

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]



**MyNAVYHR**  
Serving Sailors 24/7

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**Approved for public release. Distribution is unlimited.**

## Revision History

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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

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## 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.

## 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.

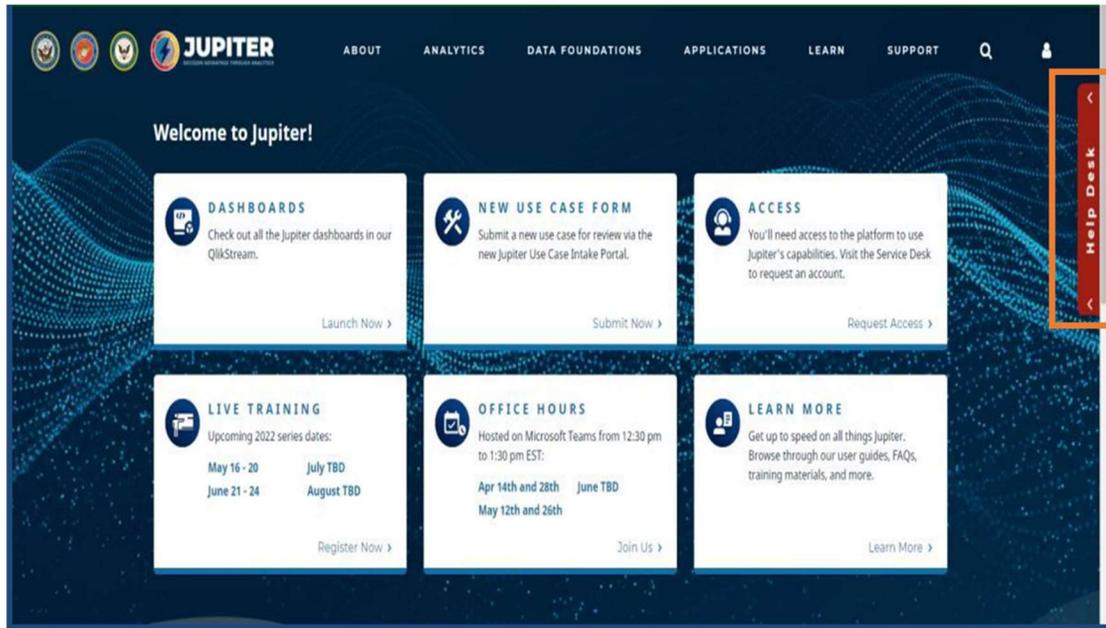


Figure 1

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

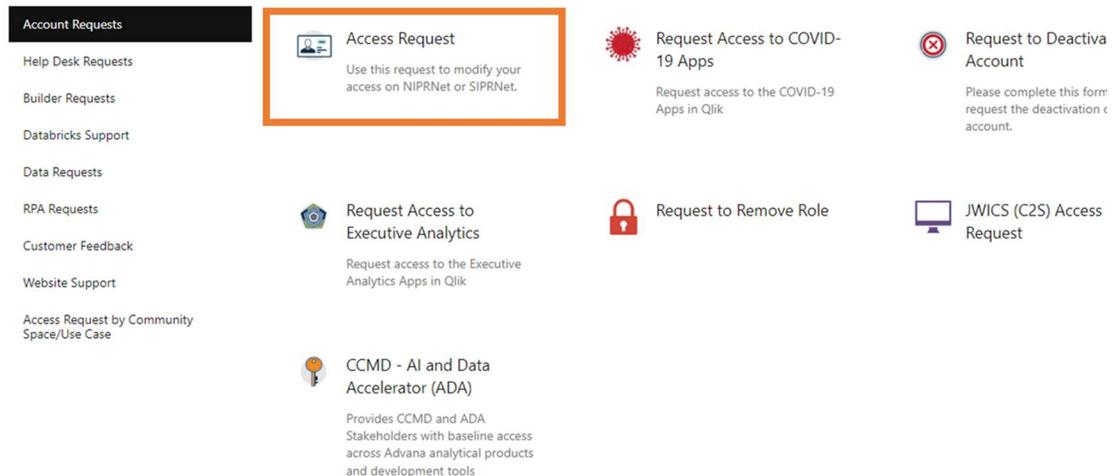


Figure 2

- 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 \* Designation \*  
 Please enter a valid DoD e-mail Select a designation  
 Civilian ▼

