

# Viewing Pay Transactions

## Overview

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**Introduction** This guide provides two ways for viewing pay transactions for a member that required approval (through the Request tab), whether they are pending, approved or denied.

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- Information**
- CGHRS user role required for this transaction.
  - This does not display PCS, Reserve Orders, or Separation Orders.
  - This is useful for locating transactions sent to an erroneous Empl ID or to see specific details including when it was approved/denied and by whom.
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## Contents

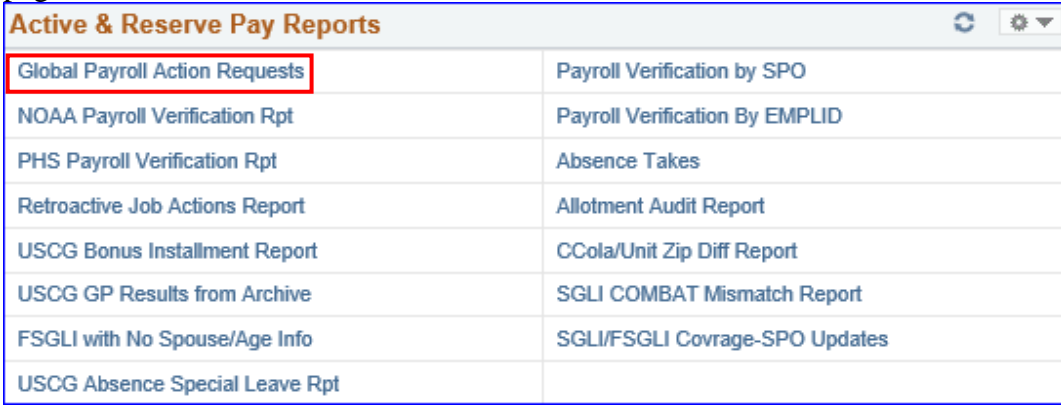
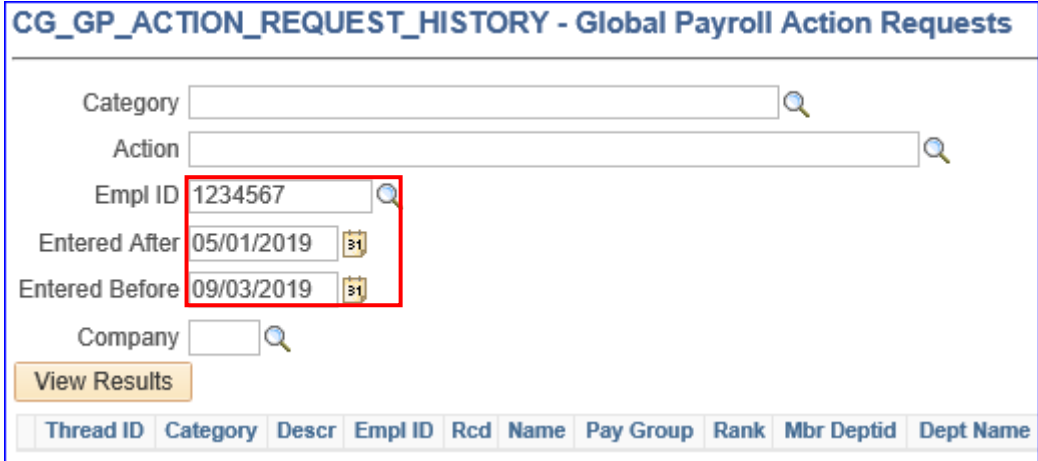
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# Global Payroll Action Request Report

**Introduction** This section provides the procedures for viewing pay transactions for a member using the Global Payroll Action Request link.

