
Fractional OUTCONUS COLA

Introduction:

This section provides the procedures to pay or recoup Fractional OUTCONUS COLA. This entitlement is paid to members without dependents on duty at a PDS where a Government mess is available, and whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals

Reference:

Chapter 9 of the Joint Federal Travel Regulations (U9156)

Procedure:

Fractional OUTCONUS COLA stops automatically on the day before reporting PCS.

Start CGHRMS, [sign-in](#) and follow these steps to pay or recoup Fractional OUTCONUS 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  button to select the member you wish to display.</p> <div data-bbox="284 1260 1453 1528" style="border: 1px solid black; padding: 5px;"><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 (SSN) before making any changes.</p>

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Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

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.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.



Select [View All](#) in the title bar.

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Select the [Include History](#) button located at the bottom right-hand portion of the screen so that all payments of Fractional OUTCONUS COLA will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the [Correct History](#) button.

Note: The current selection will have a white background.

- You may use the [Update/Display](#) button to start Fractional OUTCONUS COLA; however, we recommend using the "Include History" mode so all payments will display.
- Use the [Include History](#) button to view all payments of Fractional OUTCONUS COLA. Only new entitlements can be entered in this mode.
- Use the [Correct History](#) button to update or delete entries of Fractional OUTCONUS COLA. A listing of all payments will be displayed.

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If a Fractional OUTCONUS COLA row exists in the Summary Panel...

Click the  button adjacent to Fractional OUTCONUS COLA. The Employee Entitlement Detail screen will appear. (Go to Step 7)

If a Fractional OUTCONUS COLA row doesn't exist in the Summary Panel...

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "OCU" in the look-up box   or use the magnifying glass to search for and select the Fractional OUTCONUS COLA earning code.

Then click the  button adjacent to Fractional OUTCONUS COLA to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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6 **Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**

Follow these procedures to bypass the Employee Entitlement Summary Panel.

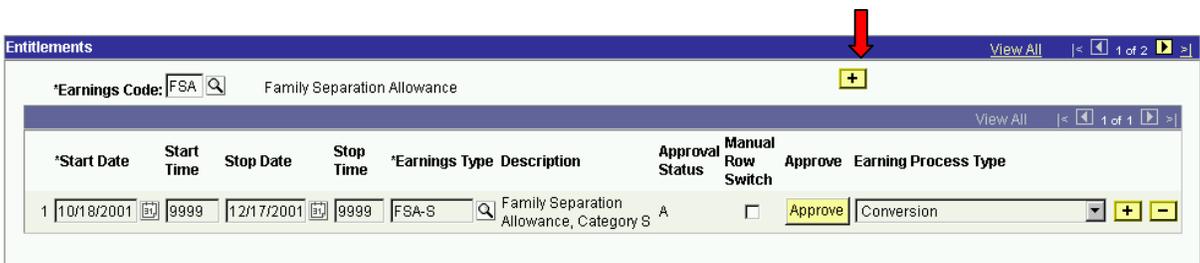
Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that all entries of Fractional OUTCONUS COLA will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “OCU” Earnings Code. If Fractional OUTCONUS COLA isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.

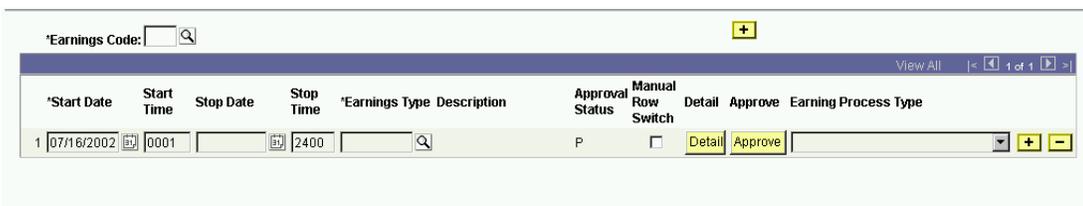


Entitlements

*Earnings Code: FSA Family Separation Allowance

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type	
1	10/18/2001	9999	12/17/2001	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion

The following screen appears below the previous entitlement...



