

CG Warrant Officer Association Allotment Instructions:

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

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User ID:

Password:

Please review Title 18 USC Section 130 and Title 5 USC Section 552A below.

[Forgot My Password](#)



Title 18 USC Section 130
Unauthorized access is prohibited by Title 18 USC Section 1303. 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.

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

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"



My Voluntary Deductions

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- Allotments must be set up for payment by direct deposit / electronic funds transfer.

Element Name: Typ:

Amount:

Begin Date:

End Date:

Policy #:

5. Type "7.00"

4. Click on the Drop Down & choose "CG Warrant Officer Association"

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

6. Click "Save Deduction"