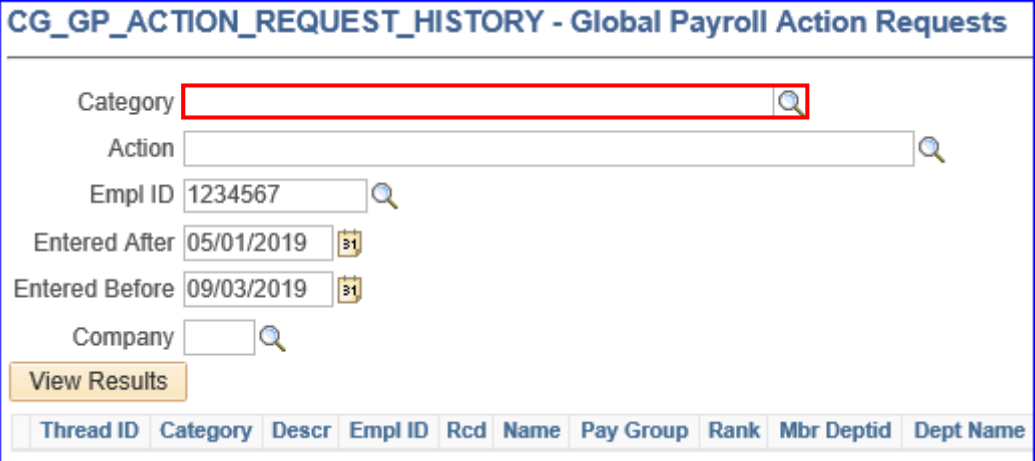
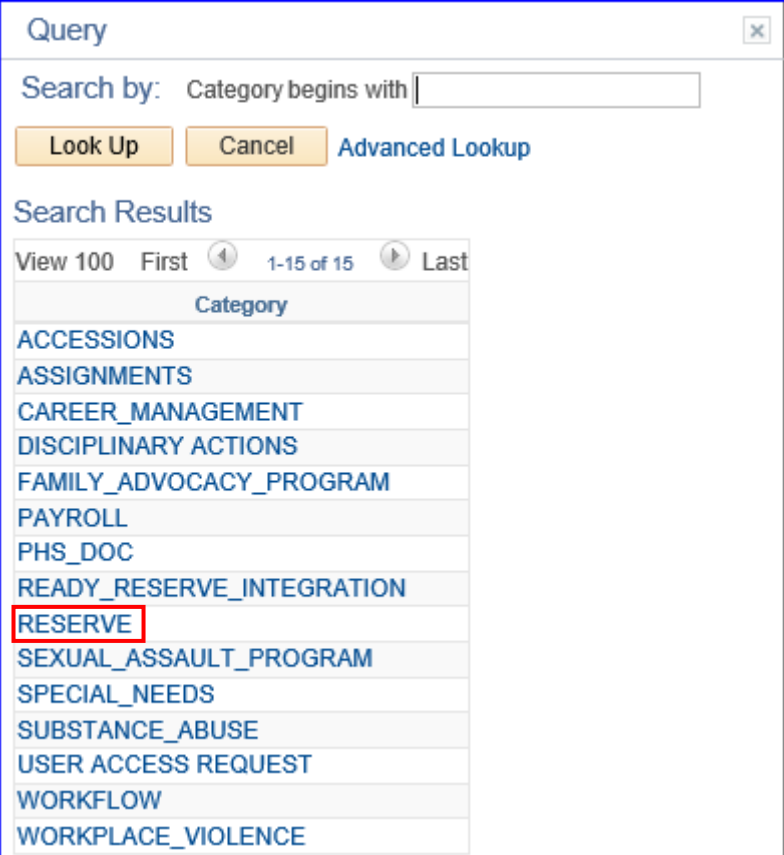
**Procedures** See below.

