

U. S Coast Guard

Pay & Personnel Center (PPC)

CADET Fee Override Process

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Introduction

The following CADET fees should not be deducted during the month of graduation:

- CADET Activity Fund
- Athletic Activity Fund
- CADET Exchange Fees

In GP, these fees are deducted automatically from the CADET's pay if they are in a CADET status. Based on this, GP will deduct the fees in the month of graduation so a process was created to override the deductions during the month of graduation. This process is called 'Stop Graduates' Deductions'. It can only be run by PPC so the Academy will need to send a heat ticket requesting the process be run during the month the CADET class graduates.

Very Important: This process must be run prior to finalizing the mid-month pay period of month of graduation. This will ensure no CADET fees are deducted from the mid-month pay period. If done during end-month pay period, the system would have to credit the mid-month deductions back to the member.

When the process is run, it will create overrides for each CADET fee deduction.

Note: The process looks at the CADET's Job Code Entry Date on their current Job Data row. If it's ≥ 45 months from the graduation date (this date is entered when the process is run), overrides will be created.

Military Service:
Job Information

Effective Date: 01/01/2015
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Pay Rate Change
Reason: Cost-of-Living Adjustment
Job Indicator: Primary Job

*Job Code: 209898
Entry Date: 06/28/2010

Coast Guard Academy Cadet

Procedures for Running the Process

After the heat ticket is received, PPC will take the following steps 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 Stop Graduates Deductions component via the path below: Global Payroll & Absence Mgmt > USCG Payroll Processes > Stop Graduates' Deductions Note: You may want to add this page to your favorites since it'll be run annually.
3	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. Note: You can use this Run Control ID every time the process is run. Stop Graduates' Deductions Enter any information you have and click Search. Leave fields blank for a list of all values. 
4	Enter the date the CADETs will graduate in the Academy Graduation Date field. 
5	Click the RUN button.
6	Make sure the Server Name field is 'PSUNX and click the OK button.

	<p>Process Scheduler Request</p> <p>User ID: DBUNGER Run Control ID: CADET2015</p> <p>Server Name: PSUNX Run Date: 12/08/2015</p> <p>Recurrence: Run Time: 11:59:20AM Reset to Current Date/Time</p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>USCGA Graduates' Deductions</td> <td>CG_GRAD_DED</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	USCGA Graduates' Deductions	CG_GRAD_DED	Application Engine	Web	TXT	Distribution						
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<input checked="" type="checkbox"/>	USCGA Graduates' Deductions	CG_GRAD_DED	Application Engine	Web	TXT	Distribution															
7	Click the Process Monitor link.																				
8	<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> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>265052</td> <td></td> <td>Application Engine</td> <td>CG_GRAD_DED</td> <td>DBUNGER</td> <td>12/08/2015 12:36:43PM PST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	265052		Application Engine	CG_GRAD_DED	DBUNGER	12/08/2015 12:36:43PM PST	Success	Posted	Details
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9	Click on the Details link.																				
10	Click on the View Log/Trace link.																				
11	<p>Click on the .stdout file link.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE CG GRAD DED 265052.stdout</td> <td>6,234</td> <td>12/08/2015 12:38:08.852274PM PST</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	AE CG GRAD DED 265052.stdout	6,234	12/08/2015 12:38:08.852274PM PST														
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12	Save this file to a local directory.																				
13	<p>Send the file to the Academy. They will need to know what CADET's had overrides created on them. When the file is sent to the Academy, ask them to review the file and let PPC know which overrides should be deleted.</p> <p><i>Very Important: The Academy will check the list of EMPLIDs to make sure no one is missing. They will also check to see if any overrides should be removed (CADET's that didn't graduate) and have PPC delete them in EABP.</i></p>																				

This file contains every CADET that had overrides created on them. An example of the file is provided below (EMPLIDs were erased):

```

AE_CG_GRAD_DED_271331.stdout
0
1 PeopleTools 8.50.11 -- Application Engine Server
2 Copyright (c) 1988-2015 PeopleSoft, Inc.
3 All Rights Reserved
4
5
6 PSABSRV started service request at 10.58.07.2015-12-09
7
8
9 EMPLID is Academy Deductions Stopping on 2015-05-01. The Graduation Date entered on the Run Control Page is 2015-05-22.
10
11 EMPLID is Academy Deductions Stopping on 2015-05-01. The Graduation Date entered on the Run Control Page is 2015-05-22.
12
13 EMPLID is Academy Deductions Stopping on 2015-05-01. The Graduation Date entered on the Run Control Page is 2015-05-22.
14

```

For each EMPLID, an override is created for each fee as shown below:

&Assignments Customize Find First 1-6 of 6 Last							
Elements		Recipient					
Element Name ▲	Description	*Process Order	Begin Date ▲	End Date ▼	Active	Instance	
CADET AAF	Cadet Athletic Activity Fund	999	05/01/2015	05/21/2015	<input checked="" type="checkbox"/>	1	+ -
CADET CAF	Cadet Activity Fund	999	05/01/2015	05/21/2015	<input checked="" type="checkbox"/>	1	+ -
CADET CGES	Cadet Exchange Fees	999	05/01/2015	05/21/2015	<input checked="" type="checkbox"/>	1	+ -