

Refund Missed Meals (RMM)

Introduction This guide provides the procedures for Refunding Missed Meals (RMM) in Direct Access.

Before you Begin Do not future date a start/stop for a Meal Rate Request beyond the current open payroll calendar. Example: End-Month March Calendar is open = do not enter a start/end date beyond 31 March; Mid-Month April Calendar is open = do not enter a start/end date beyond 15 April. Separate Action Requests must be submitted for each pay calendar including TDY periods.

Do not submit a Meal Rate Request for periods of leave. Doing so will duplicate reimbursement and cause an overpayment to the member. The leave transaction will automatically reimburse missed meals for the leave period.

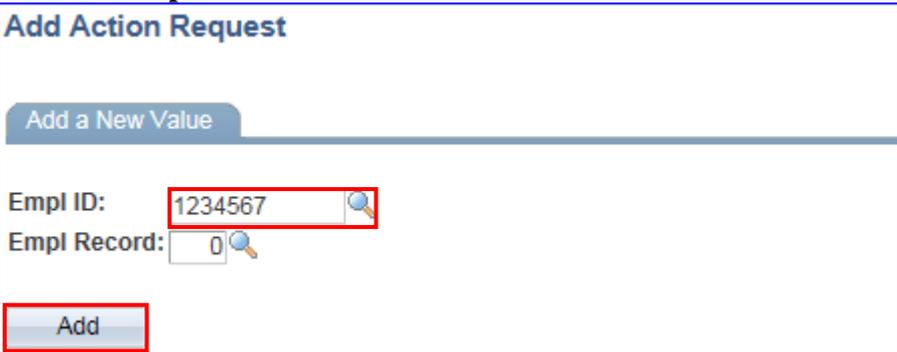
Corrections/Deletions – After approval, any corrections to the effective dates, or any deletions must be submitted to PPC via Customer Care Help Ticket.

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Entering Refund Missed Meals

Procedures See below.

Step	Action
1	<p>Select the Meal Rate link from the Payroll Requests pagelet located on the Requests tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'Submit a Delegation Request', and 'Submit a Drill Request'. Below that is the 'Payroll Requests' section, which contains a grid of links. The 'Meal Rate' link is highlighted with a red box.</p>
2	<p>Enter the Empl ID and click the Add button.</p>  <p>The screenshot shows a form titled 'Add Action Request'. There is a section 'Add a New Value' with a horizontal line. Below it, there are two input fields: 'Empl ID:' with the value '1234567' and a search icon, and 'Empl Record:' with the value '0' and a search icon. At the bottom left, there is an 'Add' button highlighted with a red box.</p>

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Entering Refund Missed Meals, Continued

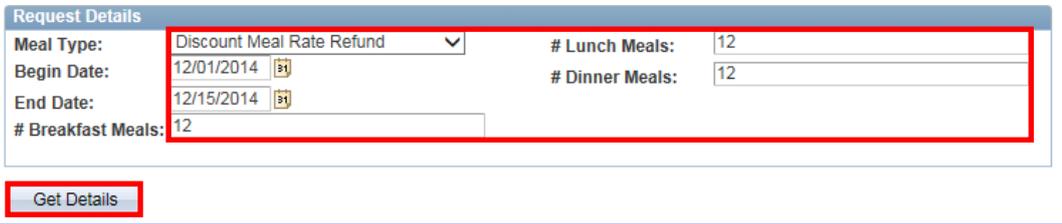
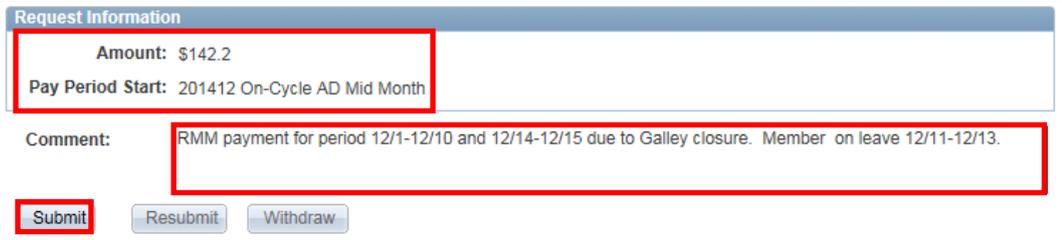
Procedures, continued

