ASSISTANT SECRETARY OF THE NAVY

(FINANCIAL MANAGEMENT & COMPTROLLER)

MY NAVY CAREER CENTER (MNCC)

AUGUST 2023

USER GUIDE

ENHANCED UNIT COMMANDER'S FINANCIAL REPORT (eUCFR)

[PAY MONITORING DASHBOARD]

FINANCIAL MANAGEMENT DATA AND DIGITAL TRANSFORMATION

MyNAVYHR
Serving Sailors 24/7

CONTENTS

Approved for public release. Distribution is unlimited.

Revision History

VERSION #	APPROVAL DATE	DESCRIPTION OF UPDATE	APPROVED BY
9.0.0	09/21/2023	Use cases, Certification, GTCC reporting information and navigation procedures.	MNCC
1.0.0			

1. Application Overview

Overview

The Enhanced Unit Commander's Financial Report (eUCFR) is a valuable tool providing Commanding Officers with the necessary insights to monitor pay and entitlements for assigned personnel. The USN MILPAY application also provides proactive monitoring of priority areas such as debt management, PCS processing, outstanding payments and personnel in a suspended status.

Purpose

This product is a centralized application to analyze and monitor the health of Sailor Pay, track trends over time and automate the generation of insights. Intent is for Command Triads and their designees, along with DFAS to utilize the application to garner rapid and valuable insights on individual accounts or in management of the Navy's Military Pay priority areas.

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2. Requesting Access

1. Navigate to Jupiter using the link https://jupiter.data.mil/#/. Use the Helpdesk link (see Figure 1) to begin the account request process.
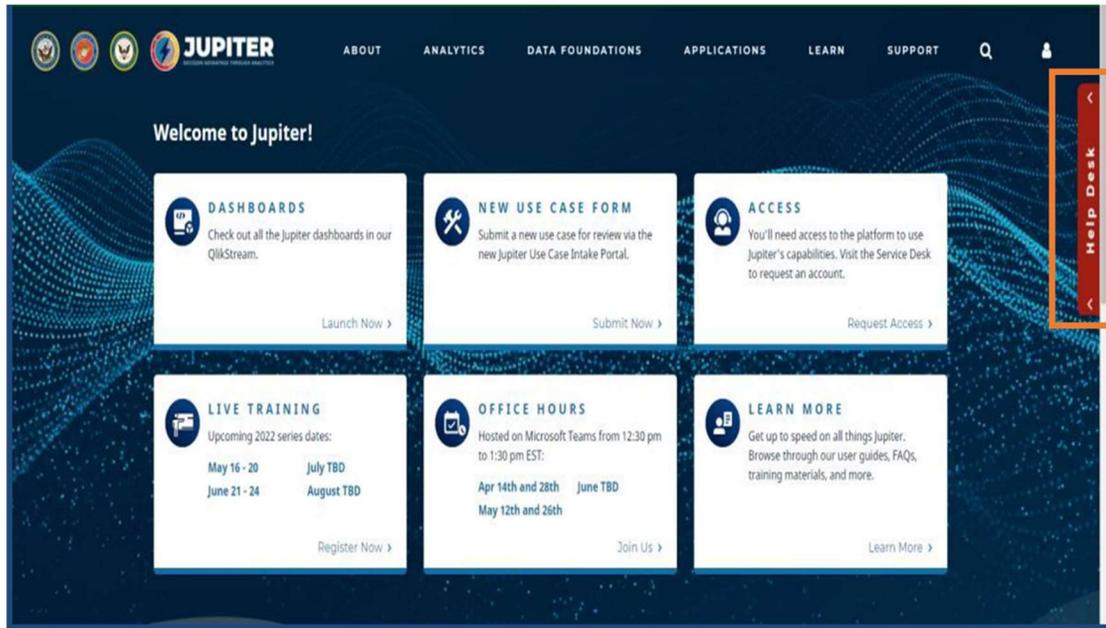

Figure 1

2. Select "Access Request" to submit a new account request or to modify an existing account. Figure 2 depicts the Request Types menu.
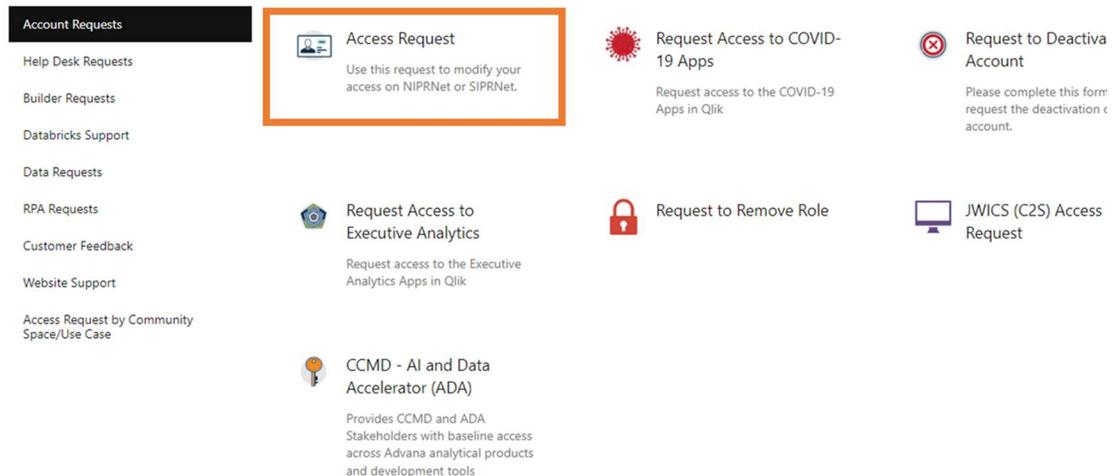

Figure 2

3. Using Figure 3 as a guide, complete the access request form and then select "Create" to submit the account request. Use your official email and your current assigned organization.

