

Processing Advance Pay, BAH and OHA Requests

Introduction This guide provides the procedures for processing requests for Advance Pay, Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA) in Direct Access.

Reference

- (a) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series), Chap 6-B-3
- (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 9-D

Before you Begin If receiving Leave Sold, Bonuses or other lump sum payments in the previous pay calendar, you may experience incorrect calculation of taxes withheld from pay when processing Advance Pay.

After a request for advance has processed and approved by the SPO, it cannot be cancelled.

Timing All dates (in this application) are **pay period begin dates**. To have an advance payout on the 1st of a month, you must enter the pay period begin date for the end-month pay date, which is the 16th of the previous month.

Example: If the Advance is to pay out on 1 May 2015,
the payment date is 16 April 2015.

See the [Payroll Calendars](#) topic in the DA Knowledge Base for pay period begin dates.

Per reference (b), the advance of pay may not be paid prior to 30 days before departing on PCS orders, or more than 90 days before departing except when justified by extenuating circumstances and approved in writing by the member's CO/OIC. Also, the advance pay may be paid not later than 60 days after the member reports to the new PDS, or 60 days after the vessel arrives at the new homeport. **This only applies to Advance Pay. It does not apply to Advance BAH/OHA.**

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Processing Advance Pay, BAH and OHA Requests, Continued

Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Select the Advance Pay link from the Payroll Requests pagelet.</p>  <p>The screenshot shows a window titled "Payroll Requests" with a list of links. The "Advance Pay" link is highlighted with a red box. The links are arranged in two columns:</p> <ul style="list-style-type: none">View My RequestsCivilian Clothing AllowanceOfficer Uniform AllowanceForeign Language PayFamily Separation AllowanceAdvance Liquidation ScheduleMeal RateHostile Fire PayCareer Sea Time OverrideHardship Duty PayCareer Sea Pay on TDYCadet COMRATSAbsence RequestSuppl Clothing AllowanceDiving Duty PayHazardous Duty PaySDAPCadet ICACombat Tax ExclusionCareer Sea Pay PremiumPay CorrectionsResponsibility Pay on TDY |
| 2 | <p>Enter the member's Empl ID, then click the Add button.</p>  <p>The screenshot shows the "Add Action Request" form. The "Empl ID" field contains the value "1234567" and is highlighted with a red box. The "Add" button at the bottom is also highlighted with a red box.</p> |

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Processing Advance Pay, BAH and OHA Requests, Continued

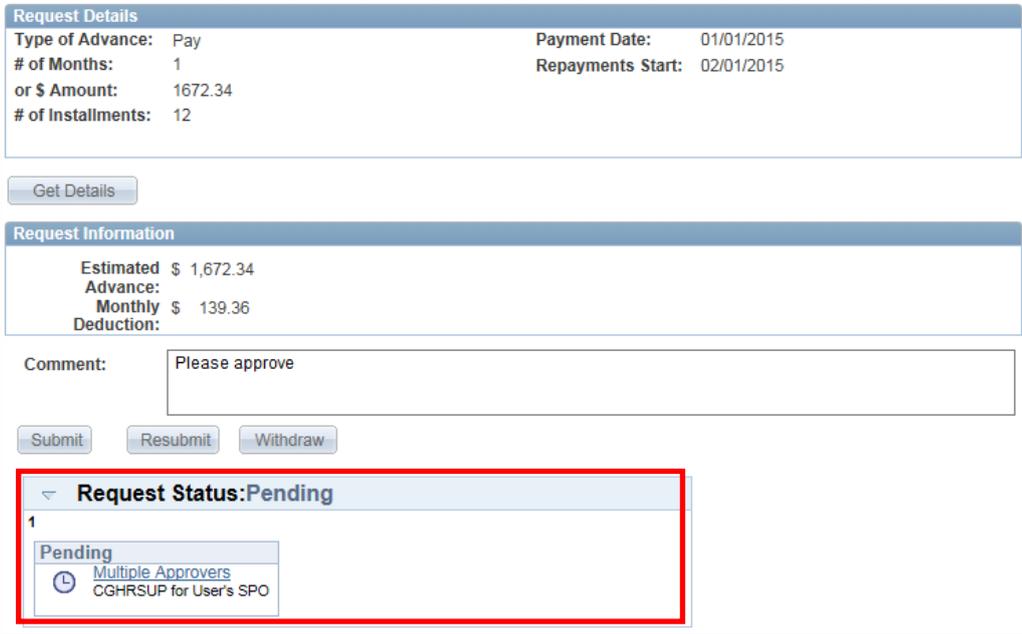
Procedures, continued

| Step | Action | | | | | | | | | | | | | | | | |
|--------------------|---|-------------------|------------|---------------|------------|--------------|---|-------------------|------------|---------------|--|--|--|--------------------|----|--|--|
| 3 | <p>The Action Request page will display. Specific details for eligibility, amount authorized and repayment schedule is outlined in the Submit Advance Pay Request section.</p> <div data-bbox="344 568 1326 1025" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Advance Pay Request</u></p> <p>Pan, Peter</p> <hr/> <p><u>Advance Pay</u> The maximum amount of Advance Pay is three months basic pay less: taxes; SGLI; AFRH; debts; forfeitures; MGIB; dependent dental plan deductions; garnishments; and TSP (basic pay) contributions. Advance Pay can be liquidated over a minimum period of one month up to a maximum of 12 months (24 months when the PCS move causes unusually large expenses). Commanding officers must personally authorize: (a) advance pay requests from members E-4 and below; (b) requests exceeding one month advance pay; and (c) requests for liquidation over a period greater than 12 months.</p> <p><u>Advance BAH/OHA</u> Advance BAH may be entered # of Months or \$ Amount. Advance OHA may only be entered as a \$ Amount. The amount of Advance BAH/OHA depends on the member's documented housing expenses. The maximum amount of Advance BAH is 3 months BAH. The maximum amount of Advance OHA is 3 months OHA (12 months in exceptional circumstances per Appendix K, JFTR). Advance BAH can be liquidated over a maximum of 12 months (24 months in cases where the CO personally determines severe hardship exists). Advance OHA can be liquidated over a maximum of 12 months (unless Commandant CG-1332 authorizes a longer liquidation period).</p> <p><u>Payment Date / Repayments Start</u> Enter the first day of the pay period in which the advance should be paid in the Payment Date box. If no Payment Date is specified, the advance is paid out in the current pay period. Liquidation of advance begins the month after the advance payment unless a specific Repayment Start date is specified.</p> <p><u>Get Details</u> After Get Details is clicked, the system will display the Estimated Advance and Monthly Deductions amounts.</p> </div> | | | | | | | | | | | | | | | | |
| 4 | <p>Complete the Request Details section as follows:</p> <div data-bbox="344 1093 1369 1310" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <table border="0"> <tr> <td>Type of Advance:</td> <td>Pay</td> <td>Payment Date:</td> <td>01/01/2015</td> </tr> <tr> <td># of Months:</td> <td>1</td> <td>Repayments Start:</td> <td>02/01/2015</td> </tr> <tr> <td>or \$ Amount:</td> <td></td> <td></td> <td></td> </tr> <tr> <td># of Installments:</td> <td>12</td> <td></td> <td></td> </tr> </table> <p><input type="button" value="Get Details"/></p> </div> <ul style="list-style-type: none"> • Type of Advance: Click the drop-down and select an option. <div data-bbox="389 1352 804 1473" style="border: 1px solid blue; padding: 2px; margin: 5px 0;"> BAH OHA Pay </div> • # of Months/or \$ Amount: Enter the number of months or whole dollar amount authorized. • # of Installments: Enter the number of repayment installments authorized. • Payment Date: Enter the first day of the pay period the advance is to be paid. Note: This date is the pay period date, not the pay date. If you enter the 1st of a month, the payment will be made the first pay date of the month, which is normally the 15th of the month. • Repayments Start: Enter the first day of the pay period of the month after the payment is made. As with the Payment Date, this is the pay period begin date, not the pay date. If you enter the 1st of a month, the deduction will begin in the first pay date of the month, which is normally the 15th of the month. | Type of Advance: | Pay | Payment Date: | 01/01/2015 | # of Months: | 1 | Repayments Start: | 02/01/2015 | or \$ Amount: | | | | # of Installments: | 12 | | |
| Type of Advance: | Pay | Payment Date: | 01/01/2015 | | | | | | | | | | | | | | |
| # of Months: | 1 | Repayments Start: | 02/01/2015 | | | | | | | | | | | | | | |
| or \$ Amount: | | | | | | | | | | | | | | | | | |
| # of Installments: | 12 | | | | | | | | | | | | | | | | |

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Processing Advance Pay, BAH and OHA Requests, Continued

Procedures, continued

| Step | Action |
|------|---|
| 5 | Click the “Get Details” button |
| 6 | <p>The Request Information section will display:</p> <ul style="list-style-type: none"> • Estimated Advance: System calculated. For Advance Pay, it equals the amount requested less authorized deductions. • Monthly Deduction: Repayment computed based on the number of installments. • Comments: Enter any comments for the approver.  <p>Click the Submit button.</p> |
| 7 | <p>The request is complete and has been forwarded to the SPO Auditor for approval.</p>  |

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Processing Advance Pay, BAH and OHA Requests, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------------|---------------------------------|---------------|---------------------------------|--------------|------------------------|-------------------|---------------------------------|---------------|----------------------|--|--|--------------------|-------------------------|--|--|------------------|--------------------------|---------------|---------------------------------|--------------|----------------------|-------------------|---------------------------------|---------------|------------------------------|--|--|--------------------|-------------------------|--|--|
| <p style="text-align: center;">7 (cont)</p> | <p>Sample Advance BAH:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Type of Advance:</td> <td style="width: 30%;">BAH <input type="text"/></td> <td style="width: 20%;">Payment Date:</td> <td style="width: 20%;">01/01/2015 <input type="text"/></td> </tr> <tr> <td># of Months:</td> <td>3 <input type="text"/></td> <td>Repayments Start:</td> <td>02/01/2015 <input type="text"/></td> </tr> <tr> <td>or \$ Amount:</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td># of Installments:</td> <td>12 <input type="text"/></td> <td></td> <td></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Estimated Advance: \$ 5,463.00 Monthly Deduction: \$ 455.25</p> </div> <p>Sample Advance OHA:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Type of Advance:</td> <td style="width: 30%;">OHA <input type="text"/></td> <td style="width: 20%;">Payment Date:</td> <td style="width: 20%;">01/01/2015 <input type="text"/></td> </tr> <tr> <td># of Months:</td> <td><input type="text"/></td> <td>Repayments Start:</td> <td>02/01/2015 <input type="text"/></td> </tr> <tr> <td>or \$ Amount:</td> <td>5000.00 <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td># of Installments:</td> <td>12 <input type="text"/></td> <td></td> <td></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Estimated Advance: \$ 5,000.00 Monthly Deduction: \$ 416.67</p> </div> | Type of Advance: | BAH <input type="text"/> | Payment Date: | 01/01/2015 <input type="text"/> | # of Months: | 3 <input type="text"/> | Repayments Start: | 02/01/2015 <input type="text"/> | or \$ Amount: | <input type="text"/> | | | # of Installments: | 12 <input type="text"/> | | | Type of Advance: | OHA <input type="text"/> | Payment Date: | 01/01/2015 <input type="text"/> | # of Months: | <input type="text"/> | Repayments Start: | 02/01/2015 <input type="text"/> | or \$ Amount: | 5000.00 <input type="text"/> | | | # of Installments: | 12 <input type="text"/> | | |
| Type of Advance: | BAH <input type="text"/> | Payment Date: | 01/01/2015 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Months: | 3 <input type="text"/> | Repayments Start: | 02/01/2015 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| or \$ Amount: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Installments: | 12 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Advance: | OHA <input type="text"/> | Payment Date: | 01/01/2015 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Months: | <input type="text"/> | Repayments Start: | 02/01/2015 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| or \$ Amount: | 5000.00 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Installments: | 12 <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |