

Suspicious Amount Net Pay Difference (NP500) Report

Overview

Introduction This guide provides the procedures for SPO Chiefs to run, review, and research the Suspicious Amount Net Pay Difference (NP500) Report in Direct Access (DA).

Purpose The purpose of the NP500 Report is to help SPOs target and correct possible pay errors before the pay cycle finalizes, thus avoiding potential over/under payments to the members, improving accuracy of pay, and eliminating rework for SPOs, P&As, and PPC. The report provides a list of cases with a suspicious net pay difference of \$500 or more between pay cycles.

IMPORTANT **This report should be given a high priority.**
To access the report, the **CGHRSUP** is required.
SPO Chiefs are responsible for ensuring net pay differences listed on the NP500 Report are accurate and valid; and if not, that appropriate corrections are made.

This report should be run 3 business days prior to each Finalization Date. Running the report 3 business days prior to Finalization allows SPOs the necessary time to identify and resolve any pay discrepancies prior to Finalization.

SPOs are responsible for working cases with net pay differences from **-\$1499 to \$1499** and researching **negative Current Net Pay and Current Net Pay under \$500**. In partnership, PPC is responsible for working cases with suspicious net pay differences of \$1500 and higher.

Officer Integration

- Annually officers can integrate from the Reserve component to Active Duty. This usually results in a difference in the member's net pay.
- Depending on the date of the integration, the member may have **TWO** pay calendars in which they will receive payment for and must be validated by looking at the member's Pay Calculation Results and researching **Segment Numbers** and **Slice Dates**.
- On the member's payslip, in the Net Pay Distribution section, the payslip may display the two separate deposits that will post to the member's account.
- Even though DA processed the integration correctly, **the NP500 report does not have the ability to read more than one Net Result Value and therefore indicates a suspicious amount.**

Continued on next page

Overview, Continued

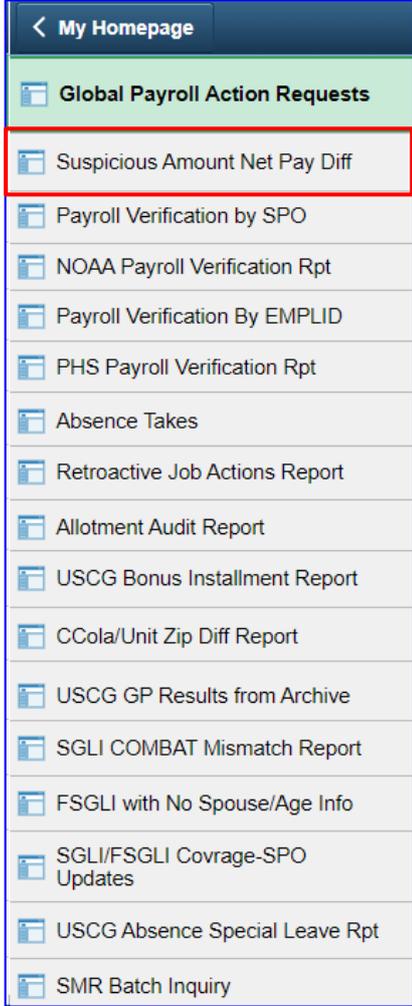
Contents

Topic	See Page
Suspicious Amount Net Pay Diff Report	3
Submitting a Customer Care Ticket	5
Common Types of Pay Cases	8

Suspicious Amount Net Pay Diff Report

Introduction This section provides the procedures to run and download the Suspicious Amount Net Pay Difference (NP500) Report in DA.

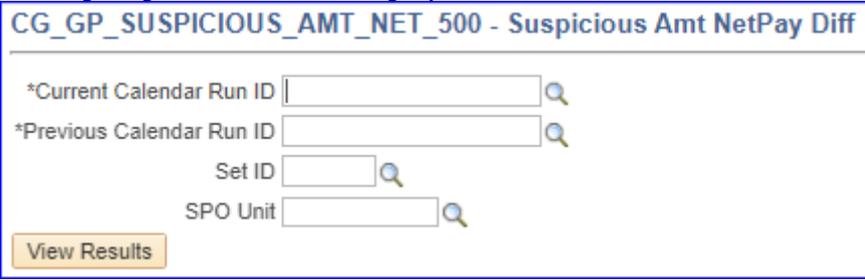
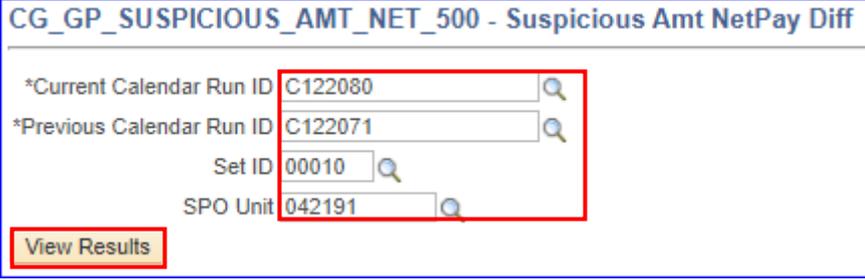
Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Report Tile.</p> 
1.5	<p>Select the Suspicious Amount Net Pay Diff option.</p> 

