

Employee Entitlements Basic Navigation

Overview

Introduction This guide provides the procedure for navigating the **Employee Entitlements** component in Direct Access.

In this guide This guide covers the following topics:

Topic	See Page
Accessing Employee Entitlements	2
Working With Effective Dates	5
Auto Stops of Entitlements (PCS or Separation)	9
Starting an Entitlement	14
Stopping an Entitlement	20
Correcting an Entitlement	24
Deleting an Entitlement	28
Entitlement Procedural Guides	32
Record of Changes	35

Employee Entitlements - Basic Navigation

Accessing Employee Entitlements

Introduction This section provides the procedure for accessing and viewing Employee Entitlements.

Procedure Start Direct Access, sign-in and follow these steps to access Employee Entitlements.

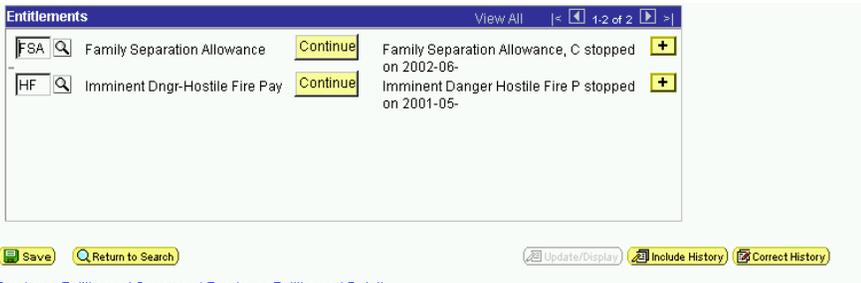
Step	Action
1	Select Menu items in the following order. Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
2	A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display. Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or SSN before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.
3	Either the Summary Page or Detail Page will appear depending on which option was used when you last exited the component. Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline. Employee Entitlement Summary Employee Entitlement Detail

Continued on next page

Employee Entitlements - Basic Navigation

Accessing Employee Entitlements, Continued

Procedure (continued)

Step	Action						
4	<p>A page, similar to the one below, will display:</p>  <p>The screenshot shows a web interface titled 'Entitlements'. It has a search bar with 'FSA' and 'HF' entered. Below the search bar is a table with two rows. The first row is for 'Family Separation Allowance' with a status of 'Family Separation Allowance, C stopped on 2002-06-' and a '+' button. The second row is for 'Imminent Dngr-Hostile Fire Pay' with a status of 'Imminent Danger Hostile Fire P stopped on 2001-05-' and a '+' button. There are 'Continue' buttons next to each row. At the bottom of the screenshot are buttons for 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.</p>						
5	Select View All in the title bar.						
6	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">If an entitlement in the Summary page for the type of entitlement you are working with</th> <th style="text-align: center;">Then....</th> </tr> </thead> <tbody> <tr> <td>exists</td> <td> <ul style="list-style-type: none"> click the Continue button adjacent to that entitlement. The Employee Entitlement Detail page will appear (see exhibit below). </td> </tr> <tr> <td>does <i>NOT</i> exist</td> <td> <ul style="list-style-type: none"> click a + button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. type the Entitlement Code in the look-up box <input type="text"/> or use the magnifying glass to search for and select the entitlement earning code. click the Continue button adjacent to the new row to bring it up in the Employee Entitlement Detail screen (see exhibit on the next page). </td> </tr> </tbody> </table>	If an entitlement in the Summary page for the type of entitlement you are working with	Then....	exists	<ul style="list-style-type: none"> click the Continue button adjacent to that entitlement. The Employee Entitlement Detail page will appear (see exhibit below). 	does <i>NOT</i> exist	<ul style="list-style-type: none"> click a + button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. type the Entitlement Code in the look-up box <input type="text"/> or use the magnifying glass to search for and select the entitlement earning code. click the Continue button adjacent to the new row to bring it up in the Employee Entitlement Detail screen (see exhibit on the next page).
If an entitlement in the Summary page for the type of entitlement you are working with	Then....						
exists	<ul style="list-style-type: none"> click the Continue button adjacent to that entitlement. The Employee Entitlement Detail page will appear (see exhibit below). 						
does <i>NOT</i> exist	<ul style="list-style-type: none"> click a + button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. type the Entitlement Code in the look-up box <input type="text"/> or use the magnifying glass to search for and select the entitlement earning code. click the Continue button adjacent to the new row to bring it up in the Employee Entitlement Detail screen (see exhibit on the next page). 						

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Employee Entitlements - Basic Navigation

Accessing Employee Entitlements, Continued

Exhibit: An Employee Entitlement Detail Screen:

The screenshot shows the 'Entitlements' screen for Earnings Code 'BAS'. The table lists five entitlements:

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
03/01/2007	2530		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
05/06/2004	0005	01/22/2007	9998	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion
03/15/2004	0005	05/05/2004	2345	REGBAS	Regular BAS (REG BAS)	A	<input type="checkbox"/>		Conversion
01/01/2002	9999	03/14/2004	2345	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion

Alternate Procedure

If you are already working in the **Employee Entitlement Detail** page and need to start, stop, correct or delete another type of entitlement, you can do so **WITHOUT** returning to the **Employee Entitlement Summary** page.

Step	Action
1	Select View All from the displayed title bar to list all entitlements.
2	<p>Scroll to find the row with the Earnings Code you want to change. If a row with the Earnings Code you want isn't listed (after clicking View All), click the + button from any entitlement as shown below.</p> <p>A new blank row below the previous entitlement...</p>
3	Enter the Earnings Code field or use the magnifying glass to search and select Earnings Code.

Employee Entitlements - Basic Navigation

Working With Effective Dates

Introduction This section provides information on inserting entitlement rows in the proper sequence.

About effective dates The Employee Entitlements component stores entitlement entries by the start date of the entitlement. The start date is the effective date of the row. If you try to insert a new entitlement row **above** an existing entitlement row, which has a later effective date, you will receive this error message:

Exhibit: Effective date range error message.

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
1 02/02/2007	0000	02/28/2007	0000	ENLBAS		P	<input type="checkbox"/>	Detail	
2 03/01/2007									
3 01/23/2007									
4 05/06/2004									
5 03/15/2004									

Notice the Start Date of the new row we inserted at row #1 is earlier than the Start Date in row #2.