Civilian Grade \*  
 ▼

Agency/Organization \*  
 ▼

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 \*

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

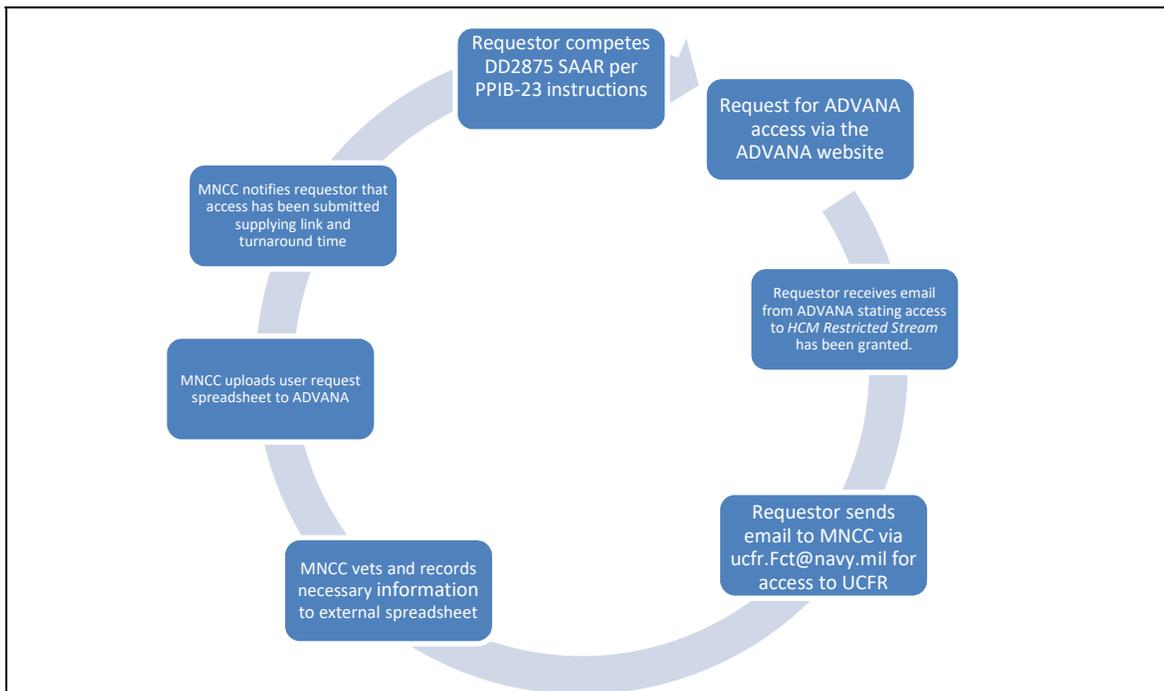


Figure 4

### 3. Navigating to the App

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

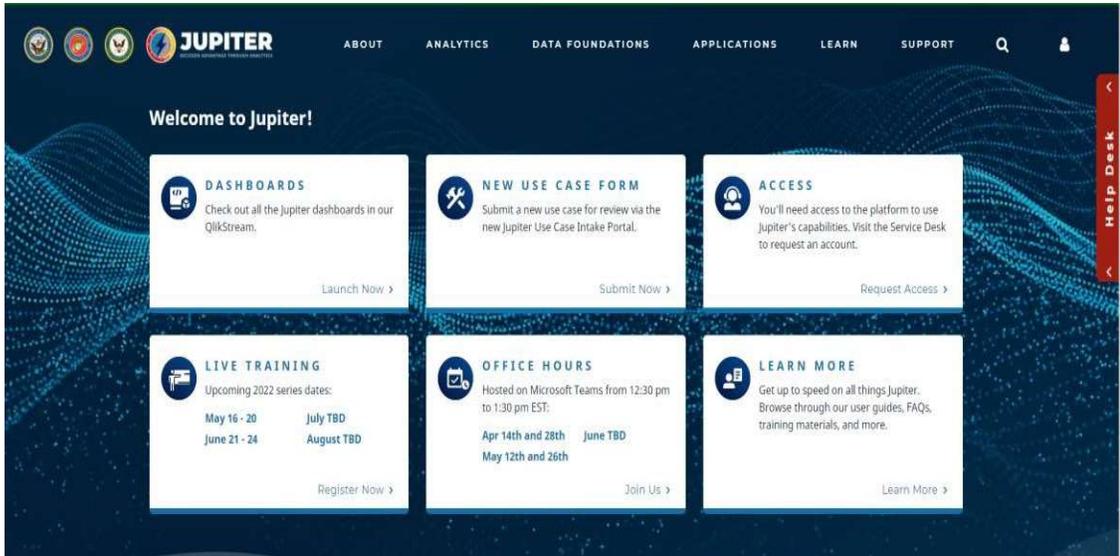


Figure 5

- 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.

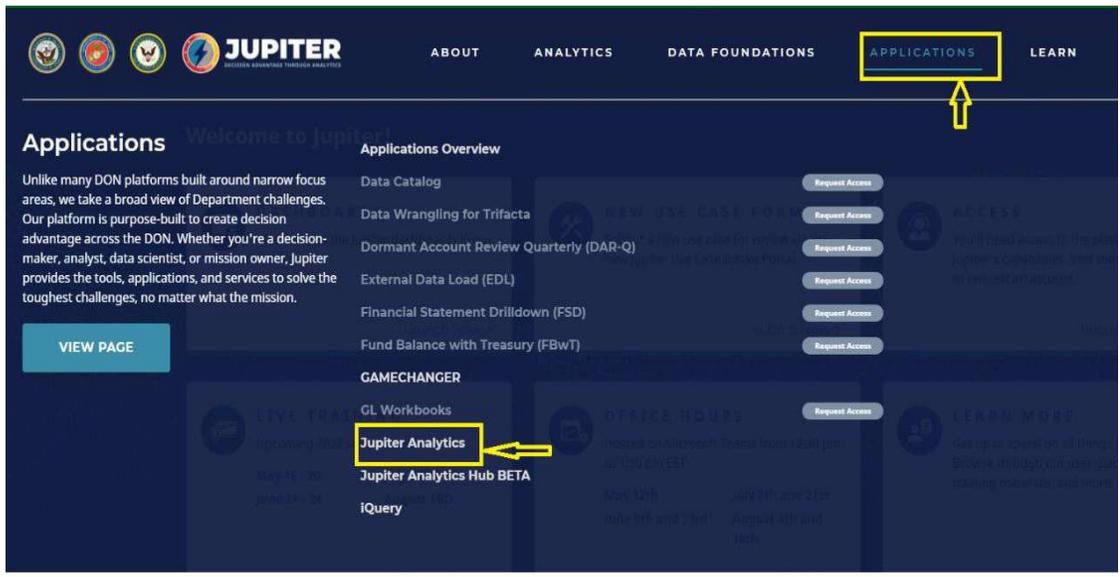


Figure 6

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.

