

Career Sea Pay

Overview

Introduction This section provides the procedures for starting, restarting, stopping and deleting Career Sea Pay in Direct Access.

Information Career Sea Pay (CSP) now starts automatically upon PCS reporting to a CSP eligible vessel, but must be manually started if reporting to a mobile unit and the member normally deploys on a routine basis (duties not administrative in nature).

SPO also stops/restarts for member TDY >30 days.

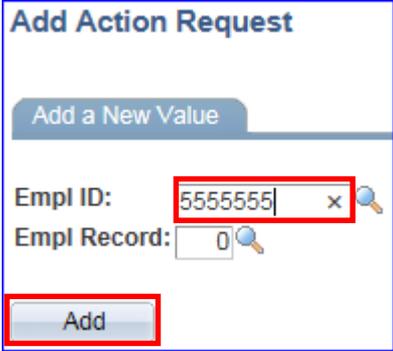
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Starting Career Sea Pay on TDY

Introduction This guide provides the procedures for Starting Career Sea Pay (CSP) when a member performs TDY onboard an eligible vessel or mobile unit.

Procedures See below.

Step	Action
1	<p>Click the Requests tab at the top of the home page and select the Career Sea Pay on TDY link.</p> 
2	<p>Enter the member's Empl ID number and click the Add button.</p> 

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Starting Career Sea Pay on TDY, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>The Action Request page will display. Follow the directions for the Request Details. This Action Request is not required if the member is already permanently assigned to a Career Sea Pay eligible unit (unless the TDY unit is in theater). Click the Get Details button.</p> <div data-bbox="352 622 1390 1339" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Career Sea Pay on TDY</u></p> <p><u>Blackbeard</u></p> <p>.....</p> <p>This Action Request is used for recording career sea pay entitlement of a member:</p> <ul style="list-style-type: none"> Assigned TDY from an ashore unit to an afloat unit; or Assigned TDY from an afloat unit to another afloat unit that is in theatre. In this case, the Action Request will pay the member Level 3 Career Sea Pay. (Members assigned TDY from an afloat unit to another afloat unit that is NOT in theatre do NOT need this Action Request submitted because the member continues to receive Career Sea Pay at the Level of the permanent unit.) <ol style="list-style-type: none"> Enter a Begin Date. Enter an End Date or leave blank. Choose the TDY department from the dropdown. Click Get Details. Enter Comment(s) and submit for approval. <div data-bbox="387 931 1374 1070" style="border: 2px solid red; padding: 2px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="05/09/2016"/> <input type="button" value="BX"/></p> <p>End Date: <input type="text"/> <input type="button" value="BX"/></p> <p>TDY Department: <input type="text" value="000045"/> <input type="button" value="🔍"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="387 1115 1374 1339" style="border: 1px solid blue; padding: 2px;"> <p>Request Information</p> <p>Description:</p> <p>Sea Pay Level:</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>
<p>4</p>	<p>The Request Information section will populate with the department's description and sea pay level.</p> <div data-bbox="352 1440 1390 1720" style="border: 1px solid blue; padding: 5px;"> <div data-bbox="352 1440 1390 1568" style="border: 2px solid red; padding: 2px;"> <p>Request Information</p> <p>Description: CGC EAGLE</p> <p>Sea Pay Level: DPT - Career Sea Pay Level 2</p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>Note: A member temporarily assigned to a Career Sea Pay vessel or mobile unit shall be paid Career Sea Pay at the Level 1 rate, unless the vessel is in theater (then it will be paid at the Level 3 rate). The level displayed in the "Request Information" section is not the level actually paid the member while TDY.</p>

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Starting Career Sea Pay on TDY, Continued

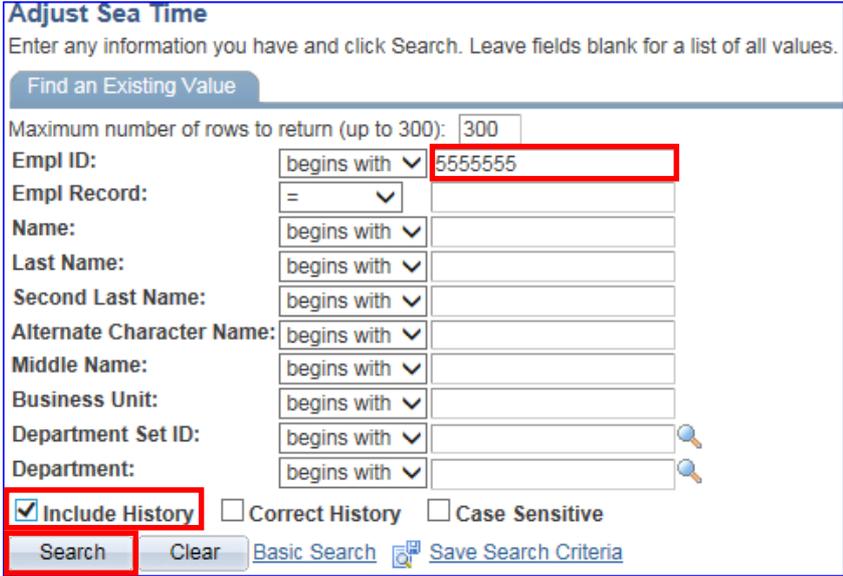
Procedures,
continued

Step	Action
5	<p>Enter supporting remarks in the Comment section. (Cite the authority for the action "<i>Received copy of TDY orders and travel claim for member TDY to CGC XXXX for the dates above</i>".) Click the Submit button.</p> <div data-bbox="352 678 1390 943" style="border: 1px solid blue; padding: 5px;"><p>Request Information</p><p>Description: CGC EAGLE</p><p>Sea Pay Level: DPT - Career Sea Pay Level 2</p><p>Comment: Received TDY orders and travel claim for member TDY to CGC EAGLE to begin on 05/09/2016.</p><p>Submit Resubmit Withdraw</p></div>
6	The transaction will be routed to the SPO tree for approval.

