

# Payee Warnings Report for SPOs

## Overview

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**Introduction** This guide provides the procedures for a SPO to run the Payee Warnings Report for SPO in Direct Access (DA).

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**Purpose** The purpose of this report is to provide a snapshot of SPO activity that may require additional review **BEFORE** payout in an effort to reduce any potential pay issues. The warning messages will cover pay and non-pay related items such as BAH/OHA, OCOLA, missing or pending contracts, and review of dependents over the age of 21, etc.

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**Required Role** Users must have the CGHRSUP, CGHRS, or CGFIELDADM role to access the Payee Warnings Report for SPO in DA.

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# Payee Warnings Report for SPO

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**Introduction** This section provides the procedures for a SPO to run the Payee Warnings Report for SPO in DA.

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**Procedures** See below.


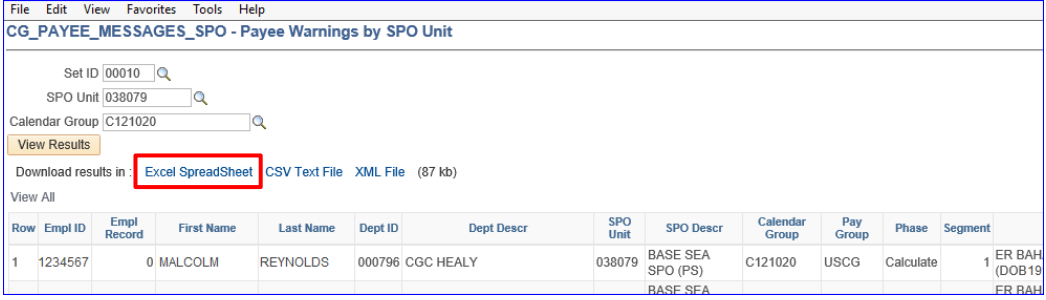
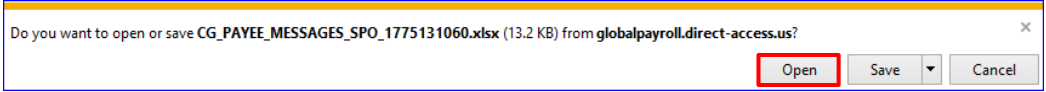
Step	Action
<b>1</b>	Click on the Payroll Reports Tile.  A screenshot of a software interface tile. The tile has a white background with a blue border. At the top, the text "Payroll Reports" is written in bold black font. Below the text is a graphic of a blue and white globe with a green rectangular button overlaid on it. The button has two white circles and a white arrow pointing to the right.
<b>1.5</b>	The default <b>Payee Warnings Report for SPO</b> will automatically display.  A screenshot of a software interface tile. The tile has a light green background with a dark blue header bar at the top. On the left side of the header bar is a small blue icon of a document with a checkmark. To the right of the icon, the text "Payee Warnings Report for SPO" is written in bold black font.

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## Payee Warnings Report for SPO, Continued

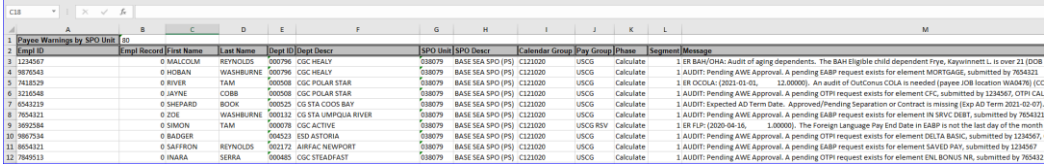
Procedures,  
continued

Step	Action																										
2	<p>The Payroll Warnings Report search window will display. Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Set ID</b> – Enter <b>00010</b> for Coast Guard</li> <li>• <b>SPO Unit</b> – Enter the SPO Department ID</li> <li>• <b>Calendar Group</b> – Enter the Calendar Group ID for the current pay period or use the Lookup to search for the Calendar Group ID</li> </ul> <p>Click <b>View Results</b>.</p> 																										
3	<p>Any search results will display.</p> <p>It is recommended to <b>Download the results into an Excel Spreadsheet</b> to allow for sorting and easier review.</p>  <table border="1" data-bbox="325 1518 1374 1608"> <thead> <tr> <th>Row</th> <th>Empl ID</th> <th>Empl Record</th> <th>First Name</th> <th>Last Name</th> <th>Dept ID</th> <th>Dept Descr</th> <th>SPO Unit</th> <th>SPO Descr</th> <th>Calendar Group</th> <th>Pay Group</th> <th>Phase</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>MALCOLM</td> <td>REYNOLDS</td> <td>000796</td> <td>CGC HEALY</td> <td>038079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1 ER BAH (DOB19 ER BAH</td> </tr> </tbody> </table>	Row	Empl ID	Empl Record	First Name	Last Name	Dept ID	Dept Descr	SPO Unit	SPO Descr	Calendar Group	Pay Group	Phase	Segment	1	1234567	0	MALCOLM	REYNOLDS	000796	CGC HEALY	038079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1 ER BAH (DOB19 ER BAH
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4	<p>A prompt will display at the bottom of the page. Select <b>Open</b>.</p> 																										

