Starting Cadet Initial Clothing Allowance (ICA)

Introduction	This guide provides the procedures for the CG Academy SPO to start cadet ICA in Direct Access (DA).
Reference	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
No Longer Date Driven	This allowance is no longer date driven. The August and October ICA payments have been replaced with ICA 1 and ICA 2. The payments will be issued the next available mid-month calendar after input.
Comptroller Provides Information	The comptroller for the Academy provides the SPO with the list of Cadets and their amounts for ICA 1 and ICA 2.
Auditing Standards	Chapter 11.A of the 3PM implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions: • Pay Calculation Results • One Time Positive Input (OTPI) • Element Assignment by Payee (EABP)

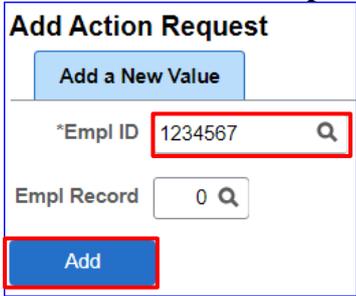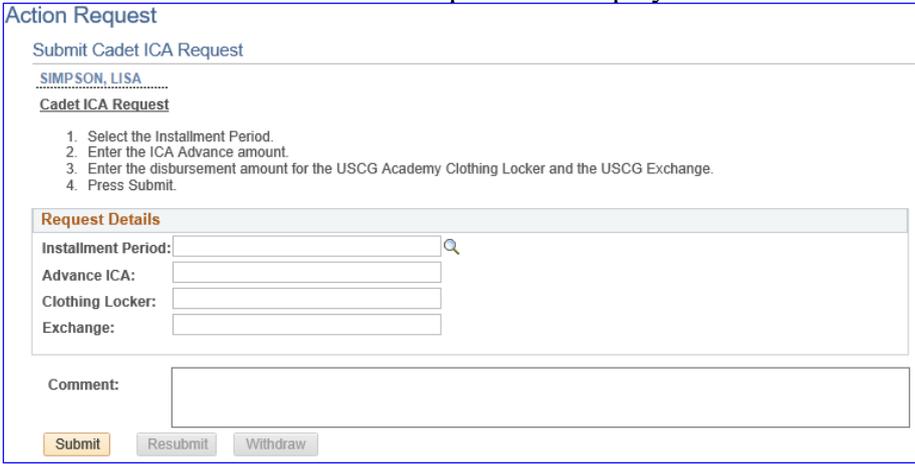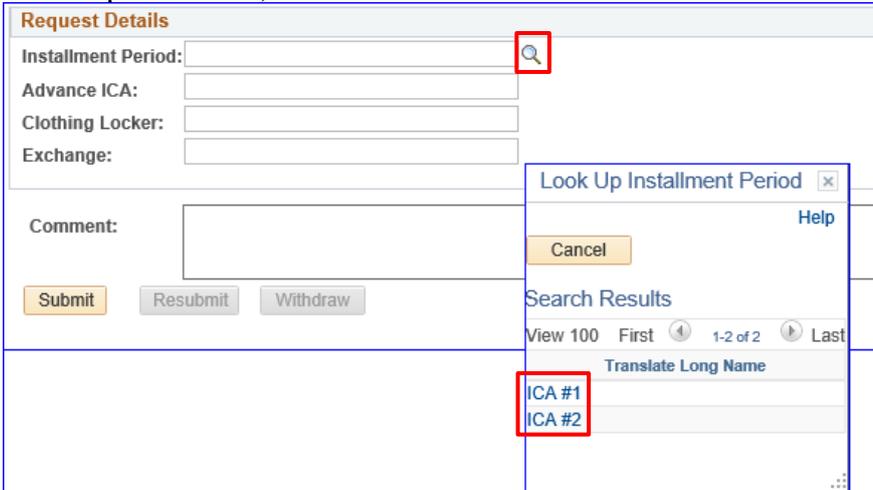# Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. **AD/RSV Payroll Workcenter**
2	Select the **Cadet ICA** option. Links Payroll Requests Advance Liquidation Schedule Advance Pay Approved Absence Corrections Assignment Incentive Pay Assignment Pay Request Balance Adjustment Cadet COMRATS Cadet ICA Career Sea Pay on TDY Career Sea Pay Premium Career Sea Time Career Sea Time Override Civilian Clothing Allowance Combat Tax Exclusion Diving Duty Pay EBDL Completion

Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Add**. **Add Action Request** Add a New Value *Empl ID 1234567 Empl Record 0 Add
4	The Submit Cadet ICA Action Request will display. **Action Request** Submit Cadet ICA Request SIMPSON, LISA **Cadet ICA Request** 1. Select the Installment Period. 2. Enter the ICA Advance amount. 3. Enter the disbursement amount for the USCG Academy Clothing Locker and the USCG Exchange. 4. Press Submit. **Request Details** Installment Period: Advance ICA: Clothing Locker: Exchange: Comment: Submit Resubmit Withdraw
5	Click the **Lookup** icon and select either ICA 1 or ICA 2 (depending on what the comptroller sent). **Request Details** Installment Period: Advance ICA: Clothing Locker: Exchange: Comment: Submit Resubmit Withdraw Look Up Installment Period Help Cancel **Search Results** View 100 First 1-2 of 2 Last **Translate Long Name** ICA #1 ICA #2

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Procedures,
continued

Step	Action
6	Enter the **Total Amount Issued** in the Advance ICA field (total of the clothing locker and exchange amounts from the spreadsheet). Enter the **Amount Issued** from the Clothing Locker (from the spreadsheet). Enter the **Amount Issued** from the Exchange (Cadet Store/Tailor Shop from the spreadsheet). **Request Details** Installment Period: ICA #1 Advance ICA: Clothing Locker: Exchange: Comment: Submit Resubmit Withdraw
7	Add any additional comments, then click **Submit**. **Request Details** Installment Period: ICA #1 Advance ICA: 6497.02 Clothing Locker: 782.44 Exchange: 5714.58 Comment: Submit Resubmit Withdraw

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Procedures,
continued

Step	Action
8	The Request Status will update to **Pending** and the request will be routed to the SPO tree for approval. **Request Status:** Pending Approvers Pending Multiple Approvers CGHRSUP for User's SPO
9	Once the Cadet ICA action request has been approved, it is important to review the member's One Time (Positive Input) (OTPI) as well as their Element Assignment By Payee (EABP) to ensure the information from the action request was captured correctly. **Request Status:** Approved Approvers Approved ✔ NED FLANDERS CGHRSUP for User's SPO 07/28/20 - 9:29 AM To review the OTPI, click on the **Pay Processing Shortcuts** Tile. **Pay Processing Shortcuts**
10	Select the **Pay Calculation Results** option. Element Assignment By Payee One Time (Positive Input) Pay Calculation Results
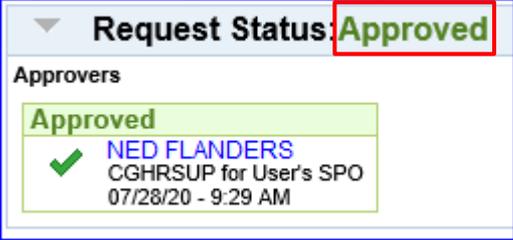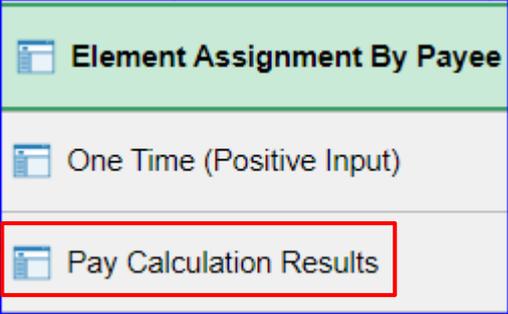
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures,
continued

Step	Action
11	Enter the member's **Empl ID** and click **Search**. **One Time (Positive Input)** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** | Add a New Value ▼ Search Criteria Empl ID [begins with ▼] [1234567] Empl Record [= ▼] [ ] Pay Group [begins with ▼] [🔍] Calendar ID [begins with ▼] [🔍] Name [begins with ▼] [ ] ☐ Case Sensitive [Search] [Clear] Basic Search 📰 Save Search Criteria Find an Existing Value | Add a New Value
12	A list of the member's OTPIs will display. Click the **most recent** one. **Search Results** View All ◁ ◁ 1-4 of 4 ▼ ▷ ▷ | Empl ID	Empl Record	Pay Group	Calendar ID	Name
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1234567	0	CADET	A20M03PRD2###5	LISA SIMPSON
1234567	0	CADET	CG CAD 2019M11M	LISA SIMPSON
1234567	0	CADET	CG CAD 2020M02M	LISA SIMPSON
1234567	0	CADET	CG CAD 2020M08M	LISA SIMPSON	

Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures,
continued

Step	Action
13	Each item entered in the Action Request will display. Click the **Expand All** icon.
14	The amounts entered in the action request will display. Click the **details** icon to open each item, if desired. When finished reviewing. Click **Return to Search**.

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Procedures,
continued

Step	Action
15	Now take a look at the member's Element Assignment by Payee (EABP). To review the EABP, click on the **Pay Processing Shortcuts** tile.
16	The **Element Assignment By Payee** option will automatically display.

Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures,
continued

Step	Action
17	Enter the member's **Empl ID** and click **Search**.

Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures,
continued

Step	Action
18	A list of the member's EABPs will display. Scroll through the list and locate the Element **ADV ICA PBCK**. Notice this member has already paid back previous ICA debts. Two new elements have been created to start collecting on 08/01/2020. Click each **Instance** for additional information.

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Procedures,
continued

Step	Action
19	Instance #5 shows the installment amount the Clothing Locker will be paid back.

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Procedures,
continued

Step	Action
19 (cont.)	Instance #6 shows the installment amount the Exchange will be paid back.
20	Once the action request has processed through a pay calculation (run nightly), it is **important** to review the member's Pay Calculation Results to ensure it processed for pay correctly. Click on the **Pay Processing Shortcuts** tile.
21	Select the **Pay Calculation Results** option.

Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures,
continued

Step	Action
22	Enter the member's **Empl ID** and click **Search**. Select the most recent pay calendar from the Search Results. **Results by Calendar Group** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ **Search Criteria** Empl ID: begins with ▾ `1234567` Empl Record: = ▾ Calendar Group ID: begins with ▾ Name: begins with ▾ **Search** **Clear** Basic Search 🔍 Save Search Criteria
23	Under the **Earnings and Deductions** tab, scroll to the most recent **Calendar Information** and then select **View All**. The **ADVANCE ICA** will display as an Earning, and the **ADV ICA EXCH**, **ADV ICA LOCK**, **ADV ICA PBCK** amounts will show up as deductions. Calendar Group Results **Earnings and Deductions** Accumulators Supporting Elements LISA SIMPSON Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C120080 202008 On-Cycle AD Mid Month **Calendar Information** 🔍 1 of 1 ▾ Calendar ID CG CAD 2020M08M Pay Group CADET Segment Number 1 Version 1 Revision 1 Gross Result Value 575.25 USD Net Result Value 281.98 USD **Earnings & Deductions** 1-5 of 17 ▾ **View All** **Element Results** Components Retro Adjustments Deduction Arrears User Fields | Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
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Earnings	ADVANCE ICA	6497.020000	Advance Cadet ICA	1	08/01/2020	08/15/2020	Resolution Details
Earnings	BASIC PAY	575.250000	Basic Pay	0	08/01/2020	08/15/2020	Resolution Details
Deduction	ADV ICA EXCH	5714.580000	Advance ICA USCG Exchange	1	08/01/2020	08/15/2020	Resolution Details
Deduction	ADV ICA LOCK	782.440000	Advance ICA Clothing Locker	1	08/01/2020	08/15/2020	Resolution Details
Deduction	ADV ICA PBCK	16.300000	Advance ICA Payback	1	08/01/2020	08/15/2020	Resolution Details
Deduction	ADV ICA PBCK	119.050000	Advance ICA Payback	2	08/01/2020	08/15/2020	Resolution Details
Deduction	ASSOC DUES	7.620000	Association Dues	1	08/01/2020	08/15/2020	Resolution Details	