

Understanding Reserve Pay Processing in Direct Access 9.1

Overview

Introduction This purpose of this guide is to provide Coast Guard Servicing Personnel Offices (SPOs) with a broad understanding of how pay transactions are processed for Reserve Component members in Direct Access version 9.1.

In this guide The following topics are covered in this guide.

Topic	See Page
Job Data	2
Pay Calendars and Pay Cuts	3
Timing	5
Summary	7
Previously Issued Guidance	
• Reserve Pay ADT/IDT and Direct Access	9
• Approval of Drills, ADT-AT Orders, and Short-Term ADOS Orders During Approval "Blackout"	11

Understanding Reserve Pay Processing in Direct Access 9.1

Job Data

Introduction

This section provides information on the Job Data component in Direct Access version 9.1.

What are Job Data Rows?

Job Data rows are the 'nerve center' of Direct Access 9.1. All pay entitlements and allowances, PCS transfers, Reserve orders, promotions/advancements, annual pay changes, etc. create Job Data rows in a member's record. The creation of these Job Data rows must be sequentially linear by date from oldest to newest. When a transaction is processed after the effective date, it may cause problems if there was another Job Data row created between the effective date of the original transaction and the actual date it was approved and processed.

Example issue with after-the-fact approvals

A Reserve member has a set of Active Duty orders that begin 23 December 2015 but the SPO doesn't approve the orders until after the holidays on 6 January 2016. On 1 January 2016 the annual Legislative Pay Changes are loaded into DA 9.1 and a Job Data row is created effective 1 January 2016 to reflect the new salary plan. When the SPO attempts to approve the orders on 6 January 2016, a Job Data row is created with an effective date of 23 December 2015 (the start date of the orders) to change the member from a drilling Reserve member to a Reserve member on Active Duty. Since there is a Job Data row with an effective date of 1 January 2016, the Active Duty orders Job Data row with an effective date of 23 December 2015 cannot process as this date is older than the current Job Data row. The members Active Duty pay will NOT process until PPC manually corrects the Job Data row to place it back into sequential order.

Learn more about Job Data

Review the “[Understanding Job Data User Guide](#)” to learn more about Job Data.

Understanding Reserve Pay Processing in Direct Access 9.1

Pay Calendars and Pay Cuts

Introduction This section provides an overview of Pay Calendars and Pay Cuts.

What are Pay Calendars? In Direct Access, Pay Calendars are tables which define pay period begin and end dates. There are two pay calendars each month:

1. The first is for calendar dates 1-15
 2. The second is for calendar dates 16-30.
- Only 1 pay calendar is open and active within DA 9.1 at any given time.

What are pay cuts? During each bi-monthly calendar there is a set schedule posted to indicate when the pay calendar is open for SPO's to enter transactions and the date of the SPO pay cut for the pay calendar.

The August 2015 Payroll Processing Schedule is shown below. Notice that the *Approval Cut*, *Approval Freeze*, and *Payroll Finalized* dates are clearly identified.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31 Payday	1 Workshops at Base
2 Workshops at Base Alameda POC CWO Ann Cooper	3	4	5	6 Approval Cut	7 Approval Freeze	8
9 Approval Freeze	10 Payroll Finalized	11	12	13	14 Payday	15 Workshops at Base
16	17 Workshops at Base New Orleans POC YNCS Zachary Ayres	18 Approval Cut	19 Approval Freeze	20	21 Payroll Finalized	22
23	24	25	26	27	28	29 Workshops at Base
30	31 Workshops at Base Seattle POC CWO Devale Collier	1 Payday	2	3	4	5

Continued on next page

Understanding Reserve Pay Processing in Direct Access 9.1

Pay Calendars and Pay Cuts, Continued

What are Pay Cuts? (cont'd) After pay cut, no further SPO transactions are authorized to be approved in DA 9.1 for the respective pay calendar.

There are exceptions to this policy for Reserve IDT and Short-Term Active Duty Orders. The exceptions are discussed in “[Approval of Drills, ADT-AT Orders, and Short-Term ADOS Orders During Approval "Blackout"](#)” article beginning on page 11 of this guide.

The dates between the SPO pay cut and the payroll finalization date are used by PPC to finish processing pay correction transactions and work payroll reports to prepare for payroll finalization.

The final step of payroll finalization is that the next bi-monthly calendar is opened. As soon as the next bi-monthly calendar populates the SPO may resume entering pay transactions in to DA 9.1 until the next SPO pay cut date.

