

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll

Active Duty Payroll Death Processing

Overview

Introduction This section provides the procedures for PPC on how to perform entries on the off-cycle and on-cycle pay calendars for death gratuity payments and final pay and allowance payments to beneficiaries.

Topics The following topics are covered in this section.

Topic	See Page
How to Setup Final Pay Liability for Retro Deaths	2
Introduction	2
How to Fund Final Pay Liability on the Off-Cycle	2
How to Create Final Pay Payment to Beneficiary - Retro Deaths	4
Introduction	4
Verify Beneficiary Data	4
How to Setup Recipient ID on Beneficiary	5
How to Create Payment to Beneficiary	7
How to Setup Final Pay Liability for Current Period Deaths	9
Introduction	9
How to Fund Final Pay Liability on the On-Cycle	9
How to approve the Fund Final Pay Liability Entry	10
How to Create Final Payment to Beneficiary – Current Period Deaths	12
Introduction	12
Verify Beneficiary Data	12
How to Setup Recipient ID on Beneficiary	12
How to Create Payment to Beneficiary	12
How to approve beneficiary payment	13
How to Create Death Gratuity Payment	15
Introduction	15
Verify Beneficiary Data	15
How to Setup Recipient ID on Beneficiary	15
How to Create Payment to Beneficiary on Off-Cycle	17
How to Create Payment to Beneficiary on On-Cycle	18

How to Setup Final Pay Liability for Retro Deaths

Introduction

A retro death in Global Pay is when PPC receives notification that a member has died and the death date entered in Global Pay is prior to the current processing period.

For instance, member passed away on 14 August 2014. The mid-month August 2014 pay period was finalized on 12 August 2014. The death transaction was input on 18 August. Since the death transaction didn't process within the pay period that the death occurred on, this would be considered retro death processing.

In the example above, action should have been taken by PPC to retrieve the 15 August 2014 payment on the deceased member. Once the payment has been returned, **Action must be taken to void the payment and reverse the payment in Global Pay.**

How to Fund Final Pay Liability on the Off-Cycle

Once the payment has been returned, voided and reversed in Global Pay, PPC will take the following action to fund the final pay liability on the deceased member:

Note: This is only funding the final pay liability in Global Pay. Procedures on how to make payment to a beneficiary is discussed later in this guide.

Very Important: There is no need to set the liability if the payment is going to be sent out right away. It's only done if the payment isn't going to be sent out at the time the liability is set up (waiting for documentation from beneficiary, etc.).

STEP	ACTION
1	The clerk will send a request to the pay manager to fund the final pay liability in Global Pay. The pay manager will fund the liability in the current Off-Cycle.
2	From the Home page, click on the Off Cycle Requests link.
3	Enter the current off cycle calendar ID in the Calendar Group ID field and then click Search.
4	Click on the Pay Group the deceased member is assigned to.
5	Click on the Additional Payments row (may already be open).
6	If a row already exists, add a new row. Note: Make sure you are on the last row of the page when adding a row.
7	Enter the member's EMPLID.
8	Enter the member's EMPL Rcd Nbr.
9	Click on the Payment Details icon.
10	Enter the Payment Date.
11	Enter the Period Begin Date.
12	Enter the Period End Date.
13	Enter the Run Type. Example 'ACTIVE' for active duty members.
14	Within the Element Selection, click the Elements with Positive Input radio button.
15	Click on the Positive Input link (just above the yellow OK button).
16	The Entry Type field will be Earnings.
17	Within the Element Name field, enter 'BASIC PAY'.
18	The Instance Number should be '1'.