Figure 3

4. Upon successful submission of account request, an auto-generated email will be sent to your email with the account request info (ticket and link to track status).
    • Forward the auto-generated email and a copy of the completed DD2875 to MNCC
    • Process flow chart in Figure 4 outlines the account provisioning process
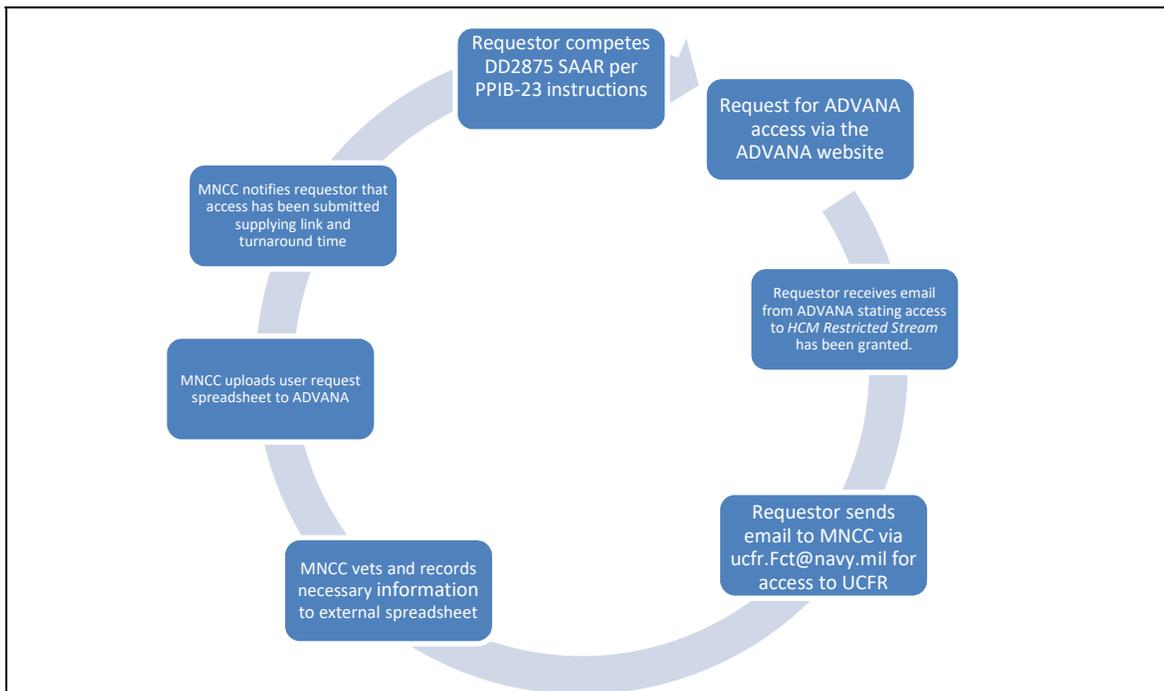
Figure 4

3. Navigating to the App

5. Navigate to Jupiter using the link https://jupiter.data.mil/#/. Figure 5 depicts the Jupiter homepage.
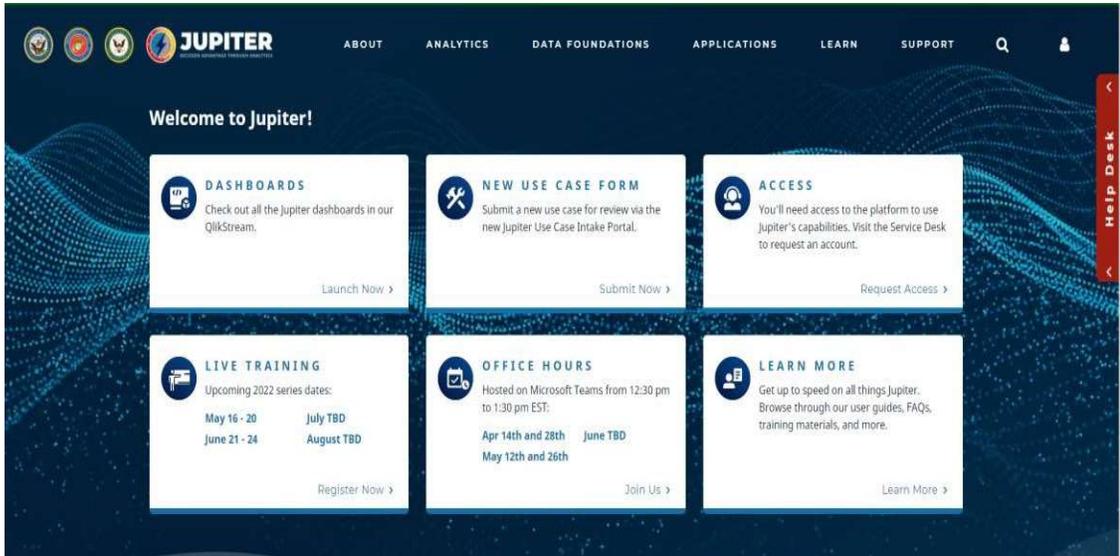

