

BAH Dependency/Emergency Contact Information

Overview

Introduction The BAH/Dependency data form lists a member's BAH eligible dependents and provides an area for a member to certify the accuracy of the information. The Emergency Contacts report lists contact information for those the member has designated as emergency contacts. This guide provides the procedures for printing each report in Direct Access (DA).

Information To view/print these reports, you must have one of the following roles: CGFIELDADM, CGHRS, CGHRSUP, CGHRSIC.

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How to Batch Print BAH Dependency Data/Emergency Contact Forms	5

How to Print BAH Dependency Data or the Emergency Contact Forms by Employee

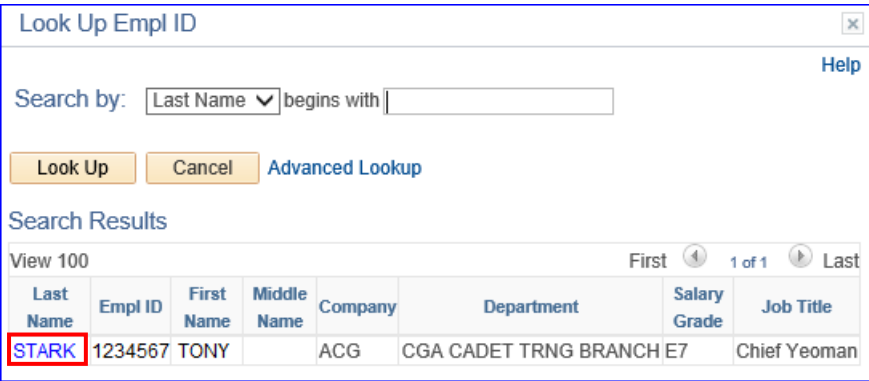
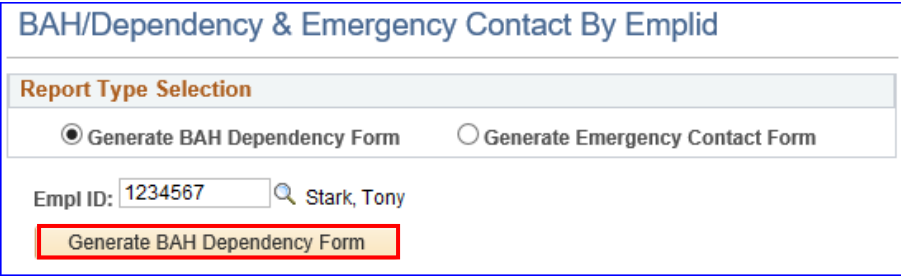
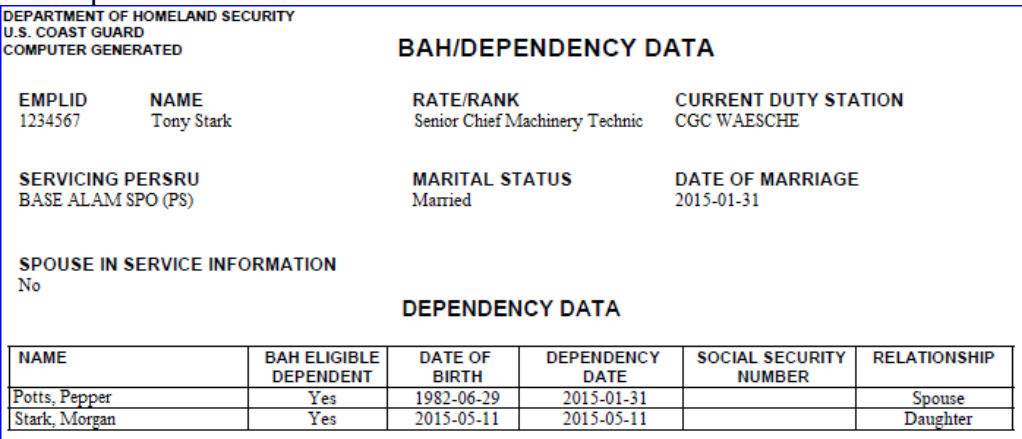
Procedures See below.

