

ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT
& COMPTROLLER)

MY NAVY CAREER CENTER
(MNCC)



NOVEMBER 2022

USER GUIDE

ENHANCED UNIT COMMANDER'S FINANCIAL REPORT (eUCFR) [PAY MONITORING DASHBOARD]



MyNAVYHR
Serving Sailors 24/7

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Revision History

VERSION #	APPROVAL DATE	DESCRIPTION OF UPDATE	APPROVED BY
0.0.0	MM / DD / YYYY	Describe what has changed since the last version that was released.	First & Last Name
1.0.0			

1. Application Overview

Overview

The Unit Commander's Financial Report (UCFR) 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.

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.

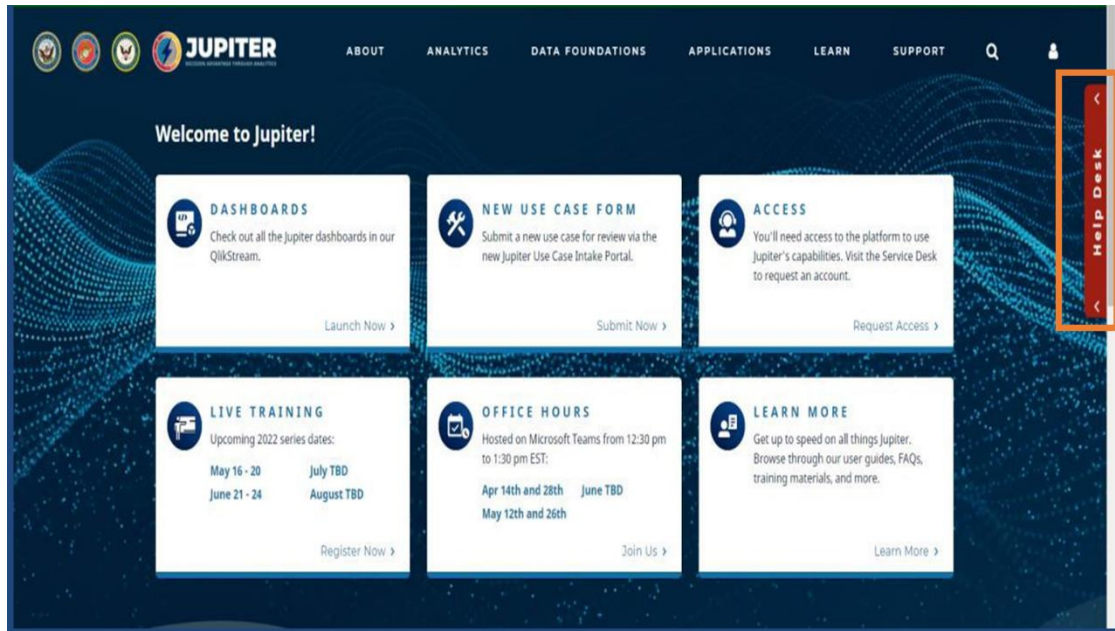


Figure 1

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

Request Types

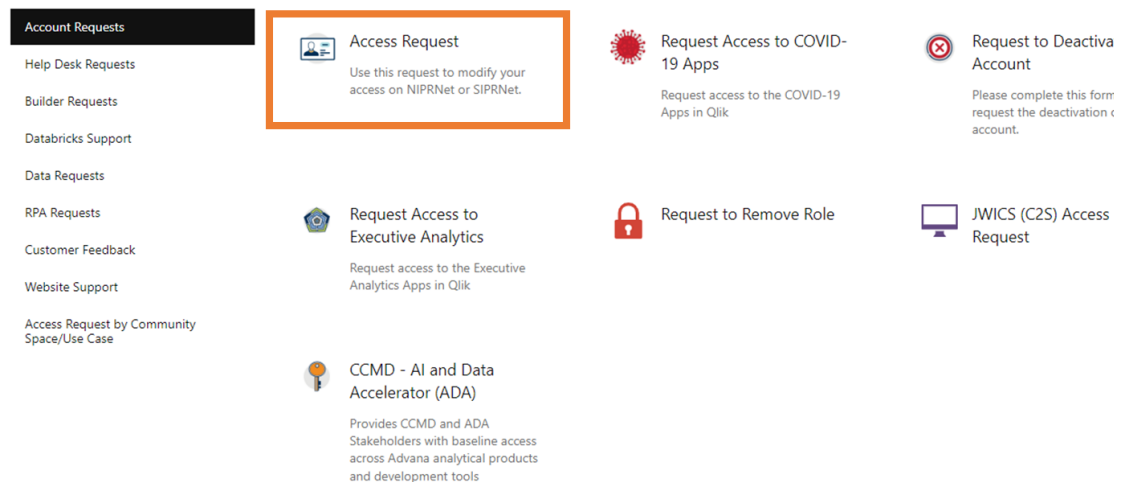


Figure 2

- 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.

