13 March 2025

Processing Advance Pay, BAH, and OHA Requests

Introduction   This guide provides the procedures for processing requests for Advance Pay, Advance Basic Allowance for Housing (BAH), and Advance Overseas Housing Allowance (OHA) in Direct Access (DA).

Reference   (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

Reservists   A member **MUST** be on Active Duty before Advance Pay may be entered. Reservists ordered to Active Duty for 140 days or greater may be authorized Advance Pay. The Reserve Active Duty orders MUST also be in a Ready status in DA prior to any advance pay, advance BAH, or advance OHA paying out.

Before You Begin   **Bonus, Leave Sold, & Lump Sum Payments:** If receiving Leave Sold, Bonus, or Lump Sum payments in a previous pay calendar, you may experience an incorrect calculation of taxes withheld from pay when processing Advance Pay.

Advancements: If the member is expecting to be advanced within the timeframe of the Advance Pay request, ensure the member's Advancement has posted to Job Data prior to processing the request. If the Advance Pay request is approved prior to the Advancement/Promotion, the member will receive advanced pay for the lower paygrade. Review Job Data to determine when the Advancement was created and ensure the request is **NOT** approved on or prior to this date.

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Processing Advance Pay, BAH, and OHA Requests, Continued

Before You Begin, continued

Advance Pay Request

Frye, Kaylee

Request Details

Type of Advance:	Pay	Payment Date:	06/01/2019
# of Months:	2	Repayments Start:	07/01/2019
or $ Amount:	6077.08		
# of Installments:	12		

Get Details

Request Information

Estimated Advance:	$ 6,077.08
Monthly Deduction:	$ 506.42

Comment:

Approve   Deny

▼ **Request Status: Approved**   💬 View/Hide Comments

1

Approved
✔ Inara Serra
CGHRSUP for User's SPO
05/09/19 - 3:24 PM

Timing

All dates (in this application) are pay period begin dates. To have an advance pay on the 1st of the month, you must enter the pay period begin date for the end-month pay date, which is the 16th of the previous month. For example, if the Advance is to pay out on 1 May 2018, the payment date will be 16 April 2018.

DA will not allow an Advance Request to be submitted more than three months early. For example, if a member is requesting an Advance to be paid on June 1st, the request may not be submitted prior to March 16th, or it will error out in DA. See chapter 9 of reference (a) for more details on timing.

See the Payroll Processing Schedules in the DA Knowledge Base for pay period begin dates.
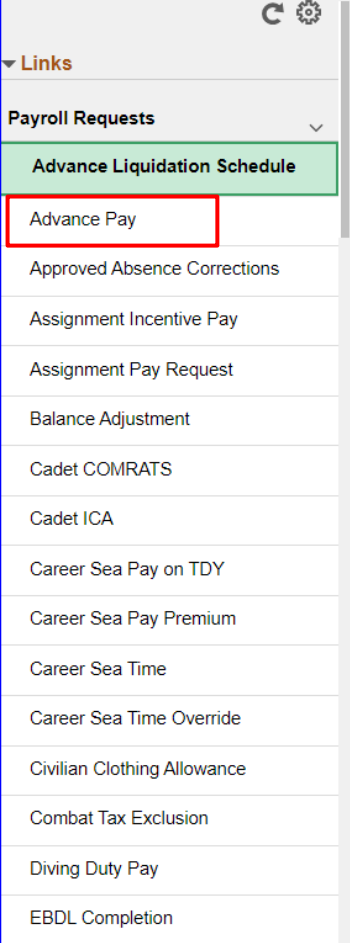
Cancelling an Advance Pay Request

If a member wants to cancel their Advance Pay request, a Trouble Ticket **must** be submitted to PPC. PPC will cancel the Advance Pay request and update/correct the member's OTPI and EABP.