Restarting Career Sea Pay after TDY

Introduction This guide provides the procedures for restarting Career Sea Pay after TDY for a member. For example, a member was on a Sea Pay eligible vessel and went TDY from 5/3/15-8/31/15. The SPO shut down the Career Sea Pay on 6/2/15 (his 31st day away from the vessel). The member returned to the ship on 9/1/15, so the Career Sea Pay must be restarted. The SPO must review the member's Sea Time Balances first, make the changes in the Career Sea Time Override and get the transaction approved. **Once approved, Career Sea Pay should automatically restart.**

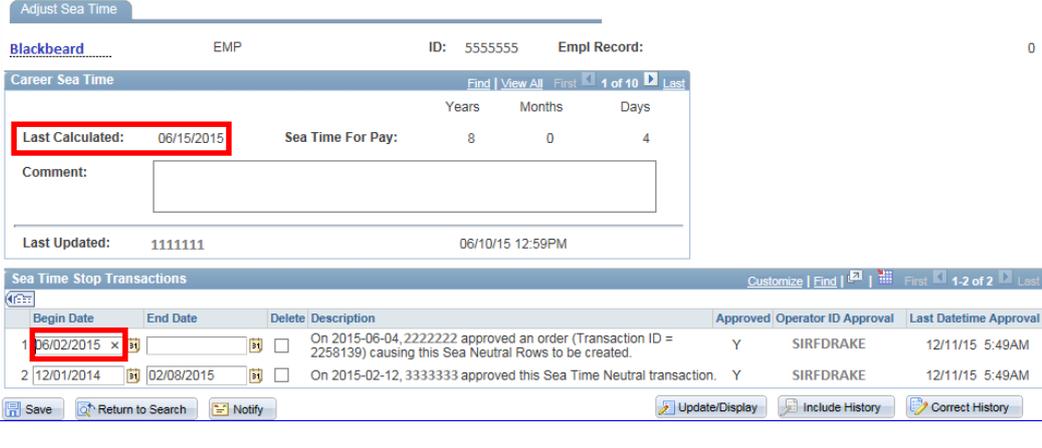
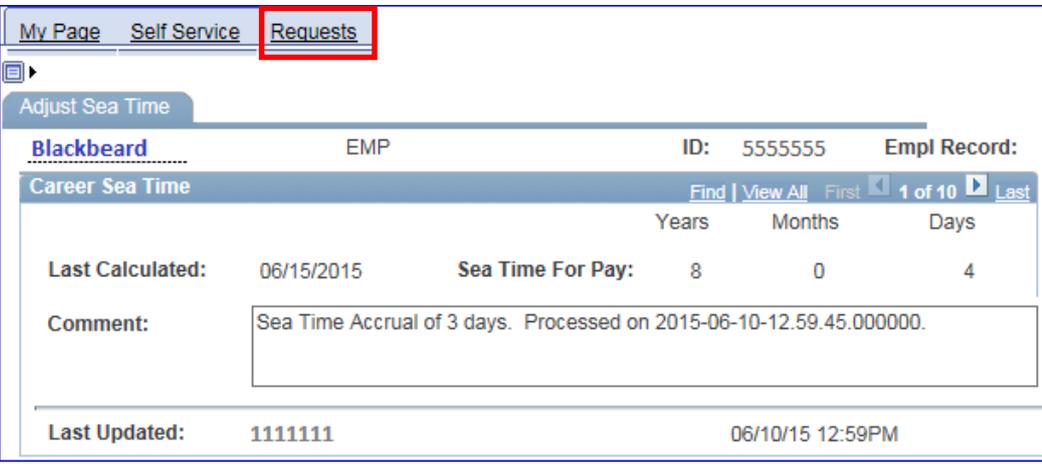
Procedures See below.

Step	Action
1	<p>Before starting Career Sea Pay, first look at the member's Sea Time Balances. Click the Sea Time Balances link from the Active & Reserve Pay Shortcuts.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a list of links. The link "Sea Time Balances" is highlighted with a red rectangular box.</p>
2	<p>Enter the Empl ID, check Include History and click Search.</p>  <p>The screenshot shows the "Adjust Sea Time" search interface. The "Empl ID" field is set to "begins with 5555555" and is highlighted with a red box. The "Include History" checkbox is checked and also highlighted with a red box. The "Search" button is visible at the bottom.</p>

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Restarting Career Sea Pay after TDY , Continued

