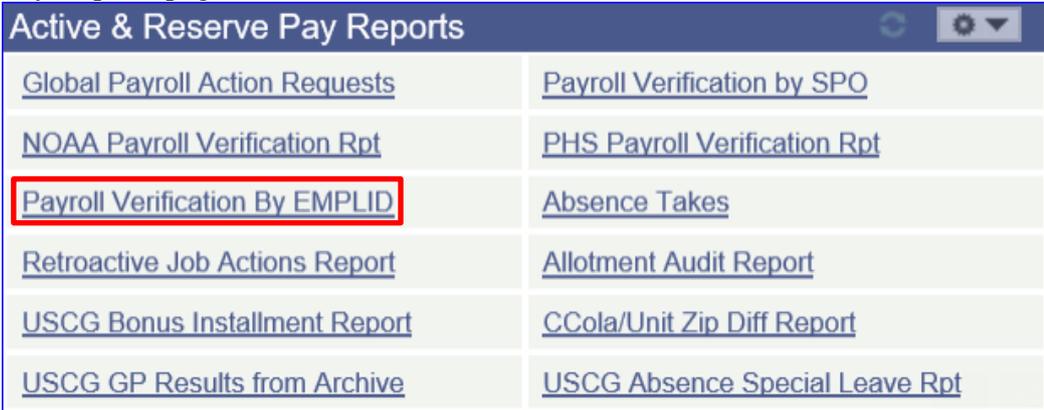
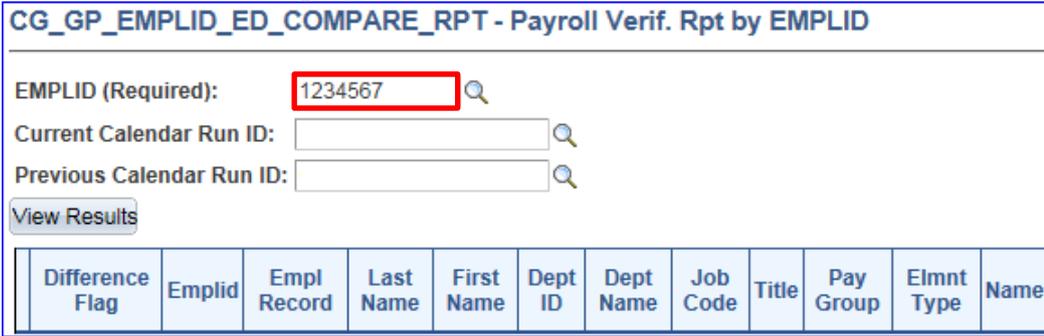


Payroll Verification Report by Employee ID

Introduction This guide provides the procedures for running the Payroll Verification Report by Employee ID in Direct Access. The Payroll Verification Report identifies the difference in pay from one pay period to the next. The SPO should run this report to troubleshoot a member's pay.

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

Procedures See below.

Step	Action												
1	<p>Select the Payroll Verification by EMPLID link from the Active & Reserve Pay Reports pagelet.</p> 												
2	<p>Enter the members Employee ID.</p>  <table border="1" data-bbox="338 1585 1382 1675"> <thead> <tr> <th>Difference Flag</th> <th>Emplid</th> <th>Empl Record</th> <th>Last Name</th> <th>First Name</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Title</th> <th>Pay Group</th> <th>Elmnt Type</th> <th>Name</th> </tr> </thead> </table>	Difference Flag	Emplid	Empl Record	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pay Group	Elmnt Type	Name
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Continued on next page

Payroll Verification Report by Employee ID, Continued

Procedures,
continued

Step	Action												
3	<p>Enter the Current Calendar Run ID date, or click the look-up icon and select the calendar. This will be the ending calendar you want to compare</p> <div data-bbox="339 555 1380 891" style="border: 1px solid black; padding: 5px;"> <p>CG_GP_EMPLID_ED_COMPARE_RPT - Payroll Verif. Rpt by EMPLID</p> <p>EMPLID (Required): <input type="text" value="1234567"/> </p> <p>Current Calendar Run ID: <input style="border: 2px solid red;" type="text" value="C117061"/> </p> <p>Previous Calendar Run ID: <input type="text"/> </p> <p><input type="button" value="View Results"/></p> <table border="1" data-bbox="351 801 1380 884"> <thead> <tr> <th>Difference Flag</th> <th>Emplid</th> <th>Empl Record</th> <th>Last Name</th> <th>First Name</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Title</th> <th>Pay Group</th> <th>Elmnt Type</th> <th>Name</th> </tr> </thead> </table> </div>	Difference Flag	Emplid	Empl Record	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pay Group	Elmnt Type	Name
Difference Flag	Emplid	Empl Record	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pay Group	Elmnt Type	Name		
4	<p>Enter the Previous Calendar Run ID or use the lookup to select an option. You should only search using consecutive calendar periods.</p> <p>Using non-consecutive calendar dates will provide all the pay/allowance date for the entire period. When finished, click the View Results button.</p> <div data-bbox="339 1149 1380 1485" style="border: 1px solid black; padding: 5px;"> <p>CG_GP_EMPLID_ED_COMPARE_RPT - Payroll Verif. Rpt by EMPLID</p> <p>EMPLID (Required): <input type="text" value="1234567"/> </p> <p>Current Calendar Run ID: <input type="text" value="C117061"/> </p> <p>Previous Calendar Run ID: <input style="border: 2px solid red;" type="text" value="C117060"/> </p> <p><input style="border: 2px solid red;" type="button" value="View Results"/></p> <table border="1" data-bbox="351 1395 1380 1478"> <thead> <tr> <th>Difference Flag</th> <th>Emplid</th> <th>Empl Record</th> <th>Last Name</th> <th>First Name</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Title</th> <th>Pay Group</th> <th>Elmnt Type</th> <th>Name</th> </tr> </thead> </table> </div>	Difference Flag	Emplid	Empl Record	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pay Group	Elmnt Type	Name
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Continued on next page

