

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.

The screenshot displays the 'Work Location Details' for Kaylee Frye (Empl ID 1234567). Key fields include: Effective Date (05/01/2019), Position Number (00010994), Position Entry Date (11/16/2018), Regulatory Region (AD), Company (ACG), Business Unit (ENLCG), Department (000302), Location (BHR0003), and Establishment ID (USCG). The 'Date Created' field is highlighted with a red box and shows the value 05/01/2019. The 'Action' dropdown menu is also highlighted with a red box and shows 'Promotion', with the 'Reason' dropdown menu showing 'Normal Career Progression'.

Continued on next page

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.


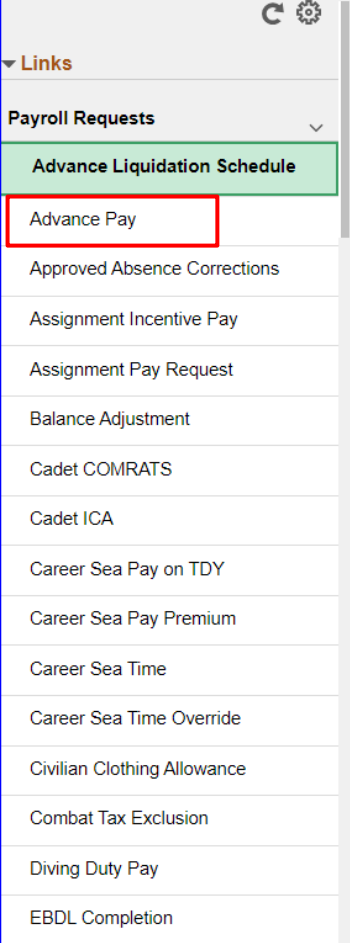
Cancelling an Advance Pay Request

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

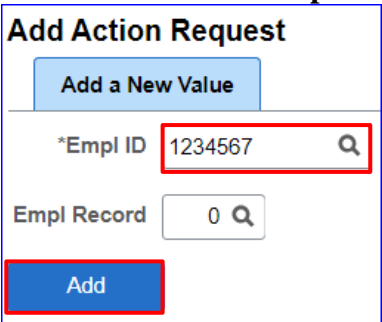
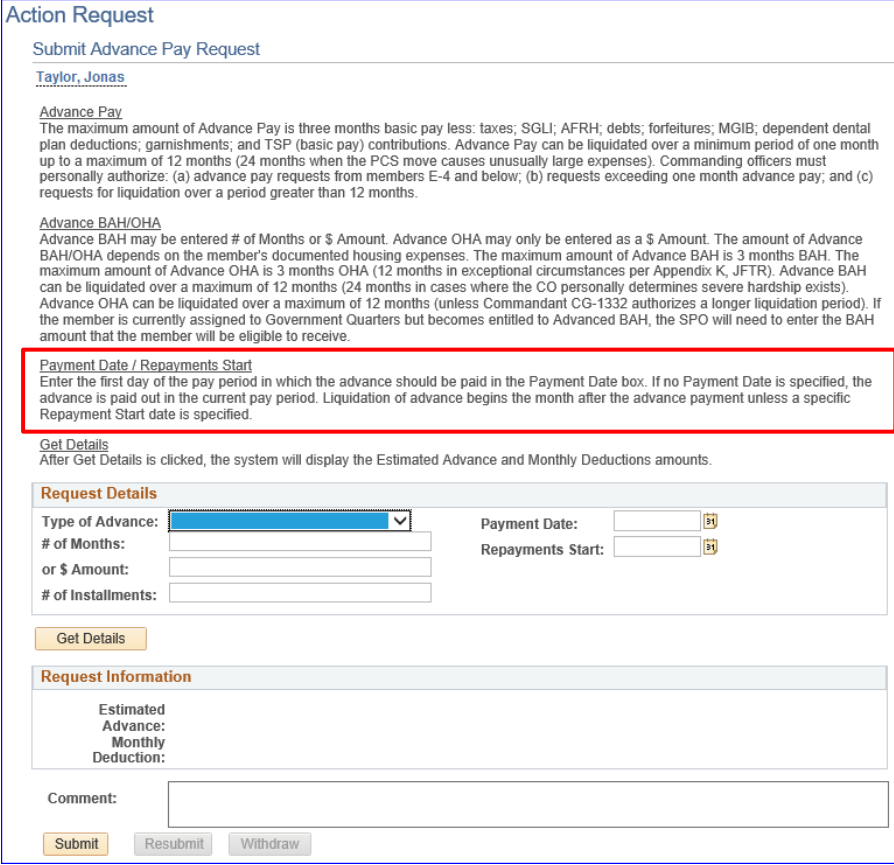
Procedures See below.

