Allotments/Voluntary Deductions

Overview	
Introduction	 This guide provides the procedures for how to view, change, add or stop a members' Voluntary Deductions (Allotments). This component is used for the following types of voluntary deductions: Association Dues CG Exchange Combined Federal Campaign Commercial Insurance Mutual Assistance Donation Mutual Assistance Loan Navy Mutual Aid Insurance Private Venture Housing Repay home loans, mortgages Savings Support of Dependents Treasury Direct Savings Bond
Important	 Allotments do not process retroactively. If you start an allotment late (after the mid-month 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. VERY IMPORTANT: Verify the correct PVH location and ACCT/RTN with the member's management company. Once you select the PVH location, double check the ACCT/RTN numbers correctly match the information provided by the management company. FAILURE TO CORRECTLY SELECT THE PVH LOCATION WILL RESULT IN MISROUTING RENT AND A SERIOUS DELAY IN FUNDS RECOVERY.

Overview, Continued

Allotment Rules	 Keep the following rules in mind when processing allotments: Allotments for personal property loans (autos, furniture, electronics, etc.) are no longer authorized. A member may not allot more than the amount of pay he or she is entitled to. The system does not edit allotments against the member's available pay, it is up to the user 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). A member is only 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
	account numbers.
	A member can start, change, and stop the following allotments via self-service:
	Association Dues
	Commercial Insurance Navy Mutual Aid Insurance
	• Private Venture Housing
	• Repay home loans/mortgages
	• Savings
	Support of Dependents
	• Treasury Direct Savings
	A member cannot start, change, or stop the following allotments via self- service.
	• Inrift Savings Plan (ISP). ISP contributions may be adjusted using the <u>Thrift Savings Plan</u> self-service page.
	 CG Mutual Assistance Loans and contributions. Allotments for CGMA contributions are entered by the member's Servicing Personnel Office. A CGMA pledge card may be submitted to start allotments for contributions to CGMA. Commandant (ARL) enters allotments for loan repayment in the CGMA computer system.

Overview, Continued

Allotment Rules, continued	 American Red Cross Loans. Allotments for repayned loans are entered by the member's Servicing Personnee Complete an Allotment Worksheet (CG-2040) from the site and forward it to the SPO to start, stop or change. Armed Forces Relief Loans. Allotments for repayme loans are entered by the member's Servicing Personnee Office. Complete an Allotment Worksheet (CG-2040) to the SPO to start, stop or change. Voluntary Payment of Government Debt. Allotmerr government debt are entered by PPC (MAS). Combined Federal Campaign (CFC) donations. Constributions are managed via a self-service application the Office of Personnel Management (OPM). Montgomery GI Bill (MGIB). MGIB pay reductions TRACEN Cape May Recruit Servicing Personnel Office MGIB Additional Amount. Not handled via allotmed deductions. Increments of \$20. Total contribution not Member needs to call PPC and pay via credit card or pay by Credit Card: Contact PPC Customer Care, 86 785-339-2200 (Do not submit credit card informatio). To pay by Check: Make check out to US Coast Guard, enter the member the notes section and include a memo or cover sheet purpose of the payment. Mail check to: Commanding Officer US Coast Guard Pay & Personnel Center ATTN: FAR 444 SE Quincy St Topeka, KS 66683 Tricare Dental Program (TDP) premiums (Not disp in Direct Access, contact the contractor, at 1-855-638: start/stop/change TDP deductions). 	ent of Red Cross 1 Office. he CG Forms web ent of AFRS 1) and forward it its for 2FC payroll on provided by are started by the ice or PPC. ents/voluntary to exceed \$600. r send check to 56-772-8724 or on via e-mail). per's EMPLID in describing the layed or updated -8371 to
-		
Contents	T	C. D.
	Adding a Voluntary Deduction	See Page
	Changing a Voluntary Deduction	11
	Stopping a Voluntary Deduction	16

Adding a Voluntary Deduction

Introduction	This section provides the procedures for adding a Voluntary Deduction for a member in DA.
Before you begin	 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. Allotments will only pay out ONCE A MONTH on the first. Inform your members to NOT expect a payment to go out until the first of the month.

Procedures S

See below.