Access Request

Have you previously submitted a SAAR to the Service Desk?
I confirm I have previously provided a SAAR Form t...

Rules of Behavior Acknowledgment
☒ I have read, understand and agree to comply with the Rules of Behavior

General Information

Customer E-Mail *
Please enter a valid DoD e-mail
your.email@navy.mil

Designation *
Select a designation
Civilian

Civilian Grade *
GS

Agency/Organization *
Navy

Navy BSO *
☐ BSO 11 (FSA)
☒ BSO 12 (FMB7)
☐ BSO 14 (ONR)
☐ BSO 15 (NIA)

Advana Products

Environment *
☒ NIPRNet
☐ SIPRNet
☐ JWICS

NIPR Analytics (QLIK)
☐ Acquisition Analytics
☐ Advana
☐ Ares
☐ Audit Analytics
☐ BLADE
☐ Budget Analytics
☐ CDAO
☐ Cost Management
☐ DHRA - Beacon
☐ eUMT Analytics
☐ Executive Analytics
☐ Financial Management
☐ Health Analytics
☐ IT Analytics
☒ Jupiter

Advana Analytics (QLIK) NIPR

* Refer to Jupiter SOP for access [HERE](#).

Jupiter Streams *
☒ Jupiter - Analytics
☐ Jupiter - AWARE COVID Analytics
☐ Jupiter - BUMED Analytics
☐ Jupiter - CMRS Analytics
☐ Jupiter - CNO Analytics
☐ Jupiter - DONCADS
☐ Jupiter - HCM Analytics
☒ Jupiter - HCM Analytics Restricted
☐ Jupiter - Hermes Analytics
☐ Jupiter - IG Analytics Restricted
☐ Jupiter - M&RA
☐ Jupiter - NAVWAR
☐ Jupiter - NAVWAR - LANT Competency Review
☐ Jupiter - NAVWAR Restricted
☒ Jupiter - Navy FM Analytics
☐ Jupiter - OSRI Analytics Restricted
☐ Jupiter - RESFOR

Justification For Jupiter - HCM Analytics Restricted *
Requires access to monitor Navy DJMS UCFR

