# **Approving Pay Transactions**

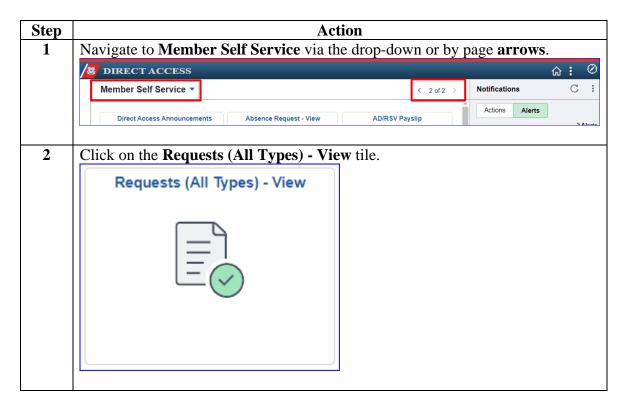
Overview	
Introduction	This guide provides the procedures for approving pay transactions and Pay Correction action requests in Direct Access (DA).
Required User Roles	The approver must have the CGHRSUP user role to approve pay transactions and pay corrections in DA.
Important Information	If the error message below displays, click <b>OK</b> , then click any other menu item and the search parameters or action request will open. No active employee instance found for Employee 1053919 (0.0) CG, COMMON HumanResource Person OnExecute Name getActiveEmployeeInstanceForPay PCPC.7632 Statement 140 Called from CG_ACTN_REQUEST_AD GBL PostBuild Statement 4
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Approving Pay Correction Action Requests	6

## **Approving Pay Transactions**

**Introduction** This section provides the procedures for approving pay transactions in Direct Access (DA).

**Procedures** See below.



# Approving Pay Transactions, Continued

**Procedures**, continued

Step	Action
3	The View My Action Requests page will display.
	• Select the <b>Requests I am Approver For</b> radio button.
	• Transaction Name – leave as All Transactions, or using the drop-down, select
	the type of transaction to be approved (only those transactions will display in
	the Search Results).
	• Transaction Status – leave as Pending.
	Click <b>Populate Grid</b> .
	<b>NOTE:</b> To narrow the search results even further, a <b>Submission From Date</b>
	and/or a <b>Submission To Date</b> may be entered.
	View My Action Requests
	Leia Organa Solo
	1. 'My Submitted Requests' allows member to bring up only their Action Requests.
	<ol> <li>Yequests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> </ol>
	4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
	<ol> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name,</li> </ol>
	Transaction Status, and what was entered in the Submission From/Submission To Dates.
	O My Submitted Requests   Requests I am Approver For  All Requests
	Transaction Name: All Transactions
	Transaction Status: Pending V
	Submission From Date:
	Submission To Date: Populate Grid Refresh

# Approving Pay Transactions, Continued

### Procedures,

continued

Step	Action		
4	Any transactions matching the criteria entered in Step 2 will populate. Click		
	Approve/Deny for the transaction to be reviewed.		
	NOTE: Transactions may be sorted by clicking the Submission Date or Drill		
	<b>Date</b> for easier tracking (Date format = YYYY/MM/DD).		
	Personalize   Find   View All   [2]   First 🚯 1-20 of 31 🕑 Last Transaction Name Status Member Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Drill Date Approve/Deny		
	Family Separation Allowance         Pending         Luke Skywalker         Skywalker         1234567         048812         Ahsoka Tano         Leia Organa Solo         2022/04/29         Approve/Deny           Career Sea Pay Premium         Pending         Lando Calrissian         1852746         000780         Master/Voda         Leia Organa Solo         2022/04/29         Approve/Deny		
	COLA Approval         Pending         Boba Fett         Fett         211234         044682         Ahsoka Tano         Leia Organa Solo         2022/04/29         Approve/Deny		
	Career Sea Pay Premium         Pending         Darth Vader         Vader         2123456         000780         Count Dooku         Leia Organa Solo         2022/04/29         Approve/Deny           Family Separation Allowance         Pending         Wedge Antilles         Antilles         9516237         048812         Master Yoda         Leia Organa Solo         2022/04/29         Approve/Deny		
5	The selected transaction will open in a new window. Review the transaction for		
	accuracy. Enter any comments as appropriate (required if denying the request).		
	Then click <b>Approve</b> or <b>Deny</b> .		
	Action Request		
	Family Separation Allowance		
	Luke Skywalker		
	Requesting Family Separation Allowance		
	FSA-R For personnel serving in a dependent restricted assignment.		
	FSA-S For personnel permanently assigned to a ship which deployed in excess of 30 days.		
	FSA-T For TDY assignments, including TDY to a ship which deployed in excess of 30 days.		
	1. Choose a Type.		
	<ol> <li>Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>Chose an End Date or leave blank. If the End Date is not entered, then FSA continues until entered.</li> </ol>		
	4. Press Submit.		
	Request Details		
	Type: FSA-T		
	Begin Date:         04/02/2022           End Date:         08/09/2022		
	Request Documents		
	Comment:		
	Approve Deny		
	Request Status:Pending     Sview/Hide Comments		
	Approvers		
	Pending Multiple Approvers		
	CGHRSUP for User's SPO		
	Comments		
	Luke Skywalker at 04/29/22 - 5:59 PM		
	MBR TDÝ TO LOCKPORT FM 04/02 - 08/09		

# Approving Pay Transactions, Continued

### Procedures,

continued

Action
If approved, the Request Status will update to Approved:
Family Separation Allowance
Luke Skywalker
Requesting Family Separation Allowance
FSA-R For personnel serving in a dependent restricted assignment.
FSA-S For personnel permanently assigned to a ship which deployed in excess of 30 days.
FSA-T For TDY assignments, including TDY to a ship which deployed in excess of 30 days.
<ol> <li>Choose a Type.</li> <li>Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs</li> <li>Chose an End Date or leave blank. If the End Date is not entered, then FSA continues until entered.</li> <li>Press Submit.</li> </ol>
Request Details
Type: FSA-T
Begin Date: 04/02/2022
End Date: 08/09/2022
Request Documents
Comment
Comment:
Approve Deny
Request Status Approved     Sview/Hide Comments
Approvers
Approved
Leia Organa Solo
05/06/22 - 10:57 AM
Comments
Luke Skywalker at 04/29/22 - 5:59 PM
MBR TDY TO LOCKPORT FM 04/02 - 08/09
If denied, the Request Status will update to <b>Denied</b> .
SPO Approver
Request Status Denied     Second Status Denied
Approvers
Denied
CGHRSUP for User's SPO 05/06/22 - 10:58 AM
Comments
Comments
<ul> <li>Comments</li> <li>Leia Organa Solo at 05/06/22 - 10:58 AM</li> <li>Comments are required when denying an action request.</li> </ul>

### **Approving Pay Correction Action Requests**

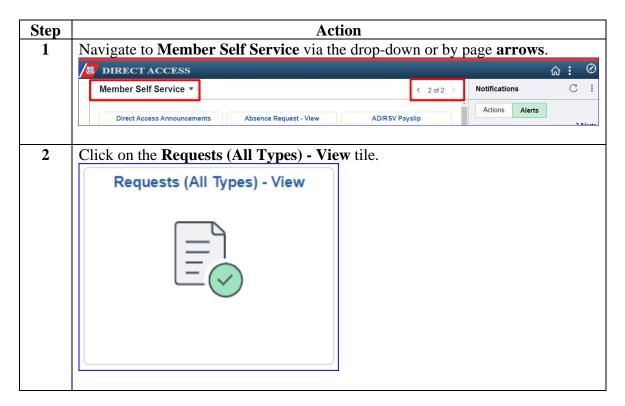
Introduction	This guide provides the procedures f Requests in Direct Access (DA).	or approving Pay Correction Action
Pay Correction	The Pay Correction Action Request is previously entered Pay Action Reque	1
	• Assignment Pay	• Assignment Incentive Pay
	• BAS II	Board Certified Pay
	• Career Sea Pay	Career Sea Pay Premium
	COLA Unique	• Crew Flight Pay
	• Discount Meal Rate (CGSMR) (See Stopping CGSMR)	• Discount Meal Rate Refund (RMM)
	• Diving Duty Pay	• Flight Deck Hazardous Duty Pay
	Family Separation Allowance	• Foreign Language Proficiency Pay
	Hardship Duty Pay - Location	• HDIP (Visit Board Search & Seizure)
	Hostile Fire/Imminent Danger     Pay	• Health Profession Incentive Pay
	• Health Profession Board Cert IP	• HDIP (High Pressure Chamber)
	Meal Allowance for Cadets	• Non-Crew Flight Pay
	Optometrist / Veterinarian Pay	Special Duty Pay
	Variable Special Pay	

