

# Pay Corrections Action Request

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## Introduction

This guide provides the procedures to correct, stop, or cancel (delete) pay entitlements using the Pay Corrections action request in Direct Access (DA).

The pay entitlements that can be corrected using the Pay Corrections Action Request include:

- Assignment Pay
- Basic Allowance for Subsistence II
- Board Certified Pay
- COLA Unique
- COMRATS (meal allowance for Cadets)
- Crew Flight Pay
- Career Sea Pay
- Career Sea Pay Premium
- Diving Duty Pay
- Discount Meal Rate (CGSMR)
- DMR Refund (Refund of Missed Meals)
- Flight Deck Hazardous Duty Pay
- Foreign Language Proficiency
- Family Separation Allowance
- Hardship Duty Pay – Location
- HDIP Visit Board Search and Seizure
- Hostile Fire/Imminent Danger Pay
- Health Profession Incentive
- Health Profession Board Crt IP
- HDIP High Pressure Chamber
- Non-Crew Flight Pay
- Optometrist/Veterinarian Pay
- Special Duty Assignment Pay
- Special Duty Pay
- Variable Special Pay

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## Pay Corrections Action Request, Continued

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### When to Use Pay Corrections

**STOP:** The above listed pay entitlements are started using the appropriate payroll action request. Normally, they will be started with an open stop or end date. The Pay Corrections Action Request is used to shutdown these entitlements when necessary. Some instances include:

- Member departs unit on terminal leave.
- Member is no longer eligible for the special pay or allowance.
- Entitlement was started in connection with a TDY assignment which has ended.

**CORRECT:** If one of the above listed pay entitlements was submitted and approved with an incorrect date it can be corrected using the Pay Corrections Action Request. However, **and this is very important, do not** correct a payroll entitlement that has **not** processed through a payroll calculation yet. If you need to correct an entitlement that has **not** processed through a payroll calculation, **cancel (delete)** it, then resubmit it with the correct information.

Other fields, such as a type or code associated with an entitlement, cannot be corrected. The transaction will have to be cancelled (deleted) and resubmitted with the correct type or code. Once the cancellation is approved, the SPO technician can submit a new transaction using the correct type or code.

**For example,** Special Duty Pay (SDP) type CGCYB03 is started for a member but it is later determined the SDP type should've been started for CGCYB06 instead. The current SDP needs to be cancelled and a new SDP action request will need to be started using the correct SDP type, CGCYB06. Payroll will handle the credits/deductions accordingly (see [In-Range vs. Out-of-Range](#) section for more information on when to notify PPC of a correction).

**Note:** RMM transactions submitted with the incorrect number of meals **or** a transaction that has crossed pay calendars **cannot** be corrected. The SPO **must** cancel the incorrect transaction and resubmit with the correct number of missed meals for each pay calendar.

**CANCEL (DELETE):** If a pay entitlement was erroneously submitted and approved (e.g. member was not entitled), the entire transaction should be cancelled (deleted) using the Pay Corrections Action Request. Approved transactions that require a correction but have **not** been processed through a payroll calculation must also be cancelled (deleted) and resubmitted as appropriate.

**Very Important:** If cancelling a transaction due to a correction of a code or other value, be sure to input the new transaction in the same pay cycle, preferably within 10 minutes of the cancellation. **Cancelling an instance of a pay element will reverse all amounts paid or deducted in prior finalized calendars.**

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## Pay Corrections Action Request, Continued

**In-Range vs. Out-of-Range**

If the correction is In-Range (the entire affected period is within 24 pay periods or 1 year): **Follow the steps in this guide** and all corrections should be processed automatically without manual intervention by PPC.

If the correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year): **Follow the steps in this guide**. Once all corrections/changes have been approved, all the corrections/changes **MUST** be reported to PPC Customer Care to be processed manually.

For guidance on how to take and attach screenshots (required) when submitting a Customer Care ticket, see the [Submitting Trouble Tickets with Supporting Images](#) user guide.

**Stopping Coast Guard Standard Meal Rate (CGSMR)**

The SPO cannot stop CGSMR collections without a [CG-7220G](#) form or a memo authorized by CG-1332.

In addition, the bottom section of the [CG-7220G](#) form must be completed by the SPO Tech and the SPO Auditor to document the effective dates that CGSMR collection is stopped and when CGSMR collection is restarted.

SPO Data Entry Technician Signature: <i>(Transaction Entered)</i>		SPO Auditor Signature: <i>(Transaction Approved)</i>		Date
1. Galley closed. CGSMR collection suspended. Effective Date:		2. Galley operational. CGSMR deduction collection applied. Effective Date:		

This is especially important because the dates authorized by CG-1332 are often amended by the Unit. The [CG-7220G](#) form, or memo authorization, must be filed in Part 3 of the SPO-PDR as supporting documentation for the pay action.

For TDY periods or galley closures when a member has CGSMR running, the Unit should suspend (stop) CGSMR. Upon the member's return or the galley re-opening, CGSMR should be re-started by the Unit.