Figure 3

- 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

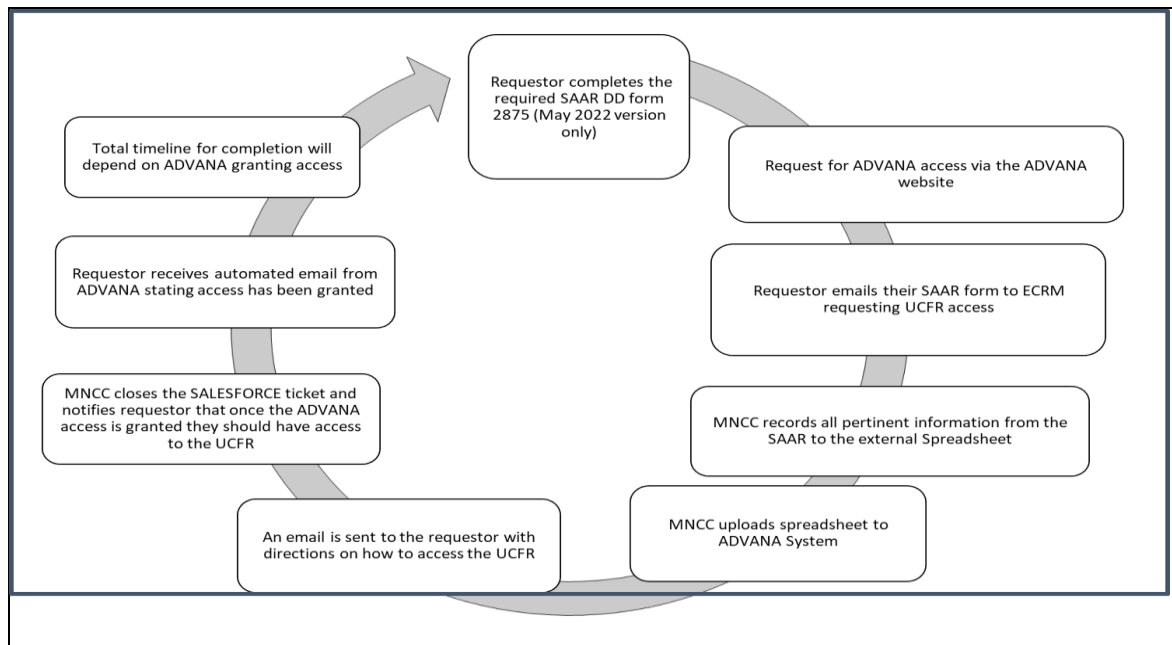


Figure 4

3. Navigating to the App

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

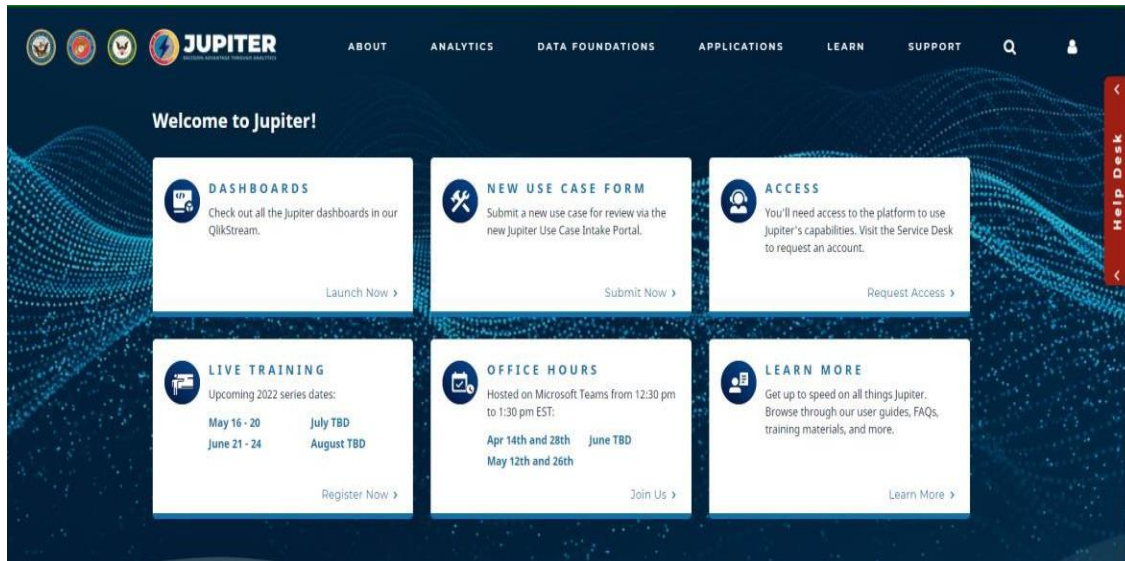


Figure 5

- 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.

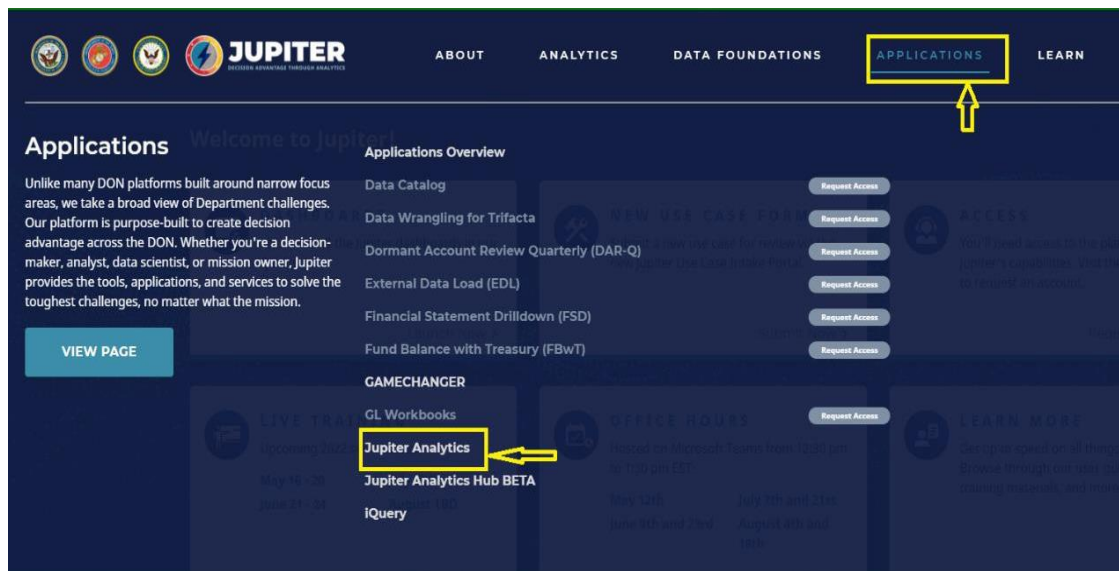


Figure 6

- 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.

