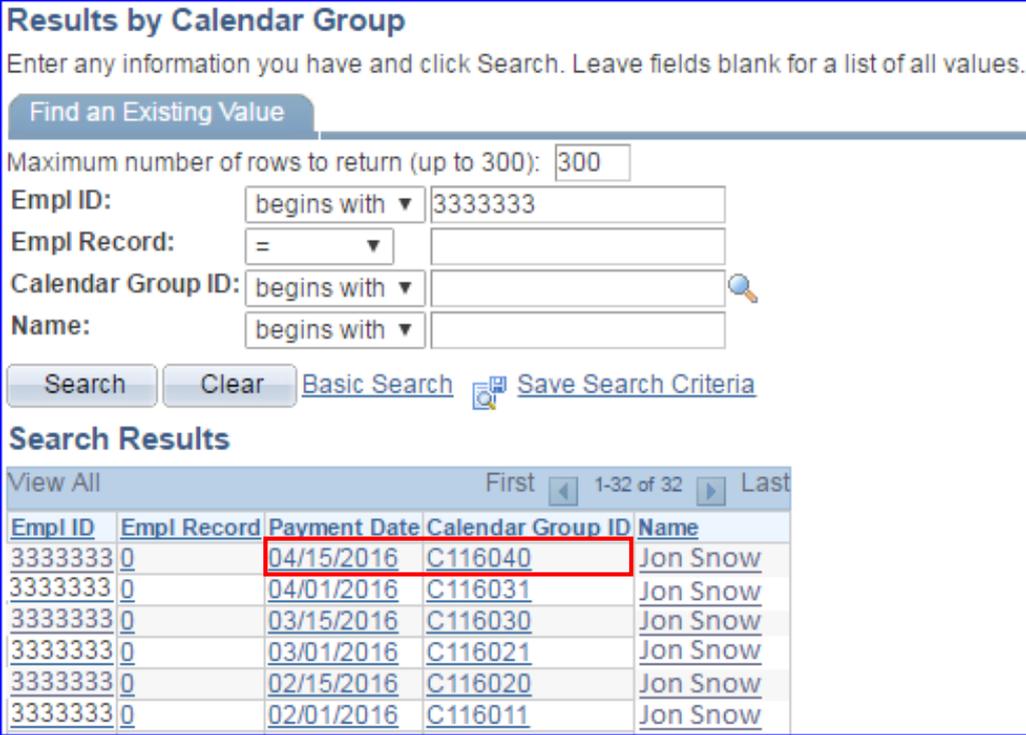


Identifying SGLI, FSGLI AND TSGLI Arrears

Introduction This guide provides procedures to correctly identify whether a member is in arrears for SGLI, FSGLI, TSGLI and the amount of the arrears. A member is in arrears with life insurance when they fail to drill regularly or fail to prepay for life insurance while not drilling.

