

## E-Mail ALSPO G/12

### Subj: SEGREGATION OF DUTIES, REVIEW AND APPROVAL FOR MULTIPLE PAY ENTITLEMENT TRANSACTIONS

- Ref: (a) [E-Mail ALSPO B/11; Segregation of Duties, Review and Approval for Individual Pay Entitlements and Multiple Pay Entitlement Transactions](#)  
(b) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3 \(series\), Part II, Pay Entitlements](#)

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**Purpose** This E-Mail ALSPO message announces the implementation of Direct Access (DA) software changes to improve internal controls for processing multiple pay entitlement transactions.

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**Background** Reference (a) announced interim procedures for processing multiple pay entitlement transactions. Limitations of the original design required extensive software changes to facilitate review, approval, and segregation of duties within the DA multiple pay entitlement transaction component.

The rewritten component:

- Enforces segregation of duties when starting an entitlement.
  - Requires review and approval when starting an entitlement.
  - Permits corrections and deletions prior to approval.
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**Pay entitlements with multiple data entry capability** The DA multiple pay entitlement transaction component facilitates data entry of the following pay entitlements:

- Basic Allowance for Subsistence.
  - Career Sea Pay.
  - Combat SGLI Allowance.
  - Combat Zone Tax Exclusion.
  - Family Separation Allowance.
  - Imminent Danger (Hostile Fire) Pay.
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## E-Mail ALSPO G/12

### Subj: SEGREGATION OF DUTIES, REVIEW AND APPROVAL FOR MULTIPLE PAY ENTITLEMENT TRANSACTIONS

**Effective date** Use of the new multiple entitlement transaction component begins on 07 September 2012.

**Process overview** To generate a multiple entitlement transaction entry use the following procedures:

Stage	Who	Procedure						
1	Unit	Notify SPO of entitlement (e.g. Galley closure).						
2	SPO Data Entry Tech/HRS role user	Enter the entitlement and selection criteria in DA Manage Multiple Entitlements and build the list of personnel.  Notify the Auditor/HRSUP role user when ready.						
3	SPO Auditor/ HRSUP role user	Access the DA Manage Multiple Entitlements component using the same entitlement and selection criteria used by the data entry technician.  Generate the approval list. <table border="1" data-bbox="609 1150 1385 1631"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>All values and the list are correct</td> <td>Click the save button.</td> </tr> <tr> <td>Any value is incorrect or changes to the list are necessary</td> <td>Exit the component without saving any changes and notify the HRS role user that changes are necessary.  Or,  Click the Delete List button to remove the list and pending transactions from the system.</td> </tr> </tbody> </table>	If	Then	All values and the list are correct	Click the save button.	Any value is incorrect or changes to the list are necessary	Exit the component without saving any changes and notify the HRS role user that changes are necessary.  Or,  Click the Delete List button to remove the list and pending transactions from the system.
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## E-Mail ALSPO G/12

### Subj: SEGREGATION OF DUTIES, REVIEW AND APPROVAL FOR MULTIPLE PAY ENTITLEMENT TRANSACTIONS

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**Procedures** Revised procedures for entering multiple entitlement transactions are enclosed and supersede the procedures in reference (b).




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**Directives  
Affected** Reference (a) is cancelled.

The contents of this E-Mail ALSPO message will be incorporated into the applicable sections of reference (b). This E-Mail ALSPO message provides interim guidance which expires one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

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**Questions** Questions regarding the content of this E-Mail ALSPO message may be directed to PPC Customer Care at:

 (866) 772-8724/(785) 339-2200  
 <http://cgweb.ppc.uscg.mil/ccb> (Online Trouble Ticket/Inquiry Form)  
 [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) (E-Mail)

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**Released by** Internet release authorized.

/s/  
S. L. LEBRUSKA, CAPT, USCG  
Commanding Officer

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Encl: (1) Direct Access Manage Multiple Entitlements

## Overview

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**Introduction** This enclosure provides the procedure for **Multiple Entitlement** data entry and approval.

