

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

Global Payroll

How to Create Physician’s Assistant Entitlement Pay

Overview

Introduction

This section will provide the procedures for insuring the competency is in place to pay the Physician’s Assistant Pays in Global Pay and how to start or stop the Physician’s Assistant Pays.

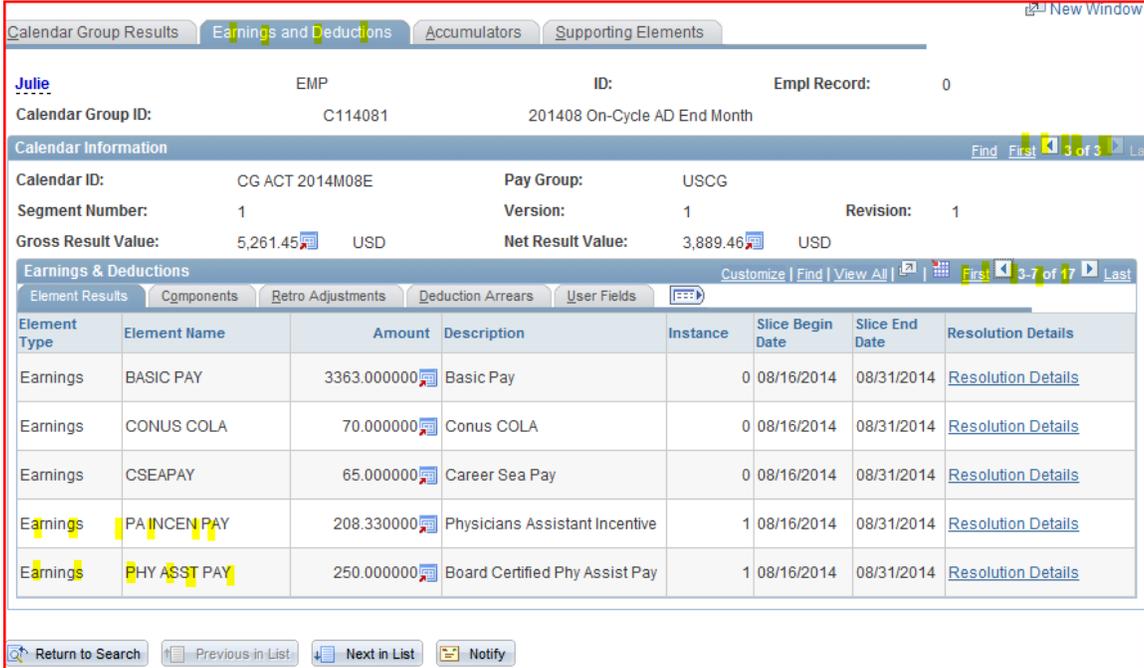
There are two Physician’s Assistant entitlements. Incentive Pay is \$416.66 and Assistant Pay that is \$500 per month. The head of the Physician’s Assistant Program advises PPC as to what entitlements the members are to receive and provides the supporting documents with effective dates and qualifications.