Understanding Reserve Pay Processing in Direct Access 9.1

Timing

Introduction

This section discusses the importance of submitting and approving transactions in a timely manner.

Why is it so important to process reserve pay transactions sequentially, timely, and accurately?

When a Reserve set of AD orders are approved as 'en route', they create a Job Data row which sets the member into an AD status for pay. When that same set of orders is approved as 'finished', another Job Data row is created which sets the member back to Reserve status for pay.

- A Reserve member can only be in one pay status at any given time.

If the SPO attempts to process an IDT drill while the member is in an AD status for pay, the IDT drill pay will be placed on hold until the member returns to a Reserve status for pay.

If the SPO approves the IDT drill and then approves a set of AD orders in sequential order and both the IDT and the AD orders effective dates are in the same pay calendar, both should process for payment.

See [Reserve Pay ADT/IDT and Direct Access](#) beginning on page 9 of this guide for more details and specific examples.

How can I identify which pay calendar a reserve member is in now?

There can only be one open pay calendar at a time. For Reserve members, this can be either a Reserve pay calendar or an AD pay calendar. If the member is on a set of AD orders and has an open AD pay calendar, any retro IDT drills processed will be placed on hold until the member finishes the AD orders, returns to Reserve status, and a Reserve pay calendar opens. Additionally, there are two Pay Groups in DA 9.1: USCG (which is active duty) and USCG RSV. A SPO user can determine which Pay Group a Reserve member is currently in by reviewing their Job Data.

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Understanding Reserve Pay Processing in Direct Access 9.1

Timing, Continued

How can I identify which pay calendar a reserve member is in now? (cont'd)

1. To navigate to Job Data follow this path: DA 9.1 > Core HR > Job Data.
2. Enter the Reserve member's EMPID, click the "include history" box and click "Search".
3. Then click on the "Payroll" tab.

The Pay Group will be either USCG or USCG RSV. If it is USCG please review the member's orders to ensure they should still be on AD orders, if not you make sure you "finish" the orders per the DA 9.1 Knowledge Base guidance. After the AD orders are approved as "finished", the members Pay Group in Job Data will update to USCG RSV and the Reserve pay calendar will open.

Please use caution and review this data before approving IDT and/or AD orders.

Understanding Reserve Pay Processing in Direct Access 9.1

Summary

Summary

Accuracy goes hand in hand with timeliness. Erroneously approved Reserve pay transactions that require correction only complicates the issue.

Corrections may require manual intervention by PPC to correct Job Data rows due to transactions being out of sequence. This WILL result in delays to Reserve members' pay. Additionally, an off cycle payment from PPC may not be available because the payment must be posted to a pay calendar before PPC can process an off cycle payment. An out of sequence pay transaction, may not generate a payment until the member's Job Data row changes back to the respective pay status.

The **ONLY** way to ensure unnecessary delay of a Reserve member's pay is to approve ALL IDT and/or AD orders sequentially, timely, and accurately.

This requires the coordination of all involved:

1. Member,
2. Supervisor,
3. P&A Office,
4. DXRs, and
5. SPOs.

Please use the payroll calendar smartly to ensure all Reserve IDT and/or AD orders are entered/approved sequentially within the same pay calendar as the effective date(s) of the orders.

Understanding Reserve Pay Processing in Direct Access 9.1

Previously Issued Guidance

Introduction This section republishes related guidance and provides hyperlinks to Knowledge Base articles with additional information on the payroll system framework and terminology.

In this section The following articles are republished in this section.

Topic	See Page
Reserve Pay ADT/IDT and Direct Access	9
Approval of Drills, ADT-AT Orders, and Short-Term ADOS Orders During Approval "Blackout"	11

Reserve Pay ADT/IDT and Direct Access

Introduction

This article was original published on 20 February 2015. It provides and overview of the relationship between drill or active duty dates and the pay calendars.

Article

There are similarities and slight differences between JUMPS and Direct Access when it comes to processing payments to a reservist who performs IDT and short-term ADT/ADOT during a single payroll period.

1. If the IDT and ADT/ADOT are input and approved during the pay cycle in which performed (and prior to the payroll cycle cut-off), then they will both be paid on the scheduled pay day. **EXAMPLE:** A reservist performs single/multiple IDT drill on 28 February and ADT-AT from 1-5 March and both are input/approved prior to 6 March; in this case, the reservist will be paid for both periods of duty in their mid-month March pay.