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**References** This enclosure provides the procedures for entering data in Direct Access only. Pay entitlements information is found in the Coast Guard Pay Manual, COMDTINST M7220.29(series) (PAYMAN) and the Coast Servicing Personnel Office Manual, PPCINST M5231.3(series) (SPOMAN).. Consult the applicable sections of the PAYMAN and the SPOMAN for specific guidance on each entitlement.

Entitlement	See PAYMAN,	See SPOMAN, Part II,
Basic Allowance for Subsistence.	Sec. 3-A	Sec. 5-A
Career Sea Pay.	Sec. 4-B	Chap 7
Combat SGLI Allowance.	Sec. 6-A	Sec. 11-C
Combat Zone Tax Exclusion.	Sec. 8-G	Sec. 11-D
Family Separation Allowance.	Sec. 3-H	Sec. 11-F
Imminent Danger (Hostile Fire) Pay.	Sec. 4-H	Sec. 11-L

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**Usage** Use the Manage Multiple Entitlements component to start an entitlement, stop an entitlement, or start AND stop an entitlement for multiple personnel.

You cannot correct or delete any entries using multiple entitlements after approval by the PAO. Use the individual employee entitlements transaction to make corrections or to delete transactions.

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**Internal controls** Multiple Entitlement starts require review and approval by a Payment Approving Official (PAO). The approver cannot be the same user that originated the transaction.

- Approval is not required for stop transactions.

**Very Important:** The Multiple Entitlements component does not include workflow for review and approval. Pending transactions are not tracked. To access a list of transactions, enter the earnings code, start date and/or stop date, earnings type and department ID. These data elements are needed to locate the list in the system and must be entered exactly as they were during the build list process.

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## Overview, Continued

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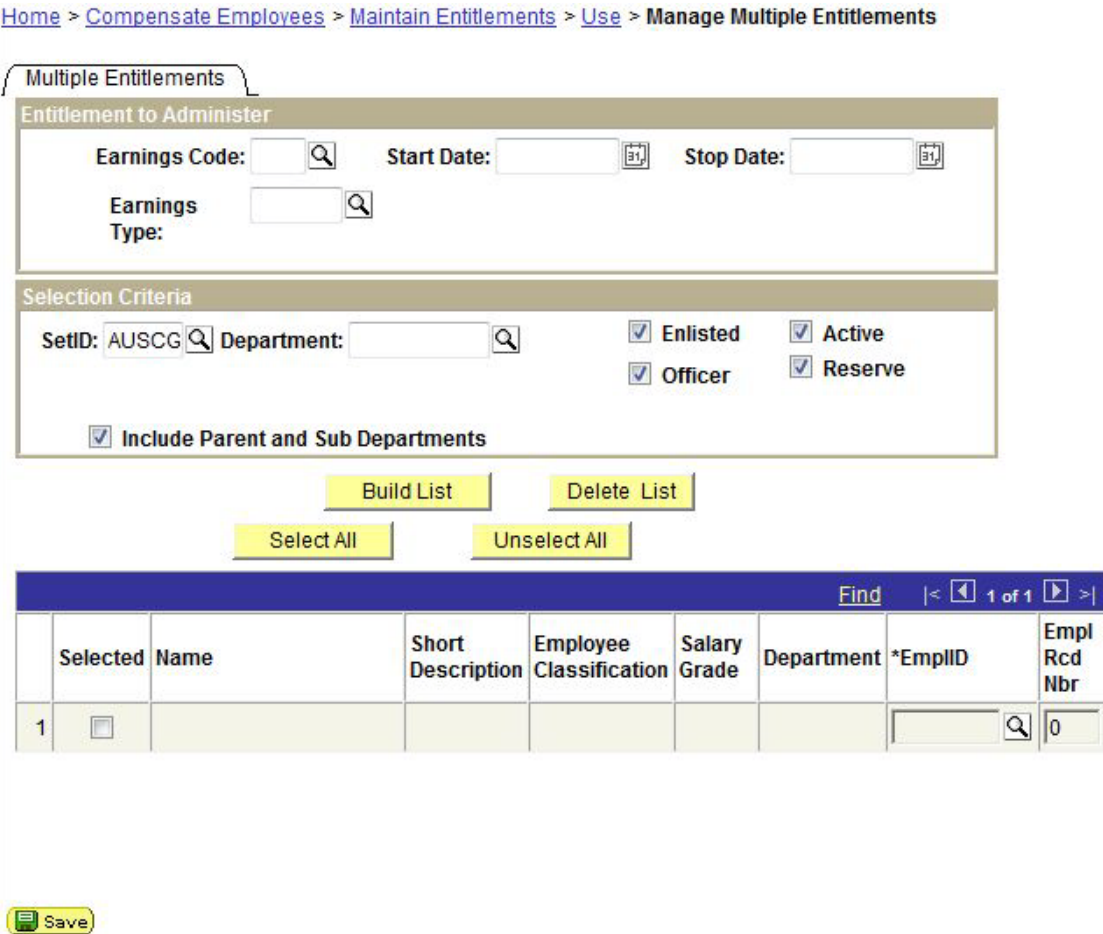
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## Building the List









