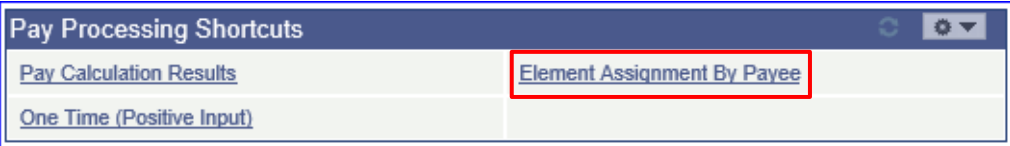
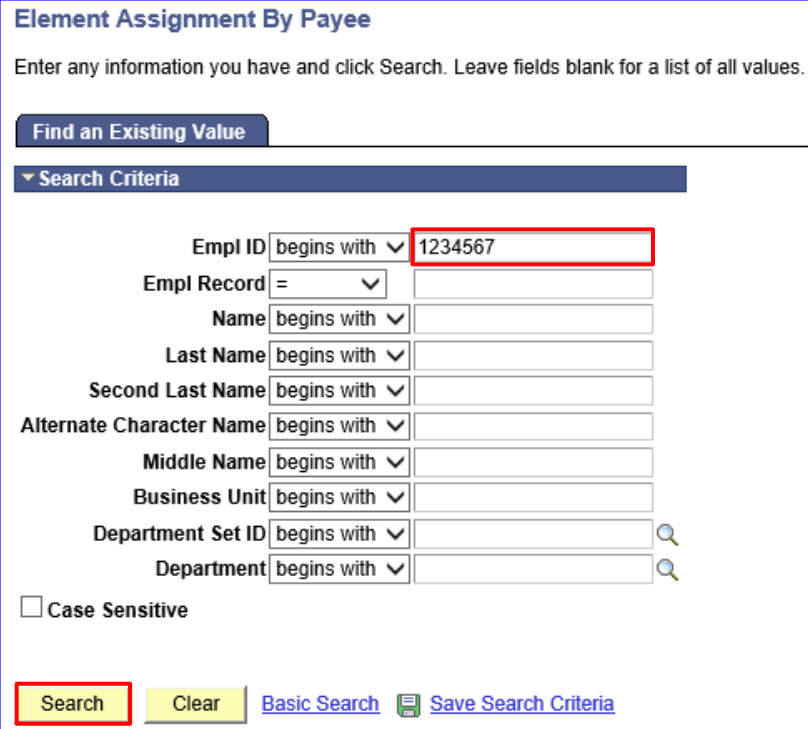


Change in Advance Liquidation Schedule

Introduction This guide provides the procedures for a SPO to process a request to change an Advance Liquidation Schedule in Direct Access (DA).

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

Procedures See below.

Step	Action
1	<p>Prior to entering a change in the Advance Liquidation Schedule, you will need to obtain the Advance ID number which can be found in the member's Element Assignment By Payee (EABP) data.</p> <p>To locate the Advance ID number, click Element Assignment By Payee in the Pay Processing Shortcuts pagelet.</p> 
2	<p>Enter the member's Empl ID, then click Search.</p> 

Continued on next page

Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action																																																
3	<p>The Element Assignment By Payee page will display. Scroll through the list of assignments to locate the Element Name ADVANCE PYBK. Click ADVANCE PYBK to display the details.</p> <div data-bbox="352 595 1374 1285" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Frances Fratelli ID 1234567 Empl Record 0</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Selection Criteria</p> <p>Category</p> <p>Entry Type</p> <p>As of Date</p> <p style="text-align: right;">Element Name</p> <p style="text-align: right;">Select with Matching Criteria</p> <p style="text-align: right;"><input type="button" value="Clear"/></p> </div> <p>Assignments Personalize Find First 1-39 of 39 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>DENTAL</td> <td>Dental</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>08/31/2017</td> <td>10/01/2017</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>08/01/2015</td> <td>08/31/2015</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2017</td> <td>02/28/2017</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2018</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">3</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Add New Assignment"/> Deduction Recipients</p> <p style="text-align: center;"> <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>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	Recipient Tag	DENTAL	Dental							FSA	Family Separation Allowance	999	08/31/2017	10/01/2017	✓	1		IN SRVC DEBT	In-Service Debt	999	08/01/2015	08/31/2015	✓	1		IN SRVC DEBT	In-Service Debt	999	02/01/2017	02/28/2017	✓	2		ADVANCE PYBK	Liquidation of Advance	999	07/01/2018		✓	3	
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Change in Advance Liquidation Schedule, Continued


