Element Assignment by Payee (EABP)

Introduction	This guide provides the procedures for viewing the Element Assignment by Payee (EABP) in Direct Access (DA).
Helpful Links	 (a) <u>Coast Guard Pay Manual, COMDTINST M7220.29 (series)</u> (b) <u>ALSPO B/19: Auditing Standard Pay Transactions (April 2019)</u> (c) <u>Pay Calculation Results User Guide</u>
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.

Step	Action
1	Click on the Pay Processing Shortcuts Tile.
	Pay Processing Shortcuts
1.5	Select the Element Assignment by Payee (EABP) option.
	Pay Calculation Results
	Element Assignment By Payee
	Cone Time (Positive Input)

Procedures,

continued

F ₁ , 4 , 1	Acue D and all als Car)N 1	
Enter the member's Empl	D and click Sea	arcn.	
Enter any information you have	e and click Searc	h. Leave fields blank	for a list of al
Find an Existing Value			
Search Criteria			
Empl ID	begins with 🗸	1234567	
Empl Record			
Empricedora			
Name	begins with \checkmark		
Last Name	begins with		
Second Last Name	begins with v		
Alternate Character Name	begins with v		
Middle Name	begins with V		
Business Unit	begins with v		
Department Set ID	begins with v		Q
Dopartment	beging with the		0
Department	begins with V		4
Case Sensitive			
Search Clear Bas	sic Search 🖉 S	ave Search Criteria	

Procedures,

continued

Step	Action								
3	A list of the member's EABPs will display. It may be necessary to click the								
	Expand All i	con to view the	Instance	number	rs.				
	Element Assignn	nent By Payee							
	Diana Prince Selection Criter	ia		10	0 1234567		Empl Record 0		
	Categor	у				Select wi	th Matching Criteria		
	Entry Type As of Date	e	Element Name	1			Clear		
	Assignments								
		cipicat II)	Process			I≪			
	Element Name	Description	Order	Begin Date	End Date	Active	Instance		
	TRICARE DEP	Tricare Dependent Dental	999	01/01/2022	03/31/2022	2	1		
	TRICARE DEP	Tricare Dependent Dental	999	04/01/2022			2		
	FSA	Family Separation Allowance	999	04/10/2022	05/19/2022	M	1		
	IN SRVC DEBT	In-Service Debt	999	02/01/2021	02/28/2021	X	1		
	IN SRVC DEBT	In-Service Debt	999	08/01/2022		X	2		
	OOEVOUNNOE	005.1	000	04/04/0004	00/00/0004	_			
	00570111105		000	04/04/0004	00/00/0004	_			

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.											
	Assignments											
	Elements	<u>R</u> ecipient	⊪									
	Element Name	Element Description		Process Order	Begin Date	End Date	Active	Instance				
	DMR	Discount Meal	Rate	999	12/18/2020	06/08/2021		1				
	DMR	Discount Meal	Rate	999	08/09/2021			2				
	DMR	Discount Meal	Rate	999	07/30/2021			3				
	IN SRVC DEBT	In-Service Deb	ıt	999	02/01/2021	02/28/2021		1				
	IN SRVC DEBT	In-Service Deb	t	999	02/01/2021	03/31/2021		2				
	IN SRVC DEBT	In-Service Deb	ıt	999	03/01/2021	05/15/2021		3				
	IN SRVC DERT	In-Service Deb	f	999	03/01/2021	05/31/2021	112	4				

Procedures,

continued

Step	Action											
5	5 To view the details of an EABP, select the Element Name . For exampt the details of a liquidation of Advance Pay, select ADVANCE PYBK.											
	Assignments											
	□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□											
	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag				
	FSA	Family Separation Allowance	999	05/31/2015	07/02/2015	\$	1					
	OCONUS COLA	OutConus COLA	999	07/06/2017	12/31/2017		1					
	OCONUS COLA	OutConus COLA	999	01/01/2018	12/31/2018	1	2					
	OCONUS COLA	OutConus COLA	999	01/01/2019		1	3					
	IN SRVC DEBT	In-Service Debt	999	12/01/2018	12/15/2018	V	1					
	ADVANCE PYBK	Liquidation of Advance	999	07/15/2017	07/15/2018	\checkmark	1	~				
	Add New Assignment Deduction											
	Save	turn to Search Notify	Refresh									

Procedures,

continued

р	Action							
	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							
	Element Detail							
	Employee ID 9876543 Empl Record 0 Name Rick Sanchez							
	Element Name ADVANCE PYBK Liquidation of Advance Instance 1							
	Assignment Process Detail							
	Assignment Is Active Currency Code USD US Dollar							
	Process Order 999 Begin Date 07/15/2017 End Date 07/1	5/2018						
	Recipient Tag 0 Previous End Date							
	Allow Batch Update of End Date Updated in Payroll Run C11	8070						
	✓ Calculation Information							
	Calculation Rule Amount							
	Amount Numeric							
	Amount Element							
	Amount Value 881.23							
	▼ Required Fields							
	Advance Type Pay							
	Advance ID 1.000000							
	▼ Additional Overrides							
	Frequency Option Use Element Frequency							
	Frequency							
	Generation Option Use Element Generation Control							
	Generation Control							
	OK Cancel Refresh							

