

# Career Sea Pay Premium

## Overview

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**Introduction** This guide provides the procedures for starting, stopping, and correcting Career Sea Pay Premium (CSPP) in Direct Access (DA).

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**References** (a) [Coast Guard Pay Manual, COMDTINST M7220.29](#) (series), Chapter 4  
(b) [USCG Personnel and Pay Procedures Manual](#), Chapter 8

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- Known Issues**
- When approved PCS Orders have not been finalized in DA, SPO's may NOT be able to start CSPP for the correct begin date.
  - If submitting transactions out-of-range, the SPO will submit the [CSPP Start Date Calculator Spreadsheet](#) via a trouble-ticket to PPC Customer Care **AFTER** approving the CSPP action request in DA.
  - Also submit the [CSPP Start Date Calculator Spreadsheet](#) via a trouble-ticket to PPC Customer Care if having trouble inputting or approving the transaction.
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**Form** Make sure you are using the most current version of the [Career Sea Pay Premium Worksheet](#) (CG-2036)

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**Contents**


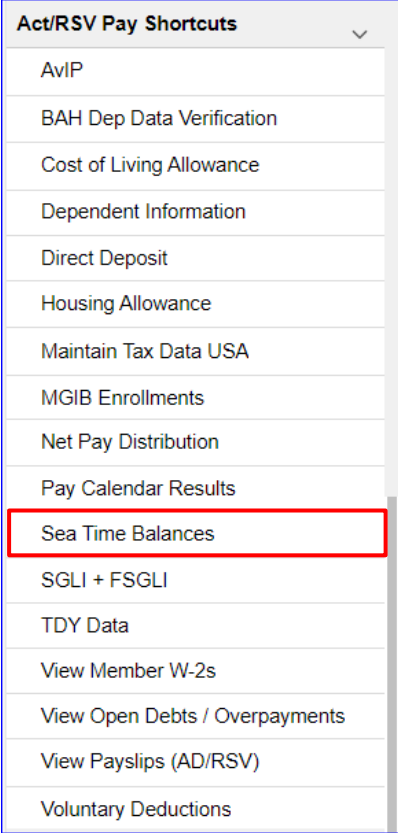
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# Starting CSPP

**Introduction** This section provides the procedures for starting CSPP in DA.

**Procedures** See below.

Step	Action
1	<p>Click the <b>AD/RSV Payroll Workcenter</b> Tile.</p> 
2	<p>Select the <b>Sea Time Balances</b> option, in the Act/RSV Pay Shortcuts section.</p> 

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# Starting CSPP, Continued

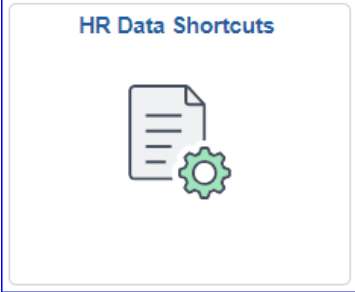
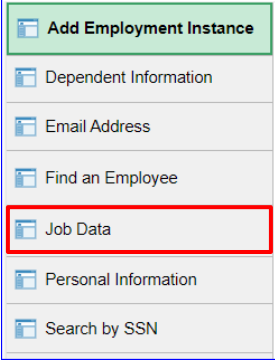
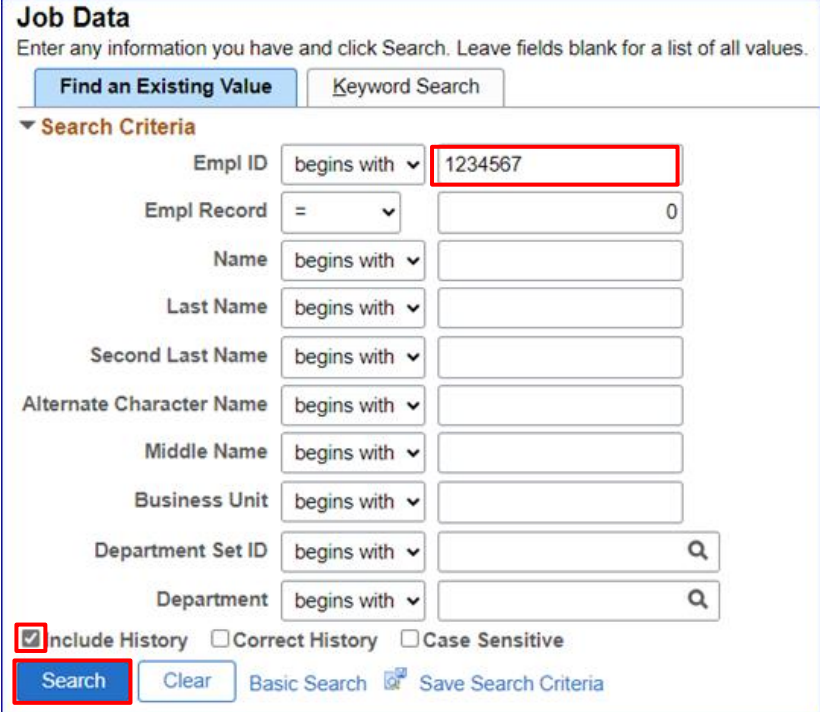
Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p><b>Enter the Empl ID and click Search.</b></p> <div data-bbox="327 492 938 1057"> <p><b>Adjust Sea Time</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p><b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>

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## Starting CSPP, Continued

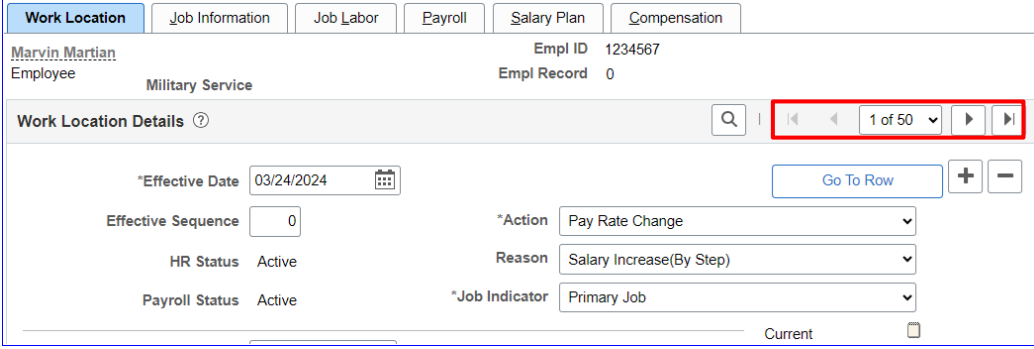
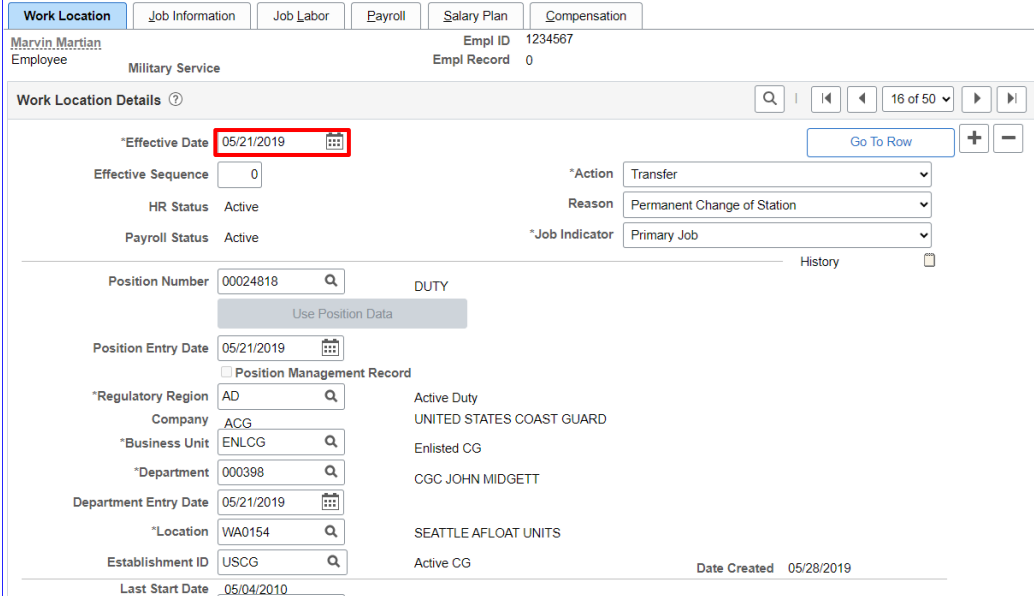
Procedures,  
continued

Step	Action
5	<p>Return to the Home Screen and click the <b>HR Data Shortcuts</b> Tile.</p> 
6	<p>Select the <b>Job Data</b> option.</p> 
7	<p>Enter the <b>Empl ID</b>, check the <b>Include History</b> box and click <b>Search</b>.</p> 

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# Starting CSPP, Continued

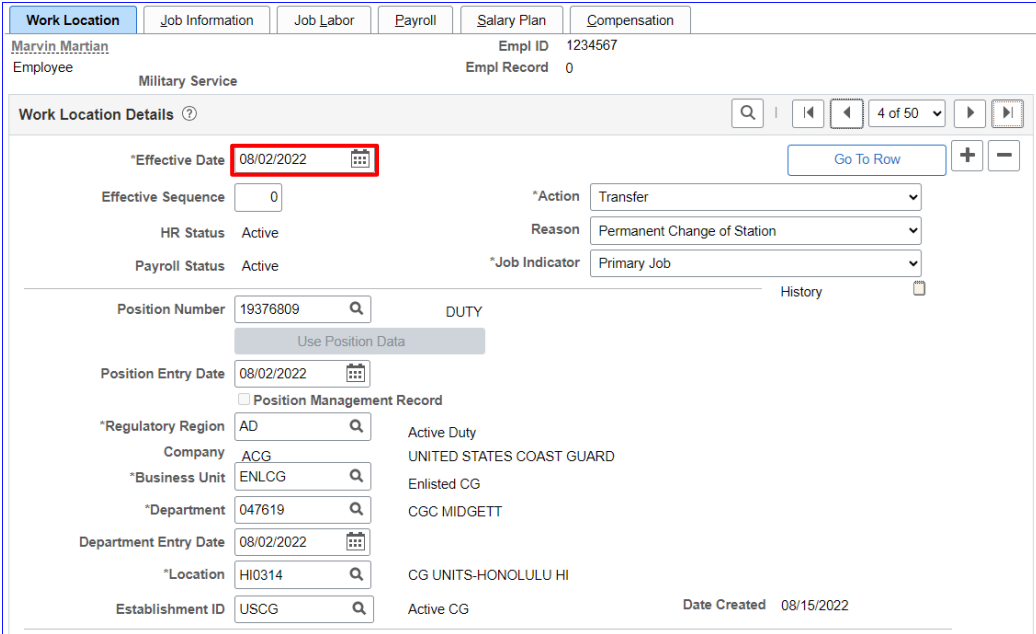
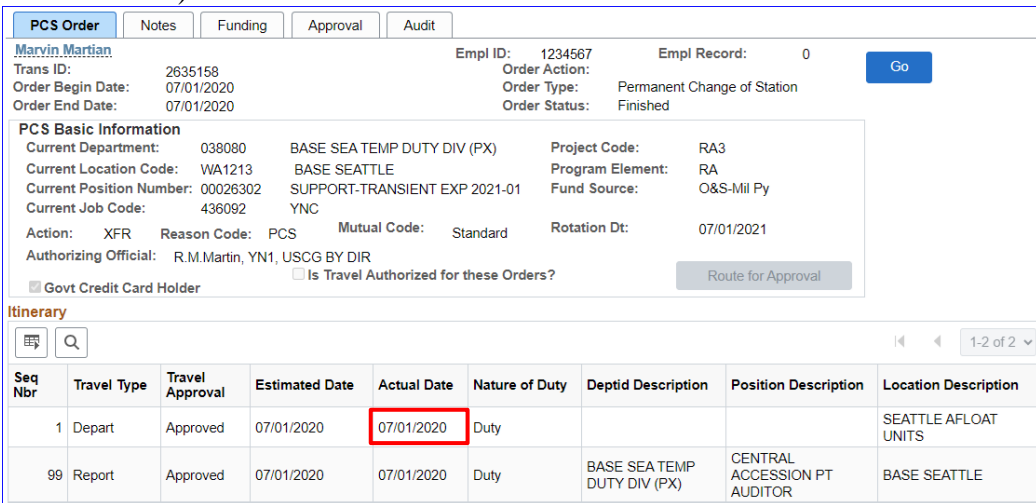
Procedures,  
continued

