Start CONUS COLA

Introduction

This guide provides the procedures for starting CONUS COLA in Direct Access (DA).

Important Information

Do **NOT** create a CONUS COLA row if the CONUS COLA rate is $0.

References

(a) Joint Travel Regulations (JTR), Chapter 8
(b) DOD FMR Vol 7A, Chapter 67 - CONUS COLA

Important

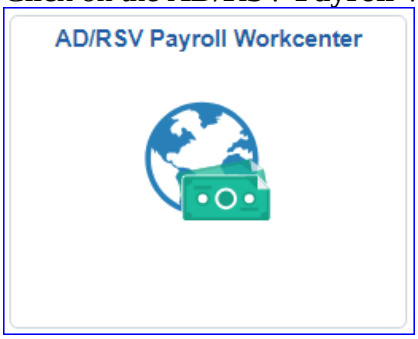
- If a member's CONUS COLA is paying at the incorrect step review the member's Job Data to ensure the Pay Entry Base Date (PEBD) is correct. A SOCS may need to be submitted to correct the member's PEBD which is what CONUS COLA pulls its step rate from.
- When entering a zip code for CONUS COLA, the zip code is limited to 5 digits. Do **NOT** add any additional numbers or letters after the initial zip code. **Adding more than the 5 digit zip code will result in non-payment of CONUS COLA**.

LPC Row

A Legislative Pay Change (LPC) for Housing Allowances and COLA pages should **never** be deleted unless immediately replaced with a corrected LPC row.

Procedures

See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. 

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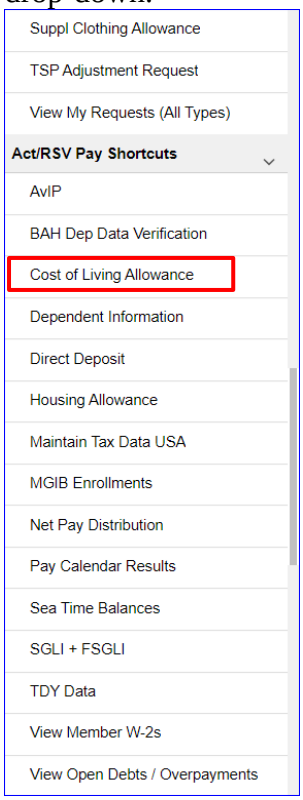
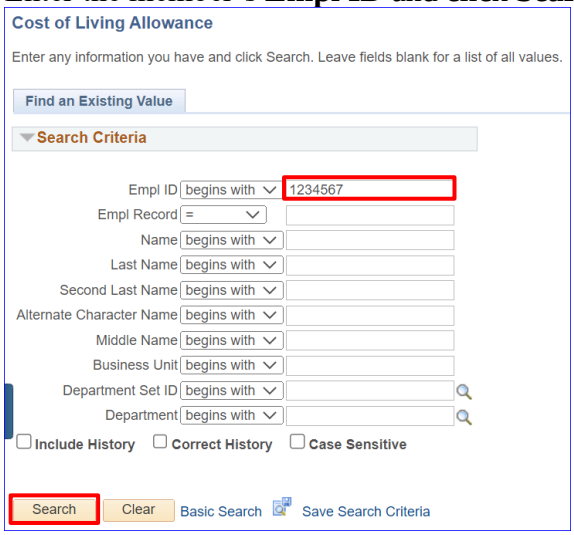
Procedures,
continued

Step	Action
2	Scroll to the **Cost of Living Allowance** option under the Act/RSV Pay Shortcuts drop-down. 
3	Enter the member's **Empl ID** and click **Search**. 

