E-Mail ALSPO I/12

Subj: DIRECT ACCESS TECHNOLOGY REFRESH – ALLOTMENTS AND DIRECT DEPOSIT

Ref: (a) Servicing Personnel Office Manual, PPCINST M5231.3, Part 2, Pay Entitlements

Purpose

This E-Mail ALSPO transmits procedures for the maintenance of direct deposit and allotment data in Direct Access II.

Discussion

As part of the Coast Guard's technology refresh effort to move HR functions from PeopleSoft version 8.0 (Direct Access I) to a supported version of PeopleSoft (version 9.1-Direct Access II), direct deposit and allotment data and supporting business processes will move to Direct Access II on 24 October 2012.

Applications for direct deposit and allotment data for both SPO and self-service users will move to the new environment.

Direct Access outage scheduled for project migration

Direct Access will be unavailable from 2000 (CDT) Tuesday, 23 October to 0800 Wednesday, 24 October. Project migration, data conversion and messaging and interface transitions will be conducted during this time.

Procedures

SPO procedures for direct deposit and allotment data are enclosed. Additional information, self-service procedures and tutorials are available from within the Direct Access Online Help (www.uscg.mil/ppc/ps) and will be accessible on the MyPortalDirect home page.

Directives affected

The contents of this E-Mail ALSPO message will be incorporated into the applicable sections of reference (a). This E-Mail ALSPO message provides interim guidance which expires one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

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5232
19 October 2012

E-Mail ALSPO I/12

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Questions Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:

☎ (866) 772-8724/(785) 339-2200
http://www.uscg.mil/ppc/ccb/ (Online Trouble Ticket/Inquiry Form)
PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by Internet release authorized.

/s/
S. L. LEBRUSKA, CAPT, USCG
Commanding Officer

Encl: (1) Direct Access II Allotments SPO User Guide
(2) Direct Access II Direct Deposit SPO User Guide

PPC SPO Manual

Part II, Pay Entitlements

Chapter 1, Allotments

Overview

Introduction

This section provides procedures for starting, changing and stopping allotments from military pay.

Contents

This chapter contains the following topics.

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Cutoff Dates

Schedule

Changes, starts and stops to Allotment are processed according to the schedule posted in the Direct Access online help at

http://www.uscg.mil/ppc/ps/allotments/overview.htm

Breakdown

Funds will be deducted from mid-month pay if the transaction to stop the allotment is not input on or prior to the date shown in the *Last Date to Start Allotment* column. However, the system will refund the amount withheld from the mid-month pay on the end-month payday.

Examples

1. If you enter **04/30/2013** for the stop date, the allotment will be deducted from your (or the member's if not using self-service) pay on 15 April (*mid month payday)* and 1 May *(end month payday)* and the funds will be transferred on 1 May.
2. If you do not want the allotment to be paid on **1 May 2013** you must enter **03/31/2013** in the Stop Date field. The allotment will be paid on 1 April (using funds deducted from your (or the member's - for SPO users) mid-month and end-month March paydays. If the transaction is input after cutoff for the mid-month April payday but on or before the cutoff for the end-month April payday, 50% of the allotment will be deducted on 15 April 2013, and amount will be refunded on the 1 May 2013 pay day.

Allotment Rules

Introduction

This section provides references for allotment policies and lists the types of allotments that can be managed by a member using Direct Access self-service.

References

(a) Coast Guard Pay Manual, COMDTINST 7220.29 (Series), Chap 7.
(b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (Series), Chap 8-A.

Self-Service Allotment Changes

A member is able to start, change, and stop the following allotments in Direct Access self-service:

- Association Dues
- Commercial Insurance
- Loan
- Navy Mutual Aid Insurance
- Other Allotment
- Private Venture Housing
- Repay home loans / mortgages
- Savings
- Support of Dependents
- Treasury Direct Savings Bonds

Continued on next page

Allotment Rules, Continued

Non Self-Service Allotments

Members cannot administer the following types of allotments using Direct Access self-service.

Purpose and Type Code of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
CFC C (Nondiscretionary)	One	Yes	No	It will stop every December. Allotments for CFC donations are entered by the member's SPO. A CFC pledge card may be submitted to start allotments for contributions to CFC.
MGIB Education* F (Nondiscretionary)	One	Yes	No	Refer to Section 7.C, CG PAYMAN. If not entered in the Allotment system at time of accession, contact PPC for assistance.
Additional MGIB* K (Nondiscretionary)	One	Yes	No	Increments of $20. Total contribution not to exceed $600 Must provide a stop date. Forward Allotment Worksheet to SPO to start allotments.
Mutual Assist/Morale American Red Cross Armed Forces Relief L (Nondiscretionary)	None None None	Yes Yes Yes	Yes No No	Mutual Assistance Loan repayment allotments are only entered by CGMA Officials using the CGMA computer system.
CGMA Contribution C (Nondiscretionary)	One	No	Yes	Allotments for CGMA contributions are entered by the member's Servicing Personnel Office. A CGMA pledge card may be submitted to start allotments for contributions to CGMA.
Indebtedness T (Nondiscretionary)	None	Yes	Yes	Example: Defaulted VA loans. Contact PPC (MAS) for assistance.

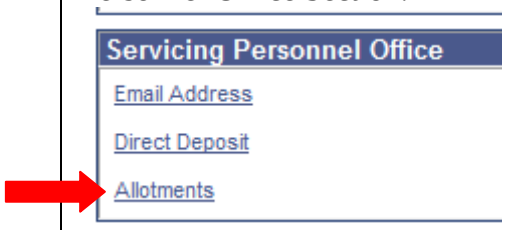
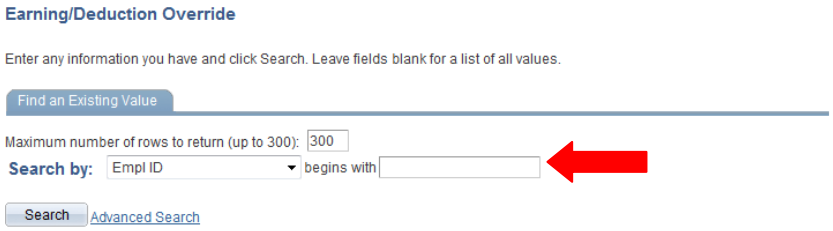
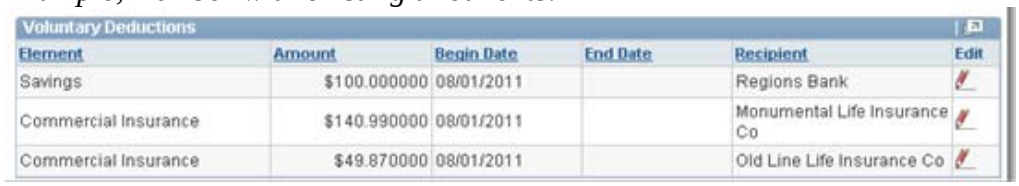
(*) MGIB Allotments are administered in the Direct Access I/PeopleSoft 8.0 environment. Refer to the MGIB and MGIB Additional Amount allotment instructions at the end of this chapter.

