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** paycut 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 CGHRSUP, CGHRS, or CGFIELDADM role to access the Payee Warnings Report for SPO in DA.

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# 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.

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<tr>
<td>1</td>
<td>There are two ways to access the Payee Warnings Report: From the Payroll Reports pagelet, select <strong>Payee Warnings Report for SPO</strong>.</td>
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<tr>
<td>1 (cont.)</td>
<td>Or from the Enterprise Menu, select Global Payroll &amp; Absence Mgmt &gt; USCG Payroll Processes &gt; Payroll Reports &gt; Payee Warnings Report for SPO.</td>
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Payee Warnings Report for SPO, Continued

Procedures, continued

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| 2    | The Payroll Warnings Report search window will display. Enter the following:  
• 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  
Click View Results. |

![Set ID 00010, SPO Unit 030079, Calendar Group C121020]

| 3    | Any search results will display.  
It is recommended to Download the results into an Excel Spreadsheet to allow for sorting and easier review. |

![Excel Spreadsheet view]

| 4    | A prompt will display at the bottom of the page. Select Open. |
Payee Warnings Report for SPO, Continued

Procedures, continued

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<tr>
<td>5</td>
<td>The spreadsheet will display. Sort, review, and work as appropriate.</td>
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</table>
Error Messages

**Introduction**

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

**Pending AWE Approval**

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**

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.