

Career Sea Pay Premium

Overview

Introduction This section provides the procedures for starting, stopping and correcting Career Sea Pay Premium in Direct Access.

References [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\), Chap. 4-C](#)

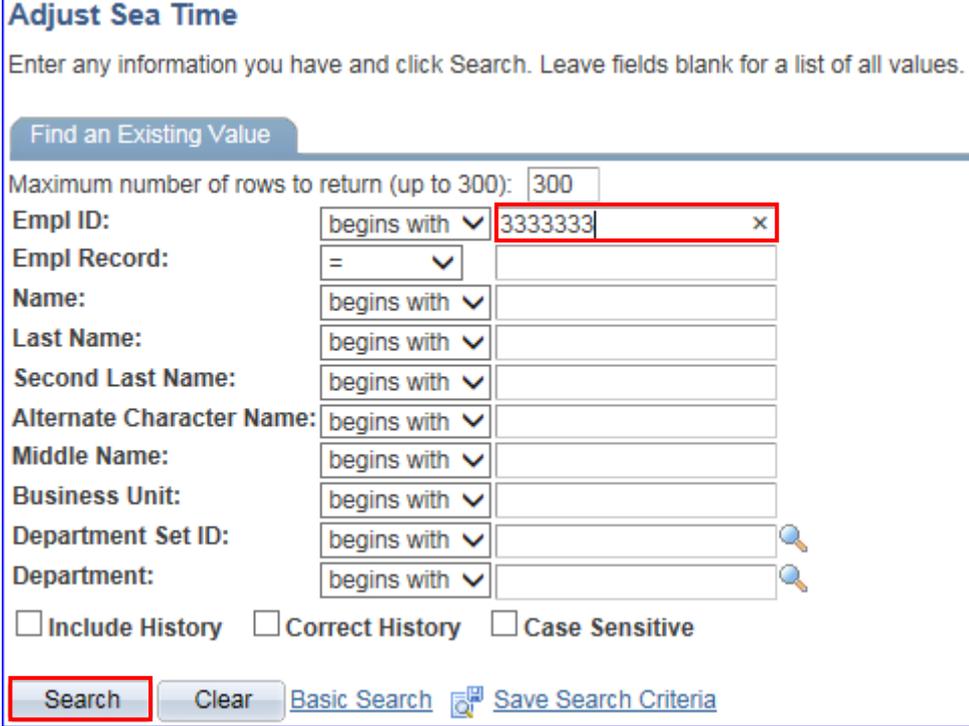
Topics

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Starting Career Sea Pay Premium

Introduction This guide provides the procedures for starting Career Sea Pay Premium in Direct Access.

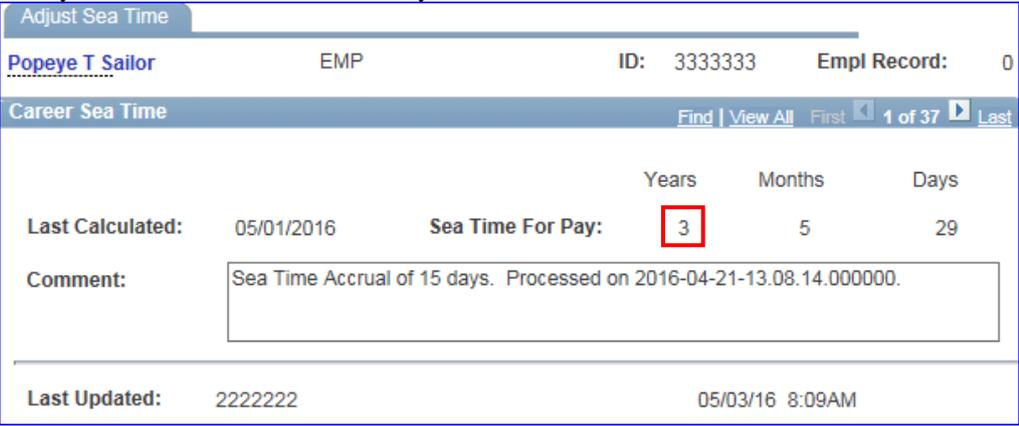
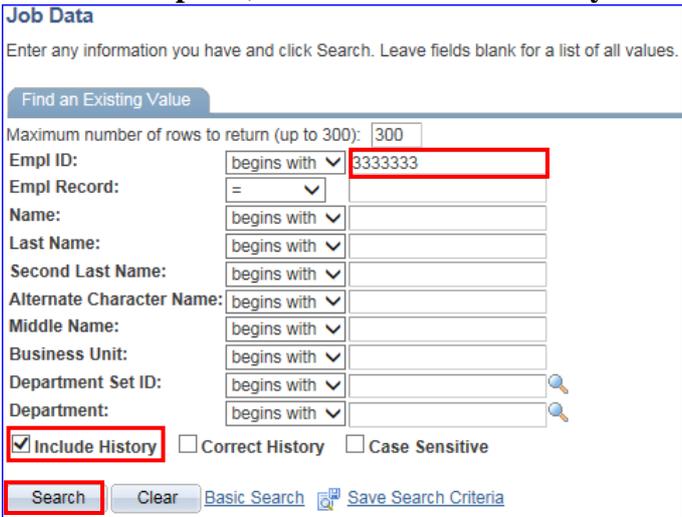
Procedure See below.