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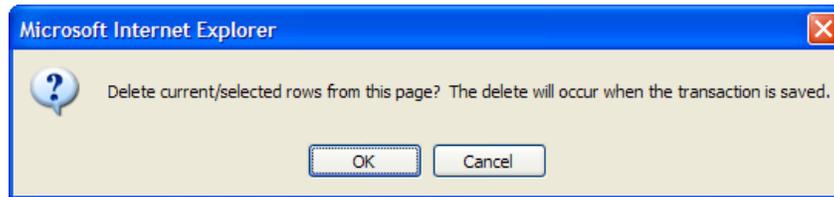
Employee Entitlements - Basic Navigation

Working With Effective Dates, Continued

Proper sequence

Be sure to insert new rows in the correct position:

1. The Effective Date error can be avoided by entering new rows in the proper sequence. Click “OK” to dismiss the error, delete the new row you’ve just entered by clicking the Delete Row button . You will receive this information message when you click the Delete Row button:



2. Click “OK” to proceed. The Entitlement Detail screen will return to its previous state, as shown below.



The screenshot shows the "Entitlements" application window. At the top, there is a search bar for "Earnings Code" with "BAS" entered and a "Subsistence" label. Below this is a table with the following columns: *Start Date, Start Time/Seq, Stop Date, Stop Time/Seq, *Earnings Type, Description, Approval Status, Manual Row Switch, Detail, and Earning Process Type. The table contains five rows of data:

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
03/01/2007	2530		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
05/06/2004	0005	01/22/2007	9998	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion
03/15/2004	0005	05/05/2004	2345	REGBAS	Regular BAS (REG BAS)	A	<input type="checkbox"/>		Conversion
01/01/2002	9999	03/14/2004	2345	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion

Continued on next page

Employee Entitlements - Basic Navigation

Working With Effective Dates, Continued

Proper sequence (continued)

3. Click the Insert New Row **+** button to the right of the existing row that has an effective date **earlier than the start date of the new entitlement** you are trying to enter.
 - In the example below, the user didn't enter the member's BAS entitlement for 02/02/2007 thru 02/28/2007 before he/she entered the 03/01/2007 row to restart BASDMR when the member returned from TDY.
 - To enter the TDY entitlement, click the Insert Row button in the #2 row, **not the #1 row**.

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
03/01/2007	2530		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
05/06/2004	0005	01/22/2007	9998	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion
03/15/2004	0005	05/05/2004	2345	REGBAS	Regular BAS (REG BAS)	A	<input type="checkbox"/>		Conversion
01/01/2002	9999	03/14/2004	2345	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion

- This will create a new row in the #2 position and renumber the existing rows accordingly.

"New" row at position number 2.

1	01/23/2007	2530		0000	BASDMR	Discount Meal Rate (DMR)			
2	01/23/2007	0000		0000					
3	01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)			

- You can now enter the dates, earnings type and details for the missing transaction.

See the next page if there's no row available with an earlier effective date

	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	
1	2530		0000	BASDMR	Discount Meal Rate (DMR)	A	
2	0000	02/28/2007	0000	ENLBAS	Enlisted BAS	P	
3	01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)	A

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Employee Entitlements - Basic Navigation

Working With Effective Dates, Continued

Manual Row Switch

If you need to enter an entitlement with an effective date earlier than the date oldest existing row, you will need to use the “Manual Row Switch” checkbox to override the system edits. Only SPO Supervisors (CGHRSUP Role Users) can enter and save transactions requiring the use of the “Manual Row Switch” checkbox. **DO NOT** attempt to delete an existing row (that has been approved and transmitted -- approval status “A”) in order to enter a row with an earlier effective date. Cancel any changes you’ve made, exit the system, and ask your SPO Supervisor to enter the transaction.

- Using the Manual Row Switch checkbox allowed the CGHRSUP Role User to save the transaction (as indicated by the Approval Status of “A”) with a start date, in row #1, earlier than the start date in the olders row (#4).

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Ez
1	01/01/2005	2533	03/24/2005	2534	BASDMR	Discount Meal Rate (DMR)	A	<input checked="" type="checkbox"/>		
2	12/16/2006	2524		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
3	04/09/2005	2507	12/15/2006	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
4	03/25/2005	2503	04/08/2005	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		

- The rows will appear in the correct sequence the next time you visit the member’s Entitlement Detail page.

Info from row #1 now appears in row #4

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	I
1	12/16/2006	2524		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
2	04/09/2005	2507	12/15/2006	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
3	03/25/2005	2503	04/08/2005	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
4	01/01/2005	2533	03/24/2005	2534	BASDMR	Discount Meal Rate (DMR)	A	<input checked="" type="checkbox"/>		

Auto Stops of Entitlements

Introduction

This section describes the automatic stops of entitlements when a member departs or reports on PCS orders or is discharged, released from active duty or retired.

Auto Stops of Pay Entitlements Upon PCS

A program will update stop dates in the Entitlement rows for pay entitlements that are automatically stopped upon Permanent Change of Station.

Many times an SPO will approve a departing or reporting PCS endorsement, save it and then look at the member's entitlement rows and notice the stop dates have not been entered by the system. This sometimes causes the SPO to attempt to insert the dates manually. If the dates do not show up in entitlements, click '**Return to Search**' and then go back into the member's entitlements summary. The dates will be inserted.

When an SPO inserts the dates manually it causes several problems.

- When the auto stop function is allowed to work it does not create an audit record. Therefore no transaction is sent to JUMPS. If it is manually entered an audit record is created and will kick out on the exception report because the JUMPS auto stop program already closed the segments on the correct date.
- There have been numerous occasions where the SPO entered an incorrect date when manually entering the dates, most frequently, when entering **ENLBAS**.

It is important to remember that the JUMPS auto stop program is shutting down the proper segments when the departing or reporting endorsement is transmitted to JUMPS.

- The Direct Access auto stop function is inserting the dates to reflect what JUMPS is doing. No transaction is sent to JUMPS when these dates are inserted. Due to **deferred processing** there is a delay before the system-generated stop entries will appear in the entitlements section.

Continued on next page

Employee Entitlements - Basic Navigation

Auto Stops of Entitlements, Continued

**Change in
Departure/
Report Date**

The SPO does not need to manually adjust PCS Auto Stops of entitlements if the member's departure or report date is changed after the endorsement is approved and saved.

There are times when a departing and reporting endorsement have been approved and the SPO has to change the departure date later. For instance, after the member reports it is discovered that the member left at a later date, but the previous SPO was unaware of the change. When the departure date is changed, the entitlements rows do not always reflect the new date.

