

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll
DITY Tax Adjustment File Process

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INTRODUCTION

PPC must be notified when a member's federal and/or state taxes need to be adjusted based on a DITY payment by the Coast Guard. On a monthly basis, FINCEN will provide PPC a data file that will need to be processed in Global Payroll. However, there may be occasions when the file will be provided twice a month (i.e., peak PCS season). This file will contain the necessary federal/state tax adjustments.

Untaxed Portion Amount

The file also contains the untaxed portion amount of the DITY payment (the gross amount paid to the member less the incentive portion).

For example, a member is paid \$5000 for moving their own household goods. We include \$2000 (amount over the member's expenses) in his wages and federal taxes are withheld on the \$2000. Include \$3000 for the nontaxable amount. This amount will be placed in block 12 on the W-2 with code P (excludable moving expense reimbursement paid directly to employee).

PROCESSING THE DITY TAX ADJUSTMENT FILE IN GLOBAL PAYROLL

When PPC receives this file, they will save it to a local directory and follow the steps below to load it into Global Payroll.

STEP	ACTION								
1	From the home page, click on the following links: Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound File Transfers								
2	The system will ask for a Run Control ID. Click the "Add a New Value" tab.								
3	In the Run Control ID field, enter DITYTAXADJ. Note: When the process is run in the future, this run control ID can be used every time.								
4	Make sure there is no existing file attached. If there is, delete the row and click SAVE.								
5	Enter 'DT' in the File Handle field. Note: It may already be there.  <p>The screenshot shows the 'Inbound Interface' with the 'Run Control ID' field containing 'DITYTAXADJ'. Below this is a table with the following structure:</p> <table border="1"> <thead> <tr> <th>*File Handle</th> <th>Attached File</th> <th>Add Attachment</th> <th>Delete Attachment</th> </tr> </thead> <tbody> <tr> <td>1 DT</td> <td>Dity_Tax_Adj.bt</td> <td>Add Attachment</td> <td>Delete Attachment</td> </tr> </tbody> </table>	*File Handle	Attached File	Add Attachment	Delete Attachment	1 DT	Dity_Tax_Adj.bt	Add Attachment	Delete Attachment
*File Handle	Attached File	Add Attachment	Delete Attachment						
1 DT	Dity_Tax_Adj.bt	Add Attachment	Delete Attachment						
6	Click Add Attachment. A new page will appear to enable browsing for the tax adjustment inbound file.								

STEP	ACTION
7	<p>Locate the tax adjustment inbound file:</p> <p>Click: Browse A new Window will appear. In the new window, navigate to the location of the file.</p> <p>Double-click on the file once it is located and the window will close. The text field to the left of the "Browse" button will now be populated with the location of the file.</p> <p>Click: Upload. This action will return you to the Inbound Interface Run Control Page.</p>
8	Click the RUN button.
9	Click the drop down on the Server Name field and select PSUNX.
10	Click the check box next to the Load the DITY File row.
11	Click the OK button.
12	Click the Process Monitor link.
13	<p>Depending on the size of the file, this process could take a while to run. The Run Status will initially show 'Queued', then 'Processing', then 'Success'. Make sure the Distribution Status shows 'Posted', as shown in the example screenshot below.</p>
14	Save the log file to a local directory folder.
15	<p>Send notification to SES and FINCEN that the file was loaded successfully. Also provide them the log file so that it can be reviewed.</p> <p>Note: The log file should be sent to Bill Schirmer in SES and the following folks at FINCEN:</p> <p>Crystal Curran Crystal.L.Curran@uscg.mil Janet Price Janet.Price@uscg.mil Daniel Kensinger Daniel.Kensinger@uscg.mil</p>

MANUAL TAX ADJUSTMENTS

When the file is loaded into GP, members on the file who don't have an accumulator for the adjustment will need to be manually done. SES will need to review the log file to see if any manual adjustments need to be made to a member's FWT YTDA, FWT_GRS_TOT_YTD, or SWT_GRS_TOT_YTD accumulators.

For instance, member has a Federal Income Tax Withheld Adjustment Amount on the file but doesn't have a FWT YTDA accumulator to adjust. This member would show up on the log file stating that the accumulator doesn't exist.