Figure 5

6. Select "Applications" from the navigation bar located at the top of the page, then select "Jupiter Analytics" – this will take you to the QLIK stream menu. Figure 6 depicts the applications menu.
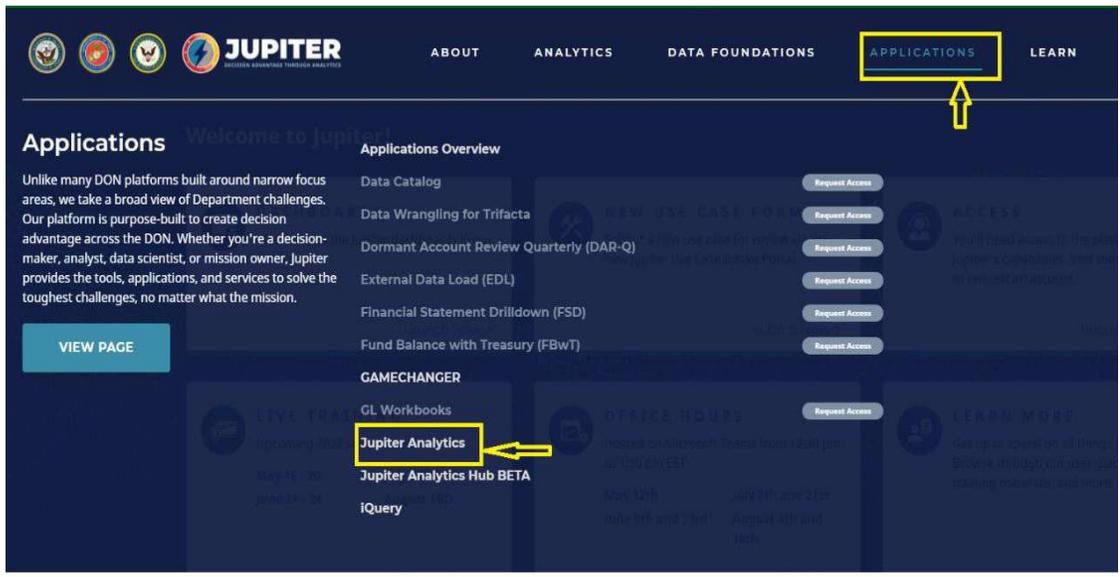
Figure 6

7. Scroll down the list of stream options on the left side of the screen and select "Jupiter HCM Analytics Restricted". Figure 7 depicts the Jupiter HCM Analytics Restricted stream.
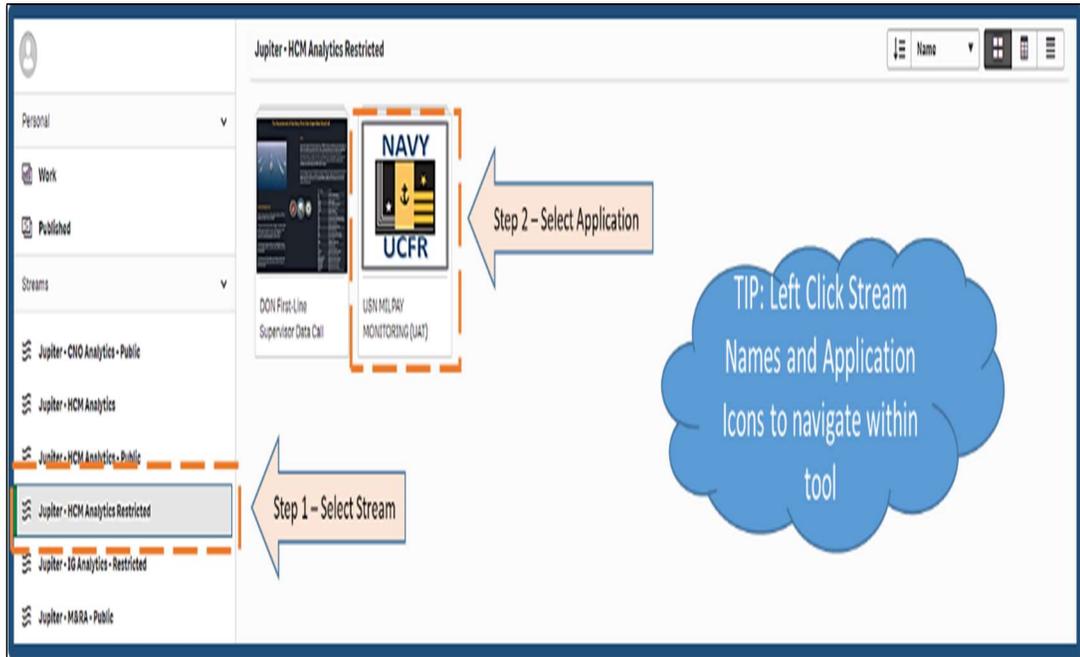

Figure 7

8. Select USN MILPAY MONITORING. Figure 8 depicts the landing page for the USN MILPAY MONITORING application. Each icon represents a Sheet within the Application with tailored insights

