## **Non-Chargeable Absence Requests**

Overview	
Introduction	This guide provides the procedures for creating, submitting, viewing, and processing <b>non-chargeable</b> absence requests by a member, a proxy, a command user, and the SPO in Direct Access (DA).
References	<ul> <li>(a) Military Assignments and Authorized Absences, COMDTINST M1000.8A (series)</li> </ul>
Important Information	New absence requests <b>cannot</b> be entered until all pending absence requests with <b>past dates</b> have been approved. If the below message displays, click <b>OK</b> and notify the approver of the pending absence request. Once the pending absence request has been approved or denied, a new absence request may be entered.
	Message 1 pending absence request(s) found (30003,179) A pending absence request with past dates exists. Contact the approver to take action so that you may proceed. OK

#### Contents

Торіс	See Page
Member: Submit a Non-Chargeable Absence Request	4
Member: View a Non-Chargeable Absence Request	10
Member: Edit or Withdraw a Non-Chargeable Absence Request	14
Command/SPO: Approve or Deny a Non-Chargeable Absence Request	19
Command/SPO: Deny a Previously Approved Non- Chargeable Absence Request	24
SPO: Correct/Delete a Processed Non-Chargeable Absence Request	28
Proxy: Submit a Non-Chargeable Absence Request	35
Proxy: Edit or Withdraw a Non-Chargeable Absence Request	41
Non-Chargeable Absence Request Statuses	46
Email Notifications	47
Non-Chargeable Absence Counts	48

## Overview, Continued

Types of Non- Chargeable Leave	For an explanation of each non-chargeable leave type and information on when to use – see the Non-Chargeable Leave Chart: • Bereavement • DHS S1 Authorized Absence • Isolation • MOB Respite (Post Deployment Mobilization Respite Absence) • Maternity Convalescent • Maternity Convalescent Additional • Prenatal • Prenatal • Prenatal Additional • Parental Leave Adoption • Parental Leave Birth • Parental Leave Foster Care • Sick Leave
Delegating Requests	When instances prevent the approving official from approving absence requests, a delegate can be assigned to approve or deny any requests forwarded to the original approver. Procedures can be found in the Delegate Requests user guide.
Leave Requests for PHS Officers Detailed to the CG	Do not use these procedures to submit leave transactions for PHS Officers. See https://www.dcms.uscg.mil/ppc/phs for PHS Self Service Absence Request procedures.
PCS or Separation Leave	Do <b>NOT</b> input leave taken in conjunction with a PCS or Separation using Absence Request. This leave is recorded on the endorsement on orders or in the separation component.

**Known Issue** If leave was requested and then denied through Absence Requests, it may cause an error when attempting to enter the leave in the Delay En route section of the PCS Orders or processing the PCS Departing or Reporting Endorsements.

A Trouble Ticket with screenshots must be submitted to PPC to have the 'Denied' Absence Request deleted from DA before the PCS Orders or Endorsements may be completed.



Begin Date	End Date	De	elay En route	Days
1 07/07/2021	07/12/2	)21 📓 🛛	eave INCONUS 🗸	6 🛨 🖃
2 07/13/2021	<b>107/16/2</b>	)21 🗒 F	roceed Time 🗸	4 🛨 🗖
3 07/17/2021	<b>107/19/2</b>	)21 🛐 T	ravel Time 🗸	3 🛨 🗖
Dependents Auth	orized for Tr	avel		

Message
Data being added conflicts with existing data. (18,2)Error saving Component Interface. {GP_ABSENCE_EVENT} (91,37)
The PeopleCode program executed an Error statement, which has produced this message.
ОК

### Member: Submit a Non-Chargeable Absence Request

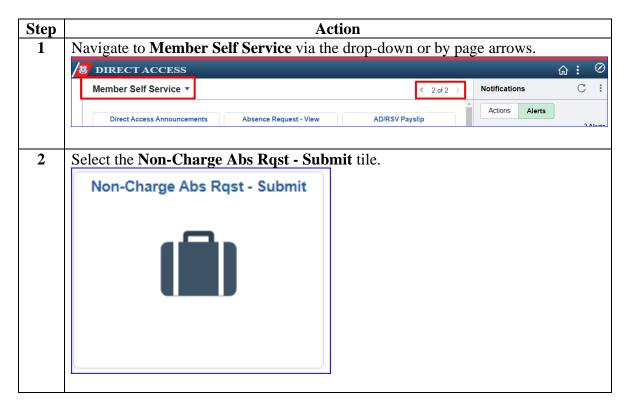
Introduction	This section provides chargeable absence	the procedures for a mem request in DA.	ber to submit a <b>non-</b>			
Types of Non- Chargeable	Non-Chargeable Absence Name	Description	Policy Limit (# of Days authorized)			
Leave	Bereavement	Bereavement leave	14 consecutive days			
	DHS S1 Authorized	Granted by the	Subject to approval			
	Absence	Secretary of DHS				
	Isolation	Quarantine period due to Covid-19	Subject to approval			
	MOB Respite	Post deployment mobilization respite	Subject to approval			
	Maternity Convalescent	Maternity convalescent leave	42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *)			
	Maternity Convalescent Addl	Additional maternity leave	Subject to approval			
	Parental Leave Adoption - update	Leave granted following an adoption of a minor child by the member to include surrogacy	84 days (may be taken in increments of no less than 7 consecutive days up to the total days authorized *)			
	Parental Leave Birth - update	The member gave birth and retained the child upon completion of maternity convalescent leave	84 days (may be taken in increments of no less than 7 consecutive days up to the total days authorized *)			
	Parental Leave Foster Care - update	Leave granted following placement of a child with a member for long-term foster care	84 days (may be taken in increments of no less than 7 consecutive days up to the total days authorized *)			
	Prenatal	Prenatal leave	30 consecutive days			
	Prenatal Addl	Additional prenatal leave	Subject to approval			
	Sick Leave	Illness, injury, and convalescence	Subject to approval			

\* Commands may authorize increments of less than 3 days if requested by the member. This leave must be taken within one year after the birth/adoption event. All requests for non-chargeable leave must be approved by the member's command prior to execution.

## Member: Submit a Non-Chargeable Absence Request,

Continued

**Procedures** See below.



## Member: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

ep	Action							
	The Submit Non-Chargeable Absence Request page will display. Ensure it is the							
	appropriate type of absence request (i.e., <b>chargeable</b> vs <b>non-chargeable</b> ). Submit Non-Chargeable Absence Request							
	Reese's Pieces							
	PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.							
	Select this guide for step-by-step instructions: http://www.dcms.uscq.mil/portals/10/cq-1/ppc/quides/qp/spo/absences/nonchargeableleave.pdf							
	Request Details							
	Type of Absence:    V    Begin Dt: </th							
	Crty:							
	End Dt: State: Q Event Date: Dip Code:							
	Get Details Request Information							
	# of Days Absent:							
	# of Days Allowed:							
	Request Documents							
	Add Attachment							
	Request Approvers							
	Approver:							
	Comment:							
	Submit Resubmit Withdraw							

