

U. S. Coast Guard
Pay and Personnel Center (PPC)
Global Payroll
Override CADET Maintenance Fee

Overview

Introduction This section provides the procedure on how to override the cadet maintenance fees in Global Payroll.

While undergoing training at the Academy, cadets incur costs associated with laundering uniforms, personal grooming, and participating in a variety of athletic and other cadet activities. To cover these costs, cadets are subject to three mandatory deductions; direct remittance is not allowed for these fees:

- (1) Cadet Activity Fund – a fund covering costs for extracurricular programs and offset funds for collegiate activities associated with school functions.
- (2) Athletic Activity Fund – a fund covering costs and fees for athletic equipment and other recreational items.
- (3) Cadet Exchange Fees – a fund covering costs and fees for laundry, barber, and other personal expenses incurred while at the Academy.

In Global Payroll, no transaction is input to start these. These fees are automatically deducted if the member is an active cadet in JOB. There will be instances when the cadet doesn't incur these fees and a transaction will need to be input to override the deduction in Global Payroll. The Coast Guard Academy will need to notify PPC to have these transactions entered.

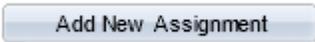
Topics The following topics are covered in this section.

Topic	See Page
How to Create Override of CADET Maintenance Fee	1
How to Stop Override of CADET Maintenance Fee	4
How to Approve/Deny a Pending Override Transaction	5

How to Create Override of CADET Maintenance Fee

PPC will take the following steps to create an override of a cadet maintenance fee. A transaction must be entered for each type of fee.

Note: Only a user with the *CGHRSIC* role can create the override transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu. Element Assignment By Payee It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee
3	Enter the member's EMPLID and click the Search button. Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.
4	Click on the Add New Assignment button. 
5	Click the Entry Type drop down field and select Deduction.
6	Select the fee that needs to be overridden. It would be one of the ones listed below: <ul style="list-style-type: none"> • CADET AAF • CADET CAF • CADET CGES
7	Click the OK button. The Element Detail page will open.
8	Enter the date that the fee needs to be overridden within the Begin Date field. The date must be dated the first day of the month.
9	Enter the date the allotment should be stopped within the End Date field. The date must be the last day of the month. Leave blank if the end date is unknown.
10	Click on the Amount field and select Variable.
11	Click on the Amount Element field and enter CG VR NULL VALUE.

How to Create Override of CADET Maintenance Fee, Continued

In the example below, the override is started on 10/1/2014 with no end date.

Element Detail

Employee ID: Empl Record: 0 Name:

Element Name: CADET AAF Cadet Athletic Activity Fund Instance: 1

Assignment Process Detail

Assignment Is Active Currency Code: USD US Dollar

*Process Order: 999 Recipient Tag: 0

***Begin Date: 10/01/2014** **End Date:** Previous End Date:
Updated in Payroll Run

Allow Batch Update of End Date

Calculation Information

Calculation Rule: Amount

Amount: Variable

Amount Element: CG VR NULL VALUE Null Value

Amount Value:

Step	Action
12	Click the OK button.

The override will display on the EABP page.

Element Assignment By Payee

ID: Empl Record: 0

Selection Criteria

Category: Entry Type: Element Name: As of Date: **Select with Matching Criteria**
Clear

&Assignments Customize | Find | First 1 of 1 Last

Elements Recipient [Filter]

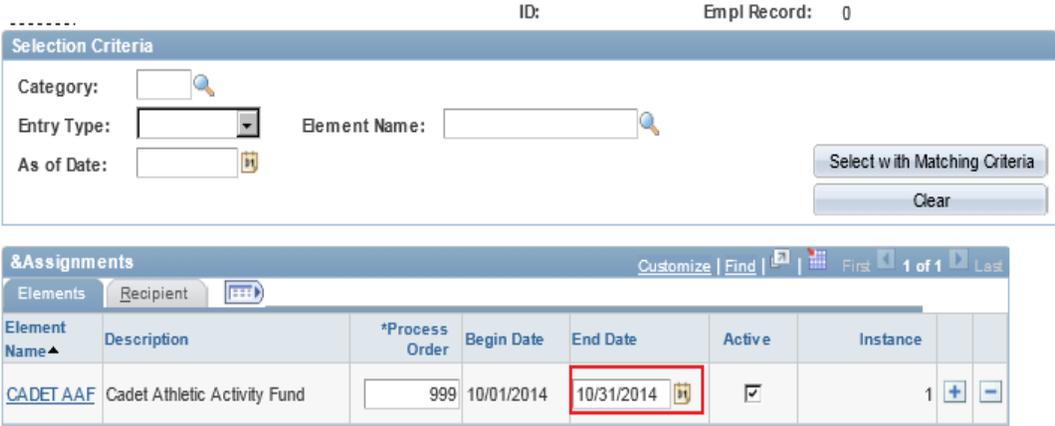
Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance
CADET AAF	Cadet Athletic Activity Fund	999	10/01/2014		<input checked="" type="checkbox"/>	1

Step	Action
13	Click the SAVE button. The override will now need to be approved. Procedures on how to approve these transactions begin on page 5.

How to Stop Override of CADET Maintenance Fee

This section provides the procedure for stopping a cadet maintenance fee override.

The PPC clerk will take the following steps below to stop the override.