Step	Action
<p><b>8</b></p>	<p>Use the <b>arrows</b> on the Work Location tab to scroll through the member's record searching for the Effective Dates to use in the CSPP computation (and to verify the member has 36 consecutive months of sea time).</p>  <p>The screenshot shows the 'Work Location' tab selected. The employee name is Marvin Martian, Empl ID 1234567, and Empl Record 0. The 'Work Location Details' section includes a search bar, navigation arrows, and a '1 of 50' indicator. The 'Effective Date' is 03/24/2024. Other details include Effective Sequence 0, HR Status Active, Payroll Status Active, Action Pay Rate Change, Reason Salary Increase(By Step), and Job Indicator Primary Job.</p>
<p><b>9</b></p>	<p>First, scroll to identify the beginning <b>Effective Date</b> of sea time for the member (for this example: 05/21/2019 on the CGC John Midgett, Seattle Afloat Units).</p>  <p>The screenshot shows the 'Work Location' tab selected. The employee name is Marvin Martian, Empl ID 1234567, and Empl Record 0. The 'Work Location Details' section includes a search bar, navigation arrows, and a '16 of 50' indicator. The 'Effective Date' is 05/21/2019. Other details include Effective Sequence 0, HR Status Active, Payroll Status Active, Action Transfer, Reason Permanent Change of Station, and Job Indicator Primary Job. The 'Position Number' is 00024818, 'Position Entry Date' is 05/21/2019, 'Regulatory Region' is AD, 'Company' is UNITED STATES COAST GUARD, 'Business Unit' is ENLCG, 'Department' is CGC JOHN MIDGETT, 'Department Entry Date' is 05/21/2019, 'Location' is SEATTLE AFLOAT UNITS, and 'Establishment ID' is USCG.</p>

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# Starting CSPP, Continued


Procedures,  
continued

Step	Action
<p><b>10</b></p>	<p>If applicable, scroll to identify the beginning <b>Effective Date</b> on the next vessel (08/02/2022 on the CGC Midgett, CG Units – Honolulu HI).</p> <ul style="list-style-type: none"> <li>Repeat this step until the required sea time is verified or there is no additional, consecutive sea time.</li> </ul> 
<p><b>11</b></p>	<p>To identify the date the member left the previous vessel and to verify neutral time, go to the member’s PCS Orders (Depart Date from the Seattle Afloat Units is 07/01/2020).</p> 

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## Starting CSPP, Continued

Procedures,  
continued

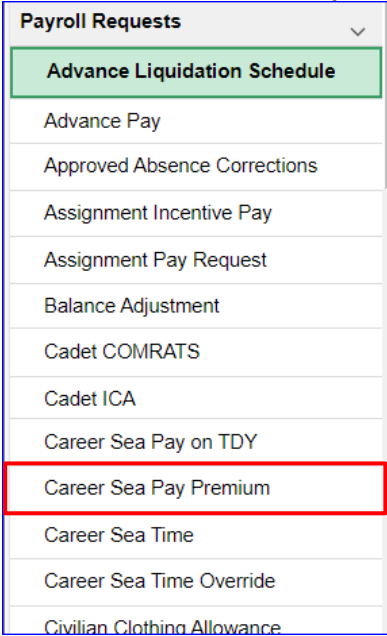
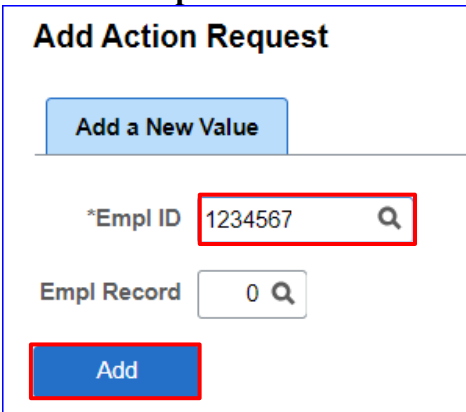
Step	Action																												
<p><b>12</b></p>	<p>Calculate the members CSP time and CSPP start date.</p> <p><b>NOTE:</b> In this example the orders were separated by a PDS that was not eligible for CSP. If the member had back to back orders with delay time authorized En Route between Career Sea Pay (CSP) eligible units, the delay time is considered neutral time.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>CGC John Midgett (WA)</b></p> <p>RPT - 05/21/2019    21 07 01</p> <p>DPT - 07/01/2021   - <u>19 05 21</u></p> <p style="padding-left: 100px;">02 01 10</p> <p style="padding-left: 100px;">+        01</p> <p style="padding-left: 100px;"><u>02 01 11</u></p>   <p>Sea Duty Base Date    20 06 21</p> <p>(plus 3 years)            + <u>03 00 00</u></p> <p><b>CSPP Start Date      23 06 21</b></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>CGC Midgett (HI)</b></p> <p>RPT - 08/02/2022    22 08 02</p> <p>(Prior Sea Duty)   - <u>02 01 11</u></p> <p style="padding-left: 100px;"><u>20 06 21</u></p> </td> </tr> </table> <p>Using the PPC (MAS) CSPP calculator, we can verify the calculations. Using the start date of 21 June 2023, the calculator identifies the member now has 3 years and 1 day of consecutive sea duty and confirms the correct start date for CSPP.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Directions</th> <th>Start / Stop Dates (MM/DD/YYYY)</th> <th>Sea Time for Period</th> <th>Cumulative Time</th> <th>Must Equal (Yrs, 0 Mos, 1 Day)<sup>(3)</sup></th> <th>Stop Date is...</th> </tr> </thead> <tbody> <tr> <td>Enter the "Start Date" for the <b>FIRST</b> period of Sea Duty.</td> <td>2019-05-21</td> <td>Years   Months   Days</td> <td>Years   Months   Days</td> <td rowspan="2">3   0   1</td> <td rowspan="2">Keep Adding Time Periods</td> </tr> <tr> <td>Enter the "Stop Date" for the <b>FIRST</b> period of Sea Duty.</td> <td>2021-07-01</td> <td>2        1        11</td> <td>2        1        11</td> </tr> <tr> <td>Enter the "Start Date" for the <b>SECOND</b> period of Sea Duty.</td> <td>2022-08-02</td> <td>Years   Months   Days</td> <td>Years   Months   Days</td> <td rowspan="2">3   0   1</td> <td rowspan="2">Correct Start Date</td> </tr> <tr> <td>Enter the "Stop Date" for the <b>SECOND</b> period of Sea Duty.</td> <td>2023-06-21</td> <td>0        10       20</td> <td>3        0        1</td> </tr> </tbody> </table>	<p><b>CGC John Midgett (WA)</b></p> <p>RPT - 05/21/2019    21 07 01</p> <p>DPT - 07/01/2021   - <u>19 05 21</u></p> <p style="padding-left: 100px;">02 01 10</p> <p style="padding-left: 100px;">+        01</p> <p style="padding-left: 100px;"><u>02 01 11</u></p> <p>Sea Duty Base Date    20 06 21</p> <p>(plus 3 years)            + <u>03 00 00</u></p> <p><b>CSPP Start Date      23 06 21</b></p>	<p><b>CGC Midgett (HI)</b></p> <p>RPT - 08/02/2022    22 08 02</p> <p>(Prior Sea Duty)   - <u>02 01 11</u></p> <p style="padding-left: 100px;"><u>20 06 21</u></p>	Directions	Start / Stop Dates (MM/DD/YYYY)	Sea Time for Period	Cumulative Time	Must Equal (Yrs, 0 Mos, 1 Day) <sup>(3)</sup>	Stop Date is...	Enter the "Start Date" for the <b>FIRST</b> period of Sea Duty.	2019-05-21	Years   Months   Days	Years   Months   Days	3   0   1	Keep Adding Time Periods	Enter the "Stop Date" for the <b>FIRST</b> period of Sea Duty.	2021-07-01	2        1        11	2        1        11	Enter the "Start Date" for the <b>SECOND</b> period of Sea Duty.	2022-08-02	Years   Months   Days	Years   Months   Days	3   0   1	Correct Start Date	Enter the "Stop Date" for the <b>SECOND</b> period of Sea Duty.	2023-06-21	0        10       20	3        0        1
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<p><b>13</b></p>	<p>Click the <b>AD/RSV Payroll Workcenter</b> tile.</p> <div style="border: 1px solid blue; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; color: blue; font-weight: bold;">AD/RSV Payroll Workcenter</p>  </div>																												

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## Starting CSPP, Continued

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Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p>Select the <b>Career Sea Pay Premium</b> option, from the Payroll Requests section.</p>  <p>The screenshot shows a dropdown menu titled "Payroll Requests" with a downward arrow. The menu items are: Advance Liquidation Schedule (highlighted in green), 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 (highlighted with a red box), Career Sea Time, Career Sea Time Override, and Civilian Clothing Allowance.</p>
<p><b>15</b></p>	<p>Enter the <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows a form titled "Add Action Request". It has a blue button "Add a New Value" at the top. Below it are two input fields: "*Empl ID" with the value "1234567" and a search icon, and "Empl Record" with the value "0" and a search icon. At the bottom is a blue button "Add" highlighted with a red box.</p>

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## Starting CSPP, Continued

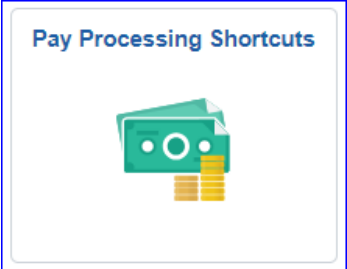
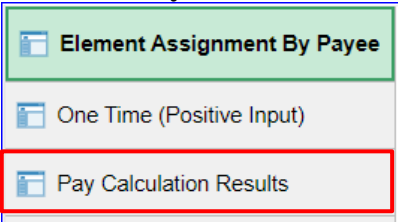
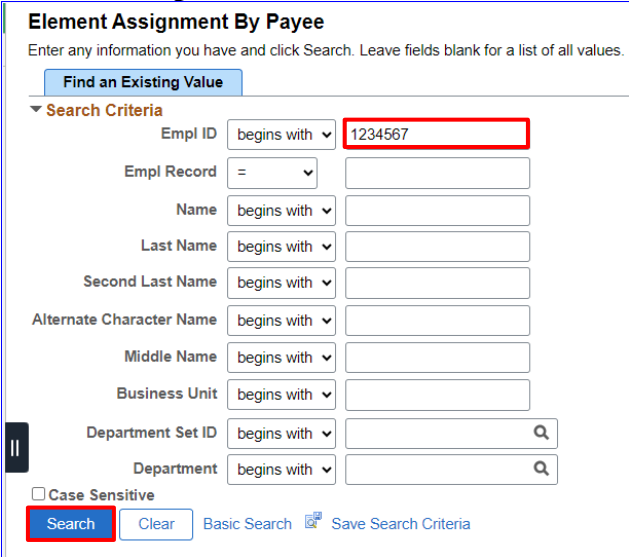
Procedures,  
continued