Step	Action																		
<p><b>1</b></p>	<p>Select <b>Global Payroll Action Requests</b> from the Active &amp; Reserve Pay Reports pagelet.</p>  <p>The screenshot shows a table with two columns. The first column lists various reports, and the second column lists their corresponding actions. The 'Global Payroll Action Requests' link in the first column is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Report Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Global Payroll Action Requests</td> <td>Payroll Verification by SPO</td> </tr> <tr> <td>NOAA Payroll Verification Rpt</td> <td>Payroll Verification By EMPLID</td> </tr> <tr> <td>PHS Payroll Verification Rpt</td> <td>Absence Takes</td> </tr> <tr> <td>Retroactive Job Actions Report</td> <td>Allotment Audit Report</td> </tr> <tr> <td>USCG Bonus Installment Report</td> <td>CCola/Unit Zip Diff Report</td> </tr> <tr> <td>USCG GP Results from Archive</td> <td>SGLI COMBAT Mismatch Report</td> </tr> <tr> <td>FSGLI with No Spouse/Age Info</td> <td>SGLI/FSGLI Coverage-SPO Updates</td> </tr> <tr> <td>USCG Absence Special Leave Rpt</td> <td></td> </tr> </tbody> </table>	Report Name	Action	Global Payroll Action Requests	Payroll Verification by SPO	NOAA Payroll Verification Rpt	Payroll Verification By EMPLID	PHS Payroll Verification Rpt	Absence Takes	Retroactive Job Actions Report	Allotment Audit Report	USCG Bonus Installment Report	CCola/Unit Zip Diff Report	USCG GP Results from Archive	SGLI COMBAT Mismatch Report	FSGLI with No Spouse/Age Info	SGLI/FSGLI Coverage-SPO Updates	USCG Absence Special Leave Rpt	
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<p><b>2</b></p>	<p>Complete the following required fields:</p> <ul style="list-style-type: none"> <li>• <b>Empl ID</b> – Enter the member’s employee ID.</li> <li>• <b>Entered After</b> – Enter a begin date.</li> <li>• <b>Entered Before</b> – Enter an end date.</li> </ul> <p>To narrow the search, go to the next Step. To continue with only the required fields, skip to Step 8.</p>  <p>The screenshot shows a search form with several fields. The 'Empl ID', 'Entered After', and 'Entered Before' fields are highlighted with a red box. The 'Empl ID' field contains the value '1234567'. The 'Entered After' field contains the date '05/01/2019' and the 'Entered Before' field contains the date '09/03/2019'. Below the form is a 'View Results' button and a table header.</p> <table border="1"> <thead> <tr> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr Deptid</th> <th>Dept Name</th> </tr> </thead> </table>	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Deptid	Dept Name								
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## Global Payroll Action Request Report, Continued