Sometimes the stop date will reopen but nothing is inserted to reflect the new date. The resync program will take care of inserting the date after the update cycle runs. If an SPO tries to manually adjust these dates, audit records are created, which is confusing when they hit the exception report.

Remember, when the departing or reporting endorsement processes, it causes the segments to adjust the member's PCS entitlements. The only time an SPO should change the stop date inserted by the Direct Access auto stop function is if the member's entitlement actually changed on a different date.

Continued on next page

Employee Entitlements - Basic Navigation

Auto Stops of Entitlements, Continued

Pay Entitlements Automatically Stopped Upon Departing

The following pay entitlements will automatically be stopped in JUMPS upon successful processing of a PCS departing transaction. Direct-Access entitlement rows will be updated by the system after the PCS departing transaction is approved and saved.

Entitlement	Entitlement Stops
Aviation Career Incentive Pay (ACIP)	Auto stops effective the date of PCS departure if the Continue ACIP checkbox is not selected on the Departing Endorsement Transaction. Click the Departing Entitlements button to access the ACIP checkbox.
Aviation Crew / Non-Crew Pay (HDIP)	Auto stops effective the date of PCS departure.
BAH With Dependents (BAH)	DA will insert a stop date effective the day prior to PCS reporting. However, JUMPS will continue to pay BAH-With until a new transaction is submitted reflecting the member's BAH entitlement at the new unit. See the BAH During PCS topic in the DA Online Help for more information.
BAH Without Dependents (BAH W/O)	Auto stops effective the date of PCS departure. However, members without dependents are entitled to BAH W/O while in transit and the pay system (JUMPS) will credit any BAH W/O due when the reporting endorsement on orders transaction processes. See the BAH During PCS topic in the DA Online Help for more information.
Basic Allowance for Subsistence (BAS)	<i>See Discount Meal Rate (BASDMR) or Enlisted BAS (ENLBAS) below.</i>
Career Sea Pay (CSEAPAY) & Career Sea Pay Premium	Auto stops effective the date of PCS departure.
Combat SGLI Allowance	Auto stops on last day of the month of PCS departure.
Combat Tax Exclusion	Auto stops on last day of the month of PCS departure.

Continued on next page

Employee Entitlements - Basic Navigation

Auto Stops of Entitlements, Continued

Pay Entitlements Automatically Stopped Upon Departing (continued)

Entitlement	Entitlement Stops
Discount Meal Rate (BASDMR)	Auto stops effective the day prior to PCS departure. When a member departs a BASDMR unit, the departing PCS transaction: (a) Stops the BASDMR row in Direct Access the day prior to departure PCS. (b) Shuts down segment 27 the day prior to departure PCS. (c) Inserts an ENLBAS row to start the day of departure PCS. (d) Keeps segment 24 running (because the member is entitled to ENLBAS while en route PCS).
Diving Duty Pay	Auto stops effective the date of PCS departure.
Enlisted BAS (ENLBAS)	Auto stops effective the date of PCS reporting.
Family Separation Allowance (FSA)	Auto stops on day prior to PCS reporting less leave, proceed time, and compensatory absence.
Family Separation Housing (FSH)	Auto stops on day prior to PCS departure
Flight Deck Hazardous Duty Incentive Pay	Auto stops effective the date of PCS Departure
Foreign Language Proficiency Pay (FLPP)	Auto stops on date of PCS Departure
Hardship Duty Pay Location (HDP-L)	Auto stops effective the date of PCS departure.
Hazardous Duty Incentive Pay for Visit, Board, Search & Seizure	Auto stops effective the date of PCS departure
Imminent Danger Pay/Hostile Fire Pay	Auto stops effective the last day of the month of PCS departure.
INCONUS COLA	Members receiving INCONUS COLA at the old duty station will continue to receive it enroute. The PCS Reporting will automatically shutdown CONUS COLA the day prior to reporting, and <i>also automatically</i> reduces INCONUS COLA for the number of days the member is in a travel status.

Continued on next page

Employee Entitlements - Basic Navigation

Auto Stops of Entitlements, Continued

Pay Entitlements Automatically Stopped Upon Departing (continued)

Entitlement	Entitlement Stops
<p>OUTCONUS Cola</p> <p style="border: 1px dashed red; padding: 2px;">Elimination of 60-day Continuance Provision for OUTCONUS COLA and OHA</p> <p>The JFTR has been modified to eliminate the 60-day continuance provision. Instead, the JFTR no longer provides that O'COLA and OHA shall terminate on the day prior to PCS departure (this includes departure on "terminal leave" ICW separation). The member may apply to COMDT (CG-1222) to have O'COLA and OHA paid/re-restarted at the dependents location if exigent circumstances require the member and dependent(s) to maintain separate households. SCP 35033 has been created to address the JFTR change in DA & JUMPS</p>	<p>Auto stops effective the day prior to PCS departure unless 'Continue COLA' is checked. Click the Departing Entitlements button to access the Continue COLA checkbox.</p>
<p>Overseas Housing Allowance (OHA)</p>	<p>Auto stops effective the day prior to PCS departure unless 'Continue OHA' is checked. Click the Departing Entitlements button to access the Continue OHA checkbox. See the BAH During PCS topic in the DA Online Help for more information.</p> <p>When members PCS from OUT CONUS and OHA stops, the SPO needs to start BAH TR for the effective the day of PCS departure</p>
<p>Partial BAH</p>	<p>These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes. See the BAH During PCS topic in the DA Online Help for more information.</p>
<p>Responsibility Pay</p>	<p>Auto stops effective the day prior to PCS departure.</p>
<p>Special Duty Assignment Pay (SDAP)</p>	<p>Auto stops effective the day prior to PCS departure.</p>
<p>State Income Tax Withholding</p>	<p>State Income Tax Withholding (SITW) auto starts on date of PCS reporting if member assigned to state that taxes military pay while member is stationed with the state. See State Tax Withholding Data Entry Procedures for more information.</p>

Auto-Stops of Pay Entitlements Upon Separation

Pay entitlements for a member who is being discharged, released from active duty (RELAD), or retired, will automatically be stopped by JUMPS on the effective date of separation. The member's DA entitlements page will show the entitlement stop dates upon saving and approving the separation transaction. SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation.

