
Responsibility Pay

Introduction:

This section provides the procedures for starting, changing, and stopping Responsibility Pay. This entitlement is paid to officers in pay grades O-1 through O-6 who are assigned and serving as a Commanding Officer of a Coast Guard vessel.

Reference:

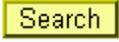
Chapter 4 - U.S. Coast Guard Pay Manual

Procedure:

An officer serving as Acting Commanding Officer for periods of less than 30 days is not entitled to Responsibility Pay. Payment for periods over 30 days requires Commandant (G-WPM) approval.

Responsibility Pay automatically stops the day before PCS Departure.

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

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 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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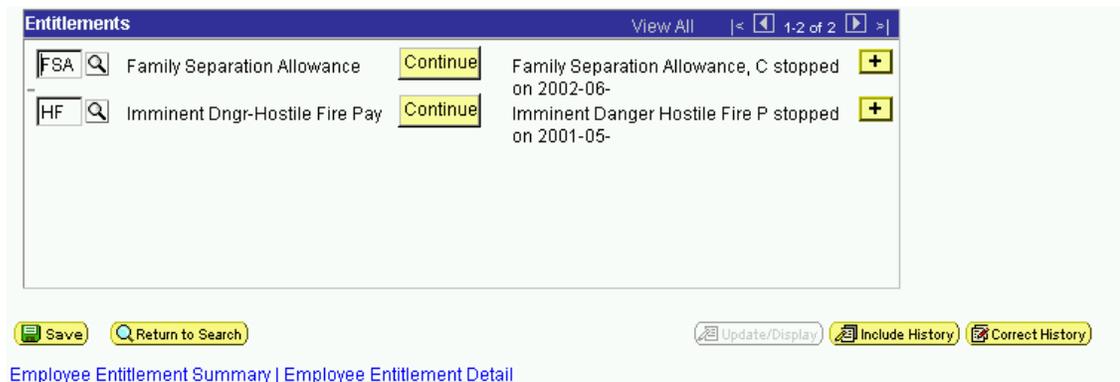
3

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.

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

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If a Responsibility Pay row exists in the Summary Panel...

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

If a Responsibility 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 "RP1" in the look-up box   or use the magnifying glass to search for and select the Responsibility Pay earning code.

Then click the  button adjacent to Responsibility 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.

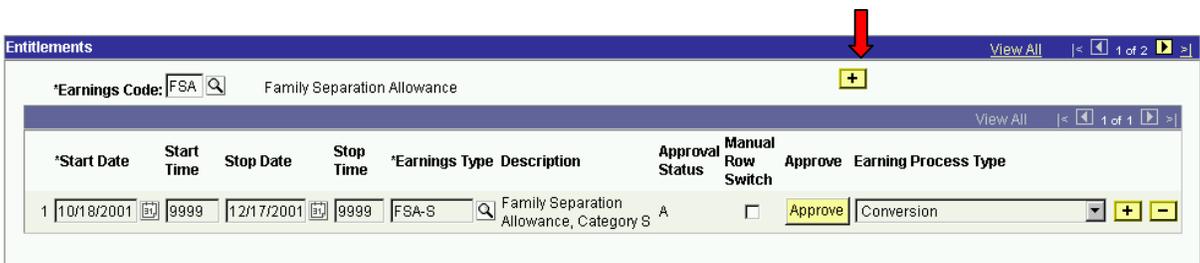
Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

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

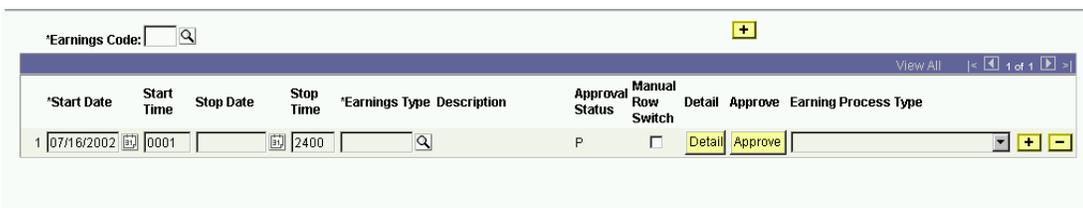
Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “RP1” Earnings Code. If Responsibility Pay 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. To the right of the search bar is a '+'. 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. There are '+', '-' buttons at the end of the row. A red arrow points to a '+' button located above the table.