STEP	ACTION
19	Select 'Add' as the Action Type.
20	Click the Calendar icon to expand the row.
21	Enter the total amount the deceased member was entitled to for BASIC PAY. This amount will fund the final pay liability and any other earnings/deductions that need to be taken into account.
22	Click the + button to add a new row.
23	<p>Enter the number of payroll element rows that need to be created. There will need to be one row for each payroll element that will make up the final pay liability. A row will also need to be created for the payroll element FUND FINAL.</p> <p>Example: The member has the following earnings/deductions that will make up the final pay liability. 5 rows would then need to be created (already created one for Basic Pay).</p> <p>Earnings: \$1000.00 - Basic Pay \$500.00 – BAH \$100.00 – BAS \$1000.00 – Lump Sum Leave</p> <p>Deductions: \$100.00 – TSP Loan</p> <p>FUND FINAL - \$1450.00</p> <p>Note: If the selling of leave needs to be included, a LUMPSUM LEAV earning row will need to be created.</p>
24	Press ENTER.
25	<p>Update the rows that were created with the remaining payroll elements that will make up the liability. Keep in mind that some payroll elements require certain fields on the OTPI Detail page need to be updated. For instance, BAH requires the BAH Type be entered on the detail page.</p> <p>Note: If the selling of leave is included, the Lump Sum Leave Type field on the OTPI Detail page must be updated to show Manual Calculation.</p>
26	For the last row that was added for the FUND FINAL element, change the Entry Type to Deduction.
27	Enter FUND FINAL (Fund Final Pay Liability) in the Element Name field.
28	The Instance Number should be '1'.
29	Select 'Add' as the Action Type.
30	<p>Enter the total amount of the liability that will be paid out to the beneficiary(ies).</p> <p>Note: This amount should reflect the amount of all earnings minus any deductions</p>
31	Once all rows have been added, click OK and then OK again.
32	<p>Click SAVE.</p> <p>The Final Pay liability is now setup in Global Pay. A FINAL PAY AC accumulator should have been created on the deceased member. When documentation is returned from the final pay beneficiary, the clerk will send a request to the pay manager and they will create the payment to the beneficiary on the current off-cycle.</p>

How to Create Final Pay Payment to Beneficiary – Retro Death

Introduction This section will provide the procedures for creating a final payment on a deceased member to a beneficiary, which involves creating a recipient ID on the beneficiary and setting the payment up on the off-cycle. These procedures will be followed for deaths that don't get processed in a current pay period.

For instance, member passed away on 14 August 2014. The mid-month August 2014 pay period was finalized on 12 August 2014. The death transaction was input on 18 August. Since the death transaction didn't process within the pay period that it occurred on, this would be considered retro death processing.

When the death transaction is approved and the Orders Integration processes in Global Payroll, a Termination/Death row will be created in JOB Data on the deceased member. This will shut the deceased member's pay down.

Verify Beneficiary Data The beneficiary must be listed within the Dependent Information component in Global Payroll. Follow the steps below to verify the beneficiary data:

Note: The information on the beneficiary must be correct for the payment of final pay and allowances to process correctly.

STEP	ACTION
1	Click on the Dependent Information link within the HR Data Shortcuts menu.
2	Enter the deceased member's EMPLID and click Search.
3	Review the beneficiary(ies) on the Name tab. If there is more than one beneficiary, click View All. This will show all beneficiaries that are listed in this component.
4	If the beneficiary is not listed, you will need to either add them or get the SPO to add them. If the beneficiary is listed, go to STEP 9 below. Note: <u>If the final payment beneficiary information is not available</u> skip to Step 6. Do not enter an Estate beneficiary. Come back to this step when the beneficiaries are discovered.
5	To add a beneficiary, click on the + button on the Dependent/Beneficiary ID row. If there is no dependent/beneficiary information, use the current row to add the beneficiary.
6	If this beneficiary is the only one listed, make sure the Dependent/Beneficiary ID shows '01'. If there is more than one dependent/beneficiary, make sure the numbers are sequential (the system should automatically assign the next sequential number). Change the Effective Date to the date the beneficiary became a beneficiary.
7	Click on the Edit Name link and enter the beneficiary's name. Click OK.
8	Repeat step's 5 thru 7 above if more than one beneficiary needs to be added.
9	Click on the ADDRESS tab.
10	<ul style="list-style-type: none"> • If the beneficiary was added on the Name tab, the address information will need to be input. If the address of the beneficiary is the same as the deceased member, then click on the Same Address as Employee field. Make sure the Address Type is changed to Mailing. If the address is not the same as the deceased member, then click on the Edit Address link and enter the address and click OK. • If the beneficiary was already listed in this component, make sure the address information is correct on them. If the address is the same as the deceased member, then make sure the Address Type shows Mailing.

STEP	ACTION
11	Click on the Personal Profile tab.
12	<ul style="list-style-type: none"> • If the beneficiary was added on the Name tab, the following fields will need to be updated on the beneficiary: <ul style="list-style-type: none"> - Effective Date (should be date beneficiary became a beneficiary) - Relationship to Employee - Dependent Beneficiary Type - Gender - Marital Status - SSN (must be entered) • If the beneficiary was already listed in this component, make sure the information above is correct on them. If not, it will need to be corrected. <p>Note: Name, address, and SSN information must be present in Global Payroll for each beneficiary. The final payment beneficiary information is used to determine how/where to send the final payment. The information is also used to set up the distribution percentage of the final payment amount.</p>
13	Click SAVE.

