

# U. S Coast Guard

## Pay & Personnel Center (PPC)

### Monthly Update Process for ACIP

#### Overview

##### Introduction

On a monthly basis, a process needs to be run in Global Payroll to update ACIP data on all aviators. This process is called the Monthly Update Process for ACIP.

Every month, this process will need to be run just prior to finalizing the end month pay calendars.

***Very Important:*** *The pay calendars must be calculated after the process is run and prior to finalizing them. This will ensure payroll has been updated by the changes made from the process.*

Note: The process can only be run once for a given month. If for some reason the process fails or needs to be rerun, please contact CG-631.

##### Topics

The following topics are covered in this section.

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# Monthly Update Process for ACIP

**Data Updated by Process** The following action will be taken when the process is run in Global Payroll:

1. One month will be added to the **OPFLY** field for those aviators in a DIFOPS status who were in this status for 15 days or more during the month.

Field	Field Description	Flying Status	# of Days in Month in DIFOPS Status	Action By ACIP Update Process
OPFLY	Total Operational Flight Time	DIFOPS	> 14 Days	Adds one month to OPFLY field
			< 15 Days	None
		DIFPRO	N/A	None *
		DIFDEN	N/A	None *

\* The process will still update the aviator's OPFLY if they are in a DIFPRO or DIFDEN status but only if their prior row had them in a DIFOPS status and it was over 14 days.

2. The **GATE 1** field will be populated when an aviator hits the 12 year mark from their Aviation Service Date (ASD) during the month the process is run. ACIP will be stopped on those who don't have 8 years or more of OPFLY time.

Note: No action will be taken on aviators who don't hit their 12 year mark during the month the process is run.

Field	When Aviator Reaches	and Their OPFLY Time is	Action By ACIP Update Process
GATE 1	12 YRS from ASD	= > 8 Yrs	<p>Within the Gate 1 field, will insert the OPFLY time the aviator had at their 12 year mark.</p> <p>Once populated, this field will no longer be updated because it's a snapshot of how much OPFLY time the aviator had when they reached their 12 year mark.</p> <p>Note: Aviator is entitled to Continuous ACIP until 18 Years of Aviation Service (ASD + 18 Years)</p>

# Monthly Update Process for ACIP

## Data Updated by Process, Continued

Field	When Aviator Reaches	and Their OPFLY Time is	Action By ACIP Update Process
GATE 1	12 YRS from ASD	< 8 Yrs	<p>Will stop ACIP by creating a new inactive ACIP row. The effective date of the new row will be equal to ASD + 12 Years.</p> <p>Note: PPC/SPO will be able to update row if aviator is eligible for month to month ACIP.</p> <p>Fields on new ACIP row will show:</p> <ul style="list-style-type: none"> <li>• <u>ACIP Type</u>: DIFDEN</li> <li>• <u>Payment Type</u>: Ineligible for ACIP</li> <li>• <u>Change Type</u>: Gate Failed</li> <li>• <u>Gate 1 (Years/Months)</u>: The OPFLY time the aviator had at their 12 year mark.</li> </ul> <p>Once populated, this field will no longer be updated because it's a snapshot of how much OPFLY time the aviator had when they reached the 12 year mark.</p> <p>Note: The process will not add a month to the OPFLY time if the new row doesn't give the aviator the 15 days required for adding a month.</p>

**3.** The **Gate 2** field will be populated when an aviator hits the 18 year mark from their Aviation Service Date (ASD). ACIP will be stopped on those who don't have 10 years or more years of OPFLY time.

Field	When Aviator Reaches	and Their OPFLY Time is	Action Needed by ACIP Update Process
GATE 2	18 YRS from ASD	= > 12 Yrs	<p>Within the Gate 2 field, will insert the OPFLY time the aviator had at their 18 year mark. Once populated, this field will no longer be updated because it's a snapshot of how much OPFLY time they had when they reached their 18 year mark.</p> <p>Note: Aviator is entitled to Continuous ACIP until 25 Years of Aviation Service (ASD + 25 Years)</p>

