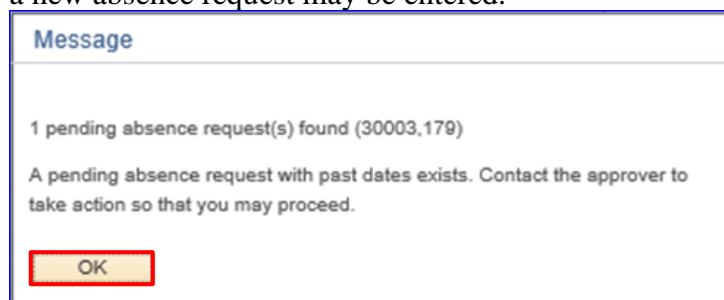# Non-Chargeable Absence Requests

Overview

Introduction

This guide provides the procedures for creating, submitting, viewing, and processing **non-chargeable** absence requests by a member, a proxy, a command user, and the SPO in Direct Access (DA).

References

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8A (series)

Important Information

New absence requests **cannot** be entered until all pending absence requests with **past dates** have been approved. If the below message displays, click **OK** 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.

Contents

1

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 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 **NOT** 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.

Overview, Continued

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.

Member: Submit a Non-Chargeable Absence Request

Introduction   This section provides the procedures for a member to submit a **non-chargeable** absence request in DA.

Types of Non-Chargeable Leave

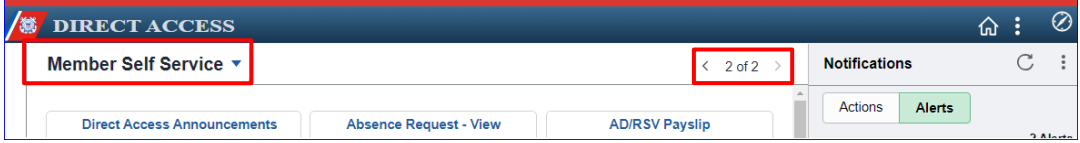| Non-Chargeable Absence Name	Description	Policy Limit (# of Days authorized)
Bereavement	Bereavement leave	14 consecutive days
DHS S1 Authorized Absence	Granted by the Secretary of DHS	Subject to approval
Isolation	Quarantine period due to Covid-19	Subject to approval
MOB Respite	Post deployment mobilization 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.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows.
2	Select the **Non-Charge Abs Rqst - Submit** tile.

Continued on next page

Member: Submit a Non-Chargeable Absence Request,
Continued

Procedures,
continued

Step	Action
3	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

Reese's Pieces

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:
Begin Dt:
End Dt:
Event Date:

Country:
City:
State:
Zip 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
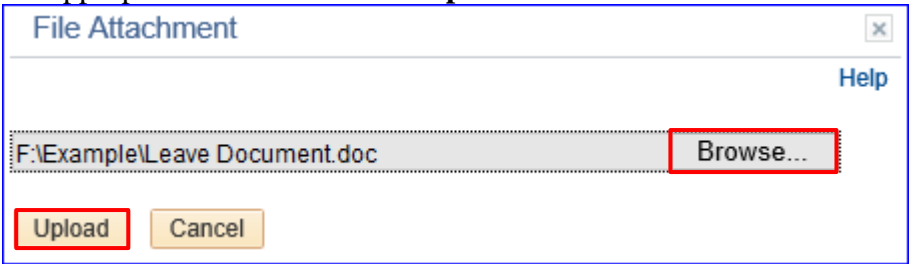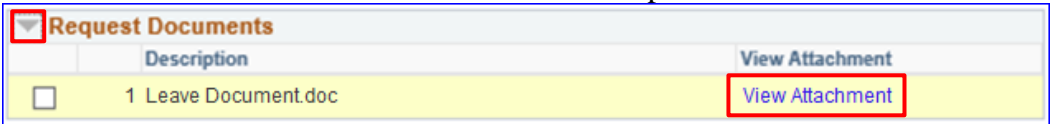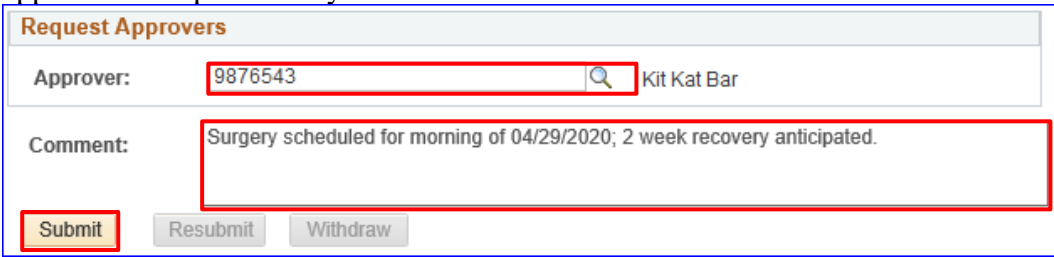
Procedures,
continued

