

Combat Tax Exclusion

Purpose This guide provides the procedures for Starting, Stopping, Deleting and Approving Combat Tax Exclusion transactions in Direct Access.

Before you begin Review the [Combat Tax Exclusion Knowable Base](#) entry to learn about this entitlement. The entry provides; references, entitlement rules, effective date guidance, and more.

Combat Tax Exclusion (CTE) was initially programmed as an auto-stop with a PCS departure, but is now a manual process that must be performed by the SPO.

NOTE: All retroactive start or stop entries in a finalized pay calendar must be followed up with a Customer Care Ticket requesting manual adjustments to the member's tax balances.

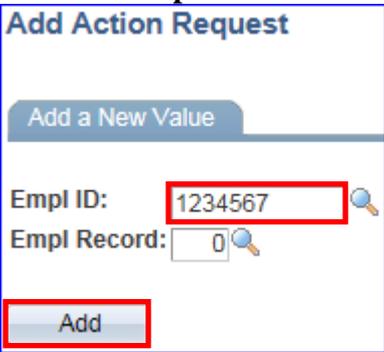
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Starting Combat Tax Exclusion (CTE)

Introduction This section provides the procedures for starting Combat Tax Exclusion (CTE) in Direct Access.

Procedures See below.

Step	Action
1	<p>Select the Combat Tax Exclusion link from the Payroll Requests pagelet located on the Requests tab.</p> 
2	<p>Enter the Empl ID and then click Add.</p> 

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Starting Combat Tax Exclusion (CTE), Continued

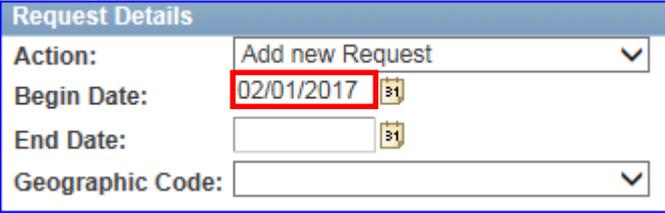
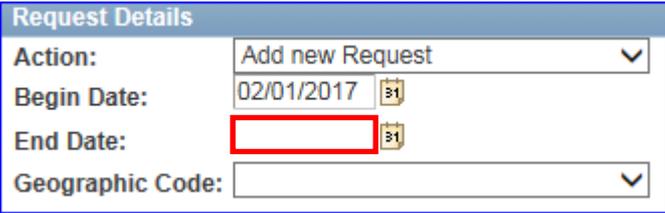
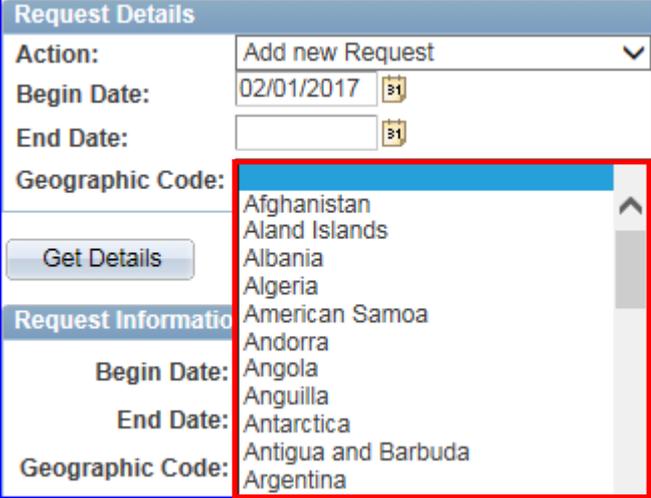
Procedures,
continued

Step	Action
<p>3</p>	<p>The Submit Combat Tax Exclusion Action Request will display. Read the instructions before proceeding. Click Get Details to view the most current Global Payroll Tax Exclusion Zone data for this payee (if any).</p> <div data-bbox="316 600 1369 1384" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Tax Exclusion Zone</u></p> <p><u>Quarry, State</u></p> <p>Tax Exclusion Zone Request for Global Payroll</p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><i>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</i></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Details</p> <p>Action: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/> <input type="text" value=""/></p> <p>End Date: <input type="text" value=""/> <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/></p> </div> <p style="text-align: center;">Get Details</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Information</p> <p>Begin Date: <input type="text" value=""/></p> <p>End Date: <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/></p> <p>Comment: <input type="text" value=""/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>
<p>4</p>	<p>Select Add New Request from the Action drop-down list.</p> <div data-bbox="331 1467 997 1691" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Action: <input type="text" value="Add new Request"/></p> <p>Begin Date: <input type="text" value=""/></p> <p>End Date: <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/></p> </div>

