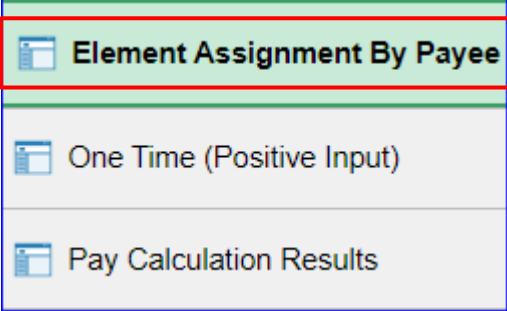# Element Assignment by Payee (EABP)

Introduction	This guide provides the procedures for viewing the Element Assignment by Payee (EABP) in Direct Access (DA).

References	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) USCG Personnel & Pay Procedures Manual (3PM) PPC INST M1000.2 (series) (c) Pay Calculation Results User Guide

In-Service Debts and Pay Corrections	EABPs are **automatically** built based on HRS Action Requests. Only PPC has the ability to manually input elements into EABP. When researching In-Service Debts and Pay Corrections, the HRS user must first review the member's EABP to obtain the Instance Number (see Step 4).

Procedures	See below.

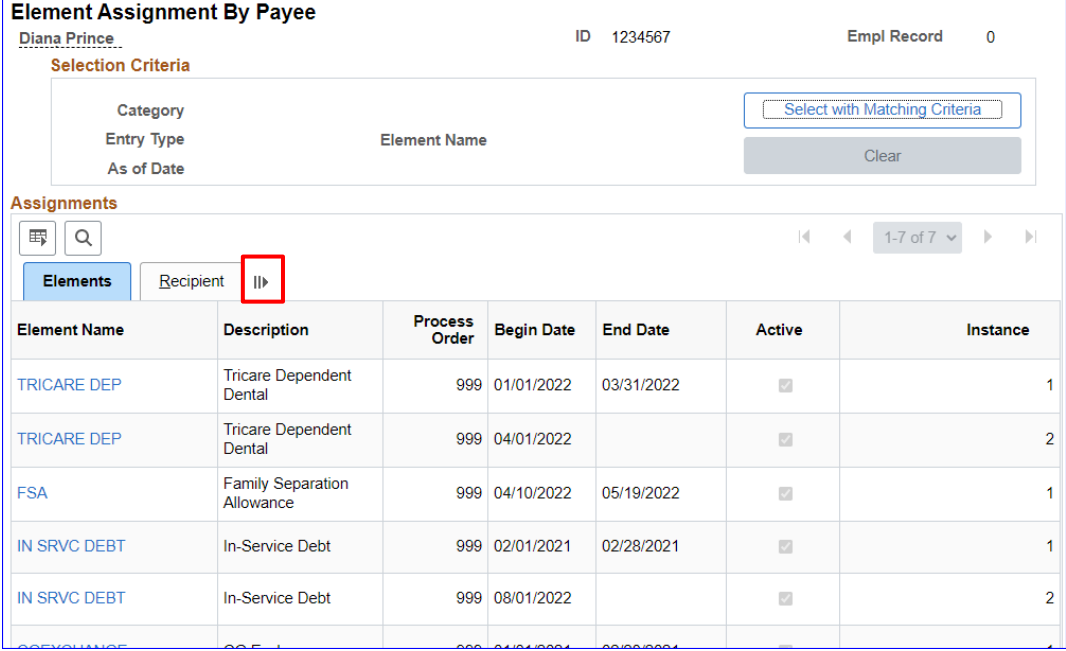| Step	Action
1	Click on the **Pay Processing Shortcuts** tile.
2	The **Element Assignment by Payee** (EABP) option will automatically display.

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**.

