

Suspicious Amount Net Pay Difference (NP500) Report

Overview

Introduction This guide provides the procedures for running, reviewing, and researching items on the Suspicious Amount Net Pay Difference (NP500) Report in Direct Access (DA).

Purpose

- The purpose of the NP500 Report is to help SPOs target and correct possible pay errors before the pay cycle finalizes, thus avoiding potential over/under payments to the members, improving accuracy of pay, and eliminating rework for SPOs, P&As, and PPC.
- The report provides a list of cases with a suspicious net pay difference of \$500 or more between pay cycles.

IMPORTANT **This report should be given a high priority.**

- To access the report, the **CGHRSUP** is required.
- SPO Chiefs are responsible for ensuring net pay differences listed on the NP500 Report are accurate and valid; and if not, appropriate corrections are made.
- **This report should be run 3 business days prior to each Finalization Date** to allow SPOs the necessary time to identify and resolve any pay discrepancies prior to Finalization.
- SPOs are responsible for working cases with net pay differences from
- **-\$1499 to \$1499** and researching **negative Current Net Pay** and **Current Net Pay under \$500**. In partnership, PPC is responsible for working cases with suspicious net pay differences of \$1500 and higher.

Officer Integration Pay Differences

- Annually officers can integrate from the Reserve component to Active Duty (AD). This usually results in a difference in the member's net pay.
- Depending on the date of the integration, the member may have **TWO** pay calendars in which they will receive payment for and must be validated by looking at the member's Pay Calculation Results and researching **Segment Numbers** and **Slice Dates**.
- On the member's payslip, in the Net Pay Distribution section, the payslip may display the two separate deposits that will post to the member's account.
- Even though DA processed the integration correctly, the NP500 report does not have the ability to read more than one Net Result Value and therefore indicates a suspicious amount.

Continued on next page

Overview, Continued



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Suspicious Amount Net Pay Diff Report

Introduction This section provides the procedures to run and download the Suspicious Amount Net Pay Difference (NP500) Report in DA.

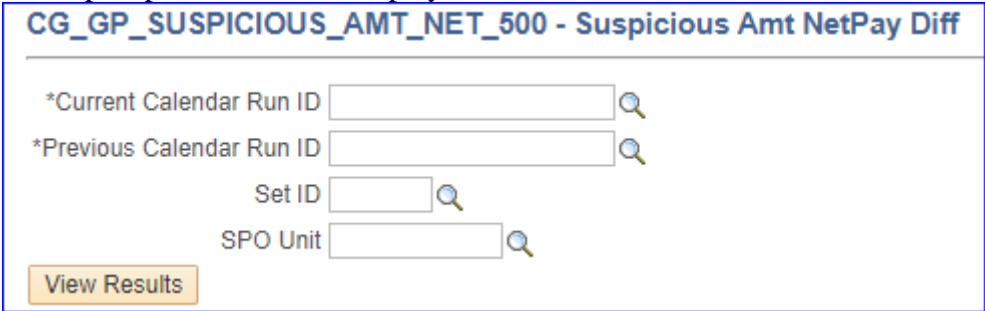
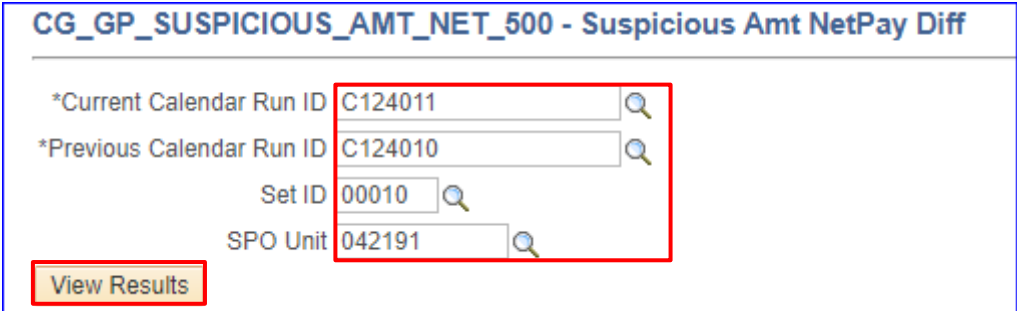

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to Payroll Queries and select the Suspicious Amt NetPay Diff option.</p> 

