

Electronic Based Distributed Learning (EBDL)

Overview

Introduction This guide provides the procedures for entering, removing, and verifying Reserve members' Electronic Based Distributed Learning (EBDL) courses (previously known as correspondence courses) authorized by COMDT (CG-R55) in Direct Access (DA).

- References**
- (a) [Reserve Policy Manual, COMDTINST M1000.28 \(series\)](#)
 - (b) [ALCOAST 556/09: Reserve Retirement Points Awarded for the Completion of Non-Coast Guard Correspondence Courses](#)
 - (c) [Reserve Component \(RC\) Use of Electronic-based Distributed Learning \(EBDL\) Methods for Training, COMDTINST 1500.7](#)
-

Background Per references (a) and (c), Reserve members may earn retirement points for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by Commandant (CG-R55), or Commanding Officer, USCG Education and Training Quota Management Command (ETQC).

The Office of Reserve Affairs, Plans and Policy division, CG-R55, has approved a list of Non-Coast Guard courses and determined the appropriate compensation for each course. Compensation shall be in the form of Reserve Retirement Points.

The list of approved courses may be found at:
<https://www.reserve.uscg.mil/Resources/Electronic-Based-Distributed-Learning-EBDL-/>.

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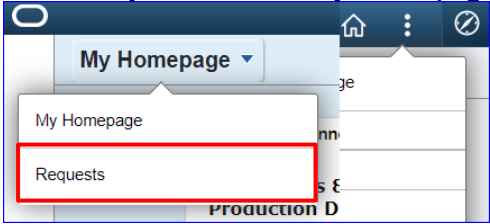
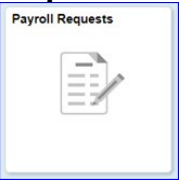
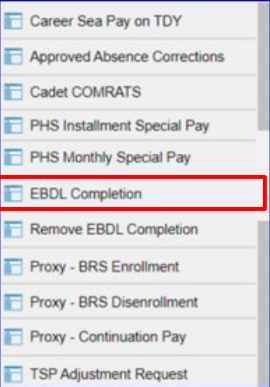
Entering Electronic Based Distributed Learning (EBDL) Courses

Introduction This section provides the procedures for entering a Reserve member’s EBDL courses (previously known as correspondence courses) in DA.

Before You Begin Only EBDL courses completed on or after 25 September 2009 and are **authorized** by COMDT (CG-R55) for points and/or pay are to be entered into DA. Users must have the CGHRS role to enter courses in DA.

The current approved EBDL courses authorized by the Office of Reserve Affairs are posted on the [COMDT \(CG-R55\) web page](#). SPO’s shall review the courses authorized prior to entering any completion for points and/or pay in DA.

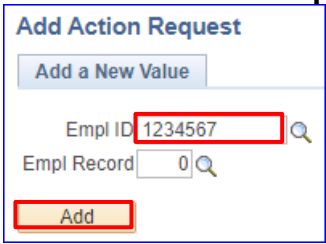
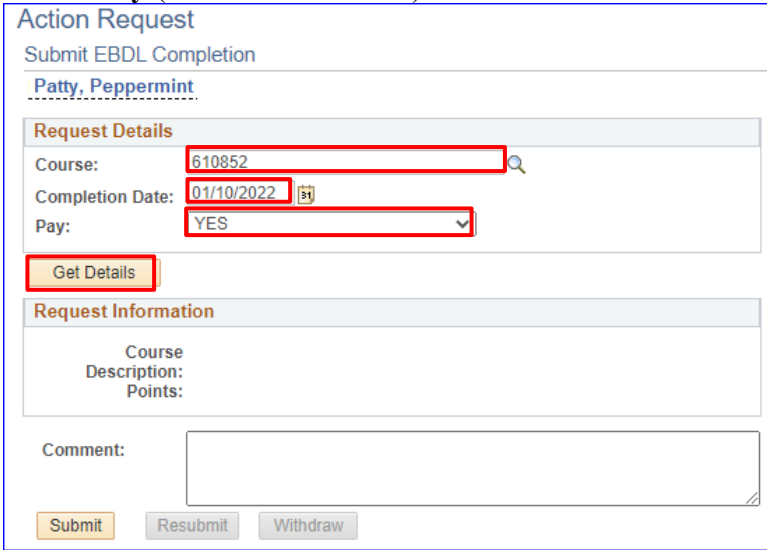
Procedures See below.

