



# Global Payroll for Active Duty and Reserve

## Advance Pay (Self Service)



# Advance Pay

After logging into Global Pay, the Self Service Member will start at the “Requests” link

In this Training example a member will be requesting 2 months Advance Pay Via Self Service

The screenshot shows the United States Coast Guard Self Service portal. The top navigation bar includes 'Home', 'Add to My Links', and 'Sign out'. Below the navigation bar, there are tabs for 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is highlighted with a red arrow. A red box with a white background and a red border contains the text: 'The Self Service member will click the Requests link.....then go to next slide.' The main content area is divided into several sections: 'Announcements Updated 16 April 2014', 'Employee' (with sub-sections like Profile, Tasks, View), 'Reserve Administration', and 'Assignments Reports'. The 'Employee' section includes links for Profile, Workflow User, Preferences, Tasks, PCS eResumes, Email Addresses, Contacts, and View. The 'Reserve Administration' section includes links for My Profile, My Reserve Points Statement, View Paycheck, Test Results, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, Employee Review Summary, and 7 More... The 'Assignments Reports' section includes a link for 11 More... The bottom of the page has a 'Common Links' section with a link for Direct Access Worklist.



# Advance Pay Request via Self Service

My Page   **Self Service**   Requests

## Self Service Requests

<a href="#">Submit an Absence Request</a>	<a href="#">View My Absence Requests</a>
<a href="#">Submit a Delegation Request</a>	<a href="#">View My Requests (all types)</a>
<a href="#">Submit a Civilian CA Request</a>	<a href="#">Submit a Supp CA Reque</a>
<a href="#">Submit an Officer CA Request</a>	<a href="#">Submit an FSA Request</a>
<a href="#">Submit a COLA Unique Request</a>	<a href="#">Submit a Drill Request</a>
<a href="#">Submit an Advance Pay Request</a>	

The Self Service member will click the "Submit an Advance Pay Request" link...go to next slide.



# Advance Request via Self Service

**Request Details**

Type of Advance:       Payment Date:  

# of Months:       Repayments Start:  

or \$ Amount:

# of Installments:

**Request Information**

Estimated Advance: \$ 4993.00

Monthly Deduction: \$ 416.08

**Request Approvers**

Approver:

Comment:

      

**Note:** The Payment Date and Repayments Start cannot be changed by the Self Service member.

**Step 1.** For Type of Advance click the drop down and choose “Pay”.

**Step 2.** For # of months enter 2.

**Step 3.** For # of installments enter 12.

**Step 4.** Click “Get Details”. *The Estimated Advance and Monthly Deduction will display.*

**Step 5.** Enter the Approvers emplid. *(must be the Commanding Officer for E5 and above >1 month advance pay).*

**Step 6.** Enter comments “Request 2 months advance pay”.

**Step 7.** Press Submit. *(Request will be routed to the Commanding Officer.)*

.....**Go to Next slide**



# Advance Pay Request via Self Service

- First level Approver (Commanding Officer)

**Request Details**

Type of Advance:       Payment Date:

# of Months:       Repayments Start:

or \$ Amount:

# of Installments:

**Request Information**

Estimated Advance: \$ 4993.00

Monthly Deduction: \$ 416.08

**Request Approvers**

Approver:

Comment:

      

**Request Status: Pending** [View/Hide Comments](#)

**Approvers**

**Pending**

**Not Routed**

After the Self Service member clicks the "Submit" button, the Advance Pay Request will be sent to the Commanding Officer for review in a "Pending" status....go to next slide.



# Advance Pay Request via Self Service

After logging into Global Pay, the Commanding Officer will start at the “Requests” link

**United States Coast Guard**  
U.S. Department of Homeland Security

ENVIRONMENT THREE

Home Add to My Links Sign out

My Links Select One: [v]

**My Page** Self Service **Requests**

Announcements Updated 16 April 2014

April Leave and Earnings statements (LESs) Posted: LESs for April 2014 are available. Go to "[View Paycheck](#)" under Employee Self Service to view.

