

Viewing Pay Transactions

Overview

Introduction This guide provides two ways for viewing pay transactions for a member that require(ed) approval (through the Request tab) in Direct Access (DA), whether they are pending, approved or denied.

- Information**
- CGHRS user role is required for this transaction.
 - This does not display PCS Orders, Reserve Orders, or Separation Orders.
 - This is useful for locating transactions sent to an erroneous Empl ID or to see specific details including when it was approved/denied and by whom.
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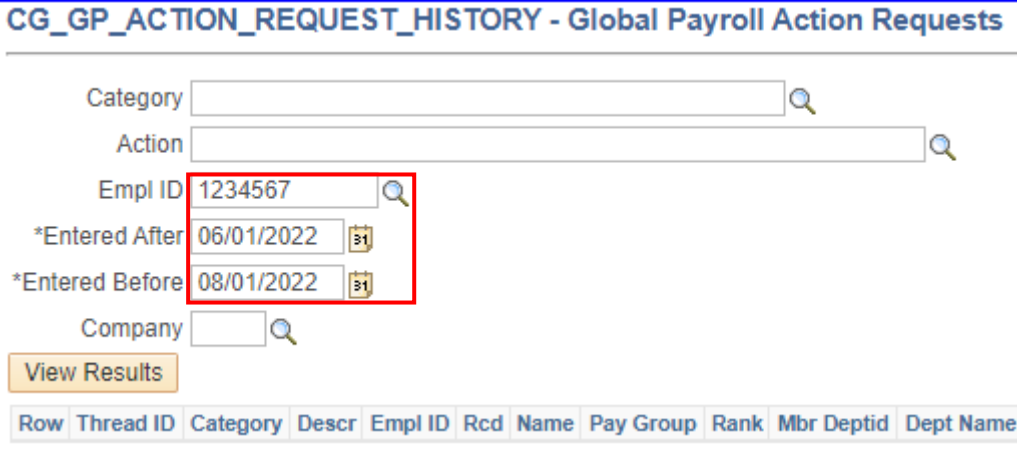
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Global Payroll Action Request Report

Introduction This section provides the procedures for viewing pay transactions for a member using the Global Payroll Action Request link.

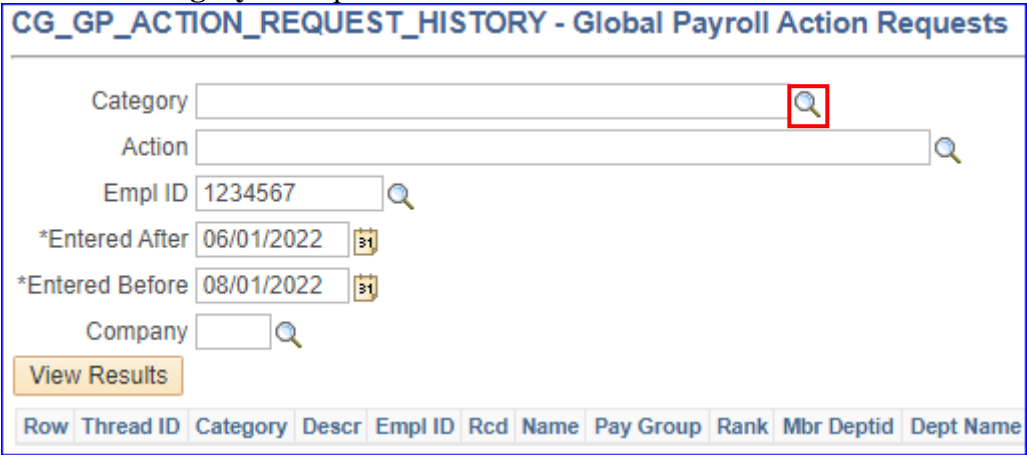
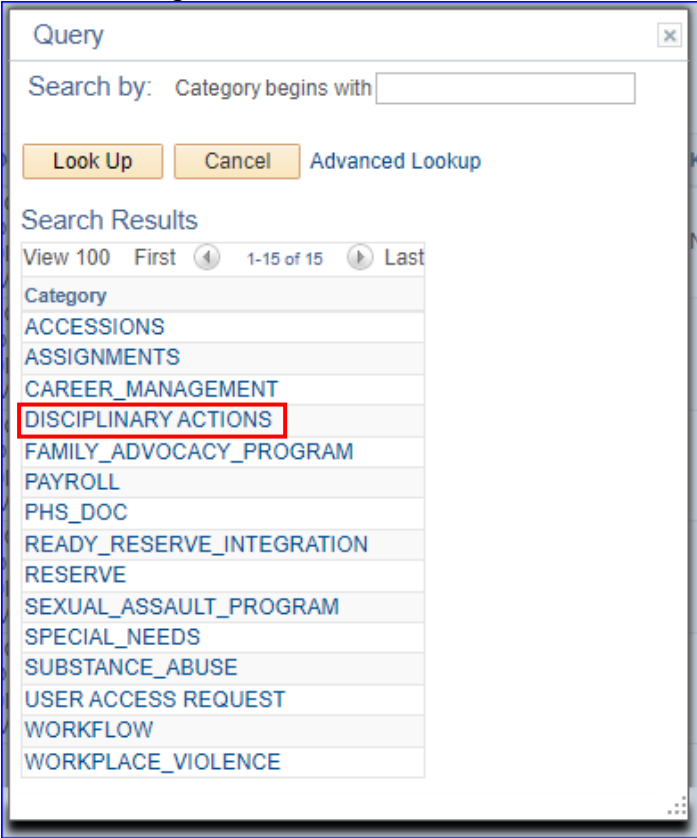
Procedures See below.