Step	Action
1	Select Requests for the My Homepage drop-down. 
2	After selecting Requests from the My Homepage drop-down, click the Payroll Requests tile. 
3	Select the EBDL Completion option. 

Continued on next page

Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action						
4	<p>Enter the member's Empl ID and click Add.</p> 						
5	<p>The Submit EBDL Completion page will display. Using the lookup, locate the appropriate Course code. Enter the Completion Date from the course completion certificate or notification letter. Using the drop-down, select Yes or No for Pay (see the chart below). Click Get Details.</p>  <table border="1" data-bbox="325 1576 1326 1883"> <thead> <tr> <th data-bbox="325 1576 580 1615">If</th> <th data-bbox="580 1576 1326 1615">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="325 1615 580 1688">EBDL course for Points Only</td> <td data-bbox="580 1615 1326 1688">NO (most EBDL courses are for Points Only)</td> </tr> <tr> <td data-bbox="325 1688 580 1883">EBDL course for Pay and Points</td> <td data-bbox="580 1688 1326 1883"> YES; Ensure the following: <ul style="list-style-type: none"> • The course is approved for pay, • The completion certificate has been provided, and • A Command memorandum for the mandated course has been received. </td> </tr> </tbody> </table>	If	Then	EBDL course for Points Only	NO (most EBDL courses are for Points Only)	EBDL course for Pay and Points	YES ; Ensure the following: <ul style="list-style-type: none"> • The course is approved for pay, • The completion certificate has been provided, and • A Command memorandum for the mandated course has been received.
If	Then						
EBDL course for Points Only	NO (most EBDL courses are for Points Only)						
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Continued on next page

Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
<p>6</p>	<p>The Request Information section will populate based on the criteria entered in Step 3. Verify this information matches the course completion certificate or notification letter. Enter reference information used for validating the course completion in the Comment block. When finished, click Submit.</p> <div data-bbox="325 680 1366 1415" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Submit EBDL Completion</p> <p><u>Patty, Peppermint</u></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Request Details</p> <p>Course: <input type="text" value="610852"/> <input type="button" value="🔍"/></p> <p>Completion Date: <input type="text" value="01/10/2022"/> <input type="button" value="📅"/></p> <p>Pay: <input type="text" value="YES"/> <input type="button" value="▼"/></p> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Request Information</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Course: Intro to Maritime Law Enforce Description: Points: 17</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="Member turned in certificate of completion."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>
<p>7</p>	<p>The Reserve member must be in SELRES, IRR, or ASL as of the course completion date. If the member was on Active Duty orders at the time of the course completion, they may not receive points/pay for completing the course and this error message will display. Click OK.</p> <div data-bbox="325 1594 1165 1868" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>Member must be in SELRES, IRR, or ASL as of Course Completion date. (30003,151)</p> <p>Please validate member's current job record.</p> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="OK"/></p> </div>

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Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued


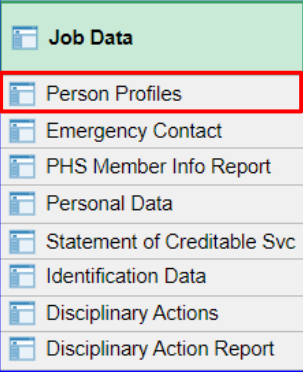
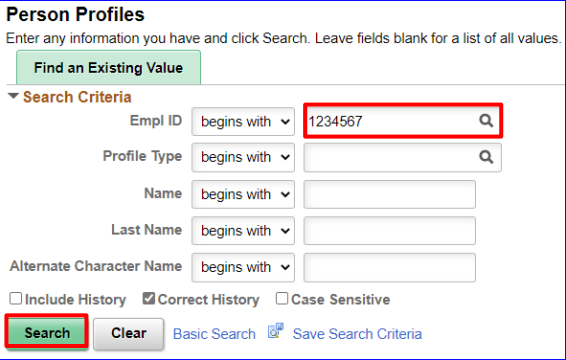
Step	Action
8	<p>Once the EBDL completion has been submitted, the action request status will update to Pending and be forwarded to the SPO tree for approval.</p> <div data-bbox="323 622 1326 1059" style="border: 1px solid black; padding: 5px;"><p>Submit Resubmit Withdraw</p><p>Request Status: Pending View/Hide Comments</p><p>1</p><div style="border: 1px solid gray; padding: 2px;"><p>Pending Multiple Approvers CGHRSUP for User's SPO</p></div><p>Comments</p><p>Peppermint Patty at 01/11/22 - 9:17 AM Member turned in certificate of completion.</p></div>

Removing Electronic Based Distributed Learning (EBDL) Courses

Introduction This section provides the procedures for removing Reserve members' EBDL courses (previously known as correspondence courses) in DA.

