

Move In Housing Allowance (MIHA) Overview

Introduction This guide provides the procedures for issuing a one-time Move-In Housing Allowance (MIHA) in Direct Access (DA). This guide also provides the procedures to correct or delete a MIHA request in DA that **has not processed through Finalization**.

References

- (a) [Joint Travel Regulations \(JTR\), Chapters 8-10](#)
- (b) <https://www.defensetravel.dod.mil/Docs/AB-MIHA-01.pdf> Overseas Housing Allowance (OHA) Briefing Sheet, PDTATAC
- (c) [Personnel and Pay Procedures Manual, Chapter 8:E](#)

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 [Email ALSPO message B/19](#) 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:

- [Pay Calculation Results](#)
- [Element Assignment by Payee \(EABP\)](#)
- [One Time Positive Input \(OTPI\)](#)

LPC Row A Legislative Pay Change (LPC) for Housing Allowance & COLA pages should never be deleted unless immediately replaced with a correct LPC row.

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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	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to the Housing Allowance option option under the Act/RSV Pay Shortcuts drop-down.</p> 

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Starting MIHA, Continued

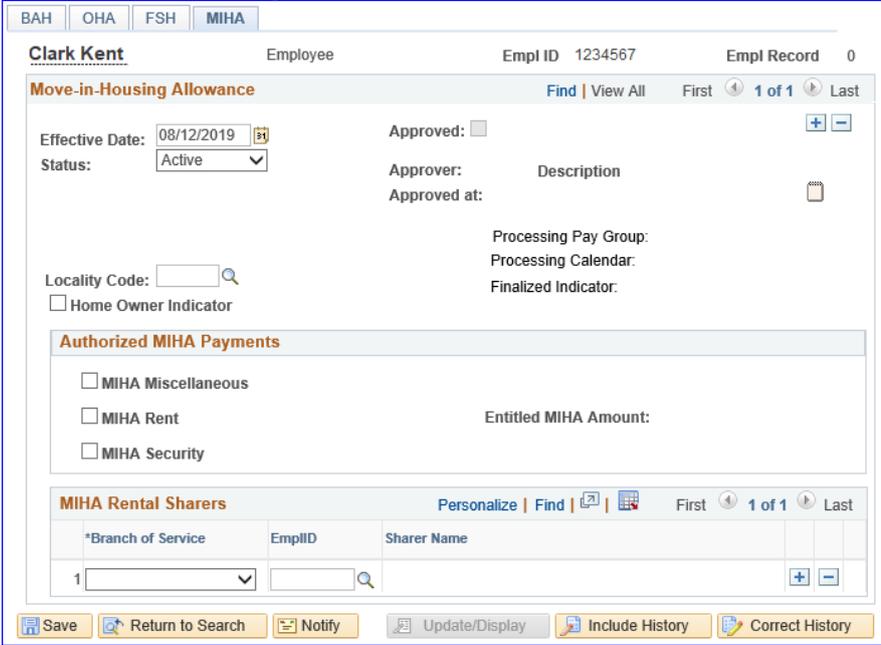
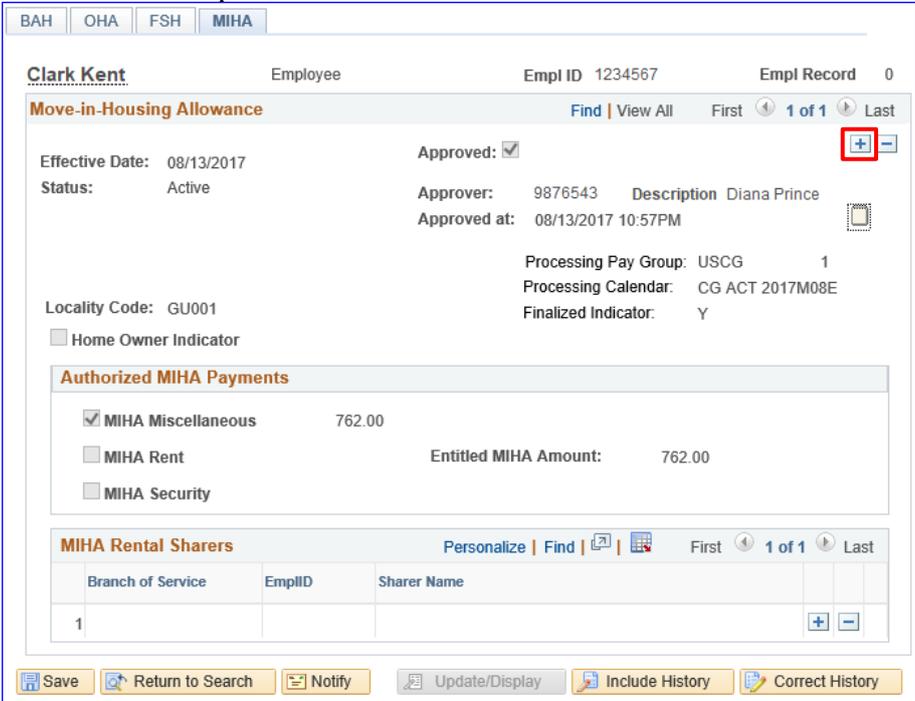
Procedures,
continued

