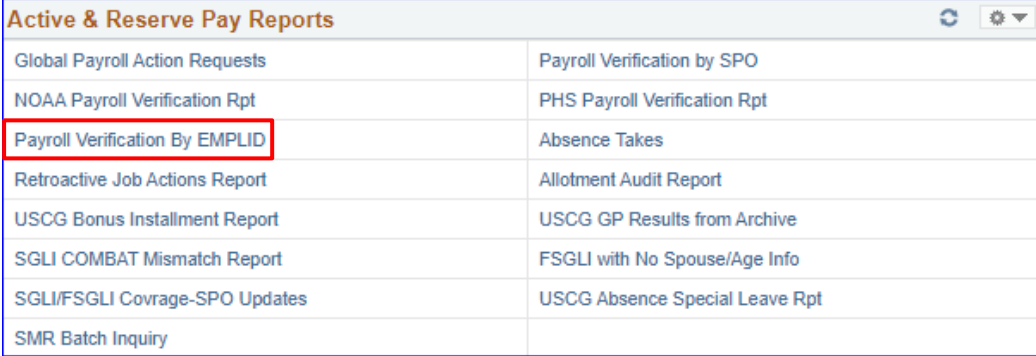
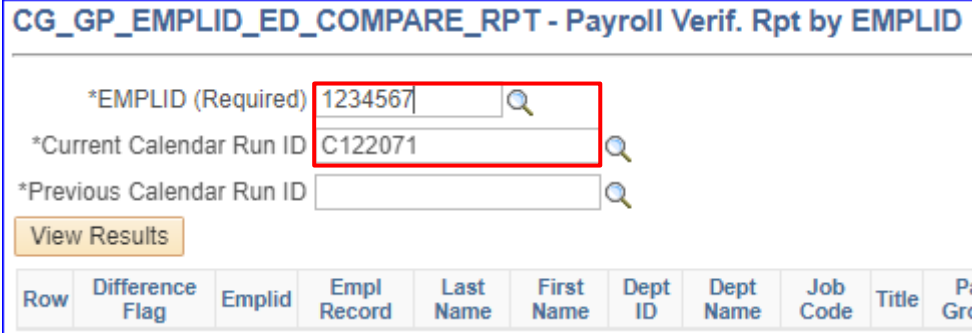


# Payroll Verification Report by Employee ID

**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).

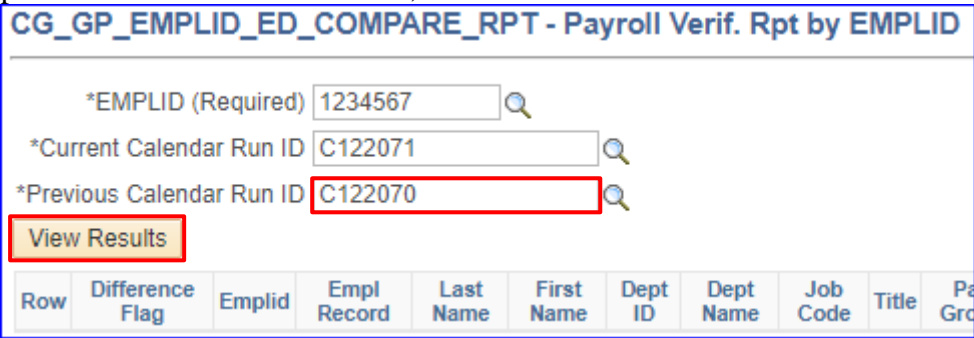

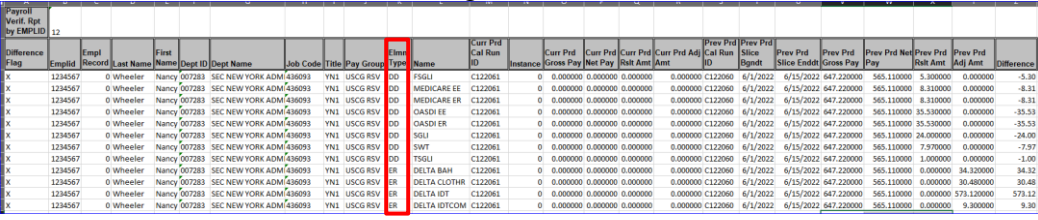
**Procedures** See below.

