

SPO Pending Pay and Separations Transactions Query

Introduction This section provides the procedure for running the SPO Pending Pay and Separations Transactions Query.

Usage SPO supervisors should run this query prior to each payroll processing cutoff date to identify transactions in a pending status. Pending transactions will not transmit to JUMPS for payroll processing.

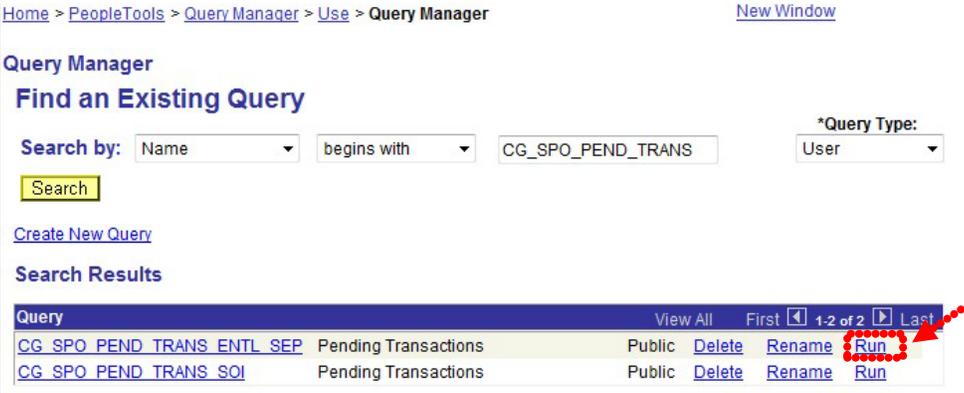
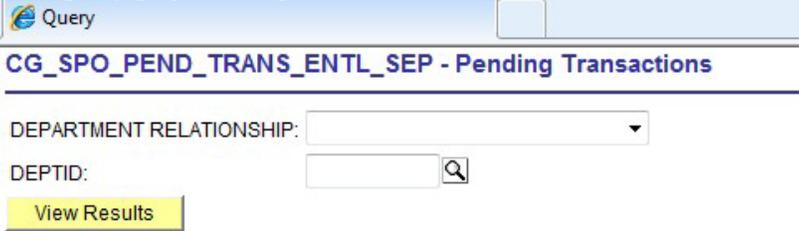
Description The SPO Pending Pay and Separations Transactions Query returns the following data elements.

Field/Column	Description
ID	Employee ID of the member
Name	Name of the member (Last, First, MI)
DeptID	Member's assigned department ID
Descr	Department ID Description/Unit Name
Sal Plan	Member's Salary Plan (e.g. ENL-Enlisted, OFF-Officer, WAR-Warrant Officer)
Grade	Member's Pay Grade (e.g. E5, O1, W4)
Eff Date	Effective Date of the transaction (MM/DD/YYYY)
Earn Code	Entitlement Earnings Code (e.g. ADP-Advance Pay, BA1-BAH, ICC-INCNOUS COLA). Note: The "SEP" Earnings Code represents a separation transaction.
Descr	Entitlement Earnings Code description (e.g. Advance Pay, Aviation Career Incentive Pay, Subsistence). Note: The "Separation Pay" description represents a separation transaction. The description is used for all separation transactions with or without entitlement to separation pay.
Origin	Operator ID of the person who entered the transaction.
Description	Name of the person who entered the transaction (Last, First, MI)

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SPO Pending Pay and Separations Transactions Query, Continued

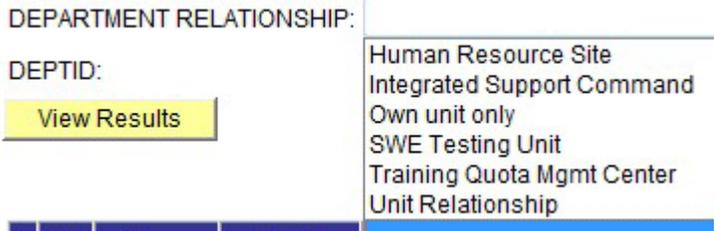
Procedure Start Internet Explorer, sign into MyPortalDirect and follow these steps to run the SPO Pending Pay and Separations Transactions Query.

Step	Action
1	Select menu items in the following order: <u>Enterprise Main/Menu</u> > <u>Direct Access Content</u> . The Direct Access (PeopleSoft 8.0) menu will open in a new window, open the query manger by clicking on the following menu items: <u>People Tools</u> > <u>Query Manager</u> > <u>Use</u> > Query Manager
2	The Query Manager page will display. Click in the blank field to the right of "begins with" and enter all or part of the query title " CG_SPO_PEND_TRANS " and then click the search button. 
3	Click the <u>Run</u> link for the CG_SPO_PEND_TRANS_ENTL_SEP query.
4	The query page will open in a new window.  Enter the search criteria as described in the following steps.

Continued on next page

SPO Pending Pay and Separations Transactions Query, Continued

Procedure (continued)

Step	Action
<p>5</p>	<p>Click the drop-down arrow in the Department Relationship field and select the Human Resource Site relationship type. This relationship will return results for all units in the HRS/SPO's AOR. The following relationship types may also be used to limit results:</p>  <ul style="list-style-type: none"> • Integrated Support Command -- Will return results for all units in the Base's/PSSU's AOR. • Own Unit Only -- Will return results for the department ID number entered. • Unit Relationship -- If a unit relationship has been setup, will return results for the unit ID entered and related units. <p>Note: Relationship Types are administered through the following menu: Home > Develop Workforce > Plan Successions (GBL) > Setup > Dept Relationships</p> <p>If the "Own Unit Only" relationship type does not provide any results, use the Dept Relationships maintenance menu and setup the Own Unit Only relationship. This is not established in the system for all units. It has to be setup at least once.</p> <p>The <i>SWE Testing Unit</i> and <i>Training Quota Mgmt Center</i> relationship types are not applicable to this query and should not be used.</p>
<p>6</p>	<p>Enter the Department ID number in the DEPTID field. Use the lookup icon to search for the ID if necessary.</p>

Continued on next page

SPO Pending Pay and Separations Transactions Query, Continued

Procedure (continued)

Step	Action						
7	<p>Click the View Results button.</p> <p>CG_SPO_PEND_TRANS_ENTL_SEP - Pending Transac</p> <hr/> <p>DEPARTMENT RELATIONSHIP: Human Resource Site ▼</p> <p>DEPTID: 010105 🔍</p> <p>View Results</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>DeptID</th> <th>Descr</th> <th>Sal Plan</th> <th>Grade</th> </tr> </thead> </table>	ID	Name	DeptID	Descr	Sal Plan	Grade
ID	Name	DeptID	Descr	Sal Plan	Grade		
8	<p>The query will run and the results will be shown in the lower portion of the window.</p> <p>Review each pending transaction.</p> <ul style="list-style-type: none"> • Ensure separation transactions have been prepared in accordance with the guidance in CG SPO Manual, PPCINST M5231.3 (series), Part VI, Separations, Chapter 2, Statement of Intent. Separation transactions may be approved up to 14 days prior to the departure date (for RELADs and Retirements) or 14 days prior to the effective date (for Discharges). • Ensure pay entitlement transactions have been prepared in accordance with the guidance in CG SPO Manual, PPCINST M5231.3 (series), Part II, Pay Entitlements. • Delete all unneeded pending transactions. 						
9	<p>The query results will display. Use the Download results in: Excel2K Spreadsheet or CSV Text File links to save a copy of the query to your local system.</p>						