Step	Action
1	Click on the Active/Reserve Pay Tile.
	Active/Reserve Pay

Procedures,

continued



Procedures,

continued

Step			Action		
2	Enter the member'	s Empl II	D and click Searc	ch.	
	Earning/Deduction O	verride			
	Enter any information you h	ave and click S	earch. Leave fields blank fo	r a list of all values.	
	Find an Existing Value				
	Search Criteria				
	Empl ID	begins with \checkmark	1234567]	
	Empl Record	= 🖌			
	National ID	begins with \checkmark			
	Name	begins with \checkmark			
	Last Name	begins with \checkmark			
	Second Last Name	begins with \checkmark			
	Alternate Character Name	begins with \checkmark			
	Middle Name	begins with \checkmark			
	Business Unit	begins with \checkmark			
	Department Set ID	begins with \checkmark		Q	
	Department	begins with \checkmark		Q	
	Case Sensitive				
	Search Clear	Basic Search	Save Search Criteria		

Procedures,

continued

Step		Α	ction		
3	The member's current	nt allotments (if ar	y) will be l	isted. Click A	Add Deduction to
	add an allotment.				
	Summary				
	Jim Hopper		Empl	ID 1234567	Empl Record 0
	The payee's voluntary ded	uctions are listed below:			
	To add a voluntary de	duction, click the Add Dedu	ction link.		
	 To edit a voluntary de Dependent Dental Pla 	duction, click the Edit icon b an and Federal Long Term C	eside the deduction Care Insurance Pro-	on you want to upda ogram (FLTCIP) ded	te. luctions cannot be edited.
	Deductions				
	Element	Amount	Begin Date	End Date	Recipient
	Tricare Dependent Dental	\$31.040000	04/01/2022		UCC
	Add Deduction				
	💽 Return to Search	Notify			
4	Select the appropriat	e Deduction from	the drop-de	own.	
	Jim Hopper	Empl	ID 1234567	Empl Rec	ord 0
	- Doductions for curron	t month can be started o	r changed prior	to current mid-mo	ath payroll cut
	 Deductions for current Deductions can be st 	arted or changed for futu	re months.	to current mid-mo	nth payroll cut.
	 If you want to stop yo 	ur deduction immediately	, press the Stop	Deduction button	below. If
	pressed prior to mid-	nonth cutoff, your stop w	ill be effective at	t the end of the pri	or month. If
	 If you want to stop yo 	ur deduction during a fut	ure month, or at	the end of the curre	rrent month,
	you can stop the ded	uction by entering an End	d Date below an	d then pressing th	e Save
	 Voluntary Deductions 	must be set up for paym	ent by direct de	posit / electronic fi	unds transfer.
	Deductions	Mutual Assistance Do	nation	~	
	Deduction:	Matual Assistance Do	ilation		
	Amount:	Association Dues			
		CG Exchange			
	Begin Date:	Combined Federal Ca	ampaign		
	End Date:	Mutual Assistance Do	e nation	_	
	Miles as a first de la d	Mutual Assistance Lo	an		
	who receives this ded	Navy Mutual Aid Insu	ance		
	Recipient:	Repay home loans m	ing iortgages	haigh	
	Assessment Manager	Savings	longages	Juight	
	Account Name:	Support of Dependent	ts		
		Treasury Direct Savin	gs Bond		
	Bank Routing #:	054001204	Bank	Of America, N.A.	
	Account Nbr:	01234567890			
	Account Type:	Checking	Payr	nent Method:	Bank Transfer
	Save Deduction	Stop Deduction		Return to Summa	ry