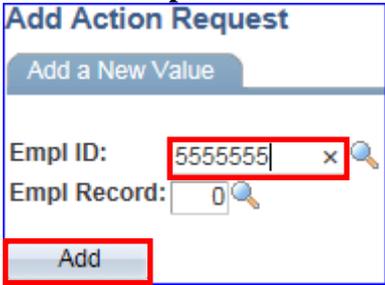
Procedures,
continued

Step	Action																											
<p data-bbox="252 495 276 521">3</p>	<p data-bbox="338 495 1385 600">Notice the date when the sea time was last calculated. Then look at the Sea Time Stop Transactions for the description of why the sea pay isn't running. The Begin Date from the Sea Time Stop Transaction must be used in the next step.</p>  <p>The screenshot shows the 'Adjust Sea Time' interface for employee Blackbeard (EMP ID: 5555555). The 'Career Sea Time' section displays 'Last Calculated: 06/15/2015' and 'Sea Time For Pay: 8 Years, 0 Months, 4 Days'. The 'Sea Time Stop Transactions' table below has the following data:</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> <th>Description</th> <th>Approved</th> <th>Operator ID</th> <th>Approval</th> <th>Last Datetime</th> <th>Approval</th> </tr> </thead> <tbody> <tr> <td>06/02/2015</td> <td></td> <td><input type="checkbox"/></td> <td>On 2015-06-04, 2222222 approved an order (Transaction ID = 2258139) causing this Sea Neutral Rows to be created.</td> <td>Y</td> <td>SIRFDRAKE</td> <td></td> <td>12/11/15 5:49AM</td> <td></td> </tr> <tr> <td>12/01/2014</td> <td>02/08/2015</td> <td><input type="checkbox"/></td> <td>On 2015-02-12, 3333333 approved this Sea Time Neutral transaction.</td> <td>Y</td> <td>SIRFDRAKE</td> <td></td> <td>12/11/15 5:49AM</td> <td></td> </tr> </tbody> </table>	Begin Date	End Date	Delete	Description	Approved	Operator ID	Approval	Last Datetime	Approval	06/02/2015		<input type="checkbox"/>	On 2015-06-04, 2222222 approved an order (Transaction ID = 2258139) causing this Sea Neutral Rows to be created.	Y	SIRFDRAKE		12/11/15 5:49AM		12/01/2014	02/08/2015	<input type="checkbox"/>	On 2015-02-12, 3333333 approved this Sea Time Neutral transaction.	Y	SIRFDRAKE		12/11/15 5:49AM	
Begin Date	End Date	Delete	Description	Approved	Operator ID	Approval	Last Datetime	Approval																				
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12/01/2014	02/08/2015	<input type="checkbox"/>	On 2015-02-12, 3333333 approved this Sea Time Neutral transaction.	Y	SIRFDRAKE		12/11/15 5:49AM																					
<p data-bbox="252 1061 276 1088">4</p>	<p data-bbox="338 1061 1385 1128">Now that the Begin Date has been identified, select the Requests link at the top left of the screen.</p>  <p>The screenshot shows the 'Adjust Sea Time' interface with the 'Requests' link highlighted in red. The 'Career Sea Time' section displays 'Last Calculated: 06/15/2015' and 'Sea Time For Pay: 8 Years, 0 Months, 4 Days'. The 'Comment' field contains the text: 'Sea Time Accrual of 3 days. Processed on 2015-06-10-12.59.45.000000.'</p>																											

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Restarting Career Sea Pay after TDY, Continued

Procedures,
continued

Step	Action
5	<p>Click the Career Sea Time Override link from the Payroll Requests pagelet.</p>  <p>The screenshot shows a window titled "Payroll Requests" with a list of links. The link "Career Sea Time Override" is highlighted with a red rectangular box. Other visible links include: View My Requests, Absence Request, Civilian Clothing Allowance, Suppl Clothing Allowance, Officer Uniform Allowance, Diving Duty Pay, Foreign Language Pay, Hazardous Duty Pay, Family Separation Allowance, Advance Pay, Advance Liquidation Schedule, SDAP, Meal Rate, Cadet ICA, Hostile Fire Pay, Combat Tax Exclusion, Hardship Duty Pay, Pay Corrections, Responsibility Pay Override, Career Sea Pay on TDY, Approved Absence Corrections, and Cadet COMRATS.</p>
6	<p>Enter the Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request" with a sub-header "Add a New Value". It contains two input fields: "Empl ID:" with the value "5555555" and a search icon, and "Empl Record:" with the value "0" and a search icon. A red box highlights the "Empl ID" field, and another red box highlights the "Add" button at the bottom of the form.</p>

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Restarting Career Sea Pay after TDY, Continued

Procedures,
continued

Step	Action
7	<p>Enter the Begin Date from the Sea Time Neutral Transaction. The End Date should be the last day the member was ineligible for Career Sea Pay (day before returning to the ship). Then click Get Details.</p> <div data-bbox="347 600 1342 1104" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p><u>Submit Career Sea Time Override</u></p> <p><u>Blackbeard</u>.....</p> <p><u>Requesting Career Sea Time Override</u></p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: 06/02/2015 <input type="text"/></p> <p>End Date: 08/31/2015 <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div>
8	<p>Clicking Get Details auto-populates the Request Information section. Add any comments, then click Submit.</p> <div data-bbox="339 1216 1385 1693" style="border: 1px solid black; padding: 5px;"> <p>Request Information</p> <p>Sea Time Years: 7 Neutral Time: 06/02/2015</p> <p>Sea Time Months: 11</p> <p>Sea Time Days: 19</p> <p>Current Unit: 000454 - CGC DAUNTLESS</p> <p>Sea Pay Level: SPL2</p> <p>Level Description: DPT - Career Sea Pay Level 2</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
9	<p>Once submitted, the transaction will be routed to the SPO/PAO for approval. Once approved, submit a trouble ticket to PPC for review of Career Sea Time Balances (by ADV) and Career Sea Time Pay (by MAS).</p>

