Move In Housing Allowance (MIHA) Overview

Introduction	This guide provides the procedures for issuing a one-tir Housing Allowance (MIHA) in Direct Access (DA). T provides the procedures to correct or delete a MIHA rec has not processed through Finalization.	ne Move-In his guide also quest in DA that			
References	 (a) Joint Travel Regulations (JTR), Chapters 8-10 (b) <u>https://www.defensetravel.dod.mil/Docs/AB-MIHA-01.pdfOverseas</u> <u>Housing Allowance (OHA) Briefing Sheet, PDTATAC</u> (c) <u>Personnel and Pay Procedures Manual, Chapter 8:E</u> 				
MIHA	A Move-In Housing Allowance (MIHA) is a one-time payment paid to the member to help cover costs with moving into private sector housing. The member must be authorized OHA or FSH to receive MIHA. MIHA does not cover move-out costs.				
Auditing Requirements	 <u>Email ALSPO message B/19</u> implemented a standard business process for submitting and validating pay transactions entered by Pay Techs. See the following user guides for navigating, identifying, and researching pay transactions: <u>Pay Calculation Results</u> <u>Element Assignment by Payee (EABP)</u> <u>One Time Positive Input (OTPI)</u> 				
LPC Row	A Legislative Pay Change (LPC) for Housing Allowand should never be deleted unless immediately replaced we row.	ce & COLA pages ith a correct LPC			
Contents					
	Торіс	See Page			
	Starting MIHA	2			
	Correcting MIHA (Prior to Finalization)	11			
	Deleting MIHA (Prior to Finalization)	17			

Starting MIHA

Introduction	This section provides the procedures for a P&A Technician to issue a
	one-time Move-In Housing Allowance (MIHA) in DA.

Procedures See below.

Step		Action
1	Click on the AD/RSV Payro	ll Workcenter tile.
	AD/RSV Payroll Workcenter	
2	dron-down	ance option option under the Act/RSV Pay Shortcuts
	Act/RSV Pay Shortcuts	
	AviP	
	BAH Dep Data Verification	
	Cost of Living Allowance	
	Dependent Information	
	Direct Deposit	
	Housing Allowance	
	Maintain Tax Data USA	
	MGIB Enrollments	
	Net Pay Distribution	
	Pay Calendar Results	
	Sea Time Balances	
	SGLI + FSGLI	
	TDY Data	
	View Member W-2s	
	View Open Debts / Overpayments	
	View Payslips (AD/RSV)	
	Voluntary Deductions	

Procedures,

continued

Step			Action	
3	Enter the member's	Empl ID and c	lick Search .	_
	Housing Allowance			
	Enter any information you hav	e and click Search. Leav	e fields blank for a list of all value	s.
	Find an Existing Value			
	 Search Criteria 			
	Empl ID	begins with V 12345	67	
	Empl Record	= ~		
	Name	begins with ~		
	Last Name	begins with v		
	Second Last Name	begins with v		
	Alternate Character Name	begins with 🖌		
	Middle Name	begins with 🗸		
	Business Unit	begins with v		
	Department Set ID	begins with 🖌	٩	
	Department	begins with v	Q	
	Include History Corre	ct History Case Se	ensitive	
	Search Clear Bas	ic Search 🖾 Save Sea	arch Criteria	
4	The member's BAF	l page will displ	lay. Select the MIHA	tab.
	BAH OHA FSH MIHA			
	Clark Kent	Employee	Empl ID 1234567	Empl Record 0
	BAH Entitlements			Find View All First 🕙 1 of 1 🕑 Last
	Effective Date: 07/10/2017)		Delete +
	Status: Inactive V]	Approved: 🗹	Grand Fathered
			Approver: 9876543 Diana	a Prince
	BAH Change Transfer	~	Approved at: 07/12/17 9:12PM	
	BAH Qtr Status: G Q BAH Zin: 20032	DC052	Description: W/O dependents; M	br not in govt qtrs
	Military Rank: E5	00000	BAH Type: BAH Without Deper BAH Rate: 1872 0000	dents
	Fair Rent:		BAH Entitle: 1986.0000	Override Flag
	BAH Dependent Beneficiar	ies	Personalize F	ind 🔄 🎚 First 🕙 1 of 1 🕑 Last
	Dependent Information T	ermination Information)	
	*Dep/Ben Name	Relation Birth	BAH Elig In A Service 504	% Supp Last Approval
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	Save Qr Return to Search		22 Update/Display	Ja include History Correct History