Procedures,

continued

Step		Ac	etion					
5	Once the deduction i	s selected, enter the	e following:					
	• Amount – Enter th	e amount in dollar	s and cents. Do not enter a	dollar sign.				
	Example: Ten dollars and fifty cents is entered as 10.50. Upon saving, the							
	amount will change to 10.500000 (default format for fields holding monetary information)							
	information).	C 11 1 C 1/ 1/	d 1° (d d	1				
	• Begin Date – This	This data can be all	o the earliest month the me	mber may				
	be the 1^{st} of the mo	nth nis date can be cl	hanged to a future date but	must always				
	• End Date – With t	he exception of CC	MA Loan allotments this	field is not				
	required to be com	pleted. However. if	may be completed if the n	nember wants				
	the allotment to aut	comatically stop on	a known date and must alv	ways be the				
	last day of the mon	th.		5				
	• Type – Only availa	ble for Association	n Dues and Private Venture	Housing.				
	• Policy # – This fiel	d auto-populates fo	or some deduction choices	and can be				
	entered for others.	For Private Ventur	e Housing, enter the memb	er's SSN here.				
	Jim Hopper	Empl I	D 1234567 Empl Record	0				
	 Deductions for curre Deductions can be s 	nt month can be started or tarted or changed for futur	r changed prior to current mid-month pre- re months	payroll cut.				
	 If you want to stop you 	our deduction immediately	, press the Stop Deduction button bel	ow. If				
	pressed prior to mid- pressed after mid-me	month cutoff, your stop will b	il be effective at the end of the prior m be effective at the end of the current m	onth.				
	 If you want to stop you can stop the decount of the stop the decount of the stop the stop	our deduction during a futu Juction by entering an End	ire month, or at the end of the current Date below and then pressing the Sa	month,				
	Deduction button.	e must be set up for poum	ant hy direct denosit / electronic funds	transfor				
	 Voluntary Deduction 	s must be set up for paym		uansiei.				
	Deduction:	Mutual Assistance Do	nation 🗸					
	Amount:	100.0000	00					
	Begin Date:	11/01/2022	Туре:					
	End Date:	11/30/2022	Policy #:					
	Who receives this deduction							
	Desisiont	00400						
	Recipient:	Cg Mut	ual Assistance Campaign					
	Account Name:	Cg Mutual Assistance (Jampaign					
	Bank Routing #:	054001204	Bank Of America, N.A.					
	Account Nbr:	01234567890						
	Account Type:	Checking	Payment Method:	Bank Transfer				
	Save Deduction	Stop Deduction	Return to Summary					

Procedures,

Step		Action
6	 The Recipient and deductions: Mutual Aid Insuran If the Recipient fiel When entering the aligned to the left on number). It is recommon the recipient of the second second	other fields will auto-populate for the following Assistance Donation, Mutual Assistance Loan, and Navy ice. Id is not used, complete all the bank information fields. Account Number , the number must start completely f the block (make sure there are no spaces before the nmended to not copy and paste into this block.
	VERY IMPORTAN the member's manage check the ACCT/RTI management compan PVH LOCATION V SERIOUS DELAY	T: Verify the correct PVH location and ACCT/RTN with ement company. Once you select the PVH location, double N numbers correctly match the information provided by the y. ***FAILURE TO CORRECTLY SELECT THE VILL RESULT IN MISROUTING RENT AND A IN FUNDS RECOVERY.
	Line Hopper	n. Emplii: 1234567 Empl Becord 0
	 Deductions for curre Deductions can be s If you want to stop you pressed prior to mid- pressed after mid-mid If you want to stop you you can stop the ded Deduction button. Voluntary Deduction 	nt month can be started or changed prior to current mid-month payroll cut. tarted or changed for future months. our deduction immediately, press the Stop Deduction button below. If month cutoff, your stop will be effective at the end of the prior month. If onth cutoff, your stop will be effective at the end of the current month. our deduction during a future month, or at the end of the current month, duction by entering an End Date below and then pressing the Save s must be set up for payment by direct deposit / electronic funds transfer.
	Deduction:	Support of Dependents 🗸
	Amount:	100.000000
	Begin Date:	11/01/2022 Type:
	End Date:	Policy #:
	Who receives this ded	luction
	Recipient:	11111 Eleven
	Account Name:	Save Hawkins
	Bank Routing #:	054001204 Bank Of America, N.A.
	Account Nbr:	0123456789
	Account Type:	Checking V Payment Method: Bank Transfer
	Save Deduction	Stop Deduction Return to Summary