Step	Action																		
1	<p>Select the Generate BAH/Emergency Contact link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts:</p> <table border="1"> <tr><td>Direct Deposit</td><td>Proxy - Submit Absence Request</td></tr> <tr><td>Voluntary Deductions</td><td>SGLI + FSGLI</td></tr> <tr><td>Maintain Tax Data USA</td><td>Housing Allowance</td></tr> <tr><td>Dependent Information</td><td>Cost of Living Allowance</td></tr> <tr><td>Generate BAH/Emergency Contact</td><td>BAH Dependency Verification</td></tr> <tr><td>MGIB Enrollments</td><td>Sea Time Balances</td></tr> <tr><td>AviP</td><td>View Payslips (AD/RSV)</td></tr> <tr><td>Net Distribution</td><td>Pay Calendar Results</td></tr> <tr><td>View Member W-2s</td><td>Proxy - Submit Non-Charge Abs</td></tr> </table>	Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Dependent Information	Cost of Living Allowance	Generate BAH/Emergency Contact	BAH Dependency Verification	MGIB Enrollments	Sea Time Balances	AviP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s	Proxy - Submit Non-Charge Abs
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2	<p>Select the radio button next to the form you want to generate.</p>  <p>The screenshot shows the 'Report Type Selection' section with two radio buttons:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form <p>A 'Generate BAH Dependency Form' button is visible below the selection.</p>																		
3	<p>Once selected, the Empl ID field will display. Enter the Empl ID and hit the magnifying glass icon.</p>  <p>The screenshot shows the 'Report Type Selection' section with the 'Generate BAH Dependency Form' radio button selected. Below it, the 'Empl ID' field contains the value '1234567' and is highlighted with a red box. A magnifying glass icon is next to the field. A 'Generate BAH Dependency Form' button is visible below the field.</p>																		

Continued on next page

How to Print BAH Dependency Data or the Emergency Contact Forms by Employee, Continued



Procedures,
continued

Step	Action																														
4	<p>Select the member's Last Name.</p>  <p>Look Up Empl ID</p> <p>Search by: Last Name begins with</p> <p>Look Up Cancel Advanced Lookup</p> <p>Search Results</p> <p>View 100 First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>Empl ID</th> <th>First Name</th> <th>Middle Name</th> <th>Company</th> <th>Department</th> <th>Salary Grade</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>STARK</td> <td>1234567</td> <td>TONY</td> <td></td> <td>ACG</td> <td>CGA CADET TRNG BRANCH</td> <td>E7</td> <td>Chief Yeoman</td> </tr> </tbody> </table>	Last Name	Empl ID	First Name	Middle Name	Company	Department	Salary Grade	Job Title	STARK	1234567	TONY		ACG	CGA CADET TRNG BRANCH	E7	Chief Yeoman														
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5	<p>The name of the member will display and the Generate BAH Dependency Form button becomes active. Click the Generate BAH Dependency Form button.</p>  <p>BAH/Dependency & Emergency Contact By Emplid</p> <p>Report Type Selection</p> <p><input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> <p>Empl ID: 1234567 Stark, Tony</p> <p>Generate BAH Dependency Form</p>																														
6	<p>A new window will open with the form, which can be saved to a local folder and/or printed.</p>  <p>DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD COMPUTER GENERATED</p> <p>BAH/DEPENDENCY DATA</p> <table> <tr> <td>EMPLID 1234567</td> <td>NAME Tony Stark</td> <td>RATE/RANK Senior Chief Machinery Technic</td> <td>CURRENT DUTY STATION CGC WAESCHE</td> </tr> <tr> <td>SERVICING PERSRU BASE ALAM SPO (PS)</td> <td>MARITAL STATUS Married</td> <td>DATE OF MARRIAGE 2015-01-31</td> <td></td> </tr> <tr> <td colspan="4">SPOUSE IN SERVICE INFORMATION No</td> </tr> </table> <p>DEPENDENCY DATA</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>BAH ELIGIBLE DEPENDENT</th> <th>DATE OF BIRTH</th> <th>DEPENDENCY DATE</th> <th>SOCIAL SECURITY NUMBER</th> <th>RELATIONSHIP</th> </tr> </thead> <tbody> <tr> <td>Potts, Pepper</td> <td>Yes</td> <td>1982-06-29</td> <td>2015-01-31</td> <td></td> <td>Spouse</td> </tr> <tr> <td>Stark, Morgan</td> <td>Yes</td> <td>2015-05-11</td> <td>2015-05-11</td> <td></td> <td>Daughter</td> </tr> </tbody> </table>	EMPLID 1234567	NAME Tony Stark	RATE/RANK Senior Chief Machinery Technic	CURRENT DUTY STATION CGC WAESCHE	SERVICING PERSRU BASE ALAM SPO (PS)	MARITAL STATUS Married	DATE OF MARRIAGE 2015-01-31		SPOUSE IN SERVICE INFORMATION No				NAME	BAH ELIGIBLE DEPENDENT	DATE OF BIRTH	DEPENDENCY DATE	SOCIAL SECURITY NUMBER	RELATIONSHIP	Potts, Pepper	Yes	1982-06-29	2015-01-31		Spouse	Stark, Morgan	Yes	2015-05-11	2015-05-11		Daughter
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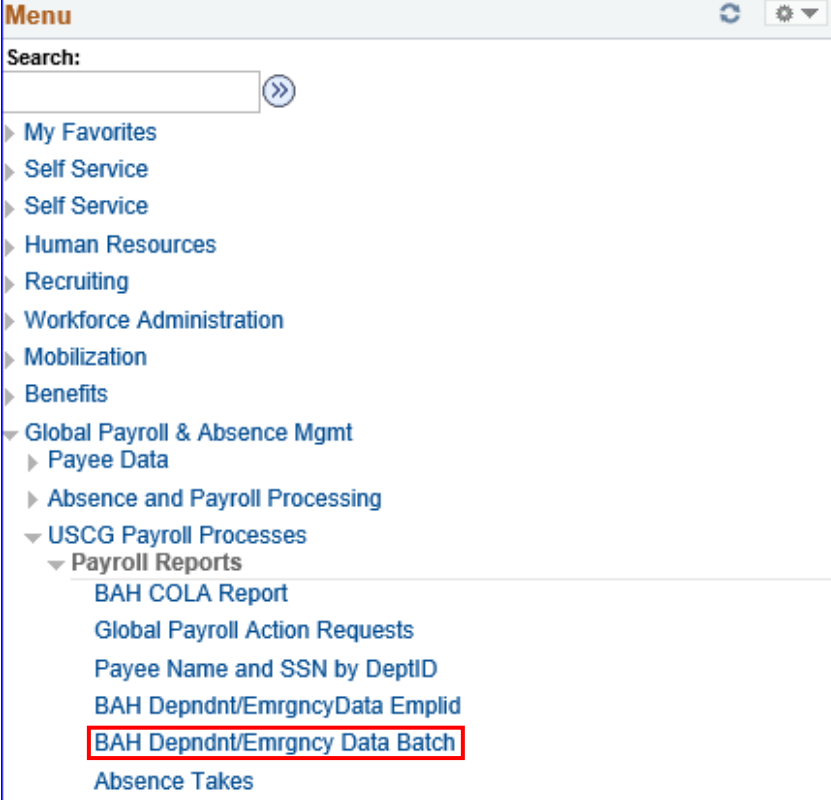
How to Print BAH Dependency Data or the Emergency Contact Forms by Employee, Continued