# Member: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step			Α	ction				
4	Complete the following information (all fields are required):							
	• <b>Type of Absence</b> – Using the drop-down, select the appropriate type of absence.							
	• Begin Date –	• <b>Begin Date</b> – Enter the first full day of the absence.						
	0	• End Date – Enter the last full day of the absence.						
			•		of birth, date of surge	rv. date		
	of death, etc.)		i une ev	ciii (iici, aato (	or on any date of surge	ij, aaco		
	. ,		select th	e country whe	ere leave will be take	n		
	-	he city where lea		•				
	•	the lookup, sele			ve will be taken			
	0	Inter the zip code						
		liter the zip code	where	leave will be t	arcii.			
	Click Get Deta	ils						
	Chek Get Deta	115.						
	<b>NOTE:</b> For a c	description of eac	ch of the	e types of abse	ences, see the Type of	f Non-		
	Chargeable Lea	ve chart.						
	Request Details							
	Type of Absence:	Sick Leave	$\sim$	Country:	USA	Q		
	Begin Dt:	04/29/2020		City:	Lawrence			
	End Dt:	05/17/2020		State:	KS	Q		
	Event Date:	04/29/2020		Zip Code:	66045			
	Get Details							
	Out Dottallo							
_		<u> </u>		1 1 . //				
5					of Days Absent and the	he # of		
	-	for the Type of A	bsence	selected.				
	Request Inform	mation						
	# of Days Abse	ent: 19						
	_	ed: Subject to Appr	iovol.					
	# OI Days Allow	ed. Subject to Appl	ovai					
6	The Request Do	ocumentation sec	tion all	ows attachme	nts to be added to the	absence		
	_				ched, click Add Atta			
		on does not need						
	Request Doc		10 0 <b>0 u</b>	tuonou, ship to				
	- Request Doc	anonto						
	Add Attachment							

## Member: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action							
7	When the File Attachment search box opens, select the Browse button and locate							
	the appropriate document. Click Upload.							
	File Attachment							
	Help							
	Пер							
	F:\Example\Leave Document.doc Browse							
	Upload Cancel							
8	To view the uploaded document, click the <b>arrow</b> in front of Request Documents							
	and click <b>View Attachment</b> . The document will open in a new tab.							
	Request Documents							
	Description View Attachment							
	1 Leave Document.doc View Attachment							
9	Enter the <b>Approver</b> 's Empl ID. <b>Comments are required</b> . Enter the details for							
-	the non-chargeable absence request. It is also recommended to include the							
	absence address and phone number in the comments block. Click <b>Submit</b> .							
	<b>NOTE:</b> The approver must be the final approving authority for the non-							
	chargeable absence request. Ensure the approver is not absent and is able to							
	approve the request timely.							
	Request Approvers							
	Approver: 9876543 Q Kit Kat Bar							
	Comment: Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated.							
	Comment: Surgery scheduled for morning of 04/29/2020, 2 week recovery anacipated.							
	Submit Withdraw							

## Member: Submit a Non-Chargeable Absence Request, Continued

Continuou

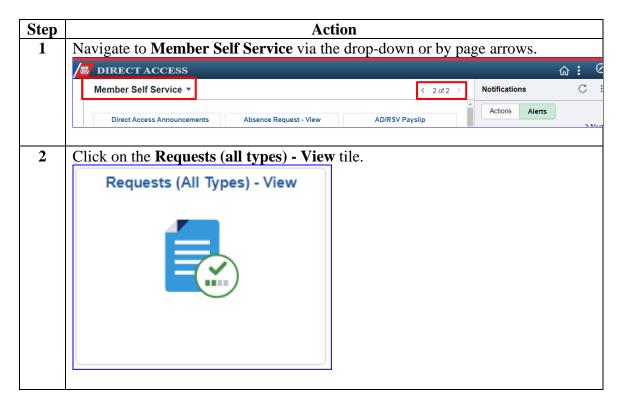
Procedures, continued

Step	Action
10	The non-chargeable absence request is now <b>Pending</b> approval.
	Non-Charge Absence Approval
	Request Status:Pending     View/Hide Comments
	One Approval Level
	Pending
	Kit Kat Bar     Initial Approve Action Request
	Comments
	Reese's Pieces at 03/24/20 - 1:08 PM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated.

### Member: View a Non-Chargeable Absence Request

**Introduction** This section provides the procedures for a member to view (check the status of) their **non-chargeable** absence request in DA.

**Procedures** See below.



## Member: View a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	The View My Action Requests page will display. The My Submitted Requests
	radio button will be selected. Using the drop-down, change the Transaction
	Name to Non-Chargeable Absence Requests and change the Transaction Status
	to All Statuses (this will populate all non-chargeable absence requests, regardless
	of status).
	To view a specific Transaction Status, select one of the following from the drop down:
	• <b>Approved</b> - Absence requests that have been approved.
	• <b>Denied</b> - Absence requests that have been denied.
	• On Hold - Do not use
	<ul> <li>Pending - Absence requests that have been submitted but not approved/denied.</li> </ul>
	• Withdrawn - Absence requests that were withdrawn by the member prior to
	approval (the status of the absence request will show as Terminated)
	Submission From/To Date fields may be used to view non-chargeable absence
	requests for a specific date range. Click <b>Populate Grid</b> .
	View My Action Requests
	view my Action Requests
	Reese's Pieces
	1. 'My Submitted Requests' allows member to bring up only their Action Requests.
	2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
	3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
	<ol> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> </ol>
	<ol> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name,</li> </ol>
	Transaction Status, and what was entered in the Submission From/Submission To Dates.
	My Submitted Requests     O Requests I am Approver For     O All Requests
	Transaction Name: Non-Chargeable Absence Reques V
	Transaction Status: All Statuses
	Submission From Date:
	Submission To Date: Populate Grid Refresh

Continued on next page

### Member: View a Non-Chargeable Absence Request, Continued

Procedures, continued

					Actio	n				
4	Locate the appropriate request and click <b>View Details</b> to open the request.									
	Personalize   Find   View All   🖾   🔢 First 🕚							First 🕚	1-1 of 1 膨 Las	
	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	View Details
	NonAccrued Leave	Pending	Reese's Pieces	1234567	018210	Reese's Pieces	Kit Kat Bar	04/16/2020		View Details
	just viewed section to			eable abs	ence re		1	or		
	Pending					Editable				
	Denied					Editable				
	Approved				View Only					
	Terminated				View Only					

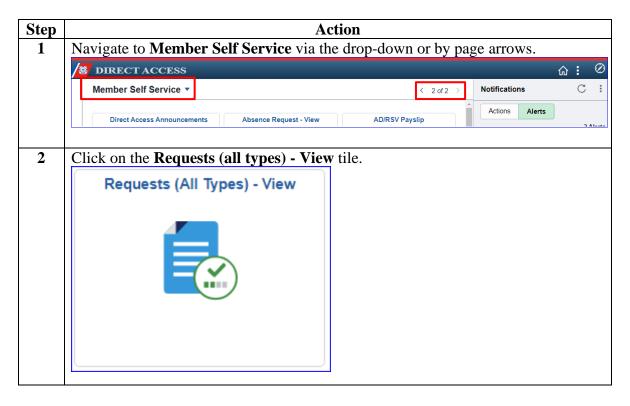
## Member: View a Non-Chargeable Absence Request, Continued