Element Assignment by Payee (EABP), Continued
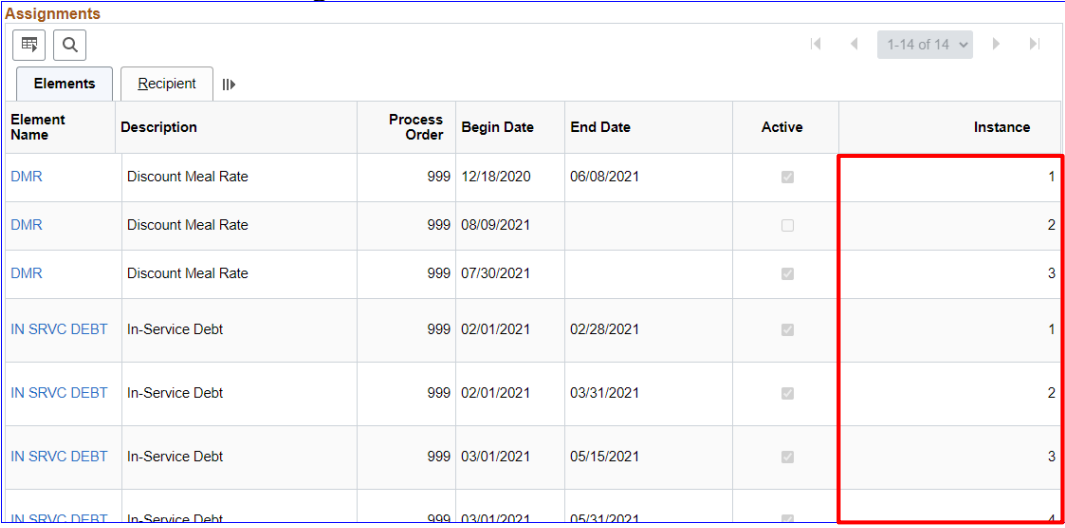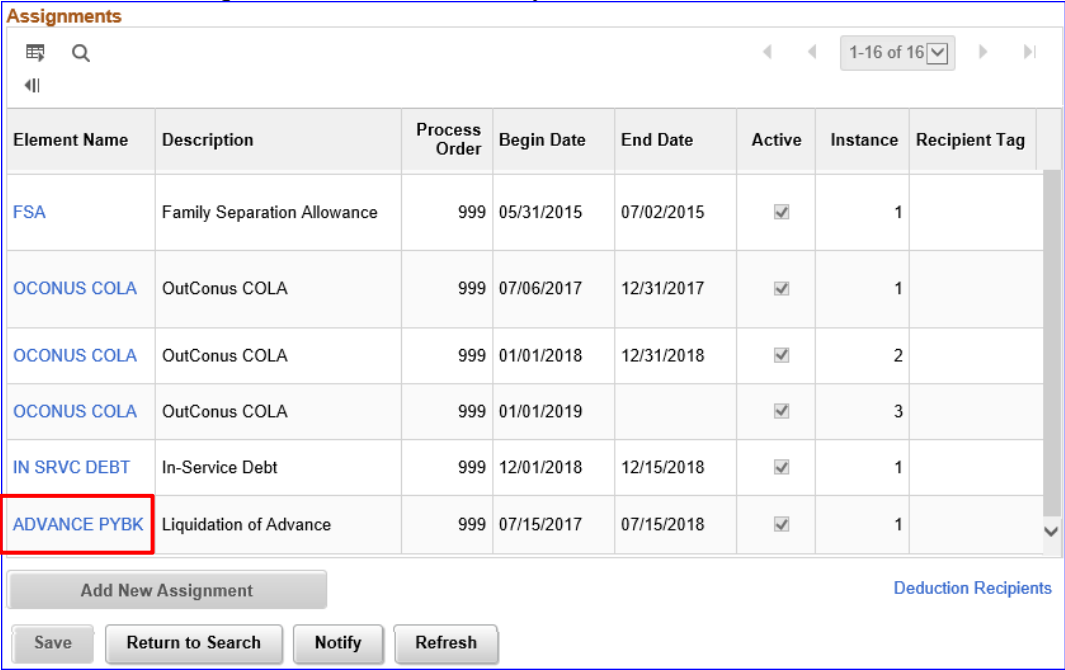
Procedures, continued

Step	Action
4	A list of the member's EABPs will display. It may be necessary to click the **Expand All** icon to view the Instance numbers. **Element Assignment By Payee** Diana Prince ID 1234567 Empl Record 0 **Selection Criteria** Category [Select with Matching Criteria] Entry Type Element Name As of Date [Clear] **Assignments** ⏮ ◀ 1-7 of 7 ▾ ▶ ⏭ **Elements** Recipient ⫴▸ <table><tr><th>Element Name</th><th>Description</th><th>Process Order</th><th>Begin Date</th><th>End Date</th><th>Active</th><th>Instance</th></tr><tr><td>TRICARE DEP</td><td>Tricare Dependent Dental</td><td>999</td><td>01/01/2022</td><td>03/31/2022</td><td>☑</td><td>1</td></tr><tr><td>TRICARE DEP</td><td>Tricare Dependent Dental</td><td>999</td><td>04/01/2022</td><td></td><td>☑</td><td>2</td></tr><tr><td>FSA</td><td>Family Separation Allowance</td><td>999</td><td>04/10/2022</td><td>05/19/2022</td><td>☑</td><td>1</td></tr><tr><td>IN SRVC DEBT</td><td>In-Service Debt</td><td>999</td><td>02/01/2021</td><td>02/28/2021</td><td>☑</td><td>1</td></tr><tr><td>IN SRVC DEBT</td><td>In-Service Debt</td><td>999</td><td>08/01/2022</td><td></td><td>☑</td><td>2</td></tr></table>

Element Assignment by Payee (EABP), Continued

Procedures, continued

Step	Action
5	An EABP is created for all Action Requests with their Begin Date and End Date. The **Instance** number represents what sequence the transactions were submitted. HRS users must look here first to obtain the Instance number when doing a Pay Correction or researching an In-Service Debt.
6	To view the details of an EABP, select the **Element Name**. For example, to view the details of a liquidation of Advance Pay, select ADVANCE PYBK.

4

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
7	The EABP Details provide the **Begin Date** and **End Date** of the liquidation schedule and the total **Amount Value** to be collected. The **Advance Type** will indicate the type of advance (i.e., Advance Pay, Advance BAH, or Advance OHA). Click **OK** to return to the list of EABPs. **Element Assignment By Payee** **Element Detail** Employee ID 9876543 Empl Record 0 Name Rick Sanchez Element Name ADVANCE PYBK Liquidation of Advance Instance 1 **Assignment Process Detail** ☑ Assignment Is Active Currency Code USD US Dollar Process Order 999 Begin Date 07/15/2017 End Date 07/15/2018 Recipient Tag 0 Previous End Date ☑ Allow Batch Update of End Date Updated in Payroll Run C118070 ▼ **Calculation Information** Calculation Rule Amount Amount Numeric Amount Element Amount Value 881.23 ▼ **Required Fields** Advance Type Pay Advance ID 1.000000 ▼ **Additional Overrides** Frequency Option Use Element Frequency Frequency Generation Option Use Element Generation Control Generation Control **OK** Cancel Refresh

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
9	In this example, there are currently 3 rows for OutCONUS Cola. Based on the Begin and End dates, this member has been receiving OutCONUS Cola continuously since 07/06/2019. To view the details of the current OutCONUS Cola entitlement, select **OCONUS COLA** with a Begin Date of 01/01/2019.

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
9	The EABP Details for OCONUS COLA indicates the **Begin Date**, **COLA Location**, **COLA Type**, and the **number of Dependents** (if any). Click **OK** to return to the list of EABPs.

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
11	In this example, the member has a DMR Refund amount from 2021. Click on the Element Name link **DMR REFUND** with the Instance number of 1. | IN SRVC DEBT	In-Service Debt	999	02/01/2022	03/31/2022	☑	6
IN SRVC DEBT	In-Service Debt	999	03/01/2022	03/31/2022	☑	7
IN SRVC DEBT	In-Service Debt	999	03/01/2022	03/31/2022	☑	8
DMR REFUND	DMR Refund	999	04/22/2021	04/24/2021	☑	1
CGEXCHANGE	CG Exchange	999	01/01/2021	02/28/2021	☑	1	
12	The Element Details of this EABP provide the Begin and End Date indicating the member was refunded for 3 days of DMR and also lists how many of each meal was refunded. **Element Assignment By Payee** ✕ Help **Element Detail** Employee ID 1234567 Empl Record 0 Name Diana Prince Element Name DMR REFUND DMR Refund Instance 1 **Assignment Process Detail** ☑ Assignment Is Active Currency Code USD US Dollar Process Order 999 Begin Date 04/22/2021 End Date 04/24/2021 Recipient Tag 0 Previous End Date ☑ Allow Batch Update of End Date Updated in Payroll Run ▸ Calculation Information **Supporting &Element Overrides** 1-3 of 3 View All 	Element Name	Description	Character Value	Numeric Value	Date Value
---	---	---	---	---
CG VR DRF B NUM	#Breakfast - DMR Refund		3.000000	
CG VR DRF L NUM	#Lunches - DMR Refund		3.000000	
CG VR DRF D NUM	#Dinners - DMR Refund		3.000000		 ▸ Additional Overrides [OK] [Cancel] [Refresh]

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
13	This last example is an In-Service Debt. Click the **IN SRVC DEBT** link for Instance number 4.
14	This Element Detail displays: the **Unique Accumulator** which should match the **Instance Number**, the total **Debt Amount** due of $286.67, the **Percent of Deductible Earnings (DE)** affected, the **Taxability Effect**, if any, the **Debt Originating Year**, the **Percent of Interest** charged, (if applicable), the **Type** of debt, which is a Payroll Overpayment, **Comments** include that it was "System Generated" along with the Pay Calendar ID when the debt occurred, and the **Account Numbe**r is usually blank but it may describe what the debt is for, in this case Hardship Duty Pay.