Procedures,
continued

Step	Action
7	<p>To process the Emergency Contact form, select the appropriate radio button, enter the member's Empl ID, select the member's last name using the lookup icon, and click Generate Emergency Contact Form.</p> 
8	<p>The form will open in a new window which can be saved to a local folder and/or printed.</p> <p>NOTE: If there are data discrepancies on the member's form, it is likely the data within the Personal Information/Dependent Information/Emergency Contact component is incorrect. Please check these components to see if data needs to be corrected or updated.</p> 

How to Batch Print BAH Dependency Data/Emergency Contact Forms

Procedures See below.

Step	Action
1	<p>In the Menu, navigate to Global Payroll & Absence Mgmt > USCG Payroll Processes > Payroll Reports > BAH Depndnt/Emergency Data Batch link.</p>  <p>The screenshot shows a web menu interface. At the top, there is a search bar and a refresh button. Below the search bar is a list of menu items with expandable arrows. The path is as follows: 'Global Payroll & Absence Mgmt' is expanded to show 'Payee Data', 'Absence and Payroll Processing', and 'USCG Payroll Processes'. 'USCG Payroll Processes' is expanded to show 'Payroll Reports'. 'Payroll Reports' is expanded to show 'BAH COLA Report', 'Global Payroll Action Requests', 'Payee Name and SSN by DeptID', 'BAH Depndnt/EmergencyData Emplid', and 'BAH Depndnt/Emergency Data Batch'. The 'BAH Depndnt/Emergency Data Batch' link is highlighted with a red rectangular box.</p>