Step	Action																		
1	<p>Select Global Payroll Action Requests from the Active & Reserve Pay Reports pagelet.</p>  <table border="1" data-bbox="333 640 1265 1055"> <thead> <tr> <th colspan="2">Active & Reserve Pay Reports</th> </tr> </thead> <tbody> <tr> <td>Global Payroll Action Requests</td> <td>Payroll Verification by SPO</td> </tr> <tr> <td>NOAA Payroll Verification Rpt</td> <td>PHS Payroll Verification Rpt</td> </tr> <tr> <td>Payroll Verification By EMPLID</td> <td>Absence Takes</td> </tr> <tr> <td>Retroactive Job Actions Report</td> <td>Allotment Audit Report</td> </tr> <tr> <td>USCG Bonus Installment Report</td> <td>USCG GP Results from Archive</td> </tr> <tr> <td>SGLI COMBAT Mismatch Report</td> <td>FSGLI with No Spouse/Age Info</td> </tr> <tr> <td>SGLI/FSGLI Coverage-SPO Updates</td> <td>USCG Absence Special Leave Rpt</td> </tr> <tr> <td>SMR Batch Inquiry</td> <td></td> </tr> </tbody> </table>	Active & Reserve Pay Reports		Global Payroll Action Requests	Payroll Verification by SPO	NOAA Payroll Verification Rpt	PHS Payroll Verification Rpt	Payroll Verification By EMPLID	Absence Takes	Retroactive Job Actions Report	Allotment Audit Report	USCG Bonus Installment Report	USCG GP Results from Archive	SGLI COMBAT Mismatch Report	FSGLI with No Spouse/Age Info	SGLI/FSGLI Coverage-SPO Updates	USCG Absence Special Leave Rpt	SMR Batch Inquiry	
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2	<p>Complete the following required fields:</p> <ul style="list-style-type: none"> • Empl ID – Enter the member’s employee ID. • Entered After – Enter a begin date. • Entered Before – Enter an end date. <p>To narrow the search, go to the next Step. To continue with only the required fields, skip to Step 8.</p>  <p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p> <p>Category <input type="text"/> </p> <p>Action <input type="text"/> </p> <p>Empl ID <input type="text" value="1234567"/> </p> <p>*Entered After <input type="text" value="06/01/2022"/> </p> <p>*Entered Before <input type="text" value="08/01/2022"/> </p> <p>Company <input type="text"/> </p> <p><input type="button" value="View Results"/></p> <table border="1" data-bbox="341 1727 1353 1765"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr Deptid</th> <th>Dept Name</th> </tr> </thead> </table>	Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Deptid	Dept Name							
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Global Payroll Action Request Report, Continued

