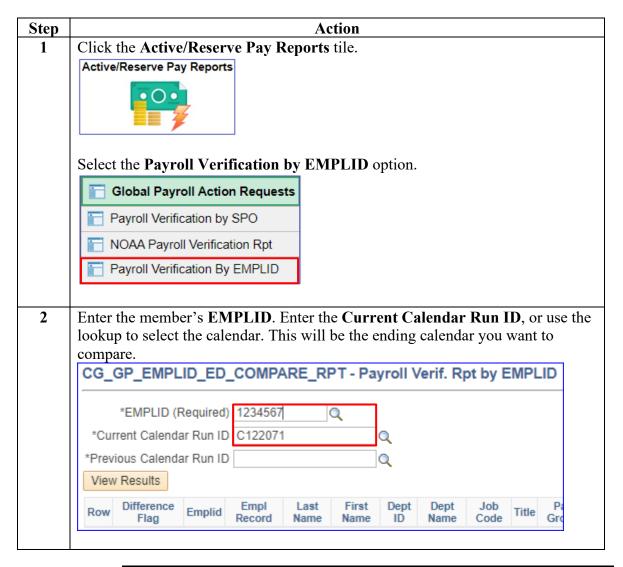
## **Payroll Verification Report by Employee ID**

Introduction	This guide provides the procedures for running the Payroll Verification Report by Employee ID in Direct Access (DA).
Information	The Payroll Verification Report identifies the difference in pay from one pay period to the next. The SPO should run this report to troubleshoot a member's pay. Example: A member noticed his pay was different from Mid-month to End-month July. Run the Payroll Verification Report to compare the current calendar (end-July) with the previous calendar (mid-July).

**Procedures** See below.



Continued on next page

## Payroll Verification Report by Employee ID, Continued

Procedures, continued

Step	Action
3	Enter the <b>Previous Calendar Run ID</b> or use the lookup to select the calendar.
	NOTE: You should only search using consecutive calendar periods. Using non- consecutive calendar dates will provide all the pay/allowance data for the entire periods selected. When finished, click View Results. CG_GP_EMPLID_ED_COMPARE_RPT - Payroll Verif. Rpt by EMPLID
	*EMPLID (Required) 1234567
	*Previous Calendar Run ID C122070
	RowDifference FlagEmplidEmpl RecordLast NameFirst NameDept IDDept NameJob CodeTitlePa Group
4	Once the results display, the information may be downloaded into an Excel SpreadSheet by clicking the link.
5	The results display in order by Difference Flag, but can be sorted as needed. Most of the fields are self-explanatory. For the Element Type, DD stands for a Deduction and ER stands for Earnings.
6	In this example, the member is being paid for retro IDT drills. The report displays the amount paid on the current calendar compared to the amount from the previous calendar. The results shows positive <b>Differences</b> for Delta BAH. Delta CLOTHR, Delta IDT, and Delta IDTCOM. SV ER DELTA BAH C122061 0 C122060 6/1/2022 6/15/2022 647.220000 565.110000 0.000000 34.320000 34.32 SV ER DELTA CLOTHR C122061 0 C122060 6/1/2022 6/15/2022 647.220000 565.110000 0.000000 30.480000 30.48 SV ER DELTA IDT C122061 0 C122060 6/1/2022 6/15/2022 647.220000 565.110000 0.000000 573.120000 573.12 SV ER DELTA IDT C122061 0 C122060 6/1/2022 6/15/2022 647.220000 565.110000 0.000000 9.300000 9.30