Start CONUS COLA

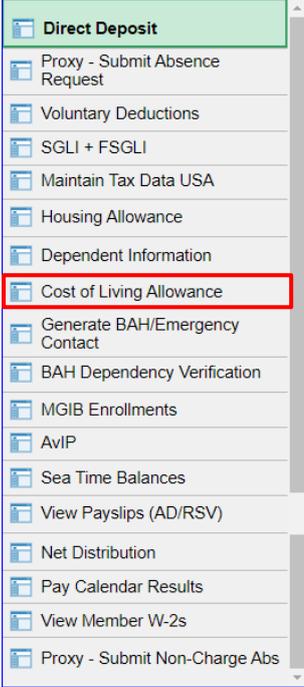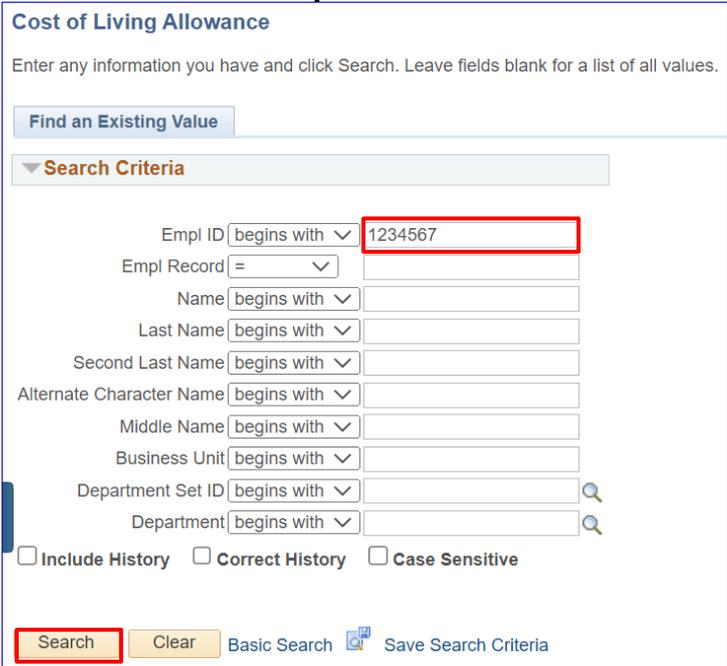|	
Introduction	This guide provides the procedures for starting CONUS COLA in Direct Access (DA).
Important Information	Do **NOT** create a CONUS COLA row if the CONUS COLA rate is $0.
References	(a) Joint Travel Regulations (JTR), Chapter 8 (b) DOD FMR Vol 7A, Chapter 67 - CONUS COLA
Important	• If 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 **Active/Reserve Pay** Tile. Active/Reserve Pay

Continued on next page

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Start CONUS COLA

Procedures,
continued

Step	Action
2	Select the **Cost of Living Allowance** option. Direct Deposit Proxy - Submit Absence Request Voluntary Deductions SGLI + FSGLI Maintain Tax Data USA Housing Allowance Dependent Information Cost of Living Allowance Generate BAH/Emergency Contact BAH Dependency Verification MGIB Enrollments AvIP Sea Time Balances View Payslips (AD/RSV) Net Distribution Pay Calendar Results View Member W-2s Proxy - Submit Non-Charge Abs
3	Enter the member's **Empl ID** and click **Search**. **Cost of Living Allowance** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Empl ID begins with 1234567 Empl Record = Name begins with Last Name begins with Second Last Name begins with Alternate Character Name begins with Middle Name begins with Business Unit begins with Department Set ID begins with Department begins with ☐ Include History ☐ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