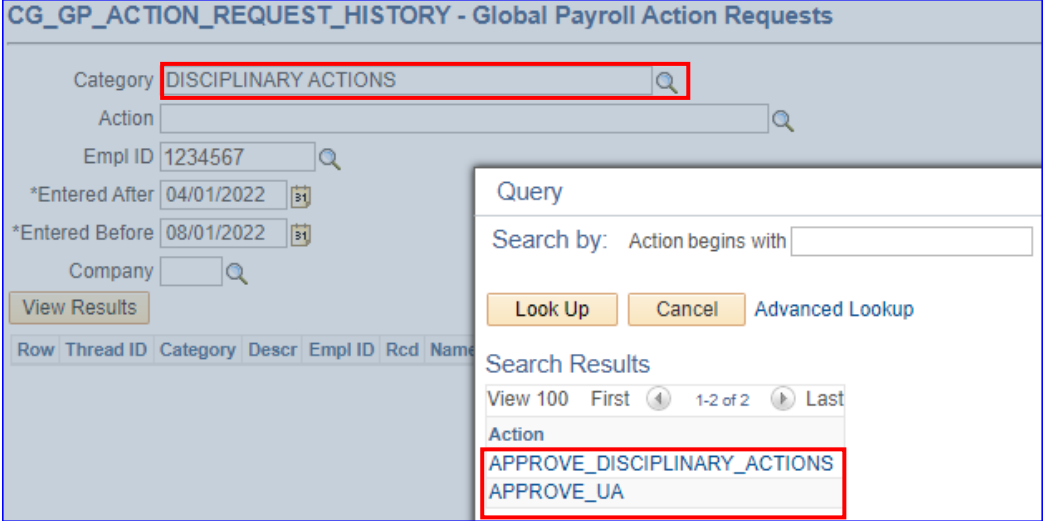
Procedures,
continued

Step	Action
3	<p>Click the Category lookup icon.</p> 
4	<p>Depending on the choice of Category will affect which Action(s) become available. Steps 5 and 6 will show different Action lookups.</p> 

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Global Payroll Action Request Report, Continued

Procedures,
continued

Step	Action
5	<p>In the DISCIPLINARY ACTIONS Category lookup, two different Actions can be viewed.</p>  <p>The screenshot shows the 'CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests' interface. The 'Category' dropdown is set to 'DISCIPLINARY ACTIONS'. A search window is open, showing search results for 'APPROVE_DISCIPLINARY_ACTIONS' and 'APPROVE_UA'. The search criteria are 'Action begins with'.</p>

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Global Payroll Action Request Report, Continued

Procedures,
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6	<p>In the PAYROLL Category lookup, there are more results. Select an Action to narrow the search.</p> <p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p> <p>Category: PAYROLL Action: <input type="text"/> Empl ID: 1234567 *Entered After: 04/01/2022 *Entered Before: 08/01/2022 Company: <input type="text"/> View Results</p> <p>Search Results</p> <p>View 100 First 1-54 of 54 Last</p> <ul style="list-style-type: none"> ABSENCE_REQUEST ACCUMULATOR_ADJUSTMENT ACIP_APPROVAL_REQUEST ADJUST SEA TIME ADVANCE_LIQUIDATION_SCHEDULE ADVANCE_REQUEST APPROVE_DELETE_TRANSACTION APPROVE_DRILLS BAH_APPROVAL_REQUEST BRS_DISENROLLMENT_REQUEST BRS_ENROLLMENT_REQUEST BRS_SS_ENROLLMENT_REQUEST CAREER SEA PAY PREMIUM CAREER SEA TIME NEUTRAL TIME CAREER_SEA_TIME_STOP_ADJ CG_EABP_APPROVAL_REQ CONUS_COLA_APPROVAL_REQUEST CSP_REQUEST DIVING_DUTY_PAY EABP_CHANGE_REQUEST EBDL_COMPLETION EBDL_CORRECTION FAMILY_SEPARATION_ALLOWANCE FOREIGN_LANGUAGE_PAY FSH_APPROVAL_REQUEST FSSA_REQUEST GARNISHMENT HARDSHIP_PAY_REQUEST HAZARDOUS_DUTY_PAY <p>Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Description</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr Deptd</th> <th>Dept Name</th> <th>Dept OFFAC</th> <th>Originator</th> <th>Requester</th> <th>Created</th> <th>Approver</th> <th>Status</th> <th>Key1</th> <th>Key2</th> <th>SPO Dept</th> <th>SPO DeptName</th> <th>SPO OPFAC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>22536949</td> <td>PAYROLL</td> <td>Approve Drills</td> <td>1234567</td> <td>0</td> <td>Grace Stamper</td> <td>USCG</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>05/17/2022</td> <td>9876543</td> <td>Approved</td> <td>1413822</td> <td></td> <td>042311</td> <td>BASE NOLA SPO (PS)</td> <td>31070</td> </tr> <tr> <td>2</td> <td>22556780</td> <td>PAYROLL</td> <td>Approve Drills</td> <td>1234567</td> <td>0</td> <td>Grace Stamper</td> <td>USCG</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>05/30/2022</td> <td>1122333</td> <td>Approved</td> <td>1418667</td> <td></td> <td>042311</td> <td>BASE NOLA SPO (PS)</td> <td>31070</td> </tr> <tr> <td>3</td> <td>22592454</td> <td>PAYROLL</td> <td>Approve Drills</td> <td>1234567</td> <td>0</td> <td>Grace Stamper</td> <td>USCG</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>06/17/2022</td> <td>9876543</td> <td>Approved</td> <td>1428081</td> <td></td> <td>042311</td> <td>BASE NOLA SPO (PS)</td> <td>31070</td> </tr> </tbody> </table>	Row	Thread ID	Category	Description	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Deptd	Dept Name	Dept OFFAC	Originator	Requester	Created	Approver	Status	Key1	Key2	SPO Dept	SPO DeptName	SPO OPFAC	1	22536949	PAYROLL	Approve Drills	1234567	0	Grace Stamper	USCG	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	05/17/2022	9876543	Approved	1413822		042311	BASE NOLA SPO (PS)	31070	2	22556780	PAYROLL	Approve Drills	1234567	0	Grace Stamper	USCG	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	05/30/2022	1122333	Approved	1418667		042311	BASE NOLA SPO (PS)	31070	3	22592454	PAYROLL	Approve Drills	1234567	0	Grace Stamper	USCG	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	06/17/2022	9876543	Approved	1428081		042311	BASE NOLA SPO (PS)	31070
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Global Payroll Action Request Report, Continued


