

Correcting Overseas Housing Allowance (OHA) Overview

Introduction This guide provides the procedures for a SPO to correct and approve an Overseas Housing Allowance (OHA) transaction in Direct Access (DA).

- References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29](#)
 - (b) [Joint Travel Regulations \(JTR\), Chapters 8-10](#)
 - (c) [Overseas Housing Allowance \(OHA\) Briefing Sheet, PDTATAC](#)
 - (d) [OHA Tables, Joint Travel Regulations \(JTR\), Appendix K](#)
 - (e) [DOD FMR Vol. 7A, Chapter 26 - Housing Allowances](#)
 - (f) [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\)](#)
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- Important Information**
- **If an OHA transaction is denied for any reason, it is IMPORTANT to remember that the most recent approved OHA transaction will continue to run, and therefore continue to pay/not pay the member.** The only way to stop/start an OHA entitlement is to ensure a new row is approved. The new row may be an Active row updating the OHA entitlement or an Inactive row, stopping the OHA entitlement.
 - The member AND all OHA eligible dependents addresses should be updated to reflect the OHA locality. Within DA, this is completed under HR Data Shortcuts > [Personal Information](#) and [Dependent Information](#). This is important for audit and verification of the OHA entitlement.
 - **Pay Technicians should be stopping OHA when a member's lease is terminated.** The system will automatically stop OHA in connection with the PCS departure. However, members will often terminate their leases/rentals prior to the actual PCS departure date and go on TLA once their household goods are picked up.
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- Required Documents**
- Members requesting payment of OHA or MIHA shall provide:
- BHA/Housing Worksheet CG Form 2025
 - [Individual Overseas Housing Allowance \(OHA\) Report, DD Form 2367](#)
 - Copy of Rental / Lease, or Purchase Agreement
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Correcting OHA (Editing a Single Row), Continued

In-Range vs. Out-of-Range

If the correction is In-Range (the entire affected period is within 24 pay periods or 1 year): follow the steps in this guide and all corrections should be processed automatically without manual intervention by PPC.

If the correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year): follow the steps in this guide. Once all corrections/changes have been approved, all the corrections/changes **MUST** be reported to PPC Customer Care to be processed manually.

For guidance on how to take and attach screenshots (required) when submitting a Customer Care ticket, see the [Submitting Trouble Tickets with Supporting Images](#) user guide.

Fixed Exchange Rate

If the Fixed Exchange Rate is displaying an incorrect rate (does not match the exchange rate listed in reference (d)), uncheck the Fixed Exchange Rate box and click Save. Re-check the Fixed Exchange Rate box and click Save again. This should populate the correct exchange rate per reference (d).

Auditing Standards

[Email ALSPO B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
 - [One Time Positive Input \(OTPI\)](#)
 - [Element Assignment by Payee \(EABP\)](#)
-

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Correcting OHA (Editing a Single Row)

Introduction This section provides the procedures for a SPO to correct a member's Overseas Housing Allowance (OHA) by editing the OHA row in DA.

Corrections and Timing While some OHA fields are editable and allow corrective action, if any dates require correction, the incorrect row must be deleted. The deletion must be approved immediately, and a new OHA row entered with the correct dates and entitlements. The new row needs to be approved immediately as well.

THIS COMPLETE PROCESS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT PAY PROBLEMS! PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. FAILURE TO COMPLETE CORRECTIVE ACTIONS IN PROPER SEQUENCE AND TIMING MAY RESULT IN OVERPAYMENTS/UNDERPAYMENTS.

First, **delete** the OHA row(s) from **newest to oldest**:

1. Delete the NEWEST incorrect OHA row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** OHA row(s), from **oldest to newest**.

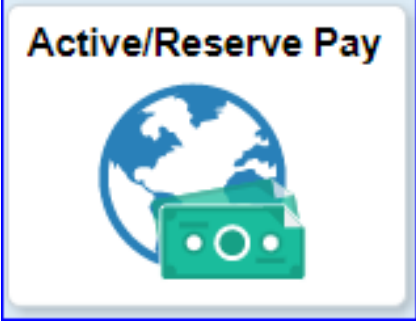
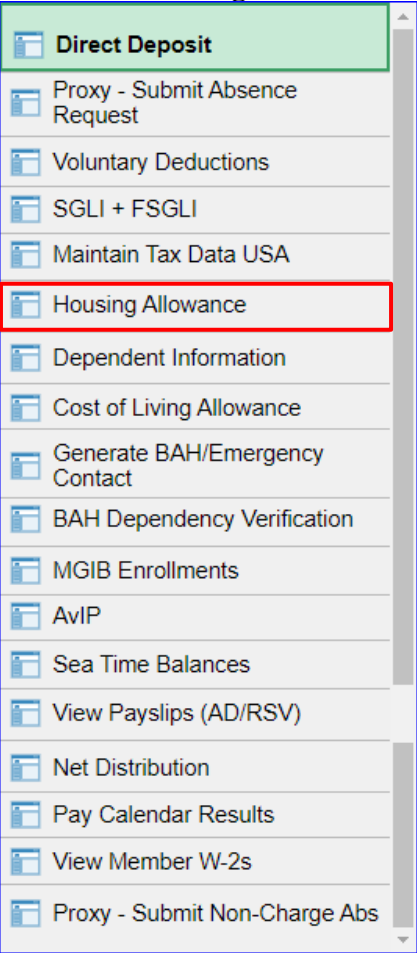
1. Add the oldest OHA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

It is important to take [screenshots](#) of the member's OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. These screenshots are required to be attached to the PPC Trouble Ticket.

Continued on next page

Correcting OHA (Editing a Single Row), Continued

Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Tile.</p>  <p>The image shows a square tile with a blue border. At the top, the text 'Active/Reserve Pay' is written in bold black font. Below the text is a graphic of a blue and white globe with a green rectangular box overlaid on the bottom right. The green box has three white circles, resembling a control panel or a UI element.</p>
1.5	<p>Select the Housing Allowance option.</p>  <p>The image is a screenshot of a vertical menu. The menu items are listed from top to bottom: Direct Deposit, Proxy - Submit Absence Request, Voluntary Deductions, SGLI + FSGLI, Maintain Tax Data USA, Housing Allowance, Dependent Information, Cost of Living Allowance, Generate BAH/Emergency Contact, BAH Dependency Verification, MGIB Enrollments, AvIP, Sea Time Balances, View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs. The 'Housing Allowance' item is highlighted with a red rectangular border. Each item has a small blue folder icon to its left.</p>

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Correcting OHA (Editing a Single Row), Continued

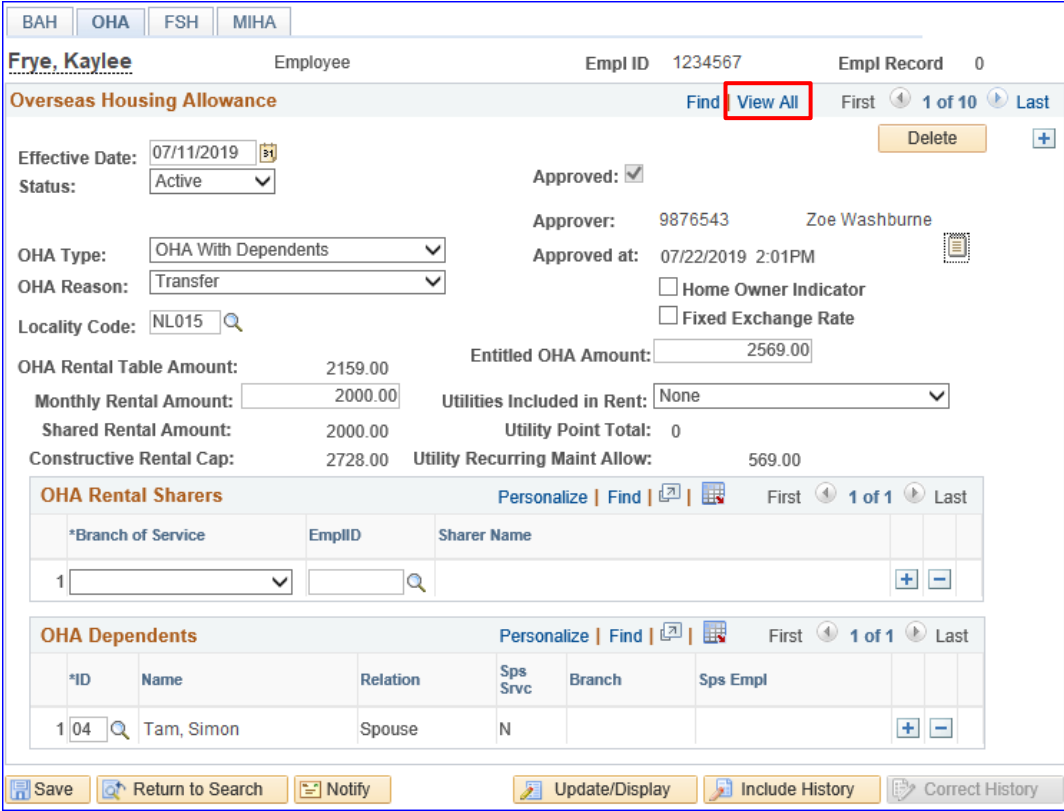
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID, check the Correct History box and click Search.</p> <div data-bbox="304 443 1080 1149"> <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>

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Correcting OHA (Editing a Single Row), Continued

Procedures,
continued

Step	Action																		
4	<p>The member's current OHA row will display. If the row to be corrected isn't the most recent, click View All.</p>  <p>The screenshot shows the OHA system interface for employee Frye, Kaylee (Emp ID 1234567). The 'View All' button is highlighted with a red box. The interface includes sections for OHA Rental Sharers and OHA Dependents.</p> <table border="1" data-bbox="331 958 1289 1077"> <caption>OHA Rental Sharers</caption> <thead> <tr> <th>*Branch of Service</th> <th>EmpID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="331 1099 1289 1227"> <caption>OHA Dependents</caption> <thead> <tr> <th>*ID</th> <th>Name</th> <th>Relation</th> <th>Sps Srvc</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>1 04</td> <td>Tam, Simon</td> <td>Spouse</td> <td>N</td> <td></td> <td></td> </tr> </tbody> </table>	*Branch of Service	EmpID	Sharer Name	1			*ID	Name	Relation	Sps Srvc	Branch	Sps Empl	1 04	Tam, Simon	Spouse	N		
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Correcting OHA (Editing a Single Row), Continued

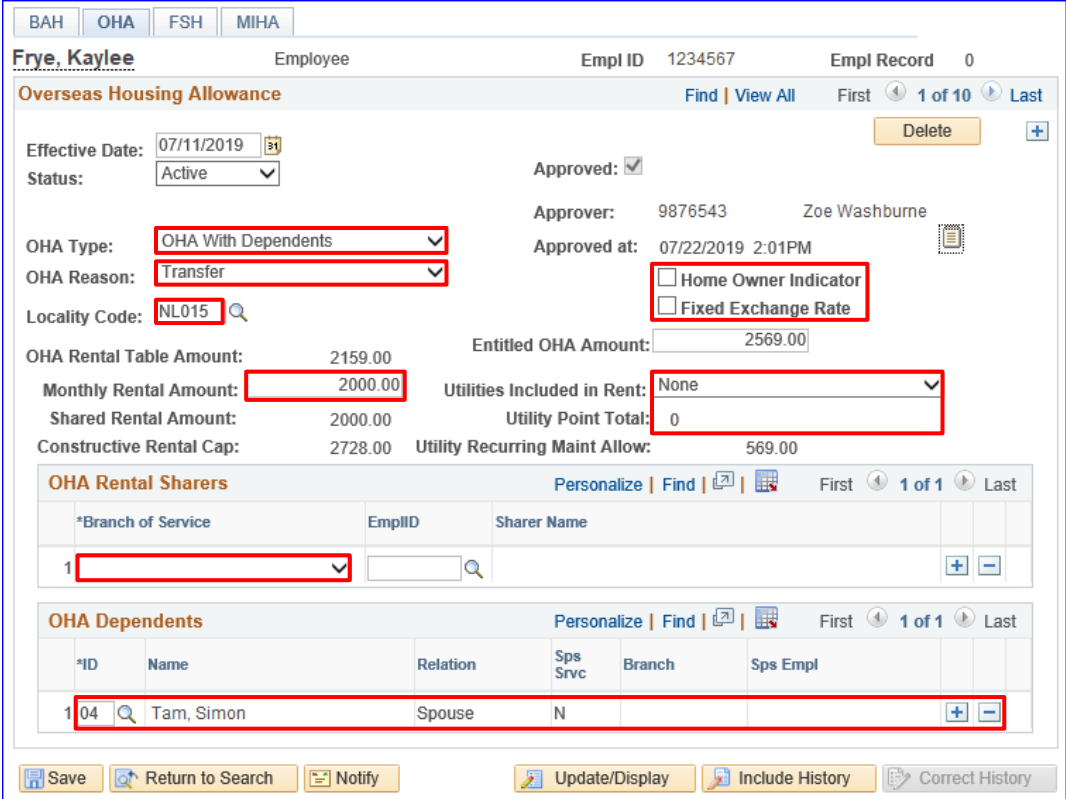
Procedures,
continued

Step	Action																																				
5	<p>All rows will now be displayed. Scroll through the rows and locate the row(s) that require correction.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> BAH OHA FSH MIHA </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Frye, Kaylee Employee Empl ID 1234567 Empl Record 0 </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Overseas Housing Allowance Find View 1 First 1-10 of 10 Last </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> <p>Effective Date: <input type="text" value="07/11/2019"/> <input type="button" value="B"/></p> <p>Status: <input type="text" value="Active"/></p> </div> <div> <p>Approved: <input checked="" type="checkbox"/></p> <p>Approver: 9876543 Zoe Washburne</p> <p>Approved at: 07/22/2019 2:01PM</p> <p><input type="checkbox"/> Home Owner Indicator</p> <p><input type="checkbox"/> Fixed Exchange Rate</p> </div> <div style="text-align: right;"> <p><input type="button" value="Delete"/> <input type="button" value="+"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> <p>OHA Type: <input type="text" value="OHA With Dependents"/></p> <p>OHA Reason: <input type="text" value="Transfer"/></p> <p>Locality Code: <input type="text" value="NL015"/> <input type="button" value="Q"/></p> </div> <div> <p>Entitled OHA Amount: <input type="text" value="2569.00"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> <p>OHA Rental Table Amount: 2159.00</p> <p>Monthly Rental Amount: <input type="text" value="2000.00"/></p> <p>Shared Rental Amount: 2000.00</p> <p>Constructive Rental Cap: 2728.00</p> </div> <div> <p>Utilities Included in Rent: <input type="text" value="None"/></p> <p>Utility Point Total: 0</p> <p>Utility Recurring Maint Allow: 569.00</p> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>OHA Rental Sharers Personalize Find <input type="button" value="Print"/> First 1 of 1 Last</p> <table border="1" style="width: 100%; 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Correcting OHA (Editing a Single Row), Continued

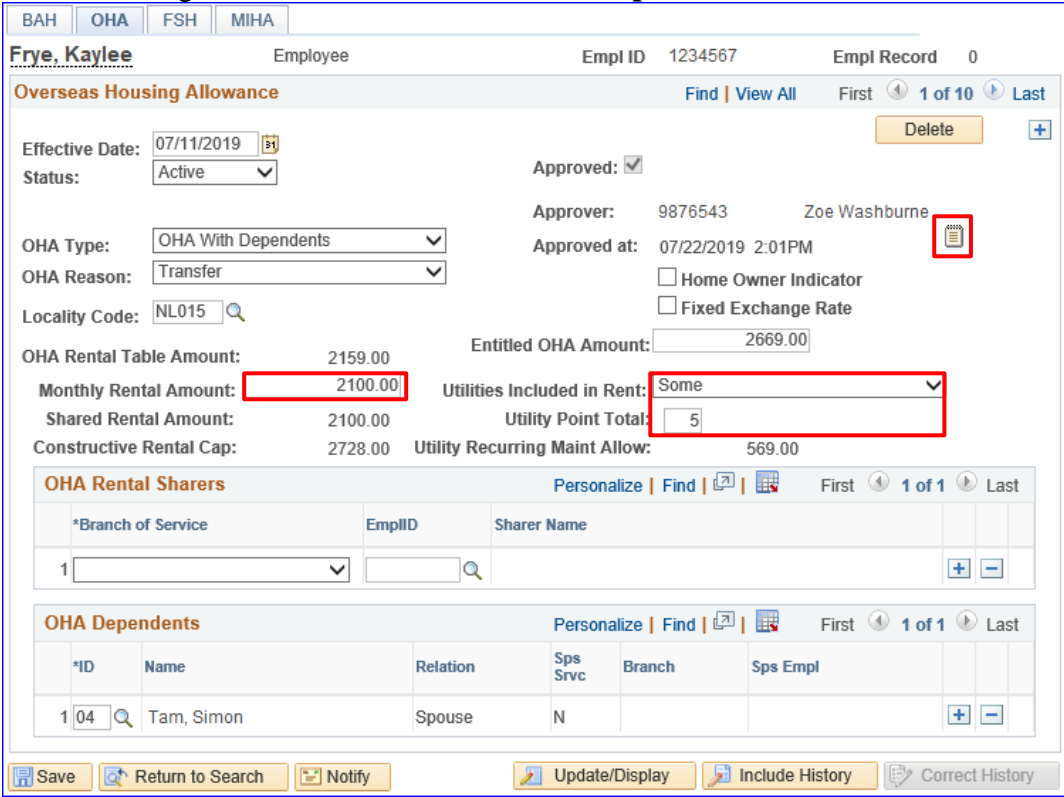
Procedures,
continued

Step	Action
6	<p>Make changes to any of the editable fields as appropriate. In this example, the most recent OHA row required a correction to the Monthly Rental Amount and the Utilities included in Rent.</p> <p>IMPORTANT: It is important to take a screenshot of the row prior to making any changes.</p> <p>Remember: If the Effective Date needs to be corrected, the row must be deleted and re-entered with the correct date. See the Correcting OHA (Deleting a Row) section for more guidance.</p>  <p>The screenshot displays the OHA form for Kaylee Frye (Employee, Empl ID 1234567). Key fields highlighted with red boxes include: <ul style="list-style-type: none"> OHA Type: OHA With Dependents OHA Reason: Transfer Monthly Rental Amount: 2000.00 Utilities Included in Rent: None Home Owner Indicator: <input type="checkbox"/> Fixed Exchange Rate: <input type="checkbox"/> OHA Rental Sharers: A table with one row for Branch of Service. OHA Dependents: A table with one row for ID 04, Name Tam, Simon, Relation Spouse. </p>

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Correcting OHA (Editing a Single Row), Continued

