

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll
Processing LPC_COLA for AD/Reserve Payroll

Overview

Introduction This guide will step you through the following:

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process – The elements listed within the table of contents below are not updated by the COLA process. They are updated by one of the following:

- Bracket Change
- Variable Change
- PPC/SPO Manual Entry Change
- Inbound File Process

LPC Changes to Payroll Elements Updated by COLA Process – The elements listed within the table of contents below are updated by the COLA process. However, action must be taken on them prior to running the COLA process.

How to Run the COLA Process in Global Payroll – Shows how to run this process in Global Payroll and what should be done before and after.

How to Validate the COLA Process in Global Payroll – Shows how to create/validate the COLA validation reports in Global Payroll.

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LPC/Policy Changes to Payroll Elements Not Updated by COLA Process

ACIP

ACIP rates are only updated by a legislative pay change. There are two brackets that may need to be updated when ACIP rates are changed.

1. CG BR ACIP REG OFF
2. CG BR ACIP FLAG

These brackets will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page for both brackets.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

AFRH

AFRHP rate is only updated by a legislative pay change. If the rate changes, the CG VR DED AFRH AMT variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

BAS

Enlisted BAS and Officer BAS rates are only updated by a legislative pay change. If the rates change, the bracket CG BR BAS EARNING will need to be updated.

This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

BAS II PPC will update the amount on the member via OTPI.

Please see the Payroll Element Cheat Sheet.xls for additional information on this payroll element.

CADET FEES The following fees are updated by policy change:

- CADET AAF
- CADET CAF
- CADET CGES

If the fee amounts need changed, the following variables will need to be updated for the CADET AAF and CADET CAF:

- CG VR CADET AAF
- CG VR CADET CAF

These variables will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) fields will need to be updated on the Definition page.

The following bracket will need to be changed for the CADET CGES:

CG BR CADET CGES

This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

These changes may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

CMA

The following clothing maintenance allowances are updated each October:

- Clothing BMA
- Clothing SMA
- Clothing – RSV BMA
- Clothing – RSV SMA

If the rates change, the bracket CG BR CLOTHING will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Supplemental Clothing Allowance

Supplement Clothing Allowance rates are updated each October.

If the rates change, the bracket CG BR CLOTHING SUP will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Civilian Clothing Allowance

Civilian Clothing Allowance rates are updated each October.

If the rates change, the bracket CG BR CLOTHING CIV will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

COLA Unique The SPO will submit transaction with the amount payable.

Please see the Payroll Element Cheat Sheet.xls for additional information on this payroll element.

**COMRATS
CADET** COMRATS CADET rate is only updated each January. If the rate changes, the CG VR CADET COMRAT variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

**Crew Flight
Pay** Crew Flight Pay rates are updated by legislative pay change.

If the rates change, the bracket CG BR CREW RATES will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process,

Continued

Career Sea Pay

Career Sea Pay rates are updated by policy.

If the rates change, the following brackets will need to be updated:

- CG BR SEA PAY LVL1
- CG BR SEA PAY LVL2
- CG BR SEA PAY LVL3

These brackets will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Career Sea Pay Premium

The Career Sea Pay Premium rate is updated by policy. If the rate changes, the CG VR CSEA PAY PRM variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Debt Interest

PPC will update the amount via the IN SRVC DEBT payroll element on the member in Element Assignment by Payee.

Please see the Payroll Element Cheat Sheet.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process,

Continued

Diving Duty Pay

Diving Duty Pay rates are updated by legislative pay change.

If the rates change, the bracket CG BR DIVE DUTY will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Discounted Meal Rate

The Discounted Meal Rate is updated each January. If the rate changes, the CG VR DMR AMOUNT variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

DMR Refund

DMR Refund rates are updated each January.

If the rates change, the following variables will need to be updated:

- CG VR DMR BFAST
- CG VR DMR LUNCH
- CG VR DMR DINNER

These variables will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process,

Continued

FDHDIP

The FDHDIP rate is updated by policy. If the rate changes, the CG VR FDHDIP AMT variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

FLTCIP

The inbound file process – CGINBNDBENEF- for FLTCIP will update the element on members in Global Payroll.

