

# Payroll Verification Reports

## Overview

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**Introduction** This guide provides the procedures for running a payroll verification by member's Empl ID or by SPO in Direct Access (DA)

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## Payroll Verification Report by Emplid

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**Introduction** This section provides the procedures for running the Payroll Verification Report by Employee ID (Emplid) in Direct Access (DA).

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**Information** The Payroll Verification Report identifies the difference in pay from one pay period to the next. **This report should be run to troubleshoot a member's pay.**

Example: A member noticed his pay was different from Mid-month to End-month July. Run the Payroll Verification Report to compare the current calendar (end-July) with the previous calendar (mid-July).

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**Procedures** See below.

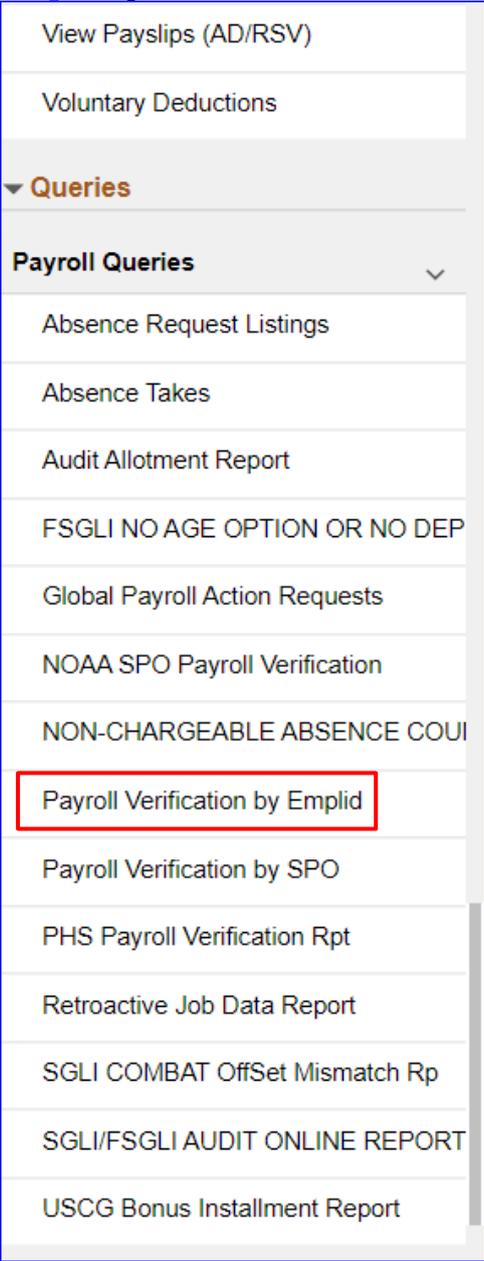
Step	Action
1	Click on the <b>AD/RSV Payroll Workcenter</b> tile. 

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## Payroll Verification Report by Emplid, Continued

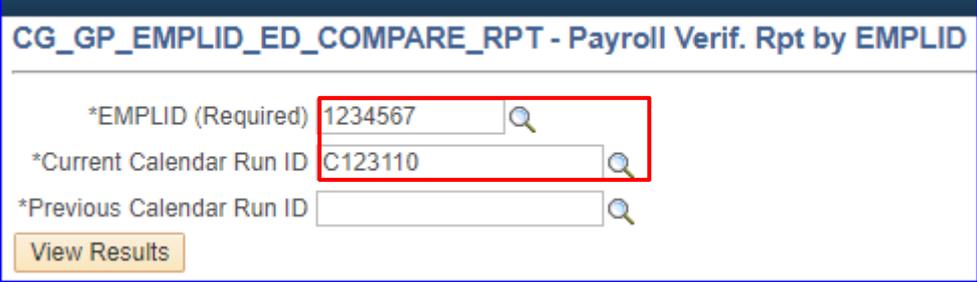
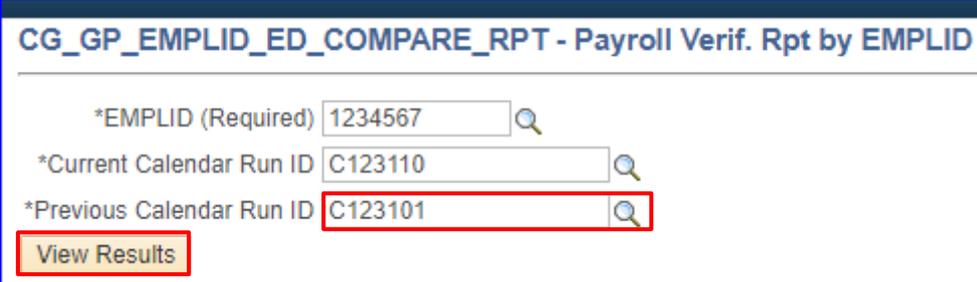
Procedures,  
continued