Step	Action																
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="331 456 1080 1153"> <p>Housing Allowance Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>																
4	<p>The member's BAH page will display. Select the MIHA tab.</p> <div data-bbox="331 1227 1402 1825"> <p>BAH OHA FSH MIHA</p> <p>Clark Kent Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements Find View All First 1 of 1 Last</p> <p>Effective Date: 07/10/2017 <input type="text"/> <input type="button" value="BT"/></p> <p>Status: <input type="text" value="Inactive"/> <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Approved: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Grand Fathered</p> <p>Approver: 9876543 Diana Prince</p> <p>Approved at: 07/12/17 9:12PM</p> <p>BAH Change: <input type="text" value="Transfer"/></p> <p>BAH Qtr Status: <input type="text" value="G"/> <input type="button" value="Q"/></p> <p>BAH Zip: <input type="text" value="20032"/> <input type="text" value="DC053"/></p> <p>Description: W/O dependents; Mbr not in govt qtrs</p> <p>Military Rank: E5</p> <p>BAH Type: BAH Without Dependents</p> <p>Fair Rent: <input type="text"/></p> <p>BAH Rate: 1872.0000</p> <p>BAH Entitle: 1986.0000 <input type="checkbox"/> Override Flag <input type="button" value="Print"/></p> <p>BAH Dependent Beneficiaries Personalize Find <input type="text"/> <input type="button" value="BT"/> First 1 of 1 Last</p> <p>Dependent Information Termination Information <input type="button" value="Filter"/></p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 <input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> </div>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 <input type="text"/>						<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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1 <input type="text"/>						<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>										

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Starting MIHA, Continued

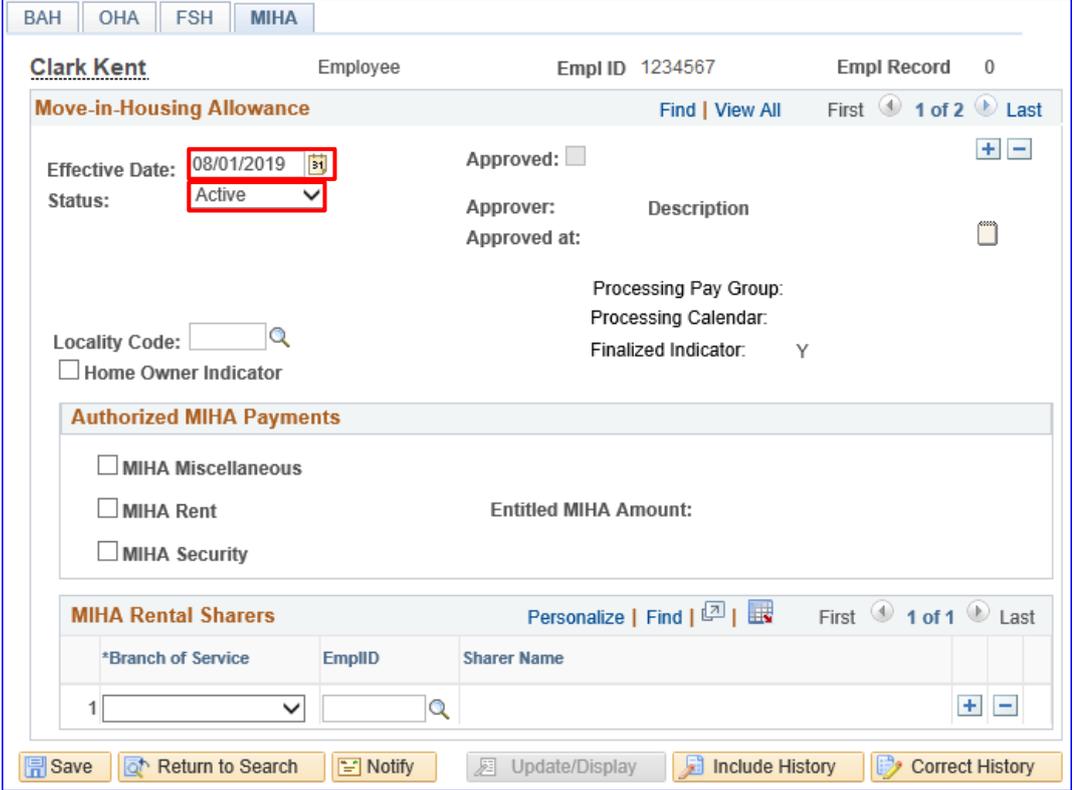
Procedures,
continued

Step	Action
5	<p>The member's current MIHA information (if any) will display. If the information is blank, continue to Step 5.</p>  <p>If the member has an existing MIHA row, click the (+) button to add a new row and continue with Step 5.</p> 

Continued on next page

Starting MIHA, Continued

Procedures,
continued

Step	Action
6	<p>Enter the Effective Date of the Move-In Housing Allowance. Ensure the Status is Active (Inactive indicates the member is not receiving pay and allowances).</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Employee: Clark Kent, Empl ID: 1234567, Empl Record: 0 Section: Move-in-Housing Allowance Effective Date: 08/01/2019 (highlighted in red) Status: Active (highlighted in red) Approved: <input type="checkbox"/> Approved at: [empty] Processing Pay Group: [empty] Processing Calendar: [empty] Finalized Indicator: Y Section: Authorized MIHA Payments <ul style="list-style-type: none"> <input type="checkbox"/> MIHA Miscellaneous <input type="checkbox"/> MIHA Rent <input type="checkbox"/> MIHA Security Entitled MIHA Amount: [empty] Section: MIHA Rental Sharers <ul style="list-style-type: none"> Table with columns: *Branch of Service, EmplID, Sharer Name Row 1: 1, [empty], [empty]

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Starting MIHA, Continued

Procedures,
continued

Step	Action
7	<p>Using the lookup, select the appropriate Locality Code. If applicable, check the Home Owner Indicator box.</p> <div data-bbox="327 488 1396 1265"> </div> <div data-bbox="327 1299 1109 1803"> </div>

