BAH Dependency Data and 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 the member's designated emergency contacts.

This guide provides the procedures for viewing and printing each report in Direct Access (DA).

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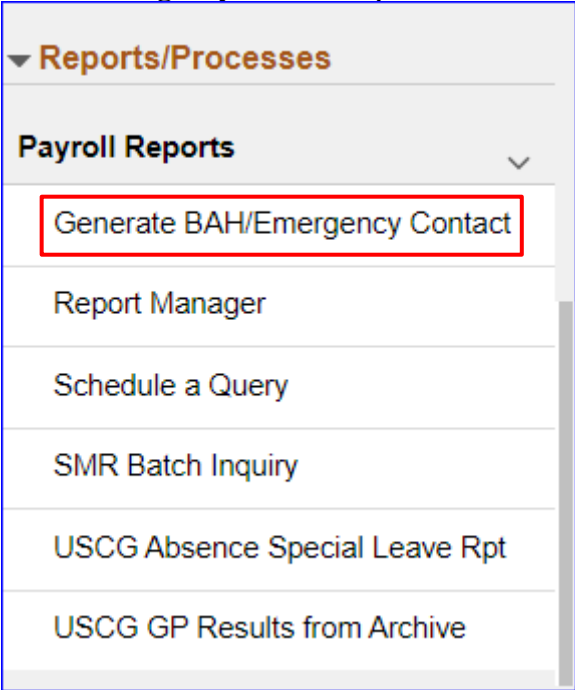CGFIELDADM
CGHRS
CGHRSUP
CGHRSIC

Contents

Generate BAH Dependency Form or the Emergency Contact Form by Empl ID

Introduction   This section provides the procedures for generating a members' s BAH Dependency form or the Emergency Contact form in DA.

Procedures   See below.

Step	Action
1	Click the **AD/RSV Payroll Workcenter** tile. **AD/RSV Payroll Workcenter**
2	Scroll to the Reports/Processes section and select the **Generate BAH/Emergency Contact** option. ▼ **Reports/Processes** **Payroll Reports** ⌄ Generate BAH/Emergency Contact Report Manager Schedule a Query SMR Batch Inquiry USCG Absence Special Leave Rpt USCG GP Results from Archive

Generate BAH Dependency Form or the Emergency Contact Form by Empl ID, Continued

Procedures,
continued

Step	Action
3	Select the **radio button** next to the form you want to generate. **BAH/Dependency & Emergency Contact By Emplid** **Report Type Selection** ○ Generate BAH Dependency Form ○ Generate Emergency Contact Form Generate BAH Dependency Form
4	Once selected, the Empl ID field will display. Enter the **Empl ID** and click on the **magnifying glass** icon. **BAH/Dependency & Emergency Contact By Emplid** **Report Type Selection** ◉ Generate BAH Dependency Form ○ Generate Emergency Contact Form Empl ID: 1234567 → 🔍 Generate BAH Dependency Form
5	Select the member's **Last Name**. **Look Up Empl ID** ✕ Help Search by: Last Name ▾ begins with [ ] Search Cancel Advanced Lookup Search Results View 100 ◁ ◀ 1-1 of 1 ▾ ▶ ▷ | Last Name	Empl ID	First Name	Middle Name	Company	Department	Salary Grade	Job Title
---	---	---	---	---	---	---	---
LOVEGOOD	1234567	LUNA	Threstral	ACG	PPC Room of Requirements	E7	Chief Yeoman	