Before You Begin Verify the course to be removed is recorded in the member's Person Profile. The **Remove EBDL Completion** function will only delete courses that are already posted to the Courses and Training section of a member's Person Profile page in DA.

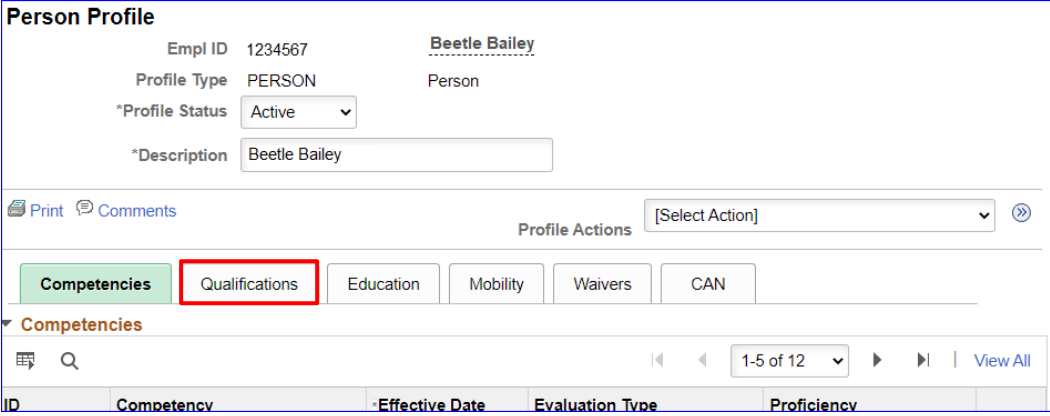
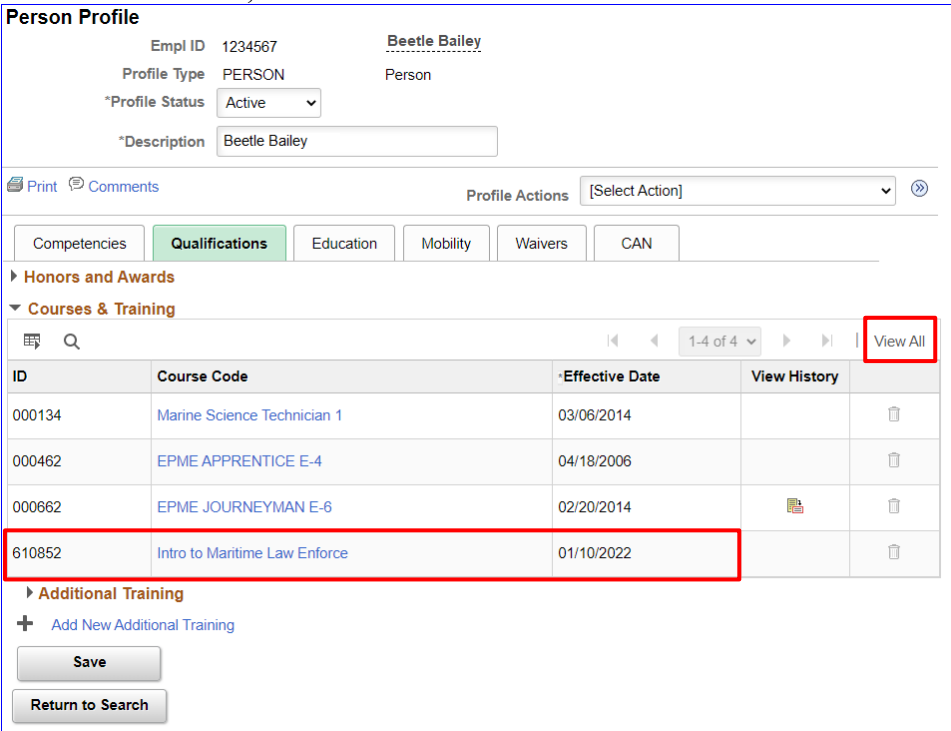
Procedures See below.