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Effective Date: 08/12/2019	1	Approved:			+ -	
Status: Active V	•	Approver:	Description		,	
		Approved at:				
		Proc	essing Pay Group: essing Calendar:			
Locality Code:		Final	ized Indicator:			
Authorized MIHA Paymer	ite					
	113					
		Entitl	ed MIHA Amount			
MIHA Security		Linu				
MIHA Rental Sharers	EmpliD	Personalize	Find 🔛 🖬 🎟	First 🧶 1 of 1	Last	
-Branch of Service	EmpliD	Snarer Name				
	Q					
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Save Return to Search f the member has an ontinue with Step 5 BAH OHA FSH MIHA Clark Kent	existing Employee	Update/Display MIHA row,	click the (+ Empl ID 1234567	ory Correct) button to Empl	add a	new
Save Return to Search f the member has an continue with Step 5. BAH OHA FSH MIHA Clark Kent Move-in-Housing Allowance	Employee	Diplate/Display	click the (+ Empl ID 1234567 Find View Al	ory Dutton to) button to Empl I First () 1	add a Record	new 0 ast
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Procedures,

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Step			Action			
6	Enter the Effective Date	e of the Mo	ve-In Housing	Allowance.	Ensure the S	Status
	is Active (Inactive indication	ates the me	mber is not re	ceiving pay a	nd allowance	es).
	BAH OHA FSH MIHA					
	Clark Kent	Employee	Empl ID	1234567	Empl Record	0
	Move-in-Housing Allowance			Find View All	First 🕚 1 of 2	🕑 Last
	Effective Date: 08/01/2019		Approved:			+ -
	Status:	J	Approver: Approved at:	Description		
			Proce Proce	essing Pay Group: ssing Calendar:		
	Locality Code: Q		Finaliz	zed Indicator: Y		
	Authorized MIHA Paymer	its				
	MIHA Miscellaneous					
	MIHA Rent		Entitled MIHA An	nount:		
	MIHA Security					
	MIHA Rental Sharers		Personalize	Find 🖾 🔣	First 🕚 1 of 1	🕑 Last
	*Branch of Service	EmpIID	Sharer Name			
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	Return to Search	E Notify	🖉 Update/Display	🏓 Include Hist	tory 📝 Correct	t History

Procedures,

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	Action	
U	Jsing the lookup, select the appropriate Locality Code. If a	applicable, check the
Η	Home Owner Indicator box.	
E	BAH OHA FSH MIHA	
	Clark Kent Employee Empl ID 1234567	Empl Record 0
	Move-in-Housing Allowance Find Vie	ew All 💦 First 🕚 1 of 2 🕑 Last
	Effective Date: 08/01/2019	+ -
	Status: Active V Approver: Descript	tion
	Approved at:	
	Processing Pay	y Group:
	Locality Code: SG001 Q Einalized Indica	endar:
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	MIHA Miscellaneous	
	MIHA Rent Entitled MIHA Amount:	
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	LOOK UP Locality Code	
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C	Country Description begins with V Singapore	
	City begins with V	
L	LOOK UP Clear Cancel Basic Lookup	
S	Search Results	
V	View 100 First 🕙 1 of 1 🕑 Last	
0	OHA Locality Code Country Description City	
S	SG001 Singapore (blank)	
1 1		