**Auditing Standards**


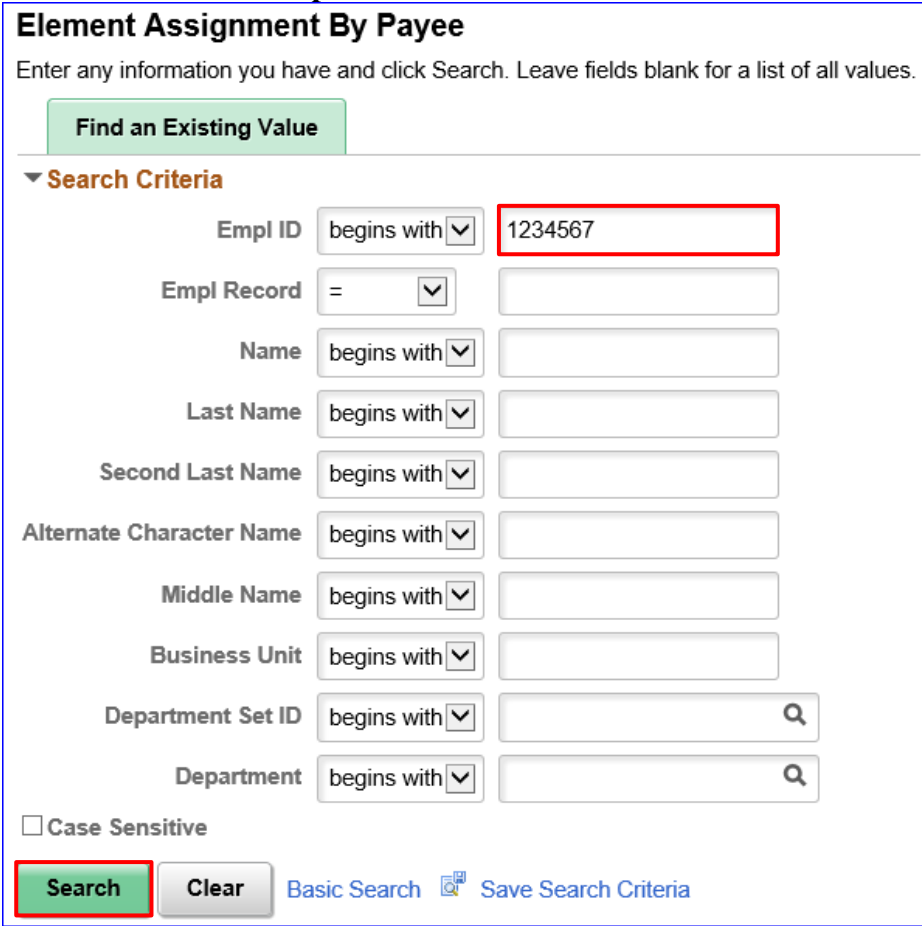
[Chapter 11.A of the 3PM](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

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

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# Pay Corrections Action Request, Continued

Procedures See below.

Step	Action
1	<p>The Instance number of the pay transaction must be obtained before processing a correction using the Pay Corrections Action Request.</p> <p>To locate the Instance number, select <b>Element Assignment By Payee</b> from the Pay Processing Shortcuts pagelet.</p> 
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> 

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# Pay Corrections Action Request, Continued

