

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll

How to Create a Dependent Payment

Overview

Introduction

This section will provide the procedures for creating a dependent payment, which involves creating a recipient ID on the dependent and assigning it to the DEPEND PYMT payroll element in One Time Positive Input (OTPI) and a PPC auditor approving the OTIP action request.

The following types of payments can be made to a dependent:

- Advance Pay for Evacuation
- BAH/OHA Deceased Active Duty

Note: Forfeiture payments to a dependent are discussed in the Forfeiture Dependent Payment procedural guide.

Topics

The following topics are covered in this section.

Topic	See Page
How to Create a Dependent Payment	2
How to Approve/Deny a Pending Dependent Payment	5

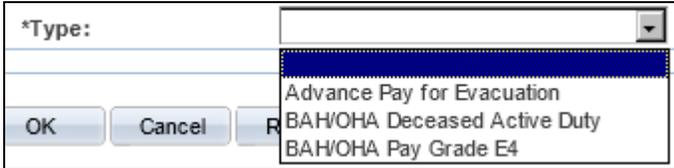
How to Create a Dependent Payment

PPC will take the following steps below to create a dependent payment in Global Payroll.

Note: Only a user with the *CGHSIC* role can create this payment.

Step	Action
1	Log into Global Payroll.
2	Bring up the Deduction Recipients page by following the path below for the Enterprise Menu: Product Related > Global Payroll & Absence Mgmt > Banking > Deduction Recipients Make the component a favorite by clicking the Add to My Links link, so that it can be pulled up from the favorites vice having to path to the component each time.
3	Enter the member's EMPLID and click the Search button. If there is any recipient IDs attached to the member it should show up. For instance, 1096404A, 1096404B, etc.
4	Click the Add a New Value tab. Enter the next sequential alpha character behind the EMPLID that hasn't been used yet. For instance, if Recipient ID 1096404A already exists and 1096404B doesn't, enter 1096404B.
5	Click the ADD button.
6	Enter the recipient's (dependent's) name in the Description field.
7	The Status field should be Active.
8	Click Individual for the Recipient Category field.
9	Click the Payment Method drop down box and select the payment method.
10	If Payment Method is by check, click on the Address link and enter the address the garnishment will be mailed to. Be sure to only enter information in the Address 1, City, State, and Postal fields. Do not enter information in the Address 2 and Address 3 fields. Click OK. If Payment Method is by Bank Transfer (direct deposit), enter the banking information in the Bank ID, Account Number, and Account Name fields.
11	Click on the Recipient Deposit Schedule tab.
12	Enter the recipient's SSN within the Purpose 1 field.
13	If Payment Method is by Bank Transfer, click the USCG Recipient Info tab and select 'Checking' or 'Savings' for the Account Type.
14	Click SAVE.
15	Click on the Home link.
16	Click on the One Time (Positive Input) link within the Pay Processing Shortcuts pagelet from the home page.
17	Click Add a New Value tab.
18	Enter member's EMPLID.
19	Enter member's Empl Rcd, which normally is '0'.
20	Click on the Pay Group field and select/enter member's pay group.

How to Create a Dependent Payment, Continued

Step	Action
21	Click on the Calendar ID and find the period that the dependent payment needs to be paid on. For instance, end-month May 2014 pay period would be CG ACT 2014M05E.
22	Click the Add button. Note: Member may already have an OPTI entry for the pay period that the payment is being paid out. In this case, the Add a New Value tab shouldn't be used.
23	Click on the Entry Type and change it to 'Deduction'.
24	Click on the Element Name field and select/enter DEPEND PYMT.
25	Click on the Action Type field and select 'Add'.
26	Click on the Calendar icon. 
27	Click on the Amount field and enter the amount of the payment to the dependent for the pay period.
28	Click on the Details icon.  The Positive Input – Details page should come up.
29	Click on the Final Pay Recipient ID field and enter the recipient ID that was created in steps 4-5 above.
30	Click on the Type field and select the type of payment that the dependent is entitled to. One of the three below can be selected: 
31	Click the OK button.
32	Click the Save button. An example of the OPTI entry for dependent payment is shown below:

One Time (Positive Input)										
Employee ID:	Name:	Eric	Empl Record:	0						
Pay Group:	USCG	Description:	USCG Active Duty	Pay Entity:	USCG					
Calendar ID:	CG ACT 2014M05E	Begin Date:	05/16/2014	End Date:	05/31/2014					
Earnings and Deductions										
*Entry Type	Element Name	Element Description	Instance	*Action Type	Unit	Rate	Amount	Currency Code	Details	
Deduction	DEPEND PYMT	Dependent Payments	1	Add			200.00	USD		

When the next pay calculation is done on the current pay calendar, the DEPEND PYMT deduction should show up on the member's pay, as shown in the example below.

