


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. <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Pay Processing Shortcuts</p>  </div> | | | |
| 1.5 | Select the Element Assignment by Payee (EABP) option. <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f2f1; padding: 5px;"> Pay Calculation Results</td> </tr> <tr> <td style="border: 2px solid red; padding: 5px;"> Element Assignment By Payee</td> </tr> <tr> <td style="padding: 5px;"> One Time (Positive Input)</td> </tr> </table> </div> | Pay Calculation Results | Element Assignment By Payee | One Time (Positive Input) |
| Pay Calculation Results | | | | |
| Element Assignment By Payee | | | | |
| One Time (Positive Input) | | | | |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|---------|---------------|---------|-------------|-----|--|------|---------------|--|-----------|---------------|--|------------------|---------------|--|--------------------------|---------------|--|-------------|---------------|--|---------------|---------------|--|-------------------|---------------|---|------------|---------------|---|
| 2 | <p data-bbox="328 461 943 495">Enter the member's Empl ID and click Search.</p> <div data-bbox="328 495 1382 1525" style="border: 1px solid black; padding: 10px;"> <p data-bbox="339 501 852 535">Element Assignment By Payee</p> <p data-bbox="339 546 1370 580">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="371 595 708 656" style="text-align: center; background-color: #ADD8E6; padding: 5px; border: 1px solid black;">Find an Existing Value</p> <p data-bbox="339 674 576 707">▼ Search Criteria</p> <table data-bbox="339 707 1259 1391" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="568 719 667 752">Empl ID</td> <td data-bbox="687 719 874 752">begins with ▼</td> <td data-bbox="890 707 1209 763" style="border: 2px solid red; padding: 2px;">1234567</td> </tr> <tr> <td data-bbox="504 786 667 819">Empl Record</td> <td data-bbox="687 786 839 819">= ▼</td> <td data-bbox="890 775 1209 831"></td> </tr> <tr> <td data-bbox="592 853 667 887">Name</td> <td data-bbox="687 853 874 887">begins with ▼</td> <td data-bbox="890 842 1209 898"></td> </tr> <tr> <td data-bbox="536 920 667 954">Last Name</td> <td data-bbox="687 920 874 954">begins with ▼</td> <td data-bbox="890 909 1209 965"></td> </tr> <tr> <td data-bbox="432 987 667 1021">Second Last Name</td> <td data-bbox="687 987 874 1021">begins with ▼</td> <td data-bbox="890 976 1209 1032"></td> </tr> <tr> <td data-bbox="344 1066 667 1099">Alternate Character Name</td> <td data-bbox="687 1066 874 1099">begins with ▼</td> <td data-bbox="890 1043 1209 1099"></td> </tr> <tr> <td data-bbox="504 1133 667 1167">Middle Name</td> <td data-bbox="687 1133 874 1167">begins with ▼</td> <td data-bbox="890 1111 1209 1167"></td> </tr> <tr> <td data-bbox="488 1200 667 1234">Business Unit</td> <td data-bbox="687 1200 874 1234">begins with ▼</td> <td data-bbox="890 1178 1209 1234"></td> </tr> <tr> <td data-bbox="440 1267 667 1301">Department Set ID</td> <td data-bbox="687 1267 874 1301">begins with ▼</td> <td data-bbox="890 1245 1259 1301" style="text-align: right;">🔍</td> </tr> <tr> <td data-bbox="520 1335 667 1368">Department</td> <td data-bbox="687 1335 874 1368">begins with ▼</td> <td data-bbox="890 1312 1259 1368" style="text-align: right;">🔍</td> </tr> </table> <p data-bbox="344 1402 560 1435"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="339 1447 1102 1514" style="display: flex; align-items: center; gap: 10px;"> Search Clear Basic Search 📄 Save Search Criteria </p> </div> | 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 ▼ | 🔍 |
| 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 ▼ | 🔍 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|--|---------------|-------------|---------------|-------------------------------------|----------|--------|----------|-------------|--------------------------|-----|------------|------------|-------------------------------------|---|-------------|--------------------------|-----|------------|--|-------------------------------------|---|-----|-----------------------------|-----|------------|------------|-------------------------------------|---|--------------|-----------------|-----|------------|------------|-------------------------------------|---|--------------|-----------------|-----|------------|--|-------------------------------------|---|