Continued on next page

Suspicious Amount Net Pay Diff Report, Continued

Procedures,
continued

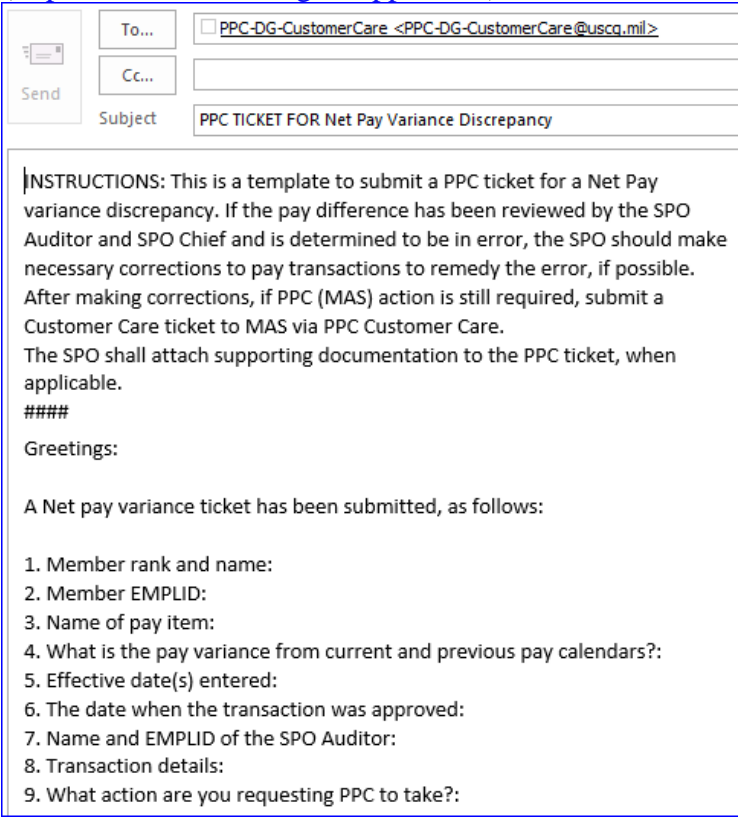
Step	Action																																																																																																									
3	<p>The report parameters will display.</p> 																																																																																																									
4	<p>Enter the following parameters (required):</p> <ul style="list-style-type: none"> • Current Calendar Run ID – Using the Lookup, select the current pay calendar. • Previous Calendar Run ID – Using the Lookup, select the previous pay calendar. • Set ID – Use the Lookup or enter 00010. • SPO Unit – Use the Lookup or enter the SPO Department ID. <p>Click View Results.</p> 																																																																																																									
5	<p>The results will display. Download the results to an Excel Spreadsheet for easier sorting and filtering.</p>  <table border="1"> <thead> <tr> <th>Row</th> <th>Pay Group</th> <th>Emplid</th> <th>Empl Record</th> <th>Last</th> <th>First Name</th> <th>SPO Deptid</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous CalGroup</th> <th>Previous Net Pay</th> <th>Difference</th> <th>Unit Deptid</th> <th>Unit Dept Descr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>USCG</td> <td>1111111</td> <td>0</td> <td>Green</td> <td>Rachel</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C124011</td> <td>3991.84</td> <td>C124010</td> <td>4616.84</td> <td>-625.00</td> <td>038650</td> <td>PSU 309 OPERATIONS DEPT</td> </tr> <tr> <td>2</td> <td>USCG</td> <td>2222222</td> <td>0</td> <td>Buffay</td> <td>Phoebes</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C124011</td> <td>3499.84</td> <td>C124010</td> <td>4008.17</td> <td>-508.33</td> <td>008202</td> <td>D9 ENFORCEMENT BR (DRE)</td> </tr> <tr> <td>3</td> <td>USCG</td> <td>3333333</td> <td>0</td> <td>Blmg</td> <td>Chandler</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C124011</td> <td>2828.66</td> <td>C124010</td> <td>2288.66</td> <td>560.00</td> <td>008990</td> <td>D9 LEGAL STAFF (DL)</td> </tr> <tr> <td>4</td> <td>USCG</td> <td>4444444</td> <td>0</td> <td>Geller</td> <td>Ross</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C124011</td> <td>3486.43</td> <td>C124010</td> <td>4502.67</td> <td>-1016.24</td> <td>007855</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> </tr> <tr> <td>5</td> <td>USCG</td> <td>5555555</td> <td>0</td> <td>Geller</td> <td>Monica</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C124011</td> <td>3490.66</td> <td>C124010</td> <td>4015.83</td> <td>-525.17</td> <td>006886</td> <td>COC MACKINAW</td> </tr> <tr> <td>6</td> <td>USCG</td> <td>6666666</td> <td>0</td> <td>Tribbiani</td> <td>Joey</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C124011</td> <td>3553.45</td> <td>C124010</td> <td>4178.46</td> <td>-625.01</td> <td>038650</td> <td>PSU 309 OPERATIONS DEPT</td> </tr> </tbody> </table>	Row	Pay Group	Emplid	Empl Record	Last	First Name	SPO Deptid	SPO Dept Descr	Calendar Group	Current Net Pay	Previous CalGroup	Previous Net Pay	Difference	Unit Deptid	Unit Dept Descr	1	USCG	1111111	0	Green	Rachel	042191	BASE CLEV SPO (PS)	C124011	3991.84	C124010	4616.84	-625.00	038650	PSU 309 OPERATIONS DEPT	2	USCG	2222222	0	Buffay	Phoebes	042191	BASE CLEV SPO (PS)	C124011	3499.84	C124010	4008.17	-508.33	008202	D9 ENFORCEMENT BR (DRE)	3	USCG	3333333	0	Blmg	Chandler	042191	BASE CLEV SPO (PS)	C124011	2828.66	C124010	2288.66	560.00	008990	D9 LEGAL STAFF (DL)	4	USCG	4444444	0	Geller	Ross	042191	BASE CLEV SPO (PS)	C124011	3486.43	C124010	4502.67	-1016.24	007855	SEC LAKE MICH ADMIN/PERS DIV	5	USCG	5555555	0	Geller	Monica	042191	BASE CLEV SPO (PS)	C124011	3490.66	C124010	4015.83	-525.17	006886	COC MACKINAW	6	USCG	6666666	0	Tribbiani	Joey	042191	BASE CLEV SPO (PS)	C124011	3553.45	C124010	4178.46	-625.01	038650	PSU 309 OPERATIONS DEPT
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Submitting a Customer Care Ticket