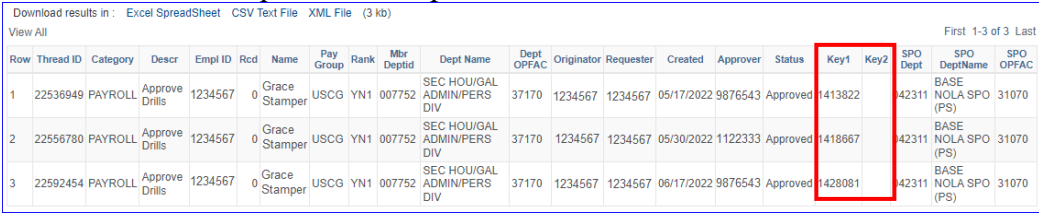
Procedures,
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7	<p>Select the Company lookup icon and select the appropriate Company.</p> <div style="border: 1px solid black; padding: 5px;"> <p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p> <p>Category <input type="text"/></p> <p>Action <input type="text"/></p> <p>Empl ID <input type="text" value="1234567"/></p> <p>*Entered After <input type="text" value="06/01/2022"/> </p> <p>*Entered Before <input type="text" value="08/01/2022"/> </p> <p>Company <input type="text"/> </p> <p><input type="button" value="View Results"/></p> <table border="1"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr Deptid</th> <th>Dept Name</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p> <p>Category <input type="text" value="PAYROLL"/></p> <p>Action <input type="text"/></p> <p>Empl ID <input type="text" value="1234567"/></p> <p>*Entered After <input type="text" value="04/01/2022"/> </p> <p>*Entered Before <input type="text" value="08/01/2022"/> </p> <p>Company <input type="text" value="ACG"/> </p> <p><input type="button" value="View Results"/></p> <table border="1"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Query</p> <p>Search by: <input type="text" value="Company"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <input type="button" value="Advanced Lookup"/></p> <p>Search Results</p> <p>View 100 First 1-6 of 6 Last</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Description</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>ACG</td> <td>UNITED STATES COAST GUARD</td> </tr> <tr> <td>ANO</td> <td>Active NOAA</td> </tr> <tr> <td>PHS</td> <td>Active PHS</td> </tr> <tr> <td>RCG</td> <td>US COAST GUARD RETIRED</td> </tr> <tr> <td>RNO</td> <td>US COAST GUARD RETIRED NOAA</td> </tr> <tr> <td>RPH</td> <td>PHS RETIRED</td> </tr> </tbody> </table> </div>	Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Deptid	Dept Name												Row	Thread ID	Category	Descr	Empl ID						Company	Description	ACG	UNITED STATES COAST GUARD	ANO	Active NOAA	PHS	Active PHS	RCG	US COAST GUARD RETIRED	RNO	US COAST GUARD RETIRED NOAA	RPH	PHS RETIRED
