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.
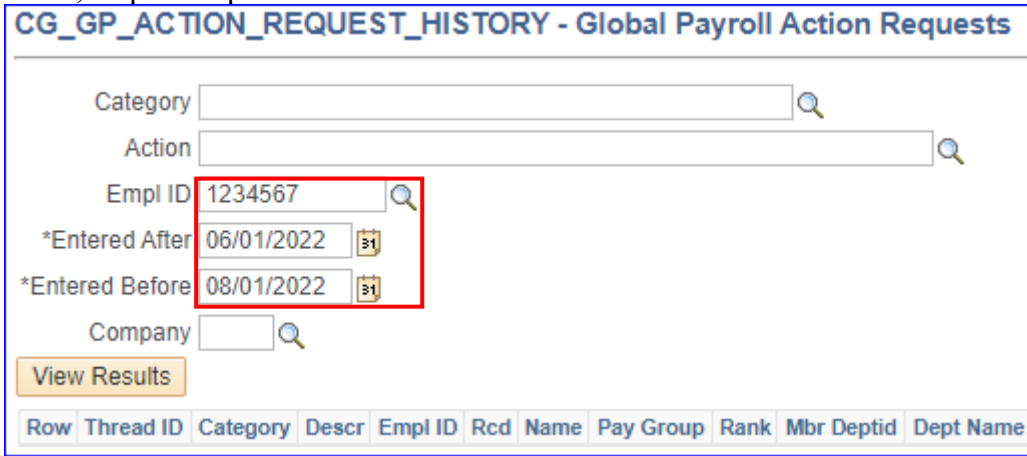
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Global Payroll Action Request Report

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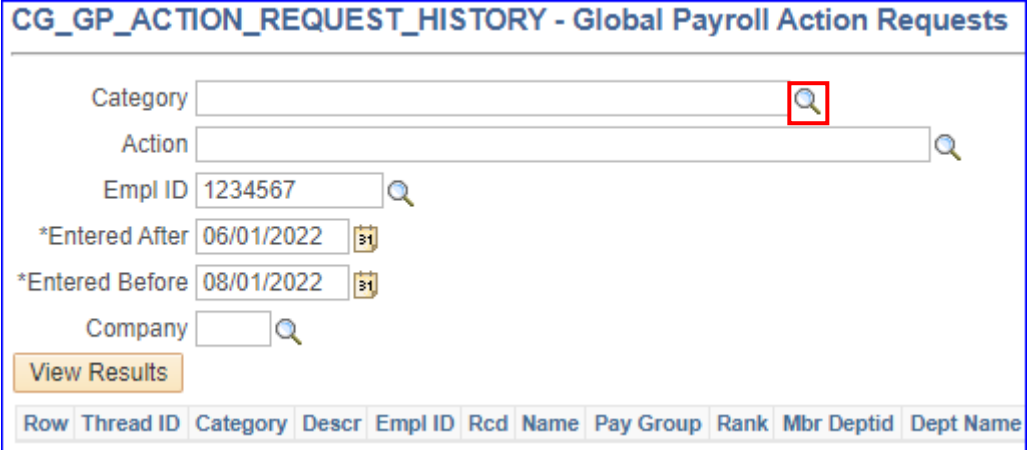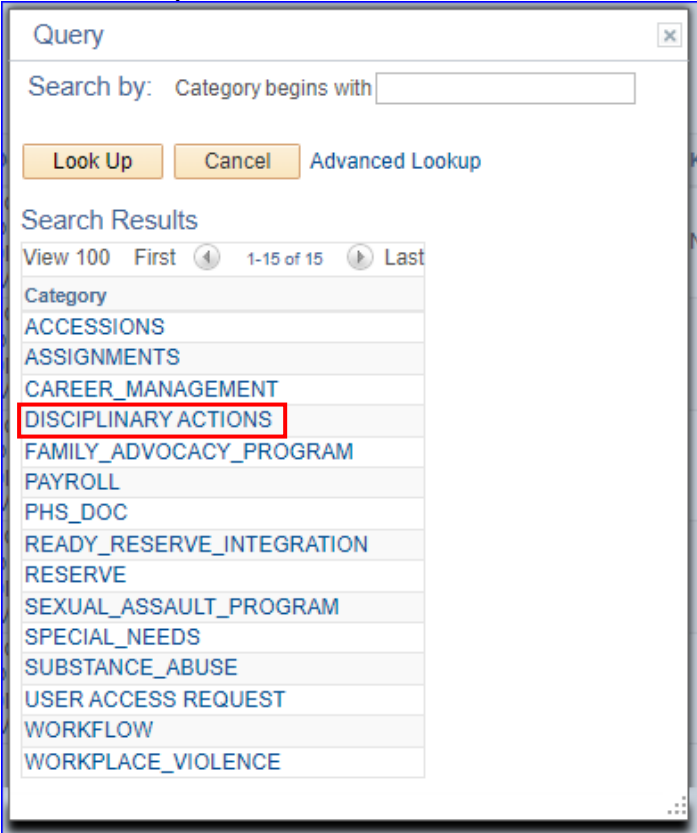
Procedures   See below.