Introduction This section provides the procedures for SPOs to submit a Customer Care ticket for pay cases requiring PPC (MAS) action.

Before Contacting PPC Customer Care Before contacting PPC Customer Care on a NP500 case, it is important that the **SPO Auditor and SPO Chief** have reviewed the pay difference to ensure all necessary SPO actions have been completed (i.e., correcting transactions) and that PPC (MAS) action is still required.

Procedures See below.

Step	Action
1	<p>If the pay difference has been reviewed by the SPO Auditor and SPO Chief and is determined to be in error, the SPO should make all necessary corrections to the pay transactions to remedy the error, if possible. After making the corrections, if PPC (MAS) action is still required, submit a Customer Care ticket to MAS via PPC Customer Care.</p>
2	<p>If submitting a customer care ticket via Email, use the following format. This template may also be found on the PPC (MAS) webpage at (https://www.dcms.uscg.mil/ppc/mas/).</p> <div data-bbox="328 1070 1070 1883" style="border: 1px solid black; padding: 5px;">  <p>INSTRUCTIONS: This is a template to submit a PPC ticket for a Net Pay variance discrepancy. If the pay difference has been reviewed by the SPO Auditor and SPO Chief and is determined to be in error, the SPO should make necessary corrections to pay transactions to remedy the error, if possible. After making corrections, if PPC (MAS) action is still required, submit a Customer Care ticket to MAS via PPC Customer Care. The SPO shall attach supporting documentation to the PPC ticket, when applicable.</p> <p>####</p> <p>Greetings:</p> <p>A Net pay variance ticket has been submitted, as follows:</p> <ol style="list-style-type: none"> 1. Member rank and name: 2. Member EMPLID: 3. Name of pay item: 4. What is the pay variance from current and previous pay calendars?: 5. Effective date(s) entered: 6. The date when the transaction was approved: 7. Name and EMPLID of the SPO Auditor: 8. Transaction details: 9. What action are you requesting PPC to take?: </div>

Continued on next page

Submitting a Customer Care Ticket, Continued

Procedures,
continued

Step	Action
3	<p>If submitting a customer care ticket via the MS Word Template on PPC’s website, complete each block with the requested information. Enter the following information in the “Description of Problem/Request” block:</p> <p>→ NP500</p> <ul style="list-style-type: none"> • Name of the pay item • The pay variance from the current net pay and previous net pay calendars • The effective dates entered • The date when the transaction was approved • Name and Emplid of the SPO Auditor • Transaction details • <u>What action are you requesting of PPC</u> <div data-bbox="328 860 919 1800" style="border: 1px solid black; padding: 5px;"> <p>Contact Information - Who is submitting this ticket?</p> <p>POC Employee ID: <input type="text"/></p> <p>POC Email: <input type="text"/></p> <p>POC First Name: <input type="text"/></p> <p>POC Last Name: <input type="text"/></p> <p>POC Title, Rate or Rank: <input type="text"/></p> <p>POC Daytime Phone Number: <input type="text"/> <i>(include area code & ext)</i></p> <hr/> <p>Member/Employee Information - Who is this ticket for?</p> <p>Member/Employee ID: <input type="text"/></p> <p>Member/Employee First Name: <input type="text"/></p> <p>Member/Employee Last Name: <input type="text"/></p> <hr/> <p>Problem/Issue Information –</p> <p>User Role for this issue: <input type="text" value="Select User Role"/></p> <p>Category: <input type="text"/></p> <p>Type: <input type="text"/></p> <p>Cause: <input type="text"/></p> <p>Description of Problem/Request: <input style="border: 2px solid red;" type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>

Common Types of Pay Cases

Introduction This section provides information on some of the most common types of suspicious net pay differences found on the NP500 report.

