

**U. S. Coast Guard**  
**Pay & Personnel Center (PPC)**  
**Global Payroll**  
**Active Duty Mid & End-Month Payroll Processes**

**Overview**

**Introduction**

This guide will step you through the proper steps to:

- Calculate a mid-month and end-month on-cycle pay calendar in Global Pay.
- Complete all the necessary processes that need done prior to finalizing the mid-month and end-month on-cycle pay calendars
- Finalize the mid-month and end-month on-cycle pay calendars in Global Pay.
- Complete all the necessary processes that need done after finalizing the mid-month and end-month on-cycle pay calendars.

**Note:** Appendix A is a checklist that shall be used by the payroll manager to follow the proper steps to finalize the mid-month payroll. Appendix B is a checklist that shall be used by the payroll manager to follow the proper steps to finalize the end-month payroll. It can also be used as an audit trail to see who completed what processes and the date the processes were completed.

**Topics**

The following topics are covered in this section.

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## Active Duty Mid\_End Month Payroll Processes

### Calculating a Payroll Calendar

There are two ways a payroll calendar will be calculated:

- Through the automated pay calculation process
- Through a manual process

**Automated Pay Calculation Process:** The automated prepay and pay calculation processes run on the following schedule for the active duty pay calendar (all times are shown in Central time):

Prepay Process	Pay Calendar Calculation
10:00 AM	10:15 AM (Regular Calc)
4:00 PM	6:15 PM (Recalc All)

The automated schedule rules for blackout periods are:

- AD and RET do not run on the weekends.
- AD and RET do not run on finalize dates.
- AD and RET do not run the day after the AD mid month finalize (in case of schedule slip).
- AD does not run on Thursdays (to avoid evening conflict with DA maintenance window).

An auditor or pay manager must perform manual pay calcs during these black-out periods.

**Very Important:** The automated process does not process the initial run of a new pay calendar. This has to be done manually and right after the end or mid-month pay calendars have been finalized. Also, do not manually calculate a pay calendar when the automation calculation is running.

**Manual Process:** The pay calculation process can be done manually. The manual process can be run anytime during the day except when the automated process is running. Follow the steps below to manually calculate a pay calendar.

STEP	ACTION
1	From the home page, click on the Calculate and Finalize Payroll link within the Payroll Processes Shortcut menu.
2	Enter the Run Control ID and click SEARCH. The run control should be named intuitively to reflect the calendar group it is associated with. For instance, if calculating the mid-month July 2014 pay calendar, the Run Control ID should be called C114070.
3	Click on the Calendar Group ID field and select the pay calendar that needs to be calculated. For instance, C114070 is the pay calendar for the pay period of 1-15 July 2014. <b>Note:</b> The payroll manager should have a list of the current and future Calendar IDs and Calendar Group IDs.

## Calculating a Payroll Calendar, continued

### Calculate Absence and Payroll

Run Control ID: db [Report Manager](#) [Process Monitor](#)

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**Payroll / Absence Run**

\*Calendar Group ID: C114070 201407 On-Cycle AD Mid Month

Stream Number:  Process Number:

Group List ID:  Language: English

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**Processing Phases and Options**

Identify    
  Calculate    
  Freeze    
  Finalize  
 Un-freeze    
  Suspend    
  Cancel  
 Suspend Active    
  Recalculate All  
 Identified

[Restart Information](#)     [Debug and Tuning Options](#)

The current payroll calendar will be selected

Only clicked on when the pay calendar is initially calculated

Clicked every time a manual pay calculation is done

STEP	ACTION																					
4	If calculating for the first time, click the Identify checkbox. If pay calendar has been calculated already, click the Calculate field.																					
5	Click on the Debug and Tuning Options field.																					
6	Click on the Update Statistics field.																					
7	Click the OK button.																					
8	Click the RUN button.																					
9	Verify that the Server Name is "PSUNX." If not, select "PSUNX".																					
10	<p>Click the Global Payroll &amp; Absence Mgmt Process List.</p> <p><b>VERY IMPORTANT:</b> <u>Do not</u> check the "Finalize Active Duty Payroll" field. This is only used when finalizing the on-cycle semi-monthly pay calendar.</p> <p><b>Process Scheduler Request</b></p> <p>User ID: DBUNGER     Run Control ID: OFF20140701A</p> <p>Server Name: PSUNX     Run Date: 06/21/2014</p> <p>Recurrence:     Run Time: 12:17:28PM     <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 5%;">Select</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">Process Name</th> <th style="width: 10%;">Process Type</th> <th style="width: 10%;">*Type</th> <th style="width: 10%;">*Format</th> <th style="width: 10%;">Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>FINALIZE Active Duty Payroll</td> <td>CG_PAY</td> <td>PSJob</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> <tr style="background-color: #e0e0e0;"> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Global Payroll &amp; Absence Mgmt</td> <td>GPPDRUN</td> <td>COBOL SQL</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	FINALIZE Active Duty Payroll	CG_PAY	PSJob	(None)	(None)	Distribution	<input checked="" type="checkbox"/>	Global Payroll & Absence Mgmt	GPPDRUN	COBOL SQL	(None)	(None)	Distribution
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11	Click OK.																					
12	Click Process Monitor.																					
13	Click: Refresh until the Run Status column indicates that the process was a "Success." This could take a few minutes. The Run Status will initially show 'Queued', then 'Processing', then 'Success'.																					

