

HR Quality Assurance Tool – BAH Mismatches

Introduction This guide provides the procedures for SPOs to access and utilize the BAH Mismatches HR Quality Assurance Tool (QA Tools) located on the CG Portal.

Purpose Between CY16 and CY18, more than \$15,000,000.00 in system generated overpayments have been made.

Based on discussions between several SPOs across the country and the PPC Human Resources Business Analysis Team (HR BAT), an HR QA tool was created to give SPOs the ability to analyze Basic Allowance for Housing (BAH) data and make any needed corrections prior to payroll finalization, thereby reducing the amount of overpayments being made.

Audit Codes When starting BAH, SPOs are asked to enter an additional 4-digit code at the end of the zip code. These codes were created in an effort to help filter for possible valid exceptions. The 4-digit zip code extensions are:


- **XXXXXX-2025** – For designated location/rate protection
- **XXXXXX-9999** – For Reservists ordered to Active Duty beyond 30 days and an HHG move is **not** authorized
- **XXXXXX-1299** – For Reservists ordered to Active Duty for more than 140 days of ADT-OTD (other training duty) or ordered to Active Duty for more than 180 days (e.g. EAD) and HHG is authorized
- **XXXXXX-0626** – For member married to member
- **XXXXXX-HFXX** – For housing flexibility program (the XX is the 6 month expiration date)

See the [Basic Allowance for Housing \(BAH\)](#) and [Starting BAH for Reserve Members](#) user guides for more information on when to enter these codes.

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HR Quality Assurance Tool – BAH Mismatches, Continued

Procedures See below.

Step	Action
1	<p>Log into the CG Portal. Scroll down until you locate Pay & Personnel Center under Shortcuts.</p>  <p>The screenshot shows the CG Portal homepage. At the top, there is a navigation bar with links for Home, Strategy, Units, Communities, Training & Education, References, Applications, and Business Intelligence. Below this is a 'CG Portal' section with a 'Home' link. A 'Quick Launch' section lists various resources, and a 'Shortcuts' section lists specific services. The 'Pay & Personnel Center' link in the 'Shortcuts' list is highlighted with a red rectangular box. To the right of the shortcuts is a large banner for 'CG Portal... Always Improving!' with a 'Click here for more information' link. Below the banner is a 'News' section with two articles: 'Wellness Wednesday: Core Fitness' and 'Paratus Report: July 2018, episode 2'.</p>

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HR Quality Assurance Tool – BAH Mismatches, Continued

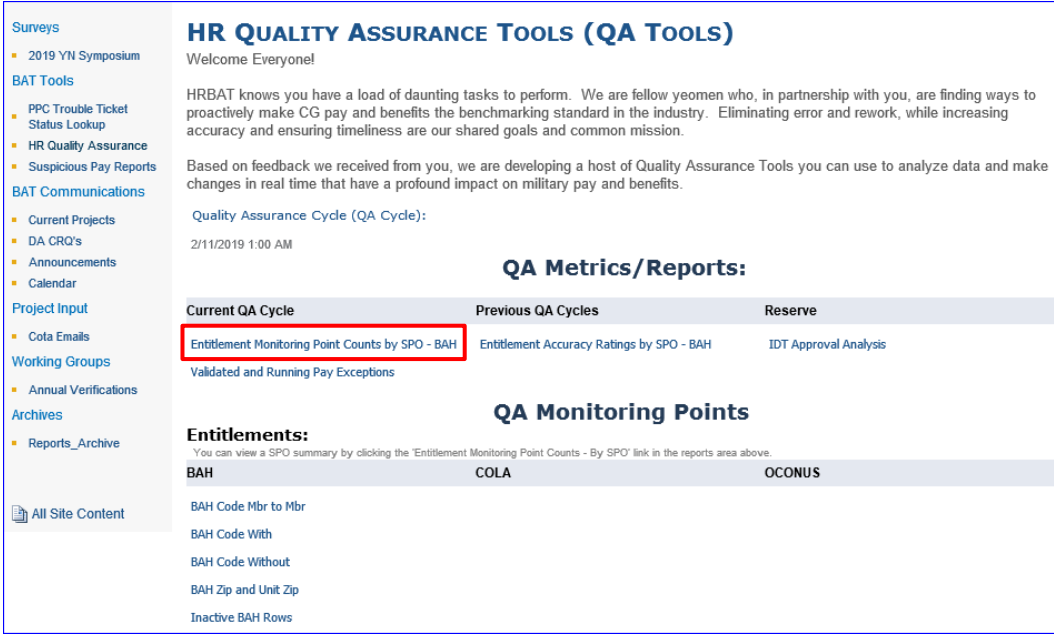

Procedures,
continued

Step	Action
2	<p>Select HR Business Analysis Team from the list located on the left side of the page.</p> 
3	<p>Select HR Quality Assurance under BAT Tools.</p> 