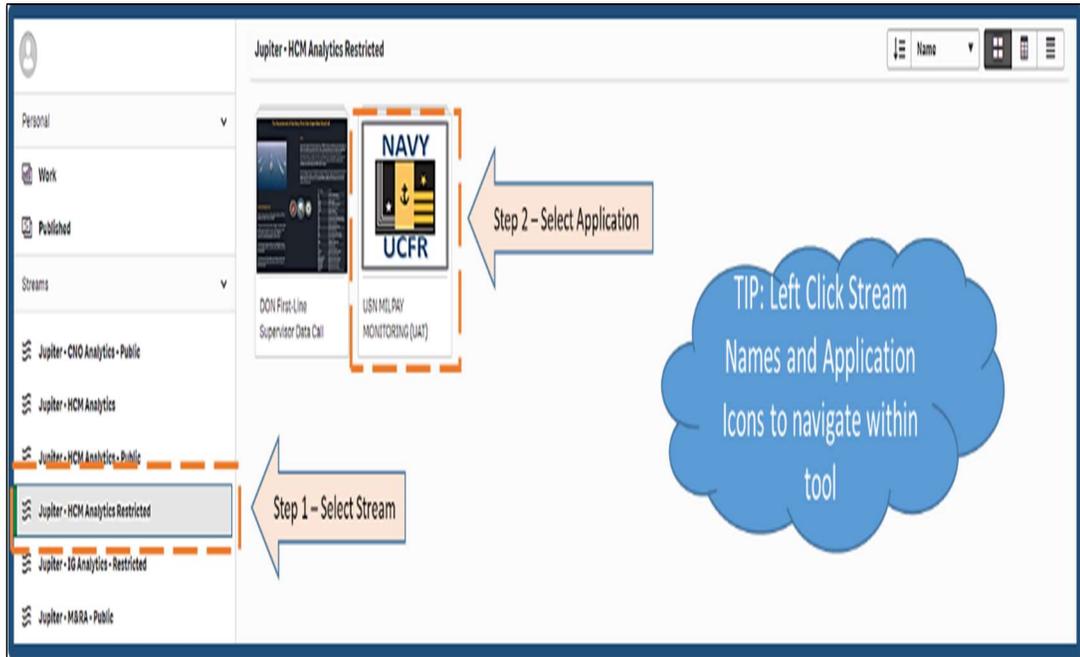


Figure 7

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

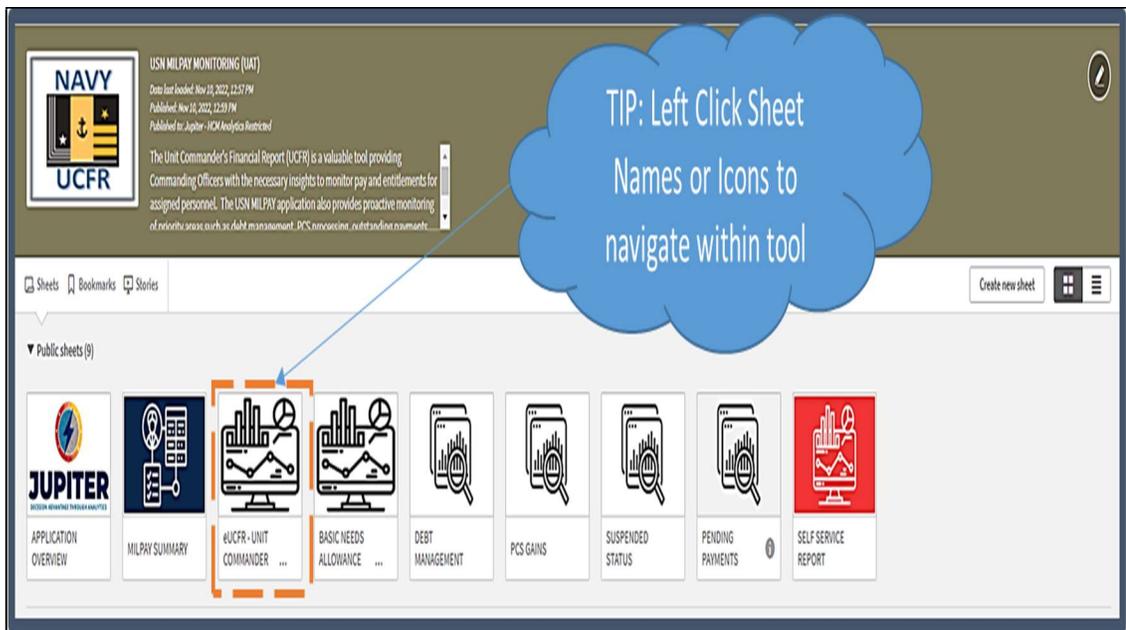


Figure 8

## 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.

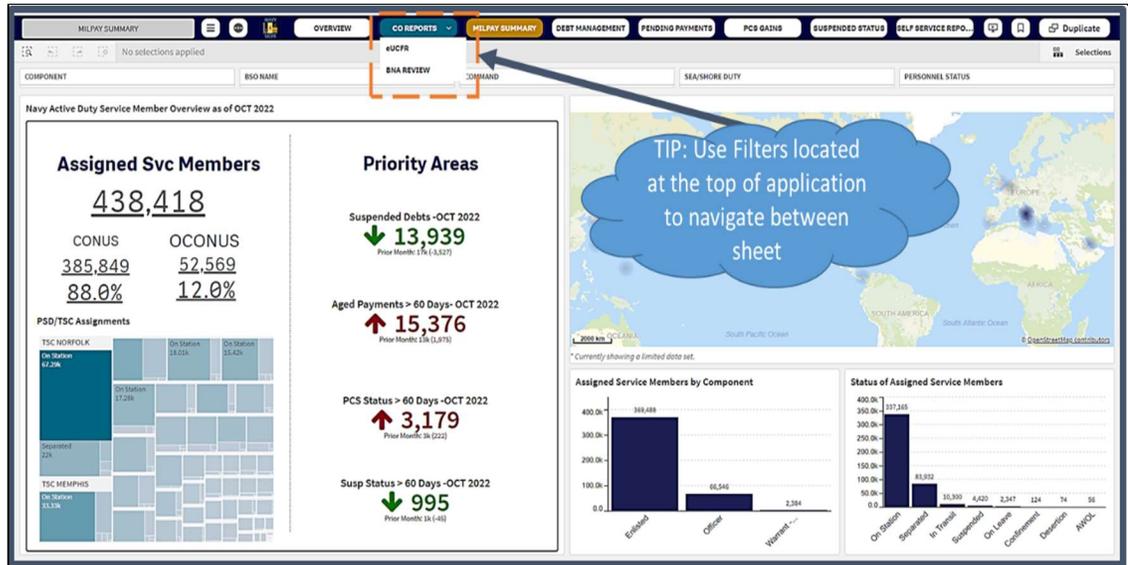


Figure 9

- ❖ 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.

