
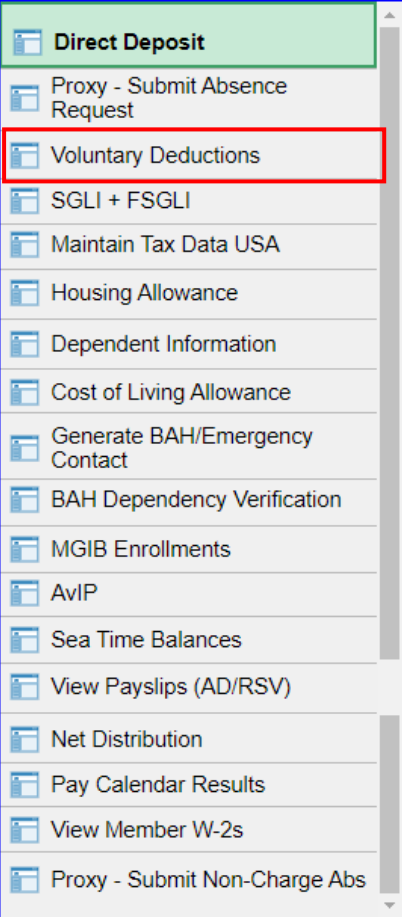


CG Exchange Allotment for Ditty Bag Bill

Introduction This guide provides the procedures for the Recruit TRACEN SPO **only** to start an allotment to recoup money owed for a Ditty Bag.

Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Click on the Active/Reserve Pay Tile.</p>  |
| 2 | <p>Select the Voluntary Deductions option.</p>  |

Continued on next page

CG Exchange Allotment for Ditty Bag Bill, Continued

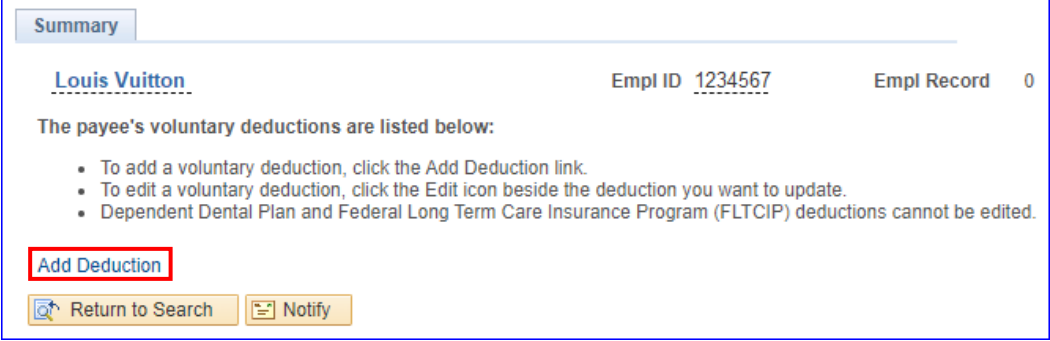
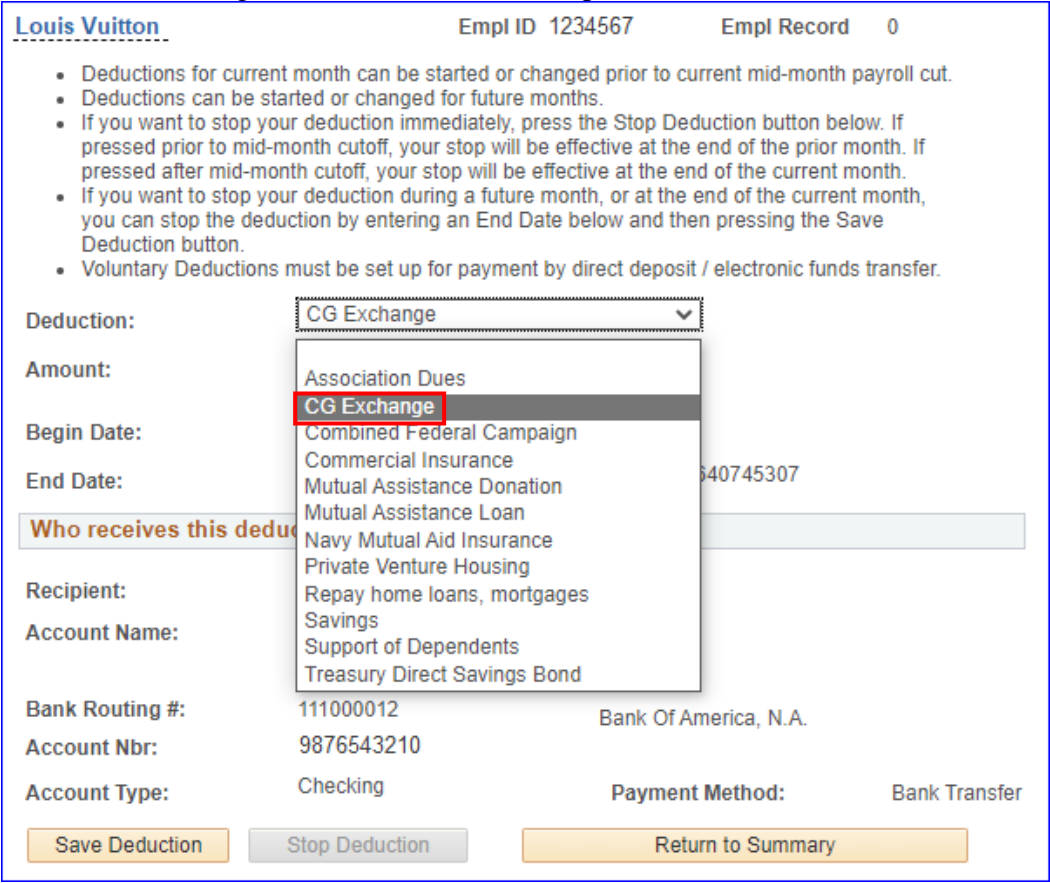
Procedures,
continued