Please see the FLTCIP Inbound File Process procedural guide and the Payroll Elements_COLA_LPC.xls for additional information on this element.

Foreign Language Pay

Foreign Language Pay rates are updated by policy.

If the rates change, the bracket CG BR FLP PAY RATE will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

FSA

The Family Separation Allowance rate is updated by legislative pay change. If the rate changes, the CG VR FSA AMOUNT variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

- FSGLI** FSGLI rates are updated by legislative pay change.
- If the rates change, the bracket CG BR FSGLI will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.
- This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.
- Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.
- FSSA** PPC will update the amount on the member via action request.
- Please see the Payroll Element Cheat Sheet.xls for additional information on this payroll element.
- Funeral Duty** The Funeral Duty rate is updated by policy. If the rate changes, the CG VR FHD AMOUNT variable needs to be changed.
- This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.
- This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.
- Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

FWT

FWT rates are updated each January.

If the rates change, the bracket TAX BR FWT RATES will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Garnishments – Tax Levy

The Tax Levy rates are updated each January. It will be updated by SQL statement.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Hardship Pay

The SPO will submit transaction with the amount payable.

Please see the Payroll Element Cheat Sheet.xls for additional information on this payroll element.

HDIP

The HDIP rate is updated by legislative pay change. If the rate changes, the CG VR HDIP AMT variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

HFP IDP

The HFP IDP rate is updated by legislative pay change. If the rate changes, the CG VR HFP IDP PAY variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

HP Unit Pay

The HP Unit Pay rate is updated by policy change. If the rate changes, the CG VR HP UNIT PAY variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

IDT COMRATS

IDT COMRAT rates are updated each January.

If the rates change, the following variables will need to be updated:

- CG VR IDT BFAST
- CG VR IDT LUNCH
- CG VR IDT DINNER

These variables will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

- Medicare** The Medicare rate is updated each January. It will be updated by bundles.
- This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.
- Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.
- MIHA** The SPO will submit transaction with the amount payable.
- Please see the Payroll Element Cheat Sheet.xls for additional information on this payroll element.
- Non Crew Flight Pay** Non Crew Flight Pay rates are updated by legislative pay change.
- If the rates change, the bracket CG VR NON CREW PAY will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.
- This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.
- Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.
- OASDI** The OASDI rate is updated each January. It will be updated by bundles.
- This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.
- Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process,

Continued

Officer Uniform Allowance

Officer Uniform Allowance rates are updated by legislative pay change.

If the rates change, the bracket CG BR CLOTHING OFF will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

PA Incentive Pay

The PA Incentive Pay rate is updated by policy change. If the rate changes, the CG VR PA IP AMT variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

PHY ASST Pay

The PHY ASST Pay rate is updated by policy change. If the rate changes, the CG VR BCP AMT variable needs to be changed.

This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

PMA

PMA rates are updated by legislative pay change.

If the rates change, the bracket CG BR PMA PAY will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Responsibility Pay

Responsibility Pay rates are updated by legislative pay change.

If the rates change, the bracket CG BR RSPLTY PAY will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

SDAP

SDAP rates and earning codes types are updated by policy change.

If the rates change, the bracket CG BR SDAP CAT will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

The SDAP Earnings Codes will need to be updated on the Constants Table.

The SDAP Annual Process will need to be run to stop all current SDAP rows and create new SDAP rows that should be started back up on the member under the new annual SDAP rates.

These changes may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

SDAP, Continued

The SDAP Annual process will need to be run to update member's SDAP in EABP.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

SDP

PPC will update the amount on the member via EABP.

Please see the Payroll Element Cheat Sheet.xls for additional information on this payroll element.

SGLI

SGLI rates are updated by legislative pay change.

If the rates change, the bracket CG BR SGLI will need to be updated. This bracket will need to be pulled up and a new effective dated row will need to be inserted on Lookup Rules page and then the amount values will need to be updated on the Data page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

Standard Meal Rates

Standard Meal rates are updated each January.

If the rates change, the following variables will need to be updated:

- CG VR STD BFAST
- CG VR STD LUNCH
- CG VR STD DINNER

These variables will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.

