

Maternity Uniform Allowance

Overview

Introduction This section provides the *procedures* for **Maternity Uniform Allowance**.

Topics The following topics are covered in this section

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Maternity Uniform Allowance

Guiding Principles

Introduction	This section provides the <i>guiding principles</i> for Maternity Uniform Allowance .
Reference	The following references provide additional information about Maternity Uniform Allowance. (a) U.S. Coast Guard Pay Manual , COMDTINST M7220.29(series), Para. 3-J-6 and Fig 3-24, Rule 8 & Note 6
Before you begin	If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide .
Policy guidance	Reference (a) authorizes SUPP CMA to enlisted members who are assigned to duty where they are required to have special items or quantities of individual uniform clothing not normally required for the majority of enlisted members. This supplementary allowance is in addition to any other clothing monetary allowance. 3 Years between payments: Note the provisions of reference (a), Figure 3-24, Note 6 to Rule 8: <ul style="list-style-type: none">• “Subsequent payment will not be authorized for more than one pregnancy within 3 years of the date of approval of earlier payments.”
Worksheet	Members can submit requests for payment of Maternity Uniform Allowance on CG-PSC-5155, Enlisted Supplementary Clothing Allowance Worksheet. (http://www.uscg.mil/hq/cg1/psc/forms/psc5155.pdf)
JUMPS affect	This transaction creates a P603 transaction, which updates Segment 43. Element code 16 of the P603 will show “08”, which is the rule code number from Fig. 3-24 of the Coast Guard Pay Manual.

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Starting Maternity Uniform Allowance

Introduction This section provides the procedure for *starting Maternity Uniform Allowance*.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member’s entitlements detail page. Then, follow these steps to enter a new Maternity Uniform Allowance entitlement.

Field	Description																																				
1	<p>Navigate to the member’s Employee Entitlements page and create a new entitlement row using the “CM2 – Maternity Uniform” Earnings Code.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p> <p>Earnings Code: <input type="text" value="CM2"/></p> <p>Description: <input type="text"/></p> <p>Entitlement Category: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Description</th> <th>Entitlement Category</th> </tr> </thead> <tbody> <tr> <td>CM2</td> <td>Maternity Uniform Allowances</td> <td></td> </tr> </tbody> </table> <p>Entitlements View All < 4 of 5 ></p> <p>*Earnings Code: <input type="text" value="CM2"/> Maternity Uniform <input type="button" value="+"/></p> <table border="1"> <thead> <tr> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type</th> <th>Description</th> <th>Approval Status</th> <th>Manual Row Switch</th> <th>Detail</th> <th>Earning Process Type</th> </tr> </thead> <tbody> <tr> <td>1 06/19/2008</td> <td>0000</td> <td><input type="text"/></td> <td>0000</td> <td><input type="text"/></td> <td></td> <td>P</td> <td><input type="checkbox"/></td> <td>Detail</td> <td></td> </tr> <tr> <td>2 06/02/2005</td> <td>2542</td> <td>06/02/2005</td> <td>2543</td> <td>MTRNTY</td> <td>Start Maternity Supplementary Clothing Allowance</td> <td>A</td> <td><input type="checkbox"/></td> <td>Detail</td> <td></td> </tr> </tbody> </table>	Earnings Code	Description	Entitlement Category	CM2	Maternity Uniform Allowances		*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type	1 06/19/2008	0000	<input type="text"/>	0000	<input type="text"/>		P	<input type="checkbox"/>	Detail		2 06/02/2005	2542	06/02/2005	2543	MTRNTY	Start Maternity Supplementary Clothing Allowance	A	<input type="checkbox"/>	Detail	
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2	The Start Date will auto-fill with the current date. It should not be changed; future dating or back dating of this transaction is not permitted.																																				
4	Leave the Stop Date blank. It will auto-fill with the current date/start date upon saving the transaction.																																				

If a previous entitlement row is present, be aware only one payment is allowed within a 3 year period.

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Starting Maternity Uniform Allowance, Continued

Procedure (continued)

Step	Action
5	<p>Enter the Earnings Type in the code “MTRNTY” or use the  to search and select from a listing of available earning types.</p>  <p>Note: Do not pay the same type more than once every 3 years.</p>
6	<p>Description is pre-filled with “Start Maternity Supplementary Clothing Allowance”. Ensure the proper entitlement is shown, repeat the previous steps to select the correct type if necessary.</p>
7	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</p>
8	<p>Manual Row Switch. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
9	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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Deleting Maternity Uniform Allowance

Introduction This section provides the procedure for *deleting Maternity Uniform Allowance*.

Discussion The total Maternity Uniform Allowance entitlement will be recouped when using this feature.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Maternity Uniform Allowance transaction.

Step	Action
1	In the  mode, find the Maternity Uniform Allowance row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.