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

Continued on next page

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID, then click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>*Empl ID 1234567</p> <p>Empl Record 0</p> <p>Add</p>
4	<p>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.</p> <p>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.</p>  <p>Action Request</p> <p>Submit Advance Pay Request</p> <p>Taylor, Jonas</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Get Details After Get Details is clicked, the system will display the Estimated Advance and Monthly Deductions amounts.</p> <p>Request Details</p> <p>Type of Advance: [dropdown] Payment Date: [calendar]</p> <p># of Months: [input] Repayments Start: [calendar]</p> <p>or \$ Amount: [input]</p> <p># of Installments: [input]</p> <p>Get Details</p> <p>Request Information</p> <p>Estimated Advance: [input] Monthly Deduction: [input]</p> <p>Comment: [input]</p> <p>Submit Resubmit Withdraw</p>

Continued on next page

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
5	<p>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).</p> <div data-bbox="316 533 1390 790" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Type of Advance: BAH OHA Pay Payment Date: <input type="text"/> 31</p> <p># of Months: <input type="text"/> Repayments Start: <input type="text"/> 31</p> <p>or \$ Amount: <input type="text"/></p> <p># of Installments: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>
6	<p>Enter the # of Months or the \$ Amount of the advance request. Do NOT use commas when entering specific dollar amounts.</p> <p>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.</p> <div data-bbox="316 1014 1390 1272" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Type of Advance: Pay <input type="text"/> Payment Date: <input type="text"/> 31</p> <p># of Months: 2 Repayments Start: <input type="text"/> 31</p> <p>or \$ Amount: </p> <p># of Installments: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>
7	<p>Enter the # of Installments the Advance will be repaid in.</p> <p>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.</p> <div data-bbox="316 1507 1390 1765" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Type of Advance: Pay <input type="text"/> Payment Date: <input type="text"/> 31</p> <p># of Months: <input type="text"/> Repayments Start: <input type="text"/> 31</p> <p>or \$ Amount: <input type="text"/></p> <p># of Installments: 12</p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>

