Understanding Reserve Pay Processing in Direct Access

Overview

Introduction

This guide provides a broad understanding of how pay transactions are processed for Reserve Component members in Direct Access (DA).

Direct Access and Reserve Pay

As of 4 September 2020, a system enhancement to DA now requires no additional effort on the part of the member nor the SPO for retroactive transactions. While IDT drills and Active Duty (AD) orders should still be processed **timely** and **sequentially**, DA will no longer "push" a Reserve member's pay two pay periods into the future due to IDT drills and/or AD orders being processed out of sequence or retroactively.

Accuracy goes hand in hand with timeliness. Erroneously approved Reserve pay transactions that require correction only complicate the issue.

Known Issue

For Command Users/Supervisors who hold **BOTH** the status of Reservist and CG Civilian employee, it is **VERY IMPORTANT** that they **DO NOT** Complete or Approve/Deny any IDT Drills in DA. Someone else must approve the drills

While PPC is currently working to correct this issue, it is important for those who are both a Reservist and CG Civilian to **NOT** Complete or Approve/Deny IDT Drills.

RELADs and Debts

Reservists with an established/existing debt will have the debt collected from any available pay upon release from active duty (RELAD).

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Job Data

Introduction

This section provides information on the Job Data component in DA.

Learn more about Job Data

Review the Understanding Job Data user guide to learn more about Job Data navigation.

What are Job Data Rows?

- Job Data rows are the 'nerve center' of DA. All PCS transfers, Reserve orders, promotions/advancements, annual pay changes, etc., create Job Data rows in a member's record.
- The creation of these Job Data rows MUST be <u>sequentially</u> linear by date from most current to the oldest.
- When a transaction is processed after the effective date, it may cause problems if another Job Data row was created between the effective date of the original transaction and the actual date it was approved and processed.

Example: After-the-Fact Approvals

Example 1: A Reserve member has a set of AD orders that began 23 December 2023, but the orders were not approved the until 6 January 2024. On 1 January 2024, the annual Legislative Pay Changes (LPC) were loaded into DA and an LPC Job Data row was created with an effective date of 1 January 2024 to reflect the new salary plan.

When attempting to approve the orders on 6 January 2024, a Reserve Order Begin (ROB) Job Data row is needed with an effective date of 23 December 2023 (the start date of the orders) to change the member from a drilling Reserve member to a Reserve member on AD. Since there was an LPC Job Data row with an effective date of 1 January 2024, the ROB Job Data row with an effective date of 23 December 2023 cannot process a date prior to the most recent LPC Job Data row.

The member's AD pay will **NOT** process until a PPC Customer Care Ticket is submitted so PPC can manually insert the ROB Job Data row before the LPC Job Data row.

Example: After-the-Fact Approvals, continued

Example 2: A Reserve member has a set of AD orders that began 05 July 2023, but were not approved until 09 July 2023 (paycut). On 08 July 2023, a Job Data row was created when the member hit their longevity step increase.

When attempting to approve the orders on 09 July 2023, a ROB Job Data row is needed with an effective date of 05 July 2023 (the start date of the orders) to change the member from a drilling Reservist to a Reserve member on AD. Since there was a Salary Increase (By Step) Job Data row with an effective date of 08 July 2023, the ROB Job Data row cannot be processed with a date prior to the most recent Job Data row.

The member's AD pay will **NOT** process until a PPC Customer Care Ticket is submitted so PPC can manually insert the ROB Job Data row before the Salary Increase (By Step) Job Data row.

** It is imperative that PAO's review member's Job Data prior to, as well as after, approving a member's AD orders to verify the ROB row is sequential and ensure the ROB row is created in an ACTIVE pay group per Payroll tab.

See the Personnel and Pay Procedures (3PM), Chapter 11, Section A & B for more information on Audit practices.

Corrections

Corrections may require manual intervention by PPC to correct Job Data rows due to transactions processed out of sequence. This **WILL** result in delays to Reserve members' pay. Additionally, an off-cycle payment from PPC may not be available because the payment must be posted to a pay calendar before PPC can process an off-cycle payment. An out of sequence pay transaction may not generate a payment until the member's Job Data row changes back to the respective pay status.

The **ONLY** way to ensure unnecessary delay of a Reserve member's pay is to approve ALL IDT and/or AD orders **sequentially, timely, and accurately**.

This may require the coordination of all involved:

- DXRs
- Member
- P&A Office
- SPO
- Supervisors

Please use the payroll processing calendar smartly to ensure all Reserve IDT and/or AD orders are entered/approved **sequentially** within the same pay calendar as the effective date(s) of the orders.

Pay Calendars, Pay Groups, and Pay Cuts

Introduction

This section provides an overview of Pay Calendars, Pay Groups, and Pay Cuts in DA.

What are Pay Calendars?

- Pay calendars are tables which define pay period begin and end dates. There are two pay calendars each month:
 - The first is dates 1 15 (Mid-Month).
 - The second is dates 16 28/29/30/31 (End-Month).
- Only 1 pay calendar is open and active within DA at any given time.
- Please see the Pay Calculation Results user guide located on PPC's website for more information and guidance.

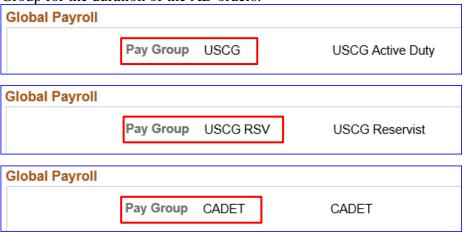
What are Pay Cuts?

- During each bi-monthly calendar there is a set schedule posted to indicate when the pay calendar is open for entering transactions and the date of the SPO Data Entry Cut Off (pay cut) for the pay calendar.
- After pay cut, no further transactions are authorized to be approved in DA for the respective pay calendar.
- The time between the SPO pay cut and the payroll finalization date are:
 - Pay cut ends at 2000 Central Time.
 - Finalization is the next day so PPC can finish processing corrections.
- The last step of payroll finalization is the opening of the next bimonthly calendar. As soon as it populates, you may resume entering pay transactions into DA until the next SPO pay cut date.

What are Pay Groups?

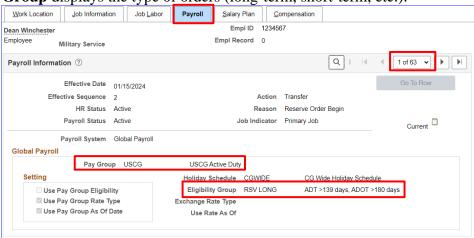
A Pay Group is a grouping of payees to be processed together. Members of the CG are assigned to one of three Pay Groups: **USCG** (Active Duty), **USCG RSV** (Reserve), and **CADET** (Academy Cadets).

All drilling Reservists are assigned to the USCG RSV Pay Group while all AD members are assigned to the USCG Pay Group. When a Reservist is on AD orders, they will be **temporarily** moved to the USCG Pay Group for the duration of the AD orders.



Pay Calendars, Pay Groups, and Pay Cuts, Continued

Determining what Pay Group a Reservist is Currently Assigned to? To determine which Pay Group a Reserve member is currently assigned to, navigate to Job Data in DA, and review the **Payroll** tab of the **most current row**. If the Reserve member is on AD orders, the **Eligibility Group** displays the type of orders (long-term, short-term, etc.).