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

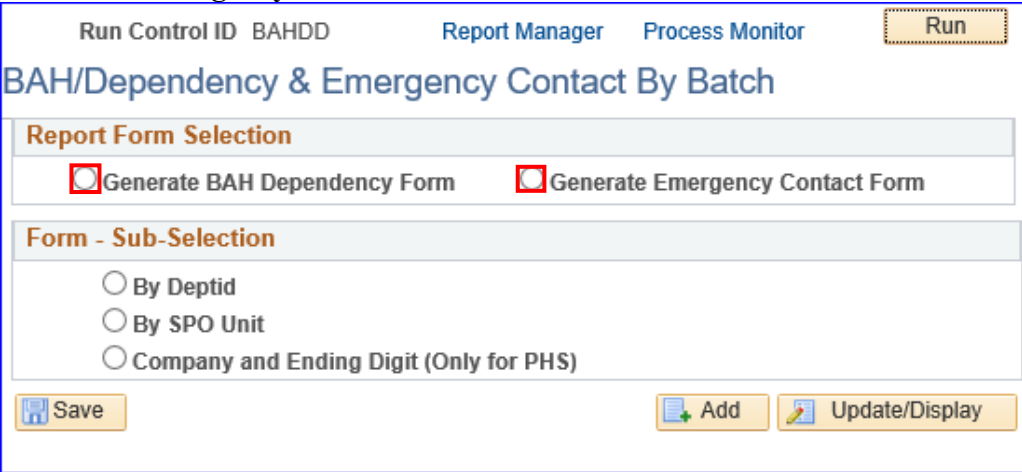
Procedures,
continued

Step	Action
<p>2</p>	<p>If creating the report for the first time, select the Add a New Value tab.</p> <div data-bbox="359 571 1225 907" style="border: 1px solid blue; padding: 5px;"> <p>BAH Depndnt/Emrgncy Data Batch Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> </div> <p>If the Run Control ID is known, enter the name and click Search. Then skip to Step 4.</p> <div data-bbox="359 1019 1225 1355" style="border: 1px solid blue; padding: 5px;"> <p>BAH Depndnt/Emrgncy Data Batch Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text" value="BAHDD"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> </div>
<p>3</p>	<p>Create a name you will remember for running this report, enter it into the Run Control ID and click Add.</p> <div data-bbox="359 1467 997 1691" style="border: 1px solid blue; padding: 5px;"> <p>BAH Depndnt/Emrgncy Data Batch</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID <input type="text" value="BAHDD"/></p> <p>Add</p> </div>

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

Step	Action
4	<p>Select the radio button for either the Generate BAH Dependency Form or Generate Emergency Contact Form.</p> 

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

Step	Action
5	<p>Select the radio button for either By Deptid or By SPO Unit (NEVER use Company and Ending Digit. It is for PHS only). If By Deptid is selected, the Set ID and the Department boxes will appear.</p> <div data-bbox="352 645 1267 1128" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <p>BAH/Dependency & Emergency Contact By Batch</p> <p>Report Form Selection</p> <p><input type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> <p>Form - Sub-Selection</p> <p><input checked="" type="radio"/> By Deptid <input type="radio"/> By SPO Unit <input type="radio"/> Company and Ending Digit (Only for PHS)</p> <p>Set ID: <input type="text"/> <input type="button" value="🔍"/></p> <p>Department: <input type="text"/> <input type="button" value="🔍"/></p> <p><input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p> </div> <p>If the By SPO Unit is selected, The Set ID and SPO Unit boxes will appear.</p> <div data-bbox="352 1211 1267 1686" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <p>BAH/Dependency & Emergency Contact By Batch</p> <p>Report Form Selection</p> <p><input type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> <p>Form - Sub-Selection</p> <p><input type="radio"/> By Deptid <input checked="" type="radio"/> By SPO Unit <input type="radio"/> Company and Ending Digit (Only for PHS)</p> <p>Set ID: <input type="text"/> <input type="button" value="🔍"/></p> <p>SPO Unit: <input type="text"/> <input type="button" value="🔍"/></p> <p><input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p> </div>