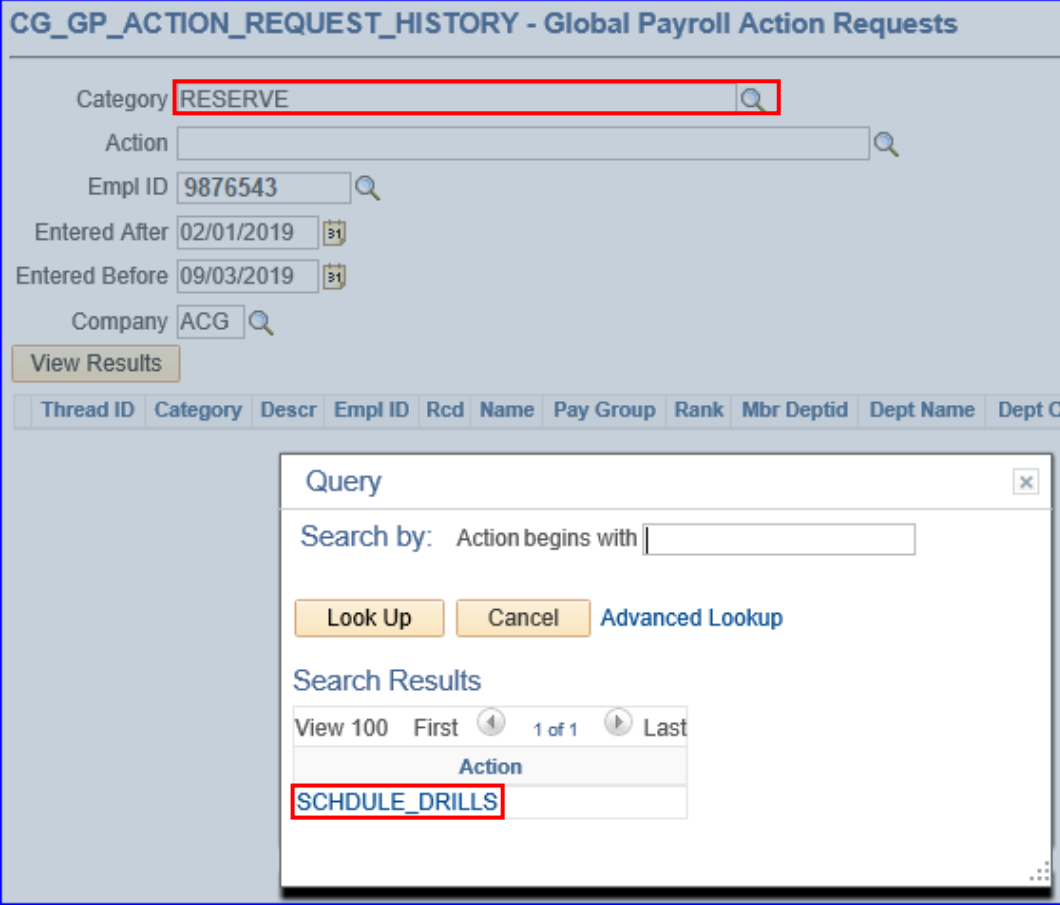
Procedures,  
continued

Step	Action
3	<p>Click the <b>Category</b> lookup icon.</p> 
4	<p>Depending on the choice of <b>Category</b> will affect which <b>Action(s)</b> become available. Steps 4 and 5 will show different Action lookups.</p> 

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## Global Payroll Action Request Report, Continued