Step	Action
1	<p>Select the Sea Time Balances link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The "Sea Time Balances" link is highlighted with a red rectangular box.</p>
2	<p>Enter the Empl ID and hit Search.</p>  <p>The screenshot shows the "Adjust Sea Time" search interface. The "Empl ID" field contains the value "3333333" and is highlighted with a red box. The "Search" button at the bottom left is also highlighted with a red box.</p>

Continued on next page

Starting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action
3	<p>Verify the member has at least 3 years of Sea Time.</p> 
4	<p>Return to the Home screen and select Job Data from the HR Data Shortcuts pagelet.</p> 
5	<p>Enter the Empl ID, select the Include History box and hit Search.</p> 

Continued on next page

Starting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action
6	<p>Verify the member has 36 consecutive months of sea time. Under the Work Location tab use the arrows to scroll through the Job rows for Effective Dates to use in computation.</p> <div data-bbox="354 593 1337 1232"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Popeye T Sailor Empl ID: 3333333 Employee Empl Record: 0</p> <p>Military Service:</p> <p>Work Location Find First 12 of 14 Last</p> <p>*Effective Date: 06/28/2012 [B] Go To Row [+] [-]</p> <p>Effective Sequence: 0 *Action: Transfer</p> <p>HR Status: Active Reason: Permanent Change of Station</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p> <p>Position Number: 00039123 DUTY Use Position Data</p> <p>Position Entry Date: 06/28/2012 [B] <input checked="" type="checkbox"/> Position Management Record</p> <p>*Regulatory Region: AD Active Duty Company: ACG UNITED STATES COAST GUARD *Business Unit: ENLCG Enlisted CG *Department: 000485 CGC STEADFAST Department Entry Date: 06/28/2012 [B] *Location: OR0016 CGC STEADFAST Date Created: 07/02/2012 Establishment ID:</p> </div> <div data-bbox="354 1232 1337 1870"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Popeye T Sailor Empl ID: 3333333 Employee Empl Record: 0</p> <p>Military Service:</p> <p>Work Location Find First 6 of 14 Last</p> <p>*Effective Date: 09/08/2014 [B] Go To Row [+] [-]</p> <p>Effective Sequence: 0 *Action: Transfer</p> <p>HR Status: Active Reason: Permanent Change of Station</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p> <p>Position Number: 00034587 DUTY Use Position Data</p> <p>Position Entry Date: 09/08/2014 [B] <input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region: AD Active Duty Company: ACG UNITED STATES COAST GUARD *Business Unit: ENLCG Enlisted CG *Department: 000099 CGC THETIS Department Entry Date: 09/08/2014 [B] *Location: FL0011 CGC THETIS Date Created: 09/17/2014 Establishment ID:</p> </div>

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Starting Career Sea Pay Premium, Continued

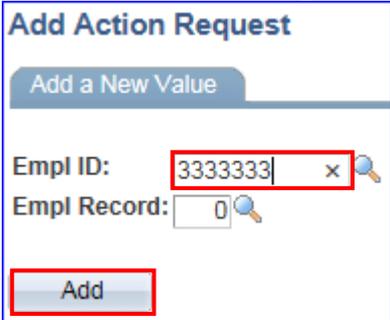
Procedure,
continued

Step	Action																																				
7	<p>In the above example, we will do back to back orders with 4 months and 6 days delay (3 months 10 days for DCA school and 23 days leave, proceed time and travel time) authorized en route between career sea pay eligible units. This delay is considered neutral time.</p> <p>Note: To verify any neutral time, use PCS orders entered in 9.1; all orders issued prior to 1/1/2015 will have to be verified by WEBTPAX and Orders in the member's PDR.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>CGC STEADFAST</p> <p>RPT – 06/28/2012 14 05 03</p> <p>DPT – 05/03/2014 <u>-12 06 28</u></p> <p style="padding-left: 100px;">01 10 05</p> <p style="padding-left: 100px;">+ 01</p> <p>Correct Start Date 01 10 06</p> </td> <td style="width: 50%; vertical-align: top;"> <p>CGC THETIS</p> <p>RPT – 09/08/2014 14 09 08</p> <p>(Prior Sea Duty) <u>01 10 06</u></p> <p>Sea Duty Base Date 12 11 02</p> </td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Sea Duty Base Date 12 11 02</td> <td style="width: 50%;">(plus 3 years) + <u>03 00 00</u></td> </tr> <tr> <td>CSPP Start Date 15 11 02</td> <td></td> </tr> </table> <p>Using the PPC (mas) CSPP calculator, we can verify the calculations. Using the start date of 02 November 2015, the calculator identifies the member now has 3 years and 1 day total consecutive sea duty and confirms the Correct Start Date.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #d9ead3;">Directions</th> <th style="background-color: #d9ead3;">Start / Stop Dates (MM/DD/YYYY)</th> <th style="background-color: #d9ead3;">Sea Time for Period</th> <th style="background-color: #d9ead3;">Cumulative Time</th> <th style="background-color: #d9ead3;">Must Equal (3 Yrs, 0 Mos, 1 Day)</th> <th style="background-color: #d9ead3;">Stop Date is...</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d9ead3;">Enter the "Start Date" for the FIRST period of Sea Duty.</td> <td style="background-color: #d9ead3;">2012-06-28</td> <td style="background-color: #d9ead3;">Years Months Days</td> <td style="background-color: #d9ead3;">Years Months Days</td> <td style="background-color: #d9ead3;">3 0 1</td> <td style="background-color: #d9ead3;">Keep Adding Time Periods</td> </tr> <tr> <td style="background-color: #d9ead3;">Enter the "Stop Date" for the FIRST period of Sea Duty.</td> <td style="background-color: #d9ead3;">2014-05-03</td> <td style="background-color: #d9ead3;">1 10 6</td> <td style="background-color: #d9ead3; border: 2px solid red;">1 10 6</td> <td style="background-color: #d9ead3;">←</td> <td style="background-color: #d9ead3;"></td> </tr> <tr> <td style="background-color: #d9ead3;">Enter the "Start Date" for the SECOND period of Sea Duty.</td> <td style="background-color: #d9ead3;">2014-09-08</td> <td style="background-color: #d9ead3;">Years Months Days</td> <td style="background-color: #d9ead3;">Years Months Days</td> <td style="background-color: #d9ead3;">3 0 1</td> <td style="background-color: #d9ead3;">Correct Start Date</td> </tr> <tr> <td style="background-color: #d9ead3;">Enter the "Stop Date" for the SECOND period of Sea Duty.</td> <td style="background-color: #d9ead3;">2015-11-02</td> <td style="background-color: #d9ead3;">1 1 25</td> <td style="background-color: #d9ead3; border: 2px solid red;">3 0 1</td> <td style="background-color: #d9ead3;">←</td> <td style="background-color: #d9ead3;"></td> </tr> </tbody> </table>	<p>CGC STEADFAST</p> <p>RPT – 06/28/2012 14 05 03</p> <p>DPT – 05/03/2014 <u>-12 06 28</u></p> <p style="padding-left: 100px;">01 10 05</p> <p style="padding-left: 100px;">+ 01</p> <p>Correct Start Date 01 10 06</p>	<p>CGC THETIS</p> <p>RPT – 09/08/2014 14 09 08</p> <p>(Prior Sea Duty) <u>01 10 06</u></p> <p>Sea Duty Base Date 12 11 02</p>	Sea Duty Base Date 12 11 02	(plus 3 years) + <u>03 00 00</u>	CSPP Start Date 15 11 02		Directions	Start / Stop Dates (MM/DD/YYYY)	Sea Time for Period	Cumulative Time	Must Equal (3 Yrs, 0 Mos, 1 Day)	Stop Date is...	Enter the "Start Date" for the FIRST period of Sea Duty.	2012-06-28	Years Months Days	Years Months Days	3 0 1	Keep Adding Time Periods	Enter the "Stop Date" for the FIRST period of Sea Duty.	2014-05-03	1 10 6	1 10 6	←		Enter the "Start Date" for the SECOND period of Sea Duty.	2014-09-08	Years Months Days	Years Months Days	3 0 1	Correct Start Date	Enter the "Stop Date" for the SECOND period of Sea Duty.	2015-11-02	1 1 25	3 0 1	←	
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Starting Career Sea Pay Premium, Continued