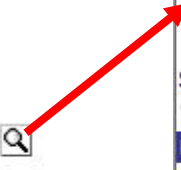
**Procedure** The following steps show the procedures to create a new multiple entitlement list. If starting an entitlement, the list must be approved by a PAO. Approval is not required to stop an entitlement.

Step	Action
1	<p>Select Menu items in the following order:  <a href="#">Direct Access Content Menu</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Manage Multiple Entitlement page appears.</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>Manage Multiple Entitlements</b></p> 

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## Building the List, Continued







Procedure (continued)

Step	Action														
2	<p>Type the earnings code in the <b>Earnings Code</b> field or use the magnifying glass  to search and select the Earnings Code.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; width: 200px;"> <p>Entitlement to Administer</p> <p>Earnings Code: <input type="text" value="BAS"/> </p> </div> <div style="text-align: right;"> <p><b>Lookup Earnings Code</b></p> <p>Earnings Code: <input type="text"/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p>View All First  1-8 of 8  Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2e5496; color: white;"> <th>Earnings Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td><a href="#">BAS</a></td><td><a href="#">Subsistence</a></td></tr> <tr><td><a href="#">CSA</a></td><td><a href="#">Combat SGLI Allowance</a></td></tr> <tr><td><a href="#">CSP</a></td><td><a href="#">Career Sea Pay</a></td></tr> <tr><td><a href="#">CT1</a></td><td><a href="#">Combat Tax Exclusion</a></td></tr> <tr><td><a href="#">FSA</a></td><td><a href="#">Family Separation Allowance</a></td></tr> <tr><td><a href="#">HF</a></td><td><a href="#">Imminent Dngr-Hostile Fire Pay</a></td></tr> </tbody> </table> </div> </div> 	Earnings Code	Description	<a href="#">BAS</a>	<a href="#">Subsistence</a>	<a href="#">CSA</a>	<a href="#">Combat SGLI Allowance</a>	<a href="#">CSP</a>	<a href="#">Career Sea Pay</a>	<a href="#">CT1</a>	<a href="#">Combat Tax Exclusion</a>	<a href="#">FSA</a>	<a href="#">Family Separation Allowance</a>	<a href="#">HF</a>	<a href="#">Imminent Dngr-Hostile Fire Pay</a>
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## Building the List, Continued

Procedure (continued)

