

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll
Basic Pay 25% Increase

Overview

Introduction

This section will provide the procedures for increasing an active duty enlisted member's basic pay by 25% due to the conditions outlined in the Coast Guard Pay Manual, Chapter 2-L. It also provides procedures on how to stop the additional 25% in basic pay compensation.

The following members are/aren't entitled to this pay.

Officers	NO
Enlisted	YES
Warrants	NO
Reg/Res on Acdu >139 Days	YES
SelRes on Acdu <140 Days	NO
SelRes IDT	NO
IRR	NO
Cadets	NO
NOAA	NO

Topics

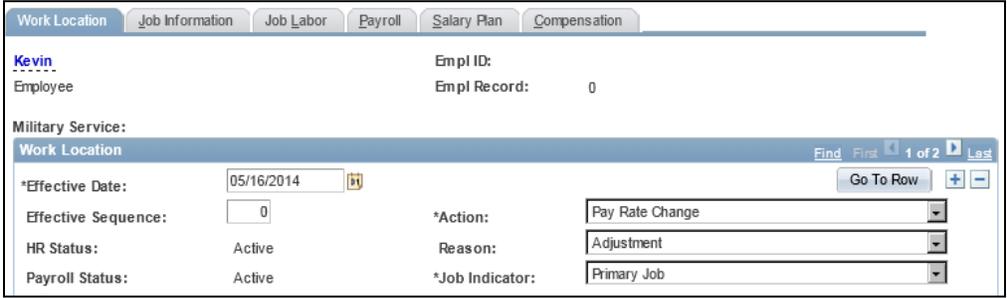
The following topics are covered in this section.

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How to Increase a Member's Basic Pay Compensation by 25%

PPC will take the following steps below to increase a member's basic pay by 25%.

Note: Only a user with the *CGHSIC* role should be making this change.

Step	Action
1	Log into Global Payroll.
2	Click on the Job Data link within the HR Data Shortcuts pagelet.
3	Enter the member's EMPLID and Empl Record # and click the Search button. In most instances the Empl Record # will be '0'.
4	Click the + button on the Work Location tab to create a new Job row.
5	Click on the Effective Date field and enter the date the member became entitled to additional basic pay. If there's already a Job row with the same effective date, enter the next sequential number within the Effective Sequence field.
6	Click on the Action field and select 'Pay Rate Change'.
7	Click on the Reason field and select 'Adjustment'.
	
8	Click on the Compensation tab.
9	Click the + button within the Pay Components panel to create new rate code row.
10	Click on the Rate Code field and select/enter BASIC. The Seq field should automatically default to '1'.
11	Click on the Comp Rate field and enter the amount that makes up the additional 25% of basic pay.
12	Click the Calculate Compensation button. The compensation rate should have changed based on the additional compensation added to the member's Job row. The example below shows how a member's Job row should look like with the additional 25% in basic pay compensation.

How to Increase a Member's Basic Pay Compensation by 25%, Continued

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Kevin Employee Empl ID: Empl Record: 0

Military Service:

Compensation Find First 1 of 2 Last
Go To Row

Effective Date: 05/16/2014
Effective Sequence: 0 Action: Pay Rate Change
HR Status: Active Reason: Adjustment
Payroll Status: Active Job Indicator: Primary Job Current

Compensation Rate: 2,249.81 USD *Frequency: Semimonthl

Comparative Information

Pay Rates

Default Pay Components Contract Change Prorate Option

Pay Components Customize Find First 1-2 of 2 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	3,599.700000	USD	M			
2 BASIC	1	899.920000	USD	M			Additional 25% of Basic Pay

Calculate Compensation

This rate is updated when the the additional comp rate row is added and the Calculate Compensation button is clicked.

$3599.70 + 899.92 = 4499.62$ (monthly rate)
 $4499.62 / 2 = 2249.81$ (semi-monthly rate)

Step	Action
13	<p>Click the Save button. Click through the warning messages.</p> <p>Note: An action request should have been created which will need to be approved by an auditor with the role CG_ADGP_AUDITOR. Procedures on how to do this are discussed later in this guide.</p>

When the next pay calculation is done on the current pay calendar, the member's BASIC PAY payroll element for end-month May 2014 pay period reflects the amount shown within the Compensation Rate field on the Job row shown above.

Pay Calendar Results

Kevin EMP ID: Empl Record: 0
Calendar ID: CG ACT 2014M05E Pay Group: USCG USCG Active Duty

Calendar Information Find First 1 of 1 Last

Calendar Group ID: C114051 Description: 201405 On-Cycle AD End Month
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 3,189.58 USD Net Result Value: 2,455.87 USD Submit Corrections

Earnings & Deductions Customize Find View All First 1-17 of 17 Last

Element Results Corrections

Element Type	Element Name	Calculated Amount	Retro Adjustment	Total Amount	Slice Begin Date	Slice End Date
Earnings	BAS	178.770000		178.770000	05/16/2014	05/31/2014
Earnings	BASIC PAY	2249.810000		2249.810000	05/16/2014	05/31/2014
Earnings	CLOTHING	20.900000		20.900000	05/16/2014	05/31/2014
Earnings	CSEAPAY	202.500000		202.500000	05/16/2014	05/31/2014

How to Stop Additional 25% in Basic Pay Compensation

PPC will take the following steps below to remove a member's additional 25% in basic pay compensation.

