# 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**

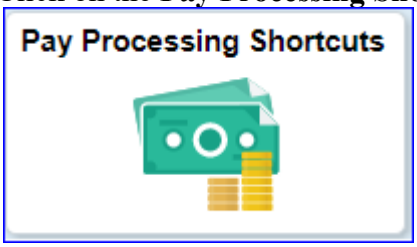
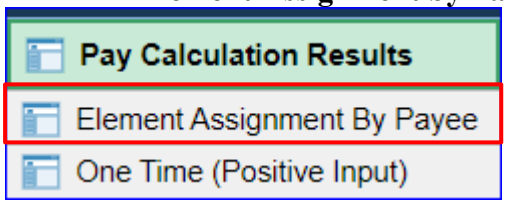
(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(b) ALSPO B/19: Auditing Standard Pay Transactions (April 2019)
(c) Pay Calculation Results User Guide

**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.<br>  |
| **1.5** | Select the **Element Assignment by Payee** (EABP) option.<br>  |

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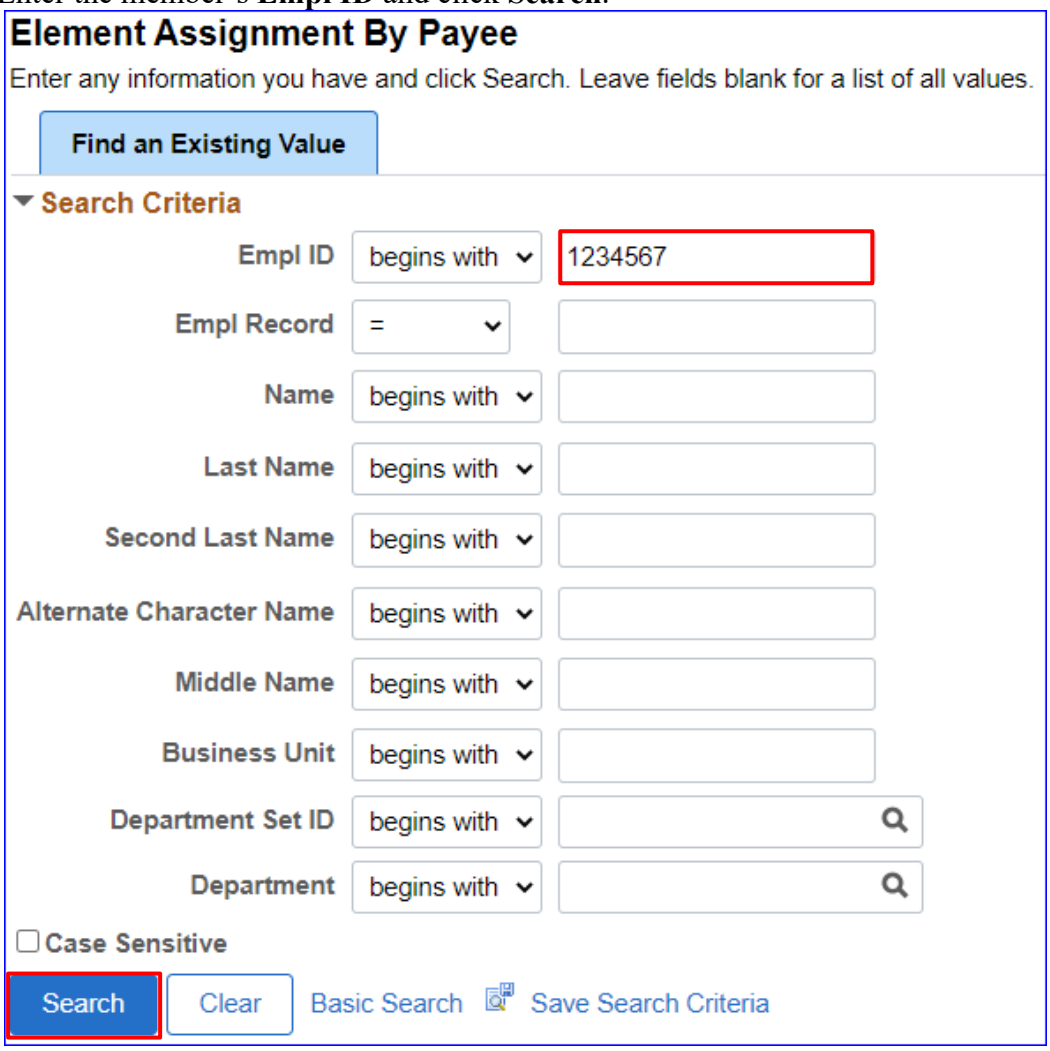
# Element Assignment by Payee (EABP), Continued

