

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll
TSP Loan Inbound File Process

Overview

Introduction This section provides the procedures for the TSP Loan Inbound file process.

Topics The following topics are covered in this section.

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Introduction

Several times a week, the National Finance Center (NFC) generates a file called the TSP Loan Data File. This file lets the agencies know if the payback of a TSP loan needs to be started, stopped, changed, or reviewed on a member. The file contains the data needed for the agencies to make this happen. The layout of the file is discussed later in this guide. This file will be loaded into Global Payroll using the Inbound Interface process.

NEED TO ADD paragraph discussing how file is retrieved by NFC.

TSP Loan Transaction Codes

The file contains a transaction code for each member listed on it. This code lets the agency know what action needs to be taken on the member. These codes are shown below:

| Trans Code | Record Type | Triggering Condition | Action to be Taken | Associated Participant Notice |
|------------|-------------|--|--|---|
| 01 | 1041 | Disbursement of loan | New loan disbursed. Start payments immediately. | Loan Issue Confirmation Notice |
| 01 | 1101 | Reversal of taxable distribution. | Loan reinstated. Start payments immediately. | N/A |
| 01 | 1201 | Transfer between agencies. | Start loan payment. | EDR indicates agency change with no loan payment to open loan |
| 02 | 4031 | Processing of a taxable distribution. | Loan has been declared a taxable distribution. Stop payments immediately. | Loan Taxable Distribution Notice |
| 02 | 5021 | Loan has been paid in full. | Loan has been paid in full. Stop payments immediately. | Loan Paid in Full Notice |
| 03 | 2011 | Processing of re-amortization. | Payment amount has changed due to a re-amortization. Revise payment amount immediately. | Loan Re-amortization Confirmation Notice |
| 03 | 2121 | Receipt of an incorrect payment. | Payments are incorrect. Please revise payment immediately. | N/A |
| 04 | 3021 | Participant with two outstanding loans reported in non-pay status; however loan payment made to only one of the outstanding loans. | Start loan payments to second loan. | Notice to Resume Payments |
| 04 | 7011 | Expected payment missed. | Payments are missing. Resume immediately. If participant is separated or in a non-pay status, please take the appropriate action | Missing Payment Notice |

When the file is loaded in Global Payroll, the process will take the following action based on the type of transaction code listed on the member:

| Trans Code | Description | Criteria | Action |
|------------|---|--|--|
| 1 | Start Loan Payment | Must not have an open TSP Loan row with the same loan number to start (could have had one in the past but it must have an End Date). | <p>Process will create new TSP Loan row in EABP with correct begin date / amount / loan number.</p> <ul style="list-style-type: none"> • Begin date will be 1st of the current month if processed during current month mid-month and end-month pay periods. • Begin date will be 1st of the following month if current month's end-month pay period has been finalized. • If processed during end-month, system will deduct full monthly amount. <p>Note: If open rows exist with the same loan number, then no action is taken in EABP and member should show up on reject report.</p> |
| 2 | Stop Loan Payment | Must have an open TSP Loan row with the same loan number to stop. | <p>Process will enter stop date within End Date field on the current TSP Loan row in EABP.</p> <ul style="list-style-type: none"> • End date will be the last day of the prior month if processed during current mid-month/end-month pay periods. • End date will be the last day of current month if current month's end-month pay period has been finalized. • If processed during end-month, a credit will need to be applied to the member's account for mid-month deduction. <p>Note: If there is no open row to stop, then no action is taken in EABP and member should show up on reject report.</p> |
| 3 | Change Loan Payment - Increase / Decrease in amount | Must have an open TSP Loan row with the same loan number to change. | <p>Process will enter stop date within End Date field on the current TSP loan row in EABP and create new row with new begin date/amount/loan number.</p> <ul style="list-style-type: none"> • The current row will be stopped last day of prior month and new row will be started 1st day of current month if processed during current month mid-month/end-month pay periods. • The current row will be stopped last day of current month and new row will be started 1st day of following month if end-month pay period has been finalized. <p>Note: If there is no open row with the same loan number to change, then no action is taken in EABP and member should show up on reject report.</p> |

How to Load the TSP Loan File

PPC will take the following steps below to load the TSP Loan inbound file in Global Payroll.