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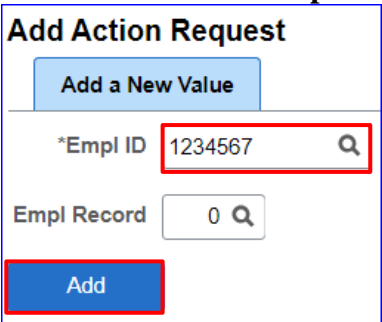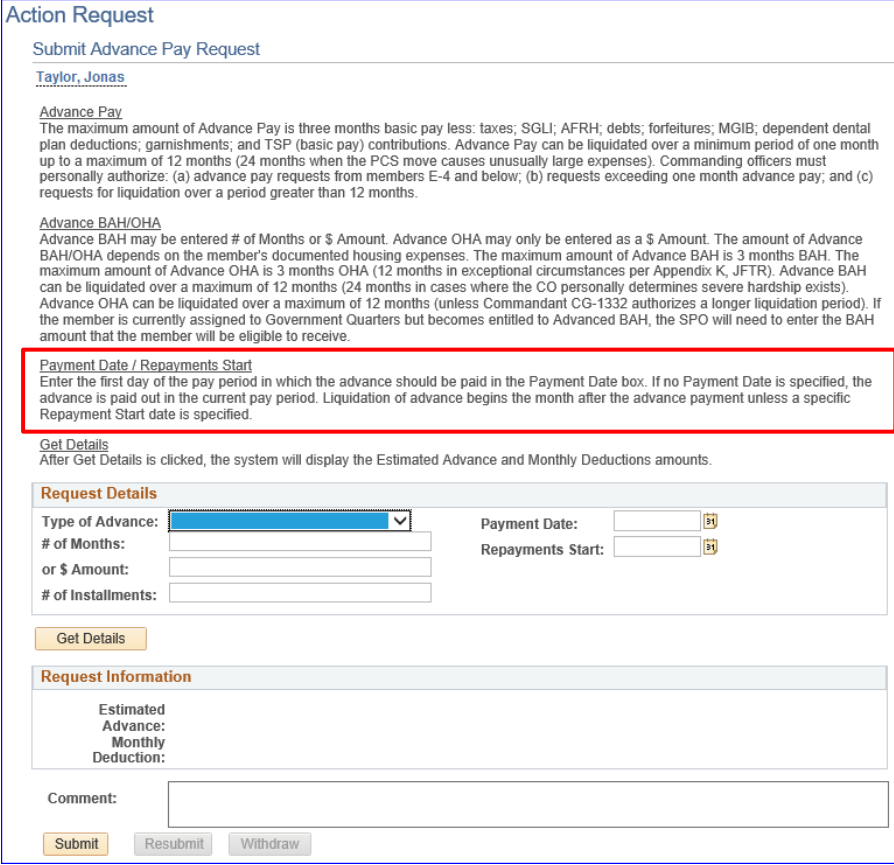
Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.
2	Select the **Advance Pay** option.

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID**, then click **Add**. **Add Action Request** Add a New Value *Empl ID 1234567 Empl Record 0 Add
4	The Submit Advance Pay Action Request page will display. Specific details for eligibility, amount authorized, and repayment schedule are outlined at the top of the page. Please review these before proceeding. **NOTE**: Disregard the third statement of the Payment Date / Repayments Start section of the instructions. DA requires the Payment Date and Repayments Start date to be entered prior to forwarding for approval. **Action Request** Submit Advance Pay Request **Taylor, Jonas** Advance Pay The maximum amount of Advance Pay is three months basic pay less: taxes; SGLI; AFRH; debts; forfeitures; MGIB; dependent dental plan deductions; garnishments; and TSP (basic pay) contributions. Advance Pay can be liquidated over a minimum period of one month up to a maximum of 12 months (24 months when the PCS move causes unusually large expenses). Commanding officers must personally authorize: (a) advance pay requests from members E-4 and below; (b) requests exceeding one month advance pay; and (c) requests for liquidation over a period greater than 12 months. Advance BAH/OHA Advance BAH may be entered # of Months or $ Amount. Advance OHA may only be entered as a $ Amount. The amount of Advance BAH/OHA depends on the member's documented housing expenses. The maximum amount of Advance BAH is 3 months BAH. The maximum amount of Advance OHA is 3 months OHA (12 months in exceptional circumstances per Appendix K, JFTR). Advance BAH can be liquidated over a maximum of 12 months (24 months in cases where the CO personally determines severe hardship exists). Advance OHA can be liquidated over a maximum of 12 months (unless Commandant CG-1332 authorizes a longer liquidation period). If the member is currently assigned to Government Quarters but becomes entitled to Advanced BAH, the SPO will need to enter the BAH amount that the member will be eligible to receive. Payment Date / Repayments Start Enter the first day of the pay period in which the advance should be paid in the Payment Date box. If no Payment Date is specified, the advance is paid out in the current pay period. Liquidation of advance begins the month after the advance payment unless a specific Repayment Start date is specified. Get Details After Get Details is clicked, the system will display the Estimated Advance and Monthly Deductions amounts. **Request Details** Type of Advance: Payment Date: # of Months: Repayments Start: or $ Amount: # of Installments: Get Details **Request Information** Estimated Advance: Monthly Deduction: Comment: Submit Resubmit Withdraw