This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC/Policy Changes to Payroll Elements Not Updated by COLA Process, Continued

- SWT** SWT rates are updated periodically. It will be updated by bundles.
- This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.
- Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.
- TRICARE
Dependent
Dental** The inbound file process – CGINBNDBENEF- for TRICARE Dependent Dental will update the element on members in Global Payroll.
- Please see the TRICARE Dependent Dental Inbound File Process procedural guide and the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.
- TSGLI** TSGLI rate is updated by legislative pay change. If the rate changes, the CG VR DED TSGLIAMT variable needs to be changed.
- This variable will need to be pulled up and a new effective dated row will need to be inserted and the Value (amount) field will need to be updated on the Definition page.
- This change may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.
- Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC Changes to Payroll Elements Updated by COLA Process

BAH

BAH rates are updated each January.

To establish the effective date of the BAH changes, a new row needs to be inserted on the constants table for BAH Effective Date.

| *Constant Name | Key 1 | Key 2 | *Constant Value |
|------------------------|----------|-------|-----------------|
| 132 BAH EFFECTIVE DATE | 20140101 | | |

The following tables must be updated in Global Payroll prior to running the COLA process:

- CG_BAH_MHA_TBL
- CG_BAH_MHA_ZIP
- CG_BAH_RATES

The procedures on how to do the above are discussed in the [BAH Implementation.doc](#) procedural guide.

Very Important: The above must be done prior to running the COLA process.

These changes may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC Changes to Payroll Elements Updated by COLA Process, Continued

Basic Pay Basic Pay rates are updated each January.

The following values will need to be added to the constants table:

| BASEPAYUPLOAD | EFFDT | | <i>Effective Date of COLA</i> |
|---------------|----------------|------------------------------------|-------------------------------|
| | | O7 O8 O9 O10 | |
| BASEPAYUPLOAD | HIGHCAP | | <i>Amount</i> |
| | | NOT IN O7 O8 O9 O10 | |
| BASEPAYUPLOAD | LOWCAP | | <i>Amount</i> |
| BASEPAYUPLOAD | SPECIALPAYRATE | CDT | <i>Amount</i> |
| BASEPAYUPLOAD | SPECIALPAYRATE | E10 | <i>Amount</i> |
| BASEPAYUPLOAD | SPECIALPAYRATE | O10 | <i>Amount</i> |

The following tables must be updated in Global Payroll:

- SAL_GRADE_TBL
- SAL_STEP_TBL
- SAL_RATECD_TBL

The procedures on how to do the above are discussed in the [Base Compensation Upload Instructions.doc](#) procedural guide.

Very Important: The above must be done prior to running the COLA process.

These changes may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

LPC Changes to Payroll Elements Updated by COLA Process, Continued

CONUS COLA

CONUS COLA rates are updated each January.

The procedures on how to load the new rates are discussed in the [CONUS COLA Load Instructions.doc](#) procedural guide.

Very Important: This must be done prior to running the COLA process.

These changes may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

FSH

The action taken for the BAH and OHA payroll elements will ensure this payroll element is updated.

OCONUS COLA

OCONUS COLA rates are updated bi-weekly.

The procedures on how to load the new rates are discussed in the [OCONUS COLA Load Instructions.doc](#) procedural guide.

Very Important: This must be done prior to running the COLA process.

These changes may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

OHA

OHA rates are updated bi-weekly.

The procedures on how to load the new rates are discussed in the [OHA Rate Data Load Instructions.doc](#) procedural guide.

Very Important: This must be done prior to running the COLA process.

These changes may only be done by CG-631 in the development environment and then migrated to production following the configuration management process.

Please see the Payroll Elements_COLA_LPC.xls for additional information on this payroll element.

How to Run the COLA Process in Global Payroll

The COLA Process is created with delivered PeopleSoft Run Control technology. The COLA process allows the operator to run up to three occurrences of the COLA process simultaneously. This is important because by running the process simultaneously, the total execution time for the COLA process is cut by 1/3. To leverage this simultaneous processing, or streaming, each occurrence of the program **MUST HAVE A UNIQUE RUN CONTROL NAME**. Otherwise, the program will not return correct results.