Procedures,

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Step	Action							
8	Authorized MIHA Payments:							
	• MIHA Miscellaneous – Is a fixed rate, lump sum payment based on locality that							
	is designed to offset expenses typically incurred when moving into privately							
	leased or owned dwellings. This amount will auto-populate when the box is							
	checked, and the tab key is pressed.							
	Authorized MIHA Payments							
	MIHA Miscellaneous 851.00							
	MIHA Rent Entitled MIHA Amount: 851.00							
	MIHA Security							
	 MIHA Rent – Is an actual expense component that is designed to cover all reasonable rent-related expenses. These are fixed, one-time, non-refundable charges levied on behalf of the landlord or a foreign government that a member must pay before or upon occupying a dwelling. Homeowners are not authorized MIHA Rent. Check the MIHA Rent box and enter the authorized amount in local foreign currency (if U.S. dollars are entered when foreign currency was used, the member will be underpaid/overpaid). Authorized MIHA Payments MIHA Miscellaneous MIHA Rent 2500.00 Entitled MIHA Amount: 2500.00 							
	 MIHA Security – Is an actual expense component that is designed to cover reasonable security related expenses for a member assigned to an area where dwellings require modification to minimize terrorist or criminal threats. Check the MIHA Security box and enter the authorized amount in local foreign currency (if U.S. dollars are entered when foreign currency was used, the member will be underpaid/overpaid). Authorized MIHA Payments MIHA Miscellaneous 							
	Image: MIHA Rent Entitled MIHA Amount: 950.00 Image: MIHA Security 950.00							

Procedures,

continued

Step		Action						
9	If the member is sharing expenses with another military member, select the appropriate Branch of Service from the drop-down menu. If the sharer is a fellow Coastie, enter the sharer's Empl ID . If there is more than one sharer, click the (+ button to add an additional row and repeat this step as necessary.							
	Note: If the member is sharing th military status and that person is n related or security-related expense	e dwelling with another person (regardless of ot a dependent), only one sharer may claim rent- es.						
	BAH OHA FSH MIHA	E UD 4024567 Empl Booord 0						
	Move-in-Housing Allowance	Find View All First 4 1 of 2 Last						
	Effective Date: 08/01/2019	Approved: Approver: Description Approved at:						
	Locality Code: SG001 Q	Processing Pay Group: Processing Calendar: Finalized Indicator: Y						
	Authorized MIHA Payments							
	☐ MIHA Miscellaneous ☑ MIHA Rent ☑ MIHA Security	2500.00 Entitled MIHA Amount: 3450.00						
	MIHA Rental Sharers	Personalize Find 🔄 🔢 First 🕚 1 of 1 🕑 Last						
	*Branch of Service EmpIID	Sharer Name						
		+-						
	Return to Search 🖼 Notify	Update/Display						

Procedures,

continued

Step		Action
10	Click Save. The MIHA request will	l be forwarded to the SPO tree for approval.
	BAH OHA FSH MIHA	
	Clark Kent Employee	Empl ID 1234567 Empl Record 0
	Move-in-Housing Allowance	Find View All 🛛 First 🕚 1 of 2 🕦 Last
	Effective Date: 08/01/2019	Approved:
	Status: Active V	Approver: Description Approved at:
	Locality Code: SG001 Q	Processing Pay Group: Processing Calendar: Finalized Indicator: Y
	Authorized MIHA Payments	
	☐ MIHA Miscellaneous	2500.00 Entitled MIHA Amount: 3450.00
	MIHA Security	330.00
	MIHA Rental Sharers	Personalize Find 🖾 👪 🛛 First 🕚 1 of 1 🛞 Last
	*Branch of Service EmplID	Sharer Name
	1Q	+ -
	Save 💽 Return to Search 🔄 Notify	Update/Display

Procedures,

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Once	the M	IHA rec	Juest	has be	een ap	prov	ved,	go to	the 1	me	mber	r's Or	ne Ti	me
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Correcting MIHA (Prior to Finalization)

Introduction	This section provides the procedures for a SPO to correct a MIHA request that has not processed through Finalization in DA.
Important Information	If the MIHA request to be corrected has processed through Finalization , a PPC Trouble Ticket must be submitted with screenshots and an explanation of the required correction(s) to the MIHA request. For more information on taking screenshots and submitting trouble tickets, please see the <u>Submitting Trouble Tickets with Supporting Documents</u> user guide.
	You cannot delete MIHA rows that have already processed in a FINALIZED calendar. The PeopleCode program executed an Error statement, which has produced this message.

Procedures See below.