Step	Action
1	Click the **Active/Reserve Pay Reports** tile.
1.5	Select the **Global Payroll Action Requests** option.
2	Complete the following required fields: • **Empl ID** – Enter the member's employee ID. • **Entered After** – Enter a begin date. • **Entered Before** – Enter an end date. To narrow the search, go to the next Step. To continue with only the required fields, skip to Step 8.

Global Payroll Action Request Report, Continued

Procedures,
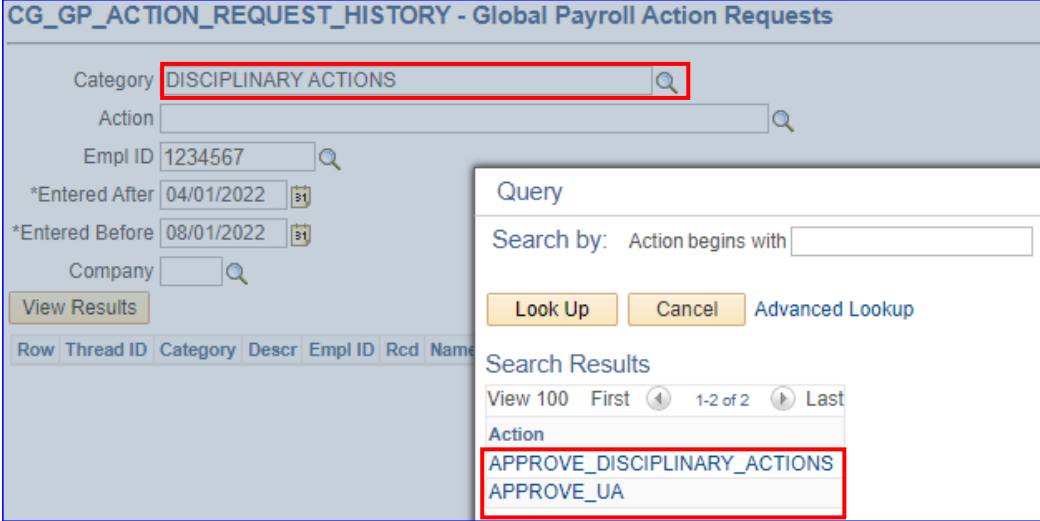continued

Step	Action
3	Click the **Category** lookup icon. **CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests** Category [🔍] Action [🔍] Empl ID [1234567] 🔍 *Entered After [06/01/2022] 📅 *Entered Before [08/01/2022] 📅 Company [ ] 🔍 [View Results] Row Thread ID Category Descr Empl ID Rcd Name Pay Group Rank Mbr Deptid Dept Name
4	Depending on the choice of **Category** will affect which **Action(s)** become available. Steps 5 and 6 will show different Action lookups. Query ✕ Search by: Category begins with [ ] [Look Up] [Cancel] Advanced Lookup Search Results View 100 First ◀ 1-15 of 15 ▶ Last Category ACCESSIONS ASSIGNMENTS CAREER_MANAGEMENT DISCIPLINARY ACTIONS FAMILY_ADVOCACY_PROGRAM PAYROLL PHS_DOC READY_RESERVE_INTEGRATION RESERVE SEXUAL_ASSAULT_PROGRAM SPECIAL_NEEDS SUBSTANCE_ABUSE USER ACCESS REQUEST WORKFLOW WORKPLACE_VIOLENCE

