

One Time Positive Input (OTPI)

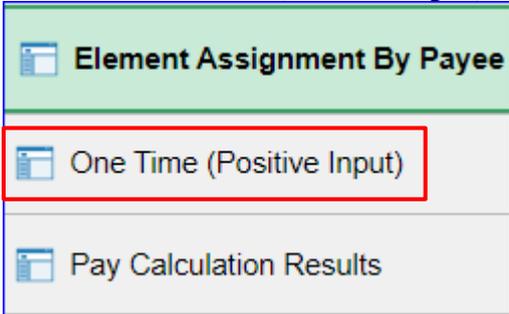
Introduction This guide provides the procedures for viewing the One Time Positive Input (OTPI) in Direct Access (DA).

Helpful Links (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 (b) [ALSPO B/19: Auditing Standard Pay Transactions \(April 2019\)](#)
 (c) [Pay Calculation Results User Guide](#)

Information While the name specifies “Positive Input”, the amount shown in an OTPI can be positive or negative. Any time PPC manually credits or debits a member’s pay, it will be documented in an OTPI.

OTPIs will display on payslips. The pay element that is listed in the OTPI details will display on the payslip as an earning or deduction.

Procedures See below.

Step	Action
1	Click on the Pay Processing Shortcuts Tile. 
2	Select the One Time (Positive Input) option. 

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One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 488 1394 1227" style="border: 1px solid black; padding: 10px;"> <p>One Time (Positive Input) 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"/> <input type="button" value="Add a New 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> Pay Group <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/> </p> <p> Calendar ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/> </p> <p> Name <input type="text" value="begins with"/> <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria </p> <p> Find an Existing Value Add a New Value </p> </div>