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Starting MIHA, Continued

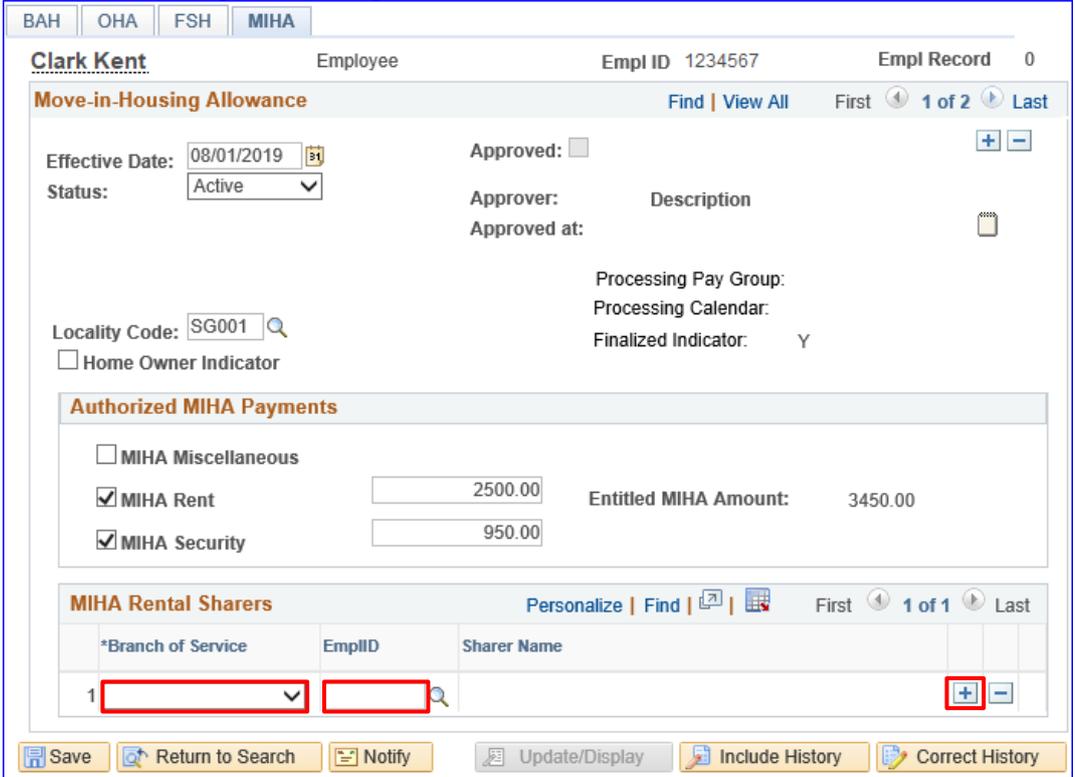
Procedures,
continued

Step	Action																																				
8	<p>Authorized MIHA Payments:</p> <ul style="list-style-type: none"> 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. <div data-bbox="328 607 1396 801" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Authorized MIHA Payments</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> MIHA Miscellaneous</td> <td style="text-align: right;">851.00</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> MIHA Rent</td> <td></td> <td style="text-align: right;">Entitled MIHA Amount:</td> <td style="text-align: right;">851.00</td> </tr> <tr> <td><input type="checkbox"/> MIHA Security</td> <td></td> <td></td> <td></td> </tr> </table> </div> 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). <div data-bbox="328 1088 1396 1283" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Authorized MIHA Payments</p> <table border="0"> <tr> <td><input type="checkbox"/> MIHA Miscellaneous</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> MIHA Rent</td> <td style="text-align: right; border: 1px solid red;">2500.00</td> <td style="text-align: right;">Entitled MIHA Amount:</td> <td style="text-align: right;">2500.00</td> </tr> <tr> <td><input type="checkbox"/> MIHA Security</td> <td></td> <td></td> <td></td> </tr> </table> </div> 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). <div data-bbox="328 1532 1396 1727" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Authorized MIHA Payments</p> <table border="0"> <tr> <td><input type="checkbox"/> MIHA Miscellaneous</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> MIHA Rent</td> <td></td> <td style="text-align: right;">Entitled MIHA Amount:</td> <td style="text-align: right;">950.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> MIHA Security</td> <td style="text-align: right; border: 1px solid red;">950.00</td> <td></td> <td></td> </tr> </table> </div> 	<input checked="" type="checkbox"/> MIHA Miscellaneous	851.00			<input type="checkbox"/> MIHA Rent		Entitled MIHA Amount:	851.00	<input type="checkbox"/> MIHA Security				<input type="checkbox"/> MIHA Miscellaneous				<input checked="" type="checkbox"/> MIHA Rent	2500.00	Entitled MIHA Amount:	2500.00	<input type="checkbox"/> MIHA Security				<input type="checkbox"/> MIHA Miscellaneous				<input type="checkbox"/> MIHA Rent		Entitled MIHA Amount:	950.00	<input checked="" type="checkbox"/> MIHA Security	950.00		
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Starting MIHA, Continued

