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.
	Pay Processing Shortcuts
2	Select the One Time (Positive Input) option.
	 Element Assignment By Payee One Time (Positive Input) Pay Calculation Results

Procedures,

continued

Step			Action							
3	Enter the memb	er's Empl ID a	and click Search.							
	One Time (Positive Inp	out)							
	Enter any information you have and click Search. Leave fields blank for a list of all v									
	Find an Exi	sting Value	<u>A</u> dd a New Value							
	Search Crit	eria								
	Empl ID	begins with \checkmark	1234567							
	Empl Record	= 🗸								
	Pay Group	begins with \checkmark	۹							
	Calendar ID	begins with \checkmark	Q							
	Name	begins with \checkmark								
	Case Sensit	ve								
	Search	Clear Basic	Search 📓 Save Search Criteria							
	Find an Existing	Value Add a	a New Value							

Procedures,

continued

			Action								
f the men	nber has mu	Itiple OTP	ls, Search Ro	esults	will populate.	If the member					
has a single OTPI, the OTPI will automatically open.											
View All											
Empl ID	Empl Record	Pay Group	Calendar I	D	Name	-					
1234567	0	USCG	A14M12PRD1	###1	Morty Smith						
1234567	0	USCG	CG ACT 2016	M06M	Morty Smith						
1234567	0	USCG	CG ACT 2016	M09M	Morty Smith	_					
1234567	0	USCG	CG ACT 2019	M05E	Morty Smith						
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Procedures,

continued

			Action							
Select the Calendar ID to be viewed. Each pay calendar will begin with CG ACT 20XXXXXX or CG RSV 20XXXXXX.										
 CG ACT 20XX - i MXX - i E - end-i M - mid 	Γ or CG RSV identifies the p identifies the p month pay cale l-month pay ca	– identifies bay calendar bay calendar endar or lendar	the pay calendar as A year month (i.e., M03 = 1	Active Duty o March)						
For examp May 2019 Reserve pa (4/15/19)	ble, CG ACT 2 (covers period ay calendar for	019M05E is l 05/16/19 – r mid-month	an Active Duty pay 05/31/19) or CG RS April 2019 (covers j	calendar for V 2019M04N period 04/01/						
ctive Du	ij puj group, (1' D	1.1 D							
Note: The nat does r cansaction (AD). W ayment n Search Re	ere may be time not coincide wi h and or Job Da hen this occurs nanually pay of esults	ading Reserv Pay Processi es when a pay th the pay en ata update (s s, a Trouble ut by PPC.	we pay and the Reserned on the Reserned on the Reserned on the reserve of the res	ve pay group, reated on a pa due to timing e.g. OCS or nitted to have						
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Procedures,

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					Actio	n						
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This Caler	ndar is finaliz	ed. Any changes w	vill be consi	idered during r	retro proces	ssing.						
Earnings and Deductions											▶ View A	Ш
Actio	n <u>M</u> ain	Components	Source	⊪								
Entry Typ	pe l	Element Name	Elen	nent Descript	ion	Insta	nce Action	Туре				
Earnings		DELTA BAH	Retr	o Delta BAH			1 Add					
Save	Return	to Search	Previous i	in List	Vext in Lis	tN	otify	lefresh		Add	Update/Display	1
	Pay Group 119	34567	Na	me Morty Smith	h tivo Duty		Empl Re	cord 0				
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Procedures,

continued

					Act	ion					
The C	OTPI de	etails v	will displa	ay. In th	is exa	mple	of DEL	ГА ВАН, t	he Beg	in Dat	
and End Date shown under Specify Values OR Elements provides the period											
covered by the transaction and the Amount Value indicates the Pay Adjustment											
amou	nt.										
Click	OK to	returi	n to the li	st of OT	PI(s).						
One T	ïme (Pos	sitive Inp	out)								
Positi	ve Input	- Detai	ls								
En	nployee ID	1234567			Name	Morty Si	nith	Em	pl Record	000	
1	Pay Group	USCG		Des	scription	USCG A	ctive Duty				
C	alendar ID	CG ACT	2019M05E	Be	gin Date	05/16/20	19		End Date	05/31/201	
	Element	DELTA	BAH	Eleme	nt Name	Retro De	elta BAH		Instance	001	
▼ Spe	ecifv Value	s OR Ele	ements								
5F			Unit Value				Unit Ek	amont			
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		1	Amount Value	•	-7535.40) 🗾	Amount Ele	ement		USD	
			Begin Date	01/07/2019			End	d Date 04/30/20	19		
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								5 J.D			
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 Oth 	er Data										
			Batch Code	÷	Description of PI						
Supporting ∈ Overrides											
			.	Busin	ess Unit	WARCG	ì				
Sup	porting &	Element	Overrides								
	, Q							1-1 of 1 🔽		View All	
Ele	ment Entry	Type E	lement Name	Description	Charact	er Value	Lookup Character Value	Numeric Value	Date Valu	e	
							Q				
							-				
0	ĸ	Cancel	Refreeh								
0		Sunser	Rentan								