How to Setup Recipient ID on Beneficiary

PPC will take the following action to setup a recipient ID on the beneficiary.

STEP	ACTION
1	Click on the Final Pay Beneficiary link by following the path below from the Enterprise Menu: Benefits > Employee/Dependent Information > Assign Final Check Beneficiary Make this a favorite so that it can be pulled up from My Links instead of having to path to it all of the time.
2	Enter deceased member's EMPLID and click the Search button.
3	Review the beneficiary data on the Final Check Beneficiary Data. If correct, go to step 9 below. <ul style="list-style-type: none"> • If no data is there, change the effective date to the first day of the month in which the member died. • If there is data and the data is incorrect, create a new effective dated row and change the effective date to the first day of the month in which the member died.
4	Click the magnifying glass on the Dependent/Beneficiary ID field.
5	Click on the beneficiary that payment will be sent to.
6	Enter the % of final pay for the beneficiary in the Percent of Benefit field.
7	If there is more than one beneficiary listed for final pay, click additional rows for the remainder beneficiaries that need to be added. Also, enter the % of final pay for each beneficiary.
8	Click SAVE.

STEP	ACTION
9	<p>Click the Create Recipients button to generate the recipient Id on the beneficiary(ies). The recipient IDs will have a check distribution equal to the name and mailing address of each beneficiary (for those that are paid by check).</p> <p>Note: If the button can't be clicked on because it's grayed out, check to see if the member's JOB row shows Termination/Death as the action/action reason. It must show this in order to click the button.</p>
10	From the Home page, click on the Final Beneficiary Report link within the Payroll Reports shortcut menu.
11	Enter deceased member's EMPLID within Deceased Payee ID field.
12	Click View Results. The beneficiary's information should show up. It should also show the Recipient ID assigned to them, which is listed under the Final Pay Recipient ID field. You will need to know this.
13	<p>If payment is by check move on to 'How to Create Payment to Beneficiary' beginning on next page. If payment to beneficiary is going to be by EFT instead of check, follow the steps below:</p> <p>Note: You will need to know what the recipient ID is on the beneficiary.</p>
14	<p>Bring up the Deduction Recipients page by following the path below from the Enterprise Menu:</p> <p>Set Up HRMS > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients</p> <p>Make the component a favorite by clicking the Add to My Links link, so that it can be pulled up from the favorites vice having to path to the component each time.</p>
15	Enter the deceased member's EMPLID and click the Search button.
16	Click on the recipient ID that needs payment by EFT. The recipient ID information should come up.
17	Click the Payment Method drop down box and select Bank Transfer.
18	Enter the banking information in the Bank ID, Account Number, and Account Name fields.
19	Click on the Recipient Deposit Schedule tab.
20	Enter the beneficiary's SSN within the Purpose 1 field.
21	Click the USCG Recipient Info tab and select 'Checking' or 'Savings' for the Account Type.
22	Click SAVE.
23	If there are additional beneficiaries, repeat steps 15-22 above.
24	Click on the Home link.

How to Create Payment to Beneficiary

The pay manager will follow the steps below to create a final pay payment to the beneficiary on the Off-Cycle.

Very Important: The pay manager must verify Global Payroll to ensure the fund final pay liability has already been set up on the deceased member and has not already been paid out. The pay manager can verify the pay calculation results to see if the fund final pay liability was set up already. The payment to the final pay beneficiary will reduce the fund final liability accumulator.