Step	Action
2	<p>Scroll down to the Queries drop-down and select the <b>Payroll Verification by Emplid</b> option.</p>  <p>The screenshot shows a list of menu items. Under the 'Queries' section, there is a sub-menu 'Payroll Queries'. The item 'Payroll Verification by Emplid' is highlighted with a red rectangular box.</p>

*Continued on next page*

# Payroll Verification Report by Emplid, Continued

Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>EMPLID</b>. Enter the <b>Current Calendar Run ID</b> or use the lookup to select the calendar. This will be the ending calendar you want to compare.</p> 
4	<p>Enter the <b>Previous Calendar Run ID</b> or use the lookup to select the calendar and click <b>View Results</b>.</p> <p><b>NOTE:</b> You should <b>only search using consecutive calendar periods</b>. Using non-consecutive calendar dates will provide all the pay/allowance data for the entire periods selected.</p> 
5	<p>Once the results display, the information may be downloaded by clicking the <b>Excel Spreadsheet</b> link.</p> 

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## Payroll Verification Report by Emplid, Continued

Procedures,  
continued

Step	Action																																										
6	<p>The results display in order by <b>Element Type</b> (DD = Deduction and ER = Earnings) and element <b>Name</b> but can be sorted as needed. Most of the fields are self-explanatory.</p> <table border="1" data-bbox="352 566 1031 1245"> <thead> <tr> <th>Elmnt Type</th> <th>Name</th> <th>Curr Prd Cal Run ID</th> <th>Instance</th> <th>Curr Prd Slice Bgndt</th> <th>Curr Prd Slice Enddt</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>AFRH</td> <td>C123110</td> <td>0</td> <td>11/01/2023</td> <td>11/15/2023</td> </tr> <tr> <td>DD</td> <td>DELTA DMR</td> <td>C123110</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>DD</td> <td>FSGLI</td> <td>C123110</td> <td>0</td> <td>11/01/2023</td> <td>11/15/2023</td> </tr> <tr> <td>ER</td> <td>BAS</td> <td>C123110</td> <td>0</td> <td>11/01/2023</td> <td>11/15/2023</td> </tr> <tr> <td>ER</td> <td>BASIC PAY</td> <td>C123110</td> <td>0</td> <td>11/01/2023</td> <td>11/15/2023</td> </tr> <tr> <td>ER</td> <td>CLOTHING</td> <td>C123110</td> <td>0</td> <td>11/01/2023</td> <td>11/15/2023</td> </tr> </tbody> </table>	Elmnt Type	Name	Curr Prd Cal Run ID	Instance	Curr Prd Slice Bgndt	Curr Prd Slice Enddt	DD	AFRH	C123110	0	11/01/2023	11/15/2023	DD	DELTA DMR	C123110	0			DD	FSGLI	C123110	0	11/01/2023	11/15/2023	ER	BAS	C123110	0	11/01/2023	11/15/2023	ER	BASIC PAY	C123110	0	11/01/2023	11/15/2023	ER	CLOTHING	C123110	0	11/01/2023	11/15/2023
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ER	CLOTHING	C123110	0	11/01/2023	11/15/2023																																						
7	<p>In this example, the member is being paid for retro CSSMR (DMR) and being deducted for an OCONUS COLA overpayment. The report displays the amount paid on the current calendar compared to the amount from the previous calendar.</p> <table border="1" data-bbox="352 1429 1374 1518"> <tbody> <tr> <td>DD</td> <td>DELTA DMR</td> <td>C123110</td> <td>0</td> <td></td> <td></td> <td>0.000000</td> <td>0.000000</td> <td>0.000000</td> <td>0.000000</td> <td>C123101</td> <td>10/16/2023</td> <td>10/31/2023</td> <td>4101.150000</td> <td>3185.940000</td> <td>0.000000</td> <td>-35.550000</td> <td>-35.55</td> </tr> <tr> <td>ER</td> <td>OCONUS COLA</td> <td>C123110</td> <td>1</td> <td>11/01/2023</td> <td>11/15/2023</td> <td>4043.810000</td> <td>3093.050000</td> <td>808.500000</td> <td>0.000000</td> <td>C123101</td> <td>10/16/2023</td> <td>10/31/2023</td> <td>4101.150000</td> <td>3185.940000</td> <td>862.400000</td> <td>0.000000</td> <td>-53.90</td> </tr> </tbody> </table>	DD	DELTA DMR	C123110	0			0.000000	0.000000	0.000000	0.000000	C123101	10/16/2023	10/31/2023	4101.150000	3185.940000	0.000000	-35.550000	-35.55	ER	OCONUS COLA	C123110	1	11/01/2023	11/15/2023	4043.810000	3093.050000	808.500000	0.000000	C123101	10/16/2023	10/31/2023	4101.150000	3185.940000	862.400000	0.000000	-53.90						
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# Payroll Verification Report by SPO