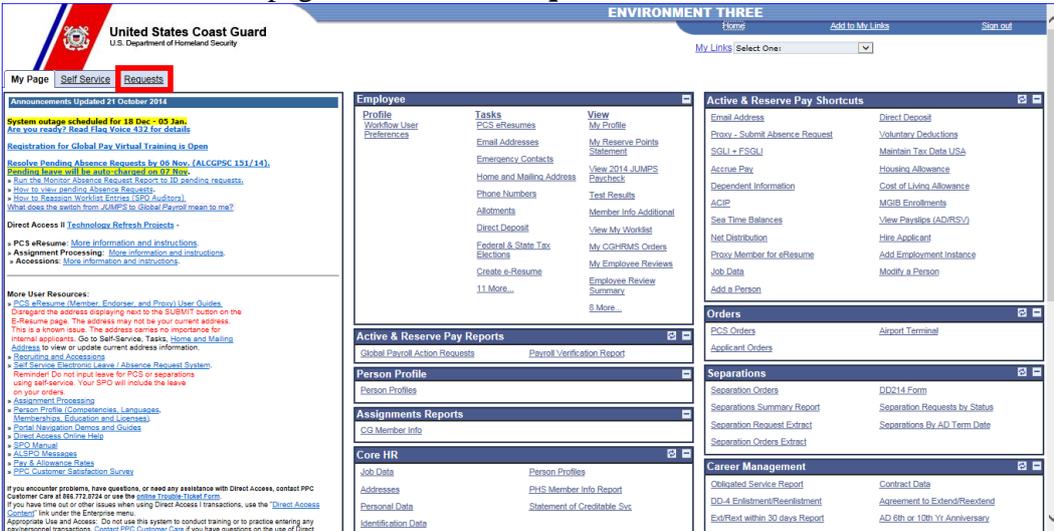
Stopping Career Sea Pay

Introduction

This guide provides the procedures for stopping Career Sea Pay in Direct Access. SPOs should manually stop Career Sea Pay upon the member's departure from the unit on terminal leave (with no intention to return) or when a member departs a vessel (TDY, leave, etc) for longer than 30 days.

Procedures

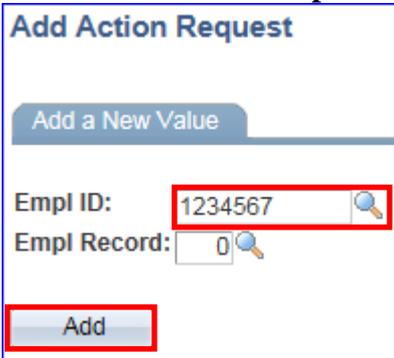
See below.

Step	Action
<p>1</p>	<p>From the DA Home page, click on the Requests link.</p> 

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Stopping Career Sea Pay, Continued

Procedures,
continued

Step	Action
2	<p>From the Requests tab, click on the Career Sea Time Override link.</p> 
3	<p>Enter the member's Empl ID and then click Add.</p> 

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Stopping Career Sea Pay, Continued

Procedures,
continued

Step	Action
4	<p>For the Begin Date, enter the date the member is no longer eligible for Sea Pay (day after they depart the vessel).</p> <p>For Separating members, only enter the Begin Date, no End Date is needed.</p> <p>For the End Date, enter the last date the member is no longer eligible for Sea Pay (day before they return to the vessel). Then click Get Details.</p> <p>Example 1: Member is Separating on 11/25/14.</p> <div data-bbox="344 819 1369 1323" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Career Sea Time Override</u></p> <p><u>Elvis Presley</u></p> <p><u>Requesting Career Sea Time Override</u></p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: <input type="text" value="11/25/2014"/> <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p><input type="button" value="Get Details"/></p> </div> <p>Example 2: Member is going TDY from 11/25/14 through 02/01/2015. Career Sea Pay is shut down on the 31st day away from the vessel.</p> <div data-bbox="344 1424 1369 1928" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Career Sea Time Override</u></p> <p><u>Elvis Presley</u></p> <p><u>Requesting Career Sea Time Override</u></p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: <input type="text" value="12/25/2014"/> <input type="button" value="31"/></p> <p>End Date: <input type="text" value="01/31/2015"/> <input type="button" value="31"/></p> <p><input type="button" value="Get Details"/></p> </div>

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Stopping Career Sea Pay, Continued

Procedures,
continued

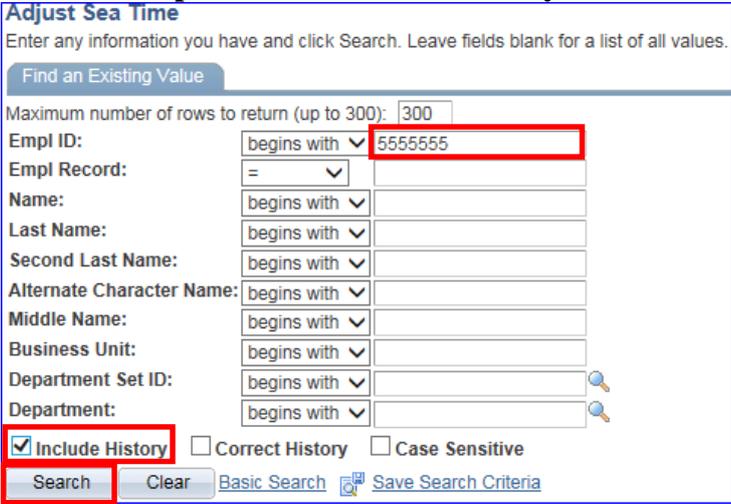
Step	Action
5	<p>The Get Details button will populate the Request Information portion. Add any comments and then click Submit.</p> <div data-bbox="336 562 1393 1037" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Sea Time Years: 3 Neutral Time:</p> <p>Sea Time Months: 7</p> <p>Sea Time Days: 29</p> <p>Current Unit: 000800 - CGC ANTHONY PETIT</p> <p>Sea Pay Level: SPL1</p> <p>Level Description: DPT - Career Sea Pay Level 1</p> <hr/> <p>Comment: <input style="width: 100%;" type="text"/></p> <p>Submit <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
6	<p>Once submitted, this will display. The transaction will be routed to the SPO tree for approval.</p> <div data-bbox="336 1149 812 1368" style="border: 1px solid blue; padding: 5px;"> <p>⏏ Request Status: Pending</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> </div>