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Starting Combat Tax Exclusion (CTE), Continued

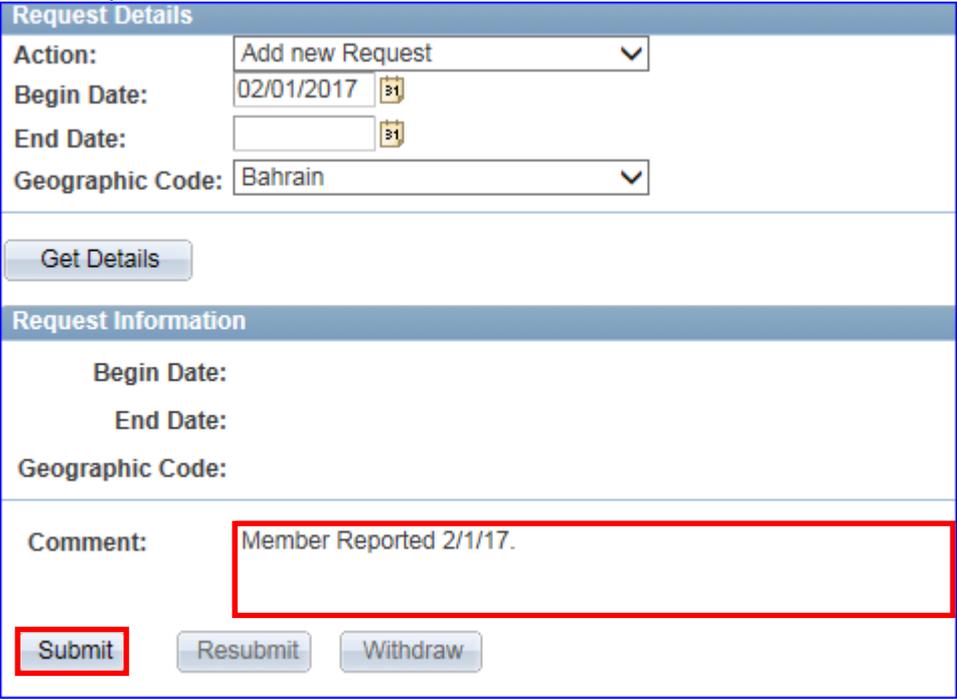
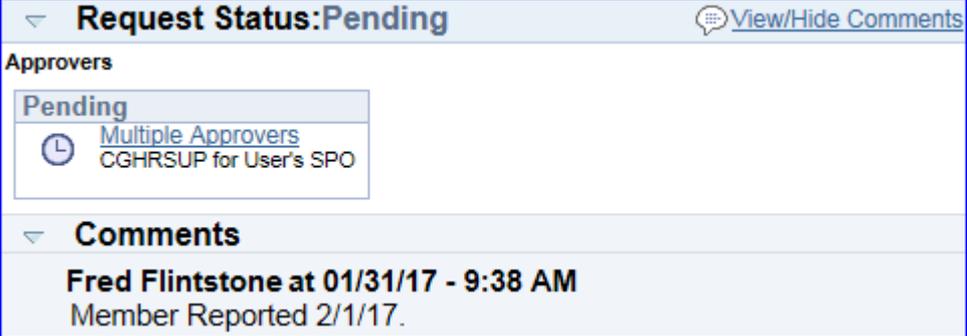
Procedures,
continued