| 3 | <p>A list of the member's EABPs will display. It may be necessary to click the Expand All icon to view the Instance numbers.</p> <div data-bbox="327 528 1394 1182" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Diana Prince ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria</p> <p>Clear</p> <p>Assignments</p> <p>Elements Recipient Expand All</p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2022</td> <td>03/31/2022</td> <td><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></td> <td>2</td> </tr> </tbody> </table> </div> | Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | TRICARE DEP | Tricare Dependent Dental | 999 | 01/01/2022 | 03/31/2022 | <input checked="" type="checkbox"/> | 1 | TRICARE DEP | Tricare Dependent Dental | 999 | 04/01/2022 | | <input checked="" type="checkbox"/> | 2 | FSA | Family Separation Allowance | 999 | 04/10/2022 | 05/19/2022 | <input checked="" type="checkbox"/> | 1 | IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 02/28/2021 | <input checked="" type="checkbox"/> | 1 | IN SRVC DEBT | In-Service Debt | 999 | 08/01/2022 | | <input checked="" type="checkbox"/> | 2 |
| Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRICARE DEP | Tricare Dependent Dental | 999 | 01/01/2022 | 03/31/2022 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRICARE DEP | Tricare Dependent Dental | 999 | 04/01/2022 | | <input checked="" type="checkbox"/> | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FSA | Family Separation Allowance | 999 | 04/10/2022 | 05/19/2022 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 02/28/2021 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 08/01/2022 | | <input checked="" type="checkbox"/> | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|--|---------------|-------------|---------------|-------------------------------------|----------|--------|----------|-----|--------------------|-----|------------|------------|-------------------------------------|---|-----|--------------------|-----|------------|--|--------------------------|---|-----|--------------------|-----|------------|--|-------------------------------------|---|--------------|-----------------|-----|------------|------------|-------------------------------------|---|--------------|-----------------|-----|------------|------------|-------------------------------------|---|--------------|-----------------|-----|------------|------------|-------------------------------------|---|--------------|-----------------|-----|------------|------------|-------------------------------------|---|
| 4 | <p>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.</p> <div data-bbox="325 591 1394 1115" style="border: 1px solid black; padding: 5px;"> <p>Assignments</p> <p>Elements Recipient ></p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>12/18/2020</td> <td>06/08/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>08/09/2021</td> <td></td> <td><input type="checkbox"/></td> <td>2</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>07/30/2021</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>3</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><input checked="" type="checkbox"/></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>03/31/2021</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>03/01/2021</td> <td>05/15/2021</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>03/01/2021</td> <td>05/31/2021</td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> </tbody> </table> </div> | Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | DMR | Discount Meal Rate | 999 | 12/18/2020 | 06/08/2021 | <input checked="" type="checkbox"/> | 1 | DMR | Discount Meal Rate | 999 | 08/09/2021 | | <input type="checkbox"/> | 2 | DMR | Discount Meal Rate | 999 | 07/30/2021 | | <input checked="" type="checkbox"/> | 3 | IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 02/28/2021 | <input checked="" type="checkbox"/> | 1 | IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 03/31/2021 | <input checked="" type="checkbox"/> | 2 | IN SRVC DEBT | In-Service Debt | 999 | 03/01/2021 | 05/15/2021 | <input checked="" type="checkbox"/> | 3 | IN SRVC DEBT | In-Service Debt | 999 | 03/01/2021 | 05/31/2021 | <input checked="" type="checkbox"/> | 4 |
| Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DMR | Discount Meal Rate | 999 | 12/18/2020 | 06/08/2021 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DMR | Discount Meal Rate | 999 | 08/09/2021 | | <input type="checkbox"/> | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DMR | Discount Meal Rate | 999 | 07/30/2021 | | <input checked="" type="checkbox"/> | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 02/28/2021 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 03/31/2021 | <input checked="" type="checkbox"/> | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 03/01/2021 | 05/15/2021 | <input checked="" type="checkbox"/> | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 03/01/2021 | 05/31/2021 | <input checked="" type="checkbox"/> | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|---------------|-------------|---------------|-------------------------------------|----------|---------------|----------|---------------|-----|-----------------------------|-----|------------|------------|-------------------------------------|---|--|-------------|---------------|-----|------------|------------|-------------------------------------|---|--|-------------|---------------|-----|------------|------------|-------------------------------------|---|--|-------------|---------------|-----|------------|--|-------------------------------------|---|--|--------------|-----------------|-----|------------|------------|-------------------------------------|---|--|---------------------|------------------------|-----|------------|------------|-------------------------------------|---|--|
| 5 | <p>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.</p> <div data-bbox="325 528 1394 1193" style="border: 1px solid black; padding: 5px;"> <p>Assignments</p> <p>⌵ 🔍 1-16 of 16 ⏪ ⏩</p> <table border="1"> <thead> <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> <th>Recipient Tag</th> </tr> </thead> <tbody> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>05/31/2015</td> <td>07/02/2015</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>07/06/2017</td> <td>12/31/2017</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2018</td> <td>12/31/2018</td> <td><input checked="" type="checkbox"/></td> <td>2</td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>3</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>12/01/2018</td> <td>12/15/2018</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/15/2017</td> <td>07/15/2018</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> </tbody> </table> <p>Add New Assignment Deduction Recipients</p> <p>Save Return to Search Notify Refresh</p> </div> | Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | Recipient Tag | FSA | Family Separation Allowance | 999 | 05/31/2015 | 07/02/2015 | <input checked="" type="checkbox"/> | 1 | | OCONUS COLA | OutConus COLA | 999 | 07/06/2017 | 12/31/2017 | <input checked="" type="checkbox"/> | 1 | | OCONUS COLA | OutConus COLA | 999 | 01/01/2018 | 12/31/2018 | <input checked="" type="checkbox"/> | 2 | | OCONUS COLA | OutConus COLA | 999 | 01/01/2019 | | <input checked="" type="checkbox"/> | 3 | | IN SRVC DEBT | In-Service Debt | 999 | 12/01/2018 | 12/15/2018 | <input checked="" type="checkbox"/> | 1 | | ADVANCE PYBK | Liquidation of Advance | 999 | 07/15/2017 | 07/15/2018 | <input checked="" type="checkbox"/> | 1 | |
| Element Name | Description | Process Order | Begin Date | End Date | Active | Instance | Recipient Tag | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FSA | Family Separation Allowance | 999 | 05/31/2015 | 07/02/2015 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCONUS COLA | OutConus COLA | 999 | 07/06/2017 | 12/31/2017 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCONUS COLA | OutConus COLA | 999 | 01/01/2018 | 12/31/2018 | <input checked="" type="checkbox"/> | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCONUS COLA | OutConus COLA | 999 | 01/01/2019 | | <input checked="" type="checkbox"/> | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 12/01/2018 | 12/15/2018 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADVANCE PYBK | Liquidation of Advance | 999 | 07/15/2017 | 07/15/2018 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action |
|------|--|
| 6 | <p>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).</p> <p>Click OK to return to the list of EABPs.</p> <div data-bbox="325 674 1396 1697" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <hr/> <p>Element Detail</p> <p>Employee ID 9876543 Empl Record 0 Name <u>Rick Sanchez</u></p> <p style="border: 1px solid red; padding: 2px;">Element Name ADVANCE PYBK Liquidation of Advance Instance 1</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 07/15/2017 End Date 07/15/2018</p> <p>Recipient Tag 0 Previous End Date</p> <p><input checked="" type="checkbox"/> Allow Batch Update of End Date Updated in Payroll Run C118070</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount Numeric</p> <p>Amount Element</p> <p style="border: 1px solid red; padding: 2px;">Amount Value 