

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll

Off-Cycles – Active Duty Payroll

Overview

Introduction This section provides the procedures for MAS on how to perform entries on the off-cycle, calculate it, finalize it, and create payments that will be sent to the Treasury. It also provides procedures for SES on final payment and death gratuity payment entries on the off-cycle.

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How to Create/Calculate/Review/Finalize an Off-Cycle

Introduction This section provides the steps on how to create, calculate, and finalize an off-cycle. Normally, off-cycles are processed every business day. 6 years of off-cycles have been created in production (for each business day of the year (excludes weekends and holidays)). So, in most instances, the off-cycle for the business day will already be created so there won't be a need to create it. However, if for some reason a second off-cycle is necessary for a particular day, MAS will follow the procedures below to create it.

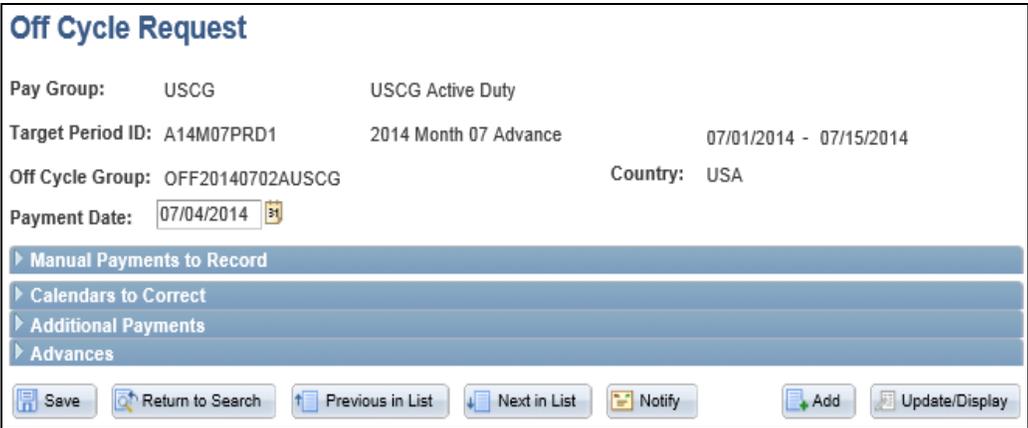
Note: During the day, members will be added to the daily Off-Cycle. MAS must coordinate with SES to ensure all payments for the day are on the off-cycle and that they are correct prior to finalizing it.

Create a new Off-Cycle Follow the steps below to create a second off-cycle pay calendar in Global Payroll.

Important information to know:

- The first Off-Cycle for the day must be finalized and the treasury processed before completing second one.
- All Off-Cycles for the day must be finalized prior to finalizing the On-Cycle Pay Calendar.
- Off-Cycle Treasury files must be transmitted prior to creating the On-Cycle Treasury files.

STEP	ACTION
1	Sign into PeopleSoft Global Pay.
2	Off of the Home page in Global Pay, click on the Off-Cycle Requests link.
3	Click Add a New Value tab.
4	Select the Pay Group that will be used on the off-cycle. Select USCG. If the USCG pay group has already been added (initially finished steps 3-9) and CADET, USCG RSV, or NOAA is going to be added to the off-cycle along with the active duty/reserve members, then select CADET, USCG RSV, or NOAA. Note: If only wanting to create an off-cycle for NOAA pay group then choose NOAA.
5	Click on the Target Period ID search icon and choose the current on-cycle pay period.
6	Enter the name of the off-cycle calendar group in the Off-Cycle Group field: <ul style="list-style-type: none"> ○ 1st, 2nd, 3rd characters = OFF (short for off-cycle). ○ 4th, 5th, 6th, 7th characters = 4 digit calendar year. ○ 8th, 9th characters = 2 digit calendar month. ○ 10th, 11th characters = 2 digit calendar day. ○ 12th character = A for second off-cycle of the day, B for 3rd off-cycle for the day, etc. Note: Use the next alpha character that has not been used for the day. <ul style="list-style-type: none"> ○ 13th-18th characters = USCG, USCGRS (short for USCG RSV), NOAA, or CADET. <p>The example below shows how the off-cycle group for the USCG pay group would</p>

	look like for the 2nd off-cycle of the day for 7/2/2014.
	
7	Click Add button.
8	Enter the Payment Date. This date should be the date the payment should be in the member's account.
	
9	Click Save.
10	Repeat steps 3 – 9 if wanting to add additional pay groups (USCG RSV, NOAA, or CADET) to the second off-cycle of the day.

Adding Pay Groups to the Off-Cycle Calendar Group

If a second off-cycle was created for the day, the following action will need to be taken to add the pay groups to the off-cycle calendar group.

STEP	ACTION
1	Off of the Home page in Global Pay, click on the Off-Cycle Calendar Group link.
2	Click the Add a New Value tab.
3	Enter the Off-Cycle Calendar name in the Calendar Group ID field. For instance, if today's date is 6/23/2014, the name would be OFF20140623A. Keep in mind the first off-cycle of the day was OFF20140623, so we're just adding an 'A' to the end to differentiate the two off-cycles.
4	Click ADD.
5	Enter the Description. Example: '2014-07-02, 2nd Off-Cycle'.
6	Enter the Short Description. Example: '2014-07-02'.
7	Make sure the Country field shows 'USA'.
8	Click the Off-Cycle field.

9	Click the Process Retro Triggers field.
10	Enter '1' in the Sequence field.
11	Select 'USCG' for the Pay Group.
12	Click on the Period ID field and choose the current on-cycle pay period.
13	Click on the Off-Cycle Group and select the Off-Cycle Group that ends with USCG with the correct date.
14	Click the + button 3 times to create 3 additional rows.
15	In the second row enter '2' in the sequence field.
16	Select 'USCG RSV' for the Pay Group.
17	Click on the Period ID and choose the current on-cycle pay period.
18	Click on the Off-Cycle Group and select the Off-Cycle Group that ends with USCGRS with the correct date.
19	In the third row enter '3' in the sequence field.
20	Select 'NOAA' for the Pay Group.
21	Click on the Period ID and choose the current on-cycles pay period.
22	Click on the Off-Cycle Group and select the Off-Cycle Group that ends with NOAA with the correct date.
23	In the fourth row enter '4' in the sequence field.
24	Select 'CADET' for the Pay Group.
25	Click on the Period ID and choose the current on-cycles pay period.
26	Click on the Off-Cycle Group and select the Off-Cycle Group that ends with CADET with the correct date.

27 Click SAVE.

Calendar Groups

Calendar Group ID: OFF20140702A

*Description: Short Description:

*Country: United States

Use as template Process by stream Processing initiated:

Off Cycle Process retro triggers Processing finalized:

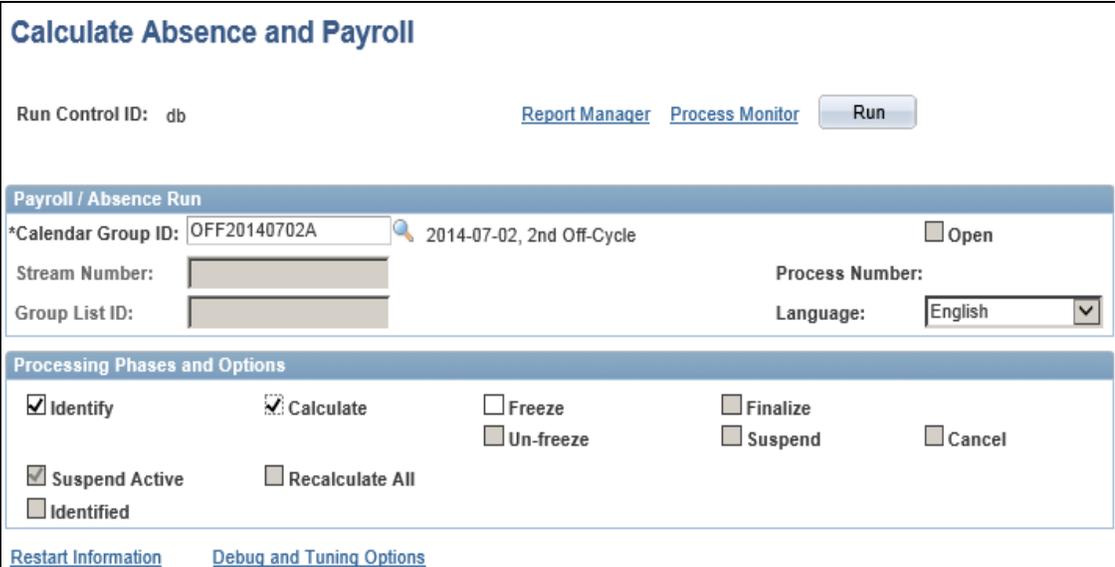
List Off Cycle Groups in processing order					Customize Find View 3 First 1-4 of 4 Last	
*Sequence	*Pay Group	*Period ID	*Off Cycle Group			
1	USCG	A14M07PRD1	OFF20140702AUSCG	+	-	
2	USCG RSV	A14M07PRD1	OFF20140702AUSCGRS	+	-	
3	NOAA	A14M07PRD1	OFF20140702ANOAA	+	-	
4	CADET	A14M07PRD1	OFF20140702ACADET	+	-	

Calculating the Off-Cycle

The daily off-cycle will need to be identified and calculated early in the morning by a SES payroll manager. With the exception of when the on-cycle pay calendar is being calculated, it can be calculated at any time during the day. It should be calculated when new members have been added or when changes have been made to off-cycle.

Follow the steps below to calculate an off-cycle.

Note: Prior to initially calculating the off-cycle, members should already be added to the off-cycle so that there is data to be calculated on.

STEP	ACTION
1	Sign into PeopleSoft Global Pay.
2	Off of the Home page in Global Pay, click on the Calculate and Finalize Payroll link.
3	If this is the first time calculating the off-cycle, click the Add a New Value tab. Enter the Off-Cycle Calendar Group as the Run Control ID. Click the Search (or Add) button.
4	Click on the Calendar Group ID field and select the Off-Cycle Calendar Group that needs calculated. Very Important: Prior to completing this step, check to make sure the On-Cycle pay calendar is not being calculated at the time. The Off-Cycle cannot be calculated until the on cycle calendar calculation is completed.
5	If calculating for the first time, click the Identify checkbox. If calculated already, go to next step.
6	Click the Calculate checkbox. 
7	Click the Debug and Tuning Options link.
8	Click the Update Statistics field and then click OK.
9	Press the Run button.
10	At the Process Scheduler Request screen, choose the Server Name PSUNX.
11	Click the Global Payroll & Absence Mgmt Process List. VERY IMPORTANT: Do not check the Finalize Active Duty Payroll field. This is only used when finalizing the on-cycle semi-monthly pay calendar.