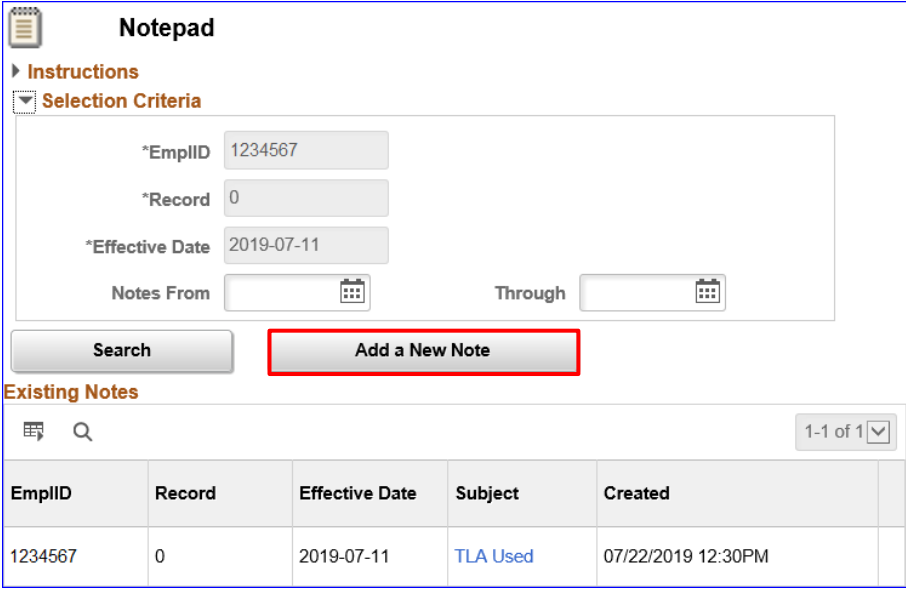
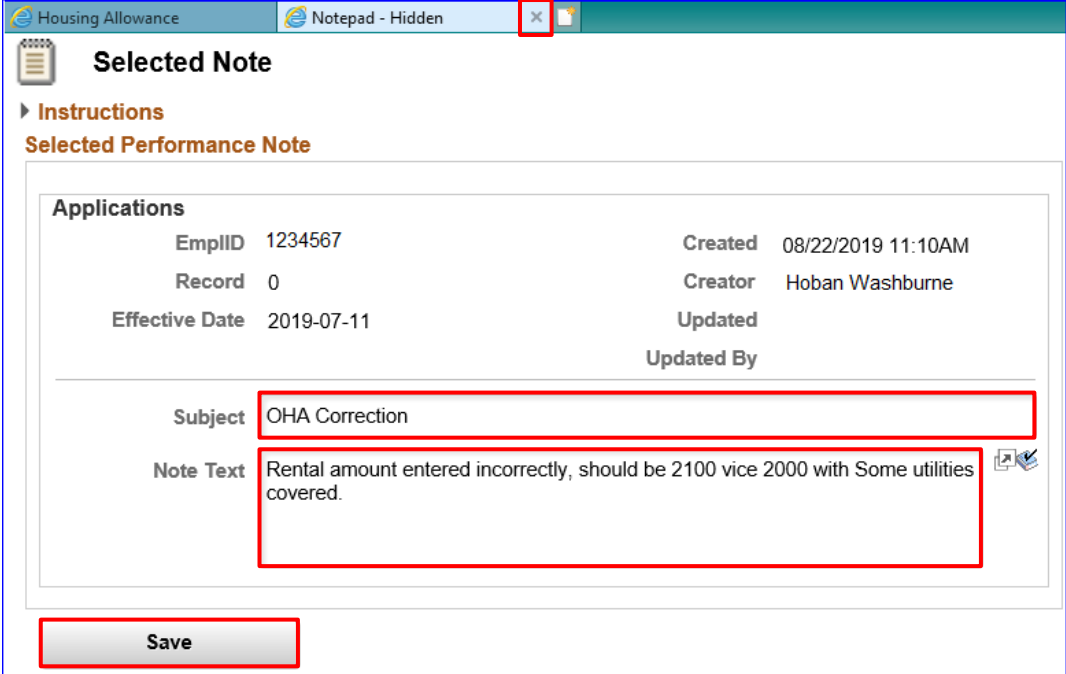
Procedures,
continued

Step	Action
7	<p>Once all changes have been made, click the Notepad icon.</p> 

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Correcting OHA (Editing a Single Row), Continued

Procedures,
continued

Step	Action										
8	<p>Select Add a New Note.</p>  <p>Notepad</p> <p>► Instructions</p> <p>▼ Selection Criteria</p> <p>*EmpID 1234567</p> <p>*Record 0</p> <p>*Effective Date 2019-07-11</p> <p>Notes From [] Through []</p> <p>Search Add a New Note</p> <p>Existing Notes</p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>Record</th> <th>Effective Date</th> <th>Subject</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2019-07-11</td> <td>TLA Used</td> <td>07/22/2019 12:30PM</td> </tr> </tbody> </table>	EmpID	Record	Effective Date	Subject	Created	1234567	0	2019-07-11	TLA Used	07/22/2019 12:30PM
EmpID	Record	Effective Date	Subject	Created							
1234567	0	2019-07-11	TLA Used	07/22/2019 12:30PM							
9	<p>Enter a Subject and Note Text describing the reason for the OHA correction. Click Save. Upon saving, 'X' out of the window to return to the member's OHA page.</p>  <p>Selected Note</p> <p>► Instructions</p> <p>Selected Performance Note</p> <p>Applications</p> <p>EmpID 1234567 Created 08/22/2019 11:10AM</p> <p>Record 0 Creator Hoban Washburne</p> <p>Effective Date 2019-07-11 Updated</p> <p>Updated By</p> <p>Subject OHA Correction</p> <p>Note Text Rental amount entered incorrectly, should be 2100 vice 2000 with Some utilities covered.</p> <p>Save</p>										

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Correcting OHA (Editing a Single Row), Continued

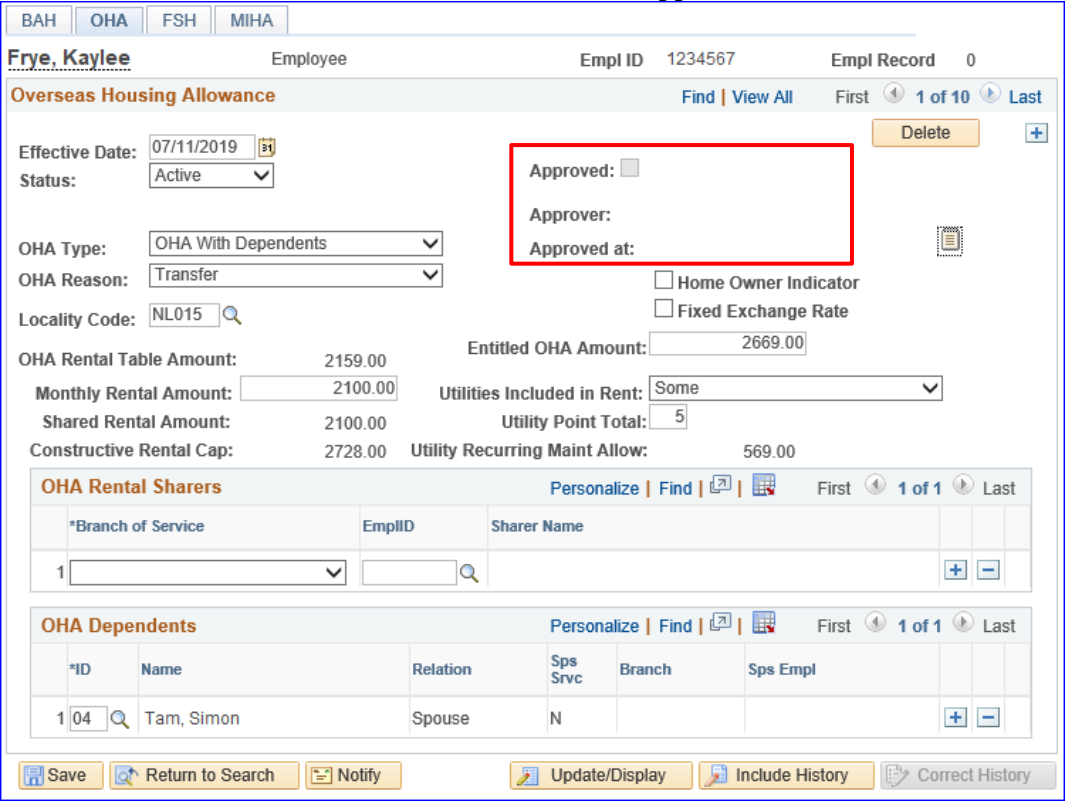
Procedures,
continued

Step	Action																		
10	<p>Verify all changes have been entered as appropriate. Click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Frye, Kaylee Employee Empl ID 1234567 Empl Record 0</p> <p>Overseas Housing Allowance Find View All First 1 of 10 Last</p> <p>Effective Date: 07/11/2019 Status: Active Approved: <input checked="" type="checkbox"/></p> <p>OHA Type: OHA With Dependents OHA Reason: Transfer Locality Code: NL015</p> <p>Approved: 9876543 Zoe Washburne Approved at: 07/22/2019 2:01PM</p> <p><input type="checkbox"/> Home Owner Indicator <input type="checkbox"/> Fixed Exchange Rate</p> <p>OHA Rental Table Amount: 2159.00 Entitled OHA Amount: 2669.00</p> <p>Monthly Rental Amount: 2100.00 Utilities Included in Rent: Some</p> <p>Shared Rental Amount: 2100.00 Utility Point Total: 5</p> <p>Constructive Rental Cap: 2728.00 Utility Recurring Maint Allow: 569.00</p> <p>OHA Rental Sharers Personalize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmpIID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>OHA Dependents Personalize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*ID</th> <th>Name</th> <th>Relation</th> <th>Sps Srvc</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>1 04</td> <td>Tam, Simon</td> <td>Spouse</td> <td>N</td> <td></td> <td></td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> </div>	*Branch of Service	EmpIID	Sharer Name	1			*ID	Name	Relation	Sps Srvc	Branch	Sps Empl	1 04	Tam, Simon	Spouse	N		
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Correcting OHA (Editing a Single Row), Continued

Procedures,
continued

Step	Action
<p>11</p>	<p>Upon saving, the Approver information will no longer be populated. The correction has been forwarded to the SPO tree for approval.</p> 
<p>12</p>	<p>Per Email ALSPO B/19, once the OHA request has been approved, it is important to review the member’s Pay Calculation Results to ensure the pay transaction processed correctly. Please see the Pay Calculation Results user guide for more information on navigating, reviewing, and validating pay transactions.</p> <p>Remember, if this correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year), all the corrections/changes MUST be reported to PPC Customer Care to be processed manually (see In-Range vs. Out-of-Range for more guidance).</p>

Correcting OHA (Inserting a Row)

Introduction This section provides the procedures for a SPO to insert a row and make corrections to existing rows of a member’s OHA in DA.

Corrections and Timing While some OHA fields are editable and allow corrective action, if any dates require correction, the incorrect row must be deleted. The deletion must be approved immediately, and a new OHA row entered with the correct dates and entitlements. The new row needs to be approved immediately as well.

THIS COMPLETE PROCESS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT PAY PROBLEMS! PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. FAILURE TO COMPLETE CORRECTIVE ACTIONS IN PROPER SEQUENCE AND TIMING MAY RESULT IN OVERPAYMENTS/UNDERPAYMENTS.

First, **delete** the OHA row(s) from **newest to oldest**:


1. Delete the NEWEST incorrect OHA row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** OHA row(s), from **oldest to newest**.

1. Add the oldest OHA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

It is important to take [screenshots](#) of the member’s OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. These screenshots are required to be attached to the PPC Trouble Ticket.

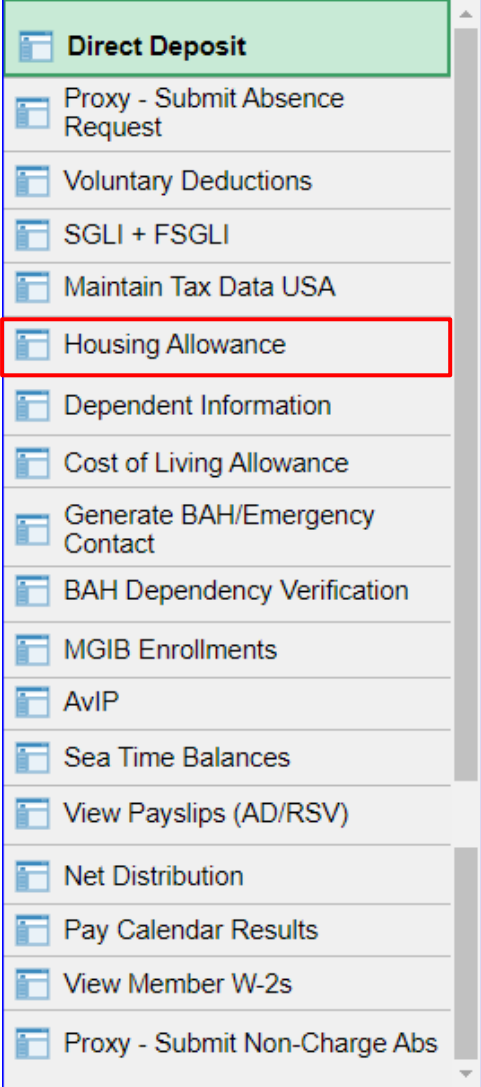
Procedures See below.

Step	Action
1	Click on the Active/Reserve Pay Tile. 

Continued on next page

Correcting OHA (Inserting a Row), Continued

Procedures,
continued

Step	Action
1.5	<p>Select the Housing Allowance option.</p>  <p>The screenshot shows a vertical list of menu items. The 'Housing Allowance' item is highlighted with a red rectangular box. The 'Direct Deposit' item at the top is highlighted with a green rectangular box. Other items in the list include Proxy - Submit Absence Request, Voluntary Deductions, SGLI + FSGLI, Maintain Tax Data USA, Dependent Information, Cost of Living Allowance, Generate BAH/Emergency Contact, BAH Dependency Verification, MGIB Enrollments, AvIP, Sea Time Balances, View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs.</p>

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Correcting OHA (Inserting a Row), Continued

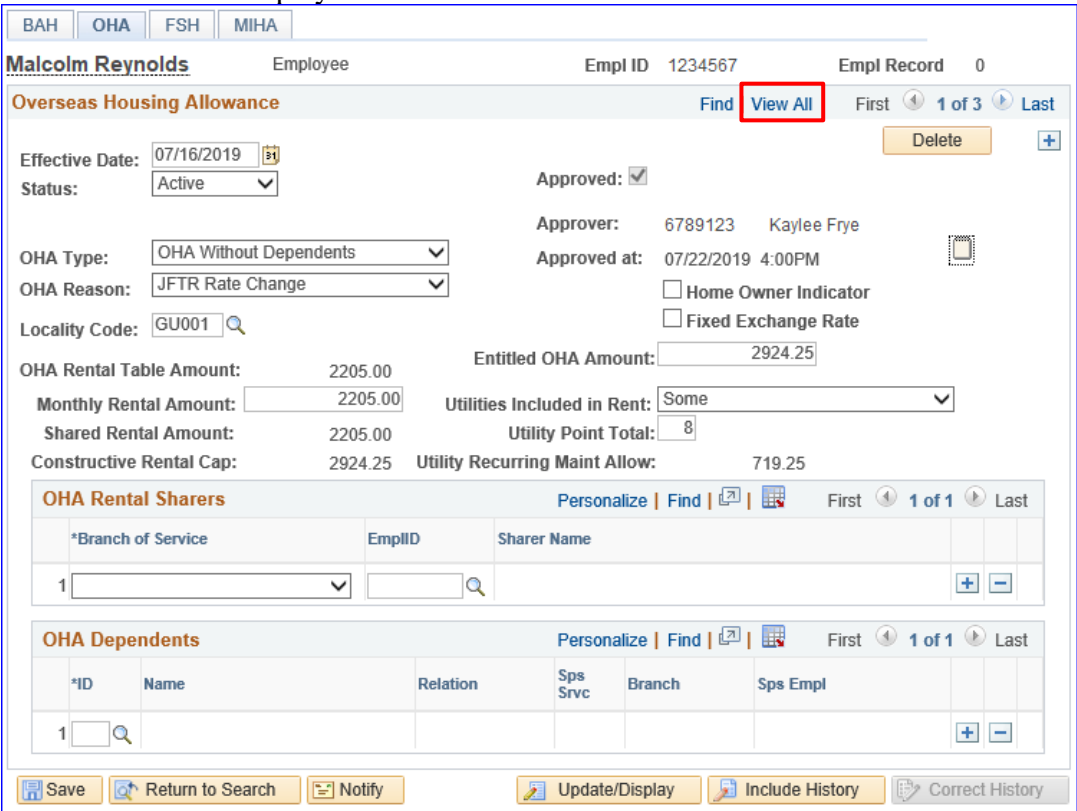
Procedures,
continued

Step	Action																		
2	<p>Enter the member's Empl ID, check the Correct History box and click Search.</p> <div data-bbox="293 443 1091 1167"> <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																		
3	<p>The member's BAH page will display. Click the OHA tab.</p> <div data-bbox="293 1243 1370 1816"> <p>BAH OHA FSH MIHA</p> <p>Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements Find View All First 1 of 6 Last</p> <p>Effective Date: 06/10/2018 <input type="button" value="31"/> <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Status: Inactive <input "="" type="checkbox" value="Approved: <input checked="/> Grand Fathered"/></p> <p>Approved: 6543218 River Tam</p> <p>Approved at: 06/14/18 4:21AM</p> <p>BAH Change: Transfer <input button"="" type="button" value="BAH Zip: 04106 ME139"/></p> <p>Military Rank: E5 Description: W/O dependents; Mbr not in govt qtrs</p> <p>Fair Rent: <input type="text"/> BAH Type: BAH Without Dependents</p> <p>BAH Rate: 1587.0000</p> <p>BAH Entitle: 1587.0000 <input type="button" value="Override Flag"/></p> <p>BAH Dependent Beneficiaries Personalize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Dependent Information</th> <th>Termination Information</th> </tr> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> </div>	Dependent Information	Termination Information	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1						<input type="checkbox"/>	
Dependent Information	Termination Information																		
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1						<input type="checkbox"/>													

Continued on next page

Correcting OHA (Inserting a Row), Continued

Procedures,
continued

Step	Action
4	<p>The member's current OHA row will display.</p> <p>In this example, the member got married in October 2018. He and his dependent spouse moved into a new apartment on October 13th, 2018. Because this entry takes place prior to the current row, a new row will need to be inserted and any OHA row with an Effective Date after 10/13/18 will need to be updated to reflect any required changes (i.e., OHA Type, dependent data, monthly rent, utilities, etc.).</p> <p>Click View All to display all rows.</p> 

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Correcting OHA (Inserting a Row), Continued

