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# Supplementary Clothing Monetary Allowance

## Introduction:

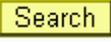
This section provides the procedures for paying or recouping Supplementary Clothing Monetary Allowance. This entitlement is paid to enlisted members who are assigned to duty where they are required to have special items or quantities of individual uniform clothing not normally required for the majority of enlisted members. This allowance is in addition to any other clothing monetary allowance.

## Reference:

Chapter 3 - U.S. Coast Guard Pay Manual

## Procedure:

Start CGHRMS, [sign-in](#) and follow these steps to pay or recoup Supplementary Clothing Monetary Allowance. **Corrections are not allowed.**

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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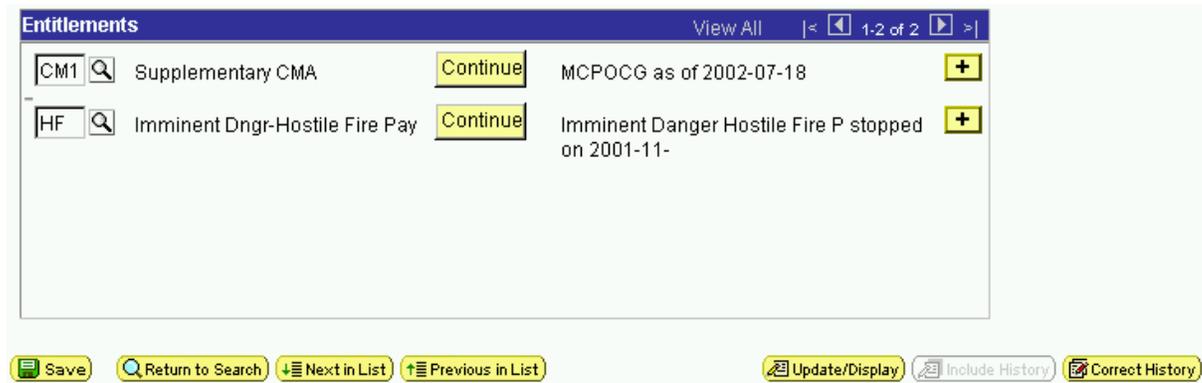
3

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.

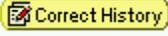
[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.



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

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Select the  button located at the bottom right-hand portion of the screen so that all payments of Supplementary Clothing Monetary Allowance will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.

Note: The current selection will have a white background.

- You may use the  button to pay Supplementary Clothing Monetary Allowance; however, we recommend using the "Include History" mode so all payments will display.
- Use the  button to view all payments of Supplementary Clothing Monetary Allowance. Only new entitlements can be entered in this mode.
- Use the  button to update or delete entries of Supplementary Clothing Monetary Allowance. A listing of all payments will be displayed.

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**If a Supplementary Clothing Monetary Allowance row exists in the Summary Panel...**

Click the  button adjacent to Supplementary Clothing Monetary Allowance. The Employee Entitlement Detail screen will appear. (Go to Step 7)

**If a Supplementary Clothing Monetary 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 "CM1" in the look-up box   or use the magnifying glass to search for and select the Supplementary Clothing Monetary Allowance earning code.

Then click the  button adjacent to Supplementary Clothing Monetary 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 Supplementary Clothing Monetary Allowance will be shown. If you are deleting this entitlement, use the  button.

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

**Scroll up** to find the “CM1” Earnings Code. If Supplementary Clothing Monetary Allowance isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.

