
Career Sea Pay Premium

Introduction:

This section provides the procedures for starting, changing, and stopping Career Sea Pay Premium. This entitlement is authorized for enlisted members in pay-grades E-4 through E-9 and for officers that are entitled to Career Sea Pay that have served 36 consecutive months of sea duty. Career Sea Pay Premium begins on the 37th consecutive month and is payable for each subsequent consecutive month of sea duty.

Reference:

Chapter 4 - U.S. Coast Guard Pay Manual
Online Career Sea Pay Premium Calculation Guide ([Click Here](#))

Procedure:

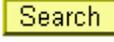


To manually stop CSPP, stop Career Sea Pay/Time. Career Sea Pay Premium stops automatically when Career Sea Pay/Time is stopped.

Career Sea Pay Premium stops automatically on the day of PCS departure.

Units authorized Sea Pay are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

Start DA, [sign-in](#) and follow these steps to start, correct, or delete Career Sea Pay Premium.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the  button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 5px;"><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <p> 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 national ID (SSN) before making any changes.</p>

Continued on next page

3

Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

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](#)

The following screen appears.



Select **View All** in the title bar.

4

Select the  **Include History** button located at the bottom right-hand portion of the screen so that all payments of Career Sea Pay Premium will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  **Correct History** button.

Note: The current selection will have a white background.

- You may use the  **Update/Display** button to start Career Sea Pay Premium; however, we recommend using the “Include History” mode so all payments will display.
- Use the  **Include History** button to view all payments of Career Sea Pay Premium. Only new entitlements can be entered in this mode.
- Use the  **Correct History** button to update or delete entries of Career Sea Pay Premium. A listing of all payments will be displayed.

5

If a Career Sea Pay Premium row exists in the Summary Panel...

Click the  button adjacent to Career Sea Pay Premium. The Employee Entitlement Detail screen will appear. (Go to Step 7)

If a Career Sea Pay Premium row doesn't exist in the Summary Panel...

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "CSR" in the look-up box   or use the magnifying glass to search for and select the Career Sea Pay Premium earning code.

Then click the  button adjacent to Career Sea Pay Premium to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

Continued on next page

6 **Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**

Follow these procedures to bypass the Employee Entitlement Summary Panel.

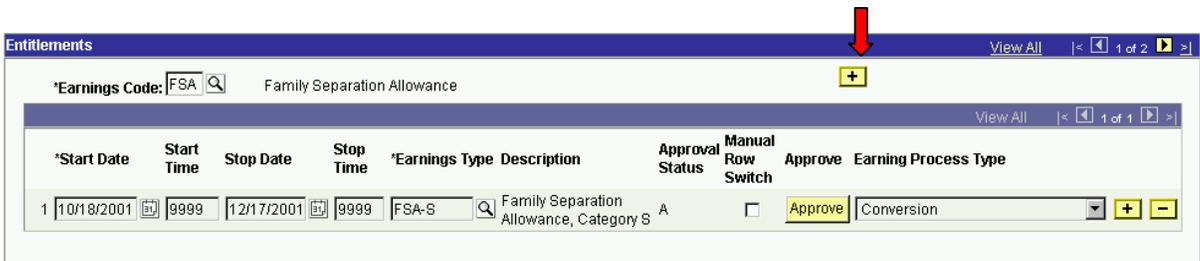
Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that all entries of Career Sea Pay Premium will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

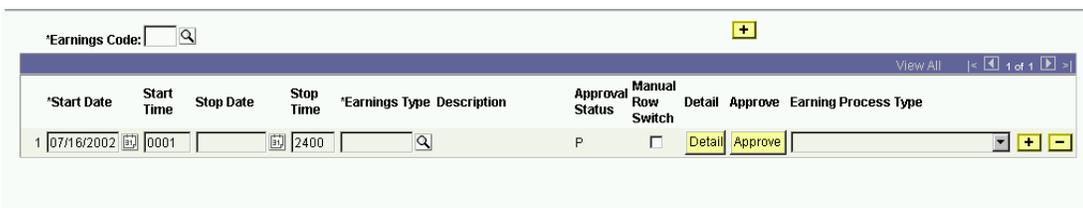
Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “CSR” Earnings Code. If Career Sea Pay Premium isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.