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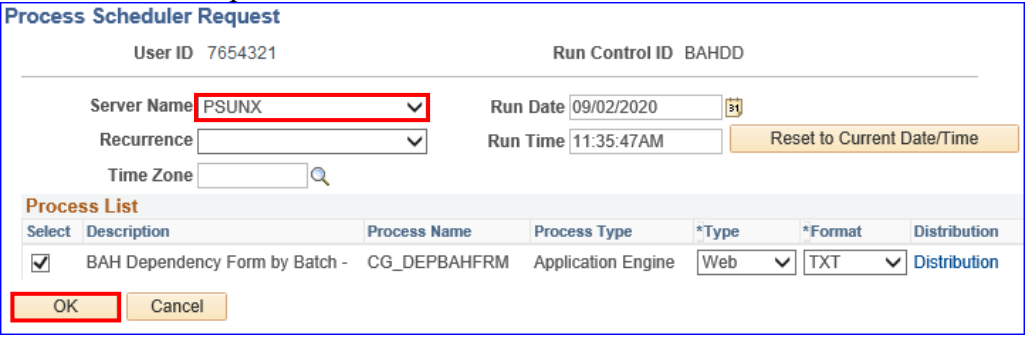
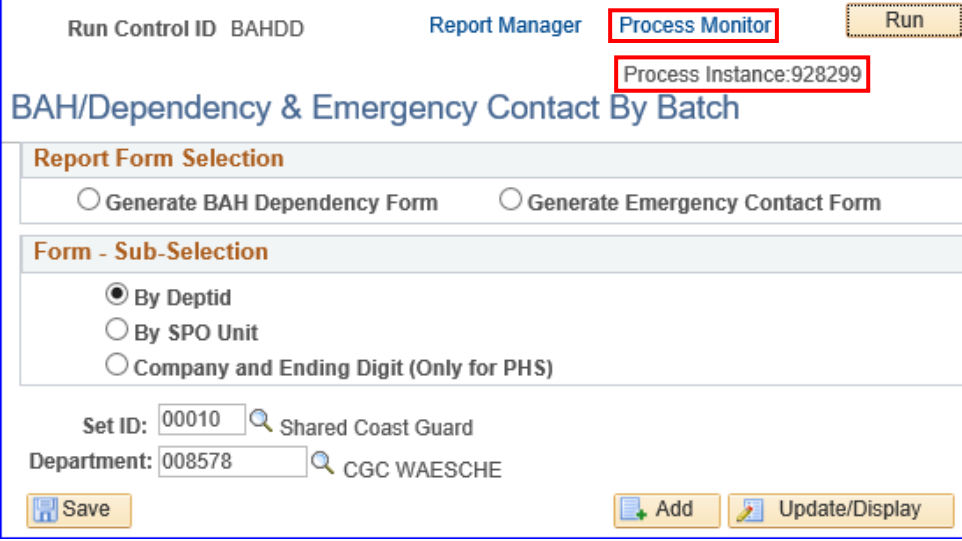
Procedures,
continued

Step	Action
6	<p>If choosing By Deptid, enter Set ID 00010 for Coast Guard or 00007 for NOAA. Enter in the Department number you are running the batch for and click Run.</p> <div data-bbox="352 645 1326 1160" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <p>BAH/Dependency & Emergency Contact By Batch</p> <p>Report Form Selection</p> <p><input type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> <p>Form - Sub-Selection</p> <p><input checked="" type="radio"/> By Deptid <input type="radio"/> By SPO Unit <input type="radio"/> Company and Ending Digit (Only for PHS)</p> <p>Set ID: 00010 Shared Coast Guard Department: 008578 CGC WAESCHE</p> <p>Save Add Update/Display</p> </div> <p>If choosing By SPO unit, enter the Set ID 00010 for Coast Guard or 00007 for NOAA. Enter in the SPO Unit number you are running the batch report for and click Run.</p> <div data-bbox="352 1305 1326 1821" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <p>BAH/Dependency & Emergency Contact By Batch</p> <p>Report Form Selection</p> <p><input type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> <p>Form - Sub-Selection</p> <p><input type="radio"/> By Deptid <input checked="" type="radio"/> By SPO Unit <input type="radio"/> Company and Ending Digit (Only for PHS)</p> <p>Set ID: 00010 Shared Coast Guard SPO Unit: 042599 BASE ALAM SPO (PS)</p> <p>Save Add Update/Display</p> </div>