Procedures,  
continued

Step	Action																																																																						
3	<p data-bbox="328 472 1310 539">A list of the member’s EABPs will display. It may be necessary to click the <b>Expand</b> icon to display the Instance Number.</p> <div data-bbox="328 539 1374 1373" style="border: 1px solid black; padding: 5px;"> <p data-bbox="328 539 639 566"><b>Element Assignment By Payee</b></p> <p data-bbox="328 573 1353 600">Eddie Brock ID 1234567 Empl Record 0</p> <p data-bbox="349 607 496 629"><b>Selection Criteria</b></p> <div data-bbox="352 633 1345 736" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="405 651 488 674">Category</p> <p data-bbox="405 680 488 703">Entry Type</p> <p data-bbox="405 710 488 732">As of Date</p> <p data-bbox="683 680 794 703">Element Name</p> <p data-bbox="1082 640 1302 663">Select with Matching Criteria</p> <p data-bbox="1171 687 1212 710">Clear</p> </div> <p data-bbox="328 743 440 766"><b>Assignments</b></p> <p data-bbox="344 775 1353 797"> <span data-bbox="344 775 368 797">☰</span> <span data-bbox="389 775 413 797">🔍</span> <span data-bbox="1082 775 1106 797">◀</span> <span data-bbox="1126 775 1150 797">◀</span> <span data-bbox="1171 775 1270 797">1-19 of 19</span> <span data-bbox="1294 775 1318 797">▶</span> <span data-bbox="1331 775 1355 797">▶</span> </p> <div data-bbox="344 813 608 846" style="border: 1px solid gray; padding: 2px;"> <span data-bbox="360 819 440 842" style="background-color: #e0f0e0; padding: 2px;">Elements</span> <span data-bbox="477 819 557 842" style="padding: 2px;">Recipient</span> <span data-bbox="576 819 608 842" style="border: 2px solid red; padding: 2px;">▶▶</span> </div> <table border="1" data-bbox="328 853 1358 1373"> <thead> <tr> <th data-bbox="328 853 453 875">Element Name</th> <th data-bbox="453 853 683 875">Description</th> <th data-bbox="683 853 762 875">Process Order</th> <th data-bbox="762 853 887 875">Begin Date</th> <th data-bbox="887 853 1023 875">End Date</th> <th data-bbox="1023 853 1142 875">Active</th> <th data-bbox="1142 853 1358 875">Instance</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 920 453 943">CSEAPAY PREM</td> <td data-bbox="453 920 683 943">Career Sea Pay Premium</td> <td data-bbox="683 920 762 943">999</td> <td data-bbox="762 920 887 943">03/23/2017</td> <td data-bbox="887 920 1023 943">07/19/2018</td> <td data-bbox="1023 920 1142 943">☑</td> <td data-bbox="1142 920 1358 943"></td> </tr> <tr> <td data-bbox="328 976 453 999">FSA</td> <td data-bbox="453 976 683 999">Family Separation Allowance</td> <td data-bbox="683 976 762 999">999</td> <td data-bbox="762 976 887 999">05/24/2018</td> <td data-bbox="887 976 1023 999">07/19/2018</td> <td data-bbox="1023 976 1142 999">☑</td> <td data-bbox="1142 976 1358 999"></td> </tr> <tr> <td data-bbox="328 1021 453 1043">DMR</td> <td data-bbox="453 1021 683 1043">Discount Meal Rate</td> <td data-bbox="683 1021 762 1043">999</td> <td data-bbox="762 1021 887 1043">09/17/2014</td> <td data-bbox="887 1021 1023 1043">03/11/2018</td> <td data-bbox="1023 1021 1142 1043">☑</td> <td data-bbox="1142 1021 1358 1043"></td> </tr> <tr> <td data-bbox="328 1066 453 1088">DMR</td> <td data-bbox="453 1066 683 1088">Discount Meal Rate</td> <td data-bbox="683 1066 762 1088">999</td> <td data-bbox="762 1066 887 1088">05/21/2018</td> <td data-bbox="887 1066 1023 1088">07/18/2018</td> <td data-bbox="1023 1066 1142 1088">☑</td> <td data-bbox="1142 1066 1358 1088"></td> </tr> <tr> <td data-bbox="328 1111 453 1133">DMR</td> <td data-bbox="453 1111 683 1133">Discount Meal Rate</td> <td data-bbox="683 1111 762 1133">999</td> <td data-bbox="762 1111 887 1133">06/18/2019</td> <td data-bbox="887 1111 1023 1133"></td> <td data-bbox="1023 1111 1142 1133">☑</td> <td data-bbox="1142 1111 1358 1133"></td> </tr> <tr> <td data-bbox="328 1155 453 1178">IN SRVC DEBT</td> <td data-bbox="453 1155 683 1178">In-Service Debt</td> <td data-bbox="683 1155 762 1178">999</td> <td data-bbox="762 1155 887 1178">09/01/2018</td> <td data-bbox="887 1155 1023 1178">09/30/2018</td> <td data-bbox="1023 1155 1142 1178">☑</td> <td data-bbox="1142 1155 1358 1178"></td> </tr> <tr> <td data-bbox="328 1200 453 1223">IN SRVC DEBT</td> <td data-bbox="453 1200 683 1223">In-Service Debt</td> <td data-bbox="683 1200 762 1223">999</td> <td data-bbox="762 1200 887 1223">09/01/2018</td> <td data-bbox="887 1200 1023 1223">09/30/2018</td> <td data-bbox="1023 