

U. S. Coast Guard
Pay & Personnel Center
Global Payroll
Thrift Savings Loan (TSP) Loan Process

Overview

Introduction This guide provides the procedures for manually starting, stopping, changing a TSP Loan deduction in Global Payroll. This should only be necessary if the TSP Loan Inbound Interface process couldn't do it. This guide also contains a section on how to reimburse (credit) a member a TSP loan that was erroneously deducted on them.

Topics The following topics are covered in this section.

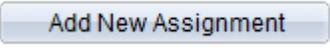
Topic	See Page
How to Start a TSP Loan Deduction	2
How to Approve/Deny a Pending TSP Loan Deduction	4
How to Stop a TSP Loan Deduction	7
How to Change a TSP Loan Deduction	7
How to Credit a Member a TSP Loan Deduction	8
How to Approve/Deny a TSP Loan Credit	11

How to Start a TSP Loan Deduction

Introduction This section provides the procedure for starting a TSP Loan deduction. This will be done using Element Assignment by Payee.

Procedures for starting TSP Loan Deduction PPC will take the following steps below to start a TSP Loan deduction.

Note: Only a user with the *CGHRSIC* role can start this transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu. Element Assignment By Payee It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee
3	Enter the member's EMPLID and click the Search button. Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.
4	Click on the Add New Assignment button. 
5	Click the Entry Type drop down field and select Deduction.
6	Enter TSP LOAN within the Element Name field.
7	Click the OK button. The Element Detail page should show up.
8	Enter the date the TSP Loan deduction should be started within the Begin Date field. The date must be dated the first day of the month.
9	If necessary, enter the date the loan should be stopped within the End Date field. The date must be the last day of the month.
10	Enter the amount that should be taken out monthly within the Amount Value field.
11	Enter the TSP Loan number within the TSP Loan Number field.

In the example below, the TSP Loan deduction is started on 2/1/2014 with a monthly amount of \$200.03 and a TSP Loan Number of 12345678. No end date is entered.

How to Start a TSP Loan Deduction, Continued

Element Detail

Employee ID: Empl Record: 0 Name:

Element Name: TSP LOAN Thrift Savings Plan - Loan Instance: 1

Assignment Process Detail

Assignment Is Active Currency Code: USD US Dollar

*Process Order: 999 Recipient Tag: 0

*Begin Date: 02/01/2014 End Date: Previous End Date:

Allow Batch Update of End Date Updated in Payroll Run

Calculation Information

Calculation Rule: Amount

Amount: Numeric

Amount Element:

Amount Value: 200.03

Required Field

*TSP Loan Number: 12345678

OK Cancel Refresh

Step	Action
12	Click the OK button.

The TSP Loan Deduction should show on the EABP page.

Element Assignment By Payee

..... ID: Empl Record: 0

Selection Criteria

Category: Entry Type: Element Name: As of Date:

&Assignments Customize | Find | First 1-6 of 6 Last

Elements Recipient

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance
TSP LOAN	Thrift Savings Plan - Loan	999	02/01/2014		<input checked="" type="checkbox"/>	1

Step	Action
13	Click the SAVE button. The TSP Loan deduction will now need to be approved. Procedures on how to approve these transactions begin on the next page.

How to Approve/Deny a Pending TSP Loan Deduction

Introduction This section provides the procedure for approving or denying a submitted TSP Loan deduction.

Procedures for approving / denying a TSP Loan Deduction The PPC auditor will take the following steps below to approve or deny a submitted TSP Loan deduction.

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>  <p>The screenshot shows a navigation bar with 'Requests' highlighted in a red box. Below it is a 'Requests' window with a list of links. 'View My Requests (all types)' is highlighted with a red box.</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 TSP Loan Deduction Requests) that have been submitted to them.</p>  <p>The screenshot shows three radio buttons: 'My Submitted Requests', 'Requests I am Approver For' (which is selected), and 'All Requests'.</p>
5	<p>Click on the Transaction Name drop down field and select EABP Approvals.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Name' with 'EABP Approvals' selected.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Action Requests (includes TSP Loan Requests), that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Status' with 'Pending' selected.</p>

