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# Flight Deck Hazardous Duty Incentive Pay

## Introduction:

This section provides the procedures for paying or recouping Flight Deck Hazardous Duty Incentive Pay. This entitlement is paid to members assigned to duty involving frequent and regular participation in flight operations on the flight deck of a ship which aircraft are launched.

## Reference:

Chapter 5 - U.S. Coast Guard Pay Manual

## Procedure:

**Submit this transaction each month a member is entitled to Flight Deck Hazardous Duty Incentive Pay. Do not submit more than one entry per month.**

**The effective date must be during the month the member earns Flight Deck Hazardous Duty Incentive Pay. The stop date must be within the same month of entitlement.**

Start CGHRMS, [sign-in](#) and follow these steps to pay or recoup Flight Deck Hazardous Duty Incentive Pay.

Step	Action
1	<p><a href="#">Select</a> Menu items in the following order.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Employee Entitlements</b></p>
2	<p>A search page will appear. <a href="#">Enter</a> the member's Employee ID number or other search criteria and <a href="#">click</a> the  button to select the member you wish to display.</p> <div data-bbox="285 1373 1451 1640" style="border: 1px solid black; padding: 10px;"><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>

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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.

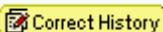
[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

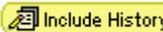
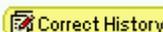


Select **View All** in the title bar.

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Select the  **Include History** button located at the bottom right-hand portion of the screen so that all payments of Flight Deck Hazardous Duty Incentive Pay 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 Flight Deck Hazardous Duty Incentive Pay; however, we recommend using the "Include History" mode so all payments will display.
- Use the  **Include History** button to view all payments of Flight Deck Hazardous Duty Incentive Pay. Only new entitlements can be entered in this mode.
- Use the  **Correct History** button to update or delete entries of Flight Deck Hazardous Duty Incentive Pay. A listing of all payments will be displayed.

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### **If a Flight Deck Hazardous Duty Incentive Pay row exists in the Summary Panel...**

Click the  button adjacent to Flight Deck Hazardous Duty Incentive Pay. The Employee Entitlement Detail screen will appear. (Go to Step 7)

### **If a Flight Deck Hazardous Duty Incentive Pay 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 "FDH" in the look-up box  or use the magnifying glass to search for and select the Flight Deck Hazardous Duty Incentive Pay earning code.

Then click the  button adjacent to Flight Deck Hazardous Duty Incentive Pay to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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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 Flight Deck Hazardous Duty Incentive Pay 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 “FDH” Earnings Code. If Flight Deck Hazardous Duty Incentive Pay isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.



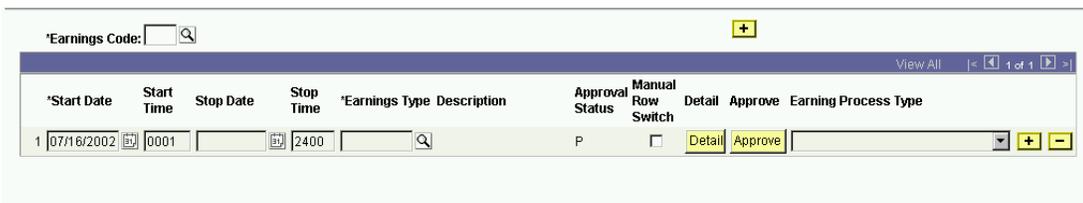
Entitlements

\*Earnings Code: FSA Family Separation Allowance

View All | < 1 of 2 >

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type	
1	10/18/2001	9999	12/17/2001	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion

The following screen appears below the previous entitlement...



\*Earnings Code:

View All | < 1 of 1 >

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1	07/16/2002	0001	2400			P	<input type="checkbox"/>	Detail	Approve	

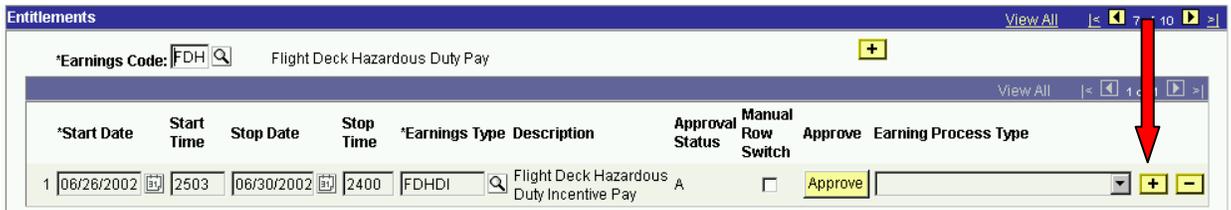
**Type** “FDH” in the Earnings Code field or use the magnifying glass  to search and select the Flight Deck Hazardous Duty Incentive Pay Earnings Code.

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**Paying Flight Deck Hazardous Duty Incentive Pay** (See Step 8 if recouping this entitlement.)

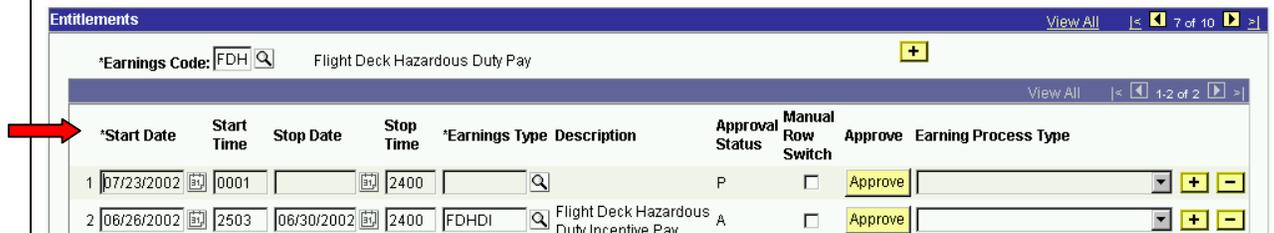
In the  mode, click the  button shown below.



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

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
06/26/2002	2503	06/30/2002	2400	FDHDI	Flight Deck Hazardous Duty Incentive Pay	A	<input type="checkbox"/>	Approve	

The following entry line appears...



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

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
07/23/2002	0001		2400			P	<input type="checkbox"/>	Approve	
06/26/2002	2503	06/30/2002	2400	FDHDI	Flight Deck Hazardous Duty Incentive Pay	A	<input type="checkbox"/>	Approve	

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <b>select</b> the date of entitlement. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	<b>Enter</b> a stop date or use the calendar button  to select a date within the same calendar month as the start date. This field is programmed to default to the end of the same month if not entered.
Stop Time	Pre-filled
Earnings Type	<b>Type</b> in the code if known or use the  to search and <b>select</b> 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	<b>Select</b> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>
	Not Used. Payment of Flight Deck Hazardous Duty Incentive Pay does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<b>Click</b> this button (located at the bottom left of the screen) to approve the entry.

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## **Recouping/Deleting Flight Deck Hazardous Duty Incentive Pay**

In  mode, **find** the Flight Deck Hazardous Duty Incentive Pay 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 Flight Deck Hazardous Duty Incentive Pay entitlement will be recouped when using this feature.

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*End*