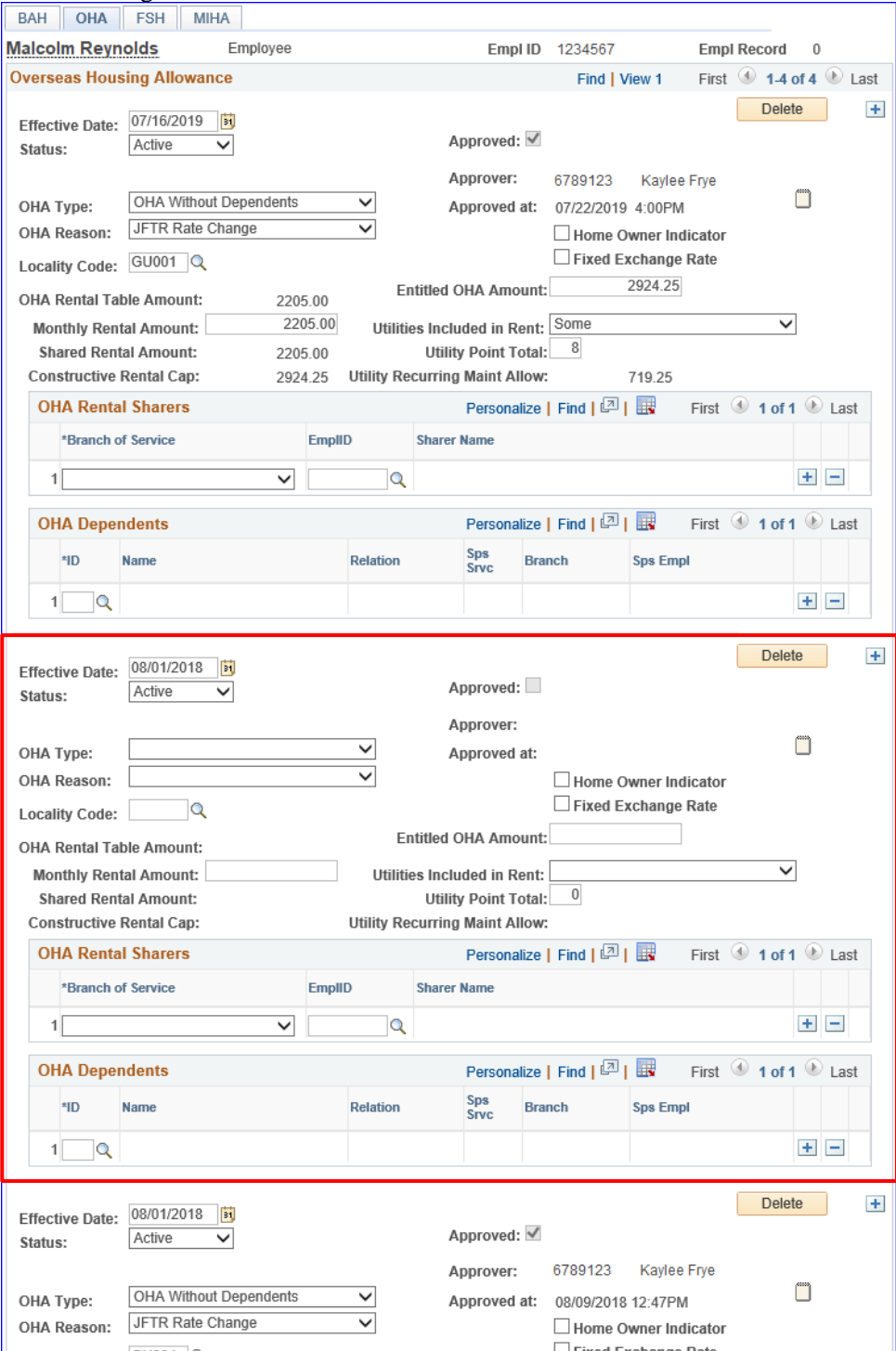
Procedures,
continued

Step	Action
5	<p>For the purposes of this example, a row will need to be inserted after the 08/01/2018 row to account for the OHA changes. To add a row, click the (+) button located on the 08/01/2018 row.</p> <p>The screenshot displays the 'Overseas Housing Allowance' (OHA) management interface for employee Malcolm Reynolds (Empl ID 1234567). It shows two rows of OHA data. The first row is for the period 07/16/2019 to 07/22/2019, with an entitled amount of 2924.25. The second row is for the period 08/01/2018 to 08/09/2018, with an entitled amount of 2895.00. A red box highlights the '08/01/2018' effective date field, and a red arrow points from a '+' button on the right of the same row to the date field. Another red box highlights the '+' button on the right of the 08/01/2018 row, indicating where to click to insert a new row.</p>

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Correcting OHA (Inserting a Row), Continued

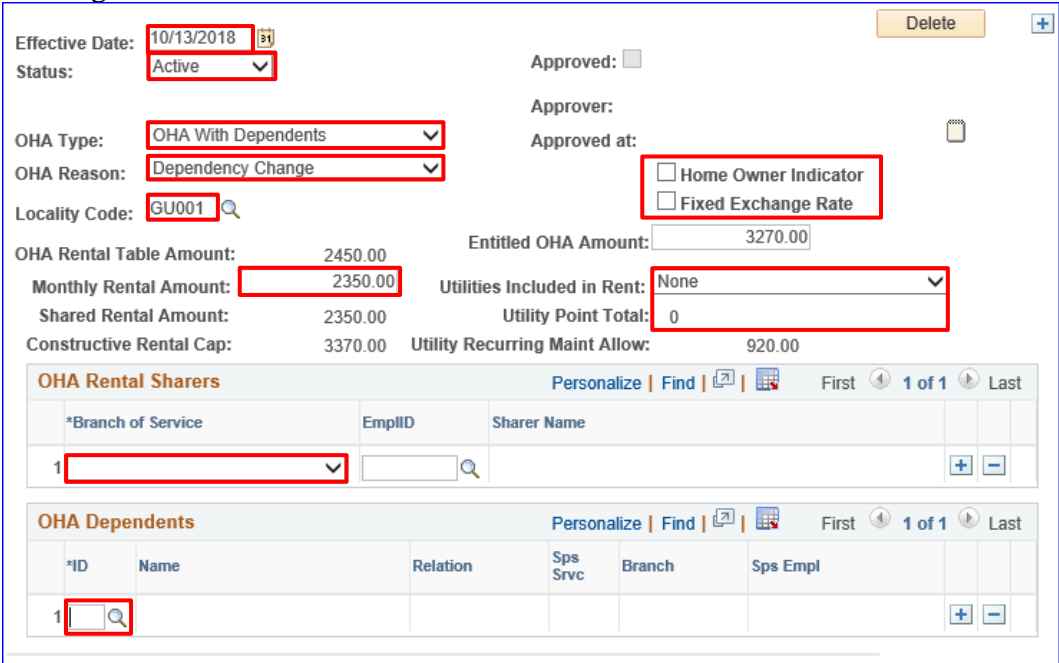
Procedures,
continued

Step	Action
6	<p>A new row will populate. Ensure it sits between the appropriate dates (in this case between the most current row of 07/16/2019 and 08/01/2018). Because the new row was inserted using the 08/01/2018 row, the Effective Date defaults to 08/01/2018.</p>  <p>The screenshot displays the OHA system interface for employee Malcolm Reynolds (Empl ID: 1234567). It shows three rows of Overseas Housing Allowance (OHA) data. The middle row, representing the new entry, is highlighted with a red border. The interface includes fields for Effective Date, Status, OHA Type, Reason, Locality Code, and various amounts. It also features tables for OHA Rental Sharers and OHA Dependents.</p> <p>Row 1 (Top):</p> <ul style="list-style-type: none"> Effective Date: 07/16/2019 Status: Active OHA Type: OHA Without Dependents OHA Reason: JFTR Rate Change Locality Code: GU001 OHA Rental Table Amount: 2205.00 Monthly Rental Amount: 2205.00 Shared Rental Amount: 2205.00 Constructive Rental Cap: 2924.25 Entitled OHA Amount: 2924.25 Utilities Included in Rent: Some Utility Point Total: 8 Utility Recurring Maint Allow: 719.25 Approved: <input checked="" type="checkbox"/> Approver: 6789123 Kaylee Frye Approved at: 07/22/2019 4:00PM <p>Row 2 (Middle, Red Border):</p> <ul style="list-style-type: none"> Effective Date: 08/01/2018 Status: Active OHA Type: [Empty] OHA Reason: [Empty] Locality Code: [Empty] OHA Rental Table Amount: [Empty] Monthly Rental Amount: [Empty] Shared Rental Amount: [Empty] Constructive Rental Cap: [Empty] Entitled OHA Amount: [Empty] Utilities Included in Rent: [Empty] Utility Point Total: 0 Utility Recurring Maint Allow: [Empty] Approved: <input type="checkbox"/> Approver: [Empty] Approved at: [Empty] <p>Row 3 (Bottom):</p> <ul style="list-style-type: none"> Effective Date: 08/01/2018 Status: Active OHA Type: OHA Without Dependents OHA Reason: JFTR Rate Change Locality Code: [Empty] OHA Rental Table Amount: [Empty] Monthly Rental Amount: [Empty] Shared Rental Amount: [Empty] Constructive Rental Cap: [Empty] Entitled OHA Amount: [Empty] Utilities Included in Rent: [Empty] Utility Point Total: [Empty] Utility Recurring Maint Allow: [Empty] Approved: <input checked="" type="checkbox"/> Approver: 6789123 Kaylee Frye Approved at: 08/09/2018 12:47PM

Continued on next page

Correcting OHA (Inserting a Row), Continued

Procedures,
continued

Step	Action
7	<p>Complete the following fields:</p> <ul style="list-style-type: none"> • Enter the appropriate Effective Date and ensure the Status reflects Active. • Using the drop-down, select the appropriate OHA Type. • Using the drop-down, select the appropriate OHA Reason. • Enter the Locality Code or use the lookup. • Enter the Monthly Rental Amount. • Check the Home Owner Indicator box or Fixed Exchange Rate as necessary. • Using the drop-down, select the appropriate Utilities Included in Rent. • Enter any OHA Rental Sharers if the member is sharing the monthly rental expenses with another person. • Enter any OHA Dependents if the member has BAH eligible dependents residing with them at the rental location. <p>Note: Refer to the Starting Overseas Housing Allowance for more information on entering OHA data.</p>  <p>The screenshot shows the OHA data entry form with the following fields highlighted in red:</p> <ul style="list-style-type: none"> Effective Date: 10/13/2018 Status: Active OHA Type: OHA With Dependents OHA Reason: Dependency Change Locality Code: GU001 Monthly Rental Amount: 2350.00 Utilities Included in Rent: None OHA Rental Sharers table (1 row) OHA Dependents table (1 row)

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Correcting OHA (Inserting a Row), Continued

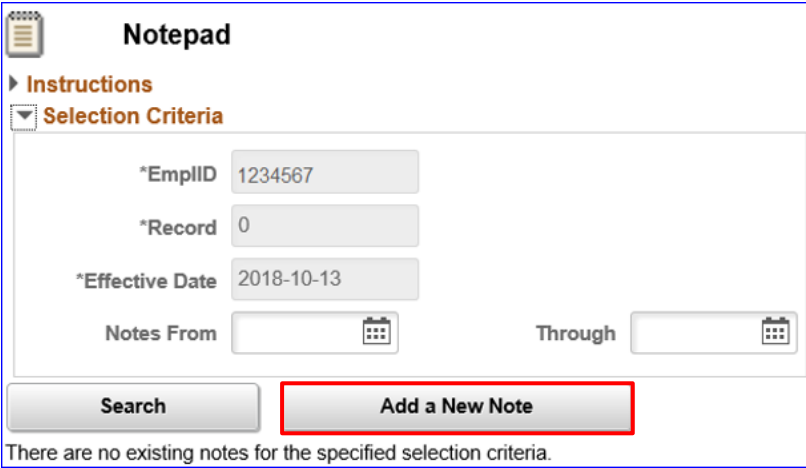
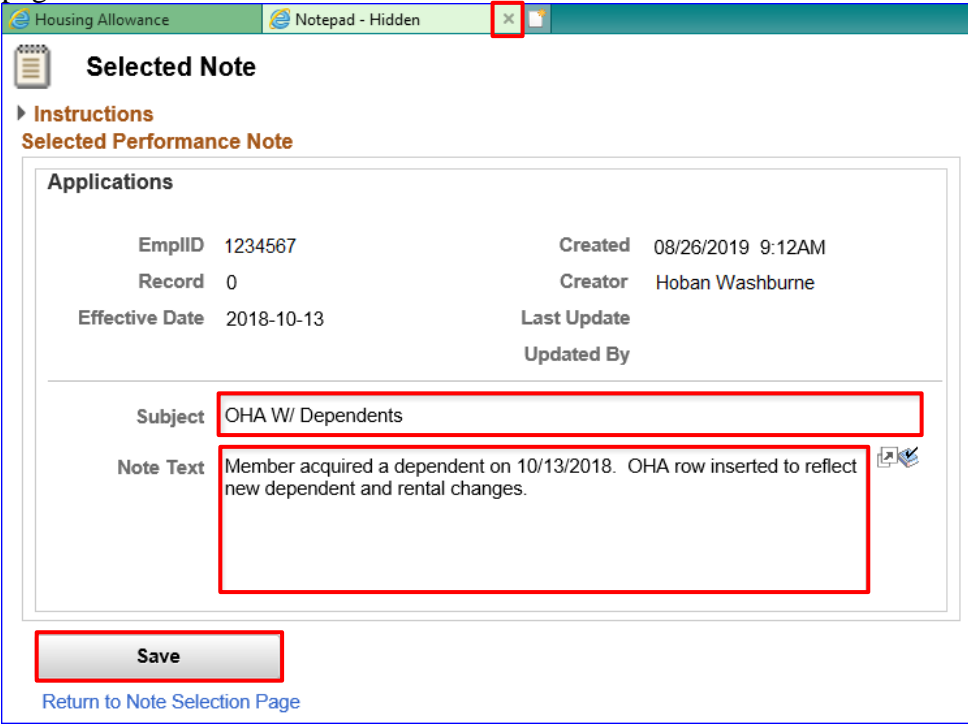
Procedures,
continued

Step	Action																																				
8	<p>Once all the information has been entered as appropriate, click the Notepad icon.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> BAH OHA FSH MIHA </div> <p>Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0</p> <p>Overseas Housing Allowance Find View 1 First 1-4 of 4 Last</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Effective Date: 07/16/2019 <input type="text"/></p> <p>Status: Active <input type="text"/></p> <p>OHA Type: OHA Without Dependents <input type="text"/></p> <p>OHA Reason: JFTR Rate Change <input type="text"/></p> <p>Locality Code: GU001 <input type="text"/></p> <p>OHA Rental Table Amount: 2205.00</p> <p>Monthly Rental Amount: 2205.00 <input type="text"/></p> <p>Shared Rental Amount: 2205.00</p> <p>Constructive Rental Cap: 2924.25</p> </div> <div> <p>Approved: <input checked="" type="checkbox"/></p> <p>Approver: 6789123 Kaylee Frye</p> <p>Approved at: 07/22/2019 4:00PM</p> <p><input type="checkbox"/> Home Owner Indicator</p> <p><input type="checkbox"/> Fixed Exchange Rate</p> <p>Entitled OHA Amount: 2924.25</p> <p>Utilities Included in Rent: Some <input type="text"/></p> <p>Utility Point Total: 8</p> <p>Utility Recurring Maint Allow: 719.25</p> </div> <div style="text-align: right;"> <p>Delete <input type="button" value="+"/></p> </div> </div> <div style="border-top: 1px solid black; 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Correcting OHA (Inserting a Row), Continued

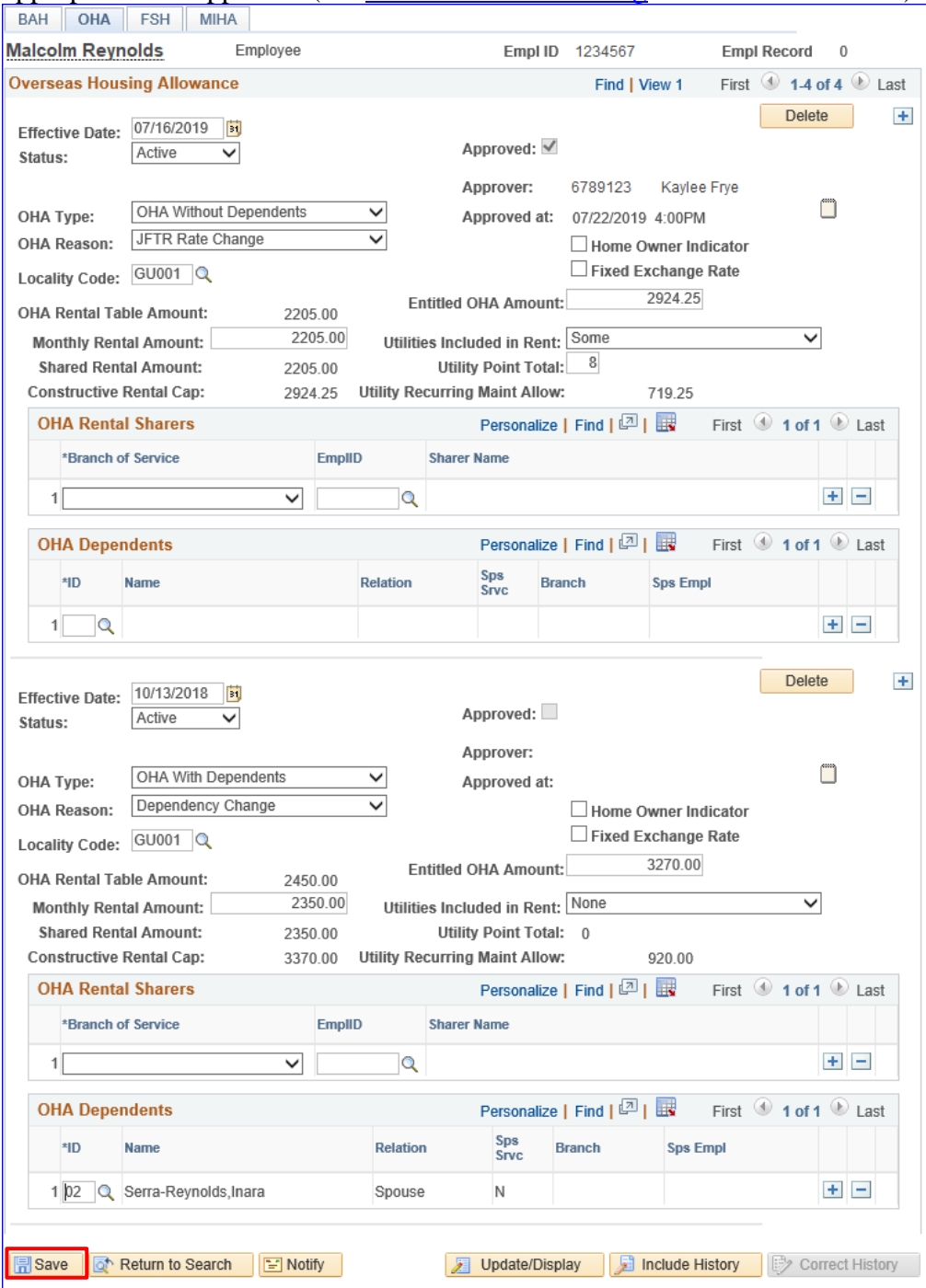
Procedures,
continued

Step	Action
<p>9</p>	<p>Select Add a New Note.</p> 
<p>10</p>	<p>Enter a Subject and Note Text describing the reason for the OHA correction. Click Save. Upon saving, 'X' out of the window to return to the member's OHA page.</p> 