**Processes that need completed prior to finalizing mid or end-month pay calendar**

Each year, a date will need to be determined on when to finalize the monthly mid and end-month pay calendars, because there are processes that need to be completed prior to finalizing each pay period. The link [https://cg.portal.uscg.mil/units/ppc/RoboHelp/DAGP/PayrollProcessing/Processing\\_Schedule.aspx](https://cg.portal.uscg.mil/units/ppc/RoboHelp/DAGP/PayrollProcessing/Processing_Schedule.aspx) list the payroll processing dates. Follow the steps below to complete all the processes that need completed prior to finalizing a payroll:

**Note:** The STEP Mid column represents the steps for mid-month payroll which represents the steps on the checklist sheet. The STEP End column represents the steps for end-month payroll.

STEP Mid	STEP End	PROCESS	ACTION
1		Check Master Bank File Process	The Bank Master File Process guide discusses how to load this file. This file is normally processed in GP around the 1 <sup>st</sup> /2 <sup>nd</sup> of the month by OSC Topeka. They will then let MAS/RAS know when the process has been completed in GP. They will also provide the Bank Master File Output report for review. MAS must review the report prior to the mid-month pay period being finalized.
2	1	Check TNOG File Process	The TNOG files are normally received weekly and loaded into GP by OSC Topeka. They will then let MAS/RAS know when the process has been completed in GP. They will also provide the output report for review. MAS must review it prior to the mid and end-month pay periods being finalized.
3		Check TRICARE Dependent Dental File Process	The TRICARE Dependent Dental Inbound File Process guide discusses how to load the active duty and reserve files. These files are normally processed in GP around the 1 <sup>st</sup> week of the month by OSC Topeka. They will then let MAS know when the process has been completed in GP and will provide the NoMatch reports. MAS must review the reports prior to the mid-month pay period being finalized.
4		Check FLTCIP File Process	The FLTCIP Inbound File Process guide discusses how to load the active duty and reserve files. These files are normally processed in GP around the 1 <sup>st</sup> week of the month by OSC Topeka. They will let MAS know when the process has been completed in GP. They will also provide the NoMatch reports. MAS must review the reports prior to the mid-month pay period being finalized. <b>Note:</b> There will be months when the vendor doesn't send the files.
5	2	Check OHA/OCONUS Tables Process	Check to ensure the new OHA/CONUS rates have been processed. This includes OCONUS biweekly index rates. This process updates the tables and normally is run on semi-monthly bases by PPC (MAS). This process must be run prior to the mid and end-month pay periods being finalized.
6	3	Check TSP Loan File Process	The TSP Loan Inbound File Process guide discusses how to load these files. These files are normally received and processed in GP daily by PPC (MAS). They will review the log prior to the mid/end-month pay periods being finalized.
7	4	Check Travel Debt File Process	The Travel Advance Control File Process guide discusses how to load these files. These files are normally processed in GP several times a week by PPC (MAS). They will review the log prior to the mid and end-month pay periods being finalized.

STEP Mid	STEP End	PROCESS	ACTION	
8	5	Check DITY Tax Adjustments File Process	The DITY Tax Adjustment File Process guide discusses how to load these files which will be done by FINCEN. There will be pay periods when FINCEN doesn't send the file. SES must review the report prior to the mid and end-month pay periods being finalized.	
9	6	Run Longevity / Step Increase Process	The Automated Longevity Step Increment Instructions guide discusses how to run this process which will be run by OSC Topeka. <u>Process should be run day before finalize date.</u> The log file should be reviewed prior to finalizing the mid and end-month pay periods.	
	7	Run Monthly ACIP Process	The Monthly Update Process for ACIP guide discusses how to run this process, which will be run by MAS. This process updates the operational flight time balances and shuts down ACIP on members no longer entitled to it. MAS will review the log prior to finalizing the end-month pay period.	
10	8	Check AD/RET Pay Dup Rpt	MAS need to review the AD & RET Duplicate Pay report to ensure members aren't being paid AD & retired pay for same day.	
11	9	Auto-Mated Pay Calculation	If the pay calendar is going to be finalized on a day that the automated calcs are still running, PPC must notify CG-631 to cancel the automated process prior to finalizing it.	
12	10	Ensure Off-Cycle / Orders Integration are Processed	Prior to finalizing the mid-month period, the off-cycle for the day must be processed (finalized and Treasury files created) and the Orders Integration process has been run. Note: Make sure the Separations, Reserve, and PCS Order Types are processed.	
13	11	Check Payroll Messages / Bypass Errors	A	Within the Payroll Processing Shortcut menu from the home page, click on the Payroll Messages link.
			B	Enter the name of the pay calendar in the Calendar Group ID field and then click the Search button.
			C	Click the Message Severity drop down field and choose Error.
			D	Click the Select Matching Messages button. If there is any payroll error messages needing corrected, the system will show them.
			E	There will be a Details link next to each message. Click on the link to view the detailed information of the message. It should give a good idea on what the problem is and how to fix it. <b><u>This should be checked daily</u></b> as each error message must be reviewed and corrected prior to finalizing the mid or end-month pay calendars.
			F	Within the Payroll Processing Shortcut menu from the home page, click on the Payee Status link.
			G	Enter the name of the pay calendar in the Calendar Group ID field and then click the Search button.
			H	Click the Calculation Status drop down field and select Calculation Error - Bypassed.
			I	Click the Select Matching Messages button. If there are any bypass errors needing to be corrected, the system will show them. <b><u>This should be checked daily</u></b> as each bypass error message must be reviewed and corrected prior to finalizing the mid or end-month pay calendars.
			J	Click the Calculation Status drop down field and select Calculation Error – By Rule.
			K	Click the Select Matching Messages button. If there are any By Rule errors needing to be corrected, the system will show them. This should be checked daily as each By Rule error message must be reviewed and corrected prior to finalizing the mid or end-month pay calendars. <b>Note:</b> CG-631 will be available to assist with messages that MAS cannot resolve.

STEP Mid	STEP End	PROCESS	ACTION
14	12	Calculate Pay Calendar	A calculation should be done on the pay calendar. Follow the steps below to do this.
			A Click on the Calculate and Finalize Payroll link off of the home page.
			B Enter the Run Control ID and press ENTER or click SEARCH. The run control should be named intuitively to reflect the calendar group it is associated with. For instance, if calculating the mid-month September 2014 pay calendar, the Run Control ID should be called C114090.
			C Click on the Calendar Group ID field and select the mid-month pay calendar that needs to be recalculated.
			D Click on the Calculate field.
			E Click on the Debug and Tuning Options link.
			F Click on Update Statistics field.
			G Click OK.
			H Click the RUN button.
			I Verify that the Server Name is "PSUNX." If not, choose "PSUNX" from the drop down list.
			J Click the Global Payroll & Absence Mgmt Process List.  <b>VERY IMPORTANT:</b> <u>Do not</u> check the "Finalize Active Duty Payroll" field. This is only used when finalizing the on-cycle semi-monthly pay calendar.
			K Click OK.
			L Click Process Monitor.
			M Click: Refresh until the Run Status column indicates that the process was a "Success." The Run Status will initially show 'Queued', then 'Processing', then 'Success'.
15	13	Check Payroll Messages	To make sure there are no longer any payroll messages, repeat step 13 (for mid-month) or 11 (for end-month) above.  Note: Make sure there are no longer any payroll errors. If there are, fix the error and calculate the pay calendar again.
16	14	Check Erroneous Retro	Ask CG-631 to check the pay calendar to see if there are any members with erroneous retro. If there is, a "recalc all" will need to be run in the pay calendar.
17	15	Notify RAS to not Calculate Retired Pay Calendars	Notify RAS that the active duty mid-month pay calendar is being finalized and that no pay calcs should be run on any retired pay calendars during this time. Also make sure the automated pay calculation for the active duty/reserve and retired pay calendars are suspended for the day.  <b>Note:</b> This will ensure that dual status members (i.e., an annuitant who is also an active duty member) don't calculate on the retired payroll.

**Finalizing the Pay Calendar**

When all of the steps above have been completed, the pay calendar can be finalized. The finalize process will close the payroll results for the pay period.

Follow the steps below to finalize a pay calendar:

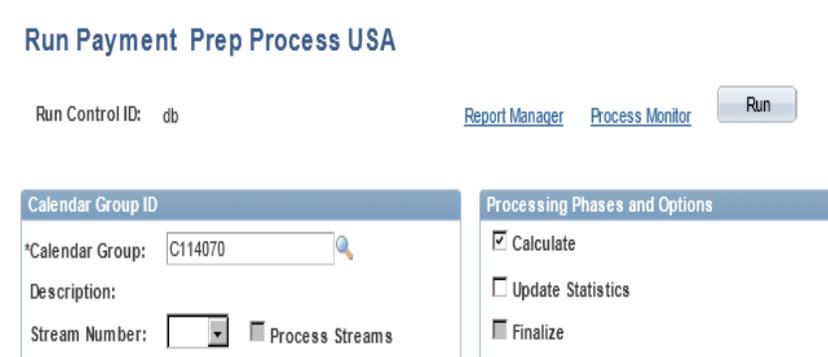
STEP Mid	STEP End	ACTION																						
18	16	A	Click on the Calculate and Finalize Payroll link off of the Global Pay home page.																					
		B	Enter the Run Control ID and press ENTER or click SEARCH. The run control should be named intuitively to reflect the calendar group it is associated with.																					
		C	Click on the Calendar Group ID field and select the pay calendar that needs to be finalized. For instance, C114070 is the pay calendar for the mid-month pay period of 7/1/2014 to 7/15/2014.																					
		D	Click on the Finalize field.																					
		E	Click SAVE.																					
		F	Click the RUN button.																					
		G	Verify that the Server Name is "PSUNX." If not, choose "PSUNX" from the drop down list.																					
		H	Click the "FINALIZE Active Duty Payroll" Process List.  <div style="border: 1px solid #ccc; padding: 10px; margin: 5px 0;"> <p><b>Process Scheduler Request</b></p> <p>User ID: DBUNGER      Run Control ID: db</p> <hr/> <p>Server Name: <input type="text" value="PSUNX"/>      Run Date: <input type="text" value="07/06/2014"/> </p> <p>Recurrence: <input type="text"/>      Run Time: <input type="text" value="5:30:54PM"/>      <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/> </p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FINALIZE Active Duty Payroll</td> <td>CG_PAY</td> <td>PSJob</td> <td>(None)</td> <td>(None)</td> <td><a href="#">Distribution</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Global Payroll &amp; Absence Mgmt</td> <td>GPPDPRUN</td> <td>COBOL SQL</td> <td>(None)</td> <td>(None)</td> <td><a href="#">Distribution</a></td> </tr> </tbody> </table> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	FINALIZE Active Duty Payroll	CG_PAY	PSJob	(None)	(None)	<a href="#">Distribution</a>	<input type="checkbox"/>	Global Payroll & Absence Mgmt	GPPDPRUN	COBOL SQL	(None)	(None)	<a href="#">Distribution</a>
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		I	Click OK.																					
		J	Click Process Monitor.																					
		K	Click: Refresh until the Run Status column indicates that the process was a "Success." This could take a few minutes. The Run Status will initially show 'Queued', then 'Processing', then 'Success').  <p><b>Note: This process normally takes a little over an hour to run.</b></p>																					
L	Click on the Details link.																							
M	Click on View Log/Trace link.																							
N	Click on the log file and save it to a local directory.																							
O	Send notification to team in MAS that handles debts to let them know that the file is available. The team will need to look at it to determine who had system generated overpayments created from the finalized on-cycle pay period.																							

**Processes that need completed after the Pay Calendar has been Finalized**

The following processes will need to be completed after the mid or end-month pay calendar has been finalized:

- Prepare Banking
- Finalize Banking
- Identify and Calculate new Pay Calendars
- Produce Pay Slips
- Apply Strips (Check Holds) in Banking
- Create Check Payment Treasury Files
- Create Treasury Reports
- Transmit Check Payment Files
- Apply Strips (EFT Holds) in Banking
- Create EFT Payment Treasury Files
- Reconcile Payroll
- Transmit EFT Payment Treasury Files

To complete these processes, follow the steps below.

STEP Mid	STEP End	PROCESS	ACTION	
19	17	Prepare Banking	A	The banking process will create the payments to payees and recipients and put them into a 'Prepared' status. Within the Payroll Processing Shortcut menu from the home page, click on the Payment Processing link.
			B	Enter the Run Control ID and press ENTER or click SEARCH. The run control should be named intuitively to reflect the calendar group it is associated with.
			C	Click on the Calendar Group field and select the pay calendar that is being finalized. Note: Notify CG-631 if the pay calendar doesn't show up.
			D	Click on the Calculate field. An example of what the page should look like is provided below.  
			E	Click the RUN button.
			F	Verify that the Server Name is "PSUNX." If not, choose "PSUNX" from the drop down list. It should be defaulted to this already. No other changes are necessary on this page.
			G	Click OK.
			H	Click Process Monitor.
			I	Click: Refresh until the Run Status column indicates that the process was a "Success." This could take a few minutes. The Run Status will initially show 'Queued', then 'Processing', then 'Success'.

STEP Mid	STEP End	PROCESS	ACTION	
20	18	Check for Hold Net Payments	A	From the home page, click on Review Payments.
			B	Enter the pay calendar that was just finalized within the Calendar Group ID field and click Enter.
			C	Click on Payment Status field and select 'Hold'.
			D	Click the Select Matching Payments button. The system should show all members who have a net payment in a 'Hold' status. These members are missing direct deposit account. Action will need to be taken to get the direct deposit account entered and then change the Payment Status field to 'Finalized' prior to finalizing the banking process. If not done before this process is run, payment will need to be voided and then redistributed (after direct deposit account is entered) or reversed.
			E	If direct deposit accounts are entered, steps 19A-19I and 20A-20D (mid) and 17A-17I and 18A-18D (end) will need to be done again.
21	19	Finalize Banking	A	The Finalize Banking process will set the payments to a 'Finished' status. Payments in this status will be picked up when the Treasury process is run that creates the payment files that will be sent to Treasury. Click the 'Go back to run Payment Prep Process USA' link.
			B	Click on the Calendar Group field and select the pay calendar that is being finalized.
			C	Click on the Finalize field.
			D	Click the RUN button.
			E	Verify that the Server Name is "PSUNX."
			F	Click OK.
			G	Click Process Monitor.
			H	Click: Refresh until the Run Status column indicates that the process was a "Success." This could take a few minutes.
	20	Notify the Academy	Notify the Academy that payroll is finalized so they can create CADET reports. Send email to Diana Rombola & Tom Birch.	
	21	Have RAS Calculate Retired Pay Calendars	<b>For end-month pay period only.</b> Prior to identifying/calculating the next month's mid-month pay calendar, have RAS calculate the retired pay calendars. This will ensure the dual status members now calculate on the retired pay calendars.	
22	22	Identify & Calculate New Pay Calendars	A	Identify/calculate the new pay calendar. This step can take time to process. While this process is running, move on to the next step and come back to this step in about an hour to see if it completed successfully. <b>Note:</b> Once the mid-month pay calendar is identified/calculated, dual status members will be in a suspended status. They will be active on the retired pay calendars (as noted in step 21 above) until they are finalized and the mid-month pay calendar is calculated.
			B	Complete step's 1-13 on pages 2 and 3 of this guide.
23		RAS Calculates Retired Pay Calendars	<b>For the mid-month pay period only.</b> Let RAS know that they can now calculate retired pay calendars.	
24	23	Produce Pay Slips	This process generates the mid and end-month pay slips that users can view via GP. Refer to the Pay Slips guide to create them. Also set # of days from payment date for view of Self Service page. <b>Note:</b> The remaining steps below can be run while this step is running.	

STEP Mid	STEP End	PROCESS	ACTION
	24	Apply Strips (Check Holds) in Banking	<p>Stripping payments stops them from appearing on the Treasury files. The payroll manager should strip all check payments that were stripped from the "real" files for the month being finalized.</p> <p>A Click on the Review Payments shortcut link off of the home page in Global Pay.</p> <p>B Enter the end-month pay calendar group ID in the Calendar Group ID field and press ENTER or click SEARCH.</p> <p>C If stripping an allotment or any other type of pay that is NOT net pay, click on the View Deductions link. If stripping a direct deposit payment, go to the next step.</p> <p>D From the list of stripped payments that need to be held, enter the first EMPLID in the EmplID From field and enter it again in the EmplID To field.</p> <p>E Click Select Matching Payments button.</p> <p>F Click on Payment Status drop down field and change it from 'FINALIZED' to 'HELD'.</p> <p>G Click SAVE.</p> <p>H Repeat step's 24C-24G for each additional EMPLID that needs to be HELD.</p>
	25	Create Check Payment Treasury Files	<p>This process generates the check payment treasury files for transmission. This process must be done 4 days prior to the pay period payment date.</p> <p>A Click on the Create Treasury Files shortcut link off of home page.</p> <p>B Enter the Run Control ID and press ENTER or click SEARCH. The run control should be named intuitively to reflect the pay calendar it is associated with. For instance you would enter C114101 for end month October Pay period. If it doesn't exist, you will need to add it.</p> <p>C Click on the Calendar Group field and select the end-month pay calendar.</p> <p>D Click on the Check Run field.</p> <p>E In the Payment Date field, enter the date the payroll payments should be made.</p> <p>F Click the RUN button.</p> <p>G Verify that the Server Name is "PSUNX." If not, choose "PSUNX" from the drop down list. It should be defaulted to this already. No other changes are necessary on this page.</p> <p>H Click the field next to 'Treasury Interface for AD/RSV'.</p> <p>I Click OK.</p> <p>J Click Process Monitor.</p> <p>K Click the Refresh button until the Run Status column indicates that the process was a "Success." This could take a few minutes. The Run Status will initially show 'Queued', then 'Processing', then 'Success'.</p>

STEP Mid	STEP End	PROCESS	ACTION	
	26	Create Treasury Reports	The pay manager will need to take action to transmit the check payment files via Connect Direct. The procedures on this are discussed in a separate guide. The pay manager will need to retrieve the following information from Global Pay prior to transmitting the files	
			A	Click on the Distribution Sum by Schedule link within the Treasury Reports menu on the home page in Global Pay.
			B	Enter the end-month pay calendar within the 'Enter the Calendar Group' field and click on the View Results button.
			C	Click on the Excel Spreadsheet link and open it. A spreadsheet should open with the treasury data in it.
			D	Save the report to a local directory and print it. The information on this report will be used when transmitting the check payment files via Connect Direct.
	27	Transmit Check Payment Treasury Files	The pay manager can now log into Connect Direct and transmit the check payment treasury files. Procedures on this are discussed in a separate guide. <b>Note:</b> Submit an e-mail to PSC-DG-FAIR stating that the files have been transmitted.	
25	28	Apply Strips (EFT Holds) in Banking	A	Stripping payments stops them from appearing on the Treasury files. The payroll manager should strip all EFT payments that were stripped from the "real" files for the pay period being finalized.  Within the Pay Processing Shortcut link on the home page, click on the Review Payments shortcut link.
			B	Enter the pay calendar group ID in the Calendar Group ID field and press ENTER or click SEARCH.  For instance, C114070 would be entered for the mid-month July 2014 pay period.
			C	If stripping an allotment or any other type of pay that is NOT net pay, click on the View Deductions link. If stripping a direct deposit payment, go to the next step.
			D	From the list of stripped payments that need to be held, enter the first EMPLID in the EmplID From field and enter it again in the EmplID To field.
			E	Click Select Matching Payments button.
			F	Click on Payment Status drop down field and change it from 'FINALIZED' to 'HELD'.
			G	Click SAVE.
			H	Repeat step's 25C-25G (for mid-month) or 28C-28G (for end-month) for each additional EMPLID that needs to be HELD.

STEP Mid	STEP End	PROCESS	ACTION				
26	29	Create EFT Payment Treasury Files	A	This process generates the EFT salary, allotments, garnishments, and CTX payments files for transmission. This process must be done 2 days prior to the pay period date. Click on the Create Treasury Files shortcut link off of the home page in Global Pay.			
			B	Enter the Run Control ID and press ENTER or click SEARCH. <b>Note:</b> The run control should be named intuitively to reflect the pay calendar it is associated with. For instance you would enter C114101 for end month October Pay period. If it doesn't exist, you will need to add it.			
			C	Click on the Calendar Group field and select the mid or end-month pay calendar.			
			D	Click on the EFT/FXR field.			
			E	In the Payment Date field, enter the date the payroll payments should be made.			
			H	Click the RUN button.			
			I	Verify that the Server Name is "PSUNX." If not, choose "PSUNX" from the drop down list. It should be defaulted to this already. No other changes are necessary on this page.			
			J	Click the field next to 'Treasury Interface for AD/RSV'.			
			K	Click OK.			
			L	Click Process Monitor.			
			M	Click the Refresh button until the Run Status column indicates that the process was a "Success." This could take a few minutes. The Run Status will initially show 'Queued', then 'Processing', then 'Success'.			
			27	30	Create Treasury Reports	The pay manager will need to take action to transmit the EFT salary, allotments, and garnishment payment files via Connect Direct. The procedures on this are discussed in a separate guide. The pay manager will need to retrieve the following two reports from Global Pay prior to transmitting the payment files:  <b>Distribution Sum by Schedule:</b> Payment information from the treasury files that were created. <b>Net Distribution Report:</b> Payment information from Banking.	
						A	<b>Distribution Sum by Schedule:</b> Click on the Distribution Sum by Schedule link within the Treasury Reports menu on the home page in Global Pay.
B	Enter the mid or end-month pay calendar within the 'Enter the Calendar Group' field and click on the View Results button.						
C	Click on the Excel Spreadsheet link and open it. A spreadsheet should open with the treasury data in it.						
D	Save the report to a local directory and print it. The information on this report will be used when transmitting the check payment files via Connect Direct.						
E	<b>Net Distribution Report:</b> Off of the home page, click on the following path under the Enterprise Menu:  <i>Global Payroll &amp; Absence Mgmt&gt;USCG Payroll Processes&gt;Net Disbursement Report</i>						
F	Enter Run Control ID and click SEARCH.						

STEP Mid	STEP End	PROCESS	ACTION	
27	30	Create Treasury Reports	G	Enter the payment year and month and then click the RUN button.
			H	Click on the Server Name drop down field and select PSUNX and then click OK.
			I	Click on Process Monitor link and make sure the process completes successfully. Once this process completes successfully and has posted, click on the Home page and under the My Reports link, there should be a XMLP report that can be clicked on. This should contain the Net Distribution Report. This report can also be pulled up under the Printed Reports link off of the home page and the report name is Net Disbursements.
28	31	Reconcile Payroll	To reconcile the payment information that will go out via the Treasury files and the payment information from banking, compare the two reports generated in step 27 (mid-month) or 30 (end-month) above. The total amounts for each report should match. <b>Note:</b> The Net Disbursement report contains the Coast Guard and NOAA payment information.	
29	32	Transmit EFT Payment Treasury Files	If the reports in step 27 (mid-month) or 30 (end-month) above do not reconcile, then research will need to be done to determine why the discrepancy. If the reports do reconcile, the pay manager can now log into Connect Direct and transmit the EFT payment files. Procedures on this are discussed in a separate guide. Also, need to certify the treasury payment files in SPS.	
30	33	Notify OSC Topeka	Notify OSC Topeka the end-month payroll processes have been completed. They will then generate the monthly TRICARE Dependent Dental, FLTCIP, and TSP outbound files and provide them to the vendors.	
31	34	Notify CG-631 of Payroll Issues	The payroll manager should document all issues encountered during mid or end-month payroll. These issues shall be documented on Appendix C of this guide and emailed to CG-631 after all of the payroll processes have been completed. If there were no payroll issues encountered, then email should state this and there is no need to attach Appendix C to the email.  <b>Note:</b> Appendix C shall be attached to the mid-month (Appendix A) or end-month (Appendix B) payroll checklist.	

# APPENDIX A

## MID-MONTH ACTIVE DUTY/RESERVE PAYROLL CHECKLIST

Payroll Period: \_\_\_\_\_

The following processes must be completed to successfully finalize the mid-month payroll:

Step	Process	Process Owner	Action	Owner Initials	Review Initials
<b>RUN PAYROLL</b>					
1	Check Master Bank File Process	OSC Topeka	Check to ensure the Master Bank file process was run. The file is normally received on the 1 <sup>st</sup> /2 <sup>nd</sup> of each month. <i>Note: Need to ensure the spreadsheet is generated was reviewed.</i>		
2	Check TNOG File Process	OSC Topeka	Check to ensure the TNOG files were loaded that were received during pay period. They are normally received weekly. <i>Note: Need to ensure the TNOG report has been reviewed.</i>		
3	Check TRICARE Dependent Dental Files Process	OSC Topeka	Check to ensure the inbound TRICARE Dependent Dental active duty and reserve files for the month were processed. The files are normally available during the end of the first week of the month. <i>Note: Need to ensure the NoMatch report was reviewed.</i>		
4	Check FLTCIP Files process	OSC Topeka	Check to ensure the inbound FLTCIP active duty and reserve files for the month were processed. The files are normally available during the end of the first week of the month. <i>Note: Need to ensure the NoMatch report was reviewed.</i>		
5	Check OHA/CONUS Tables Process	PPC (MAS)	Check to ensure the new OHA/CONUS rates have been processed. This includes CONUS biweekly index rates.		
6	Check TSP Loan File Process	PPC (MAS)	Check to ensure the TSP Loan files have been processed. Normally receive several files a week. <i>Note: Need to ensure the log file was reviewed.</i>		
7	Check Travel Debt Files Process	PPC (MAS)	Check to ensure the Travel Debt files have been processed. The files are normally received weekly. <i>Note: Need to ensure the log file was reviewed.</i>		
8	Check DITY Tax Adjustments File Process	FINCEN	Check to see if a Ditty Tax Adjustment file was received during the pay period. If so, please ensure it has been processed. The file isn't sent every pay period.		
9	Run Longevity / Step Increase Process	OSC Topeka	Run the Longevity / Step Increase process for the mid-month pay period. <u>Process should be run day before finalize date.</u> <i>Note: Make sure the log is reviewed for any issues. Never enter future pay period dates as this process must be run prior to finalizing pay calendar.</i>		
10	Check AD/RET Pay Dup Rpt	PPC (MAS)	Need to review the AD & RET Duplicate Pay report to ensure members aren't being paid AD and retired pay for same day.		
11	Auto-Mated Pay Calculations	PPC (MAS) Payroll Mgr	If the mid-month pay calendar is going to be finalized on a day that the automated calcs are still running, notify CG-631 to cancel the automated process prior to finalizing.		
12	Ensure Off-Cycle /Orders Integration Processed	PPC (MAS) PPC (SES)	Need to make sure the off-cycle for today has been processed (finalized and treasury files created) prior to moving to the next step. <b><i>Very Important: The Orders Integration must be run to process the Separations, Reserve, and PCS Order Types.</i></b>		
13	Check Payroll Errors	PPC (MAS) Payroll Mgr	Correct all Payroll errors, including bypass and rule errors. This includes any payroll reports that need reviewed/acted on prior to finalizing payroll.		

## APPENDIX A

### MID-MONTH ACTIVE DUTY/RESERVE PAYROLL CHECKLIST, Continued

Payroll Period: \_\_\_\_\_

Step	Process	Process Owner	Action	Owner Initials	Review Initials
14	Calculate Pay Calendar	PPC (MAS) Payroll Mgr	Calculate the mid-month pay calendar. Note: Check to make sure the pay calendar was recalcd night before (6:15 pm).		
15	Check Payroll Errors	PPC (MAS) Payroll Mgr	Check to ensure there are no longer any payroll errors, including bypass and rule errors. If there are, repeat steps 13-14 above.		
16	Check Erroneous Retro	CG-631	Ask CG-631 to check the pay calendar to see if there are any members with erroneous retro. If there is, a recalc all will need to be done to the pay calendar.		
17	Notify RAS to not Calculate Retired Pay Calendars	PPC (MAS) Payroll Mgr PPC (RAS)	Notify RAS mid-month pay is being finalized and no pay calcs should be run on any retired pay calendars during this time. <i>Note: This will ensure dual status members (i.e., an annuitant who is also an active duty member) don't calculate on the retired payroll.</i>		
18	Finalize Pay Calendar	PPC (MAS) Payroll Mgr	Finalize the mid-month pay calendar. Send overpayment log file to team that handles debt processing.		
19	Prepare Banking	PPC (MAS) Payroll Mgr	Run the banking process for the mid-month pay calendar, which will generate the payments to payees and recipients. <i>This can be done even though the CG_PAY process hasn't finished. Just need to make sure the GPPDRUN process has finished within the CG_PAY processing.</i>		
20	Check for Hold Payments	PPC (MAS) Payroll Mgr	Check to see if there are any members with a net payment status of 'Hold'. If there are, action may need to be taken on these members prior to finalizing banking. If direct deposit accounts are entered, run steps 19 and 20 again.		
21	Finalize Banking	PPC (MAS) Payroll Mgr	Finalize banking for the mid-month pay calendar.		
22	Identify & Calculate New Pay Calendar	PPC (MAS) Payroll Mgr	Identify/calculate the new end-month pay calendar. While this process is running, move on to the next step and come back to this step in about an hour to see if it completed successfully. <i>Note: Once the end-month pay calendar is calculated, dual status members will be in a suspended status. They will be active on the retired pay calendars (as noted in step 17 above).</i>		
23	RAS Calculate Pay Calendars	PPC (MAS) Payroll Mgr	Let RAS know that they can now resume calculating the retired pay calendars.		
24	Produce Pay Slips	PPC (MAS) Payroll Mgr	Generate the CG & NOAA electronic Pay Slips. Also set # of days from payment date for view of Self Service page.		
<b>DISTRIBUTE PAYROLL</b>					
25	Apply Strips (EFT Holds) in Banking	PPC (MAS) Payroll Mgr	Hold all Coast Guard and NOAA EFT payments that were stripped for mid-month.		
26	Create EFT Payment Treasury Files	PPC (MAS) Payroll Mgr	Generate treasury files for EFT salary payments for the Coast Guard and NOAA.		
27	Create Treasury Rpts	PPC (MAS) Payroll Mgr	Run/Save/Print the Distribution Sum by Schedule report out of Global Pay for the mid-month pay calendar.		
28	Reconcile Payroll	PPC (MAS) Payroll Mgr	Reconcile mid-month pay payroll.		
29	Transmit EFT Treasury Files	PPC (MAS) Payroll Mgr	Transmit the EFT treasury payment files via Connect Direct. Certify the treasury payment files in SPS.		
30	Notify OSC Topeka	PPC (MAS) Payroll Mgr	Notify OSC Topeka the mid-month payroll processes have been completed.		

Certifying Officer Name/Sign: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_

## APPENDIX B

### END-MONTH ACTIVE DUTY/RESERVE PAYROLL CHECKLIST

Payroll Period: \_\_\_\_\_

The following processes must be completed to successfully finalize the end-month payroll:

Step	Process	Process Owner	Action	Owner Initials	Review Initials
<b>RUN PAYROLL</b>					
1	Check TNOC File Process	OSC Topeka	Check to ensure the TNOC files were loaded that were received during pay period. Files are normally received weekly.		
2	Check OHA / OCONUS Tables Process	PPC (MAS)	Check to ensure the new OHA/CONUS rates have been processed. This includes OCONUS biweekly index rates.		
3	Check TSP Loan File Process	PPC (MAS)	Check to ensure the TSP Loan files have been processed. Normally receive several files a week. <i>Note: Need to ensure the log file was reviewed.</i>		
4	Check Travel Debt Files Process	PPC (MAS)	Check to ensure the Travel Debt files have been processed. The files are normally received weekly. <i>Note: Need to ensure the log file was reviewed.</i>		
5	Check Ditty Tax Adjustments File Process	FINCEN	Check to see if a Ditty Tax Adjustment file has been received. If so, please ensure it has been processed. The file isn't sent every pay period.		
6	Run Longevity / Step Increase Process	OSC Topeka	Run the Longevity / Step Increase process for the end-month pay period (the 16 <sup>th</sup> thru last day of month). <u>Process should be run day before finalize date.</u> <i>Note: Make sure the log is reviewed for any issues. Never enter future pay period dates as this process must be run prior to finalizing pay calendar.</i>		
7	Run Monthly ACIP Process	PPC (MAS)	Run the monthly ACIP process. This process updates the operational flight time balances and shuts down ACIP on members no longer entitled to it.		
8	Check AD/RET Pay Dup Rpt	PPC (MAS)	Need to review the AD & RET Duplicate Pay report to ensure members aren't being paid AD and retired pay for same day.		
9	Auto-Mated Pay Calculations	PPC (MAS) Payroll Mgr	If the end-month pay calendar is going to be finalized on a day that the automated calcs are still running, notify CG-631 to cancel the automated process prior to finalizing.		
10	Ensure Off-Cycle /Orders Integration Processed	PPC (MAS) PPC (SES)	Need to make sure the off-cycle for today has been processed (finalized and treasury files created) prior to moving to the next step. <b>Very Important: The Orders Integration must be run to process the Separations, Reserve, and PCS Order Types.</b>		
11	Check Payroll Errors	PPC (MAS) Payroll Mgr	Correct all Payroll errors, including bypass and rule errors. This includes any payroll reports that need reviewed/acted on prior to finalizing payroll. <i>Note: Make sure the dual status members aren't in a suspended status. If they are, contact CG-631 for guidance.</i>		
12	Calculate Pay Calendar	PPC (MAS) Payroll Mgr	Calculate the end-month pay calendar. Note: Check to make sure the pay calendar was recalced the night before (6:15 pm).		
13	Check Payroll Errors	PPC (MAS) Payroll Mgr	Check to ensure there no longer are any payroll errors, including bypass and rule errors. If there are, correct them and calculate the pay calendar again so that they no longer appear.		
14	Check Erroneous Retro	CG-631	Ask CG-631 to check the pay calendar to see if there are any members with erroneous retro. If there is, a recalc all will need to be done on the pay calendar.		

