

# Processing Advance Pay, BAH, and OHA Requests

**Introduction** This guide provides the procedures for processing requests for Advance Pay, Advance Basic Allowance for Housing (BAH), and Advance Overseas Housing Allowance (OHA) in Direct Access (DA).

**Reference** (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

**Reservists** A member **MUST** be on Active Duty before Advance Pay may be entered. Reservists ordered to Active Duty for 140 days or greater may be authorized Advance Pay. The Reserve Active Duty orders **MUST** also be in a Ready status in DA prior to any advance pay, advance BAH, or advance OHA paying out.

**Before You Begin** **Bonus, Leave Sold, & Lump Sum Payments:** If receiving Leave Sold, Bonus, or Lump Sum payments in a previous pay calendar, you may experience an incorrect calculation of taxes withheld from pay when processing Advance Pay.

**Advancements:** If the member is expecting to be advanced within the timeframe of the Advance Pay request, ensure the member's Advancement has posted to Job Data prior to processing the request. If the Advance Pay request is approved prior to the Advancement/Promotion, the member will receive advanced pay for the lower paygrade. Review Job Data to determine when the Advancement was created and ensure the request is **NOT** approved on or prior to this date.

The screenshot displays the 'Work Location Details' for Kaylee Frye (Empl ID 1234567). Key fields include: Effective Date (05/01/2019), Position Number (00010994), Position Entry Date (11/16/2018), Regulatory Region (AD), Company (ACG), Business Unit (ENLCG), Department (000302), Location (BHR0003), and Establishment ID (USCG). The 'Date Created' field is highlighted with a red box and shows the value 05/01/2019. The 'Action' dropdown menu is also highlighted with a red box and shows 'Promotion'.

*Continued on next page*

## Processing Advance Pay, BAH, and OHA Requests, Continued

**Before You Begin,**  
continued

**Advance Pay Request**  
Frye, Kaylee

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**Request Details**

Type of Advance:	Pay	Payment Date:	06/01/2019
# of Months:	2	Repayments Start:	07/01/2019
or \$ Amount:	6077.08		
# of Installments:	12		

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**Request Information**

Estimated Advance:	\$ 6,077.08
Monthly Deduction:	\$ 506.42

Comment:

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**Request Status: Approved**

1

Approved

Inara Serra  
CGHRSUP for User's SPO

05/09/19 - 3:24 PM

**Timing**

All dates (in this application) are pay period begin dates. To have an advance pay on the 1<sup>st</sup> of the month, you must enter the pay period begin date for the end-month pay date, which is the 16<sup>th</sup> of the previous month. For example, if the Advance is to pay out on 1 May 2018, the payment date will be 16 April 2018.

DA will not allow an Advance Request to be submitted more than three months early. For example, if a member is requesting an Advance to be paid on June 1<sup>st</sup>, the request may not be submitted prior to March 16<sup>th</sup>, or it will error out in DA. See chapter 9 of reference (a) for more details on timing.

See the [Payroll Processing Schedules](#) in the DA Knowledge Base for pay period begin dates.