| Step | Action |
|------|---|
| 3 | <p>The Earning/Deduction Override page will display. Enter the member's Empl ID and click Search.</p> <div data-bbox="316 528 1294 1339" style="border: 1px solid blue; padding: 5px;"> <p>Earning/Deduction Override</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Business Unit <input type="text" value="begins with"/> <input type="text"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p>Department <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> </div> |

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CG Exchange Allotment for Ditty Bag Bill, Continued

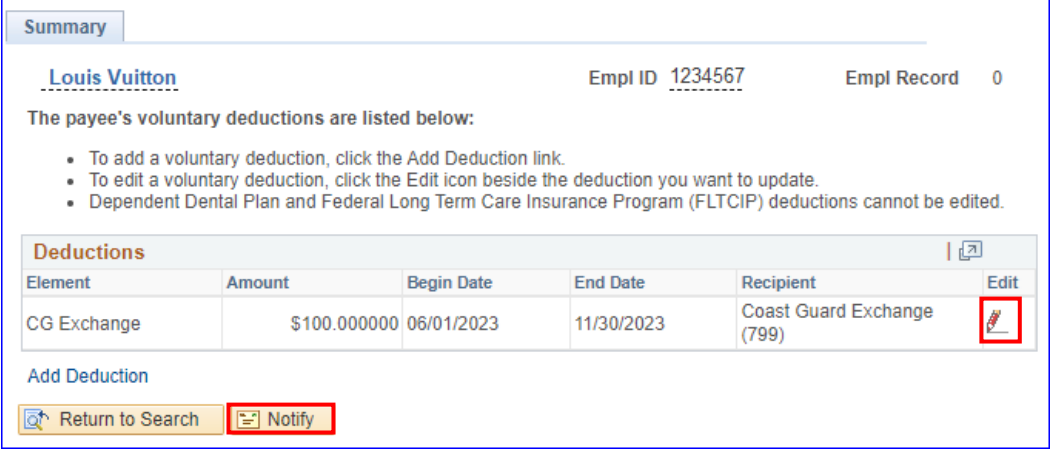
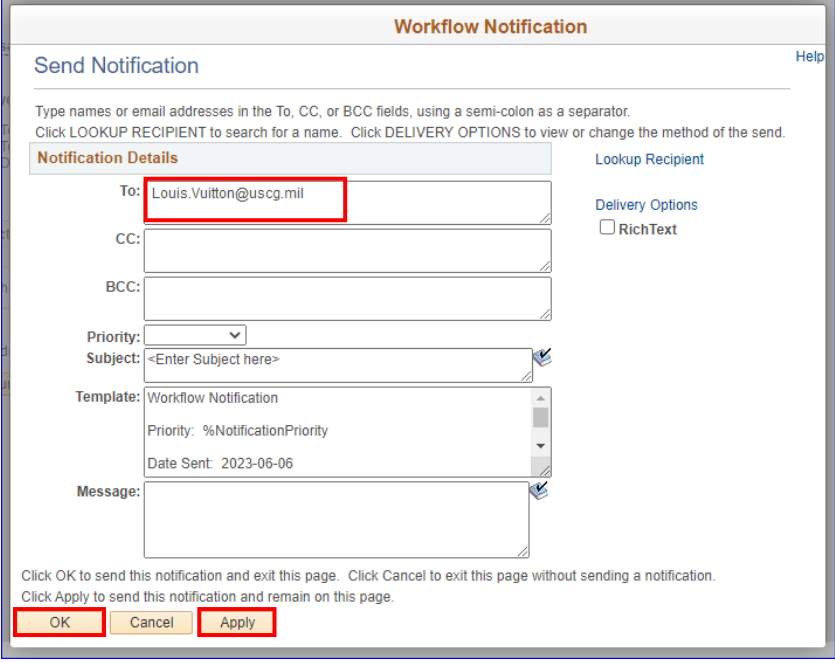
Procedures,
continued