Starting Retroactive Career Sea Pay

Introduction This guide provides the procedures for starting retroactive Career Sea Pay for a member in Direct Access. For example, a member transferred to a Career Sea Pay unit on 9/1/2015 and the Sea Pay was never started. The SPO must review the member's Sea Time Balances first, make the changes in the Career Sea Time Override and get the transaction approved. Once approved, PPC can manually credit the member for the retroactive period.

Note: Career Sea Pay should automatically start when a member reports to a Career Sea Pay eligible unit. This guide should only be used if the Sea Pay was not started.

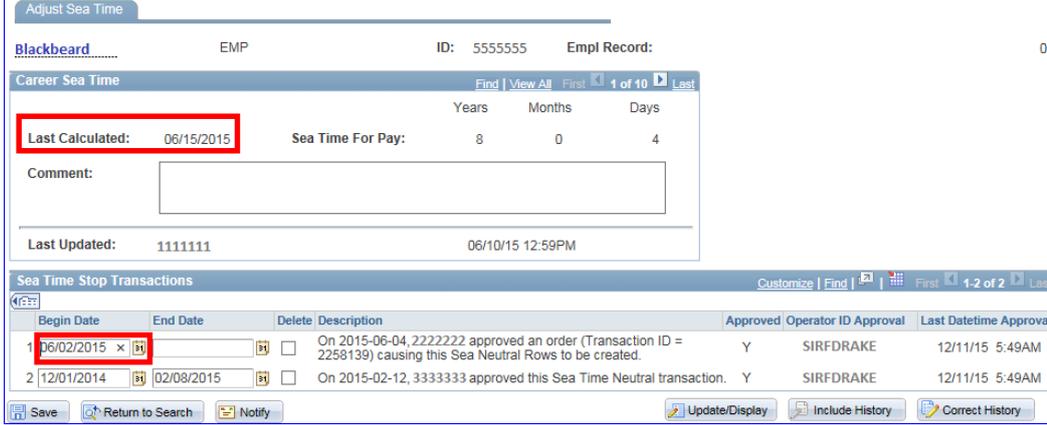
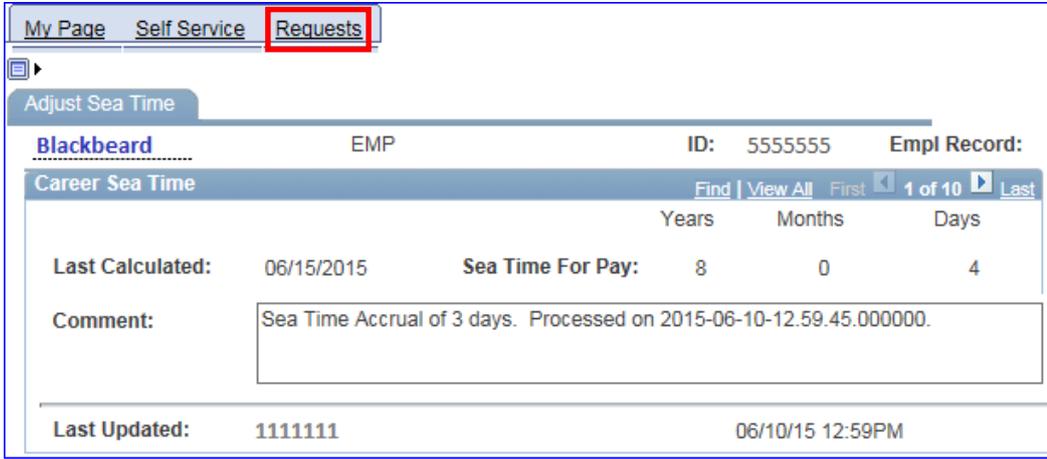
Procedures See below.