Continued on next page

Suspicious Amount Net Pay Diff Report, Continued

Procedures,
continued

Step	Action																																																												
2	<p>The report parameters will display.</p>  <p>CG_GP_SUSPICIOUS_AMT_NET_500 - Suspicious Amt NetPay Diff</p> <p>*Current Calendar Run ID <input type="text"/></p> <p>*Previous Calendar Run ID <input type="text"/></p> <p>Set ID <input type="text"/></p> <p>SPO Unit <input type="text"/></p> <p>View Results</p>																																																												
3	<p>Enter the following parameters (required):</p> <p>*Current Calendar Run ID – Using the Lookup, select the current pay calendar.</p> <p>*Previous Calendar Run ID – Using the Lookup, select the previous pay calendar.</p> <p>Set ID – Use the Lookup or enter 00010.</p> <p>SPO Unit – Use the Lookup or enter the SPO Department ID.</p> <p>Click View Results.</p>  <p>CG_GP_SUSPICIOUS_AMT_NET_500 - Suspicious Amt NetPay Diff</p> <p>*Current Calendar Run ID <input type="text" value="C122080"/></p> <p>*Previous Calendar Run ID <input type="text" value="C122071"/></p> <p>Set ID <input type="text" value="00010"/></p> <p>SPO Unit <input type="text" value="042191"/></p> <p>View Results</p>																																																												
4	<p>The results will display. Download the results to an Excel Spreadsheet for easier sorting and filtering.</p>  <p>Download results in: Excel Spreadsheet CSV Text File XML File (52 kb)</p> <p>View All First 1-100 of 101 Last</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Pay Group</th> <th>Emplid</th> <th>Empl Record</th> <th>Last</th> <th>First Name</th> <th>SPO Deptid</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Difference</th> <th>Unit Deptid</th> <th>Unit Dept Descr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>USCG</td> <td>1111111</td> <td>0</td> <td>Serra</td> <td>Inara</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C122080</td> <td>2167.33</td> <td>C122071</td> <td>3154.42</td> <td>-987.09</td> <td>000539</td> <td>CG STA CHICAGO</td> </tr> <tr> <td>2</td> <td>USCG</td> <td>2222222</td> <td>0</td> <td>Reynolds</td> <td>Malcolm</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C122080</td> <td>4846.47</td> <td>C122071</td> <td>6008.46</td> <td>-1161.99</td> <td>000211</td> <td>AIRSTA TRAVERSE CITY</td> </tr> <tr> <td>3</td> <td>USCG</td> <td>3333333</td> <td>0</td> <td>Washburne</td> <td>Zoe</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>C122080</td> <td>5160.00</td> <td>C122071</td> <td>4031.19</td> <td>1128.81</td> <td>042180</td> <td>BASE CLEVELAND</td> </tr> </tbody> </table>	Row	Pay Group	Emplid	Empl Record	Last	First Name	SPO Deptid	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Difference	Unit Deptid	Unit Dept Descr	1	USCG	1111111	0	Serra	Inara	042191	BASE CLEV SPO (PS)	C122080	2167.33	C122071	3154.42	-987.09	000539	CG STA CHICAGO	2	USCG	2222222	0	Reynolds	Malcolm	042191	BASE CLEV SPO (PS)	C122080	4846.47	C122071	6008.46	-1161.99	000211	AIRSTA TRAVERSE CITY	3	USCG	3333333	0	Washburne	Zoe	042191	BASE CLEV SPO (PS)	C122080	5160.00	C122071	4031.19	1128.81	042180	BASE CLEVELAND
Row	Pay Group	Emplid	Empl Record	Last	First Name	SPO Deptid	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Difference	Unit Deptid	Unit Dept Descr																																															
1	USCG	1111111	0	Serra	Inara	042191	BASE CLEV SPO (PS)	C122080	2167.33	C122071	3154.42	-987.09	000539	CG STA CHICAGO																																															
2	USCG	2222222	0	Reynolds	Malcolm	042191	BASE CLEV SPO (PS)	C122080	4846.47	C122071	6008.46	-1161.99	000211	AIRSTA TRAVERSE CITY																																															
3	USCG	3333333	0	Washburne	Zoe	042191	BASE CLEV SPO (PS)	C122080	5160.00	C122071	4031.19	1128.81	042180	BASE CLEVELAND																																															

Submitting a Customer Care Ticket

Introduction This section provides the procedures for SPOs to submit a Customer Care ticket for pay cases requiring PPC (MAS) action.

Before Contacting PPC Customer Care Before contacting PPC Customer Care on a NP500 case, it is important that the **SPO Auditor and SPO Chief** have reviewed the pay difference to ensure all necessary SPO actions have been completed (i.e., correcting transactions) and that PPC (MAS) action is required.

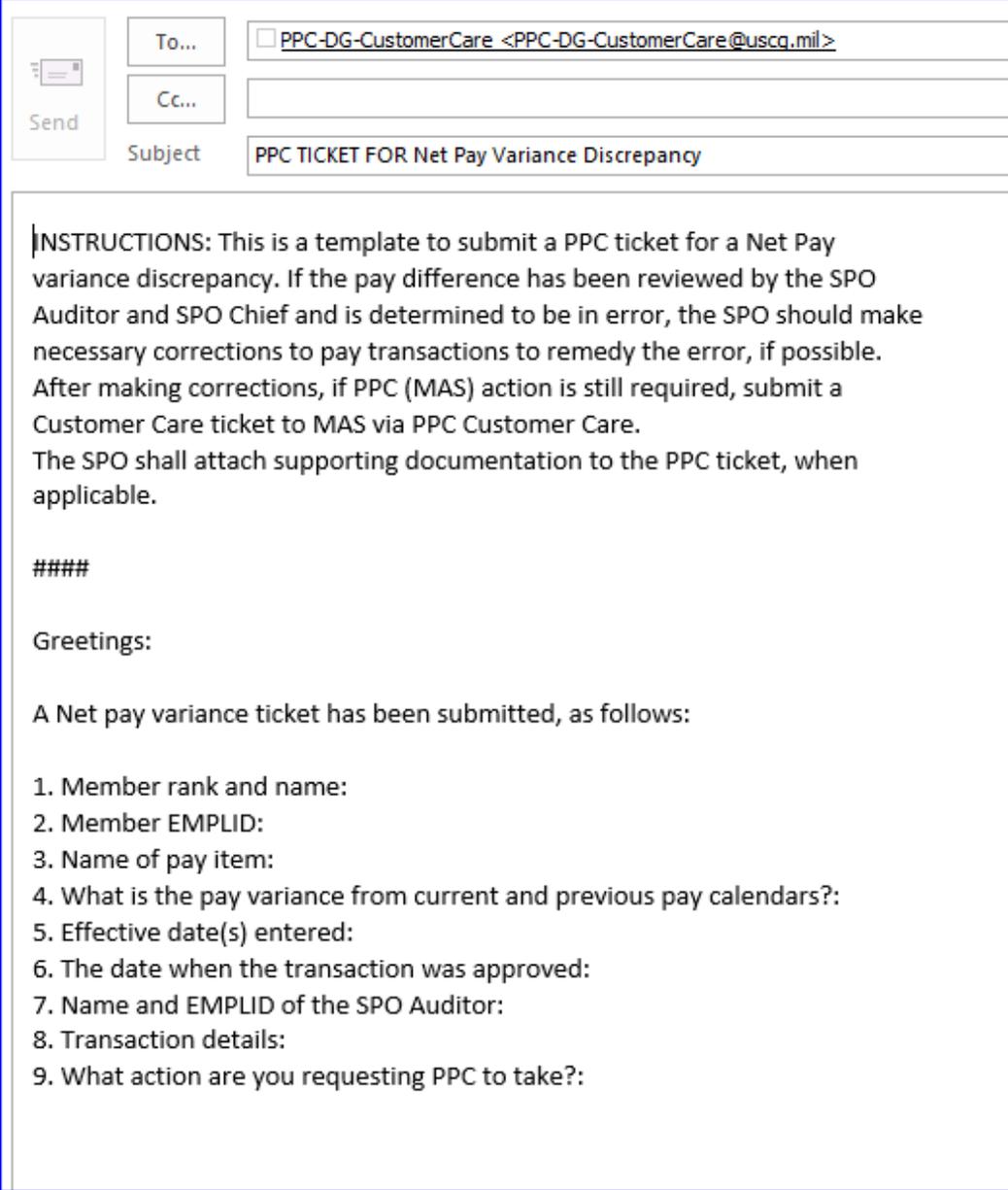
Procedures See below.

