

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll

How to Create a Forfeiture that is Paid to a Dependent

Overview

Introduction This section provides the procedure for creating a recipient ID on a dependent and assigning it to a Forfeiture payroll element in Element Assignment By Payee (EABP) and a PPC auditor approving the EABP action request.

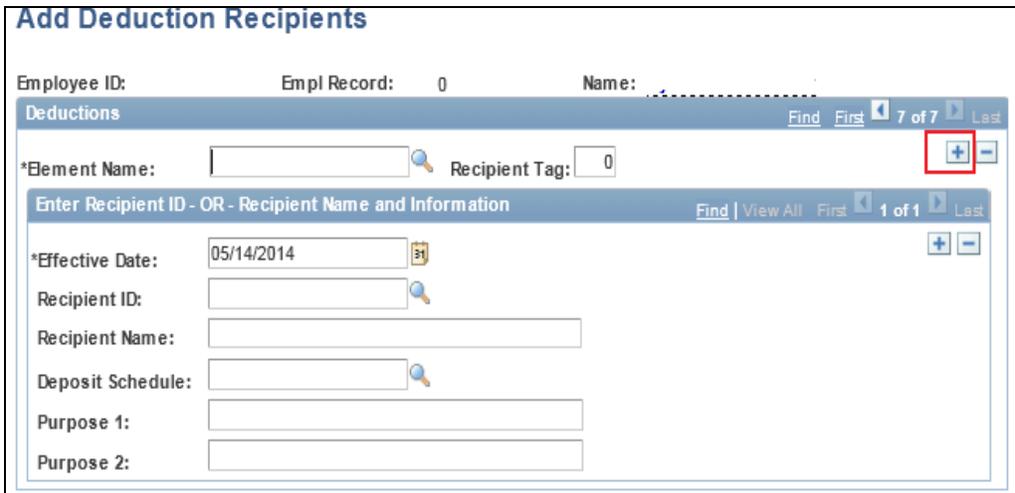
Topics The following topics are covered in this section.

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How to Create a Forfeiture that is Paid to a Dependent

PPC will take the following steps below to create a forfeiture that is paid out to a dependent.

Note: Only a user with the *CGHSIC* role can start this transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the EABP link within the Pay Processing Shortcuts Link.
3	Enter the member's EMPLID and click the Search button.
4	Click on the Deduction Recipients link. A new window should come up.
5	Click on the Create New Recipient link.
6	Enter the member's EMPLID, plus the letter A behind the EMPLID. For instance, if EMPLID is 1234567, enter 1234567A.
7	Click the Add button. If the Recipient ID already exists, use the next sequential alpha character behind the EMPLID. For instance, if Recipient ID 1234567A already exists and 1234567B doesn't, enter 1234567B.
8	A new window should come up. Enter the recipient's name in the Description field.
9	The Status field should be Active.
10	Click Individual for the Recipient Category field.
11	Click the Payment Method drop down box and select the payment method.
12	<p>If Payment Method is by check, you will need to click on the Address link and enter the address the garnishment will be mailed to. Be sure to only enter information in the Address 1, City, State, and Postal fields. Do not enter information in the Address 2 and Address 3 fields. Click OK.</p> <p>If Payment Method is by Bank Transfer, you will need to enter the banking information in the Bank ID, Account Number, and Account Name fields.</p>
13	Click on the Recipient Deposit Schedule tab.
14	Enter the recipient's SSN within the Purpose 1 field.
15	If Payment Method is by Bank Transfer, click the USCG Recipient Info tab and select 'Checking' or 'Savings' for the Account Type.
16	Click SAVE.
17	X out of the window. You should be back on the Add Deduction Recipients page.
18	<p>Within the Deductions panel, click the + icon to create a new row.</p> 

How to Create a Forfeiture that is Paid to a Dependent, Continued

Step	Action
19	Enter/Select Forfeiture within the Element Name field.
20	Change the Recipient Tag to '1'.
21	Change the Effective Date to the first day the dependent became eligible for the entitlement.
22	Enter the Recipient ID that was created in steps 6-7 above.
23	Click the Save button.
24	X out of the window. You should be back on the EABP page.
25	Click on the Add New Assignment button.
26	Click on the Entry Type field and select Deduction.
27	Enter/Select Forfeiture within the Element Name field.
28	Click OK. The Element Detail page should come up.
29	Enter the Begin Date (should match the date entered in step 21 above).
30	Click the Recipient Tag field and select the Recipient ID that was created. If a Recipient ID doesn't show up, steps 18-23 above weren't done correctly.
31	Click the Allow Batch Update of End Date field.
32	Enter the monthly amount of the entitlement within the Amount Value field.
33	Enter a unique ID number within the Unique Accumulator field. If this is the first forfeiture on the member, then enter 001. If member has had forfeiture in the past, use the next sequential number that hasn't been used yet.
34	Enter the total amount that will be paid out to the dependent within the Debt Amount field.
35	Click the Waived Taxable to Member? Field.
36	Click the Save Button. An example of what the page should look like is provided below:

Element Assignment By Payee

Element Detail

Employee ID: Empl Record: 0 Name: [Cynthia](#)

Element Name: FORFEITURE Forfeiture Instance: 1

Assignment Process Detail

Assignment Is Active Currency Code: USD US Dollar

*Process Order: 999 Recipient Tag: 1 Robert Stealbeach

*Begin Date: 05/01/2014 End Date: Previous End Date:

Allow Batch Update of End Date Updated in Payroll Run

Calculation Information

Calculation Rule: Amount

Amount: Numeric

Amount Element: Amount Value: 1602.20

Required Fields

*Unique Accumulator: 1.000000

Balance ID: 9613.200000

Debt Amount: Waived Taxable to the Member?

When the next pay calculation is done on the current pay calendar, the forfeiture deduction should show up on the member's pay, as shown in the example below.

How to Create a Forfeiture that is Paid to a Dependent, continued

Calendar Group Results Earnings and Deductions Accumulators Supporting Elements							
Cynthia		EMP		ID:		Empl Record: 0	
Calendar Group ID: C114050		201405 On-Cycle AD Mid Month					
Calendar Information							
Calendar ID: CG ACT 2014M05M		Pay Group: USCG					
Segment Number: 1		Version: 1		Revision: 1			
Gross Result Value: 4,541.97 USD		Net Result Value: 2,012.39 USD					
Earnings & Deductions							
Element Results Components Retro Adjustments Deduction Areas User Fields							
Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	05/01/2014	05/15/2014	Resolution Details
Deduction	ASSOC DUES	2.500000	Association Dues	1	05/01/2014	05/15/2014	Resolution Details
Deduction	CFC	5.000000	Combined Federal Campaign	1	05/01/2014	05/15/2014	Resolution Details
Deduction	FLTCIP	56.000000	Fed Long Term Care Insurance	1	05/01/2014	05/15/2014	Resolution Details
Deduction	FORFEITURE	801.100000	Forfeiture	1	05/01/2014	05/15/2014	Resolution Details
Deduction	FSGLI	4.250000	Family Servicemembers Grp Life	0	05/01/2014	05/15/2014	Resolution Details

An accumulator should also be created to show how much has been deducted on the forfeiture.

Calendar Group Results Earnings and Deductions Accumulators Supporting Elements							
Cynthia		EMP		ID:		Empl Record: 0	
Calendar Group ID: C114050		201405 On-Cycle AD Mid Month					
Calendar Information							
Calendar ID: CG ACT 2014M05M		Pay Group: USCG					
Segment Number: 1		Version: 1		Revision: 1			
Gross Result Value: 4,541.97 USD		Net Result Value: 2,012.39 USD					
Accumulators							
Accumulator Results User Keys							
Period	Element Name	Amount	User Key 1	User Key 2	User Key 3	User Key 4	User Key 5
Custom Period	CG AC FORF DED BAL	801.100000	000000000001				

Note: Once payroll has deducted the full amount on the member (when the accumulator balance equals the amount listed within the Debt Amount field on the EABP Element Detail page, the CG_PAY process (finalizes pay calendar) will automatically enter a date within the End Date of the forfeiture row within EABP.

When the pay calendar is finalized, the Banking process will be run, which will create a payment for the dependent (Recipient ID). It will be forwarded to them on the scheduled payment date for military pay.

How to Approve/Deny a Pending Forfeiture Deduction

The PPC auditor will take the following steps below to approve or deny a submitted Forfeiture deduction.

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 Forfeiture Deduction Requests) 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 EABP Approvals.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Name' with 'EABP Approvals' selected.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Action Requests (includes Forfeiture Deduction Requests), that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Status' with 'Pending' selected.</p>
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the EABP Approval 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. Review to make sure the payroll element is correct within the Request Details page. The type of payroll element shown should show Forfeiture.

How to Approve/Deny a Pending Forfeiture Deduction, Continued

Step	Action
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="376 296 1365 380" style="border: 1px solid black; 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 Element Assignment by Payee page will appear. Pull up the Forfeiture deduction by clicking on the FORFEITURE link.</p> <p>Review the following:</p> <ul style="list-style-type: none"> • Begin Date (should be first of the month) • Recipient Tag is correct • Allow Batch Update of End Date field is checked • Amount Value field shows correct monthly amount • Unique Accumulator Balance ID field shows 1 (or whatever the sequential number should be if the member has had forfeiture in the past). • Debt Amount field shows correct total amount being paid to the dependent.
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 1014 1352 1077" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="391 1150 875 1192" style="display: flex; justify-content: space-around; margin: 10px 0;"> Approve Deny </div> <ul style="list-style-type: none"> • If the Forfeiture deduction was approved, it will show an Approved status on the View My Action Requests Page. • If the Forfeiture deduction 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>