April Reserve Points Statements Posted: Reserve retirement points for April 2014 is available. Go to "[View Reserve Points](#)" under Employee Self Service to view.

Direct Access II [Technology Refresh Projects](#) -

- » PCS eResume: [More information and instructions.](#)
- » Assignment Processing: [More information and instructions.](#)
- » Accessions: [More information and instructions.](#)

**More User Resources:**

- » [Military Assistance Company \(MAC\) Allotments Service Ending](#)
- » [PCS eResume \(Member, Endorser, and Proxy\) User Guides](#). Disregard the address displaying next to the SUBMIT button on the E-Resume page. The address may not be your current address. This is a known issue. The address carries no importance for internal applicants. Go to Self-Service, Tasks, [Home and Mailing Address](#) to view or update current address information.
- » [Recruiting and Accessions](#)
- » [Self Service Electronic Leave / Absence Request System](#). Reminder! Do not input leave for PCS or separations using self-service. Your SPO will include the leave on your orders.
- » [Assignment Processing](#)
- » [Person Profile \(Competencies, Languages, Memberships, Education and Licenses\)](#)
- » [Portal Navigation Demos and Guides](#)
- » [Direct Access Online Help](#)
- » [SPO Manual](#)
- » [ALSPO Messages](#)
- » [Pay & Allowance Rates](#)
- » [PPC Customer Satisfaction Survey](#)

If you encounter problems, have questions, or need any assistance with Direct Access, contact PPC Customer Care at 866.772.8724 or use the [online Trouble-Ticket Form](#). If you have time out or other issues when using Direct Access I transactions, use the "[Direct Access Content](#)" link under the Enterprise menu.

**Appropriate Use and Access:** Do not use this system to conduct training or to practice entering any pay/personnel transactions. [Contact PPC Customer Care](#) if you have questions on the use of Direct Access.

**Employee**

<a href="#">Tasks</a>	<a href="#">View</a>
<a href="#">PCS eResumes</a>	<a href="#">My Profile</a>
<a href="#">Email Addresses</a>	<a href="#">My Reserve Points Statement</a>
<a href="#">Emergency Contacts</a>	<a href="#">View Paycheck</a>
<a href="#">Home and Mailing Address</a>	<a href="#">Test Results</a>
<a href="#">Phone Numbers</a>	<a href="#">Member Info Additional</a>
<a href="#">Allotments</a>	<a href="#">View My Worklist</a>
<a href="#">Direct Deposit</a>	<a href="#">My CGHRMS Orders</a>
<a href="#">Federal &amp; State Tax Elections</a>	<a href="#">My Employee Reviews</a>
<a href="#">Create e-Resume</a>	<a href="#">Employee Review Summary</a>
<a href="#">11 More...</a>	<a href="#">7 More...</a>

**Reserve Administration**

**Assignments Reports**

**Common Links**

- Direct Access Worklist



# Advance Pay Request via Self Service

## Commanding Officer Approval

**Self Service Requests**

- [Submit an Absence Request](#)
- [View My Absence Requests](#)
- [Submit a Delegation Request](#)
- [View My Requests \(all types\)](#)
- [Submit a Civilian CA Request](#)
- [Submit a Supp CA Reque](#)
- [Submit an Officer CA Request](#)
- [Submit an FSA Request](#)
- [Submit a COLA Unique Request](#)
- [Submit a Drill Request](#)
- [Submit an Advance Pay Request](#)

The Commanding Officer will click on the "View My Requests (all types)" link.....go to next slide.