Step	Action
1	If the pay difference has been reviewed by the SPO Auditor and SPO Chief and is determined to be in error, the SPO should make all necessary corrections to the pay transactions to remedy the error, if possible. After making the corrections, if PPC (MAS) action is still required, submit a Customer Care ticket to MAS via PPC Customer Care.

Continued on next page

Submitting a Customer Care Ticket, Continued

Procedures,
continued

Step	Action
2	<p>If submitting a customer care ticket via Email, use the following format. This template may also be found on the PPC (MAS) webpage at (https://www.dcms.uscg.mil/ppc/mas/).</p> <div data-bbox="328 551 1366 1776" style="border: 1px solid black; padding: 10px;">  <p>INSTRUCTIONS: This is a template to submit a PPC ticket for a Net Pay variance discrepancy. If the pay difference has been reviewed by the SPO Auditor and SPO Chief and is determined to be in error, the SPO should make necessary corrections to pay transactions to remedy the error, if possible. After making corrections, if PPC (MAS) action is still required, submit a Customer Care ticket to MAS via PPC Customer Care. The SPO shall attach supporting documentation to the PPC ticket, when applicable.</p> <p>####</p> <p>Greetings:</p> <p>A Net pay variance ticket has been submitted, as follows:</p> <ol style="list-style-type: none"> 1. Member rank and name: 2. Member EMPLID: 3. Name of pay item: 4. What is the pay variance from current and previous pay calendars?: 5. Effective date(s) entered: 6. The date when the transaction was approved: 7. Name and EMPLID of the SPO Auditor: 8. Transaction details: 9. What action are you requesting PPC to take?: </div>

Continued on next page

Submitting a Customer Care Ticket, Continued

Procedures,
continued

Step	Action
3	<p>If submitting a customer care ticket via the MS Word Template on PPC’s website, complete each block with the requested information. Enter the following information in the “Description of Problem/Request” block:</p> <p>→ NP500</p> <ul style="list-style-type: none"> • Name of the pay item • The pay variance from the current net pay and previous net pay calendars • The effective dates entered • The date when the transaction was approved • Name and Emplid of the SPO Auditor • Transaction details • <u>What action are you requesting of PPC</u> <div data-bbox="328 860 919 1800" style="border: 1px solid black; padding: 5px;"> <p>Contact Information - Who is submitting this ticket?</p> <p>POC Employee ID: <input type="text"/></p> <p>POC Email: <input type="text"/></p> <p>POC First Name: <input type="text"/></p> <p>POC Last Name: <input type="text"/></p> <p>POC Title, Rate or Rank: <input type="text"/></p> <p>POC Daytime Phone Number: <input type="text"/> <i>(include area code & ext)</i></p> <hr/> <p>Member/Employee Information - Who is this ticket for?</p> <p>Member/Employee ID: <input type="text"/></p> <p>Member/Employee First Name: <input type="text"/></p> <p>Member/Employee Last Name: <input type="text"/></p> <hr/> <p>Problem/Issue Information –</p> <p>User Role for this issue: <input type="text" value="Select User Role"/></p> <p>Category: <input type="text"/></p> <p>Type: <input type="text"/></p> <p>Cause: <input type="text"/></p> <p>Description of Problem/Request: <input style="border: 2px solid red;" type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>

Common Types of Pay Cases

Introduction This section provides information on some of the most common types of suspicious net pay differences found on the NP500 report.

Common Pay Cases The most common types of pay cases that result in suspicious net pay differences include:

- Reservists (drilling/not drilling)
 - BAH
 - OCONUS COLA
 - CG Standard Meal Rate (CGSMR, formally DMR)
 - Refund for Missed Meals (RMM)
 - BAS II
 - Officer Integrations
-

Helpful Links PPC has published several guides to aid in researching and correcting pay errors. These and others may all be found on PPC's website or click the links below:

- [Payroll Verification Report – by SPO](#)
 - [Payroll Verification Report – by EMPLID](#)
 - [Pay Calculations Results](#)
 - [Element Assignment by Payee \(EABP\)](#)
 - [One Time Positive Input \(OTPI\)](#)
 - [Job Data](#)
 - [Pay Corrections Action Request](#)
 - [Correcting BAH](#)
 - [Disciplinary Actions](#)
 - [Correcting OCONUS COLA](#)
 - [BAS II](#)
-

Continued on next page

Common Types of Pay Cases, Continued

Good to Know The **Pay Calculations Results** is one of the most useful tools when researching the pay cases listed on the NP500 report. When using the Pay Calculations Results, it is important to always check the **Retro Adjustments** tab.

Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
Earnings	BAH	1014.150000					Resolution Details
Earnings	BAS	140.150000					Resolution Details
Earnings	BASIC PAY	4771.950000					Resolution Details
Earnings	DELTA BAH	0.000000	946.540000			Adjustment Detail	Resolution Details
Earnings	DELTA BAS	0.000000	130.800000			Adjustment Detail	Resolution Details
Earnings	DELTA BASIC	0.000000	4453.820000			Adjustment Detail	Resolution Details

Scenarios See below.

	Scenario																																		
Drilling/non-drilling Reservist	<p>Many Reservists will appear on the NP500 report. Reservists that don't perform drills every pay calendar are likely to appear on the report each pay calendar. For example, this reservist drilled the previous pay calendar and was paid \$518.86. They did not drill during the current pay cycle, and therefore show a net pay variance of -518. This is valid and does not require action.</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG RSV</td> <td>1234567</td> <td>Badger</td> <td>SFO GALVESTON</td> <td>C118071</td> <td>0</td> <td>C118070</td> <td>518.86</td> <td>-518</td> </tr> </tbody> </table>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG RSV	1234567	Badger	SFO GALVESTON	C118071	0	C118070	518.86	-518																
Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc																											
USCG RSV	1234567	Badger	SFO GALVESTON	C118071	0	C118070	518.86	-518																											
Reservist beginning/ending AD Orders	<p>Reservists that started/ended active duty orders will likely appear on this report due to the significant pay difference between IDT and Active Duty pay. For example, this Reservist ended long term ADOS orders during this pay calendar displaying a large pay difference. This is valid and does not require intervention.</p> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>3322117</td> <td>Wilson</td> <td>SFO GALVESTON</td> <td>C118071</td> <td>143.52</td> <td>C118070</td> <td>1578.72</td> <td>1435</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Work Location Details</th> </tr> </thead> <tbody> <tr> <td>*Effective Date</td> <td>07/02/2018</td> </tr> <tr> <td>Effective Sequence</td> <td>1</td> </tr> <tr> <td>HR Status</td> <td>Active</td> </tr> <tr> <td>Payroll Status</td> <td>Active</td> </tr> <tr> <td>*Action</td> <td>Transfer</td> </tr> <tr> <td>Reason</td> <td>Reserve Order End</td> </tr> <tr> <td>*Job Indicator</td> <td>Primary Job</td> </tr> </tbody> </table>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	3322117	Wilson	SFO GALVESTON	C118071	143.52	C118070	1578.72	1435	Work Location Details		*Effective Date	07/02/2018	Effective Sequence	1	HR Status	Active	Payroll Status	Active	*Action	Transfer	Reason	Reserve Order End	*Job Indicator	Primary Job
Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc																											
USCG	3322117	Wilson	SFO GALVESTON	C118071	143.52	C118070	1578.72	1435																											
Work Location Details																																			
*Effective Date	07/02/2018																																		
Effective Sequence	1																																		
HR Status	Active																																		
Payroll Status	Active																																		
*Action	Transfer																																		
Reason	Reserve Order End																																		
*Job Indicator	Primary Job																																		

Continued on next page

Common Types of Pay Cases, Continued

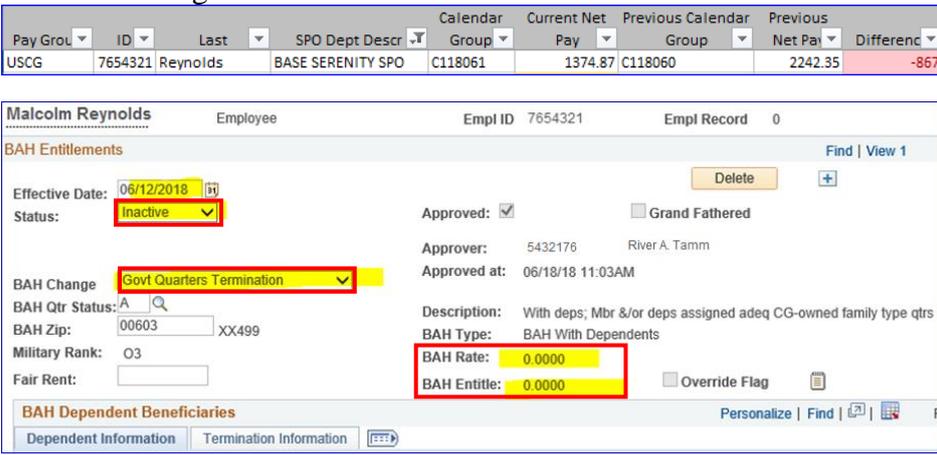
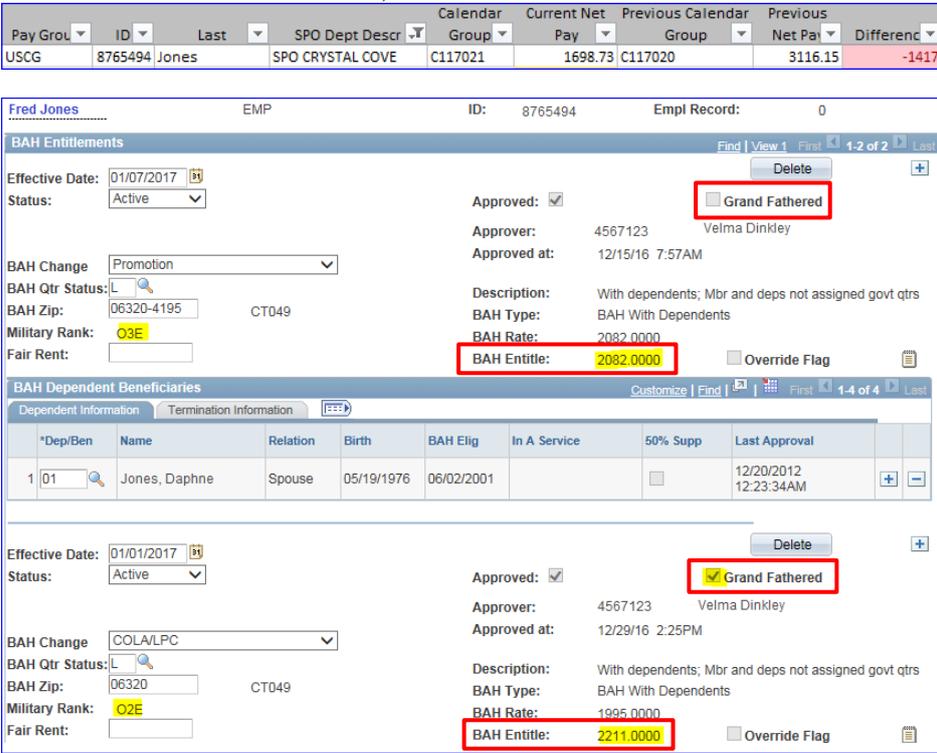
Scenarios,
continued