Step	Action
<p><b>16</b></p>	<p>Enter the <b>Begin Date</b> and click <b>Get Details</b>. Enter a <b>Comment</b> and click <b>Submit</b>.</p> <p><b>NOTE:</b> When entering a Retro transaction, refer to section <a href="#">Adding/Correcting Retro Active Neutral (Stop) Time Rows</a>. If no Retro Transaction, continue to Step 17.</p> <div data-bbox="327 658 1369 1205" style="border: 1px solid black; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Career Sea Pay Premium</p> <p><u>Martian, Marvin</u></p> <p><b>Requesting Career Sea Pay Premium</b></p> <ul style="list-style-type: none"> <li>• Enter the Begin Date the member become eligible for Career Sea Pay Premium.</li> <li>• Enter an End Date or leave blank. If an End Date is not entered, then Career Sea Pay will continue until a stop transaction is entered.</li> <li>• Press Submit.</li> </ul> <p><b>Request Details</b></p> <p>Begin Date: <span style="border: 1px solid red; padding: 2px;">06/21/2023</span> </p> <p>End Date: <input type="text"/> </p> <p><span style="border: 1px solid red; padding: 2px;">Get Details</span></p> <p><b>Request Information</b></p> <p>Department: 047619 Description: CGC MIDGETT Sea Pay Level: DPT - Career Sea Pay Level 5</p> <p>Comment: <span style="border: 1px solid red; padding: 2px;">Start Career Pay Premium</span></p> <p><span style="border: 1px solid red; padding: 2px;">Submit</span> <span style="padding: 2px;">Resubmit</span> <span style="padding: 2px;">Withdraw</span></p> </div>
<p><b>17</b></p>	<p>The transaction is now <b>Pending</b> approval.</p> <div data-bbox="327 1263 1369 1469" style="border: 1px solid black; padding: 5px;"> <p><b>SPO Approver</b></p> <p>Request Status: <span style="border: 1px solid red; padding: 2px;">Pending</span> <span style="float: right;">View/Hide Comments</span></p> <p>Approvers</p> <p><span style="border: 1px solid gray; padding: 2px;">Pending</span></p> <p> <b>Multiple Approvers</b> CGHSUP for User's SPO</p> </div>

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## Starting CSPP, Continued

Procedures,  
continued

Step	Action
<p><b>18</b></p>	<p>To verify the deduction is correct, click on the <b>Pay Processing Shortcuts</b> tile.</p> 
<p><b>19</b></p>	<p>Select the <b>Pay Calculation Results</b> option.</p> 
<p><b>20</b></p>	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> 

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# Starting CSPP, Continued

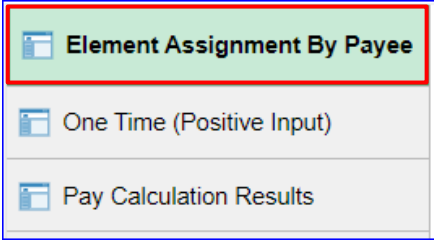
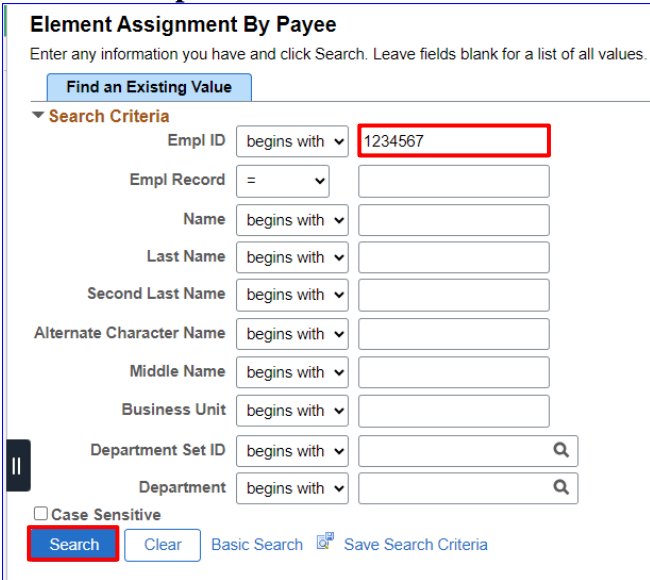
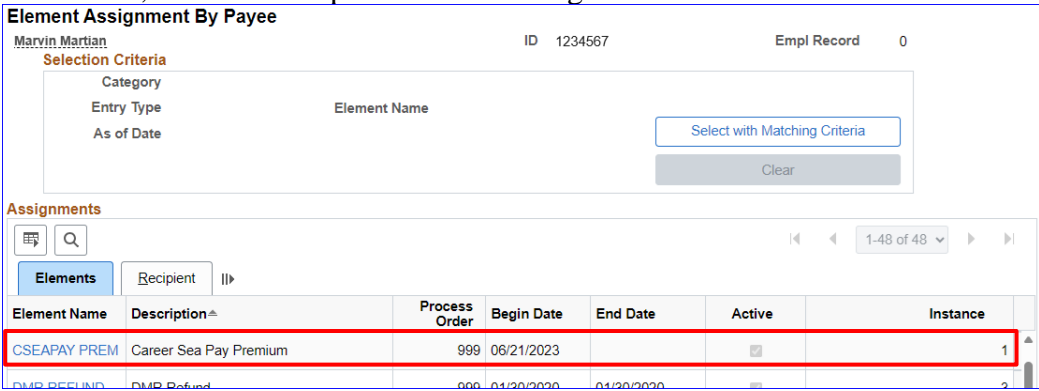
Procedures,  
continued

Step	Action																																																																														
21	<p>Select the <b>Calendar</b> in which the Premium began to validate that the deduction is correct (if applicable, a prorated amount).</p> <div data-bbox="327 555 1369 992" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All <span style="float: right;">1-56 of 56</span></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>08/01/2023</td> <td>C123071</td> <td>Marvin Martian</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>07/14/2023</td> <td>C123070</td> <td>Marvin Martian</td> </tr> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>06/30/2023</td> <td>C123061</td> <td>Marvin Martian</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>06/15/2023</td> <td>C123060</td> <td>Marvin Martian</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>06/01/2023</td> <td>C123051</td> <td>Marvin Martian</td> </tr> </tbody> </table> </div> <div data-bbox="327 1025 1369 1503" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Calendar Group Results   <b>Earnings and Deductions</b>   Accumulators   Supporting Elements</p> <p>Marvin Martian Employee Empl ID 1234567 Empl Record 0</p> <p>Calendar Group ID C123061 202306 ON-CYCLE AD END MONTH</p> <p>Calendar Information <span style="float: right;">3 of 3</span></p> <p>Calendar ID CGACT 2023M06E Pay Group USCG              Segment Number 1 Version 1 Revision 1              Gross Result Value 4,832.49 USD Net Result Value 3,056.16 USD</p> <p>Earnings &amp; Deductions <span style="float: right;">1-5 of 16</span>   View All</p> <p>Element Results   Components   Retro Adjustments   Deduction Arrears   User Fields</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>1059.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>06/16/2023</td> <td>06/30/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>155.840000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>06/16/2023</td> <td>06/30/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>3390.150000</td> <td>Basic Pay</td> <td>0</td> <td>06/16/2023</td> <td>06/30/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>152.500000</td> <td>Career Sea Pay</td> <td>0</td> <td>06/16/2023</td> <td>06/30/2023</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>CSEAPAY PREM</td> <td>50.000000</td> <td>Career Sea Pay Premium</td> <td>1</td> <td>06/16/2023</td> <td>06/30/2023</td> <td>Resolution Details</td> </tr> </tbody> </table> <p>Return to Search   Previous in List   Next in List   Notify</p> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	08/01/2023	C123071	Marvin Martian	1234567	0	07/14/2023	C123070	Marvin Martian	1234567	0	06/30/2023	C123061	Marvin Martian	1234567	0	06/15/2023	C123060	Marvin Martian	1234567	0	06/01/2023	C123051	Marvin Martian	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1059.000000	Basic Allowance for Housing	0	06/16/2023	06/30/2023	Resolution Details	Earnings	BAS	155.840000	Basic Allow for Subsistence	0	06/16/2023	06/30/2023	Resolution Details	Earnings	BASIC PAY	3390.150000	Basic Pay	0	06/16/2023	06/30/2023	Resolution Details	Earnings	CSEAPAY	152.500000	Career Sea Pay	0	06/16/2023	06/30/2023	Resolution Details	Earnings	CSEAPAY PREM	50.000000	Career Sea Pay Premium	1	06/16/2023	06/30/2023	Resolution Details
Empl ID	Empl Record	Payment Date	Calendar Group ID	Name																																																																											
1234567	0	08/01/2023	C123071	Marvin Martian																																																																											
1234567	0	07/14/2023	C123070	Marvin Martian																																																																											
1234567	0	06/30/2023	C123061	Marvin Martian																																																																											
1234567	0	06/15/2023	C123060	Marvin Martian																																																																											
1234567	0	06/01/2023	C123051	Marvin Martian																																																																											
Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details																																																																								
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Earnings	BAS	155.840000	Basic Allow for Subsistence	0	06/16/2023	06/30/2023	Resolution Details																																																																								
Earnings	BASIC PAY	3390.150000	Basic Pay	0	06/16/2023	06/30/2023	Resolution Details																																																																								
Earnings	CSEAPAY	152.500000	Career Sea Pay	0	06/16/2023	06/30/2023	Resolution Details																																																																								
Earnings	CSEAPAY PREM	50.000000	Career Sea Pay Premium	1	06/16/2023	06/30/2023	Resolution Details																																																																								

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## Starting CSPP, Continued

Procedures,  
continued

Step	Action																					
23	<p>Select the <b>Element Assignment By Payee</b> option.</p> 																					
24	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> 																					
25	<p>CSPP will be listed as <b>CSEAPAY PREM</b>. Verify the <b>Begin Date</b> is correct. If not correct, follow the steps in the Correcting CSPP section.</p>  <table border="1" data-bbox="327 1742 1369 1841"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>06/21/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>DMP REFUND</td> <td>DMP Refund</td> <td>999</td> <td>01/20/2020</td> <td>01/20/2020</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	CSEAPAY PREM	Career Sea Pay Premium	999	06/21/2023		<input checked="" type="checkbox"/>	1	DMP REFUND	DMP Refund	999	01/20/2020	01/20/2020	<input checked="" type="checkbox"/>	2
Element Name	Description	Process Order	Begin Date	End Date	Active	Instance																
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# Starting CSPP, Continued

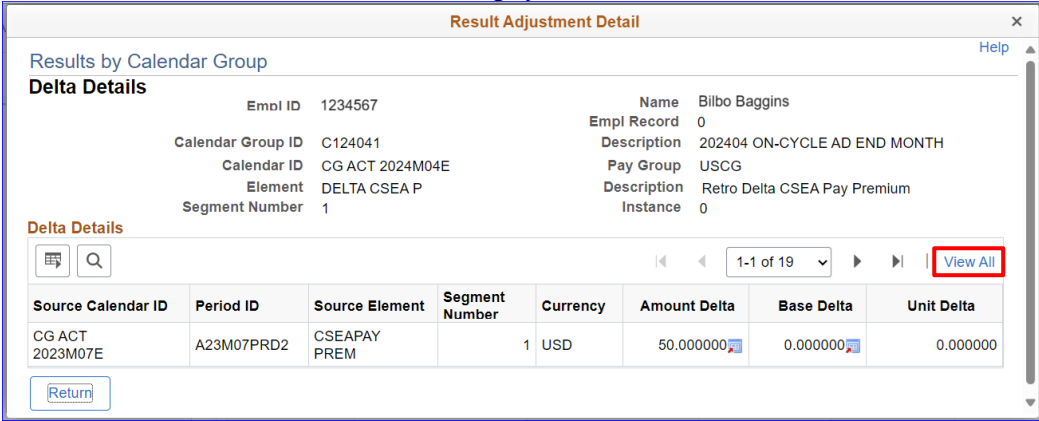
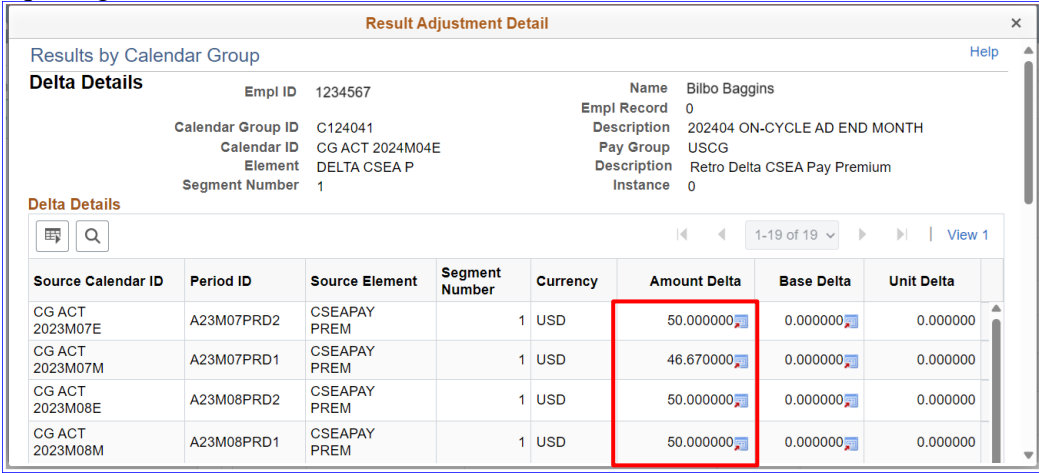
Procedures,  
continued

