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# Personal Money Allowance

## Introduction:

This section provides the procedures for starting, changing, and stopping Personal Money Allowance. This entitlement is paid to members entitled to basic pay while serving in the grade of Vice Admiral or above and as the Master Chief Petty Officer of the Coast Guard.

## Reference:

Chapter 3 - U.S. Coast Guard Pay Manual

## Procedure:

Personal Money Allowance stops automatically on the day of PCS departure.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Personal Money Allowance.

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 1226 1451 1495" 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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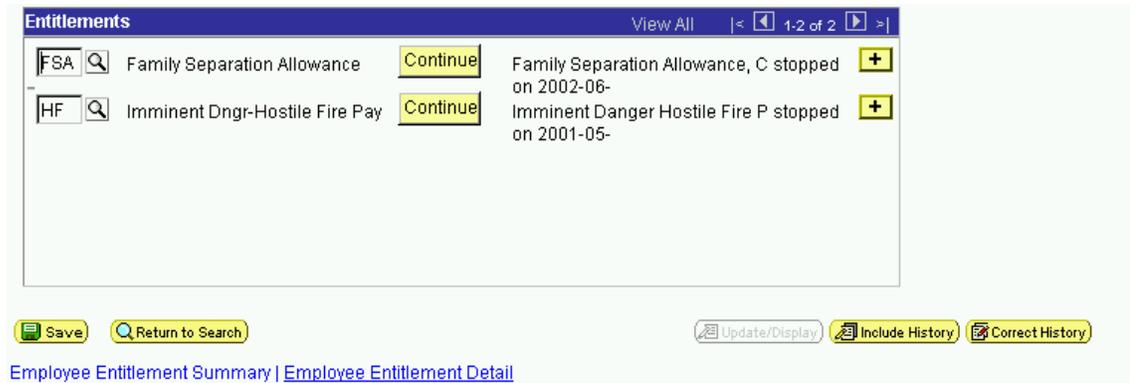
3

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 Personal Money Allowance 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 Personal Money Allowance; however, we recommend using the "Include History" mode so all payments will display.
- Use the Include History button to view all payments of Personal Money Allowance. Only new entitlements can be entered in this mode.
- Use the Correct History button to update or delete entries of Personal Money Allowance. A listing of all payments will be displayed.

5

### **If a Personal Money Allowance row exists in the Summary Panel...**

Click the  button adjacent to Personal Money Allowance. The Employee Entitlement Detail screen will appear. (Go to Step 7)

### **If a Personal Money Allowance 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 "PMA" in the look-up box   or use the magnifying glass to search for and select the Personal Money Allowance earning code.

Then click the  button adjacent to Personal Money Allowance 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.**

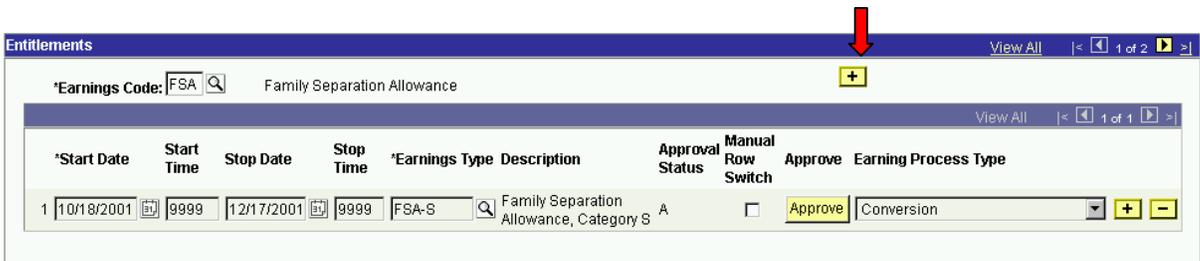
**Select** the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

**Employee Entitlement Summary | Employee Entitlement Detail**

**Select** the  button located at the bottom right-hand portion of the screen so that all entries of Personal Money Allowance will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

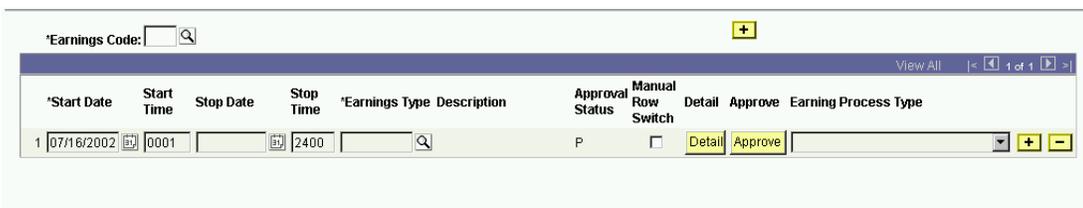
**Select** **View All** from the displayed title bar to list all entitlements.