Employee Entitlements - Basic Navigation

Starting an Entitlement

Introduction This section provides the procedure to start an entitlement

Procedure Follow these steps to start an entitlement

Step	Action
1	Select menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
2	The <i>Employee Entitlements Find an Existing Value</i> page will display. Enter the member's Employee ID number in the EmplID field or enter their Social Security Number (without any hyphens or spaces) in the National ID field. Warning: Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the Include History checkbox (you may have to scroll the page down slightly to access the checkbox).
4	Click the  button to continue.

Continued on next page

Employee Entitlements - Basic Navigation

Starting an Entitlement, Continued

**Procedure
(cont'd)**

Example of properly completed *Employee Entitlements Find an Existing Value* page. This example shows using the Social Security Number in the National ID field to access the record.

Step	Action
5	<p>The <i>Employee Entitlements</i> page will display. This page has two sections, which are accessed using the links at the bottom of the page.</p> <ol style="list-style-type: none"> 1. Employee Entitlement Summary 2. Employee Entitlement Detail <p>Select the Employee Entitlement Summary section if it is not already displayed (The current selection will have no underline).</p> <p>Employee Entitlement Summary Employee Entitlement Detail</p>

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > [Employee Entitlements](#)

EmpID: 1234567	Empl Rcd Nbr: 0
Dept: 123456	Empl Class: Regular
Job Code: 420094 MK2	Sal Plan/Grade: ENL E5
Location: FL 006 CGCOVERTHERE	
Position: 000123456 ENG	

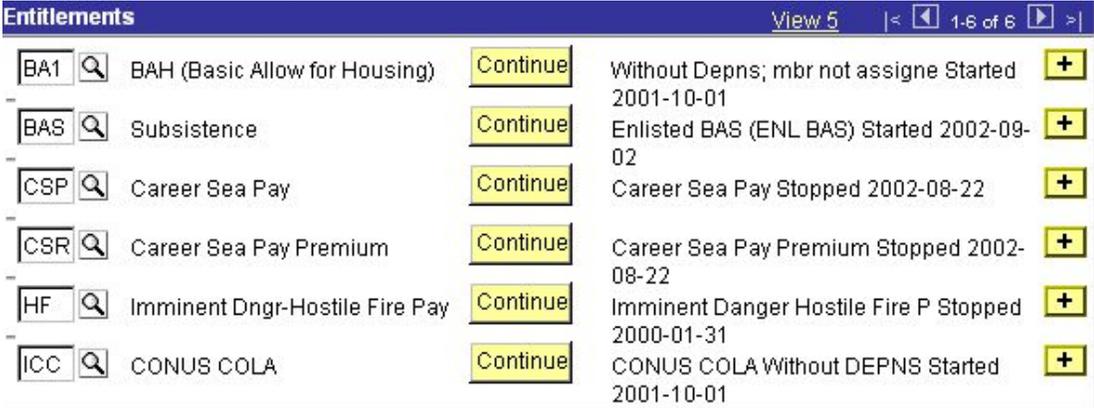
Top part of the Employee Entitlements page.

Continued on next page

Employee Entitlements - Basic Navigation

Starting an Entitlement, Continued

Procedure (cont'd)

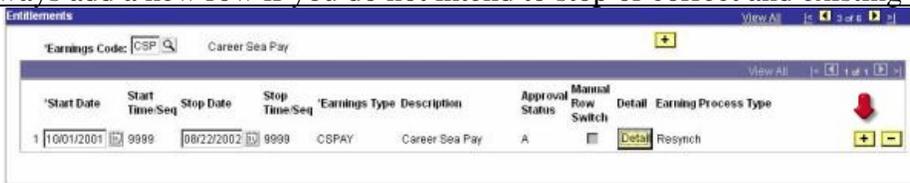
Step	Action																																			
6	<p>The <i>Entitlements Summary</i> section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the View All link, it will be active if there are more than 5 entitlements, to display all of the member's entitlements).</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Action</th> <th>Status/Start Date</th> <th>Control</th> </tr> </thead> <tbody> <tr> <td>BA1</td> <td>BAH (Basic Allow for Housing)</td> <td>Continue</td> <td>Without Depns; mbr not assigne Started 2001-10-01</td> <td>+</td> </tr> <tr> <td>BAS</td> <td>Subsistence</td> <td>Continue</td> <td>Enlisted BAS (ENL BAS) Started 2002-09-02</td> <td>+</td> </tr> <tr> <td>CSP</td> <td>Career Sea Pay</td> <td>Continue</td> <td>Career Sea Pay Stopped 2002-08-22</td> <td>+</td> </tr> <tr> <td>CSR</td> <td>Career Sea Pay Premium</td> <td>Continue</td> <td>Career Sea Pay Premium Stopped 2002-08-22</td> <td>+</td> </tr> <tr> <td>HF</td> <td>Imminent Dngr-Hostile Fire Pay</td> <td>Continue</td> <td>Imminent Danger Hostile Fire P Stopped 2000-01-31</td> <td>+</td> </tr> <tr> <td>ICC</td> <td>CONUS COLA</td> <td>Continue</td> <td>CONUS COLA Without DEPNS Started 2001-10-01</td> <td>+</td> </tr> </tbody> </table> <p>Scan the list of entitlements for an existing entitlement row of the same type you want to start.</p> <p>If a row exists in the Summary Panel...</p> <ul style="list-style-type: none"> • Click the Continue button adjacent to it. The Employee Entitlement Detail screen will appear. Proceed to Step 7. <p>If a row doesn't exist in the Summary Panel...</p> <ol style="list-style-type: none"> 1. Click a + button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. 2. Enter the entitlement code in the look-up box <input type="text"/> or use the magnifying glass to search for and select the code for the entitlement you want to start. 3. Then click the Continue button adjacent to the row to bring it up in the Employee Entitlement Detail screen. <p>Proceed to Step 7.</p>	Code	Description	Action	Status/Start Date	Control	BA1	BAH (Basic Allow for Housing)	Continue	Without Depns; mbr not assigne Started 2001-10-01	+	BAS	Subsistence	Continue	Enlisted BAS (ENL BAS) Started 2002-09-02	+	CSP	Career Sea Pay	Continue	Career Sea Pay Stopped 2002-08-22	+	CSR	Career Sea Pay Premium	Continue	Career Sea Pay Premium Stopped 2002-08-22	+	HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 2000-01-31	+	ICC	CONUS COLA	Continue	CONUS COLA Without DEPNS Started 2001-10-01	+
Code	Description	Action	Status/Start Date	Control																																
BA1	BAH (Basic Allow for Housing)	Continue	Without Depns; mbr not assigne Started 2001-10-01	+																																
BAS	Subsistence	Continue	Enlisted BAS (ENL BAS) Started 2002-09-02	+																																
CSP	Career Sea Pay	Continue	Career Sea Pay Stopped 2002-08-22	+																																
CSR	Career Sea Pay Premium	Continue	Career Sea Pay Premium Stopped 2002-08-22	+																																
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 2000-01-31	+																																
ICC	CONUS COLA	Continue	CONUS COLA Without DEPNS Started 2001-10-01	+																																