Step	Action																																																																																																
26	<p>When CSPP is <b>NOT</b> started in a timely manner, a <b>Retro Delta CSEA Pay Premium</b> is used to back pay. This can be found in the <b>Pay Calculation Results</b> option under the <b>Earnings and Deductions</b> tab. In this case the member was supposed to start collecting CSPP in, July 2023 But it was not started until February 2024.</p> <table border="1"> <thead> <tr> <th colspan="2">Element Results</th> <th>Components</th> <th>Retro Adjustments</th> <th>Deduction Arrears</th> <th>User Fields</th> <th colspan="2">  &gt;</th> </tr> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>699.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>04/16/2024</td> <td>04/30/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>230.120000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>04/16/2024</td> <td>04/30/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1800.900000</td> <td>Basic Pay</td> <td>0</td> <td>04/16/2024</td> <td>04/30/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>27.180000</td> <td>Clothing Allowance</td> <td>0</td> <td>04/16/2024</td> <td>04/30/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>190.000000</td> <td>Career Sea Pay</td> <td>0</td> <td>04/16/2024</td> <td>04/30/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY PREM</td> <td>50.000000</td> <td>Career Sea Pay Premium</td> <td>1</td> <td>04/16/2024</td> <td>04/30/2024</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA CSEA P</td> <td>0.000000</td> <td>Retro Delta CSEA Pay Premium</td> <td>0</td> <td>04/16/2024</td> <td>04/30/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td>Armed Forces Retirement Home</td> <td>0</td> <td>04/16/2024</td> <td>04/30/2024</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Results		Components	Retro Adjustments	Deduction Arrears	User Fields	>		Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	699.000000	Basic Allowance for Housing	0	04/16/2024	04/30/2024	Resolution Details	Earnings	BAS	230.120000	Basic Allow for Subsistence	0	04/16/2024	04/30/2024	Resolution Details	Earnings	BASIC PAY	1800.900000	Basic Pay	0	04/16/2024	04/30/2024	Resolution Details	Earnings	CLOTHING	27.180000	Clothing Allowance	0	04/16/2024	04/30/2024	Resolution Details	Earnings	CSEAPAY	190.000000	Career Sea Pay	0	04/16/2024	04/30/2024	Resolution Details	Earnings	CSEAPAY PREM	50.000000	Career Sea Pay Premium	1	04/16/2024	04/30/2024	Resolution Details	Earnings	DELTA CSEA P	0.000000	Retro Delta CSEA Pay Premium	0	04/16/2024	04/30/2024	Resolution Details	Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	04/16/2024	04/30/2024	Resolution Details																
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# Starting CSPP, Continued


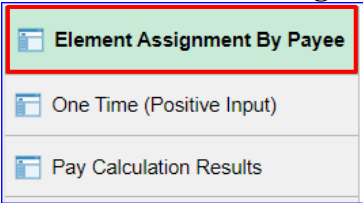
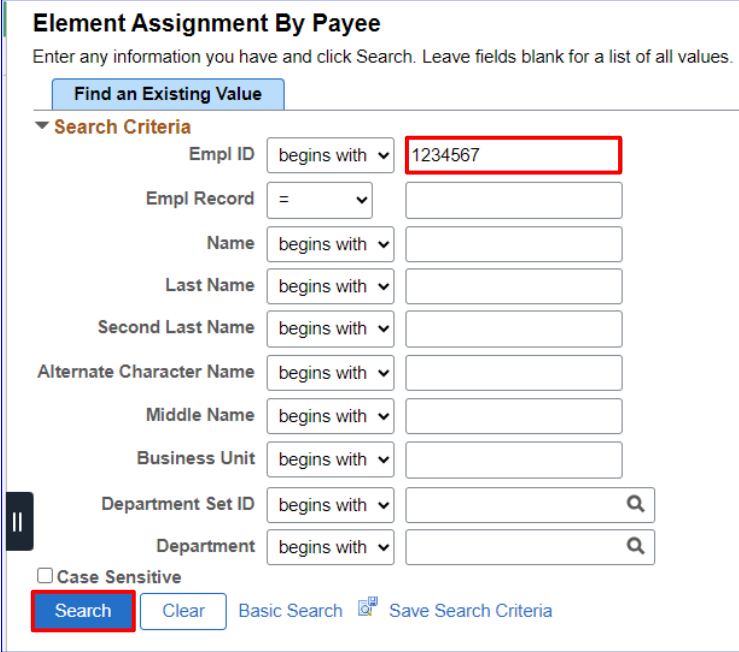
Procedures,  
continued

Step	Action																																								
29	<p>Select <b>View All</b> to see all the affected pay calendar results.</p>  <p>The screenshot shows a window titled "Result Adjustment Detail" with a "Delta Details" section. The details include Empl ID 1234567, Name Bilbo Baggins, Empl Record 0, Description 202404 ON-CYCLE AD END MONTH, Pay Group USCG, and Element DELTA CSEA P. Below this is a table with columns: Source Calendar ID, Period ID, Source Element, Segment Number, Currency, Amount Delta, Base Delta, and Unit Delta. The first row shows CG ACT 2023M07E, A23M07PRD2, CSEAPAY PREM, 1, USD, 50.000000, 0.000000, and 0.000000. A "View All" button is highlighted in red in the top right of the table area.</p>																																								
30	<p>This is the expanded view of the 19 affected calendars with the <b>Amount Delta</b>'s equaling the \$946.67 total. Scroll down to view additional calendars.</p>  <p>The screenshot shows the same "Result Adjustment Detail" window but with an expanded table. The "Amount Delta" column is highlighted in red. The table contains four rows of data:</p> <table border="1"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr> <td>CG ACT 2023M07E</td> <td>A23M07PRD2</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>50.000000</td> <td>0.000000</td> <td>0.000000</td> </tr> <tr> <td>CG ACT 2023M07M</td> <td>A23M07PRD1</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>46.670000</td> <td>0.000000</td> <td>0.000000</td> </tr> <tr> <td>CG ACT 2023M08E</td> <td>A23M08PRD2</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>50.000000</td> <td>0.000000</td> <td>0.000000</td> </tr> <tr> <td>CG ACT 2023M08M</td> <td>A23M08PRD1</td> <td>CSEAPAY PREM</td> <td>1</td> <td>USD</td> <td>50.000000</td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table>	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2023M07E	A23M07PRD2	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000	CG ACT 2023M07M	A23M07PRD1	CSEAPAY PREM	1	USD	46.670000	0.000000	0.000000	CG ACT 2023M08E	A23M08PRD2	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000	CG ACT 2023M08M	A23M08PRD1	CSEAPAY PREM	1	USD	50.000000	0.000000	0.000000
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# Stopping CSPP

**Introduction** This section provides the procedures for stopping Career Sea Pay Premium in DA. SPOs should manually stop CSPP 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.

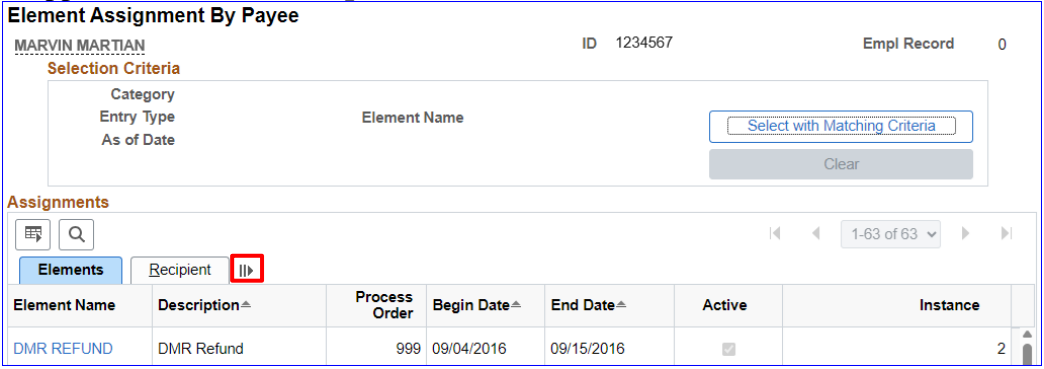
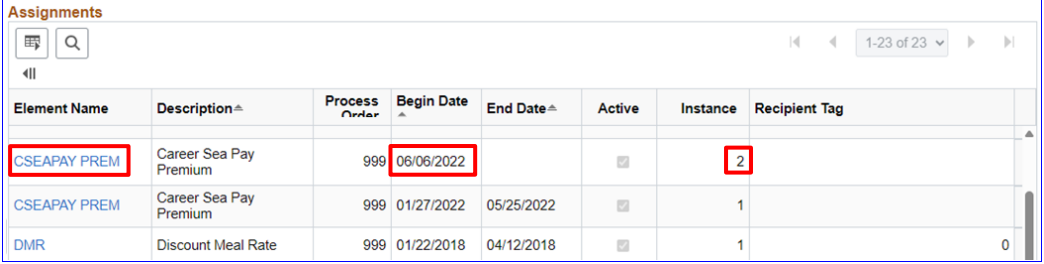

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click the <b>Pay Processing Shortcuts</b> tile.</p> 
<p><b>2</b></p>	<p>Select the <b>Element Assignment By Payee</b> option.</p> 
<p><b>3</b></p>	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> 

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# Stopping CSPP, Continued

Procedures,  
continued

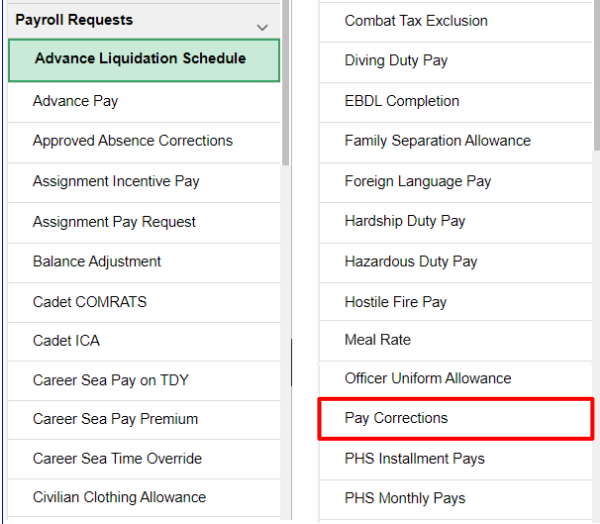
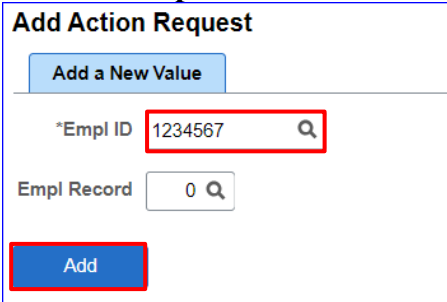
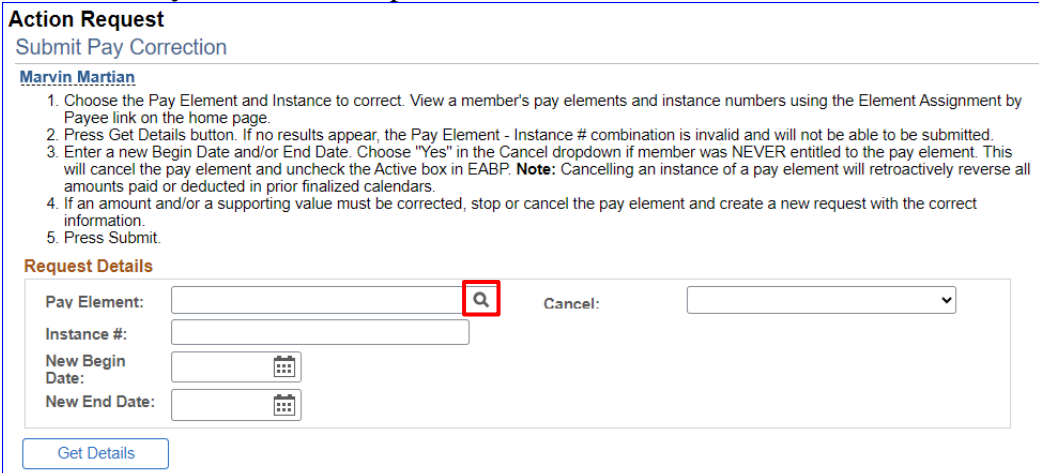
Step	Action																																
<p><b>4</b></p>	<p>If applicable, select the <b>Expand All</b> icon.</p>  <p><b>Element Assignment By Payee</b>  MARVIN MARTIAN ID 1234567 Empl Record 0</p> <p><b>Selection Criteria</b></p> <p>Category  Entry Type  As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria  Clear</p> <p><b>Assignments</b></p> <p>1-63 of 63</p> <p>Elements Recipient <b>Expand All</b></p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>09/04/2016</td> <td>09/15/2016</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	DMR REFUND	DMR Refund	999	09/04/2016	09/15/2016	<input checked="" type="checkbox"/>	2																		
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<p><b>5</b></p>	<p>Find the open <b>CSEAPAY PREM</b> Instance number. Take note of the <b>Begin Date</b> and <b>Instance Number</b>.</p>  <p><b>Assignments</b></p> <p>1-23 of 23</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> <th>Recipient Tag</th> </tr> </thead> <tbody> <tr> <td><b>CSEAPAY PREM</b></td> <td>Career Sea Pay Premium</td> <td>999</td> <td><b>06/06/2022</b></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><b>2</b></td> <td></td> </tr> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>01/27/2022</td> <td>05/25/2022</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>01/22/2018</td> <td>04/12/2018</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>0</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag	<b>CSEAPAY PREM</b>	Career Sea Pay Premium	999	<b>06/06/2022</b>		<input checked="" type="checkbox"/>	<b>2</b>		CSEAPAY PREM	Career Sea Pay Premium	999	01/27/2022	05/25/2022	<input checked="" type="checkbox"/>	1		DMR	Discount Meal Rate	999	01/22/2018	04/12/2018	<input checked="" type="checkbox"/>	1	0
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<p><b>6</b></p>	<p>Click the <b>AD/RSV Payroll Workcenter</b> tile.</p>  <p><b>AD/RSV Payroll Workcenter</b></p>																																