**Scroll up** to find the “PMA” Earnings Code. If Personal Money Allowance 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 field for 'Earnings Code' with 'FSA' entered and a magnifying glass icon. To the right of the search field is a plus button. Below the search field 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. There are plus and minus buttons at the end of the row.

The following screen appears below the previous entitlement...



The screenshot shows the 'Entitlements' screen. At the top, there is a search field for 'Earnings Code' which is empty and has a magnifying glass icon. To the right of the search field is a plus button. Below the search field 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. There are plus and minus buttons at the end of the row.

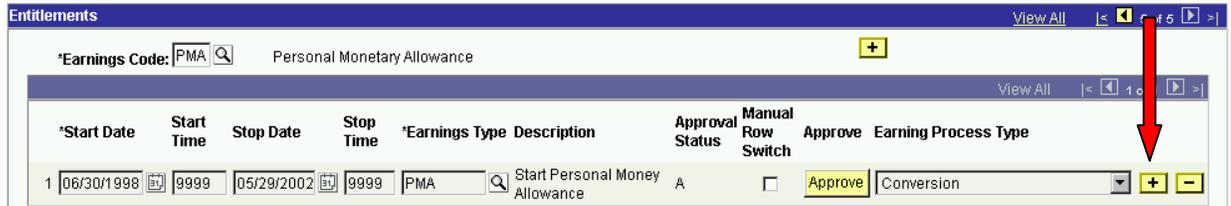
**Type** “PMA” in the Earnings Code field or use the magnifying glass  to search and select the Personal Money Allowance Earnings Code.

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7

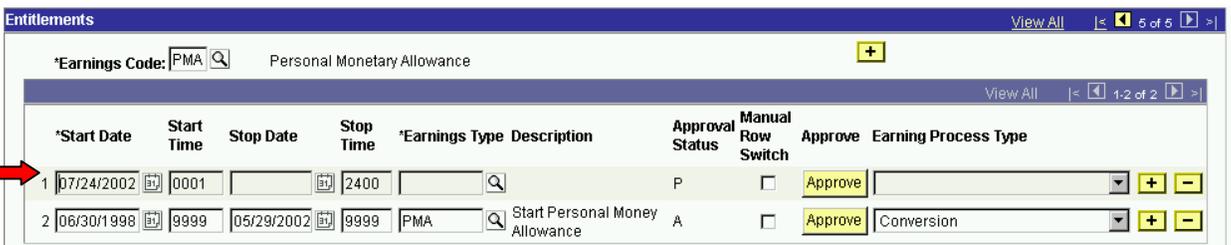
## Starting Personal Money Allowance (See Steps 8-10 for other options)

In the  mode, click the  button shown below.



The screenshot shows the 'Entitlements' screen for 'Personal Monetary Allowance'. The table has 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 first row contains: 1, 06/30/1998, 9999, 05/29/2002, 9999, PMA, Start Personal Money Allowance, A, , Approve, Conversion. A red arrow points to the '+' button at the end of this row.

The following entry line appears...



The screenshot shows the 'Entitlements' screen with two rows. The first row is highlighted with a red arrow pointing to its start date field. The first row contains: 1, 07/24/2002, 0001, 2400, [blank], [blank], P, , Approve, [blank]. The second row is identical to the one in the previous screenshot.

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <b>select</b> the desired date. 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> the last day of entitlement or leave blank to pay continuous Personal Money Allowance. Use the calendar button  to select the desired date. You can also <b>Click &amp; Drag</b> over the date field then <b>Type</b> the stop date in MMDDYYYY format.
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 Personal Money Allowance 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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8

## Stopping Personal Money Allowance

In the  mode, find the row to stop. The stop date will be blank as shown below:



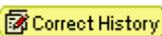
*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
07/19/2002	2503		2400	PMA	Start Personal Money Allowance	A	<input type="checkbox"/>	Approve	
06/30/1998	9999	05/29/2002	9999	PMA	Start Personal Money Allowance	A	<input type="checkbox"/>	Approve	Conversion

Enter the following information...

Field	Action
Stop Date	<a href="#">Enter</a> the last day of entitlement by using the calendar button  to select the date. You can also <a href="#">Click &amp; Drag</a> over the date field then <a href="#">Type</a> the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	<a href="#">Select</a> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment.</b>
	Not Used – Payment of Personal Money Allowance does not require audit and approval.
	<a href="#">Click</a> this button (located at the bottom left of the screen) to approve the entry.

9

## Correcting Personal Money Allowance

In the  mode, [find](#) the Personal Money Allowance 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 Personal Money Allowance entitlement (Step 7).

## Deleting Personal Money Allowance

In  mode, **find** the Personal Money Allowance 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 Personal Money Allowance entitlement will be recouped when using this feature.