Continued on next page

Employee Entitlements - Basic Navigation

Starting an Entitlement, Continued

Procedure (cont'd)

Step	Action
7	<p>If the member previously had an entitlement of this type the entitlements page will show the most recent row. <u>Click the add row icon (+).</u> Modifying an existing row equates to entering a correction to the original transaction. <u>Always add a new row if you do not intend to stop or correct an existing transaction.</u></p>  <p>If this is the first entitlement of this type the page will open with a new blank row. In this case, you do not need to click the add row icon as there is already a new row to work with.</p> 
8	Enter the Start Date (MM/DD/YYYY) for the entitlement. The system will default to the current date.
9	If applicable, enter the stop date (MM/DD/YYYY). Most entitlements do not require a stop date. You would only enter a stop date, when starting an entitlement, if the entitlement were for a known period (e. g. Member was entitled to FSA-T for the month of May).
10	Enter the Earnings Type code. This code further defines the entitlement and is required on all transactions. Click the magnifying glass icon to display a list of codes applicable to the Earnings Code entered in Step 6.

Continued on next page

Employee Entitlements - Basic Navigation

Starting an Entitlement, Continued

Procedure (cont'd)

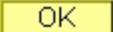
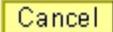
Step	Action
11	<p>If the Detail button is displayed (not applicable to all entitlements), click it to open the supporting data page.</p> <p>Fill in the supporting data and click the OK button to return to the entitlements page.</p> <p>Example supporting data page (advance BAH entitlement):</p> <p>Supporting Data</p> <p>1119732 ADB 03/07/2003 ADVBAH</p> <p style="margin-left: 40px;">Total Advance: <input style="width: 100px;" type="text" value="100.00"/></p> <p style="margin-left: 40px;">Number Of Installments: <input style="width: 50px;" type="text" value="12"/></p> <p style="margin-left: 40px;">Installation Amount: 8.33</p> <p style="margin-left: 40px;">Date Repayment will Begin: <input style="width: 100px;" type="text" value="04/01/2003"/> </p> <p style="margin-left: 40px;">Date Repayment will End: <input style="width: 100px;" type="text" value="03/31/2004"/> </p> <p style="margin-left: 40px;">Rotation Date: <input style="width: 100px;" type="text" value="07/01/2006"/> </p> <p style="margin-left: 40px;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>If you attempt to save a transaction without providing the supporting data, when required, you will receive a message similar to the below when attempting to save:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Microsoft Internet Explorer X</p> <p> BAH G,H, and L require a zipcode to be entered on the detail record. Please click detail and enter a zipcode for the member's BA1 Entitlement.</p> <p>The PeopleCode program executed an Error statement, which has produced this message.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click OK to dismiss the message. Click the Detail button and fill in the required supporting data.</p>

Continued on next page

Employee Entitlements - Basic Navigation

Starting an Entitlement, Continued

Procedure (cont'd)

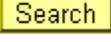
Step	Action
12	<p>Click the  if it is displayed (not applicable to all entitlements). The Supporting Data page will open. Enter the Employee ID of the person who will be approving this transaction in the space provided. You can use the magnifying glass icon to search for the employee ID.</p> <p>Supporting Data</p> <p>1098200 ADB 03/07/2003 ADVBAH</p> <p>Approval Status: Pending Originator ID: CGHRSONLY</p> <p>Role Name: <input type="text" value="CGHRSUP"/> Approver EmpID: <input type="text"/> </p> <p> </p> <p>If you attempt to save a transaction, which requires approval, without entering an Approver Employee ID you will receive a message similar to the one below.</p>  <p>Click OK to dismiss the message. Click the Approve button and enter the Approver ID.</p>
13	<p>Click  the button to save the transaction. If the transaction requires approval and you have entered the Approver's ID, per Step 12 above, you will receive the following <i>information</i> message:</p>  <p>Click OK to dismiss the message; it is merely a reminder that the transaction is not final until it is approved.</p>

Employee Entitlements - Basic Navigation

Stopping an Entitlement

Introduction The section provides the procedure for stopping an entitlement.

Procedure Follow these steps to stop an entitlement.

Step	Action
1	Select menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
2	The <i>Employee Entitlements Find an Existing Value</i> page will display. Enter the member's Employee ID number in the EmplID field or enter their Social Security Number (without any hyphens or spaces) in the National ID field. Warning: Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the Correct History checkbox (you may have to scroll the page down slightly to access the checkbox).
4	Click the  button to continue.

Continued on next page

Employee Entitlements - Basic Navigation

Stopping an Entitlement, Continued

**Procedure
(cont'd)**

Example of properly completed *Employee Entitlements Find an Existing Value* page. This example shows using the Social Security Number in the National ID field to access the record.

Step	Action
5	<p>The <i>Employee Entitlements</i> page will display. This page has two sections, which are accessed using the links at the bottom of the page.</p> <ol style="list-style-type: none"> 1. Employee Entitlement Summary 2. Employee Entitlement Detail <p>Select the Employee Entitlement Summary section if it is not already displayed (The current selection will have no underline).</p> <p>Employee Entitlement Summary Employee Entitlement Detail</p>

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > [Employee Entitlements](#)

EmpID: 1234567	Empl Rcd Nbr: 0
Dept: 123456	Empl Class: Regular
Job Code: 420094 MK2	Sal Plan/Grade: ENL E5
Location: FL 006 CGCOVERTHERE	
Position: 000123456 ENG	

Top part of the Employee Entitlements page.