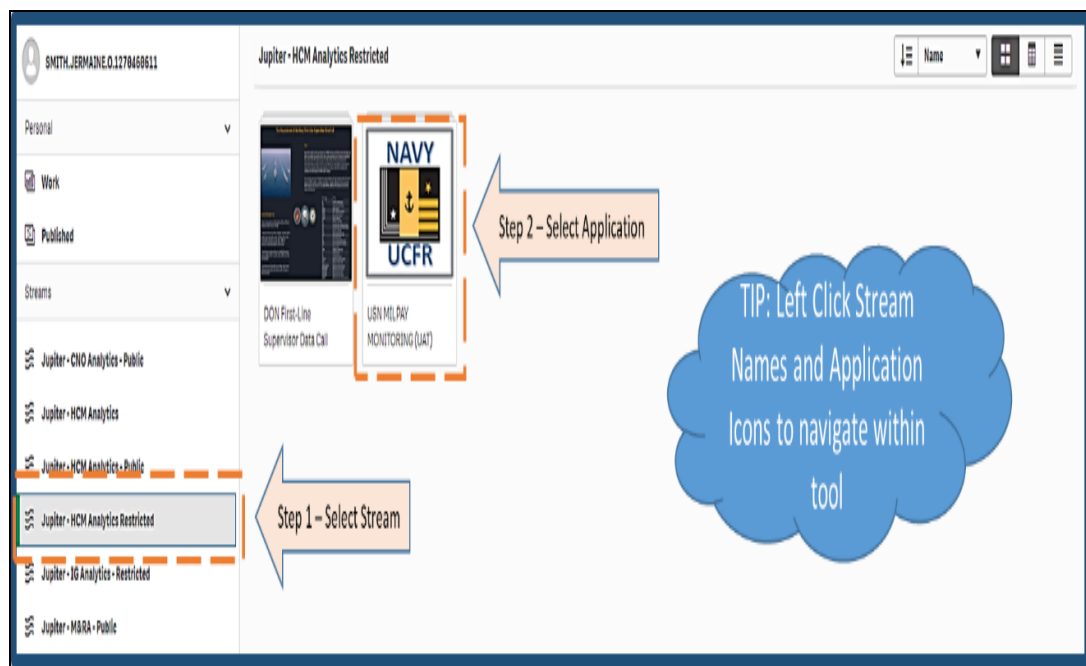


Figure 7

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

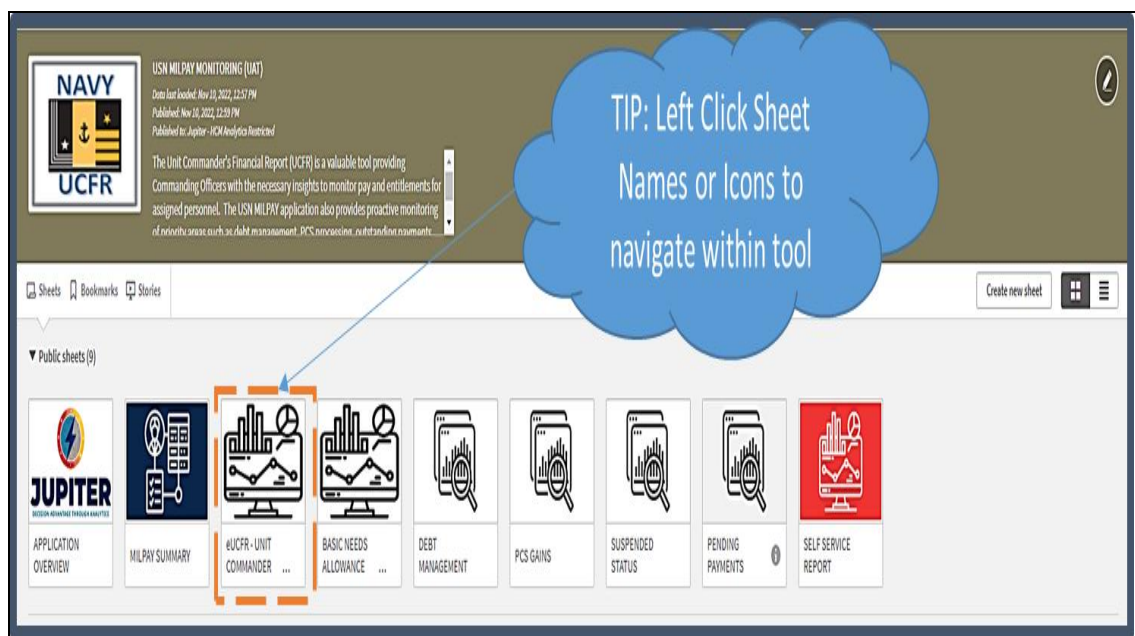


Figure 8

