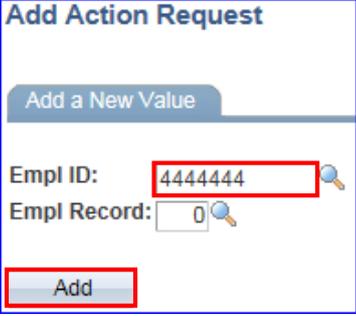


# Entering Hardship Duty Pay

**Introduction** This guide provides procedures on entering Hardship Duty Location Pay for members in Designated Areas (HDP-L(DA) in Direct Access.

**Procedures** See below.

Step	Action
1	Select the <b>Request</b> tab at the top of the home page. Select the <b>Hardship Duty Pay</b> link in the Payroll Requests pagelet.
	 <p>The screenshot shows the 'Requests' tab selected. Under the 'Payroll Requests' section, the 'Hardship Duty Pay' link is highlighted with a red box. Other links include 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Pay Premium', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', and 'Remove EBDL Completion'.</p>
2	Enter the members <b>Empl ID</b> and hit <b>Add</b> .
	 <p>The screenshot shows the 'Add Action Request' form. The 'Empl ID' field contains the value '4444444' and is highlighted with a red box. The 'Add' button at the bottom is also highlighted with a red box.</p>

*Continued on next page*

# Entering Hardship Duty Pay, Continued

Procedures,  
continued

Step	Action
3	<p>The Submit Hardship Duty Pay Request page will display.</p> <div data-bbox="331 524 1318 1211" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><b>Submit Hardship Duty Pay Request</b></p> <p><u>Johnny Depp</u></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter Amount.</li> <li>4. Enter the Geographic Code.</li> <li>5. Press Submit.</li> </ol> <div style="background-color: #e0e0e0; padding: 2px;">Request Details</div> <p>Begin Date: 07/01/2016 <span style="border: 1px solid red; padding: 2px;">31</span></p> <p>End Date: 10/31/2016 <span style="border: 1px solid red; padding: 2px;">31</span></p> <p>Amount: 100.00</p> <p>Geographic Code: Afghanistan <span style="border: 1px solid red; padding: 2px;">v</span></p> <p>Comment: Start Hardship Duty Pay.</p> <p><span style="border: 1px solid red; padding: 2px;">Submit</span>   Resubmit   Withdraw</p> </div> <p>Enter the <b>Begin Date</b> and the <b>End Date</b> (if known).</p> <p>Enter the <b>Amount</b> and the <b>Geographic Code</b> as found in <a href="#">DODFMR Vol 7-A, Chap. 17</a>.</p> <p>Enter any comments and then click the <b>Submit</b> button.</p>
4	<p>Once submitted, the transaction status is Pending and has been routed to the SPO auditor for approval.</p> <div data-bbox="331 1579 1091 1895" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending <span style="float: right;">View/Hide Comments</span></p> <p>1</p> <div style="background-color: #e0e0e0; padding: 2px;"> <p>Pending</p> <p> <a href="#">Mad Hatter</a> CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p><b>Mad Hatter at 06/01/16 - 4:25 PM</b> Start Hardship Duty Pay.</p> </div>