Continued on next page

Employee Entitlements - Basic Navigation

Stopping an Entitlement, Continued

Procedure (cont'd)

Step	Action																																										
6	<p>The <i>Entitlements Summary</i> section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the View All link, it will be active if there are more than 5 entitlements, to display all of the member's entitlements).</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Action</th> <th>Status</th> <th>Start/End Date</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>BA1</td> <td>BAH (Basic Allow for Housing)</td> <td>Continue</td> <td>Without Depns; mbr not assigne</td> <td>Started 2001-10-01</td> <td></td> </tr> <tr> <td>BAS</td> <td>Subsistence</td> <td>Continue</td> <td>Enlisted BAS (ENL BAS)</td> <td>Started 2002-09-02</td> <td></td> </tr> <tr> <td>CSP</td> <td>Career Sea Pay</td> <td>Continue</td> <td>Career Sea Pay Stopped</td> <td>2002-08-22</td> <td></td> </tr> <tr> <td>CSR</td> <td>Career Sea Pay Premium</td> <td>Continue</td> <td>Career Sea Pay Premium Stopped</td> <td>2002-08-22</td> <td></td> </tr> <tr> <td>HF</td> <td>Imminent Dngr-Hostile Fire Pay</td> <td>Continue</td> <td>Imminent Danger Hostile Fire P</td> <td>Stopped 2000-01-31</td> <td></td> </tr> <tr> <td>ICC</td> <td>CONUS COLA</td> <td>Continue</td> <td>CONUS COLA Without DEPNS</td> <td>Started 2001-10-01</td> <td></td> </tr> </tbody> </table> <p>Scan the list of entitlements for an existing entitlement row of the same type you want to stop.</p> <ul style="list-style-type: none"> Click the Continue button adjacent to it. The Employee Entitlement Detail screen will appear. Proceed to Step 7. 	Code	Description	Action	Status	Start/End Date	Details	BA1	BAH (Basic Allow for Housing)	Continue	Without Depns; mbr not assigne	Started 2001-10-01		BAS	Subsistence	Continue	Enlisted BAS (ENL BAS)	Started 2002-09-02		CSP	Career Sea Pay	Continue	Career Sea Pay Stopped	2002-08-22		CSR	Career Sea Pay Premium	Continue	Career Sea Pay Premium Stopped	2002-08-22		HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P	Stopped 2000-01-31		ICC	CONUS COLA	Continue	CONUS COLA Without DEPNS	Started 2001-10-01	
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ICC	CONUS COLA	Continue	CONUS COLA Without DEPNS	Started 2001-10-01																																							

Continued on next page

Employee Entitlements - Basic Navigation

Stopping an Entitlement, Continued

Procedure (cont'd)

Step	Action																																				
7	<p>The entitlements page will show the most recent row. Enter the Stop Date (MM/DD/YYYY) for the entitlement.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 10%;">Start Date</th> <th style="width: 10%;">Start Time/Seq</th> <th style="width: 10%;">Stop Date</th> <th style="width: 10%;">Stop Time/Seq</th> <th style="width: 10%;">Earnings Type</th> <th style="width: 15%;">Description</th> <th style="width: 5%;">Approval Status</th> <th style="width: 5%;">Manual Row Switch</th> <th style="width: 5%;">Detail</th> <th style="width: 5%;">Approve</th> <th style="width: 10%;">Earning Process Type</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>07/15/1996</td> <td>9999</td> <td style="border: 1px solid black; text-align: center;"> <div style="text-align: center; margin-bottom: 2px;">↓</div> </td> <td>2501</td> <td>BAH-L</td> <td>With Dep; MBR and Dep not assigned govt A qtrs</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Detail</td> <td style="text-align: center;">Approve</td> <td>Conversion</td> </tr> <tr> <td colspan="11"></td> <td style="text-align: right;"> <div style="display: inline-block; border: 1px solid black; padding: 2px 5px;">+</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 5px;">-</div> </td> </tr> </tbody> </table> </div> <p>Completion of the Supporting Details and Approval are not required when stopping entitlements.</p>		Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type	1	07/15/1996	9999	<div style="text-align: center; margin-bottom: 2px;">↓</div>	2501	BAH-L	With Dep; MBR and Dep not assigned govt A qtrs	<input type="checkbox"/>	<input type="checkbox"/>	Detail	Approve	Conversion												<div style="display: inline-block; border: 1px solid black; padding: 2px 5px;">+</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 5px;">-</div>
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8	<p>Click the button to save the transaction.</p>																																				

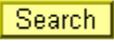
Employee Entitlements - Basic Navigation

Correcting an Entitlement

Introduction This section provides the procedure for making a correction to an existing entitlement transaction.

Procedure Follow these steps to correct an entitlement.

Before you begin You cannot correct an entitlement's start date. You must delete the transaction (see Deleting an Entitlement) and resubmit it using the correct start date.

Step	Action
1	Select menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
2	The <i>Employee Entitlements Find an Existing Value</i> page will display. Enter the member's Employee ID number in the EmpIID field or enter their Social Security Number (without any hyphens or spaces) in the National ID field. Warning: Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the Correct History checkbox (you may have to scroll the page down slightly to access the checkbox).
4	Click the  button to continue.

Continued on next page

Employee Entitlements - Basic Navigation

Correcting an Entitlement, Continued

**Procedure
(cont'd)**

Example of properly completed *Employee Entitlements Find an Existing Value* page. This example shows using the Social Security Number in the National ID field to access the record.

Step	Action
5	<p>The <i>Employee Entitlements</i> page will display. This page has two sections, which are accessed using the links at the bottom of the page.</p> <ul style="list-style-type: none"> 3. Employee Entitlement Summary 4. Employee Entitlement Detail <p>Select the Employee Entitlement Summary section if it is not already displayed (The current selection will have no underline).</p> <p>Employee Entitlement Summary Employee Entitlement Detail</p>

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > [Employee Entitlements](#)

EmpID: 1234567	Empl Rcd Nbr: 0
Dept: 123456	Empl Class: Regular
Job Code: 420094 MK2	Sal Plan/Grade: ENL E5
Location: FL 006 CGCOVERTHERE	
Position: 000123456 ENG	

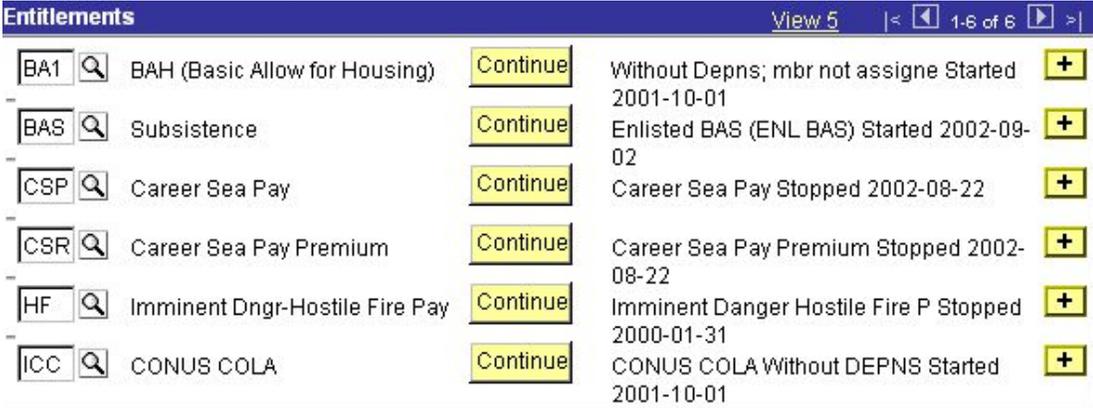
Top part of the Employee Entitlements page.