881.23</p> <p>Required Fields</p> <p style="border: 1px solid red; padding: 2px;">Advance Type Pay</p> <p>Advance ID 1.000000</p> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p style="margin-top: 10px;"> OK Cancel Refresh </p> </div> |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|---|---------------|-------------|---------------|------------|----------|---------------|----------|---------------|-----|-----------------------------|-----|------------|------------|---|---|--|-------------|---------------|-----|------------|------------|---|---|--|-------------|---------------|-----|------------|------------|---|---|--|-------------|---------------|-----|------------|--|---|---|--|--------------|-----------------|-----|------------|------------|---|---|--|--------------|------------------------|-----|------------|------------|---|---|--|
| 7 | <p>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.</p> <p>To view the details of the current OutCONUS Cola entitlement, select OCONUS COLA with a Begin Date of 01/01/2019.</p> <div data-bbox="325 674 1396 1344" style="border: 1px solid black; padding: 5px;"> <p>Assignments</p> <p>🔍 1-16 of 16</p> <table border="1"> <thead> <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> <th>Recipient Tag</th> </tr> </thead> <tbody> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>05/31/2015</td> <td>07/02/2015</td> <td>☑</td> <td>1</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>07/06/2017</td> <td>12/31/2017</td> <td>☑</td> <td>1</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2018</td> <td>12/31/2018</td> <td>☑</td> <td>2</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2019</td> <td></td> <td>☑</td> <td>3</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>12/01/2018</td> <td>12/15/2018</td> <td>☑</td> <td>1</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/15/2017</td> <td>07/15/2018</td> <td>☑</td> <td>1</td> <td></td> </tr> </tbody> </table> <p>Add New Assignment Deduction Recipients</p> <p>Save Return to Search Notify Refresh</p> </div> | 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 | ☑ | 2 | | OCONUS COLA | OutConus COLA | 999 | 01/01/2019 | | ☑ | 3 | | IN SRVC DEBT | In-Service Debt | 999 | 12/01/2018 | 12/15/2018 | ☑ | 1 | | ADVANCE PYBK | Liquidation of Advance | 999 | 07/15/2017 | 07/15/2018 | ☑ | 1 | |
| 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 | ☑ | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCONUS COLA | OutConus COLA | 999 | 01/01/2019 | | ☑ | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 12/01/2018 | 12/15/2018 | ☑ | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADVANCE PYBK | Liquidation of Advance | 999 | 07/15/2017 | 07/15/2018 | ☑ | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action |
|------|--|
| 8 | <p>The EABP Details for OCONUS COLA indicates the Begin Date, COLA Location, COLA Type, and the number of Dependents (if any).</p> <p>Click OK to return to the list of EABPs.</p> <div data-bbox="327 600 1396 1771" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Element Detail</p> <p>Employee ID 9876543 Empl Record 0 Name <u>Rick Sanchez</u></p> <p>Element Name OCONUS COLA OutConus COLA Instance 3</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 01/01/2019 End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date Previous End Date</p> <p style="text-align: right;">Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p>Required Fields</p> <p>*COLA Type OUTCONUS COLA With Dependents</p> <p>*COLA Location GU001</p> <p># Dependents 2.000000</p> <p>*COLA Instance 3.000000</p> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p>OK Cancel Refresh</p> </div> |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|--|-----------------|---------------|-----------------|---------------|-----------------|-----------------|-------------------------|---------------|------------|--------------|-----------------|-----------------------|------------|------------|---|-----------------|-----------------------|--|--------------|-----------------|-----|------------|------------|---|--|--|--|--------------|-----------------|-----|------------|------------|---|--|--|--|------------|------------|-----|------------|------------|---|--|--|--|------------|-------------|-----|------------|------------|---|--|--|--|