# Advance Pay Request via Self Service

## Commanding Officer Approval

### View My Action Requests

1. 'My Submitted Requests' allows member to bring up only their Action Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests
  Requests I am Approver For
  All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
Advance Pay Request	Pending	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	08/08/2014	<a href="#">Approve/Deny</a>

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
							<a href="#">Approve/Deny</a>

### Commanding Officer Approval

**Step 1.** Change radio button to "Requests I am Approver for".

**Step 2.** Change "Transaction Name" drop down menu to Advance pay Request.

**Step 3.** Change "Transaction Status" to *Pending*. (The system should have already defaulted to *Pending*)

**Step 4.** Click "Populate Grid". (The Advance Request should appear in the grid).

**Step 5.** Click the "Approve/Deny" link

.....Go to Next slide



# Advance Pay Request via Self Service

## Commanding Officer Approval

### Request Details

Type of Advance:	Pay	Payment Date:	
# of Months:	2	Repayments Start:	
or \$ Amount:	4993		
# of Installments:	12		

[Get Details](#)

### Request Information

Estimated Advance: \$ 4993.00  
Monthly Deduction: \$ 416.08

### Request Approvers

Approver: [Redacted] [Redacted]

Comment:

[Approve](#) [Deny](#)

### Request Status: Pending

[View/Hide Comments](#)

Approvers

**Approved**

✓ [Redacted] →

Initial Approve Action Request  
08/11/14 - 9:48 AM

**Pending**

🕒 [Multiple Approvers](#)  
CGHRSUP for User's SPO

### Commanding Officer Approval, continued

**Step 6 .** Only the Commanding Officer can change the Payment Date, or leave it blank for the Advance Pay payment to appear in next finalized pay calendar.

**Step 7 .** Only the Commanding Officer can change the Repayment Start date. If left blank the repayment will start the first day of the month following the advance payment.

**Step 8 .** Enter comments “Approved” .

**Step 9 .** Click the “Approved” button. (The Request Status will change to Approved and sent to Multiple Approvers at the SPO for final approval and payment.

**.....Go to Next slide**



# Advance Pay Request via Self Service

After logging into Global Pay, the SPO Supervisor will start at the “Requests” link

The screenshot shows the United States Coast Guard Self Service portal. The top navigation bar includes 'Home', 'Add to My Links', and 'Sign out'. The 'My Page' section has tabs for 'Self Service' and 'Requests'. The 'Requests' tab is selected and highlighted. A red callout box points to the 'Requests' link with the text: 'The SPO Supervisor will click the Requests link.....go to next slide.'

**United States Coast Guard**  
U.S. Department of Homeland Security

ENVIRONMENT THREE

Home Add to My Links Sign out

My Links Select One: [v]

My Page Self Service Requests

Announcements Updated 16 April 2014

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More User Resources:

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Disregard the address displaying next to the SUBMIT button on the E-Resume page. The address may not be your current address. This is a known issue. The address carries no importance for internal applicants. Go to Self-Service, Tasks, [Home and Mailing Address](#) to view or update current address information.

- » [Recruiting and Accessions](#)
- » [Self Service Electronic Leave / Absence Request System](#)

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Employee

Profile

Tasks	View
<a href="#">PCS eResumes</a>	<a href="#">My Profile</a>
<a href="#">Email Addresses</a>	<a href="#">My Reserve Points Statement</a>
<a href="#">Emergency Contacts</a>	<a href="#">View Paycheck</a>
<a href="#">Home and Mailing Address</a>	<a href="#">Test Results</a>
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Reserve Administration

Assignments Reports

Common Links

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# Advance Pay Request via Self Service

## SPO Supervisor Approval

**Self Service Requests**

<a href="#">Submit an Absence Request</a>	<a href="#">View My Absence Requests</a>
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<a href="#">Submit an Officer CA Request</a>	<a href="#">Submit an FSA Request</a>
<a href="#">Submit a COLA Unique Request</a>	<a href="#">Submit a Drill Request</a>
<a href="#">Submit an Advance Pay Request</a>	

The SPO Supervisor will click on the “View My Requests (all types)” link.....go to next slide.