Step	Action
1	From the Home page, click on the Off Cycle Requests link.
2	Enter the current off cycle calendar ID in the Calendar Group ID field and then click Search.
3	Click on the Pay Group that the deceased member is assigned to.
4	Click on the Additional Payments row (may already be open).
5	If a row already exists, add a new row. Note: Make sure you are on the last row of the page when adding a row.
6	Enter the member's EMPLID.
7	Enter the member's EMPL Rcd Nbr.
8	Click on the Payment Details icon.
9	Enter the Payment Date.
10	Enter the Period Begin Date.
11	Enter the Period End Date.
12	Enter the Run Type. Example 'ACTIVE' for active duty members.
13	Change the Payment Method field to Pay Primary Account Only.
14	In the Element Section, click the Elements with Positive Input radio button.
15	Click on the Positive Input link (just above the yellow OK button).
16	The Entry Type should be Earnings.
17	If the final pay liability was set up on a prior pay calendar, enter REDUCE FINAL for the Element Name. Go to the next step. If the final pay liability wasn't set up on a prior pay calendar, enter the payroll elements that will make up the payment to the beneficiary (additional rows will need to be created for each element). Once these elements are entered, add an additional row for the FINAL PAY element (add additional rows if more than one beneficiary), then go to step 25.
18	The Instance Number should be '1'.
19	Change the Action Type to 'Add' and then click the Calendar icon to expand the row.
20	Enter the amount being paid to the beneficiary within the Amount field. This will reduce the fund final pay liability accumulator. Note: If there is more than one beneficiary being paid, then add the total amounts of all the beneficiaries being paid on the Off-Cycle and enter it in the Amount field.
21	Click the + button to add additional rows.
22	Enter the number of rows that need to be added. There will be one row for each beneficiary being paid.
23	Click OK or press ENTER.
24	On first row that was added, change the Entry Type to Deduction.
25	Enter FINAL PAY in the Element Name field.
26	Change the Action Type to 'Add'.

Step	Action
27	Enter the amount of pay that will be paid to the beneficiary.
28	Click the Details page icon.
29	Enter the recipient ID of the beneficiary that is being paid in the Final Pay Recipient ID field (at the bottom of the page). This can be obtained from the Final Pay Beneficiary report.
30	Click OK.
31	Repeat Steps 24-30 above for additional beneficiary payments that need to be paid out. If no additional beneficiaries are being paid, move on to the next step.
32	Click OK.
33	Click OK.
34	Click Save.

When the off-cycle is finalized and the banking/treasury processes are run a payment will be created for the beneficiary (Recipient ID). It will then be distributed to them on the scheduled off-cycle payment date.

How to Setup Final Pay Liability for Current Period Deaths

Introduction A current period death in Global Pay is when PPC receives notification that a member has died and the death date and death transaction entered in Global Payroll is within the current pay processing period.

For instance, member passed away on 5 August 2014. The death transaction was input on 8 August. The pay period for mid-month August 2014 won't be finalized until 12 August 2014. Since the death transaction processed prior to the mid-month pay period being finalized, this is considered a current pay period death.

When the death transaction is approved and the Orders Integration processes in Global Payroll, a Termination/Death row will be created in JOB Data on the deceased member. This will shut the member's pay down when the next payroll calculation is done. In the example above, the member's pay would shut down on 5 August 2014, so his payroll elements will have slice dates from 8/1/2014 to 8/5/2014.

Very Important: It isn't necessary to set up the liability if the payments to the beneficiaries are being paid out on the on-cycle.

How to Fund Final Pay Liability on the On-Cycle

PPC will take the following action to fund the final pay liability on the deceased member:

Note: This is only funding the final pay liability in Global Payroll. Procedures on how to make payment to a beneficiary is discussed later in this guide.

STEP	ACTION
1	PPC must first determine the total amount that will need to be paid out to the beneficiary(ies). This can be determined by reviewing the deceased member's pay period pay calcs.
2	Click on the One Time (Positive Input) link within the Pay Processing Shortcuts pagelet.
3	Enter the deceased member's EMPLID and click the search button.
4	Enter deceased member's EMPLID.
5	Enter deceased member's Empl Rcd, which normally is '0'.
6	If the deceased member already has an OTPI entry for the pay calendar that the payment will be entered on, click on the Calendar ID and skip to step 10. If the deceased member doesn't have an OTPI entry for the pay calendar that the payment will be entered on, click on the Add a New Value tab and go to next step.
7	Click on the Pay Group field and select/enter deceased member's pay group.
8	Click on the Calendar ID and find the period that the liability needs to be processed on. For instance, mid-month August 2014 pay period for Coast Guard active duty would be CG ACT 2014M08M.
9	Click the Add button.
10	If an OTPI entry exist for the pay period and rows exists, click the + button and add a new row. If not, go to next step.
11	Click on the Entry Type and change it to 'Deduction'. If there already is OTPI entry for the pay period and rows are already there, click the + button and add a new row.