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Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action										
8	<p>Enter the Payment Date (see Note 1 & 2) and the Repayments Start date. Click Get Details.</p> <p>NOTE 1: DA will not allow an Advance request to be submitted more than three months early.</p> <p>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.</p> <div data-bbox="316 969 1393 1245" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Type of Advance: <input type="text" value="Pay"/></td> <td style="width: 50%;">Payment Date: <input type="text" value="06/01/2019"/></td> </tr> <tr> <td># of Months: <input type="text" value="2"/></td> <td>Repayments Start: <input type="text" value="07/01/2019"/></td> </tr> <tr> <td>or \$ Amount: <input type="text"/></td> <td></td> </tr> <tr> <td># of Installments: <input type="text" value="12"/></td> <td></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>	Type of Advance: <input type="text" value="Pay"/>	Payment Date: <input type="text" value="06/01/2019"/>	# of Months: <input type="text" value="2"/>	Repayments Start: <input type="text" value="07/01/2019"/>	or \$ Amount: <input type="text"/>		# of Installments: <input type="text" value="12"/>			
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# of Installments: <input type="text" value="12"/>											
9	<p>The Request Information section will populate with the Estimated Advance amount and the Monthly Deduction to repay the Advance.</p> <div data-bbox="316 1357 1393 1794" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Type of Advance: <input type="text" value="Pay"/></td> <td style="width: 50%;">Payment Date: <input type="text" value="06/01/2019"/></td> </tr> <tr> <td># of Months: <input type="text" value="2"/></td> <td>Repayments Start: <input type="text" value="07/01/2019"/></td> </tr> <tr> <td>or \$ Amount: <input type="text"/></td> <td></td> </tr> <tr> <td># of Installments: <input type="text" value="12"/></td> <td></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <p>Request Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid red; padding: 5px;"> Estimated \$ 6,077.08 Advance: Monthly \$ 506.42 Deduction: </td> <td style="width: 50%;"></td> </tr> </table> </div>	Type of Advance: <input type="text" value="Pay"/>	Payment Date: <input type="text" value="06/01/2019"/>	# of Months: <input type="text" value="2"/>	Repayments Start: <input type="text" value="07/01/2019"/>	or \$ Amount: <input type="text"/>		# of Installments: <input type="text" value="12"/>		Estimated \$ 6,077.08 Advance: Monthly \$ 506.42 Deduction:	
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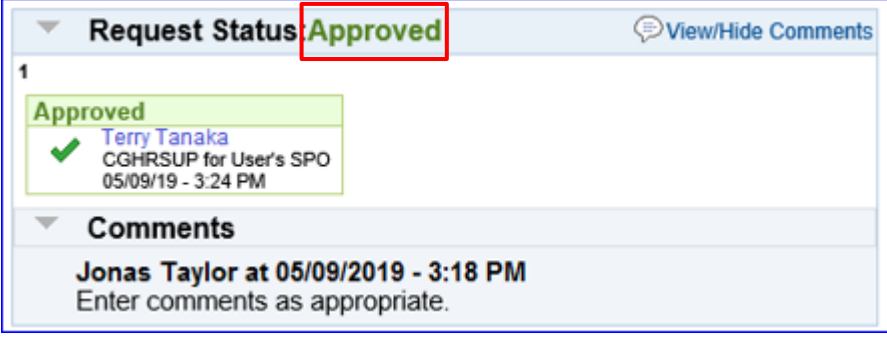
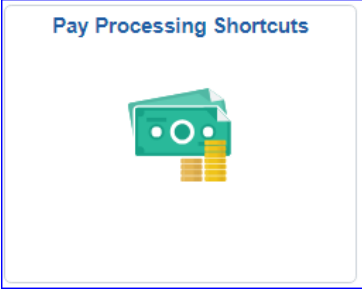
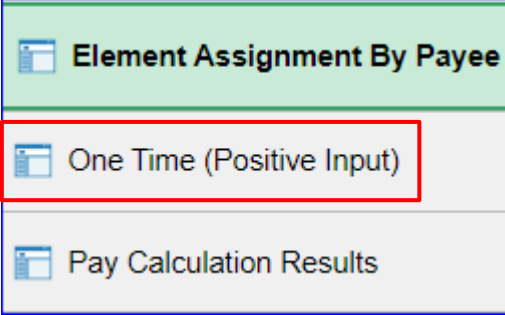
Procedures,
continued

Step	Action
<p>10</p>	<p>Enter Comments as appropriate. Click Submit.</p> <div data-bbox="316 495 1393 1066" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type of Advance: <input type="text" value="Pay"/> <input type="button" value="v"/> # of Months: <input type="text" value="2"/> or \$ Amount: <input type="text"/> # of Installments: <input type="text" value="12"/></p> <p>Payment Date: <input type="text" value="06/01/2019"/> <input type="button" value="B1"/> Repayments Start: <input type="text" value="07/01/2019"/> <input type="button" value="B1"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Estimated Advance: \$ 6,077.08 Monthly Deduction: \$ 506.42</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
<p>11</p>	<p>The status will update to Pending and the request will be forwarded to the SPO tree for approval.</p> <div data-bbox="316 1178 1299 1552" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending <input type="button" value="View/Hide Comments"/></p> <p>1</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p><input type="button" value="Clock"/> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Jonas Taylor at 05/09/2019 - 3:18 PM Enter comments as appropriate.</p> </div>

Continued on next page

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
12	<p>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.</p>  <p>The screenshot shows a 'Request Status' dropdown menu set to 'Approved'. Below this, there is a green notification box with a checkmark, indicating approval by Terry Tanaka on 05/09/19 at 3:24 PM. A 'Comments' section is visible, showing a comment from Jonas Taylor at 05/09/2019 - 3:18 PM with the text 'Enter comments as appropriate.'</p>
13	<p>To review the OTPI: Click on the Pay Processing Shortcuts tile.</p> <p>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.</p>  <p>The screenshot shows a tile titled 'Pay Processing Shortcuts' with an icon of a green wallet and yellow coins.</p>
14	<p>Select One Time (Positive Input) option.</p>  <p>The screenshot shows a menu with three options: 'Element Assignment By Payee', 'One Time (Positive Input)', and 'Pay Calculation Results'. The 'One Time (Positive Input)' option is highlighted with a red border.</p>

Continued on next page

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
15	<p>Enter the member's Empl ID and click Search.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Pay Group begins with <input type="text"/></p> <p>Calendar ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; align-items: center;"> Search Clear Basic Search Save Search Criteria </div> <p>Find an Existing Value Add a New Value</p> </div>

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Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action																																																												
<p>16</p>	<p>Select the appropriate Calendar ID from the Search Results.</p> <div data-bbox="316 495 999 976" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All First 1-11 of 11 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>1234567</td><td>0</td><td>USCG</td><td>A14M12PRD1###1</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>A15M12PRD2###2</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>A19M04PRD1###3</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2015M04M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2015M06M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2015M07M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2016M02M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2016M07M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2017M01M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2019M05M</td><td>Jonas Taylor</td></tr> <tr style="border: 2px solid red;"><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2019M06M</td><td>Jonas Taylor</td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG	A14M12PRD1###1	Jonas Taylor	1234567	0	USCG	A15M12PRD2###2	Jonas Taylor	1234567	0	USCG	A19M04PRD1###3	Jonas Taylor	1234567	0	USCG	CG ACT 2015M04M	Jonas Taylor	1234567	0	USCG	CG ACT 2015M06M	Jonas Taylor	1234567	0	USCG	CG ACT 2015M07M	Jonas Taylor	1234567	0	USCG	CG ACT 2016M02M	Jonas Taylor	1234567	0	USCG	CG ACT 2016M07M	Jonas Taylor	1234567	0	USCG	CG ACT 2017M01M	Jonas Taylor	1234567	0	USCG	CG ACT 2019M05M	Jonas Taylor	1234567	0	USCG	CG ACT 2019M06M	Jonas Taylor
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<p>17</p>	<p>The selected OTPI will open. Ensure the Element Name indicates ADVANCE PAY. Click the Expand All icon to display all fields of the OTPI.</p> <div data-bbox="316 1088 1394 1435" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Jonas Taylor Empl Record 0</p> <p>Pay Group USCG Description USCG Active Duty Pay Entity USCG</p> <p>Calendar ID CG ACT 2019M06M Begin Date 06/01/2019 End Date 06/15/2019</p> <p>Earnings and Deductions Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Main Components</th> <th>Source</th> <th>Expand All</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td style="border: 2px solid red;">[Expand All]</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td style="border: 2px solid red;">ADVANCE PAY</td> <td>Advance Payment</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p> </div>	Action	Main Components	Source	Expand All				[Expand All]	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	ADVANCE PAY	Advance Payment	1	Add																																										
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<p>18</p>	<p>Click the Details icon to display the details of the Advance Pay element.</p> <div data-bbox="316 1516 1394 1809" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Jonas Taylor Empl Record 0</p> <p>Pay Group USCG Description USCG Active Duty Pay Entity USCG</p> <p>Calendar ID CG ACT 2019M06M Begin Date 06/01/2019 End Date 06/15/2019</p> <p>Earnings and Deductions Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>ADVANCE PAY</td> <td>Advance Payment</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>6077.08</td> <td>USD</td> <td style="border: 2px solid red;">[Details]</td> <td>9876543</td> <td>05/09/2019 3:24:11PM</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh</p> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	ADVANCE PAY	Advance Payment	1	Add			6077.08	USD	[Details]	9876543	05/09/2019 3:24:11PM																																			
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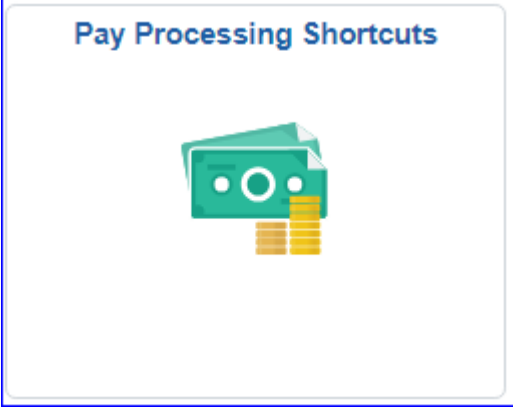
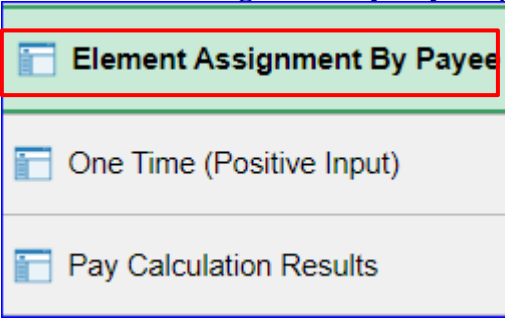
Procedures,
continued