1200 1142 1223">☑</td> <td data-bbox="1142 1200 1358 1223"></td> </tr> <tr> <td data-bbox="328 1245 453 1267">DMR REFUND</td> <td data-bbox="453 1245 683 1267">DMR Refund</td> <td data-bbox="683 1245 762 1267">999</td> <td data-bbox="762 1245 887 1267">08/01/2017</td> <td data-bbox="887 1245 1023 1267">08/07/2017</td> <td data-bbox="1023 1245 1142 1267">☑</td> <td data-bbox="1142 1245 1358 1267"></td> </tr> <tr> <td data-bbox="328 1290 453 1312">SP DUTY PAY</td> <td data-bbox="453 1290 683 1312">Special Duty Pay</td> <td data-bbox="683 1290 762 1312">999</td> <td data-bbox="762 1290 887 1312">10/03/2019</td> <td data-bbox="887 1290 1023 1312"></td> <td data-bbox="1023 1290 1142 1312">☑</td> <td data-bbox="1142 1290 1358 1312"></td> </tr> </tbody> </table> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	CSEAPAY PREM	Career Sea Pay Premium	999	03/23/2017	07/19/2018	☑		FSA	Family Separation Allowance	999	05/24/2018	07/19/2018	☑		DMR	Discount Meal Rate	999	09/17/2014	03/11/2018	☑		DMR	Discount Meal Rate	999	05/21/2018	07/18/2018	☑		DMR	Discount Meal Rate	999	06/18/2019		☑		IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/30/2018	☑		IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/30/2018	☑		DMR REFUND	DMR Refund	999	08/01/2017	08/07/2017	☑		SP DUTY PAY	Special Duty Pay	999	10/03/2019		☑	
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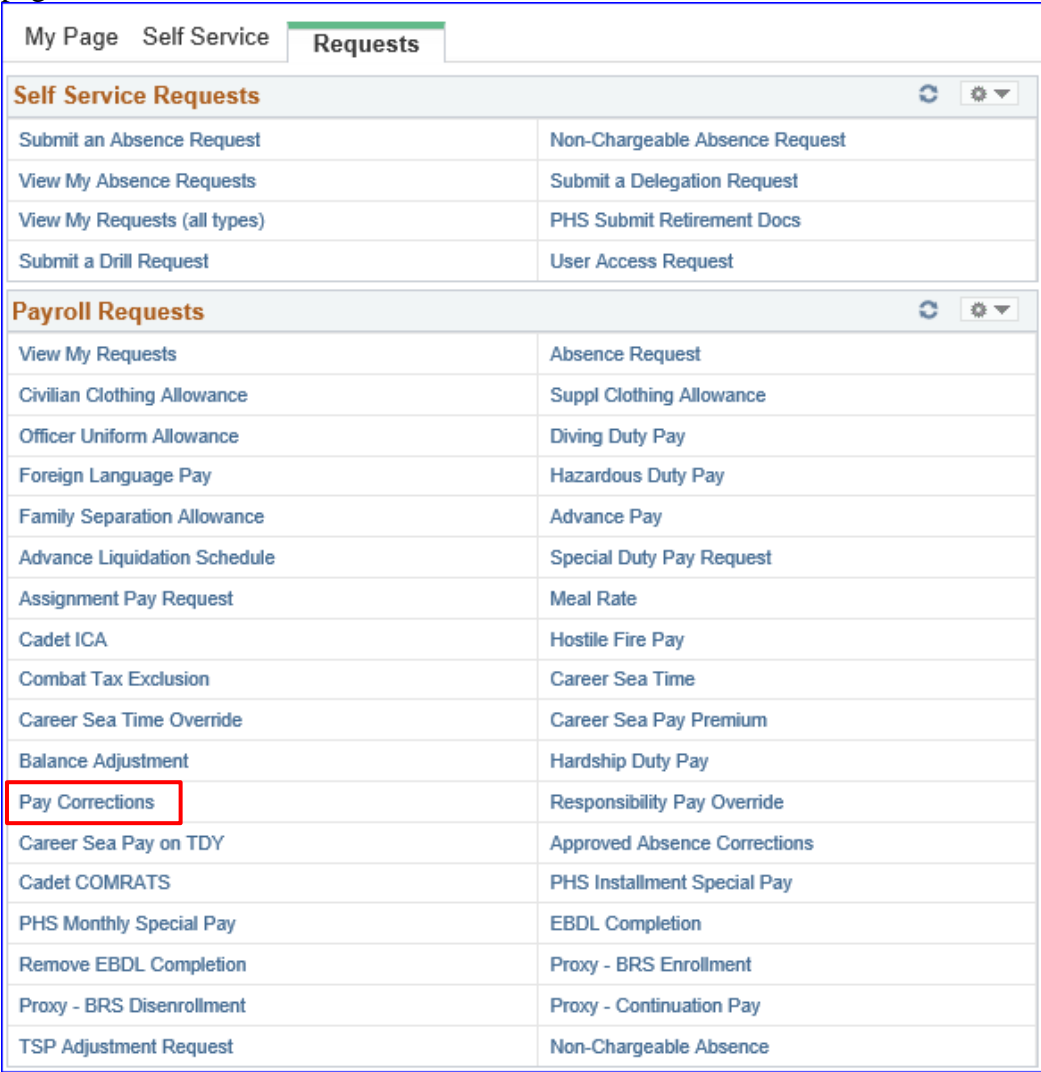
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4	<p>Locate the Element Name requiring the correction. In this example, a correction is required to the Special Duty Pay transaction. Verify the Begin and/or End Dates and make a note of the <b>Instance</b> number.</p> <p>Return to the DA home page.</p> <div data-bbox="327 651 1378 1509" style="border: 1px solid black; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <p>Eddie Brock ID 1234567 Empl Record 0</p> <p><b>Selection Criteria</b></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%; text-align: right;">Select with Matching Criteria</td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> <td style="text-align: right;">Clear</td> </tr> <tr> <td>As of Date</td> <td></td> <td></td> </tr> </table> <p><b>Assignments</b></p> <p>1-19 of 19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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> <th>Recipient Tag</th> </tr> </thead> <tbody> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>03/23/2017</td> <td>07/19/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>05/24/2018</td> <td>07/19/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>09/17/2014</td> <td>03/11/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>05/21/2018</td> <td>07/18/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>06/18/2019</td> <td></td> <td style="text-align: center;">☑</td> <td style="text-align: center;">3</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2018</td> <td>09/30/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">3</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2018</td> <td>09/30/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">4</td> <td></td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>08/01/2017</td> <td>08/07/2017</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>SP DUTY PAY</td> <td>Special Duty Pay</td> <td>999</td> <td>10/03/2019</td> <td></td> <td style="text-align: center;">☑</td> <td style="text-align: center; border: 2px solid red;">1</td> <td></td> </tr> </tbody> </table> </div>	Category		Select with Matching Criteria	Entry Type	Element Name	Clear	As of Date			Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag	CSEAPAY PREM	Career Sea Pay Premium	999	03/23/2017	07/19/2018	☑	1		FSA	Family Separation Allowance	999	05/24/2018	07/19/2018	☑	5		DMR	Discount Meal Rate	999	09/17/2014	03/11/2018	☑	1		DMR	Discount Meal Rate	999	05/21/2018	07/18/2018	☑	2		DMR	Discount Meal Rate	999	06/18/2019		☑	3		IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/30/2018	☑	3		IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/30/2018	☑	4		DMR REFUND	DMR Refund	999	08/01/2017	08/07/2017	☑	1		SP DUTY PAY	Special Duty Pay	999	10/03/2019		☑	1	
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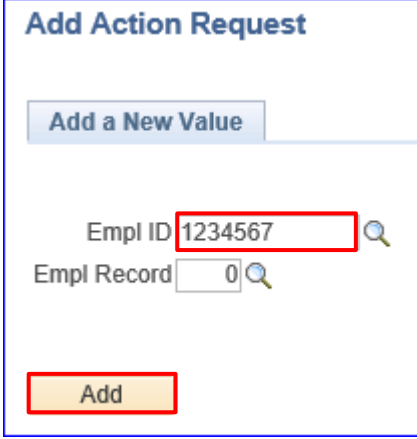
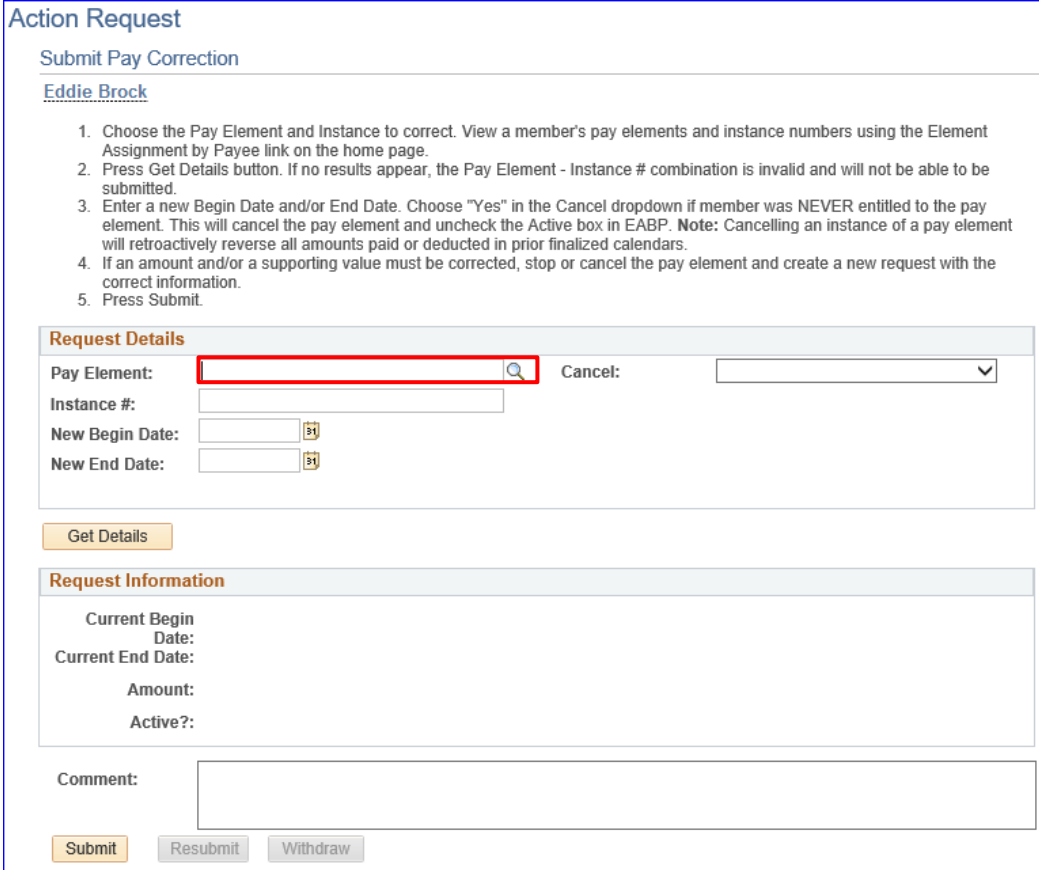
