OUTCONUS COLA

Overview			
Introduction	This guide provides the procedures for starting, stopping, corrapproving OUTCONUS COLA (OCONUS COLA) transaction Access (DA). This guide also provides the procedures to conficorrections were processed accurately in DA.	recting, and ons in Direct irm	
Reference	 a) Joint Travel Regulations (JTR), Chapters 8-10 (Allow b) Cost of Living Allowance Outside the Continental Un (OCONUS COLA) 	ances) ited States	
Known Issue	Even though the pay grade might be incorrect on the OCONUS COLA box, the correct rate will pay out. Always compare the pay calculation results with the <u>DTMO website</u> to verify that the OCONUS COLA entitlement is being paid out correctly.		
	Example: A member advanced to E3; when the SPO tried to OCONUS COLA row with an effective date the same as the advancement, the "latest calendar results for current row box" update the member's paygrade until the LPC row was put in. though the wrong pay grade was displayed, the correct E3 OC COLA rate paid out.	put in the ' didn't Even CONUS	
LPC Row	A Legislative Pay Change (LPC) for Housing Allowance & C should never be deleted unless it is IMMEDIATELY replace corrected LPC row.	COLA pages ed with a	
Contents			
	Торіс	See Page	
	Starting OCONUS COLA	2	
	Stopping OCONUS COLA	5	
	Correcting OCONUS COLA	7	
	Deleting OCONUS COLA	11	
	Approving OCONUS COLA Transactions and Corrections	15	
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Starting OCONUS COLA

Introduction	This section provides the procedures for starting OCONUS COLA in DA.
Dual Rows	DA allows eligible members to have 2 OCONUS COLA rows running simultaneously, provided one is with dependents and one is without. For example, a member stationed in the U.K. receives OCONUS COLA at the W/O rate for Great Britain and receives OCONUS COLA for his wife and children living in Hawaii at the with dependents rate.
OCONUS COLA when Government Messing is Available	A member is authorized OCONUS COLA at the W/O dependent rate when the member is assigned to Government quarters, but the Commanding Officer provides a statement that using the Government dining facility is impractical due to mission or operational needs.
	The unit MUST provide PPC a signed memo requesting OCONUS COLA at the W/O dependent rate and state the reason why Reduced (Partial) COLA is insufficient. See <u>Joint Travel Regulations (JTR)</u> , <u>Chapters 8-10 (Allowances) for more information</u> .

Procedures See below.

Step	Action	
1	Click on the AD/RSV Payroll Workcenter tile.	
	AD/RSV Payroll Workcenter	

Procedures,

continued

Step	Action	
2	Scroll to the Cost of Living Allowance opt	on under the Act/RSV Pay
	Shortcuts drop-down.	
	Suppl Clothing Allowance	
	TSP Adjustment Request	
	View My Requests (All Types)	
	Act/RSV Pay Shortcuts	
	AvIP	
	BAH Dep Data Verification	
	Cost of Living Allowance	
	Dependent Information	
	Direct Deposit	
	Housing Allowance	
	Maintain Tax Data USA	
	MGIB Enrollments	
	Net Pay Distribution	
	Pay Calendar Results	
	Sea Time Balances	
	SGLI + FSGLI	
	TDY Data	
	View Member W-2s	
	View Open Debts / Overpayments	

Procedures,

Step	Action			
3	Enter the member's Empl ID and click Search .			
	Cost of Living Allowance			
	Enter any information you have and click Search. Leave fields blank for a list of all values.			
	Find an Existing Value			
	Empl ID begins with 🗸 1234567			
	Empl Record =			
	Name begins with 🗸			
	Last Name begins with 🗸			
	Second Last Name begins with 🗸			
	Alternate Character Name begins with 🗸			
	Middle Name begins with 🗸			
	Business Unit begins with 🗸			
	Department Set ID begins with 🗸			
	Department begins with V			
	Include History Correct History Case Sensitive			
	Search Clear Basic Search 🖾 Save Search Criteria			
4	The member's current CONUS COLA information (if any) will display. Select			
	the OUTCONUS COLA tab.			
	CONUS COLA OUTCONUS COLA			
	CONLIS COLA Entitlements Find View All First @ 1 of 1 @ Last			
	Effective Date: Unitative Table Status:			
	COLA Type: Approved: Approver:			
	COLA Reason: Approved at:			
	Zip Code Mismatch			
	PDS Zip-Code Mismatch Authorized by PSC/CG-1332:			
	Attach the Authorization Document, if Applicable (1500 KB Limit)			
	CONUS COLA Dependent Beneficiaries Personalize Find [2]] First (4) 1 of 1 (b) Last Dependent Information Termination Information Image: b)			
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval			
	Save The Return to Search Strate Refresh Update/Display A Include History			
	CONUS COLA OUTCONUS COLA			

Continued on next page

Procedures,

continued

Step	Action							
5	The member's current OCONUS COLA information (if any) will display. If the member does not have an existing OCONUS COLA row, skip to Step 9 .							
	If the member has an will be the day <i>before</i>	existing the NE	OCONU W row is	JS CO	LA row, e gin).	enter a	n End	Date (this
	Dean Winchester Employee		Empl IE	1234567	Empl Reco	rd 0		
	OUTCONUS COLA Entitlements		· · · ·		-	Find	View All F	First 🕢 1 of 2 🕞 Last
	Begin Date: 01/01/2023 (5) End Date: (08/15/2023 (5)	pende 🗸	Approved: Approver: Approver: Approved at:		Delete		+	
I	COLA Reason: Cost of Living Adjustment/LE	PC V	Latest cale	ndar results	for current row		1	
COLA Locality: AK145 Q Colaendar: C123080 Grade: Annual Comp: 80221 Service Yrs: Spendable Inc: 37200 COLA Index: 0.38 Daily Rate: 39.266666 x Days: 15 Payroll Amt: 589.000				E5	3			
	OUTCONUS COLA Dependent Benefic	ciaries			Personal	ize Find 🛙	al 🔣 🛛 Firs	st 🕚 1 of 1 🕟 Last
	Dependent Information Termination Inf	ormation 💷						
	*Dep/Ben Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approva	I
	1 01 Q Milton, Anna	Spouse	09/07/1997	04/01/2022			04/06/2022 2:33:00PM	• =
	Save Return to Search Notify CONUS COLA OUTCONUS COLA	₿ Refresh			Dpdate/Di	splay 🖉	Include History	Correct History
6	This message will dis	play imr	nediately	y upon	entering t	the En	d Date	. Click OK .
	If you did not intend to change this field please exit	Changing the End	Date field will reset the cu	e Approval Stat rrent approvals	us to Not Approved. (300	payments pre	viously received v	vill become In-Service Debt.

