

# U. S. Coast Guard

## Pay & Personnel Center (PPC)

### Global Payroll

#### Travel Advance Control (TAC) File Process

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## INTRODUCTION

PPC must be notified when a member is overpaid travel allowances (including travel and per diem allowances to a member or his/her dependents, and un-liquidated travel advances), so that the overpayment can be collected from the member's pay. FINCEN will provide PPC the data necessary to do this. They create a file called Travel Advance Control (TAC). This file is sent to PPC weekly to be processed in Global Payroll.

**Very Important:** The header record of the file contains a date. Only one file can be loaded per date. If a second file has the same date as another one that's already been loaded, no action will be taken when the second file is loaded.

## PROCESSING THE TAC FILE IN GLOBAL PAYROLL

When PPC receives the TAC file, the following steps will need to be followed to load into Global Payroll.

STEP	ACTION
1	From the home page, click on the following links:  Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound File Transfers
2	The system will ask for a Run Control ID.
3	In the Run Control ID field, enter TRAVELADV and press enter. <b>Note:</b> When the process is run in the future, this run control ID can be used every time.
4	Make sure there is no existing file attached. If there is, delete the row and click SAVE.
5	Enter 'TA' in the File Handle field. <b>Note:</b> It may already be there.  
6	Click Add Attachment. A new page will appear to enable browsing for the Travel Advance file.  



STEP	ACTION
7	<p>Locate the Travel Advance file:</p> <p><b>Click:</b> Browse A new Window will appear. In the new window, <b>navigate</b> to the location of the Travel Advance file.</p> <p><b>Double-click</b> 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 Travel Advance file.</p> <p><b>Click:</b> Upload. This action will return you to the Inbound Interface Run Control Page.</p>
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 Load the TAC File 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 and then View/Log Trace link. Save the stdout file to a local directory. Notify PPC (MAS) that process was run and the file has been saved.
15	MAS will need to verify that everyone processed. The file will show who was processed and who wasn’t.

## TRAVEL ADVANCE DEBT CREATED IN GLOBAL PAYROLL

When the TAC file is successfully loaded into Global Payroll, a travel advance debt payroll element (IN SRVC DEBT) will be created on the member in Element Assignment by Payee (EABP). The example below shows how the page looks and what fields are updated from the file process.

### Element Assignment By Payee

#### Element Detail

Employee ID: \_\_\_\_\_ Empl Record: 0 Name: Eric \_\_\_\_\_

Element Name: **IN SRVC DEBT** In-Service Debt Instance: 2

**Assignment Process Detail**

Assignment Is Active Currency Code: USD US Dollar

\*Process Order: 999 Recipient Tag: 0

\*Begin Date: 07/01/2013 End Date: Previous End Date:

Allow Batch Update of End Date Updated in Payroll Run

**Required Fields**

\*Unique Accumulator: 1

Balance ID: \_\_\_\_\_

Debt Amount: 534.830000

Percent of DE: 15.000000

\*Taxability Effect: No Taxable Gross is Affected

\*Debt Originating Year: 2014.000000

Percent of Interest: \_\_\_\_\_

Type: CG Fincen (Travel)

Comments: TAC FILE LOAD

Suspend Reason: \_\_\_\_\_

Appropriation: Active Duty FY 2014

Account Number: 1211G81PAS30X

The fields above were populated based on the following:

Field	Updated
Begin Date	From Collection Begin Date on file
Unique Accumulator	The next sequence number for IN SRVC Debt payroll element. If member's first, then it would be '1', etc.
Balance ID	
Debt Amount	From Travel Advance Debt Amount on file
Percent of DE	From Percentage of Disposable Earnings on file
Taxability Effect	Automatically set to No Taxable Gross Is Affected
Debt Originating Year	Automatically set and is based on the Collection Begin Date
Percent of Interest	N/A
Type	Automatically set to CG Fincen (Travel)
Comments	Automatically set (to show TAC file process created debt)
Suspend Reason	N/A
Appropriation	Automatically set to the appropriation year corresponding to the travel TONO.
Account Number	From Collection Begin Date on file

## DATA LAYOUT OF THE TAC FILE

Format of the TAC:

- It is a text file that will contain a header record, a detailed record on the member, and a trailer record.
- There must be a header record with the date the file was created.
- There must be at least one detailed record.
- There must be a trailer record that shows the number of detailed records on the file. It must match the number of detailed records on the file.
- Detail records will be in EMPLID order.
- All text fields will be left justified and space filled.
- Each record type will be fixed length.

The following tables represent the data fields on the TAC file.

Header Record: There will be one header record in the file and the record will be in the following format (The date in the header record will be utilized in the edits to ensure that the same file is not processed twice):

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Record identifier	1	1N	Identifies the type of record. The header record will be filled with zero (0) to identify header record.	N/A
Creation date	2 – 9	8N	The date the file is created by the FINCEN. Date will be in MMDDYYYY format.	N/A

Detailed Record: There will be a detailed record on every member on the file. The detailed records will be in the following format:

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Record identifier (Record Type)	1 - 1	1N	Identifies the type of record. Will be filled with 1 to identify member data.	N/A
Employee ID Number (EMPLID)	2-8	7N	The member's EMPLID. This field will be the primary identifier for the member.	Personal Information Page
Travel Claim Account ID	9-23	15AN	The Travel Claim Account ID assigned to the debt by FINCEN. The count will be right justified and will be filled with spaces as needed. <b>It looks like the account ID is 13 characters long, but we'll allow up to 15 characters.</b>	Account Number / IN SRVC DEBT/ EABP
Collection Begin Date	24-31	8N	The date the collection should be started on member. Format: MMDDYYYY	Begin Date / IN SRVC DEBT/ EABP

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Travel Advance Debt Amount	32-38	7N	The amount of travel advance that needs to be liquidated from member's pay. Field will be formatted with implied decimal and leading zeroes (i.e. \$156.78 should be 0015678)	Debt Amount / IN SRVC DEBT/ EABP
Percentage of Disposable Earnings	39-41	3N	The percentage of member's disposable pay the debt will be collected, which is currently 15%. 015 should be passed for this field.	Percent of DE / IN SRVC DEBT/ EABP
Appropriation Year	42-45	4AN	The appropriation year the debt was established in.  Note: It will be populated left and blank filled to the right.	Appropriation / IN SRVC DEBT / EABP

Trailer Record: There will be one trailer record in the file and the record will be in the following format (The count in the trailer record will be utilized in the edits to ensure that the file is not missing any detailed records):

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Record identifier	1	1N	Identifies the type of record. Will be filled with 9 to identify trailer record.	N/A
Record Count	2 – 6	5N	A count of all detail records in the file. The count will be right justified and will be filled with leading zeros as needed.	N/A