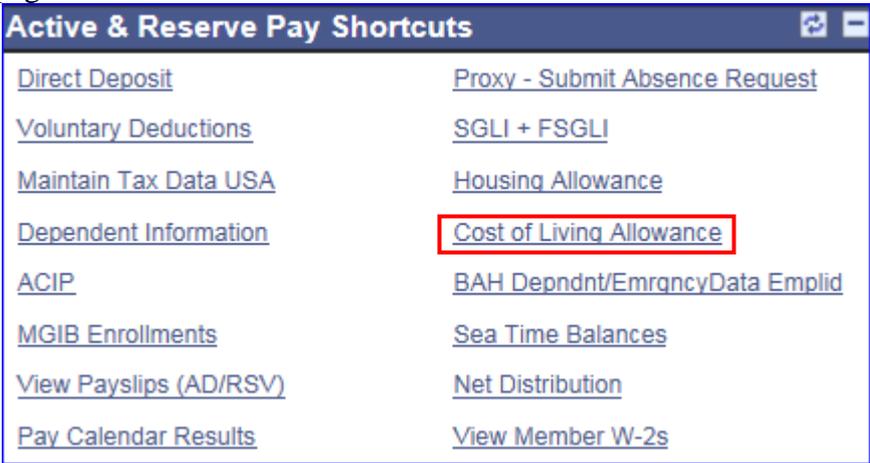
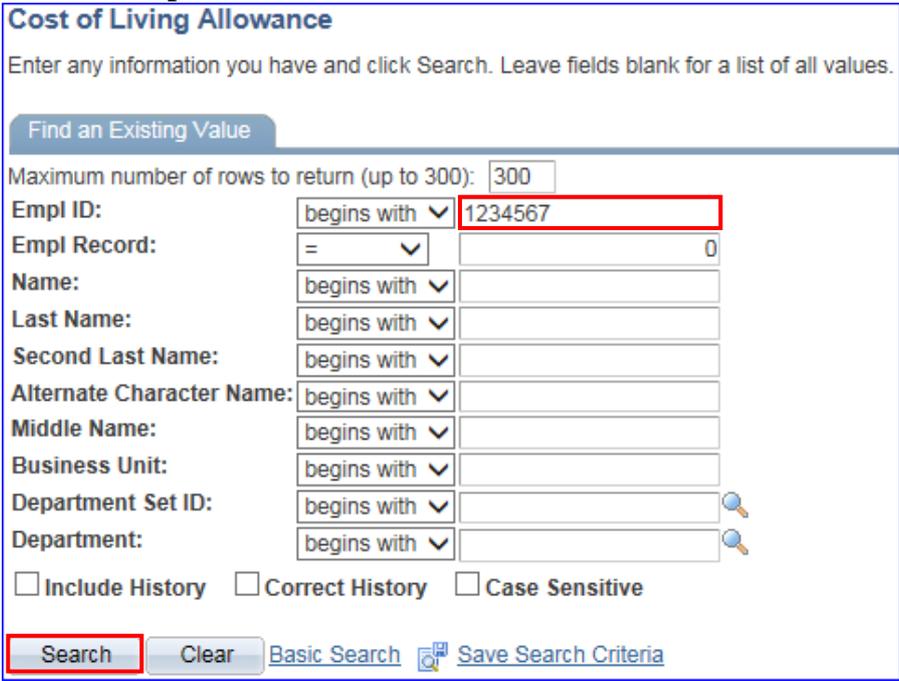


