

Pay Corrections Action Request

Introduction

This guide provides procedures to delete, stop, and correct pay entitlements using the Pay Corrections Action Request for:

- Board Certified Pay
- COLA Unique
- Meal Allowance for Cadets
- Crew Flight Pay
- Career Sea Pay
- Career Sea Pay Premium
- Diving Duty Pay
- Discount Meal Rate
- Flight Deck Hazardous Duty Pay
- Foreign Language Proficiency Pay
- Family Separation Allowance
- Hardship Duty Pay - Location
- HDIP Visit Board Search and Seizure
- Hostile Fire/Imminent Danger Pay
- Health Profession Incentive
- Health Profession Board Crt IP
- Non-Crew Flight Pay
- Optometrist/Veterinarian Pay
- Special Duty Assignment Pay
- Variable Special Pay

Usage

STOPS: The above listed pay entitlements are started using the appropriate payroll action request. Normally, they will be started with an open stop or end date. The Pay Corrections Action Request is used to shutdown these entitlements when necessary. Some instances and can include:

- Member departs unit on terminal leave.
- Member is no longer eligible for the special pay or allowance.
- Entitlement was started in connection with a TDY assignment which has ended.

CORRECTIONS: If one of the above listed pay entitlements was submitted and approved with an incorrect date it can be corrected using the Pay Corrections Action Request. However, **and this is very important**, do not correct a payroll entitlement that has not processed through a payroll calculation yet. If you need to correct an entitlement that has not been fully processed yet, **delete (cancel)** it and resubmit it with the correct information.

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Pay Corrections Action Request, Continued

Usage,
continued

Other fields, such as a code associated with an entitlement, cannot be corrected. The transaction will have to be deleted and resubmitted with the correct code. Once the cancellation is approved, the SPO technician can submit a new transaction with the correct code.

Example

SDAP is started on member with SDAP code of CMCLV1. It's later determined that the wrong code was started on the member and it should have been CMCLV2. The current SDAP will need to be deleted and the SDAP will need to be started back up with the correct code of CMCLV2. Payroll will handle the credits/deductions accordingly.

DELETIONS: If one of the above listed pay entitlements was erroneously submitted and approved (e.g. Member was not entitled) the entire transaction can be deleted (canceled) using the Pay Corrections Action Request. Approved transactions which have not been processed through a payroll calculation for mid-month or end-month pay which need correction must also be deleted (Canceled) and resubmitted.

Very Important: If cancelling a transaction due to a correction of a code or other value be sure to input the new transaction in the same pay cycle. **Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.**

Procedure

See below.

Step	Action
1	<p>The instance number of the pay element must be obtained first. Select the Element Assignment By Payee link in the Pay Processing Shortcuts pagelet.</p>  <p>The screenshot shows a window titled 'Pay Processing Shortcuts' with three links: 'Pay Calculation Results', 'Element Assignment By Payee' (highlighted with a red box), and 'One Time (Positive Input)'.</p>

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Pay Corrections Action Request, Continued

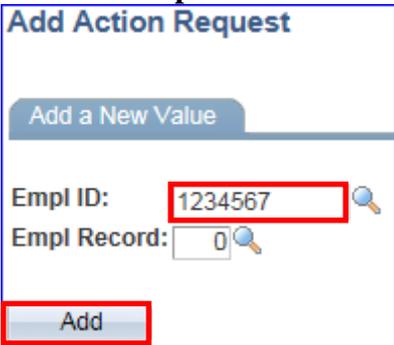
Procedure,
continued

Step	Action
2	<p>Enter the Empl ID and hit Search.</p> <div data-bbox="341 524 1075 1050"> <p>Element Assignment By Payee</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with <input type="text" value="1234567"/> x</p> <p>Empl Record: =</p> <p>Name: begins with</p> <p>Last Name: begins with</p> <p>Second Last Name: begins with</p> <p>Alternate Character Name: begins with</p> <p>Middle Name: begins with</p> <p>Business Unit: begins with</p> <p>Department Set ID: begins with</p> <p>Department: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

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Pay Corrections Action Request, Continued

