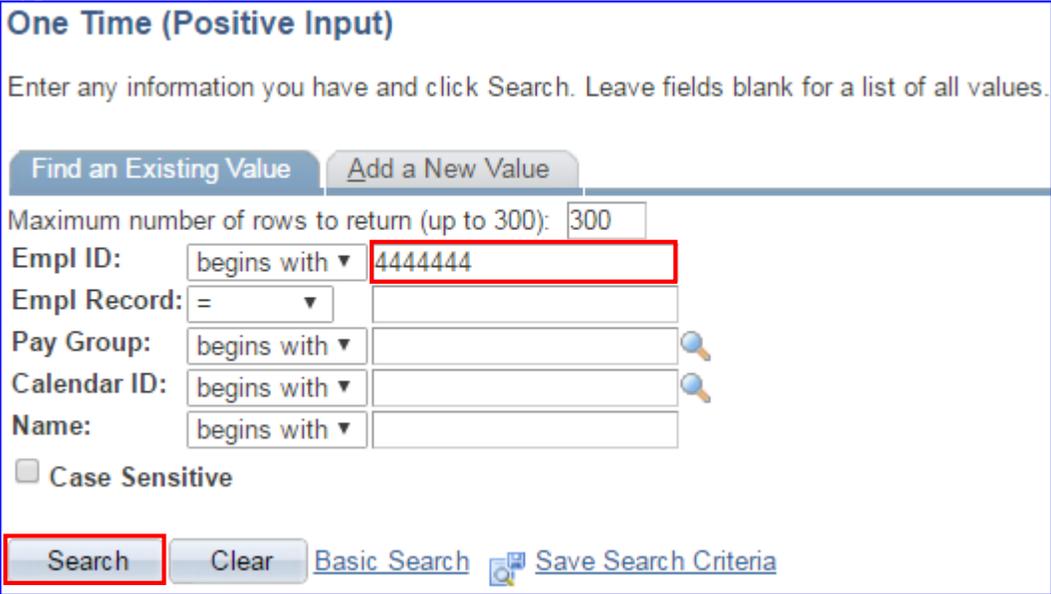


Verifying the Remaining Balance of an Advance

Introduction A Request for an Advance is unique in that it creates a One Time Positive Input (OTPI) which establishes the Advance payment and an Element Assignment By Payee (EABP) which liquidates it. This guide provides procedures for how to find the remaining balance owed on an advance.

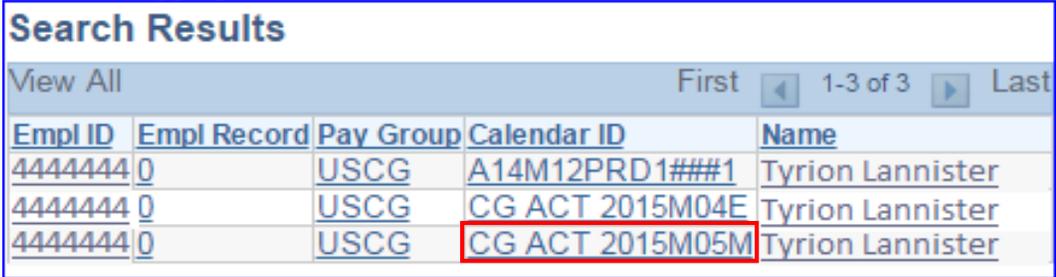
Procedure See Below.

Step	Action
1	<p>Click the One Time (Positive Input) link in the Pay Processing Shortcuts pagelet.</p> 
2	<p>Type in the Empl ID and hit Search.</p> 

Continued on next page

Verifying the Remaining Balance of an Advance, Continued

Procedure,
continued

Step	Action																										
3	<p>Locate the appropriate OTPI with the advance information.</p>  <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>4444444</td> <td>0</td> <td>USCG</td> <td>A14M12PRD1###1</td> <td>Tyrion Lannister</td> </tr> <tr> <td>4444444</td> <td>0</td> <td>USCG</td> <td>CG ACT 2015M04E</td> <td>Tyrion Lannister</td> </tr> <tr> <td>4444444</td> <td>0</td> <td>USCG</td> <td>CG ACT 2015M05M</td> <td>Tyrion Lannister</td> </tr> </tbody> </table>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	4444444	0	USCG	A14M12PRD1###1	Tyrion Lannister	4444444	0	USCG	CG ACT 2015M04E	Tyrion Lannister	4444444	0	USCG	CG ACT 2015M05M	Tyrion Lannister						
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4	<p>Click the expand all icon.</p>  <p>One Time (Positive Input)</p> <p>Employee ID: 4444444 Name: Tyrion Lannister Empl Record: 0 Pay Group: USCG Description: USCG Active Duty Pay Entity: USCG Calendar ID: CG ACT 2015M05M Begin Date: 05/01/2015 End Date: 05/15/2015</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions Customize Find View All First 1 of 1 Last</p> <p>Action Main Components Source Expand All</p> <table border="1"> <thead> <tr> <th>*Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>*Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>ADVANCE PAY</td> <td>Advance Payment</td> <td>1</td> <td>Add</td> </tr> </tbody> </table>	*Entry Type	Element Name	Element Description	Instance	*Action Type	Earnings	ADVANCE PAY	Advance Payment	1	Add																
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6	<p>Click the Element Assignment By Payee link in the Pay Processing Shortcuts pagelet.</p>  <p>Pay Processing Shortcuts</p> <p>Pay Calculation Results Element Assignment By Payee</p> <p>One Time (Positive Input)</p>																										

