

## CPOA Allotment Instructions:

Log on To Direct Access: <https://portal.direct-access.us/psp/EPPRD/?cmd=login&languageCd=ENG>

### ORACLE® PEOPLESOFT ENTERPRISE



User ID: <input type="text" value="123456"/>	Please review Title 18 USC Section 130 and Title 5 USC Section 552A below.
Password: <input type="password"/>	
<input type="button" value="Sign In"/>	<a href="#">Forgot My Password</a>



#### Title 18 USC Section 130

Unauthorized access is prohibited by Title 18 USC Section 1030. Unauthorized access may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative penalties. Users shall not access other users' or system files without proper authority. Absence of access controls IS NOT authorization for access! USCG information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring to ensure proper functioning, protect against improper or unauthorized use or access, and verify the presence or performance of applicable security features or procedures, and other like purposes. Such security monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If security monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. Use of this system constitutes consent to such monitoring.

#### Title 5 USC Section 552A

This system contains information protected under the provisions of the privacy Act of 1974 (5 USC 522A). Any privacy information displayed on the screen or printed must be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to \$5,000 per disclosure, or both. Information in this system is provided for use in official Coast Guard business only. Requests for information from this system from persons or organizations outside of the U.S. Coast Guard should be forwarded to Commandant CG-6.

The screenshot shows the Oracle PeopleSoft Employee menu. The 'Employee' title bar is highlighted with a red box. The menu is organized into three columns: Profile, Tasks, and View. The 'Allotments' link in the Tasks column is highlighted with a red box. A black arrow points from a callout box at the bottom to the 'Allotments' link.

Profile	Tasks	View
<a href="#">Workflow User Preferences</a>	<a href="#">Languages</a>	<a href="#">View Paycheck</a>
	<a href="#">PCS eResumes</a>	<a href="#">Test Results</a>
	<a href="#">Memberships</a>	<a href="#">View Reserve Points</a>
	<a href="#">Emergency Contacts</a>	<a href="#">Personal Information</a>
	<a href="#">Home and Mailing Address</a>	<a href="#">Member Information</a>
	<a href="#">Phone Numbers</a>	<a href="#">Member Info Additional</a>
	<a href="#">Allotments</a>	<a href="#">View My Worklist</a>
	<a href="#">Direct Deposit</a>	<a href="#">My CGHRMS Orders</a>
	<a href="#">W-4 Tax Information</a>	<a href="#">My Employee Reviews</a>
	<a href="#">14 More...</a>	<a href="#">10 More...</a>

1. Click "Allotments"



## My Voluntary Deductions

### Your current allotments are listed below:

- To add an allotment, click the Add Deduction link.
- To edit an allotment, click the Edit icon beside the allotment you want to update.
- Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) allotments cannot be edited. Please contact the vendor for changes to these allotments.
- Only the allotments listed below are available to change through self-service. If an allotment displays without an edit graphic next to it, it cannot be changed through self-service.
- Click on the [Allotment Worksheet](#) link to determine the types of allotments allowed and how many are permitted for each.
- If you have any questions, please contact your SPO.

Voluntary Deductions						
JUMPS Seq	Element	Amount	Begin Date	End Date	Recipient	Edit

[Add Deduction](#)

2. Click "Add Deduction"

## My Voluntary Deductions

### Enter Allotment information:

- Allotments for current month can be started or changed prior to current mid month payroll cut. Click on the [Processing Schedule](#) link to determine the mid month payroll cutoff dates.
- Allotments can be started or changed for future month.
- If you want to stop your allotment immediately, press the Stop Deduction button below. If pressed prior to end-month Compute cutoff, your stop will be effective at the end of the prior month (any deductions from your mid-month pay will be refunded in your end-month pay). If pressed after end-month Compute cutoff, your stop will be effective at the end of the current month.
- If you want to stop your allotment during a future month, or at the end of the current month, you can stop the allotment by entering an End Date below and then pressing the Save Deduction button.
- Allotments must be set up for payment by direct deposit / electronic funds transfer.