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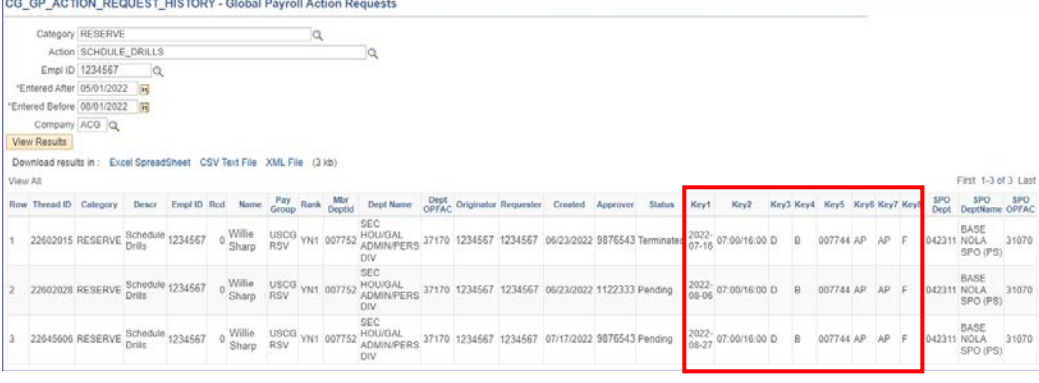
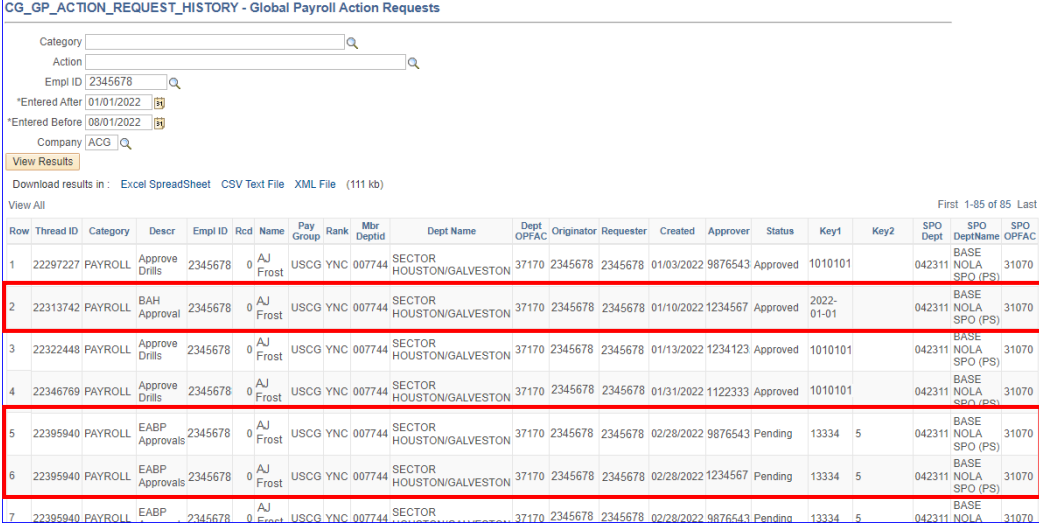
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<p>8</p>	<p>Click View Results.</p> 																																																																																								
<p>9</p>	<p>This member's report has 3 Request items per the search parameters for this example.</p> <p>NOTE: Information in columns Key1 through Key8 will vary depending on the individual action request. See Step 10.</p>  <table border="1" data-bbox="327 1187 1369 1400"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr Deptid</th> <th>Dept Name</th> <th>Dept OPFAC</th> <th>Originator</th> <th>Requester</th> <th>Created</th> <th>Approver</th> <th>Status</th> <th>Key1</th> <th>Key2</th> <th>SPO Dept</th> <th>SPO DeptName</th> <th>SPO OPFAC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>22536949</td> <td>PAYROLL</td> <td>Approve Drills</td> <td>1234567</td> <td>0</td> <td>Grace Stamper</td> <td>USCG</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>05/17/2022</td> <td>9876543</td> <td>Approved</td> <td>1413822</td> <td></td> <td>42311</td> <td>NOLA SPO (PS)</td> <td>31070</td> </tr> <tr> <td>2</td> <td>22556780</td> <td>PAYROLL</td> <td>Approve Drills</td> <td>1234567</td> <td>0</td> <td>Grace Stamper</td> <td>USCG</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>05/30/2022</td> <td>1122333</td> <td>Approved</td> <td>1418667</td> <td></td> <td>42311</td> <td>NOLA SPO (PS)</td> <td>31070</td> </tr> <tr> <td>3</td> <td>22592454</td> <td>PAYROLL</td> <td>Approve Drills</td> <td>1234567</td> <td>0</td> <td>Grace Stamper</td> <td>USCG</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>06/17/2022</td> <td>9876543</td> <td>Approved</td> <td>1428081</td> <td></td> <td>42311</td> <td>NOLA SPO (PS)</td> <td>31070</td> </tr> </tbody> </table>	Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Deptid	Dept Name	Dept OPFAC	Originator	Requester	Created	Approver	Status	Key1	Key2	SPO Dept	SPO DeptName	SPO OPFAC	1	22536949	PAYROLL	Approve Drills	1234567	0	Grace Stamper	USCG	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	05/17/2022	9876543	Approved	1413822		42311	NOLA SPO (PS)	31070	2	22556780	PAYROLL	Approve Drills	1234567	0	Grace Stamper	USCG	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	05/30/2022	1122333	Approved	1418667		42311	NOLA SPO (PS)	31070	3	22592454	PAYROLL	Approve Drills	1234567	0	Grace Stamper	USCG	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	06/17/2022	9876543	Approved	1428081		42311	NOLA SPO (PS)	31070
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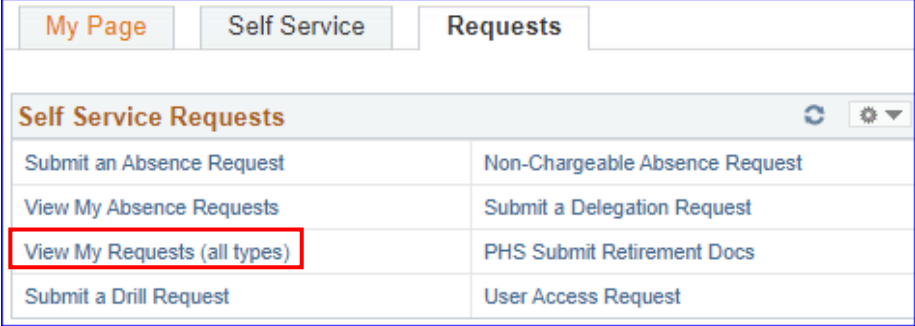
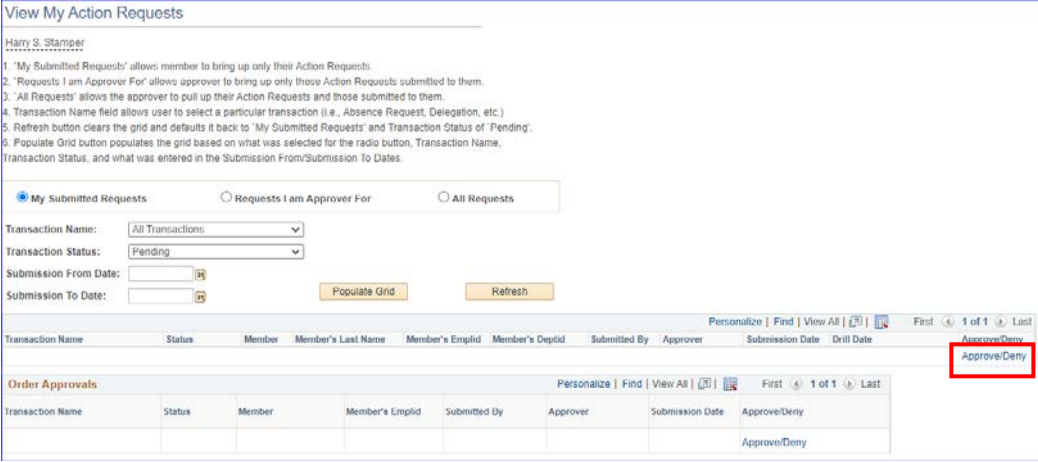
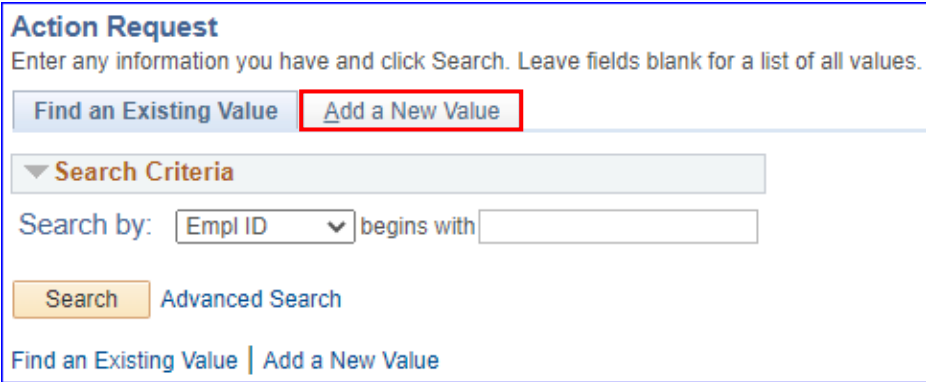
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10	<p>Here is a Reservist’s Scheduled Drills Request example.</p> <p>NOTE: Information in columns Key1 through Key8 will vary depending on the individual action request.</p>  <p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p> <p>Category: RESERVE Action: SCHEDULE_DRILLS Empl ID: 1234567</p> <p>*Entered After: 05/01/2022 *Entered Before: 06/01/2022 Company: ACG</p> <p>Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr DeptId</th> <th>Dept Name</th> <th>Dept OFFAC</th> <th>Originator</th> <th>Requester</th> <th>Created</th> <th>Approver</th> <th>Status</th> <th>Key1</th> <th>Key2</th> <th>Key3</th> <th>Key4</th> <th>Key5</th> <th>Key6</th> <th>Key7</th> <th>Key8</th> <th>SPO Dept</th> <th>SPO DeptName</th> <th>SPO OFFAC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>22602015</td> <td>RESERVE</td> <td>Schedule Drills</td> <td>1234567</td> <td>0</td> <td>Willie Sharp</td> <td>USCG RSV</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>06/23/2022</td> <td>9876543</td> <td>Terminate</td> <td>2022-07-16</td> <td>07:00:16:00</td> <td>D</td> <td>B</td> <td>007744</td> <td>AP</td> <td>AP</td> <td>F</td> <td>F</td> <td>BASE 