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**Introduction** This section provides the procedures for running the Payroll Verification Report by Servicing Personnel Office (SPO) in Direct Access (DA).

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**Information** The Payroll Verification Report identifies the difference in pay from one pay period to the next. It also displays the Pay Element that is causing the difference. **The SPO should run this report at the beginning of EACH pay calendar cycle.**

**Example:** End month April payroll finalized on 22 April. Run the Payroll Verification Report on 23 April to compare the current calendar (mid-MAY) with the previous calendar (end-APR).

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**Procedures** See below.

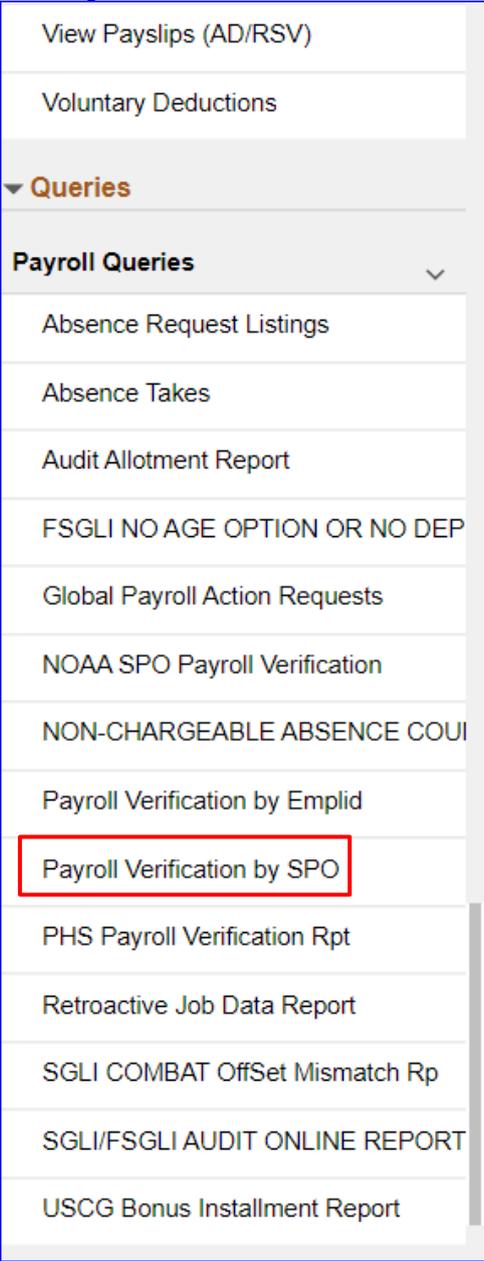
Step	Action
1	<p>Click on the <b>AD/RSV Payroll Workcenter</b> tile.</p> 

