### **Element Assignment by Payee (EABP)**

#### Introduction

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

#### References

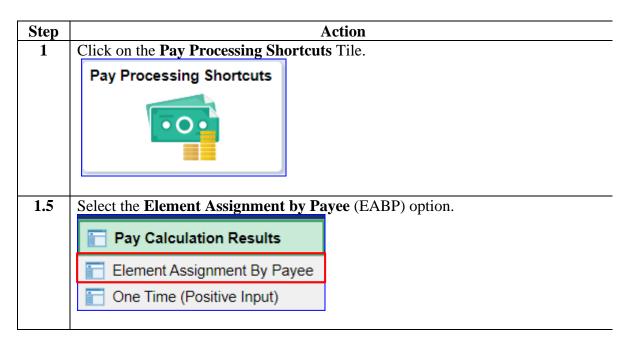
- (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (b) <u>USCG Personnel & Pay Procedures Manual</u> (3PM) PPC INST M1000.2 (series)
- (c) Pay Calculation Results User Guide

#### In-Service Debts and Pay Corrections

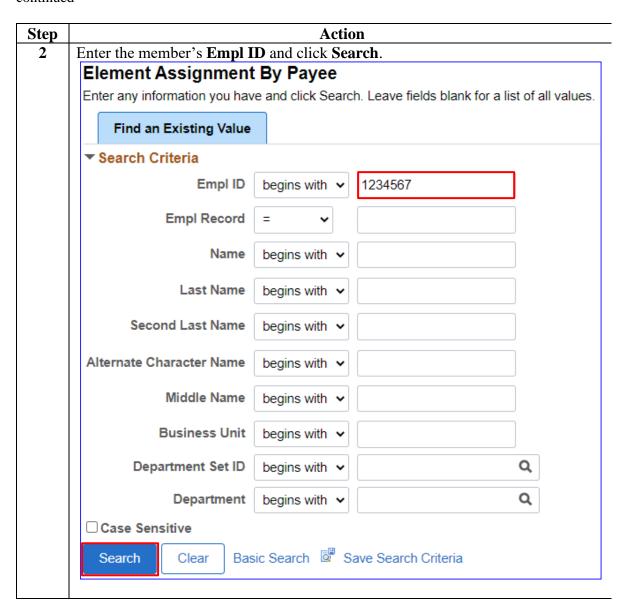
EABPs are **automatically** built based on HRS Action Requests. Only PPC has the ability to manually input elements into EABP. When researching <u>In-Service Debts</u> and <u>Pay Corrections</u>, the HRS user must first review the member's EABP to obtain the Instance Number (see Step 4).

#### **Procedures**

See below.

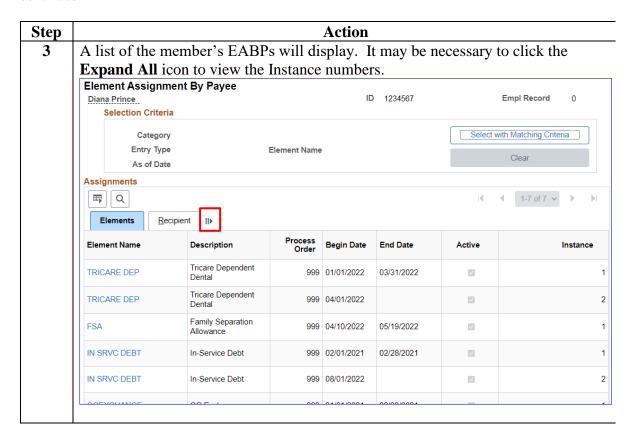


# Procedures, continued



#### Procedures,

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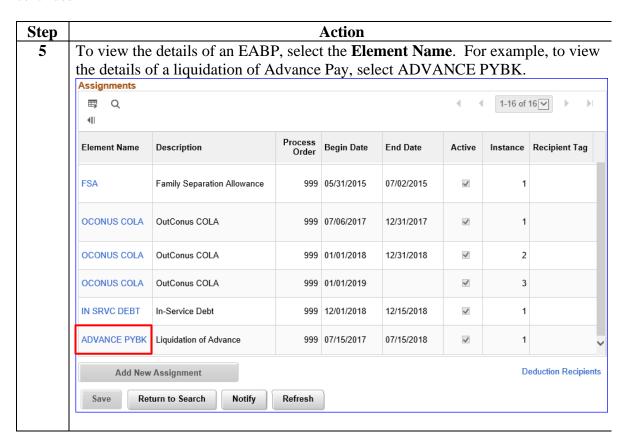
### Procedures,