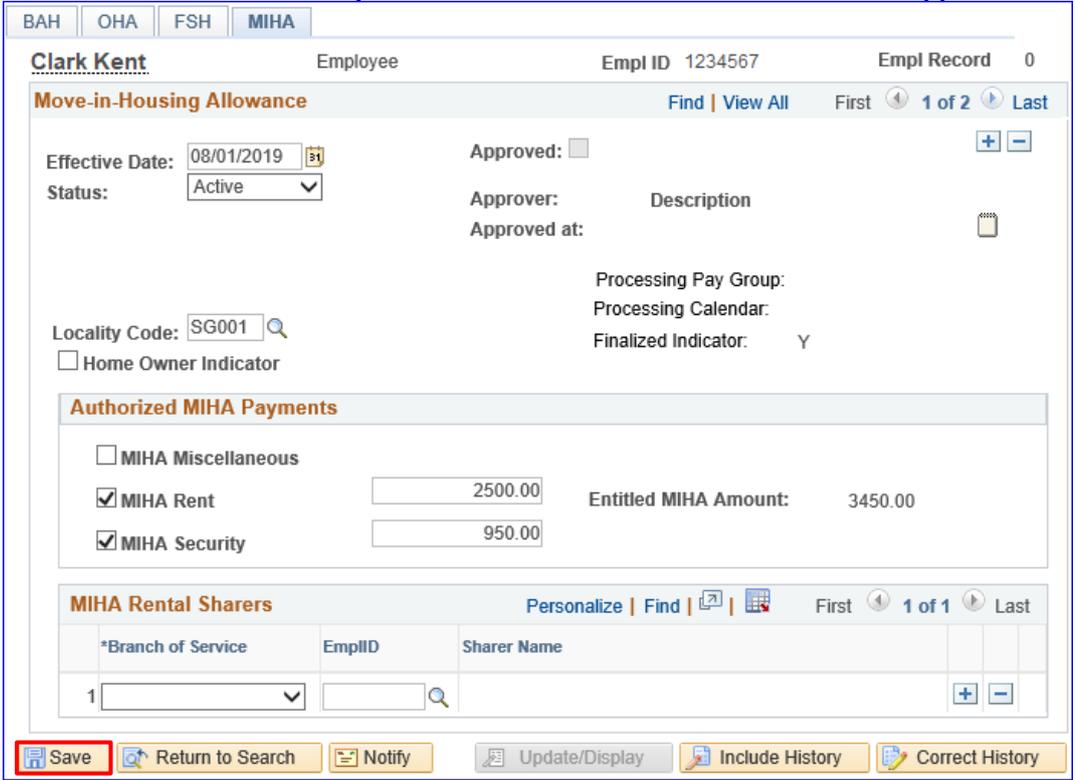
Procedures,
continued

Step	Action
9	<p>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.</p> <p>Note: If the member is sharing the dwelling with another person (regardless of military status and that person is not a dependent), only one sharer may claim rent-related or security-related expenses.</p> 

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Starting MIHA, Continued

Procedures,
continued

Step	Action
10	<p>Click Save. The MIHA request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Employee: Clark Kent, Empl ID 1234567, Empl Record 0 Move-in-Housing Allowance: <ul style="list-style-type: none"> Effective Date: 08/01/2019 Status: Active Approved: <input type="checkbox"/> Approved at: [empty] Approved by: [empty] Approved at: [empty] Locality Code: SG001 Home Owner Indicator: <input type="checkbox"/> Processing Pay Group: [empty] Processing Calendar: [empty] Finalized Indicator: Y Authorized MIHA Payments: <ul style="list-style-type: none"> MIHA Miscellaneous: <input type="checkbox"/> MIHA Rent: <input checked="" type="checkbox"/> 2500.00 MIHA Security: <input checked="" type="checkbox"/> 950.00 Entitled MIHA Amount: 3450.00 MIHA Rental Sharers: <ul style="list-style-type: none"> Table with columns: *Branch of Service, EmplID, Sharer Name Row 1: [dropdown], [input], [input] <p>Buttons at the bottom: Save (highlighted), Return to Search, Notify, Update/Display, Include History, Correct History.</p>

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Starting MIHA, Continued

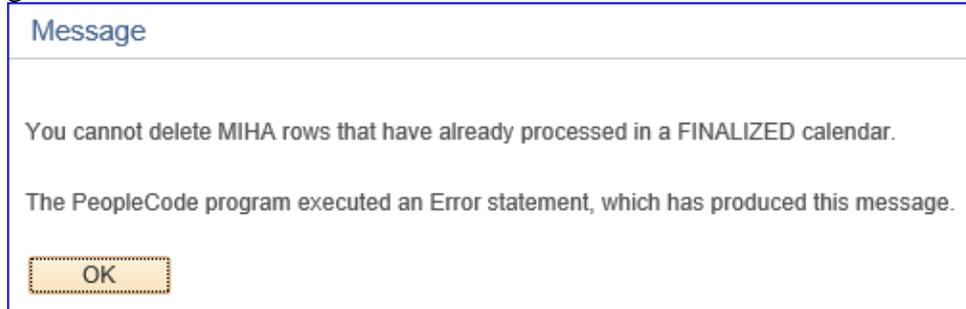
Procedures,
continued

Step	Action																																													
11	<p>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 One Time Positive Input (OTPI) user guide.</p> <div data-bbox="327 600 1402 1400" style="border: 1px solid black; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Clark Kent Employee Empl ID 1234567 Empl Record 0</p> <p>Move-in-Housing Allowance Find View All First 1 of 2 Last</p> <p>Effective Date: 08/01/2019 <input type="checkbox"/> Approved: <input type="checkbox"/></p> <p>Status: Active <input type="checkbox"/> Approver: 9876543 Description Diana Prince</p> <p> Approved at: 08/12/2019 9:16AM</p> <p>Locality Code: SG001 <input type="text"/> Processing Pay Group: USCG 2</p> <p><input type="checkbox"/> Home Owner Indicator Processing Calendar: CG ACT 2019M08M</p> <p> Finalized Indicator:</p> <p>Authorized MIHA Payments</p> <p><input type="checkbox"/> MIHA Miscellaneous Entitled MIHA Amount: 3450.00</p> <p><input checked="" type="checkbox"/> MIHA Rent 2500.00</p> <p><input checked="" type="checkbox"/> MIHA Security 950.00</p> <p>MIHA Rental Sharers Personalize Find First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> </div> <p>OTPI:</p> <div data-bbox="327 1456 1337 1809" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Clark Kent Empl Record 0</p> <p>Pay Group USCG Description USCG Active Duty Pay Entity USCG</p> <p>Calendar ID CG ACT 2019M08M Begin Date 08/01/2019 End Date 08/15/2019</p> <p>Earnings and Deductions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>MIHA</td> <td>Movein Housing Allowance</td> <td>1</td> <td>Add</td> <td>2500.000000</td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>9876543</td> <td>08/12/2019 9:16:48AM</td> <td></td> </tr> <tr> <td>Earnings</td> <td>MIHA</td> <td>Movein Housing Allowance</td> <td>2</td> <td>Add</td> <td>950.000000</td> <td></td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>9876543</td> <td>08/12/2019 9:16:50AM</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/></p> </div>	*Branch of Service	EmplID	Sharer Name	1			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 Allowance	1	Add	2500.000000			USD	<input checked="" type="checkbox"/>	9876543	08/12/2019 9:16:48AM		Earnings	MIHA	Movein Housing Allowance	2	Add	950.000000			USD	<input checked="" type="checkbox"/>	9876543	08/12/2019 9:16:50AM	
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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 [Submitting Trouble Tickets with Supporting Documents](#) user guide.