Starting a New Allotment

Introduction This section provides procedure for starting a new allotment.

Note: MGIB Allotments are administered in the Direct Access I/PeopleSoft 8.0 environment. Refer to the MGIB and MGIB Additional Amount allotment instructions at the end of this chapter.

Procedure Here are the steps to start a new allotment.

Step	Action
1	Select the **Allotments** link from the home page menu under Tasks in the Servicing Personnel Office Section. 
2	Enter the member's employee ID number and click the **Search** button. 
3	The Allotment Summary page will display. Click the Add Deduction link at the bottom of the page to continue. *Example, member with existing allotments:*  Click the Add Deduction link

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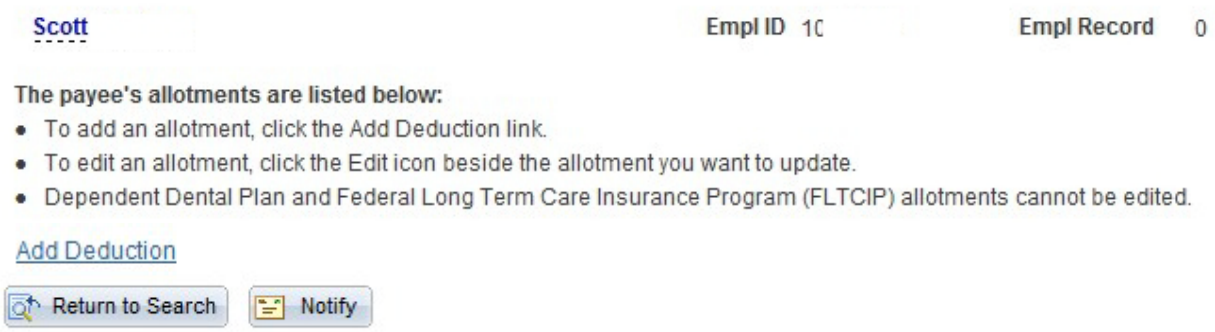
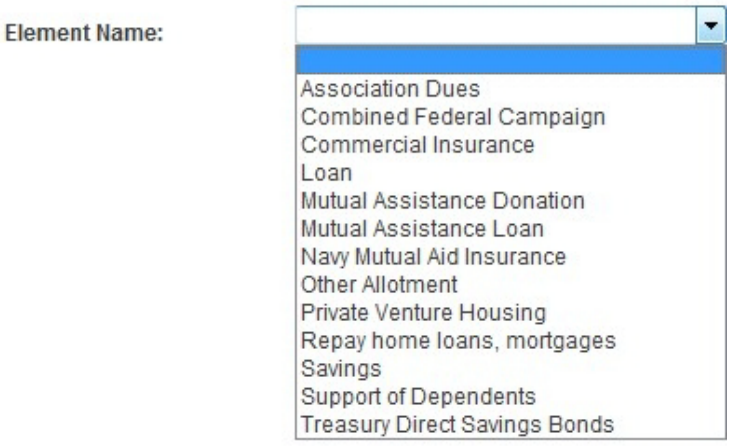
Starting a New Allotment, Continued

Procedure (continued)

Step	Action
3	*Example, member has no allotments:*  Click the Add Deduction link
4	The Allotment Information page will display. Select the allotment type to start from the **Element Name** drop-down list: 

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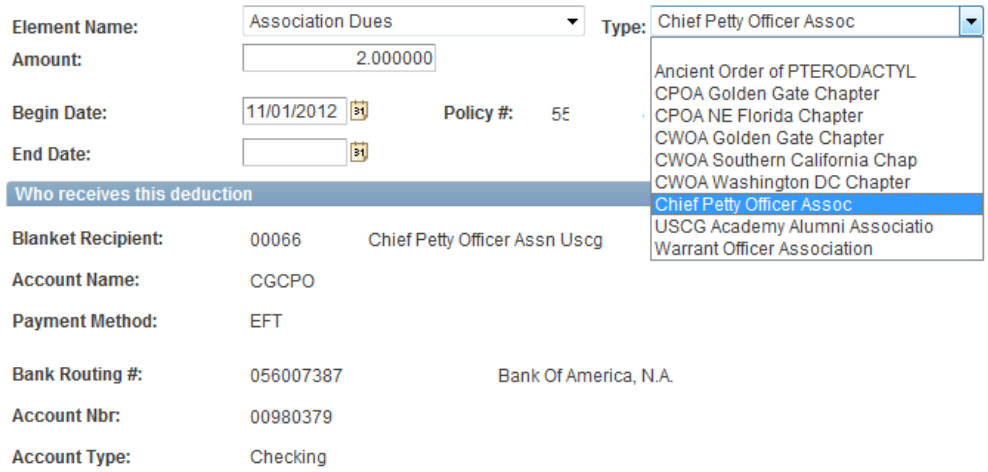
Starting a New Allotment, Continued

Procedure (continued)

Step	Action
5	Complete the allotment details. The data entry screens vary based on the allotment type selected. • **Amount**: This field is required for all allotment types. Enter amounts in dollars and cents. Do not enter a dollar sign. Example: Ten dollars and fifty five cents is entered as 10.55. Upon saving, the amount will change to 10.550000. This is the default PeopleSoft format for fields holding monetary information. • **Begin Date:** This field is required for all allotment types and is automatically defaulted to the earliest month the member may start the allotment. This date can be changed to a future date. The Begin Date must always be the 1st day of the month. • **End Date**: With the exception of CFC and CGMA loan allotments, this field is not required to be completed. However, it may be completed if the member wants the allotment to automatically stop on a known date. The End Date must always be the last day of the month. Refer to the examples and the notes below to complete the allotment data entry: *Example, Association Dues:*  Note: Payee information will auto-fill base on the Type selected from the list.

