

COST OF LIVING ALLOWANCE - CONUS

Overview

Introduction This section provides the procedures for starting, changing, and stopping CONUS COLA. This entitlement is payable to members assigned to a CONUS high cost area. It is also payable to unaccompanied member's OCONUS, if their primary dependent resides in a CONUS high cost area. A member assigned to CONUS duty must get approval from COMDT (G-WPM-2), when equitable due to duty location or other circumstances, to receive CONUS COLA based on the primary dependent's residence.

Reference The following references provide additional information about Cost of Living Allowance.

- [Personnel Manual, COMDTINST M1000.6 \(series\)](#)
 - [Joint Federal Travel Regulations, Volume 1](#)
 - [Personnel and Pay Procedures Manual, PSCINST MI000.2 \(series\)](#)
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Discussion Complete a CONUS COLA entry on all INCONUS PCS reporting transactions. If a member is receiving two COLA entitlements (i.e., OCONUS COLA without dependents and CONUS COLA with dependents), manually stop CONUS COLA at the old unit and enter a start for the new permanent duty assignment. CONUS COLA/Time will automatically stop the day before arriving PCS (except as noted above). An entry is required when dependency changes to "with" or "without" dependents.

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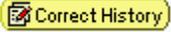
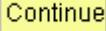
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Procedure Start Direct Access, [sign-in](#) and follow these steps to start, stop, correct, or delete CONUS COLA.

Step	Action								
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p>								
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Advanced Technique</p> <p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p> </div> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>								
3	<p>Entitlement Panels. Either the Summary Panel or Detail Panel will appear depending on which option was previously selected.</p> <p>Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.</p> <p style="text-align: center;">Employee Entitlement Summary Employee Entitlement Detail</p> <p>The following screen appears.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;">  <p>The screenshot shows a window titled 'Entitlements' with a 'View All' button in the title bar. The main content area contains a table with two rows of entitlements:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">FSA</td> <td style="width: 35%;">Family Separation Allowance</td> <td style="width: 15%; text-align: center;">Continue</td> <td style="width: 35%;">Family Separation Allowance, C stopped on 2002-06-</td> </tr> <tr> <td>HF</td> <td>Imminent Dngr-Hostile Fire Pay</td> <td style="text-align: center;">Continue</td> <td>Imminent Danger Hostile Fire P stopped on 2001-05-</td> </tr> </table> <p>At the bottom of the window, there are several buttons: Save, Return to Search, Update/Display, Include History, and Correct History. Below the buttons, there are links for Employee Entitlement Summary and Employee Entitlement Detail.</p> </div> <p>Select View All in the title bar.</p>	FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-	HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-
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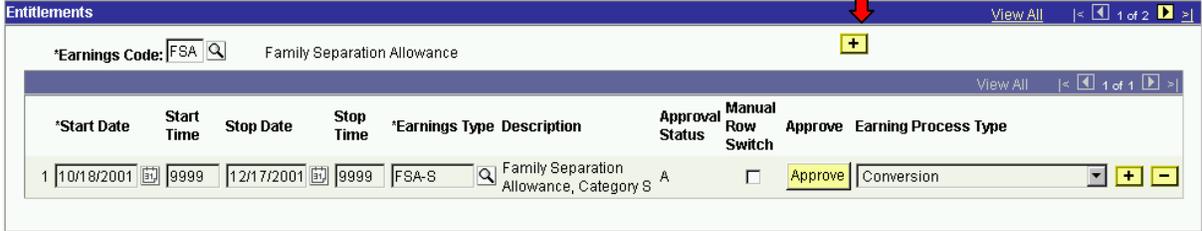
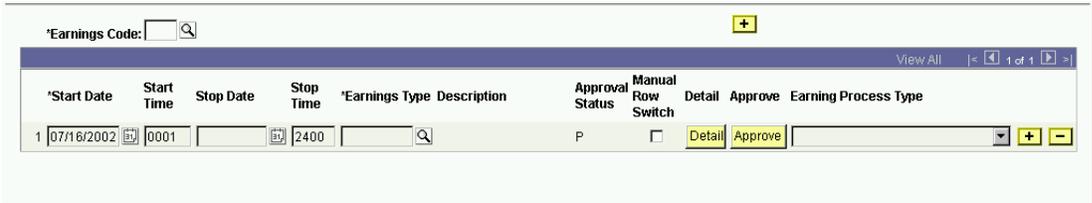
Procedure (cont)