SES will follow the procedures below to do a manual adjustment to one of the accumulators above:

Step	Action
1	Log into Global Payroll.
2	Follow the path below to access the accumulator adjustment action request. Human Resources > Requests > Adjust Accumulators Note: 'Add to Favorites" for quicker access for future adjustments.
3	Enter the member's EMPLID and Empl Record #.
4	Click the ADD button.
5	For the Accumulator field, select one of the following accumulators that need adjusted: <ul style="list-style-type: none"> • FWT YTDA • FWT_GRS_TOT_YTD • SWT_GRS_TOT_YTD <p>Note: If more than one of the accumulators above need adjusted on a member, another action request will need to be completed for it. Only one accumulator can be adjusted per action request.</p>
6	Enter the amount of the adjustment within the Amount field.
7	Enter DITY Adjustment within the Reason field.
8	Leave the Identifier field blank.
9	Enter any comments that need to be entered.
10	Click the Submit button.
11	The action request will now need to be approved by an auditor. Once the request is approved, the accumulator adjustment will be made on the member's last finalize pay calendar. The current pay calendar will then need to be calculated so it picks up the adjustment. Once calculated, the accumulator will show the correct balance on the current pay calendar.

TAXES ADJUSTMENTS IN GLOBAL PAYROLL

When the DITY Tax Adjustment file is successfully loaded into Global Payroll, the member's federal and state tax accumulators will be adjusted accordingly. The process will need to adjust the member's tax accumulators on their last finalized pay calendar.

The example below shows the member's last finalized pay calendar was end-month June pay period.

Accumulators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Empl Record:

Calendar Group ID:

Calendar ID: CG ACT

Name:

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

Empl ID	Empl Record	Calendar Group ID	Calendar ID	Pay Group	Name
1367033 0		C113060	CG ACT 2013M06M	USCG	Spencer Ehlers
367033 0		C113061	CG ACT 2013M06E	USCG	Spencer Ehlers

Last Finalized Pay Calendar on Member

The FWT_GRS_TOT_YTD and SWT_GRS_TOT_YTD accumulators on the member for end-month June pay period were \$1675.75. This was the member's balances prior to DITY tax adjustment being processed.:

Calendar Group Results		Earnings and Deductions		Accumulators		Supporting Elements	
EMP		ID:		Empl Record:	0		
Calendar Group ID:	C113061		201306 On-Cycle AD End Month				
Calendar Information Find First 3 of 3 Last							
Calendar ID:	CG ACT 2013M06E	Pay Group:	USCG				
Segment Number:	1	Version:	1	Revision:	1		
Gross Result Value:	3,291.81 USD	Net Result Value:	2,876.66 USD				
Accumulators Customize Find View 1-54 of 54 Last							
Accumulator Results <input type="button" value="User Keys"/>							
Period	Element Name	Amount	Description	From	Through		
Year to Date	FWT GRS TOT YTD	1675.750000	FWT YTD Taxable Gross Total	01/01/2013	12/31/2013		
Year to Date	SWT GRS TOT YTD	1675.750000	SWT YTD Taxable Gross Total	01/01/2013	12/31/2013		

It also applies the adjustment to the end-month June pay period SWT_GRS_TOT_YTD accumulator, as shown in the screenshot below:

Accumulators

Employee ID: _____ Empl Record: 0
 Calendar Group ID: C113061 201306 On-Cycle AD End Month Calendar ID: CG ACT 2013M06E
 Pay Group: USCG USCG Active Duty
 Pay Entity: USCG United States Coast Guard

Accumulator
 Accumulator: SWT GRS TOT YTD SWT YTD Taxable Gross Total

Instances Find | View All | First 1 of 1 | Last

From Date: 01/01/2013 Through Date: 12/31/2013
 User Key 1: 529980000 User Key 2: IA
 User Key 3: S User Key 4: _____
 User Key 5: _____ User Key 6: _____

Value: 1,675.750000 Prior to Adjustment Applied Adjustment: 156.780000

Accumulator Empl Record: 000

Adjustments Customize | Find | View All | First 1 of 1 | Last

Amount	Reason	Updated at	Updated by
156.780000	DITY ADJUSTMENT	08/07/2013 10:09AM	DBUNGER

It also applies the adjustment to the end-month June pay period FWT_YTDA accumulator, as shown in the screenshot below:

Accumulators

Employee ID: _____ Empl Record: 0
 Calendar Group ID: C113061 201306 On-Cycle AD End Month Calendar ID: CG ACT 2013M06E
 Pay Group: USCG USCG Active Duty
 Pay Entity: USCG United States Coast Guard

Accumulator
 Accumulator: FWT_YTDA FIT Withholding

Instances Find | View All | First 2 of 2 | Last

From Date: 01/01/2013 Through Date: 12/31/2013
 User Key 1: 529980000 User Key 2: 10
 User Key 3: S User Key 4: _____
 User Key 5: _____ User Key 6: _____

Value: 194.640000 Prior to Adjustment Applied Adjustment: 100.000000

Accumulator Empl Record: 000

Adjustments Customize | Find | View All | First 1 of 1 | Last

Amount	Reason	Updated at	Updated by
100.000000	DITY ADJUSTMENT	08/07/2013 2:20PM	DBUNGER

After loading the file, but prior to calculating the member's pay, the member's mid-month July pay shows the following amounts for the FWT_GRS_TOT_YTD, SWT_GRS_TOT_YTD, and FWT_YTDA accumulators:

Note: Since the member's pay hasn't been calculated yet, the adjustments haven't been applied to his pay account yet.