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Starting a New Allotment, Continued

Procedure (continued)

Step	Action
5	*Example, Combined Federal Campaign:* Element Name: Combined Federal Campaign Amount: 10.550000 Begin Date: 01/01/2013 Policy #: End Date: 12/31/2013 Who receives this deduction Blanket Recipient: 00612 Cfc HEARTLAND (612) Account Name: KSCFC Payment Method: EFT Bank Routing #: 101000695 Umb Bank, Account Nbr: 9871715345 Account Type: Checking Note: CFC allotment start dates are always 1 January and the end dates are always 31 December. . Refer to the CFC – Blanket Recipient Crosswalk to obtain the correct code for the Blanket Recipient field. http://www.uscg.mil/ppc/da/cfc.pdf *Example, Commercial Insurance:* Element Name: Commercial Insurance Amount: 150.000000 Begin Date: 11/01/2012 Policy #: 12345678912A End Date: Who receives this deduction Blanket Recipient: 00002 AVIVA LIFE ANNUITY (002) Account Name: AVIVA Payment Method: EFT Bank Routing #: 074000010 Jpmorgan Chase Bank, Na Account Nbr: Account Type: Checking Note: If the **Blanket Recipient** code is not used/available, complete the Bank Routing Number, Account Number and Account Type fields.

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Starting a New Allotment, Continued

Procedure (continued)

Step	Action
5	*Example, Loan:* Element Name: Loan Type: Commercial Loan Amount: 312.230000 Begin Date: 11/01/2012 Policy #: End Date: Who receives this deduction Blanket Recipient: Account Name: Member Name Payment Method: EFT Bank Routing #: 322271724 Citibank Fsb Account Nbr: 99004400 Account Type: Checking Note: If the **Blanket Recipient** code is not used/available, complete the Bank Routing Number, Account Number and Account Type fields. *Example, Mutual Assistance Donation:* Element Name: Mutual Assistance Donation Amount: 10.000000 Begin Date: 11/01/2012 End Date: Who receives this deduction Blanket Recipient: 00400 Cg Mutual Assistance Campaign Account Name: CGMUC Payment Method: EFT Bank Routing #: 054001204 Bank Of America, N.A. Account Nbr: Account Type: Checking

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Starting a New Allotment, Continued

Procedure (continued)

Step	Action
5	*Example, Mutual Assistance Loan:* Element Name: Mutual Assistance Loan Amount: 100.000000 Begin Date: 11/01/2012 Policy #: 55: End Date: 10/31/2013 Who receives this deduction Blanket Recipient: 00193 Commandant (G-Zma) Account Name: HOUSI Payment Method: EFT Bank Routing #: 054001204 Bank Of America, N.A. Account Nbr: 00 Account Type: Checking *Example, Savings:* Element Name: Savings Amount: 11195.230000 Begin Date: 11/01/2012 End Date: Who receives this deduction Account Name: Ira A. Saver Payment Method: EFT Bank Routing #: 266086554 Citibank Account Nbr: 8676309 Account Type: Savings

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Starting a New Allotment, Continued

Procedure (continued)

Step	Action
5	*Example, Support of Dependents:* Element Name: Support of Dependents Amount: 600.000000 Begin Date: 11/01/2012 End Date: Who receives this deduction Account Name: Mira M. Spouse Payment Method: EFT Bank Routing #: 266086554 Citibank Account Nbr: 99999999990 Account Type: Checking *Example Treasury Direct:* Element Name: Treasury Direct Savings Bonds Amount: 50.000000 Begin Date: 11/01/2012 End Date: Who receives this deduction Account Name: Savings Bond Payment Method: EFT Bank Routing #: 051736158 Bureau Of The Public Debt Account Nbr: 123121234 Account Type: Savings

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Starting a New Allotment, Continued

Procedure (continued)

Step	Action
5	*Example, Navy Mutual Aid Insurance* Element Name: Navy Mutual Aid Insurance Amount: 10.000000 Begin Date: 11/01/2012 Policy #: 1231231234 End Date: Who receives this deduction Blanket Recipient: 00007 Navy Mutual Aid Assn Account Name: NAVMU Payment Method: EFT Bank Routing #: 051000017 Bank Of America, N.A. Account Nbr: 435017310031 Account Type: Checking *Example, Other Allotment* Element Name: Other Allotment Type: Storage Fees Amount: 312.230000 Begin Date: 11/01/2012 Policy #: End Date: Who receives this deduction Blanket Recipient: Account Name: U Store It Co. Payment Method: EFT Bank Routing #: 271974033 Citizens Financial Services Fsb Account Nbr: 09876754321 Account Type: Checking Note: Since this type of allotment requires data within the **Type field**, enter the reason for the allotment.

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Starting a New Allotment, Continued

Procedure (continued)

Step	Action
5	*Example, Private Venture Housing* Element Name: Private Venture Housing Amount: 1195.230000 Begin Date: 11/01/2012 Policy #: 123-12-1234 End Date: Who receives this deduction Blanket Recipient: 00001 MAC HOUSING INTEGRATION (001 Account Name: MACBI Payment Method: EFT Bank Routing #: 083902109 Citizens Union Bank Account Nbr: 0365909703 Account Type: Checking Policy # = Member SSN **Warning!** If this payee information doesn't match the information from the member or housing authority use the **Repay home loans, mortgages** allotment type. This will allow you to specify the payee information. Note: The Policy # is the member's SSN. *Example, Repay home loans, mortgages* (**Also used for Private Venture Housing allotments when the payee is not MAC Housing Integration)**: Element Name: Repay home loans, mortgages Amount: 1195.230000 Begin Date: 11/01/2012 Policy #: End Date: Who receives this deduction Blanket Recipient: Account Name: Happy I. Homeowner Payment Method: EFT Bank Routing #: 054001204 Bank Of America, N.A Account Nbr: A598B0988 Account Type: Checking If using for Private Venture Housing Policy # = Member SSN

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Starting a New Allotment, Continued

Procedure (continued)

Step	Action
6	Click the Save Deduction button at the bottom of the page.
7	The allotment summary page will display. Verify the new allotment appears on the list correctly. If you notice an error, click the Edit icon next to the new allotment, correct it and save the deduction again.

Deductions

Element	Amount	Begin Date	End Date	Recipient	Edit
Mutual Assistance Donation	$15.000000	11/01/2012		Cg Mutual Assistance Campaign	
Savings	$850.000000	08/01/2012		IRA A. SAVER	
Combined Federal Campaign	$10.000000	01/01/2013	12/31/2013	Cfc HEARTLAND (612)	

JUMPS and DA I (8.0) Effect

Allotment transactions entered in DA II (9.1) will not appear in DA I (8.0). JUMPS audit records will not appear in JAG Audit until the next update or compute cycle commences. Allotment start transactions appear in the JUMPS *Recents* inquiry as L6DB Allotment Authorizations, and allotment change/stop transactions appear in the JUMPS *Recents* inquiry as H800 Allotment Adjustment Transactions.

