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Urinalysis Report

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Introduction

This topic provides the SPO data entry technician and unit Urinalyses Coordinator with the procedure to run the Urinalysis Report.

Discussion

Urinalysis tests conducted by the Coast Guard are sent to DoD drug testing facilities. These facilities require paperwork that contains the DoD ID number. **The report does NOT have SSN's.** The Coast Guard is shifting to the use of DODID numbers, which are on the report. Units will need to download the current version of the DTP Lite, this report will be able to be imported into the program. See <http://www.uscg.mil/vote/DrugTesting.asp> for more information.

Permissions

A new role is available in DA, CG_UA_COORDINATOR. This role is only available to UA Coordinators. This role and CGHRS, CGHRSUP, CGHRSIC, AND CGHRSICSUP are the only ones that should be able to run the report. It will not be given to CGFIELDADMIN (unless the user is also an designated UA coordinator), UA Coordinators shouldn't need to go to the Admin/SPO for the report.

When members submit DA form for this role, we will also need copy of their designation letter.

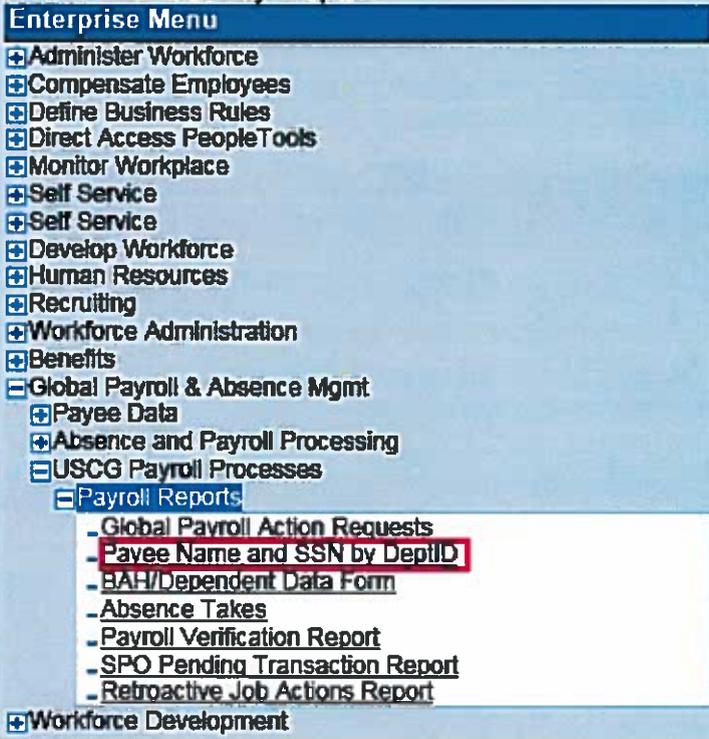
The following user roles have permission to run the Urinalysis Report:

- CGHRS - SPO Data Entry Tech
- CGHRSUP - SPO Auditor
- CGHRSIC and PPC Data Entry Tech.
- CGHRSICSUP - PPC Auditor
- CG_UA_COORDINATOR

Direct Access Navigation for SPOs and Unit UA Coordinators

1. Portal Pagelet: N/A
2. Menu Path: Global Payroll & Absence Mgmt > USCG Payroll Processes > Payroll Reports > Payee Name and SSN by DeptID

Direct Access Procedures for SPO Users

Step	Action
1	<p>Select the following links from the Enterprise Menu</p> <p>Global Payroll & Absence Mgmt > USCG Payroll Processes > Payroll Reports > Payee Name and SSN by DeptID</p>  <p>The screenshot shows the Enterprise Menu with the following items:</p> <ul style="list-style-type: none"> Enterprise Menu +Administer Workforce +Compensate Employees +Define Business Rules +Direct Access PeopleTools +Monitor Workplace +Self Service +Self Service +Develop Workforce +Human Resources +Recruiting +Workforce Administration +Benefits -Global Payroll & Absence Mgmt <ul style="list-style-type: none"> +Payee Data +Absence and Payroll Processing -USCG Payroll Processes <ul style="list-style-type: none"> -Payroll Reports <ul style="list-style-type: none"> -Global Payroll Action Requests -Payee Name and SSN by DeptID -BAH/Dependent Data Form -Absence Takes -Payroll Verification Report -SPO Pending Transaction Report -Retroactive Job Actions Report +Workforce Development
2	<p>Complete the report parameters:</p> <p>Set ID - 000010 USCG Shared</p> <p>Department ID - Enter the department ID for the unit.</p> <p>Note: The report does not join subdepartments.</p>
3	<p>Press the View Results button.</p>
4	<p>The report results will appear. Click one of the Download results links to save a copy.</p> <p>Caution: Take care to protect the file. It contains sensitive personally identifying information. Do not allow the file to leave the Coast Guard Data Network without encryption.</p> <p>Save the files as "DTP_LIST.xls" if you are going to import it into DTP Lite.</p>

Known Issues

The following are known issues with Urinalysis Report and Direct Access:

The report does not join subdepartments.

The report does not contain SSN (despite the report title). It does include DoDID numbers.

Frequently Asked Questions (FAQ)

Q. Why doesn't the report show SSNs?

A. The Coast Guard is shifting to the use of DODID numbers, which are on the report. Units will need to download the current version of the DTP Lite, this report output can be imported into DPT Lite.

[See Also](#)

Feedback

Contact the Pay & Personnel Center, Procedures & Development Branch, via e-mail to PPC-PF-PD@uscg.mil, with comments or questions about the content of this topic or the linked procedural guides.

Download Plug-Ins: Some of the links on this page require a plug-in to view them. Links to the plug-ins are available below.

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