

# U. S Coast Guard

## Pay & Personnel Center (PPC)

### Annual SDAP Process

#### Overview

##### Introduction

On an annual basis, COMDT (CG-13) will publish new SDAP Types/Rates for the next fiscal year. These changes must be processed in Global Payroll.

If the rates change, the bracket CG BR SDAP CAT will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

The SDAP Earnings Codes will need to be updated on the Constants Table.

The changes above may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

The SDAP Annual Process will then need to be run by PPC to stop all current SDAP rows and create new SDAP rows for members still eligible for it (SDAP type didn't get inactivated). The SPO will need to start SDAP on the member if the SDAP type is new.

PPC will need to publish an ALSPO to let the SPOs know what SDAP types and their rates will be in effect for the new fiscal year and what action will need to be taken by them for the new SDAP types.

##### Topics

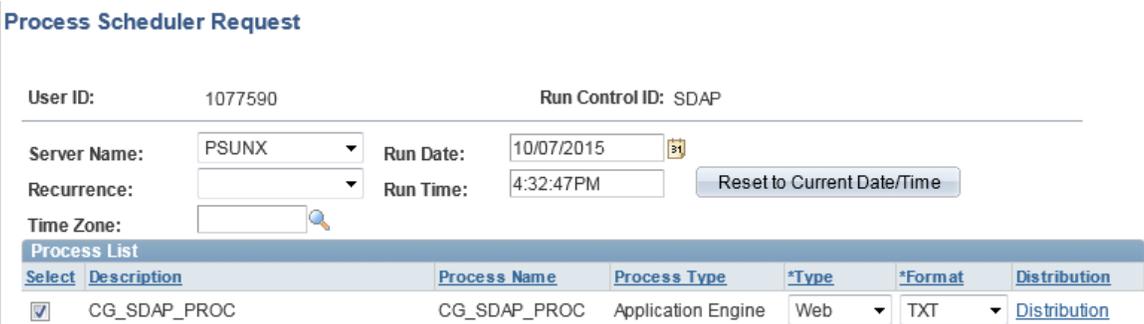
The following topics are covered in this section.

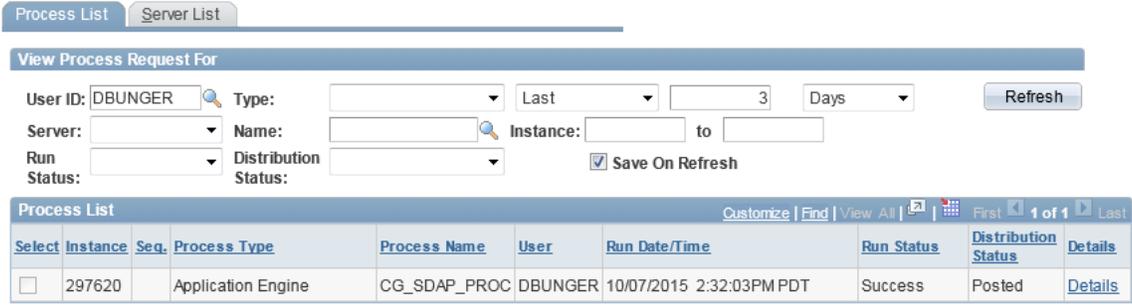
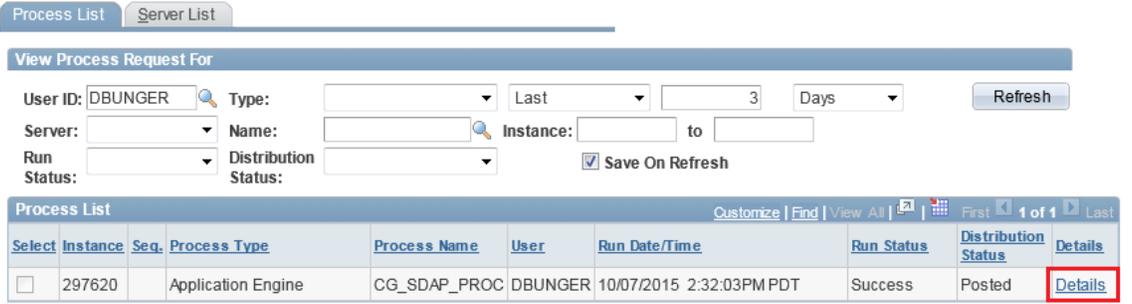
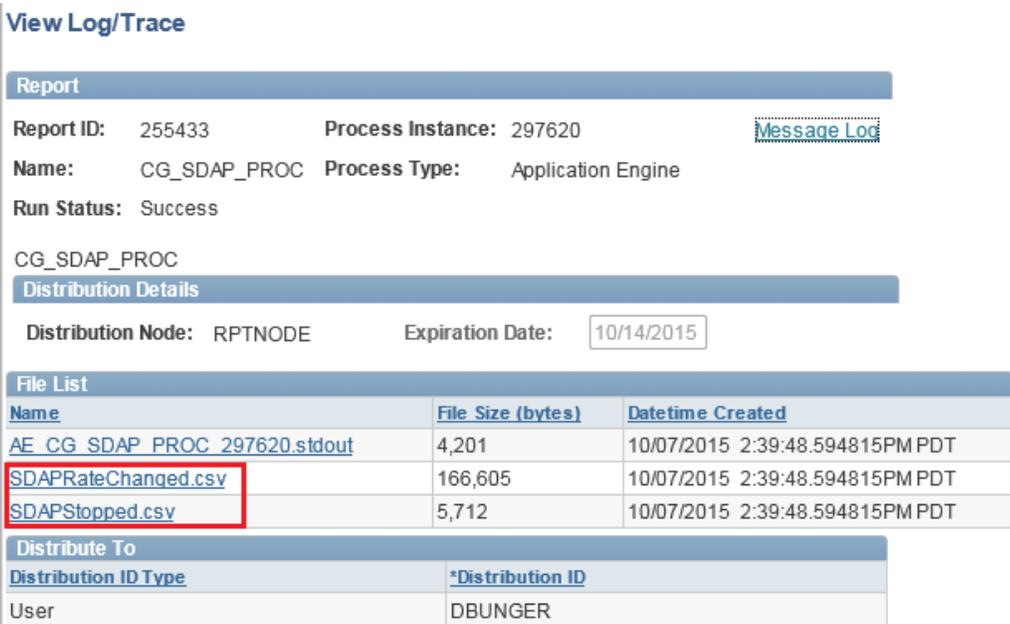
Topic	See Page
Procedures for Running the Process	2