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One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action																																																																
4	<p>If the member has multiple OTPIs, Search Results will populate. If the member has a single OTPI, the OTPI will automatically open.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All 1-4 of 4</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Empl ID</th> <th style="text-align: left;">Empl Record</th> <th style="text-align: left;">Pay Group</th> <th style="text-align: left;">Calendar ID</th> <th style="text-align: left;">Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td style="border: 2px solid red;">A14M12PRD1###1</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2016M06M</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2016M09M</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2019M05E</td> <td>Morty Smith</td> </tr> </tbody> </table> </div> <p>Some members will have a Calendar ID A14M12PRD1###1. This Calendar ID shows items that were converted from Direct Access, version 8.0 as well as some prior period tax information.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>One Time (Positive Input)</p> <table style="width: 100%;"> <tr> <td>Employee ID 1234567</td> <td>Name Morty Smith</td> <td>Empl Record 0</td> </tr> <tr> <td>Pay Group USCG</td> <td>Description USCG Active Duty</td> <td>Pay Entity USCG</td> </tr> <tr> <td style="border: 2px solid red;">Calendar ID A14M12PRD1###1</td> <td>Begin Date 12/01/2014</td> <td>End Date 12/01/2014</td> </tr> </table> <p>Earnings and Deductions</p> <p>1-5 of 6 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Entry Type</th> <th style="text-align: left;">Element Name</th> <th style="text-align: left;">Element Description</th> <th style="text-align: left;">Instance</th> <th style="text-align: left;">Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CG ABS BAL</td> <td>Absence Balance Conversion</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG MGIB BASI</td> <td>CONV MGIB BASIC BAL</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG SGLI BAL</td> <td>Convert SGLI Arrears Balances</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG PP FEDTAX</td> <td>Prior Period Federal Tax</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>CG PP FICTAX</td> <td>Prior Period FICA Tax SS+Medi</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG	A14M12PRD1###1	Morty Smith	1234567	0	USCG	CG ACT 2016M06M	Morty Smith	1234567	0	USCG	CG ACT 2016M09M	Morty Smith	1234567	0	USCG	CG ACT 2019M05E	Morty Smith	Employee ID 1234567	Name Morty Smith	Empl Record 0	Pay Group USCG	Description USCG Active Duty	Pay Entity USCG	Calendar ID A14M12PRD1###1	Begin Date 12/01/2014	End Date 12/01/2014	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	CG ABS BAL	Absence Balance Conversion	1	Add	Earnings	CG MGIB BASI	CONV MGIB BASIC BAL	1	Add	Earnings	CG SGLI BAL	Convert SGLI Arrears Balances	1	Add	Earnings	CG PP FEDTAX	Prior Period Federal Tax	1	Add	Earnings	CG PP FICTAX	Prior Period FICA Tax SS+Medi	1	Add
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One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action																									
5	<p>Select the Calendar ID to be viewed. Each pay calendar will begin with CG ACT 20XXXXXX or CG RSV 20XXXXXX.</p> <ul style="list-style-type: none"> • CG ACT or CG RSV – identifies the pay calendar as Active Duty or Reserve • 20XX – identifies the pay calendar year • MXX – identifies the pay calendar month (i.e., M03 = March) • E – end-month pay calendar or • M – mid-month pay calendar <p>For example, CG ACT 2019M05E is an Active Duty pay calendar for end-month May 2019 (covers period 05/16/19 – 05/31/19) or CG RSV 2019M04M is a Reserve pay calendar for mid-month April 2019 (covers period 04/01/19 – 04/15/19).</p> <p>The Pay Group is also shown within the Search Results. USCG indicates the Active Duty pay group, USCG RSV indicates the Reserve pay group (for more information on understanding Reserve pay and the Reserve pay group, see the Understanding Reserve Pay Processing user guide).</p> <p>Note: There may be times when a pay element will be created on a pay calendar that does not coincide with the pay entitlement/deduction due to timing of the pay transaction and or Job Data update (such as an accession, e.g. OCS or USCG to EAD). When this occurs, a Trouble Ticket must be submitted to have the payment manually pay out by PPC.</p> <div data-bbox="327 1339 1295 1809" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All 1-4 of 4</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>A14M12PRD1###1</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2016M06M</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2016M09M</td> <td>Morty Smith</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td style="border: 2px solid red;">CG ACT 2019M05E</td> <td>Morty Smith</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG	A14M12PRD1###1	Morty Smith	1234567	0	USCG	CG ACT 2016M06M	Morty Smith	1234567	0	USCG	CG ACT 2016M09M	Morty Smith	1234567	0	USCG	CG ACT 2019M05E	Morty Smith
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One Time Positive Input (OTPI), Continued

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8	<p>The OTPI details will display. In this example of DELTA BAH, the Begin Date and End Date shown under Specify Values OR Elements provides the period covered by the transaction and the Amount Value indicates the Pay Adjustment amount.</p> <p>Click OK to return to the list of OTPI(s).</p> <div data-bbox="327 667 1393 1765" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <table border="0" style="width: 100%;"> <tr> <td>Employee ID 1234567</td> <td>Name Morty Smith</td> <td>Empl Record 000</td> </tr> <tr> <td>Pay Group USCG</td> <td>Description USCG Active Duty</td> <td></td> </tr> <tr> <td>Calendar ID CG ACT 2019M05E</td> <td>Begin Date 05/16/2019</td> <td>End Date 05/31/2019</td> </tr> <tr> <td>Element DELTA BAH</td> <td>Element Name Retro Delta BAH</td> <td>Instance 001</td> </tr> </table> <p>▼ Specify Values OR Elements</p> <table border="0" style="width: 100%;"> <tr> <td>Unit Value</td> <td>Unit Element</td> <td></td> </tr> <tr> <td>Rate Value</td> <td>Rate Element</td> <td></td> </tr> <tr> <td>Base Value</td> <td>Base Element</td> <td></td> </tr> <tr> <td>Percent Value</td> <td>Percent Element</td> <td>Currency</td> </tr> <tr> <td>Amount Value -7535.40</td> <td>Amount Element</td> <td>USD</td> </tr> <tr> <td>Begin Date 01/07/2019</td> <td>End Date 04/30/2019</td> <td></td> </tr> </table> <p>▼ Absence Dates</p> <table border="0" style="width: 100%;"> <tr> <td>Absence Begin Date</td> <td>Absence End Date</td> </tr> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </table> <p>▼ Other Data</p> <table border="0" style="width: 100%;"> <tr> <td>Batch Code</td> <td>Description of PI</td> </tr> </table> <p>▼ Supporting &Element Overrides</p> <p style="text-align: right;">Business Unit WARGC</p> <p>Supporting &Element Overrides</p> <p>☰ 🔍 1-1 of 1 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Entry Type</th> <th>Element Name</th> <th>Description</th> <th>Character Value</th> <th>Lookup Character Value</th> <th>Numeric Value</th> <th>Date Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">🔍</td> <td></td> <td></td> </tr> </tbody> </table> <p>OK Cancel Refresh</p> </div>	Employee ID 1234567	Name Morty Smith	Empl Record 000	Pay Group USCG	Description USCG Active Duty		Calendar ID CG ACT 2019M05E	Begin Date 05/16/2019	End Date 05/31/2019	Element DELTA BAH	Element Name Retro Delta BAH	Instance 001	Unit Value	Unit Element		Rate Value	Rate Element		Base Value	Base Element		Percent Value	Percent Element	Currency	Amount Value -7535.40	Amount Element	USD	Begin Date 01/07/2019	End Date 04/30/2019		Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI	Element Entry Type	Element Name	Description	Character Value	Lookup Character Value	Numeric Value	Date Value					🔍		
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<p>9</p>	<p>Here is an example of IDT Drills: Every IDT Drill and IDT COMRATS (meals) generates an OTPI. To view the details of each transaction, click the Details icon.