Continued on next page

Procedures,

After coving the list of	Action						
After saving, the list of Deductions will be updated.							
Summary							
Jim Hopper	Empl	ID 1234567		Empl Record	0		
The payee's voluntary deduct	ions are listed below:						
 To add a voluntary dedut To edit a voluntary dedut Dependent Dental Plan a 	ction, click the Add Dedu ction, click the Edit icon and Federal Long Term	uction link. beside the deduc Care Insurance F	ction you want to u Program (FLTCIP)	update.) deductions cannot be edi	ted.		
Deductions					E)		
Element	Amount	Begin Date	End Date	Recipient	Edit		
Support of Dependents	\$100.00000	11/01/2022		11111	Ľ		
Tricare Dependent Dental	\$31.040000	04/01/2022		UCC			
Mutual Assistance Donation	\$100.00000	11/01/2022	11/30/2022	Cg Mutual Assistance Campaign	Ľ		
Add Deduction							
🔯 Return to Search 🖃	Notify						
	Summary Jim Hopper The payee's voluntary deduction • To add a voluntary deduction • To edit a voluntary deduction • Dependent Dental Planta Deductions Element Support of Dependents Tricare Dependent Dental Mutual Assistance Donation Add Deduction © Return to Search	Summary Empl. Jim Hopper Empl. The payee's voluntary deductions are listed below: • • To add a voluntary deduction, click the Add Dedu. • • To edit a voluntary deduction, click the Edit icon • • Dependent Dental Plan and Federal Long Term of • Deductions • Element Amount Support of Dependents \$100.000000 Tricare Dependent Dental \$31.040000 Mutual Assistance Donation \$100.000000 Add Deduction E Notify	Summary Jim Hopper Empl ID 1234567 The payee's voluntary deductions are listed below: To add a voluntary deduction, click the Add Deduction link. To edit a voluntary deduction, click the Edit icon beside the deduction begin to be been dent Dental Plan and Federal Long Term Care Insurance F Deductions Dependent Dental Plan and Federal Long Term Care Insurance F Deductions Element Amount Begin Date Support of Dependents \$100.00000 11/01/2022 Mutual Assistance Donation \$100.00000 11/01/2022 Add Deduction Meturn to Search Notify 	Summary Jim Hopper Empl ID 1234567 The payee's voluntary deductions are listed below: • • To add a voluntary deduction, click the Add Deduction link. • • To edit a voluntary deduction, click the Edit icon beside the deduction you want to the Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) Deductions Element Amount Begin Date End Date Support of Dependents \$100.00000 11/01/2022 11/30/2022 Mutual Assistance Donation \$100.00000 11/01/2022 11/30/2022 Add Deduction Image: Notify Image: Notify	Summary Empl ID 1234567 Empl Record The payee's voluntary deductions are listed below: • To add a voluntary deduction, click the Add Deduction link. • To add a voluntary deduction, click the Add Deduction link. • To add a voluntary deduction, click the Edit icon beside the deduction you want to update. • Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edit Deductions Image: Comparison of Dependents S100.000000 11/01/2022 11111 Tricare Dependent Dental \$31.040000 04/01/2022 UCC Mutual Assistance Donation \$100.000000 11/01/2022 Cg Mutual Assistance Campaign Add Deduction El Notify El Notify Interventor		

Changing a Voluntary Deduction

	Date of a Voluntary	es the procedu Deduction fo	ares for cl or a memb	hanging the ber in DA	e Amount or E	Ind
ıformation	Changes to bank a on existing allotment allotment, and resta	ccount names nts. If one of t rt it with the r	s and acco hese need new inform	ount type d to be cha mation.	s are NOT allowinged, stop the	wed
	Summary Empl ID 1234567 Empl Record The payee's voluntary deductions are listed below: • To add a voluntary deduction, click the Add Deduction link. • To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. • To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. • To edit a voluntary deduction, click the Edit icon beside the deduction you want to update.					
	Lucas Sinclair The payee's voluntary deduct • To add a voluntary dedu • To edit a voluntary dedu • Dependent Dental Plan	tions are listed below: iction, click the Add Dedi iction, click the Edit icon and Federal Long Term	Em uction link. beside the deduc Care Insurance F	tion you want to Program (FLTCIP	Empl Record update.) deductions cannot be edi	0 ted.
	Lucas Sinclair The payee's voluntary deduct • To add a voluntary deduct • To edit a voluntary deduct • Dependent Dental Plan Deductions	tions are listed below: Iction, click the Add Dedu Iction, click the Edit icon and Federal Long Term	Em uction link. beside the deduc Care Insurance F	ppI ID <u>1234567</u> ction you want to Program (FLTCIP	Empl Record update.) deductions cannot be edi	0 ted.
	Lucas Sinclair The payee's voluntary deduct • To add a voluntary deduct • To edit a voluntary deduct • Dependent Dental Plan Deductions Element	tions are listed below: Inction, click the Add Dedu Iction, click the Edit icon and Federal Long Term	Em uction link. beside the deduc Care Insurance F Begin Date	ction you want to Program (FLTCIP	Empl Record update.) deductions cannot be edi Recipient	0 ted. [].[]] Edit
	Summary Lucas Sinclair The payee's voluntary deduct • To add a voluntary deduct • To edit a voluntary deduct • Dependent Dental Plan Deductions Element Savings	tions are listed below: Inction, click the Add Dedu Inction, click the Edit icon and Federal Long Term Amount \$203.570000	Em uction link. beside the deduc Care Insurance F Begin Date 04/01/2015	ction you want to Program (FLTCIP End Date 05/31/2016	Empl Record update.) deductions cannot be edi Recipient Lucas Sinclair	0 ted. Edit
	Summary Lucas Sinclair The payee's voluntary deduct • To add a voluntary dedu • To edit a voluntary dedu • Dependent Dental Plan Deductions Element Savings Association Dues	tions are listed below: Inction, click the Add Dedu ction, click the Edit icon and Federal Long Term Amount \$203.570000 \$2.000000	Em Juction link. beside the deduc Care Insurance F Begin Date 04/01/2015 09/01/2012	ction you want to Program (FLTCIP End Date 05/31/2016	Empl Record update.) deductions cannot be edi Recipient Lucas Sinclair Chief Petty Officer Assn Uscg	0 ted. 2 2 2 2 2 2
	Summary Lucas Sinclair The payee's voluntary deduct • To add a voluntary dedu • To edit a voluntary dedu • Deductions Element Savings Association Dues Mutual Assistance Donation	tions are listed below: action, click the Add Dedi (ction, click the Edit icon and Federal Long Term Amount \$203.570000 \$2.000000 \$10.000000	Em uction link. beside the deduc Care Insurance F Begin Date 04/01/2015 09/01/2012	tion you want to Program (FLTCIP	Empl Record update.) deductions cannot be edi deductions cannot be edi ucas Sinclair Chief Petty Officer Assn Uscg Cg Mutual Assistance Campaign	0 ted. 2 Edit 2 2 2