# Advance Pay Request via Self Service

## SPO Supervisor Approval

### View My Action Requests

1. 'My Submitted Requests' allows member to bring up only their Action Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests
  Requests I am Approver For
  All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
Advance Pay Request	Pending					08/08/2014	<a href="#">Approve/Deny</a>

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
							<a href="#">Approve/Deny</a>

### SPO Supervisor Approval

**Step 1.** Change radio button to "Requests I am Approver for".

**Step 2.** Change "Transaction Name" drop down menu to Advance pay Request.

**Step 3.** Change "Transaction Status" to *Pending*. (The system should have already defaulted to *Pending*)

**Step 4.** Click "Populate Grid". (The Advance Request should appear in the grid).

**Step 5.** Click the "Approve/Deny" link

.....Go to Next slide



# Advance Pay Request via Self Service

## SPO Supervisor Approval

- Second level Approver (SPO Supervisor)

The CGHRSUP enters comments and clicks the Approve button. The Advance Pay Request will be sent to Global Pay for payment.....go to next slide.

The screenshot displays the 'Request Details' section with the following information:

Type of Advance:	Pay	Payment Date:	
# of Months:	2	Repayments Start:	
or \$ Amount:	4993		
# of Installments:	12		

Below this is a 'Get Details' button. The 'Request Information' section shows:

- Estimated Advance: \$ 4993.00
- Monthly Deduction: \$ 416.08

The 'Request Approvers' section shows an 'Approver' field with two redacted names. Below it is a 'Comment' text area and 'Approve' and 'Deny' buttons.

The 'Request Status' is 'Approved'. The 'Approvers' section shows a sequence of approvals:

- Initial Approve Action Request (08/11/14 - 9:48 AM)
- CGHRSUP for User's SPO (08/11/14 - 11:47 AM)

A red arrow points to the 'Approved' status of the second approver.



# Advance Pay Request via Self Service

Mid month August 2014 Pay Calendar (PRIOR to Global Pay Calculation)

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

EMP ID: [REDACTED] Empl Record: 0  
Calendar Group ID: C114080 201408 On-Cycle AD Mid Month

Calendar Information  
Calendar ID: CG ACT 2014M08M Pay Group: USCG  
Segment Number: 1 Version: 1 Revision: 1  
Gross Result Value: 2,541.26 USD Net Result Value: 1,788.55 USD

Earnings & Deductions  
Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	BAH	675.000000	Basic Allowance for Housing	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	BAS	178.780000	Basic Allow for Subsistence	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	BASIC PAY	1665.750000	Basic Pay	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	CLOTHING	21.730000	Clothing Allowance	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	FWT	209.400000	FIT Withholding	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	LOAN AMT	118.060000	Loan	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	LOAN AMT	58.080000	Loan	2	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MA DONATION	5.000000	Mutual Assistance Donation	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MEDICARE EE	24.150000	Medicare Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MEDICARE ER	24.150000	ER Medicare Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	OASDI EE	103.280000	OASDI Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>



# Advance Pay Request via Self Service

Mid month August 2014 Pay Calendar (AFTER Global Pay Calculation)

EMP ID: [REDACTED] Empl Record: 0

Calendar Group ID: C114080 201408 On-Cycle AD Mid Month

Calendar Information

Calendar ID: CG ACT 2014M08M Pay Group: USCG  
Segment Number: 1 Version: 1 Revision: 1  
Gross Result Value: 7,534.26 USD Net Result Value: 6,781.55 USD

Earnings & Deductions

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	ADVANCE PAY	4993.000000	Advance Payment	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	BAH	675.000000	Basic Allowance for Housing	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	BAS	178.780000	Basic Allow for Subsistence	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	BASIC PAY	1665.750000	Basic Pay	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	CLOTHING	21.730000	Clothing Allowance	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	FWT	209.400000	FIT Withholding	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	LOAN AMT	118.060000	Loan	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	LOAN AMT	58.080000	Loan	2	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MA DONATION	5.000000	Mutual Assistance Donation	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MEDICARE EE	24.150000	Medicare Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MEDICARE ER	24.150000	ER Medicare Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	OASDI EE	103.280000	OASDI Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>