</p> <div data-bbox="327 510 1353 943" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 9876543 Name <u>Rick Sanchez</u> Empl Record 0 <input type="checkbox"/></p> <p>Pay Group USCG RSV Description USCG Reservist Pay Entity USCG</p> <p>Calendar ID CG RSV 2019M06M Begin Date 06/01/2019 End Date 06/15/2019</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Earnings and Deductions</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>8888888</td> <td>06/10/2019 7:48:15AM</td> <td>902180</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>2</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>8888888</td> <td>06/10/2019 7:49:31AM</td> <td>902925</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>8888888</td> <td>06/10/2019 7:48:15AM</td> <td>902180</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>2</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>8888888</td> <td>06/10/2019 7:49:31AM</td> <td>902925</td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add</p> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	IDT DRILL	Inactive Duty for Training	1	Add	2.000000			USD	<input checked="" type="checkbox"/>	8888888	06/10/2019 7:48:15AM	902180	Earnings	IDT DRILL	Inactive Duty for Training	2	Add	2.000000			USD	<input checked="" type="checkbox"/>	8888888	06/10/2019 7:49:31AM	902925	Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add				USD	<input checked="" type="checkbox"/>	8888888	06/10/2019 7:48:15AM	902180	Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add				USD	<input checked="" type="checkbox"/>	8888888	06/10/2019 7:49:31AM	902925
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<p>10</p>	<p>The OTPI Details for an IDT Drill will indicate the Begin Date and End Date of the drill and the Drill Type.</p> <p>Click OK to return to the list of OTPIs.</p> <div data-bbox="327 1099 1257 1944" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <p>Employee ID 9876543 Name <u>Rick Sanchez</u> Empl Record 000</p> <p>Pay Group USCG RSV Description USCG Reservist</p> <p>Calendar ID CG RSV 2019M06M Begin Date 06/01/2019 End Date 06/15/2019</p> <p>Element IDT DRILL Element Name Inactive Duty for Training Instance 001</p> <p>Specify Values OR Elements</p> <table border="1"> <tr> <td>Unit Value</td> <td>2.000000</td> <td>Unit Element</td> <td></td> </tr> <tr> <td>Rate Value</td> <td></td> <td>Rate Element</td> <td></td> </tr> <tr> <td>Base Value</td> <td></td> <td>Base Element</td> <td></td> </tr> <tr> <td>Percent Value</td> <td></td> <td>Percent Element</td> <td>Currency</td> </tr> <tr> <td>Amount Value</td> <td></td> <td>Amount Element</td> <td>USD</td> </tr> <tr> <td>Begin Date</td> <td>06/08/2019</td> <td>End Date</td> <td>06/08/2019</td> </tr> </table> <p>Absence Dates</p> <table border="1"> <tr> <td>Absence Begin Date</td> <td>Absence End Date</td> </tr> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </table> <p>Other Data</p> <table border="1"> <tr> <td>Batch Code</td> <td>902180</td> <td>Description of PI</td> <td></td> </tr> </table> <p>Supporting & Element Overrides</p> <p>Business Unit ENLCG</p> <p>Required Fields</p> <table border="1"> <tr> <td>Drill Type</td> <td>IDT - Multiple</td> </tr> <tr> <td>Drill Department</td> <td>007510</td> </tr> </table> <p>Buttons: OK, Cancel, Refresh</p> </div>	Unit Value	2.000000	Unit Element		Rate Value		Rate Element		Base Value		Base Element		Percent Value		Percent Element	Currency	Amount Value		Amount Element	USD	Begin Date	06/08/2019	End Date	06/08/2019	Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	902180	Description of PI		Drill Type	IDT - Multiple	Drill Department	007510																													
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One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action																																																						