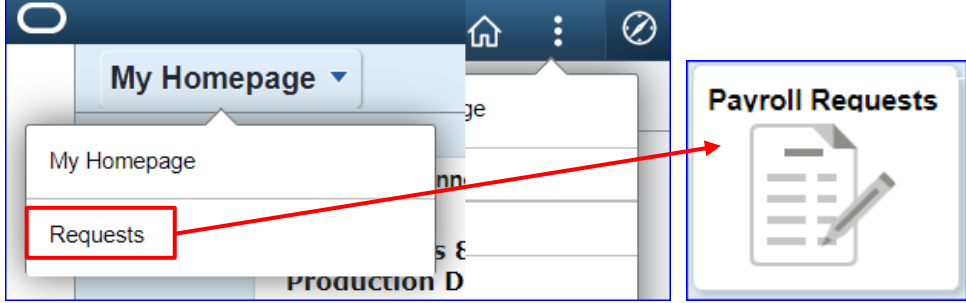
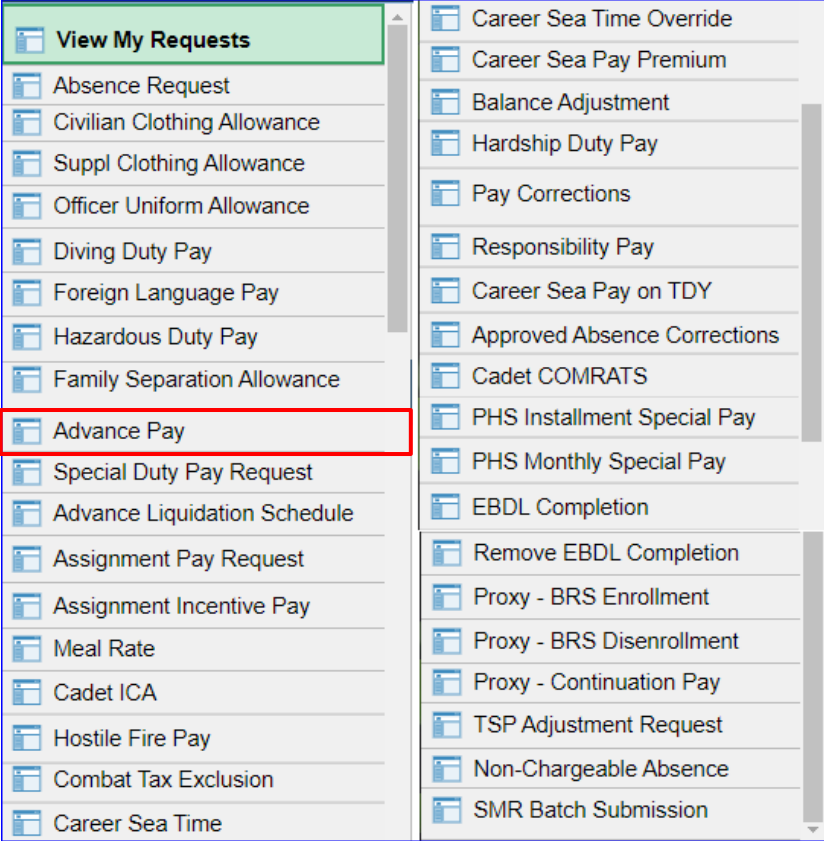
**Cancelling an Advance Pay Request**

If a member wants to cancel their Advance Pay request, a Trouble Ticket **must** be submitted to PPC. PPC will cancel the Advance Pay request and update/correct the member's OTPI and EABP.

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## Processing Advance Pay, BAH, and OHA Requests, Continued

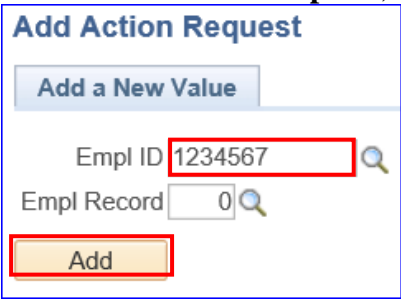
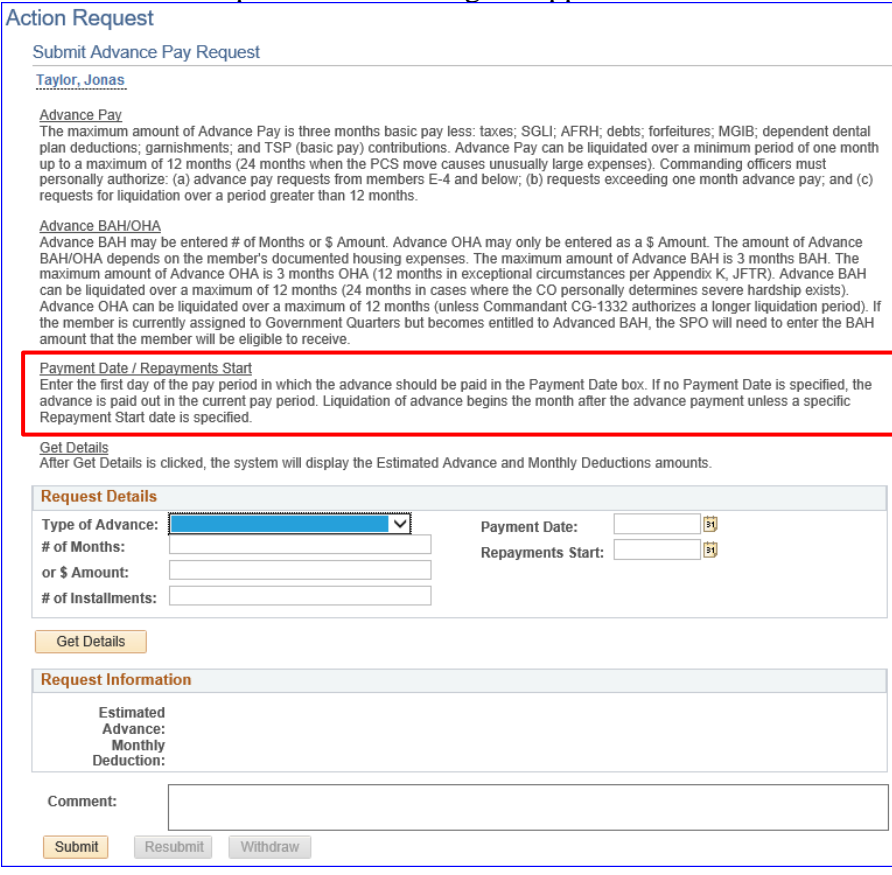
Procedures See below.