First Set Run -

| <u>RUN CONTROL</u> | <u>EMPLID From</u> | <u>EMPLID To</u> |
|--------------------|--------------------|------------------|
| COLA201501 | 1000000 | 1010000 |
| COLA201502 | 1010001 | 1020001 |
| COLA201503 | 1020002 | 1030002 |

Second Set Run -

| | | |
|------------|---------|---------|
| COLA201504 | 1030003 | 1080023 |
| COLA201505 | 1080024 | 1600059 |
| COLA201506 | 1600060 | 9999999 |

VERY IMPORTANT: The following must be completed prior to running the COLA process in production:

- The new BAH rates must already be loaded.
- The new Basic Pay compensation rates must already be loaded.
- The new CONUS COLA rates must already be loaded.
- The new OCONUS COLA rates must already be loaded.
- The new OHA rates must already be loaded.

The following requests must be sent to CG-631 and completed prior to running the COLA process in production:

- The automated pay calculation process in Global Pay must be suspended prior to running the COLA process. The COLA process can be run once it's been suspended.
- Two SQL statements need to be run in production to correct members who don't have a Labor Agreement in JOB. The COLA process will fail if there are any members missing this data in production. The statements that need to be run are listed in Appendix B.

How to Run the COLA Process in Global Payroll, Continued

Follow the steps below to run the COLA process in Global Payroll. The COLA Processing Checklist, Appendix A, will need to be printed and updated.

Note: Only a user with the CG_GP_AD_ADMIN role can run this process.

| Step | Action |
|------|---|
| 1 | Log into Global Payroll. |
| 2 | Click on the following links to begin the COLA Process (there is no shortcut link): Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Processes > AD/RSV LPC COLA Process |
| 3 | Click the Add a New Value tab. |
| 4 | In the Run Control ID field, enter COLA201501 (year that the COLA is based on and 01 represents the 1 st occurrence number) and click the ADD button. |
| 5 | Enter the effective date of the COLA within the Effective field. |
| 6 | For the first set of EMPLIDs that will be run, enter 1000000 in the EMPLID From field. |
| 7 | Enter 1010000 in the EMPLID To field. |

An example of what the page should look like is below:

| Step | Action |
|------|---|
| 8 | Click the Run button. |
| 9 | Click on the Server Name and select PSUNX. The AD/RSV LPC COLA process should already be checked. |

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-----------------|--------------|--------------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | AD/RSV LPC COLA | CG_LPC_COLA | Application Engine | Web | TXT | Distribution |

How to Run the COLA Process in Global Payroll, Continued

| Step | Action |
|------|--|
| 10 | Click the OK button. |
| 11 | Click Return to Search button. |
| 12 | In the Run Control ID field, enter COLA201502 (year that the COLA is based on and 02 represents 2 nd occurrence number) and click the ADD button. |
| 13 | Enter the effective date of the COLA within the Effective field. |
| 14 | For the first set of EMPLIDs that will be run, enter 1010001 in the EMPLID From field. |
| 15 | Enter 1020001 in the EMPLID To field. |
| 16 | Click the Run button. |
| 17 | Click on the Server Name and select PSUNX. The AD/RSV LPC COLA process should already be checked. |
| 18 | Click the OK button. |
| 19 | Click Return to Search button. |
| 20 | In the Run Control ID field, enter COLA201503 (year that the COLA is based on and 02 represents 3 rd occurrence number) and click the ADD button. |
| 21 | Enter the effective date of the COLA within the Effective field. |
| 22 | For the first set of EMPLIDs that will be run, enter 1020002 in the EMPLID From field. |
| 23 | Enter 1030002 in the EMPLID To field. |
| 24 | Click the Run button. |
| 25 | Click on the Server Name and select PSUNX. The AD/RSV LPC COLA process should already be checked. |
| 26 | Click the OK button. |
| 27 | Click on the Process Monitor link and check to make sure the first set of 3 occurrences processed successful. They should all be in a success status. Note: Immediately notify CG-631 if any of the occurrences failed. |

The screenshot shows the 'Process List' tab in the Global Payroll system. The 'View Process Request For' section includes search filters for User ID (DBUNGER), Type, Last, 3 Days, Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below the filters is a table with the following data:

