

What's New in Version 6.15 WEBTPAX & WINTPAX

Grade/Rank is selectable

- In WebTpax/WinTpax – each time an order is created, traveler MUST SELECT what grade/rank the member is for that specific travel. If member is traveling as a civilian then input the GS/WG/SES pay grade – if member is traveling as a military member then input the military paygrade E/O/W. This will activate the “proper” set of travel regulations for that travel.

DUCK, DONALD View: System Administrator

Travel Order

* Grade/Rank: * Order Number(s): * Type of Order:

Selected the traveler's Grade or Rank while traveling under this order

Grade/Rank	What's Authorized	Remarks
ES0		
ES1		
ES2		
ES3		
ES4		
ES5		
ES6		
ES7		
GM1		
GM10		
GM11		
GM12		
GM13		
GM14		
GM15		
GM16		
GM2		
GM3		
GM4		
GM5		
GM6		
GM7		
GM8		
GM9		
GS1		
GS10		
GS11		
GS12		

Site Visit

Issue Date

Begin Date

Number of Days

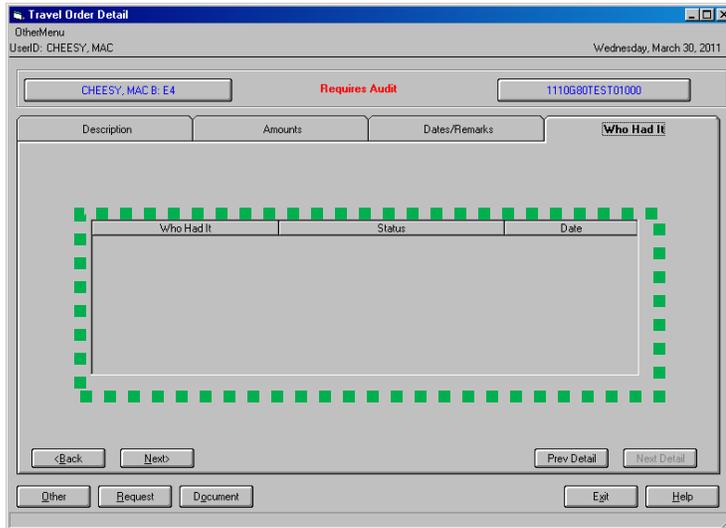
End Date

Coast Guard

Who had it (Claim History)?

- WebTpax now has the capability of showing “who had it” in history view indicating exactly who touched the claim, when they touched it and a status. *This feature is not available in WinTpax.*

WinTpax view



WebTpax view

The screenshot shows the WebTpax 'Travel Order Detail (Settlement)' window. The header includes 'CHEESY, MAC', 'Travel Order Detail (Settlement)', and 'TONO: 1110G80TEST01000'. Below the header are tabs for 'Amounts', 'Dates/Remarks', 'Description', and 'Who Had It'. The 'Who Had It' tab is active, displaying a table with the following data:

Who Had It	Status	Date
CHEESY, MAC B	Awaiting Release	03/18/2011
SWORDSLAYER, ELRICK	Awaiting AO Approval	03/18/2011
JERRY L ROUSH	Awaiting Release	03/18/2011

The table is highlighted with a green dashed border. At the bottom of the window, there are buttons for 'Prev Detail', 'Next Detail', 'View Request', 'Print', 'Done', and 'Help'.

More Flexible Common Access Card (CAC) Logon Requirements

- CAC security feature – CAC will be enabled with 6.15 version of WebTpax. However, on a case by case basis, PPC Travel System Support can “deactivate” the CAC requirement based on specific criteria. If an individuals CAC requirement is deactivated, the member will be required to know their passwords and keep up with the password changes as the security requirements require. Members who are assigned to a vessel and Auxiliary members who do not have CAC cards will be the current “standard” for deactivation. If a member is no longer in that status due to separation or transfer, then their account will be switched back to CAC-logon.

CHEESY, MAC **Traveler Profile** View: System Administrator

* SSN: 000003456 ID: 9999456 * Name: CHEESY, MAC B

Personal Address **T-PAX Info**

Miscellaneous Unit: Cost Center: Lock Login Require CAC Login

Privileges Date AO Expires: Authorizing Official Adv. Signature Proxy Customer Service Systems Administrator Full Signature Proxy Unit Command

New Logon Password Enter: Re-enter:

New Secondary Password Enter: Re-enter:

Additional Information Default AO: SWORDSLAYER, ELRICK Unit Representative: [Click to select Unit Rep.](#) Date Proxy Expires: Full Signature Proxy: [Click to select Sig. Proxy.](#) Advance Signature Proxy: [Click for Adv. Sig. Proxy.](#)

Traveler's Unit Must be Loaded from HR System

- WebTpx will now “freeze” members UNIT OPFAC on the Tpx info tab and the ORGANIZATION on the Personal tab. These fields will be auto populated during the civilian/military uploads that are done right after “pay cut” and can no longer be changed by the members.