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# Payee Warnings Report for SPO, Continued

Procedures,  
continued

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5	<p>The spreadsheet will display. Sort, review, and work as appropriate.</p>  <table border="1"> <thead> <tr> <th>SPO Unit</th> <th>SPO Descr</th> <th>Calendar Group</th> <th>Pay Group</th> <th>Phase</th> <th>Segment</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>ER BAN/DHA: Audit of aging dependents. The BAH Eligible child dependent Frye, Kaywinnett L. is over 21 (DOB</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending EABP request exists for element MORTGAGE, submitted by 704321</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>ER OCCA (2021-01-01, 12.00000). An audit of Outcomes CILA is needed (payee FOR location WASHBURN) (C</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending OTPI request exists for element CFC, submitted by 1234567. OTPI CAL</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Expected AD Term Date. Approved/Pending Separation or Contract is missing (Exp AD Term 2021-02-07)</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending EABP request exists for element TR SRVC DSH, submitted by 785432</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG RSV</td> <td>Calculate</td> <td>1</td> <td>ER FLP: (2020-04-16, 1.00000). The Foreign Language Pay End Date in EABP is not the last day of the month</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending OTPI request exists for element DELTA BASIC, submitted by 1234567.</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending EABP request exists for element SAVED FRV, submitted by 1234567.</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending OTPI request exists for element ENL BONUS NR, submitted by 785432</td> </tr> </tbody> </table>	SPO Unit	SPO Descr	Calendar Group	Pay Group	Phase	Segment	Message	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	ER BAN/DHA: Audit of aging dependents. The BAH Eligible child dependent Frye, Kaywinnett L. is over 21 (DOB	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element MORTGAGE, submitted by 704321	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	ER OCCA (2021-01-01, 12.00000). An audit of Outcomes CILA is needed (payee FOR location WASHBURN) (C	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPI request exists for element CFC, submitted by 1234567. OTPI CAL	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Expected AD Term Date. Approved/Pending Separation or Contract is missing (Exp AD Term 2021-02-07)	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element TR SRVC DSH, submitted by 785432	538079	BASE SEA SPO (PS)	C121020	USCG RSV	Calculate	1	ER FLP: (2020-04-16, 1.00000). The Foreign Language Pay End Date in EABP is not the last day of the month	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPI request exists for element DELTA BASIC, submitted by 1234567.	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element SAVED FRV, submitted by 1234567.	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPI request exists for element ENL BONUS NR, submitted by 785432
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## Error Messages

**Introduction** This section describes some common messages and the action required by the SPO.

### Pending AWE Approval

M	
<b>Message</b>	
ER BAH/OHA: Audit of aging dependents. The BAH Eligible child dependent Frye, Kaywinnett L. is over 21 (DOB 1996-01-01).	
AUDIT: Pending AWE Approval. A pending EABP request exists for element MORTGAGE, submitted by 7654321	
ER OCOLA: (2021-01-01, 12.00000). An audit of OutConus COLA is needed (payee JOB location WA0476) (COLA location HI001).	
AUDIT: Pending AWE Approval. A pending OTPI request exists for element CFC, submitted by 1234567, OTPI CAL_ID CG ACT 2020M06M	
AUDIT: Expected AD Term Date. Approved/Pending Separation or Contract is missing (Exp AD Term 2021-02-07).	
AUDIT: Pending AWE Approval. A pending EABP request exists for element IN SRVC DEBT, submitted by 7654321	
ER FLP: (2020-04-16, 1.00000). The Foreign Language Pay End Date in EABP is not the last day of the month (2021-03-26).	
AUDIT: Pending AWE Approval. A pending OTPI request exists for element DELTA BASIC, submitted by 1234567, OTPI CAL_ID CG ACT 2021M01E	
AUDIT: Pending AWE Approval. A pending EABP request exists for element SAVED PAY, submitted by 1234567	
AUDIT: Pending AWE Approval. A pending OTPI request exists for element ENL BONUS NR, submitted by 7654321, OTPI CAL_ID CG ACT 2021M02M	

Instances where the message states “Pending AWE Approval. A pending OTPI/EABP request exists ....” – ‘**AWE**’ = Approval Workflow Engine. These messages do not require action by the SPO.

### ER OCOLA

ER OCOLA: (2021-01-01, 6.00000). An audit of OutConus COLA is needed (payee JOB location FL0024) (COLA location GU001).  
 ER OCOLA: (2021-01-01, 6.00000). An audit of OutConus COLA is needed (payee JOB location FL0066) (COLA location AK089).

Instances where the message states “**ER OCOLA:** (DATE) ... An audit of OutConus COLA is needed (payee JOB Location XXXXXX) (COLA location XXXXX)” = In these cases, DA is showing the member receiving OCONUS COLA but assigned to a CONUS unit. The SPO **must** review the member’s EABP rows and Pay Calculation Results and stop OCONUS COLA if necessary.