Step	Action
1	<p>To verify the EBDL course to be deleted is recorded in the member's Person Profile, click on the Core HR Tile</p> 
1.5	<p>Select the Person Profiles option.</p> 
2	<p>Enter the member's Empl ID and click Search.</p> 

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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

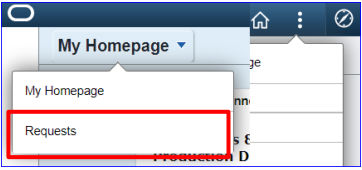
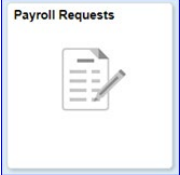
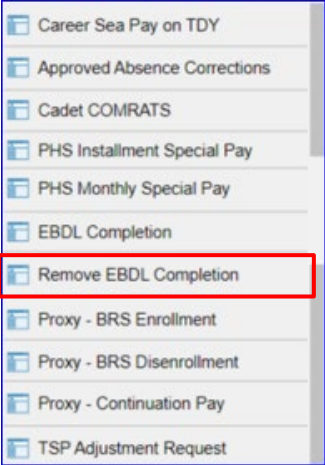
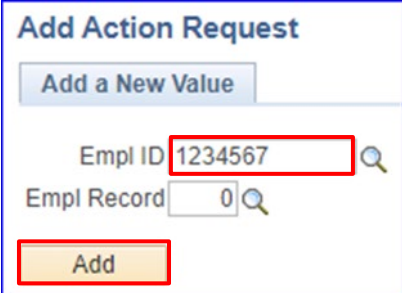
Procedures,
continued

Step	Action																				
3	<p>The member's profile will be displayed. Select the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>Beetle Bailey</u> Profile Type PERSON Person *Profile Status Active *Description Beetle Bailey</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies</p> <p>1-5 of 12 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> </table>	ID	Competency	Effective Date	Evaluation Type	Proficiency															
ID	Competency	Effective Date	Evaluation Type	Proficiency																	
4	<p>Depending on the number of entries the member has, you may have to scroll down the page to find Courses & Training. Click View All to see the entire list of courses and training. Locate the course to be removed – make a note of the course ID number and effective date. For this example, the course to be removed is 610852, Intro to Maritime Law Enforcement dated 1/10/2022.</p>  <p>Person Profile</p> <p>Empl ID 1234567 <u>Beetle Bailey</u> Profile Type PERSON Person *Profile Status Active *Description Beetle Bailey</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Honors and Awards</p> <p>Courses & Training</p> <p>1-4 of 4 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>000134</td> <td>Marine Science Technician 1</td> <td>03/06/2014</td> <td></td> </tr> <tr> <td>000462</td> <td>EPME APPRENTICE E-4</td> <td>04/18/2006</td> <td></td> </tr> <tr> <td>000662</td> <td>EPME JOURNEYMAN E-6</td> <td>02/20/2014</td> <td></td> </tr> <tr> <td>610852</td> <td>Intro to Maritime Law Enforce</td> <td>01/10/2022</td> <td></td> </tr> </tbody> </table> <p>Additional Training</p> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search</p>	ID	Course Code	Effective Date	View History	000134	Marine Science Technician 1	03/06/2014		000462	EPME APPRENTICE E-4	04/18/2006		000662	EPME JOURNEYMAN E-6	02/20/2014		610852	Intro to Maritime Law Enforce	01/10/2022	
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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
5	<p>Return to the My Homepage drop-down and select Requests. Requests tab. Select Remove EBDL Completion from the Payroll Requests pagelet for the.</p> 
6	<p>Click the Payroll Requests tile.</p> 
7	<p>Select the Remove EBDL Completion option.</p> 
8	<p>Enter the member's Empl ID and click Add.</p> 

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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
7	<p>The Submit Remove EBDL Completion page will display. Enter the Course ID number to be removed. Enter the Completion Date of the original course completion (this information was retrieved in Step 4). Click Get Details.</p> <div data-bbox="316 645 1369 1361" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Submit Remove EBDL Completion</p> <p><u>Bailey, Beetle</u></p> <hr/> <p>Request Details</p> <p>Course: <input type="text" value="610852"/> <input type="button" value="🔍"/></p> <p>Completion Date: <input type="text" value="01/10/2022"/> <input type="button" value="📅"/></p> <p><input type="button" value="Get Details"/></p> <hr/> <p>Request Information</p> <p>Course Description: Points: Pay Calendar:</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