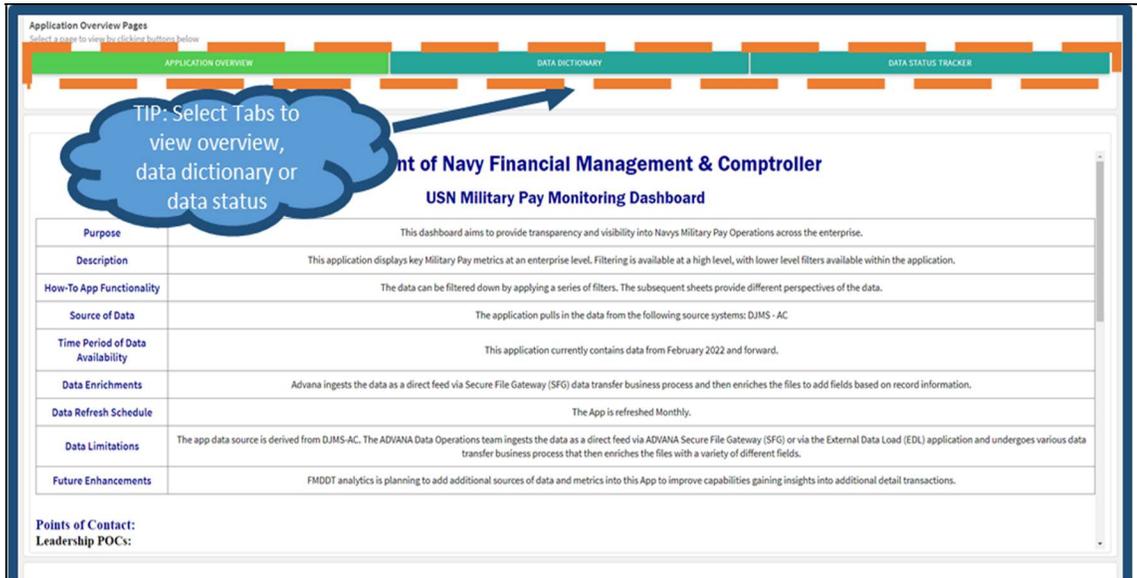


Figure 11

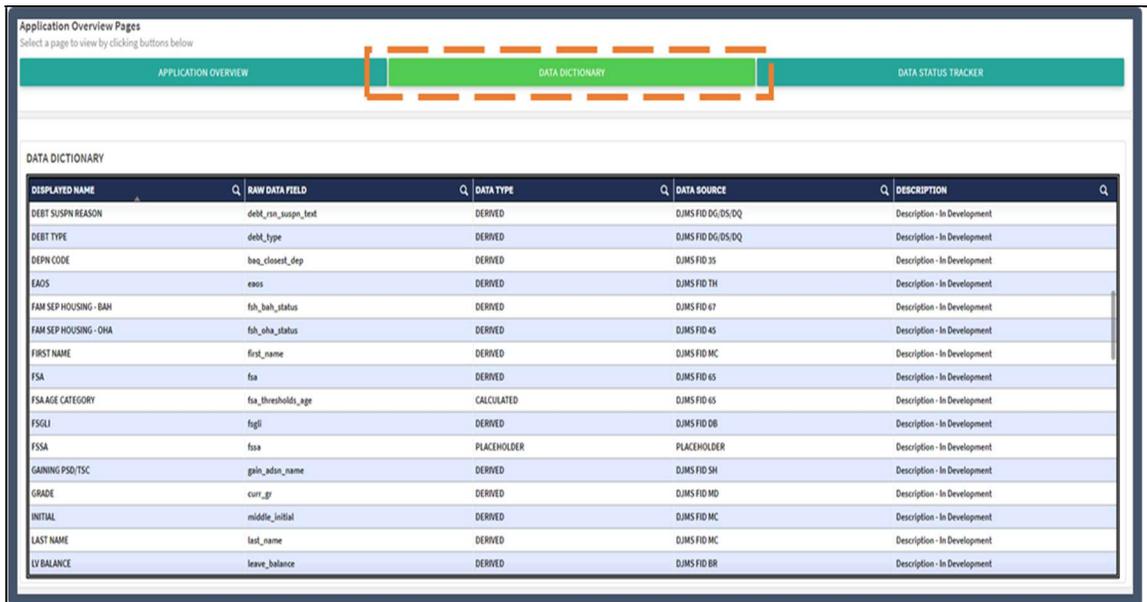


Figure 12

### 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.

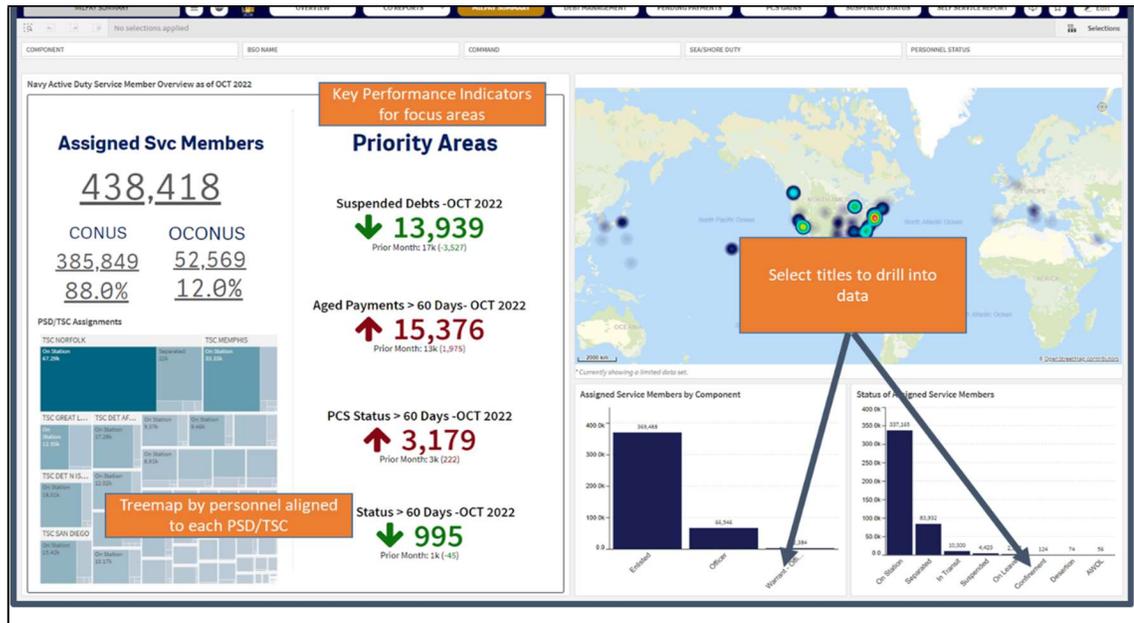