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5	<p data-bbox="328 472 1278 539">From the Requests tab, select <b>Pay Corrections</b> from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests' (which is selected). Below the navigation bar are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links, with 'Pay Corrections' highlighted by a red box.</p> <table border="1" data-bbox="328 539 1372 1608"> <thead> <tr> <th colspan="2" data-bbox="336 618 587 647">Self Service Requests</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 663 863 692">Submit an Absence Request</td> <td data-bbox="863 663 1364 692">Non-Chargeable Absence Request</td> </tr> <tr> <td data-bbox="336 703 863 732">View My Absence Requests</td> <td data-bbox="863 703 1364 732">Submit a Delegation Request</td> </tr> <tr> <td data-bbox="336 743 863 772">View My Requests (all types)</td> <td data-bbox="863 743 1364 772">PHS Submit Retirement Docs</td> </tr> <tr> <td data-bbox="336 784 863 813">Submit a Drill Request</td> <td data-bbox="863 784 1364 813">User Access Request</td> </tr> </tbody> </table> <table border="1" data-bbox="328 831 1372 1608"> <thead> <tr> <th colspan="2" data-bbox="336 837 531 866">Payroll Requests</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 882 863 911">View My Requests</td> <td data-bbox="863 882 1364 911">Absence Request</td> </tr> <tr> <td data-bbox="336 922 863 952">Civilian Clothing Allowance</td> <td data-bbox="863 922 1364 952">Suppl Clothing Allowance</td> </tr> <tr> <td data-bbox="336 963 863 992">Officer Uniform Allowance</td> <td data-bbox="863 963 1364 992">Diving Duty Pay</td> </tr> <tr> <td data-bbox="336 1003 863 1032">Foreign Language Pay</td> <td data-bbox="863 1003 1364 1032">Hazardous Duty Pay</td> </tr> <tr> <td data-bbox="336 1043 863 1072">Family Separation Allowance</td> <td data-bbox="863 1043 1364 1072">Advance Pay</td> </tr> <tr> <td data-bbox="336 1084 863 1113">Advance Liquidation Schedule</td> <td data-bbox="863 1084 1364 1113">Special Duty Pay Request</td> </tr> <tr> <td data-bbox="336 1124 863 1153">Assignment Pay Request</td> <td data-bbox="863 1124 1364 1153">Meal Rate</td> </tr> <tr> <td data-bbox="336 1164 863 1193">Cadet ICA</td> <td data-bbox="863 1164 1364 1193">Hostile Fire Pay</td> </tr> <tr> <td data-bbox="336 1205 863 1234">Combat Tax Exclusion</td> <td data-bbox="863 1205 1364 1234">Career Sea Time</td> </tr> <tr> <td data-bbox="336 1245 863 1274">Career Sea Time Override</td> <td data-bbox="863 1245 1364 1274">Career Sea Pay Premium</td> </tr> <tr> <td data-bbox="336 1285 863 1314">Balance Adjustment</td> <td data-bbox="863 1285 1364 1314">Hardship Duty Pay</td> </tr> <tr> <td data-bbox="336 1326 863 1355"><b>Pay Corrections</b></td> <td data-bbox="863 1326 1364 1355">Responsibility Pay Override</td> </tr> <tr> <td data-bbox="336 1366 863 1395">Career Sea Pay on TDY</td> <td data-bbox="863 1366 1364 1395">Approved Absence Corrections</td> </tr> <tr> <td data-bbox="336 1406 863 1435">Cadet COMRATS</td> <td data-bbox="863 1406 1364 1435">PHS Installment Special Pay</td> </tr> <tr> <td data-bbox="336 1447 863 1476">PHS Monthly Special Pay</td> <td data-bbox="863 1447 1364 1476">EBDL Completion</td> </tr> <tr> <td data-bbox="336 1487 863 1516">Remove EBDL Completion</td> <td data-bbox="863 1487 1364 1516">Proxy - BRS Enrollment</td> </tr> <tr> <td data-bbox="336 1527 863 1556">Proxy - BRS Disenrollment</td> <td data-bbox="863 1527 1364 1556">Proxy - Continuation Pay</td> </tr> <tr> <td data-bbox="336 1568 863 1597">TSP Adjustment Request</td> <td data-bbox="863 1568 1364 1597">Non-Chargeable Absence</td> </tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request	Payroll Requests		View My Requests	Absence Request	Civilian Clothing Allowance	Suppl Clothing Allowance	Officer Uniform Allowance	Diving Duty Pay	Foreign Language Pay	Hazardous Duty Pay	Family Separation Allowance	Advance Pay	Advance Liquidation Schedule	Special Duty Pay Request	Assignment Pay Request	Meal Rate	Cadet ICA	Hostile Fire Pay	Combat Tax Exclusion	Career Sea Time	Career Sea Time Override	Career Sea Pay Premium	Balance Adjustment	Hardship Duty Pay	<b>Pay Corrections</b>	Responsibility Pay Override	Career Sea Pay on TDY	Approved Absence Corrections	Cadet COMRATS	PHS Installment Special Pay	PHS Monthly Special Pay	EBDL Completion	Remove EBDL Completion	Proxy - BRS Enrollment	Proxy - BRS Disenrollment	Proxy - Continuation Pay	TSP Adjustment Request	Non-Chargeable Absence
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# Pay Corrections Action Request, Continued

