## WORDS OF WISDOM WEDNESDAY

# PPC P\&D STAFF 

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# REFERENCES 

PPC (P\&D) USER
GUIDES/TUTORIALS

VIEWING PAY PROCESSING SHORTCUTS USER GUIDE

PPC KNOWLEDGE BASE


## 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.

## DA Sign into Direct Access

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 <br> BASE ENTRY | PROCEDURE GUIDE <br> (PDF) | VIDEO TUTORIAL |
| :--- | :--- | :--- | :--- | :--- |
| Viewing Pay Processing <br> Shortcuts |  | $01 / 28 / 2015$ | $10 / 02 / 2017$ | $10 / 11 / 2016$ |
| View Pay Transactions <br> by Member |  |  | $08 / 30 / 2018$ | $03 / 15 / 2019$ NEW! |

## PRIOR PRESENTATION

## U. S. Coast Guard Pay \& Personnel Center

Click the down-arrows to see more choices
PPC Home

Welcome Aboard
Announcements
Advancements \& Service Validation (ADV) $\nabla$
Customer Care (CCB) $\nabla$
Legal Services
Military Accounts Support (MAS)
Procedures \& Development (P\&D)
P\&D Branch Page
ALSPO Messages
CG-3307 (Administrative Remarks) Entries

## Procedures \& Development (P\&D) Branch

Collapse All Expand All
Words of Wisdom Wednesdays (2019)
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
(T) Known Issues
$\pm$ Submit Requests to PPC for Specialized Virtual Training
PPC Customer Newsletter / Servicing Personnel Office Newsletter


## UNDERSTANDING



## TODAY

- COMMON PRINCIPLES

AdJustment Details

## COMMON PRINCIPLES

- NEXT \& PREVIOUS BUTTONS
- Amount Column vs Calculation ADJUSTMENT COLUMN
- EARNINGS \& DEDUCTIONS
- IN-SERVICE DEBTS \& EABP


## COMMON PRINCIPLES

> NEXT \& PREVIOUS BUTTONS

## NEXT \& PREVIOUS

| Pay Processing Shortcuts | Element Assignment By Payee |  |
| :--- | :--- | :--- |
| Pay Calculation Results |  | ov |
| One Time (Positive Input) |  |  |

## Next \& Previous

## Results by Calendar Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

- Search Criteria



## NEXT \& PREVIOUS

## Results by Calendar Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

* Search Criteria


Search
Clear Basic Search

Save Search Criteria

## Search Results

| View All |  |  | First (4) 1-11 of 11 | (b) Last |
| :---: | :---: | :---: | :---: | :---: |
| Empl ID | Empl Record | Payment Date | Calendar Group ID | Name |
| 1938720 | 0 | 05/15/2019 | C119050 | Diana Rigg |
| 1938720 | 0 | 05/01/2019 | C119041 | Diana Rigg |
| 1938720 | 0 | 04/15/2019 | C119040 | Diana Rigg |
| 1938720 | 0 | 04/01/2019 | C119031 | Diana Rigg |
| 1938720 | 0 | 03/15/2019 | C119030 | Diana Rigg |
| 1938720 | 0 | 03/01/2019 | C119021 | Diana Rigg |
| 1938720 | 0 | 02/15/2019 | C119020 | Diana Rigg |
| 1938720 | 0 | 02/01/2019 | C119011 | Diana Rigg |
| 1938720 | 0 | 01/15/2019 | C119010 | Diana Rigg |
| 1938720 | 0 | 12/31/2018 | C118121 | Diana Rigg |
| 1938720 | 0 | 12/14/2018 | C118120 | Diana Rigg |

## NEXT \& PREVIOUS



## Next \& Previous



## Next \& Previous



## Next \& Previous



## Next \& Previous



## Next \& Previous



## Next \& Previous



## Next \& Previous



## NEXT \& PREVIOUS



## Next \& PREVIOUS



## Next \& Previous




## Next \& PREVIOUS



## Next \& Previous



## Next \& Previous



## COMMON PRINCIPLES

AMOUNT \& CALCULATION ADJUSTMENT COLUMNS

## AMOUNT \& CALCULATION ADJUSTMENT



[^0]Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

AMOUNT \& CALCULATION ADJUSTMENT


# COMMON PRINCIPLES 

$$
\begin{aligned}
& \text { EARNINGS \& } \\
& \text { DEDUCTIONS }
\end{aligned}
$$

