## Drill Pay Award Adjustments – Overpayment Created Single Fiscal Year Adjustment

1) Access the Drill Pay tab by selecting the Award Adjustment decision on the Record Decision screen

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- 2) Select the Drill Pay tab.
- 3) Input the Fiscal Year that you are adjusting.
- 4) Enter the number of drill **Days** to withhold.
- 5) The Award Effective Date will be the first day of the current fiscal year (this may have to be manually updated)
- 6) Enter the rate the Veteran was receiving on the last day of the fiscal year in the Amount tab.
- 7) The "End Date" will be automatically populated
- 8) Select Done to save the decision and close the screen
  - *9*) \*If you have multiple Fiscal Years to adjust for, you would select **Add** and complete the steps again for the next period, using the **End Date** of the previous period as the **Award Effective Date** of the new period.

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## 10) Select Generate Award

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