Note: Only a user with the *CGHSIC* role should be making this change.

Step	Action
1	Log into Global Payroll.
2	Click on the Job Data link within the HR Data Shortcuts pagelet.
3	Enter the member's EMPLID and Empl Record # and click the Search button. In most instances the Empl Record # will be '0'.
4	Click the + button on the Work Location tab to create a new Job row.
5	Click on the Effective Date field and enter the date the member is no longer eligible for the 25% increase in basic pay compensation. If there's already a Job row with the same effective date, enter the next sequential number within the Effective Sequence field.
6	Click on the Action field and select 'Pay Rate Change'.
7	Click on the Reason field and select 'Adjustment'.
	
8	Click on the Compensation tab.
9	On the Seq '1' row within the Pay Components panel, click the – button.
	
10	Click the OK button.
11	Click the Calculate Compensation button. The compensation rate should have changed based on the removal of the Seq '1' rate code row.
	<p>Note: An action request should have been created which will need to be approved by an auditor with the role CG_ADGP_AUDITOR. Procedures on how to do this are discussed later in this guide.</p>

How to Stop Additional 25% in Basic Pay Compensation, Continued

The example below shows how a member's Job row should look like with the additional 25% in basic pay compensation.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

[Kevin](#)
Employee

Military Service:

Empl ID:
Empl Record: 0

Compensation
Find First 1 of 2 Last

Go To Row

Effective Date: 05/30/2014

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action: Pay Rate Change

Reason: Adjustment

Job Indicator: Primary Job

Compensation Rate: 1,799.85

USD

*Frequency: S Semimonthly

Future

Comparative Information

Pay Rates

Default Pay Components
Contract Change Prorate Option

Pay Components
Customize | Find | First 1 of 1 Last

Amounts
Controls
Changes
Conversion

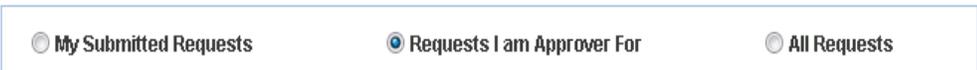
#	*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1	BASIC	0	3,599.700000	USD	M			

Calculate Compensation

How to Approve/Deny a Change in Member’s Basic Pay Compensation

The PPC auditor will take the following steps below to approve or deny a submitted increase in member’s basic pay.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve this transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Requests (all types) link within the Requests shortcut menu.</p>  <p>The screenshot shows a navigation menu with 'Requests' selected. Below it, a 'Self Service Requests' window is open, displaying a grid of links. The link 'View My Requests (all types)' is highlighted with a red rectangular box.</p>
4	<p>The radio button ‘My Submitted Requests’ should already be clicked. Change it to “Requests I am Approver For’. The radio button ‘Requests I am Approver For’ is strictly for approvers who want to view/approve/deny/change Action Requests (which includes Job Row changes) that have been submitted to them.</p>  <p>The screenshot shows three radio button options: 'My Submitted Requests', 'Requests I am Approver For' (which is selected), and 'All Requests'.</p>
5	<p>Click on the Transaction Name drop down field and select XXXXX.</p>  <p>The screenshot shows a dropdown menu labeled 'Transaction Name:' with 'OTPI Approval' selected.</p> <p>The Transaction Status field should be defaulted to ‘Pending’, which will show all of the Action Requests (includes Job Row changes), that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu labeled 'Transaction Status:' with 'Pending' selected.</p>
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the XXXX row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted on it.

How to Approve/Deny a Change in Member's Basic Pay Compensation, Continued

Step	Action
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="376 369 1365 457" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <p>The system will open up a new window and the Job Data page will appear.</p> <p>Review the following data:</p> <p><u>Work Location Tab</u></p> <ul style="list-style-type: none"> • Effective Date of Job Row (date member became entitled) • Effective Sequence of Job Row • Action should show 'Pay Rate Change' • Reason should show 'Adjustment' <p><u>Compensation Tab</u></p> <ul style="list-style-type: none"> • Compensation Rate should show total amount member is entitled to for basic pay for each semi-monthly pay period. • 2 Rate Code rows of Basic should show. One for the normal monthly amount of basic pay and the other for the 25% additional basic pay. Both of these are monthly rates.
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="518 1251 1352 1318" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="391 1392 873 1434" style="display: flex; justify-content: space-around; margin: 10px 0;"> Approve Deny </div> <ul style="list-style-type: none"> • If the action request was approved, it will show an Approved status on the View My Action Requests Page. • If the action request was denied, it will show a Denied status on the View My Action Requests Page.
11	<p>Close the windows that brought were brought up during the review/approval/denial of the action request.</p>