Procedures,

continued

Step	Action													
9	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.													
	One Time (Positive Input)													
	Employee ID 9876543 Name Rick Sanchez Empl Record 0 Pay Group USCG RSV Description USCG Reservist Pay Entity USCG													
	Calendar ID CG RSV 2019M06M Begin Date 06/01/2019 End Date 06/15/2019													
	This Calendar is finalized. Any changes will be considered during retro processing. Earnings and Deductions													
	EE Q 4 4 1-4 of 4 ☑ ▶ -11													
	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 2.00000 🗊 🗊 USD 🕢 <table-cell> k88888 06/10/2019 7:48:15AM 902180</table-cell>													
	Earnings IDT DRILL Inactive Duty for Training 2 Add 200000 🗊 🗊 VSD 🐼 <table-cell> 100 0000 000000000000000000000000000</table-cell>													
	Earnings IDT COMRATS Meal Allowance for IDT 1 Add 5 g g USD 2 k k k k k k k k k k k k k k k k k k													
	Earnings IDT COMRATS Meal Allowance for IDT 2 Add 7 2 USD 2 🗟 8888888 06/10/2019 7:49:31AM 902925													
	Save Petium to Search Drevious in List Nort in List Notify Rofresh													
10	The OTPI Details for an IDT Drill will indicate the Begin Date and End Date of													
	the drill and the Drill Type .													
	Click OK to return to the list of OTPIs.													
	One Time (Positive Input)													
	POSITIVE INPUT - Details													
	Pay Group USCG RSV Description USCG Reservist													
	Calendar ID CG RSV 2019M06M Begin Date 06/01/2019 End Date 06/15/2019													
	Element IDT DRILL Element Name Inactive Duty for Training Instance 001													
	Specify Values OR Elements													
	Unit Value 2.000000 Unit Element													
	Rate Value Rate Element													
	Base Value Base Element													
	Percent Value Percent Element Currency													
	Begin Date 06/08/2019 End Date 06/08/2019													
	Absence Begin Date Absence End Date													
	▼ Other Data													
	Batch Code 902180 Description of PI													
	 Supporting ∈ Overrides 													
	Business Unit ENLCG													
	Required Fields													
	Drill Type IDT - Multiple Drill Department 007510													
	OK Cancel Refresh													

Procedures,

continued

Step	Action
11	Here is an example of a Refund of Missed Meals . Click the Details icon.
	One Time (Positive Input)
	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
	This Calendar is finalized. Any changes will be considered during retro processing.
	Earnings and Deductions
	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 J USD J 5555555 02/21/2017 10.07.31AM
	Save Return to Search Previous in List Next in List Notify Refresh Add
- 10	
12	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).
	Click $\mathbf{O}\mathbf{K}$ to return to the list of $\mathbf{OTDI}(s)$
	One Time (Positive Input)
	Positive Input - Details
	lerry Smith
	Employee ID 8/65432 Name Servy Sinual 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
	Specify Values OR Elements
	Unit Value Unit Element
	Rate Value Rate Element
	Base Value Base Element
	Percent Value Percent Element Currency
	Amount Value Amount Element USD
	Degin Date Elia Date
	Absence Dates
	Absence Begin Date Absence End Date
	Period Begin Date Period End Date
	▼ Other Data
	Batch Code Description of PI
	Supporting & Element Overrides
	Number of Meals
	#Breaktast - UMK 6.000000 Refund
	#Lunches - DMR 6.000000
	#Dinners - DMR Refund 6.000000
	OK Cancel Refresh

Procedures,

continued

Step	Action
13	Here is an example of a lump sum leave sale. Click the Details icon.
	One Time (Positive Input)
	Employee ID 333333 Name Summer Smith Empl Record 0
	Calendar ID CG ACT 2017M11M Begin Date 11/01/2017 End Date 11/15/2017
	This Calendar is finalized. Any changes will be considered during retro processing.
	Earnings and Deductions
	III Q
	Entry Type Element Name Element Description Instance Action Type Unit Rate Amount Currency Code Details
	Earnings LUMPSUM LEAV Lump Sum Leave 1 Add 🦼 3372.60, USD 🐨 🖺 5555555 10/25/2017 12:14:33PM
	Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display
14	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.
	One Time (Positive Input)
	Positive Input - Details
	Employee ID 33333333 Name Summer Smith Empl Record 000
	Pay Group USCG Description USCG Active Duty
	Calendar ID CG ACT 2017M11M Begin Date 11/01/2017 End Date 11/15/2017
	Element LUMPSUM LEAV Element Name Lump Sum Leave Instance 001
	✓ Specify Values OR Elements
	Unit Value Unit Element
	Rate Value Rate Element
	Base Value Base Element
	Percent Value Percent Element Currency
	Amount Value 3372.60 Amount Element USD
	Begin Date 11/15/2017 End Date 11/15/2017
	✓ Absence Dates
	Alexande Regin Date
	Period Begin Date Period End Date
	T Other Date
	Batch Code Description of PI
	Supporting ∈ Overrides
	Business Unit ENLCG
	Required Fields
	*Lump Sum Leave Type Manual Calculation
	Leave Days Sold 30.000000
	Forwarded Separation Leave
	OK Cancel Refresh

Procedures,

continued

Step		Action											
15	Here's an example of when a Reserve member carries forward leave on their												
	Separation orders (RELAD). Click the Details icon.												
	One Time (Positive Input)												
	E	Employee ID 333	3333	Name	Summer Smi	th		Empl Record	0				
		Calendar ID CG	ACT 2018M06E	Description Begin Date	06/16/2018	Duty		Pay Entity End Date	06/30/2018				
	This Calend	ar is finalized. Any	changes will be conside	red during retro pro	cessing.								
	Earnings a	nd Deductions								_			
	₿ Q								14 4 (1-1 of 1	View.		
	Finter Truck	Element Neme	Element Description	Instance Astion	Tuna Unit I	D-6- A		ou Code Dataile	Updated By	1	- Data/Time Batala C		
	Entry Type	Element Name	Element Description	Instance Action	Type Unit H	Rate Am	ount Curren	icy Code Details	S User	Last Updat	e Date/Time Batch C		
	Earnings	LUMPSUM LEAV	Lump Sum Leave	1 Add		F	🛒 USD	\checkmark	B 5555555	06/14/2018	8:17:53AM		
	Save	Return to Sear	ch Previous in L	ist Next in L	ist Notify	/ Refr	esh			Add	Update/Displa		
16	The C	OTPI det	ails provid	les the n	umber	of d	ays of	leave d	carried f	orwa	rd . In thi		
	exam	ple, the 1	member ca	arried for	ward 4	49.0 c	lays. (Click O	K to retu	ırn to	the list.		
	One Ti	me (Positi	ive Input)										
	Positiv	/e Input -	Details										
		Employee	ID 3333333			Name	Summer	Smith	Empl	Record	000		
		Pay Gro	oup USCG		Desc	ription	USCG A	ctive Duty					
		Calendar	ID CG ACT 20	018M06E	Beg	in Date	06/16/20	18	E	nd Date	06/30/2018		
		Elem	ent LUMPSUN	1 LEAV	Elemen	t Name	Lump Su	ım Leave	h	nstance	001		
	 Spe 	cify Values	OR Elements										
			Uni	t Value				Unit Elem	ent				
			Rate	e Value				Rate Elem	ent				
			Base	e Value				Base Elem	ent				
			Percen	t Value			Pe	ercent Elem	ent		Currency		
			Amoun	t Value			An	nount Elem	ent		USD		
			Beg	in Date				End D	ate				
	 Abs 	ence Dates											
			Absence Beg	in Date			A	Absence En	d Date				
			Period Beg	in Date				Period En	d Date				
	▼ Other	er Data											
			Batcl	h Code				Descriptio	n of Pl				
	🕶 Sup	porting &El	ement Overrid	es									
			В	usiness Unit	ENLCG								
	Req	uired Fields	_		2.1200								
			*Lump Sun	n Leave Type	Separat	ion							
			Lea	ve Days Sold									
			Forwarde	d Separation		49.0	00000						
1							-						