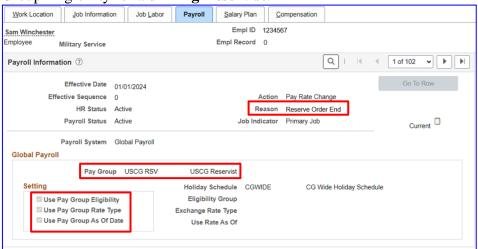
Pay Group Eligibility

- Each Pay Group has one Eligibility Group assignment. This Eligibility Group contains the element groupings (pay entitlements) the payee is eligible to receive.
- Under the Payroll tab of Job Data, the **Use Pay Group Eligibility** checkbox **WILL** be checked for:
 - Active Duty members assigned to USCG Pay Group
 - Cadets assigned to CADET Pay Group
 - Reserve members assigned to USCG RSV Pay Group
- The Use Pay Group Eligibility checkbox WILL NOT be checked for Reserve Members on AD orders temporarily assigned to the USCG (Active Duty) Pay Group
- If this box is erroneously checked/unchecked, then a PPC Customer Care ticket is required to get this corrected.
- The example above correctly reflects the Pay Group and Use of Pay Group Eligibility for a **Reservist on Active Duty orders**.

Pay Calendars, Pay Groups, and Pay Cuts, Continued

Pay Group Eligibility, continued

The below example correctly reflects the Pay Group and Use of Pay Group Eligibility for a **drilling Reservist**:



Payroll Processing Schedule The Military Payroll Processing schedule (payroll finalization) is released annually via E-Mail ALSPO and can be found on PPC's website at: https://www.dcms.uscg.mil/ppc/mas/.

Timing

Introduction

This section discusses the importance of submitting and approving Reserve pay transactions in a timely manner in DA.

IMPORTANT

- When approving IDT for pay and approving AD orders, it is important to allow each transaction to process through a nightly calculation to ensure they do not overlap and result in the member not receiving drill pay.
- For example, a member who performed an IDT drill on October 6th and then executes their AD orders on October 7th. You should approve the IDT drill on October 7th and approve the Reporting Endorsement on October 8th to allow the IDT drill to **process through a nightly** calculation. For more information on nightly calculations, please see the Pay Calculation Results user guide.
- It is imperative that PAO's review a member's drills prior to approving each set of AD orders to avoid pay discrepancies.

Why is it so important to process Reserve pay transactions sequentially, timely, and accurately?

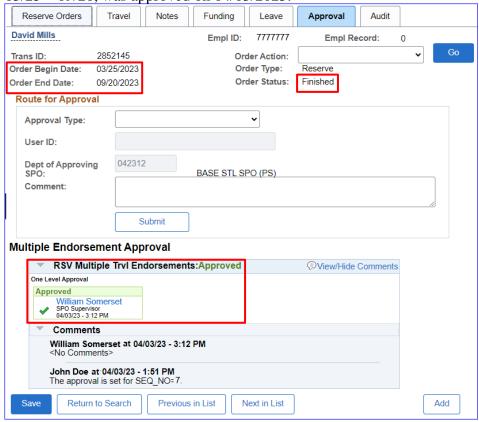
- When the Reporting Endorsement for a Reserve set of AD orders is approved, a Reserve Order Begin Job Data row is created and moves the member to the AD Pay Group.
- When the Departing Endorsement is approved for the same set of orders, a Reserve Order End Job Data row is created putting the member back to the Reserve Pay Group (See Pay Calendars, Pay Groups, and Pay Cuts in the previous section).
- To determine if an IDT Drill has been processed, use the View Member Drills report provided in DA.
- If the SPO approves the IDT drill and then approves a set of AD orders (or vice versa) on the following day and in **sequential** order, allowing each to process through a nightly calculation, and both the IDT and the AD orders effective dates are in the same pay calendar, **both should** process for payment.

See the following example showing the effects of a timely submission.

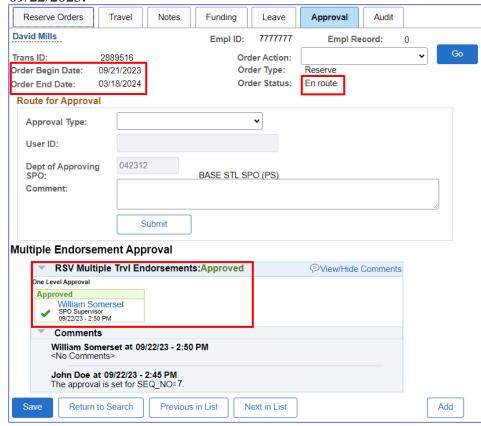
Example: Back to Back AD Orders – Processed Timely The Reserve member is performing continuous periods of AD. Because the Departing Endorsement and Reporting Endorsement were processed timely, the Reserve member did not experience a break in pay.



The Departing Endorsement for the first set of AD orders, spanning 03/25 - 09/20, was approved on 04/03/2023.



Example: Back to Back AD Orders – Processed Timely, continued The Reporting Endorsement for the member's next set of AD orders, spanning a period of 09/21/2023 - 03/18/2024, was approved on 09/22/2023.

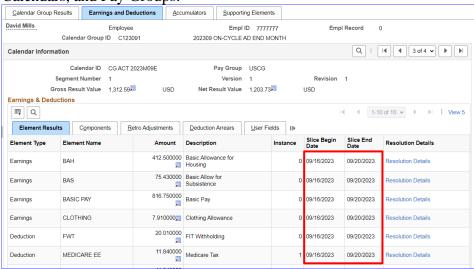


Example: Back to Back AD Orders – Processed Timely, continued Here is what the member's Payslip looks like when both sets of AD Orders are processed within the same pay calendar. Notice the two sets of **Earnings**. These will coincide with the member's Pay Calculation Results.

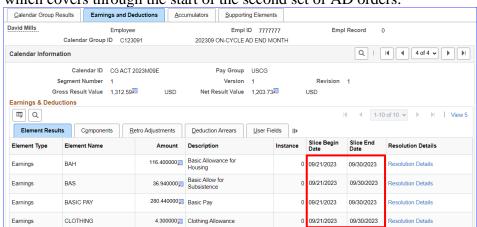
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TOTAL:	6562.95				TOTAL:	842.05	8803.05
	DEDUCTIONS			I	ALLOTMENTS		
Description FSGLI 10 SGLI11 TSGLI TSP LOAN	Current 5.30 30.00 1.00 68.00			Description	Current		
TOTAL:	104.30			TOTAL:	0.00		
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Example: Back to Back AD Orders – Processed Timely, continued Below is the Pay Calculation Results for the segment of pay that covers the period of 09/16/2023 - 09/20/2023 (Slice Begin and Slice End Dates) which is the end of the first set of AD orders.

NOTE: See the Pay Calculation Results user guide for more information on navigating and researching a member's Pay Calculation Results, Pay Calendars, and Pay Groups.



Below is the Pay Calculation Results for the segment of pay that covers the period of 09/21/2023 – 09/30/2023 (**Slice Begin and End Dates**) which covers through the start of the second set of AD orders.



Reserve AD and IDT Pay in Direct Access

Information

Here is some important information regarding Reserve AD and IDT Pay:

- 1. If the IDT and ADT/AD Orders are input and approved during the pay calendar in which performed (and prior to the payroll cut-off), then they will both be paid on the same scheduled pay day.
 - Example 1: A Reservist performed ADT-AT from 4/1 4/6 and performed multiple IDT drills on 4/7 4/8. Both were input/approved **timely and sequentially** allowing each to process through a nightly calculation. The Reservist was paid for both periods of duty in their mid-month April pay.
- 2. Any Reserve AD orders put in an En route status after a Payroll Finalization date (see the Payroll Processing Schedule) will automatically be processed as a "retroactive" transaction.
 - Example 2: A Reservist received AD orders for period 7/15 7/25. The Payroll Finalization date for that pay calendar is 7/20 and the orders were not in an En route status until 7/22. Since the orders were not En route by the Payroll Finalization date, DA will process the orders as a retroactive transaction.
 - Example 3: A Reserve member received AD orders for period 7/22 -7/27. Payroll Finalization was on 7/20. Because the start date is after Payroll Finalization date for the pay calendar, DA will automatically process the orders as a retroactive transaction.

See the Pay Calculation Results user guide for more information on retroactive transactions.

