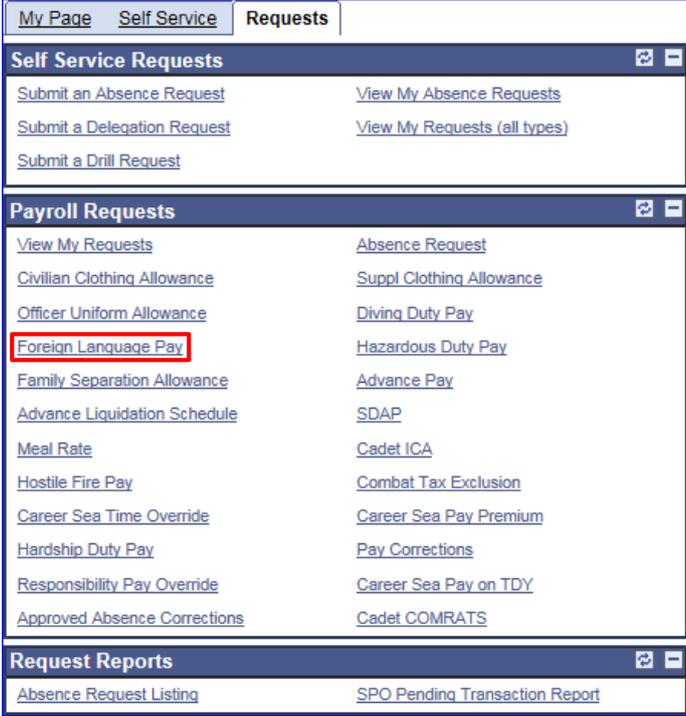


Starting Foreign Language Proficiency Pay

Introduction This guide provides the procedures for starting Foreign Language Proficiency Pay (FLPP) for a member in Direct Access. FLPP is a payable entitlement that requires annual recertification and a new entitlement row for each year.

Before you begin The member must have the Language Skill Qualification entered in their Person Profile before Foreign Language Pay can be started.

Procedures See below.

Step	Action
1	<p>From the Requests tab, select the Foreign Language Pay link located in the Payroll Requests Pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs are three main sections: 'Self Service Requests', 'Payroll Requests', and 'Request Reports'. The 'Payroll Requests' section contains a grid of links. The link 'Foreign Language Pay' is highlighted with a red rectangular box.</p>
2	<p>Enter the member's Empl ID and then click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. At the top is a button labeled 'Add a New Value'. Below it are two input fields: 'Empl ID:' with the value '1234567' and a magnifying glass icon, and 'Empl Record:' with the value '0' and a magnifying glass icon. At the bottom of the form is a button labeled 'Add', which is highlighted with a red rectangular box.</p>

Continued on next page

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action
3	<p>The Foreign Language Pay page will be displayed. Read the instructions before proceeding.</p> <div data-bbox="352 562 1390 1312" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Foreign Language Pay</u></p> <p><u>Kaan, Marty</u></p> <p><u>Requesting Foreign Language Pay</u></p> <ol style="list-style-type: none"> 1. Choose a Language. 2. Choose a Proficiency Level. 3. Enter the Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 4. Press the Get Details button to validate the member is assigned the Language Skill in Person Profiles. Details for the Language Skill will be displayed in the Request Information block. 5. Press Submit. <div data-bbox="389 808 1378 938" style="border: 1px solid blue; padding: 2px;"> <p>Request Details</p> <p>Language: <input type="text" value=""/> </p> <p>Proficiency: <input type="text" value=""/> </p> <p>Begin Date: <input type="text" value=""/> </p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="389 983 1378 1178" style="border: 1px solid blue; padding: 2px;"> <p>Request Information</p> <p>Language:</p> <p>Effective Date:</p> <p>Status:</p> <p>Proficiency:</p> <p>End Date:</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>
4	<p>Use the lookups to select the Language and Proficiency. Then enter the Begin Date. When finished, click the Get Details button.</p> <div data-bbox="352 1420 1099 1688" style="border: 1px solid blue; padding: 5px;"> <div data-bbox="363 1426 1099 1615" style="border: 1px solid blue; padding: 2px;"> <p>Request Details</p> <p>Language: <input style="border: 2px solid red;" type="text" value="SP"/> </p> <p>Proficiency: <input style="border: 2px solid red;" type="text" value="6"/> </p> <p>Begin Date: <input style="border: 2px solid red;" type="text" value="01/01/2015"/> </p> </div> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Get Details"/></p> </div> <p>Note: Do not enter any backdated FLPP rows that a member has already received payment for.</p>

Continued on next page

Starting Foreign Language Proficiency Pay, Continued

Procedures,
continued

Step	Action
5	<p>After clicking Get Details, this information will display as long as the member has the Language Qualification entered in their Person Profile.</p> <div data-bbox="352 562 813 864"><p>Request Information</p><p>Language: SP</p><p>Effective Date: 2015-01-01</p><p>Status: A</p><p>Proficiency: 6</p><p>End Date: 2016-12-31</p></div>
6	<p>Enter any comments for the Authorizing Official and then click Submit.</p> <div data-bbox="352 943 954 1115"><p>Comment: <input type="text"/></p><p>Submit Resubmit Withdraw</p></div>
7	<p>This will appear to show the transaction is Pending and has been routed to the SPO Tree for approval.</p> <div data-bbox="352 1227 823 1462"><p>Request Status: Pending</p><p>Approvers</p><div data-bbox="376 1328 734 1440"><p>Pending</p><p> Multiple Approvers</p><p>CGHRSUP for User's SPO</p></div></div>