Global Payroll Action Request Report, Continued
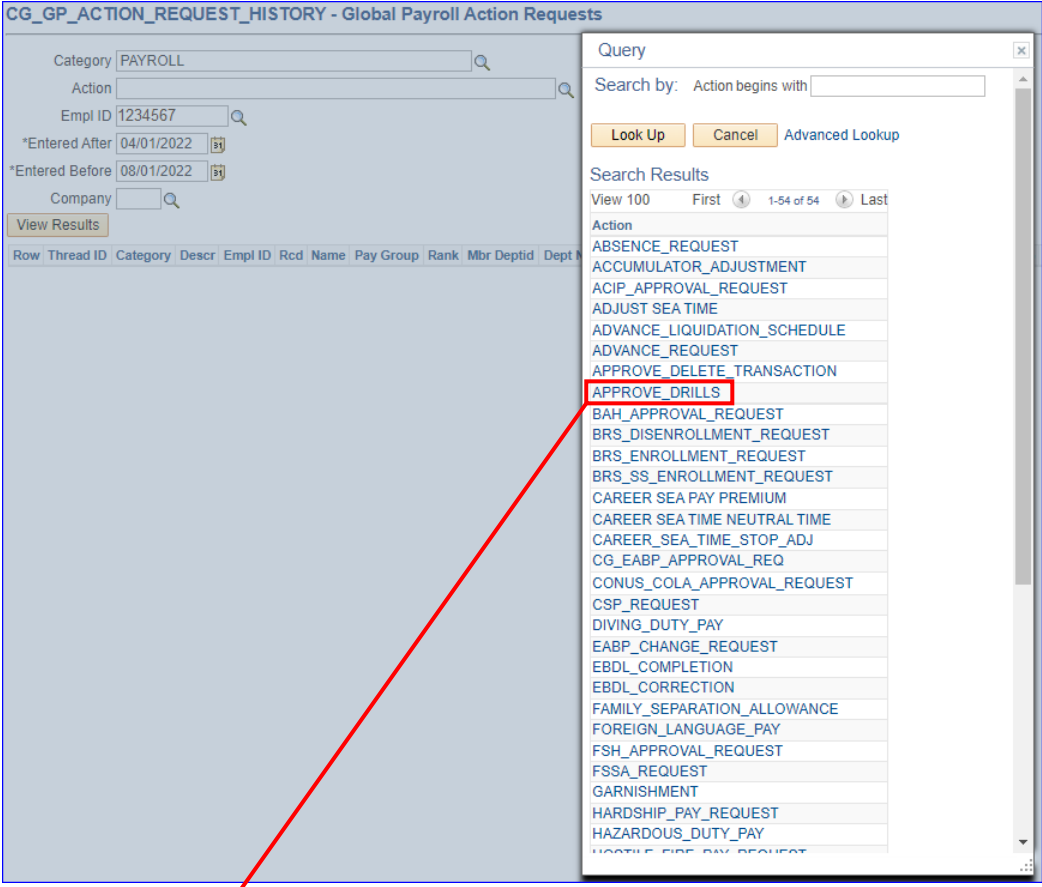
Procedures,
continued

Step	Action
5	In the DISCIPLINARY ACTIONS **Category** lookup, two different Actions can be viewed.

Global Payroll Action Request Report, Continued

Procedures,
continued

Step	Action
6	In the PAYROLL **Category** lookup, there are more results. Select an **Action** to narrow the search.

Global Payroll Action Request Report, Continued

Procedures,
continued

Step	Action
7	Select the **Company** lookup icon and select the appropriate **Company**. **CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests** Category [　　　] 🔍 Action [　　　] 🔍 Empl ID [1234567] 🔍 *Entered After [06/01/2022] 📅 *Entered Before [08/01/2022] 📅 Company [　　] 🔍 [View Results] Row Thread ID Category Descr Empl ID Rcd Name Pay Group Rank Mbr Deptid Dept Name **CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests** Category [PAYROLL] 🔍 Action [　　　] 🔍 Empl ID [1234567] 🔍 *Entered After [04/01/2022] 📅 *Entered Before [08/01/2022] 📅 Company [ACG] 🔍 [View Results] Row Thread ID Category Descr Emp **Query** Search by: [Company ▾] begins with [　　] [Look Up] [Cancel] Advanced Lookup Search Results View 100　　First ◀ 1-6 of 6 ▶ Last 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

Global Payroll Action Request Report, Continued

Procedures,
continued

Step	Action
8	Click **View Results**. **CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests** Category: PAYROLL Action: APPROVE_DRILLS Empl ID: 1234567 *Entered After: 04/01/2022 *Entered Before: 08/01/2022 Company: ACG [View Results] Row Thread ID Category Descr Empl ID Rcd Name Pay Group Rank Mbr Deptid Dept Name D
9	This member's report has 3 Request items per the search parameters for this example. **NOTE:** Information in columns **Key1 through Key8** will vary depending on the individual action request. See Step 10. Download results in : Excel SpreadSheet CSV Text File XML File (3 kb) View All First 1-3 of 3 Last | 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		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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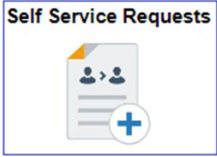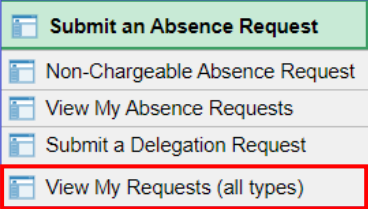# Global Payroll Action Request Report, Continued

Procedures,
continued

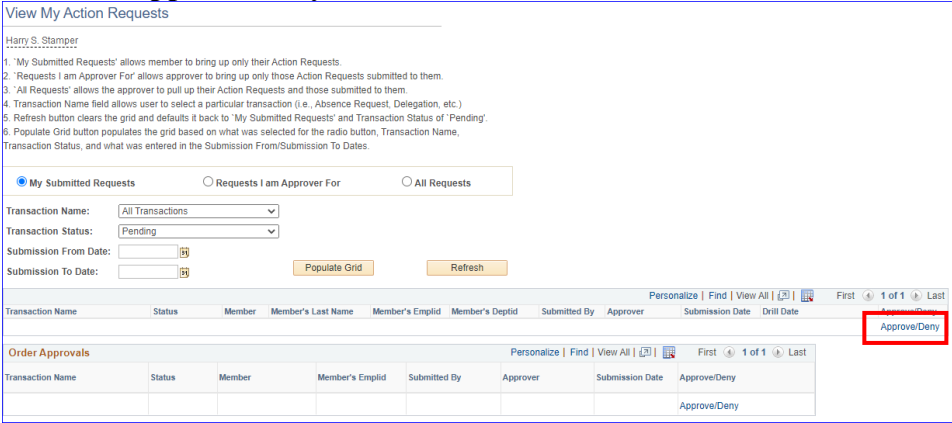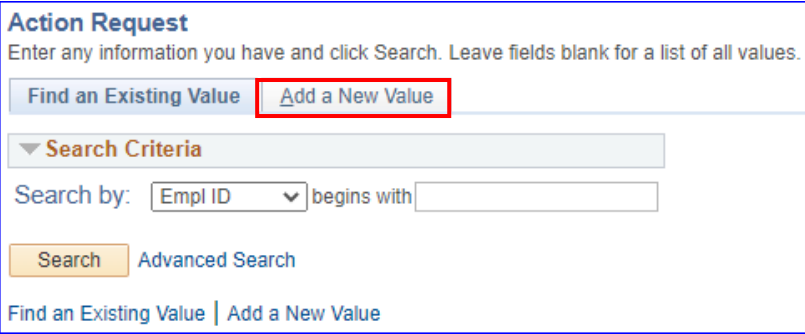| Step	Action
10	Here is a Reservist's Scheduled Drills Request example. **NOTE:** Information in columns **Key1 through Key8** will vary depending on the individual action request.
11	Here are several Request examples (**BAH**, **EABP Approvals**, etc.). This will occur when the Category and Action fields are blank.