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

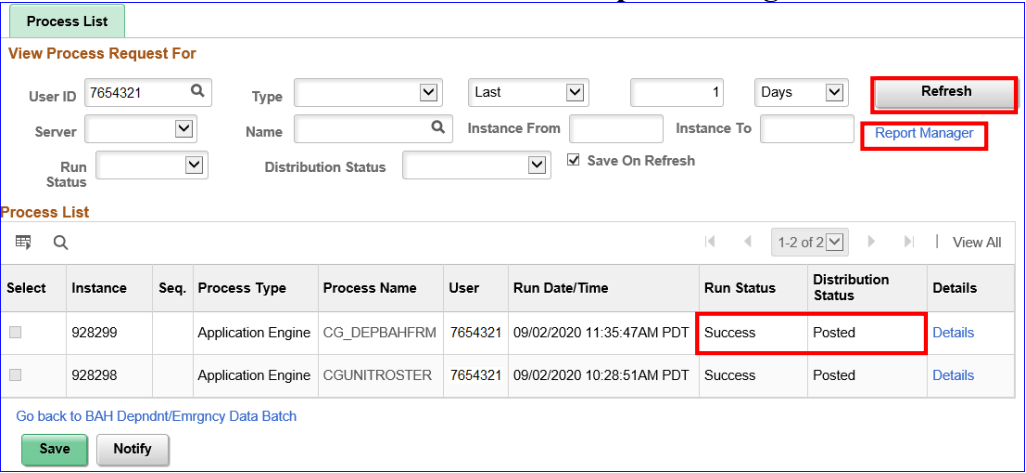
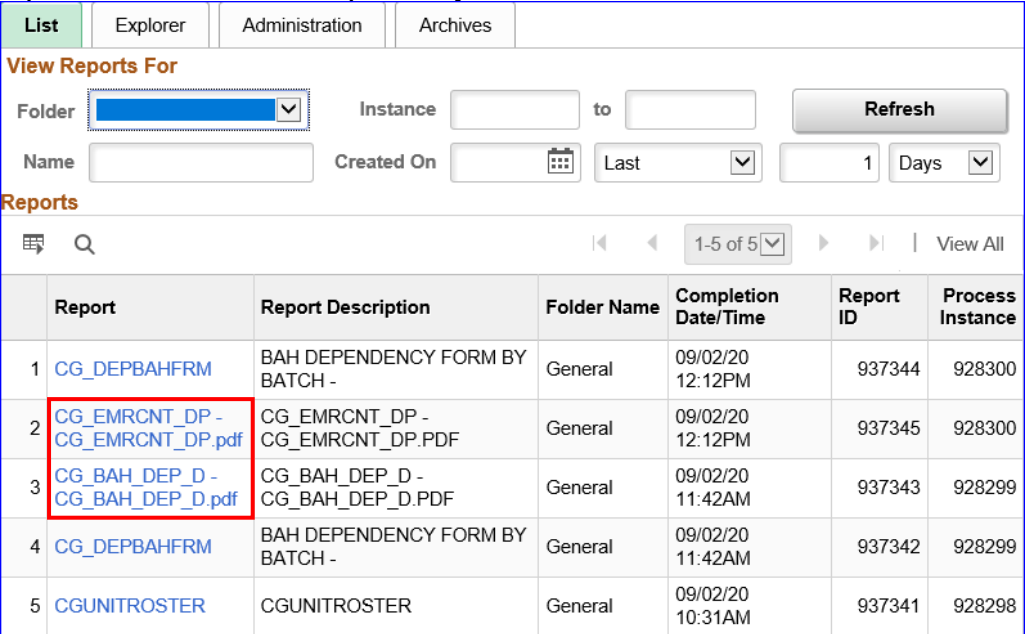
Procedures,
continued

Step	Action														
7	<p>The Process Scheduler Request page will display. Select PSUNX from the Server Name drop-down and click OK.</p>  <p>Process Scheduler Request</p> <p>User ID 7654321 Run Control ID BAHDD</p> <p>Server Name PSUNX Run Date 09/02/2020 Recurrence Recurrence Run Time 11:35:47AM Time Zone Time Zone</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>BAH Dependency Form by Batch -</td> <td>CG_DEPBAHFRM</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	BAH Dependency Form by Batch -	CG_DEPBAHFRM	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	BAH Dependency Form by Batch -	CG_DEPBAHFRM	Application Engine	Web	TXT	Distribution									
8	<p>A Process Instance number will appear. Select the Process Monitor link.</p>  <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <p>Process Instance:928299</p> <p>BAH/Dependency & Emergency Contact By Batch</p> <p>Report Form Selection</p> <p><input type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> <p>Form - Sub-Selection</p> <p><input checked="" type="radio"/> By Deptid <input type="radio"/> By SPO Unit <input type="radio"/> Company and Ending Digit (Only for PHS)</p> <p>Set ID: 00010 Shared Coast Guard Department: 008578 CGC WAESCHE</p> <p>Save Add Update/Display</p>														

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

Step	Action																																										
<p>9</p>	<p>Click the Refresh button until the Run Status reads Success and the Distribution Status reads Posted. Select the Report Manager link.</p>  <p>Process List</p> <p>View Process Request For</p> <p>User ID: 7654321 Type: [v] Last: [v] 1 Days Refresh</p> <p>Server: [v] Name: [v] Instance From: [v] Instance To: [v] Report Manager</p> <p>Run Status: [v] Distribution Status: [v] <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>928299</td> <td></td> <td>Application Engine</td> <td>CG_DEPBAFRM</td> <td>7654321</td> <td>09/02/2020 11:35:47AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>928298</td> <td></td> <td>Application Engine</td> <td>CGUNITROSTER</td> <td>7654321</td> <td>09/02/2020 10:28:51AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Go back to BAH Depndnt/Emergency Data Batch</p> <p>Save Notify</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	928299		Application Engine	CG_DEPBAFRM	7654321	09/02/2020 11:35:47AM PDT	Success	Posted	Details	<input type="checkbox"/>	928298		Application Engine	CGUNITROSTER	7654321	09/02/2020 10:28:51AM PDT	Success	Posted	Details												
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<p>10</p>	<p>Select the CG_EMRCT_DP – CG_EMRCNT_DP.pdf report link for the Emergency Contact Forms or the CG_BAH_DEP_D - CG_BAH_DEP_D.pdf report link for the BAH Dependency Data forms.</p>  <p>List Explorer Administration Archives</p> <p>View Reports For</p> <p>Folder: [v] Instance: [v] to [v] Refresh</p> <p>Name: [v] Created On: [v] Last: [v] 1 Days [v]</p> <p>Reports</p> <table border="1"> <thead> <tr> <th></th> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CG_DEPBAFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/02/20 12:12PM</td> <td>937344</td> <td>928300</td> </tr> <tr> <td>2</td> <td>CG_EMRCNT_DP - CG_EMRCNT_DP.pdf</td> <td>CG_EMRCNT_DP - CG_EMRCNT_DP.PDF</td> <td>General</td> <td>09/02/20 12:12PM</td> <td>937345</td> <td>928300</td> </tr> <tr> <td>3</td> <td>CG_BAH_DEP_D - CG_BAH_DEP_D.pdf</td> <td>CG_BAH_DEP_D - CG_BAH_DEP_D.PDF</td> <td>General</td> <td>09/02/20 11:42AM</td> <td>937343</td> <td>928299</td> </tr> <tr> <td>4</td> <td>CG_DEPBAFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/02/20 11:42AM</td> <td>937342</td> <td>928299</td> </tr> <tr> <td>5</td> <td>CGUNITROSTER</td> <td>CGUNITROSTER</td> <td>General</td> <td>09/02/20 10:31AM</td> <td>937341</td> <td>928298</td> </tr> </tbody> </table>		Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1	CG_DEPBAFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/02/20 12:12PM	937344	928300	2	CG_EMRCNT_DP - CG_EMRCNT_DP.pdf	CG_EMRCNT_DP - CG_EMRCNT_DP.PDF	General	09/02/20 12:12PM	937345	928300	3	CG_BAH_DEP_D - CG_BAH_DEP_D.pdf	CG_BAH_DEP_D - CG_BAH_DEP_D.PDF	General	09/02/20 11:42AM	937343	928299	4	CG_DEPBAFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/02/20 11:42AM	937342	928299	5	CGUNITROSTER	CGUNITROSTER	General	09/02/20 10:31AM	937341	928298
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3	CG_BAH_DEP_D - CG_BAH_DEP_D.pdf	CG_BAH_DEP_D - CG_BAH_DEP_D.PDF	General	09/02/20 11:42AM	937343	928299																																					
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continued