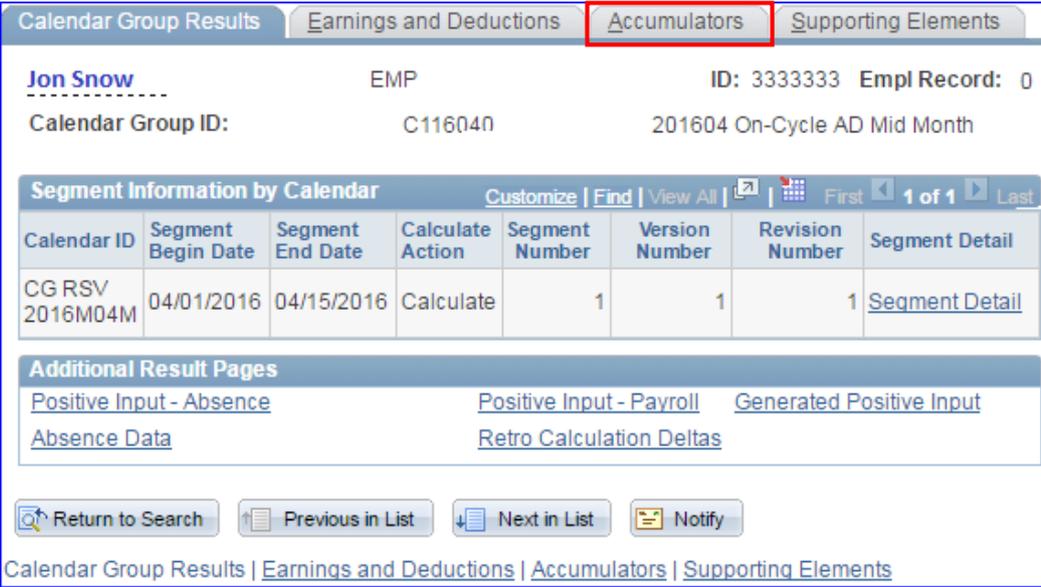
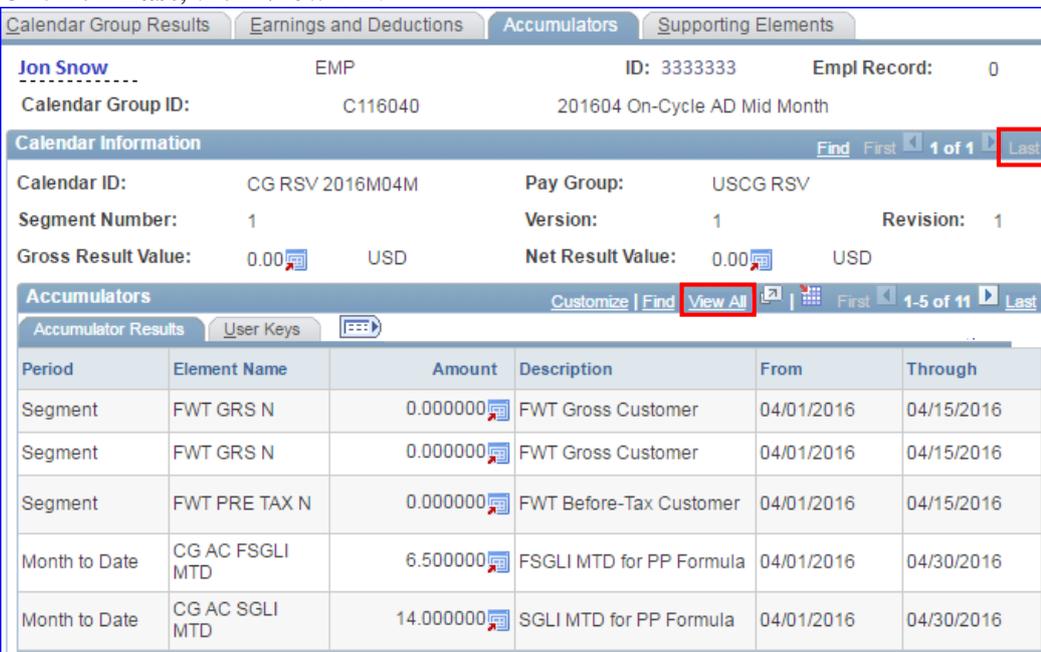
Procedures See Below.

Step	Action																																			
1	<p>SGLI, FSGLI, and TSGLI information can be found by clicking on the Pay Calculation Results link from the Pay Processing Shortcuts Pagelet.</p>  <p>The screenshot shows a window titled "Pay Processing Shortcuts" with a dark blue header. Below the header, there are two links: "Pay Calculation Results" (highlighted with a red box) and "Element Assignment By Payee". A third link, "One Time (Positive Input)", is located below the first link.</p>																																			
2	<p>Click on the members most current pay calendar.</p>  <p>The screenshot shows the "Results by Calendar Group" search interface. It includes a search bar with the text "Find an Existing Value", a field for "Maximum number of rows to return (up to 300):" set to 300, and several search criteria fields: "Empl ID:" (begins with 3333333), "Empl Record:" (=), "Calendar Group ID:" (begins with), and "Name:" (begins with). Below the search fields are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Search Results" section shows a table with columns: "Empl ID", "Empl Record", "Payment Date", "Calendar Group ID", and "Name". The first row of results is highlighted with a red box, showing "Jon Snow" with a payment date of "04/15/2016" and a calendar group ID of "C116040".</p> <table border="1" data-bbox="352 1435 1142 1700"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>3333333</td> <td>0</td> <td>04/15/2016</td> <td>C116040</td> <td>Jon Snow</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>04/01/2016</td> <td>C116031</td> <td>Jon Snow</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>03/15/2016</td> <td>C116030</td> <td>Jon Snow</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>03/01/2016</td> <td>C116021</td> <td>Jon Snow</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>02/15/2016</td> <td>C116020</td> <td>Jon Snow</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>02/01/2016</td> <td>C116011</td> <td>Jon Snow</td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	3333333	0	04/15/2016	C116040	Jon Snow	3333333	0	04/01/2016	C116031	Jon Snow	3333333	0	03/15/2016	C116030	Jon Snow	3333333	0	03/01/2016	C116021	Jon Snow	3333333	0	02/15/2016	C116020	Jon Snow	3333333	0	02/01/2016	C116011	Jon Snow
Empl ID	Empl Record	Payment Date	Calendar Group ID	Name																																
3333333	0	04/15/2016	C116040	Jon Snow																																
3333333	0	04/01/2016	C116031	Jon Snow																																
3333333	0	03/15/2016	C116030	Jon Snow																																
3333333	0	03/01/2016	C116021	Jon Snow																																
3333333	0	02/15/2016	C116020	Jon Snow																																
3333333	0	02/01/2016	C116011	Jon Snow																																

Continued on next page

Identifying SGLI, FSGLI AND TSGLI Arrears, Continued

Procedures,
continued

Step	Action
3	<p>Click on the Accumulators tab.</p> 
4	<p>Click on Last, then View All.</p> 

Continued on next page

Identifying SGLI, FSGLI AND TSGLI Arrears, Continued

Procedures,
continued

Step	Action																																																																								
5	<p data-bbox="347 495 1358 562">Scroll down to the Custom Period Section of the Accumulators section to find the arrears or credit remaining on a prepayment.</p> <p data-bbox="347 566 711 600">Positive Amounts = Arrears</p> <table border="1" data-bbox="352 600 1394 963"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Custom Period</td> <td>CG AC MGIB BAL</td> <td>1200.000000</td> <td>MGIB Basic Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>FSGLI_ARR</td> <td>45.500000</td> <td>Family Servicemembers Grp Life</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>0.000000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>SGLI_ARR</td> <td>98.000000</td> <td>Servicemembers Group Life Ins</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>TSGLI_ARR</td> <td>3.500000</td> <td>Traumatic SGLI</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table> <p data-bbox="347 1003 868 1037">Negative Amounts = Prepayment Credit</p> <table border="1" data-bbox="352 1037 1394 1391"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Custom Period</td> <td>CG AC MGIB BAL</td> <td>1200.000000</td> <td>MGIB Basic Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>FSGLI_ARR</td> <td>-200.750000</td> <td>Family Servicemembers Grp Life</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>0.000000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>SGLI_ARR</td> <td>-476.000000</td> <td>Servicemembers Group Life Ins</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>TSGLI_ARR</td> <td>-17.000000</td> <td>Traumatic SGLI</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004		Custom Period	FSGLI_ARR	45.500000	Family Servicemembers Grp Life	01/01/2004		Custom Period	LEAVE ENT_BAL	0.000000	Leave Entitlement	01/01/2004		Custom Period	SGLI_ARR	98.000000	Servicemembers Group Life Ins	01/01/2004		Custom Period	TSGLI_ARR	3.500000	Traumatic SGLI	01/01/2004		Period	Element Name	Amount	Description	From	Through	Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004		Custom Period	FSGLI_ARR	-200.750000	Family Servicemembers Grp Life	01/01/2004		Custom Period	LEAVE ENT_BAL	0.000000	Leave Entitlement	01/01/2004		Custom Period	SGLI_ARR	-476.000000	Servicemembers Group Life Ins	01/01/2004		Custom Period	TSGLI_ARR	-17.000000	Traumatic SGLI	01/01/2004	
Period	Element Name	Amount	Description	From	Through																																																																				
Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004																																																																					
Custom Period	FSGLI_ARR	45.500000	Family Servicemembers Grp Life	01/01/2004																																																																					
Custom Period	LEAVE ENT_BAL	0.000000	Leave Entitlement	01/01/2004																																																																					
Custom Period	SGLI_ARR	98.000000	Servicemembers Group Life Ins	01/01/2004																																																																					
Custom Period	TSGLI_ARR	3.500000	Traumatic SGLI	01/01/2004																																																																					
Period	Element Name	Amount	Description	From	Through																																																																				
Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004																																																																					
Custom Period	FSGLI_ARR	-200.750000	Family Servicemembers Grp Life	01/01/2004																																																																					
Custom Period	LEAVE ENT_BAL	0.000000	Leave Entitlement	01/01/2004																																																																					
Custom Period	SGLI_ARR	-476.000000	Servicemembers Group Life Ins	01/01/2004																																																																					
Custom Period	TSGLI_ARR	-17.000000	Traumatic SGLI	01/01/2004																																																																					