Step	Action								
4	Enter the <b>Start Date</b> . Use the calendar button  to select the desired date or type the start date in MM/DD/YYYY format. Leave the <b>Start Date</b> blank if using the multiple entry component to stop an entitlement.								
5	To pay continuous, leave the <b>Stop Date</b> blank. Enter the <b>Stop Date</b> if this is a temporary entitlement. To stop the entitlement at a later date, recreate it per these instructions but leave the <b>Start Date</b> blank.								
6	<p>Enter the <b>Department ID</b>. There are 2 lookup boxes located next to Department.</p> <p><b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b></p> <p>Department: <input type="text" value="AUSCG"/>  <input type="text" value=""/> </p> <p>Type the Department Code in the 2<sup>nd</sup> block shown below or use the  to search and select from a listing of available codes.</p> <p>SetID: <input type="text" value="AUSCG"/>  Department: <input type="text" value="000001"/> </p> <p>CGC GALLATIN</p> <p>Tab out of the Department field to refresh the screen; the name of the unit will display below the <b>SetID</b> and <b>Department</b> fields.</p>								
7	<p>Deselect personnel types to exclude from transaction list.</p> <table border="1" data-bbox="302 1115 1404 1682"> <tbody> <tr> <td data-bbox="302 1115 537 1266"><b>Enlisted</b></td> <td data-bbox="537 1115 1404 1266">A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.</td> </tr> <tr> <td data-bbox="302 1266 537 1417"><b>Active</b></td> <td data-bbox="537 1266 1404 1417">A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel, if desired. A blank box <input type="checkbox"/> indicates active duty personnel have been removed from the selection criteria.</td> </tr> <tr> <td data-bbox="302 1417 537 1528"><b>Officer</b></td> <td data-bbox="537 1417 1404 1528">A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.</td> </tr> <tr> <td data-bbox="302 1528 537 1682"><b>Reserve</b></td> <td data-bbox="537 1528 1404 1682">A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria.</td> </tr> </tbody> </table>	<b>Enlisted</b>	A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.	<b>Active</b>	A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel, if desired. A blank box <input type="checkbox"/> indicates active duty personnel have been removed from the selection criteria.	<b>Officer</b>	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.	<b>Reserve</b>	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria.
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## Building the List, Continued

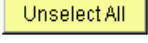

Procedure (continued)

Step	Action																																													
8	<p>Confirm the check box next to <b><u>Include Parent and Sub Departments</u></b> is selected. This generates the list to include all sub departments assigned to an OPFAC. Remove the checkmark if generating the list for a specific sub department.</p> <table border="1"> <tr> <td><b>Include Parent and Sub Departments</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments are removed from the selection criteria.</td> </tr> </table>	<b>Include Parent and Sub Departments</b>	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments are removed from the selection criteria.																																											
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9	<p>Click the <b>Build List</b> button. A listing of personnel meeting the criteria appears in the table below.</p> <p style="text-align: center;"> <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> </p> <table border="1"> <thead> <tr> <th colspan="9">Find &lt; 1-31 of 31 &gt;</th> </tr> <tr> <th></th> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Bi</td> <td>G</td> <td>SN</td> <td>Regular</td> <td>E3</td> <td>009627</td> <td>2</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td>C C</td> <td>N</td> <td>FA</td> <td>Regular</td> <td>E2</td> <td>009627</td> <td>2</td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td>C</td> <td>r.N.</td> <td>GM1</td> <td>Regular</td> <td>E6</td> <td>009627</td> <td>1</td> </tr> </tbody> </table> <p>Clicking on the Build List button in later steps will undo all changes.</p> <p><b>Note:</b> The last row of the list is blank. There is no functionality associated with this row.</p>	Find < 1-31 of 31 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr	1	<input type="checkbox"/>	Bi	G	SN	Regular	E3	009627	2	2	<input type="checkbox"/>	C C	N	FA	Regular	E2	009627	2	3	<input type="checkbox"/>	C	r.N.	GM1	Regular	E6	009627	1
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10	<p>Select Entries to be Processed:</p> <p>Click the <b>Select All</b> button. Each row in the table runs through a series of internal edits. A check mark indicates the row passed the edits.</p> <table border="1"> <thead> <tr> <th></th> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>B</td> <td>SN</td> <td>Regular</td> <td>E3</td> <td>009627</td> <td>20</td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> <td>C C</td> <td>FA</td> <td>Regular</td> <td>E2</td> <td>009627</td> <td>20</td> </tr> <tr> <td>3</td> <td><input checked="" type="checkbox"/></td> <td>C</td> <td>GM1</td> <td>Regular</td> <td>E6</td> <td>009627</td> <td>12</td> </tr> </tbody> </table>		Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*E	1	<input checked="" type="checkbox"/>	B	SN	Regular	E3	009627	20	2	<input checked="" type="checkbox"/>	C C	FA	Regular	E2	009627	20	3	<input checked="" type="checkbox"/>	C	GM1	Regular	E6	009627	12													
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## Building the List, Continued