Step	Action																		
1	<p>Select the <b>Payroll Verification by EMPLID</b> link from the Active &amp; Reserve Pay Reports pagelet.</p>  <p>The screenshot shows a table with two columns. The first column contains various report names, and the second column contains their corresponding report types. The 'Payroll Verification By EMPLID' link is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Report Name</th> <th>Report Type</th> </tr> </thead> <tbody> <tr> <td>Global Payroll Action Requests</td> <td>Payroll Verification by SPO</td> </tr> <tr> <td>NOAA Payroll Verification Rpt</td> <td>PHS Payroll Verification Rpt</td> </tr> <tr> <td><b>Payroll Verification By EMPLID</b></td> <td>Absence Takes</td> </tr> <tr> <td>Retroactive Job Actions Report</td> <td>Allotment Audit Report</td> </tr> <tr> <td>USCG Bonus Installment Report</td> <td>USCG GP Results from Archive</td> </tr> <tr> <td>SGLI COMBAT Mismatch Report</td> <td>FSGLI with No Spouse/Age Info</td> </tr> <tr> <td>SGLI/FSGLI Coverage-SPO Updates</td> <td>USCG Absence Special Leave Rpt</td> </tr> <tr> <td>SMR Batch Inquiry</td> <td></td> </tr> </tbody> </table>	Report Name	Report Type	Global Payroll Action Requests	Payroll Verification by SPO	NOAA Payroll Verification Rpt	PHS Payroll Verification Rpt	<b>Payroll Verification By EMPLID</b>	Absence Takes	Retroactive Job Actions Report	Allotment Audit Report	USCG Bonus Installment Report	USCG GP Results from Archive	SGLI COMBAT Mismatch Report	FSGLI with No Spouse/Age Info	SGLI/FSGLI Coverage-SPO Updates	USCG Absence Special Leave Rpt	SMR Batch Inquiry	
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2	<p>Enter the member's <b>EMPLID</b>. Enter the <b>Current Calendar Run ID</b>, or use the lookup to select the calendar. This will be the ending calendar you want to compare.</p>  <p>The screenshot shows a form titled 'CG_GP_EMPLID_ED_COMPARE_RPT - Payroll Verif. Rpt by EMPLID'. It has three input fields: '*EMPLID (Required)' with the value '1234567', '*Current Calendar Run ID' with the value 'C122071', and '*Previous Calendar Run ID' which is empty. Below the fields is a 'View Results' button. At the bottom, there is a table header for the results.</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Difference Flag</th> <th>Emplid</th> <th>Empl Record</th> <th>Last Name</th> <th>First Name</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Title</th> <th>Pa</th> <th>Grd</th> </tr> </thead> </table>	Row	Difference Flag	Emplid	Empl Record	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pa	Grd						
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*Continued on next page*

# Payroll Verification Report by Employee ID, Continued

Procedures,  
continued

Step	Action																																																				
3	<p>Enter the <b>Previous Calendar Run ID</b> or use the lookup to select the calendar.</p> <p><b>NOTE:</b> 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 <b>View Results</b>.</p> 																																																				
4	<p>Once the results display, the information may be downloaded into an <b>Excel Spreadsheet</b> by clicking the link.</p> 																																																				
5	<p>The results display in order by Difference Flag, but can be sorted as needed. Most of the fields are self-explanatory. For the <b>Element Type</b>, DD stands for a Deduction and ER stands for Earnings.</p> 																																																				
6	<p>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.</p> <table border="1" data-bbox="327 1803 1369 1921"> <thead> <tr> <th>SV</th> <th>ER</th> <th>Delta BAH</th> <th>C122061</th> <th>0</th> <th>C122060</th> <th>6/1/2022</th> <th>6/15/2022</th> <th>647.220000</th> <th>565.110000</th> <th>0.000000</th> <th>34.320000</th> <th>34.32</th> </tr> </thead> <tbody> <tr> <td>SV</td> <td>ER</td> <td>DELTA CLOTHR</td> <td>C122061</td> <td>0</td> <td>C122060</td> <td>6/1/2022</td> <td>6/15/2022</td> <td>647.220000</td> <td>565.110000</td> <td>0.000000</td> <td>30.480000</td> <td>30.48</td> </tr> <tr> <td>SV</td> <td>ER</td> <td>DELTA IDT</td> <td>C122061</td> <td>0</td> <td>C122060</td> <td>6/1/2022</td> <td>6/15/2022</td> <td>647.220000</td> <td>565.110000</td> <td>0.000000</td> <td>573.120000</td> <td>573.12</td> </tr> <tr> <td>SV</td> <td>ER</td> <td>DELTA IDTCOM</td> <td>C122061</td> <td>0</td> <td>C122060</td> <td>6/1/2022</td> <td>6/15/2022</td> <td>647.220000</td> <td>565.110000</td> <td>0.000000</td> <td>9.300000</td> <td>9.30</td> </tr> </tbody> </table>	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 IDTCOM	C122061	0	C122060	6/1/2022	6/15/2022	647.220000	565.110000	0.000000	9.300000	9.30
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