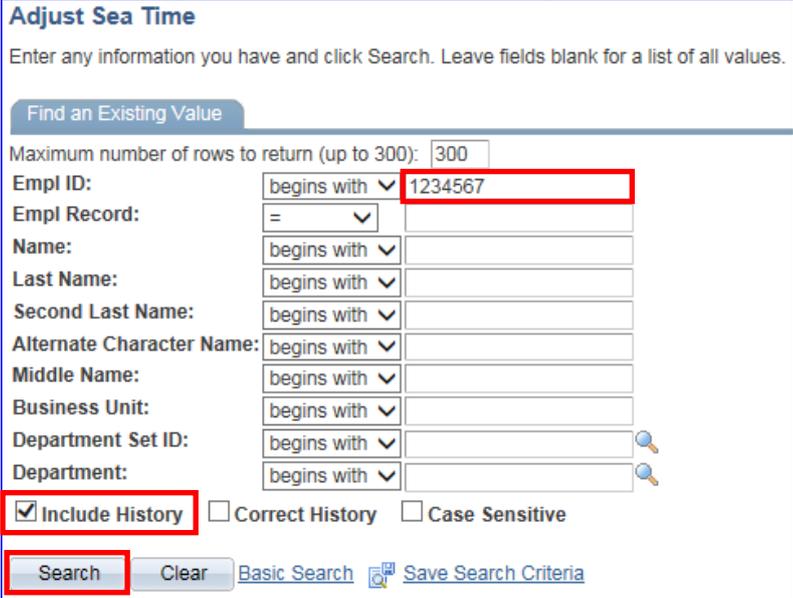


# Starting Career Sea Pay (Retro and Mobile Units)

**Introduction** This guide provides the procedures for starting Career Sea Pay for a member in Direct Access. For example, a member transferred to a Career Sea Pay unit on 8/22/14 and for whatever reason, the Sea Pay was never started. The SPO must review the member’s Sea Time Balances first, make the changes in the Career Sea Time Override and get the transaction approved. Once approved, PPC can manually credit the member for the retroactive period.

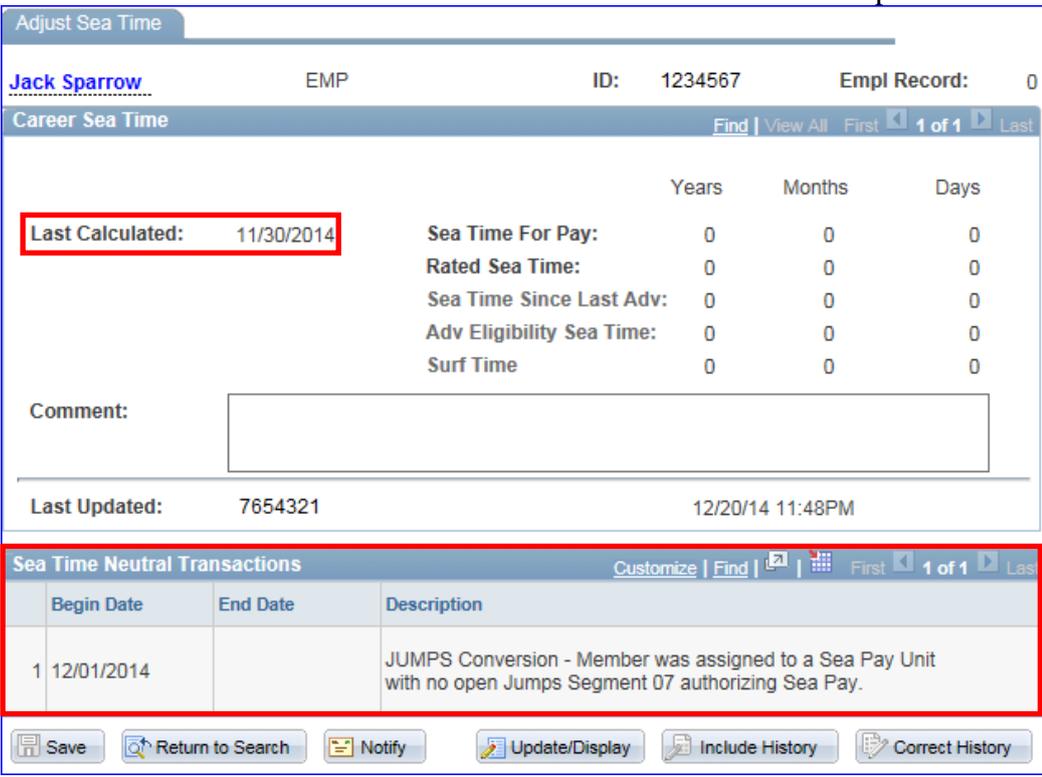
**Note:** Career Sea Pay should automatically start when a member reports to a Career Sea Pay eligible **ship**. This guide should only be used if the Sea Pay was not started before JUMPS was shut down or the member is assigned to a **mobile unit**.