Scenario																																			
<p>BAH (Over-payment)</p>	<p>In this case, member PCS'd to the CGC SERENITY but the SPO hadn't reported member in, resulting in an overpayment of BAH. SPO needs to approve the PCS reporting transaction and take action on the effective BAH row.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>6712345</td> <td>Washburne</td> <td>BASE SERENITY SPO</td> <td>C118050</td> <td>1744.17</td> <td>C118041</td> <td>1192.37</td> <td style="color: red;">552</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px;"> <p>BAH Entitlements</p> <p>Hoban Washburne EMP ID: 6712345 Empl Record: 0</p> <p>Effective Date: 05/16/2018 Status: Active Approved: <input type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>BAH Change: Govt Quarters Occupancy BAH Qtr Status: E BAH Zip: 49721 ZZ580 Military Rank: E2 Fair Rent: <input type="text"/></p> <p>Description: W/O depts or spouse in svc & no other depts; assigned leased/family qtrs BAH Type: BAH Without Dependents BAH Rate: 852.0000 BAH Entitle: 0.0000 <input type="checkbox"/> Override Flag</p> <p>BAH Dependent Beneficiaries</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Effective Date: 05/11/2018 Status: Active <input checked="" type="checkbox"/> Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>BAH Change: Transfer BAH Qtr Status: V BAH Zip: 08204 NJ198 Military Rank: E2 Fair Rent: <input type="text"/></p> <p>Approver: 5432176 River A. Tamm Approved at: 05/14/18 11:23AM Description: Mbr in Transit - W/O depts or spouse in svc; no other depts and mbr not in govt qtrs BAH Type: BAH RC/T Without Dependents BAH Rate: 548.4000 BAH Entitle: 548.4000 <input type="checkbox"/> Override Flag</p> </div> </div>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	6712345	Washburne	BASE SERENITY SPO	C118050	1744.17	C118041	1192.37	552	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1						<input type="checkbox"/>	
Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc																											
USCG	6712345	Washburne	BASE SERENITY SPO	C118050	1744.17	C118041	1192.37	552																											
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval																												
1						<input type="checkbox"/>																													

Continued on next page

Common Types of Pay Cases, Continued

Scenarios,
continued

	Scenario
<p>BAH (Under-payment)</p>	<p>In this case, an Inactive BAH row for ‘Gov’t Quarters Termination’ was causing a significant underpayment to the member. SPO needs to delete the inactive BAH row and immediately re-enter with the correct date and BAH change.</p> 
<p>BAH – Rate Protection</p>	<p>BAH Rate protection was not picked up for advancement, resulting in an underpayment to the member. In this case, the member is grandfathered to the higher BAH rate. To correct, the SPO needs to delete the 01/07/2017 row and immediately re-enter the BAH row (this should show the Grand Fathered rate).</p> 

Continued on next page

Common Types of Pay Cases, Continued

Scenarios,
continued

	Scenario																																						
<p>OCONUS COLA</p>	<p>Member appeared on the NP500 with a significant pay increase from the previous pay calendar. In this case, member and dependents transferred from Kansas to Hawaii. The higher BAH rate and addition of OCONUS COLA accounted for the difference in net pay. This is valid and does not require action.</p> <table border="1" data-bbox="432 622 1374 694"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>4433221</td> <td>Early</td> <td>BASE SERENITY SPO</td> <td>C118070</td> <td>4252.73</td> <td>C118061</td> <td>2766.64</td> <td>1486</td> </tr> </tbody> </table> <div data-bbox="432 719 1374 1182"> <p>CONUS COLA OUTCONUS COLA</p> <p>Justice Early Employee Empl ID 4433221 Empl Record 0</p> <p>OUTCONUS COLA Entitlements</p> <p>Begin Date: 07/01/2018 <input type="button" value="BY"/> <input type="button" value="Delete"/></p> <p>End Date: <input type="text"/></p> <p>COLA Type: OUTCONUS COLA With Dependents</p> <p>COLA Reason: Transfer</p> <p>COLA Locality: HI009</p> <p>Approved: <input checked="" type="checkbox"/></p> <p>Approver: 5544332 Rance Burgess</p> <p>Approved at: 07/10/18 7:24PM</p> <p>Latest calendar results for current row</p> <table border="1"> <tr> <td>Calendar:</td> <td>C118071</td> <td>Grade:</td> <td>E8</td> </tr> <tr> <td>Annual Comp:</td> <td>94463</td> <td>Service Yrs:</td> <td></td> </tr> <tr> <td>Spendable Inc:</td> <td>44900</td> <td></td> <td></td> </tr> <tr> <td>COLA Index:</td> <td>0.20</td> <td></td> <td></td> </tr> <tr> <td>Daily Rate:</td> <td>24.944444</td> <td>x Days:</td> <td>16</td> </tr> </table> </div> <div data-bbox="432 1211 1374 1547"> <p>BAH OHA FSH MIHA</p> <p>Justice Early Employee Empl ID 4433221 Empl Record 0</p> <p>BAH Entitlements</p> <p>Effective Date: 07/01/2018 <input type="button" value="BY"/> <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Status: Active</p> <p>Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>Approver: 5544332 Rance Burgess</p> <p>Approved at: 07/10/18 7:24PM</p> <p>BAH Change: Transfer</p> <p>BAH Qtr Status: <input type="text"/></p> <p>BAH Zip: 96819 HI408</p> <p>Military Rank: E8</p> <p>Description: With dependents; Mbr and deps not assigned govt qtrs</p> <p>BAH Type: BAH With Dependents</p> <p>BAH Rate: 3282.0000</p> </div>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	4433221	Early	BASE SERENITY SPO	C118070	4252.73	C118061	2766.64	1486	Calendar:	C118071	Grade:	E8	Annual Comp:	94463	Service Yrs:		Spendable Inc:	44900			COLA Index:	0.20			Daily Rate:	24.944444	x Days:	16
Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc																															
USCG	4433221	Early	BASE SERENITY SPO	C118070	4252.73	C118061	2766.64	1486																															
Calendar:	C118071	Grade:	E8																																				
Annual Comp:	94463	Service Yrs:																																					
Spendable Inc:	44900																																						
COLA Index:	0.20																																						
Daily Rate:	24.944444	x Days:	16																																				