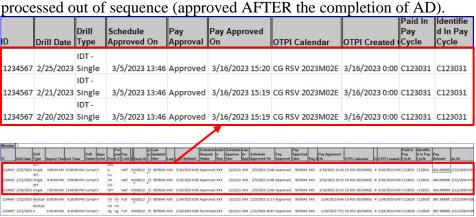
Example: IDT and AD Pay in Same Pay Period The Reserve member performed IDT drills on 08/05-08/06 and AD for 09/08-09/20.

The member's IDT drills were approved on 09/20/23 and the Departing Endorsement for their AD orders was approved on 09/16/23. Even though there was a significant delay between performing the IDT drills and approving them, and because they were **NOT** approved while the member was in an AD Pay Group (approved while the member was on orders); both the IDT drills and the AD pay were on the same pay calendar.

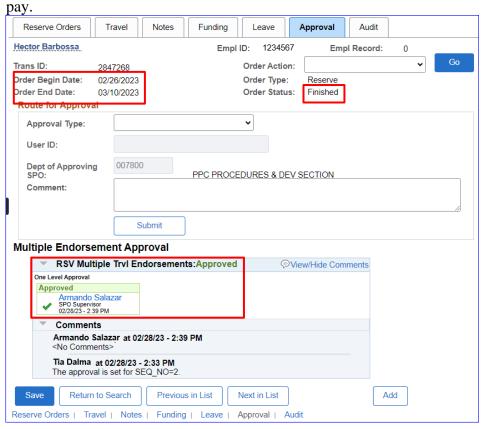
Example: IDT and AD Pay in Same Pay Period, continued

The View Member Drills report indicates the member drilled on 02/20, 02/21 and 02/25 and the IDT drills were **approved** on **03/05** and **approved for pay** on **03/16**.

NOTE: In this example, there was a significant delay between performing and approving the IDT drills resulting in them being



The Departing Endorsement for the member's AD orders spanning a period of 02/26-03/10 was **approved on 02/28** and allowed to process through a **nightly calculation** before the IDT drills were approved for



Example: IDT and AD Pay in Same Pay Period, continued

The member's Payslip looks like this when both IDT drills and AD orders process in the same pay calendar. These will coincide with the Pay Calculation Results.

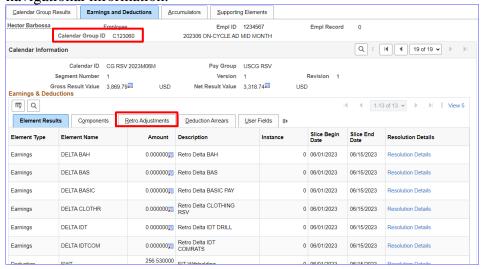
	E	ARNINGS					TAXES	
Description BAH BAS BASIC CLOTHG RSV COMRATS IDT DRILL PAY	5	127.00 60.34 184.20 78.50 59.25 160.50				Description FICA-MEDICARE FICA-OASDI FITW	<u>Current</u> 49.95 213.57 256.53	165.96
TOTAL:		69.79				TOTAL:	520.05	1443.84
	DEDUCTIONS					ALLOTMENTS		
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Example: IDT and AD Pay in Same Pay Period, continued

The **Calendar Group ID** is C123060, this is the Reserve calendar for this pay calendar group which covers the period of 06/01 - 06/15 (Slice Dates).

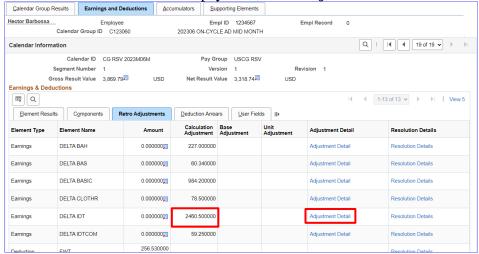
Remember, any pay transaction not processed during the pay period it took place is automatically a RETRO transaction. To view the drill pay, click the **Retro Adjustments** tab.

NOTE: See the Pay Calculation Results user guide for more navigational information.



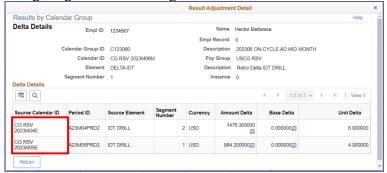
Example: IDT and AD Pay in Same Pay Period, continued

The DELTA IDT shows a payment of \$2460.50. To view even more details about the DELTA IDT payment, click **Adjustment Detail**.

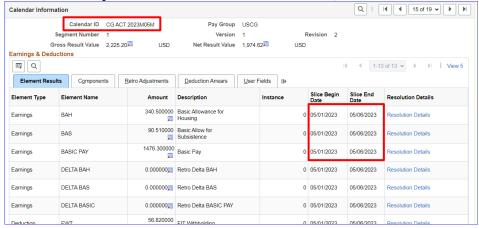


To view even more details about the IDT drills see the member's OTPI details for the **Source Calendar ID**.

NOTE: See the One Time Positive Input (OTPI) user guide for navigating and researching OTPIs.



Here is the other Net Deposit for \$1974.62. This is the AD **Calendar ID** that covers the period of 05/01/2023 - 05/06/2023 (**Slice Dates**).



Troubleshooting Reserve Drill Pay

Introduction

This section provides the procedures to troubleshoot a Reserve member's drill pay using the View Member Drills report, Pay Calculation Results, and One Time Positive Inputs (OTPIs) in DA.

Useful Tools

It is important to know how to locate and navigate through:

- View Member's IDT Drills
- Pay Calculation Results
- One Time Positive Input (OTPI)

View Member Drills Report

The **first step** is to run the View Member Drills report which provides a great deal of information that allows the SPO to research drill payments.

- The member's drills performed late in June and were "Paid in Pay Cycle C123070" (July's mid-month pay calendar).
- It shows what **OTPI Calendar** the drills were processed on (an OTPI calendar is created every time a Reserve member drills).

• In addition, this shows when the drill was approved for pay (**Pay Approved On**).