HANSER, PATRICIA **Traveler Profile** View: Traveler

ID: * Name: Last First Middle

Personal Address Misc. Info **T-PAX Info**

Miscellaneous Unit: Cost Center: Lock Login
7947400 00000

Privileges Enter the unit or code for the office this traveler belongs to
 Authorizing Official Adv. Signature Proxy
 Customer Service Systems Administrator Full Signature Proxy
 Unit Command

Additional Information
Default AO: [Click to select Default AO](#)
Date Proxy Expires:
Full Signature Proxy: [Click to select Sig. Proxy.](#)

Note: Required fields are marked with a red asterisk (*).

HANSER, PATRICIA **Traveler Profile** View: Traveler

ID: * Name: Last First Middle

Personal Address Misc. Info T-PAX Info

* Employee Status: Employee
* Grade/Rank: GS9
Salutation:
Position/Title:
Security Clearance: Unknown
Credit Card Status: Holder of Govt. Credit Card
Credit Card Num: *****
Service: Coast Guard
Organization: 7947400

Note: Required fields are marked with a red asterisk (*).

Advance Signature Proxy and Unit Command Report user roles

- Traveler Profile Tpx Information tab change – since Adv Sig Proxy and Unit Command Report functions are “special” permissions that are command designated, those self service options have been taken away from field users. When these features are available, sometime in the future, members will have to request these permissions using the Tpx/IATS user form requests (known also as AO designation forms).

The screenshot shows the 'Traveler Profile' page for 'HANSER, PATRICIA'. The 'T-PAX Info' tab is selected. The page is divided into several sections:

- Miscellaneous:** Unit: 7947400, Cost Center: 00000, Lock Login (checkbox).
- Privileges:** A list of checkboxes for various roles: Authorizing Official (checked), Customer Service, Unit Command, Systems Administrator (checked), Adv. Signature Proxy (checked), and Full Signature Proxy.
- Additional Information:** Default AO: [Click to select Default AO](#), Date Proxy Expires: [text box], Full: Signature Proxy: [Click to select Sig. Proxy.](#)

At the bottom, there are buttons for 'Back', 'Next', 'Save', 'Cancel', and 'Help'. A red-bordered note box contains the text: 'Note: Required fields are marked with a red asterisk (*).'

Split Payment Amount Guidance

- WebTpax now gives instruction on the computations page to “enter amount in split payment field to pay GTCC”. The split payment field is open for changes while the computed split field is grayed out to prevent changes. Computed split field is WebTpax’s educated guess of what the minimum calculation should be paid to the GTCC but it is not “exact”.

Remit To	Transactions	Entitlements	Computations	Financial	Remarks								
<table border="1"><thead><tr><th>Description</th><th>FY 2008</th><th>FY 2009</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp TDY Per Diem</td><td>693.25</td><td>870.25</td><td>1,563.50</td></tr></tbody></table>						Description	FY 2008	FY 2009	Total	Memb/Emp TDY Per Diem	693.25	870.25	1,563.50
Description	FY 2008	FY 2009	Total										
Memb/Emp TDY Per Diem	693.25	870.25	1,563.50										
Method of Payment <input type="text" value="Direct Deposit"/>													
Total Entitlement <input type="text" value="1,563.50"/>													
Deductions <input type="text" value="0.00"/>													
Partial Payments <input type="text" value="0.00"/>													
Amount Payable <input type="text" value="1,563.50"/>													
Advances <input type="text" value="0.00"/>													
Due Employee <input type="text" value="1,563.50"/>													
Split Payment <input type="text" value="0.00"/>													
Computed Split <input type="text" value="767.00"/>													
Enter amount in Split Payment field to pay GTCC													

Claim Status Reminder

- REMINDER – until a claim has been placed into a “completed” status, the claim is still being worked. It is not finished and therefore any documentation printed prior may not be an accurate reflection of the claim. Additionally, until a claim has been completed – a supplemental claim cannot be done.

DOG, BAD View:

T-PAX Inbox

Expert Mode [Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Help » Logout

Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
9/28/2010	10/4/2010	Normal	MOODY, JESSICA		Completed	3/3/2011	IATS	Elizabeth City CGAS, NC	1098379457	\$240.00
1/15/2011	1/22/2011	Normal	DOG, BAD		Entered into T-PAX	3/24/2011	T-PAX	Chicago O' Hare Intl Aprt, IL	1098379781	\$2,765.85 (est)
1/15/2011	1/22/2011	Normal	DOG, BAD		Completed	3/24/2011	T-PAX	Chicago O' Hare Intl Aprt, IL	1098379782	\$3,915.15

What's New in Version 6.15 WINIATS (PPC Only)

Employee ID Numbers

- When logging claims into Winlats the screen now indicates SSN/ID – the system will automatically check the EMPLID table first for the number and then will go to the SSN table to locate the name. Thus, examiners at PPC Topeka will be able to input EMPLIDs into the system if they are “valid” and have been loaded through one of the upload processes. The EMPLID will automatically switch to the SSN in this screen – so examiners need to ensure the name is accurate.

