Start CONUS COLA

Introduction	This guide provides the procedures for starting CONUS COLA in Direct Access (DA).
Important Information	Do NOT create a CONUS COLA row if the CONUS COLA rate is \$0.
References	 (a) Joint Travel Regulations (JTR), Chapter 8 (b) DOD FMR Vol 7A, Chapter 67 - CONUS COLA
Important	 If a member's CONUS COLA is paying at the incorrect step review the member's Job Data to ensure the Pay Entry Base Date (PEBD) is correct. A SOCS may need to be submitted to correct the member's PEBD which is what CONUS COLA pulls its step rate from. When entering a zip code for CONUS COLA, the zip code is limited to 5 digits. Do NOT add any additional numbers or letters after the initial zip code. Adding more than the 5 digit zip code will result in non-payment of CONUS COLA.
LPC Row	A Legislative Pay Change (LPC) for Housing Allowances and COLA pages should never be deleted unless immediately replaced with a corrected LPC row.
Procedures	See below.

Step	Action							
1	Click on the Active/Reserve Pay Tile.							
	Active/Reserve Pay							

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Start CONUS COLA

Procedures,

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Step	Acti	on				
2	Select the Cost of Living Allowance option.					
	Direct Deposit					
	Proxy - Submit Absence					
	Voluntary Deductions					
	SGLI + FSGLI					
	T Maintain Tax Data USA					
	Housing Allowance					
	Dependent Information					
	Cost of Living Allowance					
	Generate BAH/Emergency					
	BAH Dependency Verification					
	MGIB Enrollments					
	AVIP					
	📄 Sea Time Balances					
	View Payslips (AD/RSV)					
	T Net Distribution					
	📄 Pay Calendar Results					
	Tiew Member W-2s					
	Proxy - Submit Non-Charge Abs					
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3	Enter the member's Empl ID and click Sea	urch.				
-	Cost of Living Allowance					
	Enter any information you have and click Search Leave fields blank f	or a list of all values				
	Ener any mornation you have and onor ocaron. Ecave heres blank h					
	Find an Existing Value					
	Search Criteria					
	Empl ID begins with 🗸 1234567					
	Empl Record =					
	Name begins with V					
	Last Name begins with V					
	Second Last Name begins with V					
	Alternate Character Name begins with V					
	Middle Name begins with V					
	Business Unit begins with V					
	Department Set ID begins with V	Q				
	Department begins with V	Q				
	Include History Correct History Case Sensitive					
	Search Clear Basic Search					

Procedures,

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Step	Action	
4	The member's current CONUS COLA information (if any) will display. If there is	3
	not a current CONUS COLA row (as shown below), skip to Step 4. If the member	er
	currently has a CONUS COLA row, click the (+) button to add a new row.	
	Remember: Do NOT create a CONUS COLA row if the CONUS COLA rate is	
	\$0.	
	CONUS COLA	
	Princess Leia Employee Empl ID 1234567 Empl Record 0 CONUS COLA Entitlements Find View All First ③ 1 of 1 ④ Last	
	Delete	
	Status: Inactive v	
	Approver: 1234566 Skywalker,Luke	
	COLA Type: CONUS COLA Without Dependents Approved at: 07/12/17 9:45AM COLA Reason: Transfer	
	COLA Zip: 02109 Zip Code Mismatch	
	PDS Zip-Code Mismatch Authorized by PSC/CG-1332:	
	Attach the Authorization Document, if Applicable (1300 KD Linni) Attached File Add Attachment View Attachment	
	CONUS COLA Dependent Beneficiaries Personalize Find 🗐 🌉 First 🕢 1 of 1 🕢 Last	
	Dependent Information Termination Information	
	Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval	
	Save Ch Bahum In Search 12 Notify Cr Befrach S Lindstall Display C Include History Cr Correct History	
5	Enter the Effective Date of the CONUS COLA entitlement. Ensure the status is	
	Active (Inactive indicates the member is not drawing pay and allowances).	
	CONUS COLA OUTCONUS COLA	
	Princess Leia Employee Empl ID 123456/ Empl Record 0 CONUS COLA Entitlements Find View All Fixst () 1 of 2 () Last	
	Effective Date: 04/21/2023	
	Status: Approved:	
	COLA Type: Approver: Approved at:	
	COLA Reason: V COLA Zip: 36615	
	Zip Code Mismatch	
	PDS Zip-Code Mismatch Authorized by PSC/CG-1332:	
	Attached File Add Attachment View Attachment	
	CONUS COLA Dependent Beneficiaries Personalize Find 💷 🌉 First 🚯 1 of 1 🕟 Last	
	Dependent Information Termination Information	
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	Save 🖎 Return to Search 🖸 Notify 🔗 Refresh 🖉 Update/Display 🖓 Include History	
	CONUS COLA JOUTCONUS COLA	