Step	Action
3	<p>The Action Request - Submit Meal Rate page will display.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Meal Rate Request</u></p> <p><u>Yosemite Sam</u>.....</p> <p>This Action Request is used to:</p> <ul style="list-style-type: none"> • Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM). • Pay Comuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed. • Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period. • Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided. <ol style="list-style-type: none"> 1. Choose a Meal Type. 2. Enter a Begin Date. <ul style="list-style-type: none"> • Cadet Comuted Rations: Date entitlement begins. • Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.) • Discount Meal Rate Refund: First day government meals are missed. • Fractional COLA Meal Rate: First day government meals are missed. 3. Enter an End Date. <ul style="list-style-type: none"> • Cadet Comuted Rations: Date entitlement ends. • Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.) • Discount Meal Rate Refund: Last day government meals are missed. • Fractional COLA Meal Rate: Last day government meals are missed. 4. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals. 5. Click Details. 6. Enter Comment(s) and submit for approval. </div> <p>The Printed instructions on this page outline eligibility criteria and specific guidance for completing the transaction.</p>

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Entering Refund Missed Meals, Continued

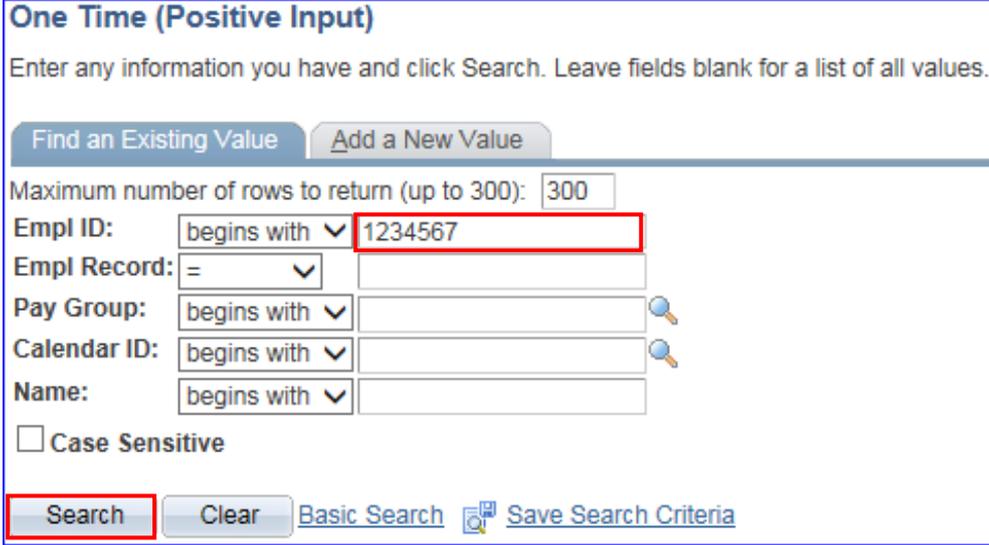
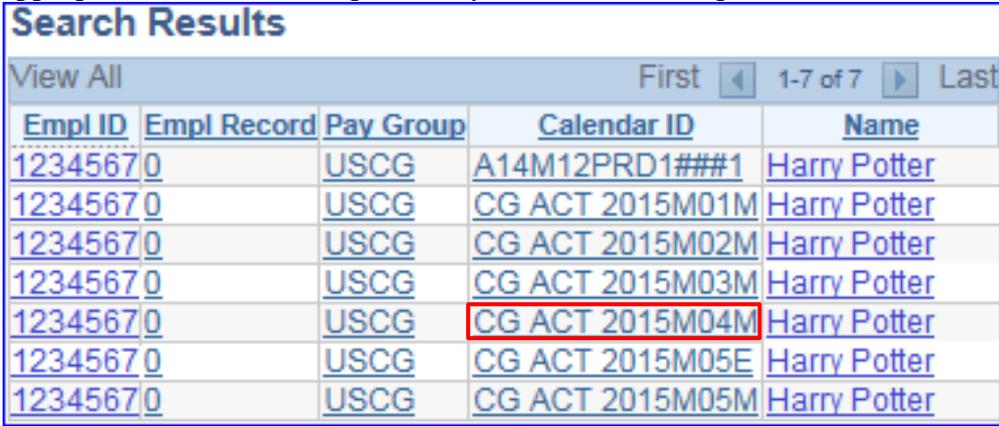
Procedures,
continued

Step	Action
4	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Meal Type: Click the Meal Type drop-down and select Discount Meal Rate Refund. • Begin Date: Enter the first day government meals are missed. • End Date: Enter the last day government meals are missed. • # of Breakfast, Lunch and Dinner Meals: Enter the total number of each meal the member is to receive a refund.  <p>Click the Get Details button.</p>
5	<p>The Request Information section will be updated:</p> <ul style="list-style-type: none"> • Amount: Identifies the actual amount will be calculated by payroll. • Pay Period Start: Identifies the first payment will be calculated for the December 2014 Mid Month pay period.  <p>Transactions must include the dates for the missed meals, the specific reason for the missed meals, and list any leave taken during the period in the comment block. Then click the Submit button.</p>
6	<p>The Request Status has been updated to Pending and has been forwarded to the SPO Auditors for approval.</p> 

Identifying Previously Submitted RMM Requests

Introduction This guide provides the procedures for identifying previously entered Refund Missed Meals (RMM) in Direct Access.