Continued on next page

Correcting OHA (Inserting a Row), Continued

Procedures,
continued

Step	Action
11	<p>Verify all changes have been made as appropriate. Click Save. The request will be forwarded to the SPO tree for approval. It is important the OHA request be approved immediately so any additional rows may be added/corrected as appropriate and approved (see Corrections and Timing for more information).</p>  <p>The screenshot displays the OHA system interface for Malcolm Reynolds (Employee ID 1234567). It shows two OHA records. The first record, effective 07/16/2019, is for 'OHA Without Dependents' with a reason of 'JFTR Rate Change'. The second record, effective 10/13/2018, is for 'OHA With Dependents' with a reason of 'Dependency Change'. The interface includes fields for effective date, status, OHA type, reason, locality code, and various amounts. It also features tables for 'OHA Rental Sharers' and 'OHA Dependents'. The 'Save' button at the bottom left is highlighted with a red box.</p>

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Correcting OHA (Inserting a Row), Continued

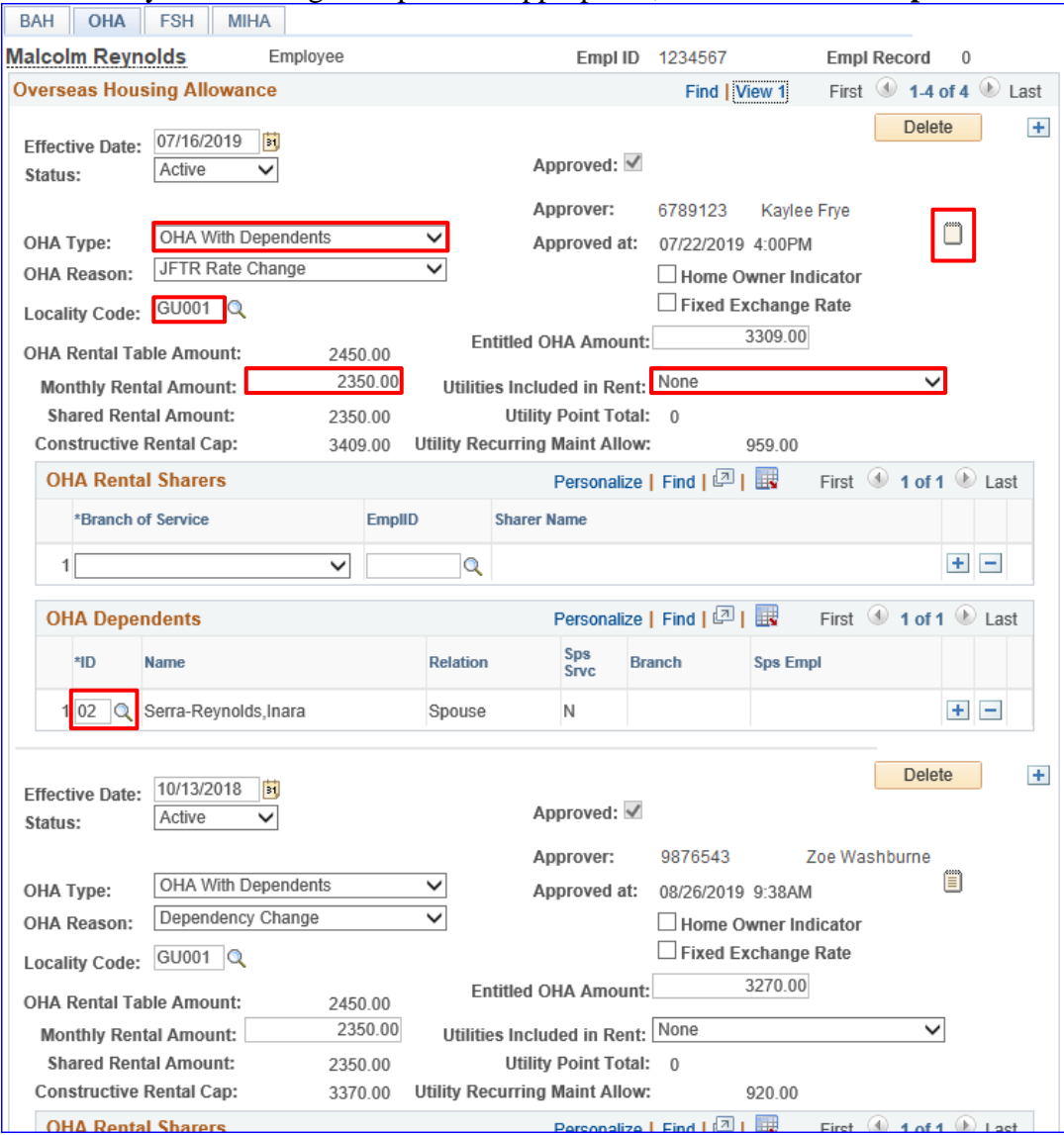
Procedures,
continued

Step	Action																																				
12	<p>Once the OHA request has been approved, make any necessary corrections to the next consecutive row as appropriate. Remember, take a screenshot of the row prior to making any changes.</p> <div data-bbox="295 504 1372 1915" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0</p> <p>Overseas Housing Allowance Find View 1 First 1-4 of 4 Last Delete +</p> <p>Effective Date: 07/16/2019 Status: Active Approved: <input checked="" type="checkbox"/> Approver: 6789123 Kaylee Frye Approved at: 07/22/2019 4:00PM</p> <p>OHA Type: OHA Without Dependents OHA Reason: JFTR Rate Change</p> <p>Locality Code: GU001</p> <p>OHA Rental Table Amount: 2205.00 Monthly Rental Amount: 2205.00 Shared Rental Amount: 2205.00 Constructive Rental Cap: 2924.25</p> <p>Entitled OHA Amount: 2924.25 Utilities Included in Rent: Some Utility Point Total: 8 Utility Recurring Maint Allow: 719.25</p> <p>OHA Rental Sharers Personalize Find 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmpID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>OHA Dependents Personalize Find 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*ID</th> <th>Name</th> <th>Relation</th> <th>Sps Srvc</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="padding-top: 5px;"> <p>Effective Date: 10/13/2018 Status: Active Approved: <input checked="" type="checkbox"/> Approver: 9876543 Zoe Washburne Approved at: 08/26/2019 9:38AM</p> <p>OHA Type: OHA With Dependents OHA Reason: Dependency Change</p> <p>Locality Code: GU001</p> <p>OHA Rental Table Amount: 2450.00 Monthly Rental Amount: 2350.00 Shared Rental Amount: 2350.00 Constructive Rental Cap: 3370.00</p> <p>Entitled OHA Amount: 3270.00 Utilities Included in Rent: None Utility Point Total: 0 Utility Recurring Maint Allow: 920.00</p> <p>OHA Rental Sharers Personalize Find 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmpID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>OHA Dependents Personalize Find 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*ID</th> <th>Name</th> <th>Relation</th> <th>Sps Srvc</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02 Serra-Reynolds, Inara</td> <td>Spouse</td> <td>N</td> <td></td> <td></td> </tr> </tbody> </table> </div> </div>	*Branch of Service	EmpID	Sharer Name	1			*ID	Name	Relation	Sps Srvc	Branch	Sps Empl	1						*Branch of Service	EmpID	Sharer Name	1			*ID	Name	Relation	Sps Srvc	Branch	Sps Empl	1	02 Serra-Reynolds, Inara	Spouse	N		
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Correcting OHA (Inserting a Row), Continued

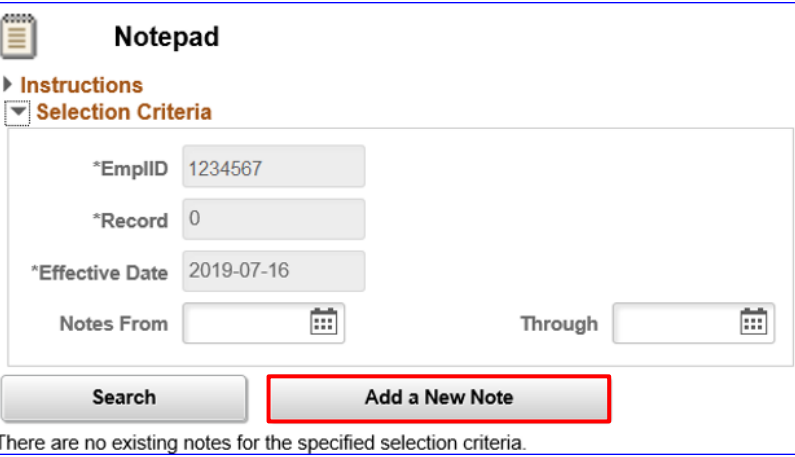
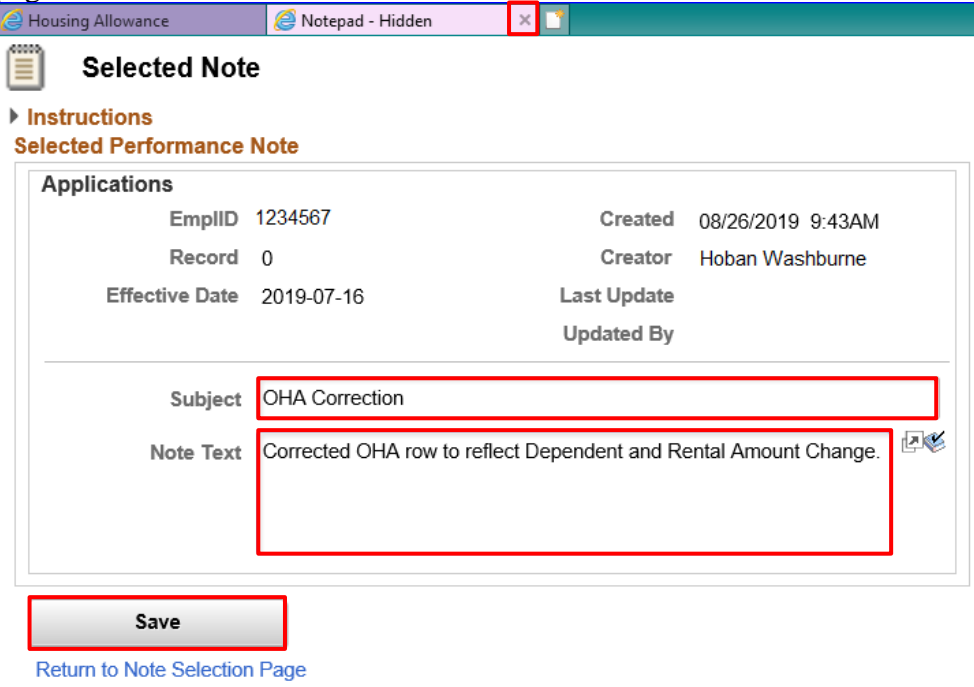
Procedures,
continued

Step	Action																		
13	<p>In this example, the 07/16/2019 row needs to be corrected to reflect the dependent and monthly rental changes. Update as appropriate, then click the Notepad icon.</p>  <p>Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0</p> <p>Overseas Housing Allowance Find View 1 First 1-4 of 4 Last</p> <p>Effective Date: 07/16/2019 Status: Active Approved: <input checked="" type="checkbox"/> Approver: 6789123 Kaylee Frye Approved at: 07/22/2019 4:00PM</p> <p>OHA Type: OHA With Dependents OHA Reason: JFTR Rate Change</p> <p>Locality Code: GU001 Entitled OHA Amount: 3309.00</p> <p>OHA Rental Table Amount: 2450.00 Monthly Rental Amount: 2350.00 Utilities Included in Rent: None</p> <p>Shared Rental Amount: 2350.00 Utility Point Total: 0</p> <p>Constructive Rental Cap: 3409.00 Utility Recurring Maint Allow: 959.00</p> <p>OHA Rental Sharers Personalize Find 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>OHA Dependents Personalize Find 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*ID</th> <th>Name</th> <th>Relation</th> <th>Sps Svc</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>1 02</td> <td>Serra-Reynolds, Inara</td> <td>Spouse</td> <td>N</td> <td></td> <td></td> </tr> </tbody> </table> <p>Effective Date: 10/13/2018 Status: Active Approved: <input checked="" type="checkbox"/> Approver: 9876543 Zoe Washburne Approved at: 08/26/2019 9:38AM</p> <p>OHA Type: OHA With Dependents OHA Reason: Dependency Change</p> <p>Locality Code: GU001 Entitled OHA Amount: 3270.00</p> <p>OHA Rental Table Amount: 2450.00 Monthly Rental Amount: 2350.00 Utilities Included in Rent: None</p> <p>Shared Rental Amount: 2350.00 Utility Point Total: 0</p> <p>Constructive Rental Cap: 3370.00 Utility Recurring Maint Allow: 920.00</p> <p>OHA Rental Sharers Personalize Find 1 of 1 Last</p>	*Branch of Service	EmplID	Sharer Name	1			*ID	Name	Relation	Sps Svc	Branch	Sps Empl	1 02	Serra-Reynolds, Inara	Spouse	N		
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Correcting OHA (Inserting a Row), Continued

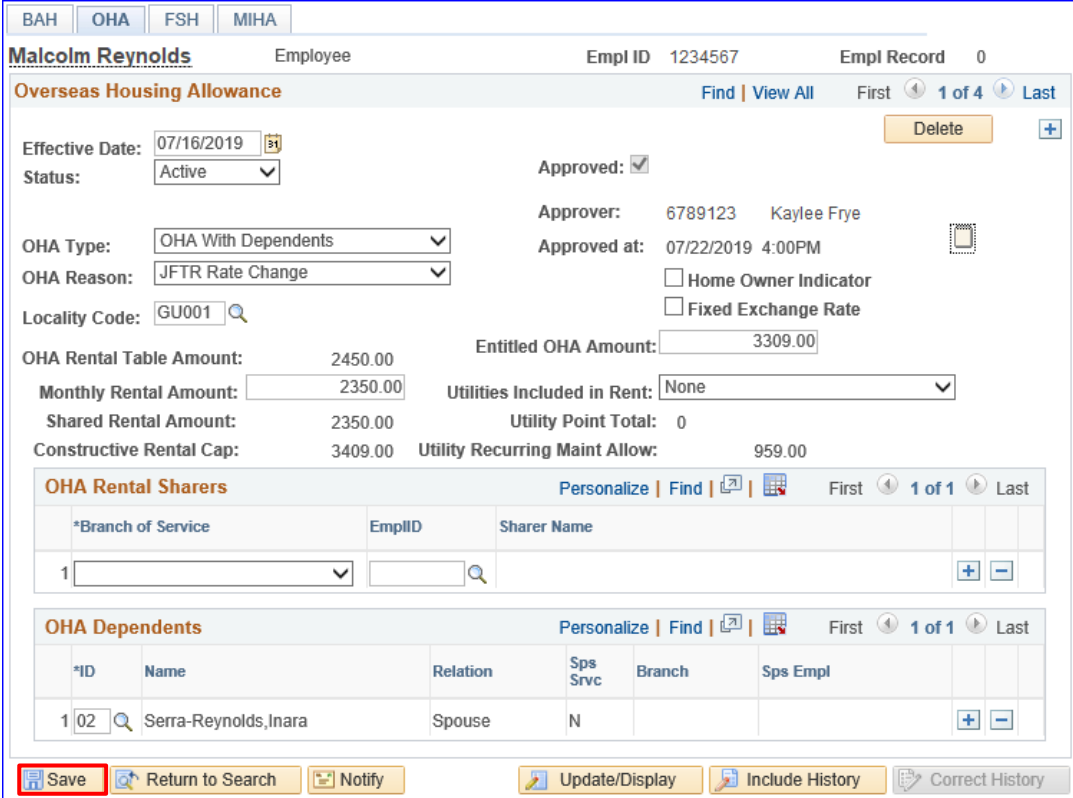
Procedures,
continued

Step	Action
<p>14</p>	<p>Select Add a New Note.</p>  <p>There are no existing notes for the specified selection criteria.</p>
<p>15</p>	<p>Enter a Subject and Note Text describing the reason for the OHA correction. Click Save. Upon saving, 'X' out of the window to return to the member's OHA page.</p>  <p>Return to Note Selection Page</p>

Continued on next page

Correcting OHA (Inserting a Row), Continued

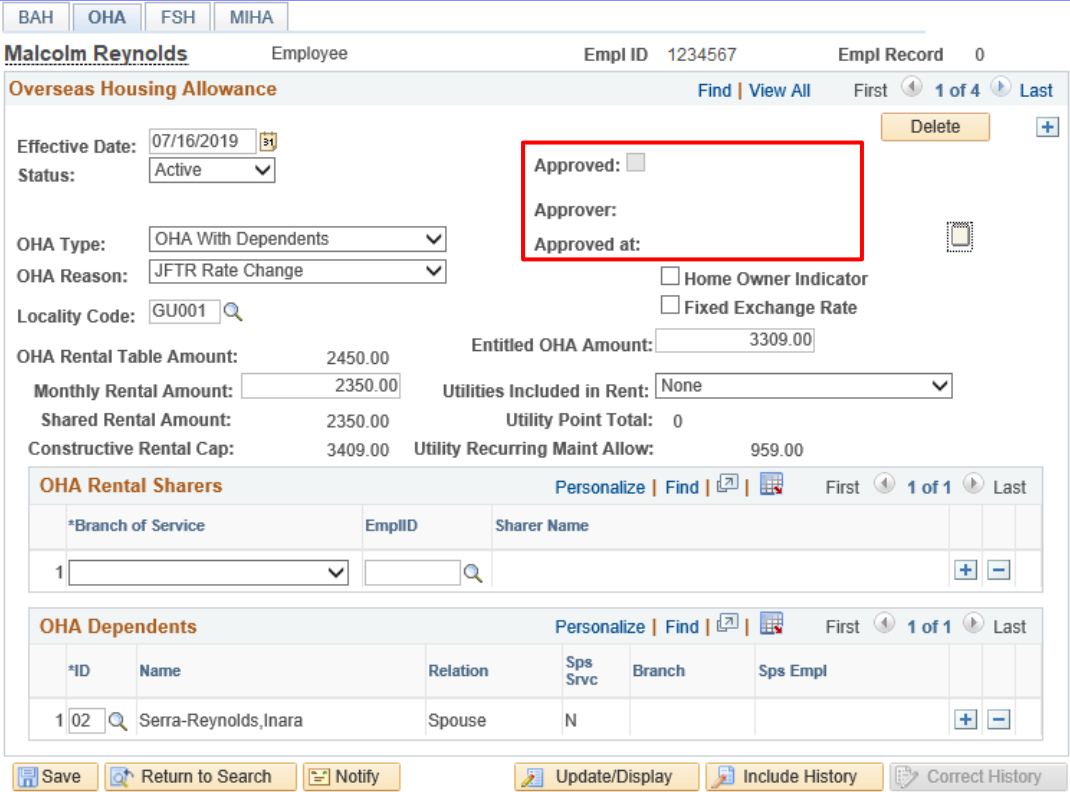
Procedures,
continued

Step	Action
16	<p>Verify all changes have been made as appropriate. Click Save. The request will be forwarded to the SPO tree for approval. It is important the OHA request be approved immediately so any additional rows may be added/corrected as appropriate and approved (see Corrections and Timing for more information).</p> 

Continued on next page

Correcting OHA (Inserting a Row), Continued

Procedures,
continued

Step	Action
17	<p>Upon saving any corrections to a pre-existing row, the Approver information will no longer be populated, and it has been forwarded to the SPO tree for approval.</p>  <p>The screenshot shows the OHA form for Malcolm Reynolds (Employee, Empl ID 1234567, Empl Record 0). The 'Overseas Housing Allowance' section includes fields for Effective Date (07/16/2019), Status (Active), OHA Type (OHA With Dependents), OHA Reason (JFTR Rate Change), and Locality Code (GU001). Financial details include OHA Rental Table Amount (2450.00), Monthly Rental Amount (2350.00), Shared Rental Amount (2350.00), and Constructive Rental Cap (3409.00). The 'Approved' checkbox is highlighted in red, and the 'Approver' and 'Approved at' fields are empty. Below the main form are sections for 'OHA Rental Sharers' and 'OHA Dependents'.</p>
18	<p>Per Email ALSPO B/19, once the OHA request has been approved, it is important to review the member's Pay Calculation Results to ensure the pay transaction processed correctly. Please see the Pay Calculation Results user guide for more information on navigating, reviewing, and validating pay transactions (see Steps 19-21 to view the Pay Calculation Results for the example used in this section).</p> <p>Remember, if this correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year), all the corrections/changes MUST be reported to PPC Customer Care to be processed manually (see In-Range vs. Out-of-Range for more guidance).</p>

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Correcting OHA (Inserting a Row), Continued

Procedures,
continued

Step	Action																																																																																																																																
19	<p>In this example, the member's OHA was corrected back to October 2018 to reflect OHA with dependents and a new monthly rental amount. Pay Calculation Results indicate the correction in the OHA Element and Retro Adjustments.</p> <p>Before the Corrections have processed:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C119090 201909 On-Cycle AD Mid Month</p> <p>Calendar Information Q 2 of 2</p> <p>Calendar ID CG ACT 2019M09M Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 3,703.07 USD Net Result Value 3,195.03 USD</p> <p>Earnings & Deductions</p> <p>Element Results Components Retro Adjustments Deduction Arrears User Fields View 5</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAS</td> <td>184.700000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>1603.500000</td> <td>Basic Pay</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CLOTHING</td> <td>21.490000</td> <td>Clothing Allowance</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>112.500000</td> <td>Career Sea Pay</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>OCONUS COLA</td> <td>206.250000</td> <td>OutConus COLA</td> <td>1</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>OHA</td> <td>1462.130000</td> <td>Overseas Housing Allowance</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>SDAP</td> <td>112.500000</td> <td>Special Duty Assignment Pay</td> <td>1</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> </tbody> </table> </div> <p>After the Corrections have processed:</p> <div style="border: 1px solid black; 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Correcting OHA (Inserting a Row), Continued

Procedures,
continued

Step	Action																																																																								
20	<p>Retro Adjustments indicate a DELTA OHA payment in the amount of \$3,989.61. Click the Adjustment Detail to view the breakdown of the DELTA OHA payment.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> Calendar Group Results Earnings and Deductions Accumulators Supporting Elements </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Malcolm Reynolds Employee Empl ID 1234567 Empl Record 0 </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Calendar Group ID C119090 201909 On-Cycle AD Mid Month </div> <div style="margin-top: 5px;"> <p>Calendar Information 57 of 57</p> <p>Calendar ID CG ACT 2019M09M Pay Group USCG</p> <p>Segment Number 1 Version 1 Revision 1</p> <p>Gross Result Value 7,885.05 USD Net Result Value 7,377.01 USD</p> <p>Earnings & Deductions 1-17 of 17 View 5</p> <div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> Element Results Components Retro Adjustments Deduction Arrears User Fields </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr><td>Earnings</td><td>BAS</td><td>184.700000</td><td></td><td></td><td></td><td></td><td>Resolution Details</td></tr> <tr><td>Earnings</td><td>BASIC PAY</td><td>1603.500000</td><td></td><td></td><td></td><td></td><td>Resolution Details</td></tr> <tr><td>Earnings</td><td>CLOTHING</td><td>21.490000</td><td></td><td></td><td></td><td></td><td>Resolution Details</td></tr> <tr><td>Earnings</td><td>CSEAPAY</td><td>112.500000</td><td></td><td></td><td></td><td></td><td>Resolution Details</td></tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA OHA</td> <td>0.000000</td> <td>3989.610000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> <tr><td>Earnings</td><td>OCONUS COLA</td><td>206.250000</td><td></td><td></td><td></td><td></td><td>Resolution Details</td></tr> <tr><td>Earnings</td><td>OHA</td><td>1654.500000</td><td></td><td></td><td></td><td></td><td>Resolution Details</td></tr> <tr><td>Earnings</td><td>SDAP</td><td>112.500000</td><td></td><td></td><td></td><td></td><td>Resolution Details</td></tr> </tbody> </table> </div> </div>	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	BAS	184.700000					Resolution Details	Earnings	BASIC PAY	1603.500000					Resolution Details	Earnings	CLOTHING	21.490000					Resolution Details	Earnings	CSEAPAY	112.500000					Resolution Details	Earnings	DELTA OHA	0.000000	3989.610000			Adjustment Detail	Resolution Details	Earnings	OCONUS COLA	206.250000					Resolution Details	Earnings	OHA	1654.500000					Resolution Details	Earnings	SDAP	112.500000					Resolution Details
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Correcting OHA (Inserting a Row), Continued

Procedures,
continued

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21	<p>Click View All to see the retro amounts paid to the member for each pay period since the start of the correction.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Results by Calendar Group</p> <p>Delta Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Empl ID 1234567</td> <td style="width: 50%;">Name Malcolm Reynolds</td> </tr> <tr> <td>Calendar Group ID C119090</td> <td>Empl Record 0</td> </tr> <tr> <td>Calendar ID CG ACT 2019M09M</td> <td>Description 201909 On-Cycle AD Mid Month</td> </tr> <tr> <td>Element DELTA OHA</td> <td>Pay Group USCG</td> </tr> <tr> <td>Segment Number 1</td> <td>Description Retro Delta OHA</td> </tr> <tr> <td></td> <td>Instance 0</td> </tr> </table> <p>Delta Details</p> <p>1-1 of 22 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr> <td>CG ACT 2018M10E</td> <td>A18M10PRD2</td> <td>OHA</td> <td>1</td> <td>USD</td> <td>187.500000</td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table> <p>Return</p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Delta Details</p> <p>1-22 of 22 View 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr><td>CG ACT 2018M10E</td><td>A18M10PRD2</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2018M10M</td><td>A18M10PRD1</td><td>OHA</td><td>1</td><td>USD</td><td>37.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2018M11E</td><td>A18M11PRD2</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2018M11M</td><td>A18M11PRD1</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2018M12E</td><td>A18M12PRD2</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2018M12M</td><td>A18M12PRD1</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M01E</td><td>A19M01PRD2</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M01M</td><td>A19M01PRD1</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M02E</td><td>A19M02PRD2</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M02M</td><td>A19M02PRD1</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M03E</td><td>A19M03PRD2</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M03M</td><td>A19M03PRD1</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M04E</td><td>A19M04PRD2</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M04M</td><td>A19M04PRD1</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> <tr><td>CG ACT 2019M05E</td><td>A19M05PRD2</td><td>OHA</td><td>1</td><td>USD</td><td>187.500000</td><td>0.000000</td><td>0.000000</td></tr> </tbody> </table> <p>Return</p> </div>	Empl ID 1234567	Name Malcolm Reynolds	Calendar Group ID C119090	Empl Record 0	Calendar ID CG ACT 2019M09M	Description 201909 On-Cycle AD Mid Month	Element DELTA OHA	Pay Group USCG	Segment Number 1	Description Retro Delta OHA		Instance 0	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2018M10E	A18M10PRD2	OHA	1	USD	187.500000	0.000000	0.000000	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2018M10E	A18M10PRD2	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2018M10M	A18M10PRD1	OHA	1	USD	37.500000	0.000000	0.000000	CG ACT 2018M11E	A18M11PRD2	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2018M11M	A18M11PRD1	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2018M12E	A18M12PRD2	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2018M12M	A18M12PRD1	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M01E	A19M01PRD2	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M01M	A19M01PRD1	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M02E	A19M02PRD2	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M02M	A19M02PRD1	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M03E	A19M03PRD2	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M03M	A19M03PRD1	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M04E	A19M04PRD2	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M04M	A19M04PRD1	OHA	1	USD	187.500000	0.000000	0.000000	CG ACT 2019M05E	A19M05PRD2	OHA	1	USD	187.500000	0.000000	0.000000
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Correcting OHA (Deleting a Row)

Introduction This section provides the procedures for a SPO to correct a member's OHA by deleting and re-entering an OHA row in DA.

Corrections and Timing While some OHA fields are editable and allow corrective action, if any dates require correction, the incorrect row must be deleted. The deletion must be approved immediately, and a new OHA row entered with the correct dates and entitlements. The new row needs to be approved immediately as well.

THIS COMPLETE PROCESS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT PAY PROBLEMS! PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. FAILURE TO COMPLETE CORRECTIVE ACTIONS IN PROPER SEQUENCE AND TIMING MAY RESULT IN OVERPAYMENTS/UNDERPAYMENTS.

First, **delete** the OHA row(s) from **newest to oldest**:

1. Delete the NEWEST incorrect OHA row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** OHA row(s), from **oldest to newest**.

1. Add the oldest OHA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

It is important to take [screenshots](#) of the member's OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. These screenshots are required to be attached to the PPC Trouble Ticket.

In-Range vs. Out-of-Range If the correction is In-Range (the entire affected period is within 24 pay periods or 1 year): follow the steps in this guide and all corrections should be processed automatically without manual intervention by PPC.


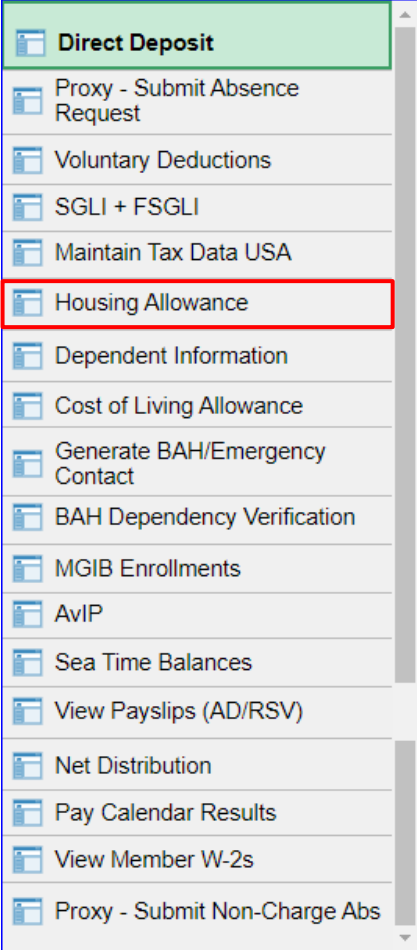
If the correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year): follow the steps in this guide. Once all corrections/changes have been approved, all the corrections/changes **MUST** be reported to PPC Customer Care to be processed manually.

For guidance on how to take and attach screenshots (required) when submitting a Customer Care ticket, see the [Submitting Trouble Tickets with Supporting Images](#) user guide.

Continued on next page

Correcting OHA (Deleting a Row), Continued

Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Tile.</p> 
1.5	<p>Select the Housing Allowance option.</p> 

Continued on next page

Correcting OHA (Deleting a Row), Continued

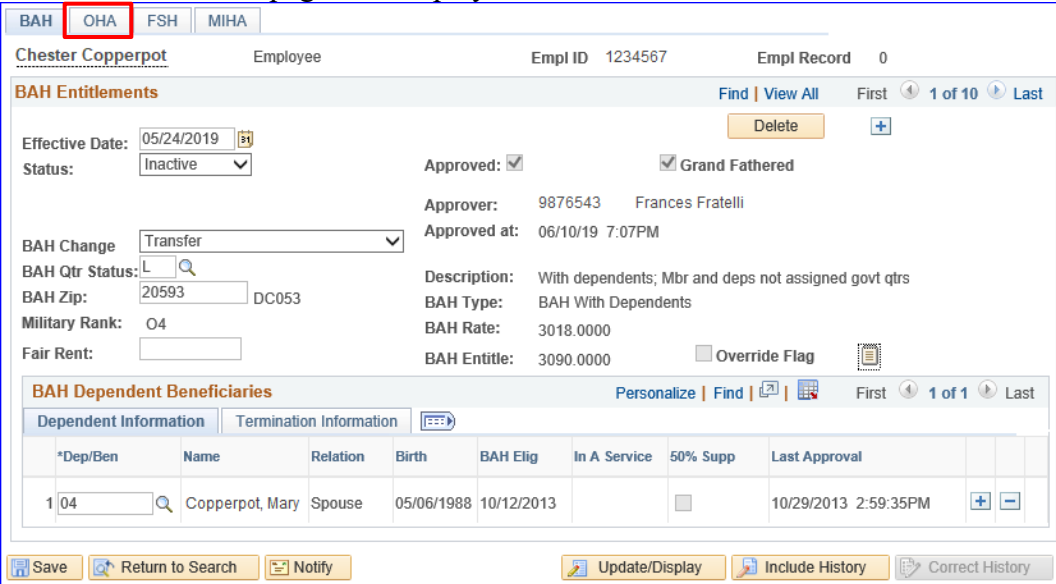
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID, check the Correct History box and click Search.</p> <div data-bbox="327 443 1197 1153" style="border: 1px solid blue; padding: 5px;"> <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>

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Correcting OHA (Deleting a Row), Continued

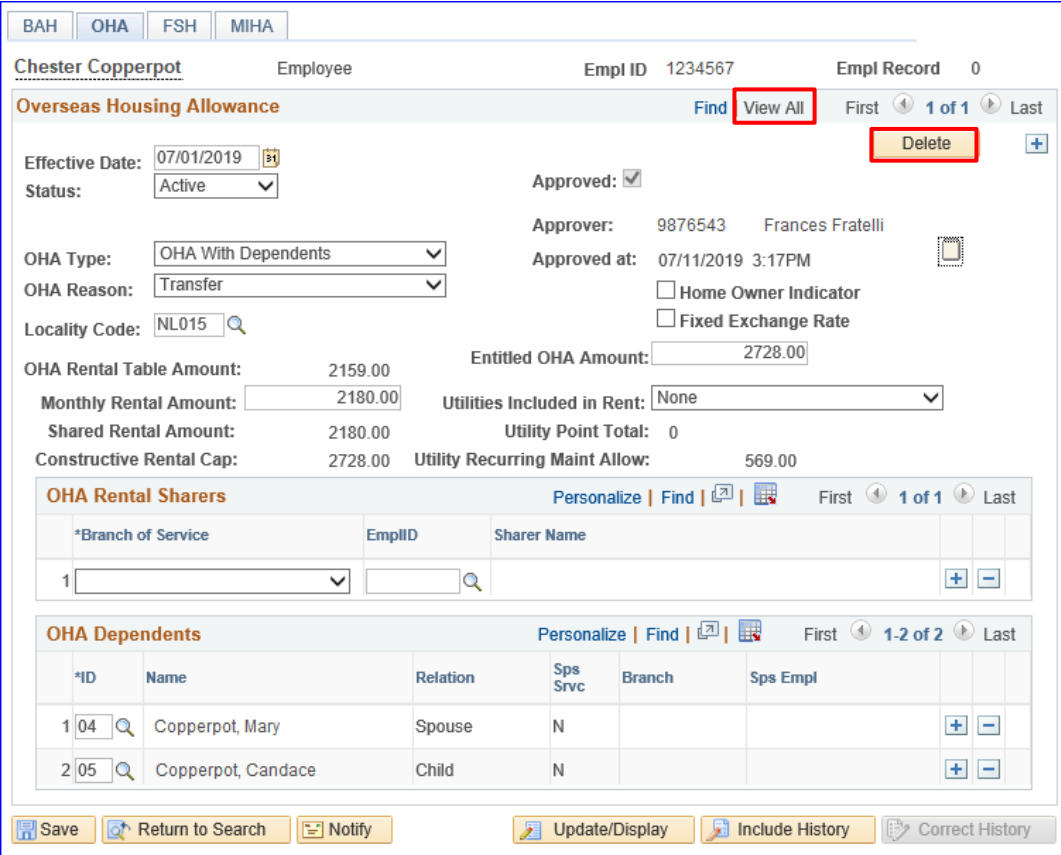
Procedures,
continued

Step	Action																
3	<p>The member's BAH page will display. Click the OHA tab.</p>  <p>BAH Entitlements</p> <p>Effective Date: 05/24/2019 Status: Inactive BAH Change: Transfer BAH Qtr Status: L BAH Zip: 20593 DC053 Military Rank: O4 Fair Rent:</p> <p>Approved: <input checked="" type="checkbox"/> Grand Fathered Approver: 9876543 Frances Fratelli Approved at: 06/10/19 7:07PM Description: With dependents; Mbr and deps not assigned govt qtrs BAH Type: BAH With Dependents BAH Rate: 3018.0000 BAH Entitle: 3090.0000</p> <p>BAH Dependent Beneficiaries</p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 04</td> <td>Copperpot, Mary</td> <td>Spouse</td> <td>05/06/1988</td> <td>10/12/2013</td> <td></td> <td><input type="checkbox"/></td> <td>10/29/2013 2:59:35PM</td> </tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 04	Copperpot, Mary	Spouse	05/06/1988	10/12/2013		<input type="checkbox"/>	10/29/2013 2:59:35PM
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Correcting OHA (Deleting a Row), Continued

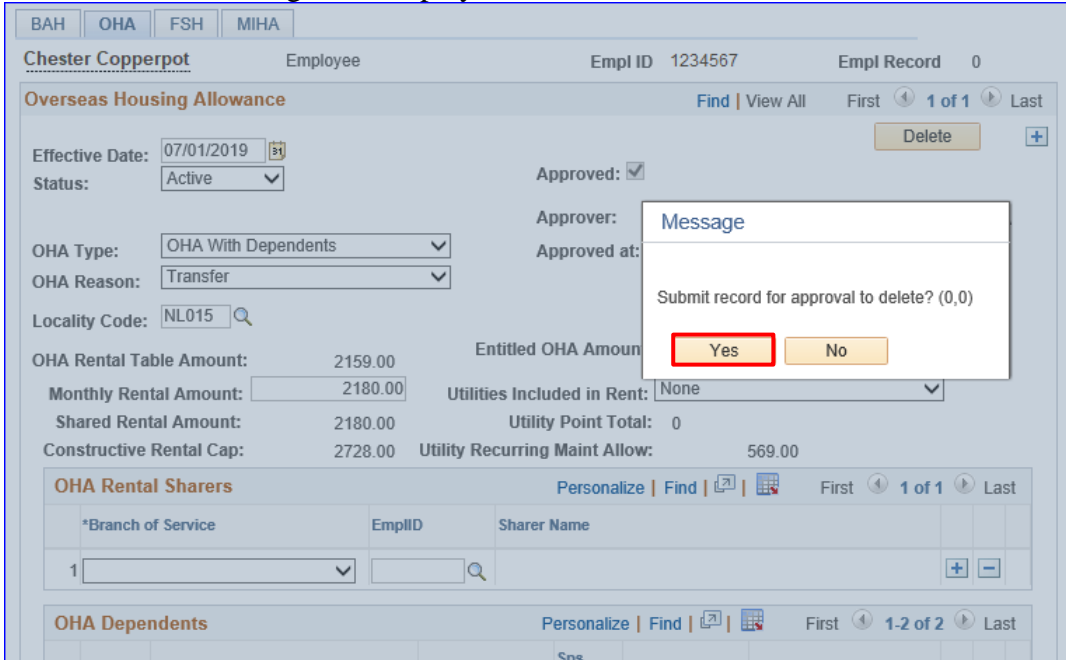
Procedures,
continued

Step	Action
4	<p>The member's current OHA row will display. If the member has more than one OHA row, click View All to display all of the rows.</p> <p>In this example, the member's OHA was erroneously started on 07/01/2019. The Effective Date should be 07/07/2019. Because the effective date is incorrect, this row will need to be deleted and re-entered with the correct date.</p> <p>If multiple rows need to be deleted, follow the instructions outlined in the Corrections and Timing section of this guide.</p> <p>IMPORTANT: It is important to take screenshots of the member's OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. The screenshots are required to be attached to the PPC Trouble Ticket.</p> <p>To delete the row, click Delete.</p>  <p>The screenshot shows the OHA system interface for Chester Copperpot (Employee ID 1234567). The 'View All' button is highlighted with a red box. The 'Delete' button is also highlighted with a red box. The interface displays the following information:</p> <ul style="list-style-type: none"> Employee: Chester Copperpot, Empl ID 1234567, Empl Record 0 Overseas Housing Allowance: Find, View All, First 1 of 1 Last Effective Date: 07/01/2019 Status: Active Approved: <input checked="" type="checkbox"/> Approver: 9876543 Frances Fratelli Approved at: 07/11/2019 3:17PM OHA Type: OHA With Dependents OHA Reason: Transfer Home Owner Indicator: <input type="checkbox"/> Fixed Exchange Rate: <input type="checkbox"/> Locality Code: NL015 OHA Rental Table Amount: 2159.00 Entitled OHA Amount: 2728.00 Monthly Rental Amount: 2180.00 Utilities Included in Rent: None Shared Rental Amount: 2180.00 Utility Point Total: 0 Constructive Rental Cap: 2728.00 Utility Recurring Maint Allow: 569.00 OHA Rental Sharers: Personalize Find First 1 of 1 Last OHA Dependents: Personalize Find First 1-2 of 2 Last

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Correcting OHA (Deleting a Row), Continued

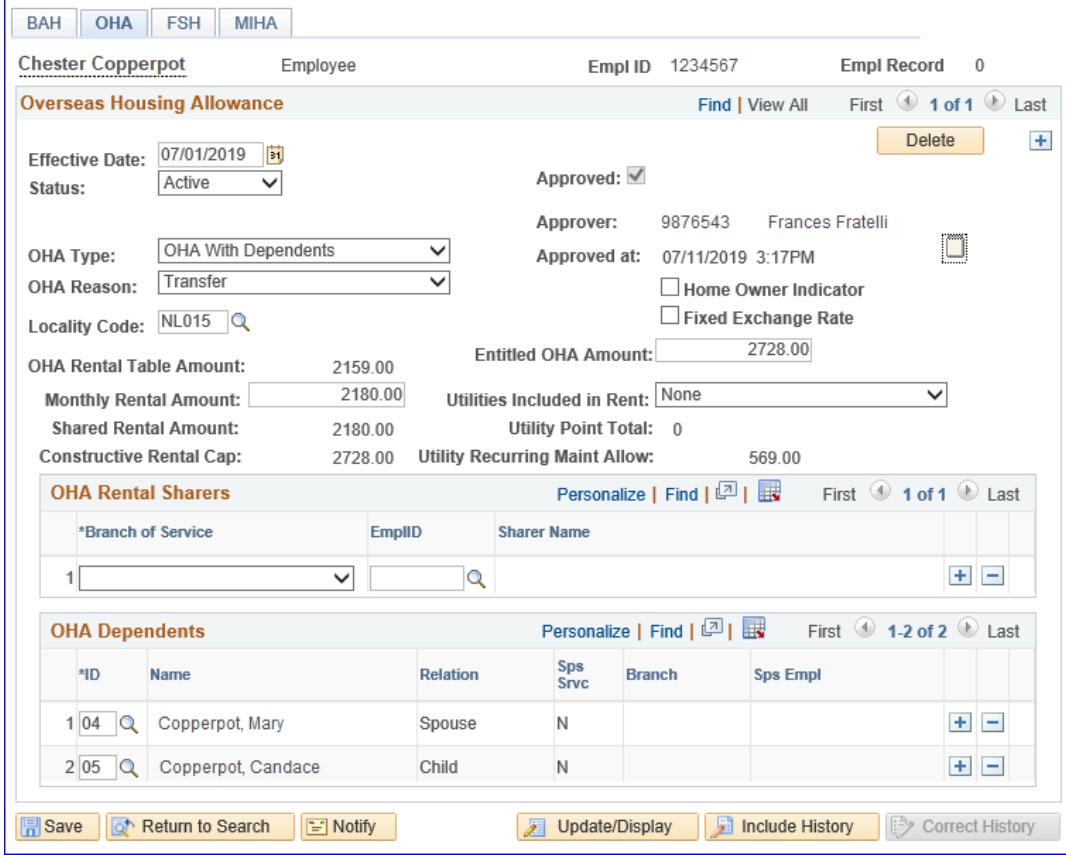
Procedures,
continued

Step	Action
5	<p>A confirmation message will display. Click Yes.</p>  <p>The screenshot shows the 'Overseas Housing Allowance' record for Chester Copperpot (Employee, Empl ID 1234567). The record is active, effective from 07/01/2019, and is of type 'OHA With Dependents' with reason 'Transfer'. A confirmation dialog box is overlaid on the 'Approved at' field, asking 'Submit record for approval to delete? (0,0)'. The 'Yes' button is highlighted with a red box, indicating the required action.</p>

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Correcting OHA (Deleting a Row), Continued

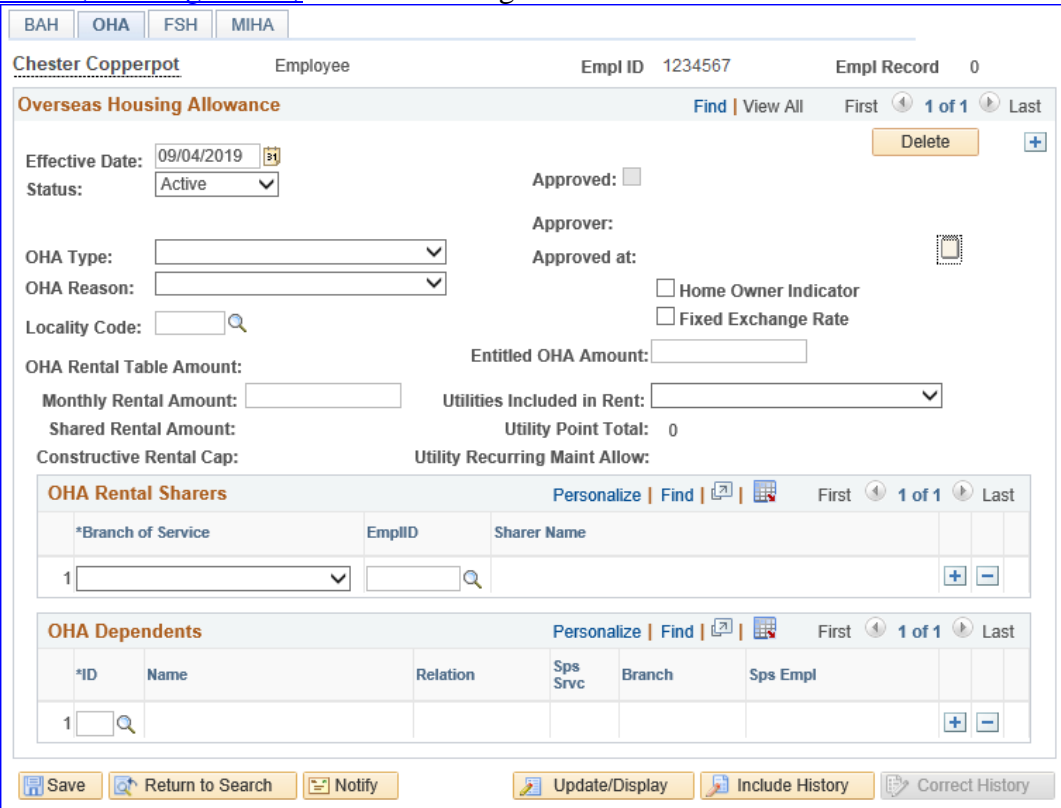
Procedures,
continued

Step	Action
6	<p>The Delete Request has been forwarded to the SPO tree for approval. The OHA row will continue to display until the deletion is approved. Notify the SPO Auditor the Delete Request is awaiting approval.</p> <p>Remember: When working a correction that requires deleting and/or inserting rows, the corrections should be processed within 10 minutes of each other to prevent erroneous over/under payments to the member.</p> 

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Correcting OHA (Deleting a Row), Continued

Procedures,
continued

Step	Action
7	<p>Once the Delete Request has been approved, return to the member’s OHA page (follow Steps 1-4). In this example, the member only had the one OHA row which was deleted; therefore the member no longer has a current OHA row.</p> <p>If the correction requires an OHA row to be inserted, please see the Correcting OHA (Inserting a Row) section of this guide.</p> 

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Correcting OHA (Deleting a Row), Continued

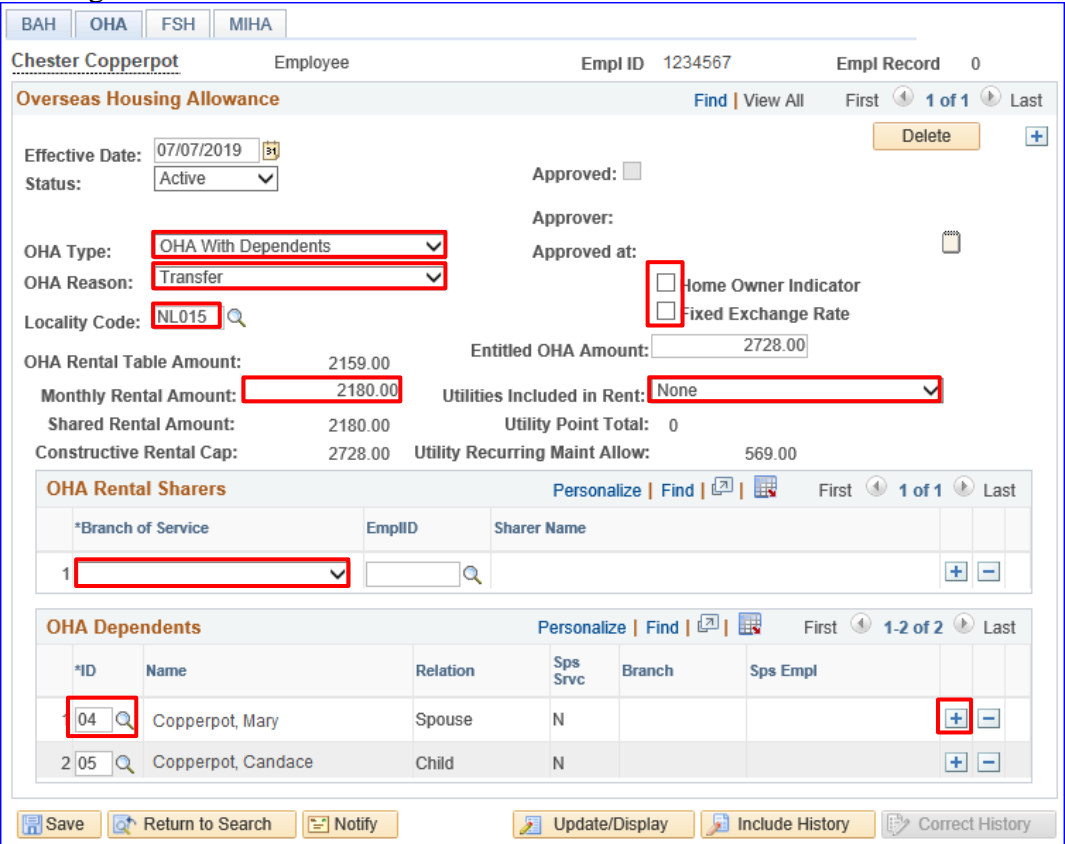
Procedures,
continued

Step	Action																		
8	<p>Enter the correct Effective Date and ensure the Status indicates Active.</p> <div data-bbox="304 443 1364 1243"> <p>BAH OHA FSH MIHA</p> <p>Chester Copperpot Employee Empl ID 1234567 Empl Record 0</p> <p>Overseas Housing Allowance Find View All First 1 of 1 Last</p> <p>Effective Date: 07/07/2019 <input type="text"/> <input type="button" value="BT"/></p> <p>Status: Active <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Approved: <input type="checkbox"/></p> <p>Approver:</p> <p>Approved at:</p> <p>OHA Type: <input type="text"/></p> <p>OHA Reason: <input type="text"/></p> <p>Locality Code: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Home Owner Indicator</p> <p><input type="checkbox"/> Fixed Exchange Rate</p> <p>Entitled OHA Amount: <input type="text"/></p> <p>OHA Rental Table Amount:</p> <p>Monthly Rental Amount: <input type="text"/> Utilities Included in Rent: <input type="text"/></p> <p>Shared Rental Amount: <input type="text"/> Utility Point Total: 0</p> <p>Constructive Rental Cap: <input type="text"/> Utility Recurring Maint Allow: <input type="text"/></p> <p>OHA Rental Sharers Personalize Find <input type="button" value="Q"/> <input type="button" value="Print"/> First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1 <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>OHA Dependents Personalize Find <input type="button" value="Q"/> <input type="button" value="Print"/> First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*ID</th> <th>Name</th> <th>Relation</th> <th>Sps Svc</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>1 <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> </div>	*Branch of Service	EmplID	Sharer Name	1 <input type="text"/>	<input type="text"/>	<input type="text"/>	*ID	Name	Relation	Sps Svc	Branch	Sps Empl	1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Correcting OHA (Deleting a Row), Continued

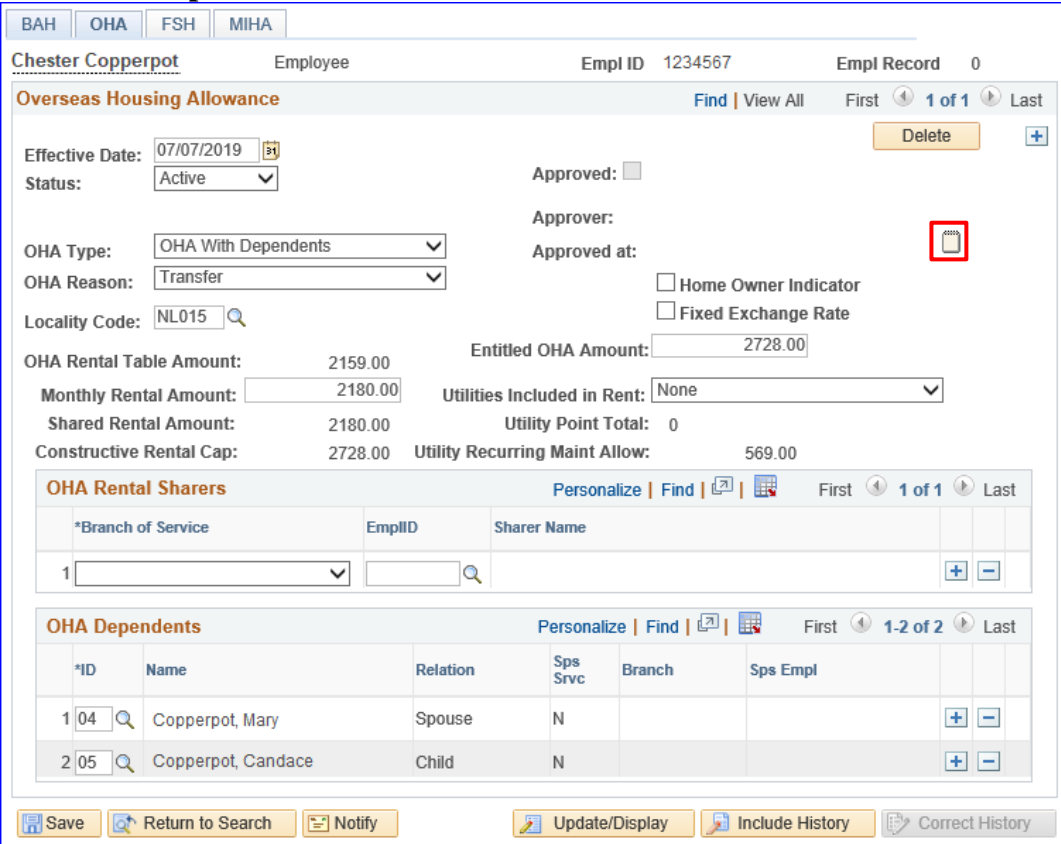
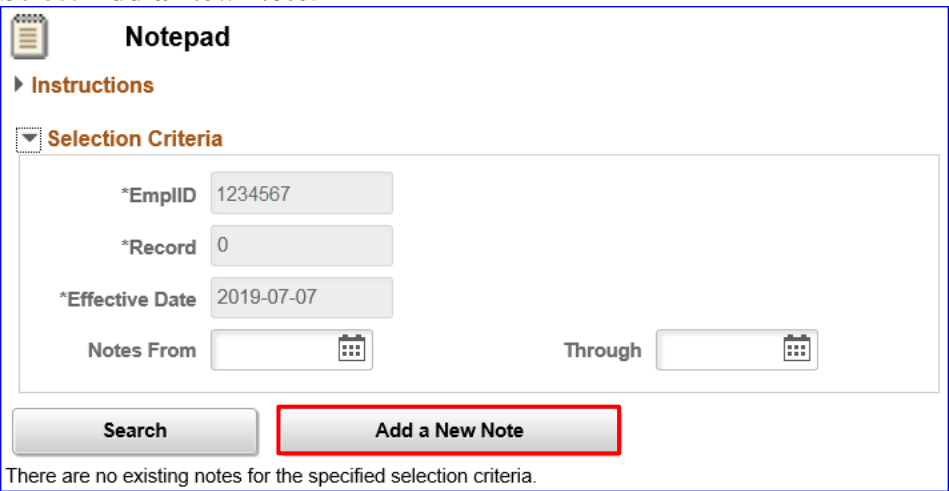
Procedures,
continued

Step	Action																		
9	<p>Using the screenshot of the deleted row, complete the following fields:</p> <ul style="list-style-type: none"> • Using the drop-down, select the appropriate OHA Type. • Using the drop-down, select the appropriate OHA Reason. • Enter the Locality Code or use the lookup. • Enter the Monthly Rental Amount. • Check the Home Owner Indicator box or Fixed Exchange Rate as necessary. • Using the drop-down, select the appropriate Utilities Included in Rent. • Enter any OHA Rental Sharers if the member is sharing the monthly rental expenses with another person. • Enter any OHA Dependents if the member has BAH eligible dependents residing with them at the rental location. <p>Note: Refer to the Starting Overseas Housing Allowance for more information on entering OHA data.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Employee: Chester Copperpot, Empl ID: 1234567, Empl Record: 0 OHA Type: OHA With Dependents OHA Reason: Transfer Locality Code: NL015 Monthly Rental Amount: 2180.00 Utilities Included in Rent: None OHA Rental Sharers: One sharer listed with Branch of Service. OHA Dependents: <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Relation</th> <th>Sps Svc</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>Copperpot, Mary</td> <td>Spouse</td> <td>N</td> <td></td> <td></td> </tr> <tr> <td>2 05</td> <td>Copperpot, Candace</td> <td>Child</td> <td>N</td> <td></td> <td></td> </tr> </tbody> </table> 	ID	Name	Relation	Sps Svc	Branch	Sps Empl	04	Copperpot, Mary	Spouse	N			2 05	Copperpot, Candace	Child	N		
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Correcting OHA (Deleting a Row), Continued

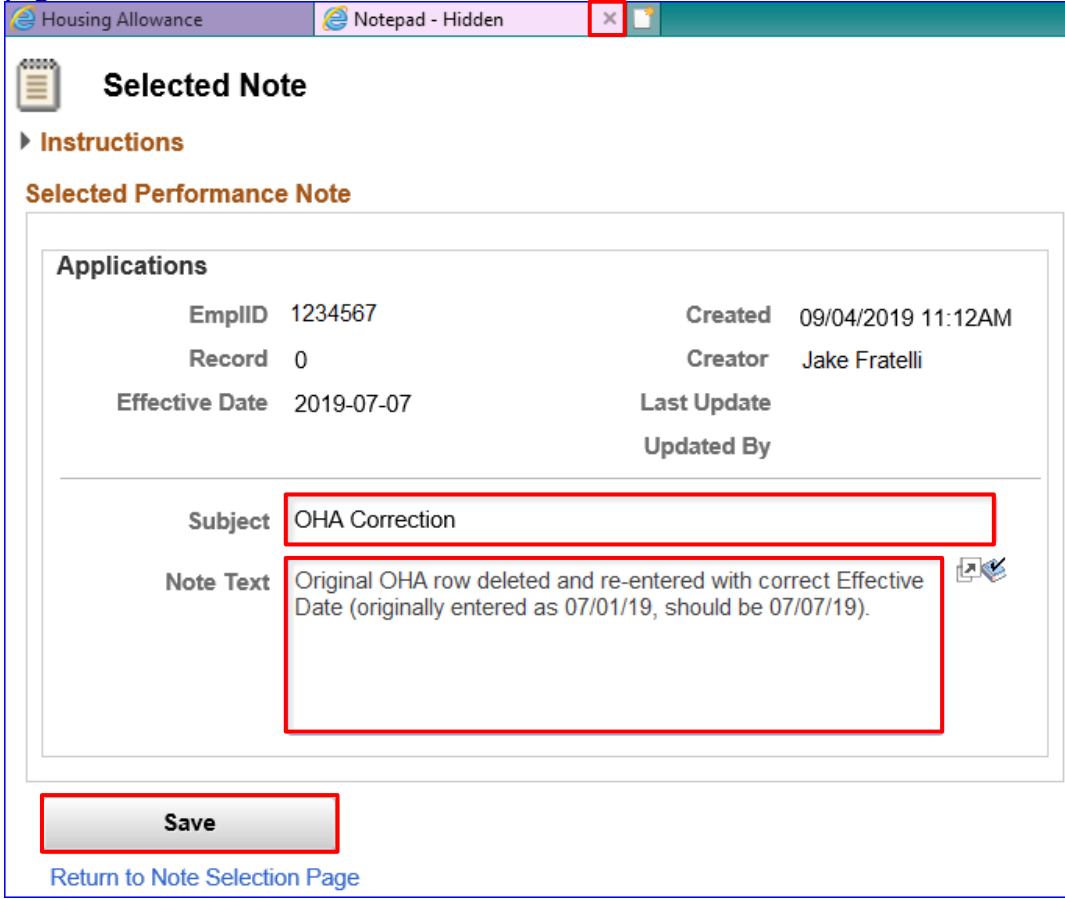
Procedures,
continued

Step	Action
<p>10</p>	<p>Click the Notepad icon.</p>  <p>The screenshot shows the OHA system interface for Chester Copperpot (Employee, Empl ID 1234567, Empl Record 0). The main section is titled "Overseas Housing Allowance" and includes fields for Effective Date (07/07/2019), Status (Active), OHA Type (OHA With Dependents), OHA Reason (Transfer), and Locality Code (NL015). It also displays financial details like OHA Rental Table Amount (2159.00), Monthly Rental Amount (2180.00), and Entitled OHA Amount (2728.00). A red box highlights the Notepad icon in the "Approved at" field.</p>
<p>11</p>	<p>Select Add a New Note.</p>  <p>The screenshot shows the "Notepad" interface with "Instructions" and "Selection Criteria" sections. The criteria include *EmpIID (1234567), *Record (0), and *Effective Date (2019-07-07). There are also "Notes From" and "Through" date pickers. The "Add a New Note" button is highlighted with a red box.</p> <p>There are no existing notes for the specified selection criteria.</p>

Continued on next page

Correcting OHA (Deleting a Row), Continued

Procedures,
continued

Step	Action
12	<p>Enter a Subject and Note Text describing the reason for the OHA correction. Click Save. Upon saving, 'X' out of the window to return to the member's OHA page.</p> 

Continued on next page

Correcting OHA (Deleting a Row), Continued

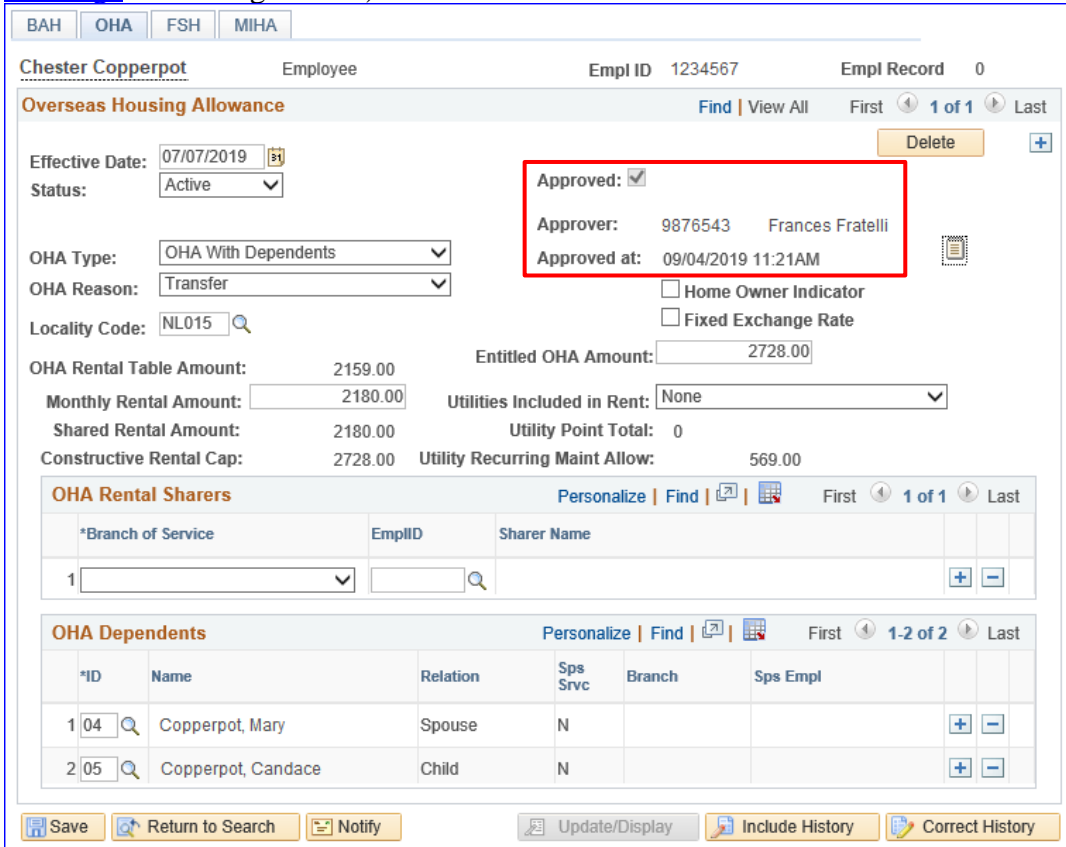
Procedures,
continued

Step	Action																								
13	<p>Click Save. The request will be forwarded to the SPO tree for approval. It is important the OHA request be approved immediately to prevent an erroneous over/under payment to the member.</p>																								
<p>The screenshot displays the OHA system interface for Chester Copperpot (Employee, Empl ID 1234567, Empl Record 0). The main section is titled "Overseas Housing Allowance" and includes the following details:</p> <ul style="list-style-type: none"> Effective Date: 07/07/2019 Status: Active OHA Type: OHA With Dependents OHA Reason: Transfer Locality Code: NL015 OHA Rental Table Amount: 2159.00 Monthly Rental Amount: 2180.00 Shared Rental Amount: 2180.00 Constructive Rental Cap: 2728.00 Entitled OHA Amount: 2728.00 Utilities Included in Rent: None Utility Point Total: 0 Utility Recurring Maint Allow: 569.00 <p>Below the main details are two tables:</p> <p>OHA Rental Sharers (1 of 1):</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>OHA Dependents (1-2 of 2):</p> <table border="1"> <thead> <tr> <th>#ID</th> <th>Name</th> <th>Relation</th> <th>Sps Srv</th> <th>Branch</th> <th>Sps Empl</th> </tr> </thead> <tbody> <tr> <td>1 04</td> <td>Copperpot, Mary</td> <td>Spouse</td> <td>N</td> <td></td> <td></td> </tr> <tr> <td>2 05</td> <td>Copperpot, Candace</td> <td>Child</td> <td>N</td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom of the interface, the Save button is highlighted with a red box. Other buttons include "Return to Search", "Notify", "Update/Display", "Include History", and "Correct History".</p>		*Branch of Service	EmplID	Sharer Name	1			#ID	Name	Relation	Sps Srv	Branch	Sps Empl	1 04	Copperpot, Mary	Spouse	N			2 05	Copperpot, Candace	Child	N		
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Correcting OHA (Deleting a Row), Continued

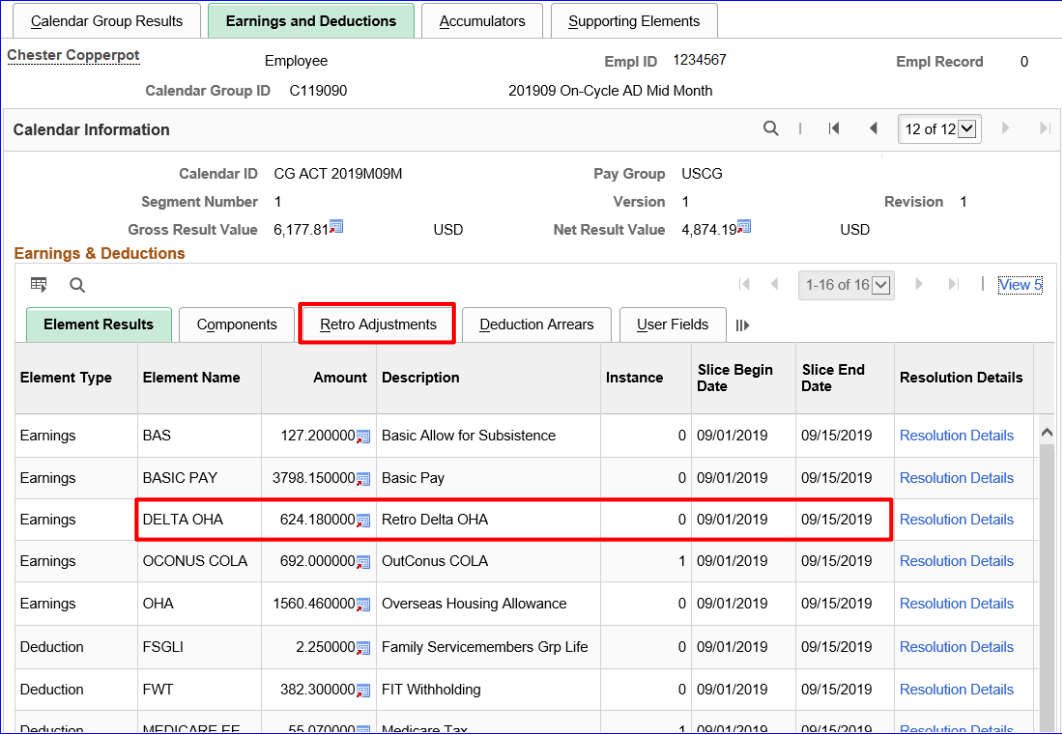
Procedures,
continued

Step	Action
14	<p>Per Email ALSPO B/19, once the OHA request has been approved, it is important to review the member's Pay Calculation Results to ensure the pay transaction processed correctly. Please see the Pay Calculation Results user guide for more information on navigating, reviewing, and validating pay transactions (see Steps 15-17 to view the Pay Calculation Results for the example used in this section).</p> <p>Remember, if this correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year), all the corrections/changes MUST be reported to PPC Customer Care to be processed manually (see In-Range vs. Out-of-Range for more guidance).</p> 

Continued on next page

Correcting OHA (Deleting a Row), Continued

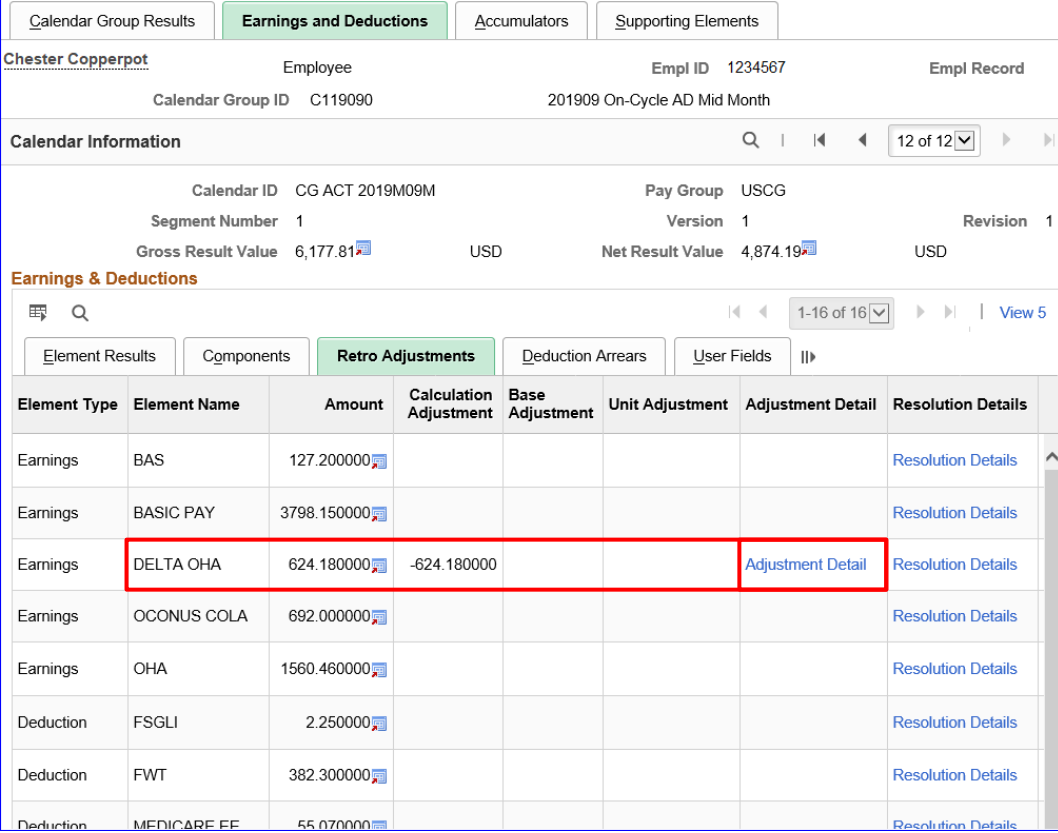
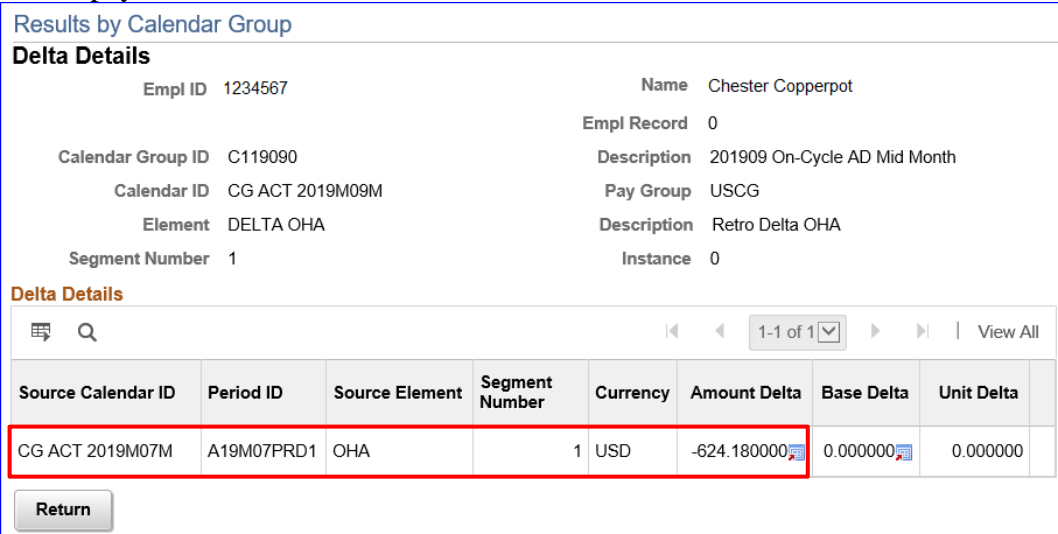
Procedures,
continued