Changing an Allotment

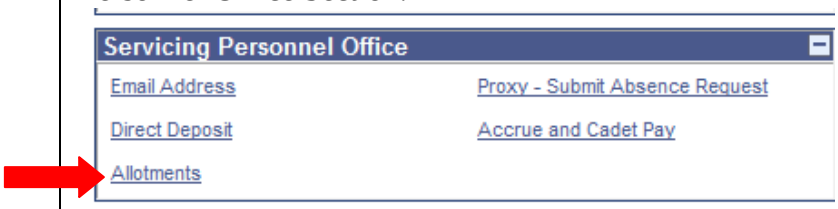
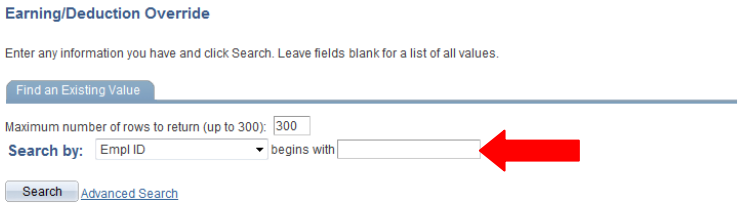
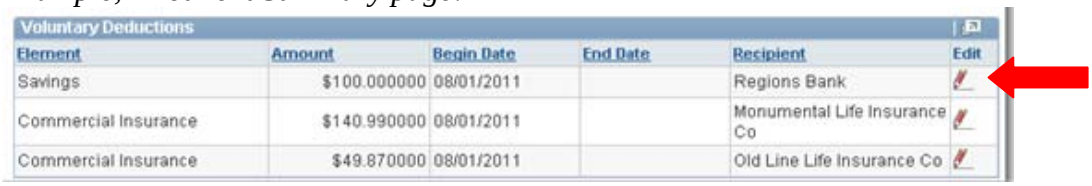
Introduction

This section provides procedures for changing the Amount or End Date of an allotment. Changes to routing numbers, account names, account numbers, and account types are not allowed on existing allotments. If one of these need to be changed, stop the allotment and restart it with the new information.

Note: MGIB Allotments are administered in the Direct Access I/PeopleSoft 8.0 environment. Refer to the MGIB and MGIB Additional Amount allotment instructions at the end of this chapter.

Procedure

Here are the steps to change the Amount or the End Date of an existing allotment:

Step	Action
1	Select the **Allotments** link from the home page menu under Tasks in the Servicing Personnel Office Section. 
2	Enter the member's employee ID number and click the **Search** button. 
3	The Allotment Summary page will display. Click the (Edit Icon) at the right of the allotment you want to edit. *Example, Allotment Summary page:*  Voluntary Deductions Element / Amount / Begin Date / End Date / Recipient / Edit Savings / $100.000000 / 08/01/2011 / / Regions Bank Commercial Insurance / $140.990000 / 08/01/2011 / / Monumental Life Insurance Co Commercial Insurance / $49.870000 / 08/01/2011 / / Old Line Life Insurance Co

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Changing an Allotment, Continued

Procedure (continued)

Step	Action
4	The details for the allotment will display. Update/change the allotment details as desired. Notes: • **Element Name**. This is the type of allotment (savings, loan, insurance, etc.). It cannot be changed. Stop the allotment and start a new allotment if the element name is incorrect. • **Amount**: Enter amounts in dollars and cents. Do not enter a dollar sign. Example: Ten dollars and fifty five cents is entered as 10.55. Upon saving, the amount will change to 10.550000. This is the default PeopleSoft format for fields holding monetary information. • **Change this deduction on**: The date the allotment started or the date the allotment changed (whichever is later) is displayed in this field. Upon saving (after making changes to other fields) the system will update the date in this field to the 1st of current month or the 1st of the next month. *The month selected by the system depends on the current date:*

If the current date is	then the default change month is
on or before the payroll processing cutoff date for the current month's mid-month payday	the current month
after the payroll processing cutoff date for the current month mid month payday	the next month

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Changing an Allotment, Continued

Procedure (continued)

Step	Action
4	You can enter a future date in the Change this deduction on field, but the date entered must be the 1st of the month. For instance, you change an allotment on 15 October 2013 but don't want the new allotment amount deducted until the December pay period; enter a Change this deduction on date of 12/01/2013. The new allotment amount will be deducted from the member's December pay and paid out on 1 January 2014. • **End Date**: If an End Date is entered, it must be the last day of the month. For instance, if you want the allotment to be deducted in October 2013 but not for November 2013 pay period, enter 10/31/2013.
5	Click the Save Deduction button at the bottom of the page.
6	The allotment summary page will display. Verify the allotment change appears on the list correctly. If you notice an error, click the Edit icon next to the allotment, correct it and save the deduction again. Deductions Note: The prior allotment information will no longer appear on the summary page.

Element	Amount	Begin Date	End Date	Recipient	Edit
Mutual Assistance Donation	$15.000000	11/01/2012		Cg Mutual Assistance Campaign	
Savings	$850.000000	08/01/2012		IRA A. SAVER	
Combined Federal Campaign	$10.000000	01/01/2013	12/31/2013	Cfc HEARTLAND (612)	

JUMPS and DA I (8.0) Effect

Allotment transactions entered in DA II (9.1) will not appear in DA I (8.0). JUMPS audit records will not appear in JAG Audit until the next update or compute cycle commences. Allotment start transactions appear in the JUMPS *Recents* inquiry as L6DB Allotment Authorizations, and allotment change/stop transactions appear in the JUMPS *Recents* inquiry as H800 Allotment Adjustment Transactions.

Stopping an Allotment

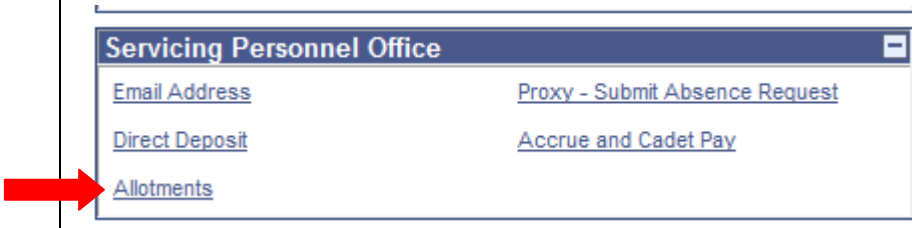
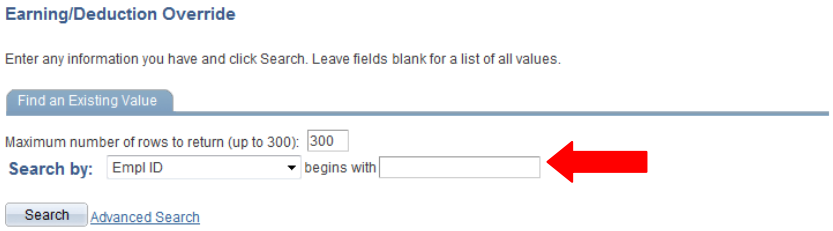
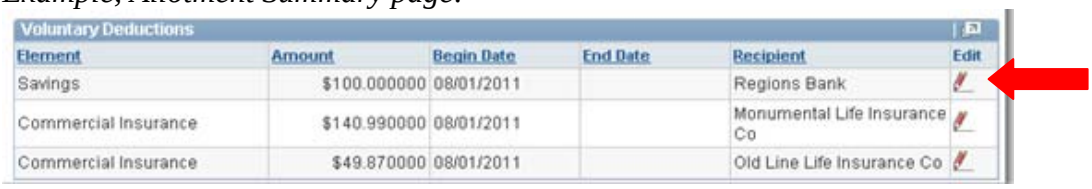
Introduction

This section provides procedures for stopping an allotment.