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|---------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 217745 | | Application Engine | CG_LPC_COLA | DBUNGER | 10/17/2014 3:41:46PM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 217744 | | Application Engine | CG_LPC_COLA | DBUNGER | 10/17/2014 3:40:10PM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 217743 | | Application Engine | CG_LPC_COLA | DBUNGER | 10/17/2014 3:39:16PM PDT | Success | Posted | Details |

How to Run the COLA Process in Global Payroll, Continued

| Step | Action |
|------|---|
| 28 | If all 3 occurrences processed, click on the Go Back to AD/RSV LPC COLA link. You are now ready to enter the 2 nd set of occurrences. |
| 29 | Click Return to Search button. |
| 30 | In the Run Control ID field, enter COLA201504 (year that the COLA is based on and 04 represents 4 th occurrence number) and click the ADD button. |
| 31 | Enter the effective date of the COLA within the Effective field. |
| 32 | For the first set of EMPLIDs that will be run for the second set of occurrences, enter 1030003 in the EMPLID From field. |
| 33 | Enter 1080023 in the EMPLID To field. |
| 34 | Click the Run button. |
| 35 | Click on the Server Name and select PSUNX. The AD/RSV LPC COLA process should already be checked. |
| 36 | Click the OK button. |
| 37 | Click Return to Search button. |
| 38 | In the Run Control ID field, enter COLA201505 (year that the COLA is based on and 05 represents 5 th occurrence number) and click the ADD button. |
| 39 | Enter the effective date of the COLA within the Effective field. |
| 40 | For the first set of EMPLIDs that will be run, enter 1080024 in the EMPLID From field. |
| 41 | Enter 1600059 in the EMPLID To field. |
| 42 | Click the Run button. |
| 43 | Click on the Server Name and select PSUNX. The AD/RSV LPC COLA process should already be checked. |
| 44 | Click the OK button. |
| 45 | Click Return to Search button. |
| 46 | In the Run Control ID field, enter COLA201506 (year that the COLA is based on and 06 represents 6 th occurrence number) and click the ADD button. |
| 47 | Enter the effective date of the COLA within the Effective field. |
| 48 | For the first set of EMPLIDs that will be run, enter 1600060 in the EMPLID From field. |
| 49 | Enter 9999999 in the EMPLID To field. |
| 50 | Click the Run button. |
| 51 | Click on the Server Name and select PSUNX. The AD/RSV LPC COLA process should already be checked. |
| 52 | Click the OK button. |
| 53 | Check to make sure the second set of 3 occurrences processed successful. They should all be in a success status. Note: Immediately notify CG-631 if any of the occurrences failed. |

If all occurrences successfully process, the COLA process is finished. It will now need to be validated. Procedures on how to do this are discussed later in this guide.

How to Run the COLA Process in Global Payroll, Continued

The COLA process should have updated the following payroll elements:

BASIC PAY

A new JOB row should have been created with an effective date equal to COLA effective date. The action should be 'Pay Rate Change' and the Reason should be 'Cost of Living Adjustment'.

VERY IMPORTANT:

- The COLA Process will insert a COLA JOB row even if there is a future dated row in JOB. However, it will not update the compensation on the future dated JOB row.
- COLA Process will insert a COLA JOB row even if there is a JOB row that already exists for the same day (i.e., promotion). The process creates a sequence of '1'.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee: ----- Empl ID: Empl Record: 0

Military Service:

Work Location: Find First 1 of 31 Last

Effective Date: 01/01/2015

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

*Action: Pay Rate Change

Reason: Cost-of Living Adjustment

*Job Indicator: Primary Job

Calculate Status and Dates

Future

The compensation rate (semi-monthly amount) and Comp Rate (monthly amount) amounts should reflect the new rates:

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee: ----- Empl ID: Empl Record: 0

Military Service:

Compensation: Find First 1 of 36 Last

Effective Date: 01/01/2015

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action: Pay Rate Change

Reason: Cost-of Living Adjustment

Job Indicator: Primary Job

Compensation Rate: 3,655.50 USD

*Frequency: S Semimonthly

Comparative Information

Pay Rates

Default Pay Components

Contract Change Prorate Option

Pay Components: Customize | Find | First 1 of 1 Last

| *Rate Code | Seq | Comp Rate | Currency | Frequency | Points | Percent | Rate Code Group |
|------------|-----|--------------|----------|-----------|--------|---------|-----------------|
| 1 BASIC | 0 | 7,311.000000 | USD | M | | | |

Calculate Compensation

How to Run the COLA Process in Global Payroll, Continued

BAH

A new BAH row should have been created with an effective date equal to the COLA effective date.