Step	Action		
1	Click on the AD/RSV Payroll Workcenter tile.		
	AD/RSV Payroll Workcenter		

Correcting MIHA (Prior to Finalization), Continued

Procedures,

continued

Step		Action
2	Scroll to the Housing Allowa	nce option option under the Act/RSV Pay Shortcuts
	drop-down.	
	Act/RSV Pay Shortcuts	
	AvIP	
	BAH Dep Data Verification	
	Cost of Living Allowance	
	Dependent Information	
	Direct Deposit	
	Housing Allowance	
	Maintain Tax Data USA	
	MGIB Enrollments	
	Net Pay Distribution	
	Pay Calendar Results	
	Sea Time Balances	
	SGLI + FSGLI	
	TDY Data	
	View Member W-2s	
	View Open Debts / Overpayments	
	View Payslips (AD/RSV)	
	Voluntary Deductions	

Correcting MIHA (Prior to Finalization), Continued

Procedures,

continued

		Action			
nter the member's	Empl ID. C	Theck the Corr	rect His	story box an	nd click Sear
lousing Allowance					
nter any information you ha	ave and click Search	h. 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 \checkmark				
Second Last Name	begins with v				
Alternate Character Name	begins with v				
Middle Name	begins with 🗸				
Business Unit	begins with v				
Department Set ID	begins with v		Q		
Department	begins with v		Q		
Include History		ase Sensitive			
Search Clear Bar The member's BAH	asic Search 🖉 Sa I page will di	ave Search Criteria splay. Select 1	the MII	HA tab.	
Search Clear Bat BAH OHA FSH MIHA	asic Search 🖉 Sa I page will di	ave Search Criteria splay. Select 1	the MII	HA tab.	
Search Clear Ba The member's BAF BAH OHA FSH MIHA Clark Kent	asic Search 🖉 Sa I page will di Employee	splay. Select 1	the MII 1234567	HA tab.	0
Search Clear Bat The member's BAF BAH OHA FSH MIHA Clark Kent BAH Entitlements	asic Search 🖾 Sa I page will di Employee	splay. Select 1	the MII 1234567	HA tab. Empl Record Find View All	0 First 🚯 1 of 1 🛞
Search Clear Bat The member's BAH BAH OHA FSH MIHA Clark Kent BAH Entitlements ERF In In	asic Search 🖾 Sa I page will di Employee	splay. Select 1	the MII 1234567	HA tab. Empl Record Find View All Delete	0 First ④ 1 of 1 ֎ 9
Search Clear Bat The member's BAH OHA FSH MIHA BAH OHA FSH MIHA Clark Kent BAH Entitlements Effective Date: 07/10/2017 Status: Inactive V	asic Search <table-cell> Sa I page will di Employee</table-cell>	ave Search Criteria splay. Select t Empl ID	the MII 1234567	HA tab. Empl Record Find View All Delete Grand Fathered	0 First ④ 1 of 1 ④ 9
Search Clear Bat The member's BAF BAH OHA FSH MIHA Clark Kent BAH Entitlements Effective Date: 07/10/2017 Inactive Status: Inactive V	I page will di Employee	Approved: Search Criteria	the MII 1234567 9876543	HA tab. Empl Record Find View All Delete Grand Fathered	0 First ④ 1 of 1 ⑧ •
Search Clear B; The member's BAF BAH OHA FSH MIHA Clark Kent BAH Entitlements Effective Date: 07/10/2017 Status: Inactive	Asic Search <table-cell> Sa I page will di Employee</table-cell>	Approved: 9 Approved at: 0	the MII 1234567 9876543 E 17/12/17 9:12F	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince	0 First ④ 1 of 1 ④
Search Clear Ba The member's BAF BAH OHA FSH MIHA Clark Kent BAH Entitlements Effective Date: 07/10/2017 Status: Inactive BAH Change Transfer BAH Qtr Status: G Q	Asic Search <table-cell> Sa I page will di Employee</table-cell>	Approved: Approved: Approved time of the temperature of temperature	the MII 1234567 1234567 1234567 1234567 1234567 1234567 1234567 1234567 1234567 1234567 1234567	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince PM	0 First ④ 1 of 1 ④
Search Clear Bat Fine member's BAF BAH OHA FSH MIHA Clark Kent BAH Effective Date: 07/10/2017 Inactive Status: Inactive V BAH Change Transfer BAH OHA FSH VIII BAH Effective Date: 07/10/2017 Imactive BAH Change Transfer Imactive BAH Change Transfer Imactive BAH Clark Status: G Q BAH Z0032 Z0032 Z0032	Asic Search <table-cell> Sa I page will di Employee</table-cell>	Approved: Approved: Approved to 0 Description: V BAH Type: B	the MII 1234567 1234567 1234567 1234567 1234567 1234567 1234567 12345 12	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince M ts; Mbr not in govt qtrs ependents	0 First ④ 1 of 1 ⓓ Э ➡