Step	Action
1	<p>Before starting Career Sea Pay, first look at the member's Sea Time Balances. Click the Sea Time Balances link from the Active & Reserve Pay Shortcuts.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "Sea Time Balances" is highlighted with a red rectangular box.</p>
2	<p>Enter the Empl ID, check Include History and click Search.</p>  <p>The screenshot shows the "Adjust Sea Time" search interface. The "Empl ID" field is set to "5555555" and is highlighted with a red box. The "Include History" checkbox is checked and also highlighted with a red box. The "Search" button is highlighted with a red box. Other fields like Name, Last Name, etc., are empty.</p>

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Starting Retroactive Career Sea Pay, Continued

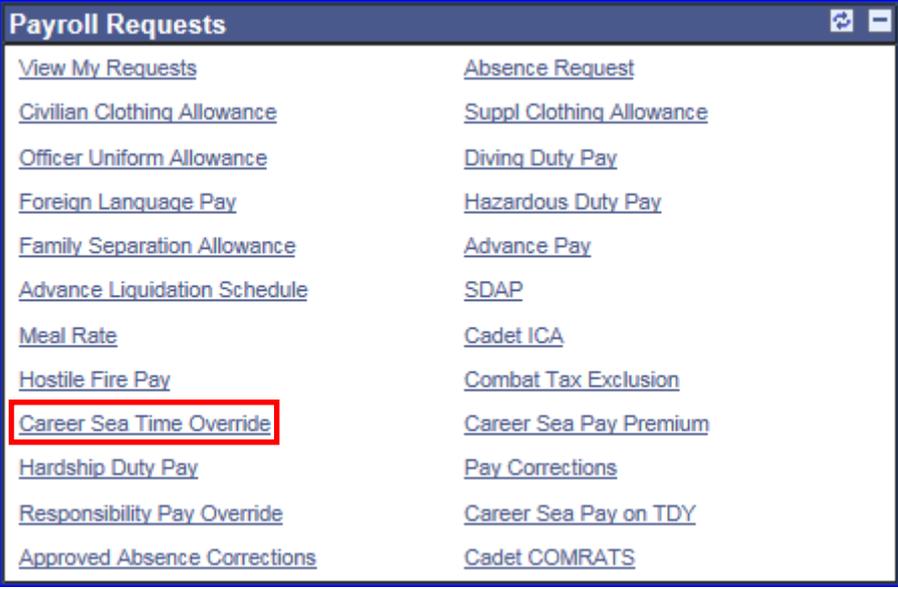
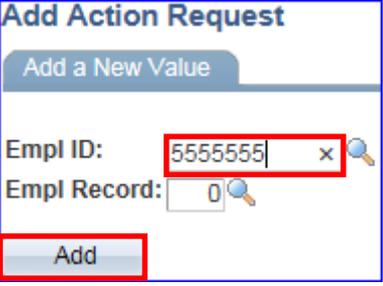
Procedures,
continued

Step	Action
<p data-bbox="252 495 277 524">3</p>	<p data-bbox="338 495 1385 600">Notice the date when the sea time was last calculated. Then look at the Sea Time Stop Transactions for the description of why the sea pay isn't running. The Begin Date from the Sea Time Stop Transaction must be used in the next step.</p>  <p>The screenshot shows the 'Adjust Sea Time' page for employee Blackbeard. The 'Career Sea Time' section displays 'Last Calculated: 06/15/2015' and 'Sea Time For Pay: 8 Years, 0 Months, 4 Days'. Below this is a table of 'Sea Time Stop Transactions' with two entries. The first entry has a 'Begin Date' of 06/02/2015, which is highlighted with a red box. The second entry has a 'Begin Date' of 12/01/2014.</p>
<p data-bbox="252 1066 277 1095">4</p>	<p data-bbox="338 1066 1385 1133">Now that the Begin Date has been identified, select the Requests link at the top left of the screen.</p>  <p>The screenshot shows the 'Adjust Sea Time' page with the 'Requests' link highlighted in a red box. The 'Career Sea Time' section displays 'Last Calculated: 06/15/2015' and 'Sea Time For Pay: 8 Years, 0 Months, 4 Days'. The 'Comment' field contains the text: 'Sea Time Accrual of 3 days. Processed on 2015-06-10-12.59.45.000000.'</p>

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Starting Retroactive Career Sea Pay, Continued

Procedures,
continued

Step	Action
5	<p>Click the Career Sea Time Override link from the Payroll Requests pagelet.</p>  <p>The screenshot shows a window titled "Payroll Requests" with a list of links. The link "Career Sea Time Override" is highlighted with a red rectangular box. Other visible links include: View My Requests, Absence Request, Civilian Clothing Allowance, Suppl Clothing Allowance, Officer Uniform Allowance, Diving Duty Pay, Foreign Language Pay, Hazardous Duty Pay, Family Separation Allowance, Advance Pay, Advance Liquidation Schedule, SDAP, Meal Rate, Cadet ICA, Hostile Fire Pay, Combat Tax Exclusion, Career Sea Pay Premium, Hardship Duty Pay, Pay Corrections, Responsibility Pay Override, Career Sea Pay on TDY, Approved Absence Corrections, and Cadet COMRATS.</p>
6	<p>Enter the Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request" with a sub-header "Add a New Value". It contains two input fields: "Empl ID:" with the value "5555555" and a search icon, and "Empl Record:" with the value "0" and a search icon. A red box highlights the "Empl ID" field. Below the fields is a button labeled "Add", which is also highlighted with a red box.</p>

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Starting Retroactive Career Sea Pay, Continued