Procedure (continued)

Step	Action
11	<p>Removal of Entries From Being Processed:</p> <p>Review the list and click the <input checked="" type="checkbox"/> box to remove entries. A blank box <input type="checkbox"/> indicates an entry will not be generated upon saving.</p> <p>Use the  button to remove all entries if desired.</p>
12	<p>Click the  button.</p> <ul style="list-style-type: none"> <li>• If starting an entitlement, you can change the personnel list and/or entitlement information until the transaction list is approved by the PAO/Auditor.</li> <li>• If stopping an entitlement, the system will generate individual employee entitlements for each member listed upon successfully saving the page.</li> </ul>
13	<p>If starting an entitlement, print the page and forward it, along with supporting documentation, to the PAO/Auditor for review and approval.</p> <p><b>Very Important:</b> This component does not include workflow for review and approval. Pending transactions are not tracked. If you need to access the list of transactions, enter the earnings code, start date and/or stop date, earnings type and department ID. These data elements are needed to locate the list in the system and must be entered exactly as they were during the build list process.</p>

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## Approving the List

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**Introduction** This section provides the procedure for the PAO to review and approve a multiple entitlements start transaction.

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**Procedure** The following steps show the procedures to access, review and approve a multiple entitlement transaction list.

Note: The fields in the *Entitlement to Administer* and *Selection Criteria* sections must be completed exactly the same as they were by the HRS role user in the build list process.

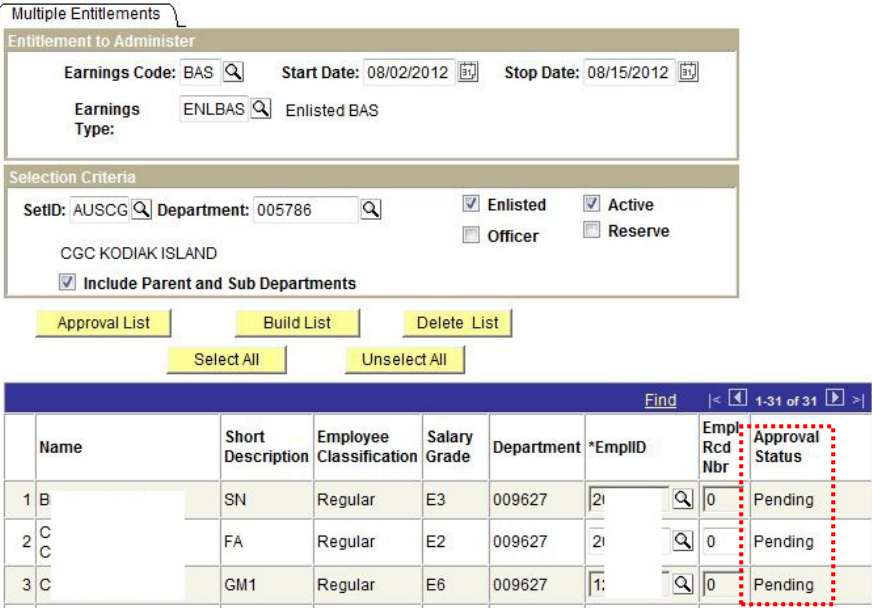
Step	Action
1	Review documentation and entitlement information received from HRS role user.
2	Log into DA.
3	Path to Direct Access Content > Compensate Employees > Maintain Entitlements > Use > Manage Multiple Entitlements.
4	Enter the <b>Earnings Code</b> .
5	Enter the <b>Earnings Type</b> .
6	Enter the <b>Start Date</b> . Note: If no start date was entered, the list does not require approval.
7	Enter the <b>Stop Date</b> if one was entered during the selection process.
8	Confirm that “AUSCG” appears in the SetID field, update the field if necessary.
9	Enter the <b>Department ID</b> number.
10	Confirm that the correct department name is displayed below the Department ID field after you exit the field by pressing the tab key.
11	Review the selection criteria for the employee types (Enlisted, Active, Officer, and Reserve), remove the checkmark from any type that was not marked during the selection process.
12	Confirm the check box next to <b>Include Parent and Sub Departments</b> is selected. This generates the list to include all sub departments assigned to the OPFAC. Remove the checkmark if generating the list for a specific sub department and it was not checked during the build list process.