042311 NOLA SPO (PS)</td> <td>31070</td> </tr> <tr> <td>2</td> <td>22602028</td> <td>RESERVE</td> <td>Schedule Drills</td> <td>1234567</td> <td>0</td> <td>Willie Sharp</td> <td>USCG RSV</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>06/23/2022</td> <td>1122333</td> <td>Pending</td> <td>2022-08-06</td> <td>07:00:16:00</td> <td>D</td> <td>B</td> <td>007744</td> <td>AP</td> <td>AP</td> <td>F</td> <td>F</td> <td>BASE 042311 NOLA SPO (PS)</td> <td>31070</td> </tr> <tr> <td>3</td> <td>22645606</td> <td>RESERVE</td> <td>Schedule Drills</td> <td>1234567</td> <td>0</td> <td>Willie Sharp</td> <td>USCG RSV</td> <td>YN1</td> <td>007752</td> <td>SEC HOU/GAL ADMIN/PERS DIV</td> <td>37170</td> <td>1234567</td> <td>1234567</td> <td>07/17/2022</td> <td>9876543</td> <td>Pending</td> <td>2022-08-27</td> <td>07:00:16:00</td> <td>D</td> <td>B</td> <td>007744</td> <td>AP</td> <td>AP</td> <td>F</td> <td>F</td> <td>BASE 042311 NOLA SPO (PS)</td> <td>31070</td> </tr> </tbody> </table>	Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr DeptId	Dept Name	Dept OFFAC	Originator	Requester	Created	Approver	Status	Key1	Key2	Key3	Key4	Key5	Key6	Key7	Key8	SPO Dept	SPO DeptName	SPO OFFAC	1	22602015	RESERVE	Schedule Drills	1234567	0	Willie Sharp	USCG RSV	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	06/23/2022	9876543	Terminate	2022-07-16	07:00:16:00	D	B	007744	AP	AP	F	F	BASE 042311 NOLA SPO (PS)	31070	2	22602028	RESERVE	Schedule Drills	1234567	0	Willie Sharp	USCG RSV	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	06/23/2022	1122333	Pending	2022-08-06	07:00:16:00	D	B	007744	AP	AP	F	F	BASE 042311 NOLA SPO (PS)	31070	3	22645606	RESERVE	Schedule Drills	1234567	0	Willie Sharp	USCG RSV	YN1	007752	SEC HOU/GAL ADMIN/PERS DIV	37170	1234567	1234567	07/17/2022	9876543	Pending	2022-08-27	07:00:16:00	D	B	007744	AP	AP	F	F	BASE 042311 NOLA SPO (PS)	31070																																																									
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Viewing Pay Transactions by Member