Step	Action
4	Complete the following information (all fields are required): • **Type of Absence** – Using the drop-down, select the appropriate type of absence. • **Begin Date** – Enter the first full day of the absence. • **End Date** – Enter the last full day of the absence. • **Event Date** – Enter the date of the event (i.e., date of birth, date of surgery, date of death, etc.) • **Country** – Using the lookup, select the country where leave will be taken. • **City** – Enter the city where leave will be taken. • **State** – Using the lookup, select the state where leave will be taken. • **Zip Code** – Enter the zip code where leave will be taken. Click **Get Details**. **NOTE:** For a description of each of the types of absences, see the Type of Non-Chargeable Leave chart. **Request Details** Type of Absence: Sick Leave Country: USA Begin Dt: 04/29/2020 City: Lawrence End Dt: 05/17/2020 State: KS Event Date: 04/29/2020 Zip Code: 66045 Get Details
5	The Request Information section will populate the **# of Days Absent** and the **# of Days Allowed** for the Type of Absence selected. **Request Information** # of Days Absent: 19 # of Days Allowed: Subject to Approval
6	The Request Documentation section allows attachments to be added to the absence request. If supporting documentation needs to be attached, click **Add Attachment**. If documentation does not need to be attached, skip to Step 9. ▶ Request Documents 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 F:\Example\Leave Document.doc Browse... Upload Cancel
8	To view the uploaded document, click the **arrow** 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
9	Enter the **Approver**'s Empl ID. **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 **Submit**. **NOTE:** 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 🔍 Kit Kat Bar Comment: Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated. Submit Resubmit Withdraw

Member: Submit a Non-Chargeable Absence Request,
Continued
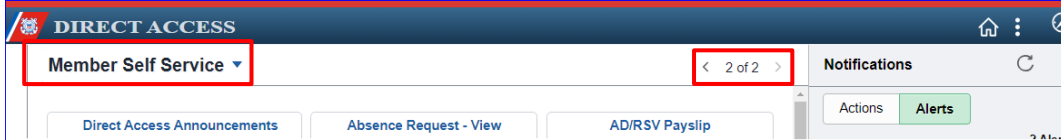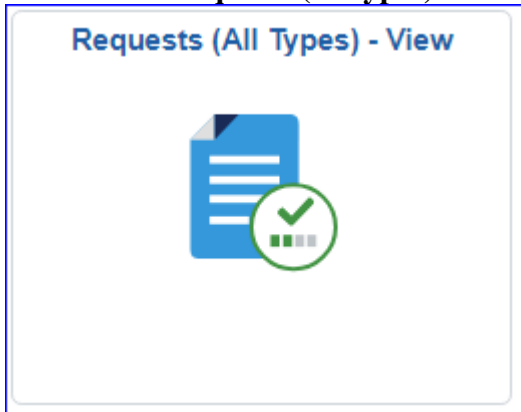
Procedures,
continued

Step	Action
10	The non-chargeable absence request is now **Pending** approval.

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.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows.
2	Click on the **Requests (all types) - View** tile.

Member: View a Non-Chargeable Absence Request,
Continued
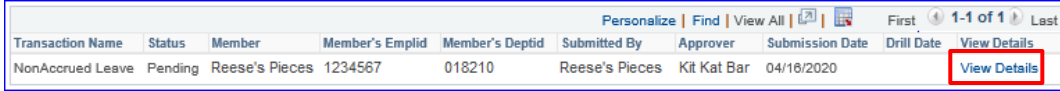
Procedures,
continued

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: • **Approved** - Absence requests that have been approved. • **Denied** - Absence requests that have been denied. • **On Hold** - Do not use • **Pending** - Absence requests that have been submitted but not approved/denied. • **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 **Populate Grid**. 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. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 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. ⦿ My Submitted Requests ○ Requests I am Approver For ○ All Requests Transaction Name: [Non-Chargeable Absence Reques ▼] Transaction Status: [All Statuses ▼] Submission From Date: [____] 🗓 Submission To Date: [____] 🗓 [Populate Grid] [Refresh]

Member: View a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
4	Locate the appropriate request and click **View Details** to open the request.

Personalize | Find | View All | 🔲 | 🔲   First ◀ 1-1 of 1 ▶ Last

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

NOTE: The status of an absence request will determine if it can be updated or just viewed (see the Edit or Withdraw a Non-Chargeable Absence Request section to correct or withdraw a non-chargeable absence request).

Status	Editable or View Only
Pending	Editable
Denied	Editable
Approved	View Only
Terminated	View Only

Member: View a Non-Chargeable Absence Request,
Continued

Procedures,
continued

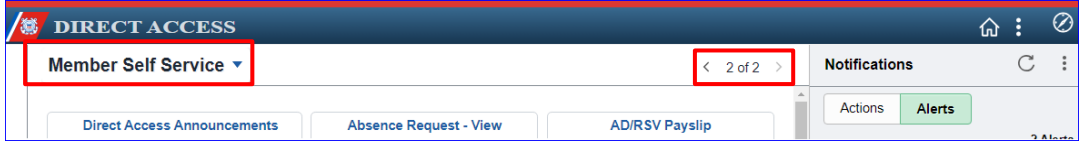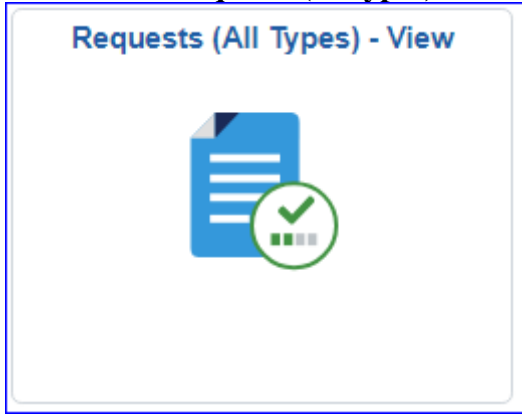| Step	Action
5	The non-chargeable absence request will open in a new tab. The status of the request can be found at the bottom of the request.

Member: Edit or Withdraw a Non-Chargeable Absence Request

Introduction This section provides the procedures for a member to edit or withdraw their **non-chargeable** 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) **MUST** be withdrawn and resubmitted to a new AO.

Remember: Non-chargeable absence requests in an Approved or Terminated status may **NOT** be edited or withdrawn.

Procedures See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows.
2	Click on the **Requests (all types) - View** tile.

Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	The View My Absence Requests page will display. The **My Submitted Requests** radio button will be selected. Using the drop-downs, change the **Transaction Name** to Non-Chargeable Absence Requests and the **Transaction Status** to All Statuses (this will pull up all non-chargeable absence requests regardless of status). Click **Populate Grid**. 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. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 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. ⦿ My Submitted Requests ◯ Requests I am Approver For ◯ All Requests Transaction Name: Non-Chargeable Absence Reques ▼ Transaction Status: All Statuses ▼ Submission From Date: ▣ Submission To Date: ▣ Populate Grid Refresh
4	Locate the appropriate non-chargeable absence request and click **View Details.** Personalize | Find | View All | 🗗 | 🖩 First ◀ 1-1 of 1 ▶ Last | 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 | **NOTE:** The status of an absence request will determine if it can be updated or just viewed. | Status	Editable or View Only
--------	----------------------
Pending	Editable
Denied	Editable
Approved	View Only
Terminated	View Only	

Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
5	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 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.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf **Request Details** Type of Absence: Sick Leave Country: USA Begin Dt: 04/29/2020 City: Lawrence End Dt: 05/17/2020 State: 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 **Request URL** Click here to view additional request information. **Request Approvers** Approver: 9876543 Kit Kat Bar Comment: Submit Resubmit Withdraw **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 04/16/2020 - 10:09 AM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated

Continued on next page

Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
6	To **Edit** the non-chargeable absence request: Changes may be made to:

• **Type of Absence**	• **Country**
• **Begin Date**	• **City**
• **End Date**	• **State**
• **Event Date**	• **Zip Code**

Comments are required. Once all changes have been made, click **Resubmit**. The updated request will be forwarded for approval.

NOTE: If a new **Approver** is required, the non-chargeable absence request **MUST** be withdrawn and resubmitted with the new approver.

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   Country: USA
Begin Dt: 04/20/2020   City: Lawrence
End Dt: 05/03/2020   State: KS
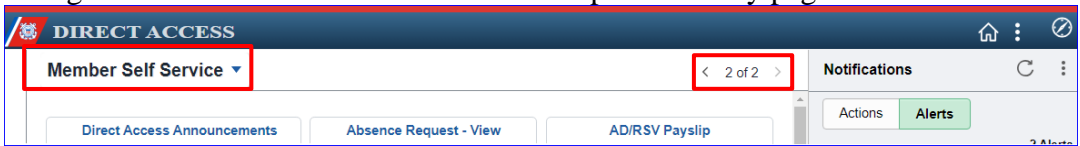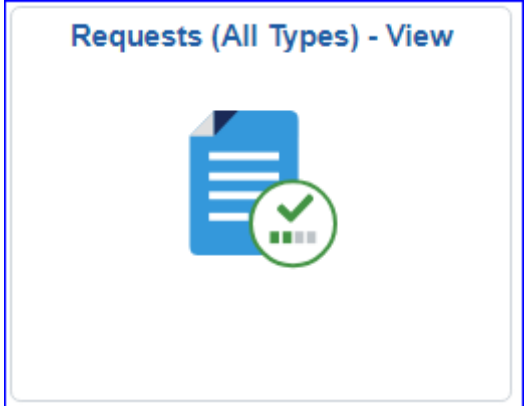Event Date: 04/20/2020   Zip Code: 66045

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   Resubmit   Withdraw

Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

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 Country: USA Begin Dt: 04/29/2020 City: Lawrence End Dt: 05/17/2020 State: 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** **Request URL** Click here to view additional request information. **Request Approvers** Approver: 9876543 Kit Kat Bar Comment: Surgery cancelled. Submit Resubmit Withdraw
8	A warning message will display. If you are sure you want to withdraw the request, click **OK**. 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

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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 **non-chargeable** absence request in DA.

Important Information   Unlike chargeable absence requests, non-chargeable absences requests will **NOT** be listed under View My Absence Requests. Non-chargeable absence requests are listed under **View My Requests (all types)**.

Procedures   See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows.
2	Click on the **Requests (all types) - View** tile.

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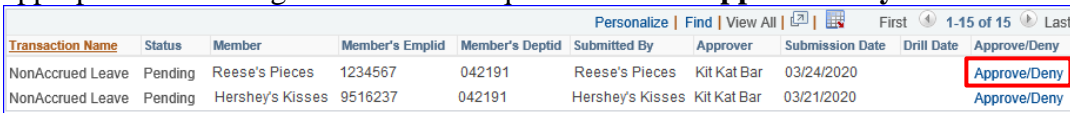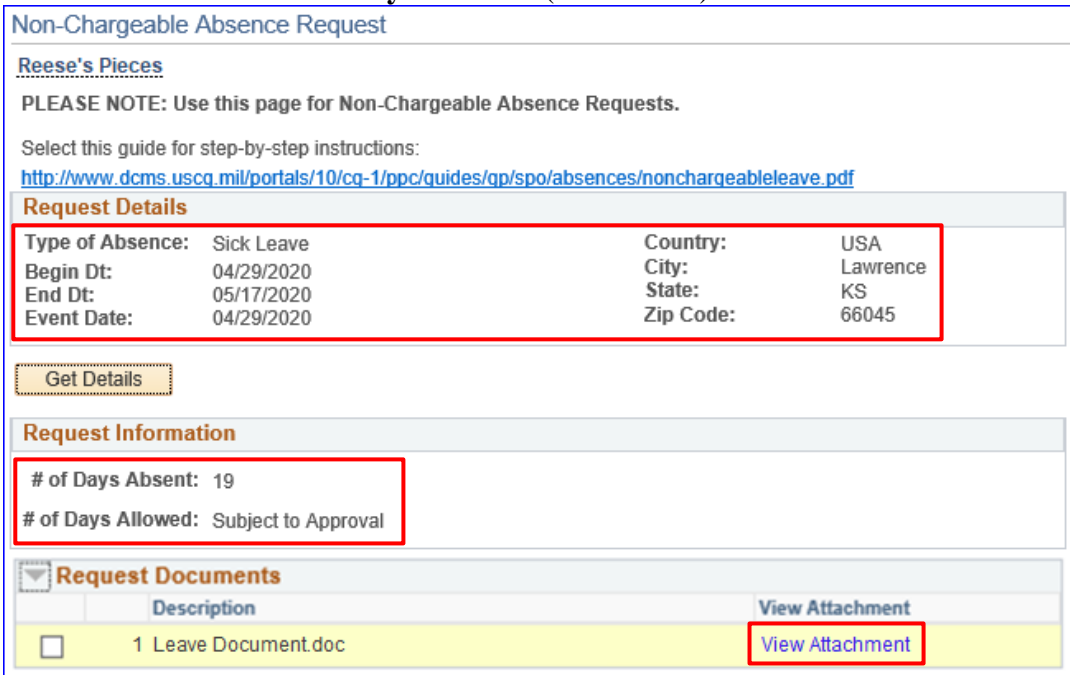
Procedures, continued