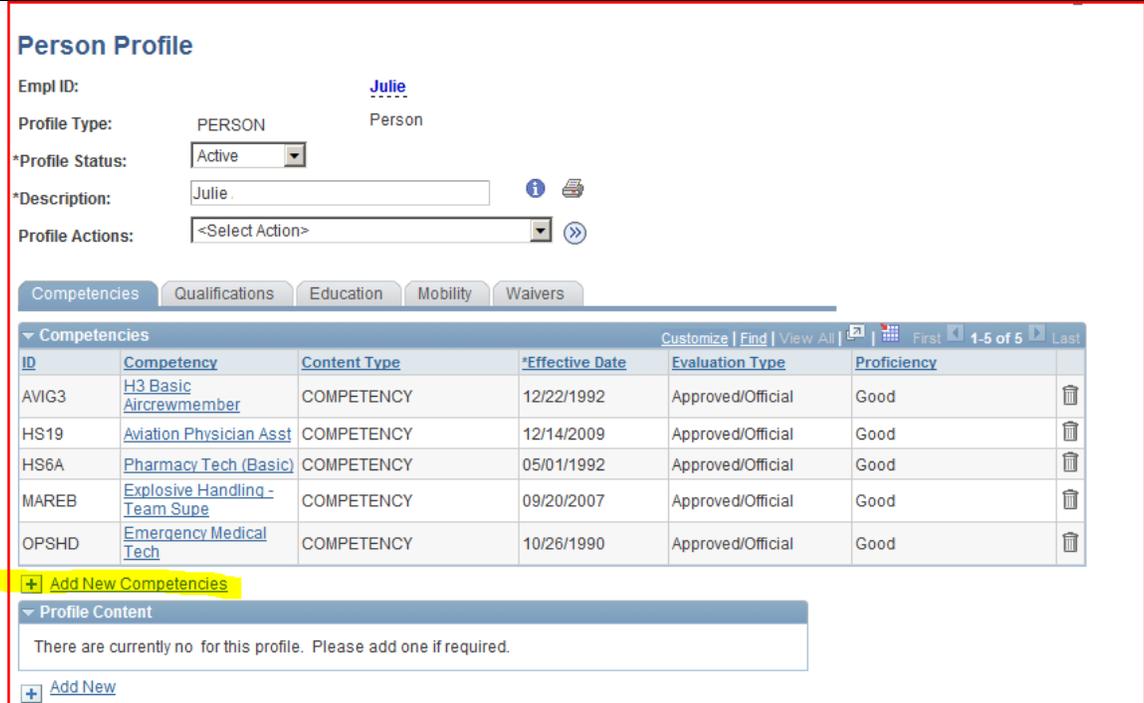
Topics

The following topics are covered in this section.

Topic	See Page
How to verify if a member currently has a Physician’s Assistant Entitlement	2
How to add a new Physician’s Assistant Competency to qualify for the entitlement	3
How to Start the Physician’s Assistant Pay	4
How to Stop the Physician’s Assistant Pay	5

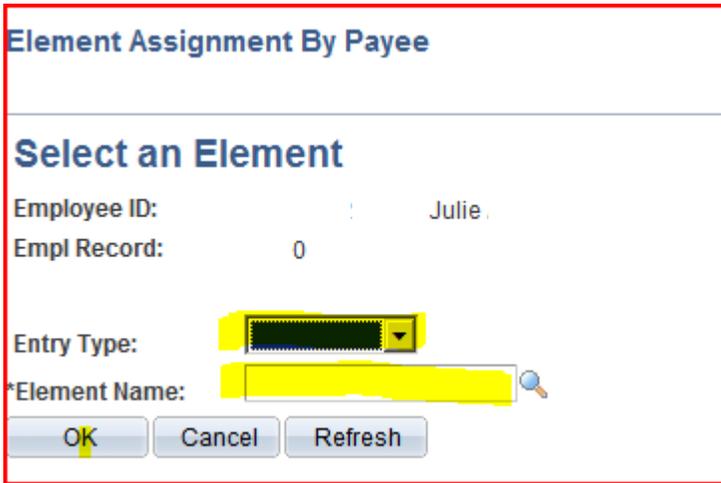
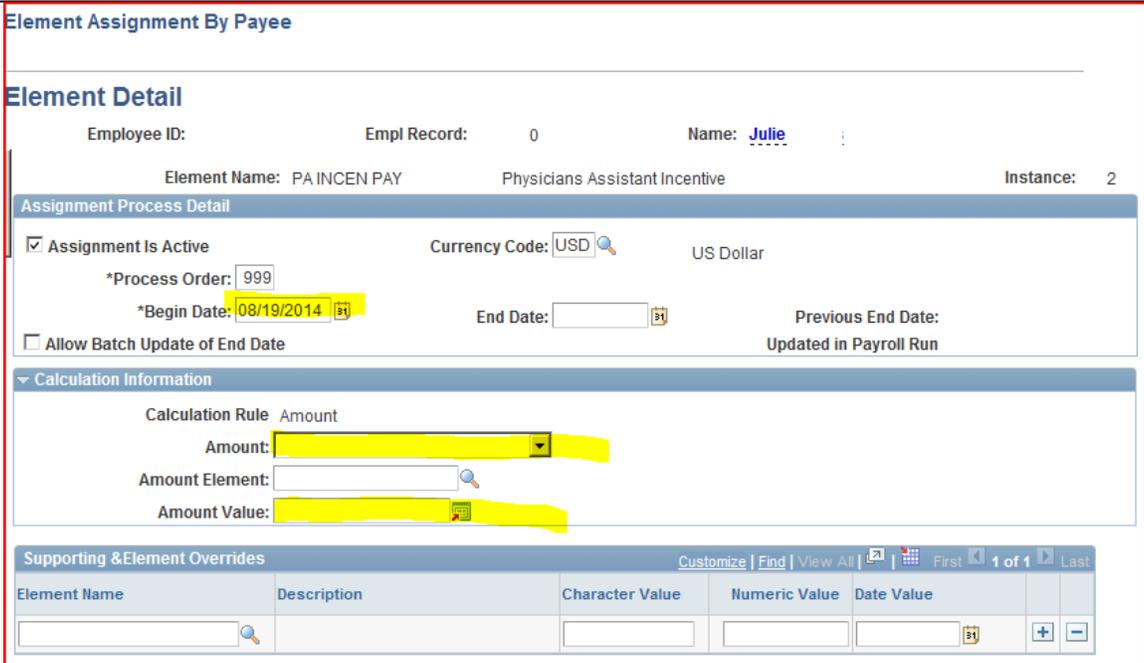
Note: Only a user with the *CGHSIC* role can create this entitlement.