Introduction This section provides the procedures for viewing pay transactions for a member using View My Requests (all Types).





Procedures See below.

Step	Action
<p>1</p>	<p>From the Requests tab, select the View My Requests (all types) link in the Self Service Requests pagelet.</p> 
<p>2</p>	<p>Click the Approve/Deny link.</p> 
<p>3</p>	<p>Click the Add a New Value tab.</p> 

Continued on next page

Viewing Pay Transactions by Member, Continued

Procedures,
continued

Step	Action
4	<p>Then click the Find an Existing Value tab.</p> <div data-bbox="336 524 1305 976" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>*Empl ID <input type="text"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p>*Category <input type="text"/> </p> <p>*Action <input type="text"/> </p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p> </div>
5	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="336 1046 1318 1451" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: <input type="text" value="Empl ID"/> ▼ begins with 1234567</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p> </div>

Continued on next page

Viewing Pay Transactions by Member, Continued

Procedures,
continued

Step	Action																																																																																																																																																												
6	<p>A list of pay transactions for that member will display. Sort by a column description to fit your purpose (Sequence Number used in this example). Select the Empl ID link of the transaction to see additional information.</p> <div data-bbox="327 595 1369 1346" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All First 1-84 of 84 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Category</th> <th>Action</th> <th>User ID</th> <th>Sequence Number</th> </tr> </thead> <tbody> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>LEAVE_CORRECTION_REQUEST</td><td>2</td><td>11</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>SUPPLEMENTAL_CLOTHING_ALLOWANCE</td><td>1</td><td>71</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ADVANCE_REQUEST</td><td>2</td><td>41</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>APPROVE_DRILLS</td><td>2</td><td>71</td></tr> <tr><td>12345670</td><td></td><td>USER ACCESS REQUEST</td><td>USER_ACCESS_REQUEST_APPROVAL</td><td>1</td><td>91</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>APPROVE_DRILLS</td><td>2</td><td>72</td></tr> <tr><td>12345670</td><td></td><td>USER ACCESS REQUEST</td><td>USER_ACCESS_REQUEST_APPROVAL</td><td>1</td><td>12</td></tr> <tr><td>12345670</td><td></td><td>USER ACCESS REQUEST</td><td>USER_ACCESS_REQUEST_APPROVAL</td><td>1</td><td>13</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>2</td><td>13</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>APPROVE_DRILLS</td><td>2</td><td>73</td></tr> <tr><td>12345670</td><td></td><td>USER ACCESS REQUEST</td><td>USER_ACCESS_REQUEST_APPROVAL</td><td>1</td><td>34</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>64</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>APPROVE_DRILLS</td><td>2</td><td>74</td></tr> <tr><td>12345670</td><td></td><td>USER ACCESS REQUEST</td><td>USER_ACCESS_REQUEST_APPROVAL</td><td>1</td><td>25</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>65</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>APPROVE_DRILLS</td><td>2</td><td>75</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>66</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>67</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>68</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>69</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>BAH_APPROVAL_REQUEST</td><td>2</td><td>310</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>610</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>BAH_APPROVAL_REQUEST</td><td>2</td><td>411</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>611</td></tr> <tr><td>12345670</td><td></td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td><td>412</td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Category	Action	User ID	Sequence Number	12345670		PAYROLL	LEAVE_CORRECTION_REQUEST	2	11	12345670		PAYROLL	SUPPLEMENTAL_CLOTHING_ALLOWANCE	1	71	12345670		PAYROLL	ADVANCE_REQUEST	2	41	12345670		PAYROLL	APPROVE_DRILLS	2	71	12345670		USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	91	12345670		PAYROLL	APPROVE_DRILLS	2	72	12345670		USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	12	12345670		USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	13	12345670		PAYROLL	ABSENCE_REQUEST	2	13	12345670		PAYROLL	APPROVE_DRILLS	2	73	12345670		USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	34	12345670		PAYROLL	ABSENCE_REQUEST	1	64	12345670		PAYROLL	APPROVE_DRILLS	2	74	12345670		USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	25	12345670		PAYROLL	ABSENCE_REQUEST	1	65	12345670		PAYROLL	APPROVE_DRILLS	2	75	12345670		PAYROLL	ABSENCE_REQUEST	1	66	12345670		PAYROLL	ABSENCE_REQUEST	1	67	12345670		PAYROLL	ABSENCE_REQUEST	1	68	12345670		PAYROLL	ABSENCE_REQUEST	1	69	12345670		PAYROLL	BAH_APPROVAL_REQUEST	2	310	12345670		PAYROLL	ABSENCE_REQUEST	1	610	12345670		PAYROLL	BAH_APPROVAL_REQUEST	2	411	12345670		PAYROLL	ABSENCE_REQUEST	1	611	12345670		PAYROLL	ABSENCE_REQUEST	1	412
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Viewing Pay Transactions by Member, Continued

Procedures,
continued

Step	Action
7	<p>This will show details about that transaction including the auditor and the status.</p> <div data-bbox="327 560 1364 1601" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>BAH Approval</p> <p><u>Stamper, Grace</u></p> <p>Select this guide for step-by-step instructions on Start/Stop/Correct/Approve BAH transactions: https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/BAH.pdf?ver=yABFPmesJcEm9O0dnZE0dg%3d%3d&tamp=1611175244976</p> <p>Request Details</p> <p>Effective Date: 11/27/2020</p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Change Reason: Transfer Effective Status: A Quarters Status: Spouse in svc & no other deps; Zip: 77034-0626 Fair Rent: 0 Rate: 1572 Entitle Amount: 1572</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Request Status Approved</p> <p>Approvers</p> <p>Approved Harry S. Stamper ✓ CGHR SOP for User's SPO 12/02/20 - 10:02 AM</p> </div>