- The BAH Change field should show 'COLA/LPC'.
- The BAH Rate and BAH Entitle fields should have changed based on the new BAH rates.

Note: The BAH Entitle field will not change if the member is grandfathered (Grand Fathered field should be checked).

VERY IMPORTANT: The COLA process will not create a new BAH row if there is a future dated approved row in the production.

The screenshot shows the 'BAH Entitlements' form for Jennifer Cockram (EMP ID: 1190487). The form includes the following fields and values:

- Effective Date:** 01/01/2015 (highlighted with a red box)
- Status:** Active
- BAH Change:** COLA/LPC (highlighted with a red box)
- BAH Qtr Status:** L
- BAH Zip:** 66683
- Military Rank:** W2
- Fair Rent:** (empty)
- Approved:**
- Grand Fathered:**
- Approver:** DBUNGER
- Approved at:** 10/17/14 3:42PM
- Description:** With dependents; Mbr and deps not assigned govt qtrs
- BAH Type:** BAH With Dependents
- BAH Rate:** 1464.0000 (highlighted with a red box)
- BAH Entitle:** 1464.0000 (highlighted with a red box)

CONUS COLA

A new CONUS COLA row should have been created with an effective date equal to the COLA effective date. The COLA Reason field should show 'Cost of Living Adjustment/LPC'.

VERY IMPORTANT: The COLA process will not create new CONUS COLA row if there is a future dated approved row in the production.

The screenshot shows the 'CONUS COLA Entitlements' form for Jennifer Cockram (EMP ID: 1190487). The form includes the following fields and values:

- Effective Date:** 01/01/2015 (highlighted with a red box)
- Status:** Active
- COLA Type:** CONUS COLA With Dependents
- COLA Reason:** Cost of Living Adjustment/LPC (highlighted with a red box)
- COLA Zip:** 94501
- Approved:**
- Approver:** DBUNGER
- Approved at:** 10/17/14 4:48PM

How to Run the COLA Process in Global Payroll, Continued

FSH

A new FSH row should have been created with an effective date equal to the COLA effective date. The FSH Reason field should show 'COLA/LPC'.

- If FSH Type is BAH w/o Dependents, then the Entitled FSH Amount field will show the new rate.
- If FSH Type is OHA w/o Dependents, then the following fields may be updated:
 - The OHA Rental Table Amount should reflect new rate.
 - The Constructive Rental Cap should reflect new rate (some may not change).
 - The Entitled OHA Amount should reflect new rate (if rental table amount changed).

VERY IMPORTANT: The COLA process will not create new FSH row if there is a future dated approved row in the production.

The screenshot shows a web-based form for 'Family Separation Housing'. At the top, there are tabs for 'BAH', 'OHA', 'FSH', and 'MIHA'. Below the tabs, there are fields for 'EMP', 'ID:', and 'Empl Record: 0'. The form title is 'Family Separation Housing' with navigation options 'Find | View All | First | 1 of 1 | Last' and a 'Delete' button. The form contains several fields: 'Effective Date' (01/01/2015), 'Status' (Active), 'Approved' (checked), 'Grand Fathered' (unchecked), 'FSH Type' (BAH w/o Dependents), 'FSH Reason' (COLA/LPC), 'Approver:', 'Approved at:', 'Description', and 'Zip Code' (99501). At the bottom, there is a field for 'Entitled FSH Amount' (1704.00).

OCONUS COLA

A new OCONUS COLA row should have been created with an effective date equal to the COLA effective date. The COLA Reason field should show 'Cost of Living Adjustment/LPC'. The fields within the Latest Calendar Results for Current Row will display when the pay calendar is finalized.

VERY IMPORTANT: The COLA process will not create new OCONUS COLA row if there is a future dated approved row in the production.