**Procedures**, continued

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



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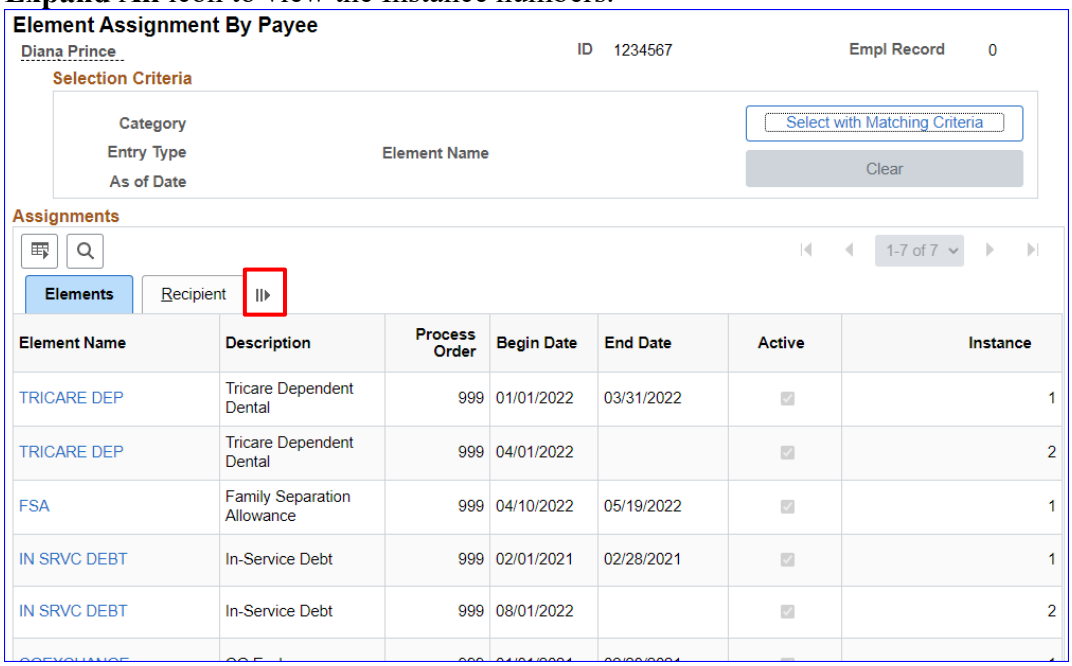
# Element Assignment by Payee (EABP), Continued

**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 Name | Description | Process Order | Begin Date | End Date | Active | Instance |
|---|---|---|---|---|---|---|
| TRICARE DEP | Tricare Dependent Dental | 999 | 01/01/2022 | 03/31/2022 | ☑ | 1 |
| TRICARE DEP | Tricare Dependent Dental | 999 | 04/01/2022 | | ☑ | 2 |
| FSA | Family Separation Allowance | 999 | 04/10/2022 | 05/19/2022 | ☑ | 1 |
| IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 02/28/2021 | ☑ | 1 |
| IN SRVC DEBT | In-Service Debt | 999 | 08/01/2022 | | ☑ | 2 |