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CONUS COLA Ent	titlements				Find View	All First 🕢	1 of 2 🕟 L	Last
Effective Date: 04	/21/2023				Delet	le		+
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COLA Type:		Ap	proved at:					
COLA Reason: C	ONUS COLA With Dependents ONUS COLA Without Dependen	nts						
Zip Code Misma	itch							
PDS Zip-Code N	lismatch Authorized by PSC/C	G-1332: U	t)					
Attached File	onzation bocument, il Applica		Add Attachment	View Att	achment			
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	mation Termination Informa	ation						
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Procedures,

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Step	Action						
8	COLA Zip will be prefilled. If you are not changing COLA Zip, skip to step 11.						
	If you are changing COLA Zip, you must complete the Zip Code Mismatch						
	information section. Enter appropriate COLA Zip, check PDS Zip-Code						
	Mismatch box, and click Add Attachment.						
	Approver:						
	Approved at:						
	COLA Reason:						
	COLA ZIP: 00010						
	Zip Code Mismatch						
	PDS Zip-Code Mismatch Authorized by PSC/CG-1332:						
	Attach the Authorization Document, if Applicable (1500 KB Limit)						
	Attached File Add Attachment View Attachment						
9	Click on Choose File, then search through your folder where you saved the						
	attachment and upload document.						
	File Attachment ×						
	Upload Cancel						
10							
10	Choose View Attachment to ensure it looks correct. Verify information is now						
	displayed correctly.						
	PDS Zip-Code Mismatch Authorized by PSC/CG-1332:						
	Attached File Leia, COLA.docx Add Attachment View Attachment						
11							
11	If the member is authorized CONUS COLA with Dependents, click the *Dep/Ben						
	IOOKUP and select the appropriate dependent(s) from the Search Results.						
	CONUS COLA Dependent Beneficiaries Personalize Find 🖓 🙀 First 🕚 1 of 1 🕑 Last						
	*Dep/Ben Name Relation Birth COLA Elia In A Service 50% Supp Last Approval						

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Procedures,

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Step	Action
12	Once all the information has been entered appropriately, click Save.
	< My Homepage Active & Reserve Pay Shortcuts
	CONUS COLA OUTCONUS COLA Princess Leia Empluito 122/657 Empl Baserd 0
	CONUS COLA Entitlements Find View All First () 1 of 2 () Last
	Effective Date: 104/21/2023
	Status: Active Approved:
	COLA Type: CONUS COLA Without Depender V Approver: Approved at:
	COLA Reason: Transfer V COLA Zip: 36615
	Zip Code Mismatch
	PDS Zip-Code Mismatch Authorized by PSC/CG-1332:
	Attach the Authorization Document, if Applicable (1500 KB Limit) Attached File Add Attachment View Attachment
	CONUS COLA Denendent Beneficiaries Personalize Find (2) (2) First (2) 1 of 1 (2) Last
	Dependent Information Termination Information IIII
	"Dep/Ben Name Relation Birth COLA Elig In A Service 50% Supp Last Approval
12	Return to Search Referesh Referesh Referesh Dupdate/Display Correct History
13	If you changed the COLA Zip and the check box was not selected, or the
	attachment did not upload correctly you will receive one of the following
	messages. Review/repeat steps 8-10 and click Save.
	Select the checkbox to indicate member received authorization. (30007,408)
	You must select the checkbox to indicate member received authorization for a zio-code other than member's current duty
	location zip-code and attach the authorization document before
	OK
	The Zip-Code Mismatch authorization document is missing. (30007,409)
	You must upload the Zip-Code Mismatch authorization document before the Conus Cola entry can be saved.
	ок
14	The CONUS COLA request will be forwarded to the SPO tree for approval
15	As with all new transactions, warify the correct emount is being neid to the member
15	As with all pay transactions, verify the correct amount is being paid to the member
	after SPO approval. If CONUS COLA isn't paying the correct Step (found on
	Salary Plan tab of Job Data) dollar amount per the DTMO website, double check
	the Pay Base Date (PBD) on the Job Labor tab of Job Data. If the PBD is incorrect,
	submit a SOCS to PPC per the 3PM.
	POINT START DATE
	PAY BASE DATE 04/21/2023
	Salary Admin Plan ENL 4 Enlisted Pay lable
	Grade E7 Q 2023 Enlisted Pay Table Grade Entry Date 10/01/2019
	Step 18 Q Step Entry Date 04/21/2023
	Includes Wage Progression Rule
	If the date change is "in range", DA will pay out the difference to the member. If it
	is "out of range", MAS will need to pay that portion separately via trouble ticket.