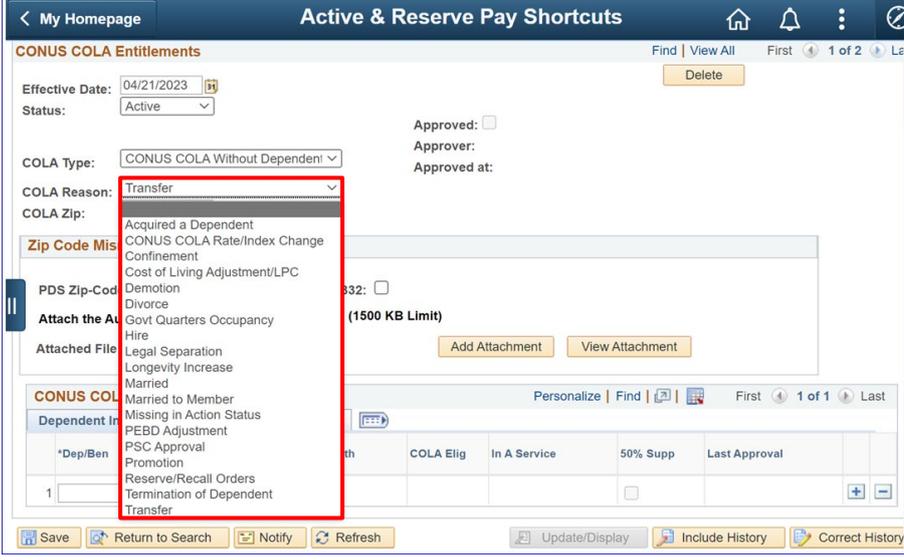# Start CONUS COLA, Continued

Procedures, continued

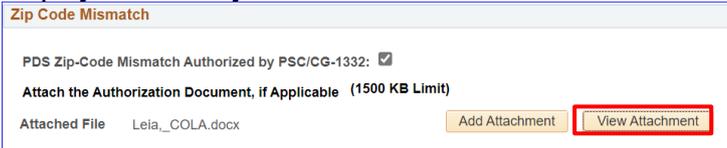| Step	Action
4	The member's current CONUS COLA information (if any) will display. If there is **not** a current CONUS COLA row (as shown below), **skip to Step 4**. If the member currently has a CONUS COLA row, click the **(+)** button to add a new row. <mark>**Remember:** Do **NOT** create a CONUS COLA row if the CONUS COLA rate is $0.</mark>
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).
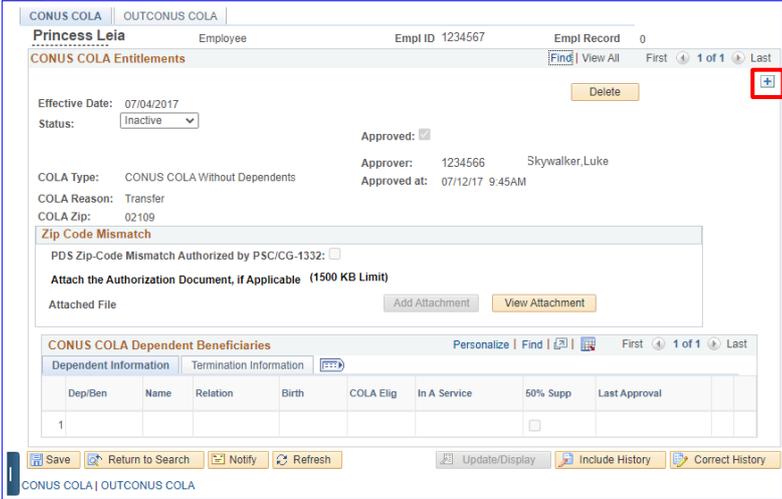
Start CONUS COLA, Continued

Procedures, continued

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

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.** COLA Type: COLA Reason: COLA Zip: 36615 Approver: Approved at: **Zip Code Mismatch** PDS Zip-Code Mismatch Authorized by PSC/CG-1332: ☐ Attach the Authorization Document, if Applicable (1500 KB Limit) Attached File Add Attachment View Attachment
9	Click on **Choose File**, then search through your folder where you saved the attachment and upload document. **File Attachment** ✕ Choose File No file chosen Upload Cancel
10	Choose **View Attachment** to ensure it looks correct. Verify information is now displayed correctly. **Zip Code Mismatch** PDS Zip-Code Mismatch Authorized by PSC/CG-1332: ☑ Attach the Authorization Document, if Applicable (1500 KB Limit) Attached File Leia,_COLA.docx Add Attachment View Attachment
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. **CONUS COLA Dependent Beneficiaries** Personalize | Find | 🖾 | 🖩 First ◀ 1 of 1 ▶ Last Dependent Information Termination Information (▦▸) *Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval 1 [ ] 🔍 ☐ ➕ ➖
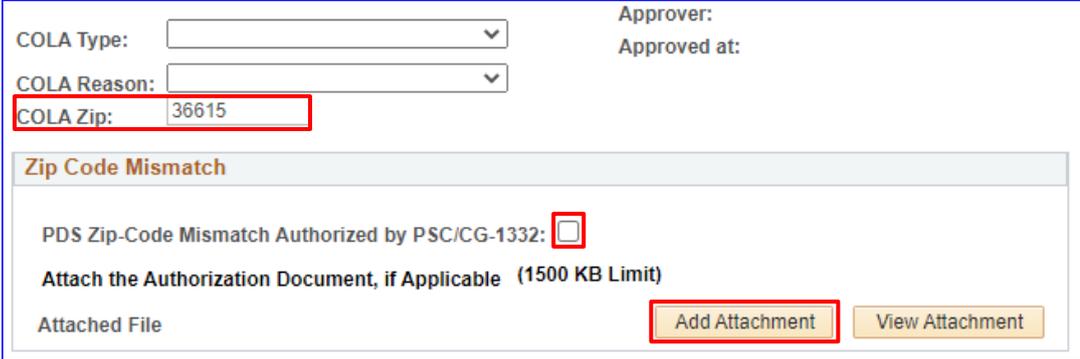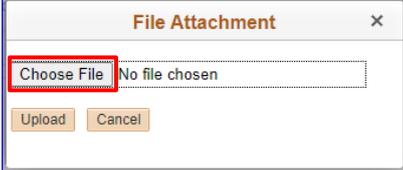
Start CONUS COLA, Continued

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.