## EARNINGS \& DEDUCTIONS



[^1]
## EARNINGS \& DEDUCTIONS



## EARNINGS \& DEDUCTIONS



## EARNINGS



## DEDUCTIONS



## EARNINGS \& DEDUCTIONS

## Element Type Positive Amount Negative Amount

## Earnings

Amount paid to member
Amt deducted from member

## Deductions Amt deducted from member Amount paid to member

## COMMON PRINCIPLES

IN-SERVICE DEBT

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## EABP

## In-SERVICE DEBT \& EABP



## In-SERVICE DEBT \& EABP

| Assignments |  |  | Personalize \| Find | [ |  |  |  | First | 1-27 of 27 | Last |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Elements | Recipient | [FE: |  |  |  |  |  |  |  |
| Element Name | Des | iption | *Process Order | Begin Date | End Date | Active |  | Instance |  |
| IN SRVC DEBT | In-S | rvice Debt | 999 | 02/01/2019 | 31 | $\checkmark$ |  | 3 | + [ |

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 <br> Overpayments or In-Service Debts |  | 04/30/2019 <br> UPDATED | 09/21/2016 |
| :--- | :--- | :--- | :--- | :--- |

## Element Detail



## - Required Fields

| *Unique Accumulator |  |
| ---: | ---: |
| Balance ID |  |
| Debt Amount |  |
| Percent of DE | 3.000000 |
|  | 2198.700000 |

*Taxability Effect No Taxable Gross is Affected $\square$
*Debt Originating Year $\quad 2018.000000$
Percent of Interest $\qquad$

| Type | Payroll Overpayment |
| ---: | :--- |
| Comments | SYSTEM CG ACT 2018M11M |
|  |  |
| Suspend Reason |  |
| Appropriation |  |
|  |  |
| Account Number BAH WITH DEP |  |
|  |  |

## Additional Overrides


*Generation Option Use Element Generation Control $\quad$ -
Generation Control $\square Q$


## In-SERVICE DEBT \& EABP



## In－SERVICE DEBT \＆EABP

| Accumulators |  |  | Personalize｜Find｜View 5 ｜团｜－Fin |  |  | 1－65 of 65 Last |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Accumulator Results |  | User Keys | FEx） |  |  |  |  |
| Period | Element Name |  | Amount Description |  | From | Through |  |
| Segment | ALL WAGES |  | 2643．670000圆 All Wages subject Transit Tax |  | 02／01／2019 | 02／15／2019 | $\wedge$ |
| Segment | ALL WAGES N |  | 2643.670000 圆 All Wages subject Transit Tax |  | 02／01／2019 | 02／15／2019 |  |
| Segment | CG AC DEBT DE |  | 1448.920000 圆 In－Service Debt Disposable Pay |  | 02／01／2019 | 02／15／2019 |  |
| Segment | CG AC FINE DE |  | 1454．610000氥 Fine Availab le Pay for Deduct |  | 02／01／2019 | 02／15／2019 |  |
| Segment | CG AC GARN CHLD DE |  | 1271．740000司 Child／Spouse Support DE |  | 2／01／2019 | 02／15／2019 |  |
| Segment | CG AC TAX LEVY DE |  | 2053.590000 圆 Tax Levy Disposable Earnings |  | 02／01／2019 | 02／15／2019 |  |



## ADJUSTMENT DETAILS



## ADJUSTMENT DETAILS



## ADJUSTMENT DETAILS



## ADJUSTMENT DETAILS



## ADJUSTMENT 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 |  |  |  |  | Personalize｜Find｜View 1 ｜芽｜ |  | First（4）1－2 of 2 （ ${ }^{\text {c }}$ Last |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Source Calendar ID | Period ID | Source Element | Segment Number | Currency | Amount Delta | Base Delta | Unit Delta |
| CG ACT 2018M10E | A18M10PRD2 | BAH |  | 1 USD | －1570．500000風 | 0.000000 圆 | 0.000000 |
| CG ACT 2018M10M | A18M10PRD1 | BAH |  | 1 USD | －628．200000雨 | 0.000000 國 | 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:

1. Enter the transaction into Direct Access;
2. 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):
i. 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)


[^0]:    Q $^{+}$Return to Search + Nrevious in List 4 Noxtify

[^1]:    Q $^{\text {o }}$ Return to Search + Nrevious in List 4 Noxtify

