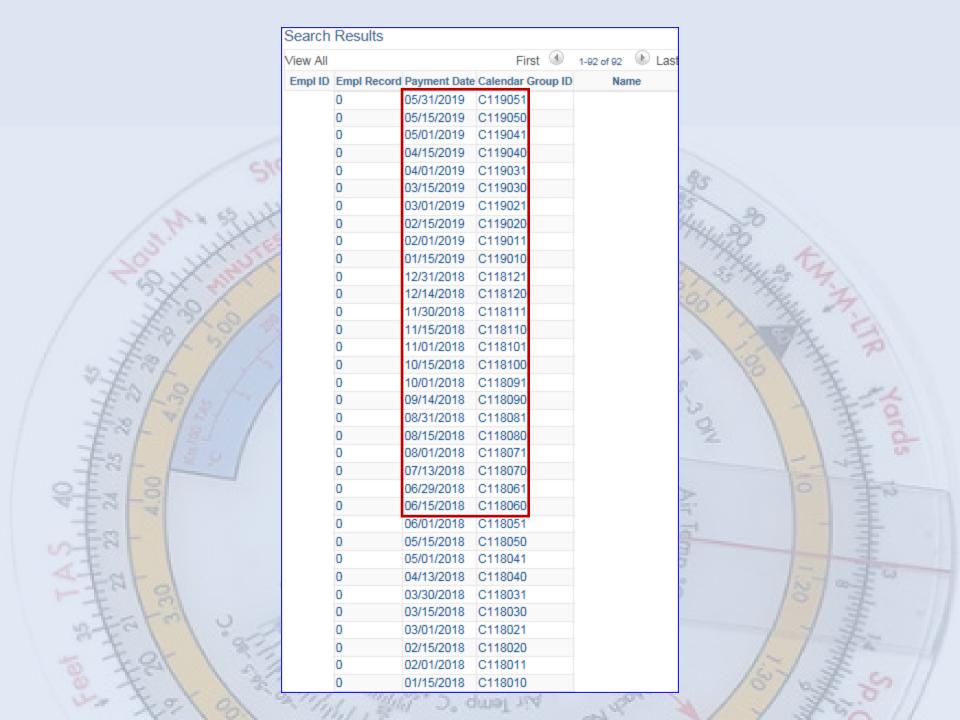






- The monthly BAH rate at old PDS of \$3141 divided by 30 days equals a daily rate of \$104.70.
- Member was NOT entitled to old rate beginning 10 October.
- 21 days X \$104.70 = \$2198.70 of BAH the member was not entitled for the month of October 2018.
- \$628.20 for period 10-15 October 2018
- \$1570.50 for period 16-30 October 2018

Delta Details			Persor	nalize Find View 1 💷 🌉 💮 First 🕚 1-2 of 2 🕟 La			
Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta
CG ACT 2018M10E	A18M10PRD2	ВАН	1	USD	-1570.500000 ூ	0.000000 👼	0.000000
CG ACT 2018M10M	A18M10PRD1	ВАН	1	USD	-628.200000 j	0.000000	0.000000



Procedure for Out of Range Transactions

When a SPO enters a pay related transaction with any effective dates that are older than one year (more than 24 pay calendars in the past), Direct Access will not process that transaction - This is defined as an "out of range transaction". The SPO must follow these steps:

- Enter the transaction into Direct Access;
- Approve the transaction in Direct Access;
- 3. If the transaction requires a pay adjustment, submit a ticket to PPC Customer Care with a description and the following information (Note: You can use this Outlook template (CG Portal Link. Logon to the Portal before attempting to open this file) to ensure you include the correct information):
 - Member rank and name
 - ii. Member employee ID
 - iii. Name of entitlement(s)
 - iv. Effective date(s) entered
 - v. Name and EMPLID of the SPO Auditor
 - vi. Reason the transaction was submitted out-of-range
 - vii. Screen shots of any deleted rows
 - viii. Transaction details
 - ix. The date when the transaction was approved
 - x. Detailed pay adjustment needed (Reminder: If there's no pay adjustment necessary, a ticket isn't necessary)