# Monthly Update Process for ACIP

## Data Updated by Process, Continued

Field	When Aviator Reaches	and Their OPFLY Time is	Action Needed by ACIP Update Process
GATE 2	18 YRS from ASD	10 to < 12	<p>Within the Gate 2 field, will insert the OPFLY time the aviator had at their 18 year mark. Once populated, this field will no longer be updated because it's a snapshot of how much OPFLY time they had when they reached their 18 year mark.</p> <p>Note: Aviator is entitled to Continuous ACIP until 22 Years of Aviation Service (ASD + 22 Years)</p>
		< 10 Yrs	<p>Will stop ACIP by creating a new inactive ACIP row. The effective date of the new row will be equal to ASD + 18 Years.</p> <p>Note: PPC/SPO will be able to update row if aviator is eligible for month to month ACIP.</p> <p>Fields on new ACIP row will show:</p> <ul style="list-style-type: none"> <li>• <u>ACIP Type</u>: DIFDEN</li> <li>• <u>Payment Type</u>: Ineligible for ACIP</li> <li>• <u>Change Type</u>: Gate Failed</li> <li>• <u>Gate 1 (Years/Months)</u>: The OPFLY time the aviator had at their 18 year mark.</li> </ul> <p>Once populated, this field will no longer be updated because it's a snapshot of how much OPFLY time the aviator had when they reached their 18 year mark.</p> <p>Note: The process will not add a month to the OPFLY time if the new row doesn't give the aviator the 15 days required for adding a month.</p>

# Monthly Update Process for ACIP

## Data Updated by Process, Continued

4. ACIP will be stopped on those aviators who reach 22 years of aviation service and their operational flight time in **GATE 2** is  $10 < 12$  years. An inactive ACIP row will be created with an effective date equal to ASD + 22 years.

Fields on new ACIP row will show:

- ACIP Type: DIFDEN
- Payment Type: Ineligible for ACIP
- Change Type: Not Eligible

5. ACIP will be stopped on those aviators who reach 25 years of aviation service and their operational flight time in **GATE 2** is  $= > 12$  years. An inactive ACIP row will be created with an effective date equal to ASD + 25 years.

Fields on new ACIP row will show:

- ACIP Type: DIFDEN
- Payment Type: Ineligible for ACIP
- Change Type: Not Eligible

6. The amount of ACIP the aviator receives is based on the number of years of aviation service they have, as shown in the table below. The monthly process will create a payroll trigger for the following month for those aviators who goes over 2 years, 3 years, 4 years, 6 years, etc., during that month.

*Example: An aviator is going over 2 year's aviation service on 6 August 2013. When the process is run in July 2013, a payroll trigger will be created for this aviator. When the mid-month August pay is calculated, this member's ACIP will be segmented to show the following:*

1-5 August 2013	\$20.83 (\$125.00/30 X 5 days)
6-15 August 2013	\$52.00 (\$156.00/30 X 10 days)

MONTHLY AVIATION CAREER INCENTIVE PAY RATES  
EFFECTIVE 17 OCT 1998 FOR ALL OFFICERS

YEARS OF AVIATION SERVICE (INCLUDING FLIGHT TRAINING) AS AN OFFICER	
2 or less.....	\$125
Over 2 .....	\$156
Over 3 .....	\$188
Over 4 .....	\$206
Over 6 .....	\$650
Over 14 .....	\$840
Over 22 .....	\$585
Over 23 .....	\$495
Over 24 .....	\$385
Over 25 .....	\$250

Notes:

1. A rated officer above pay grade O-6 may not be paid incentive pay after completion of 25 years of aviation service.
2. A rated officer in pay grade O-7 may not be paid incentive pay at a rate greater than \$200 per month.
3. A rated officer in pay grade O-8 or above may not be paid incentive pay at a rate greater than \$206 per month.

**Procedures for Running the Process**

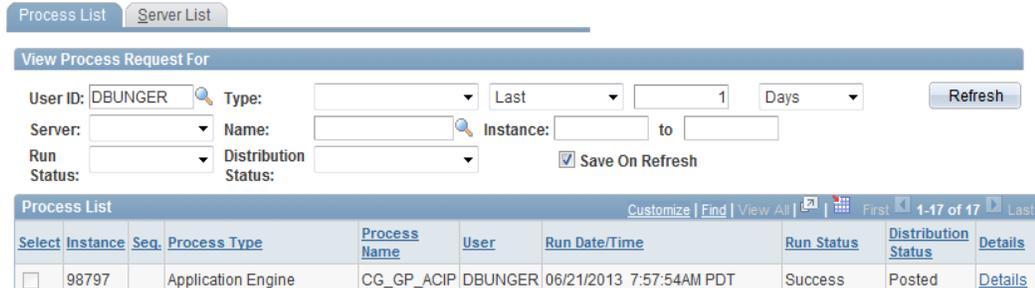
Just prior to finalizing EOM payroll, PPC (MAS) will take the following steps below to run the process in Global Payroll:

**Note:** Only a user with the CG\_GP\_AD\_ADMIN role can run this process.

Step	Action
1	Log into Global Payroll.
2	Navigate to the ACIP Monthly Update component via the path below:  Global Payroll & Absence Mgmt > USCG Payroll Processes > ACIP Monthly Update  <b>Note:</b> You may want to add this page to your favorites since you'll need to run the process every month.
3	Click on the <a href="#">Favorites</a> hypertext link in the upper right hand Global Payroll navigation menu. The Description in the Add to Favorites Data Entry Screen defaults to ACIP Monthly Update.