Common Pay Cases The most common types of pay cases that result in suspicious net pay differences include:

- Reservists (drilling/not drilling)
 - BAH
 - OCONUS COLA
 - CG Standard Meal Rate (CGSMR, formally DMR)
 - Refund for Missed Meals (RMM)
 - BAS II
 - Officer Integrations
-

Helpful Links PPC has published several guides to aid in researching and correcting pay errors. These and others may all be found on PPC's website or click the links below:

- [Payroll Verification Report – by SPO](#)
 - [Payroll Verification Report – by EMPLID](#)
 - [Pay Calculations Results](#)
 - [Element Assignment by Payee \(EABP\)](#)
 - [One Time Positive Input \(OTPI\)](#)
 - [Job Data](#)
 - [Pay Corrections Action Request](#)
 - [Correcting BAH](#)
 - [Disciplinary Actions](#)
 - [Correcting OCONUS COLA](#)
 - [BAS II](#)
-

Continued on next page

Common Types of Pay Cases, Continued

Retro Adjustments Tab

The **Pay Calculations Results** is one of the most useful tools when researching the pay cases listed on the NP500 report. When using the Pay Calculations Results, it is important to always check the **Retro Adjustments** tab.

Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
Earnings	BAH	1083.000000					Resolution Details
Earnings	BAS	230.130000					Resolution Details
Earnings	BASIC PAY	3139.650000					Resolution Details
Earnings	CLOTHING	27.380000					Resolution Details
Earnings	DELTA BAH	0.000000	358.500000			Adjustment Detail	Resolution Details
Earnings	DELTA BAS	0.000000	75.430000			Adjustment Detail	Resolution Details
Earnings	DELTA BASIC	0.000000	994.800000			Adjustment Detail	Resolution Details
Earnings	DELTA CLOTH	0.000000	9.130000			Adjustment Detail	Resolution Details
Earnings	DELTA CZTADJ	0.000000	59.690000			Adjustment Detail	Resolution Details
Earnings	DELTA FSA	0.000000	41.670000			Adjustment Detail	Resolution Details
Earnings	FSA	125.000000					Resolution Details

Scenarios

See below.

	Scenario																		
Drilling/non-drilling Reservist	<p>Many Reservists will appear on the NP500 report because they don't perform drills every pay calendar. For example, this reservist drilled the previous pay calendar and was paid \$518.86. They did not drill during the current pay cycle, and therefore show a net pay variance of -518. This is valid and does not require action.</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG RSV</td> <td>1234567</td> <td>Badger</td> <td>SFO GALVESTON</td> <td>C118071</td> <td>0</td> <td>C118070</td> <td>518.86</td> <td>-518</td> </tr> </tbody> </table>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG RSV	1234567	Badger	SFO GALVESTON	C118071	0	C118070	518.86	-518
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USCG RSV	1234567	Badger	SFO GALVESTON	C118071	0	C118070	518.86	-518											
Reservist beginning/ending AD Orders	<p>Reservists that started/ended AD orders will likely appear on this report due to the significant pay difference between IDT and AD pay. For example, this Reservist ended long term ADOS orders during this pay calendar displaying a large pay difference. This is valid and does not require intervention.</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>3322117</td> <td>Wilson</td> <td>SFO GALVESTON</td> <td>C124011</td> <td>143.52</td> <td>C124010</td> <td>1578.72</td> <td>1435</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Work Location Details</p> <p>*Effective Date: 02/01/2024</p> <p>Effective Sequence: 0</p> <p>HR Status: Active</p> <p>Payroll Status: Active</p> <p>*Action: Transfer</p> <p>Reason: Reserve Order End</p> <p>*Job Indicator: Primary Job</p> </div>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	3322117	Wilson	SFO GALVESTON	C124011	143.52	C124010	1578.72	1435
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Continued on next page