| <p>9</p> | <p>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.</p> <table border="1" data-bbox="325 524 1396 792"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Instance</th> <th>Character Value</th> <th>Numeric Value</th> <th>Date Value</th> </tr> </thead> <tbody> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2022</td> <td>03/31/2022</td> <td>6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>03/01/2022</td> <td>03/31/2022</td> <td>7</td> <td></td> <td></td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>03/01/2022</td> <td>03/31/2022</td> <td>8</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>04/22/2021</td> <td>04/24/2021</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CGEXCHANGE</td> <td>CG Exchange</td> <td>999</td> <td>01/01/2021</td> <td>02/28/2021</td> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Element Name | Description | Process Order | Begin Date | End Date | Instance | Character Value | Numeric Value | Date Value | IN SRVC DEBT | In-Service Debt | 999 | 02/01/2022 | 03/31/2022 | 6 | | | | IN SRVC DEBT | In-Service Debt | 999 | 03/01/2022 | 03/31/2022 | 7 | | | | IN SRVC DEBT | In-Service Debt | 999 | 03/01/2022 | 03/31/2022 | 8 | | | | DMR REFUND | DMR Refund | 999 | 04/22/2021 | 04/24/2021 | 1 | | | | CGEXCHANGE | CG Exchange | 999 | 01/01/2021 | 02/28/2021 | 1 | | | |
| Element Name | Description | Process Order | Begin Date | End Date | Instance | Character Value | Numeric Value | Date Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 02/01/2022 | 03/31/2022 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 03/01/2022 | 03/31/2022 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 03/01/2022 | 03/31/2022 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DMR REFUND | DMR Refund | 999 | 04/22/2021 | 04/24/2021 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CGEXCHANGE | CG Exchange | 999 | 01/01/2021 | 02/28/2021 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10</p> | <p>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.</p> <div data-bbox="325 936 1396 1653"> <p>The screenshot shows the 'Element Assignment by Payee' window for Employee ID 1234567, Name Diana Prince, Element Name DMR REFUND, Instance 1. The 'Assignment Process Detail' section shows 'Assignment Is Active', 'Process Order 999', 'Recipient Tag 0', and 'Allow Batch Update of End Date' checked. The 'Begin Date' is 04/22/2021 and the 'End Date' is 04/24/2021. The 'Calculation Information' section shows 'Supporting & Element Overrides' with a table:</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Character Value</th> <th>Numeric Value</th> <th>Date Value</th> </tr> </thead> <tbody> <tr> <td>CG VR DRF B NUM</td> <td>#Breakfast - DMR Refund</td> <td></td> <td>3.000000</td> <td></td> </tr> <tr> <td>CG VR DRF L NUM</td> <td>#Lunches - DMR Refund</td> <td></td> <td>3.000000</td> <td></td> </tr> <tr> <td>CG VR DRF D NUM</td> <td>#Dinners - DMR Refund</td> <td></td> <td>3.000000</td> <td></td> </tr> </tbody> </table> <p>Buttons for 'OK', 'Cancel', and 'Refresh' are visible at the bottom.</p> </div> | Element Name | Description | Character Value | Numeric Value | Date Value | CG VR DRF B NUM | #Breakfast - DMR Refund | | 3.000000 | | CG VR DRF L NUM | #Lunches - DMR Refund | | 3.000000 | | CG VR DRF D NUM | #Dinners - DMR Refund | | 3.000000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Element Name | Description | Character Value | Numeric Value | Date Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CG VR DRF B NUM | #Breakfast - DMR Refund | | 3.000000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CG VR DRF L NUM | #Lunches - DMR Refund | | 3.000000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CG VR DRF D NUM | #Dinners - DMR Refund | | 3.000000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Element Assignment by Payee (EABP), Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|---|---------------------|-----------------|------------|-------------------------------------|-------------|-------------------------------------|---------------|--------------|--------------------|------------------------------|------------------------|-------------|-------------------------------------|---|--------------|---------------------|----------|------------------------|----------------|-------------------------------------|---------------|--------------|-----------------|--------------|------------|--|-------------------------------------|---|--------------|-----------------|-----|------------|--|-------------------------------------|---|--------------|-----------------|-----|------------|--|-------------------------------------|---|