Continued on next page

Common Types of Pay Cases, Continued

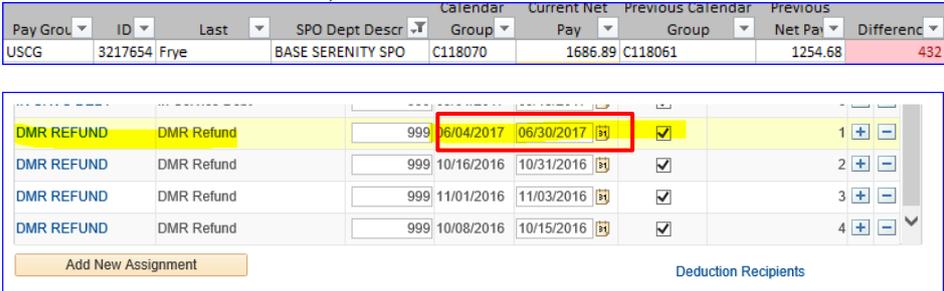
Scenarios,
continued

	Scenario																																																																					
CGSMR	<p>IMPORTANT: Any corrections to CGSMR need to be completed 3 business days prior to the Finalization Date so PPC (MAS) can take action prior to Finalization.</p> <p>This member showed up on the report with a negative net pay balance due to a recent DMR deduction entry. CGSMR must be started timely. Retro CGSMR deductions are debited lump sum, which can create a significant hardship to the member (in this case, a negative net pay balance). If retro-CGSMR (more than one month) needs to be started, submit a customer care ticket requesting the deduction debt be converted to an in-service debt and a liquidation schedule be built.</p> <div data-bbox="432 869 1370 943"> <table border="1"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>4567123</td> <td>Tamm</td> <td>BASE SERENITY SPO</td> <td>C118060</td> <td>-28.37</td> <td>C118051</td> <td>791.52</td> <td>-820</td> </tr> </tbody> </table> </div> <div data-bbox="432 969 1370 1451"> <p>Simon Tamm ID 4567123 Empl Record 1</p> <p>Selection Criteria</p> <p>Category <input type="text"/> <input type="button" value="Q"/></p> <p>Entry Type <input type="text"/> Element Name <input type="text"/> <input type="button" value="Q"/></p> <p>As of Date <input type="text"/> <input type="button" value="B"/></p> <p><input type="button" value="Select with Matching Criteria"/></p> <p><input type="button" value="Clear"/></p> <p>Assignments Personalize Find <input type="button" value="Print"/> First 1-5 of 5 Last</p> <table border="1"> <thead> <tr> <th>Elements</th> <th>Recipient</th> <th colspan="2"></th> </tr> <tr> <th>Element Name</th> <th>Description</th> <th>*Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>12/14/2017</td> <td><input type="text"/></td> <td><input type="button" value="B"/></td> <td><input checked="" type="checkbox"/></td> <td>1 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2018</td> <td>03/15/2018</td> <td><input type="button" value="B"/></td> <td><input checked="" type="checkbox"/></td> <td>1 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>03/01/2018</td> <td>05/31/2018</td> <td><input type="button" value="B"/></td> <td><input checked="" type="checkbox"/></td> <td>2 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>03/01/2018</td> <td>05/31/2018</td> <td><input type="button" value="B"/></td> <td><input checked="" type="checkbox"/></td> <td>3 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>CGEXCHANGE</td> <td>CG Exchange</td> <td>999</td> <td>02/01/2018</td> <td>03/31/2018</td> <td><input type="button" value="B"/></td> <td><input checked="" type="checkbox"/></td> <td>1 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Add New Assignment"/> Deduction Recipients</p> </div>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	4567123	Tamm	BASE SERENITY SPO	C118060	-28.37	C118051	791.52	-820	Elements	Recipient			Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	DMR	Discount Meal Rate	999	12/14/2017	<input type="text"/>	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>	IN SRVC DEBT	In-Service Debt	999	02/01/2018	03/15/2018	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>	IN SRVC DEBT	In-Service Debt	999	03/01/2018	05/31/2018	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>	IN SRVC DEBT	In-Service Debt	999	03/01/2018	05/31/2018	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	3 <input type="button" value="+"/> <input type="button" value="-"/>	CGEXCHANGE	CG Exchange	999	02/01/2018	03/31/2018	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>
Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc																																																														
USCG	4567123	Tamm	BASE SERENITY SPO	C118060	-28.37	C118051	791.52	-820																																																														
Elements	Recipient																																																																					
Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance																																																																
DMR	Discount Meal Rate	999	12/14/2017	<input type="text"/>	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>																																																															
IN SRVC DEBT	In-Service Debt	999	02/01/2018	03/15/2018	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>																																																															
IN SRVC DEBT	In-Service Debt	999	03/01/2018	05/31/2018	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>																																																															
IN SRVC DEBT	In-Service Debt	999	03/01/2018	05/31/2018	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	3 <input type="button" value="+"/> <input type="button" value="-"/>																																																															
CGEXCHANGE	CG Exchange	999	02/01/2018	03/31/2018	<input type="button" value="B"/>	<input checked="" type="checkbox"/>	1 <input type="button" value="+"/> <input type="button" value="-"/>																																																															