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# Stopping CSPP, Continued

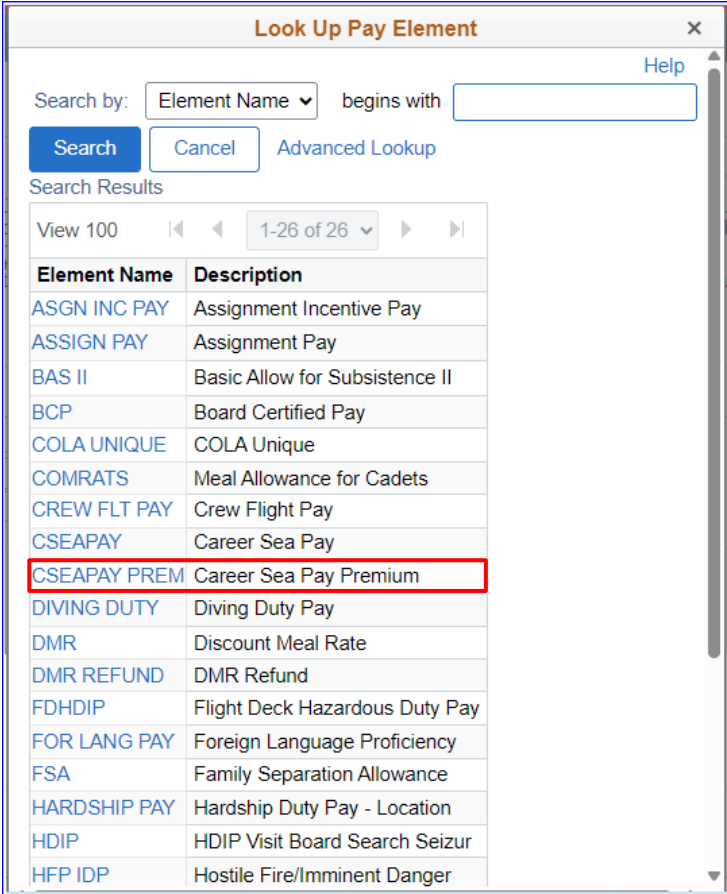
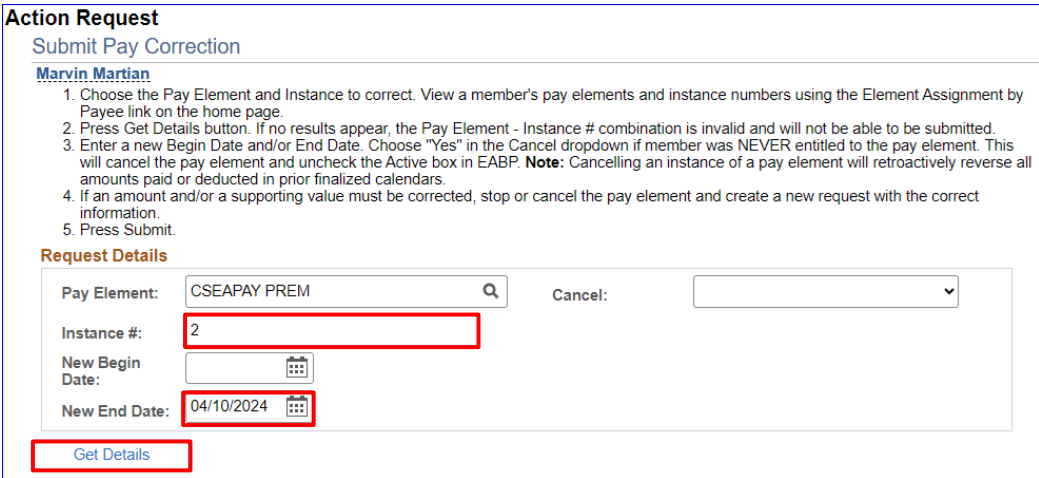
Procedures,  
continued

Step	Action
7	<p>Select the <b>Pay Corrections</b> option, in the Payroll Requests section.</p>  <p>The screenshot shows a 'Payroll Requests' dropdown menu. The 'Pay Corrections' option is highlighted with a red rectangular box. Other options include 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 Override, Civilian Clothing Allowance, Combat Tax Exclusion, Diving Duty Pay, EBDL Completion, Family Separation Allowance, Foreign Language Pay, Hardship Duty Pay, Hazardous Duty Pay, Hostile Fire Pay, Meal Rate, Officer Uniform Allowance, PHS Installment Pays, and PHS Monthly Pays.</p>
8	<p>Enter the <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows the 'Add Action Request' form. The '*Empl ID' field contains the value '1234567' and is highlighted with a red rectangular box. Below it is an 'Empl Record' field with the value '0'. At the bottom of the form is a blue 'Add' button.</p>
9	<p>Select the <b>Pay Element</b> lookup icon.</p>  <p>The screenshot shows the 'Action Request' form for 'Submit Pay Correction' for 'Marvin Martian'. It includes a list of instructions:         <ol style="list-style-type: none"> <li>Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page.</li> <li>Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information.</li> <li>Press Submit.</li> </ol>         Below the instructions is the 'Request Details' section with the following fields:         <ul style="list-style-type: none"> <li><b>Pay Element:</b> A text input field with a magnifying glass icon (lookup icon) highlighted in red.</li> <li><b>Cancel:</b> A dropdown menu.</li> <li><b>Instance #:</b> A text input field.</li> <li><b>New Begin Date:</b> A date picker field.</li> <li><b>New End Date:</b> A date picker field.</li> </ul>         At the bottom of the form is a 'Get Details' button.       </p>

Continued on next page

# Stopping CSPP, Continued

Procedures,  
continued

Step	Action																																						
10	<p>Select <b>CSEAPAY PREM</b> from the list.</p>  <p>The screenshot shows a 'Look Up Pay Element' window with a search bar set to 'Element Name' and a 'Search' button. Below the search bar is a table of search results. The table has two columns: 'Element Name' and 'Description'. The row for 'CSEAPAY PREM' (Career Sea Pay Premium) is highlighted with a red border.</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>ASGN INC PAY</td><td>Assignment Incentive Pay</td></tr> <tr><td>ASSIGN PAY</td><td>Assignment Pay</td></tr> <tr><td>BAS II</td><td>Basic Allow for Subsistence II</td></tr> <tr><td>BCP</td><td>Board Certified Pay</td></tr> <tr><td>COLA UNIQUE</td><td>COLA Unique</td></tr> <tr><td>COMRATS</td><td>Meal Allowance for Cadets</td></tr> <tr><td>CREW FLT PAY</td><td>Crew Flight Pay</td></tr> <tr><td>CSEAPAY</td><td>Career Sea Pay</td></tr> <tr><td><b>CSEAPAY PREM</b></td><td><b>Career Sea Pay Premium</b></td></tr> <tr><td>DIVING DUTY</td><td>Diving Duty Pay</td></tr> <tr><td>DMR</td><td>Discount Meal Rate</td></tr> <tr><td>DMR REFUND</td><td>DMR Refund</td></tr> <tr><td>FDHDIP</td><td>Flight Deck Hazardous Duty Pay</td></tr> <tr><td>FOR LANG PAY</td><td>Foreign Language Proficiency</td></tr> <tr><td>FSA</td><td>Family Separation Allowance</td></tr> <tr><td>HARDSHIP PAY</td><td>Hardship Duty Pay - Location</td></tr> <tr><td>HDIP</td><td>HDIP Visit Board Search Seizur</td></tr> <tr><td>HFP IDP</td><td>Hostile Fire/Imminent Danger</td></tr> </tbody> </table>	Element Name	Description	ASGN INC PAY	Assignment Incentive Pay	ASSIGN PAY	Assignment Pay	BAS II	Basic Allow for Subsistence II	BCP	Board Certified Pay	COLA UNIQUE	COLA Unique	COMRATS	Meal Allowance for Cadets	CREW FLT PAY	Crew Flight Pay	CSEAPAY	Career Sea Pay	<b>CSEAPAY PREM</b>	<b>Career Sea Pay Premium</b>	DIVING DUTY	Diving Duty Pay	DMR	Discount Meal Rate	DMR REFUND	DMR Refund	FDHDIP	Flight Deck Hazardous Duty Pay	FOR LANG PAY	Foreign Language Proficiency	FSA	Family Separation Allowance	HARDSHIP PAY	Hardship Duty Pay - Location	HDIP	HDIP Visit Board Search Seizur	HFP IDP	Hostile Fire/Imminent Danger
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11	<p>Enter the <b>Instance #</b> and the New <b>End Date</b>. Click <b>Get Details</b>.</p>  <p>The screenshot shows the 'Action Request' section for 'Submit Pay Correction' for Marvin Martian. It includes a list of instructions and a 'Request Details' form. The form has fields for 'Pay Element' (CSEAPAY PREM), 'Instance #' (2), 'New Begin Date', and 'New End Date' (04/10/2024). A 'Get Details' button is at the bottom.</p> <p><b>Action Request</b> Submit Pay Correction</p> <p><u>Marvin Martian</u></p> <ol style="list-style-type: none"> <li>Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page.</li> <li>Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information.</li> <li>Press Submit.</li> </ol> <p><b>Request Details</b></p> <p>Pay Element: CSEAPAY PREM    Cancel: <input type="text"/></p> <p>Instance #: 2</p> <p>New Begin Date: <input type="text"/></p> <p>New End Date: 04/10/2024</p> <p><b>Get Details</b></p>																																						

Continued on next page

## Stopping CSPP, Continued

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Procedures,  
continued

Step	Action
12	<p>Add any <b>Comments</b> and click <b>Submit</b>.</p> <div data-bbox="328 517 1369 842" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Information</b></p> <p>Current Begin Date: 06/06/2022</p> <p>Current End Date:</p> <p>Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> <p>Comment: <span style="border: 1px solid red; padding: 2px;">Stopping Career Sea Pay Premium due to separation.</span></p> <p><span style="border: 1px solid red; padding: 2px;">Submit</span>   Resubmit   Withdraw</p> </div>
13	<p>The transaction is now <b>Pending</b> approval.</p> <div data-bbox="328 920 1369 1200" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: <span style="border: 1px solid red; padding: 2px;">Pending</span> <span style="float: right;">View/Hide Comments</span></p> <p>1</p> <div style="border: 1px solid blue; padding: 2px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Marvin Martian at 4/11/24 - 8:04 AM</p> <p>Stopping Career Sea Pay Premium due to separation..</p> </div>