continued

Step	Action						
4	An EABP is created for all Action Requests with their Begin Date and End Date. The <b>Instance</b> number represents what sequence the transactions were submitted. HRS users must look here first to obtain the Instance number when doing a <u>Pay Correction</u> or researching an <u>In-Service Debt</u> .  Assignments						
		Elements Recipient II>					
	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance
	DMR	Discount Meal Rate	999	12/18/2020	06/08/2021	<b>Ø</b>	1
	DMR	Discount Meal Rate	999	08/09/2021			2
	DMR	Discount Meal Rate	999	07/30/2021			3
	IN SRVC DEBT	In-Service Debt	999	02/01/2021	02/28/2021	⊠	1
	IN SRVC DEBT	In-Service Debt	999	02/01/2021	03/31/2021	₩	2
	IN SRVC DEBT	In-Service Debt	999	03/01/2021	05/15/2021	✓	3
	IN SRVC DERT	In-Service Debt	ggg	03/01/2021	05/31/2021	100	4

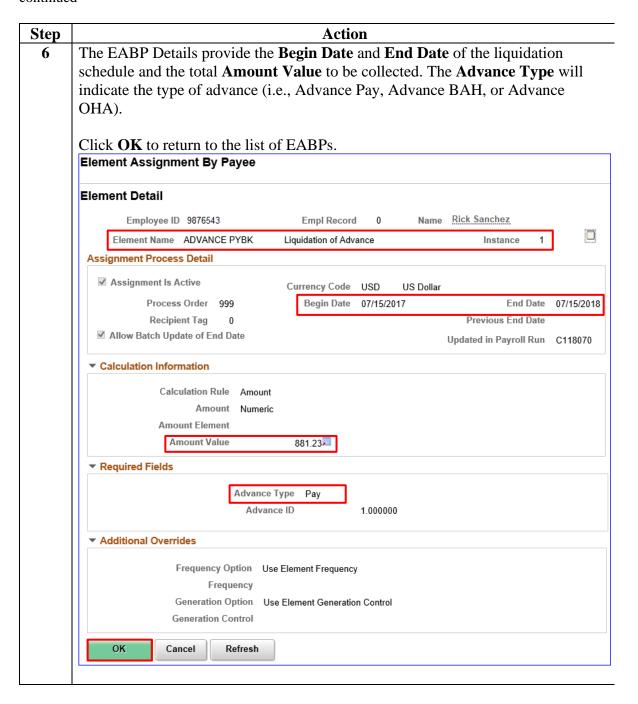
#### Procedures,

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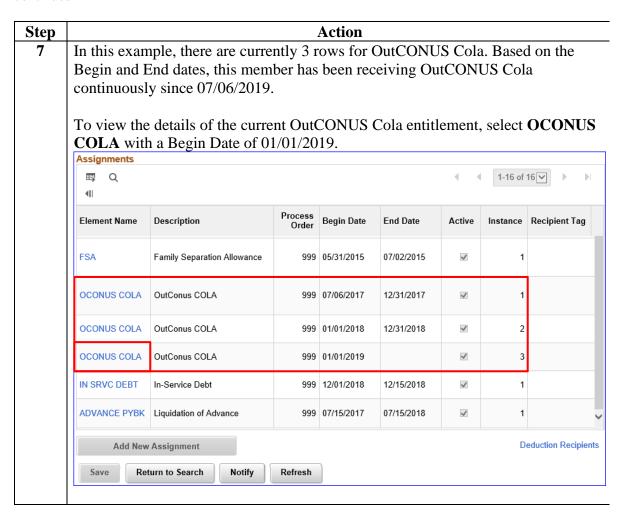
#### Procedures,