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.

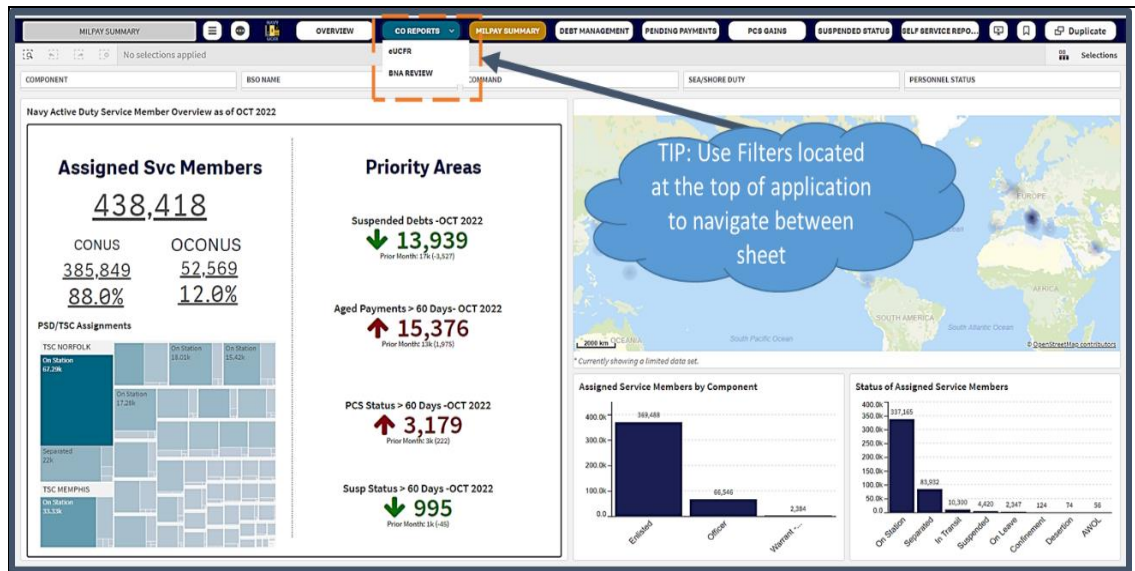


Figure 9

- ❖ 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.