Logging of Requests - (Base Name)
UserID: HANSYS Thursday, December 02, 2010

Block Number: NEW Type of Transaction: Settlement Number of Items: 0 Max Items: 50

	Flagged for Delete	Flagged for Return	SSN/ID	Name	TONO/SDN	From	To	Date Recd
/	<input type="checkbox"/>	<input type="checkbox"/>	9999123					
*	<input type="checkbox"/>	<input type="checkbox"/>						

Print Block

Other OK Cancel Help

Enter the traveler's SSN/ID

Logging of Requests - (Base Name)
 UserID: HANSYS Thursday, December 02, 2010

Block Number: Type of Transaction: Number of Items: Max Items:

	Flagged for Delete	Flagged for Return	SSN/ID	Name	TOND/SDN	From	To	Date Recd
▶	<input type="checkbox"/>	<input type="checkbox"/>	000002222	DUCK, DONALD				
*	<input type="checkbox"/>	<input type="checkbox"/>			1110G80BACKBU000 1110G80TONOTE000 1110G80OLAP00000			

Enter Order Number to add to this block

- When inputting claims into Winlats, reviewing from the auditor/disbursement screens, or viewing history – PPC Travel employees can now select “lookups” by either SSN (default) or by EMPLIDs.

Travel Order Selection (Base Name) UserID: HANSYS For Official Use Only Thursday, December 02, 2010

Select Traveler/Order Number

Employee/Member

Find ID: 9999123 Name: DUCK, DONALD

Search by: SSN Employee ID

Address 1: 444 SE QUINCY STREET Grade/Rank: E7

Address 2: Org: 5347400

City: TOPEKA

State: KANSAS

Zip: 66683

Order

TONO

Order Number	Category	Start Date	End Date
1110G80TONOTE000	Normal	10/1/2010	10/5/2010
1110G80OLAP00000	Normal	10/1/2010	10/5/2010
1110G80BACKBU000	Normal	10/1/2009	10/3/2009
Order Number	Category	Start Date	End Date

Enter the traveler order you wish to work with (or double click on in the list)

Traveler Selection (Base Name) UserID: HANSYS For Official Use Only Thursday, December 02, 2010

Search by: SSN Employee ID

Find ID: 9999123 Name: DUCK, DONALD

Address 1: 444 SE QUINCY STREET Grade/Rank: E7

Address 2: Org: DSSN: 0000

City: TOPEKA

State: KANSAS

Zip: 66683

Press OK to select this Traveler

Grade/Rank Can be Changed

- When entering claims into Winlats – examiners now have the ability to “change” the Grade/Rank to the appropriate paygrade depending on type of orders. So if a civilian is being called up to Reserve Duty, the examiner must change the rank so the appropriate regulations are adhered to. This rank change does NOT change it permanently in the member’s profile.

The screenshot shows a Windows-style application window titled "Travel Order". The user is identified as "HANSYS" and the date is "Thursday, December 02, 2010".

At the top, there are several fields: a name field containing "DUCK, DONALD: E7", a "Grade/Rank" field with a green dashed border containing "GS7", an "Order Number" field containing "1110G80PROF00000", and a "Type of Order" dropdown menu set to "Normal".

The main form area is divided into sections:

- Description:** Includes fields for "Purpose of Trip" (Site Visit), "Max. Trips Allowed" (1), "Issuing Organization", "Paying Organization", and "Funds" (Coast Guard).
- Dates:** Includes fields for "Issue Date", "Begin Date", "Number of Days" (1), and "End Date", all set to 12/2/2010.

Navigation buttons include "<Back", "Next>", "OK", "Cancel", and "Help". A status bar at the bottom left reads "Travel Order Number".

Who Had It (Claim History)?

- Winlats now has the capability of showing “who had it” in history view indicating exactly who touched the claim, when they touched it and a status. This will be helpful to PPC Travel so TVSs no longer have to be printed to see this. (NOTE: PPC Travel employee’s names show at this time. This feature is not available in WinTpax but is in WebTpax.)

Travel Order Detail
OtherMenu
UserID: HANSYS
Wednesday, March 30, 2011

CHEESY, MAC B: E4 (--3456) 1110G80TEST01000

Description Amounts Dates/Remarks **Who Had It**

Who Had It	Status	Date
000003456	Awaiting Release	3/18/2011
000003456	Awaiting Release	3/18/2011
ROUSH, JERRY L (JLR)	Awaiting Release	3/18/2011

<Back Next> Prev Detail Next Detail

Other Request Document Exit Help