Figure 13

### 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.

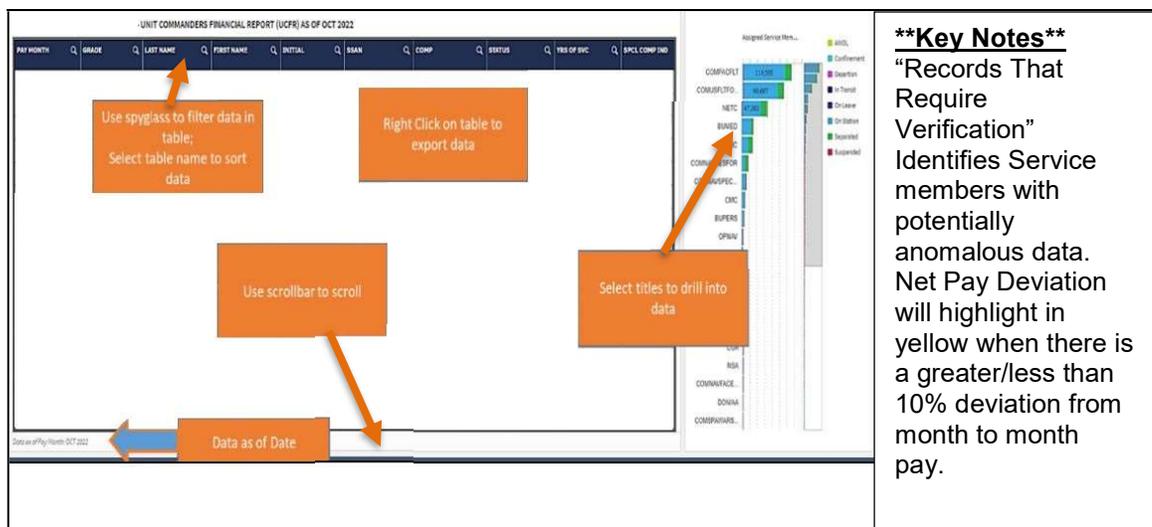


Figure 14



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.