	Verifying if there is a current Physician’s Assistant Entitlement																																																
Step	Action																																																
1	<p>Check Mbrs entitlements to make sure Physician’s Assistant pay is / is not currently running.</p> <p>Pay Processing Shortcuts Section > Pay Calculation Results > enter EMPLID, & click “OK”. Select the current Pay period, select the Earning & Deduction tab and verify whether or not mbr is receiving Physicians Assistant Pay.</p>  <p>The screenshot displays the following data:</p> <table border="1" data-bbox="354 758 1471 1045"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>3363.000000</td> <td>Basic Pay</td> <td>0</td> <td>08/16/2014</td> <td>08/31/2014</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CONUS COLA</td> <td>70.000000</td> <td>Conus COLA</td> <td>0</td> <td>08/16/2014</td> <td>08/31/2014</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>65.000000</td> <td>Career Sea Pay</td> <td>0</td> <td>08/16/2014</td> <td>08/31/2014</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>PA INCEN PAY</td> <td>208.330000</td> <td>Physicians Assistant Incentive</td> <td>1</td> <td>08/16/2014</td> <td>08/31/2014</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>PHY ASST PAY</td> <td>250.000000</td> <td>Board Certified Phy Assist Pay</td> <td>1</td> <td>08/16/2014</td> <td>08/31/2014</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BASIC PAY	3363.000000	Basic Pay	0	08/16/2014	08/31/2014	Resolution Details	Earnings	CONUS COLA	70.000000	Conus COLA	0	08/16/2014	08/31/2014	Resolution Details	Earnings	CSEAPAY	65.000000	Career Sea Pay	0	08/16/2014	08/31/2014	Resolution Details	Earnings	PA INCEN PAY	208.330000	Physicians Assistant Incentive	1	08/16/2014	08/31/2014	Resolution Details	Earnings	PHY ASST PAY	250.000000	Board Certified Phy Assist Pay	1	08/16/2014	08/31/2014	Resolution Details
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Step	Action																																				
1	<p>Select "Person Profile", Enter EMPLID, Click "Search", Select "Add New Competency".</p>  <p>Person Profile</p> <p>Empl ID: Julie</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active</p> <p>*Description: Julie</p> <p>Profile Actions: <Select Action></p> <p>Competencies Qualifications Education Mobility Waivers</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Content Type</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>AVIG3</td> <td>H3 Basic Aircrewmember</td> <td>COMPETENCY</td> <td>12/22/1992</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>HS19</td> <td>Aviation Physician Asst</td> <td>COMPETENCY</td> <td>12/14/2009</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>HS6A</td> <td>Pharmacy Tech (Basic)</td> <td>COMPETENCY</td> <td>05/01/1992</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>MAREB</td> <td>Explosive Handling - Team Supe</td> <td>COMPETENCY</td> <td>09/20/2007</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>OPSHD</td> <td>Emergency Medical Tech</td> <td>COMPETENCY</td> <td>10/26/1990</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ Add New</p>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	AVIG3	H3 Basic Aircrewmember	COMPETENCY	12/22/1992	Approved/Official	Good	HS19	Aviation Physician Asst	COMPETENCY	12/14/2009	Approved/Official	Good	HS6A	Pharmacy Tech (Basic)	COMPETENCY	05/01/1992	Approved/Official	Good	MAREB	Explosive Handling - Team Supe	COMPETENCY	09/20/2007	Approved/Official	Good	OPSHD	Emergency Medical Tech	COMPETENCY	10/26/1990	Approved/Official	Good
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2	<p>The member must have an Active HS17 or HS19 competency to receive the Physician's Assistant entitlement.</p>																																				
3	<p>Person Profile</p> <p>Add New Competencies</p> <p>Empl ID: Julie</p> <p>Profile Type: PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.</p> <p>Details Find View All First 1 of 1 Last</p> <p>*Effective Date: 08/20/2014</p> <p>*Competency:</p> <p>Evaluation Type: Approved/Official</p> <p>*Status: Active</p> <p>Rating Model: PSCM Competency Management Scale</p> <p>Proficiency: 3-Good</p> <p>Verified By: On the Job Training</p> <p>Year Last Used:</p> <p>Year Acquired:</p> <p>Years Of Experience:</p> <p>OK Cancel Apply and Add Another</p>																																				
3	<p>**The Effective Date must match the eligibility date used on the Physician's Assistant</p>																																				

