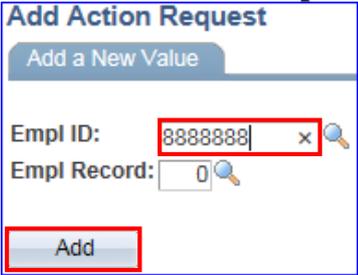


# Stopping Responsibility Pay

**Introduction** This guide provides procedures for Stopping Responsibility Pay for members in Direct Access. This entitlement starts automatically upon PCS reporting for eligible members.

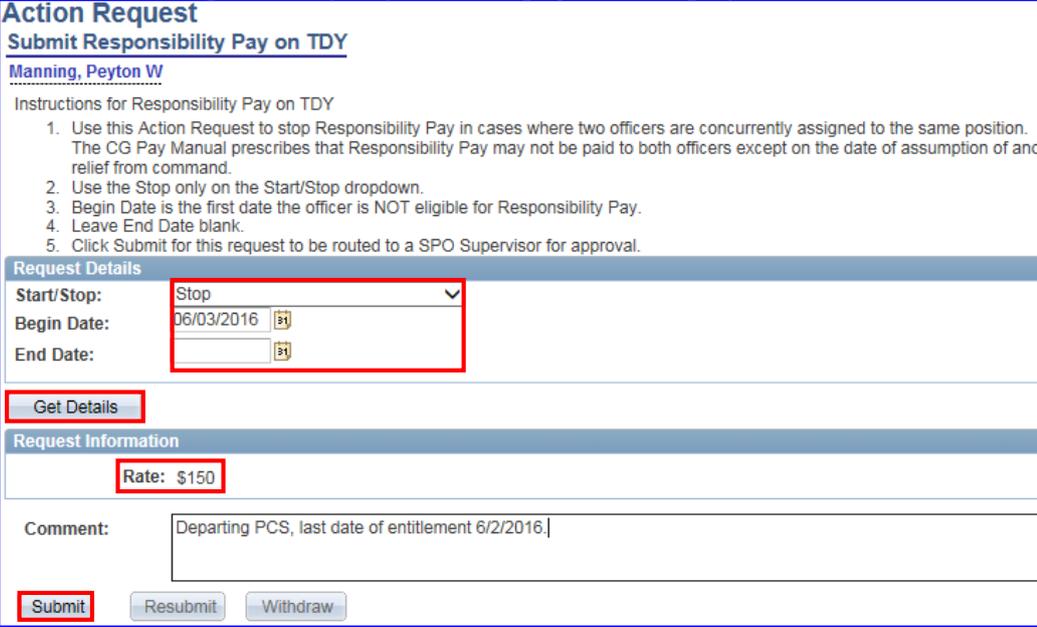
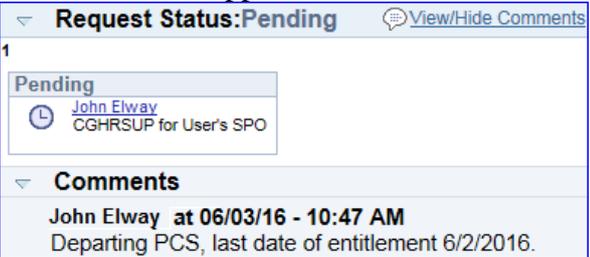
**Procedure** See below.

Step	Action
1	<p>Select the <b>Request</b> tab at the top of the home page. Select the <b>Responsibility Pay Override</b> link in the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three main sections: 'Self Service Requests', 'Payroll Requests', and 'Request Reports'. The 'Payroll Requests' section contains a grid of links. The link 'Responsibility Pay Override' is highlighted with a red rectangular box.</p>
2	<p>Enter the members <b>Empl ID</b> and hit <b>Add</b>.</p>  <p>The screenshot shows a form titled 'Add Action Request' with a sub-header 'Add a New Value'. It contains two input fields: 'Empl ID:' with the value '8888888' and 'Empl Record:' with the value '0'. Both input fields have a magnifying glass icon to the right. Below the fields is a button labeled 'Add', which is highlighted with a red rectangular box.</p>

*Continued on next page*

# Stopping Responsibility Pay, Continued

Procedure,  
continued

Step	Action
<p><b>3</b></p>	<p>The Submit Responsibility Pay on TDY page will display.</p>  <p><b>Action Request</b> <b>Submit Responsibility Pay on TDY</b> <b>Manning, Peyton W</b></p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> <li>1. Use this Action Request to stop Responsibility Pay in cases where two officers are concurrently assigned to the same position. The CG Pay Manual prescribes that Responsibility Pay may not be paid to both officers except on the date of assumption of and relief from command.</li> <li>2. Use the Stop only on the Start/Stop dropdown.</li> <li>3. Begin Date is the first date the officer is NOT eligible for Responsibility Pay.</li> <li>4. Leave End Date blank.</li> <li>5. Click Submit for this request to be routed to a SPO Supervisor for approval.</li> </ol> <p><b>Request Details</b></p> <p>Start/Stop: Stop Begin Date: 06/03/2016 End Date:</p> <p><b>Get Details</b></p> <p><b>Request Information</b></p> <p>Rate: \$150</p> <p>Comment: Departing PCS, last date of entitlement 6/2/2016.</p> <p><b>Submit</b> Resubmit Withdraw</p> <p>Select <b>Stop</b> from the <b>Start/Stop</b> list. Enter the <b>Begin Date</b>. The begin date is the first day the member is not eligible for Responsibility Pay. Leave <b>End Date</b> blank.</p> <p>Click the <b>Get Details</b> button to populate the current pay <b>Rate</b>.</p> <p>Enter the reason for the action in the Comment box.</p> <p>Press the <b>Submit</b> button.</p>
<p><b>4</b></p>	<p>Once submitted, the transaction status is Pending and has been routed to the SPO auditor for approval.</p>  <p><b>Request Status: Pending</b> <a href="#">View/Hide Comments</a></p> <p><b>1</b></p> <p><b>Pending</b></p> <p>John Elway CGHRSUP for User's SPO</p> <p><b>Comments</b></p> <p>John Elway at 06/03/16 - 10:47 AM Departing PCS, last date of entitlement 6/2/2016.</p>