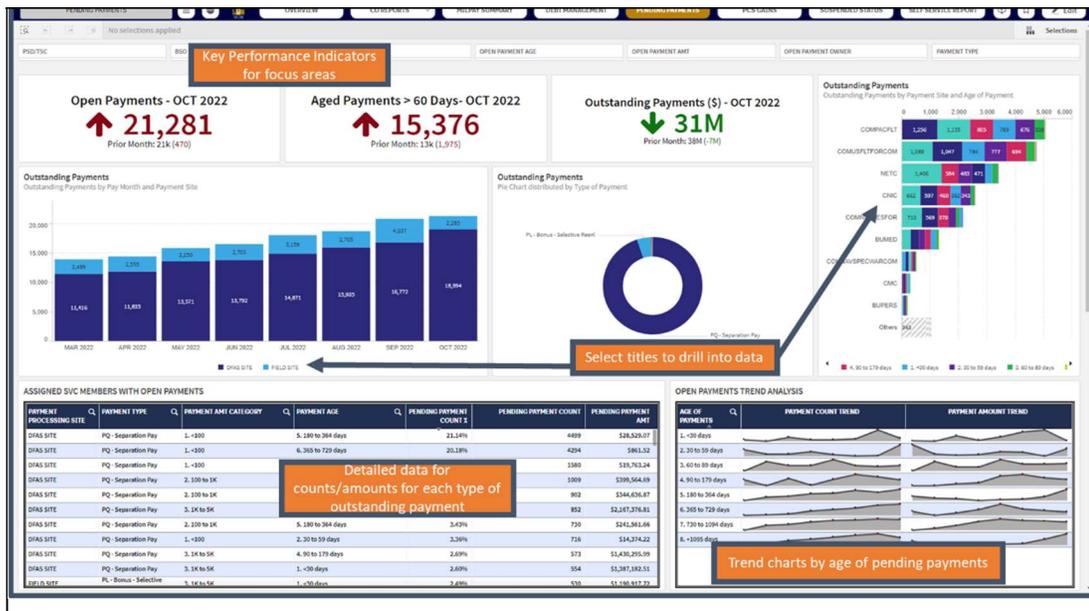


Figure 18

### 5.7 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 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.

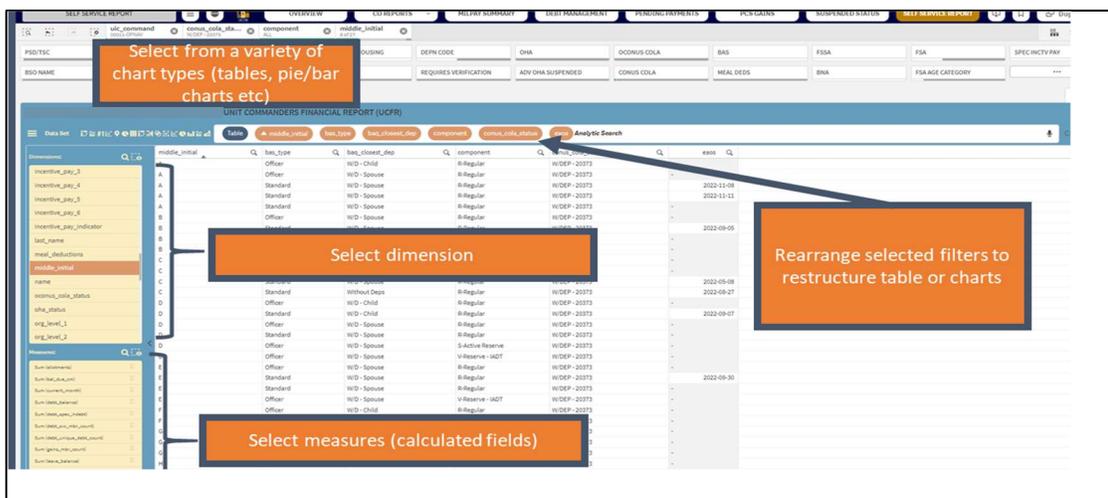


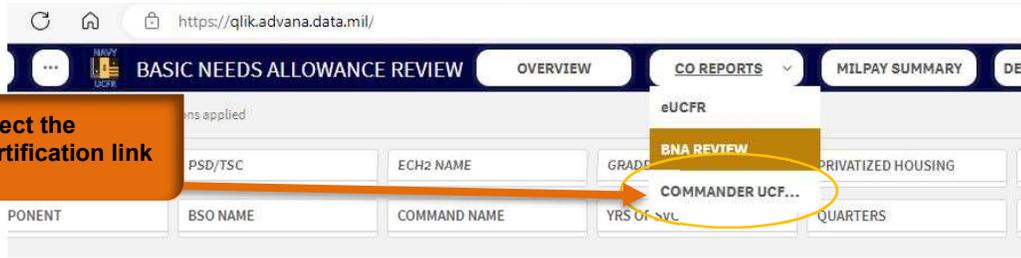
Figure 21

### 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.**

Under CO Reports select the Commander UCFR certification link



**UCFR COMMANDER'S CERTIFICATION REPORT**



Summary report of key metrics by UIC

Assigned Serv Members: 127,44k | Records Requiring Verification: 4,03k | Debt: 1,031 | Susp Status >= 60 Days: 61 | PCS Status >= 60 Days: 218 | Aged Payments >= 60 Days: 1,905 | Personnel in Deployment UIC: 2,11k | Personnel in Transit: 1.8k | EACD with 180 Days: 14,64k