Step	Action
5	<p>Enter the Begin Date. For Global Payroll purposes, the Begin Date must be the first day of the month.</p>  <p>The screenshot shows a 'Request Details' form with the following fields: Action (Add new Request), Begin Date (02/01/2017), End Date (blank), and Geographic Code (blank). The Begin Date field is highlighted with a red box.</p>
6	<p>If entering CTE for a known period - enter the End Date. For Global Payroll purposes, the End Date must be the last day of the month. Leave the End Date field blank for continuous entitlement.</p>  <p>The screenshot shows the same 'Request Details' form as in step 5, but the End Date field is highlighted with a red box and contains a calendar icon, indicating it is blank.</p>
7	<p>Pick the Geographic Code from the drop-down list.</p>  <p>The screenshot shows the 'Request Details' form with the 'Geographic Code' dropdown menu open. The list includes: Afghanistan, Aland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, and Argentina. The dropdown menu is highlighted with a red box.</p> <p>Note: The Geographic area selected must be an authorized area per the DoD FMR or interim updates from COMDT (CG-1322).</p>

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Starting Combat Tax Exclusion (CTE), Continued

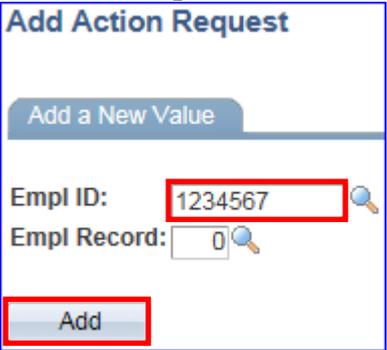
Procedures,
continued

Step	Action
8	<p>Enter any Comments, then click Submit.</p> 
9	<p>The transaction is now Pending and has been routed to the SPO tree for approval.</p> 

Stopping Combat Tax Exclusion

Introduction This section provides the procedures for stopping Combat Tax Exclusion (CTE) in Direct Access. This was initially programmed as an auto-stop with a PCS departure, but is now a manual process that must be performed by the SPO.

Procedures See below.

Step	Action
1	<p>Select the Combat Tax Exclusion link from the Payroll Requests pagelet located on the Requests tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'Submit a Delegation Request', and 'Submit a Drill Request'. Below that, the 'Payroll Requests' section is expanded, showing a list of links: 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time Override', 'Hardship Duty Pay', 'Responsibility Pay Override', 'Approved Absence Corrections', 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion' (highlighted with a red box), 'Career Sea Pay Premium', 'Pay Corrections', 'Career Sea Pay on TDY', and 'Cadet COMRATS'.</p>
2	<p>Enter the Empl ID and then click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. There is a button labeled 'Add a New Value'. Below it, there are two input fields: 'Empl ID:' with the value '1234567' (highlighted with a red box) and 'Empl Record:' with the value '0'. At the bottom of the form, there is an 'Add' button (highlighted with a red box).</p>

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Stopping Combat Tax Exclusion, Continued

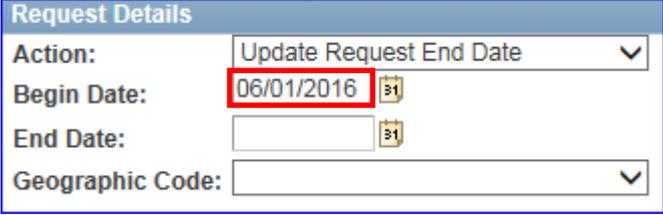
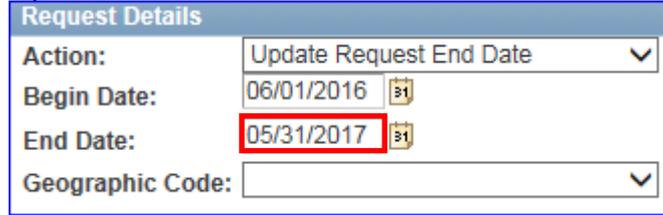
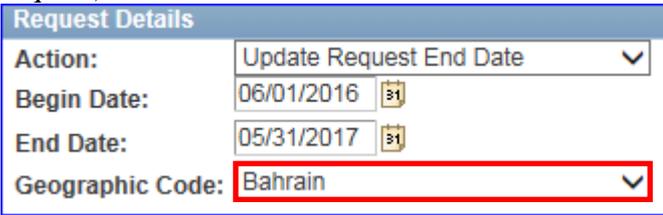
Procedures,
continued