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Verifying the Remaining Balance of an Advance, Continued

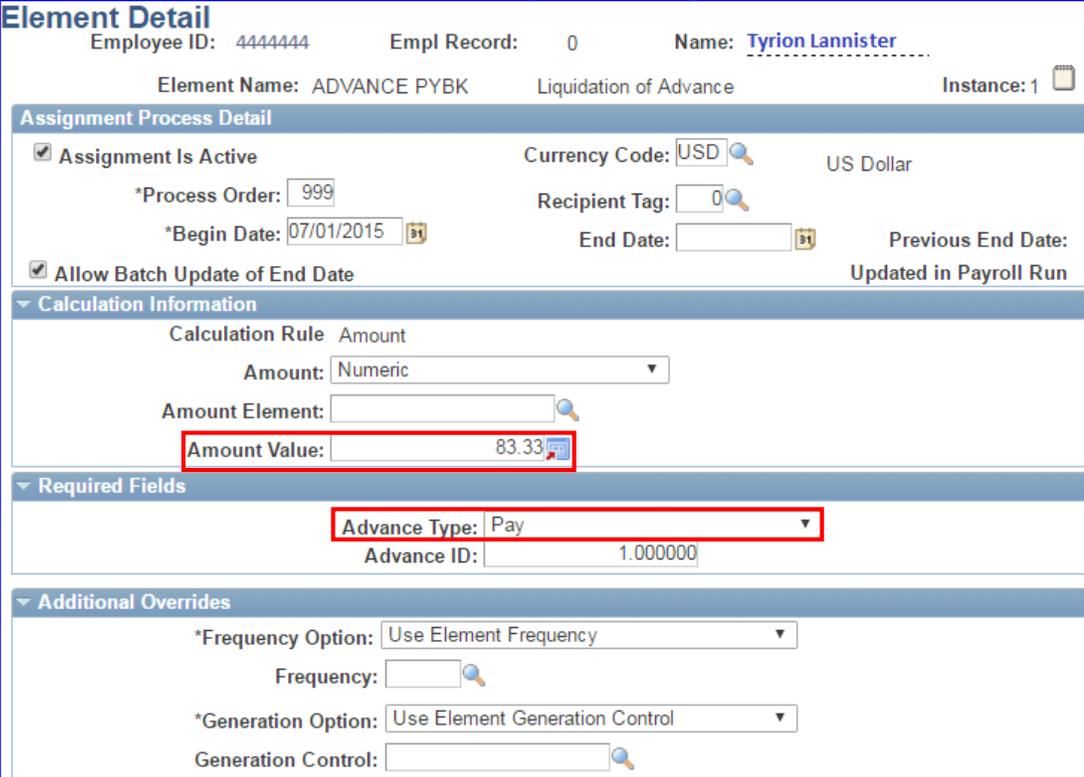
Procedure,
continued

Step	Action																																				
7	<p>Type in the Empl ID and hit Search.</p> <div data-bbox="337 548 1382 1234" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee Enter any information you have and click Search. Leave fields blank for a list of all values.</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 style="border: 1px solid red;" type="text" value="4444444"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>Second Last Name: <input type="text" value="begins with"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/></p> <p>Middle Name: <input type="text" value="begins with"/></p> <p>Business Unit: <input type="text" value="begins with"/></p> <p>Department Set ID: <input type="text" value="begins with"/> </p> <p>Department: <input type="text" value="begins with"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p><input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>																																				
8	<p>Scroll down until you find ADVANCE PYBK. Make note of the payback Begin Date and the Instance Number. Click on the ADVANCE PYBK link.</p> <div data-bbox="337 1346 1422 1675" style="border: 1px solid blue; padding: 5px;"> <p>&Assignments Customize Find First 1-25 of 25 Last</p> <p>Elements <input type="button" value="Recipient"/> </p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>*Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td><input type="text" value="999"/></td> <td>01/01/2016</td> <td><input type="text" value=""/> </td> <td><input checked="" type="checkbox"/></td> <td>3</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td><input type="text" value="999"/></td> <td>08/01/2015</td> <td>08/31/2015 </td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td style="border: 1px solid red;">ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td><input type="text" value="999"/></td> <td style="border: 1px solid red;">07/01/2015</td> <td><input type="text" value=""/> </td> <td><input checked="" type="checkbox"/></td> <td style="border: 1px solid red;">1</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> </div>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance			TRICARE DEP	Tricare Dependent Dental	<input type="text" value="999"/>	01/01/2016	<input type="text" value=""/>	<input checked="" type="checkbox"/>	3	<input type="button" value="+"/>	<input type="button" value="-"/>	IN SRVC DEBT	In-Service Debt	<input type="text" value="999"/>	08/01/2015	08/31/2015	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>	ADVANCE PYBK	Liquidation of Advance	<input type="text" value="999"/>	07/01/2015	<input type="text" value=""/>	<input checked="" type="checkbox"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>
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Continued on next page