Figure 8

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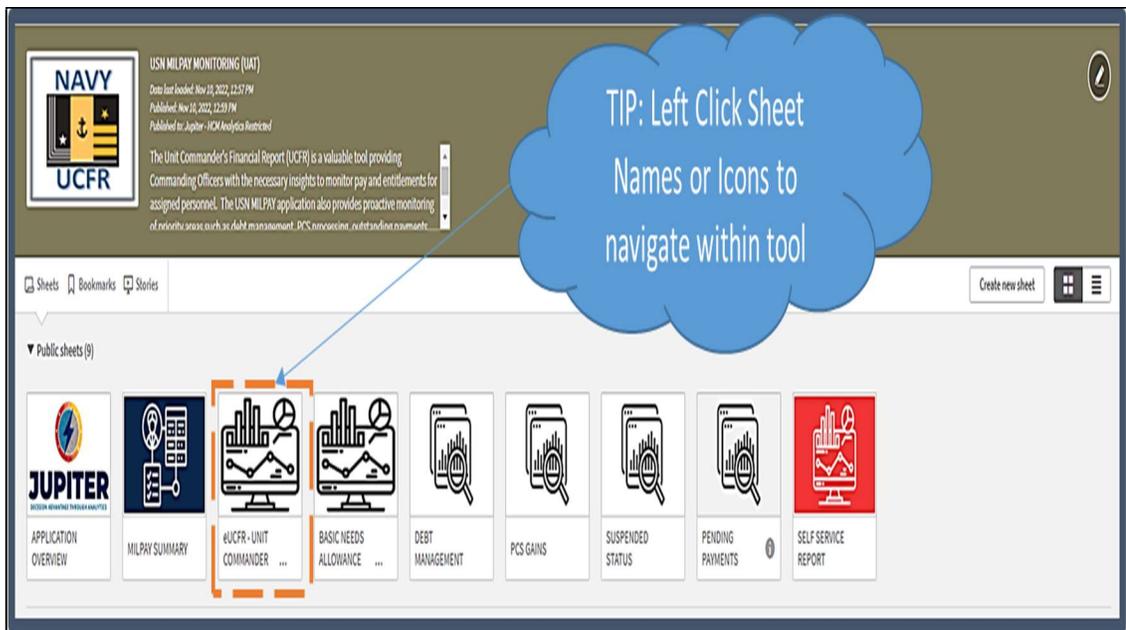
4. Navigating within the App

❖ The USN MILPAY Monitoring app has 9 sheets grouped into dropdown menus across the top. Users can toggle from one sheet to another using the buttons or the dropdowns across the top of the screen as shown below.

Figure 9

❖ Users can engage with each sheet in a variety of ways. Filters can segment the data once applied, visualizations/charts can be exported and additional features can be enabled by selecting various links. Depicted in Figure 10 are numerous ways to use tool.

Figure 10

5. Overview of App & App Sheets

5.1 APPLICATION OVERVIEW

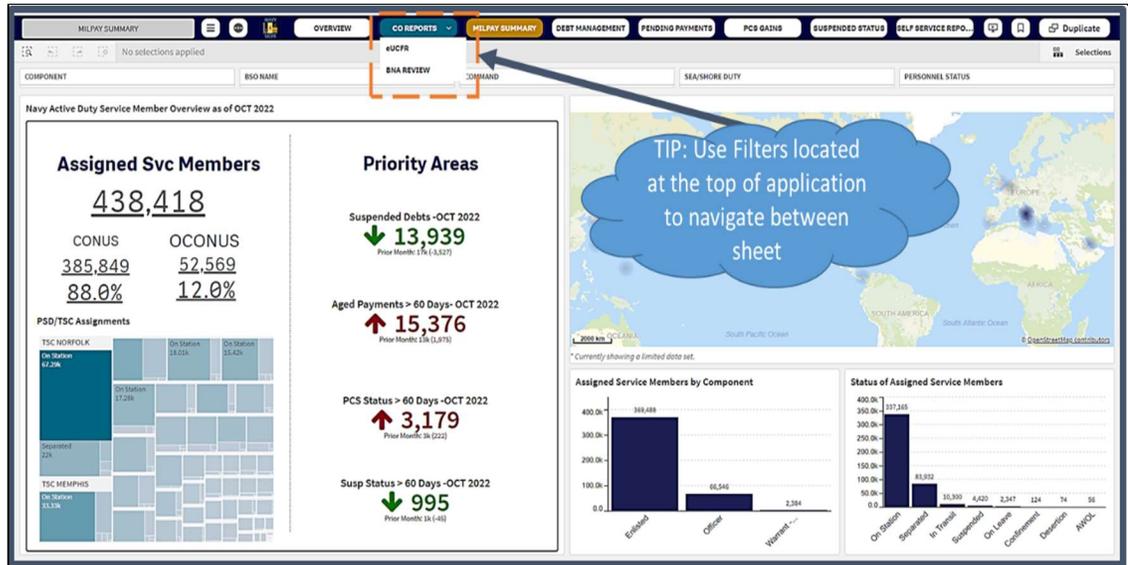- This sheet provides users with a general information, description of the report layout, and points of contacts for the application as shown in Figure 11. The Data Dictionary tab provides the various methodology and functions that were used in generating certain metrics within the application as shown in Figure 12.
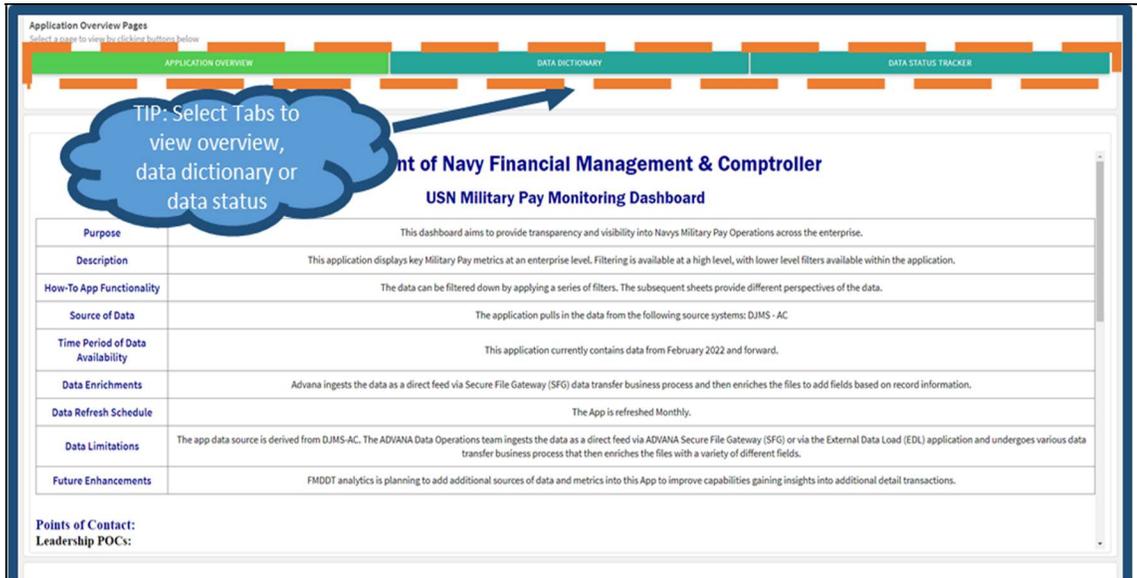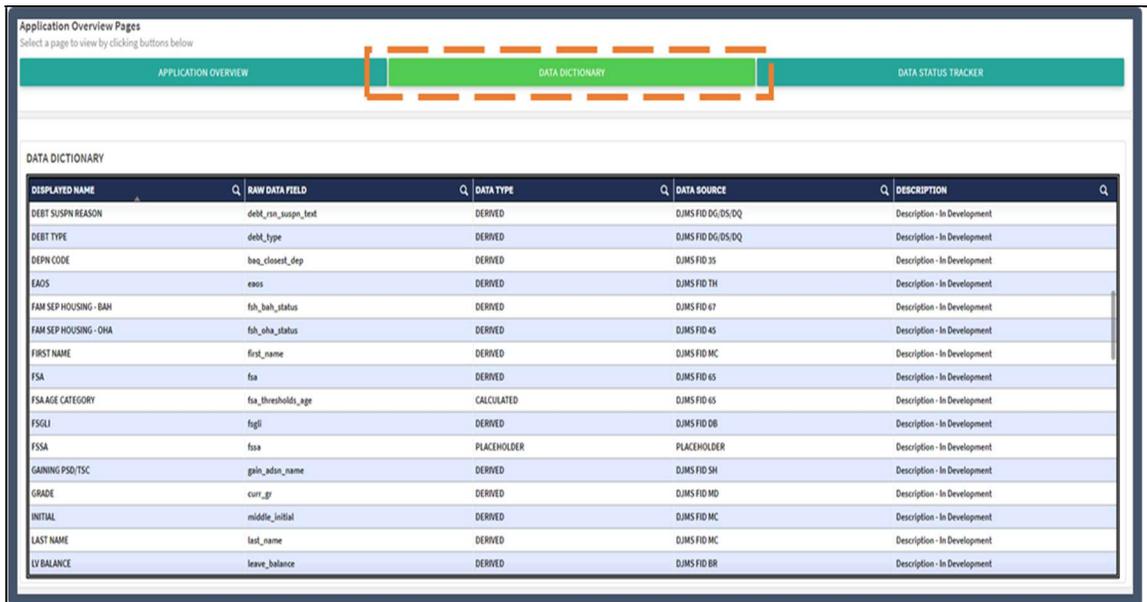