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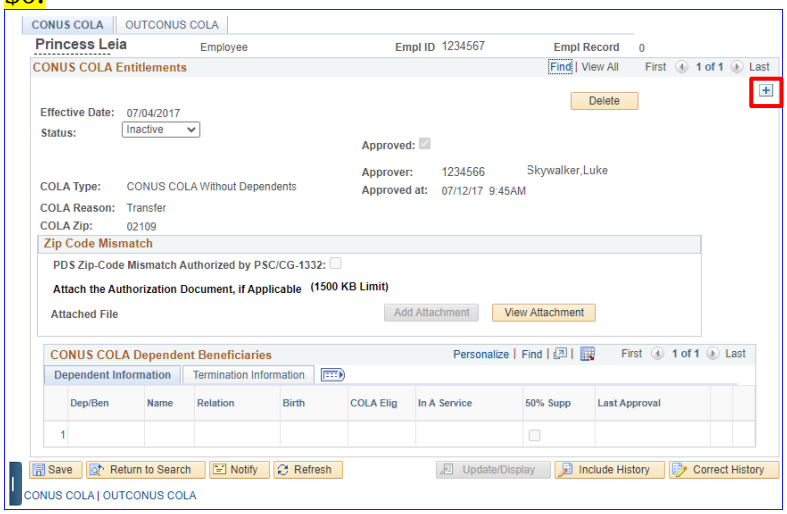
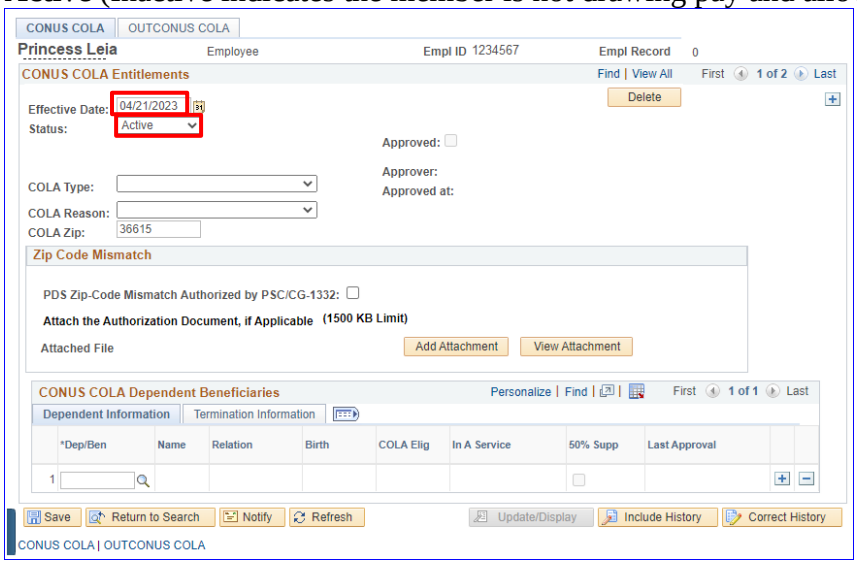
Start CONUS COLA, Continued

Procedures, continued

Step	Action
4	The member's current CONUS COLA information (if any) will display. If there is **not** a current CONUS COLA row (as shown below), **skip to Step 4**. If the member currently has a CONUS COLA row, click the **(+)** button to add a new row. **Remember:** Do **NOT** create a CONUS COLA row if the CONUS COLA rate is $0. 
5	Enter the **Effective Date** of the CONUS COLA entitlement. Ensure the status is **Active** (Inactive indicates the member is not drawing pay and allowances). 

