

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll
How to Enter Out of Service Debt

Overview

Introduction This section provides the procedure for creating an out of service debt on a separated member.

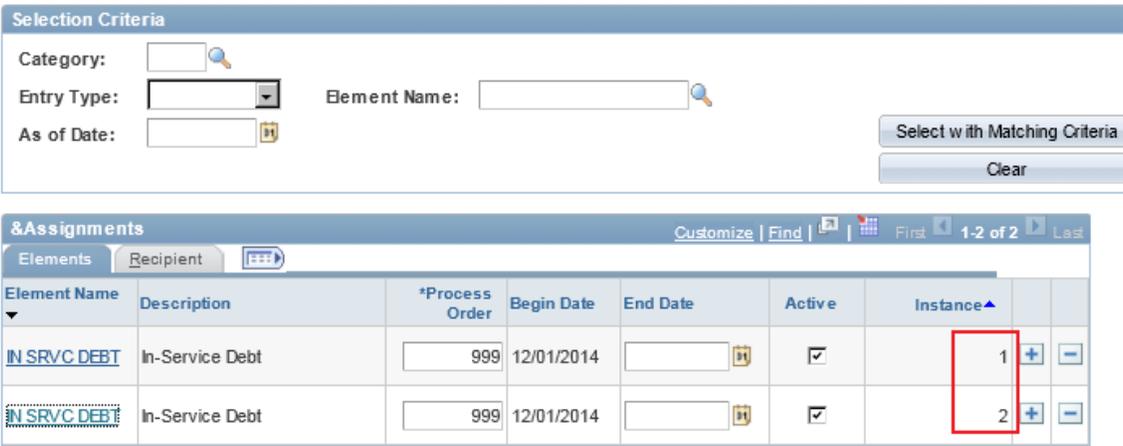
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How to Create an Out of Service Debt

PPC will take the following steps below to create an out of service debt on a separated member.

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

Step	Action
1	Log into Global Payroll.
2	Click on the Element Assignment By Payee link within the Pay Processing Shortcuts Link.
3	Enter the member's EMPLID and click the Search button.
4	<p>Determine how many IN SRVC DEBTs the member has had and write it down.</p> <p>For instance, the member below has two debts in EABP, so you would write this down.</p> 
5	Click on the Add New Assignment button.
6	Click on the Entry Type field and select Deduction.
7	Enter/Select IN SRVC DEBT within the Element Name field.
8	Click OK. The Element Detail page should come up.
9	<p>Enter the Begin Date. Enter the first day of the following month member was separated in.</p> <p>For instance, if member was discharged on 1/18/2015, 2/1/2015 should be entered for the begin date.</p>
10	Leave the End Date blank.
11	Click the Allow Batch Update of End Date field.
12	<p>Within the Required Fields portion of the page, enter the overpayment ID number within the Unique Accumulator field. In step 4 above, you wrote down the number of debts the member has had. You would assign the next number. In the example in step 4 above, member had 2 debts already, so you would enter 3. This number is assigned to uniquely identify the debt. You can't use a number that's already been used on a prior In Service Debt.</p>
13	Enter the total debt amount within the Debt Amount field.
14	Enter 100 within the Percent of DE field.
15	Click on the Taxability Effect field and select the correct taxability on the member.
16	Within the Debt Originating Year field, enter the calendar year the debt occurred.

How to Create an Out of Service Debt, Continued

Step	Action
17	If interest will be involved in the out of service debt, enter the interest amount within the Percent of Interest field. If none, just leave the field blank.
18	Click on the Type field and select the type of debt. In most instances it's going to be Payroll Overpayment (LUMSUM LEAVE, any other payroll element, etc.).
19	Click on the Appropriation field and select the appropriation year. For active duty, you'll want to select an active duty appropriation. For reserves, you'll want to select a reserve appropriation.
20	Within the Account Number field enter the payroll element that makes up the debt. For instance, if it's lump sum leave then enter LUMPSUM LEAVE. If there multiple payroll elements that make up the debt then just type in MULTIPLE PAYROLL ELEMENTS.

Example of Detail page:

Element Detail

Employee ID: Empl Record: 0 Name: -----

Element Name: IN SRVC DEBT In-Service Debt Instance: 1

Assignment Process Detail

Assignment Is Active Currency Code: USD US Dollar

*Process Order: 999 Recipient Tag: 0

*Begin Date: 02/01/2015 End Date: Previous End Date:

Allow Batch Update of End Date Updated in Payroll Run

Calculation Information

Calculation Rule Amount

Amount: [dropdown]

Amount Element: [input]

Amount Value: [input]

Required Fields

*Unique Accumulator [input] 3

Balance ID: [input]

Debt Amount: [input] 200.00

Percent of DE: [input] 100

*Taxability Effect: No Taxable Gross is Affected [dropdown]

*Debt Originating Year: 2015

Percent of Interest: [input]

Type: Payroll Overpayment [dropdown]

Comments: [input]

Suspend Reason: [dropdown]

Appropriation: Active Duty FY 2015 [dropdown]

Account Number: LEAVE SOLD [input]

Step	Action
21	Click OK.
22	Click SAVE.

Note: Since the member is no longer calculating, the debt entered will not show up on any pay calendar.