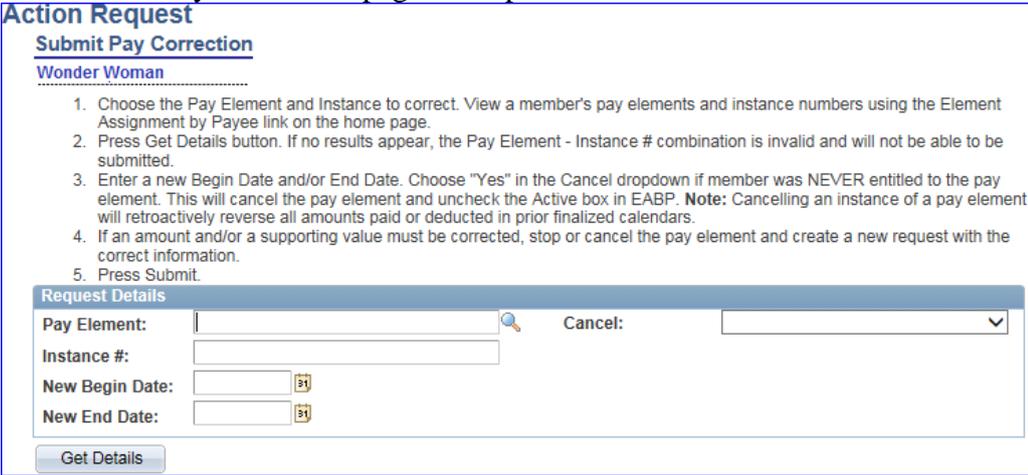
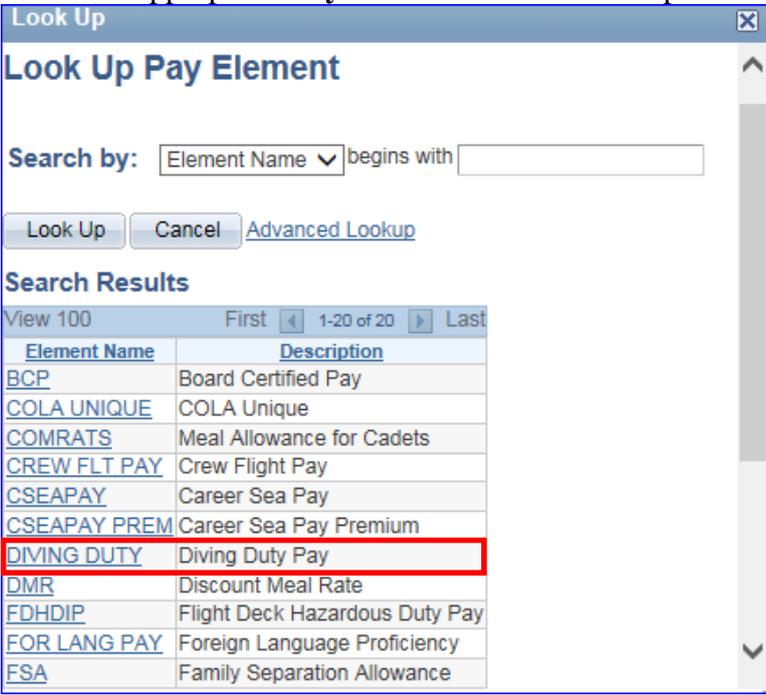
Procedure,
continued

Step	Action
4	<p>On the home page select the Request tab and click on the Pay Corrections link.</p>  <p>The screenshot shows a navigation menu with 'My Page', 'Self Service', and 'Requests' (highlighted). Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'Submit a Delegation Request', and 'Submit a Drill Request'. Under 'Payroll Requests', there are numerous links including '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' (highlighted), 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', and 'Remove EBDL Completion'. At the bottom, there is a 'Request Reports' section with 'Absence Request Listing' and 'SPO Pending Transaction Report'.</p>
5	<p>Enter the Empl ID and click the Add button.</p>  <p>The screenshot shows the 'Add Action Request' form. It has a header 'Add a New Value'. Below that, there are two input fields: 'Empl ID:' with the value '1234567' (highlighted) and 'Empl Record:' with the value '0'. At the bottom, there is an 'Add' button (highlighted).</p>