Continued on next page

Common Types of Pay Cases, Continued

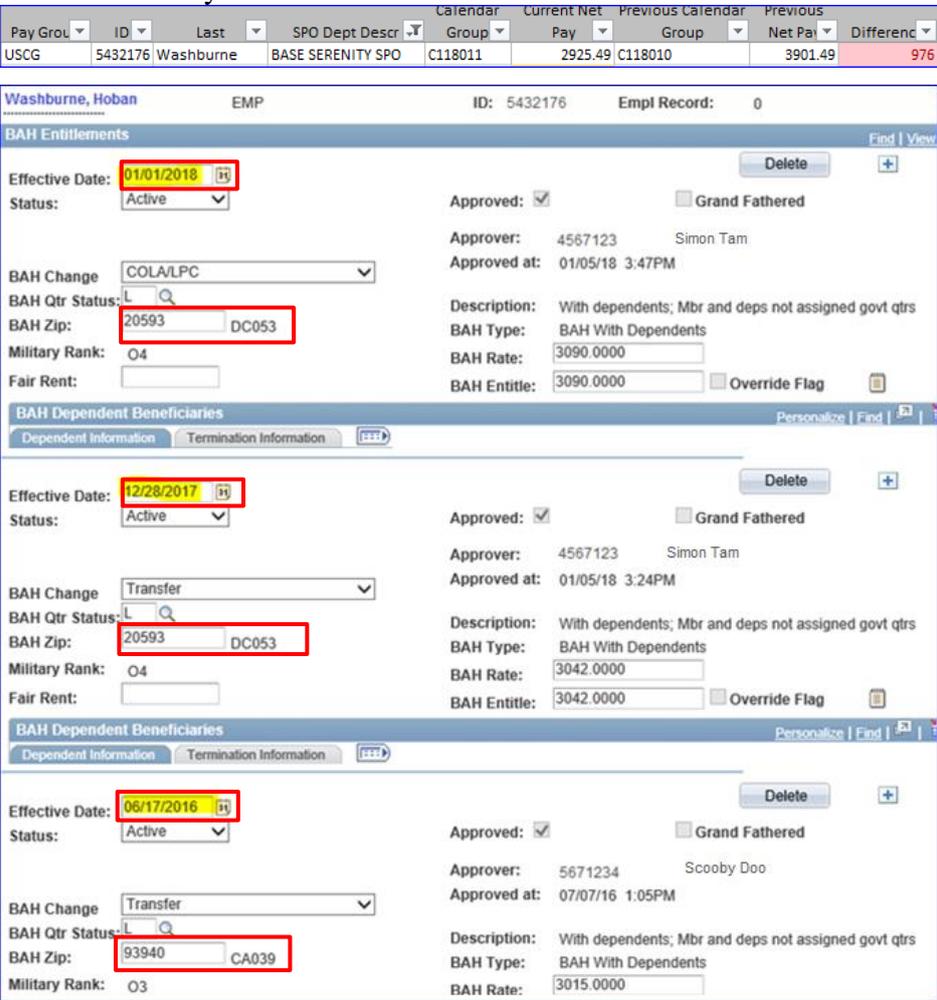
Scenarios,
continued

	Scenario																																																										
RMM	<p>DMR Refund was entered incorrectly causing a significant overpayment.</p> <p>DMR Refunds shall not be entered across more than one pay calendar; instead, it must be entered as two separate RMM transactions (for example, this DMR Refund was entered for 06/04/2017 through 06/30/2017 causing an overpayment. To correct, the entry will need to be broken up into two instances: 06/04/2017 – 06/15/2017 and 06/16/2017 – 06/30/2017).</p>  <p>The screenshot displays a payroll summary table and a detailed assignment table. The summary table shows a net pay of 1686.89 for the current calendar (C118070) and a previous calendar (C118061) with a net pay of 1254.68, resulting in a difference of 432. The assignment table lists four DMR Refund entries with their respective dates and calendar groups. The first entry, for the period 06/04/2017 to 06/30/2017, is highlighted in yellow and has a red box around its date range.</p> <table border="1" data-bbox="434 721 1378 788"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>3217654</td> <td>Frye</td> <td>BASE SERENITY SPO</td> <td>C118070</td> <td>1686.89</td> <td>C118061</td> <td>1254.68</td> <td>432</td> </tr> </tbody> </table> <table border="1" data-bbox="434 810 1378 1012"> <thead> <tr> <th>DMR REFUND</th> <th>DMR Refund</th> <th>999</th> <th>06/04/2017</th> <th>06/30/2017</th> <th>[B]</th> <th>[X]</th> <th>1</th> <th>[+]</th> <th>[-]</th> </tr> </thead> <tbody> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>10/16/2016</td> <td>10/31/2016</td> <td>[B]</td> <td>[X]</td> <td>2</td> <td>[+]</td> <td>[-]</td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>11/01/2016</td> <td>11/03/2016</td> <td>[B]</td> <td>[X]</td> <td>3</td> <td>[+]</td> <td>[-]</td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>10/08/2016</td> <td>10/15/2016</td> <td>[B]</td> <td>[X]</td> <td>4</td> <td>[+]</td> <td>[-]</td> </tr> </tbody> </table> <p>Add New Assignment Deduction Recipients</p>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	3217654	Frye	BASE SERENITY SPO	C118070	1686.89	C118061	1254.68	432	DMR REFUND	DMR Refund	999	06/04/2017	06/30/2017	[B]	[X]	1	[+]	[-]	DMR REFUND	DMR Refund	999	10/16/2016	10/31/2016	[B]	[X]	2	[+]	[-]	DMR REFUND	DMR Refund	999	11/01/2016	11/03/2016	[B]	[X]	3	[+]	[-]	DMR REFUND	DMR Refund	999	10/08/2016	10/15/2016	[B]	[X]	4	[+]	[-]
Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc																																																			
USCG	3217654	Frye	BASE SERENITY SPO	C118070	1686.89	C118061	1254.68	432																																																			
DMR REFUND	DMR Refund	999	06/04/2017	06/30/2017	[B]	[X]	1	[+]	[-]																																																		
DMR REFUND	DMR Refund	999	10/16/2016	10/31/2016	[B]	[X]	2	[+]	[-]																																																		
DMR REFUND	DMR Refund	999	11/01/2016	11/03/2016	[B]	[X]	3	[+]	[-]																																																		
DMR REFUND	DMR Refund	999	10/08/2016	10/15/2016	[B]	[X]	4	[+]	[-]																																																		