How to Run the COLA Process in Global Payroll, Continued

CG-631 will need to query production to see who has a future dated JOB, BAH, OHA, FSH, CONUS COLA, and/or OCONUS COLA row then provide this list to PPC (MAS). PPC will then need to take the following action:

| If Member Has Future Dated | Then PPC Shall |
|----------------------------|--|
| Job Row | Correct the future dated JOB row to ensure member is receiving the correct compensation. This can be done by going in correction mode, clicking on the Default Pay Components button and then saving. The new compensation rate should show. |
| BAH Row | Insert new BAH row and change the following: <ul style="list-style-type: none"> • Effective Date – Should be COLA date • BAH Change - COLA/LPC Click Save. The new BAH rate should show. |
| OHA Row | Insert new OHA row and change the following: <ul style="list-style-type: none"> • Effective Date – Should be COLA date • OHA Reason – JFTR Rate Change Click Save. The new OHA rate should be reflected in the Entitled OHA Amount field. |
| FSH Row | Insert new FSH row and change the following: <ul style="list-style-type: none"> • Effective Date – Should be COLA date • FSH Reason – JFTR Rate Change Click Save. The new FSH rate should be reflected in the Entitled FSH Amount field. |
| CONUS COLA Row | Insert new CONUS COLA row and change the following: <ul style="list-style-type: none"> • Effective Date – Should be COLA date • BAH Change - COLA/LPC Click Save. A calc will need to be done to see the new rate for the member. |
| OCONUS COLA Row | Insert new OCONUS COLA row and change the following: <ul style="list-style-type: none"> • Begin Date – Should be COLA date • End Date – Should be date prior to future dated row. • COLA Reason – Cost of Living Adjustment/LPC Click Save. A calc will need to be done to see the new rate for the member. |

How to Validate the COLA Process in Global Payroll

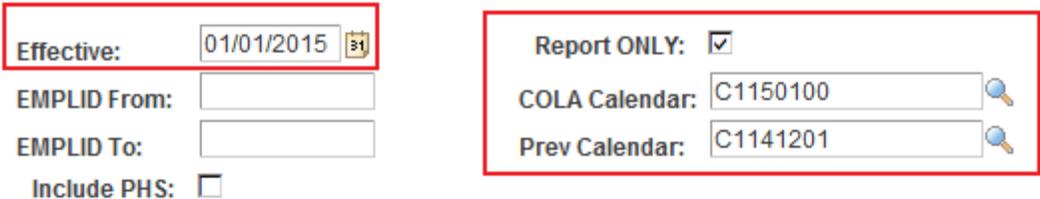
Reports will need to be created to validate the COLA process to ensure there are no issues with it. The following payroll element validation reports will be created:

- BAH
- BASIC PAY
- CONUS COLA
- FSH
- OCONUS COLA
- OHA
- PAYROLL RESULTS

Each of these validation reports will contain data from the component they reside on. It will contain prior row data and new (COLA) row data. This will allow PPC to validate the new data to ensure it's accurate.

Follow the steps below to create these validation reports:

Note: Only a user with the CG_GP_AD_ADMIN role can run this process.

| Step | Action |
|------|--|
| 1 | Log into Global Payroll. |
| 2 | Click on the following links to begin the COLA Process (there is no shortcut link): Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Processes > AD/RSV LPC COLA Process |
| 3 | Click the Add a New Value tab. |
| 4 | In the Run Control ID field, enter COLA2015REPORTS (enter year that the COLA is based on) and click the ADD button. |
| 5 | Enter the effective date of the COLA within the Effective field. |
| 6 | Click on the Report ONLY field. |
| 7 | Click on the COLA Calendar field and select the current pay calendar. For instance, if the COLA process is run in early January 2015, the mid-month January pay calendar would be selected. |
| 8 | Click on the Prev Calendar field and select the prior pay calendar. For instance, if the COLA process is run in early January 2015, the end-month December pay calendar would be selected.  |