Note: MGIB Allotments are administered in the Direct Access I/PeopleSoft 8.0 environment. Refer to the MGIB and MGIB Additional Amount allotment instructions at the end of this chapter.

Procedure

Here are the steps to stop an allotment.

Step	Action
1	Select the **Allotments** link from the home page menu under Tasks in the Servicing Personnel Office Section. 
2	Enter the member's employee ID number and click the **Search** button. 
3	The Allotment Summary page will display. Click the (Edit Icon) at the right of the allotment you want to stop. *Example, Allotment Summary page:*  Voluntary Deductions Element / Amount / Begin Date / End Date / Recipient / Edit Savings / $100.000000 / 08/01/2011 / / Regions Bank Commercial Insurance / $140.990000 / 08/01/2011 / / Monumental Life Insurance Co Commercial Insurance / $49.870000 / 08/01/2011 / / Old Line Life Insurance Co

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Stopping an Allotment, Continued

Procedure (continued)

Step	Action
4	The allotment detail page will display. Element Name: Mutual Assistance Donation Amount: 25.000000 Change this deduction on: 06/01/2008 End Date: There are two ways to stop an allotment: (1) You can enter an End Date in the End Date field and click the Save button at the bottom of the page. (2) If you want the allotment to stop immediately (i.e., the end of the prior month if not yet past the current month's end-month Compute cycle, or the end of the current month if past the current month's end-month Compute cycle), as discussed on the next page, you can simply click the **Stop Deduction** link at the bottom of the page. If the allotment is stopped by completing the End Date field, enter an End Date of the last day of the month the allotment deduction shall be made. Then click the Save button. For instance, if the member wants the last allotment payment to be made on the 1 November 2012 payday, enter 10/31/2012 as the End Date. Element Name: Mutual Assistance Donation Amount: 25.000000 Change this deduction on: 06/01/2008 End Date: 10/31/2012 Who receives this deduction Blanket Recipient: 00400 Cg Mutual Assistance Campaign Account Name: CGMUC Payment Method: EFT Bank Routing #: 054001204 Bank Of America, Account Nbr: 000[illegible] Account Type: Checking

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Stopping an Allotment, Continued

Procedure (continued)

Step	Action
5	Click the Save Deduction button at the bottom of the page.
6	The allotment summary page will display. Verify the allotment stop date appears in the end date column correctly. If you notice an error, click the Edit icon next to the allotment, correct the end date and save the deduction again. Deductions Element | Amount | Begin Date | End Date | Recipient | Edit Savings | $1000.000000 | 09/01/2012 | | 1 Savings | $50.000000 | 10/01/2012 | | ANAS1 Savings | $50.000000 | 10/01/2012 | | SHEL Mutual Assistance Donation | $25.000000 | 06/01/2008 | 10/31/2012 | Cg Mutual Assistance Campaign Note: The Edit Icon will not be available if the End Date has already passed.

The Stop Deduction button

The **Stop Deduction** button appears at the bottom of the allotment detail page between the Save Deduction and Return to Summary buttons.

The **Stop Deduction** button serves two purposes:

(1) It can be used to "Delete / Undo" a pending allotment. For example, if an allotment is input with a Start Date of 12/01/2012, and then prior to end-month December Compute, the member decides he/she does not want the allotment to start, click the Stop Deduction button. The Stop Deduction button will stop/swap the allotment effective 11/30/2012, and the allotment will be deleted from the Allotment Summary page.

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Stopping an Allotment, Continued

The Stop Deduction button (continued)

(2) It can be used to stop an existing allotment as soon as possible (i.e., the end of the prior month if not yet past the current month's end-month Compute cycle, or the end of the current month if past the current month's end-month Compute cycle). Example: If today's date is 16 November 2012, and you click the Stop Deduction link, the End Date will default to 31 October 2012. If today's date is 21 November 2012, the End Date will default to 30 November 2012. When the Stop Deduction button is used on an existing allotment, the Allotment Summary page will show the End Date that has been defaulted.

JUMPS and DA I (8.0) Effect

Allotment transactions entered in DA II (9.1) will not appear in DA I (8.0). JUMPS audit records will not appear in JAG Audit until the next update or compute cycle commences. Allotment start transactions appear in the JUMPS *Recents* inquiry as L6DB Allotment Authorizations, and allotment change/stop transactions appear in the JUMPS *Recents* inquiry as H800 Allotment Adjustment Transactions.

Montgomery GI Bill Allotments (Accession Points and PPC)

Introduction

This section describes the process for Montgomery GI Bill (MGIB) enrollment or decline enrollment allotments.

Discussion

MGIB enrollment allotments are reductions of basic pay, not allotments. However, the Coast Guard has implemented the use of allotment-like processes to record enrollments, basic pay reductions, and non-enrollments in the program.

Allotments (Type "K") are used for members who want to participate in the Montgomery GI Bill Increased Benefit Contribution Program. Do not confuse these allotments with the MGIB-Kicker. Members may elect to contribute an additional $600, beyond their initial $1200 pay reduction, to MGIB in order to receive additional benefits. MGIB-Additional Amount allotments are input by the member's SPO. Follow the procedures in the Montgomery GI Bill Additional Amount (SPOs) section of this enclosure to input MGIB-Additional Amount allotments.

Coast Guard Active Duty College Fund

The DA allotment panels are also used to record a member's eligibility for the ***GI Bill Kicker* -- also known as the Coast Guard Active Duty College Fund** – it is offered by the Coast Guard in order to attract qualified personnel to critical ratings. The College Fund is an additional amount of money that increases an individual's basic monthly benefit and is included in his or her monthly GI Bill payment from the VA. Refer to COMDTINST 1760.10 (series) for Coast Guard policy.