Search Clear Bat Fine member's BAF BAH OHA FSH MIHA Clark Kent BAH Effective Date: 07/10/2017 Imactive Status: Inactive Imactive Imactive BAH Change Transfer BAH Qtr Status: G Imactive BAH Zip: 20032 Military Rank: E5 E5	Asic Search <table-cell> Sa I page will di Employee</table-cell>	Approved: Approved: Approved: Approved at: 0 Description: V BAH Type: B BAH Rate: 1	the MII 1234567 1234567 1234567 1234567 1234567 1234567 1234567 12345 1234567	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince M ts; Mbr not in govt qtrs ependents	0 First ④ 1 of 1 ④ 9 •
Search Clear Ba The member's BAF BAH OHA FSH MIHA Clark Kent BAH Chark Kent BAH Effective Date: 07/10/2017 Status: BAH Change Transfer BAH Change Transfer BAH Quitatus: G Q BAH Z0032 Military Rank: E5 Fair Rent: E5 Fair Rent:	Asic Search <table-cell> Sa I page will di Employee</table-cell>	Approved: Approved: Approved: Approved at: 0 Description: V BAH Type: B BAH Rate: 1 BAH Entitle: 1	the MII 1234567 123456	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince M ts; Mbr not in govt qtrs ependents	0 First ④ 1 of 1
Search Clear Bit The member's BAF BAH OHA FSH MIHA Clark Kent BAH OHA FSH MIHA Clark Kent BAH Entitlements Effective Date: 07/10/2017 [\$ Status: BAH Change Transfer BAH Qtr Status: G Q BAH Zip: 20032 Military Rank: E5 Fair Rent: Dependent Benefician	asic Search <table-cell> Sa I page will di Employee</table-cell>	Approved: Approved: Approved: Approved at: 0 Description: V BAH Type: B BAH Rate: 1 BAH Entitle: 1	the MIII 1234567 12345	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince M ts; Mbr not in govt qtrs ependents Override Fl e Find (2) (2)	0 First ④ 1 of 1 € 2
Search Clear B; The member's BAF BAH OHA FSH MIHA Clark Kent BAH OHA FSH MIHA Clark Kent BAH Entitlements Effective Date: 07/10/2017 Is Status: Inactive Inactive BAH Change Transfer BAH Qtr Status: G BAH Qtr Military Rank: E5 Fair Rent: BAH Dependent Benefician Dependent Information Total	asic Search <table-cell> Sa I page will di Employee DC053 ies ermination Information</table-cell>	Approved: Approved: Approved: Approved at: 0 Description: V BAH Type: B BAH Rate: 1 BAH Entitle: 1	the MIII 1234567 1234567 9876543 E 9876543 E 97/12/17 9:12F W/O dependen 3AH Without D 1872.0000 1986.0000 Personalize	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince M ts; Mbr not in govt qtrs ependents Override Fl e Find (20)	0 First ④ 1 of 1 First ④ 1 of 1 First ④ 1 of 1
Search Clear Bat The member's BAF BAH OHA FSH MIHA Clark Kent BAH OHA FSH MIHA Clark Kent BAH Entitlements Effective Date: 07/10/2017 Inactive BAH Change Transfer BAH Qtr Status: G Q BAH Zip: 20032 Military Rank: E5 Fair Rent: Image: Compare Comp	asic Search <table-cell> Salaria Search 🖓 Salaria Search 🖓 Salaria Search Salaria Search</table-cell>	Approved: Approved: Approved: Approved at: 0 Description: V BAH Type: B BAH Rate: 1 BAH Entitle: 1	the MII 1234567 1234567 1234567 0876543 E 07/12/17 9:12F N/O dependent 3AH Without Di 1872.0000 1986.0000 Personalize ervice	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince M ts; Mbr not in govt qtrs ependents Override Fi e Find 🖓 🙀	0 First I of 1 (*) Hag (*) First I of 1 (*)
Search Clear Bit The member's BAF BAH OHA FSH MIHA BAH OHA FSH MIHA Clark Kent BAH Effective Date: 07/10/2017 Inactive BAH Change Transfer BAH Quit Status: GQ BAH Change Transfer BAH Quit Status: GQ BAH Zip: 20032 Military Rank: E5 Fair Rent: E5 Fair Rent: E1 BAH Dependent Information T *Depe/Ben Name	asic Search <table-cell> Sa I page will di Employee DC053 ies remination Information Relation Birth</table-cell>	Approved: Approved: Approved: Approved at: 0 Description: V BAH Type: B BAH Rate: 1 BAH Elig In A Se	the MII 1234567 1234567 1234567 0876543 E 07/12/17 9:12F N/O dependent 3AH Without Do 1872.0000 Personalize ervice	HA tab. Empl Record Find View All Delete Grand Fathered Diana Prince M ts; Mbr not in govt qtrs ependents Override Fi e Find [2] [3] 50% Supp Last A	0 First ④ 1 of 1 ④ 9