Calendar Group Results Earnings and Deductions Accumulators Supporting Elements					
EMP		ID:	Empl Record:		0
Calendar Group ID: C113070		201307 On-Cycle AD Mid Month			
Calendar Information Find First 2 of 2 Last					
Calendar ID:	CG ACT 2013M07M	Pay Group:	USCG		
Segment Number:	1	Version:	1	Revision:	1
Gross Result Value:	3,291.83 USD	Net Result Value:	2,876.69 USD		
Accumulators Customize Find View 5 First 1-54 of 54 Last					
Accumulator Results User Keys					
Period	Element Name	Amount	Description	From	Through
Year to Date	FWT GRS TOT YTD	3351.500000	FWT YTD Taxable Gross Total	01/01/2013	12/31/2013
Year to Date	SWT GRS TOT YTD	3351.500000	SWT YTD Taxable Gross Total	01/01/2013	12/31/2013

Calendar Group Results Earnings and Deductions Accumulators Supporting Elements					
EMP		ID:	Empl Record:		0
Calendar Group ID: C113070		201307 On-Cycle AD Mid Month			
Calendar Information Find First 2 of 2 Last					
Calendar ID:	CG ACT 2013M07M	Pay Group:	USCG		
Segment Number:	1	Version:	1	Revision:	1
Gross Result Value:	3,291.83 USD	Net Result Value:	2,876.69 USD		
Accumulators Customize Find View 5 First 1-59 of 59 Last					
Accumulator Results User Keys					
Period	Element Name	Amount	Description	From	Through
Year to Date	FWT_YTDA	389.280000	FIT Withholding	01/01/2013	12/31/2013

When the member's mid-month July pay is calculated, the \$156.78 is included in the FWT_GRS_TOT_YTD and SWT_GRS_TOT_YTD:

$$\$3351.50 \text{ (prior to calculation)} + \$156.78 \text{ (DITY adjustment)} = \$3508.28$$

Calendar Group Results		Earnings and Deductions		Accumulators		Supporting Elements	
EMP		ID:		Empl Record:		0	
Calendar Group ID: C113070		201307 On-Cycle AD Mid Month					
Calendar Information							
Calendar ID: CG ACT 2013M07M		Pay Group: USCG					
Segment Number: 1		Version: 1		Revision: 1			
Gross Result Value: 3,291.83 USD		Net Result Value: 2,876.69 USD					
Accumulators							
Accumulator Results		User Keys					
Period	Element Name	Amount	Description	From	Through		
Year to Date	FWT GRS TOT YTD	3508.280000	FWT YTD Taxable Gross Total	01/01/2013	12/31/2013		
Year to Date	SWT GRS TOT YTD	3508.280000	SWT YTD Taxable Gross Total	01/01/2013	12/31/2013		

The \$100.00 is included in the FWT_YTDA:

$$\$389.28 \text{ (prior to calculation)} + \$100.00 \text{ (DITY adjustment)} = \$489.28$$

Calendar Group Results		Earnings and Deductions		Accumulators		Supporting Elements	
<u>Spencer Ehlers</u>		EMP		ID: 1367033		Empl Record: 0	
Calendar Group ID: C113070		201307 On-Cycle AD Mid Month					
Calendar Information							
Calendar ID: CG ACT 2013M07M		Pay Group: USCG					
Segment Number: 1		Version: 1		Revision: 1			
Gross Result Value: 3,291.83 USD		Net Result Value: 2,876.69 USD					
Accumulators							
Accumulator Results		User Keys					
Period	Element Name	Amount	Description	From	Through		
Year to Date	FWT_YTDA	489.280000	FIT Withholding	01/01/2013	12/31/2013		

MEMBER'S NOT IN ACTIVE STATUS

There will be instances when a terminated/suspended member shows up on the file. These members' taxes will not be updated. They will need to be looked at to see if any tax adjustments need to be made to their account. They will show up on the report like the below:

EMPLID 2067904 is no longer active in Global Payroll. (0,0)

No active Employee Instance found for Employee 2067904 (30007,28)

DATA LAYOUT OF THE DITY TAX ADJUSTMENT FILE

Format of the File:

- It is a text file that will contain a header record, a detailed record on the member, and a trailer record.
- There must be a header record with the date the file was created.
- There must be at least one detailed record.
- There must be a trailer record that shows the number of detailed records on the file. It must match the number of detailed records on the file.
- Detail records will be in EMPLID order.
- All text fields will be left justified and space filled.
- Each record type will be fixed length.