# Advance Pay Request via Self Service

Advance Pay is Stored and Liquidated in Element Assignment By Payee

## Element Assignment By Payee

██████████ ID: ██████████ Empl Record: 0

**Selection Criteria**

Category:

Entry Type:  Element Name:

As of Date:

**&Assignments** Customize | Find |  First 1-8 of 8 Last

Elements Recipient

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance		
<a href="#">MA DONATION</a>	Mutual Assistance Donation	<input type="text" value="999"/>	05/01/2004	<input type="text" value=""/> <input type="button" value="B1"/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>
<a href="#">LOAN AMT</a>	Loan	<input type="text" value="999"/>	10/01/2013	<input type="text" value=""/> <input type="button" value="B1"/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>
<a href="#">LOAN AMT</a>	Loan	<input type="text" value="999"/>	12/01/2012	11/30/2013 <input type="button" value="B1"/>	<input checked="" type="checkbox"/>	2	<input type="button" value="+"/>	<input type="button" value="-"/>
<a href="#">LOAN AMT</a>	Loan	<input type="text" value="999"/>	03/01/2014	01/31/2015 <input type="button" value="B1"/>	<input checked="" type="checkbox"/>	3	<input type="button" value="+"/>	<input type="button" value="-"/>
<a href="#">SAVINGS</a>	Savings	<input type="text" value="999"/>	08/01/2013	<input type="text" value=""/> <input type="button" value="B1"/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>
<a href="#">TRICARE DEP</a>	Tricare Dependent Dental	<input type="text" value="999"/>	01/01/2014	<input type="text" value=""/> <input type="button" value="B1"/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>
<a href="#">TSP LOAN</a>	Thrift Savings Plan - Loan	<input type="text" value="999"/>	07/01/2013	<input type="text" value=""/> <input type="button" value="B1"/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>
<a href="#">ADVANCE PYBK</a>	Liquidation of Advance	<input type="text" value="999"/>	09/01/2014	<input type="text" value=""/> <input type="button" value="B1"/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>

[Deduction Recipients](#)



# Advance Pay Request via Self Service

## Expanded View of Element Assignment By Payee (EABP)

**Element Assignment By Payee**

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**Element Detail**

Employee ID: [REDACTED] Empl Record: 0 Name: [REDACTED]

Element Name: ADVANCE PYBK Liquidation of Advance Instance: 1

**Assignment Process Detail**

Assignment Is Active Currency Code: USD US Dollar

\*Process Order: 999 Recipient Tag: 0

**Begin Date:** 09/01/2014 **End Date:** [REDACTED] Previous End Date: Updated in Payroll Run

Allow Batch Update of End Date

**Calculation Information**

Calculation Rule: Amount

Amount: Numeric

Amount Element: [REDACTED]

**Amount Value:** 416.08

**Required Fields**

Advance Type: Pay

Advance ID: 1.000000

**Additional Overrides**

\*Frequency Option: Use Element Frequency

Frequency: [REDACTED]

\*Generation Option: Use Element Generation Control

Generation Control: [REDACTED]

OK Cancel Refresh



# Advance Pay Request via Self Service

## Global Pay Advance Pay Formula

When calculating the net Advance Pay amount, Global Pay is configured to automatically account for any deductions a member already has coming out of their pay.

### Advance Pay Deductions

- Advance BAH
- Advance OHA
- Advance Pay
- Armed Forces Retirement Home
- Bankruptcy Payments
- Bonus Recoupment
- Federal Tax
- FICA
- Forfeitures
- FSGLI
- Garnishments
- MGIB
- Overpayments
- SGLI
- Small Stores Checkage
- State Tax
- Tax Levy's
- Traumatic SGLI
- TSP