Note: Only a user with the `CG_SYSTEM_ADMIN` role can run this process.

| STEP | ACTION |
|------|--|
| 1 | <p>From the home page, click on the following links:</p> <p>Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound File Transfers</p> <p>If not done already, add this to your favorites.</p> |
| 2 | <p>The system will ask for a Run Control ID.</p> |
| 3 | <p>In the Run Control ID field, enter TSPLOAN and press enter. If not used before it will need to be added.</p> <p>Note: When the process is run in the future, this run control ID can be used again.</p> |
| 4 | <p>Make sure there is no existing file attached. If there is, delete the row and click SAVE.</p> |
| 5 | <p>Enter 'L' in the File Handle field.</p> <p>Note: It may already be there.</p> |
| 6 | <p>Click Add Attachment. A new page will appear to enable browsing for the TSP Loan file.</p> <div data-bbox="354 1096 1010 1247" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> |
| 7 | <p>Locate the TSP Loan file:</p> <p>Click: Browse</p> <p>A new Window will appear. In the new window, navigate to the location of the file.</p> <p>Double-click on the file once it is located and the window will close. The text field to the left of the "Browse" button will now be populated with the location of the file.</p> <p>Click: Upload.</p> <p>This action will return you to the Inbound Interface Run Control Page.</p> |

| STEP | ACTION |
|------|--|
| 8 | Click the RUN button. |
| 9 | Click the drop down on the Server Name field and select PSUNX. |
| 10 | Click the check box next to the TSP Loan Interface row. |
| 11 | Click the OK button. |
| 12 | Click the Process Monitor link. |
| 13 | Depending on the size of the file, this process could take a while to run. The Run Status will initially show 'Queued', then 'Processing', then 'Success'. Make sure the Distribution Status shows 'Posted'. |
| 14 | Once finished, click on Details link. |
| 15 | Click on the View Log/Tracy link. |
| 16 | Click on the NOMATCH.CSV link. A spreadsheet should come up. If members are on it, save it to a local folder and review it to see if any action is necessary. |

View Log/Trace

Report

Report ID: 228723 Process Instance: 273180 [Message Log](#)

Name: CG_TSP_LOAN Process Type: Application Engine

Run Status: Success

TSP Loan Interface

Distribution Details

Distribution Node: RPTNODE Expiration Date: 06/18/2015

File List

| Name | File Size (bytes) | Datetime Created |
|--|-------------------|---------------------------------|
| AE CG TSP LOAN 273180.stdout | 1,111 | 06/11/2015 2:03:11.492993PM PDT |
| NOMATCH.CSV | 117 | 06/11/2015 2:03:11.492993PM PDT |

The following is a list of messages that will show up on the NoMatch report:

- Cannot find EMPLID for SSN
- Cannot find EMPLRCD for SSN
- Given GP AMT is Negative
- Invalid Transaction Code
- OPEN EABP found for the Payee and Loan
- Could not get Unfinalized calendar Begin Date for Paygroup
- Payee Loan Number was not found
- Prior Month Stop - May need credit applied to account
- Death date exists
- Could not find PayGroup for Employee
- Employee is in NO PAY Status
- LOAN ID is Blank
- PROCESS DT is Blank or not a valid one

Data Layout of the TSP Loan File

Format of the file:

| Element Number | Start Pos. | End Pos. | Size | Data Element Name | Picture Clause | Value or Other Information |
|----------------|------------|----------|------|-----------------------------|----------------|----------------------------|
| 1 | 1 | 8 | 8 | Payroll Office | 9(08) | |
| 2 | 9 | 20 | 12 | Report Number/Record ID | X(12) | 19401 |
| 3 | 21 | 22 | 2 | Department | X(02) | |
| 4 | 23 | 24 | 2 | Agency | X(02) | |
| 5 | 25 | 28 | 4 | Personnel Office Identifier | X(04) | |
| 6 | 29 | 36 | 8 | Process date | 9(08) | YYYYMMDD |
| 7 | 37 | 48 | 12 | Filler | X(12) | Spaces |
| 8 | 49 | 56 | 8 | Filler | 9(08) | Zeroes |
| 9 | 57 | 58 | 2 | Transaction Code | 9(02) | |
| 10 | 59 | 66 | 8 | Loan Number | X(08) | |
| 11 | 67 | 75 | 9 | Social Security Number | 9(09) | |
| 12 | 76 | 83 | 8 | Date of Birth | 9(08) | |
| 13 | 84 | 90 | 7 | Payment Amount | S9(05)v99 | |
| 14 | 91 | 94 | 4 | Record Type | X(04) | |
| 15 | 95 | 103 | 9 | Filler | X(09) | Spaces |
| 16 | 104 | 120 | 17 | Name, Last | X(17) | |
| 17 | 121 | 132 | 12 | Name, First | X(12) | |
| 18 | 133 | 144 | 12 | Name, Middle | X(12) | |

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