The screenshot shows the 'Entitlements' screen. At the top, there is a search bar for 'Earnings Code' with 'FSA' entered and a magnifying glass icon. Below the search bar is a table with the following columns: *Start Date, Start Time, Stop Date, Stop Time, *Earnings Type, Description, Approval Status, Manual Row Switch, Approve, and Earning Process Type. The table contains one row with the following data: 1, 10/18/2001, 9999, 12/17/2001, 9999, FSA-S, Family Separation Allowance, Category S, A, , Approve, Conversion. A red arrow points to a plus button located above the table.

The following screen appears below the previous entitlement...



The screenshot shows the 'Entitlements' screen. At the top, there is a search bar for 'Earnings Code' which is empty. Below the search bar is a table with the following columns: *Start Date, Start Time, Stop Date, Stop Time, *Earnings Type, Description, Approval Status, Manual Row Switch, Detail, Approve, and Earning Process Type. The table contains one row with the following data: 1, 07/16/2002, 0001, 2400, P, , Detail, Approve. A plus button is visible above the table.

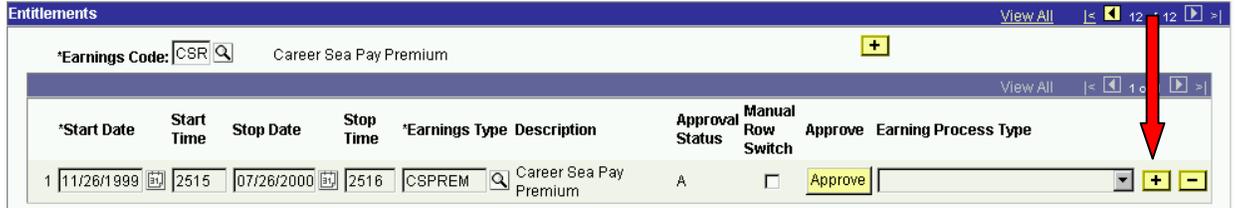
Type “CSR” in the Earnings Code field or use the magnifying glass  to search and select the Career Sea Pay Premium Earnings Code.

Continued on next page

7

Starting Career Sea Pay Premium (See Steps 8-10 for other options)

In the  mode, click the  button shown below.



The screenshot shows the 'Entitlements' window with the following data:

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
11/26/1999	2515	07/26/2000	2516	CSPREM	Career Sea Pay Premium	A	<input type="checkbox"/>	Approve	

The following entry line appears...



The screenshot shows the 'Entitlements' window with two entry lines. The first line is highlighted with a red arrow:

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
07/26/2002	0001		2400			P	<input type="checkbox"/>	Approve	
11/26/1999	2515	07/26/2000	2516	CSPREM	Career Sea Pay Premium	A	<input type="checkbox"/>	Approve	

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Enter the last day of entitlement or leave blank to pay continuous Career Sea Pay Premium. Use the calendar button  to select the desired date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.
	Not Used. Payment of Career Sea Pay Premium does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	Click this button (located at the bottom left of the screen) to approve the entry.

Continued on next page

8

Correcting Career Sea Pay Premium

In the  mode, [find](#) the Career Sea Pay Premium row to correct.

[Click & Drag](#) over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

[Click](#) the  button located at the bottom left of the screen.



To change the effective start date, you must delete the entire row (Step 10) and then start a new Career Sea Pay Premium entitlement (Step 7).

9

Deleting Career Sea Pay Premium

In  mode, [find](#) the Career Sea Pay Premium row to delete.

[Click](#) on the  button located in the row to be deleted.

[Click](#) the  button located at the bottom left of the screen.



The total Career Sea Pay Premium entitlement will be recouped when using this feature.

End