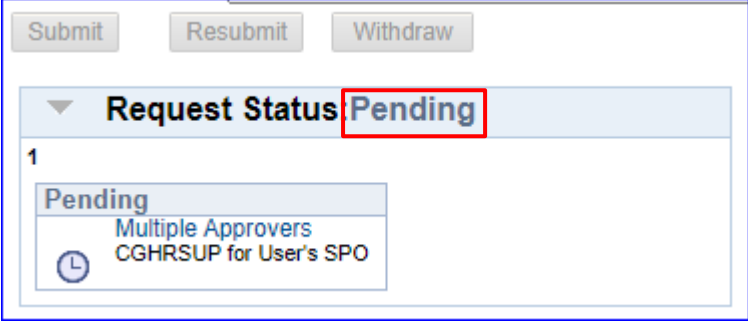
Procedures,
continued

Step	Action
8	<p>The Request Information section will populate with the course information. Enter the reason for the course removal in the Comment block. Click Submit.</p> <div data-bbox="316 611 1366 1323" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Submit Remove EBDL Completion</p> <p><u>Bailey, Beetle</u></p> <hr/> <p>Request Details</p> <p>Course: <input type="text" value="610852"/> <input type="button" value="🔍"/></p> <p>Completion Date: <input type="text" value="01/10/2022"/> <input type="button" value="📅"/></p> <p><input type="button" value="Get Details"/></p> <hr/> <p>Request Information</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <p>Course: Intro to Maritime Law Enforce</p> <p>Description:</p> <p>Points: 5</p> <p>Pay Calendar: CG RSV 2022M01M</p> </div> <p>Comment: <input style="border: 1px solid red;" type="text" value="Provide comments explaining why the course is being removed."/></p> <p><input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

Continued on next page

Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
9	<p>Once the EBDL removal has been submitted, the action request status will update to Pending and be forwarded to the SPO tree for approval.</p>  <p>The screenshot shows a user interface with three buttons at the top: 'Submit', 'Resubmit', and 'Withdraw'. Below these is a dropdown menu labeled 'Request Status' with 'Pending' selected and highlighted by a red box. Underneath the dropdown, a list item is shown with the number '1' and the status 'Pending'. A tooltip or detail box for this item displays 'Multiple Approvers' and 'CGHRSUP for User's SPO' with a clock icon.</p>

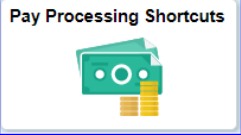
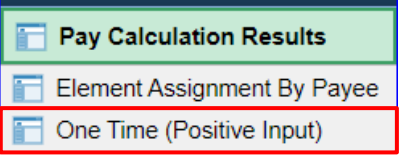
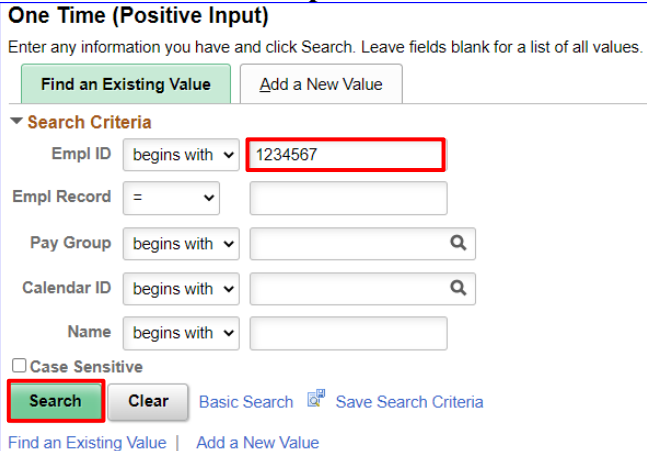
Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses

Introduction This section provides the procedures for verifying the processing of Reserve members' EBDL courses (also known as correspondence courses) in DA.

Information After the EBDL has been approved by the Payment Authorizing Official (PAO), SPOs should verify the correct number of course points were credited and that payment processed (if applicable) accurately. This is a two stage process requiring review of both the **One Time (Positive Input)** and **Pay Calculations Results** for the EBDL.

EBDL Courses for Points and Pay are processed as an IDT Drill and paid as a One Time Positive Input (OTPI) in DA.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Pay Processing Shortcuts tile.</p> 
<p>1.5</p>	<p>Select the One Time (Positive Input) option.</p> 
<p>2</p>	<p>Enter the member's Empl ID and click Search.</p> 