Procedures,
continued

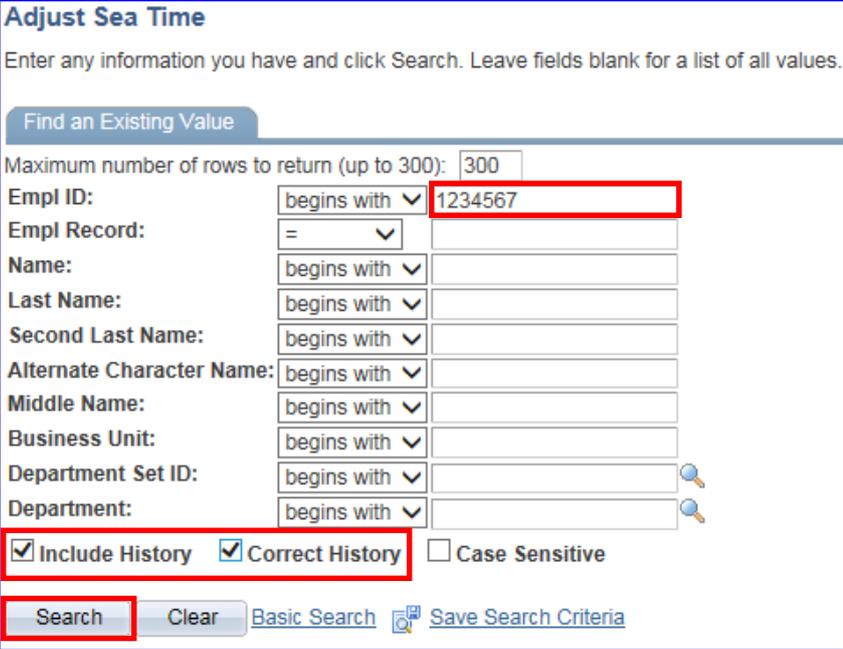
Step	Action
7	<p>Enter the Begin Date (from the Sea Time Neutral Transaction) and enter that same date for the End Date. Then click Get Details.</p> <div data-bbox="343 562 1310 1055" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Career Sea Time Override</u></p> <p><u>Blackbeard</u></p> <p><u>Requesting Career Sea Time Override</u></p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: 06/02/2015 <input type="text"/></p> <p>End Date: 08/31/2015 <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div>
8	<p>Clicking Get Details auto-populates the Request Information section. Enter very specific comments, such as: Member transferred to a CSP-eligible unit on 9/1/2015, but CSP was never started. Please credit member for sea time and make the retro payments or Member returned from TDY and SPO never input the CSP before the member departed PCS. Any information provided will assist PPC. Now click Submit.</p> <div data-bbox="343 1346 1385 1827" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Sea Time Years: 7 Neutral Time: 06/02/2015</p> <p>Sea Time Months: 11</p> <p>Sea Time Days: 19</p> <p>Current Unit: 000454 - CGC DAUNTLESS</p> <p>Sea Pay Level: SPL2</p> <p>Level Description: DPT - Career Sea Pay Level 2</p> <p>Comment: Member transferred to a CSP-eligible unit on 9/1/2015, but CSP was never started. Please credit member for sea time and make the retro payments.</p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
9	<p>Once submitted, the transaction will be routed to the SPO/PAO for approval. Once approved, submit a trouble ticket to PPC to manually credit CSP for the retroactive period.</p>

Deleting Career Sea Pay Neutral Time

Introduction This guide provides the procedures for deleting a row of Career Sea Pay Neutral Time in Direct Access. This guide should be used when incorrect dates were entered for Neutral Time as well as erroneous Neutral Time submissions.

NOTE: Any time a row of Neutral Time is deleted, a trouble ticket MUST be submitted to PPC so they can verify the Career Sea Time Balances have updated correctly.

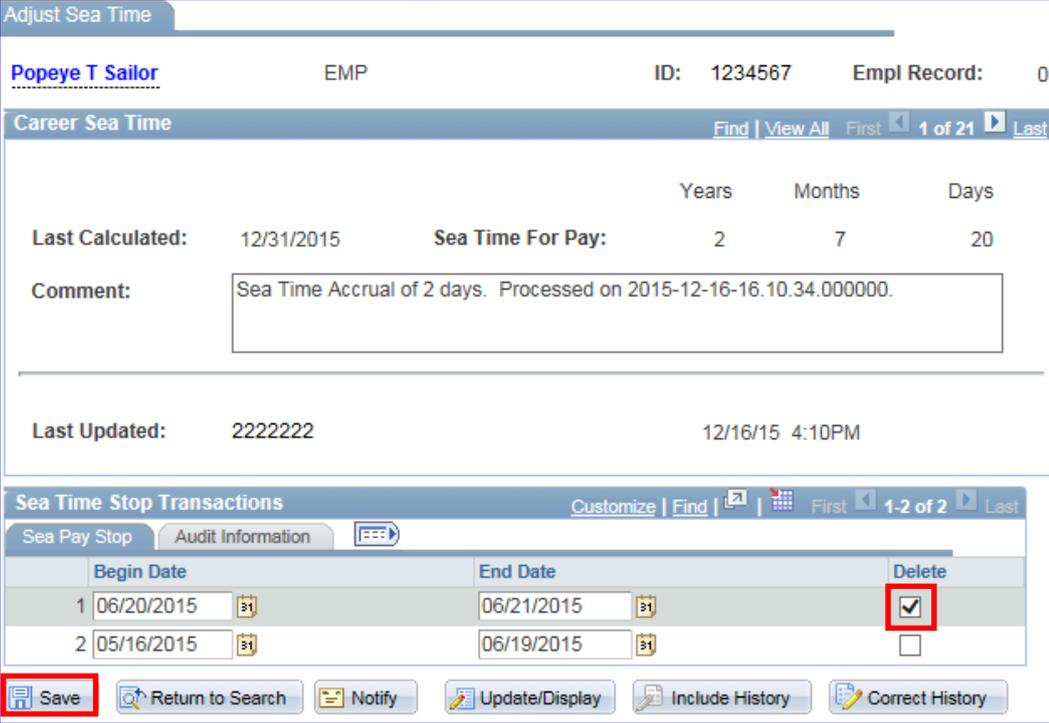
Procedures See below.