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HR Quality Assurance Tool – BAH Mismatches, Continued


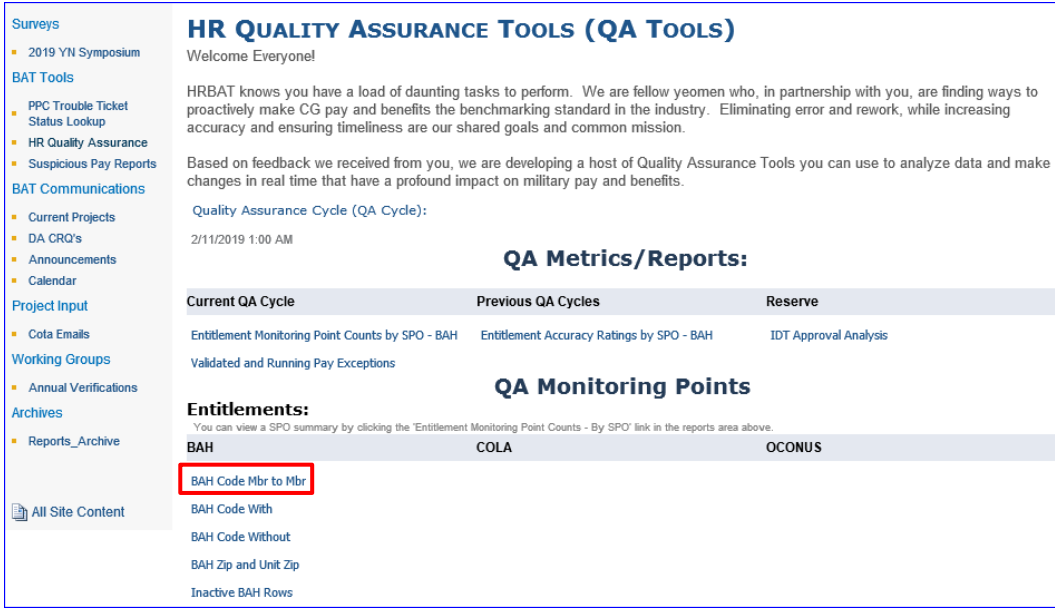
Procedures,
continued

Step	Action
<p>4</p>	<p>The HR Quality Assurance Tools (QA Tools) page will display. Select Entitlement Monitoring Point Counts by SPO – BAH.</p> 
<p>5</p>	<p>The QA Report allows searches by SPO_DEPTID or SPO_NAME to create a list of ALL BAH discrepancies; or, searches may be run by BAH category to find specific cases: BAH-Inactive Rows, BAH-Mbr2Mbr_Mismatches, BAH-With_Mismatches, BAH-Without_Mismatches, or BAH-ZipMismatches.</p> 

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HR Quality Assurance Tool – BAH Mismatches, Continued

