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. 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 can be received no more than 3 weeks before departure or within 60 days after arrival at post. Request for Advance of Pay 3 weeks before departure does not apply to 1st duty station traveler and/or employees not already serviced by DFAS. New Hire Employees and/or employee not already serviced by DFAS can only request an advance of pay upon arrival at the duty station.

PROCESS TO SUBMIT ADVANCE OF PAY

Incoming NTS:

Required Documents:

-SF-1190, Foreign Allowances Application (Link) (Example Link)

-Statement of Understanding (Link)

-PCS orders

Process:

-Complete, initial, and sign all documentation

-Forward to your supervisor and Resource Management Office (RM) for signatures in Blocks 25 and 26

-Obtain approval of Command through internal command policy

-Open a request ticket and submit your request through the service now portal using the instruction starting on slide 4

-Identify how many weeks of Advance of Pay you are requesting in the remarks section.

-Employee will receive confirmation that request has been processed

Submitting Advance of Pay in Service Now

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

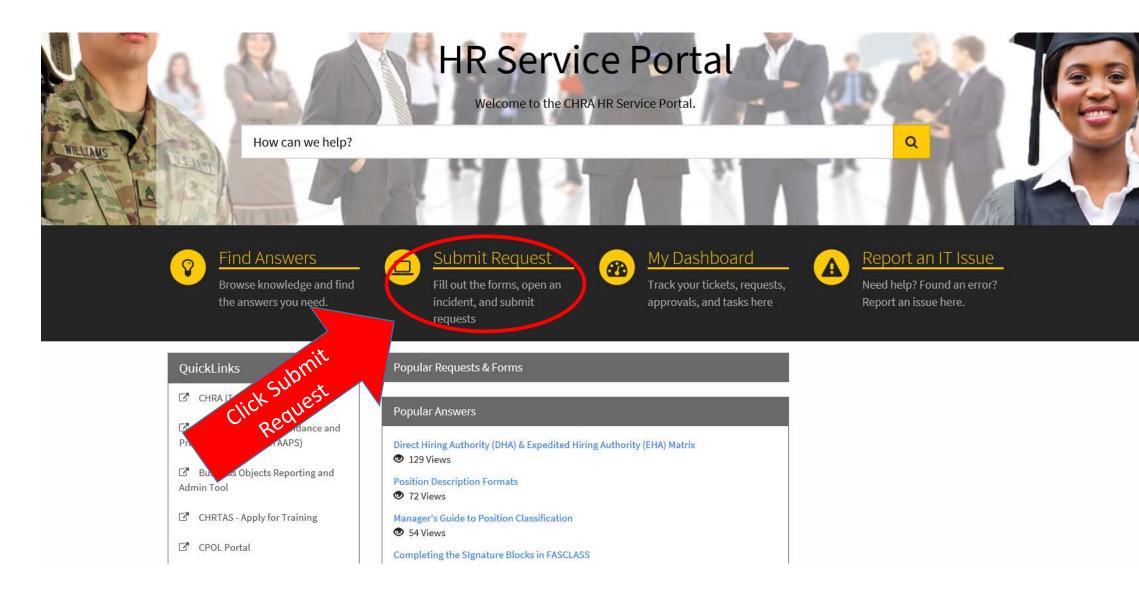
(This system allows for automatic touchpoint notifications when the request is received, actioned, or the status changes. Employees are notified through their email address)