STEP	ACTION
12	Click on the Element Name field and select/enter FUND FINAL.
13	Click on the Action Type field and select 'Add'.
14	Click on the Calendar icon. 
15	Click on the Amount field and enter the total amount of the liability that will need to be paid out to the beneficiary(ies) This amount should match the Net Result Value on the deceased member's current pay calcs.
16	<p>Click the Save button. This will create an OTPI Action Request that will need to be approved by the auditor. Procedures for this are described below.</p> <p>Note: When the pay calendar is calculated, the FUND FINAL element should calculate and zero out the Net Pay Results. If there is any amount listed within the Net Pay Results then the FUND FINAL amount isn't correct. The clerk will need to determine why there is an amount. A FINAL PAY AC accumulator should also have been created, which should equal the FUND FINAL amount.</p>

How to approve the Fund Final Pay Liability Entry

The PPC auditor will take the following steps below to approve or deny the final pay liability setup.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve this transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Requests (all types) link within the Requests shortcut menu.</p> 
4	<p>The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For". The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes final pay liability setup) that have been submitted to them.</p> 

Step	Action
5	<p>Click on the Transaction Name drop down field and select OTPI Approvals.</p> <div data-bbox="302 260 987 323" style="border: 1px solid black; padding: 5px;"> <p>Transaction Name: OTPI Approval</p> </div> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Action Requests (includes final pay liability setup), that have been submitted by the PPC clerk that are in a pending status.</p> <div data-bbox="302 491 980 546" style="border: 1px solid black; padding: 5px;"> <p>Transaction Status: Pending</p> </div>
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the OTPI Approval row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted on it. Review to make sure the payroll element is correct within the Request Details page. The type of payroll element shown should be FUND FINAL.
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="318 827 1305 915" style="border: 1px solid black; padding: 5px;"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <p>The system will open up a new window and the OTPI page will appear.</p> <p>Review the following:</p> <ul style="list-style-type: none"> • The payment is being paid on the correct pay period • Element Name (should be FUND FINAL) • Action Type should be 'Add' • Amount field shows correct amount (should be amount that will zero out the net pay on the pay calc results)
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="461 1373 1292 1436" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="331 1507 818 1554" style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Approve Deny </div> <ul style="list-style-type: none"> • If the FUND FINAL OTPI entry was approved, it will show an Approved status on the View My Action Requests Page. • If the FUND FINAL OTPI entry was denied, it will show a Denied status on the View My Action Requests Page.
11	Close the windows that brought were brought up during the review/approval/denial of the action request.

How to Create Final Payment to Beneficiary – Current Period Death

Introduction This section will provide the procedures for creating a final payment on a deceased member to a beneficiary, which involves creating a recipient ID on the beneficiary and setting the payment up on the current on-cycle pay calendar. These procedures will be followed for deaths that get processed in a current pay period.

For instance, member passed away on 5 August 2014. The death transaction was input on 8 August. The pay period for mid-month August 2014 won't be finalized until 12 August 2014. Since the death transaction processed prior to the mid-month pay period being finalized, this is considered a current pay period death.

Verify Beneficiary Data The beneficiary must be listed within the Dependent Information component in Global Payroll. To verify this, follow the procedures listed for the 'Verify Beneficiary Data' that begins on page 4 of this guide (steps 1-13).

Note: The information on the beneficiary must be correct for the payment of final pay and allowances to process correctly.

How to Setup Recipient ID on Beneficiary A recipient ID will need to be created on the beneficiary. Follow the procedures listed for the 'How to Setup Recipient ID on Beneficiary' that begins on page 5 of this guide (steps 1-24).

How to Setup Payment to Beneficiary The pay manager will follow the steps below to create a final pay payment to the beneficiary on the On-Cycle.

Very Important: If there are multiple beneficiaries and they're not all being paid, the pay manager must verify GP to ensure the fund final pay liability has already been set up on the deceased member and has not already been paid out. The pay manager can verify the pay calculation results to see if the fund final pay liability was set up already. The payment to the final pay beneficiary will reduce the fund final liability accumulator.

Step	Action
1	From the home page, click on the One Time (Positive Input) link within the Pay Processing Shortcuts pagelet.
2	Enter the deceased member's EMPLID and click the search button.
3	Enter deceased member's EMPLID.
4	Enter deceased member's Empl Rcd, which normally is '0'.
5	If the deceased member already has an OTPI entry for the pay calendar that the payment will be entered on, click on the Calendar ID and skip to step 9. If the deceased member doesn't have an OTPI entry for the pay calendar that the payment will be entered on, click on the Add a New Value tab and go to next step.
6	Click on the Pay Group field and select/enter deceased member's pay group.
7	Click on the Calendar ID and find the period that the liability needs to be processed on. For instance, mid-month August 2014 pay period for Coast Guard active duty would be CG ACT 2014M08M.
8	Click the Add button.