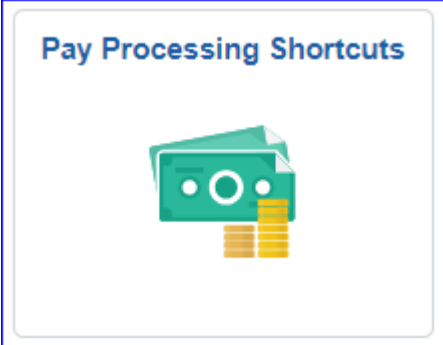
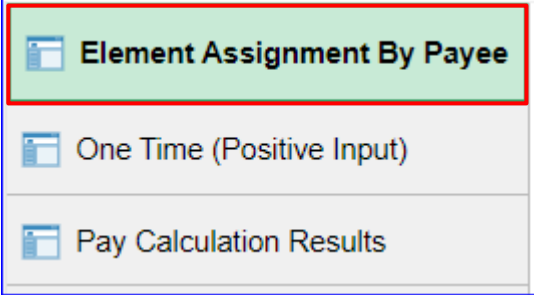
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# Correcting CSPP

**Introduction** This section provides the procedures for correcting CSPP in DA.

- Information**
- If CSPP was submitted and approved with an incorrect date, it can be corrected using the Pay Corrections option in the AD/RSV Payroll Workcenter tile.
  - No correction can be made to a CSPP that has NOT processed through a payroll calculation yet. To correct an action that has NOT been fully processed yet, cancel, and resubmit it with the correct information.
  - If cancelling a transaction due to the need to correct a date, be sure to input the new transaction in the same pay cycle. **Cancelling an instance of any pay element will retroactively reverse ALL amounts paid or deducted in prior finalized calendars.**

**Procedures** See below.

Step	Action
1	Click the <b>Pay Processing Shortcuts</b> tile. 
2	Select the <b>Element Assignment By Payee</b> option. 

*Continued on next page*

# Correcting CSPP, Continued


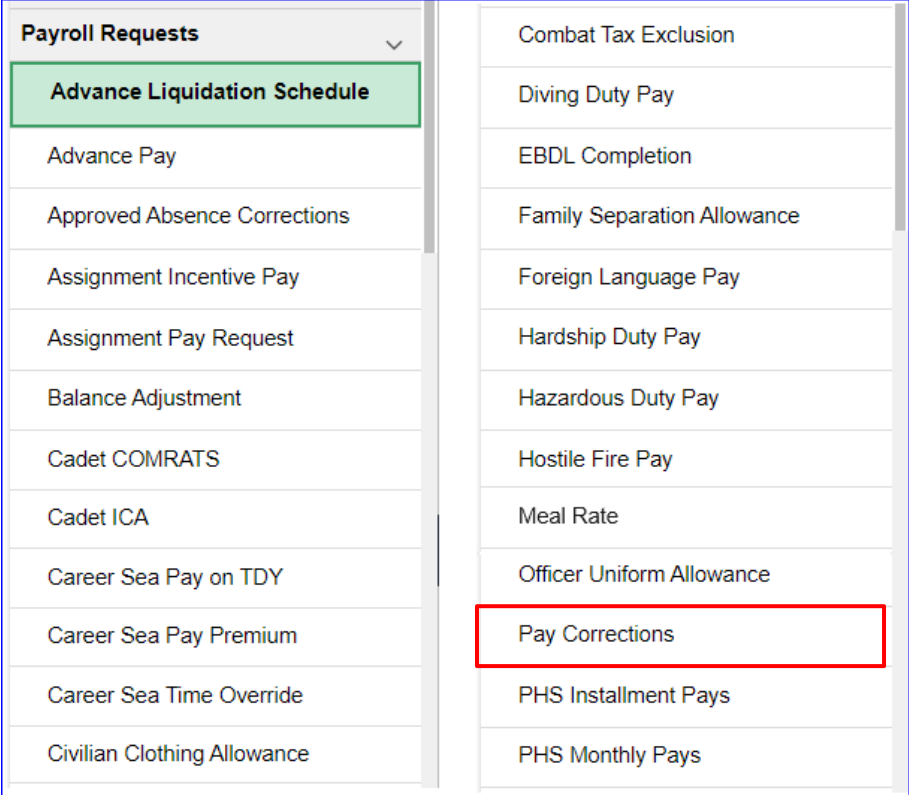
Procedures,  
continued

Step	Action																																
3	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="328 517 1370 1435" style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Element Assignment By Payee</h3> <p style="margin: 0;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; text-align: center;"> <span style="background-color: #4a86e8; color: white; padding: 2px 10px; border-radius: 3px;">Find an Existing Value</span> </div> <p><b>▼ Search Criteria</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Empl ID</td> <td style="width: 15%;">begins with ▼</td> <td style="width: 65%; border: 1px solid #ccc; padding: 2px;">1234567</td> </tr> <tr> <td>Empl Record</td> <td>= ▼</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Name</td> <td>begins with ▼</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Last Name</td> <td>begins with ▼</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Second Last Name</td> <td>begins with ▼</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Alternate Character Name</td> <td>begins with ▼</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Middle Name</td> <td>begins with ▼</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Business Unit</td> <td>begins with ▼</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Department Set ID</td> <td>begins with ▼</td> <td style="border: 1px solid #ccc; padding: 2px;">🔍</td> </tr> <tr> <td>Department</td> <td>begins with ▼</td> <td style="border: 1px solid #ccc; padding: 2px;">🔍</td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="background-color: #4a86e8; color: white; padding: 5px 15px; border-radius: 3px; border: 1px solid #ccc;">Search</span> <span style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 3px;">Clear</span> <span style="font-size: small;">Basic Search  Save Search Criteria</span> </div> </div>	Empl ID	begins with ▼	1234567	Empl Record	= ▼		Name	begins with ▼		Last Name	begins with ▼		Second Last Name	begins with ▼		Alternate Character Name	begins with ▼		Middle Name	begins with ▼		Business Unit	begins with ▼		Department Set ID	begins with ▼	🔍	Department	begins with ▼	🔍		
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Department	begins with ▼	🔍																															
4	<p>Identify the <b>Instance number</b> for the CSEAPAY PREM that needs modification.</p> <div data-bbox="328 1547 1370 1809" style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;"><b>Assignments</b></p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <span>🔍</span> <span>1-23 of 23</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Element Name</th> <th style="width: 15%;">Description</th> <th style="width: 10%;">Process Order</th> <th style="width: 10%;">Begin Date</th> <th style="width: 10%;">End Date</th> <th style="width: 10%;">Active</th> <th style="width: 10%;">Instance</th> <th style="width: 10%;">Recipient Tag</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">CSEAPAY PREM</td> <td style="text-align: left;">Career Sea Pay Premium</td> <td>999</td> <td>06/06/2022</td> <td></td> <td>☑</td> <td style="border: 1px solid #ccc; padding: 2px;">2</td> <td></td> </tr> <tr> <td style="text-align: left;">CSEAPAY PREM</td> <td style="text-align: left;">Career Sea Pay Premium</td> <td>999</td> <td>01/27/2022</td> <td>05/25/2022</td> <td>☑</td> <td>1</td> <td></td> </tr> <tr> <td style="text-align: left;">DMR</td> <td style="text-align: left;">Discount Meal Rate</td> <td>999</td> <td>01/22/2018</td> <td>04/12/2018</td> <td>☑</td> <td>1</td> <td>0</td> </tr> </tbody> </table> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag	CSEAPAY PREM	Career Sea Pay Premium	999	06/06/2022		☑	2		CSEAPAY PREM	Career Sea Pay Premium	999	01/27/2022	05/25/2022	☑	1		DMR	Discount Meal Rate	999	01/22/2018	04/12/2018	☑	1	0
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## Correcting CSPP, Continued

Procedures,  
continued

Step	Action
5	<p>Click the <b>AD/RSV Payroll Workcenter</b> tile.</p> 
6	<p>Select the <b>Pay Corrections</b> option, in the Payroll Requests section.</p> 

*Continued on next page*

## Correcting CSPP, Continued

Procedures,  
continued

Step	Action
7	<p>Enter the <b>Empl ID</b> and click <b>Add</b>.</p> <div data-bbox="328 517 863 875" style="border: 1px solid black; padding: 5px;"> <p><b>Add Action Request</b></p> <p><input type="button" value="Add a New Value"/></p> <hr/> <p>*Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="Q"/></p> <p><input type="button" value="Add"/></p> </div>
8	<p>Using the <b>Look up Icon</b>, select the <b>CSEAPAY PREM</b> option. Enter the <b>Instance #</b> and click <b>Get Details</b>.</p> <div data-bbox="328 987 1369 1458" style="border: 1px solid black; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Pay Correction</p> <p><u>Marvin Martian</u></p> <ol style="list-style-type: none"> <li>Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page.</li> <li>Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information.</li> <li>Press Submit.</li> </ol> <p><b>Request Details</b></p> <p>Pay Element: <input type="text" value="CSEAPAY PREM"/> <input type="button" value="Q"/> Cancel: <input type="text" value=""/></p> <p>Instance #: <input type="text" value="2"/></p> <p>New Begin Date: <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p>New End Date: <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Get Details"/></p> </div>

*Continued on next page*

# Correcting CSPP, Continued

Procedures,  
continued

Step	Action
9	<p>If deleting the transaction, click the drop-down arrow in the Cancel list and select YES. <b>Use ONLY when a member wasn't entitled or if the transaction has NOT been processed through a payroll calculation yet.</b> Enter a <b>Comment</b> to support the action request. Click <b>Submit</b>.</p> <div data-bbox="327 604 1197 1176"> <p><b>Action Request</b> Submit Pay Correction</p> <p><u>Martian, Marvin</u></p> <ol style="list-style-type: none"> <li>Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page.</li> <li>Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information.</li> <li>Press Submit.</li> </ol> <p><b>Request Details</b></p> <p>Pay Element: CSEAPAY PREM      Cancel: <b>YES</b></p> <p>Instance #: 2</p> <p>New Begin Date: <input type="text"/></p> <p>New End Date: <input type="text"/></p> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Current Begin Date: <input type="text"/></p> <p>Current End Date: <input type="text"/></p> <p>Amount: <input type="text"/></p> <p>Active?: <input type="checkbox"/></p> <p>Comment: <input type="text" value="Stopping Career Sear Pay Premium due to an error in submission.."/></p> <p><b>Submit</b>   Resubmit   Withdraw</p> </div> <p>If correcting the transaction or stopping the entitlement, enter the correct <b>New Begin Date</b> or <b>New End Date</b> (required if stopping). Use this when the transaction has already processed through a payroll calculation. Enter a <b>Comment</b> to support the action request. Click <b>Submit</b>.</p> <div data-bbox="327 1344 1197 1915"> <p><b>Action Request</b> Submit Pay Correction</p> <p><u>Martian, Marvin</u></p> <ol style="list-style-type: none"> <li>Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page.</li> <li>Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information.</li> <li>Press Submit.</li> </ol> <p><b>Request Details</b></p> <p>Pay Element: CSEAPAY PREM      Cancel: <input type="text"/></p> <p>Instance #: 2</p> <p>New Begin Date: <b>06/15/2022</b></p> <p>New End Date: <input type="text"/></p> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Current Begin Date: 06/06/2022</p> <p>Current End Date: <input type="text"/></p> <p>Amount: CALCULATED BY GLOBAL PAYROLL</p> <p>Active?: YES</p> <p>Comment: <input type="text" value="Correcting start date to 06/15/2022."/></p> <p><b>Submit</b>   Resubmit   Withdraw</p> </div>

Continued on next page



## Correcting CSPP, Continued

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Procedures,  
continued

Step	Action
10	<p>The transaction is now <b>Pending</b> approval.</p> <div data-bbox="328 517 1366 786" style="border: 1px solid #ccc; padding: 5px;"><p>Request Status: <b>Pending</b> <span style="float: right;">View/Hide Comments</span></p><p>1</p><p>Pending</p><p>Multiple Approvers CGHRSUP for User's SPO</p><p>Comments</p><p>Marvin Martian at 04/11/24 - 8:19 AM Correcting start date to 06/15/2022.</p></div>

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## Adding/Correcting Retro Active Neutral (Stop) Time Rows


**Introduction** This section provides the procedures for correcting/adding Neutral Rows to prevent a lapse in CSPP eligibility. This process involves sequential steps and direct contact between the **Technician and Auditor**.