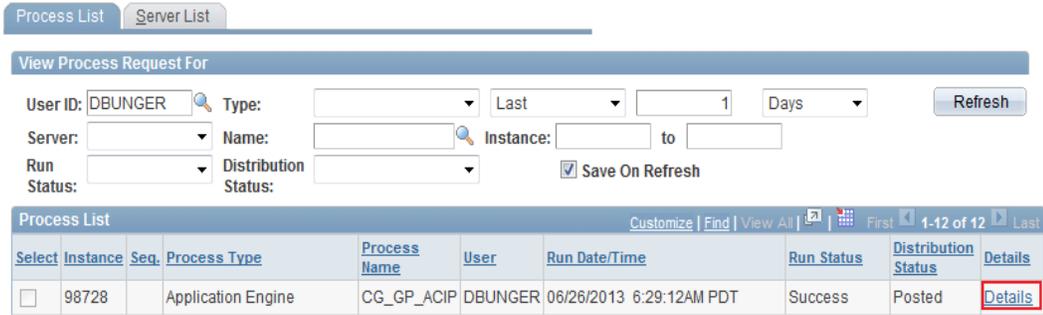
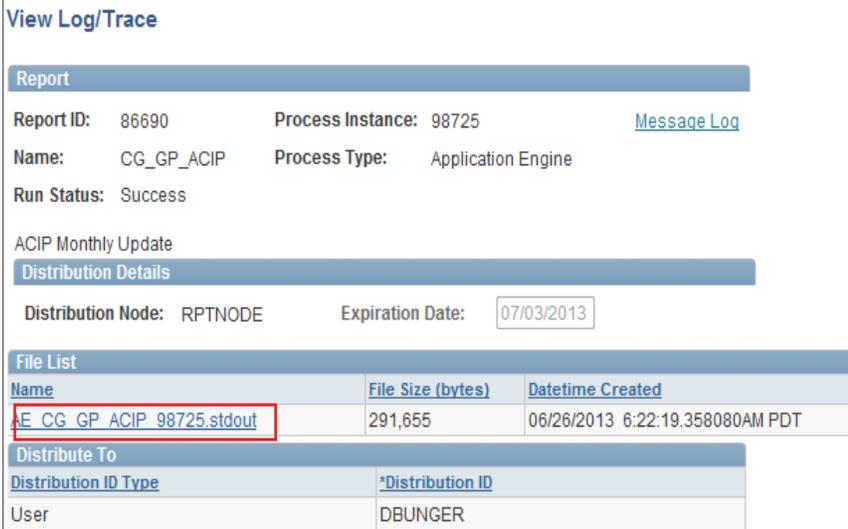
# Monthly Update Process for ACIP

## Procedures for Running the Process, Continued

Step	Action
4	<p>Enter a Run Control ID and press enter. If you haven't created one before, click the Add a New Value and enter a new one and then click ADD.</p> <p><b>Note:</b> You can use this Run Control ID every month.</p>
5	<p>Enter the Year and Month the process should update. Remember, the process can only be run once for the month. In the example below, the process was run for the month of May 2013 which represents 1-31 May.</p> 
6	Click the RUN button.
7	<p>Make sure the Server Name field is 'PSUNX' and click the OK button.</p> <p><b>Process Scheduler Request</b></p> 
8	Click the OK Button.
9	Click the Process Monitor link.
10	<p>Check to make sure the process runs successfully and the Distribution Status shows 'Posted', as shown in the screenshot below. If for some reason the process fails or needs to be rerun, please contact CG-631.</p> 

# Monthly Update Process for ACIP

## Procedures for Running the Process, Continued

Step	Action
11	<p>Click on the Details link.</p> 
12	Click on the View Log/Trace link.
13	<p>Click on the .stdout file link.</p> 
14	<p>Save this file to a local directory and notify PPC (MAS) that it's available for review. This file contains every aviator who had a change to their ACIP data. It will show what their OPFLY and Gate times were prior to the process running and what they are after it was run. An example is provided below:</p>

PeopleTools 8.50.11 - Application Engine Server  
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PSAESRV started service request at 06.22.04 2013-06-26

	emplid	ads_dt	effdt	ACIPtype	PAYtype	CHNGtype	OPFyr	OPFmo	G1yr	G1mo	G2yr	G2mo	FltDays	ACIPyrs (0,0)
old	1044616	2006-11-20	2011-06-24	OPS	2	STRT	7	10	0	2	0	0	31	6.06 (0,0)
new	1044616	2006-11-20	2011-06-24	OPS	2	STRT	7	11	0	2	0	0	31	6.06 (0,0)