Procedures See below.

Step	Action
1	Click on the AD/RSV Payroll Workcenter tile. <div data-bbox="328 1211 855 1626" style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: blue; font-weight: bold;">AD/RSV Payroll Workcenter</p>  </div>

Continued on next page

Correcting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
2	<p>Scroll to the Housing Allowance option option under the Act/RSV Pay Shortcuts drop-down.</p>  <p>The screenshot shows a drop-down menu titled "Act/RSV Pay Shortcuts" with a downward arrow. The menu items are: AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Direct Deposit, Housing Allowance (highlighted with a red box), 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), and Voluntary Deductions.</p>

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Correcting MIHA (Prior to Finalization), Continued

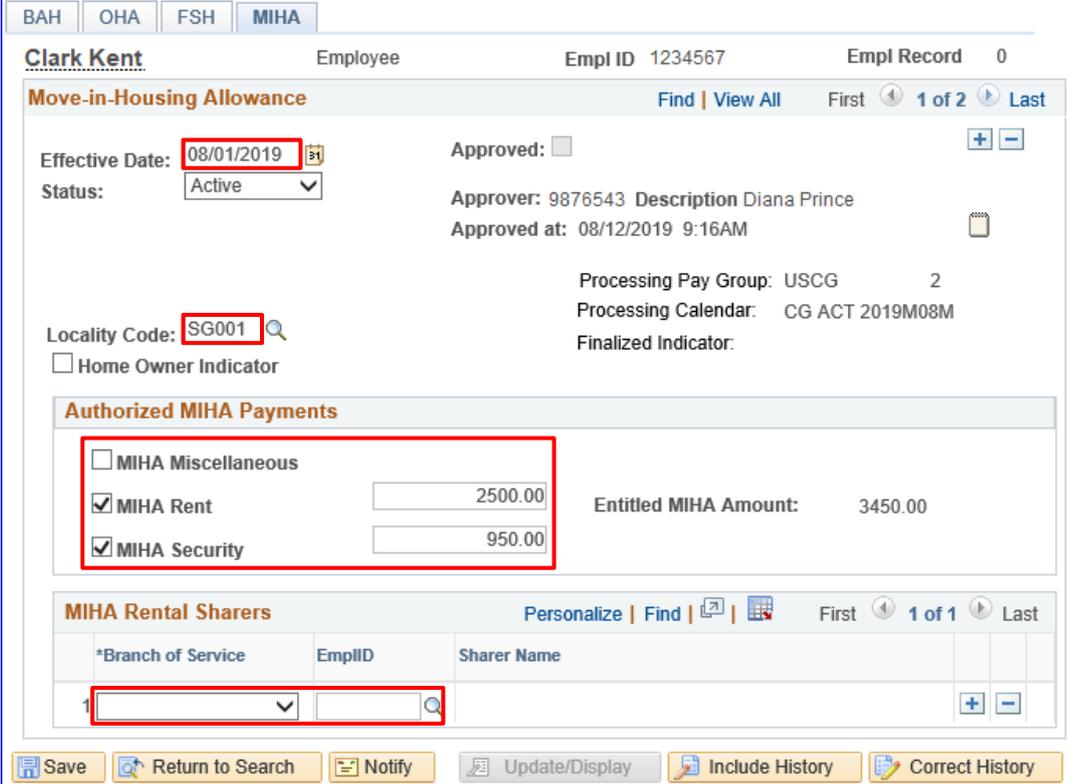
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Check the Correct History box and click Search.</p> <div data-bbox="327 454 1120 1189"> <p>Housing Allowance Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>

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Correcting MIHA (Prior to Finalization), Continued