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Pay Corrections Action Request, Continued

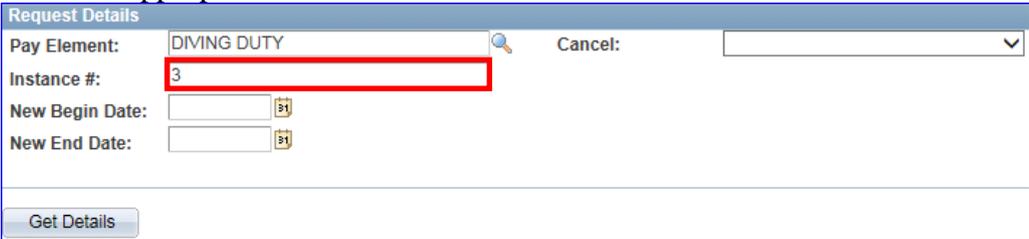
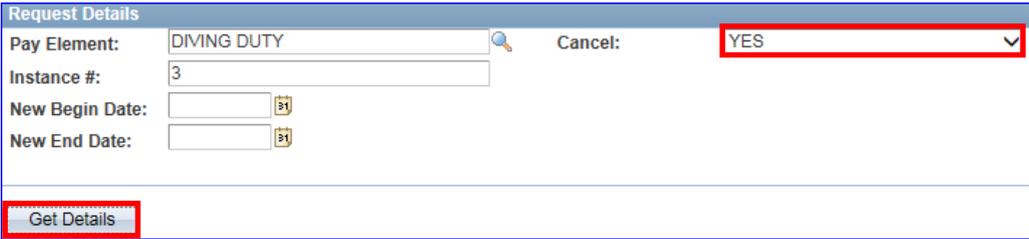
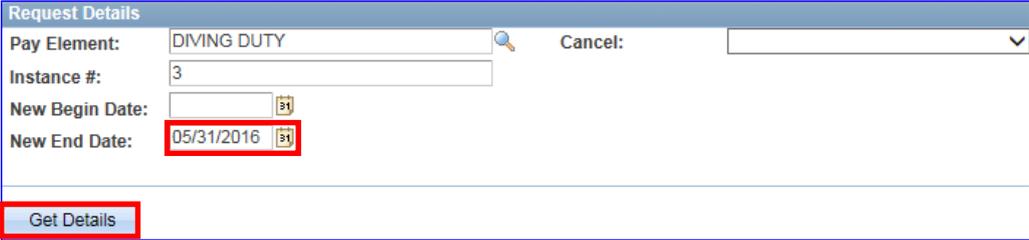
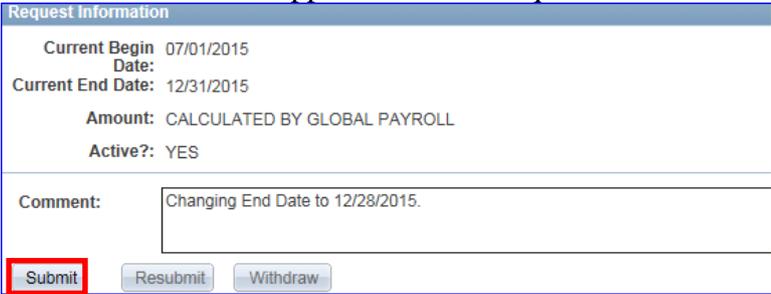
Procedure,
continued