Verifying the Remaining Balance of an Advance, Continued

Procedure,
continued

Step	Action
<p>9</p>	<p>Additional details will display. Take note of the Amount Value in the Calculations Information Section and the Advance Type in the Required Fields Section.</p>  <p>Element Detail Employee ID: 4444444 Empl Record: 0 Name: Tyrion Lannister</p> <p>Element Name: ADVANCE PYBK Liquidation of Advance Instance: 1</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code: USD US Dollar</p> <p>*Process Order: 999 Recipient Tag: 0</p> <p>*Begin Date: 07/01/2015 End Date: Previous End Date: Updated in Payroll Run</p> <p><input checked="" type="checkbox"/> Allow Batch Update of End Date</p> <p>Calculation Information</p> <p>Calculation Rule: Amount</p> <p>Amount: Numeric</p> <p>Amount Element: Amount Value: 83.33</p> <p>Required Fields</p> <p>Advance Type: Pay</p> <p>Advance ID: 1.000000</p> <p>Additional Overrides</p> <p>*Frequency Option: Use Element Frequency</p> <p>Frequency: </p> <p>*Generation Option: Use Element Generation Control</p> <p>Generation Control: </p>
<p>10</p>	<p>Click the Pay Calculations Results link in the Pay Processing Shortcuts pagelet.</p>  <p>Pay Processing Shortcuts</p> <p>Pay Calculation Results Element Assignment By Payee</p> <p>One Time (Positive Input)</p>

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Verifying the Remaining Balance of an Advance, Continued

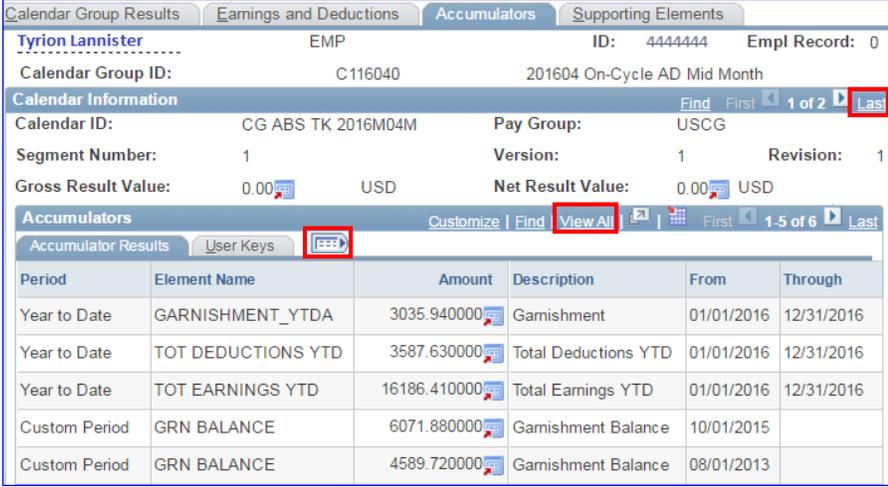
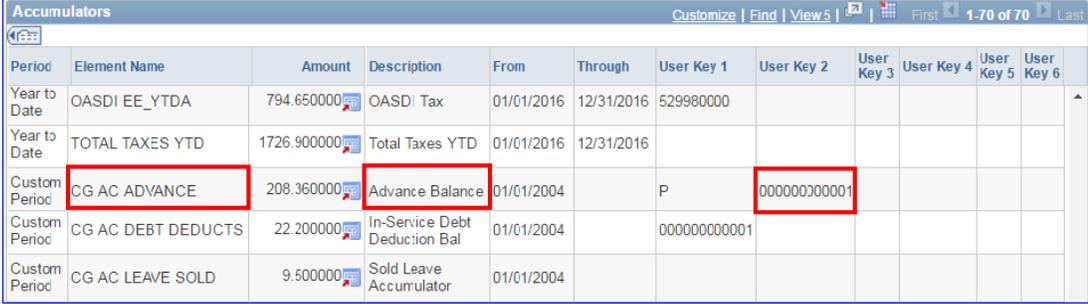
Procedure,
continued