Figure 11

Figure 12

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5.2 SHEET OVERVIEW: MILPAY Summary

- This sheet provides summary pay information of assigned service members and how the Navy is addressing the primary Military Pay focus areas. Commanders and support staff can use the filters to navigate to their respective command or area of interest.

Figure 13
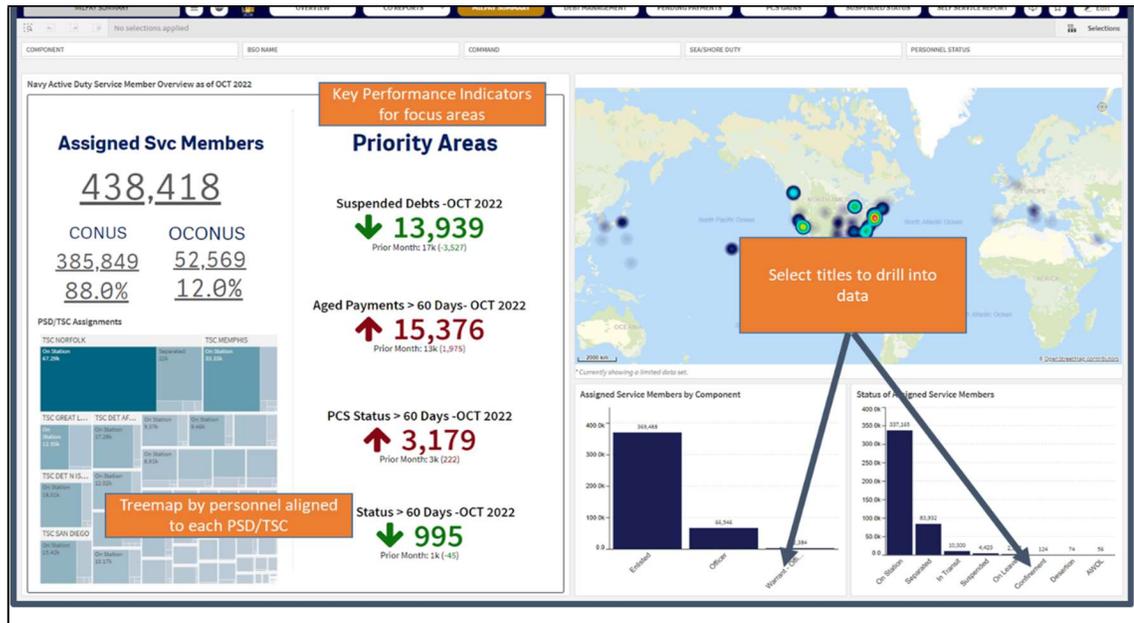
5.3 SHEET OVERVIEW: Enhanced Unit Commanders Financial Report (eUCFR)