	<div style="border: 1px solid black; padding: 5px;"> <p>Process Scheduler Request</p> <p>User ID: DBUNGER Run Control ID: OFF20140701A</p> <hr/> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="06/21/2014"/> </p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="12:17:28PM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></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 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> <td><input checked="" type="checkbox"/></td> <td>Global Payroll & Absence Mgmt</td> <td>GPPDPRUN</td> <td>COBOL SQL</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> </tbody> </table> </div>	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	GPPDPRUN	COBOL SQL	(None)	(None)	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																
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<input checked="" type="checkbox"/>	Global Payroll & Absence Mgmt	GPPDPRUN	COBOL SQL	(None)	(None)	Distribution																
12	Click OK.																					
13	On the Calculate Payroll page, click the Process Monitor link.																					
14	<p>The Run Status will initially read "Queued". Press the Refresh button periodically until the Run Status shows "Success" and the Distribution Status shows 'Posted'.</p> <p>Note: If the calculation errors, notify CG-631.</p>																					

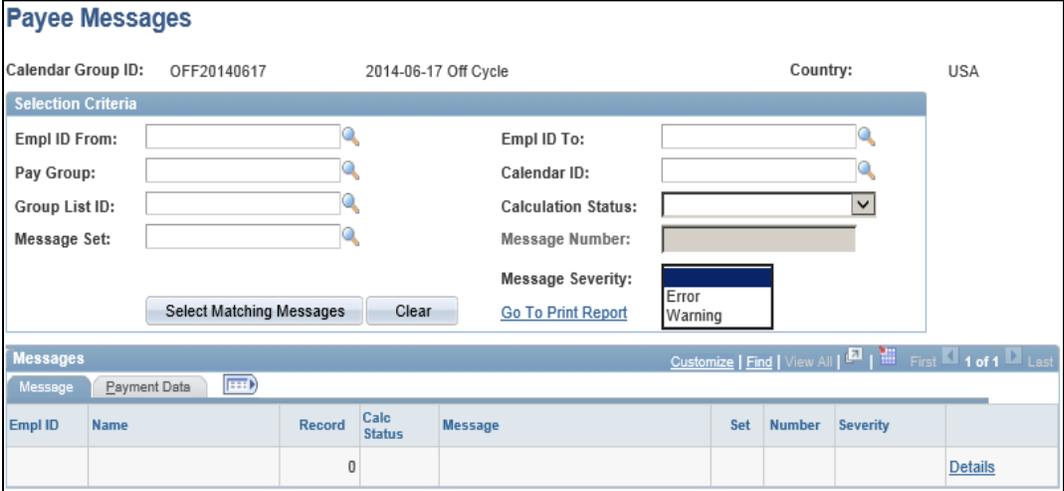
Review Off-Cycle Report Prior to the Off-Cycle being finalized the MAS/SES payroll managers should verify the information on it. This can be done by reviewing the Off-Cycle report. Take the following action to print the report and review it:

STEP	ACTION
1	Sign into PeopleSoft Global Pay.
2	On the Home page, click on the Off-Cycle Detail Report link within the Payroll Reports menu.
3	Enter a Run Control ID number.
4	Enter the Off-Cycle Pay Calendar in the Calendar Group ID field.
5	Click the RUN button.
6	Change the Server Name to PSUNX.
7	Click OK.
8	Click the Process Monitor link and make sure the process runs successfully. Once it has run successfully and posted, the report should show up under the My Reports menu off the portal as a XMLP link (you may have to refresh your page after you run the report).
9	Click on the XMLP link.
10	Click on the CG GP OFFDTL.pdf link.
11	Print the report and review it. It should show information on all of the members that was added to the Off-Cycle.
12	<p>Compare the information on the report to each member's voucher. The amounts and , banking information should match. If everything looks good on the report, print your name, sign and date it.</p> <p>Note: If the Distributed To block shows NOT CALCULATED then the information on the member in the Off-Cycle is incorrect and needs to be looked at.</p>

Finalize & Transmit the Off-Cycle

When all of the off-cycle payments have been entered and the off-cycle report has been approved, the off-cycle will need to be finalized and the payments created. These steps must be performed to finalize, create the payments, and transmit them to the Treasury:

- Check Payroll Messages
- Finalize Calculation
- Payment Processing (banking)
- Create Treasury Files
- Transmit to Treasury

STEP	ACTION
<p>Check Payroll Messages</p>	<ol style="list-style-type: none"> 1. Sign into PeopleSoft Global Pay. 2. Click the Payroll Messages link on the home page. 3. Enter the current Off-Cycle Calendar Group, click Search. 4. Press the Select Matching Messages button. 5. No error messages should appear. If error messages do appear, resolve the errors before moving on. Once errors are resolved, calculate the payroll and go back to step 2.  <p>The example above shows no payroll errors for the 6/17/2014 off-cycle pay calendar.</p>
<p>Finalize Calculation</p>	<ol style="list-style-type: none"> 1. Click the Calculate and Finalize Payroll link on the home page. 2. The Run Control ID is equal to the current Off-Cycle Calendar Group. Press Search. 3. Enter the current Off-Cycle Calendar Group in the Calendar Group ID field. 4. Check the Finalize checkbox. 5. Press the Run button. 6. At the Process Scheduler Request screen, choose the Server Name PSUNX. 7. Click the Global Payroll & Absence Mgmt Process List. VERY IMPORTANT: Do not check the Finalize Active Duty Payroll field. This is only used when finalizing the on-cycle pay calendar. 8. Press the OK button. 9. On the Calculate Payroll page, click the Process Monitor link. 10. The pay calculation process should appear in the list. The Run Status will initially read "Queued". Press the Refresh button periodically until the Run Status shows "Success" and the Distribution Status shows 'Posted'.

<p>Payment Processing</p>	<ol style="list-style-type: none"> 1. Click the Payment Processing link on the home page. 2. Enter the current Off-Cycle Calendar Group in the Run Control ID field. Click Search. 3. Enter the current Off-Cycle Calendar Group in the Calendar Group field. It is the same value as the Run Control ID. 4. Click the Calculate checkbox. 5. Press the Run button. 6. Verify the PSUNX is the value in the Server Name. Press OK. 7. Click the Process Monitor link. 8. The payment processing job should appear in the list. The Run Status will initially read "Queued". Press the Refresh button periodically until the Run Status shows "Success" and Distribution Status shows 'Posted'.
<p>Review Payments</p>	<ol style="list-style-type: none"> 1. Click the Review Payments link on the homepage, within the Pay Processing Shortcuts box. 2. Enter the current Off-Cycle Calendar Group in the Calendar Group field. Press Search. 3. Press the Select Matching Payments button. Verify that payments are in a PREPARED status and have the correct amounts. 4. Click the View Deductions tab. 5. Press the Select Matching Payments button. Verify that ALL payments are in a PREPARED status and have the correct amounts. <p>Note: If any payments are missing then research will need to be done to determine why the payment is not showing up.</p>
<p>Payment Processing</p>	<ol style="list-style-type: none"> 1. Click the Payment Processing link on the home page. 2. Enter the current Off-Cycle Calendar Group in the Run Control ID field. Click Search. 3. Enter the current Off-Cycle Calendar Group in the Calendar Group field. It is the same value as the Run Control ID. 4. Click the Finalize checkbox. 5. Press the Run button. 6. Verify the PSUNX is the value in the Server Name. Press OK. 7. Click the Process Monitor link. 8. The payment processing job should appear in the list. The Run Status will initially read "Queued". Press the Refresh button periodically until the Run Status shows "Success" and Distribution Status shows 'Posted'.
<p>Review Payments</p>	<ol style="list-style-type: none"> 1. Click the Review Payments link on the homepage, within the Pay Processing Shortcuts box. 2. Enter the current Off-Cycle Calendar Group in the Calendar Group field. Press Search. 3. Press the Select Matching Payments button. Verify that payments are in a FINALIZED status and have the correct amounts. 4. Click the View Deductions tab. 5. Press the Select Matching Payments button. Verify that ALL payments are in a FINALIZED status and have the correct amounts.
<p>Create Treasury Files</p>	<ol style="list-style-type: none"> 1. Click the Create Treasury Files link on the homepage, within the Pay Processing Shortcuts box. 2. Click the Add a New Value tab, enter the current Off-Cycle Calendar Group in the Run Control ID field and click Search. 3. Enter the current Off-Cycle Calendar Group in the Calendar Group field. 4. Check the EFT Run and the Check Run checkboxes. 5. Enter the payment date of the Off-Cycle in the Payment Date field.

	<div data-bbox="397 121 1448 672" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Treasury Files</p> <hr/> <p>Run Control ID: OFF20140617 Report Manager Process Monitor Run</p> <p>Calendar Group: <input type="text" value="OFF20140617"/> </p> <p><input checked="" type="checkbox"/> Check Run Salary Check, Allotment Check</p> <p><input checked="" type="checkbox"/> EFT/FXR Run EFT Salary/Allotment/Garnishments, CTX, FXR</p> <p>Payment Date: <input type="text" value="06/19/2014"/> </p> <p>FXR Transmission Date: <input type="text"/> </p> <p>FXR Settlement Date: <input type="text"/> </p> </div> <p>6. Press Run.</p> <p>7. Verify the Server Name is PSUNX.</p> <p>8. Click on the 'Treasury files for Pay Entities' field.</p> <p>9. Press OK.</p> <p>10. Click the Process Monitor link.</p> <p>11. The treasury files process should appear in the list. The Run Status will initially read "Queued". Press the Refresh button periodically until the Run Status shows "Success" and the Distribution Status should show 'Posted'.</p>
<p>Transmit to Treasury</p>	<p>This process is outside of the Global Payroll application. Transmission moves the files from the Global Payroll to Direct Connect, where the files will be transmitted to the Treasury. Consult the Transmission documentation for details.</p> <p>VERY IMPORTANT: In Global Pay, run the Distribution Sum By Schedule report (link found on home page) and the Net Disbursements Report to validate the sum of payments made to the Treasury. The Net Disbursements Report can be created by following the path below. Once it is created, the report should show up under your My Reports menu off of the portal:</p> <p>Global Payroll & Absence Mgmt > USCG Payroll Processes > Treasury Reports > Net Disbursements Report</p>

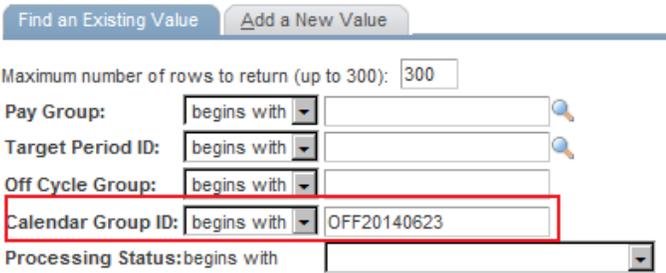
How to Redistribute a Voided Allotment Payment

Introduction When an allotment payment on a member is cancelled by the Treasury due to an invalid check address or EFT information (i.e., routing number, account number, and/or account type), the payment must be voided in Global Payroll and a new payment issued via the Off-Cycle.

How to void a Returned Allotment Payment Take the following action to void an allotment payment in Global Pay.
Note: A void should never be done on an allotment payment in Global Pay if the payment has not come back from Treasury or the Vendor.

STEP	ACTION
1	Sign into PeopleSoft Global Pay.
2	Click on the Review Payments link.
3	Enter the On-Cycle calendar that the payment was made on.
4	Click SEARCH.
5	Click on the View Deductions Tab.
6	Enter the member's EMPLID in the EMPLID From field and the EMPLID To Field.
7	Click the Select Matching Payments yellow button.
8	The allotment information should come up and the status should show Transfer'd.
9	Change the Payment Status to VOID. Note: Make sure the right allotment is voided. Member could have multiple allotments that went out on the pay calendar.
10	Click the Member Information tab.
11	Enter the Canceled Schedule number in the Canceled Schedule field.
12	Enter the Canceled Schedule date in the Confirmation Date field.
13	Click SAVE.

How to Redistribute the Voided Payment to the Recipient An Off-Cycle will be used to redistribute the corrected payment. Follow the steps below to redistribute the voided allotment on an off-Cycle:
Very Important: PPC/SPO must correct the distribution information on the allotment on the member prior to it being redistributed on the Off-Cycle.

STEP	ACTION
1	From the portal, click on the Off-Cycle Requests link.
2	In the Calendar Group ID field, enter the Off-Cycle calendar the redistribution will be done on. The example below shows the 23 June 2014 off-cycle. 