Procedures,

continued

ep				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 COLA with	e details of the curre a Begin Date of 0	ent Out(1/01/20	CONUS 19.	Cola entit	lement,	, select	OCONUS	
	≣, Q ¶		• •	1-16 of	16				
	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag	
	FSA	Family Separation Allowance	999	05/31/2015	07/02/2015	\$	1		
	OCONUS COLA	OutConus COLA	999	07/06/2017	12/31/2017	8	1		
	OCONUS COLA	OutConus COLA	999	01/01/2018	12/31/2018	×	2		
	OCONUS COLA	OutConus COLA	999	01/01/2019		V	3		
	IN SRVC DEBT	In-Service Debt	999	12/01/2018	12/15/2018	V	1		
	ADVANCE PYBK	Liquidation of Advance	999	07/15/2017	07/15/2018	1	1		
	Add New	Assignment					D	eduction Recipien	
	Save Ret	turn to Search Notify	Refresh						

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							
	Element Detail							
	Employee ID 9876543 Empl Record 0 Name Rick Sanchez							
	Element Name OCONUS COLA OutConus COLA Instance 3							
	Assignment Process Detail							
	Assignment Is Active							
	Process Order 000 Begin Date 01/01/2010 End Date							
	Process order 999 Degin Date 01/01/2019 End Date							
	Allow Batch Update of End Date Updated in Payroll Run							
	Calculation Rule Amount							
	Amount							
	Amount Element							
	Amount Value							
	▼ Required Fields							
	*COLA Type OUTCONUS COLA With Dependents							
	*COLA Location GU001							
	# Dependents 2.000000							
	COLA Instance 3.000000							
	✓ Additional Overrides							
	Frequency Option Use Element Frequency							
	Frequency							
	Generation Option Use Element Generation Control							
	Generation Control							
	OK Cancel Refresh							

Procedures, continued

ep				Actio	on					
	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.									
	IN SRVC DEBT	In-Service Debt	999	02/01/2022	03/31/2022	2				
	IN SRVC DEBT	In-Service Debt	999	03/01/2022	03/31/2022	2				
	IN SRVC DEBT	In-Service Debt	999	03/01/2022	03/31/2022	2				
	DMR REFUND	DMR Refund	999	04/22/2021	04/24/202	1				
	CGEXCHANGE	CG Exchange	999	01/01/2021	02/28/202	1	122			
	Element Assignment By Payee									
	Element Detail Employee ID 1234567 Empl Record 0 Name Diana Prince Element Name DMR REFUND DMR Refund Instance 1 Assignment Process Detail									
	Assign	nment Is Active Process Order 999	9 B	rrency Code legin Date 04	USD (4/22/2021	JS Dollar	End [Date 04/24/2021		
	🖾 Allow I	Recipient Tag (Batch Update of End D	D Date			Up	Previous En	d Date		
	Calculation Information Supporting ∈ Overrides									
	E Q						1-3 of 3 🗸	View All		
	Element Nam	e	Description	Charact	ter Value	Numeric Value	Date Value			
	CG VR DRF E	3 NUM	#Breakfast - DMR Refun	d		3.000000				
	CG VR DRF E	3 NUM	#Breakfast - DMR Refun #Lunches - DMR Refund	bu t		3.000000				
	CG VR DRF E CG VR DRF L CG VR DRF E	3 NUM - NUM D NUM	#Breakfast - DMR Refun #Lunches - DMR Refunc #Dinners - DMR Refund	d d		3.000000 3.000000 3.000000				
	CG VR DRF E CG VR DRF L CG VR DRF E Additio	NUM	#Breakfast - DMR Refun #Lunches - DMR Refund #Dinners - DMR Refund	nd t		3.000000 3.000000 3.000000				

Procedures,

continued

Step	Action								
11	This last exa Instance nun	mple is an Ir nber 4.	n-Serv	vice Debt	. Click the	e IN SR	VC DEBT lin	1k for	
	IN SRVC DEBT	In-Service Debt	999	02/01/2021	02/28/2021			1	
	IN SRVC DEBT	In-Service Debt	999	09/01/2021	11/15/2021			2	
	IN SRVC DEBT	In-Service Debt	999	12/01/2021	12/15/2021			3	
	IN SRVC DEBT	In-Service Debt	999	09/01/2022				4	
	IN SRVC DEBT	In-Service Debt	999	09/01/2022				5	
	IN SRVC DEBT	In-Service Debt	999	09/01/2022				6	
	Debt Amount due of \$286.67, the Percent of Deductible Earnings (DE) affected, the Taxability Effect , if any, the Debt Originating Year , the Percen 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								
	Element Assignment By Payee								
	Element Detail En Eleme Assignment Proc	nployee ID 1234567 ent Name IN SRVC [ess Detail	DEBT	Empl Re In-Service	cord 0 Debt	Name	Diana Prince Instance	Help	,
	Assignment I	s Active ess Order 999		Currency Code USD US Dolla Begin Date 09/01/2022			End Date		
	Reci Allow Batch U	ipient Tag 0 Jpdate of End Date		-			Previous End Date Updated in Payroll Rur	1	
	 Calculation Info Required Field 	ormation lds							
		21 No Taxable (20	4.000000 286.670000 15.000000 No Taxable Gross is Affected 2022.000000						
		Payroll Overp SYSTEM CG HARDSHIP F	payment ACT 2022M07M PAY						
	► Additional Ov	Cancel Refresh							•