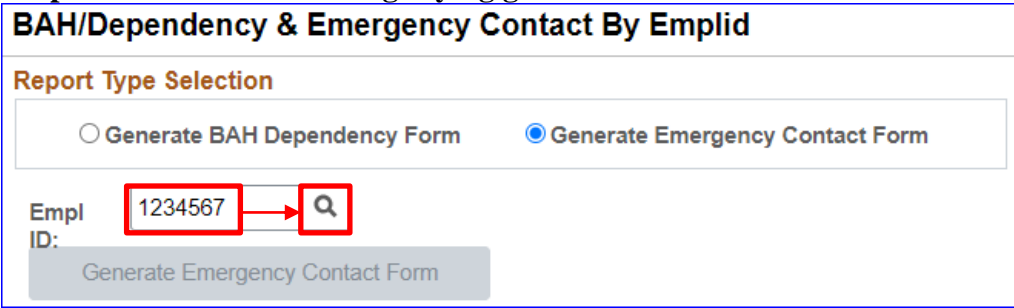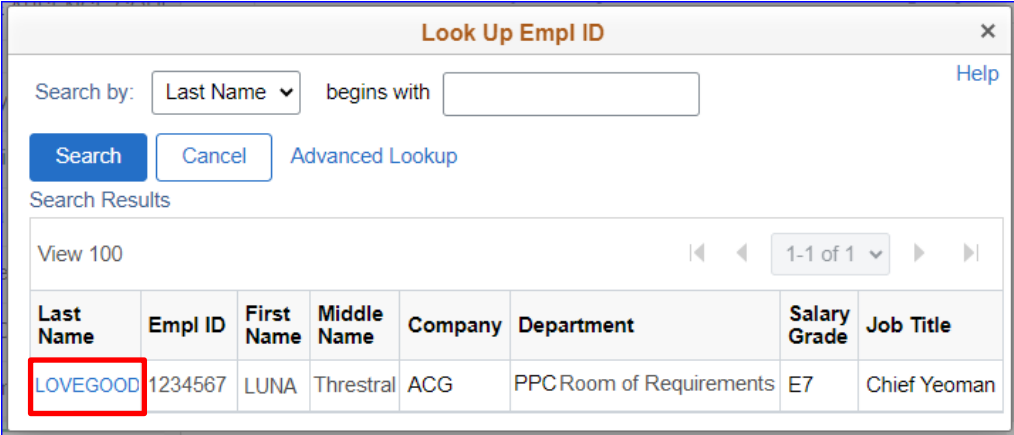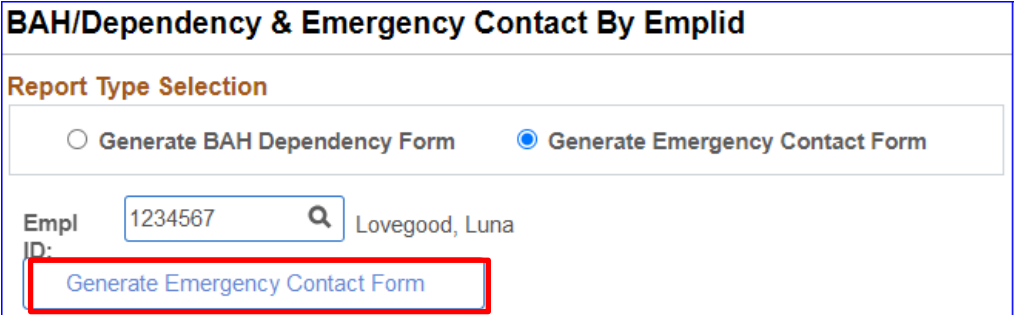# Generate BAH Dependency Form or the Emergency Contact Form by Empl ID, Continued

Procedures, continued

Step	Action
6	The name of the member will display and the Generate BAH Dependency Form button becomes active. Click the **Generate BAH Dependency Form** button.
7	A new window will open with the form, which can be saved to a local folder and/or printed.

Generate BAH Dependency Form or the Emergency Contact Form by Empl ID, Continued

Procedures, continued

Step	Action
8	After selecting the Generate Emergency Contact form radio button, enter the **Empl ID** and click on the **magnifying glass** icon.
9	Select the member's **Last Name**.
10	The name of the member will display and the Generate BAH Emergency Contact Form button becomes active. Click the **Generate Emergency Contact Form** button.

