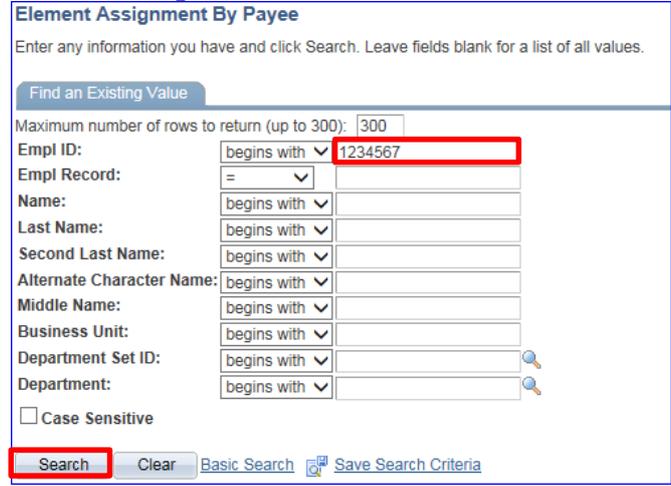


Change in Advance Liquidation Schedule

Introduction This guide provides the procedures for processing requests to Change an Advance Liquidation Schedule in Direct Access.

Reference (a) Personnel and Pay Procedures Manual (PPPM) PPCINST M1000.2B
 (b) Pay Manual, COMDTINST M7220.29 (series)

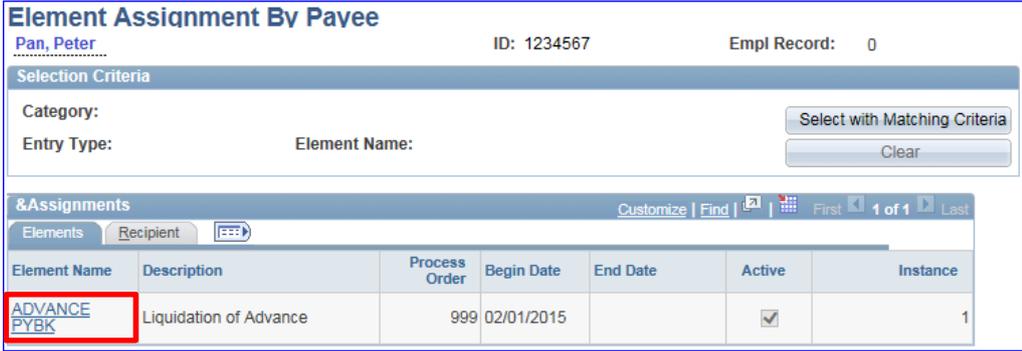
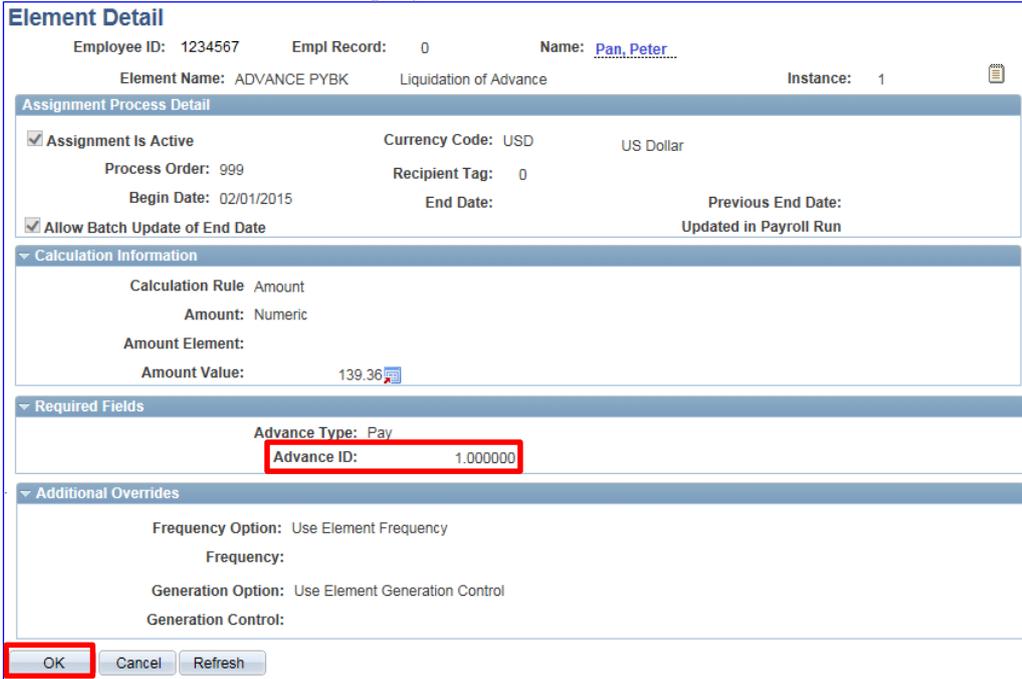
Procedures See below.

Step	Action
1	Before entering a Change in Advance Liquidation Schedule , you will need to locate the Advance ID number located in the members Element Assignment By Payee data.
2	Click the Element Assignment By Payee link from the Pay Processing Shortcuts pagelet. <div data-bbox="352 902 1182 1048" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>The screenshot shows a window titled "Pay Processing Shortcuts" with three links: "Pay Calculation Results", "Element Assignment By Payee" (highlighted with a red box), and "One Time (Positive Input)".</p> </div>
3	Enter the Empl ID and click the Search button. <div data-bbox="352 1122 1023 1608" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>The screenshot shows the "Element Assignment By Payee" search interface. It includes a search bar with the text "Find an Existing Value", a "Maximum number of rows to return (up to 300):" field set to "300", and several dropdown menus for search criteria: "Empl ID:" (set to "begins with" and "1234567", highlighted with a red box), "Empl Record:", "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", "Middle Name:", "Business Unit:", "Department Set ID:", and "Department:". There is also a "Case Sensitive" checkbox. At the bottom, the "Search" button is highlighted with a red box, along with "Clear", "Basic Search", and "Save Search Criteria" options.</p> </div>

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Change in Advance Liquidation Schedule, Continued

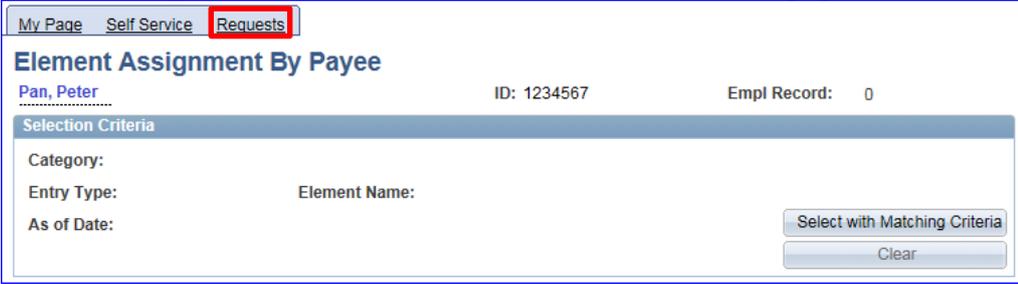
Procedures,
continued

Step	Action
4	<p>The Element Assignment By Payee page will display. Click the ADVANCE PYBK link.</p> 
5	<p>The Element Details will display.</p>  <p>The Advance ID number is located in the Required Fields.</p> <p>Annotate the number and then click the OK button to return to the members EABP page.</p>

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Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action
5	<p>Click the Requests link to return to the Direct Access Home page.</p> 
6	<p>Click the Advance Liquidation Schedule link from the Payroll Requests pagelet.</p> 
7	<p>Enter the member's Empl ID, then click the Add button.</p> 

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Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action
8	<p>The Action Request page will display. Detailed information for how to Submit Liquidation Schedule Change is provided. Official policy for editing repayment schedule is contained in Reference (b).</p> <div data-bbox="355 600 1378 1167" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Liquidation Schedule Change</u></p> <p>Pan, Peter</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; padding: 5px; margin-top: 5px;"> <p>Request Details</p> <p>Advance ID: <input style="border: 1px solid red;" type="text" value="1"/></p> <p>Change Date: <input type="text" value="02/01/2015"/></p> <p>New Monthly \$: <input type="text"/></p> </div> <p style="text-align: center; margin-top: 5px;"><input style="border: 1px solid red;" type="button" value="Get Details"/></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Request Information</p> <p>Advance Type: Pay</p> <p>Deduction Start: 02/01/2015</p> <p>Current Deduction: 139.36</p> <p>Prior Pay Balance: NO PRIOR BALANCE</p> </div> </div> <ul style="list-style-type: none"> • Enter the Advance ID number identified in Step 5 and click the Get Details button. • The Request Information section will display details of the original advance request.

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Change in Advance Liquidation Schedule, Continued

Procedures,
continued

Step	Action
4	<p>The new changes are entered in the Request Details section.</p> <div data-bbox="359 526 1369 1182" style="border: 1px solid blue; padding: 5px;"> <p>Submit Liquidation Schedule Change</p> <p>Pan, Peter</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="359 705 1369 828" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Advance ID: 1</p> <p>Change Date: 02/01/2014 <input type="text" value="31"/></p> <p>New Monthly \$: 75.00</p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="359 896 1369 1064" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Advance Type: Pay</p> <p>Deduction Start: 02/01/2015</p> <p>Current Deduction: 139.36</p> <p>Prior Pay Balance: NO PRIOR BALANCE</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Received CG-2010 from Commanding Officer authorizing liquidation change to \$75.00 per month."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>Edit the updated information in the Request Details section:</p> <ul style="list-style-type: none"> • Change Date: Enter the first day of the month the change is to be effective. • New Monthly \$: Enter the new monthly repayment amount. • Comments: Enter any comments for approving official. • Click the Submit button.