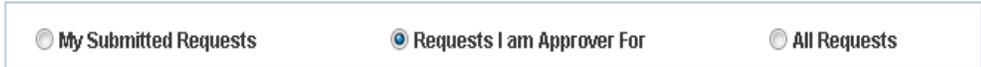
Step	Action
1	Log into Global Payroll.
2	<p>Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu.</p> <p>Element Assignment By Payee</p> <p>It can also be accessed via the following path:</p> <p>Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee</p>
3	<p>Enter the member's EMPLID and click the Search button.</p> <p>Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.</p>
4	<p>Find the maintenance fee that needs to be stopped and enter the End Date. The date must be the last day of the month.</p>  <p>The screenshot shows the 'Selection Criteria' section with fields for Category, Entry Type, Element Name, and As of Date. Below it is the '&Assignments' table with columns: Element Name, Description, *Process Order, Begin Date, End Date, Active, and Instance. The 'End Date' for the 'CADET AAF' element is 10/31/2014, which is highlighted with a red box.</p>
5	<p>Click the SAVE button. The stop of the override will now need to be approved. Procedures on how to approve these transactions begin on the next page.</p>

How to Approve/Deny a Pending Override Transaction

This section provides the procedure for approving or denying a submitted override transaction. This includes override transactions that are stopped.

The PPC auditor will take the following steps to approve or deny the transaction:

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve the override transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Requests (all types) link within the Requests shortcut menu.</p>  <p>The screenshot shows a navigation bar with 'Requests' highlighted in a red box. Below it is a 'Requests' window with a list of links. 'View My Requests (all types)' is highlighted with a red box.</p>
4	<p>Select "Requests I am Approver For".</p> <p>The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes override requests) that have been submitted to them.</p>  <p>The screenshot shows three radio button options: 'My Submitted Requests', 'Requests I am Approver For' (which is selected), and 'All Requests'.</p>
5	<p>Click on the Transaction Name drop down field and select EABP Approvals.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Name' with 'EABP Approvals' selected.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the EABP Approvals action requests that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Status' with 'Pending' selected.</p>

How to Approve/Deny a Pending Override Transaction, Continued

Step	Action														
6	Click the Populate Grid button.														
7	<p>Click on the Approve/Deny link on the EABP Approval row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted. Review to make sure the payroll element is correct within the Request Details page.</p> <div data-bbox="381 562 1365 934" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>PIN_NUM: 13649 INSTANCE: 1</p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Pin Name: CADET AAF Type: Deduction Description: Cadet Athletic Activity Fund Begin Date: 2014-10-01 End Date: 2014-10-31 Amount: 0</p> </div>														
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="381 1056 1377 1140" style="border: 1px solid #ccc; padding: 5px;"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <p>The system will open up a new window and the Element Assignment by Payee page will appear. Pull up the override transaction by clicking on the Element Name of the override.</p> <div data-bbox="375 1335 1346 1486" style="border: 1px solid #ccc; padding: 5px;"> <p>&Assignments Customize Find First 1 of 1 Last</p> <p>Elements Recipient <input type="button" value="Get"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>*Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">CADET AAF</td> <td>Cadet Athletic Activity Fund</td> <td>999</td> <td>10/01/2014</td> <td>10/31/2014</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> </div> <p>Review the following information to make sure it's correct:</p> <ul style="list-style-type: none"> • Begin Date • Stop Date (if entered) • Amount field should show Variable • Amount Element field should show 'CG VR NULL VALUE'. <p>Once verified, close the window.</p>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	CADET AAF	Cadet Athletic Activity Fund	999	10/01/2014	10/31/2014	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>
Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance									
CADET AAF	Cadet Athletic Activity Fund	999	10/01/2014	10/31/2014	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>									

How to Approve/Deny a Pending Override Transaction, Continued

Step	Action
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <ul style="list-style-type: none"> • If the override or stop to the override was approved, it will show an Approved status on the View My Action Requests Page. • If the override or stop to the override was denied, it will show a Denied status on the View My Action Requests Page.
11	To approve another override action request, close the current request and repeat the steps above.

When the pay calendar is calculated on the member, the fee will still show on the calculation results but there will be a zero amount listed.

Calendar Group Results		Earnings and Deductions		Accumulators		Supporting Elements	
EMP		ID:		Empl Record:		0	
Calendar Group ID: C114100		201410 On-Cycle AD Mid Month					
Calendar Information Find First 1 of 1 Last							
Calendar ID:	CG CAD 2014M10M	Pay Group:	CADET				
Segment Number:	1	Version:	1	Revision:	1		
Gross Result Value:	508.50 USD	Net Result Value:	375.65 USD				
Earnings & Deductions Customize Find View All First 1-5 of 11 Last							
Element Results		Components		Retro Adjustments		Deduction Areas	
Element Name		Amount		Description		Resolution Details	
Earnings	BASIC PAY	508.500000	Basic Pay	0	10/01/2014	10/15/2014	Resolution Details
Deduction	CADET AAF	0.000000	Cadet Athletic Activity Fund	1	10/01/2014	10/15/2014	Resolution Details
Deduction	CADET CAF	19.250000	Cadet Activity Fund	0	10/01/2014	10/15/2014	Resolution Details
Deduction	CADET CGES	16.880000	Cadet Exchange Fees	0	10/01/2014	10/15/2014	Resolution Details
Deduction	FWT	43.310000	FTT Withholding	0	10/01/2014	10/15/2014	Resolution Details