Procedures,  
continued

Step	Action
6	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p><b>Add Action Request</b></p> <p>Add a New Value</p> <p>Empl ID <input type="text" value="1234567"/> 🔍</p> <p>Empl Record <input type="text" value="0"/> 🔍</p> <p>Add</p>
7	<p>The Pay Correction Action Request will display. Using the lookup, select the appropriate <b>Pay Element</b>.</p>  <p><b>Action Request</b></p> <p>Submit Pay Correction</p> <p><u>Eddie Brock</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>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. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>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.</li> <li>Press Submit.</li> </ol> <p><b>Request Details</b></p> <p>Pay Element: <input type="text"/> 🔍 Cancel: <input type="text" value="v"/></p> <p>Instance #: <input type="text"/></p> <p>New Begin Date: <input type="text"/> [BT]</p> <p>New End Date: <input type="text"/> [BT]</p> <p>Get Details</p> <p><b>Request Information</b></p> <p>Current Begin Date:</p> <p>Current End Date:</p> <p>Amount:</p> <p>Active?:</p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p>

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## Pay Corrections Action Request, Continued

Procedures,  
continued

Step	Action																																																				
<p>7 (cont.)</p>	<p>Here is the list of available pay transactions that may be corrected. In this example, Special Duty Pay is being corrected.</p> <div data-bbox="339 539 1098 1693" style="border: 1px solid black; padding: 5px;"> <p><b>Look Up Pay Element</b> <span style="float: right;">x</span></p> <p style="text-align: right;"><a href="#">Help</a></p> <p>Search by: <span>Element Name</span> <span>▼</span> begins with <input type="text"/></p> <p> <input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <input type="button" value="Advanced Lookup"/> </p> <p><b>Search Results</b></p> <p>View 100      First <span>⬅</span> 1-25 of 25 <span>➡</span> Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Element Name</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>ASSIGN PAY</td><td>Assignment Pay</td></tr> <tr><td>BAS II</td><td>Basic Allow for Subsistence II</td></tr> <tr><td>BCP</td><td>Board Certified Pay</td></tr> <tr><td>COLA UNIQUE</td><td>COLA Unique</td></tr> <tr><td>COMRATS</td><td>Meal Allowance for Cadets</td></tr> <tr><td>CREW FLT PAY</td><td>Crew Flight Pay</td></tr> <tr><td>CSEAPAY</td><td>Career Sea Pay</td></tr> <tr><td>CSEAPAY PREM</td><td>Career Sea Pay Premium</td></tr> <tr><td>DIVING DUTY</td><td>Diving Duty Pay</td></tr> <tr><td>DMR</td><td>Discount Meal Rate</td></tr> <tr><td>DMR REFUND</td><td>DMR Refund</td></tr> <tr><td>FDHDIP</td><td>Flight Deck Hazardous Duty Pay</td></tr> <tr><td>FOR LANG PAY</td><td>Foreign Language Proficiency</td></tr> <tr><td>FSA</td><td>Family Separation Allowance</td></tr> <tr><td>HARDSHIP PAY</td><td>Hardship Duty Pay - Location</td></tr> <tr><td>HDIP</td><td>HDIP Visit Board Search Seizur</td></tr> <tr><td>HFP IDP</td><td>Hostile Fire/Imminent Danger</td></tr> <tr><td>HLTH INC PAY</td><td>Health Profession Incentive</td></tr> <tr><td>HLTHBRDCERT</td><td>Health Profession Board Crt IP</td></tr> <tr><td>HPCHDIP</td><td>HDIP High Pressure Chamber</td></tr> <tr><td>NON CREW PAY</td><td>Non-Crew Flight Pay</td></tr> <tr><td>OPV</td><td>Optometrist/Veterinarian Pay</td></tr> <tr><td>SDAP</td><td>Special Duty Assignment Pay</td></tr> <tr style="border: 2px solid red;"><td>SP DUTY PAY</td><td>Special Duty Pay</td></tr> <tr><td>VSP</td><td>Variable Special Pay</td></tr> </tbody> </table> </div>	Element Name	Description	ASSIGN PAY	Assignment Pay	BAS II	Basic Allow for Subsistence II	BCP	Board Certified Pay	COLA UNIQUE	COLA Unique	COMRATS	Meal Allowance for Cadets	CREW FLT PAY	Crew Flight Pay	CSEAPAY	Career Sea Pay	CSEAPAY PREM	Career Sea Pay Premium	DIVING DUTY	Diving Duty Pay	DMR	Discount Meal Rate	DMR REFUND	DMR Refund	FDHDIP	Flight Deck Hazardous Duty Pay	FOR LANG PAY	Foreign Language Proficiency	FSA	Family Separation Allowance	HARDSHIP PAY	Hardship Duty Pay - Location	HDIP	HDIP Visit Board Search Seizur	HFP IDP	Hostile Fire/Imminent Danger	HLTH INC PAY	Health Profession Incentive	HLTHBRDCERT	Health Profession Board Crt IP	HPCHDIP	HDIP High Pressure Chamber	NON CREW PAY	Non-Crew Flight Pay	OPV	Optometrist/Veterinarian Pay	SDAP	Special Duty Assignment Pay	SP DUTY PAY	Special Duty Pay	VSP	Variable Special Pay
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# Pay Corrections Action Request, Continued

Procedures,  
continued

Step	Action
8	<p>Enter the <b>Instance#</b> obtained from the pay element on the member’s EABP (step 4).</p> <p>Click <b>Get Details</b>. The Request Information section will populate with the details of the pay transaction. Verify the details match the pay transaction to be corrected.</p> <div data-bbox="327 689 1380 1563" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Pay Correction</p> <p><u>Eddie Brock</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>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. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>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.</li> <li>5. Press Submit.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Request Details</b></p> <p>Pay Element: SP DUTY PAY <input type="text"/> <input type="button" value="🔍"/> Cancel: <input type="text"/> <input type="button" value="▼"/></p> <p>Instance #: <input style="border: 2px solid red;" type="text" value="1"/></p> <p>New Begin Date: <input type="text"/> <input type="button" value="📅"/></p> <p>New End Date: <input type="text"/> <input type="button" value="📅"/></p> </div> <p style="text-align: center; margin-top: 10px;"><input style="border: 2px solid red;" type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Request Information</b></p> <p>Current Begin Date: 10/03/2019</p> <p>Current End Date:</p> <p>Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> </div> <p>Comment: <input type="text"/></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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# Pay Corrections Action Request, Continued

Procedures,  
continued

Step	Action
9	<p>To <b>Cancel</b> the pay entitlement, select <b>YES</b> from the Cancel drop-down. <b>ONLY</b> select YES if this member was never entitled to this pay element <b>OR</b> the pay transaction has <b>NOT</b> processed through a payroll calculation:</p> <div data-bbox="328 577 1378 801" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Pay Element: SP DUTY PAY <input type="text"/> <input type="button" value="🔍"/> Cancel: <span style="border: 1px solid red; padding: 2px;">YES</span> <input type="button" value="▼"/></p> <p>Instance #: 1 <input type="text"/></p> <p>New Begin Date: <input type="text"/> <input type="button" value="📅"/></p> <p>New End Date: <input type="text"/> <input type="button" value="📅"/></p> </div> <p>To <b>Stop</b> the pay entitlement or correct the end date, enter the <b>New End Date</b> and select <b>NO</b> from the Cancel drop-down:</p> <div data-bbox="328 913 1378 1137" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Pay Element: SP DUTY PAY <input type="text"/> <input type="button" value="🔍"/> Cancel: <span style="border: 1px solid red; padding: 2px;">NO</span> <input type="button" value="▼"/></p> <p>Instance #: 1 <input type="text"/></p> <p>New Begin Date: <input type="text"/> <input type="button" value="📅"/></p> <p>New End Date: <span style="border: 1px solid red; padding: 2px;">11/22/2019</span> <input type="button" value="📅"/></p> </div> <p>To <b>Correct</b> the start date of the pay entitlement, enter the appropriate <b>New Begin Date</b> and select <b>NO</b> from the Cancel drop-down:</p> <div data-bbox="328 1249 1378 1473" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Pay Element: SP DUTY PAY <input type="text"/> <input type="button" value="🔍"/> Cancel: <span style="border: 1px solid red; padding: 2px;">NO</span> <input type="button" value="▼"/></p> <p>Instance #: 1 <input type="text"/></p> <p>New Begin Date: <span style="border: 1px solid red; padding: 2px;">10/08/2019</span> <input type="button" value="📅"/></p> <p>New End Date: <input type="text"/> <input type="button" value="📅"/></p> </div>

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# Pay Corrections Action Request, Continued

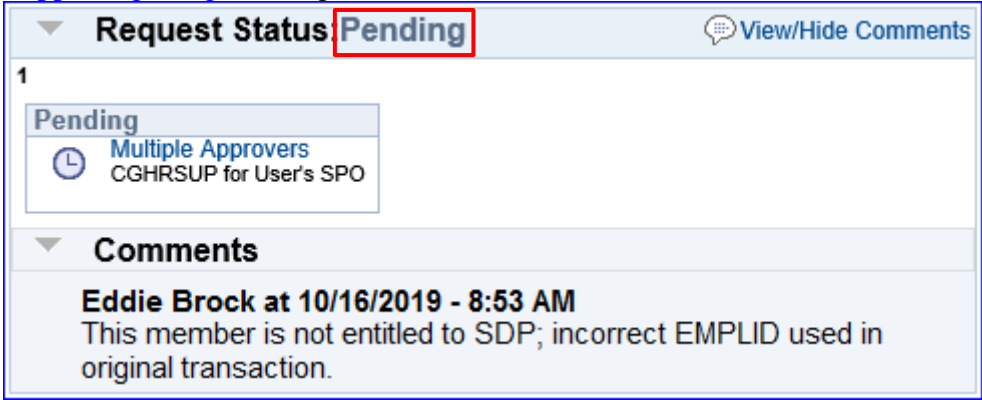
Procedures,  
continued

Step	Action
10	<p>Enter <b>Comments</b> indicating the reason for the Pay Correction Action Request and click <b>Submit</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Pay Correction</p> <p><u>Eddie Brock</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>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. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>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.</li> <li>5. Press Submit.</li> </ol> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Request Details</b></p> <p>Pay Element: <input type="text" value="SP DUTY PAY"/> <input type="button" value="🔍"/> Cancel: <input type="text" value=""/> <input type="button" value="▼"/></p> <p>Instance #: <input type="text" value="1"/></p> <p>New Begin Date: <input type="text"/> <input type="button" value="📅"/></p> <p>New End Date: <input type="text"/> <input type="button" value="📅"/></p> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Request Information</b></p> <p>Current Begin Date: 10/03/2019</p> <p>Current End Date:</p> <p>Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> </div> <p>Comment: <div style="border: 2px solid red; padding: 5px; margin-top: 5px;">This member is not entitled to SDP; incorrect EMPLID used in original transaction.</div></p> <p style="margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

*Continued on next page*

## Pay Corrections Action Request, Continued

Procedures,  
continued

Step	Action
11	<p>The Request Status will update to <b>Pending</b> and the request will be forwarded to the SPO tree for approval.</p> <p><b>Important:</b> If the pay correction is <b>cancelling</b> a pay entitlement that requires the pay entitlement to be re-submitted, it is important to approve the cancellation and the new pay entitlement submission within the same pay cycle (preferably within 10 minutes of each other to ensure the member does not receive an erroneous over/under payment).</p> <p><b>Remember:</b> If the correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year): Enter the correction into DA using the steps provided in this guide. Once all corrections/changes have been approved, all the corrections/changes <b>MUST</b> be reported to PPC Customer Care to be processed manually.</p> <p>For guidance on how to take and attach screenshots (required) when submitting a, Out-of-Range Trouble ticket, see the <a href="#">Submitting Trouble Tickets with Supporting Images</a> user guide.</p> 

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# Pay Corrections Action Request, Continued

Procedures,  
continued

Step	Action																																																																													
12	<p data-bbox="325 472 1362 613">Once the correction has been approved, it is important to review the EABP to ensure the correction processed correctly. Repeat Steps 1-4 to navigate to the member's EABPs. In this example, the SDP was cancelled so the Active box is no longer checked.</p> <div data-bbox="325 613 1375 1480" style="border: 1px solid black; padding: 5px;"> <p data-bbox="325 613 686 645"><b>Element Assignment By Payee</b></p> <p data-bbox="325 658 1324 685">Eddie Brock ID 1234567 Empl Record 0</p> <p data-bbox="352 689 517 714"><b>Selection Criteria</b></p> <table border="1" data-bbox="352 719 1362 846"> <tr> <td>Category</td> <td></td> <td rowspan="3" style="text-align: center;"> <input type="button" value="Select with Matching Criteria"/>  <input type="button" value="Clear"/> </td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> </tr> <tr> <td>As of Date</td> <td></td> </tr> </table> <p data-bbox="325 860 456 884"><b>Assignments</b></p> <p data-bbox="347 898 1347 925"> <input type="button" value="Filter"/> <input type="button" value="Search"/> 1-19 of 19         </p> <p data-bbox="352 943 628 969"> <input checked="" type="button" value="Elements"/> <input type="button" value="Recipient"/> </p> <table border="1" data-bbox="325 981 1362 1480"> <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>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>03/23/2017</td> <td>07/19/2018</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>05/24/2018</td> <td>07/19/2018</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>09/17/2014</td> <td>03/11/2018</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>05/21/2018</td> <td>07/18/2018</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>06/18/2019</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2018</td> <td>09/30/2018</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2018</td> <td>09/30/2018</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>08/01/2017</td> <td>08/07/2017</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>SP DUTY PAY</td> <td>Special Duty Pay</td> <td>999</td> <td>10/03/2019</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> </div>	Category		<input type="button" value="Select with Matching Criteria"/> <input type="button" value="Clear"/>	Entry Type	Element Name	As of Date		Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	CSEAPAY PREM	Career Sea Pay Premium	999	03/23/2017	07/19/2018	<input checked="" type="checkbox"/>		FSA	Family Separation Allowance	999	05/24/2018	07/19/2018	<input checked="" type="checkbox"/>		DMR	Discount Meal Rate	999	09/17/2014	03/11/2018	<input checked="" type="checkbox"/>		DMR	Discount Meal Rate	999	05/21/2018	07/18/2018	<input checked="" type="checkbox"/>		DMR	Discount Meal Rate	999	06/18/2019		<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/30/2018	<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/30/2018	<input checked="" type="checkbox"/>		DMR REFUND	DMR Refund	999	08/01/2017	08/07/2017	<input checked="" type="checkbox"/>		SP DUTY PAY	Special Duty Pay	999	10/03/2019		<input type="checkbox"/>	
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