The following screen appears below the previous entitlement...



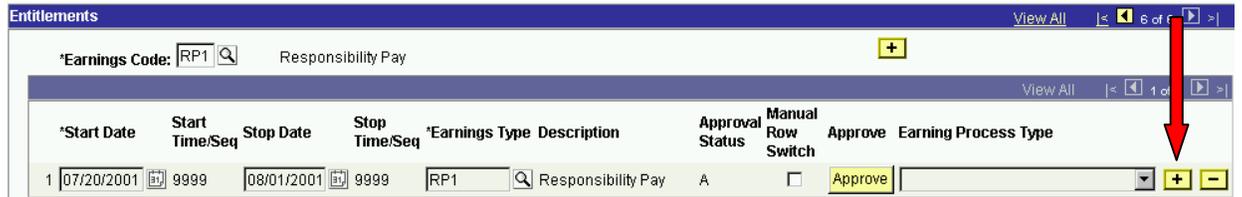
The screenshot shows the 'Entitlements' screen. At the top, there is a search bar for 'Earnings Code' which is empty and has a magnifying glass icon. To the right of the search bar is a '+'. Below the search bar is a table with the following columns: *Start Date, Start Time, Stop Date, Stop Time, *Earnings 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. There are '+', '-' buttons at the end of the row.

Type “RP1” in the Earnings Code field or use the magnifying glass  to search and select the Responsibility Pay Earnings Code.

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Starting Responsibility Pay (See Steps 8-10 for other options)

In the  mode, click the  button shown below.



Entitlements

*Earnings Code: RP1 Responsibility Pay

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
07/20/2001	9999	08/01/2001	9999	RP1	Responsibility Pay	A	<input type="checkbox"/>	Approve	

The following entry line appears...

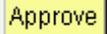


Entitlements

*Earnings Code: RP1 Responsibility Pay

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
08/14/2002	0000		0000			P	<input type="checkbox"/>	Approve	
07/20/2001	9999	08/01/2001	9999	RP1	Responsibility 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 <u>select</u> the date assuming command. You can also <u>Click & Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	<u>Enter</u> the day prior to the day of relief from duty as Commanding Officer or leave blank to pay continuous Responsibility Pay. Use the calendar button  to select the date. You can also <u>Click & Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format. This field can be future dated.  If absent from the vessel for a period of 30 days or more, on TAD, leave, or hospitalized, the stop date will be the day prior to the day entered such status.
Stop Time	Pre-filled
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> 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	<u>Select</u> this field <u>only when necessary</u> 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 Responsibility Pay does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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Stopping Responsibility Pay

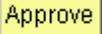
In the  mode, find the row to stop. The stop date will be blank as shown below:



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

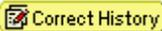
- *Earnings Code: RP1 (magnifying glass icon)
- Responsibility Pay (+ icon)
- Table columns: *Start Date, Start Time/Seq, Stop Date, Stop Time/Seq, *Earnings Type, Description, Approval Status, Manual Row Switch, Approve, Earning Process Type
- Row 1: 07/20/2001, [blank], 9999, RP1 (magnifying glass icon), Responsibility Pay, A, [checkbox], Approve, [dropdown]

Enter the following information...

Field	Action
Stop Date	<u>Enter</u> the day prior to the day of relief from duty as Commanding Officer or leave blank to pay continuous Responsibility Pay. Use the calendar button  to select the date. You can also <u>Click & Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format. This field can be future dated.  If absent from the vessel for a period of 30 days or more, on TAD, leave, or hospitalized, the stop date will be the day prior to the day entered such status.
Stop Time	Pre-filled
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.
	Not Used – Payment of Responsibility Pay does not require audit and approval.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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Correcting Responsibility Pay

In the  mode, find the Responsibility Pay 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 Responsibility Pay entitlement (Step 7).

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Deleting Responsibility Pay

In  mode, **find** the Responsibility 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 Responsibility Pay entitlement will be recouped when using this feature.

End