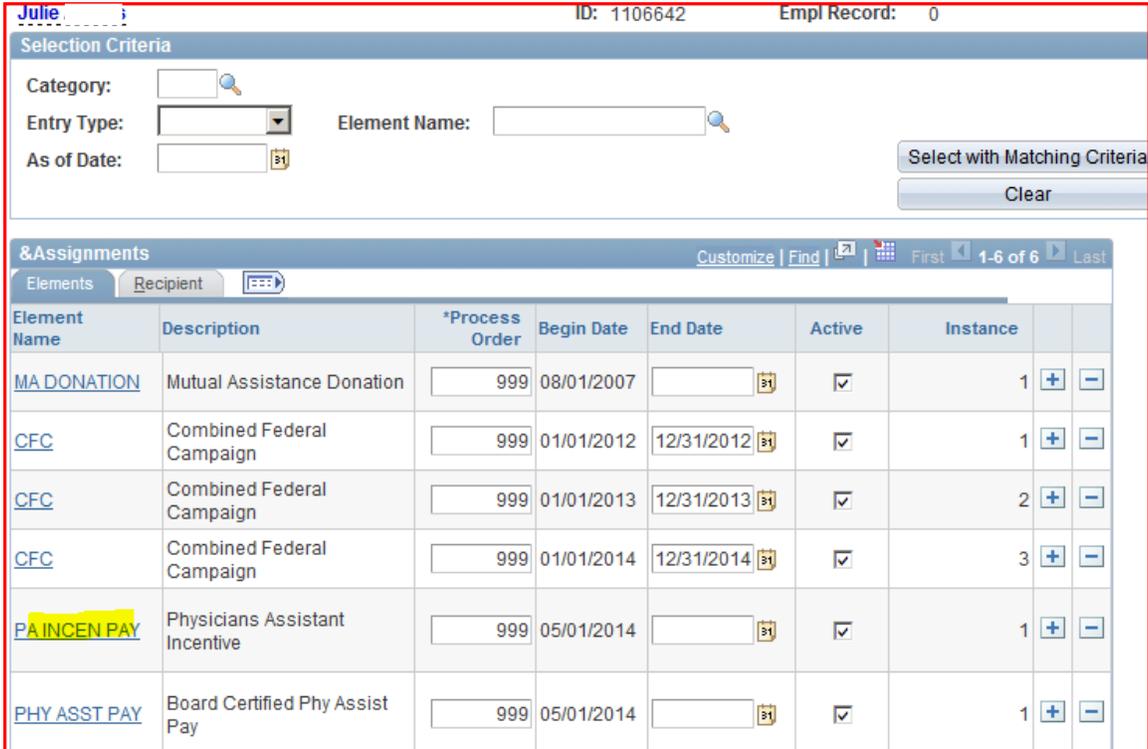
	Pay Entitlement date**
4	Select "OK".
5	Release to Approving Official.
	END

Starting Physician's Assistant Pay

Step	Action
1	<p>Go to the Pay Processing Shortcuts Page and click on the "Element Assignment By Payee link" (EABP).</p> <p>*Make the component a favorite by clicking the "Add to My Links", so that it can be pulled up from your favorites vice having to path to the component each time.</p>
2	Enter the member's EMPLID and click the Search button.
3	<p>Click the Add a New Value tab.</p> 
4	Enter "Earnings" in the Entry Type.
5	Enter "PA INCEN PAY" or "PHYS ASST PAY" in the Element name and then "OK".
	
