

Payee Warnings Report for SPOs

Overview

Introduction This guide provides the procedures for a SPO to run the Payee Warnings Report for SPO in Direct Access (DA).

Purpose The purpose of this report is to provide a snapshot of SPO activity that may require additional review **BEFORE** payout in an effort to reduce any potential pay issues. The warning messages will cover pay and non-pay related items such as BAH/OHA, OCOLA, missing or pending contracts, and review of dependents over the age of 21, etc.

Required Role Users must have the CGHR SUP, CGHRS, or CGFIELDADM role to access the Payee Warnings Report for SPO in DA.

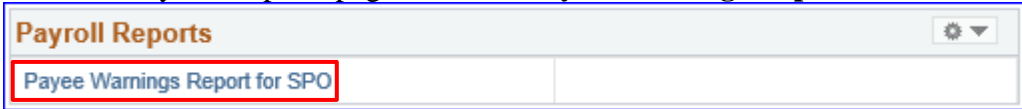
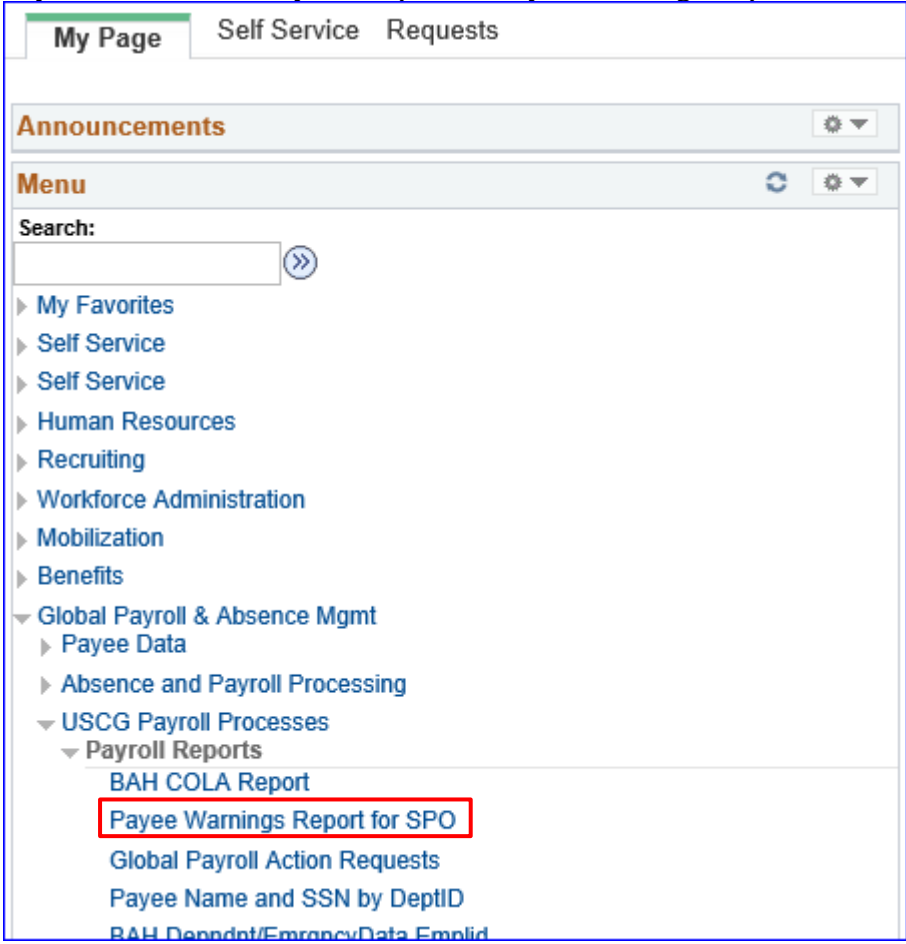
Contents

Topic	See Page
Payee Warnings Report for SPO	2
Error Messages	5

Payee Warnings Report for SPO

Introduction This section provides the procedures for a SPO to run the Payee Warnings Report for SPO in Direct Access (DA).


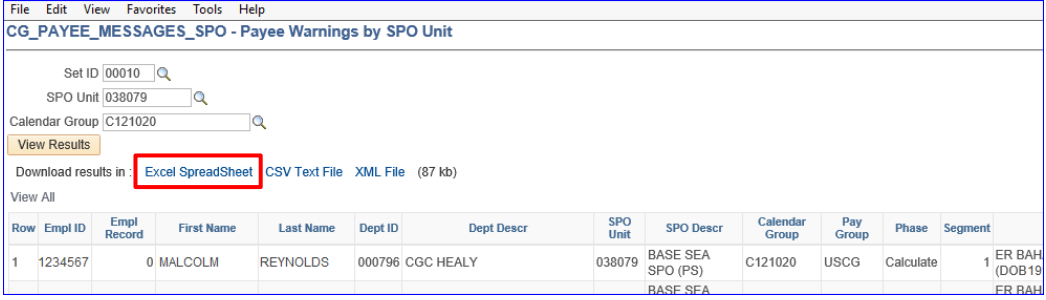
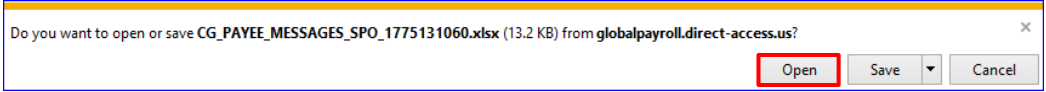
Procedures See below.