Payroll Verification Report by Employee ID, Continued

Procedures,
continued

5	<p>Once the results display, the information may be downloaded into Excel spreadsheet by clicking the link.</p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (120 kb)</p> <p>View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Emplid</th> <th>Emp Rcd</th> <th>Last Name</th> <th>First Name</th> <th>Dept ID</th> <th>Dept Name</th> <th>Job Code</th> <th>Title</th> <th>Pay Group</th> <th>Elmnt Type</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>FWT</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>MEDICARE EE</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>MEDICARE ER</td> </tr> <tr> <td>4</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>OASDI EE</td> </tr> <tr> <td>5</td> <td>1234567</td> <td>0</td> <td>Bauer</td> <td>Jack</td> <td>000450</td> <td>CG PAY AND PERSONNEL CENTER</td> <td>201897</td> <td>PERS2</td> <td>USCG RSV</td> <td>DD</td> <td>OASDI ER</td> </tr> </tbody> </table>		Emplid	Emp Rcd	Last Name	First Name	Dept ID	Dept Name	Job Code	Title	Pay Group	Elmnt Type	Name	1	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	FWT	2	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	MEDICARE EE	3	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	MEDICARE ER	4	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	OASDI EE	5	1234567	0	Bauer	Jack	000450	CG PAY AND PERSONNEL CENTER	201897	PERS2	USCG RSV	DD	OASDI ER																																																																																																																																																					
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6	<p>The results display in alphabetical order by Deductions and Earnings, but can be sorted as needed. Most of the fields are self-explanatory. For the Element Type, DD stands for a Deduction and ER stands for Earnings.</p> <p>In this example, the member reported PCS to a new duty station during the pay calendars. The report displays the amount paid on the current calendar compared to the amount from the previous calendar. The results show a negative difference in BAH in the amount of \$678.00 due to the lower BAH rate at the new duty station.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Elmnt Type</th> <th>Name</th> <th>Curr Prd</th> <th>Curr Prd Gross Pay</th> <th>Curr Prd Net Pay</th> <th>Curr Prd Rslt Amt</th> <th>Curr Prd Adj Amt</th> <th>Prev Prd Cal Run ID</th> <th>Prev Prd Gross Pay</th> <th>Prev Prd Net Pay</th> <th>Prev Prd Rslt Amt</th> <th>Prev Prd Adj Amt</th> <th>Difference</th> </tr> </thead> <tbody> <tr><td>DD</td><td>ADVANCE PYBK</td><td>C117101</td><td>1364.36</td><td>1049.46</td><td>59.280000</td><td>0.000000</td><td>C117100</td><td>5344.230000</td><td>5033.530000</td><td>59.290000</td><td>0.000000</td><td>-0.01</td></tr> <tr><td>DD</td><td>AFRH</td><td>C117101</td><td>1364.36</td><td>1049.46</td><td>0.250000</td><td>0.000000</td><td>C117100</td><td>5344.230000</td><td>5033.530000</td><td>0.250000</td><td>0.000000</td><td>0.00</td></tr> 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DUES	C117101	1364.36	1049.46	1.000000	0.000000	C117100	5344.230000	5033.530000	1.000000	0.000000	0.00	DD	FWT	C117101	1364.36	1049.46	72.400000	0.000000	C117100	5344.230000	5033.530000	85.870000	0.000000	-13.47	DD	MA LOAN	C117101	1364.36	1049.46	51.560000	0.000000	C117100	5344.230000	5033.530000	51.560000	0.000000	0.00	DD	MEDICARE EE	C117101	1364.36	1049.46	15.150000	0.000000	C117100	5344.230000	5033.530000	15.340000	0.000000	-0.19	DD	MEDICARE ER	C117101	1364.36	1049.46	15.150000	0.000000	C117100	5344.230000	5033.530000	15.340000	0.000000	-0.19	DD	OASDI EE	C117101	1364.36	1049.46	64.760000	0.000000	C117100	5344.230000	5033.530000	65.590000	0.000000	-0.83	DD	OASDI 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