Step	Action
1	<p>Select Sea Time Balances from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a list of links. The link "Sea Time Balances" is highlighted with a red rectangular box.</p>
2	<p>Enter the member's Empl ID, check the Include History and Correct History boxes and hit Search.</p>  <p>The screenshot shows the "Adjust Sea Time" search form. The "Empl ID" field is set to "1234567" and is highlighted with a red box. Below the search fields, the "Include History" and "Correct History" checkboxes are checked and highlighted with a red box. The "Search" button at the bottom left is also highlighted with a red box.</p>

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Deleting Career Sea Pay Neutral Time, Continued

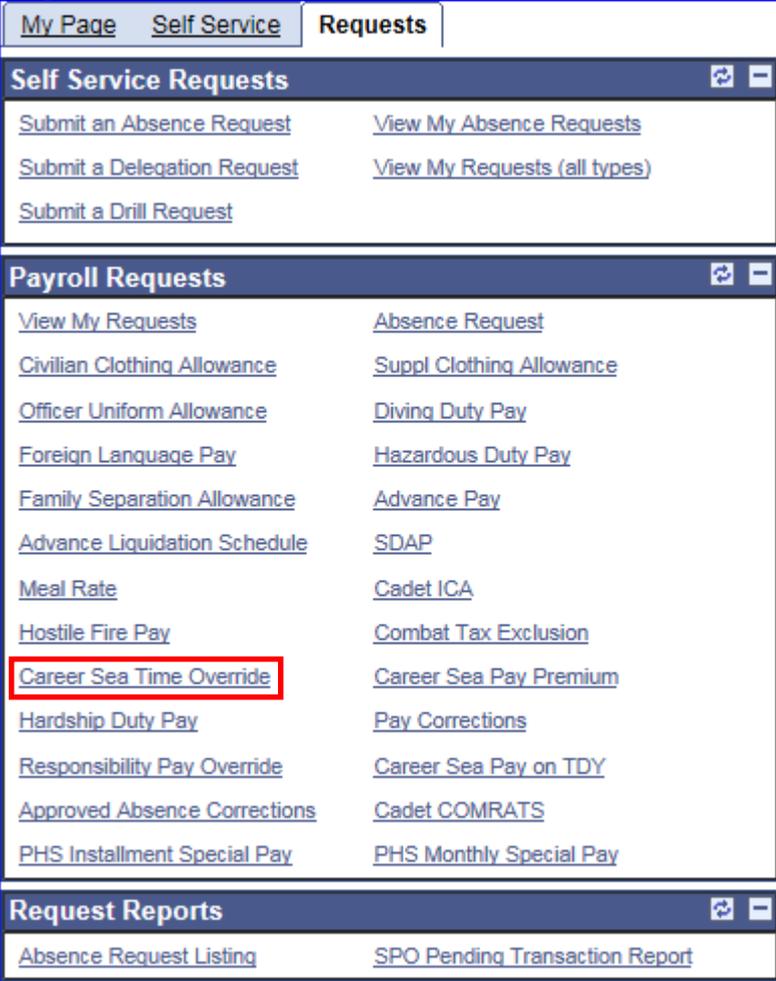
Procedures,
continued

Step	Action																				
3	<p>The member's Adjust Sea Time page will display. Locate the incorrect/erroneous Neutral Time row and check the Delete box, then click Save. This will route the transaction to the SPO tree for approval.</p>  <p>Adjust Sea Time</p> <p><u>Popeye T Sailor</u> EMP ID: 1234567 Empl Record: 0</p> <p>Career Sea Time Find View All First 1 of 21 Last</p> <table border="1"> <thead> <tr> <th></th> <th>Years</th> <th>Months</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>Last Calculated: 12/31/2015</td> <td>Sea Time For Pay: 2</td> <td>7</td> <td>20</td> </tr> </tbody> </table> <p>Comment: Sea Time Accrual of 2 days. Processed on 2015-12-16-16.10.34.000000.</p> <p>Last Updated: 2222222 12/16/15 4:10PM</p> <p>Sea Time Stop Transactions Customize Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/20/2015</td> <td>06/21/2015</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td>05/16/2015</td> <td>06/19/2015</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p>		Years	Months	Days	Last Calculated: 12/31/2015	Sea Time For Pay: 2	7	20		Begin Date	End Date	Delete	1	06/20/2015	06/21/2015	<input checked="" type="checkbox"/>	2	05/16/2015	06/19/2015	<input type="checkbox"/>
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2	05/16/2015	06/19/2015	<input type="checkbox"/>																		

Continued on next page

Deleting Career Sea Pay Neutral Time, Continued

Procedures,
continued

Step	Action
4	<p>If the row was deleted due to incorrect dates, the deletion MUST be approved before the correct row can be added. Submit the correct row of Neutral Time via the Career Sea Time Override link from the Payroll Requests section of the Requests tab.</p>  <p>The screenshot shows a web interface with three main sections: 'Self Service Requests', 'Payroll Requests', and 'Request Reports'. The 'Payroll Requests' section is expanded to show a list of links. The link 'Career Sea Time Override' is highlighted with a red rectangular box.</p>
5	<p>Any time a row of Neutral Time is deleted, a trouble ticket MUST be submitted to PPC so they can verify the Career Sea Time Balances have updated correctly.</p>