Step	Action																																						
19	<p>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).</p> <div data-bbox="316 562 1394 1458" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <table border="0" style="width: 100%;"> <tr> <td>Employee ID 1234567</td> <td>Name <u>Jonas Taylor</u></td> <td>Empl Record 000</td> </tr> <tr> <td>Pay Group USCG</td> <td>Description USCG Active Duty</td> <td></td> </tr> <tr> <td>Calendar ID CG ACT 2019M06M</td> <td>Begin Date 06/01/2019</td> <td>End Date 06/15/2019</td> </tr> <tr> <td>Element ADVANCE PAY</td> <td>Element Name Advance Payment</td> <td>Instance 001</td> </tr> </table> <p>Specify Values OR Elements</p> <table border="0" style="width: 100%;"> <tr> <td>Unit Value</td> <td>Unit Element</td> <td></td> </tr> <tr> <td>Rate Value</td> <td>Rate Element</td> <td></td> </tr> <tr> <td>Base Value</td> <td>Base Element</td> <td></td> </tr> <tr> <td>Percent Value</td> <td>Percent Element</td> <td>Currency</td> </tr> <tr> <td>Amount Value 6077.08</td> <td>Amount Element</td> <td>USD</td> </tr> <tr> <td>Begin Date</td> <td>End Date</td> <td></td> </tr> </table> <p>Absence Dates</p> <table border="0" style="width: 100%;"> <tr> <td>Absence Begin Date</td> <td>Absence End Date</td> </tr> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </table> <p>Other Data</p> <table border="0" style="width: 100%;"> <tr> <td>Batch Code</td> <td>Description of PI</td> </tr> </table> <p>Supporting & Element Overrides</p> <p>Business Unit ENLCG</p> <p>Required Fields</p> <table border="0" style="width: 100%;"> <tr> <td>Advance Type Pay</td> </tr> <tr> <td>Advance ID 5.000000</td> </tr> </table> <p>OK Cancel Refresh</p> </div>	Employee ID 1234567	Name <u>Jonas Taylor</u>	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	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 Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI	Advance Type Pay	Advance ID 5.000000
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Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
20	<p>To review EABP: Click on the Pay Processing Shortcuts tile.</p> 
21	<p>The Element Assignment By Payee option will automatically display.</p> 

Continued on next page

Processing Advance Pay, BAH, and OHA Requests, Continued



Procedures,
continued

Step	Action
22	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="316 488 914 1081"> <p>Element Assignment By Payee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

Continued on next page

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action																																																																																
24	<p data-bbox="304 461 1401 528">Scroll through the list of EABPs. Locate the appropriate Liquidation of Advance and click ADVANCE PYBK.</p> <p data-bbox="304 568 1401 636">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).</p> <div data-bbox="304 642 1401 1762" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="304 642 1401 676">Element Assignment By Payee</p> <p data-bbox="304 696 1401 730">Jonas Taylor ID 1234567 Empl Record 0</p> <p data-bbox="304 736 1401 770">Selection Criteria</p> <p data-bbox="304 790 1401 949"> Category Entry Type As of Date </p> <p data-bbox="1050 864 1369 898" style="text-align: right;">Select with Matching Criteria</p> <p data-bbox="1050 909 1369 943" style="text-align: right;">Clear</p> <p data-bbox="304 972 1401 1005">Assignments Personalize Find   First 1-39 of 39 Last</p> <table border="1" data-bbox="304 1039 1401 1733"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> <th>Recipient Tag</th> </tr> </thead> <tbody> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2016</td> <td>03/31/2017</td> <td><input checked="" type="checkbox"/></td> <td>3</td> <td></td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2017</td> <td>03/31/2018</td> <td><input checked="" type="checkbox"/></td> <td>4</td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>05/06/2016</td> <td>06/12/2016</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>01/01/2017</td> <td>01/15/2017</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>08/01/2015</td> <td>08/31/2016</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>03/01/2017</td> <td>10/31/2017</td> <td><input checked="" type="checkbox"/></td> <td>2</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>08/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>3</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>08/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>4</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>5</td> <td></td> </tr> </tbody> </table> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag	TRICARE DEP	Tricare Dependent Dental	999	01/01/2016	03/31/2017	<input checked="" type="checkbox"/>	3		TRICARE DEP	Tricare Dependent Dental	999	04/01/2017	03/31/2018	<input checked="" type="checkbox"/>	4		DMR	Discount Meal Rate	999	05/06/2016	06/12/2016	<input checked="" type="checkbox"/>	1		IN SRVC DEBT	In-Service Debt	999	01/01/2017	01/15/2017	<input checked="" type="checkbox"/>	1		ADVANCE PYBK	Liquidation of Advance	999	08/01/2015	08/31/2016	<input checked="" type="checkbox"/>	1		ADVANCE PYBK	Liquidation of Advance	999	03/01/2017	10/31/2017	<input checked="" type="checkbox"/>	2		ADVANCE PYBK	Liquidation of Advance	999	08/01/2019		<input checked="" type="checkbox"/>	3		ADVANCE PYBK	Liquidation of Advance	999	08/01/2019		<input checked="" type="checkbox"/>	4		ADVANCE PYBK	Liquidation of Advance	999	07/01/2019		<input checked="" type="checkbox"/>	5	
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Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
25	<p>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.</p> <div data-bbox="316 528 1393 1435" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee</p> <hr/> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Jonas Taylor</u></p> <p>Element Name ADVANCE PYBK Liquidation of Advance Instance 5</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 07/01/2019 End Date</p> <p>Recipient Tag 0 Previous End Date</p> <p><input checked="" type="checkbox"/> Allow Batch Update of End Date Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount Numeric</p> <p>Amount Element</p> <p>Amount Value 506.42</p> <p>Required Fields</p> <p>Advance Type Pay</p> <p>Advance ID 5.000000</p> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p>OK Cancel Refresh</p> </div>

Continued on next page

Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,
continued

Step	Action
26	<p>Example of Advance BAH (# of Months):</p> <div data-bbox="316 495 1374 902" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Type of Advance: <input type="text" value="BAH"/> Payment Date: <input type="text" value="06/01/2019"/> </p> <p># of Months: <input type="text" value="3"/> Repayments Start: <input type="text" value="07/01/2019"/> </p> <p>or \$ Amount: <input type="text"/></p> <p># of Installments: <input type="text" value="12"/></p> <p style="text-align: center;">Get Details</p> <p>Request Information</p> <p>Estimated \$ 11,007.00 Advance: Monthly \$ 917.25 Deduction:</p> </div> <p>Example of Advance BAH (\$ Amount):</p> <div data-bbox="316 972 1374 1379" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Type of Advance: <input type="text" value="BAH"/> Payment Date: <input type="text" value="06/01/2019"/> </p> <p># of Months: <input type="text"/></p> <p>or \$ Amount: <input type="text" value="8000"/> Repayments Start: <input type="text" value="07/01/2019"/> </p> <p># of Installments: <input type="text" value="12"/></p> <p style="text-align: center;">Get Details</p> <p>Request Information</p> <p>Estimated \$ 8,000.00 Advance: Monthly \$ 666.67 Deduction:</p> </div> <p>Example of Advance OHA (\$ Amount):</p> <div data-bbox="316 1449 1374 1856" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Type of Advance: <input type="text" value="OHA"/> Payment Date: <input type="text" value="06/01/2019"/> </p> <p># of Months: <input type="text"/></p> <p>or \$ Amount: <input type="text" value="6500"/> Repayments Start: <input type="text" value="07/01/2019"/> </p> <p># of Installments: <input type="text" value="12"/></p> <p style="text-align: center;">Get Details</p> <p>Request Information</p> <p>Estimated \$ 6,500.00 Advance: Monthly \$ 541.67 Deduction:</p> </div>