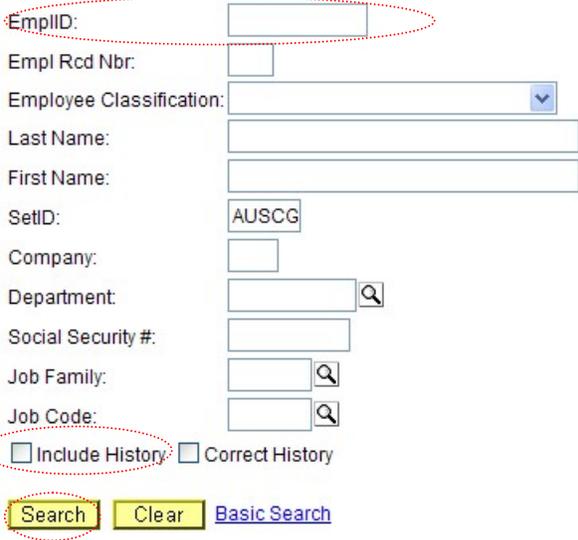


Small Store Checkage

Small Store Checkage

Introduction This section provides the procedure for *inputting* the **Small Store Checkage** transaction.

Procedure Start Direct-Access, sign-in and follow these steps to access Small Store Checkage.

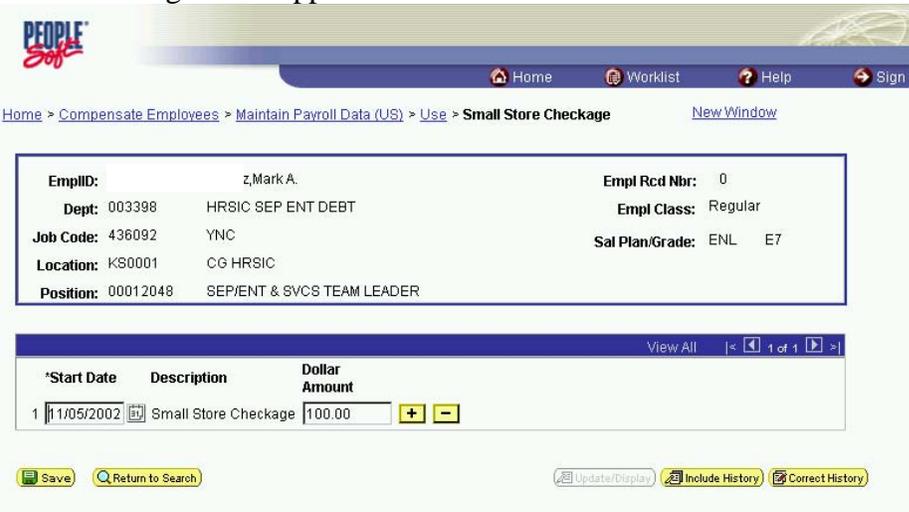
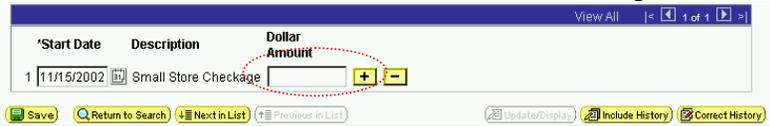
Step	Action
1	Select Menu items in the following order. <u>Compensate Employees > Maintain Entitlements > Use > Small Store Checkage</u>
2	A search page will appear (example below). Enter the member's Employee ID number or other search criteria (social security number for example). Home > Compensate Employees > Maintain Payroll Data (US) > Use > Small Store Checkage Small Store Checkage <hr/> Find an Existing Value  <p>EmplID: <input type="text"/></p> <p>Empl Rcd Nbr: <input type="text"/></p> <p>Employee Classification: <input type="text" value="AUSCG"/></p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>SetID: <input type="text" value="AUSCG"/></p> <p>Company: <input type="text"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>Social Security #: <input type="text"/></p> <p>Job Family: <input type="text"/> <input type="button" value="Q"/></p> <p>Job Code: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p>
3	Select the input mode by checking the Include History box located at the bottom of the search screen. This mode will include a list of previously submitted transactions. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History

Continued on next page

Small Store Checkage

Small Store Checkage, Continued

Procedure (continued)

Step	Action
4	<p>Click the Search button and select the member you want to input a Small Store Checkage for from the search results.</p> <p>Note: 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 SSN before making any changes.</p>
5	<p>The following screen appears:</p>  <p>Note: If no previous Small Store Checkage transactions have been submitted or you are not in the “Include History” mode (See step 3) the page will load with a row showing the current date in the Start Date field and the Dollar Amount field will be blank as shown in the example below:</p> 
6	<p>If this is the first Small Store Checkage for this member, enter the Dollar Amount.</p> <p>If history rows exist, click the + button to enter a new checkage. The Start Date will default to the current date, enter the Dollar Amount.</p>
7	<p>Click the Save button.</p> <p>Note: Only one entry per day is allowed per member.</p>

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Small Store Checkage

Small Store Checkage, Continued

Corrections / Deletions

This transaction cannot not be corrected or deleted. Refunds for erroneous entries and credits for returned merchandise can be input via the Compensate Employees > Maintain Payroll Data (US) > Use > **Pay Adjustments** menu. Please see the following topic, in the [Direct-Access Online Manual](#) for instructions on submitting Pay Adjustments transactions:

 [http://www.uscg.mil/hq/psc/ps/pay_entitlements/pay_adjustments_\(psc_only\).htm](http://www.uscg.mil/hq/psc/ps/pay_entitlements/pay_adjustments_(psc_only).htm)