Step	Action
1	<p>Select <b>Requests</b> from the My Homepage drop-down. Click on the <b>Payroll Requests</b> Tile.</p> 
1.5	<p>Select the <b>Advance Pay</b> option.</p> 

*Continued on next page*

## Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b>, then click <b>Add</b>.</p> 
3	<p>The Submit Advance Pay Action Request page will display. Specific details for eligibility, amount authorized, and repayment schedule are outlined at the top of the page. Please review these before proceeding.</p> <p><b>NOTE:</b> Disregard the third statement of the Payment Date / Repayments Start section of the instructions. DA requires the Payment Date and Repayments Start date to be entered prior to forwarding for approval.</p> 

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## Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action
4	<p>Using the <b>Type of Advance</b> drop-down, select the appropriate type of advance pay (see Step 23 for additional examples of Advance BAH and Advance OHA).</p> <div data-bbox="316 528 1394 790" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Type of Advance: <span style="border: 2px solid red; padding: 2px;">BAH OHA Pay</span>      Payment Date: <input type="text"/> 31</p> <p># of Months: <input type="text"/>      Repayments Start: <input type="text"/> 31</p> <p>or \$ Amount: <input type="text"/></p> <p># of Installments: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>
5	<p>Enter the <b># of Months</b> or the <b>\$ Amount</b> of the advance request. Do <b>NOT</b> use commas when entering specific dollar amounts.</p> <p><b>Note:</b> For Advance OHA, a <b>\$ Amount</b> must be entered. Advance Pay and Advance BAH may be requested for a specific # of Months <b>or</b> a \$ Amount.</p> <div data-bbox="316 1014 1394 1283" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Type of Advance: Pay <input type="text"/>      Payment Date: <input type="text"/> 31</p> <p># of Months: <span style="border: 2px solid red; padding: 2px;">2</span>      Repayments Start: <input type="text"/> 31</p> <p>or \$ Amount: <span style="border: 2px solid red; padding: 2px;"></span></p> <p># of Installments: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>
6	<p>Enter the <b># of Installments</b> the Advance will be repaid in.</p> <p><b>Note:</b> A member may request liquidation for a period greater than 12 months, but not to exceed 24 months when the PCS move causes unusually large expenses and repayment within 12 months would create a severe personal financial hardship.</p> <div data-bbox="316 1507 1394 1776" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Type of Advance: Pay <input type="text"/>      Payment Date: <input type="text"/> 31</p> <p># of Months: <input type="text"/>      Repayments Start: <input type="text"/> 31</p> <p>or \$ Amount: <input type="text"/></p> <p># of Installments: <span style="border: 2px solid red; padding: 2px;">12</span></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>