Correcting MIHA (Prior to Finalization), Continued

Procedures,

continued

Step	Action				
5	Changes may be made to any of the editable fields.				
	BAH OHA FSH MIHA				
	Clark Kent Employee	Empl ID 1234567 Empl Record 0			
	Move-in-Housing Allowance	Find View All First 🕚 1 of 2 🕑 Last			
	Effective Date: 08/01/2019	proved:			
l	Status: Active V Ap	prover: 9876543 Description Diana Prince			
	Ap	proved at: 08/12/2019 9:16AM			
	Locality Code: SG001	Processing Pay Group: USCG 2 Processing Calendar: CG ACT 2019M08M			
		Finalized Indicator:			
	Authorized MIHA Payments				
	☐ MIHA Miscellaneous ✓ MIHA Rent	2500.00 Entitled MIHA Amount: 3450.00			
	MIHA Security	950.00			
	MIHA Rental Sharers Personalize Find 🔄 🔜 First 🕚 1 of 1				
	*Branch of Service EmpIID SI	harer Name			
		+ -			
l	Return to Search Notify	Update/Display 🗾 Include History 📝 Correct History			

Correcting MIHA (Prior to Finalization), Continued

Procedures,

continued

Step	Action				
6	Once all changes have been made, click Save. The MIHA request will be				
	forwarded to the SPO tree for approval.				
	BAH OHA FSH MIHA				
	Clark Kent Employee	Empl ID 1234567 Empl Record 0			
	Move-in-Housing Allowance	Find View All 🛛 First 🕚 1 of 2 🕑 Last			
	Effective Date: 08/01/2019	Approved:			
	Status: Active	Approver: 9876543 Description Diana Prince Approved at: 08/12/2019 9:16AM			
	Processing Pay Group: 2				
	Locality Code: SG001 Q Finalized Indicator:				
	Authorized MIHA Payments				
	MIHA Rent	2750.00 Entitled MIHA Amount: 3850.00			
	MIHA Security	1100.00			
	MIHA Rental Sharers Personalize Find 🖾 🔜 First 🕚 1 of 1 🕑 Last				
	*Branch of Service EmpIID	Sharer Name			
		Q =			
	Save 🕅 Return to Search	Update/Display			