Common Types of Pay Cases, Continued

Scenarios,
continued

		Scenario																								
<p>BAH (Under- payment)</p>	<p>In this case, member PCS'd from Connecticut to Washington but the SPO reported member in after midmonth cut, resulting in an underpayment of BAH. SPO needs to approve the PCS reporting transaction timely.</p>																									
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<div style="border: 1px solid black; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Ross Geller Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements [Search] [Page 3 of 21] [View All]</p> <p>Effective Date: 12/30/2023 [Calendar Icon] [Delete] [Add]</p> <p>Status: Active [Dropdown] Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>Approver: 9876543 Rachael Green</p> <p>Approved at: 01/17/24 9:44AM</p> <p>BAH Change: Transfer [Dropdown]</p> <p>BAH Qtr Status: V [Search]</p> <p>BAH Zip: 06320 CT049 Description: Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs</p> <p>Military Rank: O1E BAH Type: BAH RC/T Without Dependents</p> <p>Fair Rent: [Input] BAH Rate: 1115.4000 BAH Entitle: 1115.4000 <input type="checkbox"/> Override Flag [Icon]</p> <hr/> <p>BAH Entitlements [Search] [Page 2 of 21] [View All]</p> <p>Effective Date: 01/05/2024 [Calendar Icon] [Delete] [Add]</p> <p>Status: Active [Dropdown] Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>Approver: 9876543 Rachael Green</p> <p>Approved at: 01/17/24 9:48AM</p> <p>BAH Change: Transfer [Dropdown]</p> <p>BAH Qtr Status: G [Search]</p> <p>BAH Zip: 53207 WI317 Description: W/O dependents; Mbr not in govt qtrs</p> <p>Military Rank: O1E BAH Type: BAH Without Dependents</p> <p>Fair Rent: [Input] BAH Rate: 2172.0000 BAH Entitle: 2172.0000 <input type="checkbox"/> Override Flag [Icon]</p> </div>																										

Continued on next page

Common Types of Pay Cases, Continued

Scenarios,
continued

	Scenario																		
<p>BAH (Under-payment)</p>	<p>In this case, an Inactive BAH row for ‘Gov’t Quarters Termination’ was causing a significant underpayment to the member. SPO needs to delete the inactive BAH row and immediately re-enter with the correct date and BAH change.</p> <div data-bbox="432 517 1369 1016" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>7654321</td> <td>Reynolds</td> <td>BASE SERENITY SPO</td> <td>C124011</td> <td>1374.87</td> <td>C124010</td> <td>2242.35</td> <td style="color: red;">-867</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Malcolm Reynolds Employee Empl ID 7654321 Empl Record 0</p> <p>BAH Entitlements 3 of 30 View All</p> <p>Effective Date: 08/01/2023 Delete +</p> <p>Status: Inactive <input checked="" type="checkbox"/> Approved: 9876543 <input type="checkbox"/> Grand Fathered Approver: Simon Tam</p> <p>BAH Change: Govt Quarters Termination <input checked="" type="checkbox"/> Approved at: 07/21/23 12:21PM</p> <p>BAH Qtr Status: L Q Description: With dependents; Mbr and deps not assigned govt qtrs</p> <p>BAH Zip: 44035 OH229 BAH Type: BAH With Dependents</p> <p>Military Rank: E8 BAH Rate: 0.0000 Fair Rent: <input type="text"/> BAH Entitle: 0.0000 <input type="checkbox"/> Override Flag</p> </div> </div>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	7654321	Reynolds	BASE SERENITY SPO	C124011	1374.87	C124010	2242.35	-867
Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc											
USCG	7654321	Reynolds	BASE SERENITY SPO	C124011	1374.87	C124010	2242.35	-867											
<p>BAH – Rate Protection</p>	<p>BAH Rate protection was not picked up for advancement, resulting in an underpayment to the member. In this case, the member is grandfathered to the higher BAH rate. To correct, the SPO needs to delete the 01/07/2023 row and immediately re-enter the BAH row (this should show the Grand Fathered rate).</p> <div data-bbox="432 1240 1369 1935" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>8765494</td> <td>Jessep</td> <td>SPO CRYSTAL COVE</td> <td>C124011</td> <td>1698.73</td> <td>C124010</td> <td>3116.15</td> <td style="color: red;">-1417</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Nathan Jessep Employee Empl ID 8765432 Empl Record 0</p> <p>BAH Entitlements 2 of 15 View All</p> <p>Effective Date: 01/07/2023 Delete +</p> <p>Status: Active <input type="checkbox"/> Approved: <input type="checkbox"/> Grand Fathered Approver: Daniel Kaffee</p> <p>BAH Change: Promotion <input checked="" type="checkbox"/> Approved at: 12/16/22 2:22PM</p> <p>BAH Qtr Status: L Q Description: With dependents; Mbr and deps not assigned govt qtrs</p> <p>BAH Zip: 49721 ZZ560 BAH Type: BAH With Dependents</p> <p>Military Rank: E7 BAH Rate: 1450.0000 Fair Rent: <input type="text"/> BAH Entitle: 1450.0000 <input type="checkbox"/> Override Flag</p> <p>BAH Dependent Beneficiaries</p> <p>BAH Entitlements 3 of 15 View All</p> <p>Effective Date: 01/01/2023 Delete +</p> <p>Status: Active <input checked="" type="checkbox"/> Approved: <input checked="" type="checkbox"/> Grand Fathered Approver: Daniel Kaffee</p> <p>BAH Change: COLA/LPC <input checked="" type="checkbox"/> Approved at: 12/29/22 3:49PM</p> <p>BAH Qtr Status: L Q Description: With dependents; Mbr and deps not assigned govt qtrs</p> <p>BAH Zip: 49721 ZZ560 BAH Type: BAH With Dependents</p> <p>Military Rank: E7 BAH Rate: 1419.0000 Fair Rent: <input type="text"/> BAH Entitle: 1452.0000 <input type="checkbox"/> Override Flag</p> <p>BAH Dependent Beneficiaries</p> </div> </div>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	8765494	Jessep	SPO CRYSTAL COVE	C124011	1698.73	C124010	3116.15	-1417
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Continued on next page