Per COMDTINST 1760.10 (series), paragraph 9.c.(2), GI Bill Kicker eligibility is recorded in DA by PPC (MAS). To notify PPC of a member's Active Duty Collage Fund eligibility accession point SPOs forward a copy of the enlistment contract and Statement of Understanding, U. S. Coast Guard Active Duty College Fund (Enclosure (1) to COMDTINST 1760.10 (series)), to PPC (MAS) for the eligible member.

Continued on next page

Montgomery GI Bill Allotments (Accession Points and PPC), Continued

"Automatic" Enrollment

For a member who does not elect to receive education benefits within the first two weeks of active duty, the member's SPO will reduce their basic pay by $100 per month for 12 consecutive months. Per COMDTINST 1760.9 (series), paragraph 7.d.(4), accession point SPOs enter MGIB enrollment, by following the procedure in this section, for any eligible member who does not decline MGIB education benefits within the first two weeks of active duty.

Members' election not to enroll

The source document for a member's election to decline MGIB education benefits is DD Form 2366, MONTGOMERY GI BILL ACT OF 1984 (MGIB). Section 5 must be completed by the member to decline automatic enrollment. Accession point SPOs enter a member's election not to enroll in the MGIB by following the procedure in this section.

Procedure

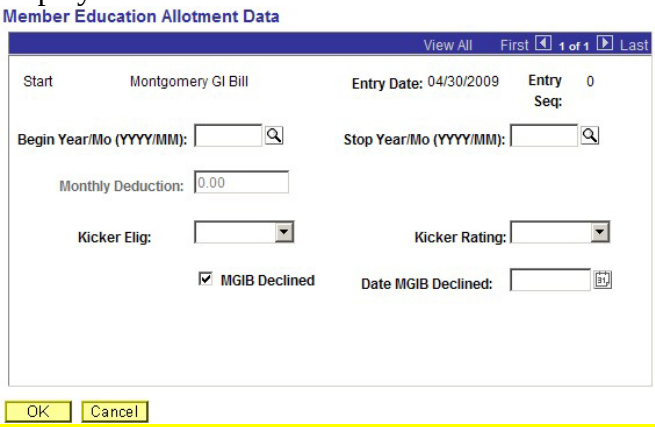
Here are steps the to enter a member's enrollment or non-enrollment in the MGIB

Step	Action
1	Click the **Direct Access Content** link in the Enterprise Menu on the MyPortalDirect Home page. The Direct Access I (PeopleSoft 8.0) page will open.
2	Navigate to: Compensate Employees>Maintain Payroll Data (US) > Use>Allotments
3	Enter the member's employee ID and click the **Search** button
4	Click the "Start a New Allotment" button.
5	Select "Montgomery GI Bill" from the allotment-type dropdown list.

Continued on next page

Montgomery GI Bill Allotments (Accession Points and PPC), Continued

Procedure (continued)

Step	Action
6	Click the “Details” button. The MGIB Allotment details panel will display:  Note: The “Kicker Elig” and “Kicker Rating” fields can only be modified by PPC.
5	Refer to the “Record Election” or “Record Decline” procedures on the following page to complete this transaction.

Continued on next page

Montgomery GI Bill Allotments (Accession Points and PPC), Continued

Record Election Procedure

1. Enter the month and year of first deduction in the ***Begin Year/Mo (YYYY/MM)*** field.
2. Click the OK button (this will return you to the allotment summary page)
3. Click the Save button.
4. If the member is also entitled to the MGIB-Kicker/Coast Guard Active Duty College Fund Program, forward a copy of the enlistment contract and statement of understanding to PPC (MAS). PPC will complete the “Kicker Elig” and “Kicker Rating” fields.

Record Decline Procedure

1. Verify that the checkbox for “***MGIB Declined***” remains checked. Mark it if it is not checked.
2. Enter the signature date from section 5 of the member’s DD form 2366 in the **Date MGIB Declined** field.
3. Click the OK button (this will return you to the allotment summary page)
4. Click the Save button.

Montgomery GI Bill Additional Amount (SPOs)

Introduction

This section provides the procedure for entering Montgomery GI Bill additional amount contributions.

Reference

See Coast Guard Pay Manual, COMDTINT M7220.29 (series), Sec. 7-C-5, for eligibility rules and contribution amounts.

Procedure

Here are the steps for starting a Montgomery GI Bill additional amount allotment.

Step	Action
1	Click the Direct Access Content link in the Enterprise Menu on the MyPortalDirect Home page. The Direct Access I (PeopleSoft 8.0) page will open.
2	Navigate to: Compensate Employees>Maintain Payroll Data (US) > Use>Allotments
3	Enter the member's employee ID and click the Search button
4	Click the "Start a New Allotment" button.
5	Select "MGIB Additional Amount" from the allotment-type dropdown list.
6	Click the "Details" button. The MGIB Allotment details panel will display: **Member Education Allotment Data** View All First 1 of 1 Last Start MGIB Additional Amount Entry Date: 10/12/2012 Entry Seq: 0 Begin Year/Mo (YYYY/MM): Stop Year/Mo (YYYY/MM): Amount must be multiple of $20, not more than $600 total: Monthly Deduction: 0.00
5	Enter the date (year/mm) to start the allotment
6	Enter the date (year/mm) to stop the allotment
7	Enter the amount. The amount must be in increments of $20. The total amount cannot exceed $600.
8	Click the Save button.

PPC SPO Manual

Part II, Pay Entitlements

Chapter 2, Direct Deposit (Non Self-Service)

Establishing or Changing Direct Deposit

Introduction

This section provides procedures for establishing or changing a member's direct deposit account information in Direct Access II (PeopleSoft 9.1).

Accessions

Submit this transaction when a person becomes a member of the Coast Guard, Coast Guard Reserve, or NOAA Commissioned Officer Corps.

- A member cannot use self-service to establish a direct deposit. Only a SPO can establish a direct deposit account in the system.

Timing:

Complete this transaction **after** completing the hire applicant process in Direct Access I (PeopleSoft 8.0). After completing the hire applicant process, there will be a delay of approximately one to two hours before the new hire's record is accessible in the Direct Access II environment. For accessions, the system will set the effect date of the transaction in Direct Access I to match the hire date.

Effective Date

Use the payroll processing schedule (published annually via E-Mail ALSPO Message) to determine the payday a direct deposit account change will be effective.