Step	Action
<p>3</p>	<p>The Action Request page will display. Click Get Details to view the most current Global Payroll Tax Exclusion Zone data for this payee.</p> <div data-bbox="316 562 1369 1346" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Tax Exclusion Zone</u></p> <p><u>Rubble, Barney</u>.....</p> <p><u>Tax Exclusion Zone Request for Global Payroll</u></p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><i>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</i></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Details</p> <p>Action: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value="31"/></p> <p>End Date: <input type="text" value="31"/></p> <p>Geographic Code: <input type="text" value=""/></p> </div> <p style="text-align: center;">Get Details</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Information</p> <p>Begin Date:</p> <p>End Date:</p> <p>Geographic Code:</p> <p>Comment: <input type="text" value=""/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div> <p>This will populate the Request Information section.</p> <div data-bbox="316 1413 699 1615" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p style="text-align: center;">Begin Date: 2016-06-01</p> <p style="text-align: center;">End Date:</p> <p style="text-align: center;">Geographic Code: BHR</p> </div>
<p>4</p>	<p>Select Update Request End Date from the Action drop-down list.</p> <div data-bbox="331 1693 995 1906" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Action: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/></p> <p>End Date: <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/></p> </div> <div data-bbox="564 1733 979 1861" style="border: 1px solid gray; padding: 2px;"> <p>Add new Request</p> <p>Delete Existing Request</p> <p style="border: 2px solid red;">Update Request End Date</p> </div>

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Stopping Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
5	<p>Enter the Begin Date. This must be the same as the Begin Date shown in the Request information section but in the MM/DD/YYYY format (e. g. “2016-06-01” is entered in the Begin Date field as “06/01/2016”).</p>  <p>The screenshot shows a 'Request Details' form with the following fields: Action (Update Request End Date), Begin Date (06/01/2016), End Date (empty), and Geographic Code (empty). The Begin Date field is highlighted with a red box.</p>
6	<p>Enter the End Date. For Global Payroll purposes, the End Date must be the last day of the month.</p>  <p>The screenshot shows a 'Request Details' form with the following fields: Action (Update Request End Date), Begin Date (06/01/2016), End Date (05/31/2017), and Geographic Code (empty). The End Date field is highlighted with a red box.</p>
7	<p>Select the Geographic Code (which also must be the same as the original request).</p>  <p>The screenshot shows a 'Request Details' form with the following fields: Action (Update Request End Date), Begin Date (06/01/2016), End Date (05/31/2017), and Geographic Code (Bahrain). The Geographic Code field is highlighted with a red box.</p>

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Stopping Combat Tax Exclusion, Continued

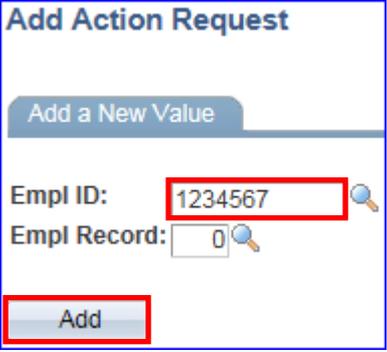
Procedures,
continued

Step	Action
8	<p>Enter any Comments, then click Submit.</p> <div data-bbox="316 526 1198 909"><p>Request Information</p><p>Begin Date: 2016-06-01</p><p>End Date:</p><p>Geographic Code: BHR</p><hr/><p>Comment: Member is departing the area on 5/25/17.</p><p>Submit Resubmit Withdraw</p></div>
9	<p>The transaction is now Pending and has been routed to the SPO tree for approval.</p> <div data-bbox="316 981 1281 1323"><p>Request Status: Pending View/Hide Comments</p><p>Approvers</p><div data-bbox="327 1070 683 1182"><p>Pending</p><p> Multiple Approvers CGHRSUP for User's SPO</p></div><p>Comments</p><div data-bbox="327 1238 1281 1323"><p>Fred Flintstone at 01/31/17 - 9:57 AM Member is departing the area on 5/25/17.</p></div></div>

Deleting Combat Tax Exclusion

Introduction This section provides the procedures for deleting Combat Tax Exclusion (CTE) in Direct Access.

Procedures See below.