Procedures,

Step	Action				
7	Click Save . Once saved, the transaction will be forwarded to the SPO tree for				
	approval.				
	Once approved click the Plus button to add a new OCONUS COLA row and				
	continue with Step 8.				
	CONUS COLA OUTCONUS COLA				
	Dean Winchester Employee	Empl ID 1234567 Empl Record 0			
	OUTCONUS COLA Entitlements	Find View All First 🕢 1 of 2 🕢 Last			
	Begin Date: 01/101/2023 End Date: 08/15/2023 App COLA Type: OUTCONUS COLA With Depende ✓ App	Delete proved: prove			
	COLA Reason: Cost of Living Adjustment/LPC V	atest calendar results for current row			
	COLA Locality: AK145 Q	Calendar: C123080 Grade: E5 Annual Comp: 80221 Service Yrs: Spendable Inc: 37200 COLA Index: 0.38 CoLA Index: 0.38 Daily Rate: 39.266666 × Days: 15 Payroll Amt: 589.000 589.000 589.000 589.000			
	OUTCONUS COLA Dependent Beneficiaries Dependent Information Termination Information	Personalize Find 🕗 🧱 First 🕢 1 of 1 🕢 Last			
	*Dep/Ben Name Relation	Birth COLA Elig In A Service 50% Supp Last Approval			
	1 01 Q Milton, Anna Spouse	09/07/1997 04/01/2022 04/06/2022 2:33.00PM			
	CONUS COLA OUTCONUS COLA	Update/Display 2 Include History Correct History			
8	Enter the Begin Date . Enter the I NOTE: If an Active Duty memb proximity to the previous PDS, C departure date from the previous OCONUS COLA.	End Date if known. er is assigned to a new PDS within close OCONUS COLA must be started on the PDS to prevent an underpayment of			
	Dean Winebester Employee	Empl ID 123/567 Empl Record 0			
		Find View All Firet (1.2 of 3 (b) Last			
	Begin Date: 08/16/2023	Delete +			
	End Date:	Approved: Approver: Approver:			
	COLA Reason:	Latest calendar results for current row			
	COLA Locality:	Calendar: Grade: Annual Comp: Service Yrs: Spendable Inc:			

Continued on next page

Procedures,

continued

Step	Action		
9	Using the drop-down, select the appropriate COLA Type.		
	OUTCONUS COLA Entitlements		
	COTCONOS COEX Entitiententa		
	Begin Date: 08/16/2023		
	End Date:		
	End Date:		
	COLA Type:		
	COLA Peason		
	OUTCONUS COLA W/O Dependents		
	COLA Locality: Destrict COLA With Dependents		
	Partial COLA		
10	Using the drop-down, select the appropriate COLA Reason .		
_•	OUTCONUS COLA Entitlements		
	COTCONOS COLA Entitiententa		
	Begin Date: 08/16/2023		
	End Date:		
	COLA Type: OUTCONUS COLA W/O Depende 🗸		
	COLA Reason:		
	Acquired a Dependent		
	COLA Locality: Comp, Spendable Inc, Index Chg		
	Confinement		
	Cost of Living Adjustment/LPC		
	Dependent returns to INCONUS		
	Divorce		
	Evacuation of Dependents		
	Govt Quarters Occupancy		
	OUTCONUS		
	Dependent Int Legal Separation		
	Longevity Increase		
	*Dep/Ben Married th		
	Married to Member		
	1 PEBD Adjustment		
	PSC Approval		
	Promotion		
	Save Reserve/Recall Orders		
	ONUS COLA I OU Termination of Dependent		
	Transfer		

Procedures,

continued

Step	Action				
11	Using the lookup, select the appropriate COLA Locality code.				
	OUTCONUS COLA Entitlements				
	Begin Date: 08/16/2023 End Date: Im COLA Type: OUTCONUS COLA W/O Depende ♥ COLA Reason: Transfer COLA Locality: AK085				
12	If the member has command authorized dependents and is co-located with them, click the lookup icon under *Dep/Ben and select a dependent from the				
	list.				
	NOTE: If the member has dependents but is NOT entitled to OCONUS COLA with dependents, DO NOT populate dependents in the "OCONUS COLA Dependent Beneficiaries" field of the OCONUS COLA transaction in DA. You must select COLA Type: "OCONUS COLA W/O Dependents" and leave the Dependent Beneficiaries section blank.				
	Dependent Information Termination Information				
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval				
1					
	Save Return to Search Notify Refresh Update/Display Include History Correct History CONUS COLA OUTCONUS COLA				
13	To add additional dependents, click the Plus button to add a new row. Repeat Step 12-13 to add additional dependents as authorized.				
	OUTCONUS COLA Dependent Beneficiaries Personalize Find [2] []] First () 1 of 1 () Last Dependent Information Termination Information []]]				
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval				
	🔚 Save 🔯 Return to Search 🔄 Notify 📿 Refresh 🖉 Update/Display 🖉 Include History 📝 Correct History				
	CUNUS CULA UUTCONUS CULA				

Procedures,

Step	Action		
14	Once all command authorized dependents have been added, click Save . The		
	OCONUS COLA request will be forwarded to the SPO tree for approval		
	CONUS COLA OUTCONUS COLA		
	Dean Winchester Employee Empl ID 1234567 Empl Record 0		
	OUTCONUS COLA Entitlements Find View All First ④ 2 of 3 ④ Last		
	Begin Date: 08/16/2023		
	End Date: Approved:		
	Approver: Approved at:		
	COLA Reason: Transfer V Latest calendar results for current row		
	COLA Locality AK085 Q Calendar Grade:		
	Annual Comp: Service Yrs:		
	Spendable Inc:		
	Daily Rate: X Days:		
	Payroll Amt:		
	OUTCONUS COLA Dependent Beneficiaries Personalize Find 🖉 🧱 First 🕢 1 of 1 🕢 Last		
	Dependent Information Termination Information		
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval		
	Save Ch Return to Search Refresh Refresh Refresh		
	 calendar results for current row will populate. NOTE: Even though the Grade or Daily Rate might be missing or not shown properly, the correct rate will pay out. Always compare the Pay Calculation Results with the DTMO website to verify that the OCONUS COLA 		
	entitlement is being paid out correctly.		
	CONUS COLA OUTCONUS COLA		
	Dean Winchester Employee Empl ID 1234567 Empl Record 0		
	OUTCONUS COLA Entitlements Find View All First @ 2 of 3 @ Last		
	End Date: Approved:		
	Approver: 9876543 CASTIEL Approved at: 08/15/23 10:08AM		
	COLA Right COLA Reason: Transfer V Latest calendar results for current row		
	COLA Locality: AK085 Q Calendar: C123080 Grade: E5 Annual Comp: 80221 Service Yrs: Spendable Inc: 37200 COLA Index: 0.38 Daily Rate: 39266666 x Days: 15 Payroll Amt: 589.000		
	OUTCONUS COLA Dependent Beneficiaries Personalize Find [2] First () 1 of 1 () Last		
	*DepiBen Name Relation Birth COLA Elig In A Service 50% Supp Last Approval		
	Save 🐼 Return to Search 🔄 Notify 📿 Refresh 😥 Undate/Dicelay 🖉 Include Lifetony 🕞 Correct Lifetony		
	CONUS COLA OUTCONUS COLA		

Stopping OCONUS COLA

Introduction This section provides the procedures for stopping OCONUS COLA and Reduced OCONUS COLA (previously known as Partial) in DA.

Procedures See below.

Step	Action			
1	Click on the AD/RSV Payroll Workcenter tile.			
	AD/RSV Payroll Workcenter			
2	Scroll to the Cost of Living Allowance option under the Act/RSV Pay			
	Shortcuts drop-down.			
	Suppl Clothing Allowance			
	TSP Adjustment Request			
	View My Requests (All Types)			
	Act/RSV Pay Shortcuts			
	AviP			
	BAH Dep Data Verification			
	Cost of Living Allowance			
	Dependent Information			
	Direct Deposit			
	Housing Allowance			
	Maintain Tax Data USA			
	MGIB Enrollments			
	Net Pay Distribution			
	Pay Calendar Results			
	Sea Time Balances			
	SGLI + FSGLI			
	TDY Data			
	View Member W-2s			
	View Open Debts / Overpayments			

Procedures,

continued

Step		Action			
3	Enter the member's Empl ID and click Search .				
	Cost of Living Allowance				
	Enter any information you have and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value				
	Empl ID begins with	1234567			
	Empl Record = 🗸				
	Name begins with				
	Last Name begins with				
	Second Last Name begins with				
	Alternate Character Name begins with				
	Middle Name begins with				
	Business Unit begins with				
	Department Set ID begins with	l ✔			
	Department begins with	∼			
	Include History Correct History	ory Case Sensitive			
	Search Clear Basic Search	ch 🖳 Save Search Criteria			
4	The member's current CONUS C	OLA information (if any) will display. Select			
	the OUTCONUS COLA tab.				
	CONUS COLA OUTCONUS COLA Crowley Employee	Empl ID 1234567 Empl Record 0			
	CONUS COLA Entitlements	Find View All First ④ 1 of 1 ④ Last			
	Effective Date: 08/15/2023	Delete			
	Status: Active V	Approved:			
	COLA Type:	Approver: Approved at:			
	COLA Reason: V COLA Zip: 99801				
	Zip Code Mismatch				
	PDS Zip-Code Mismatch Authorized by PSC/CG-1332:				
	Attach the Authorization Document, if Applicable (1500 K	B Limit)			
	Attached File	Add Attachment View Attachment			
	CONUS COLA Dependent Beneficiaries	Personalize Find 🗐 🔡 First 🕢 1 of 1 🕟 Last			
	Dependent Information Termination Information	COLA Flig In A Service 50% Supp Lest Approval			
	Refresh	Department of the second secon			
	CONUS COLA OUTCONUS COLA				

Procedures,

	Action
Enter an End Date .	
CONUS COLA OUTCONUS COLA	
Crowley Employee	Empl ID 1234567 Empl Record 0
OUTCONUS COLA Entitlements	Find View All First 🕢 1 of 4 🕟 Last
Begin Date: 01/01/2023 10 End Date: 08/15/2023 10 COLA Type: OUTCONUS COLA W/O Depe	Approved: Approved: Approved: Approved: Approved: Approved: Approved at:
COLA Reason: Cost of Living Adjustment/LPC	Latest calendar results for current row
COLA Locality: AK077 Q	Calendar:C123080Grade:E6Annual Comp:89137Service Yrs:Spendable Inc:34200COLA Index:0.38Daily Rate:36.100000 × Days:15Payroll Amt:541.500
OUTCONUS COLA Dependent Beneficia	aries Personalize Find 🖉 🧱 First 🕢 1 of 1 🕟 Last
Dependent Information Termination Inform	rmation 📼
*Dep/Ben Name Relation	Birth COLA Elig In A Service 50% Supp Last Approval
1Q	
🔗 Save 🔯 Return to Search 🖃 Notify	Refresh Dydate/Display Include History Correct History
CONUS COLA OUTCONUS COLA	
OK.	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) te page without saving; otherwise, the current approvals will be removed and any payments previously received will be
OK. If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) the page without saving; otherwise, the current approvals will be removed and any payments previously received will be ok ed, the stop OCONUS COLA transaction will b tree for approval.
OK. If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to CONUS COLA OUTCONUS COLA	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) te page without saving, otherwise, the current approvals will be removed and any payments previously received will be ok ed, the stop OCONUS COLA transaction will be tree for approval.
OK. If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to CONUS COLA OUTCONUS COLA Crowley Employee	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) the page without saving; otherwise, the current approvals will be removed and any payments previously received will be ok ed, the stop OCONUS COLA transaction will be tree for approval. Empl ID 1234567 Empl Record 0
OK. If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to CONUS COLA OUTCONUS COLA Crowley. Employee OUTCONUS COLA Entitlements Begin Date: 01/01/2023 [5] End Date: 08/15/2023 [5]	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) the page without saving; otherwise, the current approvals will be removed and any payments previously received will be ork ed, the stop OCONUS COLA transaction will b tree for approval. Empl ID 1234567 Empl Record 0 Find View All First (1 of 4) Las Delete (1) Approved:
OK. If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to CONUS COLA OUTCONUS COLA Crowley Employee OUTCONUS COLA Entitlements Begin Date: 01/01/2023 fil End Date: 021/2023 fil COLA Type: OUTCONUS COLA W/O Dep	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) the page without saving; otherwise, the current approvals will be removed and any payments previously received will be ed, the stop OCONUS COLA transaction will be tree for approval. Empl ID 1234567 Empl Record 0 Find View All First ④ 1 of 4 ④ Las Delete ④ Approver: Approved at: pende ♥
OK. If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to CONUS COLA OUTCONUS COLA Crowley Employee OUTCONUS COLA Entitlements Begin Date: 01/01/2023 B End Date: 08/15/2023 B COLA Type: OUTCONUS COLA W/O Dep COLA Reason: Cost of Living Adjustment/LP COLA Locality: AK077 Q	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) the page without saving: otherwise, the current approvals will be removed and any payments previously received will be ed, the stop OCONUS COLA transaction will be tree for approval. Empl ID 1234567 Empl Record 0 Find View All First € 1 of 4 € Las Delete € Approved : Approved at: PC ▼ Calendar: C123080 Grade: E6 Annual Comp: 89137 Service Yrs: Spendable Inc: 34200 COLA Index: 0.38 Deily Rate: 36.10000 × Days: 15 Payroll Amt: 541.500
OK. If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO forwarded to the SPO forwa	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) the page without saving: otherwise, the current approvals will be removed and any payments previously received will be ed, the stop OCONUS COLA transaction will be tree for approval. Empl ID 1234567 Empl Record 0 Find View All First ● 1 of 4 ● Las Delete ● Approved at: PC ✓ Calendar: C123080 Grade: E6 Annual Comp: 89137 Service Yrs: Spendable Inc: 34200 COLA Index: 0.38 Daily Rate: 36,100000 × Days: 15 Payroll Amt: 541.500
OK. (If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to CONUS COLA OUTCONUS COLA Crowley. Employee OUTCONUS COLA Entitlements Begin Date: 01/01/2023 fil End Date: 021/01/2023 fil COLA Type: OUTCONUS COLA W/O Dep COLA Reason: Cost of Living Adjustment/LP COLA Locality: AK077 Q	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) the page without saving: otherwise, the current approvals will be removed and any payments previously received will be ed, the stop OCONUS COLA transaction will be tree for approval. Empl ID 1234567 Empl Record 0 Find View All First () 1 of 4 () Las Delete Approved: Approved at: PC Calendar: C123080 Grade: E6 Annual Comp: 89137 Service Yrs: Spendable Inc: 34200 COLA Index: 0.38 Daily Rate: 36.100000 × Days: 15 Payroll Amt: 541.500 Caleries Personalize Find] R First () 1 of 1 () Last formation
OK. (If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to CONUS COLA OUTCONUS COLA Crowley. Employee OUTCONUS COLA Entitlements Begin Date: 01/01/2023 fb End Date: 01/01/2023 fb COLA Type: OUTCONUS COLA W/O Dep COLA Reason: Cost of Living Adjustment/LP COLA Locality: AK077 Q OUTCONUS COLA Dependent Benefic Dependent Information Termination Info *Dep/Ben Name Relation	Changing the End Date field will reset the Approval Status to Not Approved. (30007,15) the page without saving; otherwise, the current approvals will be removed and any payments previously received will be edd, the stop OCONUS COLA transaction will be tree for approval. Empl ID 1234567 Empl Record 0 Find View All First () 1 of 4 () Last Delete Approved at: PC Calendar results for current row Calendar: C123080 Grade: E6 Annual Comp: 89137 Service Yrs: Spendable Inc: 34200 COLA Index: 0.38 Daily Rate: 36.100000 × Days: 15 Payroll Amt: 541.500 Ciaries Personalize Find]] First () 1 of 1 () Last formation Birth COLA Elig In A Service 50% Supp Last Approval
OK. If you did not intend to change this field please exit the Click Save. Once save forwarded to the SPO to CONUS COLA OUTCONUS COLA Crowley Employee OUTCONUS COLA Entitlements Begin Date: 01/01/2023 fill End Date: 01/01/2023 fill COLA Type: OUTCONUS COLA W/O Dep COLA Reason: Cost of Living Adjustment/LP COLA Locality: AK077 Q OUTCONUS COLA Dependent Benefic Dependent Information Termination Info *Dep/Ben Name Relation	Changing the End Date field will reset the Approval Status to Not Approved. (30007, 15) the page without saving; otherwise, the current approvals will be removed and any payments previously received will be edd, the stop OCONUS COLA transaction will be tree for approval. Empl ID 1234567 Empl Record 0 Find View All First () 1 of 4 () Last Delete Approved: Approved at: PC V Calendar results for current row Calendar results for current row Calendar :: C123080 Grade: E6 Annual Comp: 89137 Service Yrs: Spendable In: 34200 COLA Index: 0.38 Daily Rate: 36,100000 × Days: 15 Payroll Amt: 541.500 Entries Birth COLA Elig In A Service 50% Supp Last Approval Birth COLA Elig In A Service 50% Supp Last Approval

Correcting OCONUS COLA

Introduction	This section provides the procedures for correcting OCONUS COLA transactions in DA.
Before You Begin	• While changing editable fields is the preferred method; when dates are involved, deleting and adding rows is necessary.
	 Prior to making any Corrections and/or Deletions of any OCONUS COLA rows, it is important to view the member's OCONUS COLA assignments in EABP. For guidance on how to access a member's EABPs, see the <u>Element Assignment by Payee (EABP)</u> user guide. For guidance on what to look for when reviewing a member's EABPs, see the <u>Confirming OCONUS COLA Corrections</u> section of this guide.
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 by the automated system.
	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.
Timing	While some OCONUS COLA fields are editable and allow corrective action, if any dates require correction , delete the most current row , and move backwards deleting rows until reaching the incorrect row.
	 First, delete the OCONUS COLA row(s) from newest to the oldest incorrect row: 1. Delete the NEWEST incorrect OCONUS COLA row. 2. Approve the deletion. 3. Repeat steps 1 and 2 until the entire affected period is deleted.
	 Then, add OCONUS COLA row(s), from oldest to newest: 1. Add the oldest OCONUS COLA row with the correct information. 2. Approve the addition. 3. Repeat steps 1 & 2 until the entire period is added.
	PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. Failure to complete corrective actions in proper sequence and timing may result in severe overpayments or underpayments for the member.

Procedures See below.

Action
Click on the AD/RSV Payroll Workcenter tile.
AD/RSV Payroll Workcenter
Scroll to the Cost of Living Allowance option under the Act/RSV Pay Shortcuts drop-down. Suppl Clothing Allowance TSP Adjustment Request View My Requests (All Types) ActRSV Pay Shortcuts AvIP BAH Dep Data Verification Cost of Living Allowance Dependent Information Direct Deposit Housing Allowance Maintain Tax Data USA MGIB Enrollments Net Pay Distribution Pay Calendar Results Sea Time Balances SGLI + FSGLI TDY Data View Member W-2s
Pay Calendar Results Sea Time Balances SGLI + FSGLI TDY Data View Member W-2s View Open Debts / Overpayments

Procedures,

continued

Step	Action
3	Enter the member's Empl ID and click Search .
	Cost of Living Allowance
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Empl ID begins with 🗸 1234567
	Empl Record = 🗸
	Name begins with 🗸
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with 🗸
	Business Unit begins with 🗸
	Department Set ID begins with 🗸
	Department begins with 🗸
	Include History Correct History Case Sensitive
	Search Clear Basic Search 🔍 Save Search Criteria
4	The member's CONUS COLA information (if any) will display. Select the
	OUTCONUS COLA tab.
	CONUS COLA OUTCONUS COLA Bobby Singer Employee Empl ID 1234567 Empl Record 0
	CONUS COLA Entitlements Find View All First () 1 of 1 () Last
	Effective Date: 08/15/2023 🕅 Delete
	Status: Active Approved:
	COLA Type: Approver:
	COLA Reason:
	Zip Code Mismatch
	PDS Zip-Code Mismatch Authorized by PSC/CG-1332:
	Attached File Add Attachment View Attachment
	CONUS COLA Dependent Beneficiaries Personalize Find 🗐 🏢 First 🕢 1 of 1 🕟 Last
	Dependent Information Information
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval
	🖫 Save 🔯 Return to Search 🔄 Notify 📿 Refresh 🖉 Update/Display 🔎 Include History 📝 Correct History
	CUNUS CULA UUTCONUS CULA

Procedures,

continued

Step		Action		
5	Click View All to display all of	of the member's O	CONUS CO	LA rows.
	CONUS COLA OUTCONUS COLA			
	Bobby Singer Employee	Empl ID 1234567	Empl Record 0	
	OUTCONUS COLA Entitlements		Find Vie	w All First 🕢 1 of 11 🕟 Last
	Begin Date: 07/25/2023 iij End Date: iij	Approved: Approver: 9876543 CAST	Delete	1
	COLA Type: OUTCONUS COLA With Depende COLA Reason: Transfer	Approved at: 08/03/23 1:12PM Latest calendar results for cur	rrent row	
	COLA Locality: AK145 Q	Calendar: C123080 Annual Comp: 84460 Spendable Inc: 41300 COLA Index: 0.38 Daily Rate: 43.594444 x Payroll Amt: 653.920	Grade: E5 Service Yrs: Days: 15	
	OUTCONUS COLA Dependent Beneficiaries		Personalize Find 🔄	First 🕢 1-2 of 2 🕑 Last
	Dependent Information Termination Information			
	*Dep/Ben Name Relation	Birth COLA Elig In A Servi	rice 50% Supp	Last Approval
	1 01 Q Singer, Karen Spouse	02/27/1985 05/30/2012		12/20/2012 1:04:23AM
	2 02 Q Turner, Rufus Son	01/06/2017 01/06/2017		02/23/2017 1:47:57PM
	Save Return to Search Notify Refresh	Æ	Update/Display	clude History 🦻 Correct History

Procedures,

Step	Action		
6	ActionScroll through and locate the row(s) to be corrected. It is important to takescreenshots of the member's OCONUS COLA rows before and after anycorrections/deletions. This is especially important if the correction is Out-of-Range as these screenshots are required for a PPC Customer Care ticket.Correct any editable fields as appropriate. Editable fields include:• COLA Type• COLA Reason• COLA Locality• Dependent InformationRemember: Any dates requiring correction, must be deleted (see theDeleting OCONUS COLA section of this guide for the procedures to delete arow). The deletion must be approved immediately and a new OCONUS COLA		
	row re-entered with the correct dates and entitlements. The new row needs to		
	be approved immediately as well.		
	OUTCONUS COLA Entitlements Find View All First ④ 3 of 11 ④ Last		
	Begin Date: 0/07/2021 B) Approved: Approved: End Date: 12/31/2021 B) Approved: Approved: COLA Type: OUTCONUS COLA With Depende ∨ Approved: Approved: Approved: COLA Reason: Cost of Living Adjustment/LPC ∨ Calendar: C121121 Grade: E5 Annual Comp: 75606 Service Yrs: Spendable Inc: 38200 COLA Index: 0.40 Daily Rate: 42.444444 × Days: 16 Payroll Amt: 679.110 Fig. 10 Fig. 10		
	OUTCONUS COLA Dependent Beneficiaries Personalize Find 🖉 🧱 First 🕢 1-2 of 2 🕢 Last		
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval		
	1 01 Q Singer, Karen Spouse 02/27/1985 05/30/2012 12/20/2012 1:04:23AM		
	2 02 Q Turner, Rufus Son 01/06/2017 01/06/2017 01/06/2017 02/23/2017		
	Begin Date: 01/01/2020 Image: Delete + For Date: 12/31/2020 Image: Delete +		
7	Click Save. 2 02 C Turner, Rufus Son 01/06/2 Save Return to Search Notify Refresh CONUS COLA OUTCONUS COLA		

Deleting OCONUS COLA

Introduction	This section provides the procedures for deleting an OCONUS COLA row in DA.
Before You Begin	• While changing editable fields is the preferred method; when dates are involved, deleting and adding rows is necessary.
	 Prior to making any Corrections and/or Deletions of any OCONUS COLA rows, it is important to view the member's OCONUS COLA assignments in EABP. For guidance on how to access a member's EABPs, see the <u>Element Assignment by Payee (EABP)</u> user guide. For guidance on what to look for when reviewing a member's EABPs, see the <u>Confirming OCONUS COLA Corrections</u> section of this guide.
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 by the automated system.
	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.
Timing	While some OCONUS COLA fields are editable and allow corrective action, if any dates require correction , delete the most current row , and move backwards deleting rows until reaching the incorrect row .
	 First, delete the OCONUS COLA row(s) from newest to the oldest incorrect row: 1. Delete the NEWEST incorrect OCONUS COLA row. 2. Approve the deletion. 3. Repeat steps 1 and 2 until the entire affected period is deleted.
	 Then, add OCONUS COLA row(s), from oldest to newest: 1. Add the oldest OCONUS COLA row with the correct information. 2. Approve the addition. 3. Repeat steps 1 & 2 until the entire period is added.
	PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. Failure to complete corrective actions in proper sequence and timing may result in severe overpayments or underpayments for the member.

Procedures See below.