Procedures, continued

		Acti	on			
The non-chargeable absence request will open in a new tab. The status of the						
request can be found at the bottom of the request.						
Non-Chargeable Absence Request						
Reese's Pieces						
PLEASE NOTE: Us	e this page for Non-Charg	eable Absence	Requests.			
Select this guide for	step-by-step instructions:					
-	cg.mil/portals/10/cg-1/ppc/gu	uides/gp/spo/abs	ences/nonchargeal	bleleave.pdf		
Request Details						
Type of Absence:	Sick Leave 04/29/2020	~	Country:	USA	Q	
Begin Dt:	05/17/2020		City:	Lawrence		
End Dt:	04/29/2020		State:	KS	Q	
Event Date:	04/28/2020		Zip Code:	66045		
Get Details						
Request Informa	tion					
# of Days Absent	10					
	Subject to Approval					
Request Docu	ments					
Request URL						
Click here to view	additional request informatio	on.				
Request Approv	ers					
Approver:	9876543	Kit Kat Bar				
Comment:						
connent.						
Submit	submit Withdraw					
Non-Charge Absence Approval						
	st Status:Pending		♥View/Hide C	Comments		
One Approval Lev	vel					
Pending						
Kit Kat I Initial Ap	Bar prove Action Request					
▼ Comments						
Comm	ents					

Introduction	This section provides the procedures for a member to edit or withdraw their <b>non-chargeable</b> absence request that is in a pending or denied status in DA.
Important Information	Non-chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) <b>MUST</b> be withdrawn and resubmitted to a new AO.
	<b>Remember:</b> Non-chargeable absence requests in an Approved or Terminated status may <b>NOT</b> be edited or withdrawn.

**Procedures** See below.



Procedures, continued

Step	Ac	tion			
3	The View My Absence Requests page will display. The My Submitted Requests				
	radio button will be selected. Using the d	1 2			
	Name to Non-Chargeable Absence Requ				
		able absence requests regardless of status).			
	Click <b>Populate Grid</b> .				
	View My Action Requests				
	Reese's Pieces				
	1. 'My Submitted Requests' allows member to bring up only th	neir Action Requests.			
	2. 'Requests I am Approver For' allows approver to bring up o				
	<ol> <li>'All Requests' allows the approver to pull up their Action Re</li> <li>Transaction Name field allows user to select a particular tra</li> </ol>				
	<ol> <li>Refresh button clears the grid and defaults it back to 'My Si</li> </ol>				
	6. Populate Grid button populates the grid based on what was				
	Transaction Status, and what was entered in the Submission	From/Submission To Dates.			
	My Submitted Requests     O Requests	I am Approver For OAll Requests			
	Transaction Name: Non-Chargeable Absence Reque				
	Transaction Status: All Statuses	✓			
	Submission From Date:				
	Submission To Date:	Populate Grid Refresh			
4	Locate the appropriate non-chargeable at	sence request and click View Details.			
		Personalize   Find   View All   🖉   🔣 First 🕚 1-1 of 1 🕑 Last			
	Transaction Name Status Member Member's Emplid Member's Dep NonAccrued Leave Pending Reese's Pieces 1234567 018210	tid Submitted By Approver Submission Date Drill Date View Details Reese's Pieces Kit Kat Bar 04/16/2020 View Details			
	NOTE. The status of an absence request	t will determine if it can be updated or just			
	viewed.	t will determine if it can be updated of just			
		Editable on View Only			
	Status	Editable or View Only			
	Pending	Editable			
	Denied	Editable			
	Approved	View Only			
	Terminated	View Only			

Procedures, continued

		Action					
The selected Non-Chargeable Absence Request page will display. To edit the							
request, continue to Step 6. To withdraw the request, skip to Step 7.							
Non-Chargeable Absen		-	• •				
Reese's Pieces							
PLEASE NOTE: Use this p	age for Non-Chargeable Ab	sence Requests.					
Select this guide for step-by							
	ortals/10/cg-1/ppc/guides/gp/s	spo/absences/nonchargeab	leleave.pdf				
Request Details							
Type of Absence: Sick L	eave	Country:	USA	Q			
Begin Dt: 04/29/2	2020 🛐	City:	Lawrence				
End Dt: 05/17/2	2020 🛐	State:	KS	Q			
Event Date: 04/29/2	2020 🛐	Zip Code:	66045				
Get Details							
Request Information							
# of Days Absent: 19							
# of Days Allowed: Subject	ct to Approval						
Desweet Desweeter							
Request Documents							
Request URL							
Click here to view addition	al request information.						
Request Approvers							
	2 V3V	(at Bar					
Approver: 987654		(at Bar					
Comment:							
Cubril Desubril With down							
Submit Resubmit Withdraw							
Non-Charge Absence Approval							
Request Sta	tus:Pending	💬 View/Hide Co	omments				
One Approval Level							
Pending							
Kit Kat Bar Initial Approve Act	tion Request						
	Comments						
	es at 04/16/2020 - 10:0						

Procedures, continued

Step			Actio	n			
6	To Edit the non-chargeable abse		nce request: Changes may be made to:				
	• Type of Absence		• Countr	• Country			
	Begin Date		• City				
	• End Date		• State				
	• Event Date		• Zip Co	de			
	<ul> <li>Comments are required. Once all changes have been made, click Resubmit. The updated request will be forwarded for approval.</li> <li>NOTE: If a new Approver is required, the non-chargeable absence request MUST be withdrawn and resubmitted with the new approver.</li> <li>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</li> </ul>						
	Select this guide for	step-by-step instructions	E.				
		cg.mil/portals/10/cg-1/pp	c/guides/gp/spo	/absences/nonc	hargeableleave.pdf		
	Request Details						
	Type of Absence: Begin Dt:	Sick Leave 04/20/2020	~	Country:	USA	<u> </u>	
	End Dt:	05/03/2020		City:	Lawrence		
	Event Date:	04/20/2020		State: Zip Code:	KS 66045		
	Get Details         Request Information         # of Days Absent: 14         # of Days Allowed: Subject to Approval         Request Documents         Request URL						
	Click here to view additional request information.  Request Approvers						
	Approver: 9876543 Kit Kat Bar						
	Comment: Surgery moved up to the morning of 04/20 vice 04/29.						
	Submit Re	Withdraw					

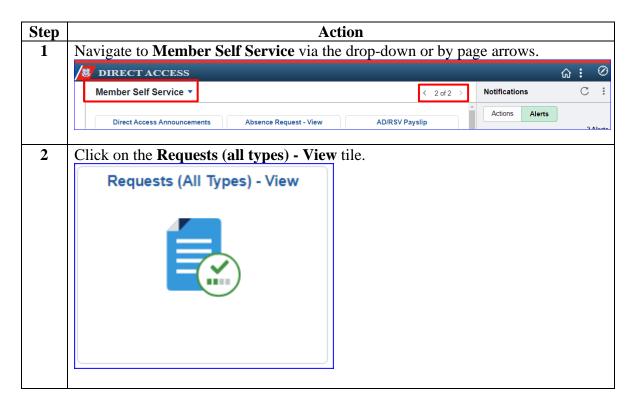
Procedures, continued

Step	Action						
7	To Withdraw a non-chargeable absence request, enter comments as appropriate						
	and click Withdraw.						
	PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.						
	Select this guide for step-by-step instructions:						
	http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf						
	Request Details						
	Type of Absence: Sick Leave V Country: USA						
	Begin Dt: 04/29/2020 3 City: Lawrence						
	End Dt: 05/17/2020 3 State: KS						
	Event Date: 04/29/2020 3 Zip Code: 66045						
	Get Details						
	Request Information						
	# of Days Absent: 19						
	# of Days Allowed: Subject to Approval						
	Request Documents						
	Request URL						
	Click here to view additional request information.						
	Request Approvers						
	Approver: 9876543 Kit Kat Bar						
	Comment: Surgery cancelled.						
	Submit Resubmit Withdraw						
0							
8	A warning message will display. If you are sure you want to withdraw the request,						
	click <b>OK</b> .						
	Message						
	Warning - Are you sure you want to Withdraw the request? (30003,6)						
	Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new absence request.						
	OK Cancel						
	Gener						

## Command/SPO: Approve or Deny a Non-Chargeable Absence Request

Introduction	This section provides the procedures for a Command User/SPO to approve or deny a <b>non-chargeable</b> absence request in DA.
Important Information	Unlike chargeable absence requests, non-chargeable absences requests will <b>NOT</b> be listed under View My Absence Requests. Non-chargeable absence requests are listed under <b>View My Requests (all types)</b> .