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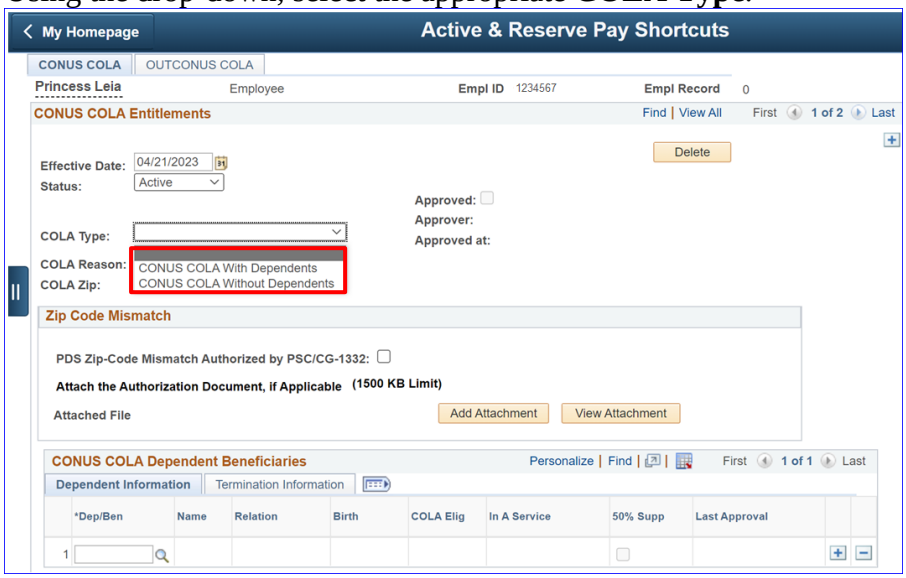
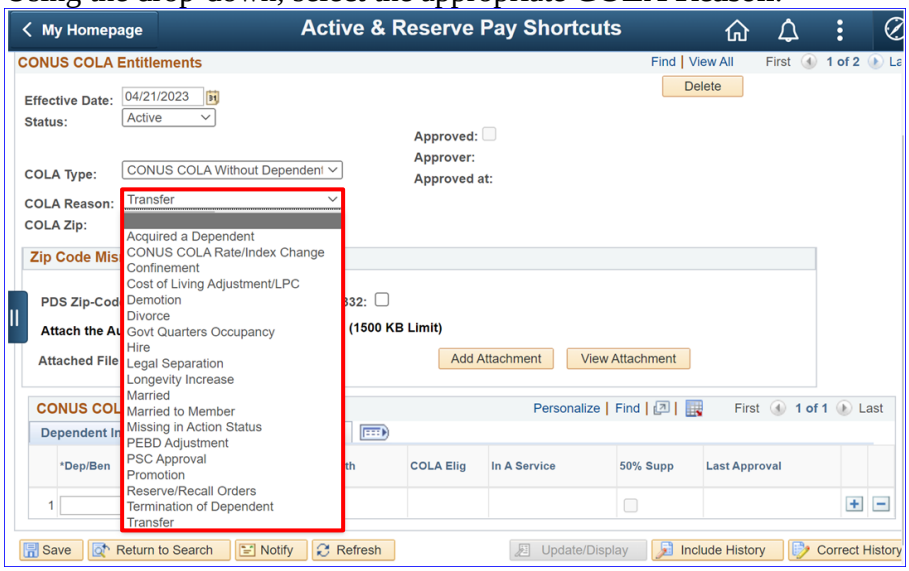
Start CONUS COLA, Continued

Procedures, continued

Step	Action
6	Using the drop-down, select the appropriate **COLA Type**. 
7	Using the drop-down, select the appropriate **COLA Reason**. 

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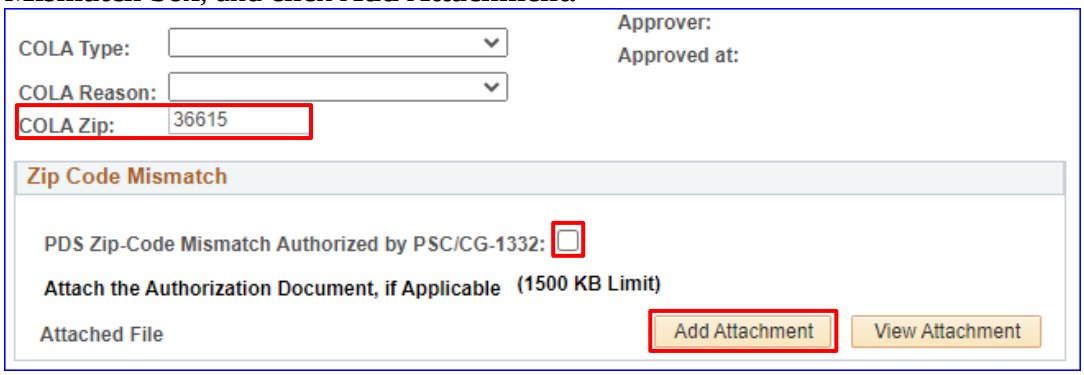
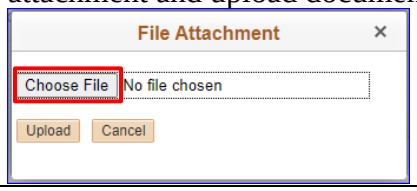
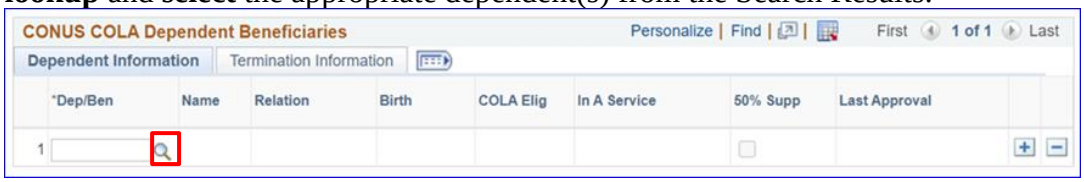
Start CONUS COLA, Continued