6	Enter the "Begin Date".
7	Choose "Numeric" from the drop down in the Amount block.

8	Enter the dollar value in the Amount value block - the current rate is \$416.66 for Physician Incentive Pay and \$500 for Physician's Assistant Pay.
9	Click "OK".
10	Release to Approving Official.
	END

Stopping Physician's Assistant Pays

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1	<p>Go to the Pay Processing Shortcuts Page and click on the "Element Assignment By Payee link" (EABP).</p> <p>*Make the component a favorite by clicking the "Add to My Links", so that it can be pulled up from your favorites vice having to path to the component each time.</p>																																																	
2	<p>Click the Entitlement you want stopped (PA INCEN PAY or PHY ASST PAY)</p>  <p>The screenshot shows a web application interface for managing assignments. At the top, it displays 'Julie', 'ID: 1106642', and 'Empl Record: 0'. Below this is a 'Selection Criteria' section with fields for 'Category', 'Entry Type', 'Element Name', and 'As of Date', along with a 'Select with Matching Criteria' button and a 'Clear' button. The main section is titled '&Assignments' and contains a table with columns: Element Name, Description, *Process Order, Begin Date, End Date, Active, and Instance. The table lists several assignments, with 'PA INCEN PAY' highlighted in yellow. The 'PA INCEN PAY' row shows a description of 'Physicians Assistant Incentive', a process order of 999, a begin date of 05/01/2014, and an instance of 1. Other assignments include 'MA DONATION', 'CFC' (Combined Federal Campaign), and 'PHY ASST PAY' (Board Certified Phy Assist Pay).</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>MA DONATION</td> <td>Mutual Assistance Donation</td> <td>999</td> <td>08/01/2007</td> <td></td> <td>✓</td> <td>1</td> </tr> <tr> <td>CFC</td> <td>Combined Federal Campaign</td> <td>999</td> <td>01/01/2012</td> <td>12/31/2012</td> <td>✓</td> <td>1</td> </tr> <tr> <td>CFC</td> <td>Combined Federal Campaign</td> <td>999</td> <td>01/01/2013</td> <td>12/31/2013</td> <td>✓</td> <td>2</td> </tr> <tr> <td>CFC</td> <td>Combined Federal Campaign</td> <td>999</td> <td>01/01/2014</td> <td>12/31/2014</td> <td>✓</td> <td>3</td> </tr> <tr> <td>PA INCEN PAY</td> <td>Physicians Assistant Incentive</td> <td>999</td> <td>05/01/2014</td> <td></td> <td>✓</td> <td>1</td> </tr> <tr> <td>PHY ASST PAY</td> <td>Board Certified Phy Assist Pay</td> <td>999</td> <td>05/01/2014</td> <td></td> <td>✓</td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	MA DONATION	Mutual Assistance Donation	999	08/01/2007		✓	1	CFC	Combined Federal Campaign	999	01/01/2012	12/31/2012	✓	1	CFC	Combined Federal Campaign	999	01/01/2013	12/31/2013	✓	2	CFC	Combined Federal Campaign	999	01/01/2014	12/31/2014	✓	3	PA INCEN PAY	Physicians Assistant Incentive	999	05/01/2014		✓	1	PHY ASST PAY	Board Certified Phy Assist Pay	999	05/01/2014		✓	1
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3	This will bring up the next screen.																																																	

Element Detail

Employee ID: Empl Record: 0 Name: Julie

Element Name: PHY ASST PAY Board Certified Phy Assist Pay Instance: 1

Assignment Process Detail

Assignment Is Active Currency Code: USD US Dollar

*Process Order: 999

*Begin Date: 05/01/2014 End Date: Previous End Date: Updated in Payroll Run

Allow Batch Update of End Date

Calculation Information

Calculation Rule: Amount

Amount: Numeric

Amount Element:

Amount Value: 500.00

Supporting &Element Overrides

Element Name	Description	Character Value	Numeric Value	Date Value

Additional Overrides

*Frequency Option: Use Element Frequency

Frequency:

*Generation Option: Use Element Generation Control

Generation Control:

OK Cancel Refresh

- 4 Enter the ending date for the entitlement, click "OK".
- 5 Release to Approving Official.
- END**