

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll
FLTCIP Inbound File Process

Overview

Introduction This section provides the procedures for the monthly FLTCIP Inbound file process.

Topics The following topics are covered in this section.

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How to Load a FLTCIP File

Introduction The Inbound Interface process is run in order to update a FLTCIP allotment on an active duty or reserve member in Global Payroll.

The process will start, stop, or change a FLTCIP allotment on a member. The codes that designate if it's a start, stop, or change are listed in position 43 of the file. When the file is loaded, the process will take the following action based on the type of code listed on the member:

Code	Description	Criteria	Action
1	Start	Member must not have an open FLTCIP row (member could have had one in the past but it must have an End Date on it). Note: If an open row is exist, then no action is taken in EABP and member should show up on NoMatch report.	Create new row with correct begin date/amount.
2	Stop	Member must have an open FLTCIP row to stop. Note: If there is no open row to stop, then no action is taken in EABP and member should show up on NoMatch report.	Enter stop date within End Date field.
3	Change - Increase in amount	Member must have an open FLTCIP row to change and the amount must match old amount on the file. Note 1: If there is no open row to change, then no action is taken in EABP and member should show up on NoMatch report. Note 2: If there is an open row but the amount within the row doesn't match old amount on file then no action is taken in EABP and member should show up on NoMatch report. Note 3: If there is an open row and the effective date of the row is equal to later than date within file, then no action is taken in EABP and member should show up on NoMatch report.	Enter stop date within End Date field on current one and create new row with correct begin date/amount.
4	Change - Decrease in amount	Member must have an open FLTCIP row to change and the amount must match old amount on the file. Note 1: If there is no open row to change, then no action is taken in EABP and member should show up on NoMatch report. Note 2: If there is an open row but the amount within the row doesn't match old amount on file then no action is taken in EABP and member should show up on NoMatch report. Note 3: If there is an open row and the effective date of the row is equal to later than date within file, then no action is taken in EABP and member should show up on NoMatch report.	Enter stop date within End Date field on current one and create new row with correct begin date/amount.

**How to Load a
FLTCIP File**

PPC will take the following steps below to load a monthly
FLTCIP inbound file in Global Payroll.

Note: Only a user with the CG_SYSTEM_ADMIN role can run
this process.

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 FLTCIP and press enter. Note: 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 'G' in the File Handle field. Note: It may already be there.
6	Click Add Attachment. A new page will appear to enable browsing for the FLTCIP file. 
7	Locate the FLTCIP inbound file: Click: Browse A new Window will appear. In the new window, navigate to the location of the file. Double-click 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 file. Click: Upload. This action will return you to the Inbound Interface Run Control Page.

STEP	ACTION
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 CGINBNDBENEF 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.
15	Click on the View Log/Tracy link and save the following files to a local directory: <ul style="list-style-type: none"> • .stdout file • Log file • NoMatch file
16	Pull up the NoMatch file to see if anyone is on it. If so, please send file to the vendor.

Data Layout of the FLTCIP File

Format of the file:

- 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 FLTCIP 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
Record identifier	1	1N	Identifies the type of record. The header record will be filled with H to identify header record.
Creation date	2 – 9	8N	The date the file is created. Date will be in YYYYMMDD format.

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

Field Name	Position	Length	Description/Processing Note
Filler	1 - 2	2	Filled with spaces.
Member's SSN	3-11	9N	The member's EMPLID. This field will be the primary identifier for the member.
Filler	12	1	Filled with space.
Component	13	1A	Identifies component (A for active, R for retired).
Agency	14	1A	Identifies agency (C for Coast Guard, etc.)
Last Name	15-19	5A	First five of member's last name.
Filler	20	1	Filled with space.
Last Name	21-35	15A	Member's last name.
First Name	36-42	7A	First seven of member's first name.
Type of Change	43	1N	1 – Start 2 – Stop 3 – Change – Increase 4 – Change - Decrease

Field Name	Position	Length	Description/Processing Note
Filler	44-49	6	Filled with spaces.
Start/Change Date	50-57	8N	The month/day the start/change should occur. Note: Will be spaces or zeros if type of change is a 2 (stop).
Stop Date	58-65	8N	The month the stop/change should no longer occur. The allotment will be stopped prior month. Note: Will be spaces or zeros if type of change is 1 (start).
New Amount	66-71	6N	The amount that needs to be started or changed to.
Old Amount	72-77	6N	Amount prior to the change.
Filler	78-82	5	Filled with spaces.
XX	83	XX	Not sure what this represents.
SSN	84-92	9N	Member's SSN.

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
Record identifier	1	1N	Identifies the type of record. Will be filled with S to identify trailer record.
Record Count	2 – 8	7N	A count of all detail records in the file. The count will be right justified and will be filled with leading zeros as needed.

FLTCIP NoMatch File

When a FLTCIP active duty or reserve inbound file is processed, it will create a NoMatch file that shows those members that failed to process due to one of the issues below. This file will be sent to the vendor so that they can take the necessary action.

Reject Code	Description
A	SSN doesn't exist in GP.
D	Member is terminated in Job Data.
E	Member has a future row in EABP.
F	Stop Date is Invalid.
G	Member has start allotment on file but already has it going in GP.
H	Member doesn't have allotment going to stop it.
K	The original amount listed within file doesn't match current amount in GP.
Z	Member isn't military.