
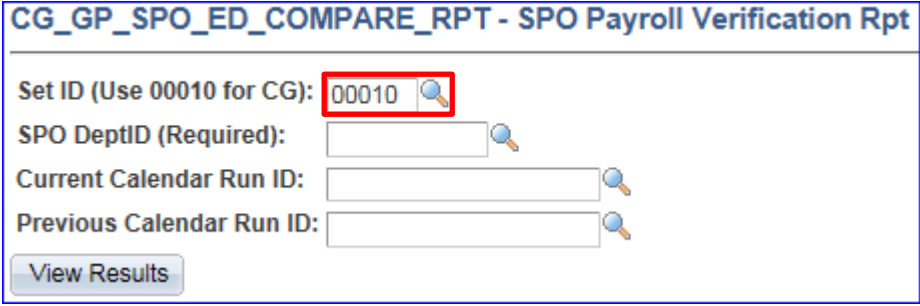
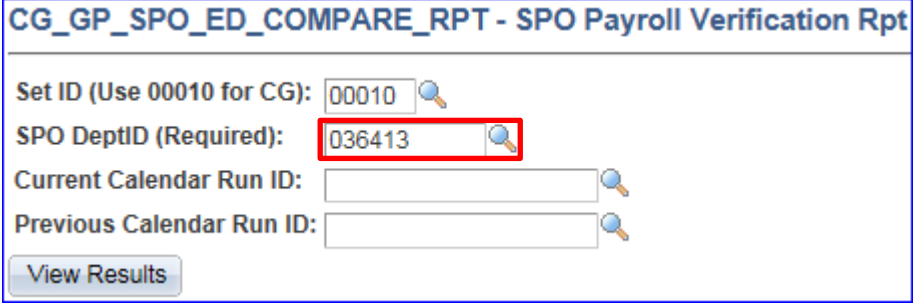


# Payroll Verification Report by SPO

**Introduction** This guide provides the procedures for running the Payroll Verification Report in Direct Access. The Payroll Verification Report identifies the difference in pay from one pay period to the next. 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
1	Select the <b>Payroll Verification by SPO</b> link from the Active & Reserve Pay Reports pagelet. 
2	Enter the <b>Set ID</b> (00010) for CG. 
3	Enter the <b>SPO DeptID</b> or use the lookup to search for it. 

*Continued on next page*

# Payroll Verification Report by SPO, Continued

Procedures,  
continued

Step	Action																																																																														
4	<p>Enter the <b>Current Calendar Run ID</b> or use the lookup to select it.</p> <p><b>CG_GP_SPO_ED_COMPARE_RPT - SPO Payroll Verification Rpt</b></p> <p>Set ID (Use 00010 for CG): <input type="text" value="00010"/> </p> <p>SPO DeptID (Required): <input type="text" value="036413"/> </p> <p>Current Calendar Run ID: <input type="text" value="C115050"/> </p> <p>Previous Calendar Run ID: <input type="text" value=""/> </p> <p><input type="button" value="View Results"/></p>																																																																														
5	<p>Enter the <b>Previous Calendar Run ID</b> or use the lookup to select it. Then click <b>View Results</b>.</p> <p><b>CG_GP_SPO_ED_COMPARE_RPT - SPO Payroll Verification Rpt</b></p> <p>Set ID (Use 00010 for CG): <input type="text" value="00010"/> </p> <p>SPO DeptID (Required): <input type="text" value="036413"/> </p> <p>Current Calendar Run ID: <input type="text" value="C115050"/> </p> <p>Previous Calendar Run ID: <input type="text" value="C115041"/> </p> <p><input type="button" value="View Results"/></p>																																																																														
6	<p>Once the results display, download them into an Excel spreadsheet by clicking the link.</p> <p>Download results in : <input type="button" value="Excel Spreadsheet"/> <a href="#">CSV Text File</a> <a href="#">XML File</a> (120 kb)</p> <p><a href="#">View All</a></p> <table border="1"> <thead> <tr> <th></th> <th>Emplid</th> <th>Emp Rcd</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>Pay Group</th> <th>Elmnt Type</th> <th>Name</th> <th>Curr Prd Cal Run ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>FWT</td> <td>C115050</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>MEDICARE EE</td> <td>C115050</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>MEDICARE ER</td> <td>C115050</td> </tr> <tr> <td>4</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>OASDI EE</td> <td>C115050</td> </tr> <tr> <td>5</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>OASDI ER</td> <td>C115050</td> </tr> </tbody> </table>		Emplid	Emp Rcd	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pay Group	Elmnt Type	Name	Curr Prd Cal Run ID	1	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	FWT	C115050	2	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	MEDICARE EE	C115050	3	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	MEDICARE ER	C115050	4	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	OASDI EE	C115050	5	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	OASDI ER	C115050
	Emplid	Emp Rcd	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pay Group	Elmnt Type	Name	Curr Prd Cal Run ID																																																																			
1	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	FWT	C115050																																																																			
2	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	MEDICARE EE	C115050																																																																			
3	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	MEDICARE ER	C115050																																																																			
4	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	OASDI EE	C115050																																																																			
5	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	OASDI ER	C115050																																																																			

*Continued on next page*

## Payroll Verification Report by SPO, Continued

---

**Procedures,**  
continued

<b>Step</b>	<b>Action</b>
<b>7</b>	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.

---

**Printing tips**

Here are some tips for printing this report from Excel since it contains 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.
-

## Scenarios for Payroll Verification Report

**Introduction** The following examples show actual scenarios from PPC's Payroll Verification Report.

**Scenario 1** This Reserve member received retro pay for drills and has a difference in pay since they did not drill during the current pay period. This can be verified in the Payroll Calculation Results. Any time a retro earning/deduction occurs, it will start with the word DELTA.

Pay Group	Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
USCG RSV	DD	FWT	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	102.75	0.00	-102.75
USCG RSV	DD	MEDICARE EE	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	13.18	0.00	-13.18
USCG RSV	DD	MEDICARE ER	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	13.18	0.00	-13.18
USCG RSV	DD	OASDI EE	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	56.36	0.00	-56.36
USCG RSV	DD	OASDI ER	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	56.36	0.00	-56.36
USCG RSV	DD	SGLI	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	0.00	28.00	28.00
USCG RSV	DD	TSGLI	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	0.00	1.00	1.00
USCG RSV	ER	DELTA IDT	C115050	0.00	0.00	0.00	0.00	C115041	908.95	707.66	0.00	908.95	908.95

Close up of the last 2 columns:

Prev Prd Adj Amt	Difference
0.00	-102.75
0.00	-13.18
0.00	-13.18
0.00	-56.36
0.00	-56.36
28.00	28.00
1.00	1.00
908.95	908.95

These are the taxes deducted from the retro drill pay.

This represents the SGLI and TSGLI premiums subtracted from the retro drill pay. (FSGLI, SGLI and TSGLI show a positive value when they are deducted and a negative value when there is a balance.)

This represents the retro drill pay found in the Pay Calculation Results.

*Continued on next page*

## Scenarios for Payroll Verification Report, Continued

**Scenario 2** This member received a Longevity increase. This can be verified by checking Job Data and the Payroll Calculation Results.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	FWT	C115050	3116.00	2296.16	185.35	0.00	C115041	3066.07	2257.56	177.86	0.00	7.49
DD	MEDICARE EE	C115050	3116.00	2296.16	31.67	0.00	C115041	3066.07	2257.56	30.93	0.00	0.74
DD	MEDICARE ER	C115050	3116.00	2296.16	31.67	0.00	C115041	3066.07	2257.56	30.93	0.00	0.74
DD	OASDI EE	C115050	3116.00	2296.16	135.38	0.00	C115041	3066.07	2257.56	132.28	0.00	3.10
DD	OASDI ER	C115050	3116.00	2296.16	135.38	0.00	C115041	3066.07	2257.56	132.28	0.00	3.10
ER	BASIC PAY	C115050	3116.00	2296.16	2183.55	0.00	C115041	3066.07	2257.56	1696.92	0.00	486.63
ER	BASIC PAY	C115050	3116.00	2296.16	2183.55	0.00	C115041	3066.07	2257.56	436.71	0.00	1746.84

**Scenario 3** This member increased their Savings Allotment. This can be verified in Voluntary Deductions.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	SAVINGS	C115050	2786.55	1812.07	37.50	0.00	C115041	2786.54	1824.56	25.00	0.00	12.50

**Scenario 4** This member ordered something from the Uniform Distribution Center (UDC). This can be verified in One Time Positive Input. If a member has a negative amount for SMALL STORES, it means they returned something to UDC and received a credit.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	SMALL STORES	C115050	3159.69	2484.44	86.51	0.00	C115041	0.00	0.00	0.00	0.00	86.51

**Scenario 5** This member is preparing to PCS and requested Advance Pay. This can be verified in the Advance Pay section of the Payroll Requests pagelet.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
ER	ADVANCE PAY	C115050	3706.35	2716.75	1000.00	0.00	C115041	0.00	0.00	0.00	0.00	1000.00

*Continued on next page*

## Scenarios for Payroll Verification Report, Continued

**Scenario 6** This member received Advance Pay in the previous pay period and has Advance Payback deducted in the current pay period. The Advance Pay can be verified in the Advance Pay section of the Payroll Requests pagelet. The Advance Payback remaining balance can be verified in the Accumulators tab of the Pay Calculation Results.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	ADVANCE PYBK	C115050	2629.85	2210.04	41.67	0.00	C115041	0.00	0.00	0.00	0.00	41.67
ER	ADVANCE PAY	C115050	0.00	0.00	0.00	0.00	C115041	3629.84	2608.19	1000.00	0.00	-1000.00

**Scenario 7** This member was discharged on the 4<sup>th</sup> of May, sold leave and received Separation Pay. The lump sum leave and Separation Pay can be verified using **One Time Positive Input (OTPI)** and the **Resolution Details** from the Earnings and Deductions tab of the Pay Calculation Results.

Elmnt Type	Name	Curr Prd	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
DD	AFRH	C115050	14303.71	9959.87	0.50	0.00	C115041	1852.24	1539.86	0.25	0.00	0.25
DD	ASSOC DUES	C115050	0.00	0.00	0.00	0.00	C115041	1852.24	1539.86	1.00	0.00	-1.00
DD	FWT	C115050	14303.71	9959.87	3498.25	0.00	C115041	1852.24	1539.86	150.28	0.00	3347.97
DD	MEDICARE EE	C115050	14303.71	9959.87	3.55	0.00	C115041	1852.24	1539.86	17.78	0.00	-14.23
DD	MEDICARE ER	C115050	14303.71	9959.87	3.55	0.00	C115041	1852.24	1539.86	17.78	0.00	-14.23
DD	OASDI EE	C115050	14303.71	9959.87	15.20	0.00	C115041	1852.24	1539.86	76.00	0.00	-60.80
DD	OASDI ER	C115050	14303.71	9959.87	15.20	0.00	C115041	1852.24	1539.86	76.00	0.00	-60.80
DD	SGLI	C115050	14303.71	9959.87	28.00	0.00	C115041	1852.24	1539.86	14.00	0.00	14.00
DD	SWT	C115050	14303.71	9959.87	797.34	0.00	C115041	1852.24	1539.86	52.57	0.00	744.77
DD	TSGLI	C115050	14303.71	9959.87	1.00	0.00	C115041	1852.24	1539.86	0.50	0.00	0.50
ER	BAH	C115050	14303.71	9959.87	84.60	0.00	C115041	1852.24	1539.86	423.00	0.00	-338.40
ER	BAS	C115050	14303.71	9959.87	36.79	0.00	C115041	1852.24	1539.86	183.96	0.00	-147.17
ER	BASIC PAY	C115050	14303.71	9959.87	245.16	0.00	C115041	1852.24	1539.86	1225.80	0.00	-980.64
ER	CLOTHING	C115050	14303.71	9959.87	3.90	0.00	C115041	1852.24	1539.86	19.48	0.00	-15.58
ER	LUMPSUM LEAV	C115050	14303.71	9959.87	939.78	0.00	C115041	0.00	0.00	0.00	0.00	939.78
ER	SEP PAY	C115050	14303.71	9959.87	12993.48	0.00	C115041	0.00	0.00	0.00	0.00	12993.48

*Continued on next page*

## Scenarios for Payroll Verification Report, Continued

Scenario 7,  
continued

### One Time Positive Input:

One Time (Positive Input)							
Employee ID:	8888888	Name:	Luke Skywalker	Empl Record:	0		
Pay Group:	USCG	Description:	USCG Active Duty	Pay Entity:	USCG		
Calendar ID:	CG ACT 2015M05M	Begin Date:	05/01/2015	End Date:	05/15/2015		
Earnings and Deductions							
Action		Main Components		Source			
*Entry Type	Element Name	Unit	Rate	Amount	Currency Code	Details	
Earnings	LUMPSUM LE				USD	<input checked="" type="checkbox"/>	 + -
Earnings	SEP PAY				USD	<input checked="" type="checkbox"/>	 + -

### Earnings and Deductions tab:

Earnings	LUMPSUM LEAV	694.620000	Lump Sum Leave	1	05/01/2015	05/03/2015	<a href="#">Resolution Details</a>
Earnings	SEP PAY	12993.480000	Separation pay	1	05/01/2015	05/03/2015	<a href="#">Resolution Details</a>

### Scenario 8

This member was Discharged from the Reserve component on 3/23/15 and was immediately Rehired as an Active Duty member on 3/24/15. The SPO changed his previous BAH row to Inactive which caused the system to take back all BAH paid from that BAH row (-\$2042.40). Then the SPO added a new BAH row effective 3/25/15 which caused a credit of \$2815.20.

PPC will have to contact the SPO to find out why they made the first BAH row Inactive and why they added the new BAH row for the 25<sup>th</sup>. They will then have to research the case and submit offsetting OTPIs to prevent the member from being overpaid.

Elmnt Type	Name	Curr Prd Cal Run ID	Curr Prd Gross Pay	Curr Prd Net Pay	Curr Prd Rslt Amt	Curr Prd Adj Amt	Prev Prd Cal Run ID	Prev Prd Gross Pay	Prev Prd Net Pay	Prev Prd Rslt Amt	Prev Prd Adj Amt	Difference
ER	DELTA BAH	C115051	5502.19	5284.20	0.00	2815.20	C115050	1859.00	1641.00	2042.40	-2042.40	-1269.60