2. If retroactive ADT/ADOT is input on a reservist, the Servicing Personnel Office (SPO) and reservist should expect the active duty pay to not be received for two pay cycles after the orders are approved. **EXAMPLE:** A reservist performs ADT-AT from 5-16 March, but the orders are not submitted until 29 March. The SPO and reservist should expect the ADT/ADOT pay to be delayed until the end-month April pay cycle (1 May pay day). If the orders had been input prior to 6 March, the reservist would have received active duty pay for 3/5 thru 3/15 in the 3/15 pay, and the 3/16 active duty pay would have been paid on 1 April. If the orders had been input prior to 19 March, the reservist would have received the 12 days of active duty pay on the 4/15 payday.

3. If retroactive IDT is input on a reservist currently on active duty, the Servicing Personnel Office (SPO) and reservist should expect the IDT pay to not be received for two pay cycles after it is input. **EXAMPLE:** A reservist is in an active duty status for the 1-15 March pay period. Retroactive IDT for drills on 17 & 18 February is input on 14 March. The SPO and reservist should expect the IDT pay to be delayed until the mid-month April pay cycle (15 April pay day).

Continued on next page

Understanding Reserve Pay Processing in Direct Access 9.1

Reserve Pay ADT/IDT and Direct Access, Continued

Article (cont'd) 4. For payroll accounting purposes, Direct Access maintains Coast Guard Reserve pay via two separate and distinct calendars (Active and Reserve). In scenarios 2 & 3 above, the correct calendar must be built in order to retroactively correct the pay calendar for which the ADT/active duty was performed. SPOs and Reserve members must be made aware that retroactive approval of reserve activities will result in a lengthy delay in payment of Reserve member entitlements.

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Approval of Drills, ADT-AT Orders, and Short-Term ADOS Orders During Approval "Blackout"

Introduction This section provides the most recent guidance on exceptions to the policy for approving transactions during the period between the published SPO pay cutoff date and the payroll finalized date.

Article With exceptions for certain reserve pay actions (listed below), no other transactions are to be approved between the SPO Data Entry/Approval Date and the Payroll Finalized Date (blackout period) without authority from PPC (MAS) or (SEP). During this period we run reports and resolve issues on those reports behind the scenes. If a SPO approves a transaction during this period, our reports are no longer valid, and the SPO may undo several hours of work that was done to fix an issue (if the document approved overrides or affects the issue we resolved). **THE BELOW ONLY APPLIES TO DRILLS, ADT-AT ORDERS AND SHORT-TERM ADOS ORDERS AND PAY ENTITLEMENTS ASSOCIATED WITH THE ORDERS or DRILLS.**

Short-Term Orders: If the ADT-AT orders or Short-Term ADOS orders have a begin or end date on/or after the SPO Data Entry/Approval date and BEFORE the Payroll Finalized Date, SPOs are authorized to approve the orders (put in "En route" or "Finished" status) and associated pay entitlements (e.g. BAH). DO NOT approve orders or entitlements on Payroll Finalize Date (it will cause payroll finalize to error out). ONLY orders with a begin data that falls within these specific date ranges are authorized to be put in an "En route" or "Finished" status.

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Reserve Pay ADT/IDT and Direct Access, Continued

Article (cont'd) **Drills:** Inactive Duty for Training (IDT) Drills, Funeral Honors Duty (FHD), Readiness Management Periods (RMP), and Additional Training Periods (ATP) and any pay entitlements associated with the drills may be approved between the blackout dates. If the IDT, FHD, RMP, or ATP drills have a completed date on/or after the SPO Data Entry/Approval date and BEFORE the Pay roll Finalized Date, SPOs are authorized to approve the drills (put in "Completed - Yes" status (approved for payment)) and any associated pay entitlements (e.g. meals). Do not approve drills or pay entitlements on the Payroll Finalized Date - it will cause payroll finalize to error out. Only drills and associated pay entitlements with a completion date that falls within these specific date ranges are authorized to be put in a "Completed - Yes" status (approved for payment).

To reiterate...ONLY DRILLS, ADT-AT ORDERS OR SHORT-TERM ADOS ORDERS AND ASSOCIATED PAY ENTITLEMENTS WITH A BEGIN OR END DATE THAT FALLS WITHIN THESE SPECIFIC DATE RANGES ARE AUTHORIZED TO BE APPROVED DURING THE BLACKOUT PERIOD.