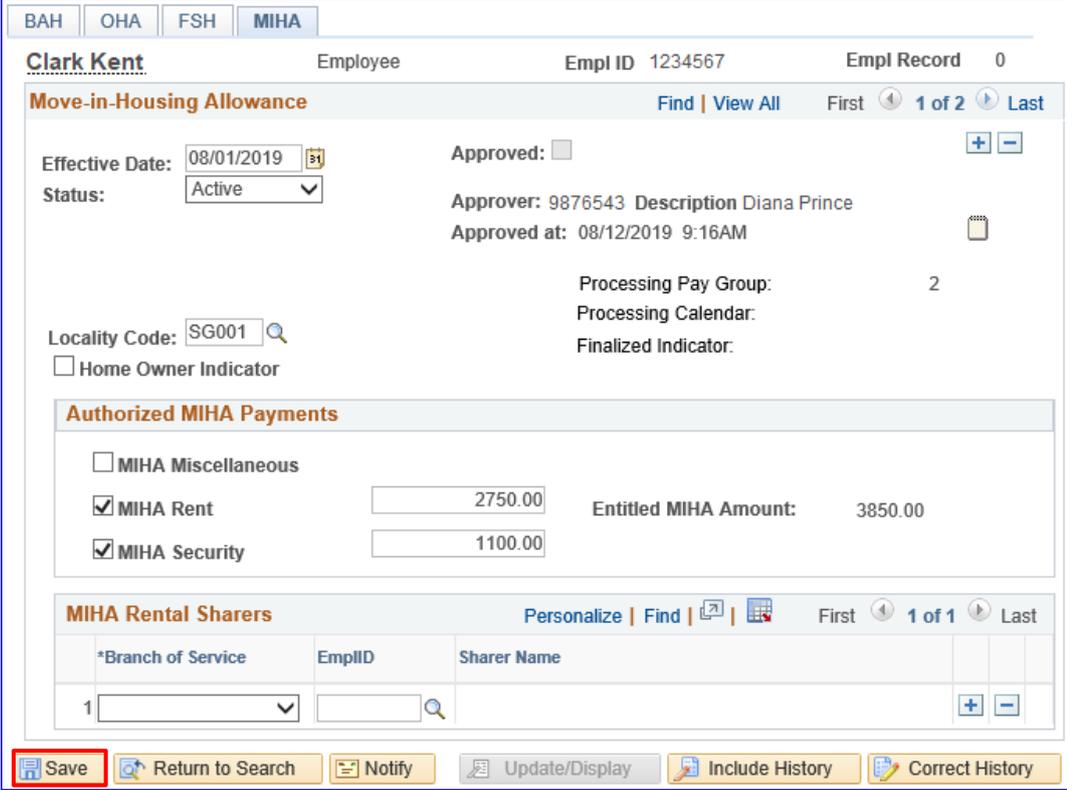
Procedures,
continued

Step	Action						
5	<p>Changes may be made to any of the editable fields.</p>  <p>The screenshot displays the MIHA system interface for employee Clark Kent (Empl ID 1234567). The interface includes tabs for BAH, OHA, FSH, and MIHA. The main section is titled "Move-in-Housing Allowance" and shows the following details:</p> <ul style="list-style-type: none"> Effective Date: 08/01/2019 Status: Active Approved: [] Approver: 9876543 Description Diana Prince Approved at: 08/12/2019 9:16AM Processing Pay Group: USCG 2 Processing Calendar: CG ACT 2019M08M Finalized Indicator: [] Locality Code: SG001 Home Owner Indicator: [] <p>The "Authorized MIHA Payments" section shows:</p> <ul style="list-style-type: none"> MIHA Miscellaneous: [] MIHA Rent: [x] 2500.00 MIHA Security: [x] 950.00 Entitled MIHA Amount: 3450.00 <p>The "MIHA Rental Sharers" table is also visible:</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom of the interface, there are buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History.</p>	*Branch of Service	EmplID	Sharer Name	1		
*Branch of Service	EmplID	Sharer Name					
1							

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Correcting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
6	<p>Once all changes have been made, click Save. The MIHA request will be forwarded to the SPO tree for approval.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Employee: Clark Kent, Empl ID 1234567, Empl Record 0 Move-in-Housing Allowance: Effective Date: 08/01/2019, Status: Active, Approved: [checkbox], Approver: 9876543 Description Diana Prince, Approved at: 08/12/2019 9:16AM Processing Pay Group: 2 Processing Calendar: (blank) Finalized Indicator: (blank) Locality Code: SG001 Home Owner Indicator: [checkbox] Authorized MIHA Payments: <ul style="list-style-type: none"> MIHA Miscellaneous: [checkbox] MIHA Rent: [checked] 2750.00 MIHA Security: [checked] 1100.00 Entitled MIHA Amount: 3850.00 MIHA Rental Sharers: Table with columns: *Branch of Service, EmplID, Sharer Name. Row 1: [dropdown], [input], [input] Buttons: Save (highlighted), Return to Search, Notify, Update/Display, Include History, Correct History

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Correcting MIHA (Prior to Finalization), Continued

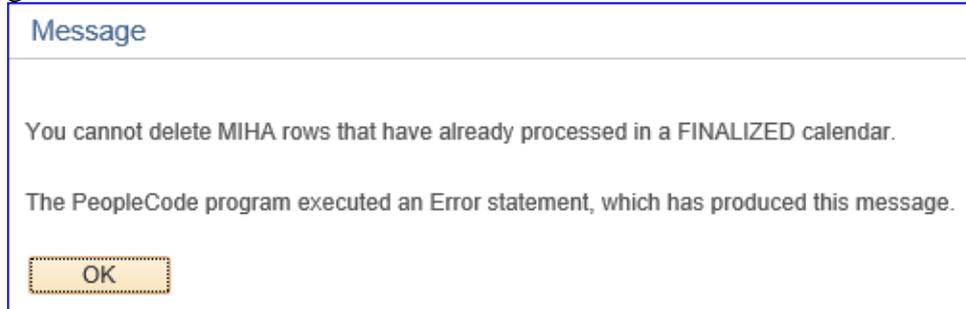
Procedures,
continued

Step	Action																																							
7	<p>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 One Time Positive Input (OTPI) user guide.</p> <div data-bbox="325 600 1396 1393" style="border: 1px solid #ccc; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Clark Kent Employee Empl ID 1234567 Empl Record 0</p> <p>Move-in-Housing Allowance Find View All First 1 of 2 Last</p> <p>Effective Date: 08/01/2019 Approved: <input checked="" type="checkbox"/></p> <p>Status: Active Approver: 9876543 Description Diana Prince Approved at: 08/12/2019 9:32AM</p> <p>Locality Code: SG001 Processing Pay Group: USCG 2 Processing Calendar: CG ACT 2019M08M Finalized Indicator:</p> <p>Authorized MIHA Payments</p> <p><input type="checkbox"/> MIHA Miscellaneous <input checked="" type="checkbox"/> MIHA Rent 2750.00 Entitled MIHA Amount: 3850.00 <input checked="" type="checkbox"/> MIHA Security 1100.00</p> <p>MIHA Rental Sharers Personalize Find 1 of 1 Last</p> <p>*Branch of Service EmplID Sharer Name</p> <p>1 [] [] []</p> <p>Save Return to Search Notify Update/Display Include History Correct History</p> </div> <p>OTPI: One Time (Positive Input)</p> <p>Employee ID 1234567 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</p> <p>Earnings and Deductions</p> <table border="1" data-bbox="325 1653 1396 1780"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>MIHA</td> <td>Movein Housing Allowance</td> <td>1</td> <td>Add</td> <td></td> <td>2750.000000</td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>9876543</td> <td>08/12/2019 9:32:12AM</td> <td></td> </tr> <tr> <td>Earnings</td> <td>MIHA</td> <td>Movein Housing Allowance</td> <td>2</td> <td>Add</td> <td></td> <td>1100.000000</td> <td></td> <td>USD</td> <td><input checked="" type="checkbox"/></td> <td>9876543</td> <td>08/12/2019 9:32:13AM</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh</p>	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 Allowance	1	Add		2750.000000		USD	<input checked="" type="checkbox"/>	9876543	08/12/2019 9:32:12AM		Earnings	MIHA	Movein Housing Allowance	2	Add		1100.000000		USD	<input checked="" type="checkbox"/>	9876543	08/12/2019 9:32:13AM	
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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 [Submitting Trouble Tickets with Supporting Documents](#) user guide.



Procedures See below.

Step	Action
1	Click on the AD/RSV Payroll Workcenter tile. <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;">  </div>

Continued on next page

Deleting MIHA (Prior to Finalization), Continued

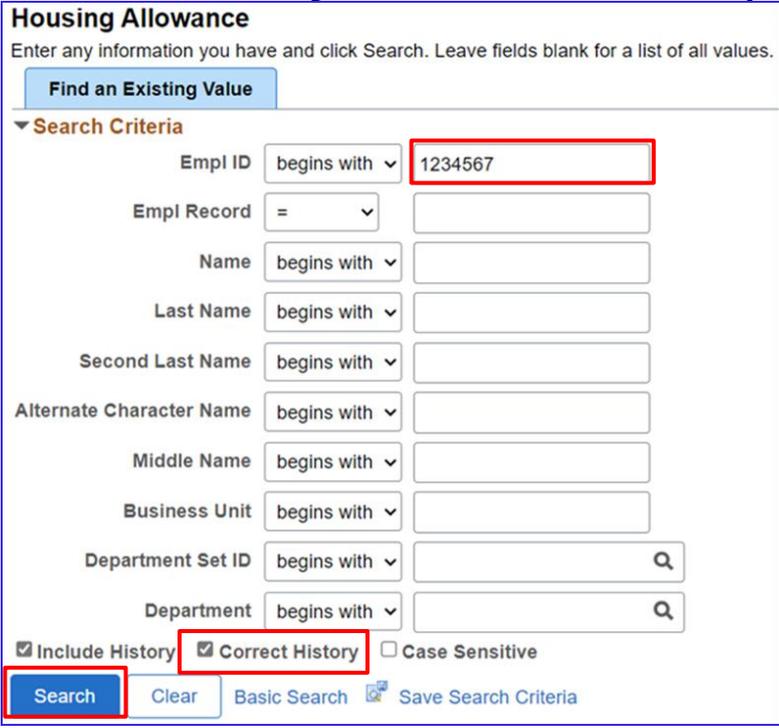
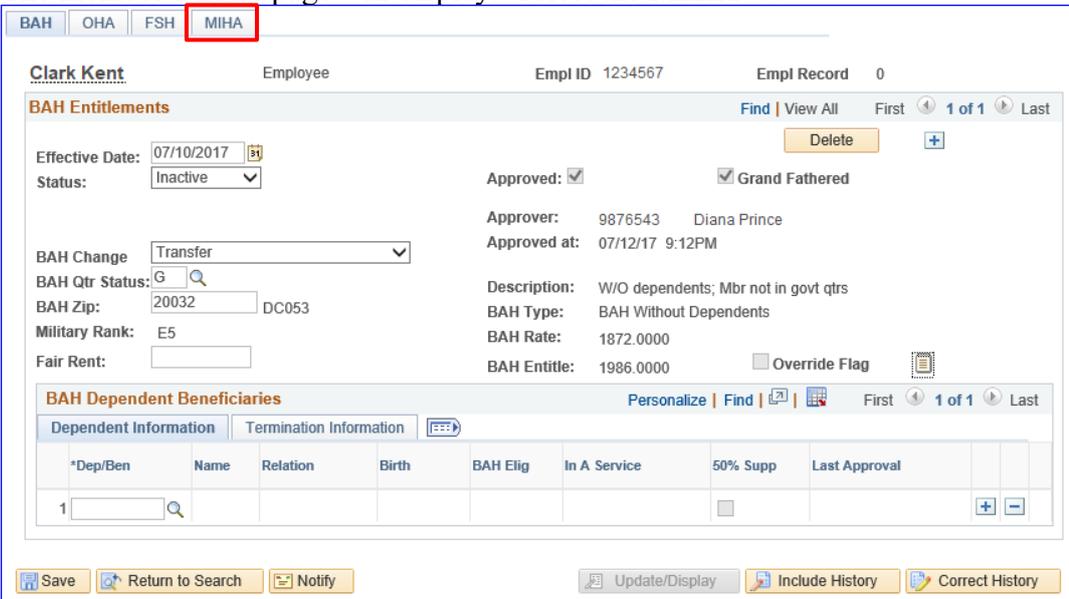
Procedures,
continued