Common Types of Pay Cases, Continued

Scenarios,
continued

	Scenario																																										
<p>OCONUS COLA</p>	<p>SPO deleted row dated 9/6/21 as the row read "inactive" - this row should have been active. Updated the row dated 10/15/21 - change COLA reason from promotion to demotion. Member was masted. Member should have received COLA for the period 9/6/21 - 10/15/21. This transaction was also Out of Range so a help ticket to PPC is required.</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>1234567</td> <td>Benes</td> <td>BASE SEINFELD SPO</td> <td>C121100</td> <td>4252.73</td> <td>C121091</td> <td>2766.64</td> <td>1486</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Effective Date: 10/15/2021 Delete</p> <p>Status: Active</p> <p>Approved: <input checked="" type="checkbox"/></p> <p>Approver: 9876543 Titus Andromedon</p> <p>Approved at: 11/04/21 8:22AM</p> <p>COLA Type: CONUS COLA With Dependents</p> <p>COLA Reason: Promotion</p> </div> <p style="margin-top: 10px;">Updated COLA row reason to DEMOTION. Mbr was masted and reduced in rank.</p> <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="8">CONUS COLA Dependent Beneficiaries</th> </tr> <tr> <th>Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>COLA Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 03</td> <td>Elaine Benes</td> <td>Spouse</td> <td>08/10/1978</td> <td>10/13/2007</td> <td></td> <td><input type="checkbox"/></td> <td>12/20/2012 12:44:56AM</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Effective Date: 09/06/2021 Delete</p> <p>Status: Inactive</p> <p>Approved: <input checked="" type="checkbox"/></p> <p>Approver: 9876543 Ted Lasso</p> <p>Approved at: 11/12/21 8:57AM</p> <p>COLA Type: CONUS COLA With Dependents</p> <p>COLA Reason: Transfer</p> <p>COLA Zip: 02109</p> </div> <p style="margin-top: 10px;">Deleted all prior rows in DA up through this point. COLA row should not have been entered as mbr did not PCS. This row was deleted. Mbrs PCS orders were canceled in DA for this date.</p>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	1234567	Benes	BASE SEINFELD SPO	C121100	4252.73	C121091	2766.64	1486	CONUS COLA Dependent Beneficiaries								Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1 03	Elaine Benes	Spouse	08/10/1978	10/13/2007		<input type="checkbox"/>	12/20/2012 12:44:56AM
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Common Types of Pay Cases, Continued

Scenarios,
continued

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<p>CGSMR</p>	<p>IMPORTANT: Any corrections to CGSMR need to be completed 3 business days prior to the Finalization Date so PPC (MAS) can take action prior to Finalization.</p> <p>This member showed up on the report with a negative net pay balance due to a recent DMR deduction entry. CGSMR must be started timely. Retro CGSMR deductions are debited lump sum, which can create a significant hardship to the member (in this case, a negative net pay balance).</p> <p>If retro-CGSMR (more than one month) needs to be started, submit a customer care ticket requesting the deduction be converted to an in-service debt and a liquidation schedule be built.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th>Pay Grou</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>4567123</td> <td>Loneragan</td> <td>BASE SANTA FE</td> <td>C124011</td> <td style="color: red;">-28.37</td> <td>C124010</td> <td>791.52</td> <td style="color: red;">-820</td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Element Assignment By Payee</p> <p>Jake Lonergan ID 4567123 Empl Record 0</p> <p>Selection Criteria</p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria</p> <p>Clear</p> <p>Assignments</p> <p>1-23 of 23</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>11/01/2023</td> <td>11/30/2025</td> <td><input checked="" type="checkbox"/></td> <td>5</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>08/01/2023</td> <td>01/31/2024</td> <td><input checked="" type="checkbox"/></td> <td>6</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>08/01/2023</td> <td>01/31/2024</td> <td><input checked="" type="checkbox"/></td> <td>7</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>07/01/2023</td> <td>01/31/2024</td> <td><input checked="" type="checkbox"/></td> <td>5</td> </tr> <tr style="border: 2px solid red;"> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>01/13/2024</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>SP DUTY PAY</td> <td>Special Duty Pay</td> <td>999</td> <td>01/12/2024</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table> </div>	Pay Grou	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	4567123	Loneragan	BASE SANTA FE	C124011	-28.37	C124010	791.52	-820	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	SAVINGS	Savings	999	11/01/2023	11/30/2025	<input checked="" type="checkbox"/>	5	IN SRVC DEBT	In-Service Debt	999	08/01/2023	01/31/2024	<input checked="" type="checkbox"/>	6	IN SRVC DEBT	In-Service Debt	999	08/01/2023	01/31/2024	<input checked="" type="checkbox"/>	7	IN SRVC DEBT	In-Service Debt	999	07/01/2023	01/31/2024	<input checked="" type="checkbox"/>	5	DMR	Discount Meal Rate	999	01/13/2024		<input checked="" type="checkbox"/>	2	SP DUTY PAY	Special Duty Pay	999	01/12/2024		<input checked="" type="checkbox"/>	1
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Common Types of Pay Cases, Continued