How to Validate the COLA Process in Global Payroll, Continued

| Step | Action |
|------|--|
| 9 | Click the Run button. |
| 10 | Click on the Server Name and select PSUNX. The AD/RSV LPC COLA process should already be checked. |
| 11 | Click OK. |
| 12 | Click on the Process Monitor link. |
| 13 | It may take a while to create the reports. The Run Status will initially show 'Queued', then 'Processing', then 'Success'. Make sure the Distribution Status shows 'Posted'. Note: Notify CG-631 if the process fails. |
| 14 | Once finished, click on Details link. |
| 15 | Click on the View/Log Trace link. |
| 16 | <p>The following reports should have been created:</p> <ul style="list-style-type: none"> • BAH.csv • BASIC PAY.csv • CONUS COLA.csv • FSH.csv • OCONUS COLA.csv • OHA.csv • PAYROLLRESULTS.csv <p>Save these reports to a local directory.</p> |
| 17 | Notify the individuals who will be validating the reports they are ready for review. |

APPENDIX A

COLA PROCESSING CHECKLIST

COLA Year: _____

| Step | Process | Process Owner | Action | Process Owner Initials |
|------|---|---------------|---|------------------------|
| 1 | Update BAH Effective Date | CG-631 | Insert new BAH Effective Date row on the Constants Table. | |
| 2 | Update BAH Rates | PPC (MAS) | Update the following tables to reflect new BAH rates in Global Payroll. <ul style="list-style-type: none"> • CG_BAH_MHA_TBL • CG_BAH_MHA_ZIP • CG_BAH_RATES | |
| 3 | Update Base Pay Values on Constants Table | CG-631 | Insert new Base Pay values on the Constants Table: <ul style="list-style-type: none"> • BASEPAYUPLOAD EFFDT • BASEPAYUPLOAD HIGHCAP • BASEPAYUPLOAD LOWCAP • BASEPAYUPLOAD SPECIALPAYRATE • BASEPAYUPLOAD SPECIALPAYRATE • BASEPAYUPLOAD SPECIALPAYRATE | |
| 4 | Update Basic Pay Compensation Rates | CG-631 | Update the following compensation tables in Global Payroll: <ul style="list-style-type: none"> • SAL_GRADE_TBL • SAL_STEP_TBL • SAL_RATECD_TBL | |
| 5 | Update CONUS COLA Rates | PPC (MAS) | Load the new CONUS COLA rates in production. | |
| 6 | Update OCONUS COLA Rates | PPC (MAS) | Load the new OCONUS COLA rates in production. | |
| 7 | Update OHA Rates | PPC (MAS) | Load the new OHA rates in production. | |
| 8 | Run SQL Statements | CG-631 | Run the 2 SQL statements in production to clean up bad labor agreement data. | |
| 9 | Run COLA Process | PPC (MAS) | Run the COLA process. | |
| 10 | Create COLA Validation Reports | PPC (MAS) | Create the COLA Validation reports. Note: CG-631 will need to create the | |
| 11 | Run Queries | CG-631 | Query production to see who has a future dated JOB, BAH, OHA, FSH, CONUS COLA, OCONUS COLA row. Provide this list to PPC (MAS). | |
| 12 | Update Mbrs with Future Dated Rows | PPC (MAS) | Take the appropriate action on members having a future dated JOB, BAH, OHA, FSH, CONUS COLA, and/or OCONUS COLA row. The action needed is listed on page 31. | |
| 13 | Validate COLA Reports | PPC (MAS) | Validate the COLA Validation reports. | |

Payroll Mgr Name: _____ Signature: _____ Date Checklist Completed: _____

APPENDIX B

SQL STATEMENTS

The following SQL statements must be run prior to running the COLA process in production:

```
update sysadm.ps_job j
set SETID_LBR_AGRMNT = decode(j.reg_region,'RSV','00015','00014')
, LABOR_AGREEMENT = decode(substr(jobcode,1,1), '0', 'OFF', '2', 'OFF', 'ENL')
where j.labor_agreement = ''
and j.reg_region in ('AD','RSV')
and j.company in ('ACG','ANO')
/
```

```
update sysadm.ps_HR_EE_SNR_DATES d
set d.labor_agreement = (select labor_agreement
from sysadm.ps_job
where emplid = d.emplid
and empl_rcd = d.empl_rcd
and effdt = d.effdt
and effseq = d.effseq)
where d.labor_agreement = ''
and exists (select 1
from sysadm.ps_job
where emplid = d.emplid
and empl_rcd = d.empl_rcd
and effdt = d.effdt
and effseq = d.effseq
and labor_agreement != '' )
```