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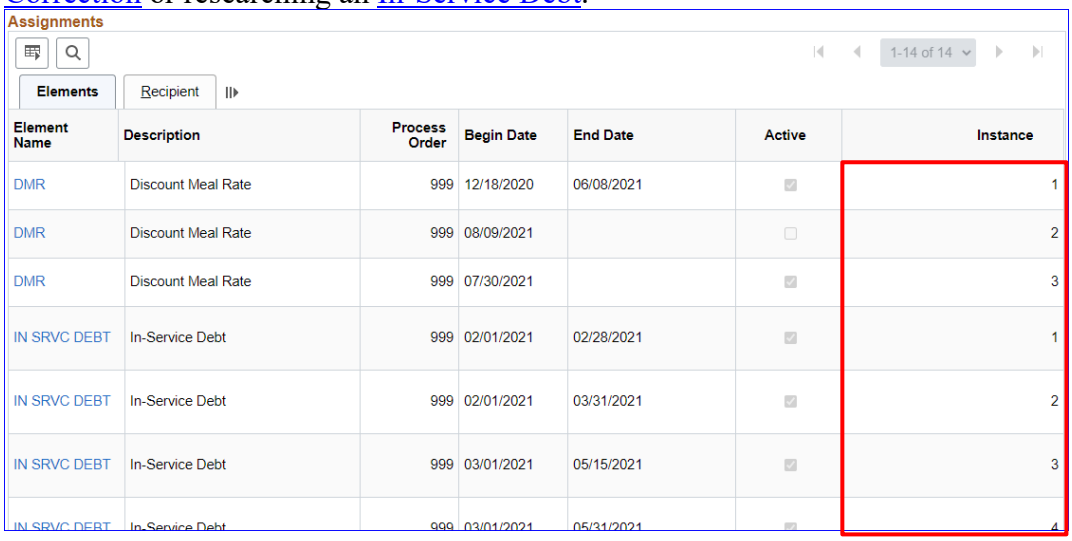
# Element Assignment by Payee (EABP), Continued

**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. |



Assignments

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Elements | Recipient

| Element Name | 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 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 DEBT | In-Service Debt | 999 | 03/01/2021 | 05/31/2021 | ☑ | 4 |

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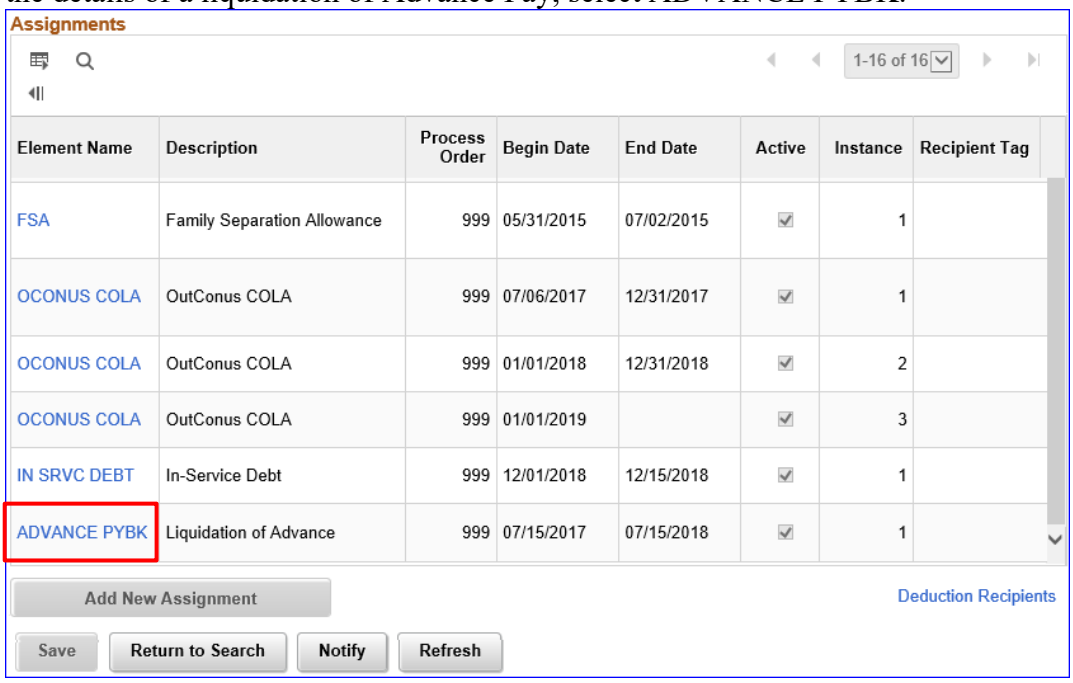
# Element Assignment by Payee (EABP), Continued

**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. |

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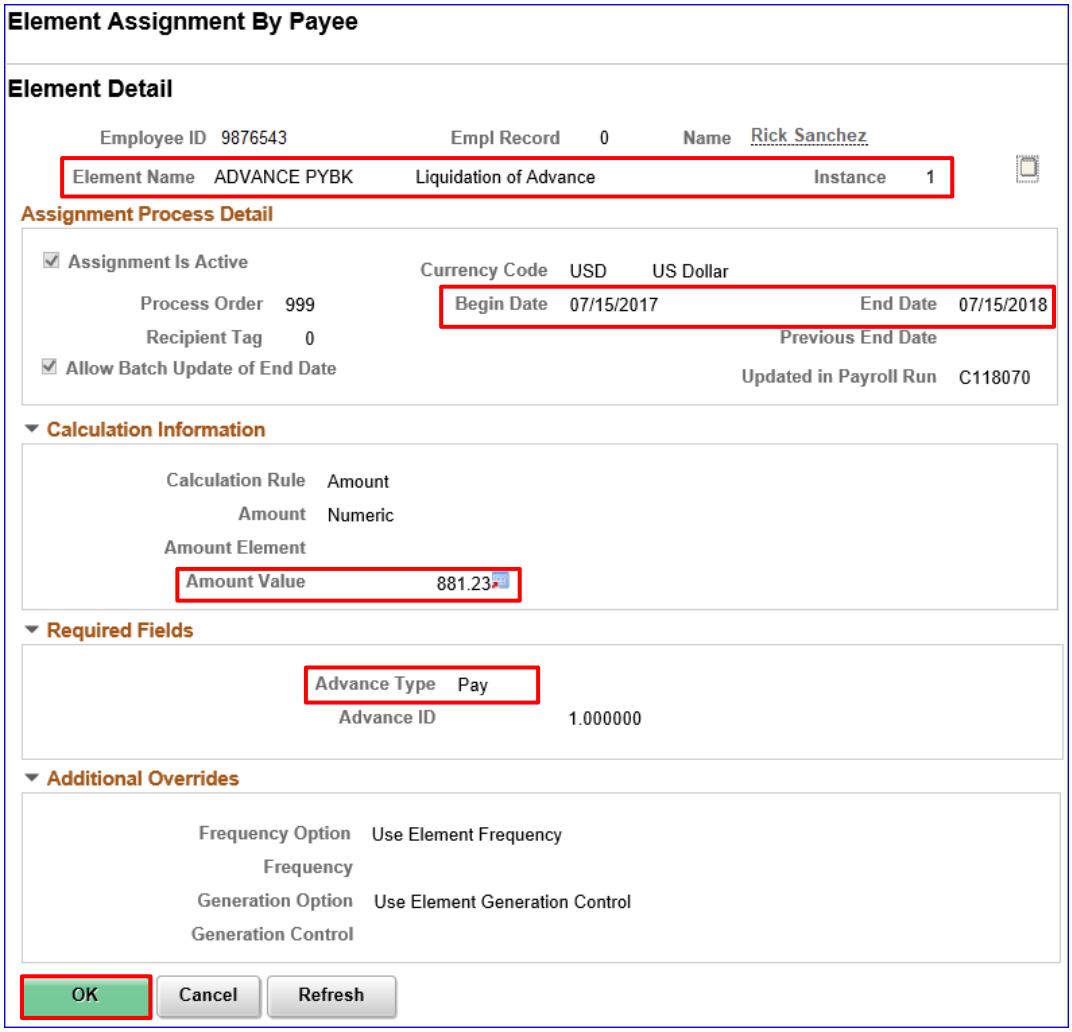
# Element Assignment by Payee (EABP), Continued

**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).<br><br>Click **OK** to return to the list of EABPs.<br>  |

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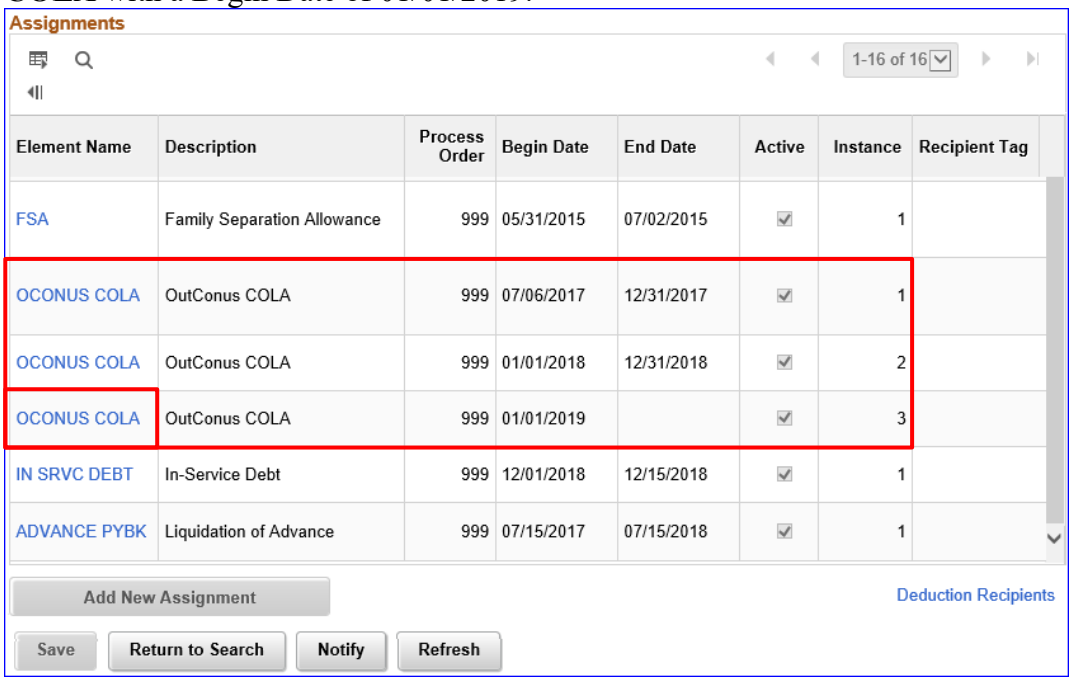
# Element Assignment by Payee (EABP), Continued

**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.<br><br>To view the details of the current OutCONUS Cola entitlement, select **OCONUS COLA** with a Begin Date of 01/01/2019. |

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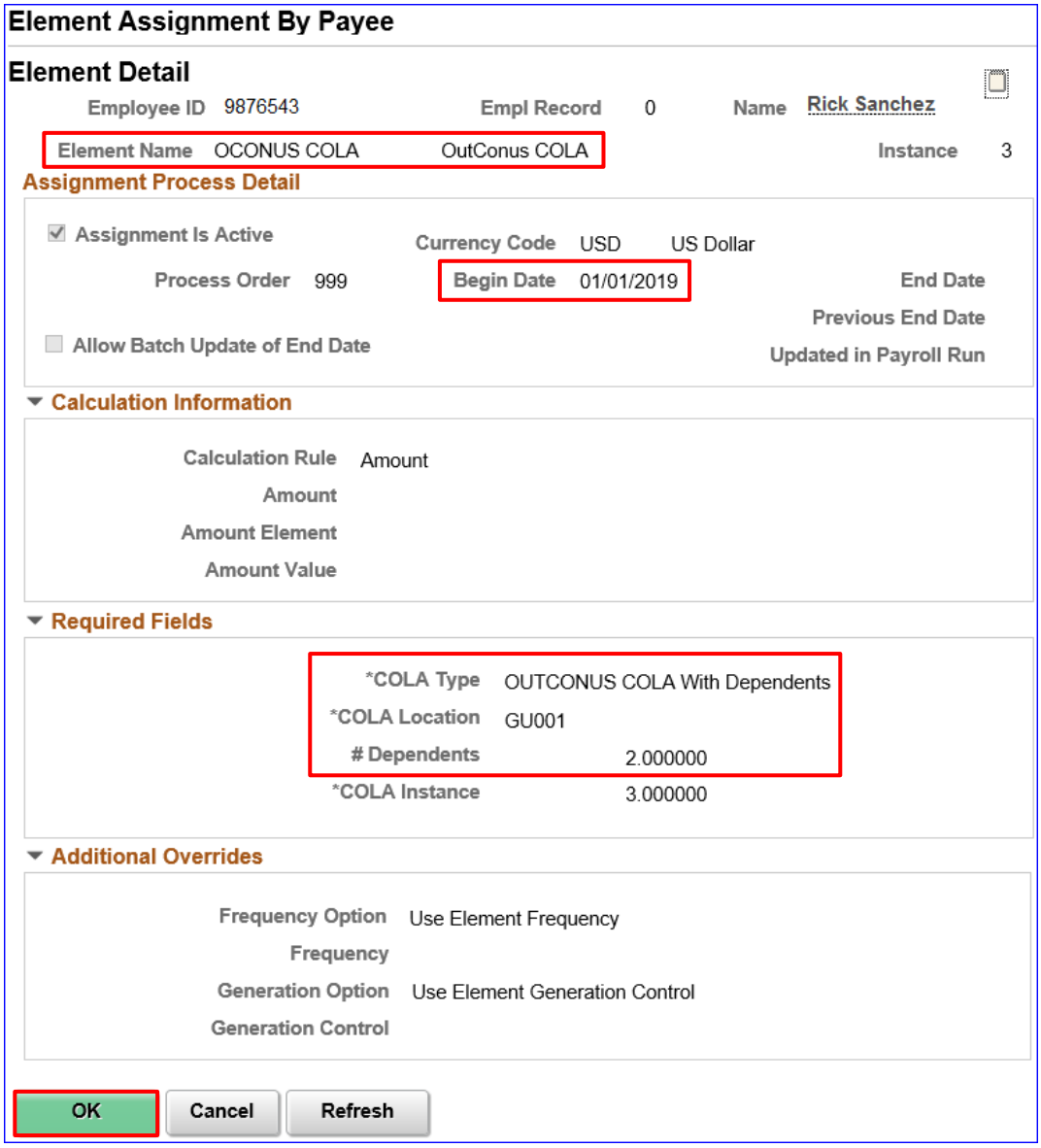
# Element Assignment by Payee (EABP), Continued

**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).<br><br>Click **OK** to return to the list of EABPs.<br>  |

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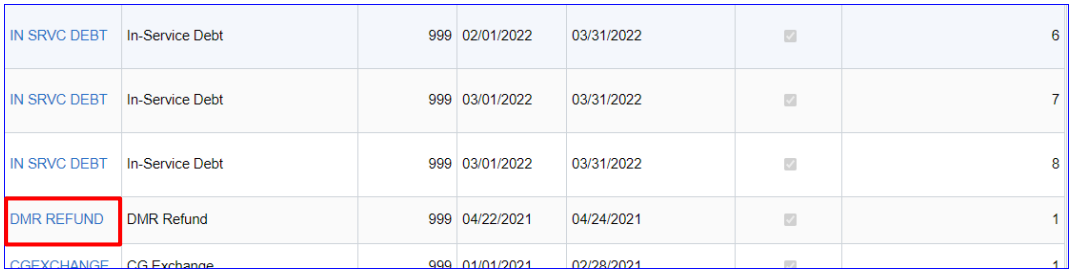
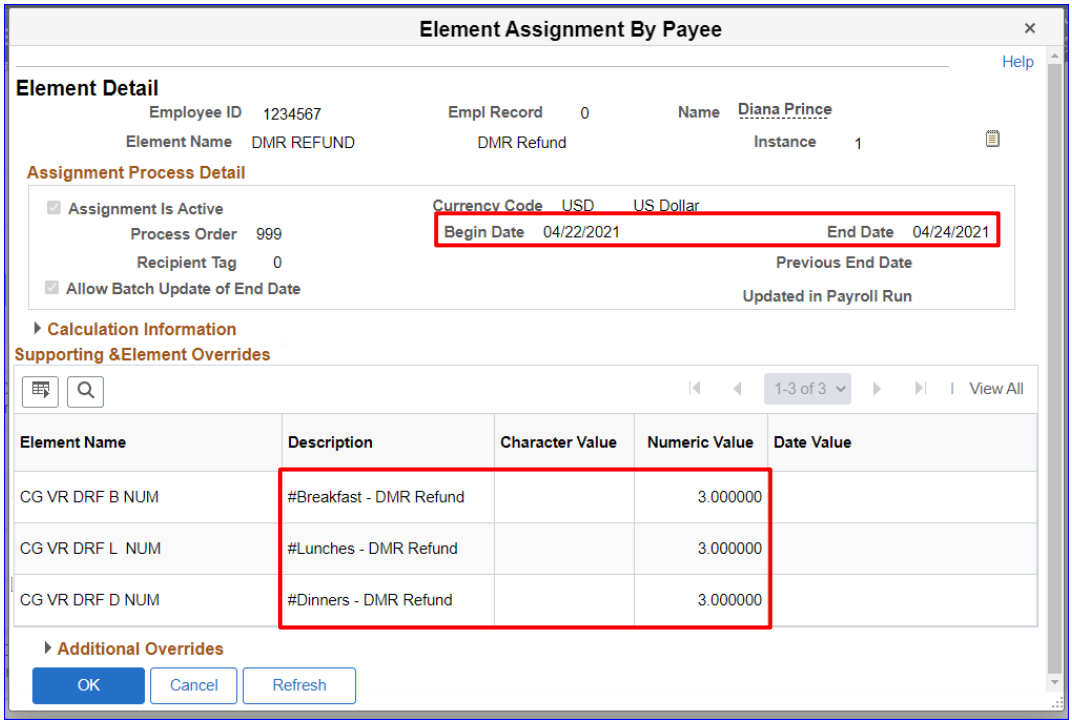
# Element Assignment by Payee (EABP), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **9** | In this example, the member has a DMR Refund amount from 2021.<br>Click on the Element Name link **DMR REFUND** with the Instance number of 1.<br>  |
| **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.<br>  |

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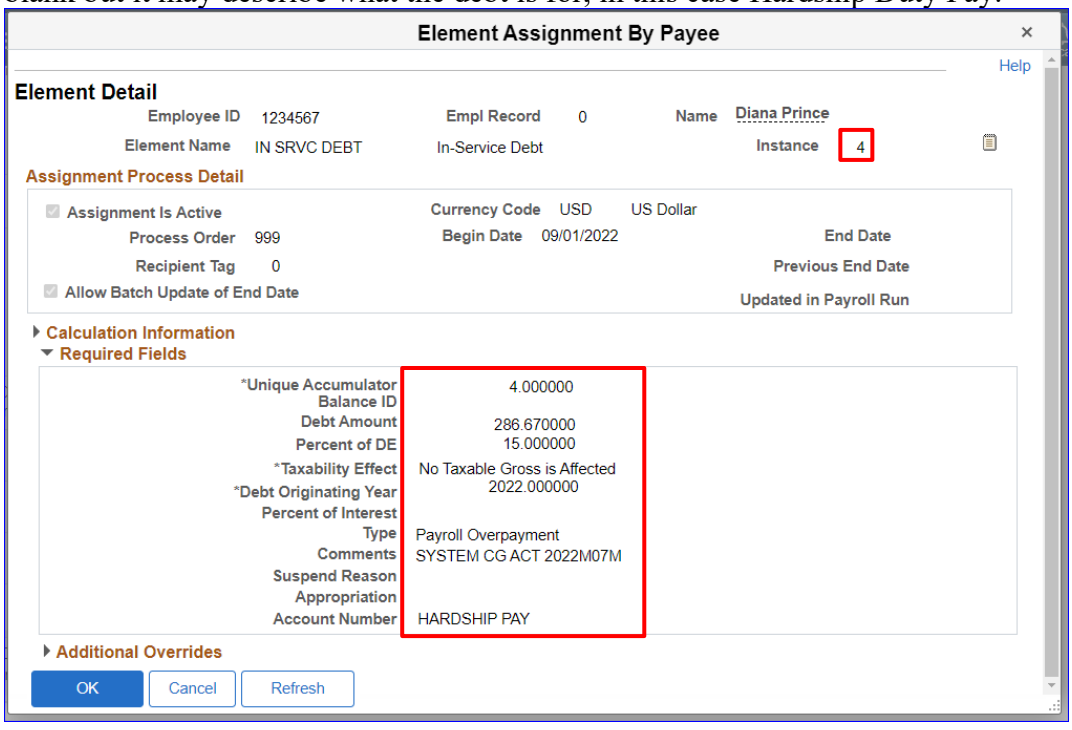
# Element Assignment by Payee (EABP), Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **11** | This last example is an In-Service Debt. Click the **IN SRVC DEBT** link for Instance number 4. |

| | | | | | | |
|---|---|---|---|---|---|---|
| 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 |

**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.