3	<p>Click on the pay group that the member is assigned to.</p> <p>Search Results</p> <p>View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>Target Period ID</th> <th>Off Cycle Group</th> <th>Calendar Group ID</th> <th>Processing Status</th> </tr> </thead> <tbody> <tr> <td>CADET</td> <td>A14M06PRD2</td> <td>OFF20140623CADET</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>NOAA</td> <td>A14M06PRD2</td> <td>OFF20140623NOAA</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>USCG</td> <td>A14M06PRD2</td> <td>OFF20140623USCG</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>USCG RSV</td> <td>A14M06PRD2</td> <td>OFF20140623USCGRSV</td> <td>OFF20140623</td> <td>Initiated</td> </tr> </tbody> </table>	Pay Group	Target Period ID	Off Cycle Group	Calendar Group ID	Processing Status	CADET	A14M06PRD2	OFF20140623CADET	OFF20140623	Initiated	NOAA	A14M06PRD2	OFF20140623NOAA	OFF20140623	Initiated	USCG	A14M06PRD2	OFF20140623USCG	OFF20140623	Initiated	USCG RSV	A14M06PRD2	OFF20140623USCGRSV	OFF20140623	Initiated
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4	<p>Click on the Additional Payments row (may already be open).</p> <p>Additional Payments</p> <p>Additional Payments - List Payees to pay Customize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Employee ID</th> <th>Name</th> <th>Empl Record</th> <th>Payroll Calendar ID</th> <th>Payment Details</th> </tr> </thead> <tbody> </tbody> </table> <p>Note: Make sure the member isn't already on the off-cycle. An approved separation transaction may have created an off-cycle entry on the member, which would be located within the Advances. A member can't be on both the Additional Payments section and Advances section of the off-cycle.</p> <p>Advances (7)</p> <p>Advances - List Payees and Calendar Groups to advance Customize Find First 1-7 of 7 Last</p> <table border="1"> <thead> <tr> <th>*Employee ID</th> <th>Name</th> <th>Empl Record</th> <th>Calendar Group</th> <th>Advance Details</th> </tr> </thead> <tbody> </tbody> </table>	*Employee ID	Name	Empl Record	Payroll Calendar ID	Payment Details	*Employee ID	Name	Empl Record	Calendar Group	Advance Details															
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5	<p>If a row already exists, add a new row.</p> <p>Note: Make sure you are on the last row of the page when adding a row.</p>																									
6	<p>Enter the member's EMPLID.</p>																									
7	<p>Enter the member's EMPL Rcd Nbr.</p>																									
8	<p>Click on the Payment Details icon.</p>																									
9	<p>Enter the Payment Date.</p>																									
10	<p>Enter the Period Begin Date.</p>																									
11	<p>Enter the Period End Date.</p>																									
12	<p>Enter the Run Type. Select one of the following:</p> <ul style="list-style-type: none"> • Active Duty Member: ACTIVE • Reserve Member: RESERVE • NOAA Officer: ACTIVE • CADET: CADET 																									
13	<p>The Payment Method field should be Use Normal Distribution.</p>																									
14	<p>In the Element Section, click the Elements with Positive Input radio button.</p>																									
15	<p>Click on the Positive Input link (just above the yellow OK button).</p>																									
16	<p>Change the Entry Type to Deduction.</p>																									
17	<p>Enter CG DIST ALT (Redistribute Void Allotment) in the Element field.</p>																									
18	<p>The Instance Number should already be pre-filled.</p>																									
19	<p>Change the Action Type to Add.</p>																									
20	<p>Click the Calendar icon to expand the row.</p>																									
21	<p>Leave the Amount field blank.</p>																									
22	<p>Click on the Detail icon.</p>																									
23	<p>Enter the pay calendar the allotment was voided on in the Void Payment Calendar Run field.</p>																									
24	<p>Enter the recipient ID that the payment will be redistributed to in the Void Payment</p>																									

	Recipient ID field.
25	Enter the recipient Tag that is assigned to the recipient ID that the payment will be redistributed to in the Recipient Tag field.
26	Click OK.
27	Click OK.
28	Click OK.
29	Click SAVE.

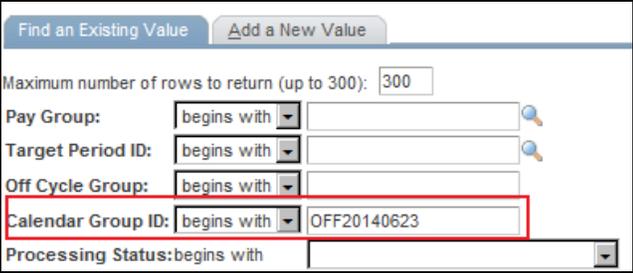
How to Redistribute a Voided Net Payment

Introduction When the payment to a member is cancelled by the Treasury due to an invalid check address or EFT information (routing number, account number), the payment must be voided in Global Payroll and a new payment issued to the member.

How to Void a Returned Net Payment Take the following action to void a net payment in Global Pay.
Note: A void should never be done on a net payment in Global Pay if the payment has not come back from Treasury.

STEP	ACTION
1	Sign into PeopleSoft Global Pay.
2	Click on the Review Payments link.
3	Enter the On-Cycle or Off-Cycle that the payment was made on.
4	Click SEARCH.
5	Enter the member's EMPLID in the EMPLID From field and the EMPLID To Field.
6	Click the Select Matching Payments yellow button.
7	The net payment information should come up and the status should show Transfer'd.
8	Change the Payment Status to VOID. Note: Make sure the right net payment is voided.
9	Click the Payment Information tab.
10	Enter the Canceled Schedule number in the Canceled Schedule field.
11	Enter the Canceled Schedule date in the Confirmation Date field.
12	Write down the number that is shown for the Payment Number. This will be used later when creating the redistribution on the Off-Cycle.
13	Click SAVE.

How to Redistribute the Voided Payment Back to the Member An Off-Cycle will be used to redistribute the corrected net payment. Follow the steps below to redistribute the voided net payment on an off-cycle:
Very Important: PPC/SPO must correct the distribution information on the member prior to it being redistributed on the Off-Cycle.

STEP	ACTION
1	From the portal, click on the Off-Cycle Requests link.
2	In the Calendar Group ID field, enter the Off-Cycle calendar the redistribution will be done on. The example below shows the 23 June 2014 off-cycle. 

3	<p>Click the Pay Group the member is assigned to.</p> <div data-bbox="321 191 1117 405"> <p>Search Results</p> <p>View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>Target Period ID</th> <th>Off Cycle Group</th> <th>Calendar Group ID</th> <th>Processing Status</th> </tr> </thead> <tbody> <tr> <td>CADET</td> <td>A14M06PRD2</td> <td>OFF20140623CADET</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>NOAA</td> <td>A14M06PRD2</td> <td>OFF20140623NOAA</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>USCG</td> <td>A14M06PRD2</td> <td>OFF20140623USCG</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>USCG RSV</td> <td>A14M06PRD2</td> <td>OFF20140623USCGRSV</td> <td>OFF20140623</td> <td>Initiated</td> </tr> </tbody> </table> </div>	Pay Group	Target Period ID	Off Cycle Group	Calendar Group ID	Processing Status	CADET	A14M06PRD2	OFF20140623CADET	OFF20140623	Initiated	NOAA	A14M06PRD2	OFF20140623NOAA	OFF20140623	Initiated	USCG	A14M06PRD2	OFF20140623USCG	OFF20140623	Initiated	USCG RSV	A14M06PRD2	OFF20140623USCGRSV	OFF20140623	Initiated
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4	<p>Click on the Additional Payments row (may already be open).</p> <div data-bbox="326 510 1414 630"> <p>Additional Payments</p> <p>Additional Payments - List Payees to pay Customize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Employee ID</th> <th>Name</th> <th>Empl Record</th> <th>Payroll Calendar ID</th> <th>Payment Details</th> </tr> </thead> </table> </div> <p>Note: Make sure the member isn't already on the off-cycle. An approved separation transaction may have created an off-cycle entry on the member, which would be located within the Advances. A member can't be on both the Additional Payments section and Advances section of the off-cycle.</p> <div data-bbox="326 831 1414 951"> <p>Advances (7)</p> <p>Advances - List Payees and Calendar Groups to advance Customize Find First 1-7 of 7 Last</p> <table border="1"> <thead> <tr> <th>*Employee ID</th> <th>Name</th> <th>Empl Record</th> <th>Calendar Group</th> <th>Advance Details</th> </tr> </thead> </table> </div>	*Employee ID	Name	Empl Record	Payroll Calendar ID	Payment Details	*Employee ID	Name	Empl Record	Calendar Group	Advance Details															
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5	<p>If a row already exists, add a new row. Note: Make sure you are on the last row of the page when adding a row.</p>																									
6	<p>Enter the member's EMPLID.</p>																									
7	<p>Enter the member's EMPL Rcd Nbr.</p>																									
8	<p>Click on the Payment Details icon.</p>																									
9	<p>Enter the Payment Date.</p>																									
10	<p>Enter the Period Begin Date.</p>																									
11	<p>Enter the Period End Date.</p>																									
12	<p>Enter the Run Type. Select one of the following:</p> <ul style="list-style-type: none"> • Active Duty Member: ACTIVE • Reserve Member: RESERVE • NOAA Officer: ACTIVE • CADET: CADET 																									
13	<p>The Payment Method field should be Use Normal Distribution.</p>																									
14	<p>In the Element Section, click the Elements with Positive Input radio button.</p>																									
15	<p>Click on the Positive Input link (just above the yellow OK button).</p>																									
16	<p>The Entry Type should be Earning.</p>																									
17	<p>Enter CG DIST NET (Redistribute Void Net Pay) in the Element field.</p>																									
18	<p>The Instance Number should be '1'.</p>																									
19	<p>Change the Action Type to Add.</p>																									
20	<p>Click the Calendar icon to expand the row.</p>																									
21	<p>Leave the Amount field blank.</p>																									
22	<p>Click on the Detail icon.</p>																									
23	<p>Enter the pay calendar the net payment was voided on in the Void Payment Calendar Run field.</p>																									
24	<p>Enter the payment number that was written down in Step 12 on page 13 of this guide in the Void Payment Number field.</p>																									

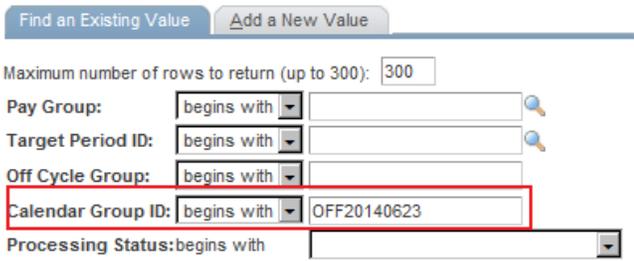
25	Click OK.
26	Click OK.
27	Click OK.
28	Click SAVE.

How to Credit a Returned Allotment Back to the Member

Introduction There are instances when an allotment is returned from the Treasury or the recipient and will need to be credited back to the member. The only allotments that should be credited back under this process shall be:

Allotment Type
Association Dues
Combined Federal Campaign
Commercial Insurance
FLTCIP
Loan
Mutual Assistance Donation
Mutual Assistance Loan
Navy Mutual Aid Insurance
Other
Private Venture Housing
Repay Home Loans, Mortgages
Savings
Support of Dependent
TRICARE Dependent Dental
Treasury Direct Savings Bond

How to Credit a Returned Allotment The payroll manager will take the following action to credit the allotment back to the member:

STEP	ACTION
1	From the Home page, click on the Off-Cycle Requests link.
2	<p>In the Calendar Group ID field, enter the Off-Cycle calendar the credit will be done on. The example below shows the 23 June 2014 off-cycle.</p> 
3	<p>Click on the Pay Group that the member is assigned to.</p> 
4	Click on the Additional Payments row (may already be open).

Additional Payments

Additional Payments - List Payees to pay Customize | Find | First 1 of 1 Last

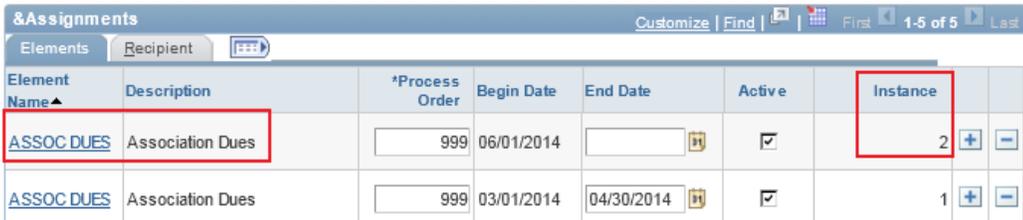
*Employee ID	Name	Empl Record	Payroll Calendar ID	Payment Details
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Note: Make sure the member isn't already on the off-cycle. An approved separation transaction may have created an off-cycle entry on the member, which would be located within the Advances. A member can't be on both the Additional Payments section and Advances section of the off-cycle.

Advances (7)

Advances - List Payees and Calendar Groups to advance Customize | Find | First 1-7 of 7 Last

*Employee ID	Name	Empl Record	Calendar Group	Advance Details
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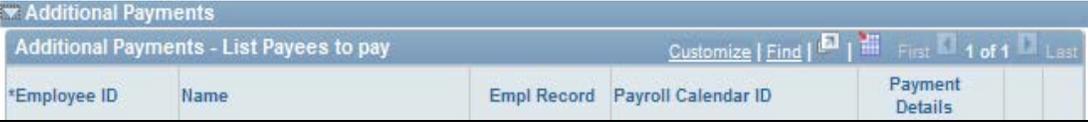
5	If a row already exists, add a new row.																					
6	Enter the member's EMPLID.																					
7	Enter the member's EMPL Rcd Nbr.																					
8	Click on the Payment Details icon.																					
9	Enter the Payment Date.																					
10	Enter the Period Begin Date.																					
11	Enter the Period End Date.																					
12	Enter the Run Type. Select one of the following: <ul style="list-style-type: none"> Active Duty Member: ACTIVE Reserve Member: RESERVE NOAA Officer: ACTIVE CADET: CADET 																					
13	The Payment Method field should be Use Normal Distribution.																					
14	In the Element Section, click the Elements with Positive Input radio button.																					
15	Click on the Positive Input link (just above the yellow OK button).																					
16	Click on the Entry Type field and select Deduction.																					
17	Click on the Element Name field and select the type of allotment.																					
18	Change the Action Type to 'Add'.																					
19	Enter the amount that is being credited back to the member in the Amount field. Very Important: The amount must be entered in as a negative number.																					
20	Click on the Detail page icon.																					
21	Enter the instance number of the allotment in the 'MTD Accum Instance:' field. This number must match the instance number of the allotment in EABP that is being credited back.																					
	 <p>&Assignments Customize Find First 1-5 of 5 Last</p> <p>Elements Recipient</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>*Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>ASSOC DUES</td> <td>Association Dues</td> <td>999</td> <td>06/01/2014</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>ASSOC DUES</td> <td>Association Dues</td> <td>999</td> <td>03/01/2014</td> <td>04/30/2014</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	ASSOC DUES	Association Dues	999	06/01/2014		<input checked="" type="checkbox"/>	2	ASSOC DUES	Association Dues	999	03/01/2014	04/30/2014	<input checked="" type="checkbox"/>	1
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ASSOC DUES	Association Dues	999	03/01/2014	04/30/2014	<input checked="" type="checkbox"/>	1																
22	Click OK.																					
23	Additional rows will need to be created if multiple allotments need to be credited to the member. To do this, click the + button to create a row and repeat steps 16-19 above.																					
24	Click OK and OK.																					
25	Click SAVE.																					

How to Credit a Payroll Element to the Member

Introduction There are instances when a payroll element may need to be credited to the member on an off-cycle.

Note: If the credit/payment is due to a retro payment, the retro payment procedures should be followed, which is discussed later in this guide.

How to Credit Payroll Element The payroll manager will take the following action to credit the payroll element to the member:

STEP	ACTION											
1	From the Home page, click on the Off-Cycle Requests link.											
2	In the Calendar Group ID field, enter the Off-Cycle calendar the credit will be done on.											
3	Click on the Pay Group that the member is assigned to.											
4	Click on the Additional Payments row (may already be open). 											
5	If a row already exists, add a new row.											
6	Enter the member's EMPLID.											
7	Enter the member's EMPL Rcd Nbr.											
8	Click on the Payment Details icon.											
9	Enter the Payment Date.											
10	Enter the Period Begin Date.											
11	Enter the Period End Date.											
12	Enter the Run Type. Select one of the following: <ul style="list-style-type: none"> • Active Duty Member: ACTIVE • Reserve Member: RESERVE • NOAA Officer: ACTIVE • CADET: CADET 											
13	The Payment Method field should be Use Normal Distribution.											
14	In the Element Section, click the Elements with Positive Input radio button.											
15	Click on the Positive Input link (just above the yellow OK button).											
16	Click on the Element Name field and select the payroll element that needs to be paid out.											
17	Change the Action Type to 'Add'.											
18	In the Amount field enter the amount that is being credited to the member.											
19	The following payroll elements require supporting data on them. To enter the data, click on the Details icon  on the row and enter the information listed for the payroll element below. Once done, click the OK button.											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Element</th> <th style="text-align: left;">Supporting Element Fields</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Earnings</td> </tr> <tr> <td>BAH</td> <td>BAH Type:</td> </tr> <tr> <td>BAS</td> <td>BAS Type:</td> </tr> <tr> <td rowspan="2">CLOTHING CIV</td> <td>Civilian Clothing Type:</td> </tr> <tr> <td>OTPI Add or Collect:</td> </tr> </tbody> </table>	Element	Supporting Element Fields	Earnings		BAH	BAH Type:	BAS	BAS Type:	CLOTHING CIV	Civilian Clothing Type:	OTPI Add or Collect:
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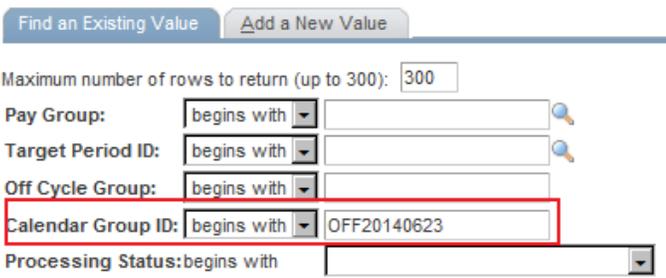
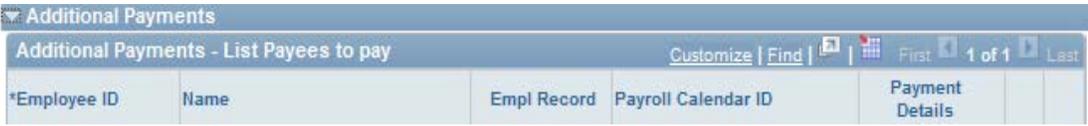
	CLOTHING SUP	Supplemental Clothing Type: OTPI Add or Collect:
	CONUS COLA	COLA Type: COLA Zip Code: # Dependents:
	DIVING DUTY	Diving Duty Type:
	DMR REFUND	# Breakfast: # Lunch: # Dinners:
	FOR LANG PAY	Language: Proficiency:
	FSA	FSA Type:
	FSH	FSH Type:
	HARDSHIP PAY	HDP IDP Location:
	HFP IDP	HDP IDP Location:
	IDT COMRATS	# Breakfast: # Lunches: # Dinners:
	IDT DRILL	Drill Type: Drill Department:
	LUMPSUM LEAV	Lump Sum Leave Type: Leave Days Sold: Enter amount sold Forwarded Separation Leave:
	MIHA	MIHA Type: MIHA Sequence Nbr:
	OCONUS COLA	COLA Type: COLA Location: # Dependents: COLA Instance:
	OFF UNFRM AL	Officer Clothing Type: OTPI Add or Collect:
	OHA	OHA Type:
	RSV INCAPACI	Add to Taxable Gross
	SDAP	Posn/Specialty Title: SDAP Category
	SEP PAY	Separation Pay Type: Years of Active Duty:
20	Additional rows will need to be created if multiple payroll elements need to be added. To do this, click the + button to create a row and repeat steps 16-19 above.	
21	Click OK and OK.	
22	Click SAVE.	

How to Credit Garnishment Payment Back to Member

Introduction There will be instances where a member needs to be credited a garnishment payment that was deducted from their pay on the Off-Cycle. This is normally done when a garnishment was deducted from the member's pay when it shouldn't have.

Note: If the garnishment recipient received the payment, make sure the payment has been returned and voided in Global Payroll prior to crediting the payment back to the member.

How to Credit Garnishment to Member Take the following action to credit the garnishment monies back to the member on the Off-Cycle:

STEP	ACTION																									
1	From the portal, click on the Off-Cycle Requests link.																									
2	<p>In the Calendar Group ID field, enter the Off-Cycle calendar the credit will be done on. The example below shows the 23 June 2014 off-cycle.</p>  <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Pay Group: <input type="text" value="begins with"/> </p> <p>Target Period ID: <input type="text" value="begins with"/> </p> <p>Off Cycle Group: <input type="text" value="begins with"/></p> <p>Calendar Group ID: <input type="text" value="begins with"/> OFF20140623</p> <p>Processing Status: <input type="text" value="begins with"/></p>																									
3	<p>Click the Pay Group the member is assigned to.</p>  <p>Search Results</p> <p>View All First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>Target Period ID</th> <th>Off Cycle Group</th> <th>Calendar Group ID</th> <th>Processing Status</th> </tr> </thead> <tbody> <tr> <td>CADET</td> <td>A14M06PRD2</td> <td>OFF20140623CADET</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>NOAA</td> <td>A14M06PRD2</td> <td>OFF20140623NOAA</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>USCG</td> <td>A14M06PRD2</td> <td>OFF20140623USCG</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>USCG RSV</td> <td>A14M06PRD2</td> <td>OFF20140623USCGRSV</td> <td>OFF20140623</td> <td>Initiated</td> </tr> </tbody> </table>	Pay Group	Target Period ID	Off Cycle Group	Calendar Group ID	Processing Status	CADET	A14M06PRD2	OFF20140623CADET	OFF20140623	Initiated	NOAA	A14M06PRD2	OFF20140623NOAA	OFF20140623	Initiated	USCG	A14M06PRD2	OFF20140623USCG	OFF20140623	Initiated	USCG RSV	A14M06PRD2	OFF20140623USCGRSV	OFF20140623	Initiated
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Advances (7) Advances - List Payees and Calendar Groups to advance Customize Find First 1-7 of 7 Last				
*Employee ID	Name	Empl Record	Calendar Group	Advance Details
5	If a row already exists, add a new row.			
6	Enter the member's EMPLID.			
7	Enter the member's EMPL Rcd Nbr.			
8	Click on the Payment Details icon.			
9	Enter the Payment Date.			
10	Enter the Period Begin Date.			
11	Enter the Period End Date.			
12	Enter the Run Type. Select one of the following: <ul style="list-style-type: none"> • Active Duty Member: ACTIVE • Reserve Member: RESERVE • NOAA Officer: ACTIVE • CADET: CADET 			
13	The Payment Method field should be Use Normal Distribution.			
14	In the Element Section, click the Elements with Positive Input radio button.			
15	Click on the Positive Input link (just above the yellow OK button).			
16	The Entry Type should be deduction.			
17	Enter GARN ADJ DED (Garnishment Adjustment Deduction) in the Element field.			
18	The Instance Number should be '1'.			
19	Change the Action Type to Add.			
20	Click the Calendar icon to expand the row.			
21	In the Amount field enter the amount member is being credited. It must be entered as a negative number. For instance, if \$250.00 is the credit, then it would be input as -250.00.			
22	Click OK.			
23	Click OK.			
24	Click SAVE.			

How to Process a Retro Payment on the Member

Introduction There will be situations when a retro payment will need to be paid to a member on an off-cycle. This normally occurs when a member is not timely accessed in Global Pay and did not receive any monies for prior pay periods and these payments need to be paid to the member right away.

Example: We have a member whose effective hire date was 8/1/2014 and the August mid-month on-cycle calendar has already been finalized. The hire process is approved by the SPO on 18 August 2014 and he's calculated on the end-month August on-cycle pay calendar. Retro is calculated and shows up in payroll results. Under normal circumstances you would defer this payment and allow the member to get everything in his 1 September 2014 paycheck. However, through no fault of his own, the accession didn't process timely and MAS needs to pay the retro payment on an off-cycle.

How to make Retro Payment Take the following steps below to pay a retro payment on the off-cycle:

STEP	ACTION																									
1	Review the member's pay calculations for the on-cycle pay calendar that the retro payment will be based on. You will need to know what the retro amounts are. Since it is a retro adjustment, the retro adjustment most likely will be on the current on-cycle pay calendar.																									
2	From the Home page, click on the Off-Cycle Requests link.																									
3	Enter the current Off-Cycle calendar ID in the Calendar Group ID field and then click Search.																									
4	Click on the Pay Group that the member is assigned to. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Search Results</p> <p>View All First 1-4 of 4 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Pay Group</th> <th style="text-align: left;">Target Period ID</th> <th style="text-align: left;">Off Cycle Group</th> <th style="text-align: left;">Calendar Group ID</th> <th style="text-align: left;">Processing Status</th> </tr> </thead> <tbody> <tr> <td>CADET</td> <td>A14M06PRD2</td> <td>OFF20140623CADET</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>NOAA</td> <td>A14M06PRD2</td> <td>OFF20140623NOAA</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>USCG</td> <td>A14M06PRD2</td> <td>OFF20140623USCG</td> <td>OFF20140623</td> <td>Initiated</td> </tr> <tr> <td>USCG RSV</td> <td>A14M06PRD2</td> <td>OFF20140623USCGRSV</td> <td>OFF20140623</td> <td>Initiated</td> </tr> </tbody> </table> </div>	Pay Group	Target Period ID	Off Cycle Group	Calendar Group ID	Processing Status	CADET	A14M06PRD2	OFF20140623CADET	OFF20140623	Initiated	NOAA	A14M06PRD2	OFF20140623NOAA	OFF20140623	Initiated	USCG	A14M06PRD2	OFF20140623USCG	OFF20140623	Initiated	USCG RSV	A14M06PRD2	OFF20140623USCGRSV	OFF20140623	Initiated
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5	Click on the Calendars to Correct tab (may be open already).																									
6	If a row already exists, add a new row. Note: Make sure you are on the last row of the page when adding a row.																									
7	Enter the member's EMPLID.																									
8	Enter the member's EMPL Rcd Nbr.																									
9	Click on the Corrections Details icon.																									
10	Select the Pay Calendar ID that the retro payment is based on. For instance, if the Coast Guard active duty member's retro payment is based off of the mid-month August 2014 pay calendar then CG ACT 2014M08M should be selected. Note: If the retro payment expands over several pay periods, select the earliest Pay Calendar ID and the system will automatically handle the later retro pay calendars. For instance, if member's retro payment is based off of the July and August 2014 mid-month																									

	and end-month pay calendars, the mid-month July 2014 Pay Calendar ID shall be selected.								
11	Select 'Replacement' for Type of Correction.								
12	Select Use 'Existing Retro Rules' for the Retro Method.								
13	Enter the payment date.								
14	Select 'Pay Primary Account Only' for the Payment Method.								
15	Make sure 'All' is selected under the Element Selection column.								
16	Click on the P.I. Target Calendar link (bottom left corner of page). If the retro payment is on a member who has never had a prior on-cycle pay calendar, follow steps 17 through 20 below. If the retro payment is on a member who has a prior on-cycle pay calendar, then go to step 21 and follow steps 21 through 24 below.								
17	Enter the type of earning that the member is entitled to for the retro payment. For instance, if member is entitled to retro basic pay, then BASIC PAY will be selected as the Element Name.								
18	The Instance Number will be '1'.								
19	The Action Type will be 'Resolve to Zero'.								
20	<p>Add additional rows for all other earnings or deductions that need to be taken into account for the retro payment.</p> <p>For instance, the member has a BAH earning, BAS earning, SGLI premium deduction, and TSGLI deduction. In this instance, four additional rows would need to be added.</p> <table border="1"> <tr> <td>A</td> <td>On one of the rows added, the entry type will be Earning and the Element Name will be BAH. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to include the earning in the payment.</td> </tr> <tr> <td>B</td> <td>On one of the rows added, the entry type will be Earning and the Element Name will be BAS. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to include the earning in the payment.</td> </tr> <tr> <td>C</td> <td>On one of the rows added, the entry type will be Deduction and the Element Name will be SGLI. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to deduct the element.</td> </tr> <tr> <td>D</td> <td>On the second row added, the entry type will be Deduction and the Element Name will be TSGLI. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to deduct the element.</td> </tr> </table> <p>You do not need to enter a FWT row because Global Pay will calculate it based on the retro adjustment brought forward. Go to step 25 below.</p>	A	On one of the rows added, the entry type will be Earning and the Element Name will be BAH. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to include the earning in the payment.	B	On one of the rows added, the entry type will be Earning and the Element Name will be BAS. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to include the earning in the payment.	C	On one of the rows added, the entry type will be Deduction and the Element Name will be SGLI. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to deduct the element.	D	On the second row added, the entry type will be Deduction and the Element Name will be TSGLI. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to deduct the element.
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B	On one of the rows added, the entry type will be Earning and the Element Name will be BAS. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to include the earning in the payment.								
C	On one of the rows added, the entry type will be Deduction and the Element Name will be SGLI. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to deduct the element.								
D	On the second row added, the entry type will be Deduction and the Element Name will be TSGLI. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. This will tell the system to deduct the element.								
21	<p>Since the member has a prior on-cycle pay calendar, you will need to tell the system what retro earnings/deductions need to be processed and which ones should not be processed. An example of why you would do a retro payment on an off-cycle is provided below.</p> <p>Example: Member received BASIC PAY for his mid and end-month June 2014 pay periods. For these pay periods, member's BASIC PAY was well below what it should have been. A change was made to the member's JOB row compensation that will credit him retro BASIC PAY on the July 2014 mid-month pay period. The member will receive this retro pay when he receives his mid-month July 2014 payment. However, this retro payment can be paid to the member earlier via an off-cycle. An example of the member's earnings/deductions from end-month June 2014 is shown below. Notice how there is a \$1765.20 BASIC PAY earning.</p>								

Pay Calendar Results

Eric EMP ID: Empl Record: 0
 Calendar ID: CG ACT 2014M06E Pay Group: USCG USCG Active Duty

Calendar Information Find First 1 of 1 Last
 Calendar Group ID: C114061 Description: 201406 On-Cycle AD End Month
 Segment Number: 1 Version: 1 Revision: 1
 Gross Result Value: 2,608.37 USD Net Result Value: 1,590.99 USD Submit Corrections

Earnings & Deductions Customize | Find | View All | First 1-18 of 18 Last
 Element Results Corrections

Element Type	Element Name	Calculated Amount	Retro Adjustment	Total Amount	Slice Begin Date	Slice End Date
Earnings	BAH	643.500000		643.500000	06/16/2014	06/30/2014
Earnings	BAS	178.770000		178.770000	06/16/2014	06/30/2014
Earnings	BASIC PAY	1765.200000		1765.200000	06/16/2014	06/30/2014
Earnings	CLOTHING	20.900000		20.900000	06/16/2014	06/30/2014

STEP	ACTION
21	After the user corrects the member's account to show the correct compensation in JOB beginning 1 June 2014, you'll notice that the member has a retro credit of \$1969.60 for BASIC PAY on the his July 2014 on-cycle pay calendar, as shown below:

Calendar Group Results Earnings and Deductions Accumulators Supporting Elements

Eric EMP ID: Empl Record: 0
 Calendar Group ID: C114070 201407 On-Cycle AD Mid Month

Calendar Information Find First 13 of 13 Last
 Calendar ID: CG ACT 2014M07M Pay Group: USCG
 Segment Number: 1 Version: 1 Revision: 1
 Gross Result Value: 5,562.78 USD Net Result Value: 3,705.16 USD

Earnings & Deductions Customize | Find | View 5 | First 1-19 of 19 Last
 Element Results Components Retro Adjustments Deduction Arrears User Fields

Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
Earnings	BAH	643.500000					Resolution Details
Earnings	BAS	178.780000					Resolution Details
Earnings	BASIC PAY	2750.000000					Resolution Details
Earnings	CLOTHING	20.900000					Resolution Details
Earnings	DELTA BASIC	0.000000	1969.600000			Adjustment Detail	Resolution Details

STEP	ACTION																								
	The below shows what earnings and deductions were on the member's mid-month July pay calendar. Most of these elements will need to be on the off-cycle.																								
	<table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>643.5</td> <td></td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>178.78</td> <td></td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>2750</td> <td></td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>20.9</td> <td></td> </tr> <tr> <td>Earnings</td> <td>DELTA BASIC</td> <td>0</td> <td>1969.60</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Calculation Adjustment	Earnings	BAH	643.5		Earnings	BAS	178.78		Earnings	BASIC PAY	2750		Earnings	CLOTHING	20.9		Earnings	DELTA BASIC	0	1969.60
Element Type	Element Name	Amount	Calculation Adjustment																						
Earnings	BAH	643.5																							
Earnings	BAS	178.78																							
Earnings	BASIC PAY	2750																							
Earnings	CLOTHING	20.9																							
Earnings	DELTA BASIC	0	1969.60																						

	Deduction	AFRH	0.25	
	Deduction	ASSOC DUES	1	
	Deduction	FSGLI	2.5	
	Deduction	FWT	722.97	
	Deduction	MA DONATION	1	
	Deduction	MEDICARE EE	68.44	
	Deduction	MEDICARE ER	68.44	
	Deduction	OASDI EE	292.61	
	Deduction	OASDI ER	292.61	
	Deduction	PPV	643.5	
	Deduction	SGLI	14	
	Deduction	TRICARE DEP	16.45	
	Deduction	TSGLI	0.5	
	Deduction	TSP BASIC	55	
	<p>Leave the Entry Type as Earning and select from the Element Name field what earning the member received for the retro month. In the example above, the earning was DELTA BASIC.</p>			
22	The Instance Number will be '1'.			
23	If the earning is the retro payment that will go to the member then the Action Type will be 'Resolve to Zero'. If the earning is not the retro payment, then the Action Type will be 'Do not Process'.			
24	<p>Add additional rows for all other earnings or deductions that need to be taken into account for the retro payment.</p> <p>For instance, in the example discussed in step 21 above, there are 18 additional elements that need to be added to the off-cycle, so there would need to be 18 rows added.</p>			
A	On one of the rows added, the Entry Type will be Earning and the Element Name will be BAS. The Instance Number will be '1' and the Action Type will be 'Do not Process'. The Action Type should always be 'Do Not Process' for any earnings/deductions that you don't want to make a retro payment on.			
B	On one of the rows added, the Entry Type will be Deduction and the Element Name will be AFRH. The Instance Number will be '1' and the Action Type will be 'Do not Process'.			
C	On one of the rows added, the Entry Type will be Deduction and the Element Name will be ASSOC DUES. The Instance Number will be the instance number assigned to the allotment in EABP and the Action Type will be 'Do not Process'.			
D	On one of the rows added, the Entry Type will be Deduction and the Element Name will be VA OFFSET. The Instance Number will be '1' and the Action Type will be 'Resolve to Zero'. The Action Type should always be 'Resolve to Zero' for any earnings/deductions that you want to make a retro payment on.			
	If there are allotments involved, make sure they are annotated on the off-cycle as 'Do not Process'.			

STEP	ACTION
24	The screen shot above shows what rows would need to be created for the example that was discussed in steps 21-24 above.
25	Click OK.
26	Click OK.
27	Click SAVE.
	Note: When retro payments are processed on an off-cycle, it will process just as the

	<p>normal on-cycle would, bringing forward the retro amount. Since we do not want the current month on-cycle earnings/deductions to process on the off-cycle, we adjusted the positive input to eliminate the current month calculation. Because this is processed under the Retro Rules, the amounts will be removed when the on-cycle calendar is run. The Additional Payment portion of the off-cycle should not be used for this purpose.</p>
28	<p>Run the Off-Cycle pay calculation and examine the results. The member's net pay should reflect the amount that is on the voucher.</p> <p>The screen shot below shows the calculation of the off-cycle for the example that was discussed in steps 21-24 above. Notice how the Net Result Value matches the DELTA BASIC payroll element that was calculated on the mid-month July 2014 pay calendar (screenshot shown earlier). Because the DELTA BASIC was set to 'Resolve to Zero' and the other elements were set to 'Do Not Process', the only payroll element you see on the off-cycle is the DELTA BASIC.</p>

How to Release Held Pay

Introduction There will be instances where a member who has been taken out of a held pay status needs to be paid their held pay that was accumulated while in a held pay status. Once removed from a held pay status, the member will be paid from the on-cycle calendar. However, there may be times when the member needs the money right away and needs to be paid from an Off-Cycle.

Very Important: In order to pay a member their held pay, the member must have been removed from the held pay status in the Job Data component.

Make sure Member is Removed from Held Pay The Pay Manager must verify that the member has been released from Held Pay in Job Data. Follow the steps below to do this.

STEP	ACTION
1	Sign into PeopleSoft Global Pay.
2	Click on Job Data.
3	Enter the member's EMPLID.
4	<p>Click SEARCH.</p> <p>The member should have a current row in Job that shows an Action / Reason of 'Remove Hold Pay' / 'Remove Held Pay'.</p> <p>Write the date down that the member was removed from Held Pay status.</p> <p>Note: If the member is not in the status, send the voucher back to the technician/examiner and request the member be removed from held pay.</p>
5	Click the Home page link.
6	Click on the Pay Calculations Result link.
7	Enter the member's EMPLID.
8	Click SEARCH.
9	Click on the current On-Cycle pay calendar.
10	Click on the Accumulator tab.
11	Make sure you are on the current month calendar. The member may have a retro for the pay calendar that was pulled up. If so, you'll need to make sure the last month shows on the tab vice a retro month.
12	Click on the View All on the Accumulator box.
13	Click on the Element Name field description link.
14	There should be a XXXX HELDPAY accumulator on the member with an actual amount. If the member does not have this accumulator, send the voucher to an auditor to review to see why the member doesn't have the accumulator.

**How to
Release Held
Pay**

Take the following action to pay a member their held pay on the Off-Cycle.

STEP	ACTION
1	From the portal, click on the Off-Cycle Requests link.
2	In the Calendar Group ID field, enter the Off-Cycle calendar the held pay payment will be done on.
3	Click the Pay Group the member is assigned to.
4	Click on the Additional Payments row (may already be open).
5	If a row already exists, add a new row. Note: Make sure you are on the last row of the page when adding a row.
6	Enter the member's EMPLID.
7	Enter the member's EMPL Rcd Nbr.
8	Click on the Payment Details icon.
9	Enter the Payment Date.
10	Enter the Period Begin Date. Very Important: Make sure the date entered is equal to the date the member was released from Held Pay status. This is the date written down in Step 4 from the prior page.
11	Enter the Period End Date.
12	Enter the Run Type. Select one of the following: <ul style="list-style-type: none"> • Active Duty Member: ACTIVE • Reserve Member: RESERVE • NOAA Officer: ACTIVE • CADET: CADET
13	The Payment Method field should be Use Normal Distribution.
14	In the Element Section, click the Elements with Positive Input radio button.
15	Click on the Positive Input link (just above the yellow OK button).
16	The Entry Type should be Earning.
17	Enter CG ERN HOLD (Payment of Pay Withheld) in the Element field.
18	The Instance Number should be '1'.
19	Change the Action Type to Add.
20	Click the Calendar icon to expand the row.
21	Leave the Amount field blank. Note: The system knows how much money needs to be paid out, so there is no need to enter an amount. The system uses the XXXXX HELDPAY accumulator to determine how much money will be released to the member.
22	Click OK.
23	Click OK.
24	Click SAVE. Note: Once the Off-Cycle is finalized, the member will no longer have a XXXXX HELDPAY accumulator.

How to Reverse (Correct) a Voided Payment

Introduction

There will be instances when a member's voided net payment needs to be backed out of Global Pay to adjust the member's year to date accumulators.

For Instance: Member separates on 25 August 2014 and his 1 September pay has already been sent to the bank. SES is notified of the separation and gets the 1 September 2014 payment back from the bank. This payment is voided in Global Pay. Since the member's years to date accumulators are incorrect, the 1 September 2014 payment needs to be reversed (corrected) to show what the accumulators would have looked like on 15 August 2014.

Note: A returned payment that is going to be reversed **MUST** be voided first.

Very Important: If the member separated and there is a Termination row in Global Payroll, you would only do one reversal in the Off-Cycle. Global Pay will recognize the Termination and will automatically reverse every calendar back to the separation (within a year because we archive off everything prior). If the money paid out is not fully returned, no reversals should be done and FAR should be notified, so that they can do manual GL adjustments.

How to Reverse Pay Calendar

SES will take the following action to reverse a member's payment on the Off-Cycle:

STEP	ACTION
1	From the portal, click on the Off-Cycle Requests link.
2	In the Calendar Group ID field, enter the Off-Cycle calendar the reversal will be done on. Very Important: If the member has multiple payments that were returned, and they have been voided, the earliest pay calendar MUST be reversed. The Off-Cycle will recognize that the member was ineligible (due to death only) for the later pay calendars and will automatically reverse them too.
3	Click the Pay Group the member is assigned to.
4	Click the Calendars to Correct tab (may already be open).
5	If a row already exists, add a new row.
6	Enter the member's EMPLID.
7	Enter the member's EMPL Rcd Nbr.
7	Click on the Correction Details icon.
8	In the Calendar ID field, select the calendar that needs to be reversed. This must be the calendar that the payment was calculated on and was voided. As stated above, if the member has multiple pay calendars that need reversed, click on the earliest pay calendar that needs to be reversed.
9	Select Forced Reversal as the Type of Correction.
10	Select Forced Corrective as the Retro Method.
11	Change the Payment Method field to 'Pay Primary Account Only'.
12	Click OK.
13	Click SAVE.

How to Setup Final Payment for Retro Separation

Introduction

A retro separation in Global Pay is when the member's separation date occurred in a prior pay period and the separation transaction (i.e., death, RELAD, discharge, or retirement) wasn't approved until a later pay period.

For instance, the end-month payroll for the period August 16-31, 2014 was finalized on 26 August 2014. Member was discharged on 25 August 2014 but the separation transaction didn't get approved until 29 August 2014 (after the end-month August 2014 pay period was finalized). The current pay period being worked on is mid-month September 2014. Since the member has a termination row in JOB with an effective date of 26 August 2014, they will not calculate on the mid-month September 2014 pay calendar. This would be considered a retro separation. Action should be taken by SES to retrieve the 1 September 2014 payment on the separated member. Once the payment has been returned, **SES must void the payment and reverse the payment in Global Pay.** Action on how to do this was discussed earlier in this guide. SES will then need to setup the final payment to the member on an off-cycle.

CG_ORDER_INT Process: This process generates a log file that shows those members who didn't get updated on an off-cycle and canceled on an on-cycle because their separation was processed retroactively. For these types of separations, the final payment to the member will need to be manually setup by SES. SES will need to review this log each day to make sure the necessary action is taken on the member.

Note: For separations that occur on the last day of the pay period (the 15th or the last day of the month) and the separation transaction was approved in the next pay period, the member's final pay should have paid out via the on-cycle. When the current pay period is calculated, the member will no longer calculate.

For instance, the end-month payroll for the period August 16-31, 2014 was finalized on 26 August 2014. Member was retired on 1 September 2014 (last day of active duty was 31 August 2014) but the separation transaction didn't get approved until 29 August 2014 (after the end-month August 2014 pay period was finalized). The current pay period being worked on is mid-month September 2014. Since the member has a termination row in JOB with an effective date of 1 September 2014, they will not calculate on the mid-month September 2014 pay calendar. This would be correct since member isn't entitled to anything during this period.

There may be instances when an adjustment needs to be done because the on-cycle payment was incorrect, in those cases follow the steps below.

How to Manually Setup Final Payment

SES will take the following action to manually setup a final payment to the member via the off-cycle.

STEP	ACTION
1	From the Home page, click on the Off-Cycle Requests link.
2	Enter the current Off-Cycle calendar ID in the Calendar Group ID field and then click Search.
3	Click on the Pay Group the member is assigned to.
4	<p>Click on the Additional Payments row (may already be open).</p>  <p>Note: Make sure the member isn't already on the off-cycle. An approved separation transaction may have created an off-cycle entry on the member, which would be located within the Advances. This row will need to be deleted prior to moving on to the next step.</p> 
5	<p>If a row already exists, add a new row.</p> <p>Note: Make sure you are on the last row of the page when adding a row.</p>
6	Enter the member's EMPLID.
7	Enter the member's EMPL Rcd Nbr.
8	Click on the Payment Details icon.
9	Enter the Payment Date. This date should match the payment date of the off-cycle.
10	Enter the Period Begin Date.
11	Enter the Period End Date.
12	<p>Enter the Run Type. Select one of the following:</p> <ul style="list-style-type: none"> • Active Duty Member: ACTIVE • Reserve Member: RESERVE • NOAA Officer: ACTIVE • CADET: CADET
13	The Payment Method field should be Use Normal Distribution.
14	In the Element Section, click the Elements with Positive Input radio button.
15	Click on the Positive Input link (just above the yellow OK button).
16	The Entry Type field will be Earnings. If wanting to credit a payroll element leave it as earnings. If wanting to deduct a payroll element then select Deduction.
17	Click on the Element Name field and enter the payroll element that needs to be credited or deducted.
18	The Instance Number should be '1'.
19	Select 'Add' as the Action Type.
20	Click the Calendar icon to expand the row.
21	<p>Enter the total amount of the earning/deduction.</p> <p>Very Important: Enter a negative amount if wanting to deduct an earning payroll</p>

	<p>element or credit a deduction payroll element.</p> <p>Example:</p> <p><i>Earning Payroll Element needs recouped:</i> \$50.00 of Career Sea Pay needs to be deducted from the member's pay due to overpayment. The amount entered for this payroll element would be entered in as -50.00.</p> <p><i>Deduction Payroll Element needs to be refunded.</i> \$27.00 of SGLI needs to be refunded to the member. The amount entered for this payroll element would be entered in as -27.00.</p>																																						
22	<p>The following payroll elements require supporting data on them. To enter the data, click on the Details icon  on the row and enter the information listed for the payroll element below. Once done, click the OK button.</p> <p>Note: If retro adjustments are being added to the final payment, then dates should be entered in the Begin Date and End Date fields on the detail page.</p> <p>For instance, member separates on 5 August 2014. A retro adjustment for DMR for period of 3/1/2014 – 3/3/2014 needs to be included in the final payment. A DMR row would be created on the off-cycle and these dates would be entered in the begin/end date fields.</p> <table border="1" data-bbox="305 890 1443 1934"> <thead> <tr> <th data-bbox="305 890 618 926">Element</th> <th data-bbox="618 890 1443 926">Supporting Element Fields</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="305 926 1443 957" style="text-align: center;">Earnings</td> </tr> <tr> <td data-bbox="305 957 618 989">BAH</td> <td data-bbox="618 957 1443 989">BAH Type:</td> </tr> <tr> <td data-bbox="305 989 618 1020">BAS</td> <td data-bbox="618 989 1443 1020">BAS Type:</td> </tr> <tr> <td data-bbox="305 1020 618 1083">CLOTHING CIV</td> <td data-bbox="618 1020 1443 1083">Civilian Clothing Type: OTPI Add or Collect:</td> </tr> <tr> <td data-bbox="305 1083 618 1146">CLOTHING SUP</td> <td data-bbox="618 1083 1443 1146">Supplemental Clothing Type: OTPI Add or Collect:</td> </tr> <tr> <td data-bbox="305 1146 618 1241">CONUS COLA</td> <td data-bbox="618 1146 1443 1241">COLA Type: COLA Zip Code: # Dependents:</td> </tr> <tr> <td data-bbox="305 1241 618 1272">DIVING DUTY</td> <td data-bbox="618 1241 1443 1272">Diving Duty Type:</td> </tr> <tr> <td data-bbox="305 1272 618 1367">DMR REFUND</td> <td data-bbox="618 1272 1443 1367"># Breakfast: # Lunch: # Dinners:</td> </tr> <tr> <td data-bbox="305 1367 618 1430">FOR LANG PAY</td> <td data-bbox="618 1367 1443 1430">Language: Proficiency:</td> </tr> <tr> <td data-bbox="305 1430 618 1461">FSA</td> <td data-bbox="618 1430 1443 1461">FSA Type:</td> </tr> <tr> <td data-bbox="305 1461 618 1493">FSH</td> <td data-bbox="618 1461 1443 1493">FSH Type:</td> </tr> <tr> <td data-bbox="305 1493 618 1524">HARDSHIP PAY</td> <td data-bbox="618 1493 1443 1524">HDP IDP Location:</td> </tr> <tr> <td data-bbox="305 1524 618 1556">HFP IDP</td> <td data-bbox="618 1524 1443 1556">HDP IDP Location:</td> </tr> <tr> <td data-bbox="305 1556 618 1661">IDT COMRATS</td> <td data-bbox="618 1556 1443 1661"># Breakfast: # Lunches: # Dinners:</td> </tr> <tr> <td data-bbox="305 1661 618 1713">IDT DRILL</td> <td data-bbox="618 1661 1443 1713">Drill Type: Drill Department:</td> </tr> <tr> <td data-bbox="305 1713 618 1818">LUMPSUM LEAV</td> <td data-bbox="618 1713 1443 1818">Lump Sum Leave Type: Leave Days Sold: Enter amount sold Forwarded Separation Leave:</td> </tr> <tr> <td data-bbox="305 1818 618 1881">MIHA</td> <td data-bbox="618 1818 1443 1881">MIHA Type: MIHA Sequence Nbr:</td> </tr> <tr> <td data-bbox="305 1881 618 1934">OCONUS COLA</td> <td data-bbox="618 1881 1443 1934">COLA Type: COLA Location:</td> </tr> </tbody> </table>	Element	Supporting Element Fields	Earnings		BAH	BAH Type:	BAS	BAS Type:	CLOTHING CIV	Civilian Clothing Type: OTPI Add or Collect:	CLOTHING SUP	Supplemental Clothing Type: OTPI Add or Collect:	CONUS COLA	COLA Type: COLA Zip Code: # Dependents:	DIVING DUTY	Diving Duty Type:	DMR REFUND	# Breakfast: # Lunch: # Dinners:	FOR LANG PAY	Language: Proficiency:	FSA	FSA Type:	FSH	FSH Type:	HARDSHIP PAY	HDP IDP Location:	HFP IDP	HDP IDP Location:	IDT COMRATS	# Breakfast: # Lunches: # Dinners:	IDT DRILL	Drill Type: Drill Department:	LUMPSUM LEAV	Lump Sum Leave Type: Leave Days Sold: Enter amount sold Forwarded Separation Leave:	MIHA	MIHA Type: MIHA Sequence Nbr:	OCONUS COLA	COLA Type: COLA Location:
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		# Dependents:
		COLA Instance:
OFF UNFRM AL		Officer Clothing Type:
		OTPI Add or Collect:
OHA		OHA Type:
RSV INCAPACI		Add to Taxable Gross
SDAP		Posn/Specialty Title:
		SDAP Category
SEP PAY		Separation Pay Type:
		Years of Active Duty:
Deductions		
ADV ICA EXCH		Business Unit: Should be CADCG
		Instance: Debt ID #
		ICA Type:
ADV ICA LOCK		Business Unit: Should be CADCG
		Instance: Debt ID #
		ICA Type:
ADV ICA PBCK		Business Unit: Should be CADCG
		Instance: Debt ID #
		ICA Type:
ADVANCE PYBK		Advance Type:
		Advance ID: Debt ID #
		MTD Accum Instance: Instance # shown in EABP or payroll
ASSOC DUES		Dues Type: Self Explanatory
		MTD Accum Instance: Instance # shown in EABP or payroll
CFC		MTD Accum Instance: Instance # shown in EABP or payroll
COMMER INSUR		MTD Accum Instance: Instance # shown in EABP or payroll
DEATH GRAT D		Business Unit
		Final Pay Recipient ID
DEPEND PYMT		Business Unit
		Final Pay Recipient ID
		Type:
DEPENDENTS		MTD Accum Instance: Instance # shown in EABP or payroll
FINE		Unique Accumulator Balance ID:
		Percent of DE:
		Debt Amount:
FLTCIP		MTD Accum Instance: Instance # shown in EABP or payroll
FORFEITURE		Unique Accumulator Balance ID:
		Debt Amount:
GI BILL ADDT		MTD Accum Instance: Instance # shown in EABP or payroll
GI BILL BASI		MTD Accum Instance: Instance # shown in EABP or payroll
IN SRVC DEBT		Many fields need to be entered.
LOAN AMT		MTD Accum Instance: Instance # shown in EABP or payroll
		Loan Type:
MA DONATION		MTD Accum Instance: Instance # shown in EABP or payroll
MA LOAN		MTD Accum Instance: Instance # shown in EABP or payroll
MORTGAGE		MTD Accum Instance: Instance # shown in EABP or payroll
NMAI		MTD Accum Instance: Instance # shown in EABP or payroll
OTHER		MTD Accum Instance: Instance # shown in EABP or payroll
		Allot Description:
PPV		MTD Accum Instance: Instance # shown in EABP or payroll
SAVINGS		MTD Accum Instance: Instance # shown in EABP or payroll
23	Click the + button to add a new row.	
24	Enter the number of rows (pay elements) that need to be added.	
25	Press ENTER.	
26	Repeat steps 16-21 to add additional payroll elements that will make up the final payment on the member.	

27	Once all rows have been added, click OK and then OK again.
28	Click SAVE.

EXAMPLE: In the example below, member was discharged on 26 June 2014. A termination row was created in Job Data with an effective date of 27 June 2014. The separation transaction didn't process until 1 July 2014 which was after the end-month pay period for June 2014 was finalized.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Andrew
Employee

Empl ID:
Empl Record: 0

Military Service:

Work Location Find First 1 of 1 Last

*Effective Date: 06/27/2014

Effective Sequence: 0

HR Status: Inactive

Payroll Status: Terminated

*Action: Termination

Reason: Discharge

*Job Indicator: Primary Job

Position Number: [] Use Position Data

Position Entry Date: 07/16/2010

Position Management Record

*Regulatory Region: AD Active Duty

Company: ACG Active CG

*Business Unit: ENL.CG Enlisted CG

*Department: 000657 CG AIRSTA CLEARWATER

Department Entry Date: 07/16/2010

*Location: FL0077 CG AIRSTA CLEARWATER

Establishment ID: USCG Active CG

Date Created: 07/01/2014

Date termination row was created.

When the mid-month July 2014 pay period is calculated, the member no longer has any results for it since he's not entitled to anything for July.

Results by Calendar Group

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with []

Empl Record: = []

Calendar Group ID: begins with [] C114070 Mid-Month July Pay Period

Name: begins with []

Search Clear Basic Search Save Search Criteria

No matching values were found.

The member's end-month June direct deposit (net) payment was voided out prior to being sent to the Treasury.

Net Pay | Deductions

Calendar Group: C114061 201406 On-Cycle AD End Month

Selection Criteria

Empl ID From: [] Empl ID To: []

Pay Group: [] Payment Method: []

Payment Number: [] Payment Status: []

Summarize by Employee

Select Matching Payments

Clear

Net Pay | Customize | Find | View All | First | 1 of 1 | Last

Payee Information | Calendar Information | Payment Information

*Payment Status	Empl ID	Name	Record	Instance Number	Amount	Currency Code	Payment Method	Source Bank ID
Void		Andrew	0	99	2,613.86	USD	Transfer	USCG

Since the end of month June 2014 payment was voided out and the member was entitled to monies for the period of 16-26 June 2014, an off-cycle entry will need to be done. This is needed to setup and payout the monies owed to the member for this pay period.

In the example below, the member is manually added to the 1 July 2014 off-cycle. He's added within the Additional Payments of the off-cycle.

Off Cycle Request

Pay Group: USCG USCG Active Duty

Target Period ID: A14M07PRD1 2014 Month 07 Advance 07/01/2014 - 07/15/2014

Off Cycle Group: OFF20140701USCG Country: USA

Payment Date: 07/03/2014

Manual Payments to Record

Calendars to Correct

Additional Payments (1)

Additional Payments - List Payees to pay

Customize | Find | First | 1 of 1 | Last

*Employee ID	Name	Empl Record	Payroll Calendar ID	Payment Details
[]	Andrew	000	A14M07PRD1###2	[] []

The data fields that were filled out on the Additional Payment Detail page:

Off Cycle Request

Additional Payment Detail

Pay Group: USCG Period ID: A14M07PRD1 Off Cycle Group: OFF20140701USCG
Employee ID: Name: Andrew Empl Record: 0
Calendar ID: A14M07PRD1###2

Calendar Controls

*Payment Date: 07/03/2014
*Period Begin Date: 07/01/2014 *Period End Date: 07/01/2014

Processing Controls

*Run Type: ACTIVE
*Payment Method: Pay Primary Account Only

Element Selection

All
 Elements with Positive Input
 Limited Element Set Limited Element Set Name: _____

Payment Key Overrides

Company: _____

[Positive Input](#) [Supporting Element Overrides](#)

These payroll elements were manually entered to make up the final payment for the period of 16-26 June 2014.

Employee ID:	Name:	Andrew	Empl Record:	0
Pay Group:	Description:	USCG Active Duty	Pay Entity:	USCG
Calendar ID:	Begin Date:	07/01/2014	End Date:	07/01/2014

Earnings and Deductions

*Entry Type	Element Name	Element Description	Instance	*Action Type	Unit	Rate	Amount	Currency Code	Details
Earnings	BAH	Basic Allowance for Hou	1	Add			705.11	USD	
Earnings	BASIC PAY	Basic Pay	1	Add			1352.01	USD	
Earnings	BAS	Basic Allow for Substent	1	Add			131.10	USD	
Earnings	CLOTHING	Clothing Allowance	1	Add			15.32	USD	
Deduction	SGLI	Servicemembers Group L	1	Add			13.00	USD	
Deduction	TSGLI	Traumatic SGLI	1	Add			0.50	USD	
Deduction	AFRH	Armed Forces Retirement	1	Add			0.25	USD	
Deduction	FSGLI	Family Servicemembers C	1	Add			12.50	USD	
Deduction	OASDI EE	OASDI Tax	1	Add			83.82	USD	
Deduction	FWT	FIT Withholding	1	Add			150.00	USD	
Deduction	MEDICARE EE	Medicare Tax	1	Add			19.60	USD	

The detail page of the BAH payroll element which shows the begin/end date of the entitlement and the BAH Type code.

Positive Input - Details

Employee ID: _____ **Name:** Andrew **Empl Record:** 000
Pay Group: USCG **Description:** USCG Active Duty
Calendar ID: A14M07PRD1###2 **Begin Date:** 07/01/2014 **End Date:** 07/02/2014
Element: BAH **Element Name:** Basic Allowance for Housing **Instance:** 001

Specify Values OR Elements

Unit Value: Unit Element:
 Rate Value: Rate Element:
 Base Value: Base Element:
 Percent Value: Percent Element: **Currency:** USD
 Amount Value: Amount Element:

Begin Date: 06/16/2014 **End Date:** 06/26/2014

Absence Dates
 Absence Begin Date: Absence End Date:
 Period Begin Date: Period End Date:

Other Data
 Batch Code: Description of PI:

Supporting & Element Overrides
 Business Unit: ENLCG

Required Fields
 *BAH Type:

When the off-cycle is calculated, the payroll elements show results for each and there are gross and net value results. The amounts for each payroll element should match what was entered on the off-cycle.

Pay Calendar Results

Andrew EMP ID: _____ Empl Record: 0
 Calendar ID: A14M07PRD1###2 Pay Group: USCG USCG Active Duty

Calendar Information Find First 1 of 1 Last
 Calendar Group ID: OFF20140701 Description: 2014-07-01 Off Cycle
 Segment Number: 1 Version: 1 Revision: 1
 Gross Result Value: 2,188.22 USD Net Result Value: 1,805.12 USD **Submit Corrections**

Earnings & Deductions Customize | Find | View All | First 1-12 of 12 Last
 Element Results Corrections

Element Type	Element Name	Calculated Amount	Retro Adjustment	Total Amount	Slice Begin Date	Slice End Date
Earnings	BAH	705.110000		705.110000	07/01/2014	07/01/2014
Earnings	BAS	131.100000		131.100000	07/01/2014	07/01/2014
Earnings	BASIC PAY	1352.010000		1352.010000	07/01/2014	07/01/2014
Deduction	AFRH	0.250000		0.250000	07/01/2014	07/01/2014
Deduction	FSGLI	12.500000		12.500000	07/01/2014	07/01/2014
Deduction	FWT	150.000000		150.000000	07/01/2014	07/01/2014
Deduction	MEDICARE EE	19.610000		19.610000	07/01/2014	07/01/2014
Deduction	MEDICARE EE	19.600000		19.600000	07/01/2014	07/01/2014
Deduction	OASDI EE	83.820000		83.820000	07/01/2014	07/01/2014
Deduction	OASDI EE	83.820000		83.820000	07/01/2014	07/01/2014
Deduction	SGLI	13.000000		13.000000	07/01/2014	07/01/2014
Deduction	TSGLI	0.500000		0.500000	07/01/2014	07/01/2014

How to Setup Final Payment for Current Pay Period Separation

Introduction A current pay period separation in Global Pay is when the member's separation transaction (i.e., death, RELAD, discharge, or retirement) is approved and the separation date occurs within the current pay period (not been finalized).