Scenarios,
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RMM	<p>DMR Refund was entered incorrectly causing a significant overpayment.</p> <p>DMR Refunds shall not be entered across more than one pay calendar; instead, it must be entered as two separate RMM transactions (for example, this DMR Refund was entered for 10/31/22 through 11/15/22 causing an overpayment. To correct, the entry must be broken up into two instances: 10/31/22 – 10/21/22 and 11/01/22 – 11/15/22).</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Paid</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>3217654</td> <td>Frye</td> <td>BASE SERENITY SPO</td> <td>C118070</td> <td>1686.89</td> <td>C118061</td> <td>1254.68</td> <td>432</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>IN SRVC DEBT</th> <th>In-Service Debt</th> <th>999</th> <th>06/01/2022</th> <th>07/31/2022</th> <th><input type="checkbox"/></th> <th></th> <th>4</th> </tr> </thead> <tbody> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>10/31/2022</td> <td>10/31/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>1</td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>11/01/2022</td> <td>11/15/2022</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>2</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>12/01/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> <td>1</td> </tr> </tbody> </table> <p style="text-align: center;">Add New Assignment Deduction Recipients</p>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Paid	Differenc	USCG	3217654	Frye	BASE SERENITY SPO	C118070	1686.89	C118061	1254.68	432	IN SRVC DEBT	In-Service Debt	999	06/01/2022	07/31/2022	<input type="checkbox"/>		4	DMR REFUND	DMR Refund	999	10/31/2022	10/31/2022	<input checked="" type="checkbox"/>		1	DMR REFUND	DMR Refund	999	11/01/2022	11/15/2022	<input checked="" type="checkbox"/>		2	TRICARE DEP	Tricare Dependent Dental	999	12/01/2023		<input checked="" type="checkbox"/>		1
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Continued on next page

