

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll
Manual Entry of Advance Payback

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How to Manually Create an Advance Payback in EABP

PPC will take the following steps to manually create an Advance Payback in Element Assignment by Payee.

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

Step	Action
1	Log into Global Payroll.
2	<p>Click on the Element Assignment By Payee link within the Pay Processing Shortcuts menu.</p> <p>Element Assignment By Payee</p> <p>It can also be accessed via the following path:</p> <p>Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment By Payee</p>
3	<p>Enter the member's EMPLID and click the Search button.</p> <p>Note: In most instances, the member's active duty Empl Record will be 0 but if not, change it to what it should be within the Empl Record: field.</p>
4	Click on the Add New Assignment button.
5	Click the Entry Type drop down field and select Deduction.
6	Enter Advance PYBK within the Element Name field.
7	Click the OK button. The Element Detail page will open.
8	Enter the date the advance payback should be started within the Begin Date field. The date must be dated the first day of the month.
9	Click on the 'Allow Batch Update of End Date' field.
10	Enter the monthly election in the Amount Value field.
11	Click on the Advance Type field and select the type of advance that needs to be paid back.
12	<p>Click on the Advance ID field and enter the unique identification number that needs to be assigned to the advance. If this is the member's first Advance PYBK in the system, then the unique identification number will be '1'. If member has more than one, determine what the next sequential number that hasn't been used and enter it.</p> <p>For instance, if member has had 2 Advance PYBK in EABP, '3' would be entered.</p>
13	Click the OK button.
14	Click the SAVE button. The advance payback will now need to be approved. Procedures on how to approve these transactions is discussed later in this guide.
15	The accumulator for the advance payback must now be created. Follow the steps on the next page to do this.

How to Manually Create an Advance Payback Accumulator

PPC will take the following steps to manually create an Advance PYBK accumulator on a member.

Note: Only a user with the *CGHRSIC* role can take this action.

Step	Action
1	Log into Global Payroll.
2	<p>Follow the path below to access the accumulator adjustment action request.</p> <p>Global Payroll & Absence Mgmt > Payee Data > Adjustment Balances > Accumulators</p> <p>Note: 'Add to Favorites" for quicker access for future adjustments.</p>
3	Enter the member's EMPLID and Empl Record #.
4	Click the SEARCH button.
5	<p>A set of finalized pay calendars will show up. Select the finalized calendar the accumulator needs to be created on.</p> <p>Note: The last finalized calendar must be selected. For instance, if the advance payback needs to begin on 3/1/2015, then the end month February calendar needs to be selected.</p> <p>Accumulators</p> <p>Enter any information you have and click Search. Leave fields blank for a list c</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input type="text" value="2072646"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text" value="0"/></p> <p>Calendar Group ID: <input type="text" value="begins with"/> <input type="text" value="C115021"/> </p> <p>Calendar ID: <input type="text" value="begins with"/> <input type="text" value="CG ACT 2015M02E"/> </p> <p>Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p>
	Click on the Accumulator field and enter CG AC ADVANCE and then tab out of field.
5	Enter 01/01/2004 in the From Date field.
6	<p>Click on the User Key 1 field and enter one of the following:</p> <p>P – Advance Pay B – Advance BAH O – Advance OHA</p>

How to Manually Create an Advance Payback Accumulator, Continued

Step	Action
7	<p>Click on the User Key 2 field and enter the instance number of the advance payback that will be assigned to the ADVANCE PYBK payroll element in EABP. This number must be 12 digits.</p> <p>For instance, if the instance number of the ADVANCE PAYBK in EABP will be '1', then 000000000001 will be entered. If the instance number will be '2', then 000000000002 will be entered.</p>
8	Click on the Amount field and enter the advance payback amount. This should be the total amount that needs to be paid back by the member.
9	Enter any comments that need to be entered in the Reason field.
10	<p>Click the SAVE button. An example of a created CG AC ADVANCE accumulator is shown below.</p> <p>Note: The current pay calendar will need to be calculated so it picks up the adjustment. Once calculated, the accumulator will show the ADVANCE balance on the current pay calendar.</p>

Accumulators

Employee ID: Empl Record: 0

Calendar Group ID: C115021 201502 On-Cycle AD End Month Calendar ID: CG ACT 2015M02E

Pay Group: USCG USCG Active Duty

Pay Entity: USCG United States Coast Guard

Accumulator

Accumulator: Advance Balance

Instances Find | View All | First 1 of 1 Last

From Date: Through Date:

User Key 1: User Key 2:

User Key 3: User Key 4:

User Key 5: User Key 6:

Value: 0.000000 Applied Adjustment: 1,593.860000

Accumulator Empl Record: 000

Adjustments Customize | Find | View All | First 1 of 1 Last

Amount	Reason	Updated at	Updated by
1593.860000	JUMPS CONVERSION ISSUE	03/02/2015 8:53AM	DBUNGER

How to Approve/Deny an Advance Payback in EABP

Introduction This section provides the procedure for approving or denying a submitted Advance Payback.

Procedures for approving / denying SDP The PPC auditor will take the following steps to approve or deny this.

Note: Only a user with the *CG_ADGP_AUDITOR* role can approve this.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).
3	<p>Click on the View My Requests (all types) link within the Requests shortcut menu.</p> 
4	<p>Select "Requests I am Approver For".</p> <p>The radio button 'Requests I am Approver For' is strictly for approvers who want to view/approve/deny/change Action Requests (which includes these Requests) that have been submitted to them.</p> 
5	<p>Click on the Transaction Name drop down field and select EABP Approvals.</p>  <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the EABP Approvals action requests that have been submitted by the PPC clerk that are in a pending status.</p> 

How to Approve/Deny an Advance Payback in EABP, Continued

Step	Action
6	Click the Populate Grid button.
7	<p>Click on the Approve/Deny link on the EABP Approval row on the member that needs to be approved or denied. A new window will open and the action request page will appear with the information that was submitted. Review to make sure the payroll element is correct within the Request Details page.</p> <p>Action Request</p> <p><u>EABP Approvals</u></p> <p><u>Summers IV, John C.</u></p> <hr/> <div data-bbox="402 678 1360 772" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>PIN_NUM: 12646</p> <p>INSTANCE: 1</p> </div>
8	<p>Click the URL within the Request URL block.</p> <div data-bbox="391 867 1377 951" style="border: 1px solid #ccc; padding: 5px;"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <p>The system will open up a new window and the Element Assignment by Payee page will appear. Pull up the advance payback by clicking on the Advance PYBK link. Review the start/stop dates and the amount fields. Once verified, close the window.</p>
9	<p>If necessary, enter comments within the Comments field. Comments are required if the request is denied.</p> <p>Comment: <input data-bbox="532 1297 1365 1360" type="text"/></p>
10	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="402 1436 889 1478" style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Approve Deny </div> <ul style="list-style-type: none"> If the Advance PYBK Request was approved, it will show an Approved status on the View My Action Requests Page. If the Advance PYBK Request was denied, it will show a Denied status on the View My Action Requests Page.
11	<p>To approve another action request, close the current request and repeat the steps above.</p>