**Procedures** See below.



## Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action				
3	The View My Action Requests page will display. Select the <b>Requests I am</b> <b>Approver For</b> radio button and using the drop-down, change the <b>Transaction</b> <b>Name</b> to Non-Chargeable Absence Requests. Leave the <b>Transaction Status</b> at Pending. Click <b>Populate Grid</b> .				
	View My Action Requests				
	Kit Kat Bar				
	<ol> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol>				
	O My Submitted Requests I am Approver For O All Requests				
	Transaction Name: Non-Chargeable Absence Reques				
	Transaction Status: Pending				
	Submission From Date:				
	Submission To Date: Big Populate Grid Refresh				

## Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

Procedures, continued

Step		Action	
4	Any pending non-chargeable absence requests will be listed. Locate the		
	appropriate non-chargeable absenc	e request and click App	rove/Deny.
	Transaction Name Status Member Member's Emplid	Personalize   Find   View Member's Deptid Submitted By Approver	All 2 First 1-15 of 15 Last Submission Date Drill Date Approve/Deny
	NonAccrued Leave Pending Reese's Pieces 1234567	042191 Reese's Pieces Kit Kat Ba	
	NonAccrued Leave Pending Hershey's Kisses 9516237	042191 Hershey's Kisses Kit Kat Bar	03/21/2020 Approve/Deny
5	The Non-Chargeable Absence Req	10 19	
	information provided in the absence	1	
	documentation in support of the no	6	<b>1</b>
	documentation may be viewed by s	selecting View Attachm	ent under Requests
	Documents.		
	NOTE: The # of Days Absent she	own within the Request	Information section
	should not exceed the <b># of Days</b> A	lowed (if indicated).	
	Non-Chargeable Absence Request		
	Reese's Pieces		
	PLEASE NOTE: Use this page for Non-Charge	able Absence Requests.	
	Select this guide for step-by-step instructions:		
	http://www.dcms.uscq.mil/portals/10/cq-1/ppc/qui	des/gp/spo/absences/nonchargeab	eleave.pdf
	Request Details		
	Type of Absence: Sick Leave	Country:	USA
	Begin Dt: 04/29/2020 End Dt: 05/17/2020	City: State:	Lawrence KS
	Event Date: 04/29/2020	Zip Code:	66045
	Get Details		
	Request Information		
	# of Days Absent: 19		
	# of Days Allowed: Subject to Approval		
	Request Documents		
	Description		View Attachment
	1 Leave Document.doc		View Attachment
		•	

## Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action				
6	Selecting the ' <b>Click here to view additional request information</b> ' link will open a new tab with additional information specific to the member, including Spouse Leave Activity for Member married to Member couples.				
	<b>NOTE:</b> The Additional Information allows the approver to review and ensure that Member married to Member couples are not requesting the same type of non-chargeable absence (for example, member 1 requests Primary Caregiver Birth and member 2 also requests Primary Caregiver Birth – only one member will be entitled to Primary Caregiver Birth and the other would be authorized Secondary Caregiver Spouse).				
	Click here to view additional request information.				
7	If approving the non-chargeable absence request, click <b>Approve</b> . If denying the request, click <b>Deny</b> . <b>Comments are required</b> when denying an absence request. <b>Request Approvers</b>				
	Approver: 9876543 Kit Kat Bar				
	Comment: Comments are required when denying a leave request.				
	Approve Deny				

## Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
8	The non-chargeable absence request will update based on the action selected.
	Approved:
	Non-Charge Absence Approval
	Request Status Approved     View/Hide Comments
	One Approval Level
	Approved
	Kit Kat Bar Initial Approve Action Request 03/24/20 - 1:49 PM
	Comments
	Reese's Pieces at 03/24/2020 - 1:08 PM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated.
	Denied: Non-Charge Absence Approval
	Request Status: Denied
	One Approval Level
	Denied Kit Kat Bar
	Initial Approve Action Request 03/24/20 - 1:50 PM
	Comments
	Kit Kat Bar at 03/24/20 - 1:50 PM
	Comments are required when denying a leave request.
	Reese's Pieces at 03/24/20 - 1:20 PM Doctor extended sick leave to encompass entire month of May

## Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request

Introduction	This section provides the procedures for a Command User/SPO to deny an already approved <b>non-chargeable</b> absence request in DA.
Important Information	This section only applies to non-chargeable absence requests that are in an approved status but have <b>NOT</b> processed to payroll. If the absence request has processed through payroll, the SPO will need to use the Absence Correction Request to correct or delete the non-chargeable absence request.
	Only the Commanding Officer or the designee may deny an approved absence request.

**Procedures** See below.

Step	Action		
1	Navigate to <b>Member Self Service</b> via the drop-down or by page arrows.		
	/≝ DIRECT ACCESS û : ∅		
	Member Self Service  Votifications C		
	Direct Access Announcements Absence Request - View AD/RSV Payslip		
2	Click on the <b>Requests (all types) - View</b> tile.		
	Requests (All Types) - View		

## Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action		
3	Select the Requests I am Approver For radio button. Using the drop-downs,		
	change the <b>Transaction Name</b> to Non-Chargeable Absence Requests and change		
	the Transaction Status to Approved. Click Populate Grid.		
	View My Action Requests		
	Kit Kat Bar		
	1. 'My Submitted Requests' allows member to bring up only their Action Requests.		
	<ol> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests I allows the approver to avail up their Action Requests and these submitted to them.</li> </ol>		
	<ol> <li>`All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> </ol>		
	5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.		
	6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name,		
	Transaction Status, and what was entered in the Submission From/Submission To Dates.		
	O My Submitted Requests I am Approver For O All Requests		
	Transaction Name: Non-Chargeable Absence Reques V		
	Transaction Status: Approved		
	Submission From Date:		
	Submission To Date: Populate Grid Refresh		
4	A list of approved non-chargeable absence requests will display. Locate the		
	appropriate request that requires action and click View Details.		
	Personalize   Find   View All   🖓   🔣 First 🕚 1-7 of 7 🔴 Last Transaction Name Status Member Member's Emplid Member's Deptid Submitted By Approver Submission Date View Details		
	NonAccrued Leave Approved Hershey's Kisses 9516237 041219 Nestle Crunch Kit Kat Bar 04/16/2020 View Details		
	NonAccrued Leave Approved Butterfinger 8479513 008210 Babe Ruth Kit Kat Bar 04/09/2020 View Details		
	NonAccrued Leave Approved Peppermint Patty 6352418 008210 Whoppers Kit Kat Bar 03/22/2019 View Details		
	NonAccrued Leave Approved Reese's Pieces 1234567 042191 Hershey's Kisses Kit Kat Bar 03/17/2020 View Details		