Correcting MIHA (Prior to Finalization), Continued

Procedures,

continued

Step	Action				
7	Once the MIHA request has been approved , go to the member's One Time				
	Positive Input (OTPI) to ensure the MIHA processed correctly. Select the				
	appropriate Calendar Group ID based on the Processing Calendar noted on the				
	approved MIHA request. For more guidance on navigating and reviewing OTPIs,				
	see the <u>One Time Positive Input (OTPI)</u> user guide.				
	BAH OHA FSH MIHA				
	Clark Kent Employee Empl ID 1234567 Empl Record 0				
	Move-in-Housing Allowance Find View All First ④ 1 of 2 🕑 Last				
	Effective Date: 08/01/2019 B Approved:				
	Status: Active Approver: 9876543 Description Diana Prince				
	Approved at: 08/12/2019 9:32AM				
	Processing Pay Group: USCG 2				
	Processing Calendar: CG ACT 2019M08M				
	Locality Code: SG001 C Finalized Indicator:				
	Authorized MIHA Payments				
	MIHA Miscellaneous				
	MIHA Rent 2750.00 Epittled MIHA Amount: 3850.00				
	✓ MIHA Security 1100.00				
	MIHA Rental Sharers Personalize Find 🖾 📑 First 🕚 1 of 1 🕑 Last				
	*Branch of Service EmolID Sharer Name				
	🔚 Save 🔯 Return to Search 🖃 Notify 🖉 Update/Display 👂 Include History 🕼 Correct History				
	OTPI:				
	Employee ID 1234667 Name Clark Kent Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG				
	Calendar ID CG ACT 2019M08M Begin Date 08/01/2019 End Date 08/15/2019				
	41				
	Entry Type Element Name Element Description Instance Action Type Unit Rate Amount Currency Code Details Updated By User Last Update Date/Time Batch Code				
	Earnings MIHA Movein Housing 1 Add 2750 00000 🗊 🗊 USD 🐼 陸 9876543 08/12/2019 9.32:12AM				
	Earnings MIHA Movein Housing Allowance 2 Add 1100 000000 🛒 😭 USD 🐼 🖶 9976543 08/12/2019 9:32:13AM				
	Save Return to Search Previous in List Next in List Notify Refresh				

Deleting MIHA (Prior to Finalization)

Introduction	This section provides the procedures for a P&A Technician to delete a MIHA request that has not processed through Finalization in DA.					
Important Information	If the MIHA row to be deleted has processed through Finalization , a PPC Trouble Ticket must be submitted with screenshots and an explanation as to why the MIHA request needs to be deleted. For more information on taking screenshots and submitting trouble tickets, please see the <u>Submitting Trouble Tickets with Supporting Documents</u> user guide.					
	You cannot delete MIHA rows that have already processed in a FINALIZED calendar. The PeopleCode program executed an Error statement, which has produced this message.					
	ОК					

Procedures See below.

Step	Action		
1	Click on the AD/RSV Payroll Workcenter tile.		
	AD/RSV Payroll Workcenter		

Deleting MIHA (Prior to Finalization), Continued

Procedures,

continued

Step		Action
2	Scroll to the Housing Allow	ance option option under the Act/RSV Pay Shortcuts
	Act/RSV Pay Shortcuts	
	AviP	
	BAH Dep Data Verification	
	Cost of Living Allowance	
	Dependent Information	
	Direct Deposit	
	Housing Allowance	
	Maintain Tax Data USA	
	MGIB Enrollments	
	Net Pay Distribution	
	Pay Calendar Results	
	Sea Time Balances	
	SGLI + FSGLI	
	TDY Data	
	View Member W-2s	
	View Open Debts / Overpayments	
	View Payslips (AD/RSV)	
	Voluntary Deductions	