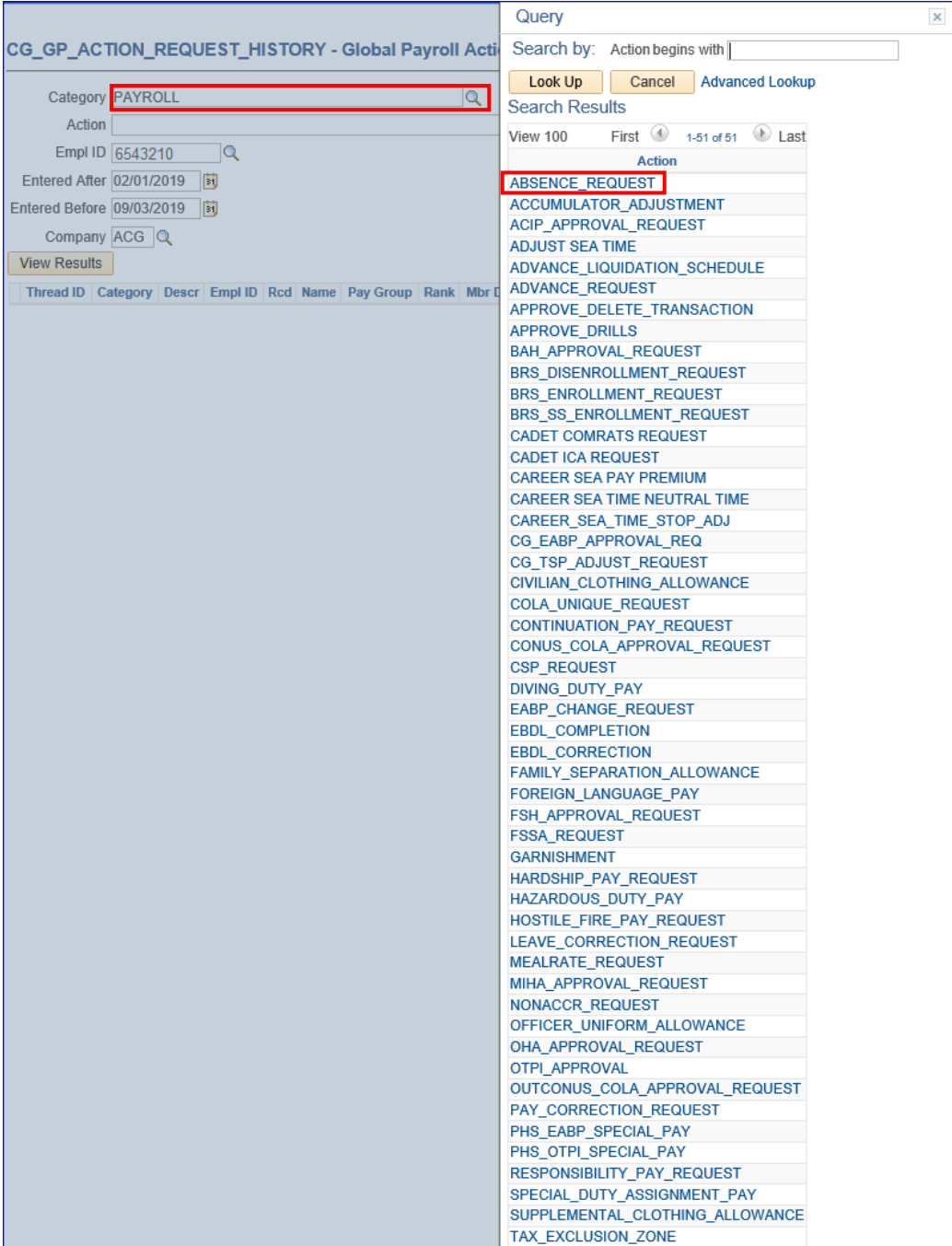
Procedures,  
continued

Step	Action
5	<p>In the RESERVE <b>Category</b> lookup only <b>SCHDULE_DRILLS</b> can be viewed.</p>  <p>The screenshot shows the 'CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests' interface. The 'Category' field is set to 'RESERVE' and is highlighted with a red box. Below it, a search window titled 'Query' is open, showing 'Search by: Action begins with' and a search result for 'SCHDULE_DRILLS' which is also highlighted with a red box.</p>

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# Global Payroll Action Request Report, Continued

Procedures,  
continued

Step	Action
<p><b>6</b></p>	<p>In the PAYROLL Category lookup there are more results. Select an <b>Action</b> to narrow the search.</p>  <p>The screenshot shows the 'CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Request History' interface. The 'Category' dropdown is set to 'PAYROLL'. The 'Action' dropdown is open, showing a list of actions. The 'ABSENCE_REQUEST' action is highlighted with a red box. The search results window also shows 'ABSENCE_REQUEST' as the first result.</p>

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# Global Payroll Action Request Report, Continued

Procedures,  
continued

Step	Action																																																																																																																		