Continued on next page

Common Types of Pay Cases, Continued

Scenarios,
continued

	Scenario																		
<p>SGO (System Generated Over-payments)</p>	<p>A Legislative Pay Change (LPC) for Housing Allowance and COLA pages should never be deleted unless it is immediately replaced with a corrected LPC row.</p> <p>In this case, the SPO deleted the LPC for 01/01/2017 which created a debt. DA debited 2017 O4 zip code 93940 and credited 2016 O3 zip code 93940 from 01/01/2017-12/27/2017. On 12/28/17, the member PCS Reported to zip code 20590. DA debited the deleted O4 2017 for zip code 93940 LPC row and credited O4 for zip code 20590. The debt should have only accrued from 12/28/17 to 12/31/17.</p>  <table border="1" data-bbox="437 792 1374 860"> <thead> <tr> <th>Pay Group</th> <th>ID</th> <th>Last</th> <th>SPO Dept Descr</th> <th>Calendar Group</th> <th>Current Net Pay</th> <th>Previous Calendar Group</th> <th>Previous Net Pay</th> <th>Differenc</th> </tr> </thead> <tbody> <tr> <td>USCG</td> <td>5432176</td> <td>Washburne</td> <td>BASE SERENITY SPO</td> <td>C118011</td> <td>2925.49</td> <td>C118010</td> <td>3901.49</td> <td>976</td> </tr> </tbody> </table> <p>Washburne, Hoban EMP ID: 5432176 Empl Record: 0</p> <p>BAH Entitlements</p> <p>Effective Date: 01/01/2018 Status: Active BAH Change: COLA/LPC BAH Qtr Status: L BAH Zip: 20593 DC053 Military Rank: O4 Fair Rent: <input type="text"/> Approved: <input checked="" type="checkbox"/> Approver: 4567123 Simon Tam Approved at: 01/05/18 3:47PM Description: With dependents; Mbr and deps not assigned govt qtrs BAH Type: BAH With Dependents BAH Rate: 3090.0000 BAH Entitle: 3090.0000</p> <p>BAH Entitlements</p> <p>Effective Date: 12/28/2017 Status: Active BAH Change: Transfer BAH Qtr Status: L BAH Zip: 20593 DC053 Military Rank: O4 Fair Rent: <input type="text"/> Approved: <input checked="" type="checkbox"/> Approver: 4567123 Simon Tam Approved at: 01/05/18 3:24PM Description: With dependents; Mbr and deps not assigned govt qtrs BAH Type: BAH With Dependents BAH Rate: 3042.0000 BAH Entitle: 3042.0000</p> <p>BAH Entitlements</p> <p>Effective Date: 06/17/2016 Status: Active BAH Change: Transfer BAH Qtr Status: L BAH Zip: 93940 CA039 Military Rank: O3 Approved: <input checked="" type="checkbox"/> Approver: 5671234 Scooby Doo Approved at: 07/07/16 1:05PM Description: With dependents; Mbr and deps not assigned govt qtrs BAH Type: BAH With Dependents BAH Rate: 3015.0000</p>	Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc	USCG	5432176	Washburne	BASE SERENITY SPO	C118011	2925.49	C118010	3901.49	976
Pay Group	ID	Last	SPO Dept Descr	Calendar Group	Current Net Pay	Previous Calendar Group	Previous Net Pay	Differenc											
USCG	5432176	Washburne	BASE SERENITY SPO	C118011	2925.49	C118010	3901.49	976											

Continued on next page

Common Types of Pay Cases, Continued

Scenarios,
continued

	Scenario
<p>BAS II and CGSMR/DMR Rows</p>	<p>When a SPO stops the DMR row for an authorized BAS II period, DA automatically pays ENL BAS for the authorized period, leaving the SPO responsible for initiating a pay action request for BAS II for the authorized period.</p> <p>For example: The authorized BAS II period is from 08/07/20 – 08/20/20 (14 days).</p> <ol style="list-style-type: none"> 1) The SPO stops the DMR/CGSMR row with an end date of 08/06/20 and restarts the row on 08/21/20. 2) When the DMR/CGSMR row stops, DA automatically pays the member ENL BAS for the entitlement period. In this case, the amount of \$173.93 (2020 ENL BAS rate of \$372.71/30 days*14 days = \$173.93) 3) The SPO will need to process a pay action request to pay BAS II for the entitlement period: \$173.93 (2020 ENL BAS rate of \$372.71/30 days*14 days = \$173.93). <p>The total BAS II entitlement paid to the member will be \$347.86 (ENL BAS of \$173.93 paid by DA; ENL BAS II \$173.93 initiated by the SPO).</p>
