

# Payee Warnings Report for SPOs

## Overview

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**Introduction** This guide provides the procedures for running the Payee Warnings Report for SPO in Direct Access (DA).

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**Purpose**

- The purpose of this report is to provide a snapshot of activity that may require additional review **BEFORE** payout to reduce any potential pay issues.
- The warning messages will cover pay and non-pay related items such as BAH/OHA, OCOLA, missing or pending contracts, and **review of dependents over the age of 21**, etc.

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**Required Role** You must have one of the following roles to run this report:

- CGHRS
- CGHRSUP
- CGFIELDADM
- CGADMINSUP

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# Payee Warnings Report for SPO

**Introduction** This section provides the procedures for running the Payee Warnings Report for SPO by the SPO unit in DA.

**Procedures** See below.

Step	Action
1	Click on the <b>Payroll Reports</b> tile.  A screenshot of a software interface showing a tile titled "Payroll Reports" in blue text. Below the title is a green icon of a document with a magnifying glass over it. The tile is enclosed in a blue border.
2	The default <b>Payee Warnings Report for SPO</b> option will automatically display.  A screenshot of a software interface showing a green button with a blue folder icon and the text "Payee Warnings Report for SPO". The button is enclosed in a blue border.
3	The Payroll Warnings Report search window will display. Enter the following: <ul style="list-style-type: none"> <li>• <b>Set ID</b> – Enter <b>00010</b> for Coast Guard.</li> <li>• <b>SPO Unit</b> – Enter the SPO Department ID.</li> <li>• <b>Calendar Group</b> – Enter the Calendar Group ID for the <b>current</b> pay period or use the Lookup to search for the most <b>current</b> Calendar Group ID.</li> </ul> Click <b>View Results</b> .  A screenshot of a search window titled "CG_PAYEE_MESSAGES_SPO - Payee Warnings by SPO Unit". It contains three search fields: "*Set ID" with value "00010", "*SPO Unit" with value "038079", and "*Calendar Group" with value "C124021". Each field has a magnifying glass icon. Below the fields is a "View Results" button. At the bottom, there is a table header with columns: Row, Empl ID, Empl Record, First Name, Last Name, Dept ID, and Dept Des.

*Continued on next page*

# Payee Warnings Report for SPO, Continued

Procedures,  
continued

Step	Action																																																																																																																		
4	<p>If applicable, the search results will display.</p> <p>It is recommended to <b>Download the results into an Excel Spreadsheet to allow for sorting and easier review.</b></p> <div data-bbox="336 633 1370 927" style="border: 1px solid black; padding: 5px;"> <p>Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (73 kb)</p> <p>View All <span style="float: right;">First 1-67 of 67 Last</span></p> <table border="1"> <thead> <tr> <th>Row</th> <th>Empl ID</th> <th>Empl Record</th> <th>First Name</th> <th>Last Name</th> <th>Dept ID</th> <th>Dept Descr</th> <th>SPO Unit</th> <th>SPO Descr</th> <th>Calendar Group</th> <th>Pay Group</th> <th>Phase</th> <th>Segment</th> <th>Message</th> <th>Msg Set</th> <th>Msg Nbr</th> <th>Pgmt Name</th> <th>In Section</th> <th>Severity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>Malcolm</td> <td>Reynolds</td> <td>000796</td> <td>CGC HEALY</td> <td>038079</td> <td>BASE SEA SPO (FS)</td> <td>C124010</td> <td>USCG</td> <td>Calculate</td> <td></td> <td>ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2002-07-24).</td> <td>30000</td> <td>323</td> <td>GPPUMSGC</td> <td>GA000-RESOLVE-MSG-PINS</td> <td>W</td> </tr> <tr> <td>2</td> <td>2345678</td> <td>0</td> <td>Zoe</td> <td>Washburne</td> <td>046021</td> <td>OL-SEC PUGET SNO-PORT ANGELES</td> <td>038079</td> <td>BASE SEA SPO (PS)</td> <td>C124010</td> <td>USCG</td> <td>Calculate</td> <td></td> <td>ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2000-04-30).</td> <td>30000</td> <td>323</td> <td>GPPUMSGC</td> <td>GA000-RESOLVE-MSG-PINS</td> <td>W</td> </tr> <tr> <td>3</td> <td>1122334</td> <td>0</td> <td>River</td> <td>Tam</td> <td>038069</td> <td>BASE SEA FAC ENG DEPT (F)</td> <td>038079</td> <td>BASE SEA SPO (PS)</td> <td>C124010</td> <td>USCG</td> <td>Calculate</td> <td></td> <td>ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2002-02-02).</td> <td>30000</td> <td>323</td> <td>GPPUMSGC</td> <td>GA000-RESOLVE-MSG-PINS</td> <td>W</td> </tr> <tr> <td>4</td> <td>2233445</td> <td>0</td> <td>Jayne</td> <td>Cobb</td> <td>000131</td> <td>CG STA TILLAMOOK BAY</td> <td>038079</td> <td>BASE SEA SPO (PS)</td> <td>C124010</td> <td>USCG</td> <td>Calculate</td> <td></td> <td>ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2002-04-02).</td> <td>30000</td> <td>323</td> <td>GPPUMSGC</td> <td>GA000-RESOLVE-MSG-PINS</td> <td>W</td> </tr> <tr> <td>5</td> <td>1112223</td> <td>0</td> <td>Kaylee</td> <td>Frye</td> <td>000139</td> <td>CG STA CAPE HADDOCK</td> <td>038079</td> <td>BASE SEA SPO</td> <td>C124010</td> <td>USCG</td> <td>Calculate</td> <td></td> <td>ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2002-04-02).</td> <td>30000</td> <td>323</td> <td>GPPUMSGC</td> <td>GA000-RESOLVE-MSG-PINS</td> <td>W</td> </tr> </tbody> </table> </div>	Row	Empl ID	Empl Record	First Name	Last Name	Dept ID	Dept Descr	SPO Unit	SPO Descr	Calendar Group	Pay Group	Phase	Segment	Message	Msg Set	Msg Nbr	Pgmt Name	In Section	Severity	1	1234567	0	Malcolm	Reynolds	000796	CGC HEALY	038079	BASE SEA SPO (FS)	C124010	USCG	Calculate		ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2002-07-24).	30000	323	GPPUMSGC	GA000-RESOLVE-MSG-PINS	W	2	2345678	0	Zoe	Washburne	046021	OL-SEC PUGET SNO-PORT ANGELES	038079	BASE SEA SPO (PS)	C124010	USCG	Calculate		ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2000-04-30).	30000	323	GPPUMSGC	GA000-RESOLVE-MSG-PINS	W	3	1122334	0	River	Tam	038069	BASE SEA FAC ENG DEPT (F)	038079	BASE SEA SPO (PS)	C124010	USCG	Calculate		ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2002-02-02).	30000	323	GPPUMSGC	GA000-RESOLVE-MSG-PINS	W	4	2233445	0	Jayne	Cobb	000131	CG STA TILLAMOOK BAY	038079	BASE SEA SPO (PS)	C124010	USCG	Calculate		ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2002-04-02).	30000	323	GPPUMSGC	GA000-RESOLVE-MSG-PINS	W	5	1112223	0	Kaylee	Frye	000139	CG STA CAPE HADDOCK	038079	BASE SEA SPO	C124010	USCG	Calculate		ER BAH/OHA: Audit of aging dependents. The 1 BAH Eligible child dependent ..... is over 21 (DOB 2002-04-02).	30000	323	GPPUMSGC	GA000-RESOLVE-MSG-PINS	W
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## Error Messages

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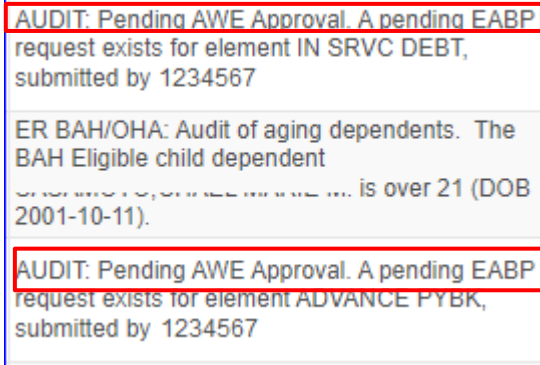
**Introduction** This section describes some common messages and the action required by the SPO.

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**Pending AWE Approval** Instances where the message states **Pending AWE Approval. A pending OTPI/EABP ...**

AWE = Approval Workflow Engine.

These messages **DO NOT** require action by the SPO.



AUDIT: Pending AWE Approval. A pending EABP request exists for element IN SRVC DEBT, submitted by 1234567

ER BAH/OHA: Audit of aging dependents. The BAH Eligible child dependent [REDACTED] is over 21 (DOB 2001-10-11).

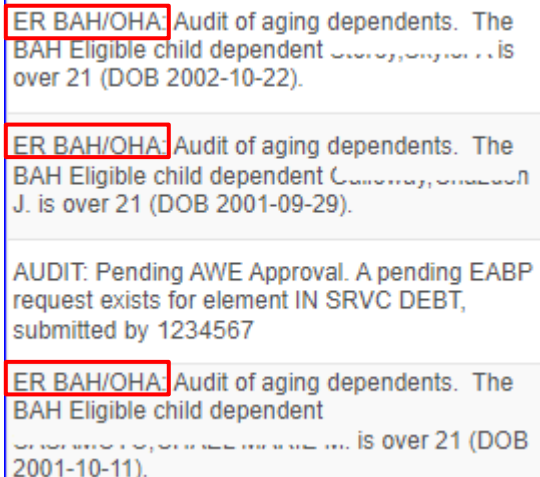
AUDIT: Pending AWE Approval. A pending EABP request exists for element ADVANCE PYBK, submitted by 1234567

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**ER BAH/OHA** Instances where a dependent is aging out of being BAH eligible, the SPO must review the member's Dependent Data to verify if that dependent is still eligible per the CG Pay Manual and requires an in fact dependency:

- an incapacitated child over age 21
- a ward of the court
- an unmarried child over age 21 and under age 23 (full-time in college)

If not currently eligible, SPO's should use the [Dependent Aging Out](#) guide for assistance.



ER BAH/OHA: Audit of aging dependents. The BAH Eligible child dependent [REDACTED] is over 21 (DOB 2002-10-22).

ER BAH/OHA: Audit of aging dependents. The BAH Eligible child dependent [REDACTED] J. is over 21 (DOB 2001-09-29).

AUDIT: Pending AWE Approval. A pending EABP request exists for element IN SRVC DEBT, submitted by 1234567

ER BAH/OHA: Audit of aging dependents. The BAH Eligible child dependent [REDACTED] is over 21 (DOB 2001-10-11).

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**Error Messages**, Continued

**ER OCOLA**

Instances where the message states **ER OCOLA: (DATE) ... An audit of OutConus COLA is needed (payee JOB Location XXXXXX) (COLA location XXXXX)**, in these cases, DA is showing the member receiving OCONUS COLA but assigned to a CONUS unit.

The SPO **must** review the member's EABP rows and Pay Calculation Results and stop OCONUS COLA if necessary.

<b>ER OCOLA:</b> (2023-08-01, 10.00000). An audit of OutConus COLA is needed (payee JOB location WA0036) (COLA location HI009).
<b>ER OCOLA:</b> (2024-01-01, 11.00000). An audit of OutConus COLA is needed (payee JOB location WA0036) (COLA location HI009).

**ER CSEAPAY**

Instances where the message states **ER CSEAPAY: Audit of Sea Time**, the SPO must send in a help ticket to the PPC Advancement Branch, requesting an audit.

<b>ER CSEAPAY: Audit of Sea Time</b> The member's Cumulative Sea Time ( 2.00000) is > Active Duty Time ( 0.08333).
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**Pending Contract**

Instances where the message states **AUDIT: Expected AD Term Date.**, the SPO should first verify the Extension or Reextension has been started and correct it. If it is due to any editing or deleting after an approval, the SPO must submit a help ticket to PPC Advance Branch for correcting.

<b>AUDIT: Expected AD Term Date.</b> Approved/Pending Separation or Contract is missing (Exp AD Term 2024-01-10).
ER OCOLA: (2023-08-01, 10.00000). An audit of OutConus COLA is needed (payee JOB location WA0036) (COLA location HI009).
ER OCOLA: (2024-01-01, 11.00000). An audit of OutConus COLA is needed (payee JOB location WA0036) (COLA location HI009).
<b>AUDIT: Expected AD Term Date.</b> Pending Contract (Exp AD Term 2024-01-12).

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## Error Messages, Continued

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### No State Withholding

Instances where the message states **No state withholding rate...** SPO's should navigate to **AD/RSV Payroll Workcenter > Act/RSV Pay Shortcuts > Maintain Tax Data USA** option and make adjustments using the member's applicable state tax forms.

[State Tax Withholding Exemptions](#) guide:

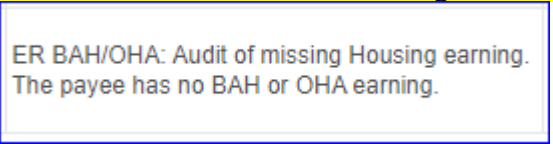
- PR & MP changing to "None". Must be updated.
- Cadets from the academy displaying a CT state deduction with "**No Connecticut Form CT-W4 received from employee**". Must be updated to the member's state of legal residence.



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### ER BAH/OHA

Instances where the message states **ER BAH/OHA: Audit of missing Housing earned...** SPO's should navigate to **AD/RSV Payroll Workcenter > Act/RSV Pay Shortcuts > Housing Allowance** and verify the member has an **Active Housing Allowance** row started.



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### ER Crew FLT Pay

Instances where the message states **ER CREW FLT PAY: Member not eligible...** using the [CG PAY MANUAL](#), SPO's should verify the member's eligibility and either resubmit or remove the **Hazardous Duty Pay** item.