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209 1/20/2024 IDT - Multiple Completed Full L 1/26/2024 9:03 CG RSV 2024M01E 2.000000 1/26/2024 9:03 C124020 315.3	209	1/22/2024	IDT -	Single	Completed	No Pay	٢	2/8	8/2024 7:34	CG RSV	2024M01E	0.0	000000	2/8/	2024 7:34	C124020	(0.000000
209 12/3/2023 IDT - Multiple Completed Full 12/4/2023 10-05 CG RSV 2023M12M 2.000000 12/4/2023 10-06 CI23120 299.7 299 11/8/2023 IDT - Multiple Completed Full 11/20/2023 IDT - GRSV 2023M11E 2.000000 11/20/2023 10-06 CI23120 299.7 299 11/8/2023 IDT - Multiple Completed Full 1 10/24/2023 11-21 CG RSV 2023M11E 2.000000 10/24/2023 11:30-07 CI23110 299.7 299 10/21/2023 IDT - Multiple Completed Full 1 10/24/2023 11:34 CG RSV 2023M10E 2.000000 10/24/2023 11:34 CI23110 299.7 299 31/6/2023 IDT - Multiple Completed Full 9/19/2023 9:22 CG RSV 2023M09E 2.000000 9/19/2023 9:22 CI23011 299.7 299 31/6/2023 IDT - Multiple Completed Full 9/19/2023 9:12 CG RSV 2023M09E 2.000000 9/19/2023 9:12 CI23011 299.7 299 31/9/2023 IDT - Multiple Completed Full 8/21/2023 10-32 CG RSV 2023M09E 2.000000 9/15/2023 9:12 CI23011 299.7 299 31/9/2023 IDT - Multiple Completed Full 8/21/2023 10-32 CG RSV 2023M09E 2.000000 8/22/2023 10-33 CI23081 299.7 299 31/9/2023 IDT - Multiple Completed Full 8/21/2023 10-32 CG RSV 2023M09E 2.000000 8/22/2023 10-33 CI23081 299.7 299 31/9/2023 IDT - Multiple Completed Full 6/26/2023 18:34 CG RSV 2023M09E 2.000000 8/22/2023 10-33 CI23081 299.7 299 6/25/2023 IDT - Multiple Completed Full 6/26/2023 18:34 CG RSV 2023M09E 2.000000 6/26/2023 18:34 CI23070 299.7 299 5/12/2023 IDT - Multiple Completed Full 6/26/2023 18:35 CG RSV 2023M09E 2.000000 6/26/2023 18:55 CI23070 299.7 209 3/12/2023 IDT - Multiple Completed Full 4/18/2023 9:55 CG RSV 2023M09E 2.000000 3/12/2023 18:55 CI23001 299.7 209 3/12/2023 IDT - Multiple Completed Full 4/18/2023 9:55 CG RSV 2023M09E 2.000000 3/12/2023 18:55 CI23001 299.7 209 3/12/2023 IDT - Multiple Completed Full 3/12/2023 IDT - Multiple Completed Full 4/18/2023 9:55 CG RSV 2023M09E 2.000000 3/12/2023 18:55 CI23001 299.7 209 3/12/2023 IDT - Multiple Completed Full 3/12/20	5 209	1/21/2024	IDT -	- Multiple	e Completed	Full	L	1/2	6/2024 8:59	CG RSV	2024M01E	2.0	000000	1/26/	2024 8:59	C124020	315	5.320000
209 12/2/2023 IDT - Multiple Completed Full L 12/4/2023 10:04 CG RSV 2023M12M 2.000000 12/4/2023 10:04 C123120 299.7 299 17/18/2023 IDT - Multiple Completed Full L 10/24/2023 13:07 CG RSV 2023M112 2000000 10/24/2023 13:07 C123111 299.7 299 3/12/2023 IDT - Multiple Completed Full L 10/24/2023 11:24 CG RSV 2023M10E 2.000000 10/24/2023 11:24 C123110 299.7 209 9/12/2023 IDT - Multiple Completed Full 9/19/2023 9:12 CG RSV 2023M09E 2.000000 9/19/2023 9:22 C123091 299.7 209 9/15/2023 IDT - Multiple Completed Full 9/19/2023 9:14 CG RSV 2023M09E 2.000000 9/19/2023 9:22 C123091 299.7 209 9/15/2023 IDT - Multiple Completed Full 9/19/2023 9:14 CG RSV 2023M09E 2.000000 9/15/2023 12:56 0.00 209 8/20/2023 IDT - Multiple Completed Full 8/21/2023 10:32 CG RSV 2023M09E 2.000000 8/21/2023 10:33 C123081 299.7 209 9/19/2023 IDT - Multiple Completed Full 8/21/2023 10:32 CG RSV 2023M09E 2.000000 8/21/2023 13:35 CG RSV 2023M09E 2.000000 6/26/2023 13:35 C123007 299.7 209 6/25/2023 IDT - Multiple Completed Full 6/26/2023 13:35 CG RSV 2023M09E 2.000000 6/26/2023 13:35 C123007 299.7 209 6/22/2023 IDT - Single Completed Full 6/26/2023 13:55 CG RSV 2023M09E 2.000000 6/26/2023 13:55 C123007 299.7 209 4/15/2023 IDT - Multiple Completed Full 6/26/2023 13:55 CG RSV 2023M09E 2.000000 6/26/2023 13:55 C123007 299.7 209 4/15/2023 IDT - Multiple Completed Full 6/26/2023 13:55 CG RSV 2023M09E 2.000000 6/26/2023 13:55 C123007 299.7 209 4/15/2023 IDT - Multiple Completed Full 4/18/2023 10:52 CG RSV 2023M09E 2.000000 4/18/2023 13:52 C123001 299.7 209 3/4/2023 IDT - Multiple Completed Full 3/12/2023 13:52 CG RSV 2023M09E 2.000000 3/12/2023 13:22 C123000 299.7 209.9 3/12/2023 IDT - Multiple Completed Full 3/12/2023 13:	6 209	1/20/2024	IDT -	- Multiple			L	1/2	6/2024 9:03	CG RSV	2024M01E	2.0	000000	1/26/	2024 9:03	C124020	315	.320000
9 209 11/18/2023 IDT- Multiple Completed Full	7 209	12/3/2023	IDT -	- Multiple	e Completed	Full	L	12/4	/2023 10:05	CG RSV	2023M12M	2.0	000000	12/4/2	023 10:05	C123120	299	9.740000
3	8 209	12/2/2023	IDT -	- Multiple	e Completed	Full	L	12/4	/2023 10:04	CG RSV	2023M12M	2.0	000000	12/4/2	023 10:04	C123120	299	9.740000
10/21/2023 IDT - Multiple Completed Full 10/24/2023 11:34 CG RSV 2023M10E 2.000000 10/24/2023 11:34 C123110 299.7	209	11/18/2023	IDT -	- Multiple	e Completed	Full	L	11/20	/2023 13:07	CG RSV	2023M11E	2.0	000000	11/20/2	023 13:07	C123111	299	9.740000
Section	3 209	10/22/2023	IDT -	- Multiple	e Completed	Full	L	10/24	/2023 11:21	CG RSV	2023M10E	2.0	000000	10/24/2	023 11:21	C123110	299	9.740000
Page	4 209	10/21/2023	IDT -	- Multiple	e Completed	Full	L	10/24	/2023 11:34	CG RSV	2023M10E	2.0	000000	10/24/2	023 11:34	C123110	299	9.740000
209 9/15/2023 DT - Multiple Completed Full 18/21/2023 10:32 CG RSV 2023M09E 2.000000 8/21/2023 12:56 2.99.7	5 209	9/17/2023	IDT -	- Multiple	e Completed	Full	1	9/19	9/2023 9:22	CG RSV	2023M09E	2.0	000000	9/19/	2023 9:22	C123091	299	9.740000
Section	6 209	9/16/2023	IDT -	- Multiple	e Completed	Full	l.	9/19	9/2023 9:14	CG RSV	2023M09E	2.0	000000	9/19/	2023 9:14	C123091	299	9.740000
209 8/19/2023 IDT - Multiple Completed Full 8/21/2023 14:54 CG RSV 2023M08E 2.000000 8/21/2023 14:54 C123081 299.7	7 209	9/15/2023	IDT -	- Multiple	e Completed	No Pay	٨	9/15/	/2023 12:56	CG RSV	2023M09M	0.0	000000	9/15/2	023 12:56	,	(0.000000
1	8 209	8/20/2023	IDT -	- Multiple	e Completed	Full	1	8/22	/2023 10:32	CG RSV	2023M08E	2.0	000000	8/22/2	023 10:33	C123081	299	9.740000