Step	Action
11	<p>Type in the Empl ID and hit Search.</p> <div data-bbox="337 548 1401 968" style="border: 1px solid blue; padding: 5px;"> <p>Results by Calendar Group</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</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 style="border: 2px solid red;" type="text" value="4444444"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text"/></p> <p>Calendar Group ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

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Verifying the Remaining Balance of an Advance, Continued

Procedure,
continued

Step	Action																																																																								
<p>14</p>	<p>Click Last, View All and the Expand All icon.</p>  <table border="1" data-bbox="334 548 1222 1035"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>GARNISHMENT_YTDA</td> <td>3035.940000</td> <td>Garnishment</td> <td>01/01/2016</td> <td>12/31/2016</td> </tr> <tr> <td>Year to Date</td> <td>TOT DEDUCTIONS YTD</td> <td>3587.630000</td> <td>Total Deductions YTD</td> <td>01/01/2016</td> <td>12/31/2016</td> </tr> <tr> <td>Year to Date</td> <td>TOT EARNINGS YTD</td> <td>16186.410000</td> <td>Total Earnings YTD</td> <td>01/01/2016</td> <td>12/31/2016</td> </tr> <tr> <td>Custom Period</td> <td>GRN BALANCE</td> <td>6071.880000</td> <td>Garnishment Balance</td> <td>10/01/2015</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>GRN BALANCE</td> <td>4589.720000</td> <td>Garnishment Balance</td> <td>08/01/2013</td> <td></td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Year to Date	GARNISHMENT_YTDA	3035.940000	Garnishment	01/01/2016	12/31/2016	Year to Date	TOT DEDUCTIONS YTD	3587.630000	Total Deductions YTD	01/01/2016	12/31/2016	Year to Date	TOT EARNINGS YTD	16186.410000	Total Earnings YTD	01/01/2016	12/31/2016	Custom Period	GRN BALANCE	6071.880000	Garnishment Balance	10/01/2015		Custom Period	GRN BALANCE	4589.720000	Garnishment Balance	08/01/2013																																					
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<p>15</p>	<p>Scroll to the bottom of the Accumulators Results to find the CG AC Advance or the Advance Balance in the Custom Period Section. Make sure you are looking at the correct Instance number (if more than one) located in the User Key 2 column.</p>  <table border="1" data-bbox="334 1178 1422 1482"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> <th>User Key 1</th> <th>User Key 2</th> <th>User Key 3</th> <th>User Key 4</th> <th>User Key 5</th> <th>User Key 6</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>OASDI EE_YTDA</td> <td>794.650000</td> <td>OASDI Tax</td> <td>01/01/2016</td> <td>12/31/2016</td> <td>529980000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Year to Date</td> <td>TOTAL TAXES YTD</td> <td>1726.900000</td> <td>Total Taxes YTD</td> <td>01/01/2016</td> <td>12/31/2016</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC ADVANCE</td> <td>208.360000</td> <td>Advance Balance</td> <td>01/01/2004</td> <td></td> <td>P</td> <td>000000300001</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC DEBT DEDUCTS</td> <td>22.200000</td> <td>In-Service Debt Deduction Bal</td> <td>01/01/2004</td> <td></td> <td>000000000001</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC LEAVE SOLD</td> <td>9.500000</td> <td>Sold Leave Accumulator</td> <td>01/01/2004</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The amount shown in the Amount column is the remaining balance owed by the member. If they want to know when it will be collected in full, take this remaining balance and divide by the bi-monthly deduction amount. \$208.36 / \$83.33 = 2.5 calendars or one and a half months</p>	Period	Element Name	Amount	Description	From	Through	User Key 1	User Key 2	User Key 3	User Key 4	User Key 5	User Key 6	Year to Date	OASDI EE_YTDA	794.650000	OASDI Tax	01/01/2016	12/31/2016	529980000						Year to Date	TOTAL TAXES YTD	1726.900000	Total Taxes YTD	01/01/2016	12/31/2016							Custom Period	CG AC ADVANCE	208.360000	Advance Balance	01/01/2004		P	000000300001					Custom Period	CG AC DEBT DEDUCTS	22.200000	In-Service Debt Deduction Bal	01/01/2004		000000000001						Custom Period	CG AC LEAVE SOLD	9.500000	Sold Leave Accumulator	01/01/2004							
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<p>16</p>	<p>Once the Advance has been paid in full, the EABP will have an End Date and the Advance will not show up in the following month Accumulator since the amount is zero. This is unlike In-Service Debts which will remain in the Accumulator Custom Section with the total amount paid toward that debt.</p>																																																																								