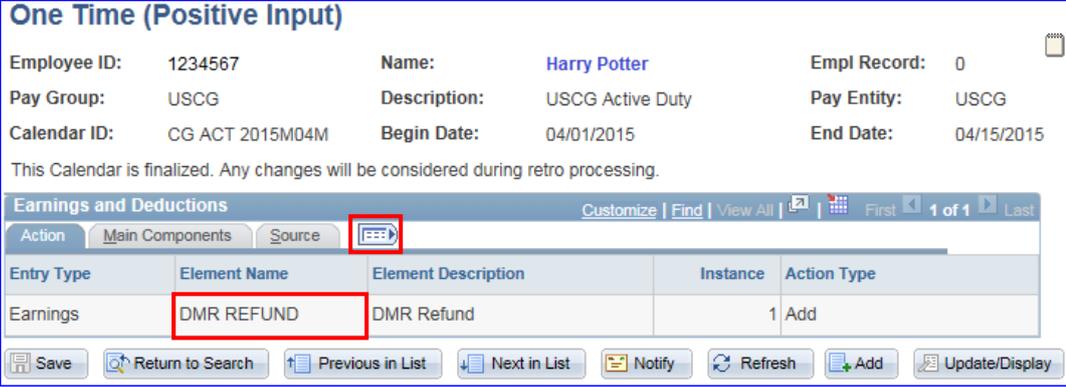
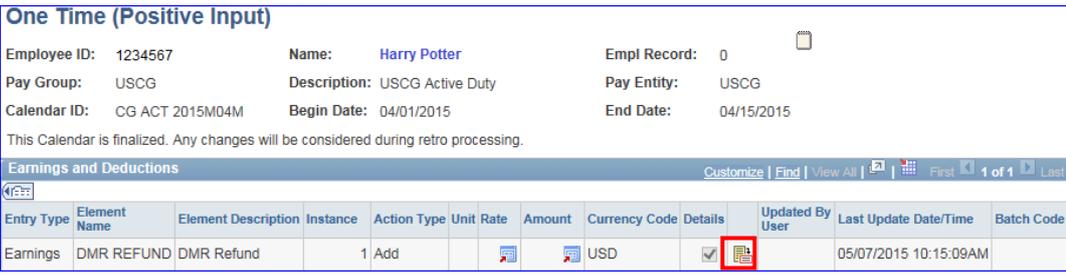
Procedures See below.

Step	Action																																								
1	<p>Select the One Time (Positive Input) link from the Pay Processing Shortcuts pagelet.</p> 																																								
2	<p>Enter the members Empl ID and click the Search button.</p> 																																								
3	<p>A list of the member's One Time (Positive Input) pages will display. Click on the appropriate month to view previously entered RMM requests.</p>  <table border="1" data-bbox="316 1518 1315 1944"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>A14M12PRD1###1</td> <td>Harry Potter</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2015M01M</td> <td>Harry Potter</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2015M02M</td> <td>Harry Potter</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2015M03M</td> <td>Harry Potter</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2015M04M</td> <td>Harry Potter</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2015M05E</td> <td>Harry Potter</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2015M05M</td> <td>Harry Potter</td> </tr> </tbody> </table>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG	A14M12PRD1###1	Harry Potter	1234567	0	USCG	CG ACT 2015M01M	Harry Potter	1234567	0	USCG	CG ACT 2015M02M	Harry Potter	1234567	0	USCG	CG ACT 2015M03M	Harry Potter	1234567	0	USCG	CG ACT 2015M04M	Harry Potter	1234567	0	USCG	CG ACT 2015M05E	Harry Potter	1234567	0	USCG	CG ACT 2015M05M	Harry Potter
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Identifying Previously Submitted RMM Requests, Continued