Step	Action
1	<p>There are two ways to access the Payee Warnings Report: From the Payroll Reports pagelet, select Payee Warnings Report for SPO.</p> 
1 (cont.)	<p>Or from the Enterprise Menu, select Global Payroll & Absence Mgmt > USCG Payroll Processes > Payroll Reports > Payee Warnings Report for SPO.</p> 

Continued on next page

Payee Warnings Report for SPO, Continued

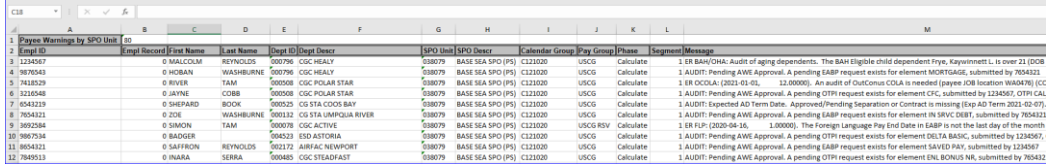
Procedures,
continued

Step	Action																										
2	<p>The Payroll Warnings Report search window will display. Enter the following:</p> <ul style="list-style-type: none"> • Set ID – Enter 00010 for Coast Guard • SPO Unit – Enter the SPO Department ID • Calendar Group – Enter the Calendar Group ID for the current pay period or use the Lookup to search for the Calendar Group ID <p>Click View Results.</p> 																										
3	<p>Any search results will display.</p> <p>It is recommended to Download the results into an Excel Spreadsheet to allow for sorting and easier review.</p>  <table border="1" data-bbox="327 1523 1372 1608"> <thead> <tr> <th>Row</th> <th>Empl ID</th> <th>Empl Record</th> <th>First Name</th> <th>Last Name</th> <th>Dept ID</th> <th>Dept Descr</th> <th>SPO Unit</th> <th>SPO Descr</th> <th>Calendar Group</th> <th>Pay Group</th> <th>Phase</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>MALCOLM</td> <td>REYNOLDS</td> <td>000796</td> <td>CGC HEALY</td> <td>038079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1 ER BAH (DOB19 ER BAH</td> </tr> </tbody> </table>	Row	Empl ID	Empl Record	First Name	Last Name	Dept ID	Dept Descr	SPO Unit	SPO Descr	Calendar Group	Pay Group	Phase	Segment	1	1234567	0	MALCOLM	REYNOLDS	000796	CGC HEALY	038079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1 ER BAH (DOB19 ER BAH
Row	Empl ID	Empl Record	First Name	Last Name	Dept ID	Dept Descr	SPO Unit	SPO Descr	Calendar Group	Pay Group	Phase	Segment															
1	1234567	0	MALCOLM	REYNOLDS	000796	CGC HEALY	038079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1 ER BAH (DOB19 ER BAH															
4	<p>A prompt will display at the bottom of the page. Select Open.</p> 																										