**Procedures** See below.

Step	Action
1	<p>Before starting Career Sea Pay, first look at the member’s Sea Time Balances. Click the <b>Sea Time Balances</b> link from the Active &amp; Reserve Pay Shortcuts.</p> 
2	<p>Enter the <b>Empl ID</b>, check <b>Include History</b> and click <b>Search</b>.</p> 

## Starting Career Sea Pay, Continued

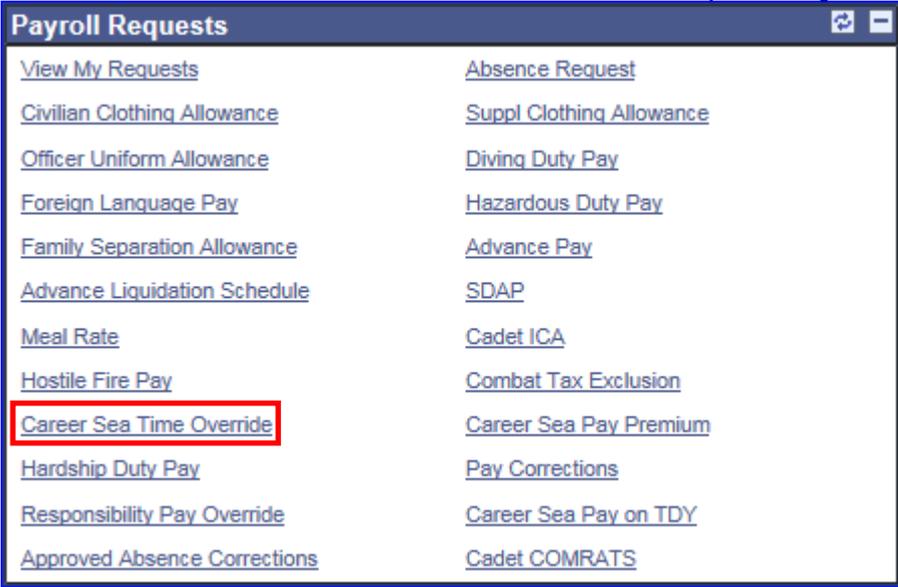
Procedures,  
continued

Step	Action						
3	<p>Notice the date when the sea time was last calculated. Then look at the <b>Sea Time Neutral Transactions</b> for the description of why the sea pay isn't running. In this example, the Description says the member was assigned to a Sea Pay Unit but the Career Sea Pay was never started in JUMPS. The <b>Begin Date</b> from the Sea Time Neutral Transaction <b>must</b> be used in the next step.</p>  <p>The screenshot shows the 'Adjust Sea Time' interface for member Jack Sparrow (EMP ID: 1234567). It displays 'Career Sea Time' statistics, including 'Last Calculated: 11/30/2014'. Below this is a 'Sea Time Neutral Transactions' table with the following data:</p> <table border="1" data-bbox="327 1209 1369 1377"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1 12/01/2014</td> <td></td> <td>JUMPS Conversion - Member was assigned to a Sea Pay Unit with no open Jumps Segment 07 authorizing Sea Pay.</td> </tr> </tbody> </table> <p>At the bottom of the screenshot are several action buttons: Save, Return to Search, Notify, Update/Display, Include History, and Correct History.</p>	Begin Date	End Date	Description	1 12/01/2014		JUMPS Conversion - Member was assigned to a Sea Pay Unit with no open Jumps Segment 07 authorizing Sea Pay.
Begin Date	End Date	Description					
1 12/01/2014		JUMPS Conversion - Member was assigned to a Sea Pay Unit with no open Jumps Segment 07 authorizing Sea Pay.					