Element Name:

Association Dues
   
 Commercial Insurance
   
 Loan
   
 Navy Mutual Aid Insurance
   
 Other Allotment
   
 Private Venture Housing
   
 Repay home loans, mortgages
   
 Savings
   
 Support of Dependents
   
 Treasury Direct Savings Bonds

3. Click on the Drop Down & choose "Association Dues"



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Element Name: Association Dues Type: CG Chief Petty Officer Assoc

Amount: 2.00

Begin Date: 10/01/2014 Policy #: 106746741

End Date:

4. Click on the Drop Down & choose "CG Chief Petty Officer Assoc"

5. Type "2.00"

Leave the "Begin Date" as is & leave "End Date" Blank

Save Deduction

Return to Summary

6. Click "Save Deduction"



[My Page](#) [Requests](#)



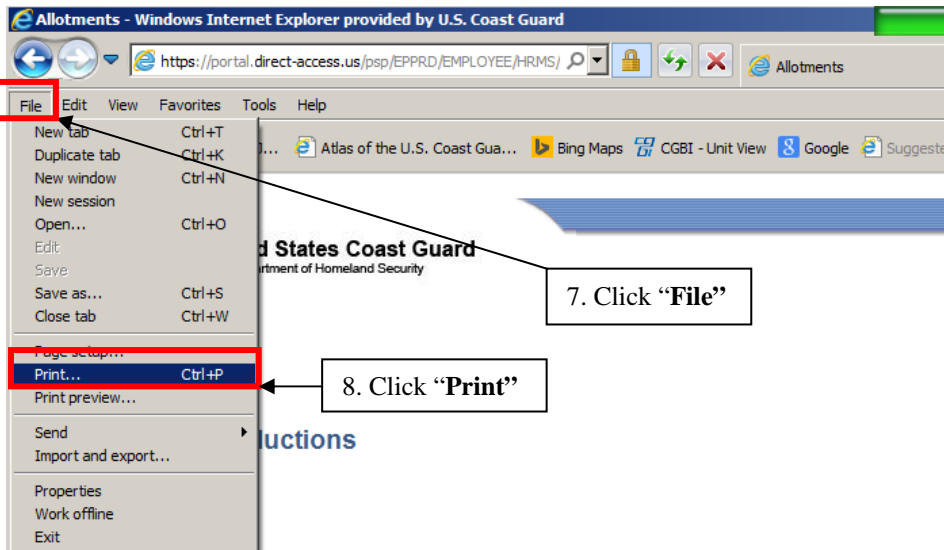
## Save Confirmation



The Save was successful.

[Return to Summary](#)

6. Click **“Return to Summary”**

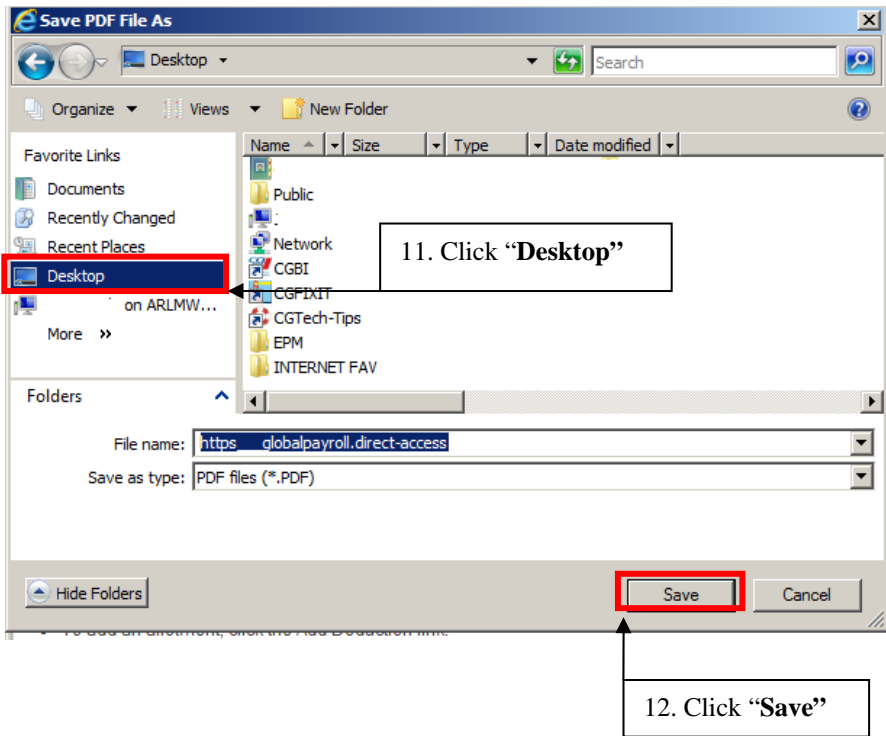
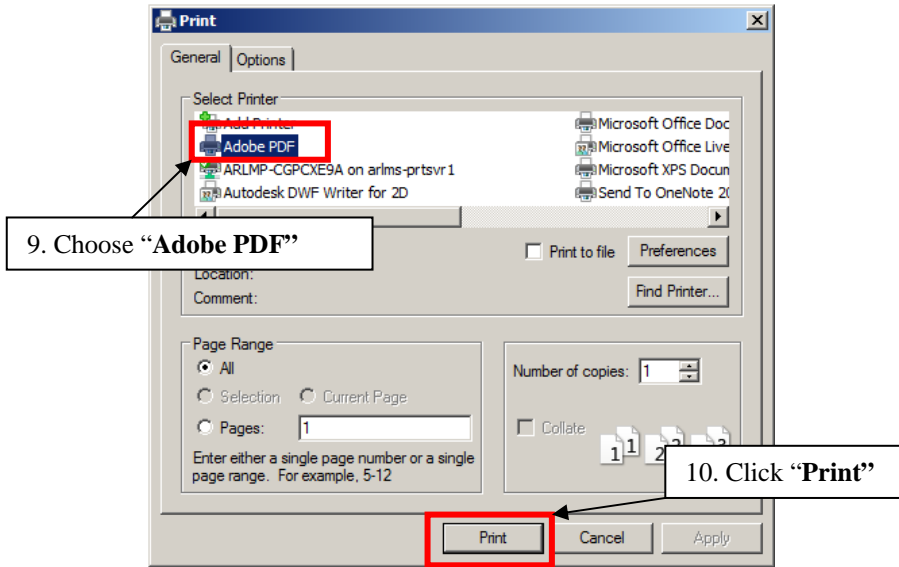