Continued on next page

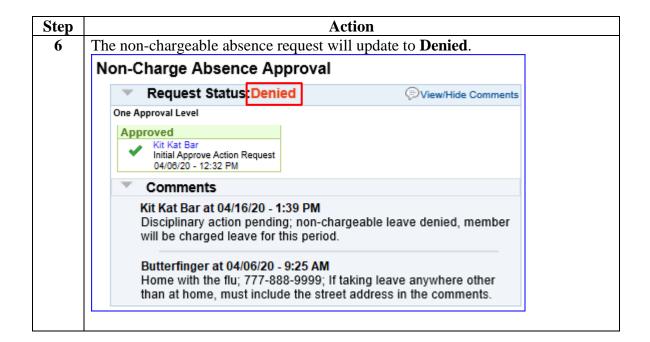
## Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures, continued

	Action			
	The previously approved non-chargeable absence request will display. Enter			
	<b>Comments</b> explaining the reason for denial. Click <b>Deny</b> .			
		Absence Request		•
	Butterfinger			
	PLEASE NOTE: Us	se this page for Non-Chargeal	ble Absence Requests.	
	Select this guide for	r step-by-step instructions:		
		cg.mil/portals/10/cg-1/ppc/guide	es/gp/spo/absences/nonchargeabl	eleave.pdf
	Request Details			
	Type of Absence:		Country:	USA
l	Begin Dt:	04/08/2020	City: State:	Topeka KS
	End Dt: Event Date:	04/10/2020 04/06/2020	Zip Code:	66619
	# of Days Absent # of Days Allowed Request Docu Request URL	Subject to Approval		
Click here to view addit		additional request information.		
	Request Approv	ers		
	Approver: 9	9876543	Kit Kat Bar	
	Comment:	Disciplinary action pending; no	on-chargeable leave denied, mem	ber will be charged leave for this peri

### Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures, continued



## SPO: Correct/Delete a Processed Non-Chargeable Absence Request

Introduction	This section provides the procedures for a SPO to correct or delete a <b>non-chargeable</b> absence request that has processed through payroll in DA).
Important Information	Once the non-chargeable absence request has processed to payroll, <b>ONLY</b> the SPO can use the leave correction action request to correct or delete a non-chargeable absence request.
	<ul> <li>The member will notify the commanding officer or designee that an approved non-chargeable absence request needs to be corrected or deleted. The unit will send correspondence to the SPO requesting the absence be corrected or deleted. The request will include the following information:</li> <li>Member's Name</li> <li>Member's EMPLID</li> <li>Original Absence Request Begin and End dates</li> <li>The necessary change needed to the original submission (i.e., new dates or deleted altogether)</li> </ul>

**Procedures** See below.



## SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Act	ion
2	Scroll to the <b>Queries</b> drop-down and sele option.	ect the Absence Request Listings
	View Payslips (AD/RSV)	
	Voluntary Deductions	
	✓ Queries	
	Payroll Queries 🗸	
	Absence Request Listings	
	Absence Takes	
	Audit Allotment Report	
	FSGLI NO AGE OPTION OR NO DEP	
	Global Payroll Action Requests	
	NOAA SPO Payroll Verification	
	NON-CHARGEABLE ABSENCE COUI	
	Payroll Verification by Emplid	
	Payroll Verification by SPO	
	PHS Payroll Verification Rpt	
	Retroactive Job Data Report	
	SGLI COMBAT OffSet Mismatch Rp	
	SGLI/FSGLI AUDIT ONLINE REPORT	
	USCG Bonus Installment Report	

## SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action	
3	Enter the following information:	
	• EMPLID	
	Begin Date On or After	
	• End Date On or After	
	• <b>Request Status</b> (use the drop-down to select Approved)	
	Click View Results.	
	CG_GP_ABSENCE_REQUEST - Listing of Absence Requests	
	EMPLID 1234567	
	Department	
	Reports To	
	Begin Date On or After 03/01/2020	
	End Date On or Before 06/30/2020	
	Request Status Approved V	
	SPO	
	View Results	
4	Approved absence requests matching the parameters set in step 3 v	
	there are no results or the request doesn't have a process date; the	1
	processed through payroll and can be corrected or withdrawn using	g the Edit or
	Withdraw a Non-Chargeable Absence Request section.	
	View All Row No Kane Last First EMPLID Rank Component Department Requests Solution Solution Solution Approver Approver Approver Approver Approver Approver Approver Requests Clarge Solution Solution Clarge Solution Solution Approver Approver Approver Approver Approver Approver Requests Component Department EMPLID Name Rank Component De	er Requester First Name Grade Requester Requester Component Department Date
	1 1 Paces Reset's 123467 E6 AD COC MACKINAW Reproved lick 2020-03- 03 MACKINAW Reproved lick 2020-03- 03 68 eere 17 03 03 9875543 Eer Kit Kat E6 AD CLEV 9515237 Kisses	Hershey's E4 AD CLEV 04/10/2020 SPO (PS)
	Request Process Status Date	
	Approved 04/10/2020	

## SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action	
4	On the My Homepage	main screen click on the AD/RSV Payroll Workcenter
	tile.	
	DIRECT ACCESS	ය <b>:</b>
	My Homepage ▼	< 1 of 2 > Notifications C
	Direct Access Announcements Acce	ssions Workcenter AD/RSV Payroll Workcenter Assignments Workcenter
	AD/RSV Payroll Workcente	ir .
	•••	
5		bsence Corrections option from the Payroll Request
	drop-down.	
	С 🖗	
	▼ Links	
	Payroll Requests 🗸 🗸	
	Advance Liquidation Schedule	
	Advance Pay	
	Approved Absence Corrections	
	Assignment Incentive Pay	
	Assignment Pay Request	
	Balance Adjustment	
	Cadet COMRATS	
	Cadet ICA	
	Career Sea Pay on TDY	
	Career Sea Pay Premium	
	Career Sea Time	
	Career Sea Time Override	
	Civilian Clothing Allowance	
	Combat Tax Exclusion	
	Diving Duty Pay	
	EBDL Completion	

## SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action		
6	Enter the member's <b>Empl ID</b> and click <b>Add</b> .		
	Add Action Request		
	Add a New Value		
	Empl ID 1234567		
	Empl Record 0 Q		
	Add		
7	A Submit Leave Correction action page will display. To correct the non-		
	chargeable absence request, continue to Step 8. To <b>delete</b> the non-chargeable		
	absence request, skip to Step 9.		
	Submit Leave Correction		
	Reese's Pieces		
	Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on		
	orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or		
	orders component.		
	1. Enter the begin date of the leave to be corrected.		
	<ol> <li>To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO.</li> <li>If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For</li> </ol>		
	adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval.		
	Request Details		
	Begin Date:		
	Cancel:		
	New End Date:		
	New Eliu Date.		
	Get Details		
	Request Information		
	Current End Date:		
	Type of Absence:		
	Status:		
	Comment:		
	Submit Resubmit Withdraw		

## SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action		
8	To Correct:		
	• Begin Date - Enter the original begin date.		
	• Cancel - Select NO from the drop-down menu.		
	• New Begin Date - Enter the new begin date (must be entered even if it isn't		
	changing)		
	• New End Date - Enter the new end date (must be entered even if it isn't		
	changing)		
	• Comment - Enter the reason for the change or correction.		
	č		
	Click Submit. The request will be routed to the SPO tree for approval.		
	Submit Leave Correction		
	Reese's Pieces		
	Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or		
	orders component.		
	1. Enter the begin date of the leave to be corrected.		
	<ol> <li>To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO.</li> <li>If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For</li> </ol>		
	adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval.		
	Request Details		
	Begin Date: 03/03/2020		
	Cancel: NO V		
	New Begin Date: 03/03/2020		
	New End Date: 05/31/2020		
	0.40.47		
	Get Details		
	Request Information		
	Current End Date:		
	Type of Absence:		
	Status:		
	Comment: Comments are required when correcting or deleting a non-chargeable absence request.		
	Submit Resubmit Withdraw		

## SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action		
9	To <b>Delete:</b>		
	• Begin Date - Enter the original begin date.		
	• Cancel - Select YES		
	• <b>Comment</b> - Enter the reason for the deletion.		
	Click <b>Submit</b> . The request will be routed to the SPO tree for approval.		
	Submit Leave Correction		
	Reese's Pieces		
	Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on		
	orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.		
	<ol> <li>Enter the begin date of the leave to be corrected.</li> </ol>		
	<ol><li>To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO.</li></ol>		
	<ol><li>If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in.</li></ol>		
	<ol><li>Click submit. The request will be routed to a supervisor for approval.</li></ol>		
	Request Details		
	Begin Date: 03/03/2020 3		
	Cancel: YES V New Begin Date:		
	New End Date:		
	Get Details		
	Request Information		
	Current End Date:		
	Type of Absence:		
	Status:		
	Comment: Comments are required when correcting or deleting a non-chargeable absence request.		
	Submit Resubmit Withdraw		

## **Proxy:** Submit a Non-Chargeable Absence Request

Introduction	This section will provide the procedures for a proxy to submit a non- chargeable absence request on the member's behalf in DA.	
Discussion	In most cases, non-chargeable absence requests will be submitted by a proxy because the member is incapacitated or unable due to lack of access to the system. The leave should then be submitted and approved via the Coast Guard Leave Authorization Form (CG-2519) or the Special Request/Authorization Form (NAVPERS 1336/3). Once the leave is approved, it should be forwarded to the SPO/Admin for entry into DA. In order to access the <b>Proxy – Submit Non-Charge Abs</b> link, the proxy must have the CGHRS, CGFIELDADM, or 'Absence Request Initial Proxy' role.	

**Procedures** See below.

Step	Action	
1	On the My Homepage main screen click on the AD/RSV Payroll Workcenter	
	tile.	
	AD/RSV Payroll Workcenter	
	L J	

#### **Proxy:** Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step		Action
2	Scroll down the Payroll Request drop-down and select the <b>Proxy – Submit</b> <b>Non-Charge Abs</b> option.	
	EBDL Completion	
	Family Separation Allowance	
	Foreign Language Pay	
	Hardship Duty Pay	
	Hazardous Duty Pay	
	Hostile Fire Pay	
	Meal Rate	
	Officer Uniform Allowance	
	Pay Corrections	
	PHS Installment Pays	
	PHS Monthly Pays	
	Proxy - BRS Enrollment	
	Proxy - Submit Absence Request	
	Proxy - Submit Non-Charge Abs	
	Proxy - BRS Disenrollment	
	Proxy - Continuation Pay	
	Proxy - Remove EBDL Completion	
	Proxy - Responsibility Pay	
	Special Duty Pay Request	

# Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	Enter the member's <b>Empl ID</b> and click <b>Add</b> .
	Add Action Request
	Add a New Value
	Empl ID 1234567
	Add
4	The Submit Non-Chargeable Absence Request page will display. Ensure it is the
	appropriate type of absence request (i.e., chargeable vs non-chargeable).
	Submit Non-Chargeable Absence Request
	Peppermint Patty
	PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.
	Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf Request Details
	Type of Absence: Country:
	Begin Dt: City:
	End Dt: State: Q
	Event Date: Zip Code:
	Get Details
	Request Information
	# of Days Absent:
	# of Days Allowed:
	Request Documents
	Add Attachment Request Approvers
	Approver:
	Comment:
	Submit Resubmit Withdraw

## Proxy: Submit a Non-Chargeable Absence Request,

Continued

Procedures, continued

Step	P	Action						
5	Complete the following information (all fields are required):							
	• Type of Absence – Using the drop-or absence.	down, select the	appropriate type of					
	• <b>Begin Date</b> – Enter the first full day	of the absence.						
	• End Date – Enter the last full day of							
	• Event Date – Enter the date of the e date of death, etc.)		f birth, date of surgery,					
	• <b>Country</b> – Using the lookup, select	the country whe	re leave will be taken.					
	• City – Enter the city where leave wi	•						
	• <b>State</b> – Using the lookup, select the	state where leav	e will be taken.					
	• Zip Code – Enter the zip code where	e leave will be ta	aken.					
	Click Get Details.							
	<b>NOTE:</b> For a description of each of t	he types of abse	nces, see the Type of Non-					
	Chargeable Leave chart.							
	Request Details							
	Type of Absence: Prenatal	Country:	USA 🔍					
	Begin Dt: 04/10/2020	City:	Topeka					
	End Dt: 05/09/2020	State:	KS Q					
	Event Date: 04/10/2020	Zip Code:	66615					
	Get Details							
6	The Request Information section will	populate with th	e # of Days Absent and					
	the # of Days Allowed for the Type of							
	Request Information							
	# of Days Absent: 30							
	# of Days Allowed: 30 Consecutive Days							
7	The Request Documents section allow	s attachments to	be added to the request					
,	If documents are to be added, click A							
	be attached, skip to Step 9.							
	Request Documents							
	Add Attachment							

## Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
8	When the File Attachment search box opens, select Browse and locate the
	appropriate document. Click <b>Upload</b> . Repeat Steps 7 & 8 to attach any additional
	documents as needed.
	File Attachment
	Help
	F:\Example\Leave Document.doc Browse
	Upload Cancel
9	To view the uploaded document, click the <b>arrow</b> in front of Request Documents
	and click View Attachment. The document will open in a new tab.
	Request Documents
	Description View Attachment
	1 Leave Document.doc View Attachment
10	Enter the Approver's Emplid. Comments are required. Enter the details for the
	non-chargeable absence request. It is also recommended to include the absence
	address and phone number in the comments block. Click <b>Submit</b> to forward the
	request to the approving official.
	<b>NOTE:</b> The approver must be the final approving authority for this requested
	absence. Ensure the approver is available and able to approve the request.
	Request Approvers
	Approver: 9876543 Rit Kat Bar
	Comment: Placed on bedrest through due date; leave taken at home; 777-888-9999
	Submit Resubmit Withdraw

# Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action						
11	The non-chargeable absence request will now be in a <b>Pending</b> status.						
	Non-Charge Absence Approval						
	Request Status: Pending     Oview/Hide Comments						
	One Approval Level  Pending  Kit Kat Bar Initial Approve Action Request  Comments						
	Peppermint Patty at 04/16/20 - 1:11 PM Placed on bedrest through due date; leave taken at home; 777-888- 9999						

Introduction	This section provides the procedures for a proxy to edit or withdraw a non-chargeable absence request on a member's behalf in DA.
Important Information	Non-chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) <b>MUST</b> be withdrawn and resubmitted to a new AO.
	<b>Remember:</b> Non-chargeable absence requests in an Approved or Terminated status may <b>NOT</b> be edited or withdrawn.
Roles	To access the <b>Proxy</b> – <b>Submit Non-Charge Abs</b> link, the proxy must have the CGHRS or CGFIELDADM role.