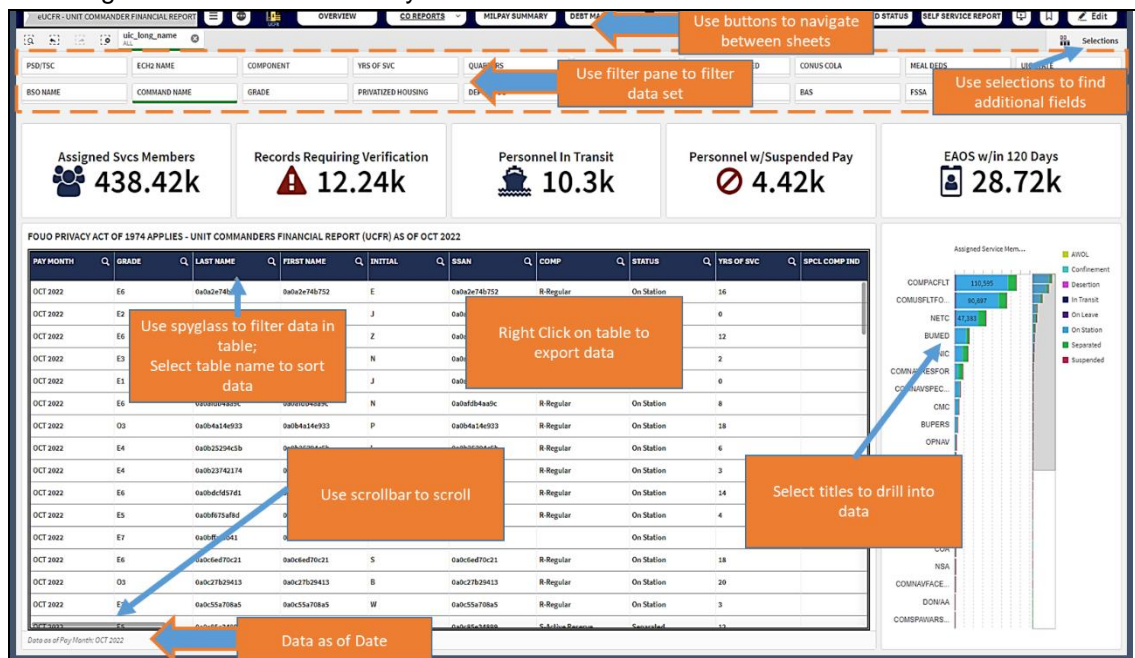


Figure 10

5. Overview of App & App Sheets

6.1 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

DISPLAYED NAME	RAW DATA FIELD	DATA TYPE	DATA SOURCE	DESCRIPTION
DEBT SUSPN REASON	debt_rsn_suspn_text	DERIVED	DJMS FID DG/D5/DQ	Description - In Development
DEBT TYPE	debt_type	DERIVED	DJMS FID DG/D5/DQ	Description - In Development
DEPN CODE	baq_closest_dep	DERIVED	DJMS FID 35	Description - In Development
EAOS	eaos	DERIVED	DJMS FID TH	Description - In Development
FAM SEP HOUSING - BAH	fbh_bah_status	DERIVED	DJMS FID 67	Description - In Development
FAM SEP HOUSING - OHA	fbh_oha_status	DERIVED	DJMS FID 45	Description - In Development
FIRST NAME	first_name	DERIVED	DJMS FID MC	Description - In Development
FSA	fsa	DERIVED	DJMS FID 65	Description - In Development
FSA AGE CATEGORY	fsa_thresholds_age	CALCULATED	DJMS FID 65	Description - In Development
FSGLI	fsgli	DERIVED	DJMS FID D8	Description - In Development
FSSA	fsa	PLACEHOLDER	PLACEHOLDER	Description - In Development
GAINING PSD/TSC	gain_adon_name	DERIVED	DJMS FID SH	Description - In Development
GRADE	curr_gr	DERIVED	DJMS FID MD	Description - In Development
INITIAL	middle_initial	DERIVED	DJMS FID MC	Description - In Development
LAST NAME	last_name	DERIVED	DJMS FID MC	Description - In Development
LV BALANCE	leave_balance	DERIVED	DJMS FID BR	Description - In Development

Figure 12

6.2 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.