## APPENDIX B

### END-MONTH ACTIVE DUTY/RESERVE PAYROLL CHECKLIST, Continued

Payroll Period: \_\_\_\_\_

Step	Process	Process Owner	Action	Owner Initials	Review Initials
15	Notify RAS to not Calc RET Calendars	PPC (MAS) Payroll Mgr PPC (RAS)	Notify RAS end-month pay is being finalized and no pay calcs should be run on any retired pay calendars during this time. <i>This will ensure dual status members don't calculate on retired payroll.</i>		
16	Finalize Pay Calendar	PPC (MAS) Payroll Mgr	Finalize the mid-month pay calendar. Send overpayment log file to team that handles debt processing.		
17	Prepare Banking	PPC (MAS) Payroll Mgr	Run the banking process for the mid-month pay calendar, which will generate the payments to payees and recipients. <i>This can be done even though the CG_PAY process hasn't finished. Just need to make sure the GPPDPRUN process has finished within the CG_PAY processing.</i>		
18	Check for Payments in Hold Status	PPC (MAS) Payroll Mgr	Within the Review Payments component, check to see if there are any net payments in hold status (members without a direct deposit account). If possible, try to get the direct deposit entered on the member prior to going to next step. If direct deposit accounts are entered, run steps 17 and 18 again.		
19	Finalize Banking	PPC (MAS) Payroll Mgr	Finalize banking for the end-month pay calendar.		
20	Notify Academy	PPC (MAS) Payroll Mgr	Notify the Academy pay calendar is finalized so they can create CADET reports. Send email to Diana Rombola & Tom Birch.		
21	Have RAS Calculate Pay Calendars	PPC (MAS) Payroll Mgr PPC (RAS)	Have RAS calculate the CG, NOAA, and PHS pay calendars. This will allow the dual status members to calculate on the retired pay calendars. Once completed, move on to next step.		
22	Calculate New Pay Calendar	PPC (MAS) Payroll Mgr	Once the retired pay calendars have been calculated, identify/calculate new mid-month pay calendar. The dual status members will be in payroll error on the active duty pay calendar. <i>Note: If retired pay is finalizing the same day hold off on completing this step until they've finalized the retired pay calendars.</i>		
23	Produce Pay Slips	PPC (MAS) Payroll Mgr	Generate the CG/ NOAA electronic Pay Slips. Also set # of days from payment date for view of Self Service page.		
<b>DISTRIBUTE PAYROLL</b>					
24	Apply Strips (Check Holds)	PPC (MAS) Payroll Mgr	Hold all Coast Guard and NOAA garnishment check payments that were stripped for the month.		
25	Create Check Treasury Files	PPC (MAS) Payroll Mgr	Generate garnishment treasury files for the Coast Guard and NOAA.		
26	Create Treasury Rpts	PPC (MAS) Payroll Mgr	Run/Save/Print the Distribution Sum by Schedule report.		
27	Transmit Check Files	PPC (MAS) Payroll Mgr	Transmit garnishment check payment files via Conned Direct.		
28	Apply Strips (EFT Holds)	PPC (MAS) Payroll Mgr	Hold all Coast Guard and NOAA EFT payments that were stripped for end-month.		
29	Create EFT Treasury Files	PPC (MAS) Payroll Mgr	Generate treasury files for EFT salary, allotments, garnishments, and CTX payments for the Coast Guard/NOAA.		
30	Create Treasury Rpts	PPC (MAS) Payroll Mgr	Run/Save/Print the Distribution Sum by Schedule report out of Global Pay for the end-month pay calendar.		
31	Reconcile Payroll	PPC (MAS) Payroll Mgr	Reconcile end-month pay payroll.		
32	Transmit EFT Treasury Files	PPC (MAS) Payroll Mgr	Transmit the EFT treasury payment files via Connect Direct. Certify the treasury payment files in SPS.		
33	Notify OSC Topeka	PPC (MAS) Payroll Mgr	Notify OSC Topeka the end-month payroll processes have been completed. They will generate monthly outbound files.		

Certifying Officer Name/Sign: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_