7	<p>Select the <b>Company</b> lookup icon and select the appropriate <b>Company</b>.</p> <div data-bbox="319 526 1356 985"> <p><b>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</b></p> <p>Category <input type="text"/></p> <p>Action <input type="text"/></p> <p>Empl ID <input type="text" value="1234567"/></p> <p>Entered After <input type="text" value="05/01/2019"/></p> <p>Entered Before <input type="text" value="09/03/2019"/></p> <p>Company <input type="text"/></p> <p><b>View Results</b></p> <table border="1"> <thead> <tr> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr Deptid</th> <th>Dept Name</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div> <div data-bbox="319 1019 981 1467"> <p>Query <span>✕</span></p> <p>Search by: Company <input type="text"/> begins with <input type="text"/></p> <p><b>Look Up</b> <b>Cancel</b> <b>Advanced Lookup</b></p> <p>Search Results</p> <p>View 100      First <input type="button"/> 1-6 of 6 <input type="button"/> Last</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>ACG</b></td> <td><b>UNITED STATES COAST GUARD</b></td> </tr> <tr> <td>ANO</td> <td>Active NOAA</td> </tr> <tr> <td>PHS</td> <td>Active PHS</td> </tr> <tr> <td>RCG</td> <td>US COAST GUARD RETIRED</td> </tr> <tr> <td>RNO</td> <td>US COAST GUARD RETIRED NOAA</td> </tr> <tr> <td>RPH</td> <td>PHS RETIRED</td> </tr> </tbody> </table> </div>	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Deptid	Dept Name																																																																																											Company	Description	<b>ACG</b>	<b>UNITED STATES COAST GUARD</b>	ANO	Active NOAA	PHS	Active PHS	RCG	US COAST GUARD RETIRED	RNO	US COAST GUARD RETIRED NOAA	RPH	PHS RETIRED
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# Global Payroll Action Request Report, Continued

Procedures,  
continued

Step	Action																																																																																																																																			
<b>8</b>	<p>Click <b>View Results</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</b></p> <p>Category <input type="text" value="PAYROLL"/> </p> <p>Action <input type="text" value="ABSENCE_REQUEST"/> </p> <p>Empl ID <input type="text" value="6543210"/> </p> <p>Entered After <input type="text" value="02/01/2019"/> </p> <p>Entered Before <input type="text" value="09/03/2019"/> </p> <p>Company <input type="text" value="ACG"/> </p> <p style="border: 1px solid red; display: inline-block; padding: 2px;"><b>View Results</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr Deptid</th> <th>Dept Name</th> </tr> </thead> </table> </div>	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Deptid	Dept Name																																																																																																																									
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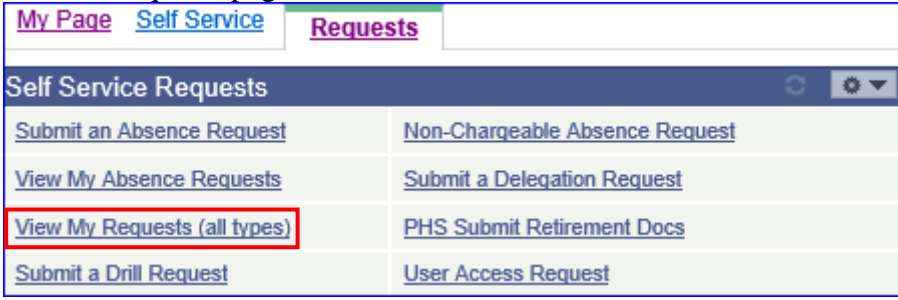
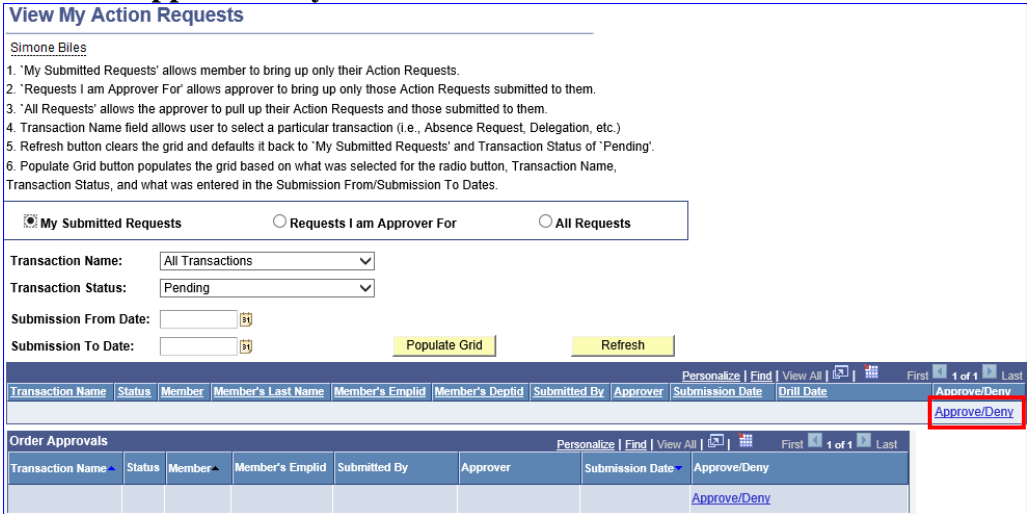
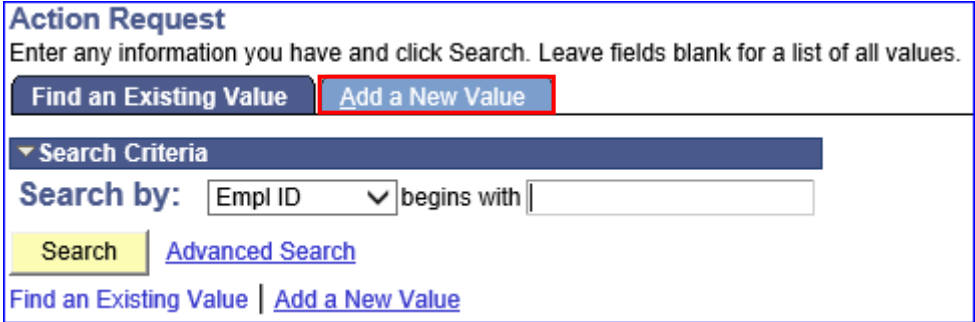
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9	PAYROLL Pay Correction	1111111	0	Beette Bailey	USCG	BM1	000546	CGC AXE	16910	2222222	1111111	04/01/2019	5555555	Approved	CSEAPAY PREM	2	2018-07-16	2018-07-16	NO				042311	BASE NOLA SPO (PS)	31070																																																																																																																																																																																																																																																																																																
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11	PAYROLL Absence Request	1111111	0	Beette Bailey	USCG	BM1	000546	CGC AXE	16910	1111111	1111111	04/29/2019	3333333	Approved	AI	2019-05-03	2019-05-09						042311	BASE NOLA SPO (PS)	31070																																																																																																																																																																																																																																																																																																