- This sheet provides detailed pay information on assigned service members. Commanders and support staff can use the available tables to identify anomalous pay data and entitlements/allowances currently paid to each service member.
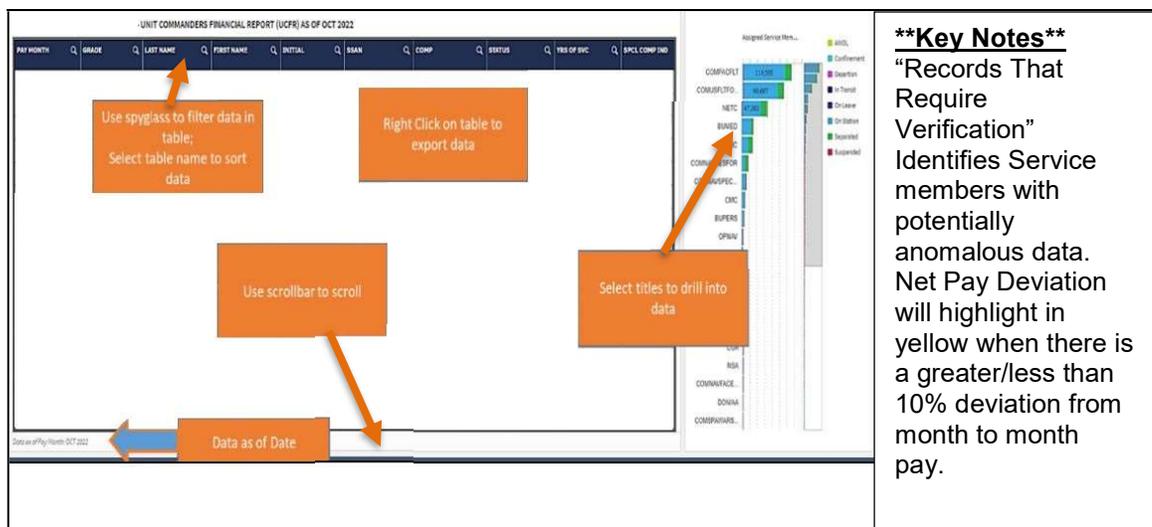- Figure 14 provides helpful tips for navigating within the sheet.

Figure 14

5.4 SHEET OVERVIEW: Government Travel Card (GTCC)

- This sheet provides detailed pay information on members with an outstanding GTCC balance. Commanders and support staff can use the available tables to identify delinquencies.
- Figure 15 provides a visual of GTCC delinquent days and amount.
- Members listed in this report are not in a Mission Critical status.

5.5 SHEET OVERVIEW: Basic Needs Allowance

- This sheet provides detail level information to support the Basic Needs Allowance review. Each table allows for reviews of specific pay types by period and individual.

Figure 16

5.6 SHEET OVERVIEW: Debt Management

- This sheet provides summary and detailed analysis of service members with open and uncollected overpayments on their pay record. The sheet allows stakeholders to drill through the various levels of the organization and pay types to identify trends along with detailed data.

Figure 17

5.6 SHEET OVERVIEW: Pending Payments

- This sheet provides summary and detailed analysis of service members with open and pending one-time payments such as bonuses and final separation pay. The sheet allows stakeholders to drill through the various levels of the organization and pay types to identify trends along with detailed data.
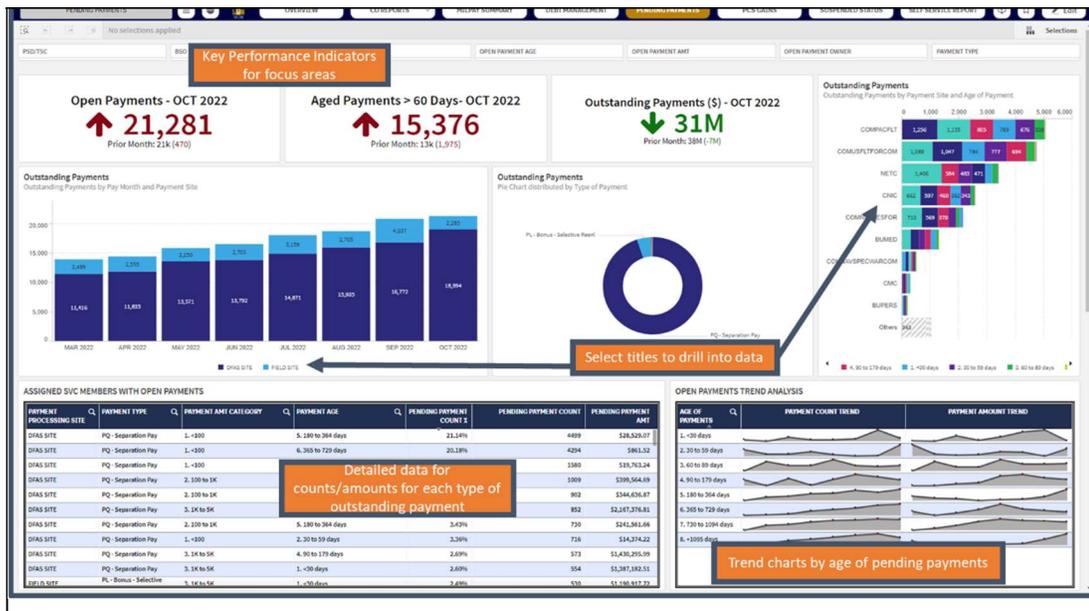
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Figure 18

5.7 SHEET OVERVIEW: Permanent Change of Status (PCS) Gains

- This sheet provides and in depth analysis of service members currently in a PCS status. These service members have departed their previous duty station and their pay record does not reflect a complete in processing to the gaining duty station.

Figure 19

5.8 SHEET OVERVIEW: Suspended Status

- This sheet provides an in depth analysis of service members who are currently in a suspended pay status and could be a result of a pending separation or a failed exchange of data from the personnel system to the military pay system.

