Element Assignment by Payee (EABP)

Introduction	This guide provides the procedures for viewing the Element Assignment by Payee (EABP) in Direct Access (DA).

References	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) USCG Personnel & Pay Procedures Manual (3PM) PPC INST M1000.2 (series) (c) Pay Calculation Results User Guide

In-Service Debts and Pay Corrections	EABPs are **automatically** built based on HRS Action Requests. Only PPC has the ability to manually input elements into EABP. When researching In-Service Debts and Pay Corrections, the HRS user must first review the member's EABP to obtain the Instance Number (see Step 4).

Procedures	See below.

Step	Action
1	Click on the **Pay Processing Shortcuts** Tile.
1.5	Select the **Element Assignment by Payee** (EABP) option.

Continued on next page

Element Assignment by Payee (EABP), Continued

Procedures, continued

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

Element Assignment By Payee

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 ▾	1234567
Empl Record	= ▾	
Name	begins with ▾	
Last Name	begins with ▾	
Second Last Name	begins with ▾	
Alternate Character Name	begins with ▾	
Middle Name	begins with ▾	
Business Unit	begins with ▾	
Department Set ID	begins with ▾	🔍
Department	begins with ▾	🔍

☐ Case Sensitive

Search   Clear   Basic Search Save Search Criteria

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
3	A list of the member's EABPs will display. It may be necessary to click the **Expand All** icon to view the Instance numbers. **Element Assignment By Payee** Diana Prince · ID 1234567 · Empl Record 0 **Selection Criteria** Category · [Select with Matching Criteria] Entry Type · Element Name · [Clear] As of Date **Assignments** · 1-7 of 7 Tabs: **Elements** · Recipient · ‖▸ <table><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></tr><tr><td>TRICARE DEP</td><td>Tricare Dependent Dental</td><td>999</td><td>01/01/2022</td><td>03/31/2022</td><td>✓</td><td>1</td></tr><tr><td>TRICARE DEP</td><td>Tricare Dependent Dental</td><td>999</td><td>04/01/2022</td><td></td><td>✓</td><td>2</td></tr><tr><td>FSA</td><td>Family Separation Allowance</td><td>999</td><td>04/10/2022</td><td>05/19/2022</td><td>✓</td><td>1</td></tr><tr><td>IN SRVC DEBT</td><td>In-Service Debt</td><td>999</td><td>02/01/2021</td><td>02/28/2021</td><td>✓</td><td>1</td></tr><tr><td>IN SRVC DEBT</td><td>In-Service Debt</td><td>999</td><td>08/01/2022</td><td></td><td>✓</td><td>2</td></tr></table>

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
4	An EABP is created for all Action Requests with their Begin Date and End Date. The **Instance** number represents what sequence the transactions were submitted. HRS users must look here first to obtain the Instance number when doing a Pay Correction or researching an In-Service Debt.

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
5	To view the details of an EABP, select the **Element Name**. For example, to view the details of a liquidation of Advance Pay, select ADVANCE PYBK.

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
6	The EABP Details provide the **Begin Date** and **End Date** of the liquidation schedule and the total **Amount Value** to be collected. The **Advance Type** will indicate the type of advance (i.e., Advance Pay, Advance BAH, or Advance OHA). Click **OK** to return to the list of EABPs.

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
7	In this example, there are currently 3 rows for OutCONUS Cola. Based on the Begin and End dates, this member has been receiving OutCONUS Cola continuously since 07/06/2019. To view the details of the current OutCONUS Cola entitlement, select **OCONUS COLA** with a Begin Date of 01/01/2019.

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
8	The EABP Details for OCONUS COLA indicates the **Begin Date**, **COLA Location**, **COLA Type**, and the **number of Dependents** (if any). Click **OK** to return to the list of EABPs.

Element Assignment by Payee (EABP), Continued

Procedures, continued

Step	Action
9	In this example, the member has a DMR Refund amount from 2021. Click on the Element Name link **DMR REFUND** with the Instance number of 1.
10	The Element Details of this EABP provide the Begin and End Date indicating the member was refunded for 3 days of DMR and also lists how many of each meal was refunded.

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
11	This last example is an In-Service Debt. Click the **IN SRVC DEBT** link for Instance number 4.
11	This Element Detail displays: the **Unique Accumulator** which should match the **Instance Number**, the total **Debt Amount** due of $286.67, the **Percent of Deductible Earnings (DE)** affected, the **Taxability Effect**, if any, the **Debt Originating Year**, the **Percent of Interest** charged, (if applicable), the **Type** of debt, which is a Payroll Overpayment, **Comments** include that it was "System Generated" along with the Pay Calendar ID when the debt occurred, and the **Account Number** is usually blank but it may describe what the debt is for, in this case Hardship Duty Pay.