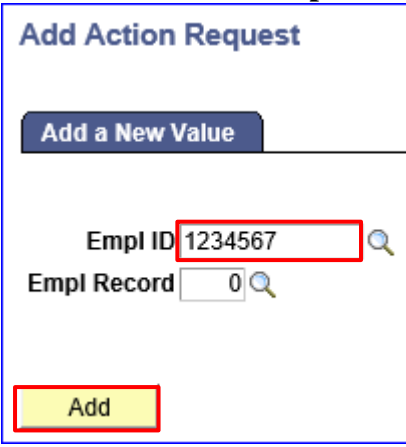
Procedures,
continued

Step	Action
4	<p>The Element Details of the advance will display. The Advance Type and Advance ID will be located in the Required Fields section. Verify the correct Advance Type is displayed (this is especially important if the member has more than one Advance Pay (i.e. Advance Pay and Advance BAH). Make a note of the Advance ID number. Click OK to return to the main EABP page, then click the Home button to return to DA's main page.</p> <div data-bbox="359 707 1369 1615" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <hr/> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Frances Fratelli</u></p> <p>Element Name ADVANCE PYBK Liquidation of Advance Instance 3</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 07/01/2018 End Date</p> <p>Recipient Tag 0 Updated in Payroll Run</p> <p><input checked="" type="checkbox"/> Allow Batch Update of End Date</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount Numeric</p> <p>Amount Element</p> <p>Amount Value 75.00</p> <p>Required Fields</p> <p>Advance Type BAH</p> <p>Advance ID 3.000000</p> <p>Additional Overrides</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>

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Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action
5	<p>From the Requests tab, select Advance Liquidation Schedule from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs are two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links. The link 'Advance Liquidation Schedule' is highlighted with a red box.</p>
6	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. At the top is a button 'Add a New Value'. Below it are two input fields: 'Empl ID' with the value '1234567' and a search icon, and 'Empl Record' with the value '0' and a search icon. At the bottom is a yellow 'Add' button highlighted with a red box.</p>