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## Payroll Verification Report by SPO, Continued

Procedures,  
continued

Step	Action
2	<p>Scroll down to the Queries drop-down and select the <b>Payroll Verification by SPO</b> option.</p>  <p>The screenshot shows a vertical list of menu items. At the top are 'View Payslips (AD/RSV)' and 'Voluntary Deductions'. Below them is a section header 'Queries' with a downward arrow. Under 'Queries' is another section header 'Payroll Queries' with a downward arrow. The list of items under 'Payroll Queries' includes: 'Absence Request Listings', 'Absence Takes', 'Audit Allotment Report', 'FSGLI NO AGE OPTION OR NO DEP', 'Global Payroll Action Requests', 'NOAA SPO Payroll Verification', 'NON-CHARGEABLE ABSENCE COUI', 'Payroll Verification by Emplid', 'Payroll Verification by SPO' (highlighted with a red box), 'PHS Payroll Verification Rpt', 'Retroactive Job Data Report', 'SGLI COMBAT OffSet Mismatch Rp', 'SGLI/FSGLI AUDIT ONLINE REPORT', and 'USCG Bonus Installment Report'.</p>

*Continued on next page*

## Payroll Verification Report by SPO, Continued

Procedures,  
continued

Step	Action
3	<p>Enter the <b>Set ID</b> (00010) for CG. Enter the <b>SPO DeptID</b> or search using the lookup icon.</p> <div data-bbox="352 533 1275 846" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_SPO_ED_COMPARE_RPT - SPO Payroll Verification Rpt</b></p> <p>*Set ID (Use 00010 for CG) <input type="text" value="00010"/> </p> <p>*SPO DeptID (Required) <input type="text" value="042311"/> </p> <p>*Current Calendar Run ID <input type="text"/> </p> <p>*Previous Calendar Run ID <input type="text"/> </p> <p><input type="button" value="View Results"/></p> </div>
4	<p>Enter the <b>Current Calendar Run ID</b> and the <b>Previous Calendar Run ID</b> or use the lookups to select them and click <b>View Results</b>.</p> <div data-bbox="352 958 1287 1272" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_SPO_ED_COMPARE_RPT - SPO Payroll Verification Rpt</b></p> <p>*Set ID (Use 00010 for CG) <input type="text" value="00010"/> </p> <p>*SPO DeptID (Required) <input type="text" value="042311"/> </p> <p>*Current Calendar Run ID <input type="text" value="C123110"/> </p> <p>*Previous Calendar Run ID <input type="text" value="C123101"/> </p> <p><input type="button" value="View Results"/></p> </div>
5	<p>This message may display. Click <b>OK</b>. It may take running it a few times before it will pull all the data required.</p> <div data-bbox="352 1384 1370 1518" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;">Query Result Set too Large. (124,87)</p> <p style="text-align: center;">Result of 'SQL Fetch' is over the maximum result size specified for the application server. Modify your query or increase the maximum result size.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>

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## Payroll Verification Report by SPO, Continued

Procedures,  
continued

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7	<p>Here are some tips for printing this report from Excel containing so much data:</p> <ul style="list-style-type: none"> <li>• Hide any unnecessary columns.</li> <li>• Format cells to only display two decimals.</li> <li>• Show gridlines.</li> <li>• Make margins smaller.</li> <li>• Abbreviate if possible.</li> <li>• Set the print area to only cover the cells with data.</li> <li>• Change orientation to Landscape.</li> <li>• On the Page Layout tab, change the Width and Height to 1 page.</li> </ul>																																																																																																																