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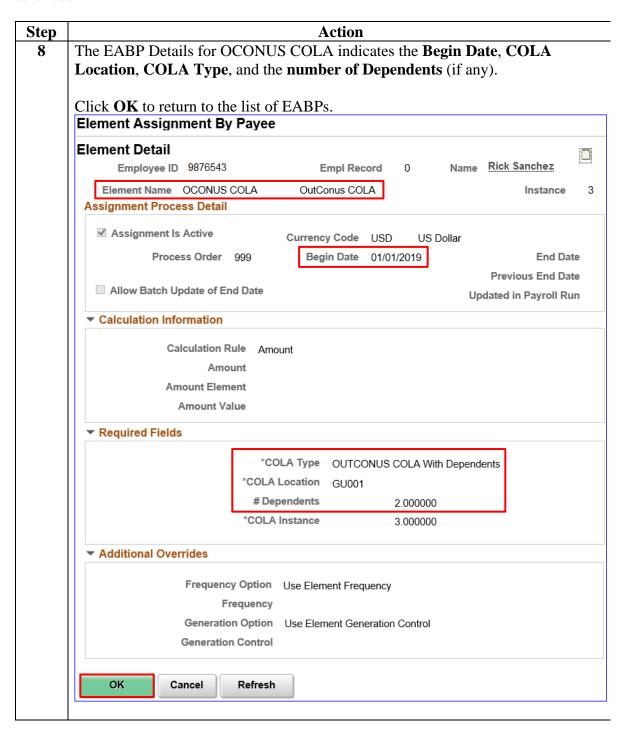
#### Procedures,

continued



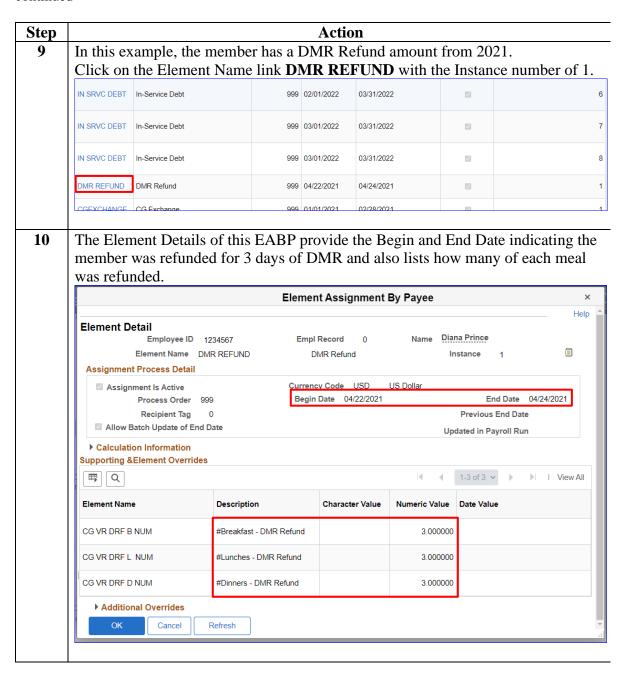
#### Procedures,

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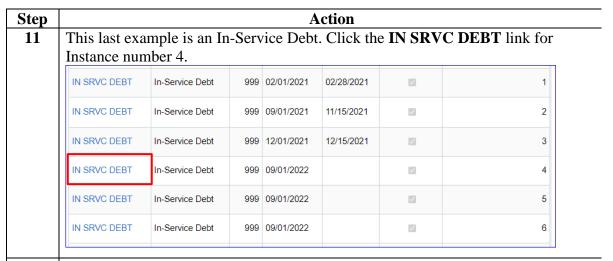
#### Procedures,

continued



#### Procedures,

continued



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.