The following tables represent the data fields on the file.

Header Record: There will be one header record in the file and the record will be in the following format (The date in the header record will be utilized in the edits to ensure that the same file is not processed twice):

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Record identifier	1	1N	Identifies the type of record. The header record will be filled with zero (0) to identify header record.	N/A
Creation date	2 – 9	8N	The date the file was created by the FINCEN. Date will be in MMDDYYYY format.	N/A

Detailed Record: There will be a detailed record on every member on the file. The detailed records will be in the following format:

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Record identifier (Record Type)	1 - 1	1N	Identifies the type of record. Will be filled with 1 to identify member data.	N/A
Employee ID Number (EMPLID)	2-8	7N	The member's EMPLID. This field will be the primary identifier for the member.	Personal Information Page
Tax Adjustment Quarter	9	1N	One of the following will need to be passed: 1 – 1 st Quarter 2 – 2 nd Quarter 3 – 3 rd Quarter 4 – 4 th Quarter	Last Finalized Pay Calendar / Accumulators
Federal Tax Adjustment Date	10-17	8N	The effective date of the federal tax adjustment. Format: MMDDYYYY	Last Finalized Pay Calendar / Accumulators

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Federal Gross Tax Adjustment Amount	18-24	7N	<p>Amount that needs to be added to member's FWT_GRS_TOT_YTD accumulator. Field will be formatted with implied decimal and leading zeroes (i.e., \$156.78 should be 0015678)</p> <p>Note: If the amount is negative, a negative sign will appear in front of the amount (i.e., negative \$156.78 should be 0-15678).</p> <p>Very Important: If there is more than one accumulator then the load process must adjust the correct one.</p>	FWT GRS TOT YTD Accumulator / Adjustment Amount field / Accumulators
Federal Income Tax Withheld Adjustment Amount	25-31	7N	<p>Amount that needs to be added to member's FWT_YTDA accumulator. Field will be formatted with implied decimal and leading zeroes (i.e. \$156.78 should be 0015678). As mentioned above, negative amounts can occur as well.</p> <p>Very Important: If there is more than one accumulator then the load process must adjust the correct one.</p>	FWT YTDA Accumulator / Adjustment Amount field / Accumulators
State Tax Adjustment Date	32-39	8N	<p>The effective date of the state tax adjustment. Format: MMDDYYYY Note: If there's no state tax gross adjustment on member then pass zeros</p>	Last Finalized Pay Calendar / Accumulators
State Gross Tax Adjustment Amount	40-46	7N	<p>Amount that needs to be added to member's SWT_GRS_TOT_YTD accumulator. Field will be formatted with implied decimal and leading zeroes (i.e. \$156.78 should be 0015678). As mentioned above, negative amounts can occur as well.</p> <p>Very Important: If there is more than one state accumulator then the load process will adjust the current (most recent) one.</p>	SWT GRS TOT YTD Accumulator / Adjustment Amount field / Accumulators

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Untaxed Portion Amount	47-53	7N	<p>For the untaxed portion amount of the DITY payment, use the gross amount paid to the member less the incentive portion.</p> <p>For example, a member is paid \$5000 for moving their own household goods. We include \$2000 (amount over the member's expenses) in his wages and federal taxes are withheld on the \$2000. Include \$3000 for the nontaxable amount. This amount will be placed in block 12 on the W-2 with code P (excludable moving expense reimbursement paid directly to employee).</p>	CG AC DITY UNTAXED Accumulator / Adjustment Amount field / Accumulators

Trailer Record: There will be one trailer record in the file and the record will be in the following format (The count in the trailer record will be utilized in the edits to ensure that the file is not missing any detailed records):

Incoming Field Name	Positions	Length	Description/Processing Note	Field / Page in Global Payroll
Record identifier	1	1N	Identifies the type of record. Will be filled with 9 to identify trailer record.	N/A
Record Count	2 – 6	5N	A count of all detail records in the file. The count will be right justified and will be filled with leading zeros as needed.	N/A