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
5	Using the **Type of Advance** drop-down, select the appropriate type of advance pay (see Step 23 for additional examples of Advance BAH and Advance OHA). **Request Details** Type of Advance: [BAH / OHA / Pay] # of Months: or $ Amount: # of Installments: Payment Date: Repayments Start: Get Details
6	Enter the **# of Months** or the **$ Amount** of the advance request. Do **NOT** use commas when entering specific dollar amounts. **Note:** For Advance OHA, a **$ Amount** must be entered. Advance Pay and Advance BAH may be requested for a specific # of Months **or** a $ Amount. **Request Details** Type of Advance: Pay # of Months: 2 or $ Amount: # of Installments: Payment Date: Repayments Start: Get Details
7	Enter the **# of Installments** the Advance will be repaid in. **Note:** A member may request liquidation for a period greater than 12 months, but not to exceed 24 months when the PCS move causes unusually large expenses and repayment within 12 months would create a severe personal financial hardship. **Request Details** Type of Advance: Pay # of Months: 2 or $ Amount: # of Installments: 12 Payment Date: Repayments Start: Get Details

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
8	Enter the **Payment Date** (see Note 1 & 2) and the **Repayments Start** date. Click **Get Details**. **NOTE 1:** DA will not allow an Advance request to be submitted more than three months early. **NOTE 2:** All dates within this application are pay period begin dates. To have an advance pay out on the 1st of the month, you must enter the Payment Date for the pay period begin date for the end-month pay date (which is the 16th of the previous month). To have an advance pay out on the 15th of the month, you must enter the Payment Date for the pay period begin date for the mid-month pay date (which is the first of the month). In this example, the member is requesting to receive the Advance Pay in their mid-month pay so the Payment Date was entered for the 1st day of the month. **Request Details** Type of Advance: Pay # of Months: 2 or $ Amount: # of Installments: 12 Payment Date: 06/01/2019 Repayments Start: 07/01/2019 Get Details
9	The Request Information section will populate with the **Estimated Advance** amount and the **Monthly Deduction** to repay the Advance. **Request Details** Type of Advance: Pay # of Months: 2 or $ Amount: # of Installments: 12 Payment Date: 06/01/2019 Repayments Start: 07/01/2019 Get Details **Request Information** Estimated Advance: $ 6,077.08 Monthly Deduction: $ 506.42

Continued on next page

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
10	Enter **Comments** as appropriate. Click **Submit**. **Request Details** Type of Advance: Pay Payment Date: 06/01/2019 # of Months: 2 Repayments Start: 07/01/2019 or $ Amount: # of Installments: 12 Get Details **Request Information** Estimated Advance: $ 6,077.08 Monthly Deduction: $ 506.42 Comment: Enter comments as appropriate. Submit Resubmit Withdraw
11	The status will update to **Pending** and the request will be forwarded to the SPO tree for approval. ▼ **Request Status:Pending** View/Hide Comments 1 Pending 🕐 Multiple Approvers CGHRSUP for User's SPO ▼ **Comments** Jonas Taylor at 05/09/2019 - 3:18 PM Enter comments as appropriate.