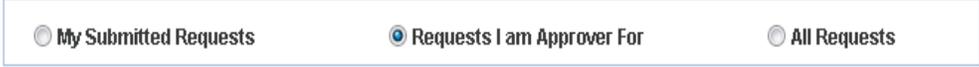
Step	Action
9	If an OTPI entry exist for the pay period and rows exists, click the + button and add a row. If not, go to the next step.
10	If a final pay liability was set up on the pay calendar (because not all beneficiaries are being paid), enter REDUCE FINAL for the Element Name. Go to the next step. If a final pay liability wasn't set up on the pay calendar, go to step 16.
11	The Instance Number should be '1'.
12	Change the Action Type to 'Add' and then click the Calendar icon to expand the row.
13	Enter the amount being paid to the beneficiary within the Amount field. This will reduce the fund final pay liability accumulator. Note: If there is more than one beneficiary being paid, then add the total amounts of all the beneficiaries being paid on the on-cycle and enter it in the Amount field.
14	Click the + button to add additional rows. Enter the number of rows that need to be added. There will be one row for each beneficiary being paid.
15	Click OK or press ENTER.
16	On first row that was added, change the Entry Type to Deduction.
17	Enter FINAL PAY in the Element Name field.
18	Change the Action Type to 'Add'.
19	Enter the amount of pay that will be paid to the beneficiary. This amount should be reflected on the Final Pay Beneficiary report provided by the clerk.
20	Click the Details page icon.
21	Enter the recipient ID of the beneficiary that is being paid in the Final Pay Recipient ID field (at the bottom of the page). This can be obtained from the Final Pay Beneficiary report.
22	Click OK.
23	Repeat Steps 16-22 above for additional beneficiary payments that need to be paid out. If no additional beneficiaries are being paid, move on to the next step.
24	Click the Save button. This will create an OTPI Action Request that will need to be approved by the auditor. Procedures for this are shown below. Note: If some of the beneficiaries are not being paid, when the pay calendar is calculated, the REDUCE FINAL (if used) and FINAL PAY elements should calculate and zero out the Net Pay Results. Note: If there is any amount listed within the Net Pay Results then the elements weren't entered correctly. The FINAL PAY AC accumulator should have been reduced by the amount that was paid out to the beneficiary(ies). If all liability is paid out the accumulator will not show up.

How to approve the Beneficiary Payment

The PPC auditor will take the following steps below to approve or deny a submitted final pay payment to the beneficiary.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve this transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).

Step	Action
3	Click on the View My Requests (all types) link within the Requests shortcut menu.
4	<p>The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For". The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes final pay payment to beneficiary) that have been submitted to them.</p> 
5	<p>Click on the Transaction Name drop down field and select OTPI Approvals.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Action Requests (includes final pay payment to beneficiary), that have been submitted by the PPC clerk that are in a pending status.</p> 
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the OTPI Approval row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted on it. Review to make sure the payroll element is correct within the Request Details page. The type of payroll elements shown should be REDUCE FINAL and FINAL PAY.
8	<p>Click the URL within the Request URL block.</p>  <p>The system will open up a new window and the OTPI page will appear.</p> <p>Review the following:</p> <ul style="list-style-type: none"> • The payment is being paid on the correct pay period • Element Names (should be REDUCE FINAL and FINAL PAY) • Action Types should be 'Add' • Amount field shows correct amount
9	If necessary, enter comments within the Comments field. Comments are required if the request is denied.
10	<p>Click the 'Approve' or 'Deny' button.</p> <ul style="list-style-type: none"> • If the final pay payment entry was approved, it will show an Approved status on the View My Action Requests Page. • If the final pay payment entry was denied, it will show a Denied status on the View My Action Requests Page.
11	Close the windows that brought were brought up during the review/approval/denial of the action request.

When the on-cycle is finalized and the banking/treasury processes are run a payment will be created for the beneficiary (Recipient ID). It will then be distributed to them on the scheduled on-cycle payment date.