**Information** This example is an addition of a retro Neutral time transaction: If a member is attending “A” school and departing from one vessel to another vessel, there will be a need for a Neutral Time Row to maintain CSPP eligibility. A member departs the CGC POLAR STAR for ‘A’ School on 06/30/2023. He then reports to the CGC FINBACK on 09/02/2023. The neutral row should be from 06/30/2023 to 09/01/2023.

The Neutral time row **must** be added **after** the member reports to the new vessel and all endorsements have been entered and approved by the departing vessel. Once reported aboard, the reporting unit can input the Neutral time.

**IMPORTANT** The accuracy of neutral rows is very important to ensure Sea Pay/Sea Pay Premium continues calculating and paying correctly in DA. **PPC is unable to correct incorrect neutral rows entered at the P&A/SPO level.**

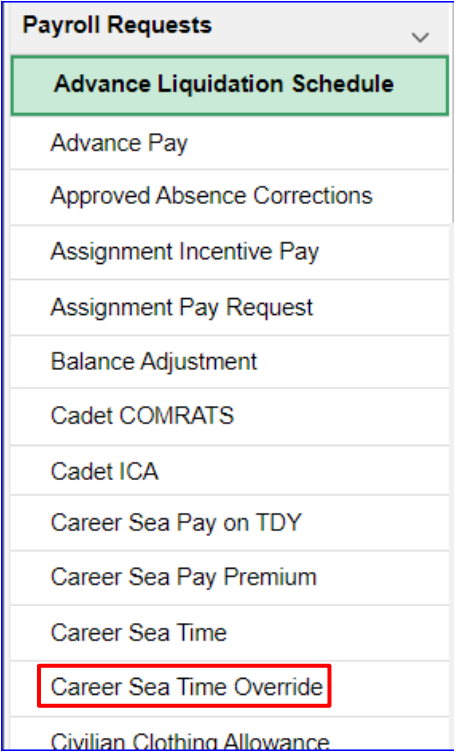
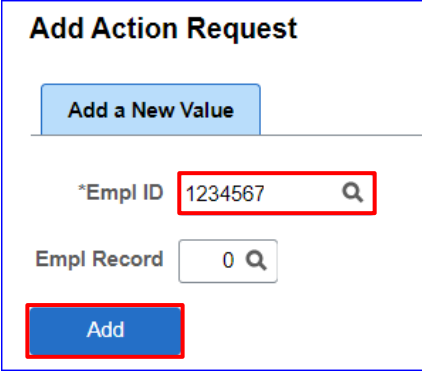
**Technician Procedures** See below.

Step	Action
1	<p>Click the <b>AD/RSV Payroll Workcenter</b> tile.</p> 

*Continued on next page*

# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

Technician  
Technician  
Procedures,  
continued

Step	Action
2	<p>Select the <b>Career Sea Time Override</b> option under the Payroll Requests section.</p>  <p>The screenshot shows a dropdown menu titled "Payroll Requests" with a list of options. The option "Career Sea Time Override" is highlighted with a red rectangular box. Other options include "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", and "Civilian Clothing Allowance".</p>
3	<p>Enter the <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows a form titled "Add Action Request". It has a blue button "Add a New Value" at the top. Below it are two input fields: "*Empl ID" with the value "1234567" and a search icon, and "Empl Record" with the value "0" and a search icon. At the bottom, there is a blue button labeled "Add", which is highlighted with a red rectangular box.</p>

Continued on next page



3 May 2024

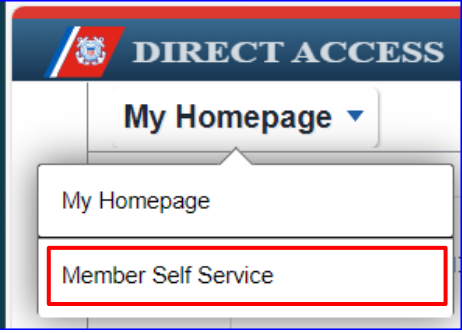
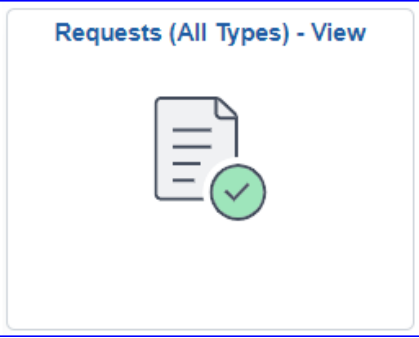
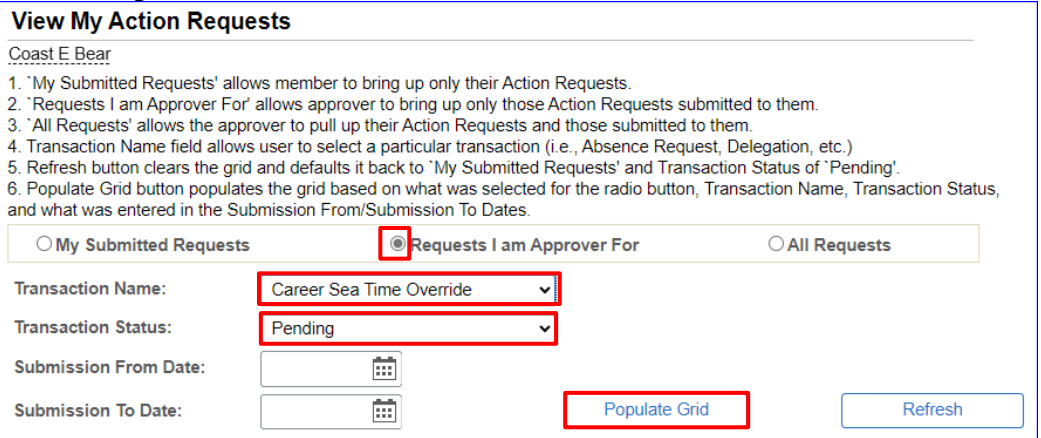
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# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

**Auditor  
Technician  
Procedures,**  
continued


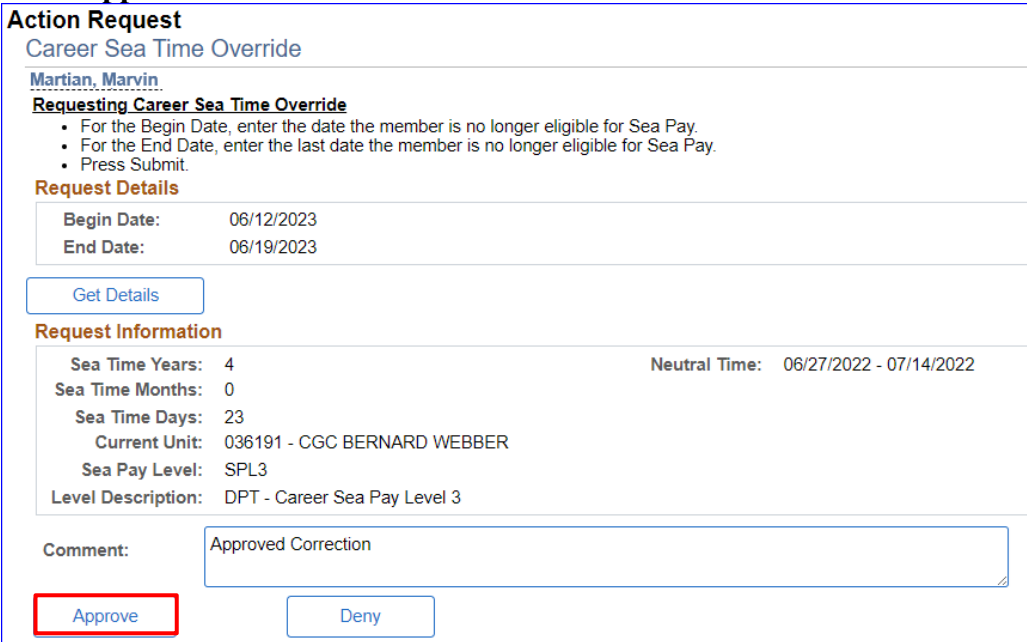
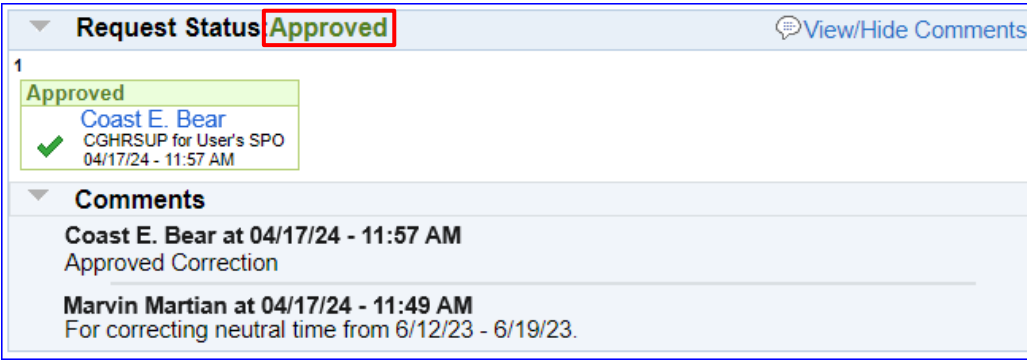
See below.

Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down.</p> 
2	<p>Click on the <b>Requests (All Types) - View</b> tile.</p> 
3	<p>Select the <b>Requests I am Approver For</b> radio button.</p> <ul style="list-style-type: none"> <li>• <b>Transaction Name</b> – Select Career Sea Time Override from the drop-down.</li> <li>• <b>Transaction Status</b> – Leave as Pending.</li> <li>• Click <b>Populate Grid</b>.</li> </ul>  <p><b>View My Action Requests</b></p> <p>Coast E Bear</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests.          2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.          3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.          4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)          5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.          6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input type="radio"/> My Submitted Requests             <input checked="" type="radio"/> Requests I am Approver For             <input type="radio"/> All Requests         </p> <p>Transaction Name: <span style="border: 1px solid red;">Career Sea Time Override</span></p> <p>Transaction Status: <span style="border: 1px solid red;">Pending</span></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <span style="border: 1px solid red; padding: 2px;">Populate Grid</span> <span style="margin-left: 20px; padding: 2px;">Refresh</span> </p>

Continued on next page

# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

**Auditor  
Technician  
Procedures,**  
continued

Step	Action
4	<p>Select the <b>Approve/Deny</b> link.</p> 
5	<p>Click <b>Approve</b>.</p> 
6	<p>The transaction is now <b>Approved</b>. Notify the <b>Tech</b> to adjust the Sea Time Balance.</p> 

3 May 2024


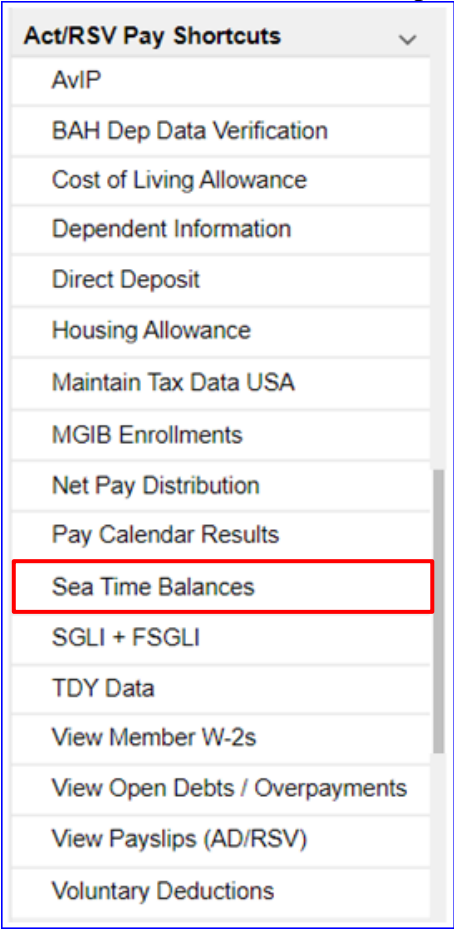
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# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