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## Approving the List, Continued

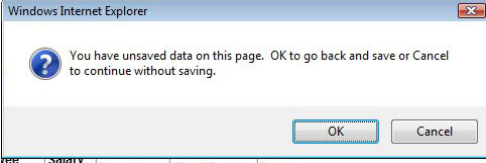
Procedure (continued)

Step	Action																																
<p><b>13</b></p>	<p>Click the <b>Approval List</b> button. The lower portion of the screen populates with the selections. An <b>Approval Status</b> column is also added to the list.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <a href="#">Manage Multiple Entitlements</a></p>  <p>The screenshot shows the 'Multiple Entitlements' interface. The 'Entitlement to Administer' section includes fields for Earnings Code (BAS), Start Date (08/02/2012), Stop Date (08/15/2012), and Earnings Type (ENLBAS). The 'Selection Criteria' section includes SetID (AUSCG), Department (005786), and checkboxes for Enlisted, Active, Officer, and Reserve. Below these are buttons for 'Approval List', 'Build List', 'Delete List', 'Select All', and 'Unselect All'. A table below shows a list of entitlements with columns: Name, Short Description, Employee Classification, Salary Grade, Department, *EmplID, Empl Rcd Nbr, and Approval Status. The 'Approval Status' column is highlighted with a red dashed box, showing 'Pending' for three rows.</p> <table border="1" data-bbox="337 924 1203 1144"> <thead> <tr> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>1 B</td> <td>SN</td> <td>Regular</td> <td>E3</td> <td>009627</td> <td>2i</td> <td>0</td> <td>Pending</td> </tr> <tr> <td>2 C C</td> <td>FA</td> <td>Regular</td> <td>E2</td> <td>009627</td> <td>2i</td> <td>0</td> <td>Pending</td> </tr> <tr> <td>3 C</td> <td>GM1</td> <td>Regular</td> <td>E6</td> <td>009627</td> <td>1:</td> <td>0</td> <td>Pending</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The <b>Select All/Unselect All</b> buttons do not perform any functions for the PAO using the <b>Approval List</b> function. These buttons are only used in the build list process.</li> <li>• The last row of the list is blank. There is no functionality associated with this row.</li> </ul> <p><b>Warning!</b> Clicking <b>Build List</b> button <i>erases</i> the pending transactions and creates a new list. The new list must be approved by another PAO. Exit the component, without saving your changes, if you unintentionally click the <b>Build List</b> button.</p>	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr	Approval Status	1 B	SN	Regular	E3	009627	2i	0	Pending	2 C C	FA	Regular	E2	009627	2i	0	Pending	3 C	GM1	Regular	E6	009627	1:	0	Pending
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3 C	GM1	Regular	E6	009627	1:	0	Pending																										

Continued on next page

## Approving the List, Continued

Procedure (continued)

Step	Action	
14	<b>If</b>	<b>Then</b>
	All values and the list are correct	Click the <b>Save</b> button. The system creates individual entitlement transaction entries and the Approval status changes to Approved for each member on which the system was able to create a transaction. The status remains Pending for any member whose record does not meet the basic requirements to pass the edit checks in employee entitlements. The user must individually enter these transactions for these members.
Any value is incorrect or changes to the list are necessary	<p>Exit the component without saving any changes (Click “Cancel” when prompted) and notify the HRS role user that changes are necessary.</p>  <p>Or,</p> <p>Click the <b>Delete List</b> button to remove the list and pending transactions from the system.</p>	