Deleting MIHA (Prior to Finalization), Continued

Procedures,

continued

Step		Actie	on	
3	Enter the member's E	mpl ID. Check the	Correct History box and click Searc	h.
	Housing Allowance			
	Enter any information you have a	and click Search. Leave fields b	blank for a list of all values.	
	Find an Existing Value			
	▼ Search Criteria			
	Empl ID b	egins with 🗸 1234567		
	Empl Record =	✓		
	Name b	egins with 🗸		
	Last Name b	egins with 🗸		
	Second Last Name b	egins with 🗸		
	Alternate Character Name b	egins with 🗸		
	Middle Name b	egins with 🗸		
	Business Unit b	egins with 🗸		
	Department Set ID b	egins with 🗸	Q	
	Department b	egins with 🗸	Q	
	Include History	History Case Sensitive		
	Search Clear Basic	Search 🖾 Save Search Crite	eria	
4				
4	The member's BAH p	age will display. Sel	lect the MIHA tab.	
	BAH OHA FSH MIHA			
	Clark Kent Em	ployee En	mpl ID 1234567 Empl Record 0	
	BAH Entitlements		Find View All First 🕚 1 of 1 🕑 L	ast
	Effective Date: 07/10/2017		Delete +	
	Status: Inactive V	Approved	d: 🗹 Grand Fathered	
		Approver	r: 9876543 Diana Prince	
	BAH Change Transfer	✓ Approved	d at: 07/12/17 9:12PM	
	BAH Qtr Status: G Q BAH Zin: 20032 DC	Descripti	ion: W/O dependents; Mbr not in govt qtrs	
	Military Rank: E5	BAH Type BAH Rate	e: 1872 0000	
	Fair Rent:	BAH Enti	itle: 1986.0000 Override Flag	
	BAH Dependent Beneficiaries		Personalize Find 🖾 🎚 First 🕚 1 of 1 🕑 Las	st
	Dependent Information Termin	nation Information		
	*Dep/Ben Name Rela	tion Birth BAH Elig	In A Service 50% Supp Last Approval	
	1 Q		+ -	
	🔚 Save 🔯 Return to Search 🖹	Notify	Update/Display	ry
				_

Deleting MIHA (Prior to Finalization), Continued

Procedures,

continued

Step	Action					
5	In this example, the member has two MIHA rows. The row displayed has not					
	processed through Finalization (Remember , only a MIHA that has not processed					
	through Finalization may be deleted). Click the (-) button to delete the MIHA					
	row.					
	BAH OHA FSH MIHA					
	Clark Kent Employee Empl ID 1234567 Empl Record 0					
	Move-in-Housing Allowance Find View All First G 1 of 2 Last					
	Effective Date: 08/01/2019 🛐 Approved: 🗹					
	Status: Active V Approver: 9876543 Description Diana Prince					
	Approved at: 08/12/2019 9:16AM					
	Processing Pay Group: USCG 2					
	Locality Code: SG001 Q Einalized Indicator					
	Home Owner Indicator					
	Authorized MIHA Payments					
	MIHA Miscellaneous					
	MIHA Rent 2500.00 Entitled MIHA Amount: 3450.00					
	MIHA Security 950.00					
	MIHA Rental Sharars Percendize L Eind L 🗐 L 🗮 Einet 🕥 1 of 1 🛞 Lost					
	*Branch of Service EmpliD Sharer Name					
	Save Return to Search R					
6	A warning message will display Click OK					
Ŭ	Delete Confirmation					
	Delete Confirmation					
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.					
	OK Cancel					

Deleting MIHA (Prior to Finalization), Continued

Procedures,

continued

Step	Action				
7	The row selected in the previous step has been deleted. Because the MIHA request had not processed through Finalization, the deletion does not require				
	approval.				
	BAH OHA FSH MIHA				
	Clark Kent	Employee	Empl ID	1234567 Empl Record 0	
	Move-in-Housing Allowance			Find View All First 🕚 1 of 1 🕑 Last	
	Effective Date: 08/13/2017		Approved: 🗹	+ -	
	Status: Active		Approver: Approved at:	9876543 Description Diana Prince 08/13/2017 10:57PM	
				Processing Pay Group: USCG 1 Processing Calendar: CG ACT 2017M08E	
	Locality Code: GU001		I	Finalized Indicator: Y	
	Home Owner Indicator				
	Authorized MIHA Payme	nts			
	MIHA Miscellaneous	762.00			
	MIHA Rent		Entitled MIHA A	mount: 762.00	
	MIHA Security				
	MIHA Rental Sharers		Personalize	Find 🗖 🔜 First 🕙 1 of 1 🕑 Last	
	Branch of Service	EmpliD	Sharer Name		
	1			± =	
	Return to Search	E Notify	Update/Displ	ay 🔎 Include History 🍞 Correct History	