209 6/25/2023 DT - Multiple Completed Full 6/26/2023 B:34 CG RSV 2023M06E 2.000000 6/26/2023 B:35 CI 23070 299.7	9 209	8/19/2023	IDT -	- Multiple	e Completed	Full	į.	8/21,	/2023 14:54	CG RSV	2023M08E	2.0	000000	8/21/2	023 14:54	C123081	299	9.740000
209 6/24/2023 IDT - Multiple Completed Full 6/26/2023 18:53 CG RSV 2023M06E 2.000000 6/26/2023 18:53 C123070 299.7	1 209	7/22/2023	IDT -	Multiple	e Completed	Full	L	7/23	/2023 11:03	CG RSV	2023M07E	2.0	000000	7/23/2	023 11:03	C123080	299	.740000
4 209 6/22/2023 DT - Single Completed No Pay 6/26/2023 B55 CG RSV 2023M06E 0.000000 6/26/2023 B55 C123070 0.0	2 209	6/25/2023	IDT -	- Multiple	e Completed	Full	Г	6/26	/2023 18:34	CG RSV	2023M06E	2.0	000000	6/26/2	023 18:34	C123070	299	.740000
5 209 5/12/2023 IDT - Single Completed Half	3 209	6/24/2023	IDT -	- Multiple	e Completed	Full	Г	6/26	/2023 18:53	CG RSV	2023M06E	2.0	000000	6/26/2	023 18:53	C123070	299	9.740000
209 5/6/2023 DT - Multiple Completed Full 5/8/2023 9:28 CG RSV 2023M05M 2.000000 5/8/2023 9:28 C123050 299.7	4 209	6/22/2023	IDT -	- Single	Completed	No Pay	Г	6/26	/2023 18:55	CG RSV	2023M06E	0.0	000000	6/26/2	023 18:55	C123070	(0.000000
209 4/16/2023 IDT - Multiple Completed Full 4/18/2023 9:55 CG RSV 2023M04E 2.000000 4/18/2023 9:55 C123041 299.7	5 209	5/12/2023	IDT -	Single	Completed	Half	Ļ	5/1	5/2023 0:50	GG RSV	2023M05M	1.0	000000	5/15/	2023 0:50	C123051	149	.870000
209 4/15/2023 DT - Multiple Completed Full 4/18/2023 10:52 CG RSV 2023M04M 2.00000 4/18/2023 10:52 C123041 299.7	7 209	5/6/2023	IDT -	- Multiple	e Completed	Full	į.	5/8	8/2023 9:28	CG RSV	2023M05M	2.0	000000	5/8/	2023 9:28	C123050	299	9.740000
209 3/5/2023 IDT - Multiple Completed Full 3/7/2023 11:42 CG RSV 2023M03M 2.000 00 3/7/2023 11:42 C123030 299.7	8 209	4/16/2023	IDT -	- Multiple	e Completed	Full	1	4/18	8/2023 9:55	CG RSV	2023M04E	2.0	000000	4/18/	2023 9:55	C123041	299	9.740000
1 209 3/4/2023 DT - Multiple Completed Full 3/7/2023 12:42 CG RSV 2023M03M 2.00 000 3/7/2023 12:42 C 123030 299.7	9 209	4/15/2023	IDT -	- Multiple	e Completed	Full	į.	4/18/	/2023 10:52	CG RSV	2023M04M	2.0	00000	4/18/2	023 10:52	C123041	299	9.740000
209 3/1/2023 RMP Completed Half 3/7/2023 13:22 CG RSV 2023M03M 1.0 0000 3/7/2023 13:22 C123030 149.8 3 209 2/26/2023 IDT - Multiple Completed Full 3/2/2023 8-49 CG RSV 2023M02E 2/2003 00000 3/7/2023 8-49 C123030 299.7 3 209 2/20/2023 RMP Completed Full 3/2/2023 9-11 CG RSV 2023M02E 000000 3/2/2023 8-11 C123030 299.7 3 209 2/20/2023 RMP Completed Full 3/7/2023 13:00 CG RSV 2023M02E 000000 3/7/2023 13:00 C123030 299.7 4 200 2/20/2023 RMP Completed Full 3/7/2023 13:00 CG RSV 2023M02E 000000 3/7/2023 13:00 C123030 299.7 5 209 2/20/2023 RMP Completed Full 3/7/2023 13:00 CG RSV 2023M02E 000000 3/7/2023 13:00 C123030 299.7 6 200 2/20/2023 RMP Completed Full 3/7/2023 13:00 CG RSV 2023M02E 000000 3/7/2023 13:00 C123030 299.7 7 200 2/20/2023 RMP Completed Full 3/7/2023 13:00 CG RSV 2023M02E 000000 3/7/2023 13:00 C123030 299.7 7 200 2/20/2023 RMP Completed Full 3/7/2023 13:00 CG RSV 2023M02E 000000 3/7/2023 13:00 C123030 299.7 8 200 2/20/2023 RMP Completed Full 3/2/2023 RMP Completed Full 2/2023 RMP Completed Full 3/2/2023 RMP Completed Full 3/2/2023 RMP Completed Full 3/2/2023 RMP Completed Full 3/2/2023 RMP Completed Full 2/2023 RMP Completed Full 3/2/2023 RMP Completed Full 2/2023 RMP 2/2023 RMP Completed Full 2/2023 RMP Completed Full 2/20	0 209	3/5/2023	IDT -	- Multiple	e Completed	Full	į.	3/7	/2023 11:42	CG RSV	2023M03M	2.0	000,000	3/7/2	023 11:42	C123030	299	9.740000
209 2/26/2023 IDT - Multiple Completed Full 3/2/2023 8:49 CG RSV 2023M02E 2,000000 3/2/2023 8:49 C123030 299.7	1 209	3/4/2023	IDT -	- Multiple	e Completed	Full	1	3/7	/2023 12:42	CG RSV	2023M03M	2.0	000000	3/7/2	023 12:42	C123030	299	.740000
Approved On OTPI Calendar OTPI Units OTPI Created On OTPI Calendar OTPI Units OTPI Created On OTPI Calendar	2 209	3/1/2023	RMP	,	Completed	Half	į.	3/7	/2023 13:22	CG RSV	2023M03M	1.0	00000	3/7/2	023 13:22	C123030	149	9.870000
Pay Approved On OTPI Calendar OTPI Units OTPI Created On Cycle Pay 6/26/2023 18:34	3 209	2/26/2023	IDT -	- Multiple	e Completed	Full	1	3/2	2/2023 8:49	CG RSV	2023M02E	2	000000	3/2/	2023 8:49	C123030	299	9.740000
Pay Approved On OTPI Calendar OTPI Units OTPI Created On Cycle Pay 6/26/2023 18:34 CG RSV 2023M06E 2.000000 6/26/2023 18:53 CG RSV 2023M06E 2.000000 6/26/2023 18:53 C123070 29 6/26/2023 18:53 CG RSV 2023M06E 2.000000 6/26/2023 18:53 C123070 29	4 209	2/25/2023	IDT -	- Multiple	e Completed	Full	į.	3/:	2/2023 9:11	CG RSV	2023M02E	c	000000	3/2/	2023 9:11	C123030	299	9.740000
Pay Approved On OTPI Calendar OTPI Units OTPI Created On Cycle Pay 6/26/2023 18:34 CG RSV 2023M06E 2.000000 6/26/2023 18:34 C123070 29 6/26/2023 18:53 CG RSV 2023M06E 2.000000 6/26/2023 18:53 C123070 29	5 209	2/20/2023	RMP)	Completed	Half	į.	3/7	/2023 13:00	CG RSV	2023M02E	1.0	000000	3/7/2	023 13:00	C123030	149	9.870000
Pay Approved On (72) 2023 18:34 OTPI Calendar (72) 2023 18:34 OTPI Units (72) 2023 18:34 OTPI Created On (72) 2023 18:34 Pay (72) 2023 18:34 </th <th></th> <th>ı</th> <th></th> <th></th> <th></th>															ı			
6/26/2023 18:34 CG RSV 2023M06E 2.000000 6/26/2023 18:34 C123070 29 6/26/2023 18:53 CG RSV 2023M06E 2.000000 6/26/2023 18:53 C123070 29	Pav	Approv	/ed	l On	OTPLC:	alenda	r		ОТРІ	Units	OTPI	Cre	eate	d On	Pay		Pa	y Amo
6/26/2023 18:53 CG RSV 2023M06E 2.000000 6/26/2023 18:53 C123070 29		1201202		11.00	COTION	LULUIVI		/ L	2.00	,,,,,,,,,	, , , 4	J/ 4	ULU	11.00	U12.	JUUU	<u> </u>	22.77
, , , , , , , , , , , , , , , , , , , ,	6	/26/202	23 1	L8:34	CG RSV	2023M	06	5E	2.00	00000	6/2	26/2	023	18:34	C123	3070	2	299.740
6/26/2022 18:55 CG PSV 2022M06E 0 000000 6/26/2022 18:55 C122070	6	/26/202	23 1	18:53	CG RSV	2023M	06	5E	2.00	00000	6/2	26/2	023	18:53	C123	3070	2	299.740
0/20/2023 18.53 Cd R3V 2023W00E 0.000000 0/20/2023 18.53 C123070	6	/26/202	3 1	18:55	CG RSV	2023M	06	5E	0.00	00000	6/2	6/2	023	18:55	C12	3070		0.000

Continued on next page

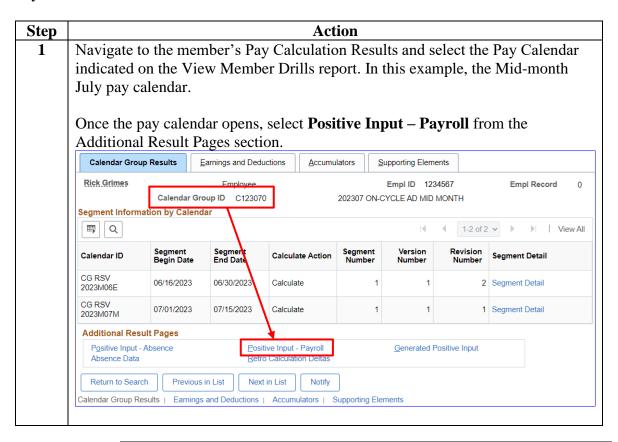
5/15/2023 8:58 CG RSV 2023M05M 1.000000 5/15/2023 8:58 C123051

Pay Calculation Results:

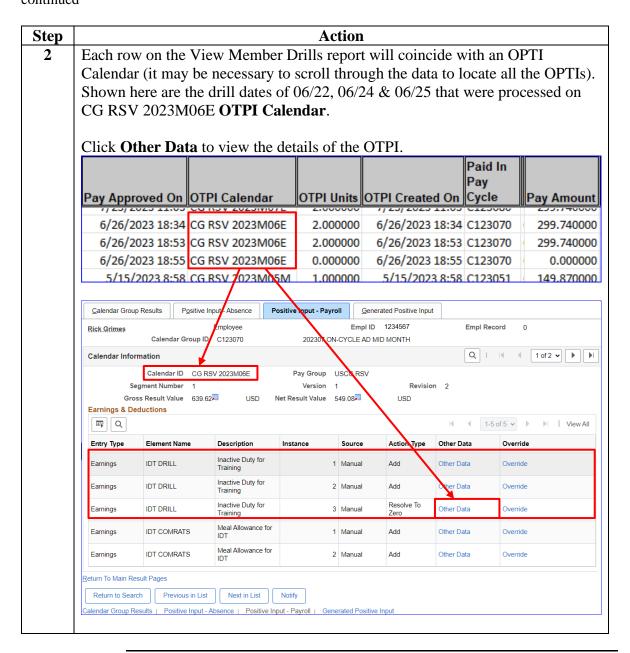
The **next step** will be to navigate to the member's Pay Calculation Results.

Positive Input -

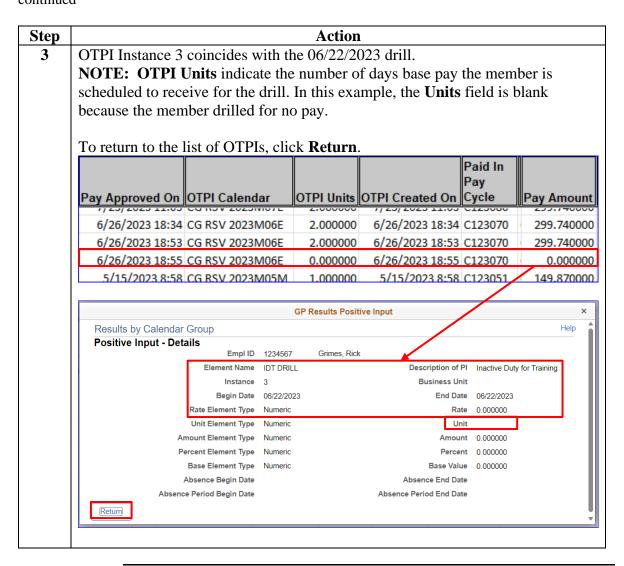
Payroll



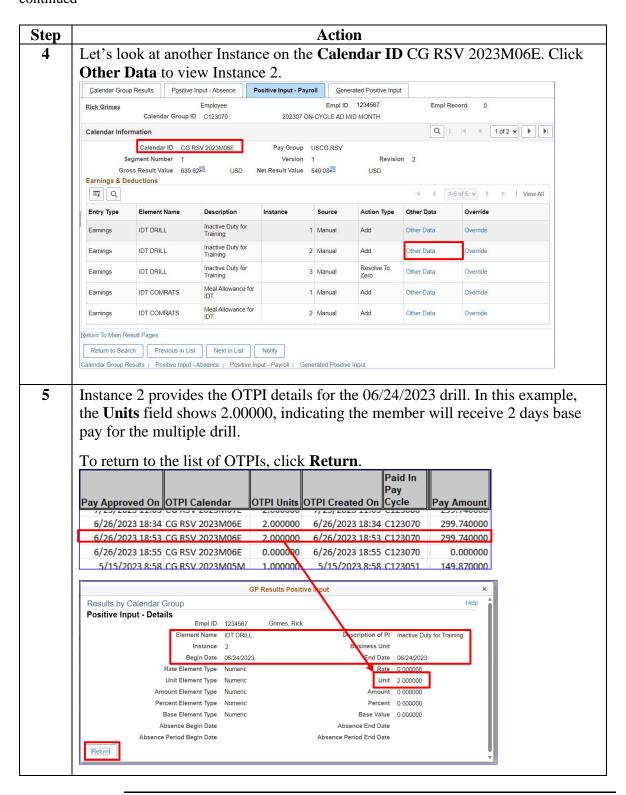
Pay Calculation Results: Positive Input -Payroll, continued



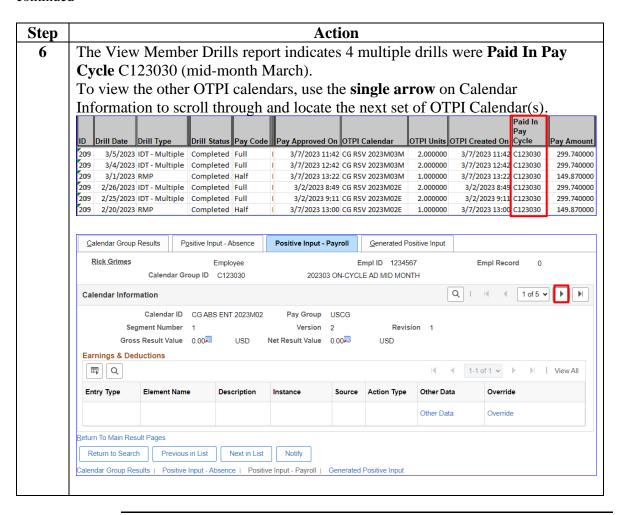
Pay Calculation Results: Positive Input -Payroll, continued