Technician  
Technician  
Procedures,  
continued

Step	Action
1	<p>Click on the <b>AD/RSV Payroll Workcenter</b> Tile.</p> 
2	<p>Select the <b>Sea Time Balances</b> option from the Act/RSV Pay Shortcuts section.</p> 

*Continued on next page*

# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

Technician  
Technician  
Procedures,  
continued

Step	Action																
3	<p>Enter the <b>Empl ID</b>, check the <b>Correct History</b> box and click <b>Search</b>.</p> <div data-bbox="327 600 1050 1249" style="border: 1px solid black; padding: 5px;"> <p><b>Adjust Sea Time</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> <b>Correct History</b> <input type="checkbox"/> Case Sensitive</p> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> </div>																
4	<p>Click the <b>Correct History</b> button if you did not on the previous step.</p> <div data-bbox="327 1305 1358 1883" style="border: 1px solid black; padding: 5px;"> <p><b>Adjust Sea Time</b></p> <p>Marvin Martian Employee Empl ID 1234567 Empl Record 0</p> <p><b>Career Sea Time</b> <input type="button" value="Q"/>   &lt;&lt; &lt; 1 of 1 &gt; &gt;&gt;   View All</p> <table border="1"> <thead> <tr> <th></th> <th>Years</th> <th>Months</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>Last Calculated: 04/15/2024</td> <td>Sea Time For Pay: 4</td> <td>11</td> <td>0</td> </tr> </tbody> </table> <p>Comment: On 2024-04-17 Neutral Sea Time Adjust of Years 00 Months 00 Days 08. Previous Sea Time was 041108 Adjusted Sea Time is 000008. Sea Time Accrual of 15 days. Processed on 2024-04-10-10.48.11.000000.</p> <p>Last Updated: 8765432 04/10/24 10:48AM</p> <p><b>Sea Time Stop Transactions</b></p> <p><input type="button" value="Sea Pay Stop"/> <input type="button" value="Audit Information"/>   &gt;</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>06/12/2023 <input type="button" value="Calendar"/></td> <td>06/19/2023 <input type="button" value="Calendar"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input checked="" type="button" value="Correct History"/></p> </div>		Years	Months	Days	Last Calculated: 04/15/2024	Sea Time For Pay: 4	11	0		Begin Date	End Date	Delete	1	06/12/2023 <input type="button" value="Calendar"/>	06/19/2023 <input type="button" value="Calendar"/>	<input type="checkbox"/>
	Years	Months	Days														
Last Calculated: 04/15/2024	Sea Time For Pay: 4	11	0														
	Begin Date	End Date	Delete														
1	06/12/2023 <input type="button" value="Calendar"/>	06/19/2023 <input type="button" value="Calendar"/>	<input type="checkbox"/>														

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# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

Technician  
Technician  
Procedures,  
continued

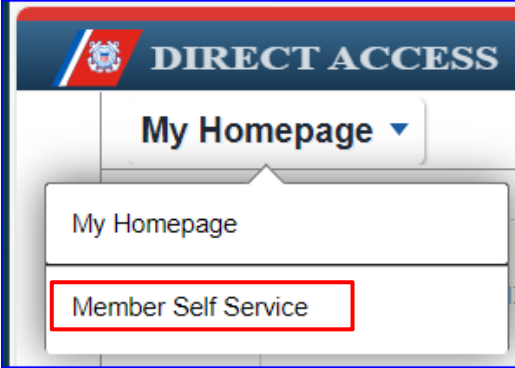
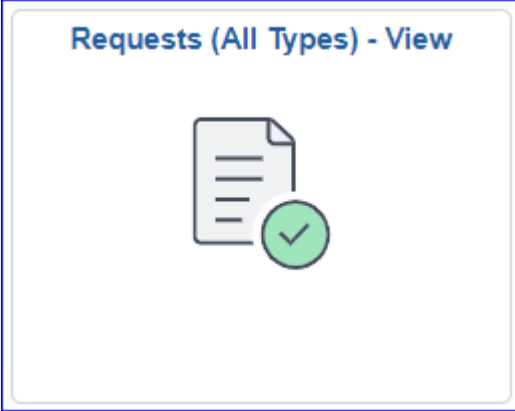
Step	Action																																
5	<p>All of the member's existing Neutral time rows will display, if any. Make sure changes are made to the appropriate one. Change the <b>Begin</b> and <b>End Dates</b> to reflect the appropriate dates for the period that the member was eligible for Neutral time. Click <b>Save</b>. It is now pending approval from the Auditor.</p> <div data-bbox="327 730 1369 1093"> <p><b>Sea Time Stop Transactions</b></p> <p>Sea Pay Stop    Audit Information</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>06/12/2023</td> <td>06/19/2023</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>06/27/2022</td> <td>07/14/2022</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>06/27/2019</td> <td>06/27/2019</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Save    Return to Search    Notify    Update/Display    Include History    Correct History</p> </div> <div data-bbox="327 1133 1369 1496"> <p><b>Sea Time Stop Transactions</b></p> <p>Sea Pay Stop    Audit Information</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>06/11/2023</td> <td>06/18/2023</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>06/27/2022</td> <td>07/14/2022</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>06/27/2019</td> <td>06/27/2019</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Save    Return to Search    Notify    Update/Display    Include History    Correct History</p> </div>		Begin Date	End Date	Delete	1	06/12/2023	06/19/2023	<input type="checkbox"/>	2	06/27/2022	07/14/2022	<input type="checkbox"/>	3	06/27/2019	06/27/2019	<input type="checkbox"/>		Begin Date	End Date	Delete	1	06/11/2023	06/18/2023	<input type="checkbox"/>	2	06/27/2022	07/14/2022	<input type="checkbox"/>	3	06/27/2019	06/27/2019	<input type="checkbox"/>
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3	06/27/2019	06/27/2019	<input type="checkbox"/>																														

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# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

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**Technician  
Procedures  
Auditor,**  
continued

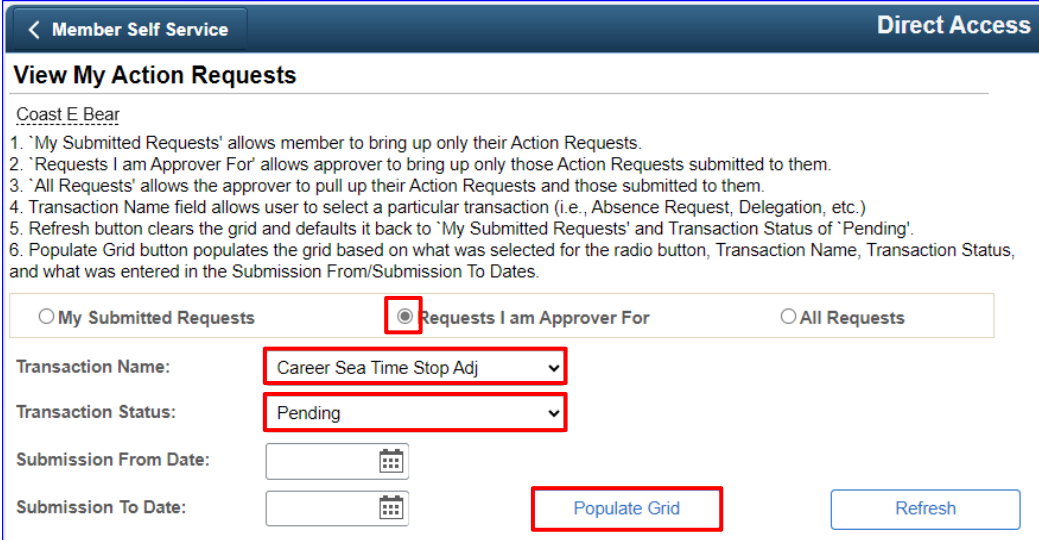
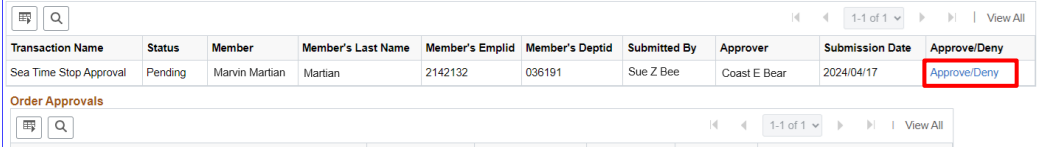
Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down.</p>  <p>The screenshot shows a web interface with a dark blue header containing a logo and the text 'DIRECT ACCESS'. Below the header is a white box with a dropdown menu labeled 'My Homepage'. The dropdown menu is open, showing two options: 'My Homepage' and 'Member Self Service'. The 'Member Self Service' option is highlighted with a red rectangular border.</p>
2	<p>Click on the <b>Requests (All Types) - View</b> tile.</p>  <p>The screenshot shows a single tile with a white background and a blue border. At the top of the tile, the text 'Requests (All Types) - View' is displayed in blue. Below the text is a grey icon of a document with a green checkmark in a circle at the bottom right corner.</p>

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# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

**Technician  
Procedures  
Auditor,**  
continued

Step	Action																				
<p><b>3</b></p>	<p>Select the <b>Requests I am Approver For</b> radio button.</p> <ul style="list-style-type: none"> <li>• <b>Transaction Name</b> – Select Career Sea Time Stop Adj from the drop-down.</li> <li>• <b>Transaction Status</b> – Leave as Pending.</li> <li>• Click <b>Populate Grid</b>.</li> </ul> 																				
<p><b>4</b></p>	<p>Select the <b>Approve/Deny</b> link.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Sea Time Stop Approval</td> <td>Pending</td> <td>Marvin Martian</td> <td>Martian</td> <td>2142132</td> <td>036191</td> <td>Sue Z Bee</td> <td>Coast E Bear</td> <td>2024/04/17</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Sea Time Stop Approval	Pending	Marvin Martian	Martian	2142132	036191	Sue Z Bee	Coast E Bear	2024/04/17	Approve/Deny
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Sea Time Stop Approval	Pending	Marvin Martian	Martian	2142132	036191	Sue Z Bee	Coast E Bear	2024/04/17	Approve/Deny												

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# Adding/Correcting Retro Active Neutral (Stop) Time Rows, Continued

**Auditor,**  
continued

Step	Action
<p><b>5</b></p>	<p>Verify the <b>Effective Date</b> and <b>End Date</b> are correct or select the <b>Click here to view additional request information</b> link to verify the dates and click <b>Approve</b>.</p> <div data-bbox="327 696 1369 1442" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b> Career Sea Time Stop Adj</p> <p><u>Martian, Marvin</u> Instructions Here...</p> <p><b>Request Details</b></p> <p>Effective Date: <span style="border: 1px solid red; padding: 2px;">06/11/2023</span></p> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>End Date: <span style="border: 1px solid red; padding: 2px;">2023-06-18</span>  Delete: 3  Description: N  Approved: N  Approval:  Approve Date  Time:</p> <p><b>Request URL</b></p> <p><span style="border: 1px solid red; padding: 2px;"><a href="#">Click here to view additional request information</a></span></p> <p>Comment: <input type="text"/></p> <p><span style="border: 1px solid red; padding: 2px;">Approve</span> <span style="border: 1px solid blue; padding: 2px;">Deny</span></p> <p>Request Status: Pending <span style="float: right;"><a href="#">View/Hide Comments</a></span></p> </div>
<p><b>6</b></p>	<p>The entire Neutral Time correction transaction has been <b>Approved</b> and completed.</p> <div data-bbox="327 1554 1369 1771" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: <span style="border: 1px solid red; padding: 2px;">Approved</span> <span style="float: right;"><a href="#">View/Hide Comments</a></span></p> <p><b>Approvers</b></p> <div style="border: 1px solid green; background-color: #e0f0e0; padding: 5px; margin-bottom: 5px;"> <p><b>Approved</b></p> <p>Coast E. Bear  CGHRSUP for User's SPO  04/17/24 - 12:14 PM</p> </div> <p><b>Comments</b></p> </div>