Step	Action
3	The View My Action Requests page will display. Select the **Requests I am Approver For** radio button and using the drop-down, change the **Transaction Name** to Non-Chargeable Absence Requests. Leave the **Transaction Status** at Pending. Click **Populate Grid**. **View My Action Requests** **Kit Kat Bar** 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. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 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. ○ My Submitted Requests ● Requests I am Approver For ○ All Requests Transaction Name: Non-Chargeable Absence Reques ▽ Transaction Status: Pending ▽ Submission From Date: ▭ Submission To Date: ▭ Populate Grid Refresh

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

Procedures, continued

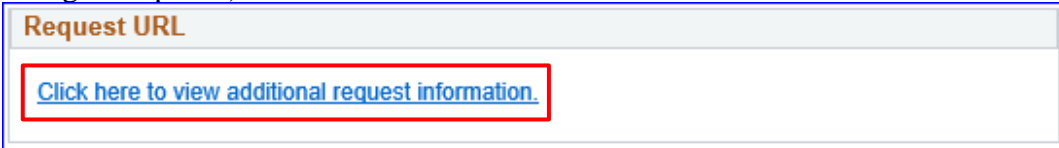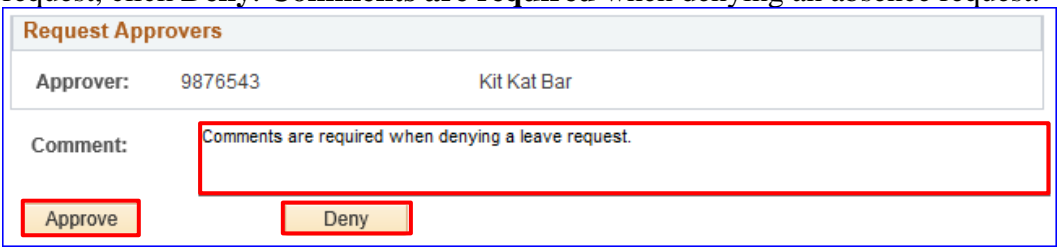| Step	Action
4	Any pending non-chargeable absence requests will be listed. Locate the appropriate non-chargeable absence request and click **Approve/Deny**. Personalize | Find | View All | 🗗 | 🖿 First ◀ 1-15 of 15 ▶ Last **Transaction Name Status Member Member's Emplid Member's Deptid Submitted By Approver Submission Date Drill Date Approve/Deny** NonAccrued Leave Pending Reese's Pieces 1234567 042191 Reese's Pieces Kit Kat Bar 03/24/2020 Approve/Deny NonAccrued Leave Pending Hershey's Kisses 9516237 042191 Hershey's Kisses Kit Kat Bar 03/21/2020 Approve/Deny
5	The Non-Chargeable Absence Request page will display. Review all the information provided in the absence request. If the member attached documentation in support of the non-chargeable absence request, this documentation may be viewed by selecting **View Attachment** under Requests Documents. **NOTE:** The **# of Days Absent** shown within the Request Information section should not exceed the **# of Days Allowed** (if indicated). 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.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf **Request Details** Type of Absence: Sick Leave Country: USA Begin Dt: 04/29/2020 City: Lawrence End Dt: 05/17/2020 State: 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

Continued on next page

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

Procedures,
continued

Step	Action
6	Selecting the '**Click here to view additional request information**' link will open a new tab with additional information specific to the member, including Spouse Leave Activity for Member married to Member couples. **NOTE:** 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). **Request URL** Click here to view additional request information.
7	If approving the non-chargeable absence request, click **Approve**. If denying the request, click **Deny**. **Comments are required** when denying an absence request. **Request Approvers** 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:** **Denied:**

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 **non-chargeable** absence request in DA.

Important Information	This section only applies to non-chargeable absence requests that are in an approved status but have **NOT** 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 **Member Self Service** via the drop-down or by page arrows.
2	Click on the **Requests (all types) - View** tile.

Continued on next page

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 **Transaction Name** to Non-Chargeable Absence Requests and change the **Transaction Status** to Approved. Click **Populate Grid**.
4	A list of approved non-chargeable absence requests will display. Locate the appropriate request that requires action and click **View Details**.

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

Procedures,
continued

Step	Action
5	The previously approved non-chargeable absence request will display. Enter **Comments** explaining the reason for denial. Click **Deny**.

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

Procedures,
continued

Step	Action
6	The non-chargeable absence request will update to **Denied**. **Non-Charge Absence Approval** **Request Status:** Denied View/Hide Comments One Approval Level **Approved** ✔ Kit Kat Bar Initial Approve Action Request 04/06/20 - 12:32 PM **Comments** Kit Kat Bar at 04/16/20 - 1:39 PM Disciplinary action pending; non-chargeable leave denied, member will be charged leave for this period. Butterfinger at 04/06/20 - 9:25 AM Home with the flu; 777-888-9999; If taking leave anywhere other than at home, must include the street address in the comments.

SPO: Correct/Delete a Processed Non-Chargeable Absence Request
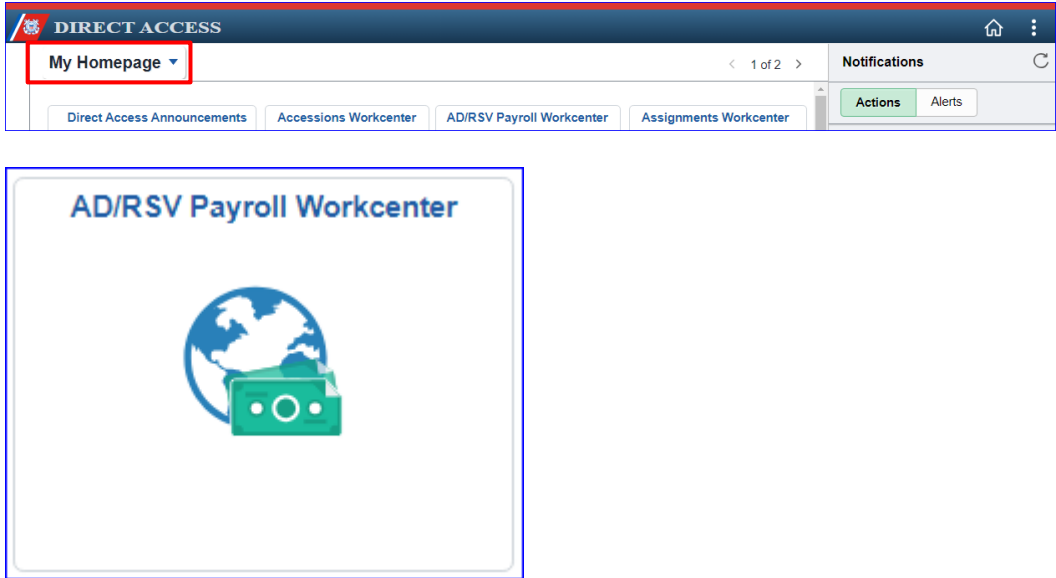
Introduction	This section provides the procedures for a SPO to correct or delete a **non-chargeable** absence request that has processed through payroll in DA).