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## Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action										
7	<p>Enter the <b>Payment Date</b> (see Note 1 &amp; 2) and the <b>Repayments Start</b> date. Click <b>Get Details</b>.</p> <p><b>NOTE 1:</b> DA will not allow an Advance request to be submitted more than three months early.</p> <p><b>NOTE 2:</b> All dates within this application are pay period begin dates. To have an advance pay out on the 1<sup>st</sup> of the month, you must enter the Payment Date for the pay period begin date for the end-month pay date (which is the 16<sup>th</sup> of the previous month). To have an advance pay out on the 15<sup>th</sup> of the month, you must enter the Payment Date for the pay period begin date for the mid-month pay date (which is the first of the month). In this example, the member is requesting to receive the Advance Pay in their mid-month pay so the Payment Date was entered for the 1<sup>st</sup> day of the month.</p> <div data-bbox="316 969 1393 1245" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Type of Advance: <input type="text" value="Pay"/></td> <td style="width: 50%;">Payment Date: <input type="text" value="06/01/2019"/></td> </tr> <tr> <td># of Months: <input type="text" value="2"/></td> <td>Repayments Start: <input type="text" value="07/01/2019"/></td> </tr> <tr> <td>or \$ Amount: <input type="text"/></td> <td></td> </tr> <tr> <td># of Installments: <input type="text" value="12"/></td> <td></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>	Type of Advance: <input type="text" value="Pay"/>	Payment Date: <input type="text" value="06/01/2019"/>	# of Months: <input type="text" value="2"/>	Repayments Start: <input type="text" value="07/01/2019"/>	or \$ Amount: <input type="text"/>		# of Installments: <input type="text" value="12"/>			
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8	<p>The Request Information section will populate with the <b>Estimated Advance</b> amount and the <b>Monthly Deduction</b> to repay the Advance.</p> <div data-bbox="316 1357 1393 1794" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Type of Advance: <input type="text" value="Pay"/></td> <td style="width: 50%;">Payment Date: <input type="text" value="06/01/2019"/></td> </tr> <tr> <td># of Months: <input type="text" value="2"/></td> <td>Repayments Start: <input type="text" value="07/01/2019"/></td> </tr> <tr> <td>or \$ Amount: <input type="text"/></td> <td></td> </tr> <tr> <td># of Installments: <input type="text" value="12"/></td> <td></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <p><b>Request Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid red; padding: 5px;">                 Estimated Advance: \$ 6,077.08                  Monthly Deduction: \$ 506.42             </td> <td style="width: 50%;"></td> </tr> </table> </div>	Type of Advance: <input type="text" value="Pay"/>	Payment Date: <input type="text" value="06/01/2019"/>	# of Months: <input type="text" value="2"/>	Repayments Start: <input type="text" value="07/01/2019"/>	or \$ Amount: <input type="text"/>		# of Installments: <input type="text" value="12"/>		Estimated Advance: \$ 6,077.08 Monthly Deduction: \$ 506.42	
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## Processing Advance Pay, BAH, and OHA Requests, Continued

