Instructions for Service Now – Advance of Pay

Advance of Pay is intended to ease the financial burdens of the transition period by insuring that funds are available to meet required expenses and emergencies. It allows up to three months (6 pay periods) advance pay upon the assignment of the employee to a foreign post. The amount advanced must be paid back to the Department over a maximum of 26 pay periods. Payroll deductions will begin the first pay period after receipt of the advance or following arrival at the foreign post, whichever is later. Advance of Pay requests can be received no more than 3 weeks before an EOD (Entrance on Duty) date or within 60 days after arrival at post. Requests for an Advance of Pay 3 weeks before an EOD date does not apply to 1st duty station travelers and/or employees not already serviced by DFAS. New Hire Employees and/or employees not already serviced by DFAS can only request an Advance of Pay upon arrival at the duty station.

PROCESS TO SUBMIT ADVANCE OF PAY

Advance of Pay:

Required Documents:
-SF-1190, Foreign Allowances Application (Link) (Example Link)
-PCS Travel orders

-Advanced Pay Calculator (see PDF attachment "Advanced Pay Calculator")

Process:

-Complete SF-1190 Foreign Allowances Form as follows:

    1) Items 1-20: Complete as it applies to you
    2) Item 21b: Number of Pay Periods (max 26 pay periods), Travel Authorization Number (Item 25 of your travel orders) OR PCS Number, Name of Issuing Authority (Item 24c of your travel orders)
    3) Item 22a: Financial Institution Information. Current DoD civilian employees and new hires, please complete all financial institution information. Checking or Savings must be specified.
    4) Item 23: Line of Accounting (LOA). Contact your command's finance office to request the LOA
    5) Item 24: Your signature
    6) Item 25 & 26: Forward to your gaining supervisor and Resource Management Office (RM) for signatures in Blocks 25 and 26

-Open a request ticket and submit your request through the service now portal using the instructions on the following slides
-On the request screen: *Enter your command name (ex. US Army Corps of Engineers, MEDDAC, USARJ, Garrison, etc.) AND identify the dollar amount you are requesting for an Advance of Pay
-Attach all required documents
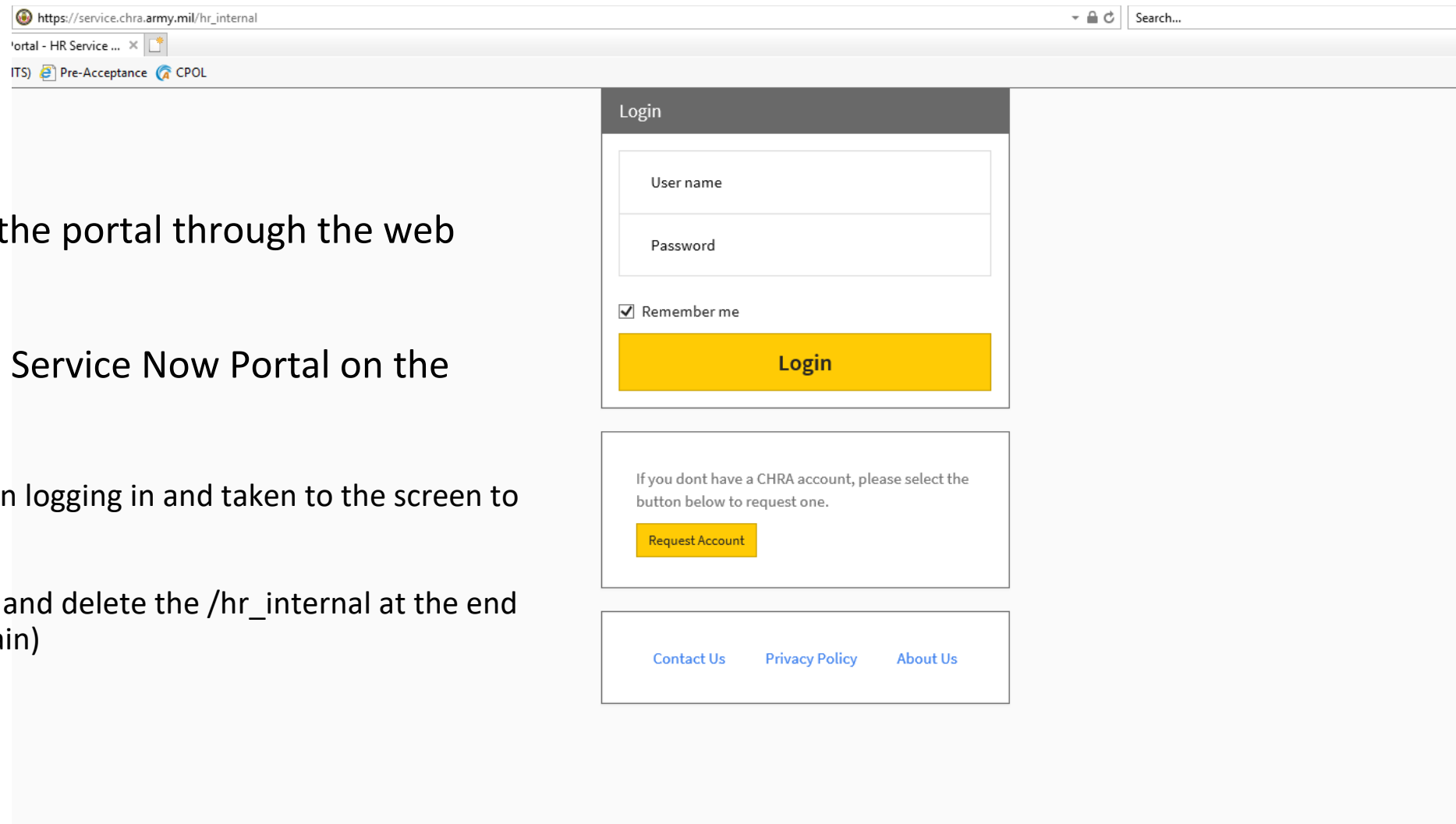-Employee will receive confirmation that their request has been processed