*Earnings Code:

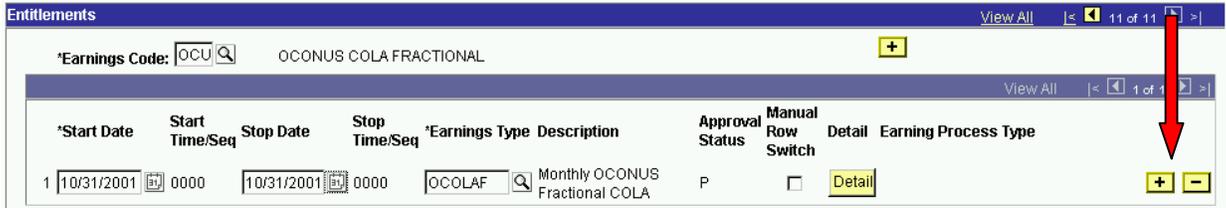
*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1	07/16/2002	0001	2400			P	<input type="checkbox"/>	Detail	Approve	

Type “OCU” in the Earnings Code field or use the magnifying glass  to search and select the Fractional OUTCONUS COLA Earnings Code.

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Paying Fractional OUTCONUS COLA (See Steps 8 to recoup)

In the  mode, click the  button shown below.



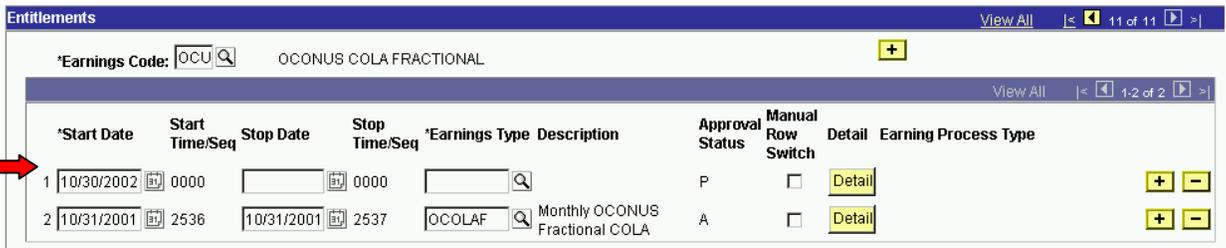
Entitlements View All | < 11 of 11 >

*Earnings Code: OCONUS COLA FRACTIONAL 

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
1 10/31/2001	0000	10/31/2001	0000	OCOLAF	Monthly OCONUS Fractional COLA	P	<input type="checkbox"/>	Detail	

The following entry line appears...



Entitlements View All | < 11 of 11 >

*Earnings Code: OCONUS COLA FRACTIONAL 

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
1 10/30/2002	0000		0000			P	<input type="checkbox"/>	Detail	
2 10/31/2001	2536	10/31/2001	2537	OCOLAF	Monthly OCONUS Fractional COLA	A	<input type="checkbox"/>	Detail	

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click & Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format. The start date will automatically default to the end of the month selected once the earnings type is selected.
Start Time	Pre-filled
Stop Date	Leave Blank. The stop date will automatically default to the end of the month that the entitlement is started once the earnings type is selected.
Stop Time	Pre-filled
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> 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	<u>Select</u> 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.

Step 7 (Cont'd)

Field	Action
<p></p>	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="516 373 1187 743" style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8e8;"> <p>Supporting Data</p> <p>1075148 OCU 10/31/2002 OCOLAF</p> <p>Locality Code: <input type="text"/> </p> <p>Number of Breakfast: <input type="text"/></p> <p>Number of Dinners: <input type="text"/></p> <p>Number of Suppers: <input type="text"/></p> <p> </p> </div> <p>Click the magnifying glass  next to the Locality Code and select the country where the member was stationed for Fractional OUTCONUS COLA entitlement</p> <p>Enter the number of breakfast meals authorized during the month.</p> <p>Enter the number of Dinners authorized during the month.</p> <p>Enter the number of Suppers authorized during the month.</p> <p>Click the  button when finished.</p>
<p>Earnings Process Type</p>	<p>Not Required. Disregard this field.</p>
<p></p>	<p>Click this button (located at the bottom left of the screen) to approve the entry.</p>
<p>8</p>	<p><u>Deleting Fractional OUTCONUS COLA</u></p> <p>In  mode, find the Fractional OUTCONUS COLA row to delete.</p> <p>Click on the  button located in the row to be deleted.</p> <p>Click the  button located at the bottom left of the screen.</p> <p> The total Fractional OUTCONUS COLA entitlement will be recouped when using this feature.</p>