**Procedures for Running the Process**

PPC will take the following steps below to run the SDAP process in Global Payroll:

**Note:** Only a user with the CG\_GP\_AD\_ADMIN role can run this process.

Step	Action
1	Log into Global Payroll.
2	Navigate to the SDAP Annual Process component via the path below: Global Payroll & Absence Mgmt > USCG Payroll Processes > SDAP Annual Process  <b>Note:</b> Add this page to your favorites.
3	Enter a Run Control ID and press enter. If you haven't created one before, click the Add a New Value and enter a new one and then click ADD.
4	Enter the effective date the new SDAP types/rates go into effect. For instance, FY2016 begins on 1 October 2015 so 10/01/2015 would be entered.  
5	Click the RUN button.
6	Make sure the Server Name field is 'PSUNX'.  
7	Click the OK Button.
8	Click the Process Monitor link.

Step	Action
9	<p>Check to make sure the process runs successfully and the Distribution Status shows 'Posted', as shown in the screenshot below. If for some reason the process fails, please contact CG-631.</p>  <p>The screenshot shows the 'Process List' tab selected. The 'View Process Request For' section has 'User ID: DBUNGER', 'Type: Last', and 'Days: 3'. The 'Process List' table below shows one entry: Instance 297620, Process Type Application Engine, Process Name CG_SDAP_PROC, User DBUNGER, Run Date/Time 10/07/2015 2:32:03PM PDT, Run Status Success, and Distribution Status Posted. The 'Details' link for this entry is visible.</p>
10	<p>Click on the Details link.</p>  <p>This screenshot is identical to the previous one, but the 'Details' link in the 'Process List' table is highlighted with a red rectangular box.</p>
11	<p>Click on the View Log/Trace link.</p>
12	<p>Save the two files highlighted below to a local folder.</p>  <p>The screenshot shows the 'View Log/Trace' page. It displays report information for Report ID 255433, Process Instance 297620, Name CG_SDAP_PROC, Process Type Application Engine, and Run Status Success. Below this is the 'Distribution Details' section showing Distribution Node RPTNODE and Expiration Date 10/14/2015. The 'File List' table contains three entries: AE CG SDAP PROC 297620.stdout (4,201 bytes), SDAPRateChanged.csv (166,605 bytes), and SDAPStopped.csv (5,712 bytes). The last two files are highlighted with red boxes. At the bottom, the 'Distribute To' section shows the user DBUNGER.</p>

<b>Step</b>	<b>Action</b>
13	<p>The 2 files that were saved to a local folder will need to be reviewed by MAS to validate the SDAP process.</p> <p>The SDAPRateChanged document shows members who had their SDAP stopped and restarted. For FY2016, the effective date of the SDAP change is 10/1/2015 so the stop would be effective 9/30/2015 and the starts would be effective 10/1/2015. The spreadsheet shows the old SDAP data (column's H-K) and the new SDAP data (column's D-G) for each member.</p> <p>The SDAPStopped document shows members who had their SDAP stopped and didn't have it restarted. Note: There will be members on the document that already had a stop date in production that equals the SDAP stop date for all members.</p>