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Employee Entitlements - Basic Navigation

Correcting an Entitlement, Continued

Procedure (cont'd)

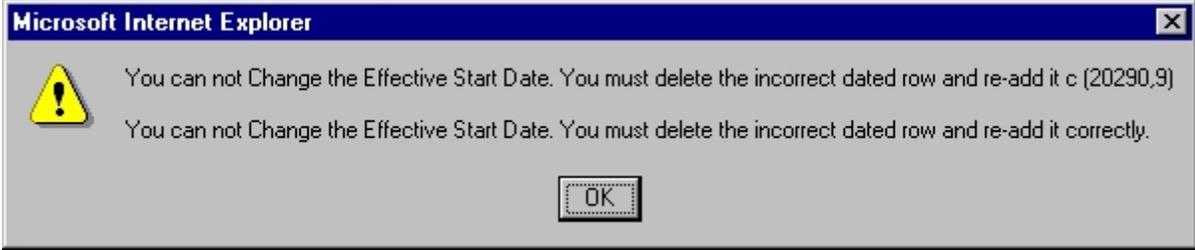
Step	Action																																										
6	<p>The <i>Entitlements Summary</i> section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the View All link, it will be active if there are more than 5 entitlements, to display all of the member's entitlements).</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Action</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>BA1</td> <td>BAH (Basic Allow for Housing)</td> <td>Continue</td> <td>Without Depns; mbr not assigne</td> <td>Started 2001-10-01</td> <td></td> </tr> <tr> <td>BAS</td> <td>Subsistence</td> <td>Continue</td> <td>Enlisted BAS (ENL BAS)</td> <td>Started 2002-09-02</td> <td></td> </tr> <tr> <td>CSP</td> <td>Career Sea Pay</td> <td>Continue</td> <td>Career Sea Pay Stopped</td> <td></td> <td>2002-08-22</td> </tr> <tr> <td>CSR</td> <td>Career Sea Pay Premium</td> <td>Continue</td> <td>Career Sea Pay Premium Stopped</td> <td></td> <td>2002-08-22</td> </tr> <tr> <td>HF</td> <td>Imminent Dngr-Hostile Fire Pay</td> <td>Continue</td> <td>Imminent Danger Hostile Fire P</td> <td>Started 2000-01-31</td> <td></td> </tr> <tr> <td>ICC</td> <td>CONUS COLA</td> <td>Continue</td> <td>CONUS COLA Without DEPNS</td> <td>Started 2001-10-01</td> <td></td> </tr> </tbody> </table> <p>Scan the list of entitlements for an existing entitlement row of the same type you want to correct.</p> <ul style="list-style-type: none"> • Click the Continue button adjacent to it. The Employee Entitlement Detail screen will appear. Proceed to Step 7. 	Code	Description	Action	Status	Start Date	End Date	BA1	BAH (Basic Allow for Housing)	Continue	Without Depns; mbr not assigne	Started 2001-10-01		BAS	Subsistence	Continue	Enlisted BAS (ENL BAS)	Started 2002-09-02		CSP	Career Sea Pay	Continue	Career Sea Pay Stopped		2002-08-22	CSR	Career Sea Pay Premium	Continue	Career Sea Pay Premium Stopped		2002-08-22	HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P	Started 2000-01-31		ICC	CONUS COLA	Continue	CONUS COLA Without DEPNS	Started 2001-10-01	
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Employee Entitlements - Basic Navigation

Correcting an Entitlement, Continued

Procedure (cont'd)

Step	Action
7	<p>The entitlements page will show the most recent row. Correct the stop date, earnings type code or supporting details as necessary.</p> <p>Reminder: An entitlement's start date cannot be corrected. You must delete the original transaction and reenter it using the correct start date.</p> 
8	Click  the button to save the transaction.

Employee Entitlements - Basic Navigation

Deleting an Entitlement

Introduction This section provides the procedure for deleting an entitlement transaction.

Procedure Follow these steps to delete an entitlement.

Step	Action
1	Select menu items in the following order: Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements
2	The <i>Employee Entitlements Find an Existing Value</i> page will display. Enter the member's Employee ID number in the EmplID field or enter their Social Security Number (without any hyphens or spaces) in the National ID field. Warning: Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the Correct History checkbox (you may have to scroll the page down slightly to access the checkbox).
4	Click the  button to continue.

Continued on next page

Employee Entitlements - Basic Navigation

Deleting an Entitlement, Continued

**Procedure
(cont'd)**

Example of properly completed *Employee Entitlements Find an Existing Value* page. This example shows using the Social Security Number in the National ID field to access the record.

Step	Action
5	<p>The <i>Employee Entitlements</i> page will display. This page has two sections, which are accessed using the links at the bottom of the page.</p> <ul style="list-style-type: none"> 5. Employee Entitlement Summary 6. Employee Entitlement Detail <p>Select the Employee Entitlement Summary section if it is not already displayed (The current selection will have no underline).</p> <p>Employee Entitlement Summary Employee Entitlement Detail</p>

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > [Employee Entitlements](#)

EmpID: 1234567	Empl Rcd Nbr: 0
Dept: 123456	Empl Class: Regular
Job Code: 420094 MK2	Sal Plan/Grade: ENL E5
Location: FL 006 CGCOVERTHERE	
Position: 000123456 ENG	

Top part of the Employee Entitlements page.