Step	Action
2	<p>Scroll to the Housing Allowance option option under the Act/RSV Pay Shortcuts drop-down.</p>  <p>The screenshot shows a drop-down menu titled "Act/RSV Pay Shortcuts" with a downward arrow. The menu items are: AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Direct Deposit, Housing Allowance (highlighted with a red box), Maintain Tax Data USA, MGB 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), and Voluntary Deductions.</p>

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Deleting MIHA (Prior to Finalization), Continued

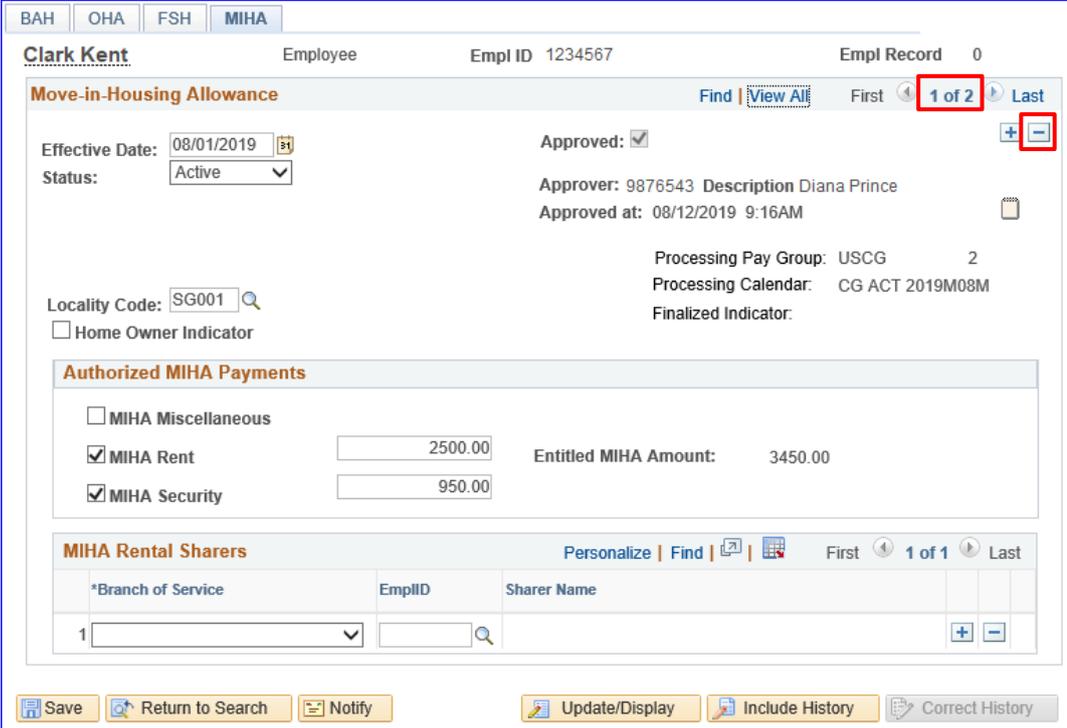
Procedures,
continued

Step	Action																
3	<p>Enter the member's Empl ID. Check the Correct History box and click Search.</p>  <p>Housing Allowance Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>																
4	<p>The member's BAH page will display. Select the MIHA tab.</p>  <p>BAH OHA FSH MIHA</p> <p>Clark Kent Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements Find View All First 1 of 1 Last</p> <p>Effective Date: 07/10/2017 <input type="button" value="B"/></p> <p>Status: Inactive <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Approved: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Grand Fathered</p> <p>Approver: 9876543 Diana Prince</p> <p>Approved at: 07/12/17 9:12PM</p> <p>Description: W/O dependents; Mbr not in govt qtrs</p> <p>BAH Type: BAH Without Dependents</p> <p>BAH Rate: 1872.0000</p> <p>BAH Entitle: 1986.0000 <input type="checkbox"/> Override Flag <input type="button" value="Print"/></p> <p>BAH Dependent Beneficiaries Personalize Find <input type="button" value="Print"/> First 1 of 1 Last</p> <p>Dependent Information Termination Information <input type="button" value="Print"/></p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 <input type="button" value="Q"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 <input type="button" value="Q"/>						<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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Continued on next page

Deleting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>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.</p> 
<p>6</p>	<p>A warning message will display. Click OK.</p> 

Continued on next page

Deleting MIHA (Prior to Finalization), Continued

Procedures,
continued

Step	Action						
7	<p>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.</p> <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> Employee: Clark Kent, Empl ID 1234567, Empl Record 0 Move-in-Housing Allowance: <ul style="list-style-type: none"> Effective Date: 08/13/2017 Status: Active Approved: <input checked="" type="checkbox"/> Approver: 9876543, Description: Diana Prince Approved at: 08/13/2017 10:57PM Processing Pay Group: USCG, 1 Processing Calendar: CG ACT 2017M08E Finalized Indicator: Y Locality Code: GU001 Home Owner Indicator: <input type="checkbox"/> Authorized MIHA Payments: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MIHA Miscellaneous: 762.00 <input type="checkbox"/> MIHA Rent <input type="checkbox"/> MIHA Security Entitled MIHA Amount: 762.00 MIHA Rental Sharers: <table border="1"> <thead> <tr> <th>Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> 	Branch of Service	EmplID	Sharer Name	1		
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1							