Submitting Advance of Pay in Service Now

The following is initial guidance on how to submit Advance of Pay requests in the Service Now System for employees serviced by CHRA Far East Region. (This system requires a CAC card to log in).

(This system allows for automatic touchpoint notifications when the request is received, actioned, or the status changes. Employees are notified through their email address).

Logging in to Service Now Portal

Web Address: https://service.chra.army.mil

Employees need to access the portal through the web address above.

This should take you to the Service Now Portal on the next slide.

(Employees may get an error when logging in and taken to the screen to the right)

(If this happens go to the address and delete the /hr_internal at the end of the address and push enter again)

Service Now Portal

Service Catalog Screen

Local National Classification	Local National Staffing	NAF Benefits	NAF eOPF
› View Items in Category	› View Items in Category	› View Items in Category	› View Items in Category

This screen presents major services categories available to customers. Not all services are offered at this time. (click "View Items" under Overseas Entitlements to see more options).

| Overseas Entitlements | Overseas Travel Entitlements | Payroll Customer Service | Reports
Request reporting support |
|---|---|---|---|
| › View Items in Category | › View Items in Category | › View Items in Category | › View Items in Category |

Click View Items

Resource Management Support	Staffing Proponent CONUS	Timekeeping	Training Services

Overseas Entitlements Screen

Home **>** Service Catalog **>** Overseas Entitlements

Overseas Entitlements

Advance of Pay (Salary)
Advance of Pay (Salary)

Click View Item **>** View Item

This screen presents services under Overseas Entitlements categories available to customers. Not all services are offered at this time.
(click "View Item" under Advance of Pay to submit a request).

Death Case Reporting
Death Case Reporting

> View Item

Foreign Transfer Allowance (FTA)
Foreign Transfer Allowance (FTA)

> View Item

Hazard Duty Pay
Hazard Duty Pay

> View Item

Living Quarters Allowance
Request Living Quarters Allowance (LQA) service.

> View Item

LQA Eligibility Appeal/Redetermination
Request an LQA eligibility determination review.

> View Item

Advance of Pay Screen