Common Types of Pay Cases, Continued

Scenarios,
continued

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<p>SGO (System Generated Over-payments)</p>	<p>In this case, the member was overpaid for Career Sea Pay and Career Sea Pay Premium (RMM is not be discussed on this example). Under the member's Sea Time Balances, a Sea Pay Stop transaction was entered on 1/24/24 for the period of 10/11/23 – 4/15/24. The EABP's display a start date of 2/1/24 for collection on these debts.</p> <p>See the next page for a breakdown of the Retro Adjustments details.</p> <div data-bbox="437 658 1390 719"> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Group</th> <th>Pay</th> <th>Group</th> <th>Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>1234567</td> <td>Shaw</td> <td>BASE Attorney SPO</td> <td>C124011</td> <td>3300.17</td> <td>C124010</td> <td>4485.51</td> <td>1185.34</td> </tr> </tbody> </table> </div> <div data-bbox="437 734 1390 1137"> <p>Calendar Information</p> <p>Calendar ID: CGACT2024M01E Pay Group: USCG Revision: 1</p> <p>Gross Result Value: 3,534.85 Net Result Value: 4,485.51</p> <p>Earnings & Deductions</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DELTA CSEA</td> <td>886.670000</td> <td>-886.670000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA CSEAP</td> <td>316.670000</td> <td>-316.670000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>SP DUTY PAY</td> <td>112.500000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>AFRH</td> <td>0.250000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>DELTA DMR</td> <td>0.000000</td> <td>-1315.350000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> </tbody> </table> </div> <div data-bbox="437 1173 1390 1525"> <p>Adjust Sea Time</p> <p>Maxine Shaw, Employee Empl ID: 1234567 Empl Record: 0</p> <p>Career Sea Time 1 of 109</p> <p>Last Calculated: 01/15/2024 Sea Time For Pay: 4 Years, 0 Months, 6 Days</p> <p>Comment: Retro Adjustment of 000000 applied to current and future rows.</p> <p>Last Updated: 9876543 01/24/24 11:26AM</p> </div> <div data-bbox="437 1536 1390 1861"> <p>Sea Time Stop Transactions</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/11/2023</td> <td>04/15/2024</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>05/14/2022</td> <td>06/09/2022</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History</p> </div> <div data-bbox="437 1899 1390 1989"> <table border="1"> <tbody> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2024</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2024</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> </tbody> </table> </div>	Pay Group	ID	Last	SPO Dept Descr	Group	Pay	Group	Net Pay	Differenc	USCG	1234567	Shaw	BASE Attorney SPO	C124011	3300.17	C124010	4485.51	1185.34	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	DELTA CSEA	886.670000	-886.670000			Adjustment Detail	Resolution Details	Earnings	DELTA CSEAP	316.670000	-316.670000			Adjustment Detail	Resolution Details	Earnings	SP DUTY PAY	112.500000					Resolution Details	Deduction	AFRH	0.250000					Resolution Details	Deduction	DELTA DMR	0.000000	-1315.350000			Adjustment Detail	Resolution Details		Begin Date	End Date	Delete	1	10/11/2023	04/15/2024	<input type="checkbox"/>	2	05/14/2022	06/09/2022	<input type="checkbox"/>	IN SRVC DEBT	In-Service Debt	999	02/01/2024	<input checked="" type="checkbox"/>	2	IN SRVC DEBT	In-Service Debt	999	02/01/2024	<input checked="" type="checkbox"/>	3
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Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta
CG ACT 2023M10E	A23M10PRD2	CSEAPAY	1	USD	-140.000000	0.000000	0.000000
CG ACT 2023M10M	A23M10PRD1	CSEAPAY	1	USD	-46.670000	0.000000	0.000000
CG ACT 2023M11E	A23M11PRD2	CSEAPAY	1	USD	-140.000000	0.000000	0.000000
CG ACT 2023M11M	A23M11PRD1	CSEAPAY	1	USD	-140.000000	0.000000	0.000000
CG ACT 2023M12E	A23M12PRD2	CSEAPAY	1	USD	-140.000000	0.000000	0.000000
CG ACT 2023M12M	A23M12PRD1	CSEAPAY	1	USD	-140.000000	0.000000	0.000000
CG ACT 2024M01M	A24M01PRD1	CSEAPAY	1	USD	-140.000000	0.000000	0.000000

Delta Details							
Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta
CG ACT 2023M10E	A23M10PRD2	CSEAPAY PREM	1	USD	-50.000000	0.000000	0.000000
CG ACT 2023M10M	A23M10PRD1	CSEAPAY PREM	1	USD	-16.670000	0.000000	0.000000
CG ACT 2023M11E	A23M11PRD2	CSEAPAY PREM	1	USD	-50.000000	0.000000	0.000000
CG ACT 2023M11M	A23M11PRD1	CSEAPAY PREM	1	USD	-50.000000	0.000000	0.000000
CG ACT 2023M12E	A23M12PRD2	CSEAPAY PREM	1	USD	-50.000000	0.000000	0.000000
CG ACT 2023M12M	A23M12PRD1	CSEAPAY PREM	1	USD	-50.000000	0.000000	0.000000
CG ACT 2024M01M	A24M01PRD1	CSEAPAY PREM	1	USD	-50.000000	0.000000	0.000000

Scenarios,
continued

Scenario	
BAS II and CGSMR/ DMR Rows	<p>When a SPO stops the DMR row for an authorized BAS II period, DA automatically pays ENL BAS for the authorized period, leaving the SPO responsible for initiating a pay action request for BAS II for the authorized period.</p> <p>For example: The authorized BAS II period is from 08/07/23 – 08/20/23 (14 days).</p> <ol style="list-style-type: none"> 1) The SPO stops the DMR/CGSMR row with an end date of 08/06/23 and restarts the row on 08/21/23. 2) When the DMR/CGSMR row stops, DA automatically pays the member ENL BAS for the entitlement period. In this case, the amount of \$173.93 (2020 ENL BAS rate of \$372.71/30 days*14 days = \$173.93) 3) The SPO will need to process a pay action request to pay BAS II for the entitlement period: \$173.93 (2020 ENL BAS rate of \$372.71/30 days*14 days = \$173.93). <p>The total BAS II entitlement paid to the member will be \$347.86 (ENL BAS of \$173.93 paid by DA; ENL BAS II \$173.93 initiated by the SPO).</p>