How to Create Death Gratuity Payment

Introduction This section will provide the procedures for creating a death gratuity payment, which involves creating a recipient ID on the beneficiary and assigning it to the DEATH GRAT D payroll element in the off-cycle.

Verify Beneficiary Data The beneficiary must be listed within the Dependent Information component in Global Payroll. To verify this, follow the procedures listed for the 'Verify Beneficiary Data' that begins on page 4 of this guide (steps 1-13).

Note: The information on the beneficiary must be correct for the payment of death gratuity to process correctly.

How to Setup Recipient ID on Beneficiary A recipient ID will need to be created on the beneficiary. Follow the procedures listed for the 'How to Setup Recipient ID on Beneficiary' that begins on page 5 of this guide (steps 1-24).

Note: The recipient ID may have already been created based off of a final pay and allowance payment to the beneficiary. Follow the steps below to see if the recipient ID has already been created.

Step	Action
1	Log into Global Payroll.
2	Bring up the Deduction Recipients page by following the path below from the Enterprise Menu: Set Up HRMS > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients Make the component a favorite by clicking the Add to My Links link, so that it can be pulled up from the favorites vice having to path to the component each time.
3	Enter the member's EMPLID and click the Search button. If there is any recipient IDs attached to the member it should show up. For instance, 1096404A, 1096404B, etc.
4	Check to see if the recipient ID exists for the beneficiary. If it does, go to 'How to Create Beneficiary Payment'. If it doesn't, go to next step.
5	Click on the Final Pay Beneficiary link by following the path below from the Enterprise Menu: Benefits > Employee/Dependent Information > Assign Final Check Beneficiary Make this a favorite so that it can be pulled up from My Links instead of having to path to it all of the time.
6	Enter deceased member's EMPLID and click the Search button.
7	Review the beneficiary data on the Final Check Beneficiary Data. If correct, go to step 9 below. <ul style="list-style-type: none"> • If no data is there, change the effective date to the first day of the month in which the member died. • If there is data and the data is incorrect, create a new effective dated row and change the effective date to the first day of the month in which the member died.

Step	Action
8	Click the magnifying glass on the Dependent/Beneficiary ID field.
9	Click on the beneficiary that payment will be sent to.
10	Enter the % of final pay for the beneficiary in the Percent of Benefit field.
11	If there is more than one beneficiary listed for final pay, click additional rows for the remainder beneficiaries that need to be added. Also, enter the % of final pay for each beneficiary.
12	Click SAVE.
13	<p>Click the Create Recipients button to generate the recipient Id on the beneficiary(ies). The recipient IDs will have a check distribution equal to the name and mailing address of each beneficiary (for those that are paid by check).</p> <p>Note: If the button can't be clicked on because it's grayed out, check to see if the member's JOB row shows Termination/Death as the action/action reason. It must show this in order to click the button.</p>
14	From the Home page, click on the Final Beneficiary Report link within the Payroll Reports shortcut menu.
15	Enter deceased member's EMPLID within Deceased Payee ID field.
16	Click View Results. The beneficiary's information should show up. It should also show the Recipient ID assigned to them, which is listed under the Final Pay Recipient ID field. You will need to know this.
17	<p>If payment is by check move on to 'How to Create Payment to Beneficiary' beginning on next page. If payment to beneficiary is going to be by EFT instead of check, follow the steps below:</p> <p>Note: You will need to know what the recipient ID is on the beneficiary.</p>
18	<p>Bring up the Deduction Recipients page by following the path below from the Enterprise Menu:</p> <p>Set Up HRMS > Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients</p> <p>Make the component a favorite by clicking the Add to My Links link, so that it can be pulled up from the favorites vice having to path to the component each time.</p>
19	Enter the deceased member's EMPLID and click the Search button.
20	Click on the recipient ID that needs payment by EFT. The recipient ID information should come up.
21	Click the Payment Method drop down box and select Bank Transfer.
22	Enter the banking information in the Bank ID, Account Number, and Account Name fields.
23	Click on the Recipient Deposit Schedule tab.
24	Enter the beneficiary's SSN within the Purpose 1 field.
25	Click the USCG Recipient Info tab and select 'Checking' or 'Savings' for the Account Type.
26	Click SAVE.
27	If there are additional beneficiaries, repeat steps 19-26 above.
28	Click on the Home link.

How to Create Payment to Beneficiary on Off-Cycle

The pay manager will follow the steps below to create a death gratuity payment to a beneficiary on the Off-Cycle (prior pay period death).