Step	Action
1	<p>Select the Combat Tax Exclusion link from the Payroll Requests pagelet located on the Requests tab.</p> 
2	<p>Enter the Empl ID and then click Add.</p> 

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Deleting Combat Tax Exclusion, Continued

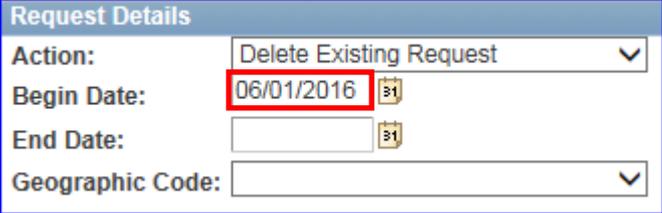
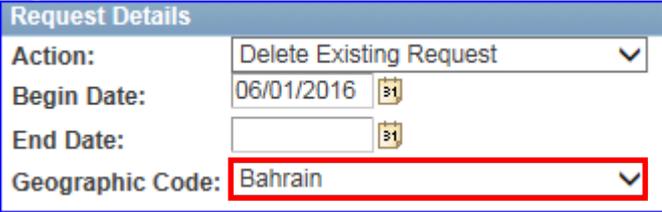
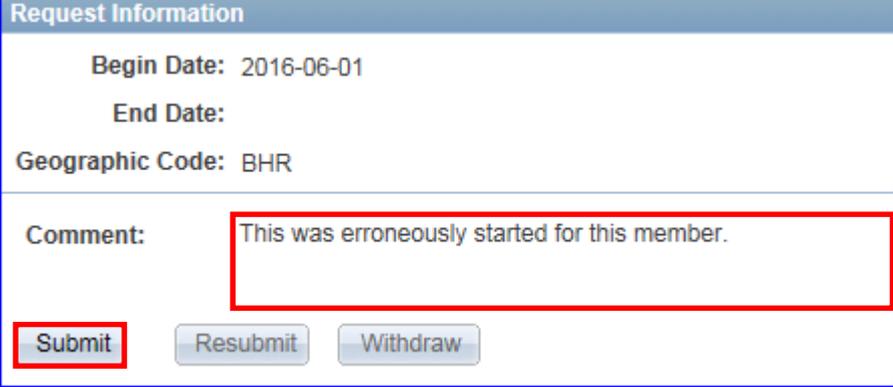
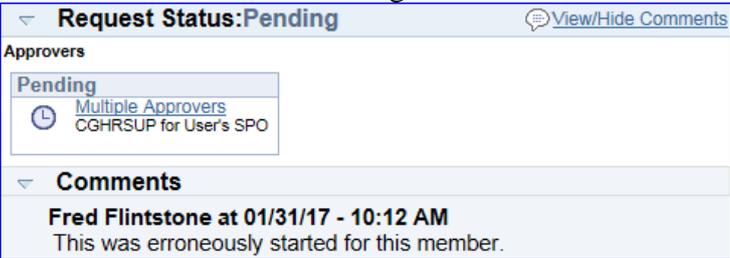
Procedures,
continued

Step	Action
<p>3</p>	<p>Click Get Details to view the most current Global Payroll Tax Exclusion Zone data for this payee.</p> <div data-bbox="316 562 1329 1317" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Tax Exclusion Zone</u></p> <p><u>Rubble, Betty</u></p> <p><u>Tax Exclusion Zone Request for Global Payroll</u></p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><small>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</small></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Details</p> <p>Action: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/> <input type="button" value="BT"/></p> <p>End Date: <input type="text" value=""/> <input type="button" value="BT"/></p> <p>Geographic Code: <input type="text" value=""/></p> </div> <p style="text-align: center;">Get Details</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Information</p> <p>Begin Date:</p> <p>End Date:</p> <p>Geographic Code:</p> <p>Comment: <input type="text" value=""/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div> <p>This will populate the Request Information section.</p> <div data-bbox="316 1391 703 1588" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Begin Date: 2016-06-01</p> <p>End Date:</p> <p>Geographic Code: BHR</p> </div>
<p>4</p>	<p>Select Delete Existing Request from the Action drop-down list.</p> <div data-bbox="325 1668 997 1901" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Action: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/></p> <p>End Date: <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/></p> </div>

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Deleting Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
5	<p>Enter the Begin Date. This must be the same as the Begin Date shown in the Request information section but in the MM/DD/YYYY format (e. g. “2016-06-01” is entered in the Begin Date field as “06/01/2016”).</p> 
6	<p>Select the Geographic Code (which also must be the same as the original request).</p> 
7	<p>Enter any Comments, then click Submit.</p> 
8	<p>The transaction is now Pending and has been routed to the SPO tree for approval.</p> 

Review and Approval

Introduction This section provides the procedure for the SPO Auditor (CGHRSUP) to review and approve a pending Start, Stop, or Delete CTE transaction.