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# Starting Career Sea Pay, Continued

Procedures,  
continued

Step	Action
4	<p>Now that the Begin Date has been identified, select the Requests link at the top left of the screen.</p> 
5	<p>Click the <b>Career Sea Time Override</b> link from the Payroll Requests pagelet.</p> 

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## Starting Career Sea Pay, Continued

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Procedures,  
continued

Step	Action
6	<p>Enter the <b>Empl ID</b> and click <b>Add</b>.</p> <div data-bbox="327 526 715 891"><p><b>Add Action Request</b></p><p>Add a New Value</p><p>Empl ID: <input type="text" value="1234567"/> </p><p>Empl Record: <input type="text" value="0"/> </p><p><input type="button" value="Add"/></p></div>
7	<p>Enter the <b>Begin Date</b> (from the Sea Time Neutral Transaction) and enter that same date for the <b>End Date</b>. Then click <b>Get Details</b>.</p> <div data-bbox="327 1003 1353 1512"><p><b>Action Request</b></p><p><u>Submit Career Sea Time Override</u></p><p><u>Sparrow, Jack</u> .....</p><p><u>Requesting Career Sea Time Override</u></p><ul style="list-style-type: none"><li>• For the Begin Date, enter the date the member is no longer eligible for Sea Pay.</li><li>• For the End Date, enter the last date the member is no longer eligible for Sea Pay.</li><li>• Press Submit.</li></ul><p><b>Request Details</b></p><p>Begin Date: <input type="text" value="12/01/2014"/> </p><p>End Date: <input type="text" value="12/01/2014"/> </p><p><input type="button" value="Get Details"/></p></div>

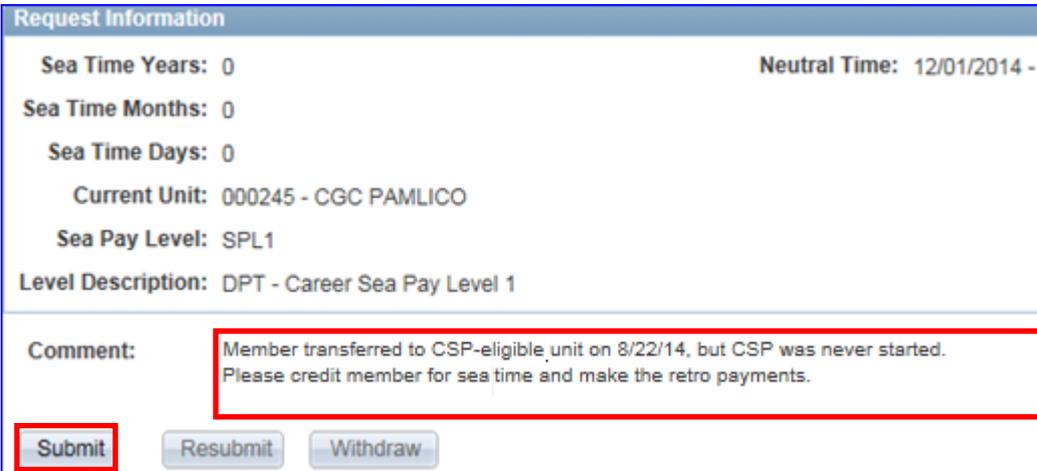
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## Starting Career Sea Pay, Continued

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Procedures,  
continued

Step	Action
8	<p>Clicking Get Details auto-populates the <b>Request Information</b> section. <b>Enter very specific comments</b>, such as: Member transferred to a CSP-eligible unit on 8/22/14, but CSP was never started. Please credit member for sea time and make the retro payments. Or Member returned from TDY and SPO never input the CSP before the member departed PCS. Any information provided will assist PPC. Now click <b>Submit</b>.</p>  <p>The screenshot shows a 'Request Information' form with the following details:</p> <ul style="list-style-type: none"> <li>Sea Time Years: 0</li> <li>Sea Time Months: 0</li> <li>Sea Time Days: 0</li> <li>Neutral Time: 12/01/2014 -</li> <li>Current Unit: 000245 - CGC PAMLICO</li> <li>Sea Pay Level: SPL1</li> <li>Level Description: DPT - Career Sea Pay Level 1</li> <li>Comment: Member transferred to CSP-eligible unit on 8/22/14, but CSP was never started. Please credit member for sea time and make the retro payments.</li> <li>Buttons: Submit, Resubmit, Withdraw</li> </ul>
9	<p>Once submitted, the transaction will be routed to the SPO Tree for approval. Once approved, PPC will manually adjust the Sea Time Balances to reflect the retroactive period.</p>

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