Step	Action
1	From the Home page, click on the Off-Cycle Requests link.
2	In the Calendar Group ID field, enter the Off-Cycle calendar the payment will be done on.
3	Click on the Pay Group that the deceased member is assigned to.
4	Click on the Additional Payments row (may already be open).
5	If a row already exists, add a new row.
6	Enter the member's EMPLID.
7	Enter the member's EMPL Rcd Nbr.
8	Click on the Payment Details icon.
9	Enter the Payment Date.
10	Enter the Period Begin Date.
11	Enter the Period End Date.
12	Enter the Run Type. Select one of the following: <ul style="list-style-type: none"> • Active Duty Member: ACTIVE • Reserve Member: RESERVE • NOAA Officer: ACTIVE • CADET: CADET
13	The Payment Method field should be Use Normal Distribution.
14	In the Element Section, click the Elements with Positive Input radio button.
15	Click on the Positive Input link (just above the yellow OK button).
16	Click on the Element Name field and enter DEATH GRAT.
17	Click on the Action Type field and select 'Add'.
18	Click on the Calendar icon. 
19	Click on the Amount field and enter the amount of the payment to the beneficiary.
20	Click the + button to add additional rows.
21	Enter the number of rows that need to be added. There will be one row for each beneficiary being paid.
22	Click OK or press ENTER.
23	Click on the Entry Type and change it to 'Deduction'.
24	Click on the Element Name field and select/enter DEATH GRAT D.
25	Click on the Action Type field and select 'Add'.
26	Click on the Amount field and enter the amount of the payment to the beneficiary.
27	Click on the Details icon.  The Positive Input – Details page should come up.
28	Click on the Final Pay Recipient ID field and enter the recipient ID that was created on the beneficiary.
29	Click the OK button.
30	If additional beneficiary payments need to be added, repeat steps 23-29 above. If no additional payments, then move on to next step.
31	Click the OK button.
32	Click the OK button.
33	Click the Save button.

When the off-cycle is finalized and the banking/treasury processes are run a payment will be created for each beneficiary (Recipient ID). It will then be distributed to them on the scheduled off-cycle payment date.

How to Create Payment to Beneficiary on On-Cycle

The pay manager will follow the steps below to create a death gratuity payment to a beneficiary on the On-Cycle (current pay period death).

Step	Action
1	From the home page, click on the One Time (Positive Input) link within the Pay Processing Shortcuts pagelet.
2	Enter the deceased member's EMPLID and click the search button.
3	Enter deceased member's EMPLID.
4	Enter deceased member's Empl Rcd, which normally is '0'.
5	If the deceased member already has an OTPI entry for the pay calendar that the payment will be entered on, click on the Calendar ID and skip to step 9. If the deceased member doesn't have an OTPI entry for the pay calendar that the payment will be entered on, click on the Add a New Value tab and go to next step.
6	Click on the Pay Group field and select/enter deceased member's pay group.
7	Click on the Calendar ID and find the period that the liability needs to be processed on. For instance, mid-month August 2014 pay period for Coast Guard active duty would be CG ACT 2014M08M.
8	Click the Add button.
9	If an OTPI entry exist for the pay period and rows exists, click the + button and add a row. If not, go to the next step.
10	Click on the Element Name field and enter DEATH GRAT.
11	Click on the Action Type field and select 'Add'.
12	Click on the Calendar icon. 
13	Click on the Amount field and enter the total amount being paid out to the beneficiary(ies).
14	Click the + button to add additional rows.
15	Enter the number of rows that need to be added. There will be one row for each beneficiary being paid.
16	Click OK or press ENTER.
17	Click on the Entry Type and change it to 'Deduction'.
18	Click on the Element Name field and select/enter DEATH GRAT D.
19	Click on the Action Type field and select 'Add'.
20	Click on the Amount field and enter the amount of the payment to the beneficiary.
21	Click on the Details icon.  The Positive Input – Details page should come up.
22	Click on the Final Pay Recipient ID field and enter the recipient ID that was created on the beneficiary.
23	Click the OK button.
24	If additional beneficiary payments need to be added, repeat steps 17-23 above. If no additional payments, then move on to next step.
25	Click the Save button.

When the on-cycle is finalized and the banking/treasury processes are run a payment will be created for each beneficiary (Recipient ID). It will then be distributed to them on the scheduled on-cycle payment date.