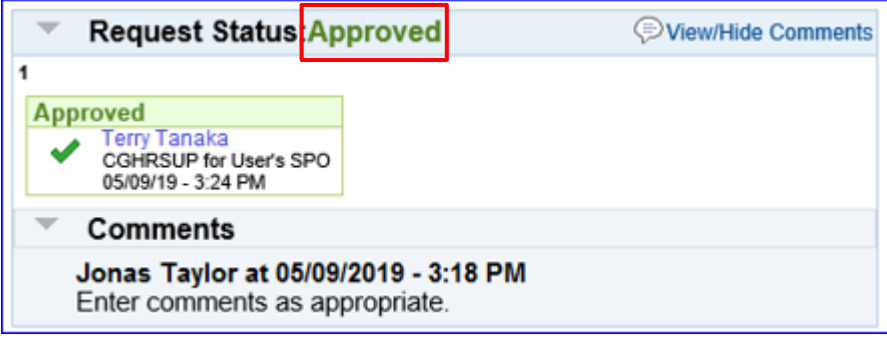

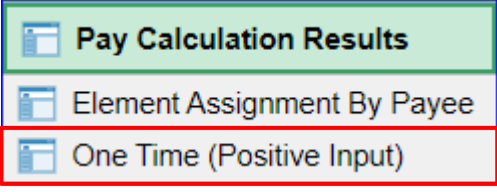
Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>Enter <b>Comments</b> as appropriate. Click <b>Submit</b>.</p> <div data-bbox="316 495 1394 1066" style="border: 1px solid black; padding: 5px;"> <p><b>Request Details</b></p> <p>Type of Advance: <input type="text" value="Pay"/> <span style="float: right;">Payment Date: <input type="text" value="06/01/2019"/></span></p> <p># of Months: <input type="text" value="2"/> <span style="float: right;">Repayments Start: <input type="text" value="07/01/2019"/></span></p> <p>or \$ Amount: <input type="text"/></p> <p># of Installments: <input type="text" value="12"/></p> <p><a href="#">Get Details</a></p> <hr/> <p><b>Request Information</b></p> <p>Estimated Advance: \$ 6,077.08</p> <p>Monthly Deduction: \$ 506.42</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate."/></p> <p><a href="#">Submit</a> <a href="#">Resubmit</a> <a href="#">Withdraw</a></p> </div>
<p><b>10</b></p>	<p>The status will update to <b>Pending</b> and the request will be forwarded to the SPO tree for approval.</p> <div data-bbox="316 1178 1299 1550" style="border: 1px solid black; padding: 5px;"> <p>Request Status: <span style="border: 2px solid red; padding: 2px;"><b>Pending</b></span> <span style="float: right;"><a href="#">View/Hide Comments</a></span></p> <p>1</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Pending</b></p> <p> <b>Multiple Approvers</b> CGHRSUP for User's SPO</p> </div> <p><b>Comments</b></p> <p><b>Jonas Taylor at 05/09/2019 - 3:18 PM</b> Enter comments as appropriate.</p> </div>

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## Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action
11	<p>Once the Advance Pay Request has been approved, it is important to review the member’s OTPI and EABP to ensure the advance pay request processed correctly and the repayment schedule has been established.</p>  <p>The screenshot shows a 'Request Status' dropdown menu set to 'Approved'. Below this, there is a comment from Terry Tanaka dated 05/09/19 at 3:24 PM, indicating approval for CGHRSUP for User's SPO. A comment box for Jonas Taylor at 05/09/2019 - 3:18 PM is also visible, with the text 'Enter comments as appropriate.'</p>
12	<p>To review the OTPI: Click on the <b>Pay Processing Shortcuts</b> Tile.</p> <p><b>NOTE:</b> For more information on navigating and understanding a member’s Pay Calculation Results, OTPI, and EABP, see the <a href="#">Viewing Pay Processing Shortcuts</a> user guide.</p>  <p>The screenshot shows a tile titled 'Pay Processing Shortcuts' with an icon of a green wallet and yellow coins.</p>
12.5	<p>Select <b>One Time (Positive Input)</b> option.</p>  <p>The screenshot shows a menu with three options: 'Pay Calculation Results', 'Element Assignment By Payee', and 'One Time (Positive Input)'. The 'One Time (Positive Input)' option is highlighted with a red border.</p>

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## Processing Advance Pay, BAH, and OHA Requests, Continued

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Procedures,  
continued

Step	Action
13	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span>Find an Existing Value</span> <span>Add a New Value</span> </div> <p><b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Pay Group begins with <input type="text"/></p> <p>Calendar ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid red; padding: 2px 5px;">Search</span> <span>Clear</span> <span>Basic Search </span> <span>Save Search Criteria</span> </div> <p>Find an Existing Value   Add a New Value</p> </div>