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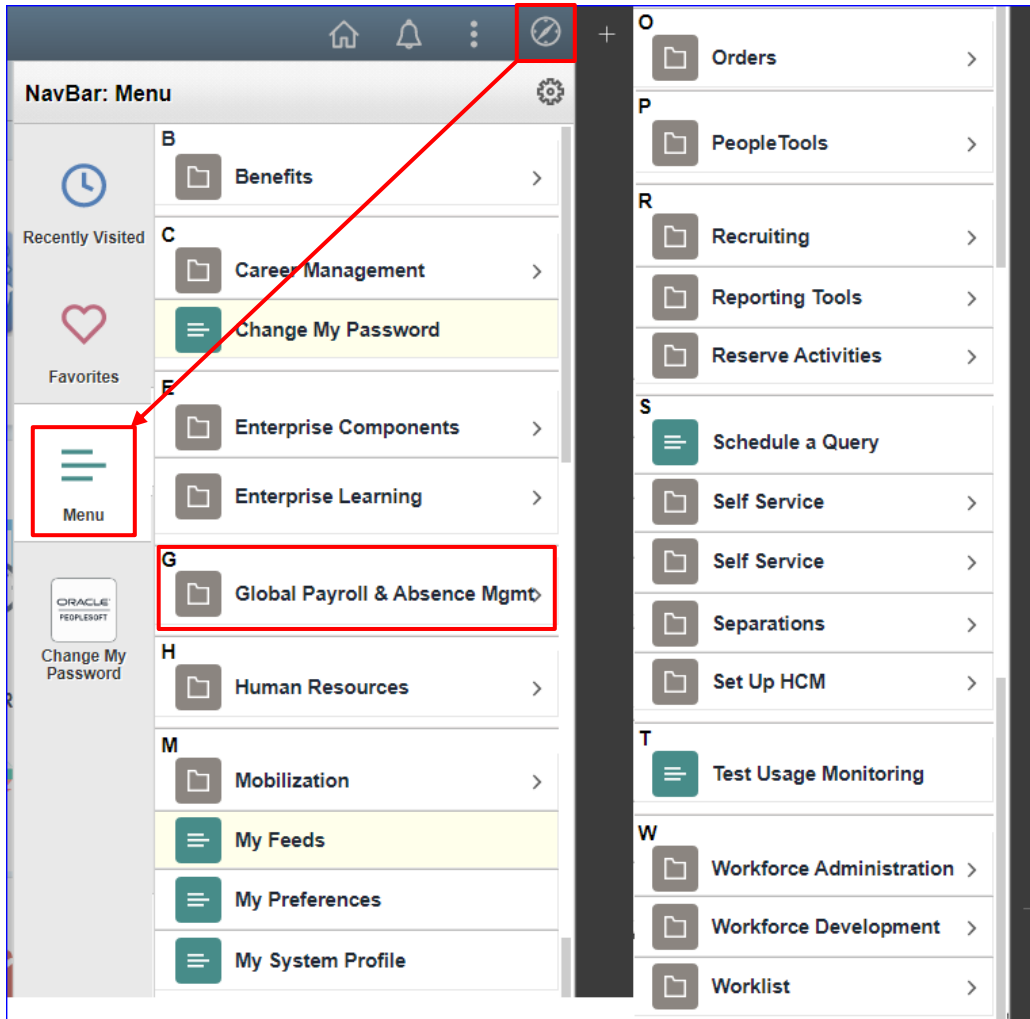# Generate BAH Dependency Form or the Emergency Contact Form by Empl ID, Continued

Procedures,
continued

Step	Action
11	A new window will open with the form, which can be saved to a local folder and/or printed.

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
COMPUTER GENERATED

EMERGENCY CONTACT INFORMATION

EMPLID: 1234567   Rank/Rate: YNC/E7   Name: Luna Lovegood

Duty Station: 006517- PPC Room of Requirements   Servicing HR Site: 042312-BASE STL SPO (PS)

Marital Status: Married

In case of emergency, please notify the following people:

Primary Contact:

Name: Scamander, Rolf   Relationship: Spouse
Address: 444 SE Quincy St.
           Topeka KS 66614   Phone:
Other Phones: Mobile   555 555 5555