Step	Action																																																																								
15	<p>In this example, the member's OHA was corrected to reflect the correct Effective Date of 07/07/2019 vice 07/01/2019. Because the correction effected a previous pay calendar, the Pay Calculation Results indicate the correction in Retro Adjustments (see the DELTA OHA Element).</p> <p>Select the Retro Adjustments tab.</p>  <p>The screenshot displays the 'Earnings and Deductions' interface for employee Chester Copperpot. The 'Retro Adjustments' tab is selected. The table below shows the details of the adjustments:</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAS</td> <td>127.200000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>3798.150000</td> <td>Basic Pay</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA OHA</td> <td>624.180000</td> <td>Retro Delta OHA</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>OCONUS COLA</td> <td>692.000000</td> <td>OutConus COLA</td> <td>1</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>OHA</td> <td>1560.460000</td> <td>Overseas Housing Allowance</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FSGLI</td> <td>2.250000</td> <td>Family Servicemembers Grp Life</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FWT</td> <td>382.300000</td> <td>FIT Withholding</td> <td>0</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>MEDICARE EE</td> <td>55.070000</td> <td>Medicare Tax</td> <td>1</td> <td>09/01/2019</td> <td>09/15/2019</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAS	127.200000	Basic Allow for Subsistence	0	09/01/2019	09/15/2019	Resolution Details	Earnings	BASIC PAY	3798.150000	Basic Pay	0	09/01/2019	09/15/2019	Resolution Details	Earnings	DELTA OHA	624.180000	Retro Delta OHA	0	09/01/2019	09/15/2019	Resolution Details	Earnings	OCONUS COLA	692.000000	OutConus COLA	1	09/01/2019	09/15/2019	Resolution Details	Earnings	OHA	1560.460000	Overseas Housing Allowance	0	09/01/2019	09/15/2019	Resolution Details	Deduction	FSGLI	2.250000	Family Servicemembers Grp Life	0	09/01/2019	09/15/2019	Resolution Details	Deduction	FWT	382.300000	FIT Withholding	0	09/01/2019	09/15/2019	Resolution Details	Deduction	MEDICARE EE	55.070000	Medicare Tax	1	09/01/2019	09/15/2019	Resolution Details
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Correcting OHA (Deleting a Row), Continued

Procedures,
continued

Step	Action																																																																								
<p>16</p>	<p>Retro Adjustments indicate a DELTA OHA overpayment in the amount of \$624.18. Click Adjustment Detail to view the details of the overpayment.</p>  <p>The screenshot shows the 'Earnings and Deductions' page for employee Chester Copperpot. It displays a table of adjustments with the following data:</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAS</td> <td>127.200000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>3798.150000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>DELTA OHA</td> <td>624.180000</td> <td>-624.180000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>OCONUS COLA</td> <td>692.000000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>OHA</td> <td>1560.460000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FSGLI</td> <td>2.250000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>FWT</td> <td>382.300000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>MEDICARE EE</td> <td>55.070000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	BAS	127.200000					Resolution Details	Earnings	BASIC PAY	3798.150000					Resolution Details	Earnings	DELTA OHA	624.180000	-624.180000			Adjustment Detail	Resolution Details	Earnings	OCONUS COLA	692.000000					Resolution Details	Earnings	OHA	1560.460000					Resolution Details	Deduction	FSGLI	2.250000					Resolution Details	Deduction	FWT	382.300000					Resolution Details	Deduction	MEDICARE EE	55.070000					Resolution Details
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<p>17</p>	<p>The Delta Details show the overpayment of \$624.18 applied to the July 2019 mid-month pay calendar.</p>  <p>The screenshot shows the 'Delta Details' page for the 'DELTA OHA' element. It displays a table of source elements with the following data:</p> <table border="1"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>CG ACT 2019M07M</td> <td>A19M07PRD1</td> <td>OHA</td> <td>1</td> <td>USD</td> <td>-624.180000</td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table>	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2019M07M	A19M07PRD1	OHA	1	USD	-624.180000	0.000000	0.000000																																																								
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Approving an OHA Correction

Introduction This section provides the procedures for a SPO to approve an OHA request in DA.

In-Range vs. Out-of-Range If the correction is In-Range (the entire affected period is within 24 pay periods or 1 year): follow the steps in this guide and all corrections should be processed automatically without manual intervention by PPC.

If the correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year): follow the steps in this guide. Once all corrections/changes have been approved, all the corrections/changes **MUST** be reported to PPC Customer Care to be processed manually.

For guidance on how to take and attach screenshots (required) when submitting a Customer Care ticket, see the [Submitting Trouble Tickets with Supporting Images](#) user guide.

Corrections and Timing While some OHA fields are editable and allow corrective action, if any dates require correction, the incorrect row must be deleted. The deletion must be approved immediately, and a new OHA row entered with the correct dates and entitlements. The new row needs to be approved immediately as well.

THIS COMPLETE PROCESS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT PAY PROBLEMS! PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. FAILURE TO COMPLETE CORRECTIVE ACTIONS IN PROPER SEQUENCE AND TIMING MAY RESULT IN OVERPAYMENTS/UNDERPAYMENTS.

First, **delete** the OHA row(s) from **newest to oldest**:

1. Delete the NEWEST incorrect OHA row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** OHA row(s), from **oldest to newest**.

1. Add the oldest OHA row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

It is important to take [screenshots](#) of the member's OHA row(s) before and after any corrections/deletions. This is especially important if the correction is Out-of-Range. These screenshots are required to be attached to the PPC Trouble Ticket.

Continued on next page

Approving an OHA Correction, Continued

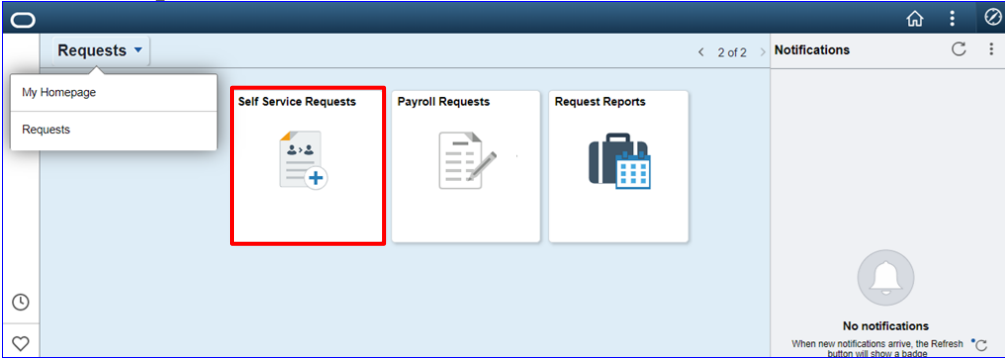
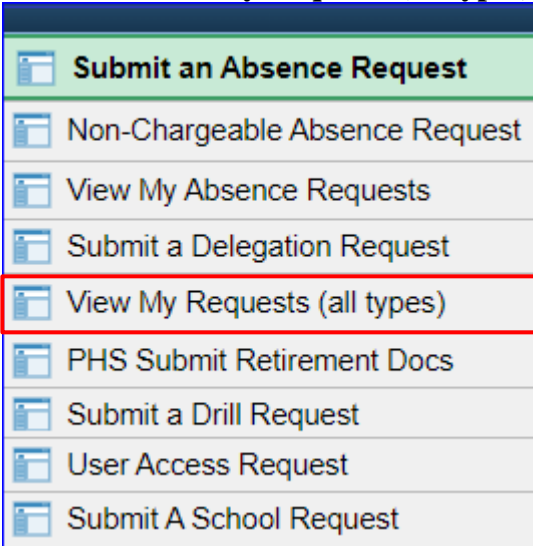
Auditing Standards

[Email ALSPO B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
- [One Time Positive Input \(OTPI\)](#)
- [Element Assignment by Payee \(EABP\)](#)

Procedures

See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
<p>1.5</p>	<p>Select the View My Requests (all types) option.</p> 

Continued on next page

Approving an OHA Correction, Continued


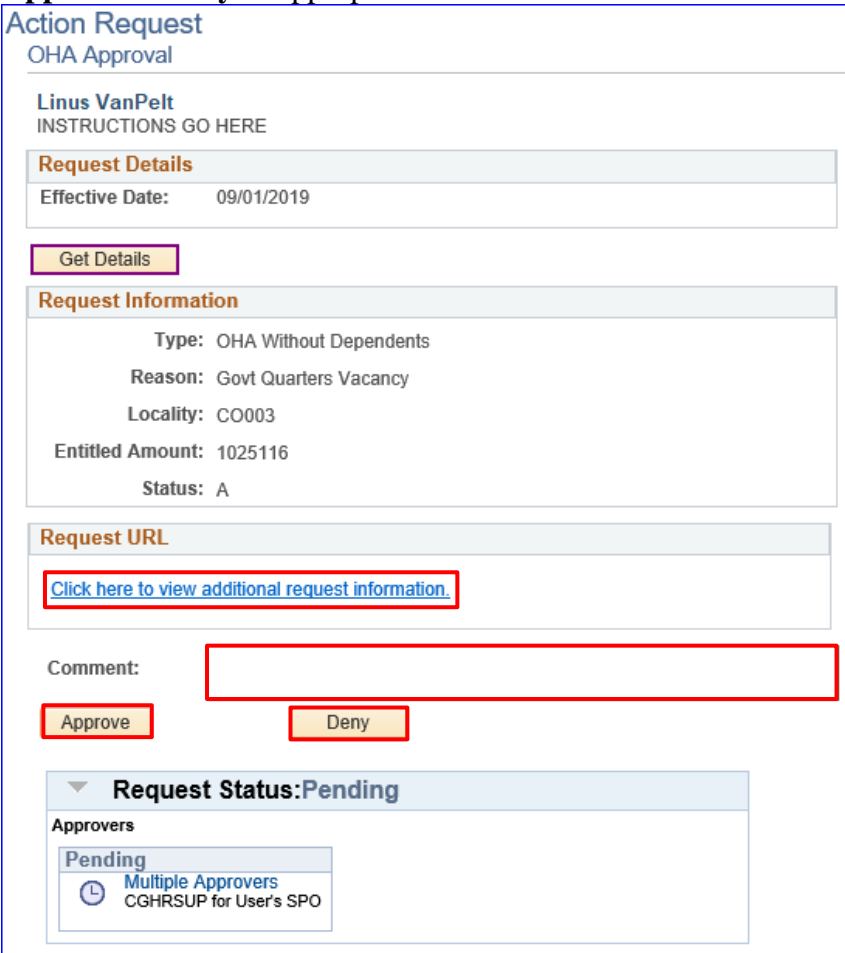
Procedures,
continued

Step	Action
2	<p>Select the Requests I am Approver For radio button. Using the drop-down, change the Transaction Name to OHA Approval or leave as All Transactions. Leave the Transaction Status as Pending and click Populate Grid.</p> <p>Note: To narrow the search results, a Submission From Date and/or a Submission To Date may be entered.</p> <div data-bbox="320 616 1305 1223" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>CHARLIE BROWN</u></p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> [31]</p> <p>Submission To Date: <input type="text"/> [31] Populate Grid Refresh</p> </div> </div>

Continued on next page

Approving an OHA Correction, Continued

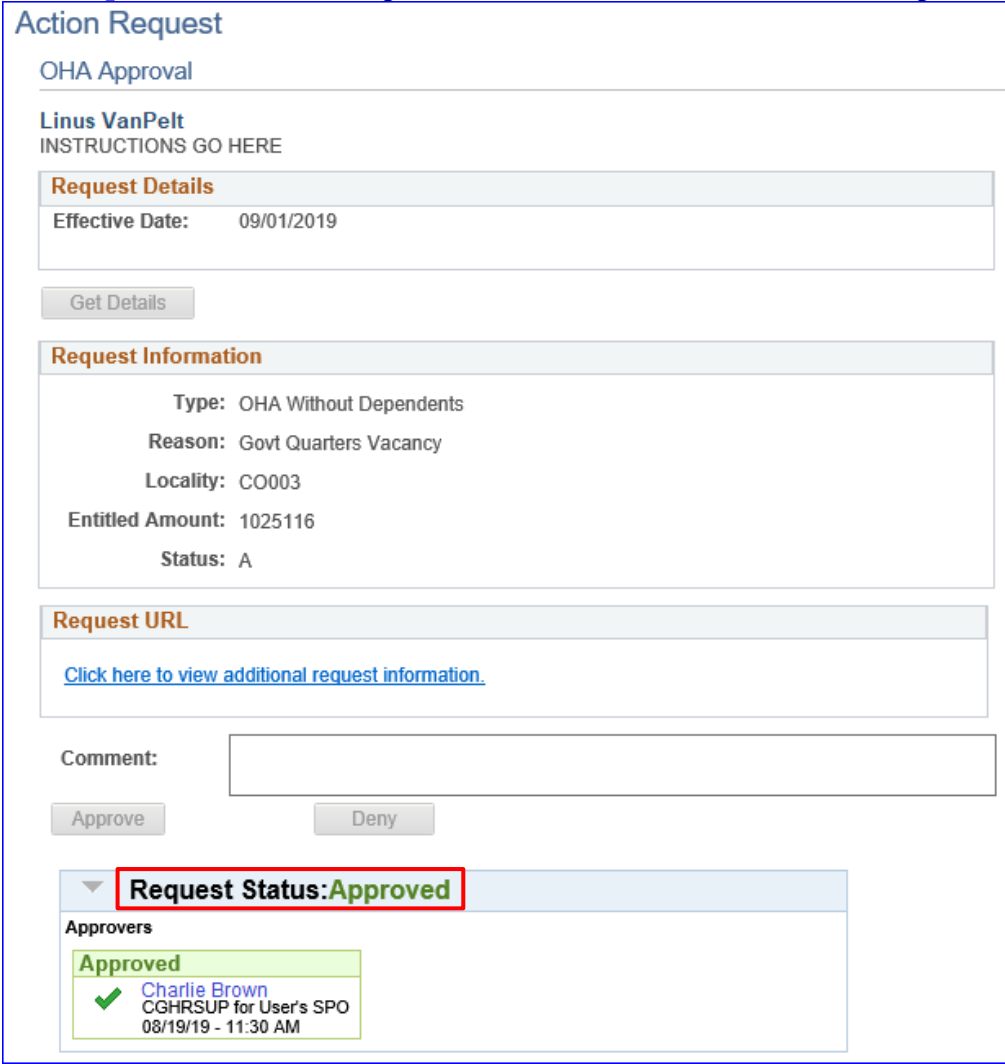
Procedures,
continued

Step	Action																														
3	<p>Locate the OHA request to be approved and click Approve/Deny.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Housing Allowance Approval</td> <td>Pending</td> <td>Linus VanPelt</td> <td>1234567</td> <td>002633</td> <td>Peppermint Patty</td> <td>Charlie Brown</td> <td>08/19/2019</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>OTPI Approval</td> <td>Pending</td> <td>Snoopy</td> <td>3636363</td> <td>000625</td> <td>Marcie</td> <td>Charlie Brown</td> <td>08/19/2019</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	Housing Allowance Approval	Pending	Linus VanPelt	1234567	002633	Peppermint Patty	Charlie Brown	08/19/2019		Approve/Deny	OTPI Approval	Pending	Snoopy	3636363	000625	Marcie	Charlie Brown	08/19/2019		Approve/Deny
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4	<p>The request will display. Select the “Click here to view additional request information” link to view the details of the OHA request.</p> <p>Enter any comments as needed (required if denying the request) and click Approve or Deny as appropriate.</p>  <p>Action Request OHA Approval</p> <p>Linus VanPelt INSTRUCTIONS GO HERE</p> <p>Request Details Effective Date: 09/01/2019</p> <p>Get Details</p> <p>Request Information Type: OHA Without Dependents Reason: Govt Quarters Vacancy Locality: CO003 Entitled Amount: 1025116 Status: A</p> <p>Request URL Click here to view additional request information.</p> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> <p>Request Status: Pending</p> <p>Approvers Pending Multiple Approvers CGHRSUP for User's SPO</p>																														

Continued on next page

Approving an OHA Correction, Continued

Procedures,
continued

Step	Action
5	<p>The Request Status will be updated based on the selection made in Step 4.</p>  <p>The screenshot displays the 'Action Request' interface for OHA Approval. It includes the user 'Linus VanPelt' and instructions. The 'Request Details' section shows an effective date of 09/01/2019. The 'Request Information' section lists: Type: OHA Without Dependents, Reason: Govt Quarters Vacancy, Locality: CO003, Entitled Amount: 1025116, and Status: A. A 'Request URL' section contains a link to view additional information. Below this is a 'Comment' field and 'Approve' and 'Deny' buttons. At the bottom, the 'Request Status' is shown as 'Approved' in a dropdown menu, and the 'Approvers' section shows a green checkmark for Charlie Brown, CGHRSUP for User's SPO, on 08/19/19 at 11:30 AM.</p>
6	<p>Per Email ALSPO B/19, once the OHA request has been approved, it is important to review the member's Pay Calculation Results to ensure the pay transaction processed correctly. Please see the Pay Calculation Results user guide for more information on navigating, reviewing, and validating pay transactions.</p> <p>Remember, if this correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year), all the corrections/changes MUST be reported to PPC Customer Care to be processed manually (see In-Range vs. Out-of-Range for more guidance).</p>