Starting Foreign Language Proficiency Pay

Introduction

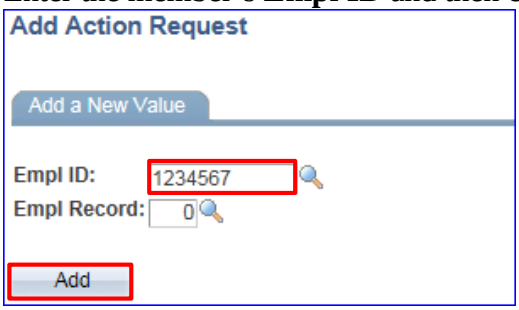
This guide provides the procedures for starting Foreign Language Proficiency Pay (FLPP) for a member in Direct Access. FLPP is a payable entitlement that requires annual recertification and a new entitlement row for each year.

Before you begin

The member must have the Language Skill Qualification entered in their Person Profile before Foreign Language Pay can be started.

Procedures

See below.

Step	Action
1	From the **Requests** tab, select the **Foreign Language Pay** link located in the Payroll Requests Pagelet.
2	Enter the member's **Empl ID** and then click **Add**. 

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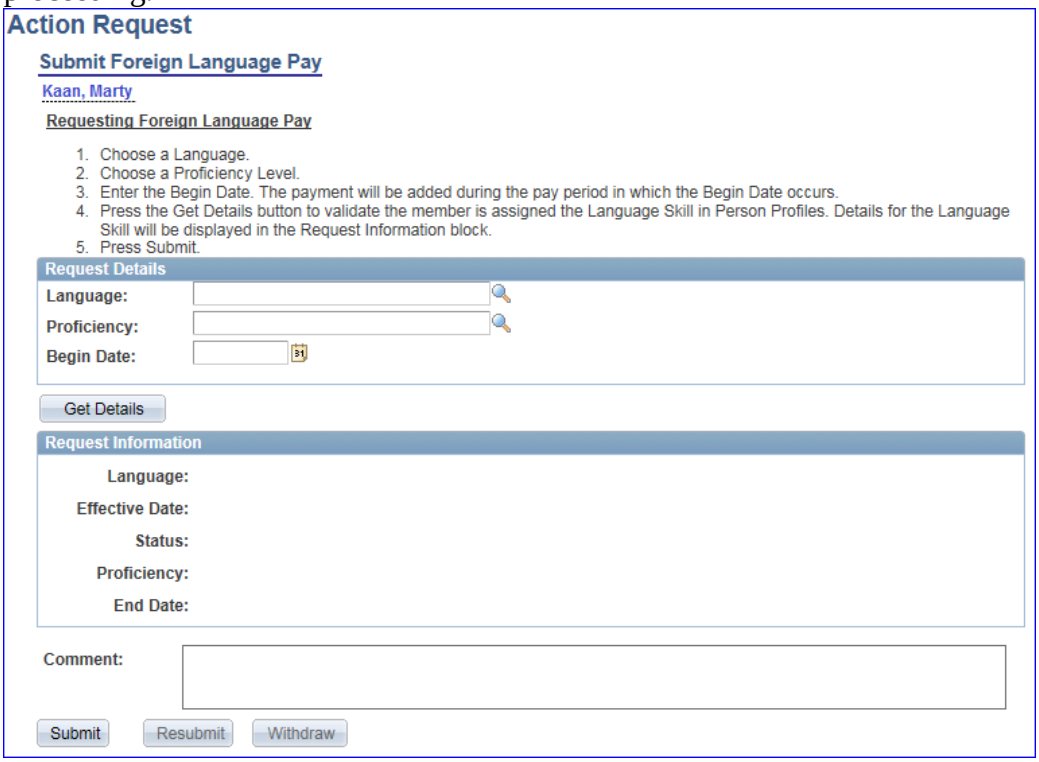
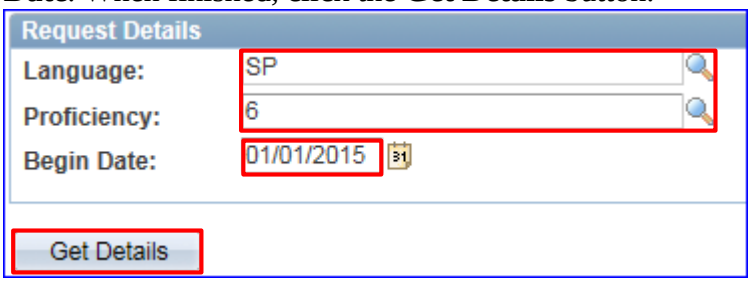
Procedures,
continued

Step	Action
3	The Foreign Language Pay page will be displayed. Read the instructions before proceeding. 
4	Use the lookups to select the **Language** and **Proficiency**. Then enter the **Begin Date**. When finished, click the **Get Details** button.  **Note**: Do not enter any backdated FLPP rows that a member has already received payment for.

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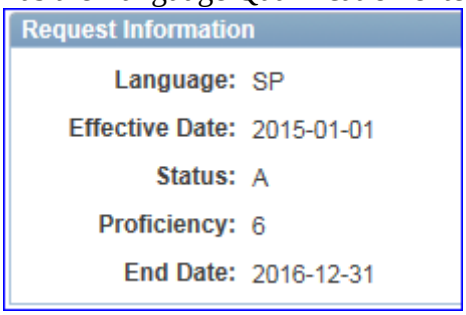
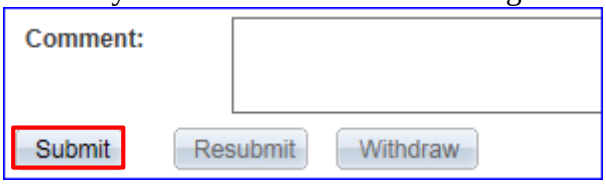
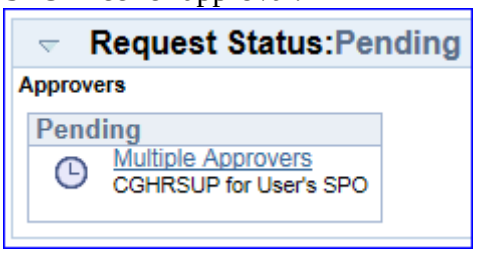
Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action
5	After clicking Get Details, this information will display as long as the member has the Language Qualification entered in their Person Profile. 
6	Enter any comments for the Authorizing Official and then click **Submit**. 
7	This will appear to show the transaction is Pending and has been routed to the SPO Tree for approval.