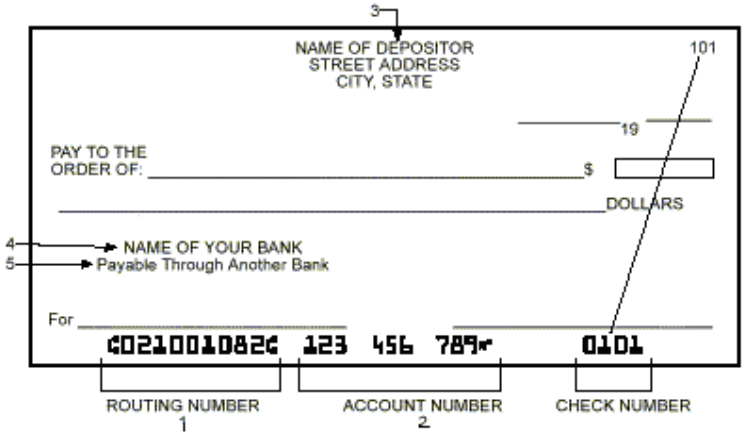
JUMPS and DA I (8.0) Effect

Direct deposit transactions entered in DA II (9.1) will not appear in DA I (8.0) until the next update or compute cycle commences. JUMPS audit records will not appear in JAG Audit until the next update or compute cycle commences. Direct deposit transactions appear in the JUMPS *Recents* inquiry as L6GB Payment Option Elections.

Establishing or Changing Direct Deposit, Continued

Account and Bank Routing/Bank ID Numbers

Obtain the **Account** and **Bank Routing** numbers from a voided check (as shown below) or from information provided on the Payment Option Election Worksheet (CG-2015).

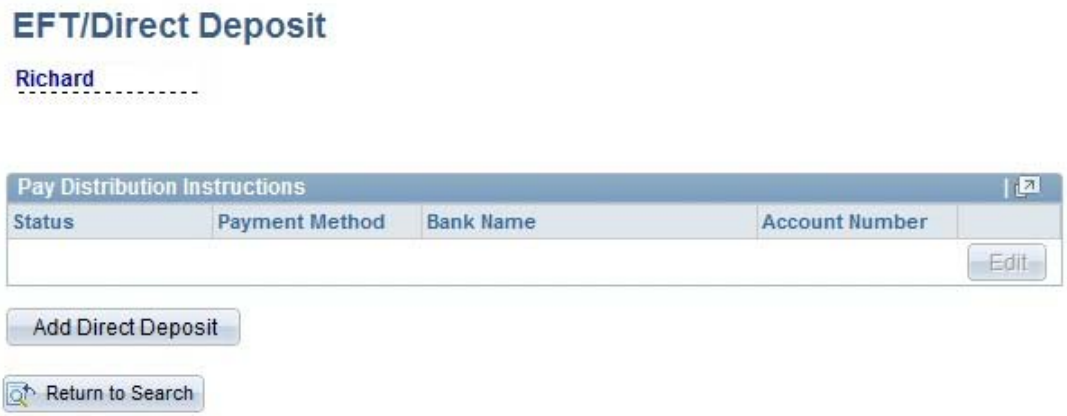


1. **ROUTING TRANSIT/BANK ID** Number. Entered in PeopleSoft as "021001082"
2. **ACCOUNT NUMBER**. Entered in PeopleSoft as "123456789" . No spaces, dashes or special characters are allowed.
3. **ACCOUNT TITLE**. Account holder's name and address.
4. **FINANCIAL INSTITUTION NAME**.
5. If the check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Bank ID number for direct deposit processing.

Continued on next page

Establishing or Changing Direct Deposit, Continued

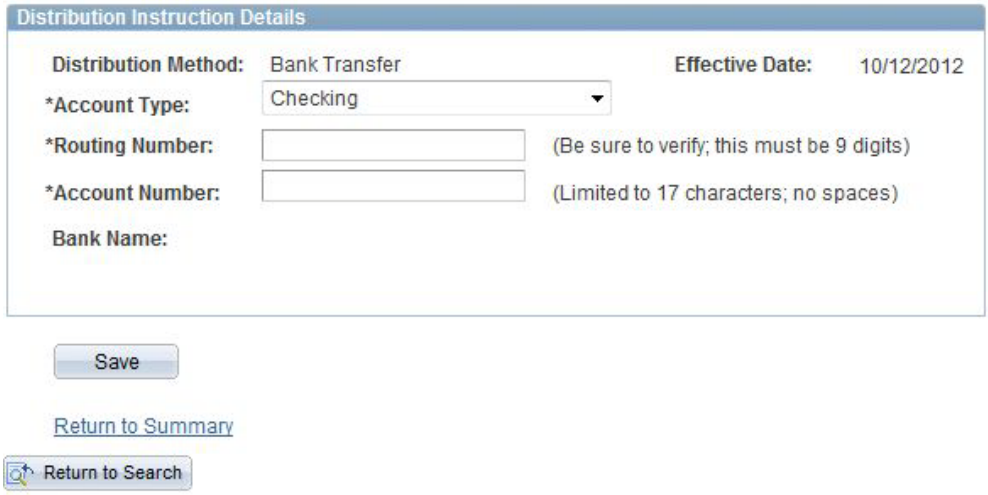
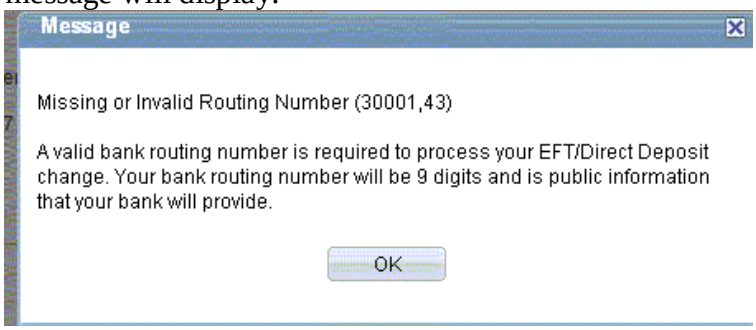
Procedure Here are the steps to establish or change or a member's direct deposit.

Step	Action
1	Select the **Direct Deposit** link from the home page menu under the Servicing Personnel Office Section.
2	The search menu will appear. Enter the member's employee ID number and click the **Search** button.
3	For new hires, click the **Add Direct Deposit** button. 
	For members with existing direct deposit account information, click the **Edit** button.