Batch BAH Dependency and Emergency Contact Forms

Introduction   This section provides the procedures for generating an Emergency Contact form for all the members assigned to a specific department or unit in DA.
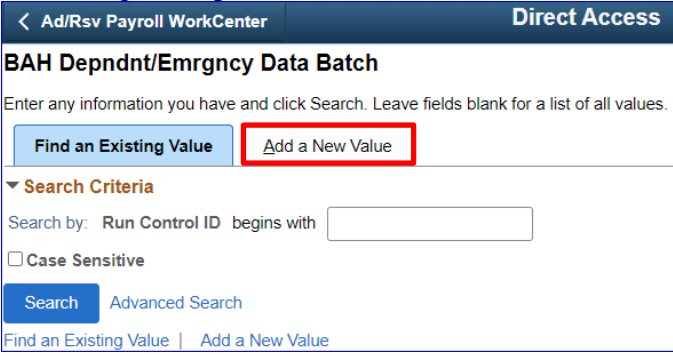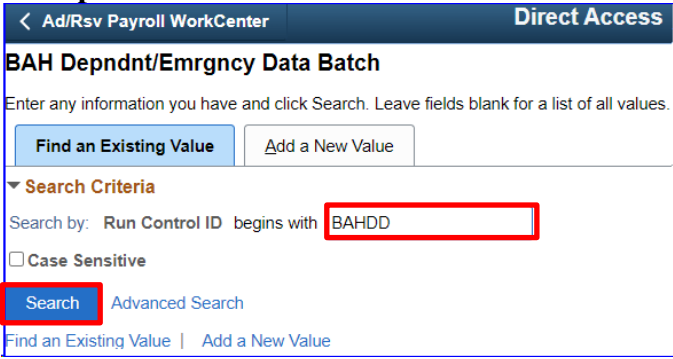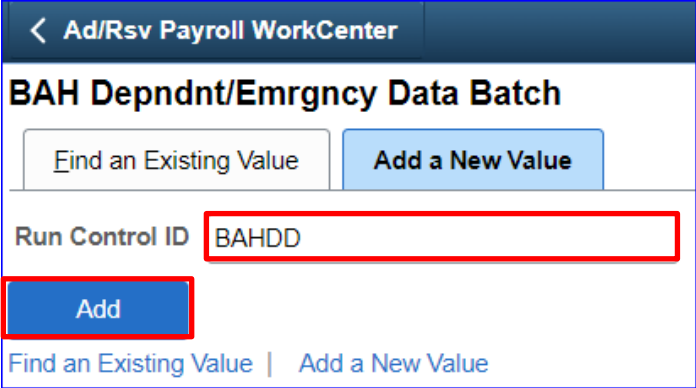
Procedures   See below.

Step	Action
1	Navigate to: **NavBar icon** > **Menu** > **Global Payroll & Absence Mgmt** > USCG Payroll Processes > Payroll Reports > **BAH Depndnt/Emrgncy Data Batch** link.

Batch BAH Dependency and Emergency Contact Forms, Continued
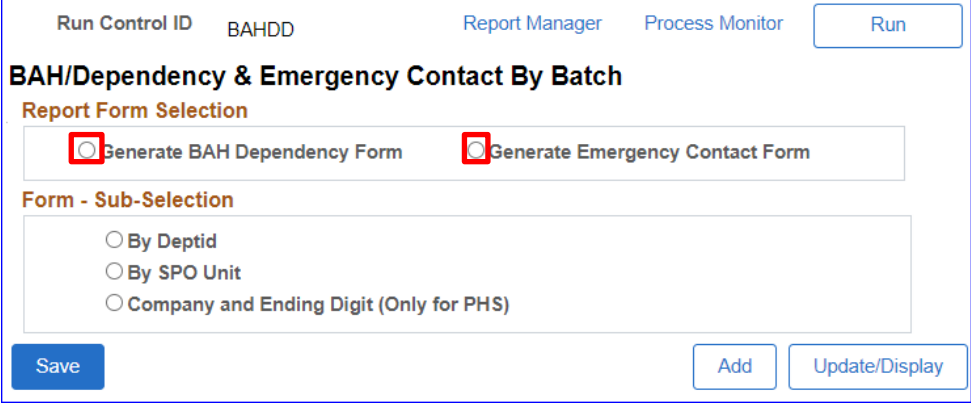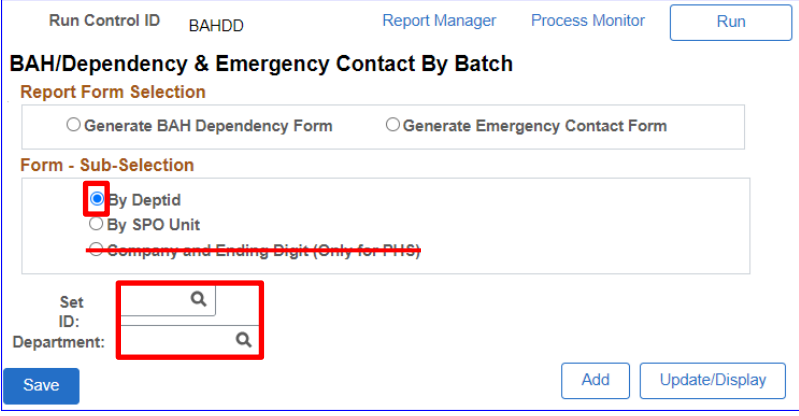
Procedures, continued

Step	Action
2	If creating the report for the first time, select the **Add a New Value** tab. If the **Run Control ID** is known, enter the name and click **Search**. Then skip to **Step 4**.
3	Create a name you will remember for running this report, enter it into the **Run Control ID** and click **Add**.

Batch BAH Dependency and Emergency Contact Forms, Continued

Procedures, continued

Step	Action
4	Select the radio button for either the **Generate BAH Dependency Form** or **Generate Emergency Contact Form**.
5	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. If the By SPO Unit is selected, The **Set ID** and **SPO Unit** boxes will appear.

Batch BAH Dependency and Emergency Contact Forms,
Continued
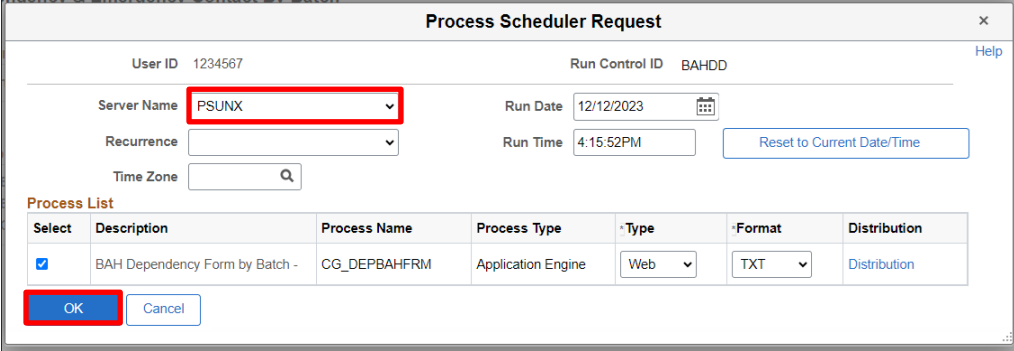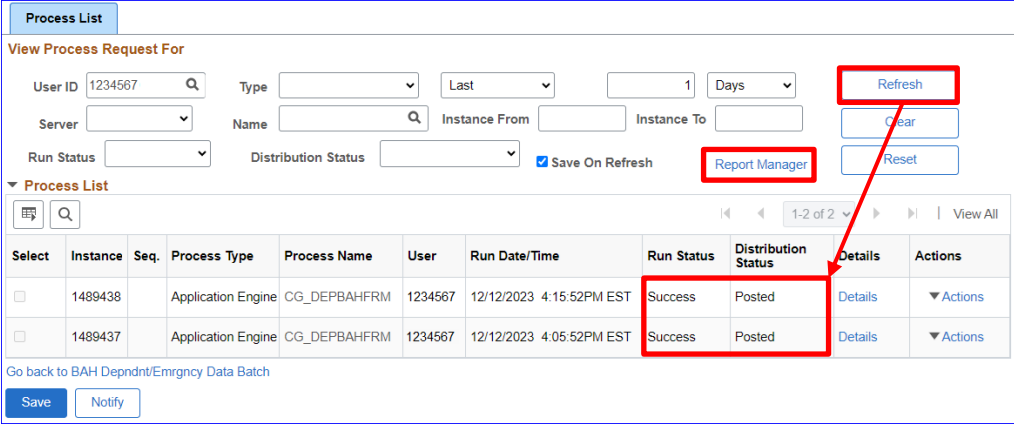
Procedures,
continued

Step	Action
6	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**.

	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**.

Batch BAH Dependency and Emergency Contact Forms,
Continued
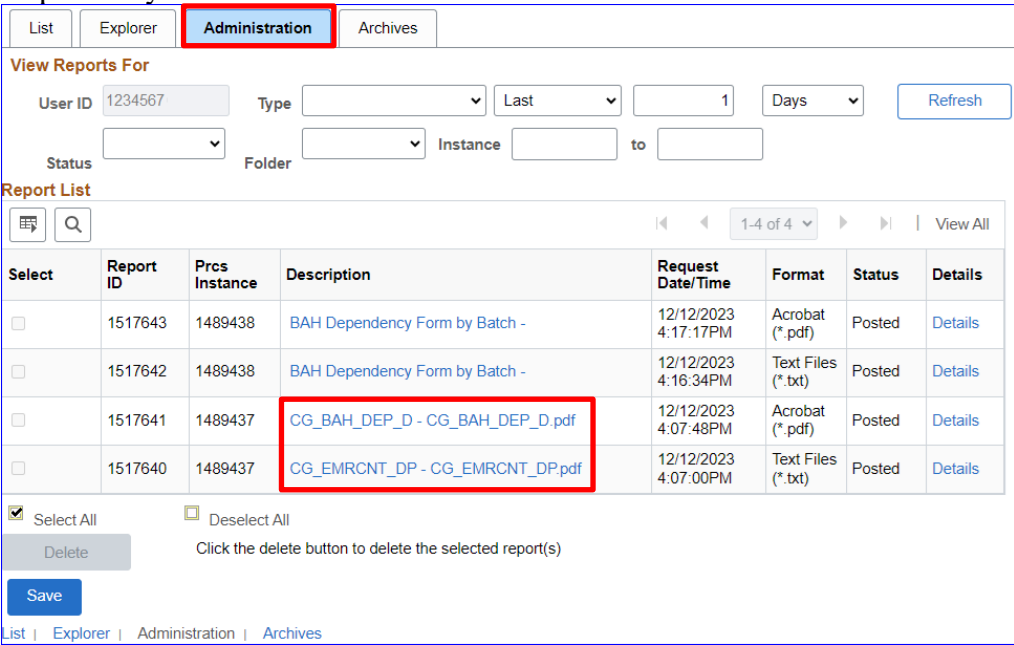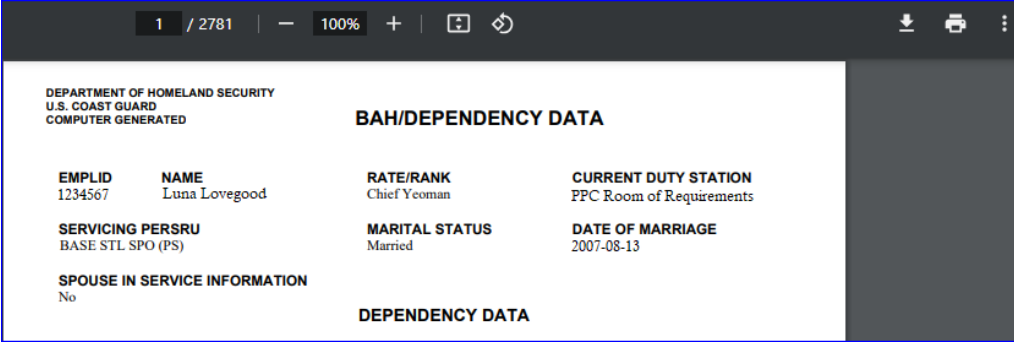
Procedures,
continued

Step	Action
7	The Process Scheduler Request page will display. Select PSUNX from the **Server Name** drop-down and click **OK**.
8	A **Process Instance** number will display. Select the **Process Monitor** link.
9	Click the **Refresh** button until the **Run Status** reads Success, and the **Distribution Status** reads Posted. Select the **Report Manager** link.

Batch BAH Dependency and Emergency Contact Forms,
Continued

Procedures,
continued

Step	Action
10	Select the **Administration** tab. 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.
11	The report will open in a new window displaying BAH data for all members assigned to the specific department or unit. It can now be printed and/or saved to a local directory.

Batch BAH Dependency and Emergency Contact Forms, Continued

Procedures, continued

Step	Action
12	SPO Unit reports appear as below: • **CG_EMRCNT_SP – CG_EMRCNT_SP.pdf** • **CG_BAH_DEPSP – CG_BAH_DEPSP.pdf**
13	The report will open in a new window displaying Emergency Contact data for all members assigned to the specific department or unit. It can now be printed and/or saved to a local directory.