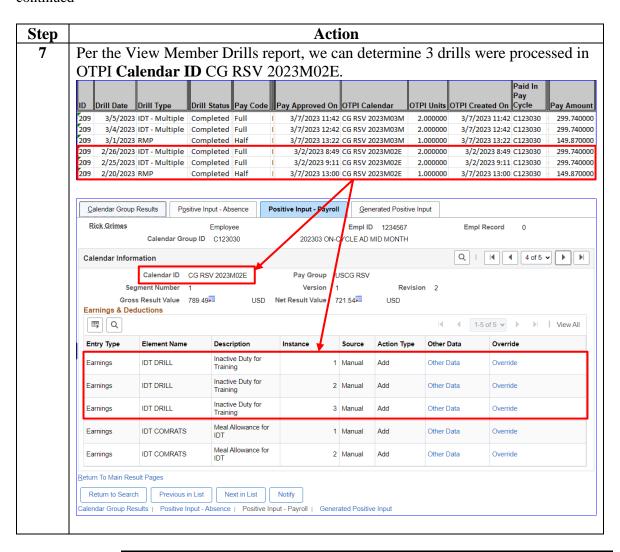
Pay Calculation Results: Positive Input -Payroll, continued



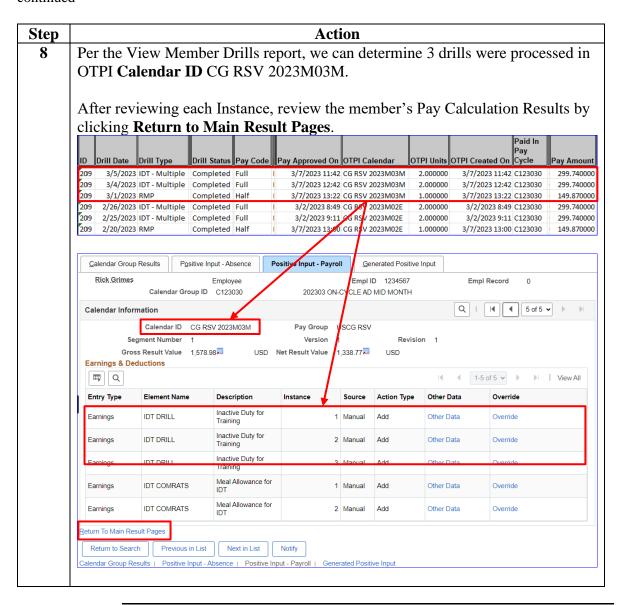
Pay Calculation Results: Positive Input -Payroll, continued



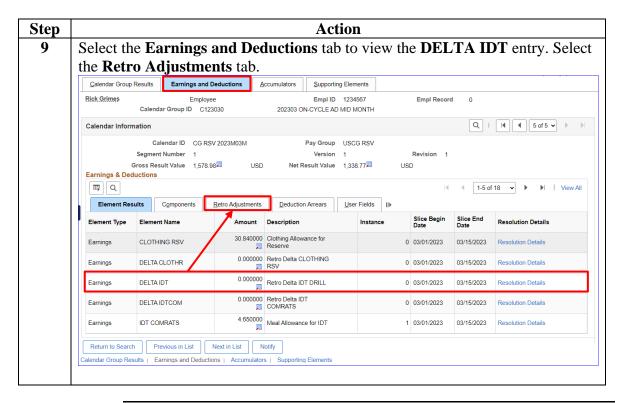
Pay Calculation Results: Positive Input -Payroll, continued



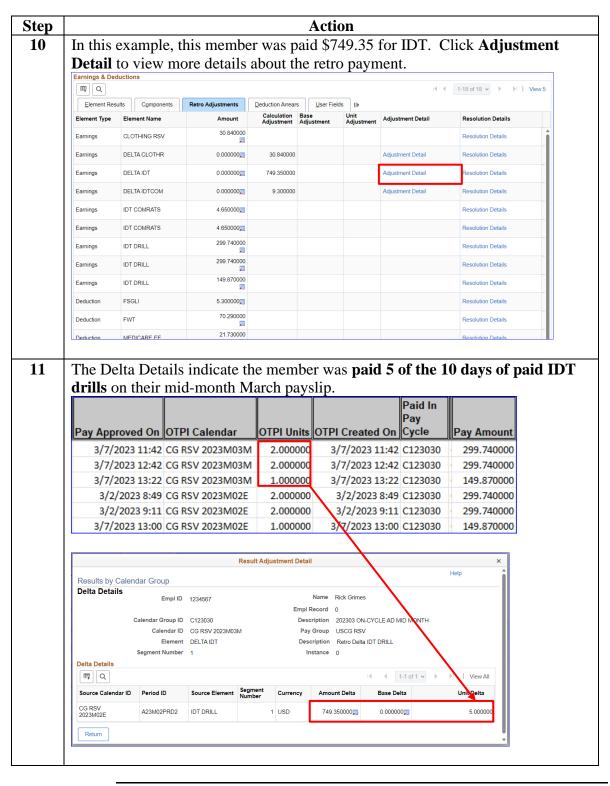
Pay Calculation Results: Positive Input -Payroll, continued