How to Approve/Deny a Pending TSP Loan Deduction, Continued

Step	Action														
6	Click the Populate Grid button.														
7	<p>Click on the Approve/Deny link on the EABP 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 show TSP Loan.</p> <div data-bbox="375 604 1377 835" data-label="Form"> <p>Request Information</p> <p>Pin Name: TSP LOAN Type: Deduction Description: Thrift Savings Plan - Loan Begin Date: 2014-02-01 End Date: Amount: 200.03</p> </div>														
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="375 919 1377 1003" data-label="Form"> <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 Element Assignment by Payee page will appear. Pull up the TSP Loan deduction by clicking on the TSP LOAN link.</p> <div data-bbox="375 1192 1377 1724" data-label="Form"> <p>Element Assignment By Payee</p> <p>ID: Empl Record: 0</p> <p>Selection Criteria</p> <p>Category: <input type="text"/> </p> <p>Entry Type: <input type="text"/> Element Name: <input type="text"/> </p> <p>As of Date: <input type="text"/> </p> <p>Select with Matching Criteria Clear</p> <p>&Assignments Customize Find First 1-6 of 6 Last</p> <p>Elements Recipient </p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>*Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>TSP LOAN</td> <td>Thrift Savings Plan - Loan</td> <td>999</td> <td>02/01/2014</td> <td><input type="text"/> </td> <td><input checked="" type="checkbox"/></td> <td>1 </td> </tr> </tbody> </table> </div> <p>Review the start/stop dates, amount, and TSP Loan Number fields. Once verified, close the window that brought up the EABP page.</p>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	TSP LOAN	Thrift Savings Plan - Loan	999	02/01/2014	<input type="text"/>	<input checked="" type="checkbox"/>	1
Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance									
TSP LOAN	Thrift Savings Plan - Loan	999	02/01/2014	<input type="text"/>	<input checked="" type="checkbox"/>	1									

How to Approve/Deny a Pending TSP Loan Deduction, Continued

Step	Action
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <ul style="list-style-type: none"> • If the TSP Loan deduction was approved, it will show an Approved status on the View My Action Requests Page. • If the TSP Loan deduction was denied, it will show a Denied status on the View My Action Requests Page.
11	<p>To approve another TSP Loan deduction request, close the window that brought up the current request and repeat the steps above.</p> <p>When the TSP Loan deduction is calculated on the member, it will show up as a deduction on the pay calendar with the amount that should be deducted for the semi-monthly pay period. In the example below the deduction began on 2/1/2014 so it showed up on the mid-month February 2014 pay calendar.</p>

Calendar Group Results | **Earnings and Deductions** | Accumulators | Supporting Elements

EMP ID: 201402 Empl Record: 0
 Calendar Group ID: C114020 201402 On-Cycle AD Mid Month

Calendar Information Find First 22 of 22 Last

Calendar ID: CG ACT 2014M02M Pay Group: USCG
 Segment Number: 1 Version: 1 Revision: 1
 Gross Result Value: 1,548.93 USD Net Result Value: 538.77 USD

Earnings & Deductions Customize | Find | View 5 | First 1-23 of 23 Last

Element Results | Components | Retro Adjustments | **Deduction Arrears** | User Fields

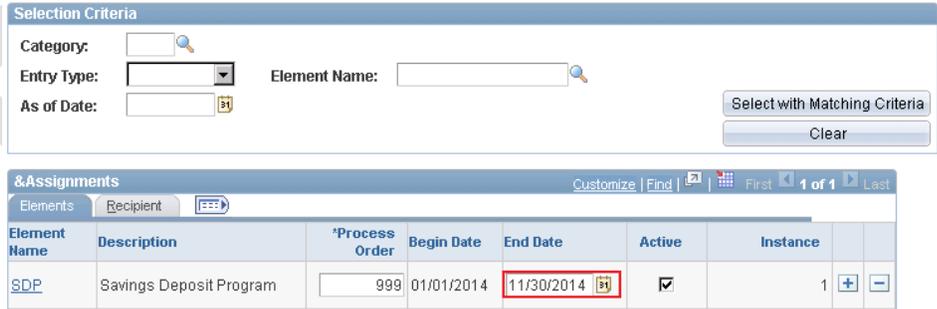
Element Type	Element Name	Amount	User Field 1	User Field 2	User Field 3	User Field 4	User Field 5	User Field 6
Deduction	TSP LOAN	100.020000						

Note: The TSP Loan Number will end up showing on the User Field 1 field and on the pay summary page.

How to Stop a TSP Loan Deduction

Introduction This section provides the procedure for stopping a TSP Loan deduction.

Procedures for changing Stop Date The PPC clerk will take the following steps below to change the stop date. Note: Only a user with the *CGHRSIC* role can stop this transaction.

Step	Action
1	Log into Global Payroll.
2	<p>Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu.</p> <p>Element Assignment By Payee</p> <p>It can also be accessed via the following path:</p> <p>Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee</p>
3	<p>Enter the member's EMPLID and click the Search button.</p> <p>Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.</p>
4	<p>Find the TSP Loan row and enter a stop date within the End Date field. The end date must be the last day of the month.</p> <p>Element Assignment By Payee</p> <p>ID: Empl Record: 0</p> 
5	Click the SAVE button. The stop to the TSP Loan deduction will now need to be approved. Follow the procedures on pages 4-6 of this guide to approve the stop transaction.

How to change a TSP Loan Deduction Amount

If a change needs to be done to the TSP Loan amount, it will need to be stopped and a new one started. Follow the procedures on how to stop a TSP Loan deduction and the procedures on how to create a TSP Loan deduction using the procedures discussed earlier.

How to Credit Member a TSP Loan Deduction

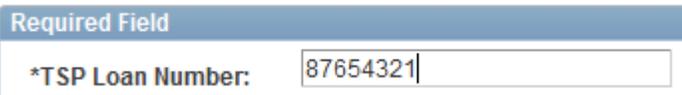
Introduction This section provides the procedures for crediting a TSP Loan deduction to a member's payroll account.

Procedures for Crediting TSP Loan Deduction The PPC clerk will take the following steps to enter the credit transaction.

Note: Only a user with the *CGHRSIC* role can create this transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the One Time (Positive Input) link within the Pay Processing Shortcuts menu. One Time (Positive Input) It can also be accessed via the following path: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input)
3	Enter the member's EMPLID within the Empl ID field.
4	Enter the member's EMPLID Record # within the Empl Record # field. Note: In most instances, the member's active duty Empl Record will be 0 but if not, enter what it should be within the Empl Record: field.
5	Enter the Pay Group that the member is assigned to.  <ul style="list-style-type: none"> • If regular active duty Coast Guard, then USCG should be selected. • If regular reserve Coast Guard, then USCG RSV should be selected. • If NOAA officer, then NOAA should be selected. • If PHS officer, then PHS should be selected.
6	Enter the pay period that the credit adjustment should be applied to within the Calendar ID field.  <p>For instance, CG ACT 2014M02M would be selected if wanting to apply the adjustment to the 2/1/2014 to 2/15/2014 pay period. The adjustment must be applied to a current or future pay period. It should not be entered in a pay period that has already been finalized.</p>

How to Credit Member a TSP Loan Deduction, Continued

Step	Action
7	Click the ADD button.
8	Check the Begin Date and End Date to ensure the correct pay period has been selected. If not, go out of page and reenter entering correct Calendar ID.
9	Click on the Entry Type field and select Deduction.
10	Click on the Element Name field and select TSP LOAN.
11	Click on the Action Type and select Add.
12	Click on the calendar icon to expand the row. 
13	Click on the Amount field and enter the amount being credited to the member. <i>It must be entered as a negative number.</i>
14	Click on the Details icon. 
15	Enter the TSP Loan Number that the member is being credited for. 
16	Click the OK button
17	If needing to enter another TSP Loan credit on the member, click the + button and repeat steps 9-16 above. The Instance field must be changed to show the correct number (if two TSP LOAN rows were created, then the 2 nd should be '2', etc.).
18	Click the SAVE button. 

How to Credit Member a TSP Loan Deduction, Continued

18 If the adjustment was entered on the current pay period, when the pay calendar is calculated, the credit will show up on the member's payroll.

The example below shows a credit of \$55.55 being applied to the member's mid-month February 2014 pay calendar.

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

EMP ID: Empl Record: 0

Calendar Group ID: C114020 201402 On-Cycle AD Mid Month

Calendar Information Find First 22 of 22 Last

Calendar ID: CG ACT 2014M02M Pay Group: USCG
 Segment Number: 1 Version: 1 Revision: 1
 Gross Result Value: 1,548.93 USD Net Result Value: 538.77 USD

Earnings & Deductions Customize Find View All First 1-5 of 23 Last

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Deduction	TSP LOAN	100.020000	Thrift Savings Plan - Loan	1	02/01/2014	02/15/2014	Resolution Details
Deduction	TSP LOAN	-55.550000	Thrift Savings Plan - Loan	2	02/01/2014	02/15/2014	Resolution Details
Deduction	TSP BASIC	32.990000	Thrift Savings Plan Basic Pay	0	02/01/2014	02/15/2014	Resolution Details
Deduction	TSGLI	0.500000	Traumatic SGLI	0	02/01/2014	02/15/2014	Resolution Details
Deduction	TRICARE DEP	15.980000	Tricare Dependent Dental	1	02/01/2014	02/15/2014	Resolution Details

19 The adjustment will need to be approved by an auditor. Procedures on how to approve the adjustment begins on next page.

How to Approve/Deny a TSP Loan Credit

Introduction This section provides the procedure for approving or denying a submitted TSP Loan credit.

Procedures for approving / denying TSP Loan Credit The PPC auditor will take the following steps below to approve or deny the credit.

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

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>  <p>The screenshot shows a navigation bar with 'Requests' highlighted in a red box. Below it, a 'Requests' window is open, displaying a list of links. The link 'View My Requests (all types)' is highlighted with a red box.</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 TSP Loan Credit Requests) that have been submitted to them.</p>  <p>The screenshot shows three radio button options: 'My Submitted Requests', 'Requests I am Approver For' (which is selected), and 'All Requests'.</p>
5	<p>Click on the Transaction Name drop down field and select OTPI.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Name' with 'OTPI Approval' selected.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the One Time Positive Input Action Requests that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu for 'Transaction Status' with 'Pending' selected.</p>

How to Approve/Deny a TSP Loan Credit, Continued

Step	Action
6	Click the Populate Grid button.
7	Click on the Approve/Deny link on the OTP 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 TSP Loan.
8	<p>Click the URL within the Request URL block.</p>  <p>The system will open up a new window and the One Time (Positive Input) page will appear.</p> <p>Review the payroll element, instance number, action type, and amount fields. Also, verify the TSP Loan Number by clicking on the Details icon. Once verified, close the windows that brought up the OTPI page.</p>
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="529 1077 1365 1140" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> 
11	To approve another action request, close the window that brought up the current request and repeat the steps above.