Step	Action
4	<p>Select the  button located at the bottom right-hand portion of the screen so that all payments of CONUS COLA will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> ➤ You may use the  button to start CONUS COLA; however, we recommend using the “Include History” mode so all payments will display. ➤ Use the  button to view all payments of CONUS COLA. Only new entitlements can be entered in this mode. ➤ Use the  button to update or delete entries of CONUS COLA. A listing of all payments will be displayed. </div>
5	<p>If a CONUS COLA row exists in the Summary Panel...</p> <p>Click the  button adjacent to CONUS COLA. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p>If a CONUS COLA row doesn't exist in the Summary Panel...</p> <p>Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, type “ICC” in the look-up box   or use the magnifying glass to search for and select the CONUS COLA earning code.</p> <p>Then click the  button adjacent to CONUS COLA to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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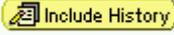
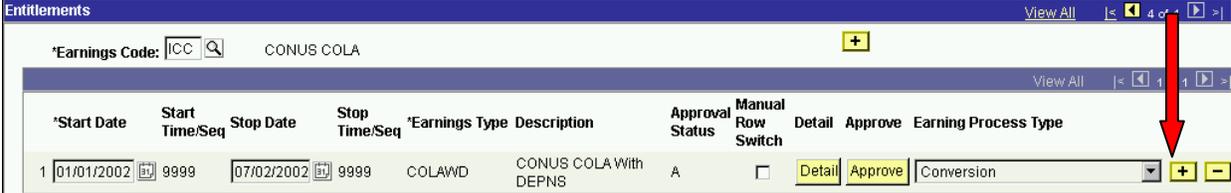
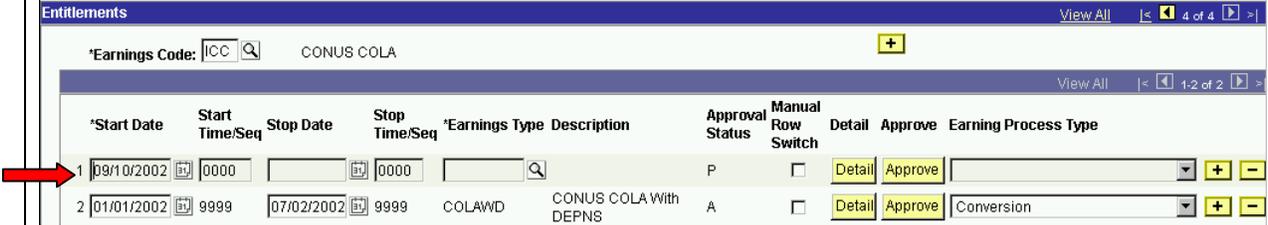
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Procedure (cont)

Step	Action
6	<p><u>Employee Entitlement Detail Panel</u> is the main panel for entering or stopping entitlements. If you have completed Steps 3-5, continue on to Step 7.</p> <p>Follow these procedures to bypass the Employee Entitlement Summary Panel.</p> <p>Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.</p> <p>Employee Entitlement Summary <u>Employee Entitlement Detail</u></p> <p>Select the  button located at the bottom right-hand portion of the screen so that all entries of CONUS COLA will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Select View All from the displayed title bar to list all entitlements.</p> <p>Scroll up to find the “ICC” Earnings Code. If CONUS COLA isn’t listed (after clicking View All), click the  button from any entitlement as shown below.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>The following screen appears below the previous entitlement...</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>Type “ICC” in the Earnings Code field or use the magnifying glass  to search and select the CONUS COLA Earnings Code.</p>

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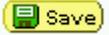
Procedure (cont)

Step	Action																		
7	<p><u>Starting CONUS COLA</u> (See Steps 8-10 for other options)</p> <p>In the  mode, click the  button shown below.</p>  <p>The following entry line appears...</p>  <p>Enter the following information...</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Start Date</td> <td>The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.</td> </tr> <tr> <td>Start Time</td> <td>Pre-filled</td> </tr> <tr> <td>Stop Date</td> <td>Enter the last day of entitlement or leave blank to pay continuous CONUS COLA. Use the calendar button  to select the desired date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format.</td> </tr> <tr> <td>Stop Time</td> <td>Pre-filled</td> </tr> <tr> <td>Earnings Type</td> <td>Type in the code if known or use the  to search and select from a listing of available earning types.</td> </tr> <tr> <td>Description</td> <td>Pre-filled. Ensure the proper entitlement is shown.</td> </tr> <tr> <td>Approval Status</td> <td>Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</td> </tr> <tr> <td>Manual Row Switch</td> <td>Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</td> </tr> </tbody> </table>	Field	Action	Start Date	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.	Start Time	Pre-filled	Stop Date	Enter the last day of entitlement or leave blank to pay continuous CONUS COLA. Use the calendar button  to select the desired date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format.	Stop Time	Pre-filled	Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.	Description	Pre-filled. Ensure the proper entitlement is shown.	Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.	Manual Row Switch	Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.
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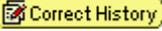
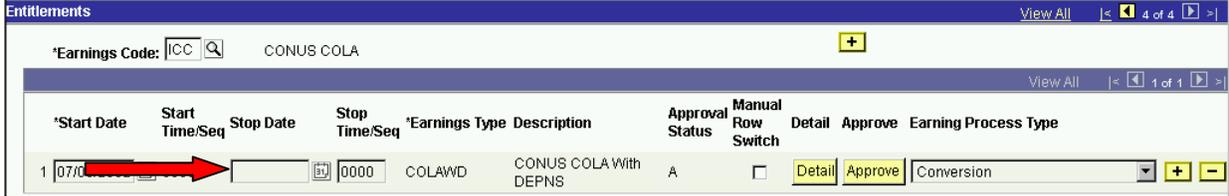
Procedure (cont)

Step	Action
<u>(Step 7 Continued)</u>	
Field	Action
	<p><u>Click</u> the  button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Supporting Data</p> <p style="text-align: center;">1080807 ICC 07/03/2002 COLAWD</p> <p style="text-align: center;">Postal Code: <input style="width: 80px;" type="text" value="94501"/></p> <p style="text-align: center;"> </p> </div> <p><u>Enter the zip code at which CONUS COLA is payable (the permanent duty station or dependent's locale, as applicable).</u></p> <p><u>Click</u> the  button when finished.</p>
	Not Used. Payment of CONUS COLA does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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Procedure (cont)

Step	Action												
8	<p><u>Stopping CONUS COLA</u></p> <p>In the  mode, find the row to stop. The stop date will be blank as shown below:</p>  <p>Enter the following information...</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Stop Date</td> <td>Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. This field can be future dated.</td> </tr> <tr> <td>Stop Time</td> <td>Pre-filled</td> </tr> <tr> <td>Manual Row Switch</td> <td>Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.</td> </tr> <tr> <td></td> <td>Not Used – Payment of CONUS COLA does not require audit and approval.</td> </tr> <tr> <td></td> <td>Click this button (located at the bottom left of the screen) to approve the entry.</td> </tr> </tbody> </table>	Field	Action	Stop Date	Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. This field can be future dated.	Stop Time	Pre-filled	Manual Row Switch	Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.		Not Used – Payment of CONUS COLA does not require audit and approval.		Click this button (located at the bottom left of the screen) to approve the entry.
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9	<p><u>Correcting CONUS COLA</u></p> <p>In the  mode, find the CONUS COLA row to correct.</p> <p>Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.</p> <p>Click the  button located at the bottom left of the screen.</p> <p> The only blocks that can be corrected, are the Stop Date and the Zip code in the detail panel.</p> <p>If the wrong Earnings Type was used or to change the effective start date, you must delete the entire row (Step 10) and then start a new CONUS COLA entitlement (Step 7).</p>												

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Procedure (cont)

Step	Action
10	<p data-bbox="196 296 643 342"><u>Deleting CONUS COLA</u></p> <p data-bbox="196 380 992 422">In  mode, find the CONUS COLA row to delete.</p> <p data-bbox="196 457 932 506">Click on the  button located in the row to be deleted.</p> <p data-bbox="196 548 1036 596">Click the  button located at the bottom left of the screen.</p> <p data-bbox="196 667 1279 751"> The total CONUS COLA entitlement will be recouped when using this feature.</p>

End