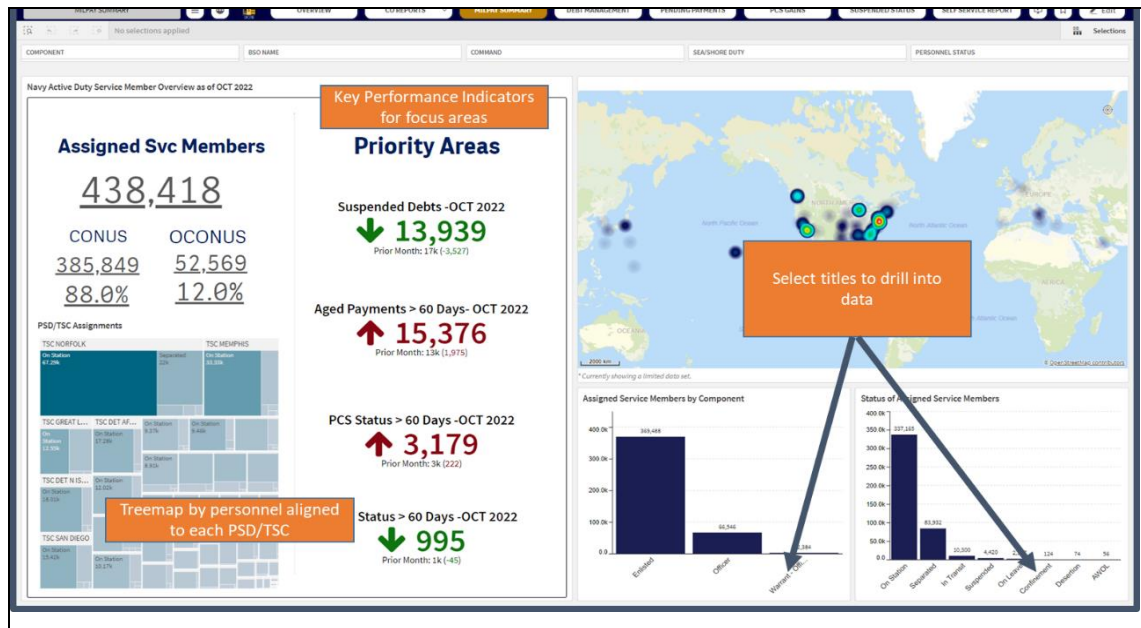


Figure 13

6.3 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.

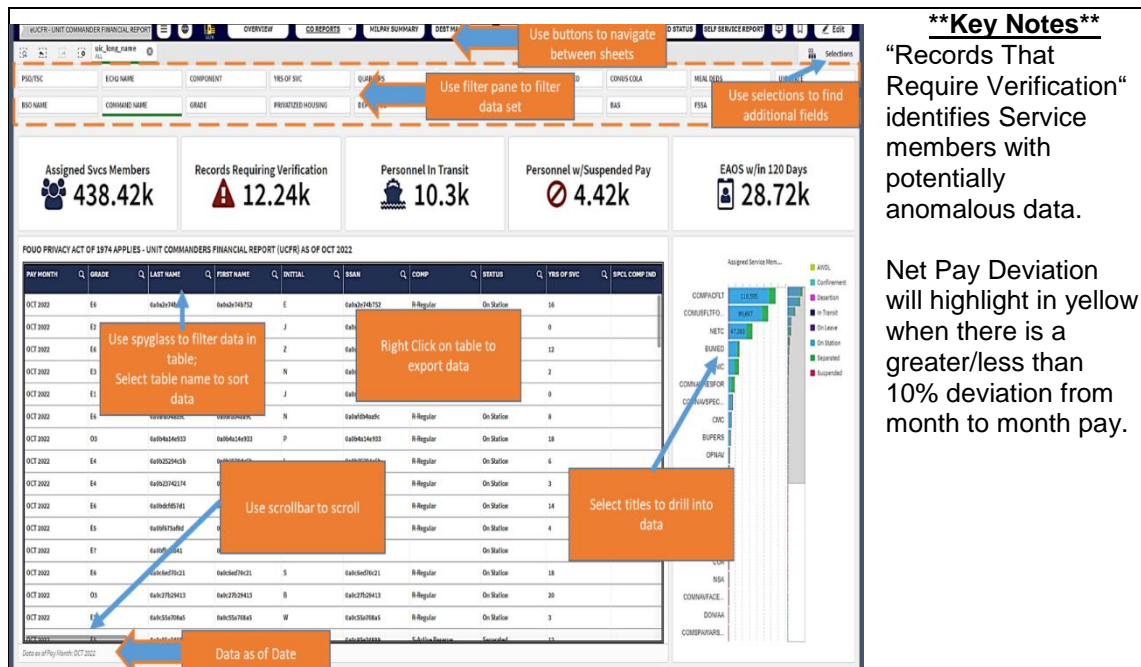


Figure 14

6.4 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.