| 11 | <p>This last example is an In-Service Debt. Click the IN SRVC DEBT link for Instance number 4.</p> <table border="1" data-bbox="327 562 1310 922"> <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><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2021</td> <td>11/15/2021</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>12/01/2021</td> <td>12/15/2021</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2022</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2022</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>5</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2022</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>6</td> </tr> </table> | IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 02/28/2021 | <input checked="" type="checkbox"/> | 1 | IN SRVC DEBT | In-Service Debt | 999 | 09/01/2021 | 11/15/2021 | <input checked="" type="checkbox"/> | 2 | IN SRVC DEBT | In-Service Debt | 999 | 12/01/2021 | 12/15/2021 | <input checked="" type="checkbox"/> | 3 | IN SRVC DEBT | In-Service Debt | 999 | 09/01/2022 | | <input checked="" type="checkbox"/> | 4 | IN SRVC DEBT | In-Service Debt | 999 | 09/01/2022 | | <input checked="" type="checkbox"/> | 5 | IN SRVC DEBT | In-Service Debt | 999 | 09/01/2022 | | <input checked="" type="checkbox"/> | 6 |
| IN SRVC DEBT | In-Service Debt | 999 | 02/01/2021 | 02/28/2021 | <input checked="" type="checkbox"/> | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 09/01/2021 | 11/15/2021 | <input checked="" type="checkbox"/> | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 12/01/2021 | 12/15/2021 | <input checked="" type="checkbox"/> | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 09/01/2022 | | <input checked="" type="checkbox"/> | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 09/01/2022 | | <input checked="" type="checkbox"/> | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN SRVC DEBT | In-Service Debt | 999 | 09/01/2022 | | <input checked="" type="checkbox"/> | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>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.</p> <div data-bbox="327 1238 1396 1951" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Element Assignment By Payee</p> <hr/> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Diana Prince</u></p> <p>Element Name <u>IN SRVC DEBT</u> In-Service Debt Instance 4</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 09/01/2022 End Date</p> <p>Recipient Tag 0 Previous End Date</p> <p><input checked="" type="checkbox"/> Allow Batch Update of End Date Updated in Payroll Run</p> <p>Calculation Information</p> <p>Required Fields</p> <table border="1" data-bbox="359 1597 1342 1865"> <tr> <td>*Unique Accumulator</td> <td>4.000000</td> </tr> <tr> <td>Balance ID</td> <td></td> </tr> <tr> <td>Debt Amount</td> <td>286.670000</td> </tr> <tr> <td>Percent of DE</td> <td>15.000000</td> </tr> <tr> <td>*Taxability Effect</td> <td>No Taxable Gross is Affected</td> </tr> <tr> <td>*Debt Originating Year</td> <td>2022.000000</td> </tr> <tr> <td>Percent of Interest</td> <td></td> </tr> <tr> <td>Type</td> <td>Payroll Overpayment</td> </tr> <tr> <td>Comments</td> <td>SYSTEM CG ACT 2022M07M</td> </tr> <tr> <td>Suspend Reason</td> <td></td> </tr> <tr> <td>Appropriation</td> <td></td> </tr> <tr> <td>Account Number</td> <td>HARDSHIP PAY</td> </tr> </table> <p>Additional Overrides</p> <p>OK Cancel Refresh</p> </div> | *Unique Accumulator | 4.000000 | Balance ID | | Debt Amount | 286.670000 | Percent of DE | 15.000000 | *Taxability Effect | No Taxable Gross is Affected | *Debt Originating Year | 2022.000000 | Percent of Interest | | Type | Payroll Overpayment | Comments | SYSTEM CG ACT 2022M07M | Suspend Reason | | Appropriation | | Account Number | HARDSHIP PAY | | | | | | | | | | | | | | | | | | |
| *Unique Accumulator | 4.000000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Balance ID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Debt Amount | 286.670000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Percent of DE | 15.000000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Taxability Effect | No Taxable Gross is Affected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Debt Originating Year | 2022.000000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Percent of Interest | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type | Payroll Overpayment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments | SYSTEM CG ACT 2022M07M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Suspend Reason | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Appropriation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Account Number | HARDSHIP PAY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |