# U. S. Coast Guard

# Pay & Personnel Center (PPC)

# Global Payroll

## How to Assign a Recipient ID to a Debt

## Overview

**Introduction**

This section provides the procedure for assigning a recipient ID to the IN SRVC DEBT payroll element.

The following shows the different types of debts and the recipient ID assigned to it. There are many that don't have one assigned to it::

| Debt Type | Recipient ID |
|---|---|
| Army Air Force Exchange | AAFES |
| CG Bad Check (not Exchange) | |
| CG Exchange (Cape May, Ditty) | 00799 |
| CG Exchange (not Cape May) | TBD |
| CG Fincen (HHG/PPV) | |
| CG Fincen (Travel) | |
| CG Mutual Assistance Loan | 00193 |
| CG Property Damage/Theft/Loss | |
| DOD Brig (Health/Comfort) | |
| DOD Property Damage/Theft | |
| DOD Relief/Aid Society | TBD |
| DOD Vehicle Processing | |
| Govt (Non-Military) Debt | |
| Govt Housing Assist Program | |
| Govt Travel Charge Card | 02000 |
| Navy Exchange | TBD |
| Payroll Overpayment | |
| Private Property Damage | TBD |
| Tuition Assistance | |

**Topics**

The following topic is covered in this section.

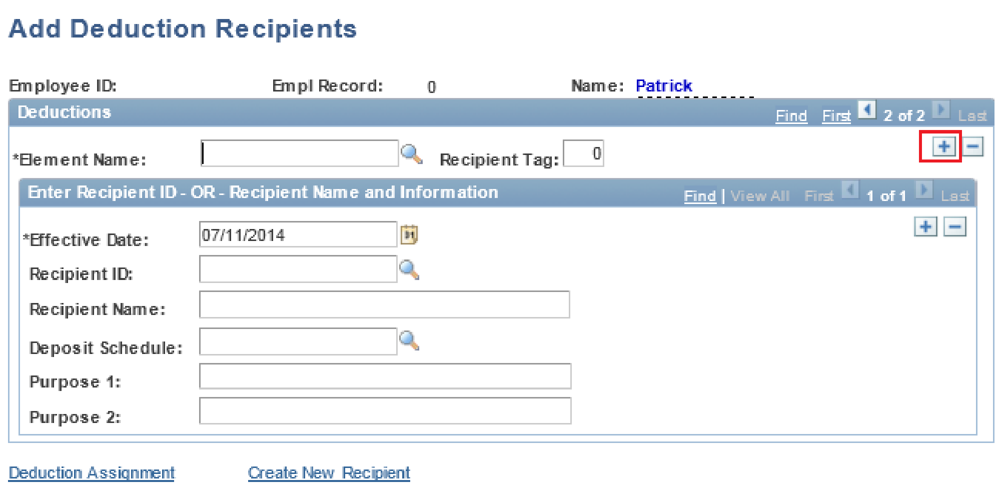
## How to Assign a Recipient ID to a Debt

PPC will take the following steps below to assign a recipient ID to the IN SRVC DEBT payroll element.

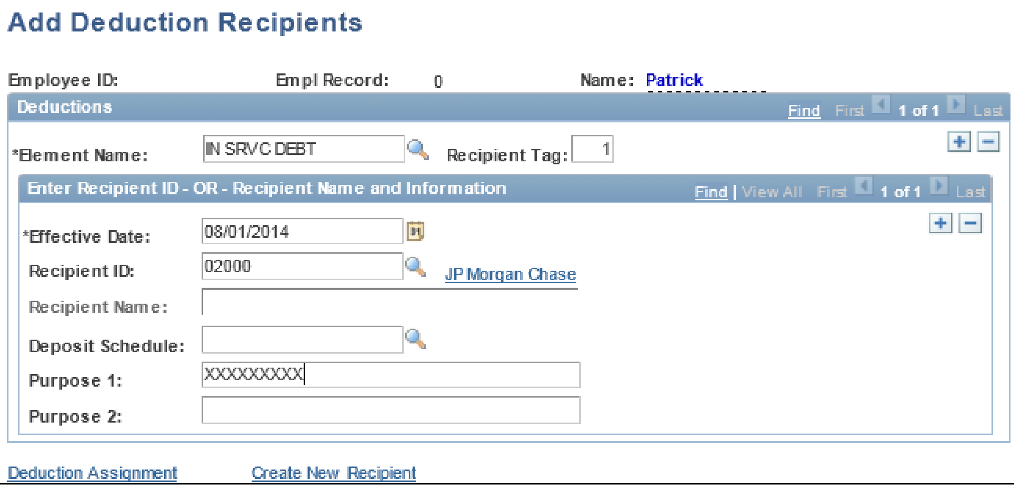
Note: Only a user with the *CGHRSIC* role can start this transaction.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into Global Payroll.</td></tr>
<tr><td>2</td><td>Click on the Element Assignment By Payee link within the Pay Processing Shortcuts Link.</td></tr>
<tr><td>3</td><td>Enter the member’s EMPLID and click the Search button.</td></tr>
<tr><td>4</td><td>Click on the Deduction Recipients link.


A new window should come up.</td></tr>
<tr><td>5</td><td>Need to check to the ‘Add Deduction Recipient’ rows to see if the recipient is already assigned to the payroll element IN SRVC DEBT. If one already exist, skip to step 13 below. If not, go to next step.</td></tr>
<tr><td>6</td><td>Within the Deductions panel, click the + icon to create a new row.


</td></tr>
<tr><td>7</td><td>Enter/Select IN SRVC DEBT within the Element Name field.</td></tr>
<tr><td>8</td><td>Change the Recipient Tag to ‘1’.</td></tr>
<tr><td>9</td><td>Change the Effective Date to the first day the month the debt is effective.</td></tr>
<tr><td>10</td><td>Enter the Recipient ID that should be assigned to the debt.</td></tr>
<tr><td>11</td><td>Enter the member’s SSN within the Purpose 1 field.</td></tr>
</table>

# How to Assign a Recipient ID to a Debt, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>12</td><td>Click the Save button. In the example below, the Government Travel Charge Card recipient ID was attached to the debt payroll element.<br>
</td></tr>
<tr><td>13</td><td>X out of the window. You should be back on the EABP page.</td></tr>
<tr><td>14</td><td>Click on the Add New Assignment button.</td></tr>
<tr><td>15</td><td>Click on the Entry Type field and select Deduction.</td></tr>
<tr><td>16</td><td>Enter/Select IN SRVC DEBT within the Element Name field.</td></tr>
<tr><td>17</td><td>Click OK. The Element Detail page should come up.</td></tr>
<tr><td>18</td><td>Enter the Begin Date. It should match the date entered in step 9 above.</td></tr>
<tr><td>19</td><td>Click the Recipient Tag field and select the Recipient ID that was created. If a Recipient ID doesn't show up, steps 6-12 above weren't done correctly.<br>
</td></tr>
<tr><td>20</td><td>Click the Allow Batch Update of End Date field.</td></tr>
<tr><td>21</td><td>Within the Required Fields portion of the page, enter the data that needs to be entered on the debt. The 'Type' field should represent the correct type of debt for the recipient. For instance, in step 12 above, the screenshot shows Government Travel Charge Card recipient ID, so the type should be Govt Travel Charge Card.<br><br>Note: When the Debt procedural guide is created, this guide will be incorporated into it.</td></tr>
<tr><td>22</td><td>Click OK.</td></tr>
<tr><td>23</td><td>Click SAVE.</td></tr>
</table>

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