

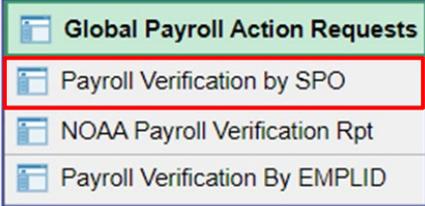
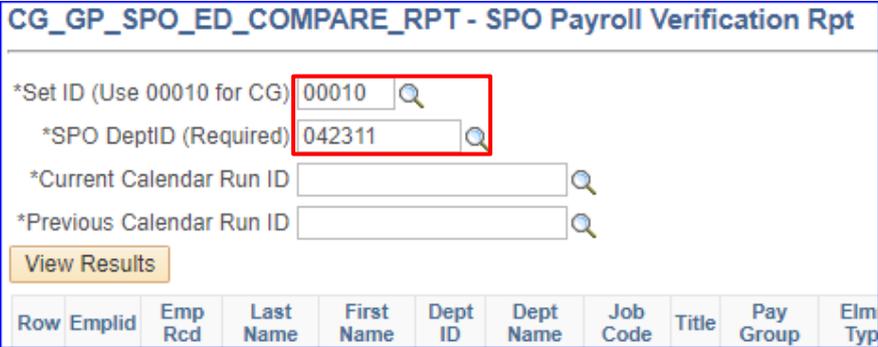
Payroll Verification Report by SPO

Introduction This guide provides the procedures for running the Payroll Verification Report in Direct Access (DA).

Information The Payroll Verification Report identifies the difference in pay from one pay period to the next. It also displays the Pay Element that is causing the difference. The SPO should run this report at the **beginning of EACH pay calendar cycle**.

Example: End month April payroll finalized on 22 April. Run the Payroll Verification Report on 23 April to compare the current calendar (mid-MAY) with the previous calendar (end-APR).

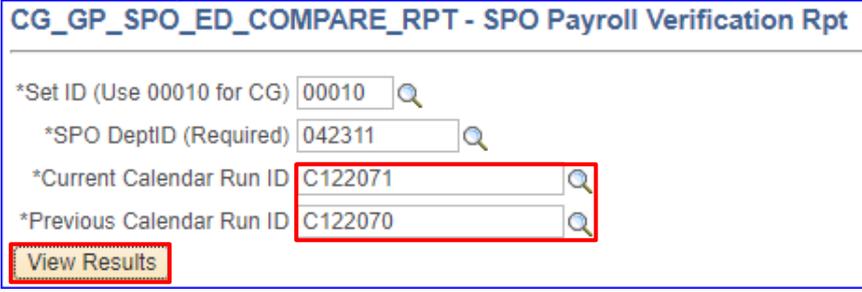
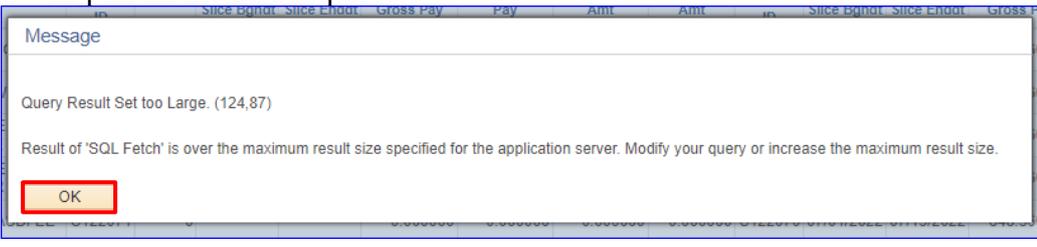
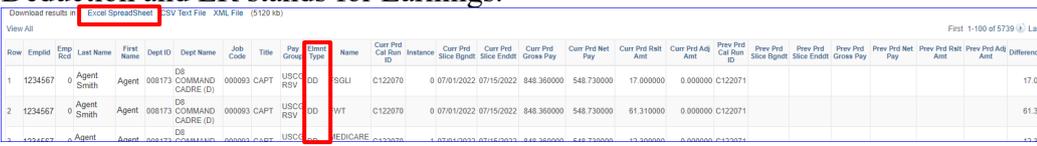
Procedures See below.

Step	Action
<p>1</p>	<p>Click the Active/Reserve Pay Reports tile.</p>  <p>Select the Payroll Verification by SPO option.</p> 
<p>2</p>	<p>Enter the Set ID (00010) for CG. Enter the SPO DeptID or use the lookup to search for it.</p> 

Continued on next page

Payroll Verification Report by SPO, Continued

Procedures,
continued

Step	Action
3	<p>Enter the Current Calendar Run ID and the Previous Calendar Run ID or use the lookups to select them and click View Results.</p> 
4	<p>This message may display. Click OK. It may take running it a few times before it will pull all the data required.</p> 
5	<p>Once the results display, download them into an Excel Spreadsheet by clicking the link. The results display in EMPLID order, 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.</p> 

Printing Tips

Here are some tips for printing this report from Excel containing so much data:

- Hide any unnecessary columns.
- Format cells to only display two decimals.
- Show gridlines.
- Make margins smaller.
- Abbreviate if possible.
- Set the print area to only cover the cells with data.
- Change orientation to Landscape.
- On the Page Layout tab, change the Width and Height to 1 page.