Step	Action																				
11	<p>Select the CG_EMRCNT_DP.pdf link for the Emergency Contact report or the CG_BAH_DEP_D.pdf link for the BAH Dependency report.</p> <div data-bbox="352 607 1158 1144" style="border: 1px solid black; padding: 5px;"> <p>Report</p> <p>Report ID 937345 Process Instance 928300 Message Log Name XMLP Process Type XML Publisher Run Status Success CG_EMRCNT_DP - CG_EMRCNT_DP.pdf</p> <p>Distribution Details</p> <p>Distribution Node RPTNODE Expiration Date 09/09/2020</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>CG_EMRCNT_DP.pdf</td> <td>131,101</td> <td>09/02/2020 12:12:10.225995PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>7654321</td> </tr> </tbody> </table> </div> <div data-bbox="352 1182 1158 1720" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report</p> <p>Report ID 937343 Process Instance 928299 Message Log Name XMLP Process Type XML Publisher Run Status Success CG_BAH_DEP_D - CG_BAH_DEP_D.pdf</p> <p>Distribution Details</p> <p>Distribution Node RPTNODE Expiration Date 09/09/2020</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>CG_BAH_DEP_D.pdf</td> <td>245,143</td> <td>09/02/2020 11:42:21.787271AM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>7654321</td> </tr> </tbody> </table> </div>	Name	File Size (bytes)	Datetime Created	CG_EMRCNT_DP.pdf	131,101	09/02/2020 12:12:10.225995PM PDT	Distribution ID Type	Distribution ID	User	7654321	Name	File Size (bytes)	Datetime Created	CG_BAH_DEP_D.pdf	245,143	09/02/2020 11:42:21.787271AM PDT	Distribution ID Type	Distribution ID	User	7654321
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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

Step	Action																																																						
<p>12</p>	<p>SPO Unit reports appear as below:</p> <ul style="list-style-type: none"> • CG_EMRCNT_SP – CG_EMRCNT_SP.pdf • CG_BAH DEPSP – CG_BAH DEPSP.pdf <div data-bbox="352 647 1382 1256" style="border: 1px solid black; padding: 5px;"> <p>Reports</p> <p>🔍 1-8 of 8 View All</p> <table border="1"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 CG_EMRCNT_SP - CG_EMRCNT_SP.pdf</td> <td>CG_EMRCNT_SP - CG_EMRCNT_SP.PDF</td> <td>General</td> <td>09/03/20 11:35AM</td> <td>937357</td> <td>928309</td> </tr> <tr> <td>2 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/03/20 11:35AM</td> <td>937356</td> <td>928309</td> </tr> <tr> <td>3 CG_BAH_DEPSP - CG_BAH_DEPSP.pdf</td> <td>CG_BAH_DEPSP - CG_BAH_DEPSP.PDF</td> <td>General</td> <td>09/03/20 11:28AM</td> <td>937355</td> <td>928308</td> </tr> <tr style="background-color: #ffffcc;"> <td>4 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/03/20 11:28AM</td> <td>937354</td> <td>928308</td> </tr> <tr> <td>5 CG_EMRCNT_DP - CG_EMRCNT_DP.pdf</td> <td>CG_EMRCNT_DP - CG_EMRCNT_DP.PDF</td> <td>General</td> <td>09/02/20 12:12PM</td> <td>937345</td> <td>928300</td> </tr> <tr> <td>6 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/02/20 12:12PM</td> <td>937344</td> <td>928300</td> </tr> <tr> <td>7 CG_BAH_DEP_D - CG_BAH_DEP_D.pdf</td> <td>CG_BAH_DEP_D - CG_BAH_DEP_D.PDF</td> <td>General</td> <td>09/02/20 11:42AM</td> <td>937343</td> <td>928299</td> </tr> <tr> <td>8 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/02/20 11:42AM</td> <td>937342</td> <td>928299</td> </tr> </tbody> </table> </div>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 CG_EMRCNT_SP - CG_EMRCNT_SP.pdf	CG_EMRCNT_SP - CG_EMRCNT_SP.PDF	General	09/03/20 11:35AM	937357	928309	2 CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/03/20 11:35AM	937356	928309	3 CG_BAH_DEPSP - CG_BAH_DEPSP.pdf	CG_BAH_DEPSP - CG_BAH_DEPSP.PDF	General	09/03/20 11:28AM	937355	928308	4 CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/03/20 11:28AM	937354	928308	5 CG_EMRCNT_DP - CG_EMRCNT_DP.pdf	CG_EMRCNT_DP - CG_EMRCNT_DP.PDF	General	09/02/20 12:12PM	937345	928300	6 CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/02/20 12:12PM	937344	928300	7 CG_BAH_DEP_D - CG_BAH_DEP_D.pdf	CG_BAH_DEP_D - CG_BAH_DEP_D.PDF	General	09/02/20 11:42AM	937343	928299	8 CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/02/20 11:42AM	937342	928299
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<p>13</p>	<p>The report will open in a new window displaying data on all the members assigned to the specific department or unit. It can now be printed and/or saved to a local directory.</p>																																																						