UIC_Command	Assigned Serv Members	Records Req Verification	Suspended Debit	Susp Status >= 60 Days	PCS Status >= 60 Days	Aged Payments >= 60 Days	Delinquent DTCC	Personnel in Transit	EACD with 180 Days	Review Status	Current user	Trial Indicator	Report Month
0130A-COMDESRON 23	60	1	0	0	0	0	1	0	0	Pending			202306
0131A-COMDESRON 23	61	1	0	0	0	0	2	0	0	Pending			202306
0132A-COMDESRON 1	49	0	0	0	0	0	0	0	0	Pending			202306
0020B-SURSTAS E2 SQUAD	9	0	0	0	0	0	0	0	0	Pending			202306
00223-SURSTAS E2 BLUE	7	1	0	0	0	0	0	0	0	Pending			202306
030AA-VT 2	33	0	0	0	0	0	1	3	3	Pending			202306
030AA-VT 3	35	0	0	0	0	0	3	0	0	Pending			202306
030AA-VT 4	26	0	1	0	0	0	1	0	0	Pending			202306
030FA-VT 6	28	1	0	0	0	0	0	1	0	Pending			202306
030FA-VT 7	36	2	1	0	0	0	3	0	0	Pending			202306

Instructions to conduct certification

Dropdown selection to change records from Pending to Reviewed

Single button click to submit report

Click Here to Certify ECR

The Unit Commanders Certification Report is generated by using data from the most recent Defense Joint Military Pay (DJMPS) data available within the Enhanced Unit Commanders Financial Report (eUCFR). Trial Members are required to certify that they have reviewed the following reports within the UCFR:

- Enhanced Unit Commanders Financial Report
- Debit Management
- Pending Payments
- PCS Status
- Suspended Status

To certify the report, Trial Members will begin by reviewing the individual sections of the UCFR identified above and upon completion of their review, use the Review Status dropdown selection in the Unit Commanders Certification Report to identify records reviewed at the UIC level. Failure to change all records from Pending to Reviewed will prevent the certification process from being completed.

Central collection point to certify and review Unit Commander's Financial Report

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:

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

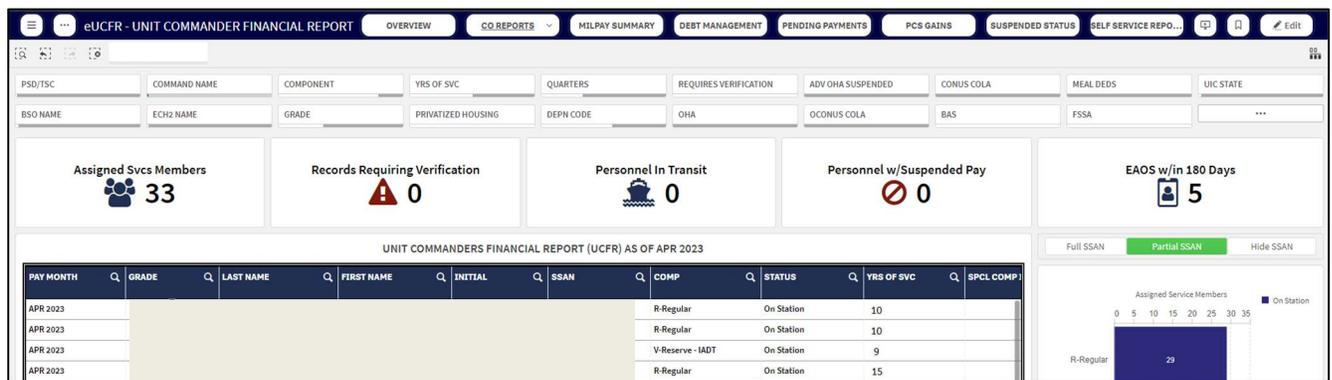


Figure 23: Example of Home Screen

# 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.

The screenshot shows the 'eUCFR - UNIT COMMANDER FINANCIAL REPORT' dashboard. At the top, there are navigation tabs: OVERVIEW, CO-REPORTS, MILPAY SUMMARY, DEBT MANAGEMENT, PENDING PAYMENTS, PCS GAINS, SUSPENDED STATUS, and SELF SERVICE REPO... Below these are various filter fields for PSD/TSC, COMMAND NAME, COMPONENT, YRS OF SVC, etc. A dropdown menu is open for the 'STATUS' field, with options: In Transit, On Leave, On Station, Separated, Suspended, AWOL, Confinement, and Depressed. The 'On Station' option is highlighted. Summary cards show 33 Assigned Svcs Members, 0 Records Requiring Verification, and 0 Personnel In Transit. A table below shows data for APR 2023 with columns for PAY MONTH, GRADE, LAST NAME, FIRST NAME, INITIAL, SSAN, COMP, STATUS, YRS OF SVC, and SPCL COMP.

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.