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
1	Click the **Self Service Requests** tile. Self Service Requests
1.5	Select the **View My Requests (all types)** option. Submit an Absence Request Non-Chargeable Absence Request View My Absence Requests Submit a Delegation Request View My Requests (all types)
2	Click the **Approve/Deny** link. View My Action Requests Harry S. Stamper 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ○ My Submitted Requests ○ Requests I am Approver For ○ All Requests Transaction Name: All Transactions Transaction Status: Pending Submission From Date: Submission To Date: Populate Grid Refresh
3	Click the **Add a New Value** tab. Action Request Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value ▼ Search Criteria Search by: Empl ID begins with Search Advanced Search Find an Existing Value	Add a New Value

Viewing Pay Transactions by Member, Continued

Procedures,
continued

Step	Action
4	Then click the **Find an Existing Value** tab. **Action Request** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value *Empl ID ___ 🔍 Empl Record 0 🔍 *Category ___ 🔍 *Action ___ 🔍 Search Advanced Search Find an Existing Value | Add a New Value
5	Enter the member's **Empl ID** and click **Search**. **Action Request** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value ▼ Search Criteria Search by: Empl ID ⌄ begins with 1234567 Search Advanced Search Find an Existing Value | Add a New Value

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Viewing Pay Transactions by Member, Continued

Procedures,
continued

Step	Action
6	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.

Search Results

View All   First ◄ 1-84 of 84 ► Last

Empl ID	Empl Record	Category	Action	User ID	Sequence Number
1234567	0	PAYROLL	LEAVE_CORRECTION_REQUEST	2	1	1
1234567	0	PAYROLL	SUPPLEMENTAL_CLOTHING_ALLOWANCE	1	7	1
1234567	0	PAYROLL	ADVANCE_REQUEST	2	4	1
1234567	0	PAYROLL	APPROVE_DRILLS	2	7	1
1234567	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	9	1
1234567	0	PAYROLL	APPROVE_DRILLS	2	7	2
1234567	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	1	2
1234567	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	1	3
1234567	0	PAYROLL	ABSENCE_REQUEST	2	1	3
1234567	0	PAYROLL	APPROVE_DRILLS	2	7	3
1234567	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	3	4
1234567	0	PAYROLL	ABSENCE_REQUEST	1	6	4
1234567	0	PAYROLL	APPROVE_DRILLS	2	7	4
1234567	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	2	5
1234567	0	PAYROLL	ABSENCE_REQUEST	1	6	5
1234567	0	PAYROLL	APPROVE_DRILLS	2	7	5
1234567	0	PAYROLL	ABSENCE_REQUEST	1	6	6
1234567	0	PAYROLL	ABSENCE_REQUEST	1	6	7
1234567	0	PAYROLL	ABSENCE_REQUEST	1	6	8
1234567	0	PAYROLL	ABSENCE_REQUEST	1	6	9
1234567	0	PAYROLL	BAH_APPROVAL_REQUEST	2	3	10
1234567	0	PAYROLL	ABSENCE_REQUEST	1	6	10
1234567	0	PAYROLL	BAH_APPROVAL_REQUEST	2	4	11
1234567	0	PAYROLL	ABSENCE_REQUEST	1	6	11
1234567	0	PAYROLL	ABSENCE_REQUEST	1	4	12

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Viewing Pay Transactions by Member, Continued

Procedures,
continued

Step	Action
7	This will show details about that transaction including the **auditor** and the **status**.