Pay Calculation Results: Positive Input -Payroll, continued



Pay Calculation Results: Positive Input -Payroll, continued



Pay Calculation Results: Positive Input -Payroll, continued

Step				Actio	n			
12	The Pay Appr	oved On	column i	indicates	when the di	rill was a	approved f	or pay.
	In this example							
	mid-month Ma	rch payci	ut, and th	erefore w	ere paid on	the mer	nber's mic	d-month
	March payslip				•			
							Paid In Pay	
	ID Drill Date Drill Type			Approved On Ol			reated On Cycle	Pay Amount
	209 3/5/2023 IDT - Multi			3/7/2023 11:42 CG			2023 11:42 C123030	
	209 3/4/2023 IDT - Multi			3/7/2023 12:42 CG			2023 12:42 C123030	
	209 3/1/2023 RMP	Completed		3/7/2023 13:22 CG			2023 13:22 C123030	
	209 2/26/2023 IDT - Multi			3/2/2023 8:49 0			2/2023 8:49 C123030	
	209 2/25/2023 IDT - Multi 209 2/20/2023 RMP			3/2/2023 9:11			2/2023 9:11 C123030	
	209 2/20/2023 RIVIP	Completed	Hall	3/7/2023 13:00 CG	RSV 2023WI0ZE 1	.000000 3/7/	2023 13:00 C123030	149.870000
	Pay Colondoro				th Pay Calendar		Dourell Cont	HECC
	Pay Calendars	Period Begin Date	Period End Date	Payment Date	SPO Data Entry Cut Off (2000 Hours Central Time)	Finalize Date	Payroll Sent to Treasury (estimate)	USCG General Ledger Cutoff Date
	Pay Calendars Mid-Month C123010	Period	Period End	Payment	SPO Data Entry Cut Off (2000 Hours	Finalize	to Treasury	General Ledger Cutoff
	,	Period Begin Date	Period End Date	Payment Date	SPO Data Entry Cut Off (2000 Hours Central Time)	Finalize Date	to Treasury (estimate)	General Ledger Cutoff
	Mid-Month C123010	Period Begin Date	Period End Date	Payment Date	SPO Data Entry Cut Off (2000 Hours Central Time)	Finalize Date	to Treasury (estimate)	General Ledger Cutoff Date
	Mid-Month C123010 End-Month C123011	Period Begin Date 1/01/2023 1/16/2023	Period End Date 1/15/2023 1/31/2023	Payment Date 1/13/2023 2/01/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023	Finalize Date 1/10/2023 1/23/2023	to Treasury (estimate) 1/11/2023 1/27/2023	General Ledger Cutoff Date
	Mid-Month C123010 End-Month C123011 Mid-Month C123020	Period Begin Date 1/01/2023 1/16/2023 2/01/2023	Period End Date 1/15/2023 1/31/2023 2/15/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023 2/09/2023	1/10/2023 1/23/2023 2/10/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023	General Ledger Cutoff Date
	Mid-Month C123010 End-Month C123011 Mid-Month C123020 End-Month C123021	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 2/16/2023	Period End Date 1/15/2023 1/31/2023 2/15/2023 2/28/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/01/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023 2/09/2023 2/16/2023	Finalize Date 1/10/2023 1/23/2023 2/10/2023 2/17/2023	1/11/2023 1/27/2023 2/13/2023 2/24/2023	General Ledger Cutoff Date
	Mid-Month C123010 End-Month C123011 Mid-Month C123020 End-Month C123021 Mid-Month C123030	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 2/16/2023 3/01/2023	1/15/2023 1/31/2023 2/15/2023 2/28/2023 3/15/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/01/2023 3/15/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023 2/09/2023 2/16/2023 3/09/2023	1/10/2023 1/23/2023 2/10/2023 2/17/2023 3/10/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023 2/24/2023 3/13/2023	General Ledger Cutoff Date 1/30/2023
	Mid-Month C123010 End-Month C123011 Mid-Month C123020 End-Month C123021 Mid-Month C123030 End-Month C123031	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 2/16/2023 3/01/2023 3/16/2023	1/15/2023 1/31/2023 2/15/2023 2/28/2023 3/15/2023 3/31/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/01/2023 3/15/2023 3/31/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023 2/09/2023 2/16/2023 3/09/2023 3/22/2023	1/10/2023 1/23/2023 2/10/2023 2/17/2023 3/10/2023 3/23/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023 2/24/2023 3/13/2023 3/28/2023	General Ledger Cutoff Date 1/30/2023
	Mid-Month C123010 End-Month C123021 Mid-Month C123020 End-Month C123021 Mid-Month C123030 End-Month C123031 Mid-Month C123040	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 3/01/2023 3/01/2023 4/01/2023	Period End Date 1/15/2023 1/31/2023 2/15/2023 2/28/2023 3/15/2023 4/15/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/01/2023 3/15/2023 4/14/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023 2/09/2023 2/16/2023 3/09/2023 3/22/2023 4/10/2023	Finalize Date 1/10/2023 1/23/2023 2/10/2023 3/10/2023 3/10/2023 4/11/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023 2/24/2023 3/13/2023 3/28/2023 4/12/2023	General Ledger Cutoff Date 1/30/2023 2/27/2023
	Mid-Month C123010 End-Month C123021 Mid-Month C123021 Mid-Month C123030 End-Month C123031 Mid-Month C123040 End-Month C123040	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 3/01/2023 3/16/2023 4/01/2023 4/16/2023	Period End Date 1/15/2023 1/31/2023 2/15/2023 2/28/2023 3/15/2023 4/15/2023 4/30/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/01/2023 3/15/2023 4/14/2023 5/1/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023 2/09/2023 2/16/2023 3/09/2023 3/22/2023 4/10/2023 4/19/2023	1/10/2023 1/23/2023 2/10/2023 2/17/2023 3/10/2023 3/23/2023 4/11/2023 4/20/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023 2/24/2023 3/13/2023 3/28/2023 4/12/2023 4/26/2023	General Ledger Cutoff Date 1/30/2023 2/27/2023
	Mid-Month C123010 End-Month C123011 Mid-Month C123021 End-Month C123020 End-Month C123031 Mid-Month C123031 Mid-Month C123040 End-Month C123041 Mid-Month C123050	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 2/16/2023 3/01/2023 4/01/2023 4/16/2023 5/01/2023	Period End Date 1/15/2023 1/31/2023 2/15/2023 2/28/2023 3/31/2023 4/15/2023 4/30/2023 5/15/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/15/2023 3/15/2023 4/14/2023 5/1/2023 5/15/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023 2/09/2023 2/16/2023 3/09/2023 3/22/2023 4/10/2023 4/19/2023 5/09/2023	1/10/2023 1/23/2023 2/10/2023 2/17/2023 3/10/2023 4/11/2023 4/20/2023 5/10/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023 2/24/2023 3/13/2023 4/12/2023 4/26/2023 5/11/2023	General Ledger Cutoff Date 1/30/2023 2/27/2023 3/29/2023 4/27/2023
	Mid-Month C123010 End-Month C123021 Mid-Month C123020 End-Month C123023 Mid-Month C123033 End-Month C123040 End-Month C123041 Mid-Month C123050 End-Month C123050	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 2/16/2023 3/01/2023 4/01/2023 4/16/2023 5/01/2023 5/16/2023	Period End Date 1/15/2023 1/31/2023 2/15/2023 3/15/2023 3/31/2023 4/30/2023 5/15/2023 5/31/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/01/2023 3/15/2023 4/14/2023 5/1/2023 6/01/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 2/09/2023 2/16/2023 3/09/2023 3/22/2023 4/10/2023 4/19/2023 5/09/2023 5/18/2023	1/10/2023 1/23/2023 2/10/2023 2/17/2023 3/10/2023 4/11/2023 4/20/2023 5/10/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023 2/24/2023 3/13/2023 4/12/2023 4/26/2023 5/11/2023 5/26/2023	General Ledger Cutoff Date 1/30/2023 2/27/2023 3/29/2023 4/27/2023
	Mid-Month C123010 End-Month C123021 Mid-Month C123020 End-Month C123021 Mid-Month C123031 Mid-Month C123031 Mid-Month C123040 End-Month C123041 Mid-Month C123050 End-Month C123050 End-Month C123050	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 2/16/2023 3/01/2023 4/01/2023 4/16/2023 5/01/2023 5/01/2023 6/01/2023	Period End Date 1/15/2023 1/31/2023 2/15/2023 3/15/2023 3/31/2023 4/30/2023 5/15/2023 5/31/2023 6/15/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/01/2023 3/15/2023 4/14/2023 5/1/2023 6/01/2023 6/15/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 2/09/2023 2/16/2023 3/09/2023 3/22/2023 4/10/2023 4/19/2023 5/09/2023 5/18/2023 6/08/2023	1/10/2023 1/23/2023 2/10/2023 2/17/2023 3/10/2023 3/10/2023 4/21/2023 4/20/2023 5/10/2023 6/09/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023 2/24/2023 3/13/2023 3/28/2023 4/12/2023 4/26/2023 5/11/2023 5/26/2023 6/13/2023	General Ledger Cutoff Date 1/30/2023 2/27/2023 3/29/2023 4/27/2023 5/30/2023
	Mid-Month C123010 End-Month C123021 Mid-Month C123022 End-Month C123021 Mid-Month C123030 End-Month C123030 End-Month C123040 End-Month C123041 Mid-Month C123050 End-Month C123050 End-Month C123050 End-Month C123060 End-Month C123060	Period Begin Date 1/01/2023 1/16/2023 2/01/2023 2/16/2023 3/01/2023 4/01/2023 4/16/2023 5/01/2023 6/01/2023 6/01/2023	Period End Date 1/15/2023 1/31/2023 2/15/2023 2/28/2023 3/31/2023 4/15/2023 4/30/2023 5/15/2023 6/15/2023 6/30/2023	Payment Date 1/13/2023 2/01/2023 2/15/2023 3/01/2023 3/15/2023 3/31/2023 4/14/2023 5/15/2023 6/01/2023 6/30/2023	SPO Data Entry Cut Off (2000 Hours Central Time) 1/09/2023 1/20/2023 2/09/2023 3/09/2023 3/22/2023 4/10/2023 4/19/2023 5/09/2023 5/18/2023 6/08/2023 6/21/2023	1/10/2023 1/23/2023 2/10/2023 2/17/2023 3/10/2023 3/23/2023 4/11/2023 5/10/2023 5/19/2023 6/09/2023 6/22/2023	to Treasury (estimate) 1/11/2023 1/27/2023 2/13/2023 2/24/2023 3/13/2023 3/28/2023 4/12/2023 4/12/2023 5/11/2023 5/26/2023 6/13/2023 6/27/2023	General Ledger Cutoff Date 1/30/2023 2/27/2023 3/29/2023 4/27/2023 5/30/2023

Pay Calculation Results: Positive Input -Payroll, continued

