

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

How to Process Reserve Incapacitation Pay

Overview

Introduction This section will provide the procedures for creating a reserve incapacitation payment on a regular reserve member.

Note: Member must be in the USCG RSV pay group to receive this pay.

Topics The following topics are covered in this section.

Topic	See Page
How to Create Reserve Incapacitation Payment on a Member	2
How to Approve/Deny Reserve Incapacitation Payment	4

How to Create Reserve Incapacitation Payment on a Member

PPC will take the following steps below to create a reserve incapacitation payment in Global Payroll.

Note: Only a user with the *CGHRSIC* role can create this payment.

Step	Action
1	Log into Global Payroll.
2	Click on the One Time (Positive Input) link within the Pay Processing Shortcuts pagelet from the home page.
3	Click Add a New Value tab.
4	Enter member's EMPLID.
5	Enter member's Empl Rcd, which normally is '0'.
6	Click on the Pay Group field and select/enter USCG RSV.
7	Click on the Calendar ID and find the period that the reserve incapacitation payment needs to be paid on. For instance, end-month May 2014 pay period would be CG ACT 2014M05E.
8	<p>Click the Add button. Example is shown below.</p> <div data-bbox="407 844 818 1224" data-label="Form"> </div> <p>Note: Member may already have an OPTI entry for the pay period that the payment is being paid out. In this case, the Add a New Value tab shouldn't be used.</p>
9	Click on the Element Name field and select/enter RSV INCAPACI.
10	Click on the Action Type field and select 'Add'.
11	Click on the Calendar icon. 
12	Click on the Amount field and enter the amount of reserve incapacitation pay that should be paid to the member.
13	Click the Save button. An example of the OPTI entry for this type of payment is shown below:

How to Create Reserve Incapacitation Payment on a Member, Continued

One Time (Positive Input)

Employee ID: Name: **Robert** Empl Record: 0

Pay Group: USCG RSV Description: USCG Reservist Pay Entity: USCG

Calendar ID: CG RSV 2014M05E Begin Date: 05/16/2014 End Date: 05/31/2014

Earnings and Deductions

*Entry Type	Element Name	Element Description	Instance	*Action Type	Unit	Rate	Amount	Currency Code	Details
Earnings	RSV INCAPACI	Reserve Incapacitation Pay	1	Add			500.00	USD	

In the example above, the payment was created on the end-month May 2014 pay period. When the end-month May 2014 pay calendar (C114051) was calculated, the RSV INCAPACI earning calculated on the member, as shown in the example below.

Pay Calendar Results

Robert EMP ID: Empl Record: 0

Calendar ID: CG RSV 2014M05E Pay Group: USCG RSV USCG Reservist

Calendar Information Find First 1 of 1 Last

Calendar Group ID: C114051 Description: 201405 On-Cycle AD End Month

Segment Number: 1 Version: 1 Revision: 1

Gross Result Value: 500.00 USD Net Result Value: 320.50 USD **Submit Corrections**

Earnings & Deductions Customize | Find | View All | First 1-4 of 4 Last

Element Results Corrections

Element Type	Element Name	Calculated Amount	Retro Adjustment	Total Amount	Slice Begin Date	Slice End Date
Earnings	RSV INCAPACI	500.000000		500.000000	05/16/2014	05/31/2014

Note: If the earning doesn't show up, it's probably because the member wasn't assigned to the USCG RSV pay group in Job Data during the period the payment is being made.

How to Approve/Deny Reserve Incapacitation Pay

The PPC auditor will take the following steps below to approve or deny a submitted reserve incapacitation payment.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve this 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 menu with 'Requests' selected. Below it, a 'Self Service Requests' window is open, displaying a grid of links. The link 'View My Requests (all types)' is highlighted with a red rectangular box.</p>
4	<p>The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For". The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes Reserve Incapacitation Pay 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 OTPI Approvals.</p>  <p>The screenshot shows a dropdown menu labeled 'Transaction Name:' with 'OTPI Approval' selected.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Action Requests (includes Reserve Incapacitation Pay Requests), that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu labeled 'Transaction Status:' with 'Pending' selected.</p>
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the OTPI 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 on it. Review to make sure the payroll element is correct within the Request Details page. The type of payroll element shown should be RSV INCAPACI.

How to Approve/Deny Reserve Incapacitation Pay, Continued

Step	Action
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="378 296 1365 380" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Request URL</p> <p style="margin: 0;">Click here to view additional request information.</p> </div> <p>The system will open up a new window and the OTPI page will appear.</p> <p>Review the following:</p> <ul style="list-style-type: none"> • The payment is being paid on the correct pay period • Element Name (should be RSV INCAPACI) • Action Type should be 'Add' • Amount field shows correct amount
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="518 808 1352 871" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="391 947 875 987" style="display: flex; justify-content: space-around; margin: 10px 0;"> Approve Deny </div> <ul style="list-style-type: none"> • If the Reserve Incapacitation Payment was approved, it will show an Approved status on the View My Action Requests Page. • If the Reserve Incapacitation Payment was denied, it will show a Denied status on the View My Action Requests Page.
11	<p>Close the windows that brought were brought up during the review/approval/denial of the action request.</p>