Procedures See below.



Procedures,

continued



Procedures,

continued

2			Action			
2	Enter the member's E	mpl ID and cli	ck Searcl	h.		
	Earning/Deduction O	verride				
	Enter any information you ha	ave and click Search	. Leave field	ls blank for a	list of all values.	
	Find an Existing Value					
	Search Criteria					
			15.07		_	
	EmpliD	begins with V 123	4507			
	Empl Record	= •				
	National ID	begins with 🗸				
	Name	begins with 🗸				
	Last Name	begins with 🗸				
	Second Last Name	begins with 🗸				
	Alternate Character Name	begins with 🗸				
	Middle Name	begins with 🗸				
	Business Unit	begins with 🗸				
	Department Set ID	begins with 🗸		0		
	Department	begins with 🗸				
					`	
	Search Clear	Basic Search 🖾 🤮	Save Search	Criteria		
3	Search Clear The member's current appropriate allotment.	Basic Search 💇 🗧	Save Search	Criteria 1. Select tl	ne Edit pencil	for the
3	Search Clear The member's current appropriate allotment.	Basic Search 💇 🗧	Save Search	Criteria d. Select tl	ne Edit pencil	for the
3	Search Clear The member's current appropriate allotment. Summary Joyce Byers The payee's voluntary dedut • To edit a voluntary dedut • To edit a voluntary dedut • Denendent Dental Plan	allotments wil	1 be listed Euction link. beside the ded	Criteria 1. Select tl mpl ID <u>123456</u> duction you wan a Program (ELT	ne Edit pencil	for the
3	Search Clear The member's current appropriate allotment. Summary Joyce Byers The payee's voluntary deduct • To add a voluntary deduct • To edit a voluntary deduct • Dependent Dental Plan	Basic Search 🖾 Station Search	Save Search 1 be listed E uction link. beside the dec Care Insurance	Criteria 1. Select tl mpl ID <u>123456</u> Juction you wan e Program (FLT	ne Edit pencil	for the secord 0 ot be edited.
3	Search Clear The member's current appropriate allotment. summary Joyce Byers The payee's voluntary deduct • To add a voluntary deduct • To add a voluntary deduct • Dependent Dental Plan and Deductions	Basic Search is allotments wil	E listed l be listed E listed	Criteria 1. Select tl mpl ID <u>123456</u> Juction you wan e Program (FLT End Date	ne Edit pencil	for the decord 0 ot be edited.
3	Search Clear The member's current appropriate allotment. summary Joyce Byers The payee's voluntary deduct • To add a voluntary deduct • To add a voluntary deduct • Dependent Dental Plant Deductions Element Association Dues	allotments wil	E listed l be listed E listed	Criteria 1. Select tl mpl ID <u>123456</u> fuction you wan e Program (FLT End Date	ne Edit pencil <u>67</u> Empl R t to update. CIP) deductions canno Recipient Chief Petty Officer Uscg	for the ecord 0 ot be edited.
3	Search Clear The member's current appropriate allotment. summary Joyce Byers The payee's voluntary deduct • To add a voluntary deduct • To edit a voluntary deduct • Dependent Dental Plant Deductions Element Association Dues Mutual Assistance Donation	Basic Search allotments wil allotments wil allotments wil allothe Add Dedu and Federal Long Term Amount S2.000000 \$5.000000	E listed l be listed E listed	Criteria 1. Select tl mpl ID 123456 Juction you wan e Program (FLT End Date	ne Edit pencil 57 Empl R t to update. CIP) deductions canno Recipient Chief Petty Officer Uscg Cg Mutual Assistar Campaign	for the ecord 0 ot be edited.