7. Click **“File”**

8. Click **“Print”**

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**Tools** Sign Co

**Content Editing**

**Edit Text & Images**

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Add Image

Export File to...

**More Content**

Add or Edit Link

Add Bookmark

Attach a File

**Format**

Outline Text & Images

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Action Wizard

Text Recognition

**ERN/DED Override Component**

**My Voluntary Deductions**

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**Voluntary Deductions**

JUMPS Seq	Element	Amount	Begin Date	End Date	Recipient	Edit
102	Association Dues	\$2.000000	10/01/2014		Chief Petty Officer Assn Uscg	
3	Mutual Assistance Donation	\$2.000000	06/01/2005		Cg Mutual Assistance Campaign	
100	Association Dues	\$5.000000	11/01/2013	10/31/2016	Warrant Officer Association	
101	Association Dues	\$2.000000	11/01/2013	10/31/2014	CWOA WASHINGTON DC CHAPTER (	

Add Deduction

13. Click "Tools"

14. Click "Edit Text & Images"

**My Voluntary Deductions**

Your current allotments are listed below:

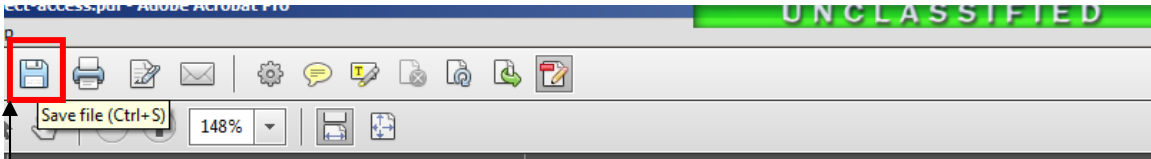
- To add an allotment, click the Add Deduction link.
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**Voluntary Deductions**

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3	Mutual Assistance Donation	\$2.000000	06/01/2005		Cg Mutual Assistance Campaign	
100	Association Dues	\$5.000000	11/01/2013	10/31/2016	Warrant Officer Association	
101	Association Dues	\$2.000000	11/01/2013	10/31/2014	CWOA WASHINGTON DC CHAPTER (	

Add Deduction

15. Remove all "Voluntary Deductions" by holding down the left click button on your mouse and drag over all other non-CPOA allotment info & strike the "Delete" button on your keyboard.




## ERN/DED Override Component

16. Click “Save”

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JUMPS Seq	Element	Amount	Begin Date	End Date	Recipient	Edit
102	Association Dues	\$2.000000	10/01/2014		Chief Petty Officer Assn Uscg Cg Mutual Assistance	

[Add Deduction](#)

**Attach your saved file to your email with your application.**