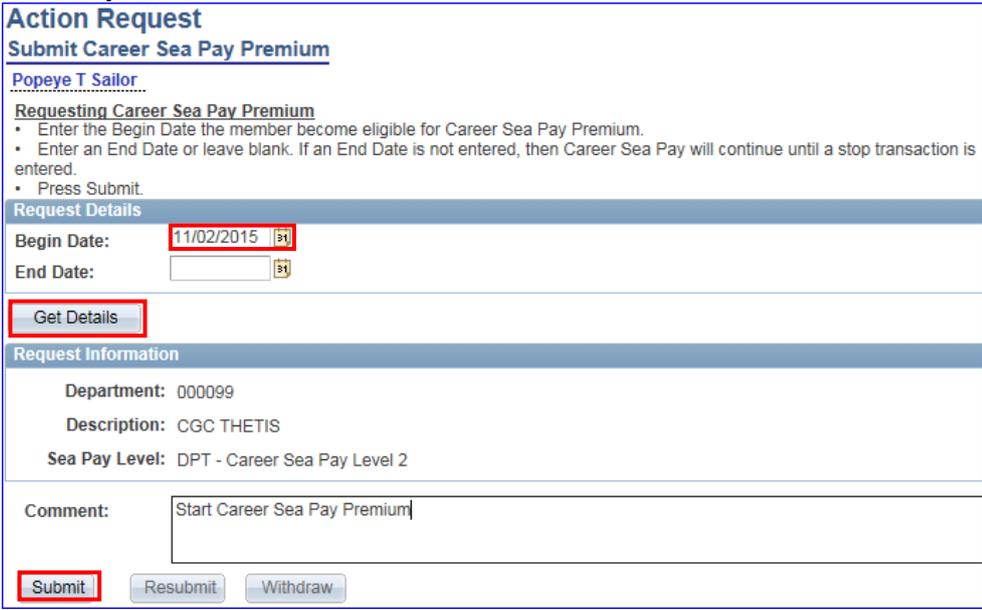
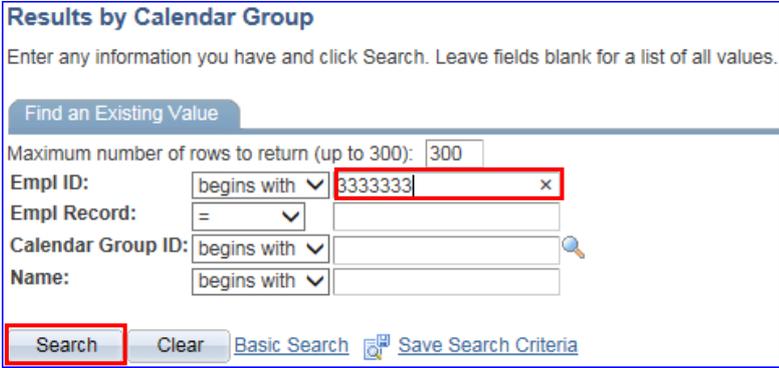
Procedure,
continued

Step	Action
8	<p>Select the Request tab at the top of the home page. Select the Career Sea Pay Premium link in the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three main sections: 'Self Service Requests', 'Payroll Requests', and 'Request Reports'. The 'Requests' tab is selected at the top. In the 'Payroll Requests' section, the 'Career Sea Pay Premium' link is highlighted with a red box.</p>
9	<p>Enter the members Empl ID and hit Add.</p>  <p>The screenshot shows a form titled 'Add Action Request' with a 'Add a New Value' button. Below it, the 'Empl ID' field contains the value '3333333' and is highlighted with a red box. The 'Empl Record' field contains the value '0'. The 'Add' button at the bottom is also highlighted with a red box.</p>

Continued on next page

Starting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action
10	<p>Enter the Career Sea Pay Premium Begin Date. Click the Get Details button, enter any comments and click Submit.</p> 
11	The action request has been sent to the SPO/PAO for approval.
12	<p>Once approved, it can be viewed by selecting the Pay Calculation Results link in the Pay & Processing Shortcuts pagelet.</p> 
13	<p>Enter the Empl ID and hit Search.</p> 

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Starting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action																																																																																						
14	<p>Select the Calendar in which the Premium began to validate that the deduction is correct (prorated amount).</p> <div data-bbox="359 555 1086 1144"> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input type="text" value="3333333"/> <input type="button" value="x"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text"/></p> <p>Calendar Group ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <p>Search Results</p> <p>View All <input type="button" value="First"/> 1-34 of 34 <input type="button" value="Last"/></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>3333333</td> <td>0</td> <td>01/15/2016</td> <td>C116010</td> <td>P Sailor</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>12/31/2015</td> <td>C115121</td> <td>P Sailor</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>12/15/2015</td> <td>C115120</td> <td>P Sailor</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>12/01/2015</td> <td>C115111</td> <td>P Sailor</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>11/13/2015</td> <td>C115110</td> <td>P Sailor</td> </tr> </tbody> </table> </div> <div data-bbox="359 1144 1394 1720"> <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Popeye T Sailor EMP ID: 3333333 Empl Record: 0 Calendar Group ID: C115110 201511 On-Cycle AD Mid Month</p> <p>Calendar Information Find First 3 of 3 Last</p> <p>Calendar ID: CG ACT 2015M11M Pay Group: USCG Segment Number: 1 Version: 1 Revision: 1 Gross Result Value: 2,575.78 USD Net Result Value: 2,175.59 USD</p> <p>Earnings & Deductions Customize Find View 5 First 1-17 of 17 Last</p> <table border="1"> <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>BAH</td> <td>1116.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>11/01/2015</td> <td>11/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>184.150000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>11/01/2015</td> <td>11/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1191.000000</td> <td>Basic Pay</td> <td>0</td> <td>11/01/2015</td> <td>11/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>19.130000</td> <td>Clothing Allowance</td> <td>0</td> <td>11/01/2015</td> <td>11/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CONUS COLA</td> <td>15.500000</td> <td>Conus COLA</td> <td>0</td> <td>11/01/2015</td> <td>11/15/2015</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY PREM</td> <td>46.670000</td> <td>Career Sea Pay Premium</td> <td>1</td> <td>11/01/2015</td> <td>11/15/2015</td> <td>Resolution Details</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	3333333	0	01/15/2016	C116010	P Sailor	3333333	0	12/31/2015	C115121	P Sailor	3333333	0	12/15/2015	C115120	P Sailor	3333333	0	12/01/2015	C115111	P Sailor	3333333	0	11/13/2015	C115110	P Sailor	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1116.000000	Basic Allowance for Housing	0	11/01/2015	11/15/2015	Resolution Details	Earnings	BAS	184.150000	Basic Allow for Subsistence	0	11/01/2015	11/15/2015	Resolution Details	Earnings	BASIC PAY	1191.000000	Basic Pay	0	11/01/2015	11/15/2015	Resolution Details	Earnings	CLOTHING	19.130000	Clothing Allowance	0	11/01/2015	11/15/2015	Resolution Details	Earnings	CONUS COLA	15.500000	Conus COLA	0	11/01/2015	11/15/2015	Resolution Details	Earnings	CSEAPAY PREM	46.670000	Career Sea Pay Premium	1	11/01/2015	11/15/2015	Resolution Details
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Starting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action																																			
15	<p>Career Sea Pay Premium is now located in Element Assignment By Payee (EABP) in the Pay Processing Shortcuts pagelet.</p>  <p>Pay Processing Shortcuts</p> <p>Pay Calculation Results Element Assignment By Payee</p> <p>One Time (Positive Input)</p> <p>Element Assignment By Payee</p> <p>Popeye T Sailor ID: 3333333 Empl Record: 0</p> <p>Selection Criteria</p> <p>Category: Entry Type: Element Name: As of Date: Select with Matching Criteria Clear</p> <p>&Assignments Customize Find First 1-11 of 11 Last</p> <p>Elements Recipient</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>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2016</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>NON CREW PAY</td> <td>Non-Crew Flight Pay</td> <td>999</td> <td>02/01/2016</td> <td>02/29/2016</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>FDHDIP</td> <td>Flight Deck Hazardous Duty Pay</td> <td>999</td> <td>06/01/2015</td> <td>06/30/2015</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr style="border: 2px solid red;"> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>11/02/2015</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	TRICARE DEP	Tricare Dependent Dental	999	01/01/2016		<input checked="" type="checkbox"/>	3	NON CREW PAY	Non-Crew Flight Pay	999	02/01/2016	02/29/2016	<input checked="" type="checkbox"/>	1	FDHDIP	Flight Deck Hazardous Duty Pay	999	06/01/2015	06/30/2015	<input checked="" type="checkbox"/>	1	CSEAPAY PREM	Career Sea Pay Premium	999	11/02/2015		<input checked="" type="checkbox"/>	1
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Starting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action																																																
16	<p>When CSPP is not started in timely manner, a Retro Delta CSEA Pay Premium is used to back pay. This can be found in Pay Calculation Results link in the Pay Processing Shortcuts pagelet under the Earnings and Deductions tab. In this case the member was suppose to start collecting CSPP on 7 March 2015 but was not started until March of 2016.</p>  <p>The screenshot shows the 'Pay Processing Shortcuts' window with the 'Pay Calculation Results' link highlighted. Below it, the 'Earnings and Deductions' tab is selected, displaying a table of earnings and deductions. The table has the following data:</p> <table border="1"> <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>BAH</td> <td>540.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>03/01/2016</td> <td>03/15/2016</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>190.000000</td> <td>Career Sea Pay</td> <td>0</td> <td>03/01/2016</td> <td>03/15/2016</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY PREM</td> <td>50.000000</td> <td>Career Sea Pay Premium</td> <td>1</td> <td>03/01/2016</td> <td>03/15/2016</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA CSEA P</td> <td>0.000000</td> <td>Retro Delta CSEA Pay Premium</td> <td>0</td> <td>03/01/2016</td> <td>03/15/2016</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	540.000000	Basic Allowance for Housing	0	03/01/2016	03/15/2016	Resolution Details	Earnings	CSEAPAY	190.000000	Career Sea Pay	0	03/01/2016	03/15/2016	Resolution Details	Earnings	CSEAPAY PREM	50.000000	Career Sea Pay Premium	1	03/01/2016	03/15/2016	Resolution Details	Earnings	DELTA CSEA P	0.000000	Retro Delta CSEA Pay Premium	0	03/01/2016	03/15/2016	Resolution Details								
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Earnings	CSEAPAY PREM	50.000000	Career Sea Pay Premium	1	03/01/2016	03/15/2016	Resolution Details																																										
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17	<p>Select the Retro Adjustments tab and select Adjustment Detail.</p>  <p>The screenshot shows the 'Earnings & Deductions' window with the 'Retro Adjustments' tab selected. The table displays adjustment details for the DELTA CSEA P row, with the 'Adjustment Detail' column highlighted in a red box.</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CSEAPAY PREM</td> <td>50.000000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA CSEA P</td> <td>0.000000</td> <td>1180.000000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>DMR</td> <td>177.750000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FWT</td> <td>517.880000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	CSEAPAY PREM	50.000000					Resolution Details	Earnings	DELTA CSEA P	0.000000	1180.000000			Adjustment Detail	Resolution Details	Deduction	AFRH	0.250000					Resolution Details	Deduction	DMR	177.750000					Resolution Details	Deduction	FWT	517.880000					Resolution Details
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Starting Career Sea Pay Premium, Continued

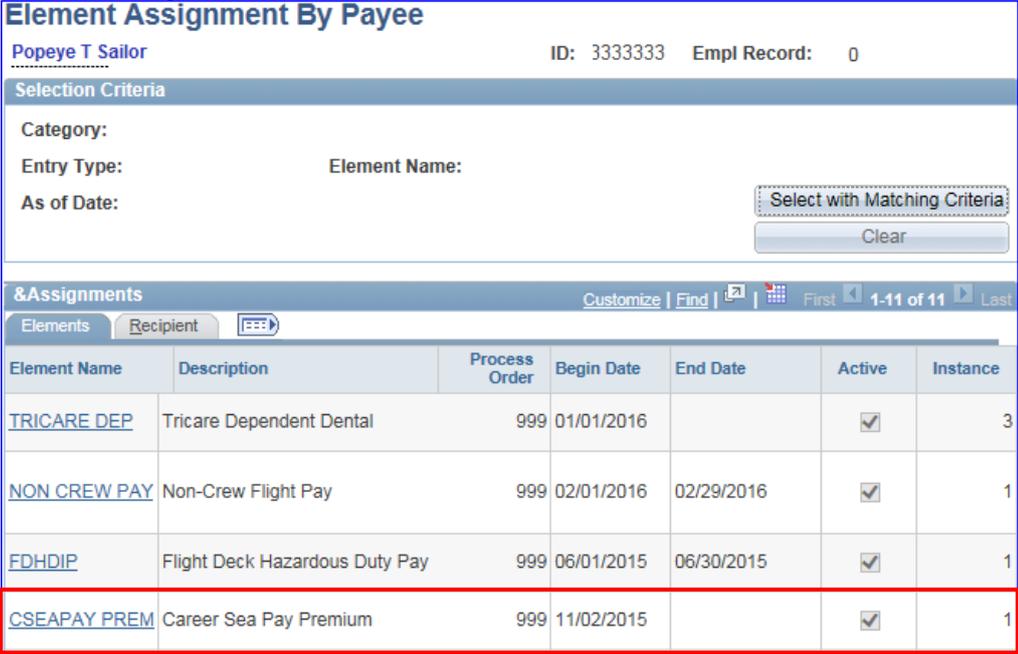
Procedure,
continued

Step	Action																																																															
<p>18</p>	<p>Select View All to see all the affected pay calendar results.</p> <div data-bbox="352 524 1377 862" style="border: 1px solid black; padding: 5px;"> <p>Results by Calendar Group</p> <p>Delta Details</p> <table border="0"> <tr> <td>Empl ID:</td> <td>1111111</td> <td>Name:</td> <td>Bluto T Terrible</td> <td>Empl Record:</td> <td>0</td> </tr> <tr> <td>Calendar Group ID:</td> <td>C116030</td> <td>Description:</td> <td>201603 On-Cycle AD Mid Month</td> <td></td> <td></td> </tr> <tr> <td>Calendar ID:</td> <td>CG ACT 2016M03M</td> <td>Pay Group:</td> <td>USCG</td> <td></td> <td></td> </tr> <tr> <td>Element:</td> <td>DELTA CSEA P</td> <td>Element:</td> <td>Retro Delta CSEA Pay Premium</td> <td></td> <td></td> </tr> <tr> <td>Segment Number:</td> <td>1</td> <td>Instance:</td> <td>0</td> <td></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8">Delta Details</th> <th style="text-align: right;">Customize Find View All [Print] [Grid] First 1 of 24 Last</th> </tr> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> <th></th> </tr> </thead> <tbody> <tr> <td>CG ACT 2015M03E</td> <td>A15M03PRD2</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>50.000000</td> <td>0.000000</td> <td>0.000000</td> <td></td> </tr> </tbody> </table> </div>	Empl ID:	1111111	Name:	Bluto T Terrible	Empl Record:	0	Calendar Group ID:	C116030	Description:	201603 On-Cycle AD Mid Month			Calendar ID:	CG ACT 2016M03M	Pay Group:	USCG			Element:	DELTA CSEA P	Element:	Retro Delta CSEA Pay Premium			Segment Number:	1	Instance:	0			Delta Details								Customize Find View All [Print] [Grid] First 1 of 24 Last	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta		CG ACT 2015M03E	A15M03PRD2	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000							
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<p>19</p>	<p>Here is the expanded view of all 24 affected calendars equalling the \$1180.00 total.</p> <div data-bbox="352 972 1393 1274" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8">Delta Details</th> <th style="text-align: right;">Customize Find View 1 [Print] [Grid] First 1-24 of 24 Last</th> </tr> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> <th></th> </tr> </thead> <tbody> <tr> <td>CG ACT 2015M03E</td> <td>A15M03PRD2</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>50.000000</td> <td>0.000000</td> <td>0.000000</td> <td></td> </tr> <tr> <td>CG ACT 2015M03M</td> <td>A15M03PRD1</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>30.000000</td> <td>0.000000</td> <td>0.000000</td> <td></td> </tr> <tr> <td>CG ACT 2015M04E</td> <td>A15M04PRD2</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>50.000000</td> <td>0.000000</td> <td>0.000000</td> <td></td> </tr> <tr> <td>CG ACT 2015M04M</td> <td>A15M04PRD1</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>50.000000</td> <td>0.000000</td> <td>0.000000</td> <td></td> </tr> <tr> <td>CG ACT 2015M05E</td> <td>A15M05PRD2</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>50.000000</td> <td>0.000000</td> <td>0.000000</td> <td></td> </tr> </tbody> </table> </div>	Delta Details								Customize Find View 1 [Print] [Grid] First 1-24 of 24 Last	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta		CG ACT 2015M03E	A15M03PRD2	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000		CG ACT 2015M03M	A15M03PRD1	CSEAPAY PREM	1	USD	30.000000	0.000000	0.000000		CG ACT 2015M04E	A15M04PRD2	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000		CG ACT 2015M04M	A15M04PRD1	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000		CG ACT 2015M05E	A15M05PRD2	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000	
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Stopping Career Sea Pay Premium

Introduction This guide provides the procedures for stopping Career Sea Pay Premium in Direct Access. SPOs should manually stop Career Sea Pay Premium upon the member's departure from the unit on terminal leave (with no intention to return) or when a member departs a vessel (TDY, leave, etc) for longer than 30 days.

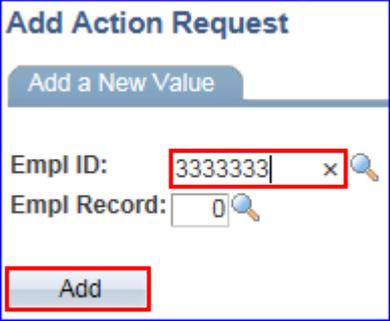
Procedure See below.

Step	Action
1	<p>Select the Element Assignment by Payee (EABP) in the Pay Processing Shortcuts pagelet.</p> 
2	<p>Take note of the CSEAPAY PREM link to view the members Career Sea Pay Premium Begin Date and Instance Number.</p> 

Continued on next page

Stopping Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action
3	<p>On the Home page Click on the Requests link and select the Pay Corrections link in the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three main sections: 'Self Service Requests', 'Payroll Requests', and 'Request Reports'. The 'Requests' link is highlighted in red in the top navigation bar. In the 'Payroll Requests' section, the 'Pay Corrections' link is also highlighted in red.</p>
4	<p>Enter the members Empl ID and hit Add.</p>  <p>The screenshot shows the 'Add Action Request' form. The 'Empl ID' field contains the value '3333333' and is highlighted with a red box. The 'Add' button at the bottom is also highlighted with a red box.</p>

Continued on next page

Stopping Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action
5	<p>Select the Pay Element, CSEAPAY PREM, from the lookup. Enter the Instance # and the New End Date. Select Get Details.</p> <div data-bbox="328 562 1398 1088" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Pay Correction</u></p> <p>Popeye T Sailor</p> <ol style="list-style-type: none"> Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. Press Submit. <p>Request Details</p> <p>Pay Element: CSEAPAY PREM <input type="text"/> Cancel: <input type="text"/></p> <p>Instance #: 1 <input type="text"/></p> <p>New Begin Date: <input type="text"/></p> <p>New End Date: 05/31/2016 <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div>
6	<p>The Get Details button will populate the Request Information portion. Add any comments and click Submit.</p> <div data-bbox="328 1196 1362 1552" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Current Begin Date: 11/02/2015</p> <p>Current End Date:</p> <p>Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> <p>Comment: <input type="text" value="Stopping Career Sea Pay Premium due to separation."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
7	<p>Once submitted, the transaction status is Pending and has been routed to the SPO tree for approval.</p> <div data-bbox="328 1664 1078 1933" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <p>Pending</p> <p> Olive Oyl CGHRSUP for User's SPO</p> <p>Comments</p> <p>Olive Oyl at 05/25/16 - 11:09 AM Stopping Career Sea Pay Premium due to separation.</p> </div>

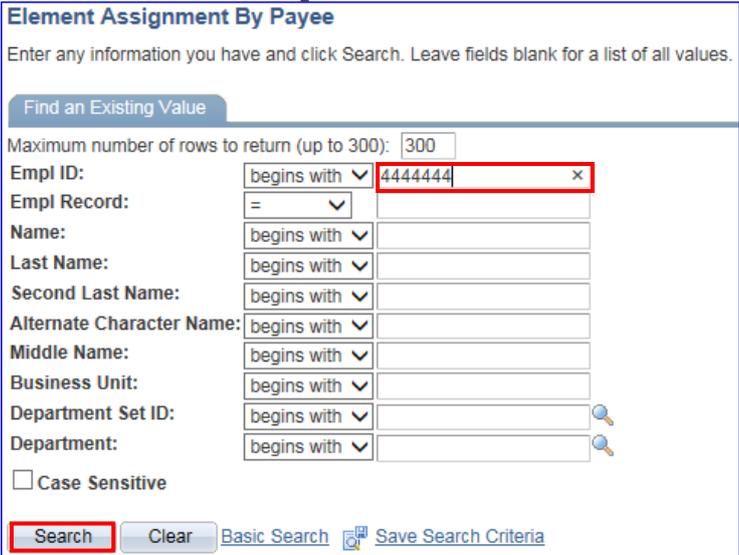
Correcting Career Sea Pay Premium

Introduction This guide provides the procedures for correcting Career Sea Pay Premium in Direct Access.

Information If Career Sea Pay Premium was submitted and approved with an incorrect date, it can be corrected using the Pay Corrections in the Request tab.
Note: No correction can be made to a Career Sea Pay Premium that has not processed through a payroll calculation yet. To correct this action that has not been fully processed yet, cancel it and resubmit it with the correct information.

If cancelling a transaction due to the need to correct a date, be sure to input the new transaction in the same pay cycle. **Cancelling an instance of any pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.**

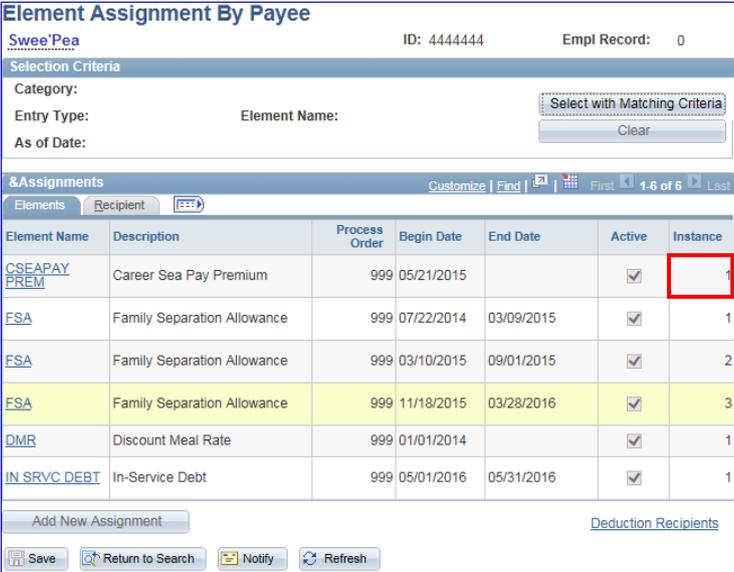
Procedure See below.

Step	Action
1	<p>Select the Element Assignment by Payee (EABP) in the Pay Processing Shortcuts pagelet.</p> 
2	<p>Enter the members Empl ID and hit Search.</p> 

Continued on next page

Correcting Career Sea Pay Premium, Continued

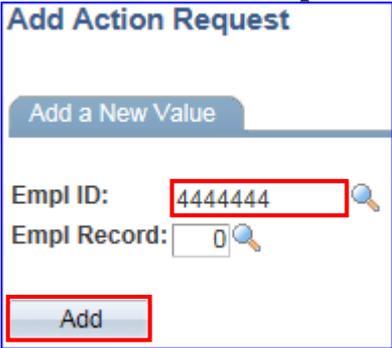
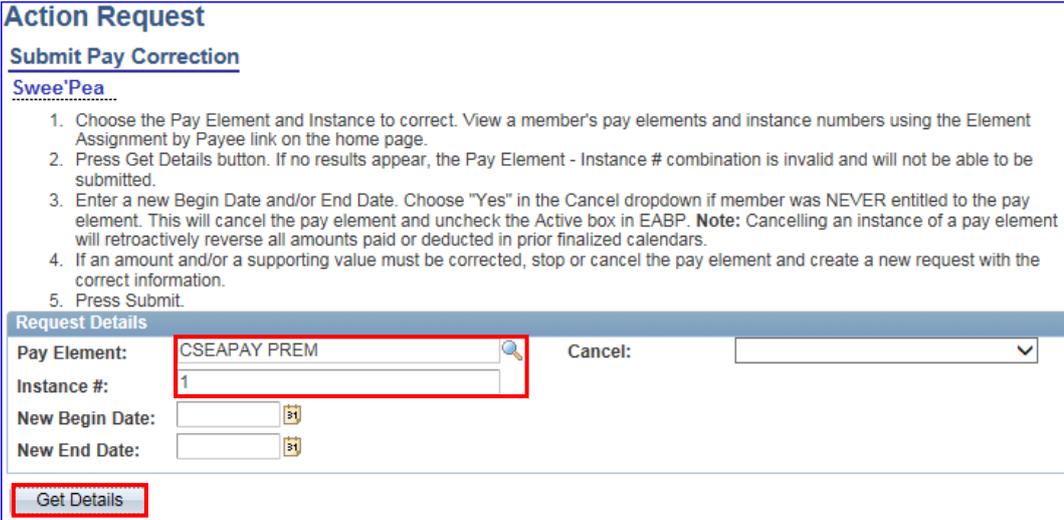
Procedure,
continued

Step	Action																																																	
3	<p>Get the Instance number for CSEAPAY PREM that needs modified.</p>  <p>Element Assignment By Payee Swee'Pea ID: 4444444 Empl Record: 0</p> <p>Selection Criteria Category: Entry Type: Element Name: [Select with Matching Criteria] As of Date: [Clear]</p> <p>&Assignments Elements Recipient [EET]</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>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>05/21/2015</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>07/22/2014</td> <td>03/09/2015</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>03/10/2015</td> <td>09/01/2015</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>11/18/2015</td> <td>03/28/2016</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>01/01/2014</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>05/01/2016</td> <td>05/31/2016</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	CSEAPAY PREM	Career Sea Pay Premium	999	05/21/2015		<input checked="" type="checkbox"/>	1	FSA	Family Separation Allowance	999	07/22/2014	03/09/2015	<input checked="" type="checkbox"/>	1	FSA	Family Separation Allowance	999	03/10/2015	09/01/2015	<input checked="" type="checkbox"/>	2	FSA	Family Separation Allowance	999	11/18/2015	03/28/2016	<input checked="" type="checkbox"/>	3	DMR	Discount Meal Rate	999	01/01/2014		<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	05/01/2016	05/31/2016	<input checked="" type="checkbox"/>	1
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4	<p>On the Home page Click on the Requests link and select the Pay Corrections link in the Payroll Requests pagelet.</p>  <p>My Page Self Service Requests</p> <p>Self Service Requests</p> <p>Submit an Absence Request View My Absence Requests Submit a Delegation Request View My Requests (all types) Submit a Drill Request</p> <p>Payroll Requests</p> <p>View My Requests Absence Request Civilian Clothing Allowance Suppl Clothing Allowance Officer Uniform Allowance Diving Duty Pay Foreign Language Pay Hazardous Duty Pay Family Separation Allowance Advance Pay Advance Liquidation Schedule SDAP Meal Rate Cadet ICA Hostile Fire Pay Combat Tax Exclusion Career Sea Time Override Career Sea Pay Premium Hardship Duty Pay Pay Corrections Responsibility Pay Override Career Sea Pay on TDY Approved Absence Corrections Cadet COMRATS PHS Installment Special Pay PHS Monthly Special Pay</p> <p>Request Reports</p> <p>Absence Request Listing SPO Pending Transaction Report</p>																																																	

Continued on next page

Correcting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action
5	<p>Enter the members Empl ID and hit Add.</p>  <p>6</p>
6	<p>Select the Career Sea Pay Premium from the lookup. Enter the Instance # and hit Get Details.</p> 

Continued on next page

Correcting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action
7	<p>If deleting the transaction, click the drop-down arrow in the Cancel list and select "Yes". Use ONLY when a member wasn't entitled or if the transaction has NOT been processed through a payroll calculation yet. Enter a comment to support the action request. Select Submit.</p> <div data-bbox="328 631 1187 1115"> <p>Request Details</p> <p>Pay Element: CSEAPAY PREM Cancel: YES</p> <p>Instance #: 1</p> <p>New Begin Date: [] [31]</p> <p>New End Date: [] [31]</p> <p>Get Details</p> <p>Request Information</p> <p>Current Begin Date: 06/01/2016</p> <p>Current End Date:</p> <p>Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> <p>Comment: Stopping Career Sea Pay due to error in submission.</p> <p>Submit Resubmit Withdraw</p> </div> <p>If correcting the transaction or stopping the entitlement, enter the correct New Begin Date or New End Date (required if stopping). Use when the transaction has already processed through an end-month or mid-month payroll calculation. Enter a comment to support the action request. Select Submit.</p> <div data-bbox="328 1299 1238 1823"> <p>Request Details</p> <p>Pay Element: CSEAPAY PREM Cancel: []</p> <p>Instance #: 1</p> <p>New Begin Date: [] [31]</p> <p>New End Date: 05/24/2016 [31]</p> <p>Get Details</p> <p>Request Information</p> <p>Current Begin Date: 05/21/2015</p> <p>Current End Date:</p> <p>Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> <p>Comment: New date of 05/20/2015 for Career Sea Pay Premium will be submitted.</p> <p>Submit Resubmit Withdraw</p> </div>

Continued on next page

Correcting Career Sea Pay Premium, Continued

Procedure,
continued

Step	Action
8	<p>Once submitted, the transaction status is Pending and has been routed to the SPO tree for approval.</p> <div data-bbox="327 560 1300 940" style="border: 1px solid blue; padding: 5px;"><p>Request Status: Pending View/Hide Comments</p><p>1</p><div data-bbox="343 649 694 761" style="border: 1px solid gray; padding: 2px;"><p>Pending</p><p> Multiple Approvers CGHRSUP for User's SPO</p></div><p>Comments</p><p>Olive Oyl at 05/24/16 - 3:48 PM New Begin Date of 05/20/2015 for Career Sea Pay Premium will be submitted.</p></div>
