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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prior to entering a change in the Advance Liquidation Schedule, you will need to obtain the <strong>Advance ID</strong> number which can be found in the member’s Element Assignment By Payee (EABP) data. To locate the Advance ID number, click <strong>Element Assignment By Payee</strong> in the Pay Processing Shortcuts pagelet.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong>, then click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>
### Change in Advance Liquidation Schedule, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

**Element Assignment By Payee**

<table>
<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>ADVANCE PYBK</td>
<td>Liquidation of Advance</td>
<td>999 1/7/2018</td>
<td>1/7/2018</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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Change in Advance Liquidation Schedule, Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The Element Details of the advance will display. The <strong>Advance Type</strong> and <strong>Advance ID</strong> will be located in the Required Fields section. <strong>Verify</strong> 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). <strong>Make a note of the Advance ID number</strong>. Click <strong>OK</strong> to return to the main EABP page, then click the <strong>Home</strong> button to return to DA’s main page.</td>
</tr>
</tbody>
</table>

![Element Assignment By Payee]

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### Change in Advance Liquidation Schedule, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>5</td>
<td>From the Requests tab, select <strong>Advance Liquidation Schedule</strong> from the Payroll Requests pagelet.</td>
</tr>
</tbody>
</table>

**Self Service Requests**
- Submit an Absence Request
- Non-Chargeable Absence Request
- View My Absence Requests
- Submit a Delegation Request
- View My Requests (all types)
- PHS Submit Retirement Docs
- Submit a Drill Request
- User Access Request

**Payroll Requests**
- View My Requests
- Absence Request!
- Civilian Clothing Allowance
- Suppl Clothing Allowance
- Officer Uniform Allowance
- Diving Duty Pay
- Foreign Language Pay
- Hazardous Duty Pay
- Family Separation Allowance
- Advance Pay
- Advance Liquidation Schedule
- SDAP
- Meal Rate
- Cadet ICA
- Hostile Fire Pay
- Combat Tax Exclusion

| 6    | Enter the member’s **Empl ID** and click **Add**. |

**Add Action Request**
- **Add a New Value**

**Empl ID**: 1234567

**Empl Record**: 0

Add

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## Change in Advance Liquidation Schedule, Continued

### Procedures, continued

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The Submit Liquidation Schedule Change request will display. Enter the <strong>Advance ID</strong> obtained in Step 4 and click <strong>Get Details</strong> to populate the existing Advance information.</td>
</tr>
</tbody>
</table>

#### Action Request

**Submit Liquidation Schedule Change**

- **Fratelli, Francis**

1. Enter Advance ID associated with the advance to be changed.
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.

<table>
<thead>
<tr>
<th>Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advance ID:</strong></td>
</tr>
<tr>
<td><strong>Change Date:</strong></td>
</tr>
<tr>
<td><strong>New Monthly $:</strong></td>
</tr>
</tbody>
</table>

| Get Details |

<table>
<thead>
<tr>
<th>Request Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advance Type:</strong></td>
</tr>
<tr>
<td><strong>Deduction Start:</strong></td>
</tr>
<tr>
<td><strong>Current Deduction:</strong></td>
</tr>
<tr>
<td><strong>Prior Pay Balance:</strong></td>
</tr>
</tbody>
</table>

**Comment:**

| Submit | Resubmit | Withdraw |

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Change in Advance Liquidation Schedule, Continued

Procedures, continued

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</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>The Request Information section will populate with the current Type of Advance, the Deduction Start date, and the Current Deduction amount.</td>
</tr>
</tbody>
</table>

**Action Request**

Submit Liquidation Schedule Change

| Fratelli, Francis |

1. Enter Advance ID associated with the advance to be changed.
3. Enter pay period begin date the change will take affect. The change must be in an uninitialed calendar. You may correct a current pay period amount by entering the current begin date as the Change Date so long as the current pay calendar is uninitialed.
4. Enter the new monthly liquidation amount.

**Request Details**

Advance ID: 3
Change Date: 15
New Monthly $:

**Request Information**

Advance Type: BAH
Deduction Start: 07/01/2018
Current Deduction: 75
Prior Pay Balance: NO PRIOR BALANCE

Comment: 

Submit Return WtSev
Change in Advance Liquidation Schedule, Continued

Procedures, continued

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</tr>
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<tbody>
<tr>
<td>9</td>
<td>Enter the <strong>Change Date</strong> the new Advance Liquidation is to begin (the date must be an un-finalized pay calendar). Enter the <strong>New Monthly $</strong> 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.</td>
</tr>
</tbody>
</table>

**Action Request**

Submit Liquidation Schedule Change

Franell, Francis

1. Enter Advance ID associated with the advance to be changed.
3. Enter pay period begin date the change will take effect. The change must be in an un-finalized 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 un-finalized.
4. Enter the new monthly liquidation amount.

---

**Request Details**

Advance ID: 3
Change Date: 11/01/2018
New Monthly $: 150.00

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**Request Information**

Advance Type: BAH
Deduction Start: 07/01/2018
Current Deduction: 75
Prior Pay Balance: NO PRIOR BALANCE

Comment:

Submit | Resubmit | Withdraw
### Change in Advance Liquidation Schedule

#### Procedures, continued

<table>
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</tr>
</thead>
</table>
| 10   | Enter **Comments** as appropriate and click **Submit**.  
**Action Request**  
Submit Liquidation Schedule Change  
Fratelli, Francis  
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 uninalized 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 uninalized.  
4. Enter the new monthly liquidation amount.  
**Request Details**  
Advance ID:  
Change Date: 11/01/2018  
New Monthly $: 150.00  
**Request Information**  
Advance Type: BAH  
Deduction Start: 07/01/2018  
Current Deduction: 75  
Prior Pay Balance: NO PRIOR BALANCE  
**Comment:** Enter comments as appropriate.  
**Submit**  
| 11   | The request status will update to **Pending** and will be routed to the SPO tree for approval.  
**Request Status:** Pending  
**Approvers**  
**Multiple Approvers**  
CGHRSUP for User's SPO  
**Comments**  
Francis Fratelli at 11/07/18 - 11:01 AM  
Enter comments as appropriate.