| Step | Action |
|------|--|
| 4 | <p>The Summary page will display. Select the Add Deduction link.</p>  <p>Summary</p> <p><u>Louis Vuitton</u> Empl ID <u>1234567</u> Empl Record 0</p> <p>The payee's voluntary deductions are listed below:</p> <ul style="list-style-type: none"> To add a voluntary deduction, click the Add Deduction link. To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. <p>Add Deduction</p> <p>Return to Search Notify</p> |
| 5 | <p>Select CG Exchange from the Deduction drop-down.</p>  <p><u>Louis Vuitton</u> Empl ID 1234567 Empl Record 0</p> <ul style="list-style-type: none"> Deductions for current month can be started or changed prior to current mid-month payroll cut. Deductions can be started or changed for future months. If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. <p>Deduction: CG Exchange</p> <p>Amount:</p> <p>Begin Date:</p> <p>End Date:</p> <p>Who receives this deduction</p> <p>Recipient:</p> <p>Account Name:</p> <p>Bank Routing #: 111000012 Bank Of America, N.A.</p> <p>Account Nbr: 9876543210</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p>Save Deduction Stop Deduction Return to Summary</p> |

Continued on next page

CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 8 | <p>The Summary page will display. The allotment can be edited using the Pencil icon and you can Notify the member via email from this page. If complete, click Return to Search.</p>  |
| 9 | <p>To notify the member of the change, enter the member's email in the To: field and click Ok to exit the page or Apply to remain on the page.</p>  |

Continued on next page

CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | |
|-------------|---|------------|------------|----------------------------|----------|-----------|------|-------------|-------------|------------|------------|----------------------------|--|
| 10 | <p>To edit the information, the Amount can be updated. The deduction Begin Date and the End Date can also be updated. The Stop Deduction button is also available to cancel the deduction.</p> <div data-bbox="316 566 1369 1391" style="border: 1px solid black; padding: 5px;"> <p><u>Louis Vuitton</u> Empl ID 1234567 Empl Record 0</p> <ul style="list-style-type: none"> • Deductions for current month can be started or changed prior to current mid-month payroll cut. • Deductions can be started or changed for future months. • If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. • If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. • Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. <p>Deduction: <input type="text" value="CG Exchange"/></p> <p>Amount: <input style="border: 2px solid red;" type="text" value="50.00"/></p> <p>Begin Date: <input style="border: 2px solid red;" type="text" value="06/01/2023"/> <input type="text" value="31"/> Type:</p> <p>End Date: <input style="border: 2px solid red;" type="text" value="11/30/2023"/> <input type="text" value="31"/> Policy #: 123456789</p> <p>Who receives this deduction</p> <p>Recipient: 00799 Coast Guard Exchange</p> <p>Account Name: Coast Guard Exchange (799)</p> <p>Bank Routing #: 111000012 Bank Of America, N.A.</p> <p>Account Nbr: 9876543210</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p> <input type="button" value="Save Deduction"/> <input style="border: 2px solid red;" type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/> </p> </div> | | | | | | | | | | | | |
| 11 | <p>Verify the information updated correctly and click Return to Search.</p> <div data-bbox="316 1458 1369 1906" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p><u>Louis Vuitton</u> Empl ID 1234567 Empl Record 0</p> <p>The payee's voluntary deductions are listed below:</p> <ul style="list-style-type: none"> • To add a voluntary deduction, click the Add Deduction link. • To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. • Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. <table border="1" data-bbox="336 1693 1353 1805"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>CG Exchange</td> <td>\$50.000000</td> <td>06/01/2023</td> <td>11/30/2023</td> <td>Coast Guard Exchange (799)</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p> <input style="border: 2px solid red;" type="button" value="Return to Search"/> <input type="button" value="Notify"/> </p> </div> | Element | Amount | Begin Date | End Date | Recipient | Edit | CG Exchange | \$50.000000 | 06/01/2023 | 11/30/2023 | Coast Guard Exchange (799) | |
| Element | Amount | Begin Date | End Date | Recipient | Edit | | | | | | | | |
| CG Exchange | \$50.000000 | 06/01/2023 | 11/30/2023 | Coast Guard Exchange (799) | | | | | | | | | |