# Starting CONUS COLA

**Introduction** This guide provides the procedures for starting CONUS COLA in Direct Access.

**Note: Do not start a CONUS COLA row if the amount is \$0.**

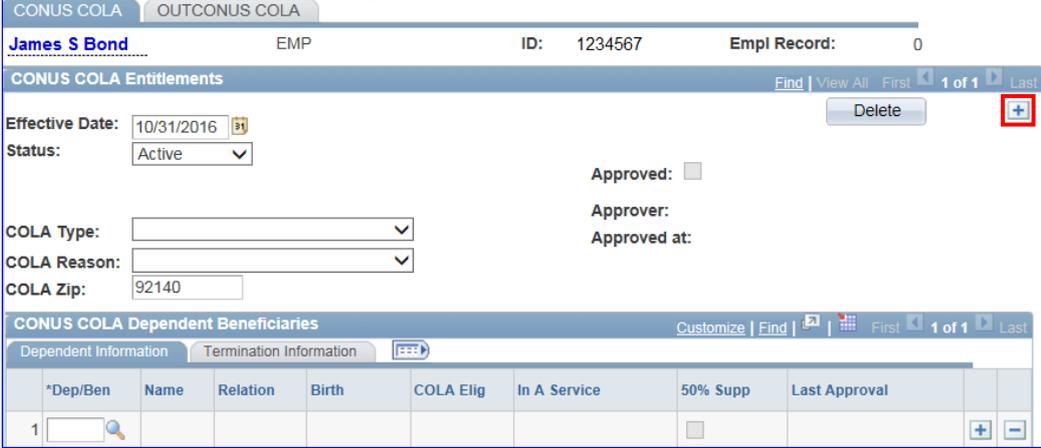
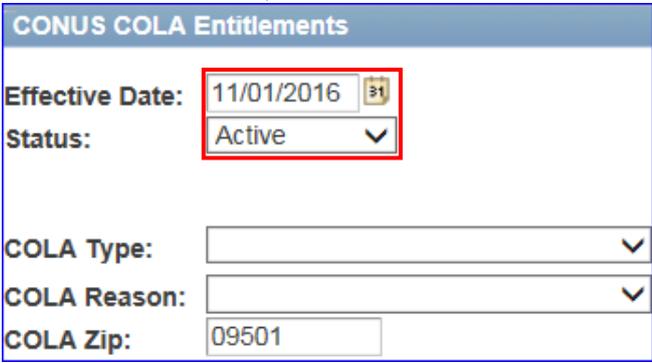
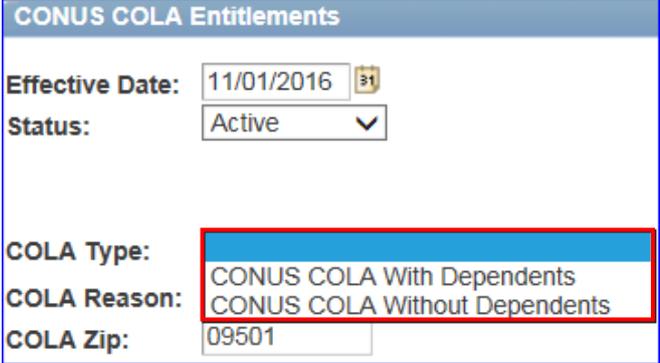
**Procedures** See below.

Step	Action
1	<p>Select <b>Cost of Living Allowance</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active &amp; Reserve Pay Shortcuts" with a grid of links. The link "Cost of Living Allowance" is highlighted with a red rectangular box.</p>
2	<p>Enter the <b>Empl ID</b> and hit <b>Search</b>.</p>  <p>The screenshot shows the "Cost of Living Allowance" search interface. It includes a "Find an Existing Value" section with a "Maximum number of rows to return (up to 300): 300" field. Below this are several search criteria fields, each with a "begins with" dropdown menu. The "Empl ID" field is set to "1234567" and is highlighted with a red box. At the bottom, there are checkboxes for "Include History", "Correct History", and "Case Sensitive", and buttons for "Search" (highlighted with a red box), "Clear", "Basic Search", and "Save Search Criteria".</p>

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# Starting CONUS COLA, Continued

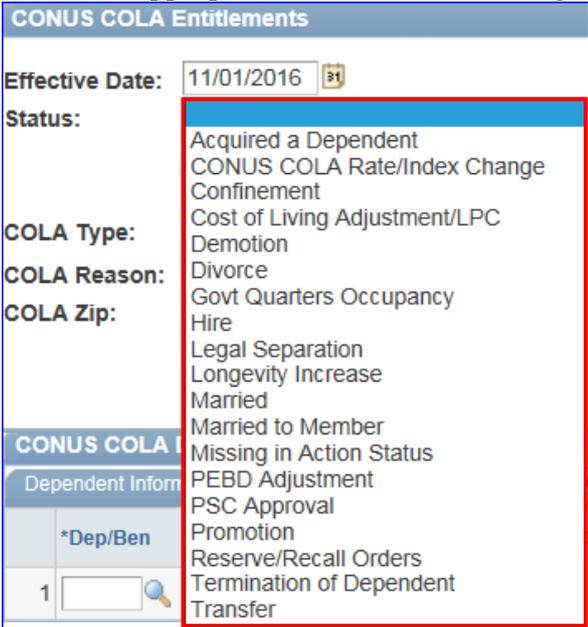
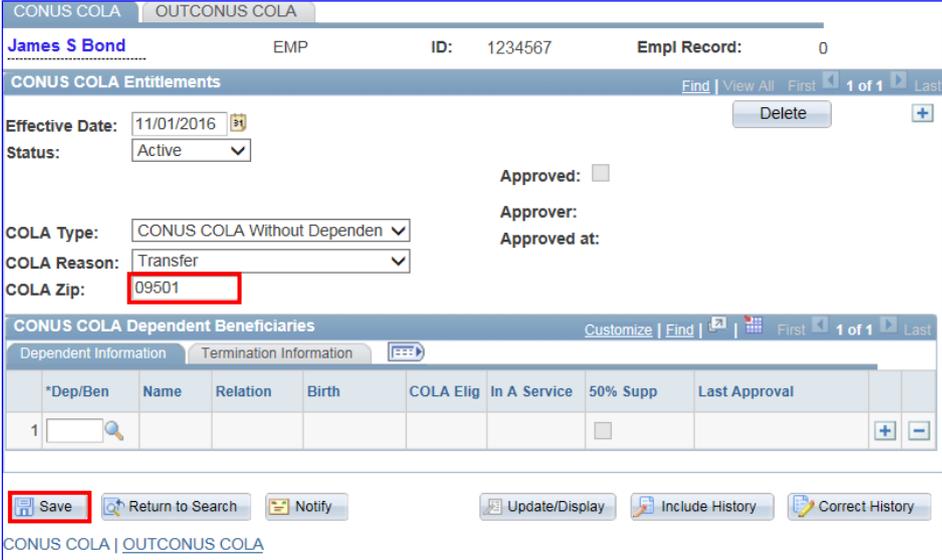
Procedures,  
continued

Step	Action
3	<p>The member's current CONUS COLA information (if any) will display. If the member currently has a CONUS COLA row, click the <b>plus</b> button to add a new row before moving on to Step 4.</p> 
4	<p>Enter the <b>Effective Date</b> of the change (defaults to current date) and ensure the <b>Status</b> reads Active (Inactive means the member is not currently receiving pay).</p> 
5	<p>Select the appropriate <b>COLA Type</b> using the drop-down.</p> 

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# Starting CONUS COLA, Continued

Procedures,  
continued

Step	Action
6	<p>Select the appropriate <b>COLA Reason</b> using the drop-down.</p> 
7	<p>The <b>COLA Zip</b> will default to the current permanent duty station for Active Duty members or the Home address for Reserve members. If the default is incorrect, enter the correct <b>COLA Zip</b>. Click the <b>Save</b> button. The transaction will be routed to all of the SPO Auditors in the same Dept ID of the HRS User's SPO.</p> 

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# Starting CONUS COLA, Continued

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Procedures,  
continued

Step	Action
8	<p data-bbox="336 495 959 528">Once approved, the page will update as follows.</p> <div data-bbox="336 528 1382 860" style="border: 1px solid black; padding: 5px;"><p data-bbox="347 533 683 555">CONUS COLA   OUTCONUS COLA</p><p data-bbox="347 566 1254 589"><b>James S Bond</b> EMP ID: 1234567 Empl Record: 0</p><p data-bbox="347 607 1382 629"><b>CONUS COLA Entitlements</b> Find   View All First 1 of 1 Last</p><p data-bbox="347 651 1382 674">Effective Date: 11/01/2016 <input type="button" value="Delete"/> <input type="button" value="+"/></p><p data-bbox="347 685 1382 707">Status: Active <input type="button" value="Delete"/> <input type="button" value="+"/></p><p data-bbox="874 707 999 730">Approved: <input checked="" type="checkbox"/></p><p data-bbox="874 741 1358 763">Approver: 7654321 Money Penny, Miss</p><p data-bbox="874 775 1190 797">Approved at: 11/02/16 2:33PM</p><p data-bbox="347 775 791 797">COLA Type: CONUS COLA Without Dependents</p><p data-bbox="347 808 791 831">COLA Reason: Transfer</p><p data-bbox="347 842 608 864">COLA Zip: 09501</p></div>

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