This screenshot shows the same dashboard with the 'NET PAY CURRENT MONTH' column in the table selected for sorting. An orange callout box points to the column header with the text: 'Click column title once to sort lowest to highest.' The table data is as follows:

COMP	STATUS	YRS OF SVC	SPCL COMP IND	NET PAY PRIOR MONTH	NET PAY CURRENT MONTH	NET PAY % CHG	NET PAY DEVIATION	GROSS MONTHLY IN (GMI)
R-Regular	On Station	10		1,557.21	0.00	0.0%	0.0%	0.00
R-Regular	On Station	16		0.00	1,085.48	0.0%	-4.2%	7,928.26
R-Regular	On Station	14		1,557.21	2,057.17	32.1%	0.0%	7,651.66
R-Regular	On Station	14		2,278.45	2,122.45			

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.

STATUS	YRS OF SVC	SPCL COMP IND	NET PAY PRIOR MONTH	NET PAY CURRENT MONTH	NET PAY % CHG	NET PAY DEVIATION	GROSS MONTHLY INCOME (GMI)	ALLOTS
On Station	8		3,691.38	5,526.16	49.7%	0.2%	7,151.76	319.34
On Station	16		10,083.76	10,477.17	3.9%	-0.1%	12,820.48	32.13
On Station	22		11,345.07	11,338.65	-0.1%	0.0%	15,091.68	12.36
On Station	20		11,253.28	11,246.19	-0.1%	0.3%	13,382.38	32.13

**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

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

STATUS	YRS OF SVC	SPCL COMP IND	NET PAY PRIOR MONTH	NET PAY CURRENT MONTH	NET PAY % CHG	NET PAY DEVIATION	GROSS MONTHLY INCOME (GMI)	ALLOTS
On Station	24		6,719.63	6,016.26	-10.5%	-0.1%	9,235.06	837.36
On Station	16		4,791.26	4,556.61	-4.9%	-0.1%	7,202.86	752.13
On Station	24		3,819.34	3,648.76	-4.5%	0.0%	10,505.26	4,832.13
On Station	16		4,397.58	4,373.58	-0.6%	-0.2%	7,664.26	500.00

**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.

PAY MONTH	GRADE	LAST NAME	FIRST NAME	INITIAL	SSAN	COMP	STATUS	YRS OF SVC	SPCL COMP
APR 2023							On Station	0	
APR 2023							On Station	10	
APR 2023							On Station	9	
APR 2023							On Station	15	

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

Assigned Svcs Members: 8.74k  
 Records Requiring Verification: 1.73k  
 Personnel In Transit: 169

UNIT COMMANDERS FINANCIAL REPORT (UCFR) AS OF APR 2023

ZIP	OHA	ADV OHA SUSPENDED	CONUS COLA	SBLL	FSGLI	BA
92020		W/O DEP - KR999		400K		Officer
		W/O DEP - KR999		500K		Standard
98277		W/O DEP - KR999		500K	100K	Officer

Assigned Service Members: 5,844  
 COMPACTLT: 5,844  
 CNIC: [Bar Chart]  
 BUMED: [Bar Chart]

**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”

Assigned Svcs Members: 180  
 Records Requiring Verification: 1  
 Personnel In Transit: 2  
 Personnel w/Suspended Pay: 1  
 EAOS w/in 180 Days: 20

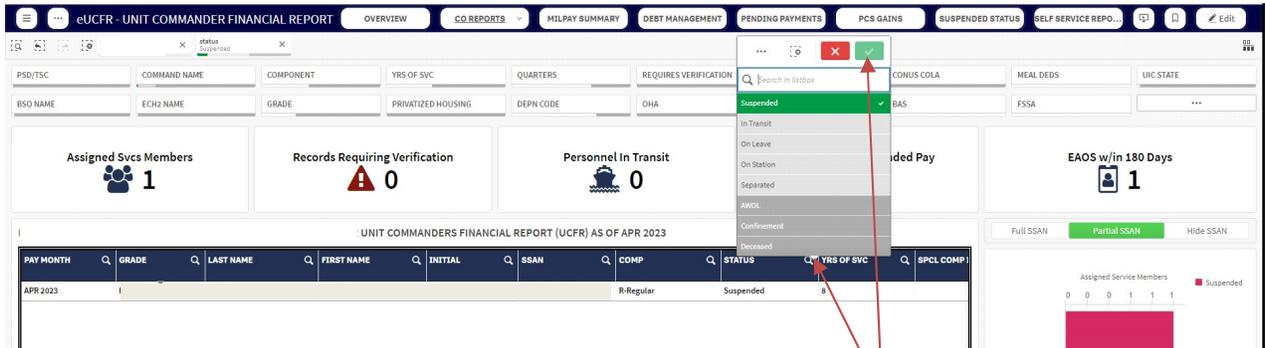
UNIT COMMANDERS FINANCIAL REPORT (UCFR) AS OF APR 2023

PAY MONTH	GRADE	LAST NAME	FIRST NAME	INITIAL	SSAN	COMP	STATUS	YRS OF SVC	SPCL COMP
APR 2023						R-Regular	On Station	24	
APR 2023						R-Regular	Separated	32	
APR 2023						R-Regular	On Station	16	
APR 2023						R-Regular	On Station		

Assigned Service Members: [Bar Chart]

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

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.

## 6.3 Acronyms

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Commonly used terms/acronyms within the eUCFR

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