Continued on next page

Payee Warnings Report for SPO, Continued

Procedures,
continued

Step	Action																																																																													
5	<p>The spreadsheet will display. Sort, review, and work as appropriate.</p>  <table border="1"> <thead> <tr> <th>SPO Unit</th> <th>SPO Descr</th> <th>Calendar Group</th> <th>Pay Group</th> <th>Phase</th> <th>Segment</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>ER BAN/DHA: Audit of aging dependents. The BAH Eligible child dependent Frye, Kaywinnett L. is over 21 (DOB</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending EABP request exists for element MORTGAGE, submitted by 704212</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>ER OCCA (2021-01-01, 12.00000). An audit of Outcomes COLA is needed (payee FOR location WASHBURN) (C</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending OTPH request exists for element CFC, submitted by 1234567. OTPH CAL</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Expected AD Term Date. Approved/Pending Separation or Contract is missing (Exp AD Term 2021-02-07)</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending EABP request exists for element TR SRVC DSH, submitted by 785432</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG RSV</td> <td>Calculate</td> <td>1</td> <td>ER FLP: (2020-04-16, 1.00000). The Foreign Language Pay End Date in EABP is not the last day of the month</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending OTPH request exists for element DELTA BASIC, submitted by 1234567.</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending EABP request exists for element SAVED FRV, submitted by 1234567.</td> </tr> <tr> <td>538079</td> <td>BASE SEA SPO (PS)</td> <td>C121020</td> <td>USCG</td> <td>Calculate</td> <td>1</td> <td>AUDIT: Pending AWE Approval. A pending OTPH request exists for element ENL BONUS NR, submitted by 785432</td> </tr> </tbody> </table>	SPO Unit	SPO Descr	Calendar Group	Pay Group	Phase	Segment	Message	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	ER BAN/DHA: Audit of aging dependents. The BAH Eligible child dependent Frye, Kaywinnett L. is over 21 (DOB	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element MORTGAGE, submitted by 704212	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	ER OCCA (2021-01-01, 12.00000). An audit of Outcomes COLA is needed (payee FOR location WASHBURN) (C	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPH request exists for element CFC, submitted by 1234567. OTPH CAL	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Expected AD Term Date. Approved/Pending Separation or Contract is missing (Exp AD Term 2021-02-07)	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element TR SRVC DSH, submitted by 785432	538079	BASE SEA SPO (PS)	C121020	USCG RSV	Calculate	1	ER FLP: (2020-04-16, 1.00000). The Foreign Language Pay End Date in EABP is not the last day of the month	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPH request exists for element DELTA BASIC, submitted by 1234567.	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element SAVED FRV, submitted by 1234567.	538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPH request exists for element ENL BONUS NR, submitted by 785432
SPO Unit	SPO Descr	Calendar Group	Pay Group	Phase	Segment	Message																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	ER BAN/DHA: Audit of aging dependents. The BAH Eligible child dependent Frye, Kaywinnett L. is over 21 (DOB																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element MORTGAGE, submitted by 704212																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	ER OCCA (2021-01-01, 12.00000). An audit of Outcomes COLA is needed (payee FOR location WASHBURN) (C																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPH request exists for element CFC, submitted by 1234567. OTPH CAL																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Expected AD Term Date. Approved/Pending Separation or Contract is missing (Exp AD Term 2021-02-07)																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element TR SRVC DSH, submitted by 785432																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG RSV	Calculate	1	ER FLP: (2020-04-16, 1.00000). The Foreign Language Pay End Date in EABP is not the last day of the month																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPH request exists for element DELTA BASIC, submitted by 1234567.																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending EABP request exists for element SAVED FRV, submitted by 1234567.																																																																								
538079	BASE SEA SPO (PS)	C121020	USCG	Calculate	1	AUDIT: Pending AWE Approval. A pending OTPH request exists for element ENL BONUS NR, submitted by 785432																																																																								

Error Messages

Introduction This section describes some common messages and the action required by the SPO.

Pending AWE Approval

M	
Message	
ER BAH/OHA: Audit of aging dependents. The BAH Eligible child dependent Frye, Kaywinnett L. is over 21 (DOB 1996-01-01).	
AUDIT: Pending AWE Approval. A pending EABP request exists for element MORTGAGE, submitted by 7654321	
ER OCOLA: (2021-01-01, 12.00000). An audit of OutConus COLA is needed (payee JOB location WA0476) (COLA location HI001).	
AUDIT: Pending AWE Approval. A pending OTPI request exists for element CFC, submitted by 1234567, OTPI CAL_ID CG ACT 2020M06M	
AUDIT: Expected AD Term Date. Approved/Pending Separation or Contract is missing (Exp AD Term 2021-02-07).	
AUDIT: Pending AWE Approval. A pending EABP request exists for element IN SRVC DEBT, submitted by 7654321	
ER FLP: (2020-04-16, 1.00000). The Foreign Language Pay End Date in EABP is not the last day of the month (2021-03-26).	
AUDIT: Pending AWE Approval. A pending OTPI request exists for element DELTA BASIC, submitted by 1234567, OTPI CAL_ID CG ACT 2021M01E	
AUDIT: Pending AWE Approval. A pending EABP request exists for element SAVED PAY, submitted by 1234567	
AUDIT: Pending AWE Approval. A pending OTPI request exists for element ENL BONUS NR, submitted by 7654321, OTPI CAL_ID CG ACT 2021M02M	

Instances where the message states “Pending AWE Approval. A pending OTPI/EABP request exists” – ‘**AWE**’ = Approval Workflow Engine. These messages do not require action by the SPO.

ER OCOLA

ER OCOLA: (2021-01-01, 6.00000). An audit of OutConus COLA is needed (payee JOB location FL0024) (COLA location GU001).
ER OCOLA: (2021-01-01, 6.00000). An audit of OutConus COLA is needed (payee JOB location FL0066) (COLA location AK089).

Instances where the message states “**ER OCOLA: (DATE) ...** An audit of OutConus COLA is needed (payee JOB Location XXXXXX) (COLA location XXXXX)” = In these cases, DA is showing the member receiving OCONUS COLA but assigned to a CONUS unit. The SPO **must** review the member’s EABP rows and Pay Calculation Results and stop OCONUS COLA if necessary.