Step	Action		
1	Click on the AD/RSV Payroll Workcenter tile.		
	AD/RSV Payroll Workcenter		
2	Scroll to the Cost of Living Allowance option under the Act/RSV Pay Shortcuts drop-down. Suppl Clothing Allowance TSP Adjustment Request View My Requests (All Types) Act/RSV Pay Shortcuts AvIP BAH Dep Data Verification Cost of Living Allowance Dependent Information Direct Deposit Housing Allowance Maintain Tax Data USA MGIB Enrollments Net Pay Distribution Pay Calendar Results Sea Time Balances SGL1 + FSGL1 TDY Data		
	Pay Calendar Results Sea Time Balances SGLI + FSGLI TDY Data View Member W-2s View Open Debts / Overpayments		

Procedures,

continued

Step			Acti	on			
3	Enter the member's Em	pl ID. En	sure th	e Correct	t Histor	y box is che	ecked
	and click Search.						
	Cost of Living Allowa	nce					
	Enter any information you h	ave and click	Search	. Leave field	ds blank fo	or a list of all v	alues.
	Find an Existing Value						
	Empl ID	begins with	✔ 123	4567]	
	Empl Record						
	Name	begins with	~				
	Last Name	begins with	~				
	Second Last Name	begins with	~			1	
	Alternate Character Name	begins with	~			1	
	Middle Name	begins with	~			1	
	Business Unit	begins with	~			1	
	Department Set ID	begins with	~			0	
	Department	begins with	-				
		arreat lister		Casa Sanai		~	
		orrect Histo	y 🗆	Case Sensi	luve		
	Search Clear	Basic Search	i 🗳 :	Save Search	Criteria		
4	The member's CONUS	COLA inf	ormati	ion (if any	y) will di	splay Selec	rt the
-	OUTCONUS COLA ta	ab.	orman	ion (n uny) will al	spiuj. Seiee	
	CONUS COLA OUTCONUS COLA						
	Sam Winchester Employee		Emp	ID 1234567	Empl Re	cord 0	
	CONUS COLA Entitlements				Find	View All First 🕢	1 of 1 🕟 Last
	Effective Date: 08/15/2023 3 Status: Active V				L	leiete	+
	COLA Type:	~	Approved: Approver:				
	COLA Reason:	*	Approved	at:			
	COLA Zip: 99801 Zip Code Mismatch						
	PDS Zip-Code Mismatch Authorized by	PSC/CG-1332:					
	Attach the Authorization Document, if A	pplicable (1500 KB	Limit)				
	Attached File		Add	Attachment Vie	ew Attachment		
	CONUS COLA Dependent Beneficia	ies		Personaliz	e Find 🗇	First 🕢 1 of 1	🕟 Last
	*Dep/Ben Name Pelation	Birth	COLA Elia	In A Service	50% Supp	Last Approval	
		Dirti	COLA LIIg	ITA SCIVICE	So is Supp	Last Approval	
	Return to Search	y 🕄 Refresh		Update/I	Display 🖉 🛛	nclude History 🛛 🞲 (Correct History
	CONUS COLATOUTCONUS COLA						

Procedures,

continued

Step	Action
5	Click View All to display all OCONUS COLA rows.
	CONUS COLA OUTCONUS COLA
	Sam Winchester Employee Empl ID 1234567 Empl Record 0
	OUTCONUS COLA Entitlements Find View All First 🕢 1 of 3 🕟 Last
	Begin Date: 06/21/2023 End Date: Image: Comparison of the second
	Approver: 9876543 CASTIEL COLA Type: OUTCONUS COLA With Depende Approved at: 07/12/23 1:50PM
	COLA Reason: Transfer Latest calendar results for current row
	COLA Locality: AK077 Q Calendar: C123080 Grade: E5 Annual Comp: 76755 Service Yrs: Spendable Inc: 35900 COLA Index: 0.38 Daily Rate: 37.894444 × Days: 15 Payroll Amt: 568.420
	OUTCONUS COLA Dependent Beneficiaries Personalize Find 🔄 🔣 First 🕢 1 of 1 🕟 Last
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval
	1 01 Q Richardson, Amelia Spouse 02/22/1999 11/17/2022 01/30/2023 9:11:40AM
	Save Return to Search E Notify Refresh Update/Display Include History CONUS COLA OUTCONUS COLA

Procedures,

continued

Step	Action
6	 Locate the row to be deleted. It is important to take screenshots of the member's OCONUS COLA rows before and after any corrections or deletions. This is especially important if the correction is Out-of-Range as these screenshots are required for a PPC Customer Care ticket. Click the Delete button. Remember: If multiple rows need to be deleted; delete in reverse chronological order (newest to oldest) and ensure each deletion is approved prior to deleting the next OCONUS COLA row.
	Begin Date: 12/19/2020 Image: Delete End Date: 12/19/2020 Image: Delete Image: Delete Approved: Image: Delete Image: Delete Image: Delete Approved: Image: Delete Image: Delete Image: Delete COLA Type: OUTCONUS COLA W/O Depende ▼ Approved at: 01/06/21 5:40 PM
	COLA Reason: Transfer Latest calendar results for current row COLA Locality: AK145 Calendar: Grade: Annual Comp: Service Yrs: Spendable Inc: COLA Index: Daily Rate: X Payroll Amt: X Days:
	OUTCONUS COLA Dependent Beneficiaries Personalize Find [2] []] First () 1 of 1 () Last Dependent Information Termination Information ITTIME
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval
	Begin Date: 12/31/2019 5
7	This confirmation message will display. Click Yes. Submit record for approval to delete? (0,0) Yes No

Procedures,

Step	Action
o	approval.
	CONUS COLA OUTCONUS COLA Sam Winchester Employee Empl ID 1234567 Empl Record 0
	OUTCONUS COLA Entitlements Find View All First @ 2 of 3 @ Last
	Begin Date: 12/19/2020 II Delete + End Date: 12/19/2020 II Approved: □ Approver: 9876543 CASTIEL
	COLA Type: OUTCONUS COLA W/O Depende マ COLA Reason: Transfer
	COLA Locality: AK145 Q. Calendar: Grade: Annual Comp: Service Yrs: Spendable Inc: COLA Index: Daily Rate: X Days: Payroll Amt:
	OUTCONUS COLA Dependent Beneficiaries Personalize Find [2]] First ④ 1 of 1 ⑥ Last Dependent Information Termination Information [TTP]
	*Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval
	Save C Return to Search Notify Refresh Update/Display Include History Correct History CONUS COLA OUTCONUS COLA

Approving OCONUS COLA Transactions and Corrections

Introduction	This section provides the procedures for a SPO to approve an OCONUS COLA transaction or correction in DA.
Timing	While some OCONUS COLA fields are editable and allow corrective action, if any dates require correction, delete the most current row, and move backwards deleting rows until reaching the incorrect row.
	First, delete the OCONUS COLA row(s) from newest to the oldest incorrect row: 1. Delete the NEWEST incorrect OCONUS COLA row
	 2. Approve the deletion. 3. Repeat steps 1 and 2 until the entire affected period is deleted.
	 Then, add OCONUS COLA row(s), from oldest to newest: 1. Add the oldest OCONUS COLA row with the correct information. 2. Approve the addition. 3. Repeat steps 1 & 2 until the entire period is added.
	PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. Failure to complete corrective actions in proper sequence and timing may result in severe overpayments or underpayments for the member.

Procedures See below.

Step	Action	
1	Navigate to Member Self Service via the drop-down or by page arrows .	
	DIRECT ACCESS	: 0
	Member Self Service Vertications Votifications	C:
	Direct Access Announcements Absence Request - View AD/RSV Payslip	2 Alarta

Approving OCONUS COLA Transactions and Corrections, Continued

Procedures,

continued

Step	Action
2	Click on the Requests (All Types) - View tile.
	Requests (All Types) - View
3	The View My Action Requests page will display. Select the Requests I am Approver For radio button. Select OUTCONUS COLA Approval from the Transaction Name drop-down to narrow the search results. Leave the Transaction Status at Pending. Click Populate Grid. View My Action Requests CASTIEL 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 these submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests 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 Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. My Submitted Requests UOTCONUS COLA Approval Transaction Name: UOTCONUS COLA Approval Submission From Date: Big Populate Grid Refresh

Approving OCONUS COLA Transactions and Corrections, Continued

Procedures,

continued

Step	Action
4	Any pending OCONUS COLA transactions assigned to the SPO tree will be
	listed. Locate the appropriate request and click Approve/Deny .
	Personalize Find View All [2] First & 1.14 of 14 Last
	ApproveDeletion Pending Sam Winchester Winchester 1234567 008329 MacLead CASTIEL 2023/08/15 Approve/Deny
	COLA Approval Pending Bobby Singer Singer 1234567 008328 Rowena MacLeod CASTIEL 2023/08/15 Approve/Deny
	COLA Approval Pending Dean Winchester Winchester 1234567 004620 Metatron CASTIEL 2023/08/15 Approve/Deny
5	The Action Request will display. To view the OUTCONUS COLA request,
	click the URL Click here to view additional request information. The
	Action Request will open in a new window. After reviewing the request data,
	enter Comments as appropriate (required if denying the request) and click
	Approve or Deny.
	Singer Bobby
	Select this guide for step-by-step instructions on approving pay transactions:
	https://www.dcms.uscg.mii/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/Approving%20Pay.pdf?ver=2018-08-02-095521-440
	Select this guide for step-by-step instructions on entering OUTCONUS COLA transactions:
	https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/OUTCONUSCOLA.pdf?
	Perweet Detaile
	OUTCONUS Type: WO
	Instance: 4
	Request URL
	Click here to view additional request information
	Comment: Enter appropriate comments.
	Common.
	Approve
	Request Status:Pending Generation Gene
	Approvers
	Multiple Approvers
	Comments
	1

Approving OCONUS COLA Transactions and Corrections, Continued

Procedures,

a.	A
Step	Action
6	The Request Status will update to Approved or Denied depending on the selection in Step 5.
	 NOTE: If the OCONUS COLA transaction was part of a corrective action, repeat steps 1-5 as necessary until all correcting entries have been approved (within the recommended 10 minutes). Important: If the correction is Out-of-Range (any part of the affected period is older than 24 pay periods or 1 year), all corrections/changes MUST be
	reported to PPC Customer Care after approval to be processed manually.
	Request Status Approved Sview/Hide Comments
	Approvers
	Approved Castiel CGHRSUP for User's SPO 08/15/23 - 10:40 AM
	Comments
	1

Confirming OCONUS COLA Corrections

Introduction	This section provides the procedures for confirming the OCONUS COLA corrections, by reviewing a member's Pay Calculation Results and Element Assignment By Payee (EABP) in DA.
Information	See the <u>Pay Calculation Results and Element Assignment by Payee</u> user guides for procedures on accessing and navigating a member's Pay Calc Results and EABPs.
	• Steps 1 – 4 show what to look for in a member's Pay Calculation Results. Pay Calculation Results will display the member's OCONUS COLA entitlement, and any debits or credits attributed to OCONUS COLA.
	• Steps 5 – 9 show what to look for on a member's EABP. The member's EABP will display the member's OCONUS COLA row(s) and will aid in determining if there are multiple OCONUS COLA rows running simultaneously, or if any dates are overlapping, as well as the # of authorized dependents, and the COLA location.



tep		Action
1	Once the OCONUS COLA correct return to the member's OCONUS calendar results for current row Amt	ive action request(s) has been approved, COLA rows, and review the Latest information. Make a note of the Payroll
	CONUS COLA OUTCONUS COLA	
	Crowley Employee	Empl ID 1234567 Empl Record 0
	OUTCONUS COLA Entitlements	Find View All First 🕢 1 of 4 🕑 Las
	Begin Date: 01/01/2023 is End Date: 08/15/2023 is	Approved: Approver: 9876543 CASTIEL
	COLA Type: OUTCONUS COLA W/O Depende COLA Reason: Cost of Living Adjustment/LPC	Approved at: 08/15/23 10:40AM Latest calendar results for current row
	COLA Locality: AK077 Q	Calendar: C123080 Grade: E6 Annual Comp: 89137 Service Yrs: Spendable Inc: 34200 COLA Index: 0.38 Daily Rate: 36.100000 × Days: 15
		Payroll Amt: 541.500
	OUTCONUS COLA Dependent Beneficiaries Dependent Information Termination Information	Personalize Find 🖉 🧱 First 🕚 1 of 1 🕢 Last
	*Dep/Ben Name Relation Birth	COLA Elig In A Service 50% Supp Last Approval
	1Q	
	Save Return to Search Notify Refresh	Update/Display Include History Correct History

Confirming OCONUS COLA Corrections, Continued

Procedures,

continued

Step				Act	ion				
2	Go to Pa	y Calculatio	on Results	s and selec	t the	pay c	alenda	r the C	CONUS
	COLA c	orrective ac	tion was p	processed	for (i	n this	exam	ple, the	e pay calendar
	is C1230)80 (CG AC	T 2023M	08M). Sel	ect th	e Ea	rnings	and E	Deductions tab.
	Note the	OCONUS	COLA an	mount (thi	s sho	uld m	atch th	he Pay	roll Amt noted
	in Step 1).							
	Calendar Group	Results Earnings and	Deductions Acc	umulators Support	ing Elements	5			
	Crowley	Employe	ee 3080	Empl ID	1234567	гы	Empl Rec	ord 0	
	Calendar Inform	ation	3000	202300 ON-OTOLL A				Q	 4 25 of 25 ▼ ▶ ▶
		Calendar ID CG AC	T 2023M08M	Pay Group	USCG				
	G	Segment Number 1 Bross Result Value 4,285.4	47 USD	Version Net Result Value	1 3,553.07	. (JSD	1	
	Earnings & Ded	uctions					14	1-5 of	17 Y M View All
	Element Resu	ults Components	Retro Adjustments	Deduction Arrears	User Fiel	lds ∥⊧		1.001	
	Element Type	Element Name	Amount	Description		Instance	Slice Begin Date	Slice End Date	Resolution Details
	Earnings	ВАН	1284.000000	Basic Allowance for Housing		0	08/01/2023	08/15/2023	Resolution Details
	Earnings	BAS	226.280000	Basic Allow for Subsistence		0	08/01/2023	08/15/2023	Resolution Details
	Earnings	BASIC PAY	2209.950000	Basic Pay		0	08/01/2023	08/15/2023	Resolution Details
	Earnings	CLOTHING	23.740000	Clothing Allowance		0	08/01/2023	08/15/2023	Resolution Details
	Earnings	OCONUS COLA	541.500000	OutConus COLA		1	08/01/2023	08/15/2023	Resolution Details
	Return to Search	Previous in List	Next in List Noti	ify					
3	If applic The Retu (this exa Adjustn Earnings & Dec	able, select to Adjustme mple shows nent Detail.	the Retro nts tab wi the mem	Adjustm ill display ber receive	ents the d ed a c	tab (n ebit/c credit	ew exa redit a of \$30	ample mount)5.16).	shown below). to the member Click
	Element Res	ults Components	Retro Adjustments	Deduction Arrea	rs <u>U</u> se	er Fields			
	Element Type	Element Name	Amount	Adjustment	Adjustme	nt Adj	ustment Adju	ustment Detail	Resolution Details
	Earnings	BAS	226.2800	00					Resolution Details
	Earnings	BASIC PAY	1937.4000	00					Resolution Details
	Earnings	CLOTHING	24.120000	7					Resolution Details
	Earnings	DELTA BAH	381.6000	-381.600000			Adju	istment Detail	Resolution Details
	Earnings	DELTA OCONUS	0.000000	305.160000			Adju	istment Detail	Resolution Details
	Return to Search	h Previous in List	Next in List	Notify					
	Calendar Group	Results Earnings and De	eductions Accumula	ators Supporting Ele	ments				

Confirming OCONUS COLA Corrections, Continued

Procedures,

				Acu	on		
If applical	ole, click V	view All	to see	the A	mount I	Delta (chai	nges) that wa
applied to	each pay of	calendar	affecte	ed.			
				Resi	ult Adjustment D	letail	
Results by Ca	llendar Group						
Delta Detalis	Empl ID	1234567		Nan	Bobby Singer		
	Calendar Group IE	C123080		Empl Reco Description	rd 0 pn 202308 ON-C	YCLE AD MID MONTH	4
	Calendar IE	CG ACT 2023M	08M	Pay Gro	up USCG		
	Elemen Segment Numbe	t DELTA OCONU r 1	S	Descripti Instan	on Retro Delta C ce 0	DUTCONUS	
Delta Details							
■ Q						▲ 1-1 of 1	✓ IN View A
Source Calendar	ID Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta
CG ACT 2023M07E	A23M07PRD2	OCONUS COLA	1	USD	305.160000,	0.000000,	0.00000
Return							
correction Range, as	ns/deletion these scree	is. This i enshots a	s espe are req	cially uired	importation for the P	nt if the co PC Custor	rrection is C ner Care ticl
correction Range, as NOTE: 1	ns/deletion these scree n this exar	is. This i enshots a nple, the	s espe are req memb	cially uired	importan for the P nsferred	nt if the co PC Custor out of stat	prection is Contraction of the apprection of the appreciate and the ap
correction Range, as NOTE: If returned to	ns/deletion these scree n this exar	ns. This i enshots a nple, the 5/2023.	s espe are req memb	cially uired	importation for the P	nt if the co PC Custor out of stat	prrection is <mark>C</mark> mer Care ticl
correction Range, as NOTE: I returned to Elements Rec	n this exar	ns. This i enshots a nple, the 5/2023.	s espe are req memb	cially uired	importan for the P nsferred	out of stat	rrection is Concernent of the apprection is Concernent of the appreciate of the appr
correction Range, as NOTE: I returned to Element Name*	n this exar o AK 07/2,	ns. This i enshots a nple, the 5/2023.	s esper are req memb	cially uired per tra	importan for the P nsferred	Active	Inforto the a prrection is C mer Care tick te to NM and
correction Range, as NOTE: I returned to Elements Red Element Name= SAVINGS	n this exar o AK 07/2.	ns. This i enshots a nple, the 5/2023.	s esper are req memb	Begin Date	importan for the P nsferred	Active	Inforto the a prrection is C mer Care tick te to NM and
correction Range, as NOTE: I returned to Element Name SAVINGS OCONUS COLA	ns/deletion these screen n this exar o AK 07/2, cipient II> Description Savings OutConus COLA	ns. This i enshots a nple, the 5/2023.	recess Process 999 999	Begin Date 06/01/2016 06/25/2015	importation for the P insferred	Active	rection is Concernent Care tick rection NM and
Correction Range, as NOTE: I returned to Elements Beo Element Name= SAVINGS OCONUS COLA	n this exar o AK 07/2 cipient II» Description Savings OutConus COLA	ns. This i enshots a nple, the 5/2023.	s espe are req memb	Begin Date 08/01/2016 08/25/2015 01/06/2017	End Date 02/28/2021 12/31/2015 12/31/2017	Active	Instance
correction Range, as NOTE: I returned tr Element Name SAVINGS OCONUS COLA OCONUS COLA	n this exar AK 07/2. cipient II Savings OutConus COLA OutConus COLA	ns. This i enshots a nple, the 5/2023.	Process Order 999 999 999	Begin Date 06/01/2016 06/25/2015 01/06/2017	Important important for the P sferred 02/28/2021 12/31/2015 12/31/2017	Active	Inforto the a prrection is C mer Care tick te to NM and Instance
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Correction Range, as NOTE: I returned tr Element Name SAVINGS OCONUS COLA OCONUS COLA OCONUS COLA OCONUS COLA	ns/deletion these scree n this exar o AK 07/2. cipient II> Description Savings OutConus COLA OutConus COLA OutConus COLA	nshots a shots a nple, the 5/2023.	Process 9999 9999 9999 9999 9999	Begin Date 06/01/2016 06/25/2015 01/06/2017 07/25/2023 01/01/2018 01/01/2018	Impert single important for the P sferred 2 2 2 2 06/03/2018 12/31/2021	Active	rection is Concernent Care tick rection to the appreciation of the concernent
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Confirming OCONUS COLA Corrections, Continued

Procedures,

Remember: Take screenshots of the 'before' EABP.	
Element Assignment By Payee	
Element Detail	
Employee ID 1234567 Empl Record 0 Name Bobby Sing	er
Element Name OCONUS COLA OutConus COLA Instance	10
Assignment Process Detail	
Assignment Is Active Currency Code USD US Dollar	
Process Order 999 Begin Date 01/01/2022	End Date 05/1
Previous	End Date
Calculation Information	
Calculation Rule Amount	
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