Logging in to Service Now Portal

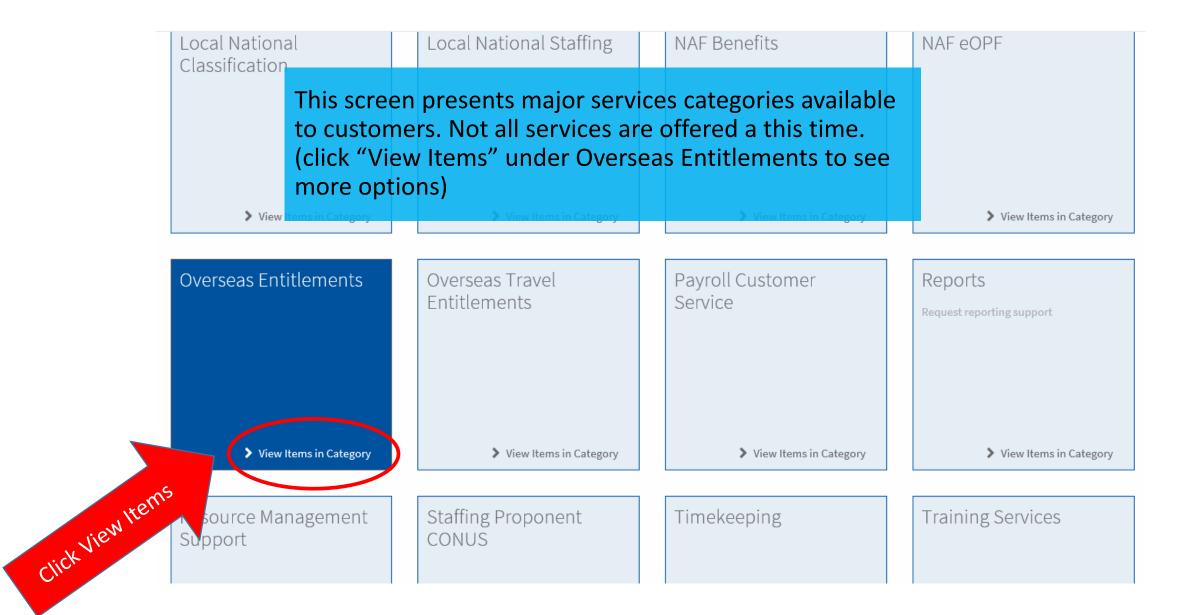
Web Address: https://service.chra.army.mil

https://service.chra.army.mil/hr_internal		✓
'ortal - HR Service 🗙 📑		
ITS) 🙋 Pre-Acceptance 🌀 CPOL		
	Login	
	User name	
Employees need to access the portal through the web address above.	Password	
	✓ Remember me	
This should take you to the Service Now Portal on the next slide.	Login	
(Employees may get an error when logging in and taken to the screen to the right)	If you dont have a CHRA account, please select the button below to request one.	
(If this happens go to the address and delete the /hr_internal at the end of the address and push enter again)	Contact Us Privacy Policy About Us	

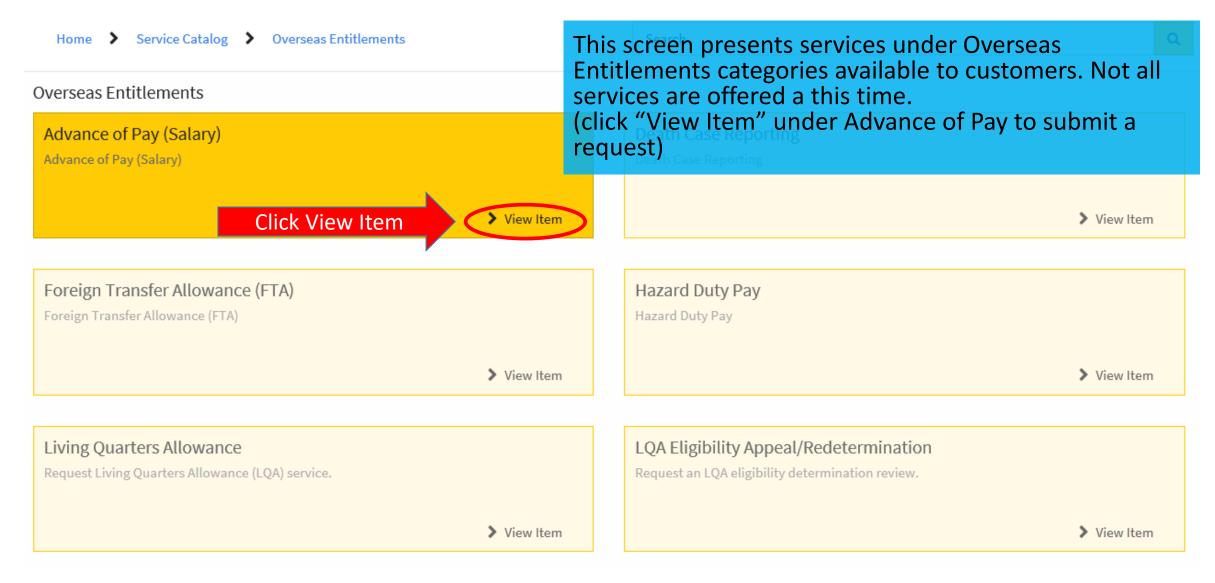
Service Now Portal



Service Catalog Screen



Overseas Entitlements Screen



Advance of Pay Screen

