View a Member's Open Debts

Introduction This guide provides the procedures for viewing a member's open debts in Direct Access (DA).

Procedures See below.

Step		Action							
1	Click on the AD/RSV Payroll Workcenter tile.								
	AD/RSV Payroll Workcenter								
2	Scroll to the Act/RSV Pay S	ortcuts Drop-down and select the View Open							
-	Debts / Overpayments optic	on.							
	Act/RSV Pay Shortcuts								
	AvIP								
	BAH Dep Data Verification								
	Cost of Living Allowance								
	Dependent Information								
	Direct Deposit								
	Housing Allowance								
	Maintain Tax Data USA								
	MGIB Enrollments								
	Net Pay Distribution								
	Pay Calendar Results								
	Sea Time Balances								
	SGLI + FSGLI								
	TDY Data								
	View Member W-2s								
	View Open Debts / Overpayments								
	View Payslips (AD/RSV)								
	Voluntary Deductions								

Continued on next page

View a Member's Open Debts, Continued

Procedures,

continued

Step	Action								
3	Enter the Empl ID and clie	ck Search .							
	Self Service Support: OpenDebt Enter any information you have and click Search. Leave fields blank for a list of all values.								
	Find an Existing Value								
	Search Criteria								
	Empl ID	begins with ${\color{red} }{\color{black} }$	1234567						
	Empl Record	= 🗸							
	National ID	begins with ${\color{red} }{\color{black} }$							
	Name	begins with \checkmark							
	Last Name	begins with \checkmark							
	Second Last Name	begins with \checkmark							
	Alternate Character Name	begins with 🗸							
	Middle Name	begins with \checkmark							
	Business Unit	begins with \mathbf{v}							
	Department Set ID	begins with ${\color{red} }$	٩						
	Department	begins with ${\color{red} }{\color{black} }$	۹						
	□ Case Sensitive								
	Search Clear Bas	iic Search 🖉 Sa	ave Search Criteria						

Continued on next page

View a Member's Open Debts, Continued

Procedures,

continued

Step	Action											
4	The View Open Debts and Overpayments page will display. If NOT currently											
	collecting on any debts, this will display noting the Debt Pay Period End											
	Date.											
	View Open Debts and Overpayments											
	Robin Hood				Empl ID 1234567			E	Empl Record 0			
	Member currently has no Debts or Overpayments recorded.											
	Deb	t Pay Perio	d End	Date: 12/3	31/2024							
												_
5	If the	re are op	oen de	ebts colle	cting,	the int	formatio	n will be	e displa	y as ł	below	
	with t	he Tota	l Pay	ment Ar	nount	(Last	Pay Per	riod) and	d the cu	irrent	Total	
	Debt	Balance	2.									_
	View O Robin Ho	pen Debts and	Overpayı	nents								
	My curre	ent debt balances ar	id payment a	mounts	Empl II	1234567	Empl R	ecord 0				
	my current veot parantees and payment amounts If you have additional questions regarding any debt(s), contact your servicing Yeoman. Cr select this quice for additional information.											
	https://w %20Viev	ww.dcms.uscg.mil/Po v%20My%20Debts.pc	rtals/10/CG-1 If	/PPC/GUIDES/GP/Selfs	ervice/Member/s	Self%20Service	<u>%20-</u>					
	Debt F	Pay Period End Date	12/31/202	4								
	() () () () () () () () () () (1-2 of 2 🗸	-		
	Debt Type	Description	Instance	Debt Amount	Begin Date	End Date	Payment Amount (Last Pay Period)	Total Collected	Payment Balance	Debt Reason	Comments	
	ADVANCE PYBK	Liquidation of Advance	5	\$312.50	01/01/2024		\$156.25	\$0.00	\$3,750.00	Pay		
	MALOAN	Mutual Assistance Loan	4	\$169.24	05/01/2022	07/31/202	\$84.62	\$0.00	\$0.00			
				Total Pay	/ment Amount (To	Last Pay Perio tal Debt Balan	d): \$240. ce: \$3,75	87 0.00				
	-			•								
6	There	is curre	ntly	no back b	utton	or retu	rn to sea	urch butt	on, clic	k the	Home	
	icon t	o return	to th	e main D	A hom	e pag	e and rep	beat Ster	os 1-4, i	if nec	essary.	
		Home				10	1	1			5	
		Home										