Figure 20

5.9 SHEET OVERVIEW: SELF SERVICE REPORT

- The Self Service Reporting feature allows users to generate custom reports for their specific needs.
- To generate a report, select at least one dimension and one measure.
- Once selected, the report will populate.
  - ♦ The type of visualization can be changed by selecting one of the icons across the top of the report.
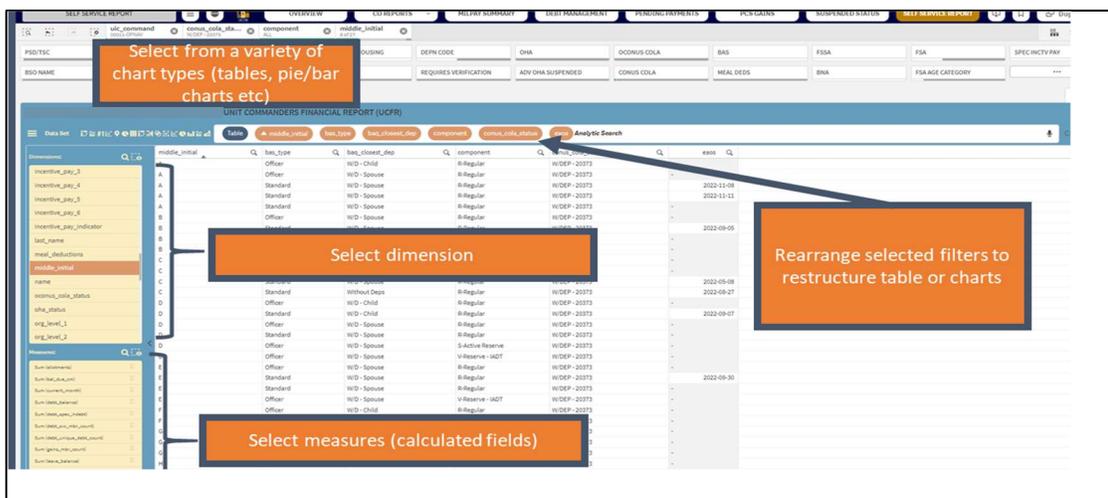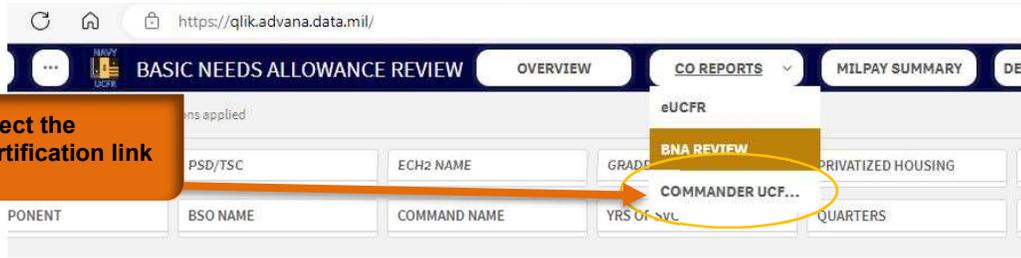- Figure 21 provides helpful tips for navigating within the sheet.

Figure 21

5.10 SHEET OVERVIEW: UCFR COMMANDER'S CERTIFICATION

- Allows Unit TRIAD members to certify that they have viewed the eUCFR for their Command's data.
- Figure 22 provides helpful tips for navigating within the sheet.

NOTE: Certification does not indicate a validation of information accuracy.

Figure 22

Appendix

6.1 Data Source

- Data sources and data tables used in developing the USN MILPAY Monitoring application: DJMS-AC

Source Database	Source Table Name from DB
exec_payroll_djms_restricted_workspace	fmddt_ufcr_final
exec_payroll_djms_restricted_workspace	fmddt_ufcr_priority_debts
exec_payroll_djms_restricted_workspace	fmddt_ufcr_priority_gains_final
exec_payroll_djms_restricted_workspace	fmddt_ufcr_priority_suspended_final
exec_payroll_djms_restricted_workspace	fmddt_ufcr_priority_pending_payments
exec_payroll_djms_restricted_workspace	fmddt_ufcr_priority_base_population
exec_payroll_djms_restricted_workspace	fmddt_ufcr_gross_monthly_income
exec_payroll_djms_restricted_workspace	fmddt_ufcr_uic_echelon_mapping

6.2 TRIAD USE CASES:

COMMON QUESTIONS:

1. Are any of my assigned personnel not receiving pay?
2. Are there any members with a 10% or more change in pay from previous month to current month?
3. Are there any members who should be or should not be receiving entitlements?
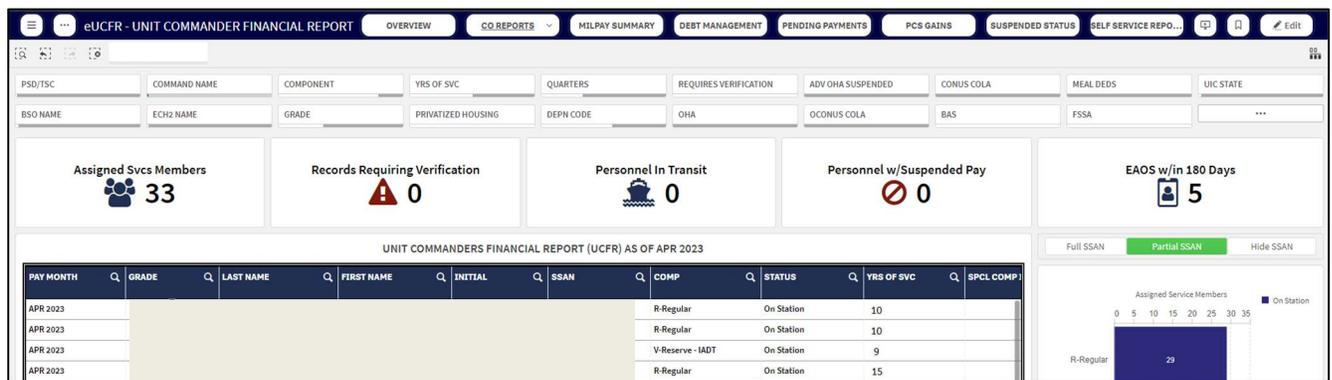4. Are there are any members whose pay is suspended?