Stopping Coast Guard Standard Meal Rate (CGSMR) For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but CGSMR MUST BE MANUALLY STOPPED:

- The day prior to a Reservist departing an EUM/ESM unit.
- The day prior to a galley closure at an EUM/ESM unit (see <u>SMR Batch</u> <u>Process</u> user guide for stopping/starting SMR for multiple members).
- The day prior to departure on terminal leave, with no intention of returning to the unit.
- The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.
- During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel).
- During Inclusive dates of leave.
- During Inclusive dates of hospitalization.

## Approving Pay Correction Action Requests, Continued

**Procedures** See below.



## Approving Pay Correction Action Requests, Continued

Procedures,

continued

Step	Action
3	The View My Action Requests page will display.
	• Select the <b>Requests I am Approver For</b> radio button.
	• <b>Transaction Name</b> – leave as All Transactions, or using the drop-down, select the Pay Correction (only Pay Correction Action Requests will display in the
	Search Results).
	• Transaction Status – leave as Pending.
	Click Populate Grid.
	<b>NOTE:</b> To narrow the search results even further, a <b>Submission From Date</b> and/or a <b>Submission To Date</b> may be entered.
	View My Action Requests
	Leia Organa Solo
	<ol> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol>
	O My Submitted Requests I am Approver For O All Requests
	Transaction Name: Pay Correction
	Transaction Status: Pending
	Submission From Date:
	Submission To Date: Populate Grid Refresh

## Approving Pay Correction Action Requests, Continued

Procedures,

continued

Step	Action
4	Any transactions matching the criteria entered in Step 2 will populate. Click
	Approve/Deny for the pay action request to be reviewed.
	<b>NOTE:</b> Transactions may be sorted by clicking the <b>Submission Date</b> or <b>Drill</b>
	<b>Date</b> for easier tracking (Date format = YYYY/MM/DD).
	Personalize   Find   View All   🗇   🧱 First 🕢 1-3 of 3 🕟 Last
	Transaction Name         Status         Member         Member's Last Name         Member's Empilid         Member's Deptid         Submitted By         Approver         Submission Date         Approve/Deny           Pay Correction Request         Pending         Lando Calrissian         Calrissian         1852746         042898         Master Yoda         Leia Organa Solo         2022/04/26         Approve/Deny
	Pay Correction Request Pending Lando Calrissian Calrissian 1852746 042898 Master Yoda Leid Organa Solo 2022/04/22 Approve/Deny
	Pay Correction Request Pending Dameron Poe Poe 6543215 042898 Rey Leia Organa Solo 2022/04/22 Approve/Deny
5	The Pay Correction Action Request will open in a new window. Review the
	action request for accuracy. Enter any <b>comments</b> as appropriate (required if
	denying the request). Then click <b>Approve</b> or <b>Deny</b> .
	Action Request
	Pay Correction
	Lando Calrissian
	1. 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.
	<ol><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></ol>
	<ol><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. Note: Cancelling an instance of a pay element</li></ol>
	will retroactively reverse all amounts paid or deducted in prior finalized calendars.
	<ol><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></ol>
	5. Press Submit.
	Request Details
	Pay Element: CSEAPAY Cancel: NO Instance #: 1
	New Begin Date: 11/12/2021
	New End Date: 04/09/2022
	Get Details
	Request Information
	Current Begin 11/12/2021 Date:
	Current End Date: 03/28/2022
	Amount: CALCULATED BY GLOBAL PAYROLL
	Active?: YES
	Comment:
	Approve Deny
	Approve
	▼ Request Status:Pending
	Pending
	Multiple Approvers
	▼ Comments
	Comments Lando Calrissian at 04/26/22 - 12:24 PM <no comments=""></no>

