

U. S. Coast Guard
Pay and Personnel Center (PPC)
Global Payroll
How to Override AFRH Deduction

Overview

Introduction This section provides the procedure on how to override AFRH deduction on a member in Global Payroll.

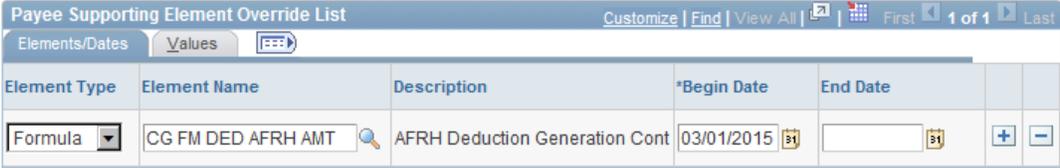
Topics The following topics are covered in this section.

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How to Create Override of AFRH Deduction

PPC will take the following steps to create an override of this deduction.

Note: Only a user with *CGHSIC/CGHSICSUP* roles can create the override transaction.

Step	Action
1	From the home page, click on the following: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements
2	Enter the member's EMPLID and press ENTER or click SEARCH.
3	Click on the Element Type drop down field and select FORMULA.
4	Click on the Element Name field and enter CG FM DED AFRH AMT.
5	For Begin Date, enter the first day of the payroll period that the deduction needs to be overridden. For End Date, leave it blank. This date should only be entered when the override is stopped. Supporting Elements Employee ID: 2007298 Empl Record: 0 Name: Reanna Wack 
6	Click SAVE.

How to Stop Override of AFRH Deduction

PPC will take the following steps to stop an override of this deduction.

Note: Only a user with *CGHSIC/CGHSICSUP* roles can stop the override transaction.

Step	Action
1	From the home page, click on the following: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements
2	Enter the member's EMPLID and press ENTER or click SEARCH.
3	Find the CG FM DED AFRH AMT row that needs to be stopped and enter the stop date within the End Date field. This date should be the last day of the prior pay period. For instance, if AFRH needs to be deducted beginning on 4/1/2015; 3/31/2015 would be entered as the End Date.
4	Click SAVE.