Procedures, continued

Step	Action
4	<p>The Element will be identified as DMR REFUND (Discount Meal Rate Refund). One Time (Positive Input)</p> <p>Employee ID: 1234567 Name: Harry Potter Empl Record: 0 Pay Group: USCG Description: USCG Active Duty Pay Entity: USCG Calendar ID: CG ACT 2015M04M Begin Date: 04/01/2015 End Date: 04/15/2015</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p>  <p>Click on the expand all to see specific details.</p>
5	<p>Click on the Details icon.</p> <p>One Time (Positive Input)</p> <p>Employee ID: 1234567 Name: Harry Potter Empl Record: 0 Pay Group: USCG Description: USCG Active Duty Pay Entity: USCG Calendar ID: CG ACT 2015M04M Begin Date: 04/01/2015 End Date: 04/15/2015</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> 

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Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

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6	<p>This displays the missed meals submitted for Mid-Month April.</p> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <table border="0"> <tr> <td>Employee ID:</td> <td>1234567</td> <td>Name:</td> <td>Harry Potter</td> <td>Empl Record:</td> <td>000</td> </tr> <tr> <td>Pay Group:</td> <td>USCG RSV</td> <td>Description:</td> <td>USCG Reservist</td> <td></td> <td></td> </tr> <tr> <td>Calendar ID:</td> <td>CG RSV 2015M04M</td> <td>Begin Date:</td> <td>04/01/2015</td> <td>End Date:</td> <td>04/15/2015</td> </tr> <tr> <td>Element:</td> <td>DMR REFUND</td> <td>Element Name:</td> <td>DMR Refund</td> <td>Instance:</td> <td>001</td> </tr> </table> <p>Specify Values OR Elements</p> <table border="0"> <tr> <td>Unit Value:</td> <td><input type="text"/></td> <td>Unit Element:</td> <td><input type="text"/></td> </tr> <tr> <td>Rate Value:</td> <td><input type="text"/></td> <td>Rate Element:</td> <td><input type="text"/></td> </tr> <tr> <td>Base Value:</td> <td><input type="text"/></td> <td>Base Element:</td> <td><input type="text"/></td> </tr> <tr> <td>Percent Value:</td> <td><input type="text"/></td> <td>Percent Element:</td> <td><input type="text"/></td> </tr> <tr> <td>Amount Value:</td> <td><input type="text"/></td> <td>Amount Element:</td> <td><input type="text"/></td> </tr> <tr> <td>Begin Date:</td> <td><input type="text"/></td> <td>End Date:</td> <td><input type="text"/></td> </tr> </table> <p>Absence Dates</p> <table border="0"> <tr> <td>Absence Begin Date:</td> <td><input type="text"/></td> <td>Absence End Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Period Begin Date:</td> <td><input type="text"/></td> <td>Period End Date:</td> <td><input type="text"/></td> </tr> </table> <p>Other Data</p> <table border="0"> <tr> <td>Batch Code:</td> <td><input type="text"/></td> <td>Description of PI:</td> <td><input type="text"/></td> </tr> </table> <p>Supporting & Element Overrides</p> <p>Business Unit: <input type="text" value="ENLCG"/></p> <p>Number of Meals</p> <table border="1"> <tr> <td>#Breakfast - DMR Refund:</td> <td><input type="text" value="3.000000"/></td> </tr> <tr> <td>#Lunches - DMR Refund:</td> <td><input type="text" value="3.000000"/></td> </tr> <tr> <td>#Dinners - DMR Refund:</td> <td><input type="text" value="3.000000"/></td> </tr> </table>	Employee ID:	1234567	Name:	Harry Potter	Empl Record:	000	Pay Group:	USCG RSV	Description:	USCG Reservist			Calendar ID:	CG RSV 2015M04M	Begin Date:	04/01/2015	End Date:	04/15/2015	Element:	DMR REFUND	Element Name:	DMR Refund	Instance:	001	Unit Value:	<input type="text"/>	Unit Element:	<input type="text"/>	Rate Value:	<input type="text"/>	Rate Element:	<input type="text"/>	Base Value:	<input type="text"/>	Base Element:	<input type="text"/>	Percent Value:	<input type="text"/>	Percent Element:	<input type="text"/>	Amount Value:	<input type="text"/>	Amount Element:	<input type="text"/>	Begin Date:	<input type="text"/>	End Date:	<input type="text"/>	Absence Begin Date:	<input type="text"/>	Absence End Date:	<input type="text"/>	Period Begin Date:	<input type="text"/>	Period End Date:	<input type="text"/>	Batch Code:	<input type="text"/>	Description of PI:	<input type="text"/>	#Breakfast - DMR Refund:	<input type="text" value="3.000000"/>	#Lunches - DMR Refund:	<input type="text" value="3.000000"/>	#Dinners - DMR Refund:	<input type="text" value="3.000000"/>
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