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# Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action																																																												
<p><b>14</b></p>	<p>Select the appropriate <b>Calendar ID</b> from the Search Results.</p> <div data-bbox="316 495 999 976" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All      First 1-11 of 11 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>1234567</td><td>0</td><td>USCG</td><td>A14M12PRD1###1</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>A15M12PRD2###2</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>A19M04PRD1###3</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2015M04M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2015M06M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2015M07M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2016M02M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2016M07M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2017M01M</td><td>Jonas Taylor</td></tr> <tr><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2019M05M</td><td>Jonas Taylor</td></tr> <tr style="border: 2px solid red;"><td>1234567</td><td>0</td><td>USCG</td><td>CG ACT 2019M06M</td><td>Jonas Taylor</td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG	A14M12PRD1###1	Jonas Taylor	1234567	0	USCG	A15M12PRD2###2	Jonas Taylor	1234567	0	USCG	A19M04PRD1###3	Jonas Taylor	1234567	0	USCG	CG ACT 2015M04M	Jonas Taylor	1234567	0	USCG	CG ACT 2015M06M	Jonas Taylor	1234567	0	USCG	CG ACT 2015M07M	Jonas Taylor	1234567	0	USCG	CG ACT 2016M02M	Jonas Taylor	1234567	0	USCG	CG ACT 2016M07M	Jonas Taylor	1234567	0	USCG	CG ACT 2017M01M	Jonas Taylor	1234567	0	USCG	CG ACT 2019M05M	Jonas Taylor	1234567	0	USCG	CG ACT 2019M06M	Jonas Taylor
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<p><b>15</b></p>	<p>The selected OTPI will open. Ensure the <b>Element Name</b> indicates ADVANCE PAY. Click the <b>Expand All</b> icon to display all fields of the OTPI.</p> <div data-bbox="316 1088 1393 1435" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 1234567      Name Jonas Taylor      Empl Record 0</p> <p>Pay Group USCG      Description USCG Active Duty      Pay Entity USCG</p> <p>Calendar ID CG ACT 2019M06M      Begin Date 06/01/2019      End Date 06/15/2019</p> <p><b>Earnings and Deductions</b>      Personalize   Find   View All   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Main Components</th> <th>Source</th> <th>Expand All</th> </tr> </thead> <tbody> <tr> <td>Entry Type</td> <td>Element Name</td> <td>Element Description</td> <td>Instance Action Type</td> </tr> <tr> <td>Earnings</td> <td style="border: 2px solid red;">ADVANCE PAY</td> <td>Advance Payment</td> <td>1 Add</td> </tr> </tbody> </table> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display</p> </div>	Action	Main Components	Source	Expand All	Entry Type	Element Name	Element Description	Instance Action Type	Earnings	ADVANCE PAY	Advance Payment	1 Add																																																
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<p><b>16</b></p>	<p>Click the <b>Details</b> icon to display the details of the Advance Pay element.</p> <div data-bbox="316 1514 1393 1805" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 1234567      Name Jonas Taylor      Empl Record 0</p> <p>Pay Group USCG      Description USCG Active Duty      Pay Entity USCG</p> <p>Calendar ID CG ACT 2019M06M      Begin Date 06/01/2019      End Date 06/15/2019</p> <p><b>Earnings and Deductions</b>      Personalize   Find   View All   First 1 of 1 Last</p> <table border="1"> <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</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>ADVANCE PAY</td> <td>Advance Payment</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>6077.08</td> <td>USD</td> <td style="border: 2px solid red;">Details</td> <td>9876543</td> <td>05/09/2019 3:24:11PM</td> <td></td> </tr> </tbody> </table> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh</p> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By	Last Update Date/Time	Batch Code	Earnings	ADVANCE PAY	Advance Payment	1	Add			6077.08	USD	Details	9876543	05/09/2019 3:24:11PM																																			
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# Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued


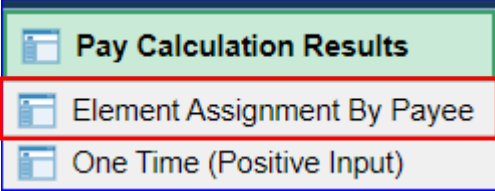
Step	Action																																						
17	<p>The Advance Pay OTPI details will open. This displays the <b>Calendar ID</b> the advance will pay out on, the <b>Amount</b> of the advance, the <b>Advance Type</b>, and the <b>Advance ID</b> number (this number is important when researching the EABP).</p> <div data-bbox="316 566 1394 1462" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p><b>Positive Input - Details</b></p> <table border="0" style="width: 100%;"> <tr> <td>Employee ID 1234567</td> <td>Name <b>Jonas Taylor</b></td> <td>Empl Record 000</td> </tr> <tr> <td>Pay Group USCG</td> <td>Description USCG Active Duty</td> <td></td> </tr> <tr> <td><b>Calendar ID CG ACT 2019M06M</b></td> <td>Begin Date 06/01/2019</td> <td>End Date 06/15/2019</td> </tr> <tr> <td><b>Element ADVANCE PAY</b></td> <td>Element Name Advance Payment</td> <td>Instance 001</td> </tr> </table> <p>Specify Values OR Elements</p> <table border="0" style="width: 100%;"> <tr> <td>Unit Value</td> <td>Unit Element</td> <td></td> </tr> <tr> <td>Rate Value</td> <td>Rate Element</td> <td></td> </tr> <tr> <td>Base Value</td> <td>Base Element</td> <td></td> </tr> <tr> <td>Percent Value</td> <td>Percent Element</td> <td>Currency</td> </tr> <tr> <td><b>Amount Value 6077.08</b></td> <td>Amount Element</td> <td>USD</td> </tr> <tr> <td>Begin Date</td> <td>End Date</td> <td></td> </tr> </table> <p>Absence Dates</p> <table border="0" style="width: 100%;"> <tr> <td>Absence Begin Date</td> <td>Absence End Date</td> </tr> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </table> <p>Other Data</p> <table border="0" style="width: 100%;"> <tr> <td>Batch Code</td> <td>Description of PI</td> </tr> </table> <p>Supporting &amp; Element Overrides</p> <p>Business Unit ENLCG</p> <p>Required Fields</p> <table border="0" style="width: 100%;"> <tr> <td><b>Advance Type Pay</b></td> </tr> <tr> <td><b>Advance ID 5.000000</b></td> </tr> </table> <p>OK Cancel Refresh</p> </div>	Employee ID 1234567	Name <b>Jonas Taylor</b>	Empl Record 000	Pay Group USCG	Description USCG Active Duty		<b>Calendar ID CG ACT 2019M06M</b>	Begin Date 06/01/2019	End Date 06/15/2019	<b>Element ADVANCE PAY</b>	Element Name Advance Payment	Instance 001	Unit Value	Unit Element		Rate Value	Rate Element		Base Value	Base Element		Percent Value	Percent Element	Currency	<b>Amount Value 6077.08</b>	Amount Element	USD	Begin Date	End Date		Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI	<b>Advance Type Pay</b>	<b>Advance ID 5.000000</b>
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## Processing Advance Pay, BAH, and OHA Requests, Continued

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Procedures,  
continued

Step	Action
18	<p>To review EABP: Click on the <b>Pay Processing Shortcuts</b> Tile.</p> 
18.5	<p>Select the <b>Element Assignment By Payee</b> option.</p> 

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*Continued on next page*

# Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action
<p><b>19</b></p>	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="316 495 994 1111"> <p><b>Element Assignment By Payee</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></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 type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>