3	Search Clear The member's current appropriate allotment. summary Joyce Byers The payee's voluntary deduct • To add a voluntary deduct • To edit a voluntary deduct • Dependent Dental Plant Deductions Element Association Dues Mutual Assistance Donation Tricare Dependent Dental	Basic Search and	E listed l be listed E listed E listed E listed E listed Care Insurance Begin Date 08/01/2012 07/01/2016 04/01/2022	Criteria I. Select tl mpl ID <u>123456</u> Juction you wan e Program (FLT End Date	ne Edit pencil 57 Empl R 57 Empl R 57 CIP) deductions canno 58 Recipient 59 Cg Mutual Assistar 59 Cg Mutual Assistar 50 Campaign 50 UCC	for the tecord 0
3	Search Clear The member's current appropriate allotment. summary Joyce Byers The payee's voluntary deduct • To add a voluntary deduct • To edit a voluntary deduct • Dependent Dental Plant Deductions Element Association Dues Mutual Assistance Donation Tricare Dependent Dental Add Deduction	Basic Search allotments wil allotments wil allotments wil and Federal Long Term Amount S2.000000 \$5.000000 \$31.040000	E listed libe listed E uction link. beside the dec Care Insurance Begin Date 08/01/2012 07/01/2016 04/01/2022	Criteria I. Select t mpl ID 123456 duction you wan e Program (FLT End Date	ne Edit pencil 57 Empl R 57 Empl R t to update. CIP) deductions canno Recipient Chief Petty Officer Uscg Cg Mutual Assistar Campaign UCC	for the tecord 0
3	Search Clear The member's current appropriate allotment. summary Joyce Byers The payee's voluntary deduct • To add a voluntary deduct • To edit a voluntary deduct • Dependent Dental Plans Deductions Element Association Dues Mutual Assistance Donation Tricare Dependent Dental Add Deduction	Basic Search allotments wil allotments wil allotments wil and Federal Long Term Amount S2.000000 S5.000000 S31.040000 Stify	Bave Search	Criteria I. Select t mpl ID 123456 fuction you wan e Program (FLT End Date	ne Edit pencil 57 Empl R t to update. CIP) deductions canno Recipient Chief Petty Officer Uscg Cg Mutual Assistar Campaign UCC	for the tecord 0

Procedures,

continued

Step		1	Action					
4	The details for the allotment will display.							
	 Enter new information (as applicable): Amount – If changing the amount during a mid-month calendar, the date will default to the first day of the current month. If changing the amount during the end-month calendar, the date must be greater than or equal to the first of the next month. Enter the amount in dollars and cents. Do not enter a dollar sign. Example: Ten dollars and fifty cents are entered as 10.50. Upon saving, the amount will change to 10.500000 (default format for fields holding monetary information). Change this deduction on – Defaults to first of the month for the affected 							
	month. If future of End Data The	lating, the date mu	st always be the	e first day of th	ie month.			
	• End Date – The	date must be the la	st day of the m	onth.				
	Click Save Deduct	tion.						
	Joyce Byers	Em	pl ID 1234567	Empl Record	0			
	 Deductions for current month can be started or changed prior to current mid-month payroll cut. Deductions can be started or changed for future months. If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. 							
	Amount:	10.000	0000					
	Change this deduction	on: 11/01/2022	Туре:					
	End Date:	31	Policy #:					
	Who receives this d	eduction						
	Recipient:	00400 Cg N	lutual Assistance Ca	mpaign				
	Account Name:	Cg Mutual Assistand	e Campaign					
	Bank Routing #:	054001204	Bank Of	America, N.A.				
	Account Nbr: 01234567890							
	Account Type:	Checking	Payme	nt Method:	Bank Transfer			
	Save Deduction	Stop Deduction	Re	turn to Summary				

Procedures,

Step	Action							
5	The allotment Summar updated. If there is an e deduction again.	y will display. error, click the	Verify the Edit pence	e change il, correct	s display correctly it and save the	/ as		
	Summary							
	Joyce Byers	Em	pl ID 1234567	Empl Record	0			
	To add a voluntary deduct To edit a voluntary deduct Dependent Dental Plan ar Deductions	iction link. beside the dedui Care Insurance F	ction you want Program (FLTC	to update. IP) deductions cannot be e	dited.			
	Element	Amount	Begin Date	End Date	Recipient	Edit		
	Association Dues	\$2.000000	08/01/2012		Chief Petty Officer Assn Uscg	Ľ		
	Mutual Assistance Donation	\$10.00000	11/01/2022		Cg Mutual Assistance Campaign	Ľ		
Tricare Dependent Dental \$31.040000 04/01/2022 UCC								
	Add Deduction	ify						

Stopping a Voluntary Deduction

Introduction This section provides the procedures for stopping a Voluntary Deduction for a member in DA.

Procedures See below.

Step	Action						
1	Click on the Active/Reserve Pay Tile.						
	Active/Reserve Pay						
1.5	Select the Voluntary Deductions option.						
	Direct Deposit						
	Proxy - Submit Absence Request						
	Columnary Deductions						
	SGLI + FSGLI						
	Taintain Tax Data USA						
	Housing Allowance						
	Dependent Information						
	Cost of Living Allowance						
	Generate BAH/Emergency Contact						
	BAH Dependency Verification						
	MGIB Enrollments						
	AviP						
	Sea Time Balances						
	View Payslips (AD/RSV)						
	Text Distribution						
	Pay Calendar Results						
	View Member W-2s						
	Proxy - Submit Non-Charge Abs						

Procedures,

continued

Step	Action							
2	Enter the member's Empl ID and click Search .							
	Earning/Deduction Override							
	Enter any information you have and click Search. Leave fields blank for a list of all values.							
	Find an Existing Value							
	Search Criteria							
	Empl ID begins with 🗸 1234567							
	Empl Record = 🗸							
	National ID begins with 🗸							
	Name begins with 🗸							
	Last Name begins with 🗸							
	Second Last Name begins with 🗸							
	Alternate Character Name begins with 🗸							
	Middle Name begins with 🗸							
	Business Unit begins with 🗸							
	Department Set ID begins with 🗸	۹						
	Department begins with 🗸	۹						
	Case Sensitive							
	Search Clear Basic Search 🖾 Save Search Criteria							

Procedures,

continued

Step	Action								
3	The member's current allotments will be listed. Select the Edit pencil for the								
	appropriate allotment. Summary								
	Empl Record	0							
	 The payee's voluntary deductions are listed below: To add a voluntary deduction, click the Add Deduction link. To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited 								
	Deductions								
	Association Dues	\$2.000000	09/01/2012	Enu Date	Chief Petty Officer Assn Uscg	<u>L</u>			
	Mutual Assistance Donation	\$10.00000	06/01/2021		Cg Mutual Assistance Campaign	Ľ			
Savings \$500.00000 06/01/2016 Lucas Sinclair									
	Add Deduction	tify							

Procedures,

Step			Acti	on					
4	Details for the allotment will display.								
	Change this deduction on – Auto-populates to the first day of the affected month and CANNOT be changed to an earlier date.								
	There are two ways	ways to stop an allotment (shown in 2 steps):							
	1. To stop an allotment for a future date, enter a date in the End Date field day of the month) and click Save Deduction . For example, if the memb wants the last allotment payment to be made on 1December 2022 payda								
	enter 11/30/2022 as the End Date and click Save Deduction . Verify the								
	allotment stop date appears in the End Date column correctly. If there is								
	error, click the	Edit icon (pe	encil), corr	ect it an	d save the ded	uction ag	ain.		
	Lucas Sinclair	Empl ID 12	34567 Emp	Record 0					
	 Deductions for current month Deductions can be started or 	can be started or change	ed prior to current m	id-month payrol	I cut.				
	 If you want to stop your deductions to mid month out 	tion immediately, press	the Stop Deduction	outton below. If	IF.				
	pressed after mid-month cutor	f, your stop will be effect	tive at the end of the	current month.	h				
	you can stop the deduction by	entering an End Date b	elow and then press	ing the Save					
	 Voluntary Deductions must be 	set up for payment by o	lirect deposit / electr	onic funds trans	sfer.				
	Deduction: Mutua	Assistance Donation							
	Amount: 10.000000								
	Change this deduction on: 11/01/2022 B Type:								
	End Date: 11/30/2022 Policy #: 234567890								
	Who receives this deduction								
	Recipient: 00400 Cg Mutual Assistance Campaign								
	Account Name: Cg M	Account Name: Cg Mutual Assistance Campaign							
	Bank Routing #: 054001204 Bank Of America, N.A.								
	Account Nbr: 0123	4567890							
	Account Type: Chec	king	Payment Metho	d: B	ank Transfer				
	Save Deduction Stop D	eduction	Return to Si	ummary					
	Summary								
	Lucas Sinclair	\mathbf{i}	Empl	ID 1234567	Empl Record	0			
	The payee's voluntary deduction	ons are listed below:							
	To add a voluntary deduc	tion, click the Add Ded	uction link.						
	 To edit a voluntary deduct Dependent Dental Plan a 	nd Federal Long Term	Care Insurance Pro	on you want to ogram (FLTCIP	update.) deductions cannot be edi	ted.			
Deductions									
	Edit								
Association Dues \$2.000000 09/01/2012 Chief Petty Officer Assn Uscg									
Mutual Assistance Donation \$10.00000 06/01/2021 11/30/2022 Cg Mutual Assistance Campaign Savings \$500.00000 06/01/2016 Lucas Sinclair									
	Return to Search								

Continued on next page

Procedures,

Step	Action								
5	2. To stop an allotment immediately , click Stop Deduction . If stopping during								
	the mid-month calendar, the stop date will default to the last day of the								
	previous month. If stopping during the end-month calendar, the stop date will default to the last day of the current month (11/30) and will pay out for the								
	last time on the first of the next month (12/1). NOTE: The Stop Deduction can also be used to "Delete/Undo" a pending								
	allotment. For example, if an allotment is input with a Start Date of 11/01/2022, and then prior to the end-month October payroll finalize date, the member decides not to start the allotment, click the Stop Deduction button.								
	Lucas Sinclair	Er	npl ID 1234567	E	mpl Record 0				
	 Deductions for current Deductions can be star 	month can be starte	d or changed prio	or to curren	t mid-month payrol	cut.			
	 If you want to stop you 	deduction immedia	tely, press the Sto	op Deducti	on button below. If				
	pressed after mid-mon	th cutoff, your stop w	vill be effective at	the end of	the current month.	п			
	 If you want to stop you you can stop the deduct 	r deduction during a tion by entering an I	future month, or a End Date below a	at the end ind then pr	of the current mont essing the Save	n,			
	 Deduction button. Voluntary Deductions n 	nust be set up for pa	yment by direct d	leposit / ele	ectronic funds trans	fer.			
	Deduction:	Mutual Assistance	Donation						
	Amount:	10.00	00000						
	Change this deduction on:	11/01/2022	Type						
	End Date:		Policy #	22/	667900				
	Who receives this deduc	ction	1 01109 #1	204	501050				
	Recipient:	00400 Cg	Mutual Assistance	e Campaig	n				
	Account Name:	Cg Mutual Assistar	nce Campaign						
	Bank Routing #:	054001204	Ban	k Of Ameri	ca, N.A.				
	Account Nbr:	01234567890							
	Account Type:	Checking	Pa	yment Me	thod: Ba	ank Transfer			
	Save Deduction	Stop Deduction		Return to	Summary				
	Warning: When	the Stop I	Deduction	butt	on is used	on an e	existing allotment.		
	it will be remove	ed from the	e Summa	rv pag	ze as show	n belov	N.		
	Summary				2	_			
	Lucas Sinclair		Empl	ID <u>1234567</u>	Empl Re	cord 0			
	The payee's voluntary deduction	ions are listed below:							
	 To add a voluntary deduction, click the Add Deduction link. To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. 								
	Deductions 2								
	Element	Amount	Begin Date	End Date	Recipient	Edit			
	Association Dues	\$2.000000	09/01/2012		Uscg	ssn 🖉			
	Savings	\$500.000000	06/01/2016		Lucas Sinclair	Ø			
	Add Deduction								
	Return to Search	tify							