Procedure Follow these steps to access the pending transaction.

Step	Action
<p>1</p>	<p>To view transactions awaiting approval, click Requests from the Direct Access Portal Home page.</p> 
<p>2</p>	<p>Click on the View My Requests (all types) link.</p> 

Continued on next page

Review and Approval, Continued

Procedure,
continued

Step	Action																		
3	<p>Select Requests I am Approver For. Change the Transaction Name to Tax Exclusion Zone to narrow the list to only display Tax Exclusion approval requests. Leave the Transaction Status as Pending. The Submission Dates can also be used to filter requests. Click Populate Grid.</p> <div data-bbox="323 633 1367 1238" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>Wilma Flintstone</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p> Transaction Name: <input type="text" value="Tax Exclusion Zone"/> </p> <p> Transaction Status: <input type="text" value="Pending"/> </p> <p> Submission From Date: <input type="text" value=""/> </p> <p> Submission To Date: <input type="text" value=""/> </p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>																		
4	<p>Click on the Approve/Deny link to view the transaction.</p> <div data-bbox="323 1312 1367 1384" style="border: 1px solid blue; padding: 5px;"> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Tax Exclusion Zone Request</td> <td>Pending</td> <td>Slate Quarry</td> <td>1234567</td> <td>008146</td> <td>Fred Flintstone</td> <td>Wilma Flintstone</td> <td>01/31/2017</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Tax Exclusion Zone Request	Pending	Slate Quarry	1234567	008146	Fred Flintstone	Wilma Flintstone	01/31/2017	Approve/Deny
Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny											
Tax Exclusion Zone Request	Pending	Slate Quarry	1234567	008146	Fred Flintstone	Wilma Flintstone	01/31/2017	Approve/Deny											

Continued on next page

Review and Approval, Continued

Procedure,
continued

Step	Action
5	<p>The Action Request will open on an additional tab. Review the transaction details. Click the Approve button to approve the transaction or click the Deny button (comments are required) to remove the transaction from all of the SPO Supervisor's Action Requests.</p> <div data-bbox="320 633 1369 1597" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Tax Exclusion Zone</u> <u>Quarry, Slate</u> Tax Exclusion Zone Request for Global Payroll</p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><i>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</i></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Details</p> <p>Action: Add new Request Begin Date: 02/01/2017 End Date: Geographic Code: Bahrain</p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Information</p> <p>Begin Date: End Date: Geographic Code:</p> </div> <p>Comment: <input style="width: 500px; height: 20px;" type="text"/></p> <p style="text-align: center;"> <input style="border: 2px solid red; padding: 2px 10px;" type="button" value="Approve"/> <input style="border: 2px solid red; padding: 2px 10px;" type="button" value="Deny"/> </p> <div style="border: 1px solid gray; padding: 2px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Fred Flintstone at 01/31/17 - 9:38 AM Member Reported 2/1/17.</p> </div> </div> </div>

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Review and Approval, Continued

Procedure,
continued

Step	Action
6	<p>If approved, this will display.</p> <div data-bbox="323 526 1292 869" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Approved  View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #e6f2e6; padding: 2px;">Approved</p> <p> Wilma Flintstone CGHRSUP for User's SPO 01/31/17 - 10:53 AM</p> </div> <p>Comments</p> <p>Fred Flintstone at 01/31/17 - 9:38 AM Member Reported 2/1/17.</p> </div> <p>If denied, this will display.</p> <div data-bbox="323 943 1292 1397" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Denied  View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #ffe0e0; padding: 2px;">Denied</p> <p> Wilma Flintstone CGHRSUP for User's SPO 01/31/17 - 10:57 AM</p> </div> <p>Comments</p> <p>Wilma Flintstone at 01/31/17 - 10:57 AM This is the wrong End Date.</p> <hr style="width: 50%; margin: 5px auto;"/> <p>Fred Flintstone at 01/31/17 - 9:57 AM Member is departing the area on 5/25/17.</p> </div>