*Continued on next page*

## Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action																																																																																
21	<p>Scroll through the list of EABPs. Locate the appropriate Liquidation of Advance and click <b>ADVANCE PYBK</b>.</p> <p><b>NOTE:</b> If member has multiple EABPs for ADVANCE PYBK, use the Instance number to select the appropriate one (this is the Advance ID identified in Step 17).</p> <div data-bbox="316 640 1394 1731" style="border: 1px solid blue; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <p><b>Jonas Taylor</b> ID 1234567 Empl Record 0</p> <p><b>Selection Criteria</b></p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria Clear</p> <p><b>Assignments</b> Personalize   Find   First 1-39 of 39 Last</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>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2016</td> <td>03/31/2017</td> <td><input checked="" type="checkbox"/></td> <td>3</td> <td></td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2017</td> <td>03/31/2018</td> <td><input checked="" type="checkbox"/></td> <td>4</td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>05/06/2016</td> <td>06/12/2016</td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>01/01/2017</td> <td>01/15/2017</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>08/01/2015</td> <td>08/31/2016</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>03/01/2017</td> <td>10/31/2017</td> <td><input checked="" type="checkbox"/></td> <td>2</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>08/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>3</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>08/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>4</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>5</td> <td></td> </tr> </tbody> </table> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag	TRICARE DEP	Tricare Dependent Dental	999	01/01/2016	03/31/2017	<input checked="" type="checkbox"/>	3		TRICARE DEP	Tricare Dependent Dental	999	04/01/2017	03/31/2018	<input checked="" type="checkbox"/>	4		DMR	Discount Meal Rate	999	05/06/2016	06/12/2016	<input checked="" type="checkbox"/>	1		IN SRVC DEBT	In-Service Debt	999	01/01/2017	01/15/2017	<input checked="" type="checkbox"/>	1		ADVANCE PYBK	Liquidation of Advance	999	08/01/2015	08/31/2016	<input checked="" type="checkbox"/>	1		ADVANCE PYBK	Liquidation of Advance	999	03/01/2017	10/31/2017	<input checked="" type="checkbox"/>	2		ADVANCE PYBK	Liquidation of Advance	999	08/01/2019		<input checked="" type="checkbox"/>	3		ADVANCE PYBK	Liquidation of Advance	999	08/01/2019		<input checked="" type="checkbox"/>	4		ADVANCE PYBK	Liquidation of Advance	999	07/01/2019		<input checked="" type="checkbox"/>	5	
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## Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action
22	<p>The EABP details will display. The EABP identifies the repayment start date and the amount to be collected from the member's pay each month.</p> <div data-bbox="316 528 1393 1435" style="border: 1px solid blue; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <hr/> <p><b>Element Detail</b></p> <p>Employee ID 1234567      Empl Record 0      Name <u>Jonas Taylor</u></p> <p>Element Name ADVANCE PYBK      Liquidation of Advance      Instance 5</p> <p><b>Assignment Process Detail</b></p> <p><input checked="" type="checkbox"/> Assignment Is Active      Currency Code USD      US Dollar</p> <p>Process Order 999      <span style="border: 1px solid red; padding: 2px;">Begin Date 07/01/2019</span>      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><b>Calculation Information</b></p> <p>Calculation Rule Amount</p> <p>Amount Numeric</p> <p>Amount Element</p> <p><span style="border: 1px solid red; padding: 2px;">Amount Value 506.42</span></p> <p><b>Required Fields</b></p> <p>Advance Type Pay</p> <p>Advance ID 5.000000</p> <p><b>Additional Overrides</b></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>

*Continued on next page*

## Processing Advance Pay, BAH, and OHA Requests, Continued

Procedures,  
continued

Step	Action
23	<p><b>Example of Advance BAH (# of Months):</b></p> <div data-bbox="316 495 1374 902" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Type of Advance: <input type="text" value="BAH"/> <span style="float: right;">Payment Date: <input type="text" value="06/01/2019"/> </span></p> <p># of Months: <input type="text" value="3"/> <span style="float: right;">Repayments Start: <input type="text" value="07/01/2019"/> </span></p> <p>or \$ Amount: <input type="text"/></p> <p># of Installments: <input type="text" value="12"/></p> <p style="text-align: center;"><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Estimated \$ 11,007.00 Advance: Monthly \$ 917.25 Deduction:</p> </div> <p><b>Example of Advance BAH (\$ Amount):</b></p> <div data-bbox="316 969 1374 1377" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Type of Advance: <input type="text" value="BAH"/> <span style="float: right;">Payment Date: <input type="text" value="06/01/2019"/> </span></p> <p># of Months: <input type="text"/></p> <p>or \$ Amount: <input type="text" value="8000"/> <span style="float: right;">Repayments Start: <input type="text" value="07/01/2019"/> </span></p> <p># of Installments: <input type="text" value="12"/></p> <p style="text-align: center;"><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Estimated \$ 8,000.00 Advance: Monthly \$ 666.67 Deduction:</p> </div> <p><b>Example of Advance OHA (\$ Amount):</b></p> <div data-bbox="316 1444 1374 1852" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Type of Advance: <input type="text" value="OHA"/> <span style="float: right;">Payment Date: <input type="text" value="06/01/2019"/> </span></p> <p># of Months: <input type="text"/></p> <p>or \$ Amount: <input type="text" value="6500"/> <span style="float: right;">Repayments Start: <input type="text" value="07/01/2019"/> </span></p> <p># of Installments: <input type="text" value="12"/></p> <p style="text-align: center;"><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Estimated \$ 6,500.00 Advance: Monthly \$ 541.67 Deduction:</p> </div>