How to Create a Dependent Payment, Continued

Calendar Group Results		Earnings and Deductions		Accumulators		Supporting Elements	
Eric		EMP		ID:		Empl Record: 0	
Calendar Group ID: C114051		201405 On-Cycle AD End Month					
Calendar Information							
Calendar ID: CG ACT 2014M05E		Pay Group: USCG				Find First 5 of 5 Last	
Segment Number: 1		Version: 1		Revision: 1			
Gross Result Value: 3,614.12 USD		Net Result Value: 247.97 USD					
Earnings & Deductions							
Element Results		Components		Retro Adjustments		Deduction Areas	
User Fields						Customize Find View 5 First 1-21 of 21 Last	
Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	BAS	178.770000	Basic Allow for Subsistence	0	05/16/2014	05/31/2014	Resolution Details
Earnings	BASIC PAY	3414.450000	Basic Pay	0	05/16/2014	05/31/2014	Resolution Details
Earnings	CLOTHING	20.900000	Clothing Allow ance	0	05/16/2014	05/31/2014	Resolution Details
Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	05/16/2014	05/31/2014	Resolution Details
Deduction	DEPEND PYMT	200.000000	Dependent Payments	1	05/16/2014	05/31/2014	Resolution Details

When the pay calendar is finalized, the Banking process will be run, which will create a payment for the dependent (Recipient ID). It will be forwarded to them on the scheduled payment date for military pay.

How to Approve/Deny a Pending Dependent Payment

The PPC auditor will take the following steps below to approve or deny a submitted dependent payment.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve this transaction.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Requests (all types) link within the Requests shortcut menu.</p>  <p>The screenshot shows a navigation menu with 'Requests' selected. Below it, a 'Self Service Requests' window is open, displaying a grid of links. The link 'View My Requests (all types)' is highlighted with a red rectangular box.</p>
4	<p>The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For". The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes Dependent Payment Requests) that have been submitted to them.</p>  <p>The screenshot shows three radio button options: 'My Submitted Requests', 'Requests I am Approver For' (which is selected), and 'All Requests'.</p>
5	<p>Click on the Transaction Name drop down field and select OTPI Approvals.</p>  <p>The screenshot shows a dropdown menu labeled 'Transaction Name:' with 'OTPI Approval' selected.</p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the Action Requests (includes Dependent Payment Requests), that have been submitted by the PPC clerk that are in a pending status.</p>  <p>The screenshot shows a dropdown menu labeled 'Transaction Status:' with 'Pending' selected.</p>
6	Click the Populate Grid button.
7	<p>Click on the Approve/Deny link on the OTPI Approval row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted on it. Review to make sure the payroll element is correct within the Request Details page. The type of payroll element shown should be DEPEND PYMT.</p>

How to Approve/Deny a Pending Dependent Payment, Continued

Step	Action
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="378 296 1365 382" style="border: 1px solid black; padding: 5px;"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <p>The system will open up a new window and the OTPI page will appear.</p> <p>Review the following:</p> <ul style="list-style-type: none"> • The payment is being paid on the correct pay period • Element Name (should be DEPEND PYMT) • Action Type should be 'Add' • Amount field shows correct amount • The Details page should show the correct recipient ID, and type of dependent payment.
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="518 877 1352 940" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="391 1014 875 1056" style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Approve Deny </div> <ul style="list-style-type: none"> • If the Dependent Payment was approved, it will show an Approved status on the View My Action Requests Page. • If the Dependent Payment was denied, it will show a Denied status on the View My Action Requests Page.
11	<p>Close the windows that brought were brought up during the review/approval/denial of the action request.</p>