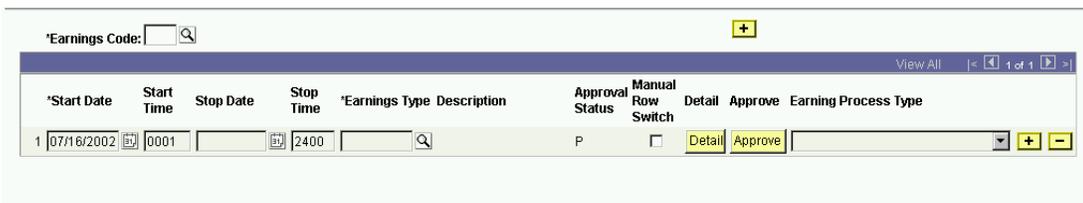


Entitlements View All | < 1 of 2 >

\*Earnings Code: FSA Family Separation Allowance +

*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: +

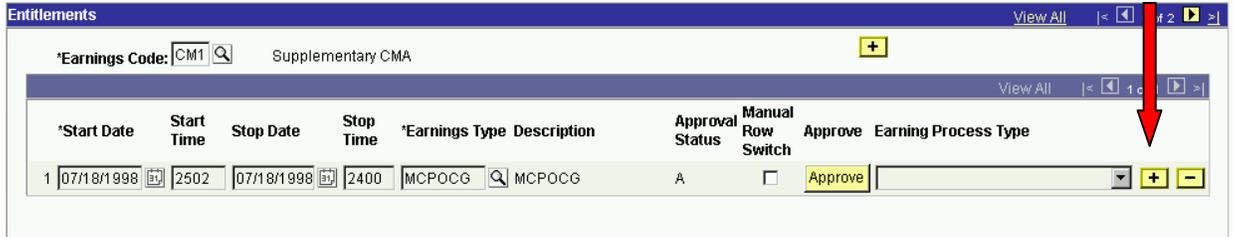
*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1	07/16/2002	0001	2400			P	<input type="checkbox"/>	Detail	Approve	

**Type** “CM1” in the Earnings Code field or use the magnifying glass  to search and select the Supplementary Clothing Monetary Allowance Earnings Code.

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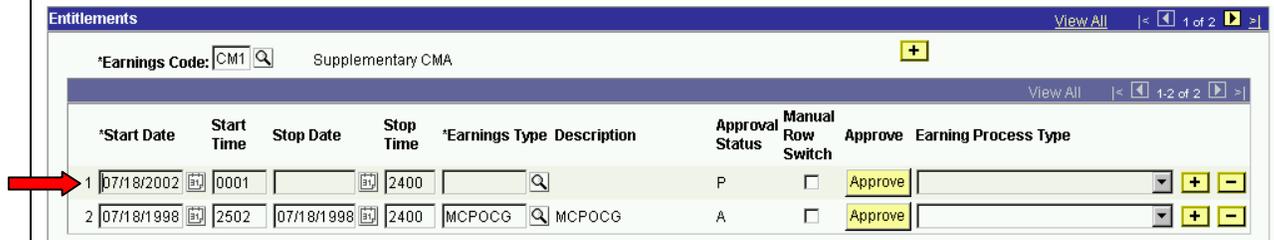
## Paying Supplementary Clothing Monetary Allowance (See Step 8 if recouping this.)

In the  mode, click the  button shown below.



The screenshot shows the 'Entitlements' screen for 'Supplementary CMA'. 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, 07/18/1998, 2502, 07/18/1998, 2400, MCPOCG, MCPOCG, A, , Approve, and a dropdown menu. A red arrow points to the plus button at the end of the row.

The following entry line appears...



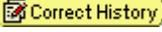
The screenshot shows the 'Entitlements' screen with two entries. The first entry is highlighted with a red arrow pointing to its row. The table columns and data are the same as in the previous screenshot, but now there are two rows.

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click &amp; 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 same date used for the start date. Use the calendar button  or <u>Click &amp; Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format.
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. <b>Do not pay the same type more than once every 3 years.</b>
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. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>
	Not Used. Payment of Supplementary Clothing Monetary Allowance 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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## **Recouping/Deleting Supplementary Clothing Monetary Allowance**

In  mode, **find** the Supplementary Clothing Monetary 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 Supplementary Clothing Monetary Allowance entitlement will be recouped when using this feature.

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*End*