**Procedures** See below.

Step	Action
1	Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b> .
	/∰ DIRECT ACCESS û ? Ø
	Member Self Service  Votifications C
	Direct Access Announcements Absence Request - View AD/RSV Payslip
2	Click on the <b>Requests (All Types) - View</b> tile.
	Requests (All Types) - View

Procedures, continued

Step	Act	ion							
3	The View My Action Requests page will display. Leave the My Submitted								
	Requests radio button selected. Using the drop-down, change the Transaction								
	Name to Non-Chargeable Absence Reque	sts. Leave <b>Transaction Status</b> as							
	Pending. Click <b>Populate Grid</b> .								
	View My Action Requests								
	Nestle Crunch								
	1. 'My Submitted Requests' allows member to bring up only								
	<ol> <li>Requests I am Approver For' allows approver to bring up</li> <li>All Requests I allows the approver to guilt up their Action F</li> </ol>								
	<ol> <li>'All Requests' allows the approver to pull up their Action R</li> <li>Transaction Name field allows user to select a particular tr</li> </ol>	-							
	5. Refresh button clears the grid and defaults it back to 'My								
	6. Populate Grid button populates the grid based on what wa	s selected for the radio button, Transaction Name,							
	Transaction Status, and what was entered in the Submission	From/Submission To Dates.							
	My Submitted Requests     O Request	s I am Approver For OAll Requests							
	Transaction Name: Non-Chargeable Absence Requ								
	Transaction Status: Pending	~							
	Submission From Date:								
	Submission To Date:	Populate Grid Refresh							
4	A list of pending non-chargeable absence	requests will display. Locate the							
	appropriate request and click View Detail	1 1 1							
		Personalize   Find   View All   🖉   🔣 🛛 First 🕚 1 of 1 🕑 Last							
		er's Deptid Submitted By Approver Submission Date View Details							
	NonAccrued Leave Pending Peppermint Patty 1234587 00081	Nestle Crunch Kit Kat Bar 04/16/2020 View Details							
	<b>NOTE:</b> The status of an absence request viewed.	will determine if it can be updated or just							
	Status	Editable or View Only							
	Pending	Editable							
	Denied	Editable							
	Approved	View Only							
	Terminated	View Only							
		ý.							

Procedures, continued

				Act	ion					
7	The Submit No	n-Charge	able Absence	Re	quest page	will display. To	o <b>edit</b> the nor			
С	hargeable abse	ence requ	est, continue	to S	tep 5. To w	vithdraw the no	on-chargeable			
	bsence request	-					U			
	Non-Chargeable	-								
	Peppermint Patty									
		- 41-1 6-	- Nee Charachle (	heer	as Demusate					
			or Non-Chargeable A	bser	ice Requests.					
	Select this guide for		nstructions: 10/cg-1/ppc/guides/gp	Icnol	abcancac/noncha	meehleleeve ndf				
	Request Details	og.miniportalari	rorog-ripporgulaesigp	i opur	absencesmonona	ngeableleave.put				
	Type of Absence:	Prenatal		~	Country:	USA	Q			
	Begin Dt:	04/10/2020	21		City:	Topeka				
	End Dt:	05/09/2020	31		State:	KS	Q			
	Event Date:	04/10/2020	31		Zip Code:	66615				
					-					
	Get Details									
	Request Information	tion								
	# of Days Absent:	30								
	# of Days Allowed:	30 Consecut	tive Days							
	N Dequest Desu	monto								
	Request Docu	ments								
	Request URL									
	Click here to view	additional requ	uest information							
	<u>onen nere to new</u>									
	Request Approve	ers								
			Ka Kat Da	_						
	Approver: 98	76543	Kit Kat Ba	r						
	Comment:									
	Submit	submit V	Vithdraw							
	Non-Charge Absence Approval									
1										
	<ul> <li>Request</li> </ul>	Status:Pe	nding		♥View/Hide	Comments				
	One Approval Level									
	Pending									
	Kit Kat Bar Initial Approv	ve Action Reque	st							
		<b>4</b> -								
Comments										
	Pennermin	t Datty at 04	1/16/20 - 1:11 PM							
	Placed on h	advoct three	ugh duo data: loa	vo to	kon at home:	777_000				
	Placed on b 9999	pedrest through	ugh due date; lea	ve ta	ken at home;	777-888-				

Procedures, continued

				Actio	n				
<b>_</b>	To <b>Edit</b> the not	n-chargea	ble abs	ence request	t: Changes may l	be made to:			
• Type of Absence				• Countr	У				
Begin Date				• City	-				
• End Date				• State					
	• Event Date			• Zip Co	de				
ι	updated reques	t will be f	forward	ed for appro	have been made oval. e non-chargeable				
					the new approve				
	Non-Chargeable				••				
	Peppermint Patty								
	PLEASE NOTE: Us	e this page fo	or Non-Cha	argeable Absence	e Requests.				
	Select this guide for			-	e nequests.				
	5				sences/nonchargeablek	eave odf			
	Request Details	og.mirportaisr	rorog rippe	a guidear gpraporae	sensesnonargeablek	are.par			
	Type of Absence:	Prenatal		~	Country:	USA	0		
	Begin Dt:	04/10/2020	21		City:	Topeka			
	End Dt:	05/02/2020	31		State:	KS	(		
	Event Date:	04/10/2020	31			66615			
	Event Date:	0111012020	2		Zip Code:	66615			
	Get Details								
	Request Informa	tion							
	# of Days Absent								
	-								
	# of Days Allowed: 30 Consecutive Days								
Request Documents									
	Request URL								
	Click here to view additional request information.								
	Request Approvers								
	Approver: 9876543 Kit Kat Bar								
	Comment: Comments are required when editing or withdrawing a non-chargeable absence request.								
	Submit	esubmit V	Vithdraw						
	SUDINIL								

Procedures, continued

Step	Action									
7	To Withdraw a non-chargeable absence request, enter comments as appropriate									
	and click Withdraw.									
	Non-Chargeable Absence Request									
	Peppermint Patty									
	PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.									
	Select this guide for step-by-step instructions:									
	http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf									
	Request Details									
	Type of Absence: Prenatal V Country: USA Q									
	Begin Dt: 04/10/2020 D City: Topeka									
	End Dt: 05/09/2020 3 State: KS Q									
	Event Date: 04/10/2020 🛐 Zip Code: 66615									
	Get Details									
	Request Information									
	# of Days Absent: 30									
	# of Days Allowed: 30 Consecutive Days									
	N Desure Desure esta									
	Request Documents									
	Request URL									
	Click here to view additional request information.									
	Request Approvers									
	Approver: 9878543 Kit Kat Bar									
	Comment: Comments are required when editing or withdrawing a non-chargeable absence request.									
	Submit Resubmit Withdraw									
8	A warning message will display. If you are sure you want to withdraw the request,									
	click <b>OK</b> .									
	Message									
	Warning Are you sure you want to Withdraw the request? (30003,6)									
	Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new absence request.									
	OK Cancel									

## Non-Chargeable Absence Request Statuses

**Introduction** This chart explains the status, provides a brief description, who the user is, and the details about what the user can and cannot do in that status.