Procedures, continued

Step	Action
8	**COLA Zip** will be prefilled. If you are not changing **COLA Zip**, skip to step 11. If you are changing **COLA Zip**, you must complete the **Zip Code Mismatch** information section. Enter appropriate **COLA Zip**, check **PDS Zip-Code Mismatch box**, and click **Add Attachment.** 
9	Click on **Choose File**, then search through your folder where you saved the attachment and upload document. 
10	Choose **View Attachment** to ensure it looks correct. Verify information is now displayed correctly.
11	If the member is authorized CONUS COLA with Dependents, click the ***Dep/Ben lookup** and **select** the appropriate dependent(s) from the Search Results. 

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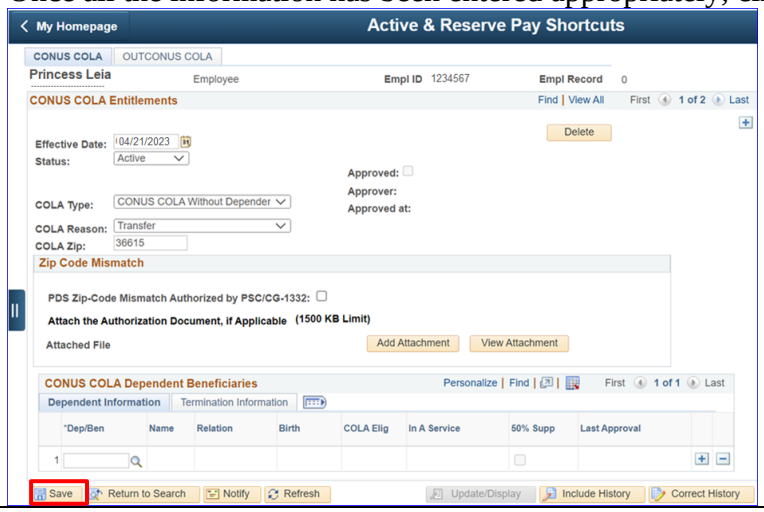
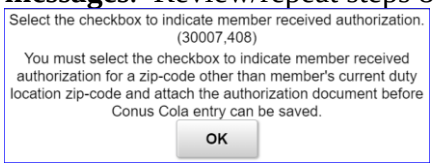
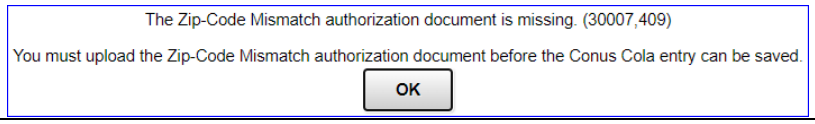
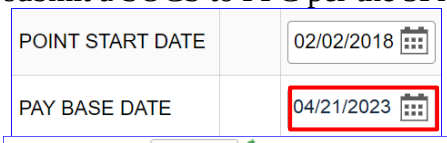
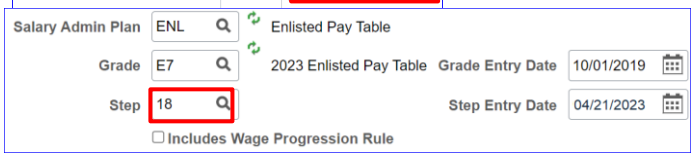
Start CONUS COLA, Continued

Procedures,
continued

Step	Action
12	Once all the information has been entered appropriately, click **Save**. 
13	If you changed the COLA Zip and the check box was not selected, or the attachment did not upload correctly you will receive one of the following **messages**. Review/repeat steps 8-10 and click **Save**.  
14	The CONUS COLA request will be forwarded to the SPO tree for approval.
15	As with all pay transactions, verify the correct amount is being paid to the member after SPO approval. If CONUS COLA isn't paying the correct **Step** (found on Salary Plan tab of Job Data) dollar amount per the DTMO website, double check the **Pay Base Date** (PBD) on the Job Labor tab of Job Data. If the PBD is incorrect, submit a SOCS to PPC per the 3PM.   If the date change is "in range", DA will pay out the difference to the member. If it is "out of range", MAS will need to pay that portion separately via trouble ticket.