Procedures,
continued

Step	Action																											
<p>6</p>	<p>Once all the unit(s) BAH discrepancies have been identified, return to the HR Quality Assurance Tools page by clicking the HR Quality Assurance link under BAT Tools.</p>  <p>The screenshot shows the CG Portal interface. The main heading is "QA Report: Entitlement Monitoring Point Counts by SPO - BAH". Below the heading, there is a table with columns: SPO_DEPTID, SPO_NAME, BAH-InactiveRows, BAH-Mbr2Mbr_Mismatches, and BAH-With_Mismatches. The text below the table states: "There are no items to show in this view of the 'SPO_Audit_Current_QA_Cycle_Monitor_Points_By_SPO' list." In the left sidebar, under "BAT Tools", the "HR Quality Assurance" link is highlighted with a red box.</p>																											
<p>7</p>	<p>Under QA Monitoring Points, searches may be performed for the BAH categories identified in Step 5 by clicking on a specific monitoring point. For instance, select BAH Code Mbr to Mbr.</p>  <p>The screenshot shows the "HR QUALITY ASSURANCE TOOLS (QA TOOLS)" page. It includes a "QA Metrics/Reports:" section with a table:</p> <table border="1"> <thead> <tr> <th>Current QA Cycle</th> <th>Previous QA Cycles</th> <th>Reserve</th> </tr> </thead> <tbody> <tr> <td>Entitlement Monitoring Point Counts by SPO - BAH</td> <td>Entitlement Accuracy Ratings by SPO - BAH</td> <td>IDT Approval Analysis</td> </tr> <tr> <td colspan="3">Validated and Running Pay Exceptions</td> </tr> </tbody> </table> <p>Below this is the "QA Monitoring Points" section with an "Entitlements:" sub-section. A table lists various BAH categories:</p> <table border="1"> <thead> <tr> <th>BAH</th> <th>COLA</th> <th>OCONUS</th> </tr> </thead> <tbody> <tr> <td>BAH Code Mbr to Mbr</td> <td></td> <td></td> </tr> <tr> <td>BAH Code With</td> <td></td> <td></td> </tr> <tr> <td>BAH Code Without</td> <td></td> <td></td> </tr> <tr> <td>BAH Zip and Unit Zip</td> <td></td> <td></td> </tr> <tr> <td>Inactive BAH Rows</td> <td></td> <td></td> </tr> </tbody> </table> <p>The "BAH Code Mbr to Mbr" link is highlighted with a red box.</p>	Current QA Cycle	Previous QA Cycles	Reserve	Entitlement Monitoring Point Counts by SPO - BAH	Entitlement Accuracy Ratings by SPO - BAH	IDT Approval Analysis	Validated and Running Pay Exceptions			BAH	COLA	OCONUS	BAH Code Mbr to Mbr			BAH Code With			BAH Code Without			BAH Zip and Unit Zip			Inactive BAH Rows		
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HR Quality Assurance Tool – BAH Mismatches, Continued

Procedures,
continued

Step	Action												
<p>8</p>	<p>The selected QA Tool will open. Follow the instructions as listed.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>QA - ENTITLEMENT MONITORING POINT: BAH CODE MEMBER TO MEMBER</p> <p>Changing the QA Status for your members:</p> <ol style="list-style-type: none"> 1. Filter - Enter SPO/Unit DEPTID below and press Enter. 2. Review one of your members in the QA list below in DA and take the appropriate action, if necessary. 3. Click the 'Edit Icon' below for the same Member you just Audited. 4. After the popup window opens - Select the applicable Status of the QA line item. 5. Click Save. 6. Repeat until you have no line items left to review <p>Filters:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">SPO_DEPTID</td> <td style="width: 15%;">UNIT_DEPTID</td> <td style="width: 15%;">AO_EMPLID</td> <td style="width: 15%;">MBR_EMPLID</td> <td style="width: 15%;">EMPL_CLASS</td> <td style="width: 10%;">Status</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>Edit Status EEMPL_CLASS EEMPLID LAST_NAME BAH_APPROVER UNIT_DEPTID SPO_DEPTID</p> <p>There are no items to show in this view of the "SPO_Audit_BAH_Mbr2Mbr_Mismatches" list.</p> </div>	SPO_DEPTID	UNIT_DEPTID	AO_EMPLID	MBR_EMPLID	EMPL_CLASS	Status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<p>9</p>	<p>To search additional monitoring points, select HR Quality Assurance from BAT Tools and repeat Steps 7-8.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>QA - ENTITLEMENT MONITORING POINT: BAH CODE MEMBER TO MEMBER</p> <p>Changing the QA Status for your members:</p> <ol style="list-style-type: none"> 1. Filter - Enter SPO/Unit DEPTID below and press Enter. 2. Review one of your members in the QA list below in DA and take the appropriate action, if necessary. 3. Click the 'Edit Icon' below for the same Member you just Audited. 4. After the popup window opens - Select the applicable Status of the QA line item. 5. Click Save. 6. Repeat until you have no line items left to review <p>Filters:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">SPO_DEPTID</td> <td style="width: 15%;">UNIT_DEPTID</td> <td style="width: 15%;">AO_EMPLID</td> <td style="width: 15%;">MBR_EMPLID</td> <td style="width: 15%;">EMPL_CLASS</td> <td style="width: 10%;">Status</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>Edit Status EEMPL_CLASS EEMPLID LAST_NAME BAH_APPROVER UNIT_DEPTID SPO_DEPTID</p> <p>There are no items to show in this view of the "SPO_Audit_BAH_Mbr2Mbr_Mismatches" list.</p> </div>	SPO_DEPTID	UNIT_DEPTID	AO_EMPLID	MBR_EMPLID	EMPL_CLASS	Status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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