Continued on next page

Establishing or Changing Direct Deposit, Continued

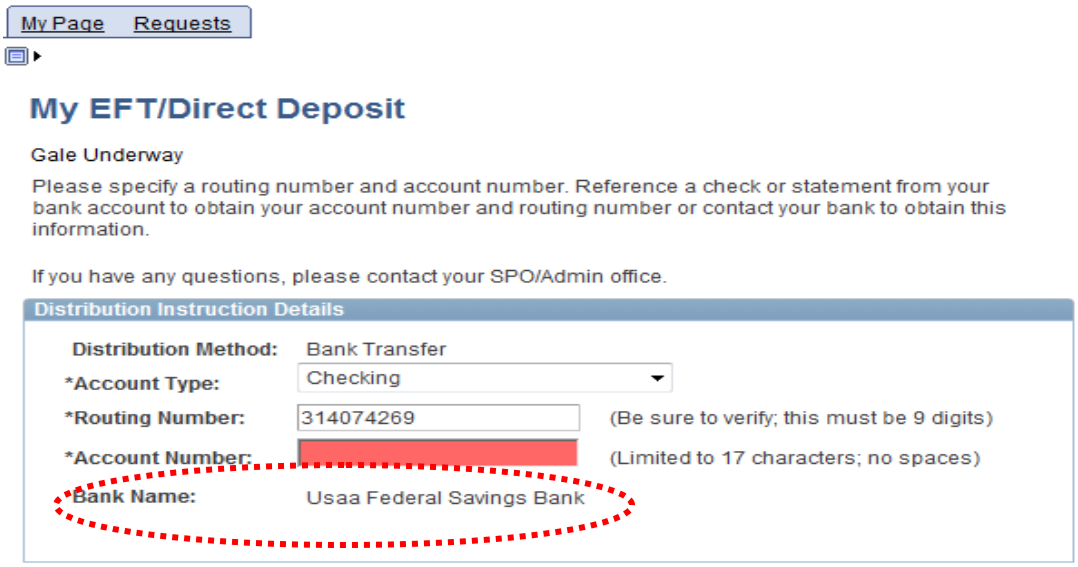
Procedure (continued)

Step	Action
4	The direct deposit details page will display. Select the account type (checking or savings). 
5	Complete routing number field. • The routing number must be 9 digits. The system will validate the routing number upon exiting the field. If the routing number is not in the correct format or is not found in the database, the following message will display:  Click the **OK** button to dismiss the message and reenter the routing number in the correct format. If the routing number is not in the system, contact PPC Customer Care, at (866) 772-8724 (toll free) or (785) 339-2200, for assistance.

Continued on next page

Establishing or Changing Direct Deposit, Continued

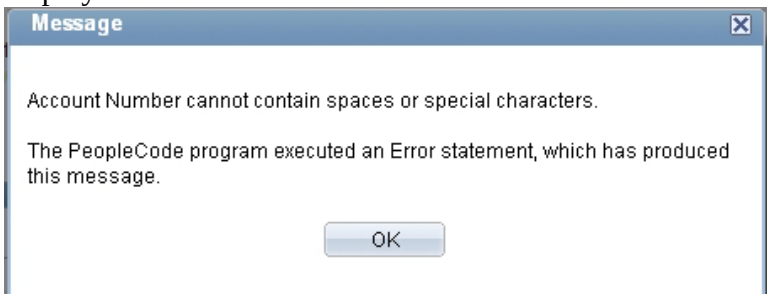
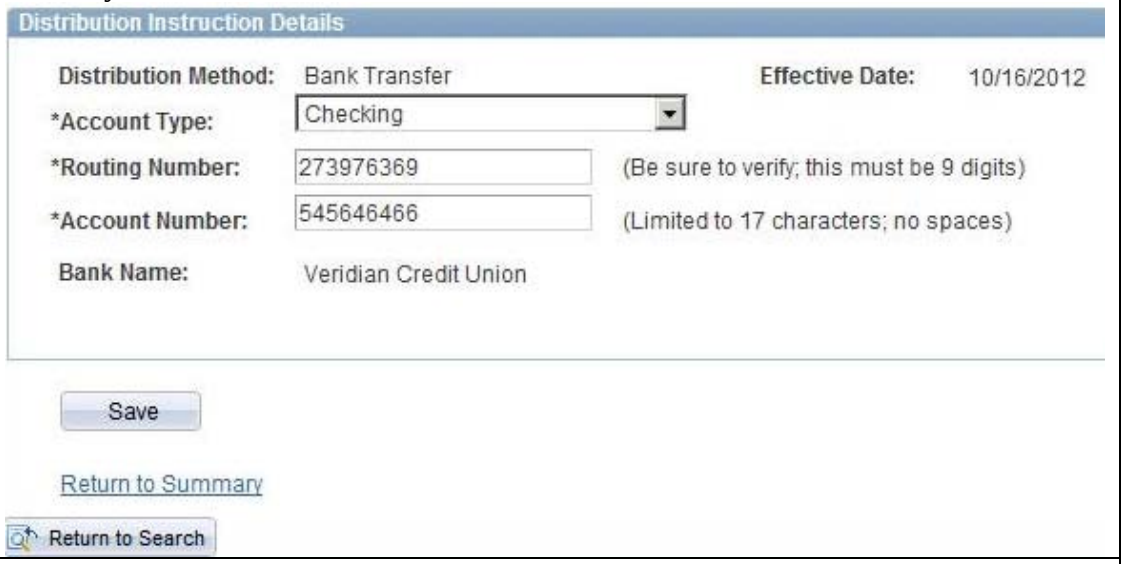
Procedure (continued)

Step	Action
6	Verify the bank name. If the routing number is entered correctly, the **Bank Name** field will reflect the name of the financial institution.  Ensure the bank name matches the financial institution name on the source document (member's voided check or CG-2015). • If the system bank name and the financial institution name are different, verify the routing number against the source document. • If the routing number is correct, but the system bank name does not match the financial institution name, contact PPC Customer Care, at (866) 772-8724 (toll free) or (785) 339-2200, for assistance.

Continued on next page

Establishing or Changing Direct Deposit, Continued

Procedure (continued)

Step	Action
7	Complete the account number field. • This field is limited to 17 alphanumeric characters. • No dashes (-) are allowed. • No spaces are allowed. If the account number does not meet the criteria listed above the following error will display:  Click the **OK** button to dismiss the message and reenter the account number correctly. 
8	Click the **Save** button.
9	Click the **Return to Summary** link.

Continued on next page

Establishing or Changing Direct Deposit, Continued

Procedure (continued)

Step	Action
10	The system will return to the direct deposit page. Review the data. • If there are any errors, click the Edit button and repeat steps 4 through 8. • If the data entry is correct, click the **Return to Search** button to repeat the procedure for another member or use the menu links to log out of the system or perform another task.

JUMPS and DA I (8.0) Effect

Direct deposit transactions entered in DA II (9.1) will not appear in DA I (8.0) until the next update or compute cycle commences. JUMPS audit records will not appear in JAG Audit until the next update or compute cycle commences. Direct deposit transactions appear in the JUMPS *Recents* inquiry as L6GB Payment Option Elections..