Step	Action																								
6	<p>The Submit Pay Correction page will open.</p>  <p>Action Request</p> <p>Submit Pay Correction</p> <p><u>Wonder Woman</u></p> <ol style="list-style-type: none"> 1. Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page. 2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted. 3. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. Note: Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars. 4. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information. 5. Press Submit. <p>Request Details</p> <p>Pay Element: <input type="text"/> <input type="button" value="Search"/> Cancel: <input type="text"/> <input type="button" value="v"/></p> <p>Instance #: <input type="text"/></p> <p>New Begin Date: <input type="text"/> <input type="button" value="B1"/></p> <p>New End Date: <input type="text"/> <input type="button" value="B1"/></p> <p><input type="button" value="Get Details"/></p>																								
7	<p>Select the appropriate Pay Element from the lookup.</p>  <p>Look Up</p> <p>Look Up Pay Element</p> <p>Search by: <input type="text" value="Element Name"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <p>Search Results</p> <p>View 100 First <input type="button" value="◀"/> 1-20 of 20 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BCP</td> <td>Board Certified Pay</td> </tr> <tr> <td>COLA UNIQUE</td> <td>COLA Unique</td> </tr> <tr> <td>COMRATS</td> <td>Meal Allowance for Cadets</td> </tr> <tr> <td>CREW FLT PAY</td> <td>Crew Flight Pay</td> </tr> <tr> <td>CSEAPAY</td> <td>Career Sea Pay</td> </tr> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> </tr> <tr style="border: 2px solid red;"> <td>DIVING DUTY</td> <td>Diving Duty Pay</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> </tr> <tr> <td>FDHDIP</td> <td>Flight Deck Hazardous Duty Pay</td> </tr> <tr> <td>FOR LANG PAY</td> <td>Foreign Language Proficiency</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> </tr> </tbody> </table>	Element Name	Description	BCP	Board Certified Pay	COLA UNIQUE	COLA Unique	COMRATS	Meal Allowance for Cadets	CREW FLT PAY	Crew Flight Pay	CSEAPAY	Career Sea Pay	CSEAPAY PREM	Career Sea Pay Premium	DIVING DUTY	Diving Duty Pay	DMR	Discount Meal Rate	FDHDIP	Flight Deck Hazardous Duty Pay	FOR LANG PAY	Foreign Language Proficiency	FSA	Family Separation Allowance
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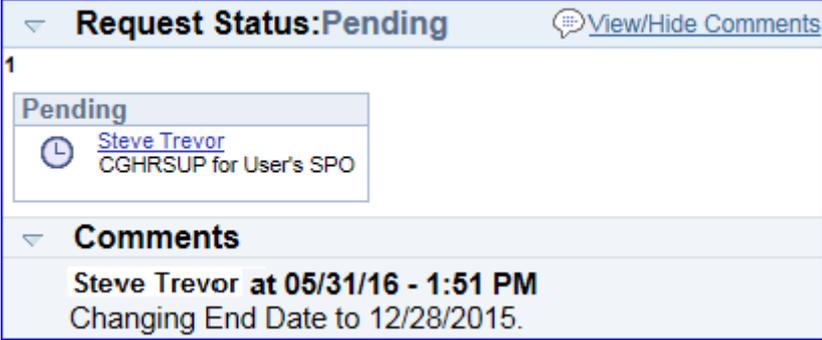
Pay Corrections Action Request, Continued

Procedure,
continued

Step	Action
8	<p>Enter the appropriate Instance Number.</p> 
9	<p>If deleting the transaction, click the drop-down arrow in the Cancel list and select "Yes". Use ONLY when a member wasn't entitled or if the transaction has NOT been processed through a payroll calculation yet. Click Get Details button.</p>  <p>If correcting the transaction or stopping the entitlement, enter the correct New Begin Date or New End Date (required if stopping). Use when the transaction has already processed through an end-month or mid-month payroll calculation. Click Get Details button.</p> 
10	<p>Enter a comment to support the action request. Select Submit.</p> 

Pay Corrections Action Request, Continued

Procedure,
continued

Step	Action
11	<p>Once submitted, the status will display that the transaction is Pending and it has been routed to the SPO auditor for approval.</p>  <p>The screenshot shows a user interface for a request. At the top, it says 'Request Status: Pending' with a 'View/Hide Comments' link. Below this, there is a 'Pending' status box with a clock icon and the text 'Steve Trevor CGHRSUP for User's SPO'. Underneath, there is a 'Comments' section with a comment from 'Steve Trevor at 05/31/16 - 1:51 PM' stating 'Changing End Date to 12/28/2015.'</p>