<p>11</p>	<p>Here is an example of a Refund of Missed Meals. Click the Details icon.</p> <div data-bbox="327 488 1396 837" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <table border="0"> <tr> <td>Employee ID</td><td>8765432</td> <td>Name</td><td>Jerry Smith</td> <td>Empl Record</td><td>0</td> </tr> <tr> <td>Pay Group</td><td>USCG</td> <td>Description</td><td>USCG Active Duty</td> <td>Pay Entity</td><td>USCG</td> </tr> <tr> <td>Calendar ID</td><td>CG ACT 2017M02M</td> <td>Begin Date</td><td>02/01/2017</td> <td>End Date</td><td>02/15/2017</td> </tr> </table> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DMR REFUND</td> <td>DMR Refund</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>5555555</td> <td>02/21/2017 10:07:31AM</td> <td></td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add</p> </div>	Employee ID	8765432	Name	Jerry Smith	Empl Record	0	Pay Group	USCG	Description	USCG Active Duty	Pay Entity	USCG	Calendar ID	CG ACT 2017M02M	Begin Date	02/01/2017	End Date	02/15/2017	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	DMR REFUND	DMR Refund	1	Add				USD		5555555	02/21/2017 10:07:31AM											
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<p>12</p>	<p>The OTPI details provides the number of meals being refunded for each meal type. In this example, the member was refunded for 18 meals (6 breakfasts, 6 lunches, 6 dinners).</p> <p>Click OK to return to the list of OTPI(s).</p> <div data-bbox="327 1032 1248 1984" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <table border="0"> <tr> <td>Employee ID</td><td>8765432</td> <td>Name</td><td>Jerry Smith</td> <td>Empl Record</td><td>000</td> </tr> <tr> <td>Pay Group</td><td>USCG</td> <td>Description</td><td>USCG Active Duty</td> <td></td><td></td> </tr> <tr> <td>Calendar ID</td><td>CG ACT 2017M02M</td> <td>Begin Date</td><td>02/01/2017</td> <td>End Date</td><td>02/15/2017</td> </tr> <tr> <td>Element</td><td>DMR REFUND</td> <td>Element Name</td><td>DMR Refund</td> <td>Instance</td><td>001</td> </tr> </table> <p>Specify Values OR Elements</p> <table border="0"> <tr><td>Unit Value</td><td>Unit Element</td><td></td></tr> <tr><td>Rate Value</td><td>Rate Element</td><td></td></tr> <tr><td>Base Value</td><td>Base Element</td><td></td></tr> <tr><td>Percent Value</td><td>Percent Element</td><td>Currency</td></tr> <tr><td>Amount Value</td><td>Amount Element</td><td>USD</td></tr> <tr><td>Begin Date</td><td>End Date</td><td></td></tr> </table> <p>Absence Dates</p> <table border="0"> <tr><td>Absence Begin Date</td><td>Absence End Date</td></tr> <tr><td>Period Begin Date</td><td>Period End Date</td></tr> </table> <p>Other Data</p> <table border="0"> <tr><td>Batch Code</td><td>Description of PI</td></tr> </table> <p>Supporting &Element Overrides</p> <p>Business Unit ENLCG</p> <p>Number of Meals</p> <table border="1"> <tr> <td>#Breakfast - DMR Refund</td> <td>6.000000</td> </tr> <tr> <td>#Lunches - DMR Refund</td> <td>6.000000</td> </tr> <tr> <td>#Dinners - DMR Refund</td> <td>6.000000</td> </tr> </table> <p>Buttons: OK, Cancel, Refresh</p> </div>	Employee ID	8765432	Name	Jerry Smith	Empl Record	000	Pay Group	USCG	Description	USCG Active Duty			Calendar ID	CG ACT 2017M02M	Begin Date	02/01/2017	End Date	02/15/2017	Element	DMR REFUND	Element Name	DMR Refund	Instance	001	Unit Value	Unit Element		Rate Value	Rate Element		Base Value	Base Element		Percent Value	Percent Element	Currency	Amount Value	Amount Element	USD	Begin Date	End Date		Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI	#Breakfast - DMR Refund	6.000000	#Lunches - DMR Refund	6.000000	#Dinners - DMR Refund	6.000000
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One Time Positive Input (OTPI), Continued

Procedures,
continued

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<p>13</p>	<p>Here is an example of a lump sum leave sale. Click the Details icon.</p> <div data-bbox="327 488 1396 869" style="border: 1px solid blue; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 3333333 Name <u>Summer Smith</u> Empl Record 0</p> <p>Pay Group USCG Description USCG Active Duty Pay Entity USCG</p> <p>Calendar ID CG ACT 2017M11M Begin Date 11/01/2017 End Date 11/15/2017</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Earnings and Deductions</p> <p>⌕ 1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>Lump Sum Leave</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>3372.60</td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>5555555</td> <td>10/25/2017 12:14:33PM</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	LUMPSUM LEAV	Lump Sum Leave	1	Add			3372.60	USD	<input checked="" type="checkbox"/>	5555555	10/25/2017 12:14:33PM	
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<p>14</p>	<p>The OTPI details provides the number of days of leave sold. In this example, the member sold 30 days for a total of \$3372.60. Click OK to return to the list.</p> <div data-bbox="327 965 1396 1982" style="border: 1px solid blue; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <p>Employee ID 3333333 Name <u>Summer Smith</u> Empl Record 000</p> <p>Pay Group USCG Description USCG Active Duty</p> <p>Calendar ID CG ACT 2017M11M Begin Date 11/01/2017 End Date 11/15/2017</p> <p>Element LUMPSUM LEAV Element Name Lump Sum Leave Instance 001</p> <p>▼ Specify Values OR Elements</p> <table border="1"> <tbody> <tr> <td>Unit Value</td> <td>Unit Element</td> </tr> <tr> <td>Rate Value</td> <td>Rate Element</td> </tr> <tr> <td>Base Value</td> <td>Base Element</td> </tr> <tr> <td>Percent Value</td> <td>Percent Element</td> </tr> <tr> <td>Amount Value</td> <td>Amount Element</td> </tr> <tr> <td>Begin Date</td> <td>End Date</td> </tr> </tbody> </table> <p>Amount Value: 3372.60 Currency: USD</p> <p>Begin Date: 11/15/2017 End Date: 11/15/2017</p> <p>▼ Absence Dates</p> <table border="1"> <tbody> <tr> <td>Absence Begin Date</td> <td>Absence End Date</td> </tr> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </tbody> </table> <p>▼ Other Data</p> <table border="1"> <tbody> <tr> <td>Batch Code</td> <td>Description of PI</td> </tr> </tbody> </table> <p>▼ Supporting &Element Overrides</p> <p>Business Unit ENLCG</p> <p>Required Fields</p> <p>*Lump Sum Leave Type Manual Calculation</p> <p>Leave Days Sold 30.000000</p> <p>Forwarded Separation Leave</p> <p>OK Cancel Refresh</p> </div>	Unit Value	Unit Element	Rate Value	Rate Element	Base Value	Base Element	Percent Value	Percent Element	Amount Value	Amount Element	Begin Date	End Date	Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI								
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One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action																										
<p>15</p>	<p>Here's an example of when a Reserve member carries forward leave on their Separation orders (RELAD). Click the Details icon.</p> <div data-bbox="327 521 1396 902" style="border: 1px solid blue; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 3333333 Name <u>Summer Smith</u> Empl Record 0</p> <p>Pay Group USCG Description USCG Active Duty Pay Entity USCG</p> <p>Calendar ID CG ACT 2018M06E Begin Date 06/16/2018 End Date 06/30/2018</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Earnings and Deductions</p> <p>⌵ Q 1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>LUMPSUM LEAV</td> <td>Lump Sum Leave</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>5555555</td> <td>06/14/2018 8:17:53AM</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	LUMPSUM LEAV	Lump Sum Leave	1	Add				USD		5555555	06/14/2018 8:17:53AM	
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<p>16</p>	<p>The OTPI details provides the number of days of leave carried forward. In this example, the member carried forward 49.0 days. Click OK to return to the list.</p> <div data-bbox="327 999 1356 1982" style="border: 1px solid blue; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <p>Employee ID 3333333 Name <u>Summer Smith</u> Empl Record 000</p> <p>Pay Group USCG Description USCG Active Duty</p> <p>Calendar ID CG ACT 2018M06E Begin Date 06/16/2018 End Date 06/30/2018</p> <p>Element LUMPSUM LEAV Element Name Lump Sum Leave Instance 001</p> <p>▼ Specify Values OR Elements</p> <table border="1"> <tr><td>Unit Value</td><td>Unit Element</td><td></td></tr> <tr><td>Rate Value</td><td>Rate Element</td><td></td></tr> <tr><td>Base Value</td><td>Base Element</td><td></td></tr> <tr><td>Percent Value</td><td>Percent Element</td><td>Currency</td></tr> <tr><td>Amount Value</td><td>Amount Element</td><td>USD</td></tr> <tr><td>Begin Date</td><td>End Date</td><td></td></tr> </table> <p>▼ Absence Dates</p> <table border="1"> <tr><td>Absence Begin Date</td><td>Absence End Date</td></tr> <tr><td>Period Begin Date</td><td>Period End Date</td></tr> </table> <p>▼ Other Data</p> <table border="1"> <tr><td>Batch Code</td><td>Description of PI</td></tr> </table> <p>▼ Supporting &Element Overrides</p> <p>Business Unit ENLCG</p> <p>Required Fields</p> <p>*Lump Sum Leave Type Separation</p> <p>Leave Days Sold</p> <table border="1"> <tr> <td>Forwarded Separation Leave</td> <td>49.000000</td> </tr> </table> <p>OK Cancel Refresh</p> </div>	Unit Value	Unit Element		Rate Value	Rate Element		Base Value	Base Element		Percent Value	Percent Element	Currency	Amount Value	Amount Element	USD	Begin Date	End Date		Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI	Forwarded Separation Leave	49.000000
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