## Approving Pay Correction Action Requests, Continued

### Procedures,

continued

If approved, the Request Status will update to Approved: Pay Correction Table Control of the second			Action	
Image: Control of the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Paye eliment in on the home page.         Press Oet Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.         3. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element in durcheck the Active box in EABP Net. Canceling in instance of a pay element correct information.         4. 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.         Press Submit.         Request Details         Pay Element:       CSEAPAY         Instance #:       1         New Begin Date:       04/09/2022         Get Details       No         Request Information       Current Begin 11/12/2021         Current IBegin 11/12/2021       Cancel:       NO         Mew End Date:       04/09/2022       Amount: CALCULATED BY GLOBAL PAYROLL         Active?:       YES       YES         Comment:       Cancel:       NO         Approved       View/Hide Comments       Yes Status         Approved       View/Hide Comments       Yes Status         Approved       View/Hide Comments       SPO Approver         Vieworkhide:	If approved,	the Request Stat	us will update to Ap	proved:
C boost the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element     Press Get Details button. If no results appay, "     Press Get Details button. If no results appay,"     the Pay Element - Instance # combination is invalid and will not be able to be     submitted.     The will cancel the pay element and uncheck the Active box in EAPN Note: Cancelling an instance of a pay eleme     will retroactively reverse all amounts paid or deducted in prior finalized calendars.     If an amount advid a supporting value must be corrected, stop or cancel the pay element and create a new request with the     correct information.     Press Submit.      Request Details     Pay Element: CSEAPAY     Cancel: NO     Instance # 1     New Regin Date: 11/12/2021     Date:     Current Begin 11/12/2021     Date:     Current Begin 11/12/2021     Date:     Current Date: 04/09/2022     Amount: CALCULATED BY GLOBAL PAYROLL     Active?: YES     Comment:     Comments     Lando Calrissian at 04/26/22 - 12:24 PM      King Comments      If denied, the Request Status will update to Denied:     SPO Approver         Request Status Denied         (View/Hide Comments         Able or Status Status         Comments         Lando Calrissian at 04/26/22 - 12:24 PM	Pay Correction			
Assignment by Payee Ink on the home page. 2. Press Got Details button. If for results appose, the Pay Element - Instance # combination is invalid and will not be able to be submitted. 3. 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. Note: Cancelling an instance of a pay element will retrocardiscup reverse all amounts paid or deducted in prior finalized calamodars. 4. 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. 5. Press Submit. Pay Element: CSEAPAY Cancel: NO Instance #: 11/12/2021 New Begin Date: 11/12/2021 Correct End Date: 04/09/2022 Cort Details Request Information Current Begin 11/12/2021 Date: Current End Date: 03/20/2022 Amount: CALCULATED BY GLOBAL PAYROLL Active?: YES Comment: Approve Deny Request Status Approved View/Hide Comments Approver Request Status Capproved Request Status Capproved R	Lando Calrissian			
Pay Element:       CSEAPAY       Cancel:       NO         Instance #:       1       NW Begin Date:       11/12/2021         New End Date:       04/09/2022       Image: Concel:       NO         Get Details       Image: Concel:       NO         Request Information       Current Begin 11/12/2021       Date:         Current End Date:       03/28/2022       Amount:       CALCULATED BY GLOBAL PAYROLL         Active?:       YES       YES       Comments         Comments       Deny       Contrast Approved       Øview/Hide Comments         Approve       Deny       Contrast Proves       Comments         Lando Calrissian at 04/26/22 - 12:24 PM       No Comments       SPO Approver         If denied, the Request Status will update to Denied:       SPO Approvers       © View/Hide Comments         SPO Approvers       © Comments       © View/Hide Comments         Lando Calrissian at 04/26/22 - 12:24 PM       © View/Hide Comments         SPO Approvers       © View/Hide Comments         Comments       © View/Hide Comments         Leid Organa Sob       © Comments         Leid Organa Sob       © Comments         Comments       © Comments         Comments       © Comments         L	Assignment b 2. Press Get De submitted. 3. Enter a new B element. This will retroactiv. 4. If an amount correct inform	y Payee link on the home pag tails button. If no results apper begin Date and/or End Date. C will cancel the pay element ar and/or a supporting value mus ation.	e. ar, the Pay Element - Instance # com Choose "Yes" in the Cancel dropdown nd uncheck the Active box in EABP. It r deducted in prior finalized calendars	bination is invalid and will not be able to be if member was NEVER entitled to the pay <b>vote:</b> Cancelling an instance of a pay eleme s.
Instance #: 1 New Begin Date: 11/12/2021 New End Date: 04/09/2022 Get Details Request Information Current Begin 11/12/2021 Date: 03/28/2022 Amount: CALCULATED BY GLOBAL PAYROLL Active?: YES Comment: Approve Deny Request Status Approved Oview/Hide Comments Lead Organa Solo Comments Lando Calrissian at 04/26/22 - 12:24 PM <no comments<br="">Lando Calrissian at 04/26/22 - 12:24 PM <no comments<br="">SPO Approver Request Status Denied Oview/Hide Comments Approver Request Status Denied Oview/Hide Comments SPO Approver Comments Lando Calrissian at 04/26/22 - 12:24 PM <no comments<br="">Lando Calrissian at 04/26/22 - 12:24 PM Comments</no></no></no>	Request Details			
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Request Information         Current Begin 11/12/2021         Date:         Current End Date:         Outrent End Date:         Active?:         YES         Comment:         Approve         Deny         Request Status Approved         Outrest Supposed         View/Hide Comments         SPO Approver         Request Status Denied         Outrest Protein         Date:         Comments         Outrest Protein         Outrest Protein         Outrest Protein         Outrest Protein         Outrest Protein         Outrest Protein	New End Date:	04/09/2022		
Current Begin 11/12/2021 Date: Current End Date: 03/28/2022 Amount: CALCULATED BY GLOBAL PAYROLL Active?: YES Comment: Approved Deny ▼ Request StatustApproved	Get Details			
Date:       03/28/2022         Amount:       CALCULATED BY GLOBAL PAYROLL.         Active?:       YES         Comment:	Request Informat	on		
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Leis Organa Solo CGHRSUP for User's SPO SOGO22 - 10:55 AM Comments Lando Calrissian at 04/26/22 - 12:24 PM <no comments=""> If denied, the Request Status will update to Denied: SPO Approver Request Status Denied Penied CGHRSUP for User's SPO OS/06/22 - 10:55 AM COmments</no>	• Request	Status.Approved		ents
Lando Calrissian at 04/26/22 - 12:24 PM <no comments=""> If denied, the Request Status will update to Denied: SPO Approver Request Status Denied  View/Hide Comments Approvers Denied CGHRSUP for User's SPO OS/06/22 - 10:58 AM COmments</no>	Leia Organa CGHRSUP	or User's SPO		
If denied, the Request Status will update to Denied:   SPO Approver <pre> </pre> <pre> </pre> <pre> </pre> <pre> </pre> <pre> <pre> </pre> </pre> <pre> <pre> </pre> </pre> <pre> <pre> <pre> <pre> <pre> <pre> <pre> </pre> </pre> </pre> </pre> </pre> </pre> </pre> <pre> &lt;</pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre>	Commer	nts		
If denied, the Request Status will update to Denied: SPO Approver Request Status: Denied Approvers Denied CGHRSUP for User's SPO 05/06/22 - 10:58 AM Comments			:24 PM	
SPO Approver Request Status Denied © View/Hide Comments Approvers Denied CGHRSUP for User's SPO O5/06/22 - 10:58 AM Comments	<no com<="" th=""><td>nents&gt;</td><td></td><td></td></no>	nents>		
Leia Organa Solo at 05/06/22 - 10:58 AM	SPO Approv Requ	er Jest Status <mark>: Denied</mark>		
	Leia O CGHF 05/06/ Com Leia C	22 - 10:58 AM ments Organa Solo at 05/06/2	2 - 10:58 AM denying an action request.	