Figure 23: Example of Home Screen

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1. Are any of my assigned personnel not receiving pay?

    (1) Locate the field "**STATUS"**

    (2) Select the following "***In transit, on leave, on station***" for members in an active pay status.

Use spyglass to filter, and make the shown selections then Select check mark.

    (3) Locate "**NET PAY CURRENT MONTH"**

    (4) Select column title to sort lowest to highest.

Click column title once to sort lowest to highest.

NOTICE:
Lowest paid is $0.00

OBSERVATION:
This member received no pay this month.
Further research is required
to determine reason.

2. Are there any members with a 10% or more change in pay from previous month to current month?

(1) Locate the field "**STATUS**"
(2) Select the following "***In transit, on leave, on station***" for members in an active pay status.

Use spyglass to filter, and make the shown selections then Select check mark.

In the below pages you will sort the NETPAY % CHG column from lowest to highest then resort to highest to lowest. *This will show pay data with a 10% change (increase/decrease) and may require further research.*

(3) Locate "**NET PAY % CHG**"
(4) Select column title to sort highest to lowest.

Click the title of the column to sort highest to lowest.

NOTICE:
The report automatically highlights the cells in yellow with a 10% or more change.

OBSERVATION:
There is a 49.7 % increase in pay. Further research is required to determine reason

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Click the name of the column to sort lowest to highest.

NOTICE:
The report automatically highlights the cells in yellow with a 10% or more change.

OBSERVATION:
There is a -10.5 % change in pay.
Further research is required
to determine reason

3. Are there any members who should be or should not be receiving entitlements?

1. Locate the field "**STATUS"**
2. Select the following "***In transit, on leave, on station***" for members in an active pay status.

Use spyglass to filter, and make the shown selections then Select check mark.

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(1) Locate the needed entitlement. (COLA is used in the example)
(2) Select column title to sort lowest to highest.

Click on the column title to bring lowest to the top.

NOTICE:
This area is blank indicating COLA is not being received.

OBSERVATION:
Eligible member not receiving COLA.
Further research is required
To determine reason.

4. Are there any members who are in a suspended pay status?

1. Locate the field **"PERSONNEL W/SUSPENDED PAY"**

If any number greater than 0 is shown, then scroll down to step 2.

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2. Locate the field "**STATUS"**
3. Select only the "***suspended****" option* for members in a suspended pay status.
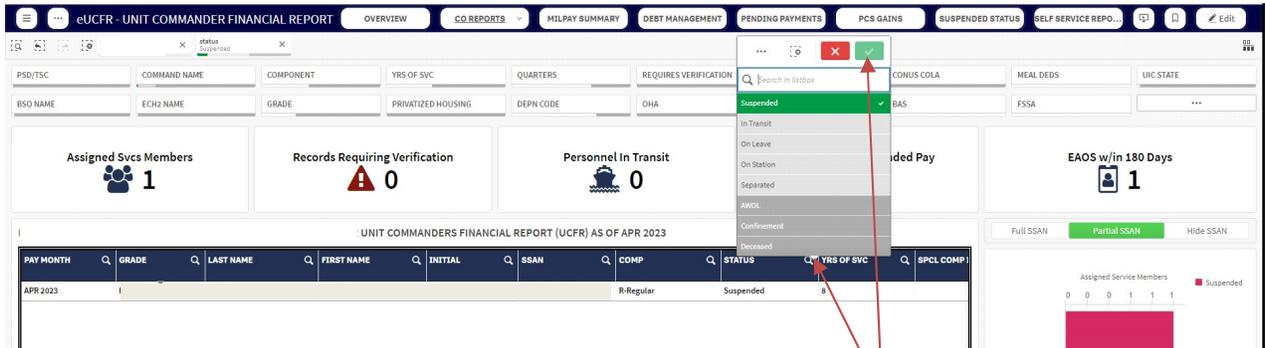
Use spyglass to filter, choose only suspended, and then select the check mark.

OBSERVATION:
Suspended pay could be the result of pending separation or other issues.
Further research required to determine reason.

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6.3 Acronyms

Commonly used terms/acronyms within the eUCFR

Term/Acronym	Definition
PSD/TSC	Personnel Support Detachment/Transitional Support Center
BSO NAME	Budget Submitting Office
ECH 2	Echelon Type
YRS of SVC	Years of Service
DEPN Code	Dependent Code
OHA	Overseas Housing Allowance
ADV OHA Suspended	Advanced Overseas Housing Allowance
OCONUS COLA	Cost of Living Allowance outside the Continental United States
CONUS COLA	Cost of Living Allowance within the Continental United States
BAS	Basic Allowance Subsistence
Meal DEDS	Meal Deductions
FSSA	Family Subsistence Supplemental Allowance
UIC STATE-	Unit Identification Code by State
FSA	Family Separation Allowance
FSA AGE CATEGORY	Number of days a member has received Family Separation Allowance
SPEC INCTV Pay-Special	Special Incentive Pay
STATUS	Duty Status
GTCC	Government Travel Credit Card

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