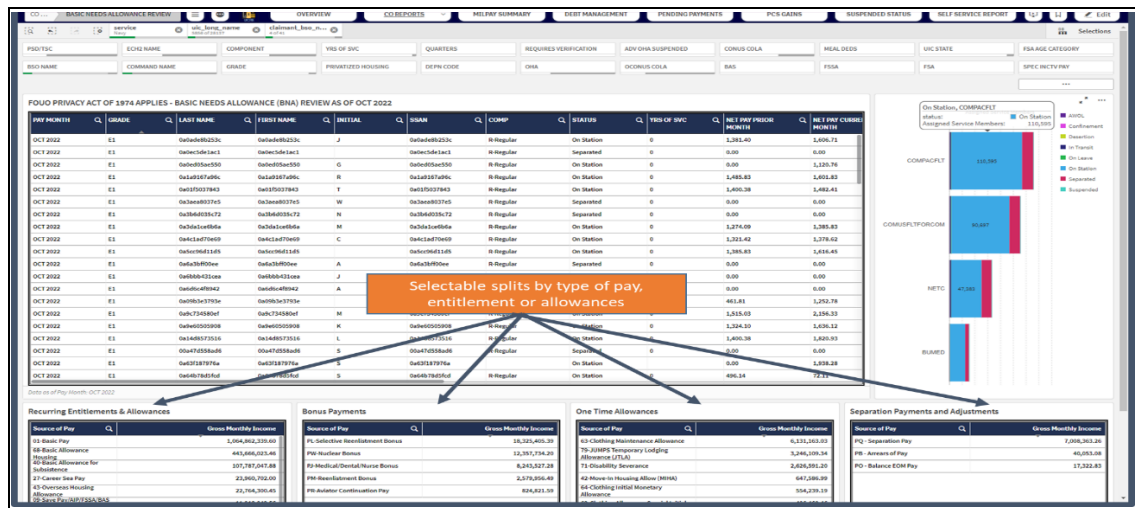


Figure 15

6.5 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 16

6.6 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.



Figure 17

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

- This sheet provides an 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 18

6.8 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 19

6.9 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 18 provides helpful tips for navigating within the sheet.

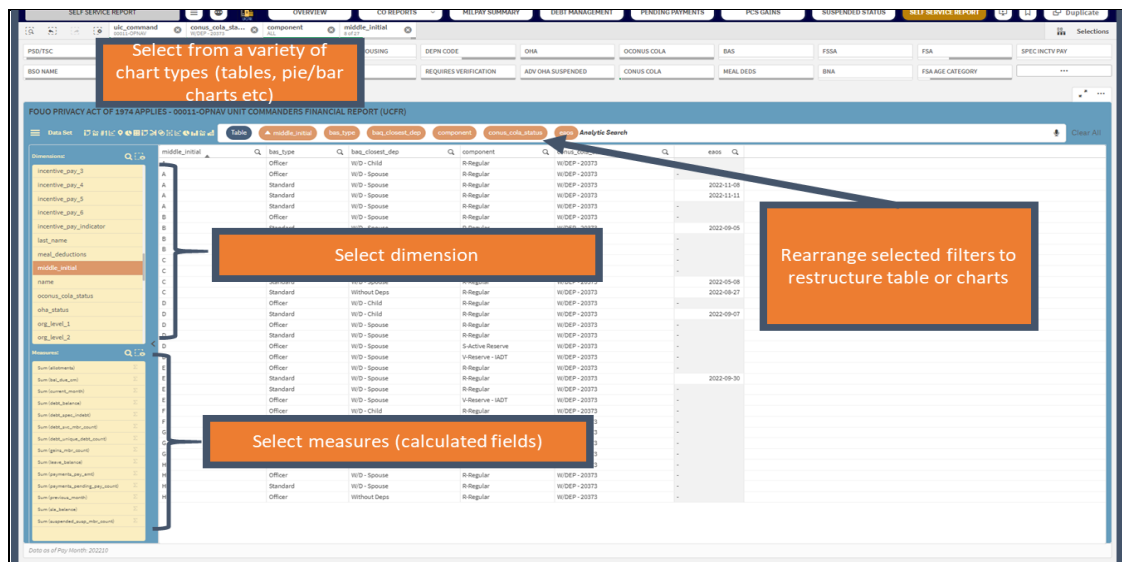


Figure 20

7 Appendix

7.1 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_uocr_final
exec_payroll_djms_restricted_workspace	fmddt_uocr_priority_debts
exec_payroll_djms_restricted_workspace	fmddt_uocr_priority_gains_final
exec_payroll_djms_restricted_workspace	fmddt_uocr_priority_suspended_final
exec_payroll_djms_restricted_workspace	fmddt_uocr_priority_pending_payments
exec_payroll_djms_restricted_workspace	fmddt_uocr_priority_base_population
exec_payroll_djms_restricted_workspace	fmddt_uocr_gross_monthly_income
exec_payroll_djms_restricted_workspace	fmddt_uocr_uic_echelon_mapping

7.2 Helpful Information

- Jupiter accounts are deactivated after 120 days of no activity. Account reactivations will be provided through self-service tools.
- MNCC will conduct Quarterly validations for Civilian account holders
- MNCC does have the ability to request access for other but this is NOT the prescribed process
- MNCC still needs to verify ADVANA being on the white list
- Account deletion will be handled in the same manner as request access

8 Acronyms

Commonly used terms/acronyms within the UCFR

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