# Viewing Pay Transactions by Member

**Introduction** This section provides the procedures for viewing pay transactions for a member using View My Requests (all Types).

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>From the Requests tab, click the <b>View My Requests (all types)</b> link in the Self Service Requests pagelet.</p> 
<p><b>2</b></p>	<p>Click the <b>Approve/Deny</b> link.</p> 
<p><b>3</b></p>	<p>Click the <b>Add a New Value</b> tab.</p> 

*Continued on next page*

## Viewing Pay Transactions by Member, Continued

Procedures,  
continued

Step	Action																																																						
<p><b>4</b></p>	<p>Then click the <b>Find an Existing Value</b> tab.</p> <div data-bbox="368 524 1158 913" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>Empl ID <input type="text" value=""/> <input type="button" value="Search"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="Search"/></p> <p>Category <input type="text" value=""/> <input type="button" value="Search"/></p> <p>Action <input type="text" value=""/> <input type="button" value="Search"/></p> <p><a href="#">Add</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>																																																						
<p><b>5</b></p>	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="368 985 1334 1317" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>▼ <b>Search Criteria</b></p> <p><b>Search by:</b> <input type="text" value="Empl ID"/> <input type="button" value="v"/> begins with <input type="text" value="1234567"/></p> <p><a href="#">Search</a> <a href="#">Advanced Search</a></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>																																																						
<p><b>6</b></p>	<p>A list of pay transactions for that member will display. Select the <b>Empl ID</b> link of the transaction to see additional information.</p> <div data-bbox="368 1429 1394 1729" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p><a href="#">View All</a> <span style="float: right;">First <input type="button" value="X"/> 1-86 of 86 <input type="button" value="X"/> Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Category</th> <th>Action</th> <th>User ID</th> <th>Sequence Number</th> </tr> </thead> <tbody> <tr> <td><a href="#">1234567</a></td> <td>0</td> <td>CAREER_MANAGEMENT</td> <td>CONTRACT_LEAVE_APPROVAL</td> <td>9999999</td> <td>1</td> </tr> <tr> <td><a href="#">1234567</a></td> <td>0</td> <td>PAYROLL</td> <td>ABSENCE_REQUEST</td> <td>5555555</td> <td>88</td> </tr> <tr> <td><a href="#">1234567</a></td> <td>0</td> <td>PAYROLL</td> <td>APPROVE_DRILLS</td> <td>9999999</td> <td>3</td> </tr> <tr> <td><a href="#">1234567</a></td> <td>0</td> <td>PAYROLL</td> <td>BAH_APPROVAL_REQUEST</td> <td>8888888</td> <td>1</td> </tr> <tr> <td><a href="#">1234567</a></td> <td>0</td> <td>PAYROLL</td> <td>OTPI_APPROVAL</td> <td>6666666</td> <td>1</td> </tr> <tr> <td><a href="#">1234567</a></td> <td>0</td> <td>PAYROLL</td> <td>SUPPLEMENTAL_CLOTHING_ALLOWANCE</td> <td>8888888</td> <td>1</td> </tr> <tr> <td><a href="#">1234567</a></td> <td>0</td> <td>USER ACCESS REQUEST</td> <td>USER_ACCESS_REQUEST_APPROVAL</td> <td>4444444</td> <td>2</td> </tr> <tr> <td><a href="#">1234567</a></td> <td>0</td> <td>USER ACCESS REQUEST</td> <td>USER_ACCESS_REQUEST_APPROVAL</td> <td>3333333</td> <td>1</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Category	Action	User ID	Sequence Number	<a href="#">1234567</a>	0	CAREER_MANAGEMENT	CONTRACT_LEAVE_APPROVAL	9999999	1	<a href="#">1234567</a>	0	PAYROLL	ABSENCE_REQUEST	5555555	88	<a href="#">1234567</a>	0	PAYROLL	APPROVE_DRILLS	9999999	3	<a href="#">1234567</a>	0	PAYROLL	BAH_APPROVAL_REQUEST	8888888	1	<a href="#">1234567</a>	0	PAYROLL	OTPI_APPROVAL	6666666	1	<a href="#">1234567</a>	0	PAYROLL	SUPPLEMENTAL_CLOTHING_ALLOWANCE	8888888	1	<a href="#">1234567</a>	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	4444444	2	<a href="#">1234567</a>	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	3333333	1
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## Viewing Pay Transactions by Member, Continued

Procedures,  
continued

Step	Action												
7	<p>This will show details about that transaction including the <b>auditor</b> and the <b>status</b>.</p> <div data-bbox="363 562 1086 1473" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b> <b>BAH Approval</b></p> <p><a href="#">Douglas, Gabby C.V.</a> INSTRUCTIONS GO HERE</p> <p><b>Request Details</b> Effective Date: 07/06/2018</p> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <table border="0"> <tr> <td>Change Reason: Transfer</td> <td>Effective Status: A</td> </tr> <tr> <td colspan="2">Quarters Status: With dependents; Mbr and deps</td> </tr> <tr> <td colspan="2">Zip: 23322</td> </tr> <tr> <td colspan="2">Fair Rent: 0</td> </tr> <tr> <td colspan="2">Rate: 1788</td> </tr> <tr> <td colspan="2">Entitle Amount: 1788</td> </tr> </table> <p><b>Request URL</b> <a href="#">Click here to view additional request information.</a></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Request Status <b>Approved</b></p> <p><b>Approvers</b></p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p><input checked="" type="checkbox"/> <a href="#">Aly Raisman</a> CGHRSUP for User's SPO 07/06/18 - 11:50 AM</p> </div> </div>	Change Reason: Transfer	Effective Status: A	Quarters Status: With dependents; Mbr and deps		Zip: 23322		Fair Rent: 0		Rate: 1788		Entitle Amount: 1788	
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