For instance, the current pay period is August 16-31, 2014 and the member is discharged on 20 August 2014 (separation transaction was approved on 16 August).

CG ORDER INT Process: This process is run every morning in Global Payroll at 4:00 EST. It generates off-cycle entries on members who have an approved separation transaction by the SPO and their separating within 4 days of the process run date. It will also cancel the member on the on-cycle pay calendar if their separation date is within the current pay period (except for separations that end on the last day of the pay period (15th or last day of month)).

For instance, the process is run on 25 August 2014. Off-cycle entries are created on members who have an approved separation transaction effective dated 29 August 2014 or earlier. The entries are entered on the off-cycle that is dated 2 business days prior to separation date. If member's separation date was 29 August 2014, they would be entered on the 27 August 2014 off-cycle with a payment date of 29 August 2014.

The example below shows how the process works when run on the dates provided:

Orders Process Run Date (Early morning of)	Separation Date	Off Cycle Process and payment Dates
Monday, June 9th	<= Thursday, June 12 th	Period (Tuesday June 10 th) Payment Date (Thursday, June 12 th)
Tuesday, June 10th	<= Sunday, June 15 th	Period (Wednesday June 11 th) Payment Date (Friday, June 13 th)
Wednesday, June 11th	<= Monday, June 16 th	Period (Thursday, June 12 th) Payment Date (Monday, June 16 th)
Thursday, June 12th	<= Tuesday, June 17 th	Period (Friday, June 13 th) Payment Date (Tuesday, June 17 th)
Friday, June 13th	<= Wednesday, June 18 th	Period (Monday, June 16 th) Payment Date (Wednesday, June 18 th)
Saturday, June 14th	<= Thursday, June 19 th	Period (Monday, June 16 th) Payment Date (Wednesday, June 18 th)
Sunday, June 15th	<= Thursday, June 19 th	Period (Monday, June 16 th) Payment Date (Wednesday, June 18 th)

The process creates a log file that will need to be reviewed. It will contain the following information on the member:

- details of job data
- details of reserve order closing for RELAD
- details for on cycle
- details for off cycle

It will also let SES know if the member didn't have an off-cycle entry completed. As discussed earlier in this guide, an off-cycle entry will not be completed on a retro separation so manual setup of final payments will need to be done for these.

For separations that occur on the last day of the pay period (the 15th or the last day of the month) and the separation transaction was approved prior too or during this period, the member's pay final pay should be paid out via the on-cycle pay calendar. Any adjustments that need to be made to the member's final separation pay should be done on the on-cycle. When the next pay period is calculated, the member will no longer calculate.

For instance, the end-month payroll for the period August 16-31, 2014 was finalized on 26 August 2014. Member was retired on 1 September 2014 (last day of active duty was 31 August 2014). The separation transaction was approved on 25 August 2014 (prior to end-month August 2014 pay period being finalized).

How to Ensure Final Payment is Correct SES will take the following action to ensure the final payment on the member is correct on the off-cycle.

STEP	ACTION
1	Make sure the member was on the CG_Orders INT log file as successfully being added to the off-cycle and being canceled on the on-cycle pay calendar. Note: The log should show the name of the off-cycle that the member was entered on and the on-cycle name that the member was canceled on.
Review Canceled On-Cycle	
2	From the Home page, click on the Payee Status link within the Pay Processing Shortcut menu.
3	Enter the on-cycle pay calendar name that the member was canceled on.
4	Click Search.
5	Enter the member's EMPLID in the EMPLID From field.
6	Enter the member's EMPLID in the EMPLID To field.
7	Click the 'Select with Matching Criteria' button. The member's data should show up and the Select Status column should show 'Cancelled'.

Empl ID	Name	Record	*Process Indicator	Calculation Status	Select Status	Calculation Timestamp	Results	Messages
	Emily	0	Normal		Cancelled		Results	Messages
	Emily	0	Normal		Cancelled		Results	Messages

Since the member is in a canceled status, there shouldn't be any calculate results on the on-cycle pay calendar.

Note: If the Select Status column shows 'Canceled' move on to the next step. If it doesn't, then a review of the member's account needs to be done to determine why it's not canceled.

Review Off-Cycle Entries

8 From the Home page, click on the Off-Cycle Requests link.

9 Enter the Off-Cycle calendar ID in the Calendar Group ID field that the member was entered on by the CG_Orders INT process and then click Search.

10 Click on the Pay Group the member is assigned to.

11 Check the Payment Date field to make sure it's correct.

12 The member should have a row within the Advances portion of the off-cycle. Click on the Advance Details icon.

Advances (3)				
Advances - List Payees and Calendar Groups to advance				
*Employee ID	Name	Empl Record	Calendar Group	Advance Details
<input type="text" value=""/>	Emily	000	C114070	

Note: If the member isn't on the off-cycle, then a review of the member's account needs to be done to determine why he wasn't entered on the off-cycle.

13 Within the Advance Request Detail page, click on the icon that's on the on-cycle Calendar ID.

Off Cycle Request

Advance Request Detail

Pay Group: USCG Period ID: A14M07PRD1 Off Cycle Group: OFF20140701USCG
 Employee ID: Name: Emily Empl Record: 0
 Calendar Group:

Calendars				
Calendar ID	Payment Date	Calculate From Date	Calculate Thru Date	*Payment Method
CG ABS TK 2014M07M	07/03/2014	07/01/2014	07/01/2014	
CG ACT 2014M07M	07/03/2014	07/01/2014	07/01/2014	Use Normal Distribution

14 If the member sold leave and/or was authorized separation/severance disability pay, there should be rows within the One Time (Positive Input) page for each of these entitlements. In the example below the member has both:

23	Click OK.																																			
24	Click OK.																																			
25	<p>If changes were made, click the SAVE button.</p> <p>Note: If changes were made, the off-cycle will need to be calculated. Once calculated, the changes should appear on the pay calc results of the off-cycle.</p>																																			
Review Off-Cycle Calculated Results																																				
26	Once the off-cycle has been calculated, verify the member's calculated results. From the Home page, click on the Pay Calculation Results link within the Pay Processing Shortcuts menu.																																			
27	Enter the member's EMPLID in the Empl ID field.																																			
28	<p>Click on the off-cycle calendar. The example below shows the 7/1/2014 off-cycle pay calendar.</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td>07/15/2014</td> <td>C114070</td> <td>Emily</td> </tr> <tr style="border: 2px solid red;"> <td>0</td> <td></td> <td>07/03/2014</td> <td>OFF20140701</td> <td>Emily</td> </tr> <tr> <td>0</td> <td></td> <td>07/01/2014</td> <td>C114061</td> <td>Emily</td> </tr> <tr> <td>0</td> <td></td> <td>06/13/2014</td> <td>C114060</td> <td>Emily</td> </tr> <tr> <td>0</td> <td></td> <td>05/30/2014</td> <td>C114051</td> <td>Emily</td> </tr> <tr> <td>0</td> <td></td> <td>05/15/2014</td> <td>C114050</td> <td>Emily</td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	0		07/15/2014	C114070	Emily	0		07/03/2014	OFF20140701	Emily	0		07/01/2014	C114061	Emily	0		06/13/2014	C114060	Emily	0		05/30/2014	C114051	Emily	0		05/15/2014	C114050	Emily
Empl ID	Empl Record	Payment Date	Calendar Group ID	Name																																
0		07/15/2014	C114070	Emily																																
0		07/03/2014	OFF20140701	Emily																																
0		07/01/2014	C114061	Emily																																
0		06/13/2014	C114060	Emily																																
0		05/30/2014	C114051	Emily																																
0		05/15/2014	C114050	Emily																																
29	<p>Click on the Earnings/Deductions tab.</p> 																																			
30																																				

How to Setup Dependent Payment on Off-Cycle

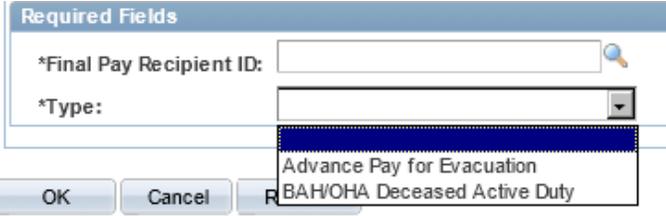
Introduction This section will provide the procedures for creating a dependent payment, which involves creating a recipient ID on the dependent and assigning it to the DEPEND PYMT payroll element in the off-cycle.

The following types of payments can be made to a dependent:

- Advance Pay for Evacuation
- BAH/OHA Deceased Active Duty

How to Setup Payment to Dependent PPC will take the following action to setup a payment to the dependent via the off-cycle.

Step	Action
1	Log into Global Payroll.
2	Bring up the Deduction Recipients page by following the path below for the Enterprise Menu: Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients Make the component a favorite by clicking the Add to My Links link, so that it can be pulled up from the favorites vice having to path to the component each time.
3	Enter the member's EMPLID and click the Search button. If there is any recipient IDs attached to the member it should show up. For instance, 1096404A, 1096404B, etc.
4	Click the Add a New Value tab. Enter the next sequential alpha character behind the EMPLID that hasn't been used yet. For instance, if Recipient ID 1096404A already exists and 1096404B doesn't, enter 1096404B.
5	Click the ADD button.
6	Enter the recipient's (dependent's) name in the Description field.
7	The Status field should be Active.
8	Click Individual for the Recipient Category field.
9	Click the Payment Method drop down box and select the payment method.
10	If Payment Method is by check, click on the Address link and enter the address the garnishment will be mailed to. Be sure to only enter information in the Address 1, City, State, and Postal fields. Do not enter information in the Address 2 and Address 3 fields. Click OK. If Payment Method is by Bank Transfer (direct deposit), enter the banking information in the Bank ID, Account Number, and Account Name fields.
11	Click on the Recipient Deposit Schedule tab.
12	Enter the recipient's SSN within the Purpose 1 field.
13	If Payment Method is by Bank Transfer, click the USCG Recipient Info tab and select 'Checking' or 'Savings' for the Account Type.
14	Click SAVE.
15	Click on the Home link.

Step	Action
16	From the Home page, click on the Off-Cycle Requests link.
17	In the Calendar Group ID field, enter the Off-Cycle calendar the payment will be done on.
18	Click on the Pay Group that the member is assigned to.
19	Click on the Additional Payments row (may already be open).
20	If a row already exists, add a new row.
21	Enter the member's EMPLID.
22	Enter the member's EMPL Rcd Nbr.
23	Click on the Payment Details icon.
24	Enter the Payment Date.
25	Enter the Period Begin Date.
26	Enter the Period End Date.
27	Enter the Run Type. Select one of the following: <ul style="list-style-type: none"> • Active Duty Member: ACTIVE • Reserve Member: RESERVE • NOAA Officer: ACTIVE • CADET: CADET
28	The Payment Method field should be Use Normal Distribution.
29	In the Element Section, click the Elements with Positive Input radio button.
30	Click on the Positive Input link (just above the yellow OK button).
31	Click on the Entry Type and change it to 'Deduction'.
32	Click on the Element Name field and select/enter DEPEND PYMT.
33	Click on the Action Type field and select 'Add'.
34	Click on the Calendar icon. 
35	Click on the Amount field and enter the amount of the payment to the dependent for the pay period.
36	Click on the Details icon.  The Positive Input – Details page should come up.
37	Click on the Final Pay Recipient ID field and enter the recipient ID that was created in steps 4-5 above.
38	Click on the Type field and select the type of payment that the dependent is entitled to. One of the two below can be selected: 
39	Click the OK button.
40	Click the OK button.
41	Click the OK button.
42	Click the Save button.

When the off-cycle is finalized, the Banking process will be run, which will create a payment for the dependent (Recipient ID). It will be forwarded to them on the scheduled payment date for the off-cycle.