#### Information

Status	Description	User	In this Status, the user
		Requester	• CAN change details and then
			resubmit. The original request will
			be <b>Terminated</b> , and a new request
	Has been		will be submitted with the changes.
Pending	submitted by		• <u>CAN withdraw</u> the request and will
	requester but not		be set to <b>Terminated</b> .
	approved	Approver	• <u>CAN change</u> details and approve.
			Request Status changes to Approved.
			• <u>CAN deny</u> the request and status
			changes to <b>Denied</b> .
		Requester	CAN view the details, comments and
			approver, but <u>CANNOT</u> make any
Terminated	Has been		changes.
	withdrawn by	Approver	<u>CAN view</u> the details, comments and
	requester		approver, but <u>CANNOT</u> make any
			changes.
	Has been approved	Requester	<u>CAN view</u> the details, comments and
	by the approver but		approver but <u>CANNOT</u> make any
	not processed		changes.
Approved		Approver	<u>CAN change</u> the details and approve.
			Status changed to <b>Approved</b> .
	Has been through a	Requester	<u>CANNOT</u> make any changes.
	Payroll Process		If changes are necessary, the SPO will
			need to make changes.
		Requester	<u>CAN change</u> details and then resubmit.
			The original request will be
	A pending request		Terminated, and a new Pending
Denied	has been denied by		request will be submitted with the
	the approver		changes.
		Approver	<u>CAN view</u> the details, comments and
			approver but <u>CANNOT</u> make any
			changes to it.

## **Email Notifications**

Introduction	This chart details when email notifications will be sent to either the
	approver or requester.

#### Information

User	Action	Email Sent To
Requester/Proxy	<ul> <li>Submits a non-chargeable absence request to approver.</li> <li>Makes a change to their pending non- chargeable absence request.</li> <li>Withdraws their pending non-chargeable absence request.</li> <li>Makes a change to their denied Absence Request</li> </ul>	Approver or Delegated Approver
Approver or Delegated Approver	<ul> <li>Approves a non-chargeable absence request.</li> <li>Denies a non-chargeable absence request.</li> <li>Makes changes to an Approved non-chargeable absence request that has not processed through payroll yet.</li> <li>Denies an Approved non-chargeable absence request that has not processed through payroll yet.</li> </ul>	Requester

# Non-Chargeable Absence Counts

Introduction	This section provides procedures for running the Non-Chargeable Absence Counts report for tracking the number of the various types of <b>non-chargeable</b> absences in DA.
Important Information	This report will provide a count of each of the non-chargeable absence types utilized throughout each Fiscal Year. Users must have one of the following roles to access this report: • CGSSCMD • CGHRS • CGHRSUP • CGHRSIC • CGHRSICSUP

**Procedures** See below.

Step	Action
1	On the My Homepage main screen click on the AD/RSV Payroll Workcenter
	tile.
	👹 DIRECT ACCESS 🏠 🗄
	My Homepage
	Direct Access Announcements Accessions Workcenter AD/RSV Payroll Workcenter Assignments Workcenter
	AD/RSV Payroll Workcenter

## Non-Chargeable Absence Counts, Continued

Procedures, continued

Step	Action				
2	Scroll to the <b>Queries</b> drop-down and select <b>ABSENCE COUNT Listings</b> option.	ct the NON-CHARGEABLE			
	View Payslips (AD/RSV)				
	Voluntary Deductions				
	✓ Queries				
	Payroll Queries 🗸 🗸				
	Absence Request Listings				
	Absence Takes				
	Audit Allotment Report				
	FSGLI NO AGE OPTION OR NO DEP				
	Global Payroll Action Requests				
	NOAA SPO Payroll Verification				
	NON-CHARGEABLE ABSENCE COUI				
	Payroll Verification by Emplid				
	Payroll Verification by SPO				
	PHS Payroll Verification Rpt				
	Retroactive Job Data Report				
	SGLI COMBAT OffSet Mismatch Rp				
	SGLI/FSGLI AUDIT ONLINE REPORT				
	USCG Bonus Installment Report				

## Non-Chargeable Absence Counts, Continued

Procedures, continued

	Action		
Γ	The CG_N	ION_CHARGEABLE_ABSENCE_CT – NON-CHARGEABLE	
A	ABSENCE	E COUNTS report page will display. Using the lookup function, select	
		riate <b>Report Fiscal Year</b> .	
		CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS	
		CHARGEADEL_ADSENCE_CT - NON-CHARGEADEL ADSENCE COUNTS	
	Report Fiscal	Year	
	View Result		
	view Result	5	
Γ	Query	×	
E	-		
	Search by:	Budget Period 🗸 begins with	
l	Look Up	Cancel Advanced Lookup	
<	Search Resu	ulte	
		rst 🕚 1-24 of 24 🕐 Last	
	Budget Period		
	00	Fiscal Year 2000	
	01	Fiscal Year 2001	
	02	Fiscal Year 2002	
	03 04	Fiscal Year 2003 Fiscal Year 2004	
	05	Fiscal Year 2004	
	06	Fiscal Year 2006	
	07	Fiscal Year 2007	
0	08	Fiscal Year 2008	
(	09	Fiscal Year 2009	
1	10	Fiscal Year 2010	
1	100231	Intermediate Cyber Core	
-	11	Fiscal Year 2011	
	12	Fiscal Year 2012	
	13 14	Fiscal Year 2013 Fiscal Year 2014	
	14	Fiscal Year 2014 Fiscal Year 2015	
	16	Fiscal Year 2016	
	17	Fiscal Year 2017	
	18	Fiscal Year 2018	
	19	Fiscal Year 2019	
1	20	Fiscal Year 2020	
	21	Fiscal Year 2021	
-	<u>- 1</u>		

# Non-Chargeable Absence Counts, Continued

Procedures, continued

Step		Action						
4	Click Viev	w Results.						
	CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS							
	Report Fiscal View Result		٩					
5				year. The results may be <b>dov</b> tering as necessary.	vnloaded into			
	Report Fiscal View Results	Year 19 ×	Q	N-CHARGEABLE ABSENCE COUNT	rs			
	View All	Download results in : Excel SpreadSheet CSV Text File XML File (2 kb) View All First 1-16 of 16 Last						
	Row	Bgt Pd.	Descr	Description	Count			
	1	19	Fiscal Year 2019	Adoption	14			
	2	19	Fiscal Year 2019	Adoption Leave	14			
	3	19	Fiscal Year 2019	MOB Respite	162			
	4	19	Fiscal Year 2019	Maternity Convalescent	155			
	5	19	Fiscal Year 2019	Maternity Convalescent Addl	25			
	6	19	Fiscal Year 2019	Prenatal	66			
	7	19	Fiscal Year 2019	Prenatal Addl	6			
	8	19	Fiscal Year 2019	Primary Caregiver Birth	147			
	9	19	Fiscal Year 2019	Primary Caregiver Deceased	7			
	10	19	Fiscal Year 2019	Primary Caregiver Designee	6			
			Fiscal Year 2019	Primary Caregiver Parent	42			
	11	19	Fiscal Year 2019	r mary caregiter r arent				
	11 12	19 19	Fiscal Year 2019 Fiscal Year 2019	Secondary Caregiver Adoption	20			
	12	19	Fiscal Year 2019	Secondary Caregiver Adoption	20			
	12	19	Fiscal Year 2019 Fiscal Year 2019	Secondary Caregiver Adoption Secondary Caregiver Parentage	20 415			