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Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action
7	<p>The Submit Liquidation Schedule Change request will display. Enter the Advance ID obtained in Step 4 and click Get Details to populate the existing Advance information.</p> <div data-bbox="352 600 1374 1368" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Liquidation Schedule Change</u></p> <p><u>Fratelli, Francis</u></p> <ol style="list-style-type: none"> 1. Enter Advance ID associated with the advance to be changed. 2. Press Get Details button. Current advance information should appear in the Request Information box. 3. Enter pay period begin date the change will take effect. The change must be in an unfinalized calendar. You may correct a current pay period amount by entering the current begin date as the Change Date as long as the current pay calendar is unfinalized. 4. Enter the new monthly liquidation amount. <div style="border: 1px solid #4a7ebb; background-color: #4a7ebb; color: white; padding: 2px;">Request Details</div> <p>Advance ID: <input style="border: 2px solid red;" type="text" value="3"/></p> <p>Change Date: <input type="text" value=""/></p> <p>New Monthly \$: <input type="text" value=""/></p> <div style="border: 1px solid #4a7ebb; background-color: #4a7ebb; color: white; padding: 2px; text-align: center; width: fit-content; margin: 5px auto;">Get Details</div> <div style="border: 1px solid #4a7ebb; background-color: #4a7ebb; color: white; padding: 2px;">Request Information</div> <p>Advance Type:</p> <p>Deduction Start:</p> <p>Current Deduction:</p> <p>Prior Pay Balance:</p> <p>Comment: <input type="text" value=""/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action
8	<p>The Request Information section will populate with the current Type of Advance, the Deduction Start date, and the Current Deduction amount.</p> <div data-bbox="354 562 1374 1328" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Liquidation Schedule Change</u></p> <p><u>Fratelli, Francis</u></p> <ol style="list-style-type: none"> 1. Enter Advance ID associated with the advance to be changed. 2. Press Get Details button. Current advance information should appear in the Request Information box. 3. Enter pay period begin date the change will take effect. The change must be in an unfinalized calendar. You may correct a current pay period amount by entering the current begin date as the Change Date as long as the current pay calendar is unfinalized. 4. Enter the new monthly liquidation amount. <div data-bbox="392 819 1367 958" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Advance ID: <input type="text" value="3"/></p> <p>Change Date: <input type="text" value="07/01/2018"/></p> <p>New Monthly \$: <input type="text"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="392 1016 1367 1200" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <div style="border: 2px solid red; padding: 2px;"> <p>Advance Type: BAH</p> <p>Deduction Start: 07/01/2018</p> <p>Current Deduction: 75</p> <p>Prior Pay Balance: NO PRIOR BALANCE</p> </div> </div> <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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Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action
9	<p>Enter the Change Date the new Advance Liquidation is to begin (the date must be an un-finalized pay calendar). Enter the New Monthly \$ amount to be deducted from member's pay. In this example, the member is increasing their repayment amount from \$75.00 to \$150 beginning on 11/01/2018.</p> <div data-bbox="352 633 1374 1395" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Liquidation Schedule Change</p> <p><u>Fratelli, Francis</u></p> <ol style="list-style-type: none"> 1. Enter Advance ID associated with the advance to be changed. 2. Press Get Details button. Current advance information should appear in the Request Information box. 3. Enter pay period begin date the change will take effect. The change must be in an unfinalized calendar. You may correct a current pay period amount by entering the current begin date as the Change Date as long as the current pay calendar is unfinalized. 4. Enter the new monthly liquidation amount. <div data-bbox="387 891 1369 1025" style="border: 1px solid #4a7ebb; padding: 5px;"> <p>Request Details</p> <p>Advance ID: <input type="text" value="3"/></p> <p>Change Date: <input style="border: 2px solid red;" type="text" value="11/01/2018"/></p> <p>New Monthly \$: <input style="border: 2px solid red;" type="text" value="150.00"/></p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="387 1088 1369 1267" style="border: 1px solid #4a7ebb; padding: 5px;"> <p>Request Information</p> <p>Advance Type: BAH</p> <p>Deduction Start: 07/01/2018</p> <p>Current Deduction: 75</p> <p>Prior Pay Balance: NO PRIOR BALANCE</p> </div> <p>Comment: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="352 524 1372 1283" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Liquidation Schedule Change</u></p> <p><u>Fratelli, Francis</u></p> <ol style="list-style-type: none"> 1. Enter Advance ID associated with the advance to be changed. 2. Press Get Details button. Current advance information should appear in the Request Information box. 3. Enter pay period begin date the change will take effect. The change must be in an unfinalized calendar. You may correct a current pay period amount by entering the current begin date as the Change Date as long as the current pay calendar is unfinalized. 4. Enter the new monthly liquidation amount. <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Advance ID: <input type="text" value="3"/></p> <p>Change Date: <input type="text" value="11/01/2018"/> <small>[3]</small></p> <p>New Monthly \$: <input type="text" value="150.00"/></p> </div> <p style="margin-top: 5px;">Get Details</p> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Advance Type: BAH</p> <p>Deduction Start: 07/01/2018</p> <p>Current Deduction: 75</p> <p>Prior Pay Balance: NO PRIOR BALANCE</p> </div> <p style="margin-top: 10px;">Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate."/></p> <p style="margin-top: 5px;"> Submit Resubmit Withdraw </p> </div>
<p>11</p>	<p>The request status will update to Pending and will be routed to the SPO tree for approval.</p> <div data-bbox="352 1393 1335 1769" style="border: 1px solid blue; padding: 5px;"> <p>Request Status Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p>Pending</p> <p> Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Francis Fratelli at 11/07/18 - 11:01 AM</p> <p>Enter comments as appropriate.</p> </div>