Continued on next page

Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action																																			
3	<p>Select the Calendar ID in which the EBDL was processed. In this example, the EBDL was processed on the January 2022 mid-month calendar.</p> <div data-bbox="327 607 1134 1115" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All 1-81 of 81</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 RSV</td> <td style="border: 2px solid red;">CG RSV 2022M01M</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2021M12M</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2021M11M</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2021M11E</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2021M10E</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2021M09M</td> <td>Dilbert</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG RSV	CG RSV 2022M01M	Dilbert	1234567	0	USCG RSV	CG RSV 2021M12M	Dilbert	1234567	0	USCG RSV	CG RSV 2021M11M	Dilbert	1234567	0	USCG RSV	CG RSV 2021M11E	Dilbert	1234567	0	USCG RSV	CG RSV 2021M10E	Dilbert	1234567	0	USCG RSV	CG RSV 2021M09M	Dilbert
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4	<p>The OTPI will display. Click the Expand All icon.</p> <div data-bbox="327 1178 1364 1541" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Dilbert Empl Record 0</p> <p>Pay Group USCG RSV Description USCG Reservist Pay Entity USCG</p> <p>Calendar ID CG RSV 2022M01M Begin Date 01/01/2022 End Date 01/15/2022</p> <p>Earnings and Deductions</p> <p>Search: <input type="text"/> 1-1 of 1 View All</p> <p>Action Main Components Source </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> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	IDT DRILL	Inactive Duty for Training	1	Add																									
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5	<p>All data fields will display. Click the Details icon.</p> <div data-bbox="327 1603 1364 1881" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Dilbert Empl Record 0</p> <p>Pay Group USCG RSV Description USCG Reservist Pay Entity USCG</p> <p>Calendar ID CG RSV 2022M01M Begin Date 01/01/2022 End Date 01/15/2022</p> <p>Earnings and Deductions</p> <p>Search: <input type="text"/> 1-1 of 1 View All</p> <p>⏪</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>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1</td> <td>Add</td> <td>17.000000</td> <td></td> <td></td> <td>USD</td> <td style="border: 2px solid red;">9876543</td> <td>01/11/2022 1:33:30PM</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p> </div>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Updated By User	Last Update Date/Time	Batch Code	Earnings	IDT DRILL	Inactive Duty for Training	1	Add	17.000000			USD	9876543	01/11/2022 1:33:30PM												
Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Updated By User	Last Update Date/Time	Batch Code																									
Earnings	IDT DRILL	Inactive Duty for Training	1	Add	17.000000			USD	9876543	01/11/2022 1:33:30PM																										

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Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

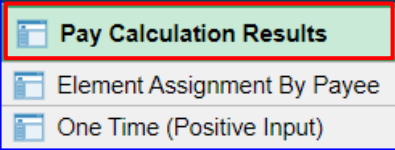
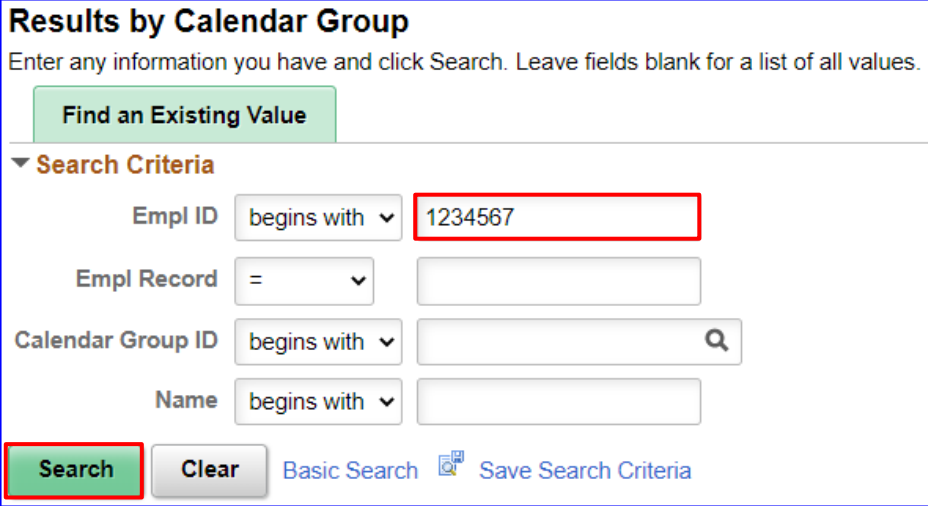

Procedures,
continued

Step	Action																																																																		
<p>6</p>	<p>The OTPI details will display.</p> <ul style="list-style-type: none"> • Unit Value – The number of points for pay • Begin Date – The date the EBDL was entered • Drill Type – Specifies this was an EBDL entry • Drill Department – Indicates the course ID number <p>Once the OTPI details have been verified, return to the DA home page.</p> <div data-bbox="327 786 1369 1543" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <table border="0"> <tr> <td>Employee ID</td><td>1234567</td><td>Name</td><td>Dilbert</td><td>Empl Record</td><td>000</td></tr> <tr> <td>Pay Group</td><td>USCG RSV</td><td>Description</td><td>USCG Reservist</td><td></td><td></td></tr> <tr> <td>Calendar ID</td><td>CG RSV 2022M01M</td><td>Begin Date</td><td>01/01/2022</td><td>End Date</td><td>01/15/2022</td></tr> <tr> <td>Element</td><td>IDT DRILL</td><td>Element Name</td><td>Inactive Duty for Training</td><td>Instance</td><td>001</td></tr> </table> <p>▼ Specify Values OR Elements</p> <table border="0"> <tr> <td>Unit Value</td><td>17.000000</td><td>Unit Element</td><td></td></tr> <tr> <td>Rate Value</td><td></td><td>Rate Element</td><td></td></tr> <tr> <td>Base Value</td><td></td><td>Base Element</td><td></td></tr> <tr> <td>Percent Value</td><td></td><td>Percent Element</td><td>Currency</td></tr> <tr> <td>Amount Value</td><td></td><td>Amount Element</td><td>USD</td></tr> <tr> <td>Begin Date</td><td>01/10/2022</td><td>End Date</td><td>01/10/2022</td></tr> </table> <p>▼ Absence Dates</p> <table border="0"> <tr> <td>Absence Begin Date</td><td></td><td>Absence End Date</td><td></td></tr> <tr> <td>Period Begin Date</td><td></td><td>Period End Date</td><td></td></tr> </table> <p>▼ Other Data</p> <table border="0"> <tr> <td>Batch Code</td><td></td><td>Description of PI</td><td></td></tr> </table> <p>▼ Supporting & Element Overrides</p> <table border="0"> <tr> <td>Business Unit</td><td>ENLCG</td></tr> </table> <p>Required Fields</p> <table border="0"> <tr> <td>Drill Type</td><td>EBDL</td></tr> <tr> <td>Drill Department</td><td>610852</td></tr> </table> <p>OK Cancel Refresh</p> </div>	Employee ID	1234567	Name	Dilbert	Empl Record	000	Pay Group	USCG RSV	Description	USCG Reservist			Calendar ID	CG RSV 2022M01M	Begin Date	01/01/2022	End Date	01/15/2022	Element	IDT DRILL	Element Name	Inactive Duty for Training	Instance	001	Unit Value	17.000000	Unit Element		Rate Value		Rate Element		Base Value		Base Element		Percent Value		Percent Element	Currency	Amount Value		Amount Element	USD	Begin Date	01/10/2022	End Date	01/10/2022	Absence Begin Date		Absence End Date		Period Begin Date		Period End Date		Batch Code		Description of PI		Business Unit	ENLCG	Drill Type	EBDL	Drill Department	610852
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<p>7</p>	<p>If pay is involved, Click on the Pay Processing Shortcuts tile. from the Pay Processing Shortcuts pagelet.</p> <div data-bbox="327 1653 1305 1796" style="border: 1px solid black; padding: 5px;"> <p>Pay Processing Shortcuts</p> <table border="1"> <tr> <td>Pay Calculation Results</td> <td>Element Assignment By Payee</td> </tr> <tr> <td>One Time (Positive Input)</td> <td></td> </tr> </table> </div>	Pay Calculation Results	Element Assignment By Payee	One Time (Positive Input)																																																															
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Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

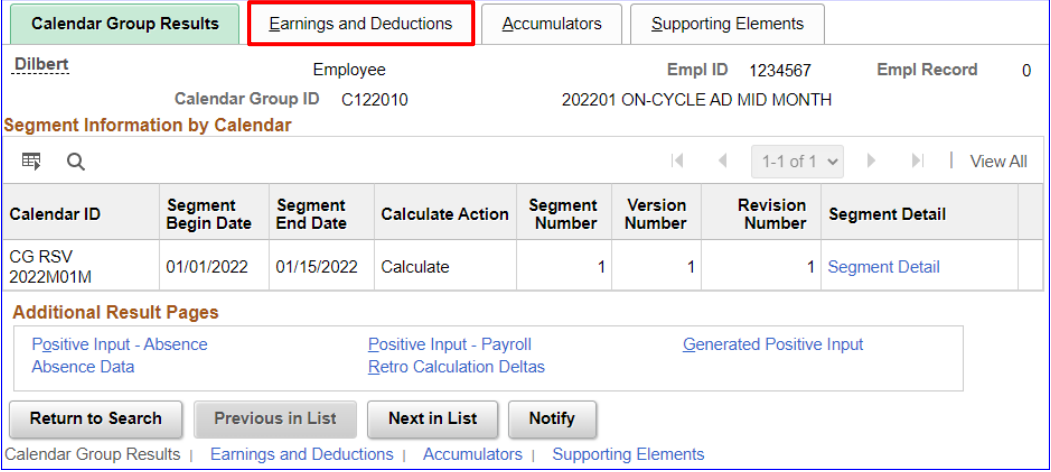

Procedures,
continued

Step	Action																																			
8	<p>Select the Pay Calculations Results option.</p> 																																			
9	<p>Enter the member's Empl ID and click Search.</p> 																																			
10	<p>Select the Calendar ID in which the paid EBDL was processed. As noted in Step 3, the EBDL was processed on the January 2022 mid-month calendar.</p>  <table border="1" data-bbox="328 1417 1034 1850"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>01/14/2022</td> <td>C122010</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>12/30/2021</td> <td>C121121</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>12/15/2021</td> <td>C121120</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>12/01/2021</td> <td>C121111</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>11/15/2021</td> <td>C121110</td> <td>Dilbert</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>11/01/2021</td> <td>C121101</td> <td>Dilbert</td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	01/14/2022	C122010	Dilbert	1234567	0	12/30/2021	C121121	Dilbert	1234567	0	12/15/2021	C121120	Dilbert	1234567	0	12/01/2021	C121111	Dilbert	1234567	0	11/15/2021	C121110	Dilbert	1234567	0	11/01/2021	C121101	Dilbert
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Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

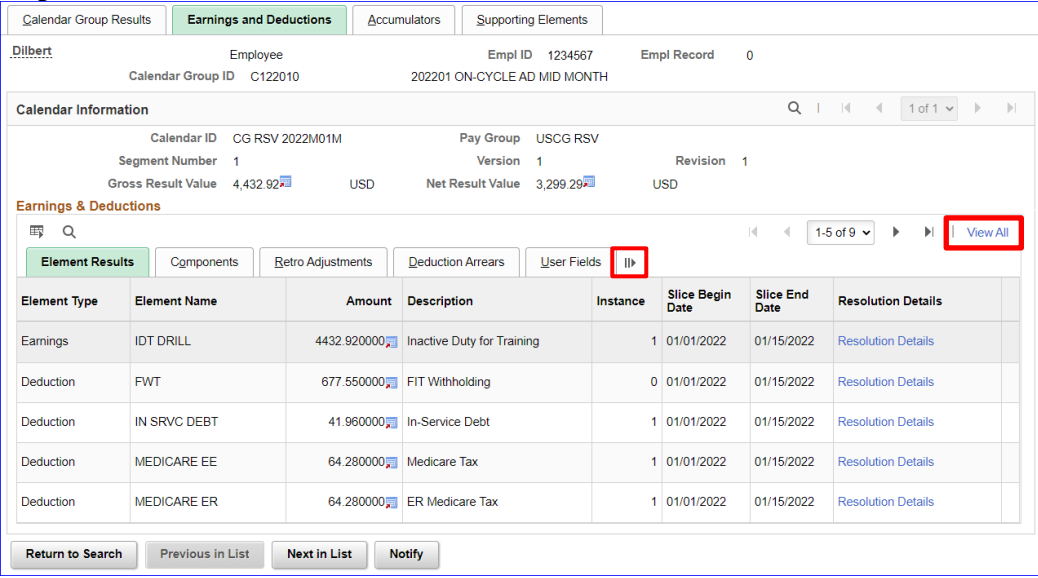
Procedures,
continued

Step	Action
<p>11</p>	<p>Select the Earnings and Deductions tab.</p> 
<p>12</p>	<p>If applicable, click the far right arrow to get to the most current calendar.</p> 

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Verify the Processing of Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
<p>13</p>	<p>Click View All (if necessary). The paid EBDL will be listed as an IDT drill. You may need to scroll down through the list to locate the IDT drill. Click the Expand icon.</p> 
<p>14</p>	<p>This will display:</p> <ul style="list-style-type: none"> • Amount – The total payment calculated for the EBDL course. • Rate – The pay rate applied to the calculations (member’s daily IDT pay rate). • Unit – The total number of points awarded the member for the EBDL course. 