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Employee Entitlements - Basic Navigation

Deleting an Entitlement, Continued

Procedure (cont'd)

Step	Action																																										
6	<p>The <i>Entitlements Summary</i> section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the View All link, it will be active if there are more than 5 entitlements, to display all of the member's entitlements).</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Action</th> <th>Status</th> <th>Start/End Date</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>BA1</td> <td>BAH (Basic Allow for Housing)</td> <td>Continue</td> <td>Without Depns; mbr not assigne</td> <td>Started 2001-10-01</td> <td>+</td> </tr> <tr> <td>BAS</td> <td>Subsistence</td> <td>Continue</td> <td>Enlisted BAS (ENL BAS)</td> <td>Started 2002-09-02</td> <td>+</td> </tr> <tr> <td>CSP</td> <td>Career Sea Pay</td> <td>Continue</td> <td>Career Sea Pay Stopped</td> <td>2002-08-22</td> <td>+</td> </tr> <tr> <td>CSR</td> <td>Career Sea Pay Premium</td> <td>Continue</td> <td>Career Sea Pay Premium Stopped</td> <td>2002-08-22</td> <td>+</td> </tr> <tr> <td>HF</td> <td>Imminent Dngr-Hostile Fire Pay</td> <td>Continue</td> <td>Imminent Danger Hostile Fire P</td> <td>Stopped 2000-01-31</td> <td>+</td> </tr> <tr> <td>ICC</td> <td>CONUS COLA</td> <td>Continue</td> <td>CONUS COLA Without DEPNS</td> <td>Started 2001-10-01</td> <td>+</td> </tr> </tbody> </table> <p>Scan the list of entitlements for an existing entitlement row of the same type you want to delete.</p> <ul style="list-style-type: none"> • Click the Continue button adjacent to it. The Employee Entitlement Detail screen will appear. Proceed to Step 7. 	Code	Description	Action	Status	Start/End Date	Details	BA1	BAH (Basic Allow for Housing)	Continue	Without Depns; mbr not assigne	Started 2001-10-01	+	BAS	Subsistence	Continue	Enlisted BAS (ENL BAS)	Started 2002-09-02	+	CSP	Career Sea Pay	Continue	Career Sea Pay Stopped	2002-08-22	+	CSR	Career Sea Pay Premium	Continue	Career Sea Pay Premium Stopped	2002-08-22	+	HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P	Stopped 2000-01-31	+	ICC	CONUS COLA	Continue	CONUS COLA Without DEPNS	Started 2001-10-01	+
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Employee Entitlements - Basic Navigation

Deleting an Entitlement, Continued

Procedure (cont'd)

Step	Action																																	
7	The entitlements page will show the most recent row. Click on the  button located in the row to be deleted.																																	
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8	Click  the button to save the transaction.																																	

Employee Entitlements - Basic Navigation

Entitlement Procedural Guides

Individual Guides	The following guides provide specific data entry details. Use these guides in conjunction with this navigation guide to input entitlement transactions in Direct-Access.
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Advances	
Advances and liquidation schedule changes require approval by a user with CGHRSUP access.	Advance Pay
	Advance BAH
	Advance OHA
	Change Liquidation Schedule

Allowances	
Basic Allowance for Subsistence (BAS)	BAS - Individual Data Entry
	BAS - Multiple Data Entry
	Refund of Discount Meal Rate (BAS-DMR) for Missed Meals
	TDY Entitlements
Basic Allowance for Housing (BAH) BAH starts require approval by a user with CGHRSUP access.	Advance BAH
	BAH Data Entry
	Inadequate Quarters Rental Charge
	Questionable Dependents; PSC Legal Approval Procedure
Clothing and Uniform Allowance	Civilian Clothing Monetary Allowance
	Clothing Maintenance Allowance (BMA or SMA)
	Maternity Uniform Allowance
	Officer Uniform Allowance
	Small Stores Checkage (UDC Only)
	Supplemental Clothing Monetary Allowance
Combat SGLI Allowance	Combat SGLI Data Entry
Cost of Living Allowances	INCONUS COLA Data Entry
	OUTCONUS COLA With Dependents
	OUTCONUS COLA Without Dependents
	OUTCONUS Fractional COLA Data Entry

Continued on next page

Employee Entitlements - Basic Navigation

Entitlement Procedural Guides, Continued

Individual Guides (continued)

Allowances (continued)	
<u>Family Separation Allowance (FSA)</u>	FSA - <u>Individual Data Entry</u>
	FSA - <u>Multiple Data Entry</u>
<u>Overseas Housing Allowance (OHA)</u>	<u>Advance OHA</u>
OHA starts require approval by a user with CGHRSUP access.	<u>OHA Data Entry</u>
	<u>Interim Overseas Housing Allowance</u>
	<u>Overseas Housing Allowance-Inadequate Quarters (OHA-IQA)</u>
<u>Personal Monetary Allowance (PMA)</u>	<u>PMA Data Entry</u>
Special Pay	
	<u>Hardship Duty-Location</u>
	<u>Career Sea Pay</u> also see <u>TDY Entitlements</u> <u>Career Sea Pay Multiple Data Entry</u>
	<u>Career Sea Pay Premium</u>
	<u>Responsibility Pay</u>
Bonus entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority.	<u>Enlistment/Reenlistment Bonus</u>
	<u>Bonus Maintenance</u>
	<u>Diving Duty Pay</u>
	<u>Special Pay Duty Subject to Hostile Fire or Imminent Danger</u>
	<u>Special Duty Assignment Pay (SDAP)</u>
	<u>Foreign Language Proficiency Pay</u>
	<u>Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS)</u> <u>Boarding</u>
	<u>Combat Tax Exclusion</u>

Continued on next page

Employee Entitlements - Basic Navigation

Entitlement Procedural Guides, Continued

Incentive Pay	
ACIP starts require approval by a user with CGHRSUP access.	Aviation Career Incentive Pay (ACIP)
Non-Crew Flight Pay starts require approval by a users with CGHRSUP access.	Hazardous Duty Incentive Pay for Enlisted Members and Non-Crew Flight Pay
	Flight Deck Hazardous Duty Incentive Pay (FDHIP)
	High-Pressure Chamber Hazardous Duty Incentive Pay (HDIP)

Employee Entitlements - Basic Navigation

Record of Changes

Introduction

This section summarizes significant changes made to this document throughout its lifecycle.

Change	Date	Summary
1	19 August 2008	Updated hyperlinks in the Entitlement Procedural Guides section to reflect PSC's current internet address - http://www.uscg.mil/hr/psc/