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures, continued

Step	Action
12	Once the Advance Pay Request has been approved, it is important to review the member's OTPI and EABP to ensure the advance pay request processed correctly and the repayment schedule has been established.
13	To review the OTPI: Click on the **Pay Processing Shortcuts** tile. **NOTE:** For more information on navigating and understanding a member's Pay Calculation Results, OTPI, and EABP, see the Viewing Pay Processing Shortcuts user guide.
14	Select **One Time (Positive Input)** option.

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
15	Enter the member's **Empl ID** and click **Search**.

One Time (Positive Input)

Enter any information you have and click Search. Leave fields blank for a list of all values.

| **Find an Existing Value** | Add a New Value |

▼ Search Criteria

Empl ID   begins with ▼   1234567

Empl Record   =   ▼

Pay Group   begins with ▼

Calendar ID   begins with ▼

Name   begins with ▼

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Find an Existing Value | Add a New Value

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
16	Select the appropriate **Calendar ID** from the Search Results.
17	The selected OTPI will open. Ensure the **Element Name** indicates ADVANCE PAY. Click the **Expand All** icon to display all fields of the OTPI.
18	Click the **Details** icon to display the details of the Advance Pay element.

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
19	The Advance Pay OTPI details will open. This displays the **Calendar ID** the advance will pay out on, the **Amount** of the advance, the **Advance Type**, and the **Advance ID** number (this number is important when researching the EABP).

One Time (Positive Input)

Positive Input - Details

Employee ID 1234567	Name **Jonas Taylor**	Empl Record 000
Pay Group USCG	Description USCG Active Duty	
Calendar ID CG ACT 2019M06M	Begin Date 06/01/2019	End Date 06/15/2019
Element ADVANCE PAY	Element Name Advance Payment	Instance 001

▼ Specify Values OR Elements

Unit Value	Unit Element	
Rate Value	Rate Element	
Base Value	Base Element	
Percent Value	Percent Element	Currency
Amount Value 6077.08	Amount Element	USD
Begin Date	End Date	

▼ Absence Dates

Absence Begin Date	Absence End Date
Period Begin Date	Period End Date

▼ Other Data

Batch Code	Description of PI

▼ Supporting &Element Overrides

Business Unit ENLCG

Required Fields

Advance Type Pay
Advance ID 5.000000

OK   Cancel   Refresh

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Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
20	To review EABP: Click on the **Pay Processing Shortcuts** tile. **Pay Processing Shortcuts**
21	The **Element Assignment By Payee** option will automatically display. Element Assignment By Payee One Time (Positive Input) Pay Calculation Results

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
22	Enter the member's **Empl ID** and click **Search**.
23	The member's EABP page will display. Click the **Expand All** icon.

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
24	Scroll through the list of EABPs. Locate the appropriate Liquidation of Advance and click **ADVANCE PYBK**. **NOTE:** If member has multiple EABPs for ADVANCE PYBK, use the Instance number to select the appropriate one (this is the Advance ID identified in Step 17).

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
25	The EABP details will display. The EABP identifies the repayment start date and the amount to be collected from the member's pay each month. **Element Assignment By Payee** **Element Detail** Employee ID 1234567 Empl Record 0 Name **Jonas Taylor** Element Name ADVANCE PYBK Liquidation of Advance Instance 5 **Assignment Process Detail** ☑ Assignment Is Active Currency Code USD US Dollar Process Order 999 Begin Date 07/01/2019 End Date Recipient Tag 0 Previous End Date ☑ Allow Batch Update of End Date Updated in Payroll Run ▼ **Calculation Information** Calculation Rule Amount Amount Numeric Amount Element Amount Value 506.42 ▼ **Required Fields** Advance Type Pay Advance ID 5.000000 ▼ **Additional Overrides** Frequency Option Use Element Frequency Frequency Generation Option Use Element Generation Control Generation Control [OK] [Cancel] [Refresh]

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
26	Example of **Advance BAH (# of Months)**:
	Example of **Advance BAH ($ Amount)**:
	Example of **Advance OHA ($ Amount)**: