


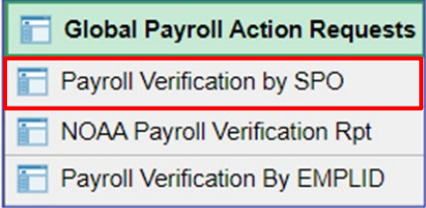
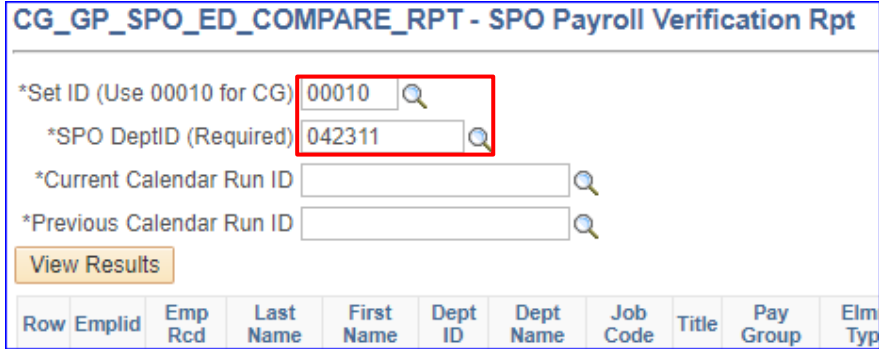
## Payroll Verification Report by SPO

**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).

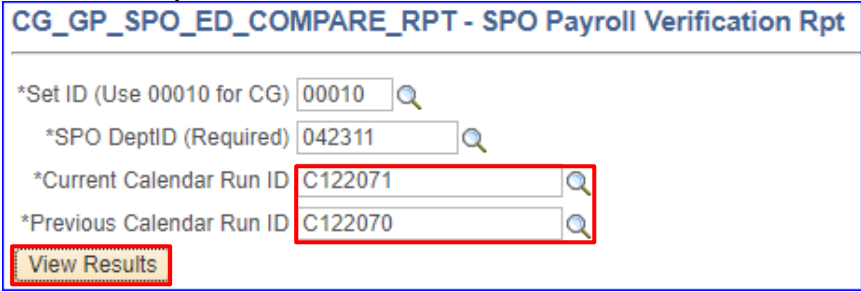
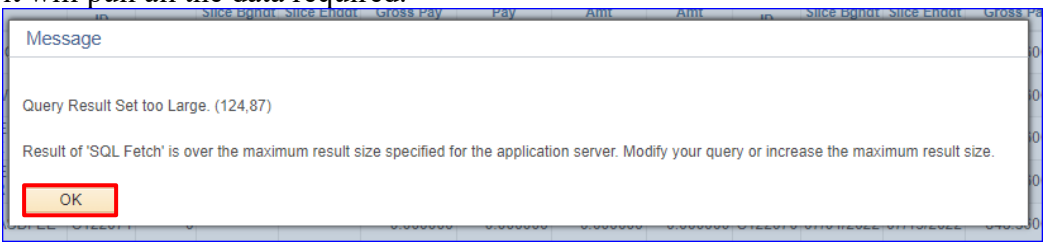

**Procedures** See below.

Step	Action
1	<p>Click the <b>Active/Reserve Pay Reports</b> tile.</p>  <p>Select the <b>Payroll Verification by SPO</b> option.</p> 
2	<p>Enter the <b>Set ID</b> (00010) for CG. Enter the <b>SPO DeptID</b> 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 <b>Current Calendar Run ID</b> and the <b>Previous Calendar Run ID</b> or use the lookups to select them and click <b>View Results</b>.</p> 
4	<p>This message may display. Click <b>OK</b>. 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 <b>Excel Spreadsheet</b> 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 <b>Element Type</b>, 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.