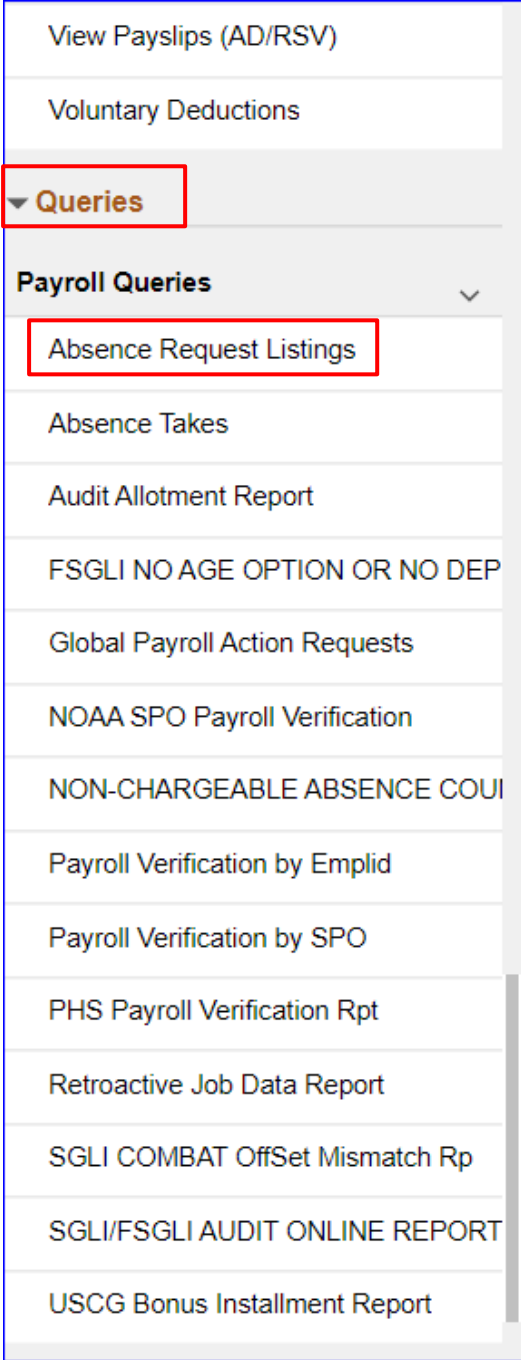|	
Important Information	Once the non-chargeable absence request has processed to payroll, **ONLY** the SPO can use the leave correction action request to correct or delete a non-chargeable absence request. The member will notify the commanding officer or designee that an approved non-chargeable absence 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: • Member's Name • Member's EMPLID • Original Absence Request Begin and End dates • The necessary change needed to the original submission (i.e., new dates or deleted altogether)

Procedures	See below.

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

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

Procedures, continued

Step	Action
2	Scroll to the **Queries** drop-down and select the **Absence Request Listings** option.

	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
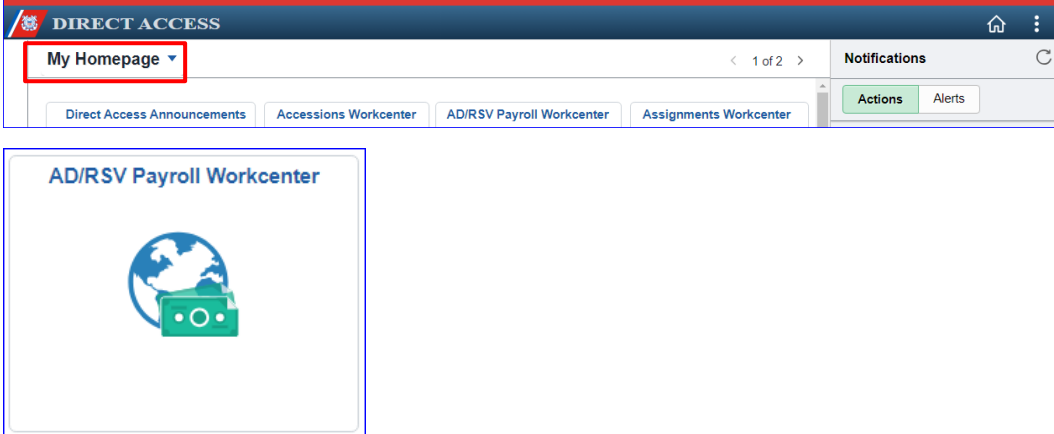
Procedures,
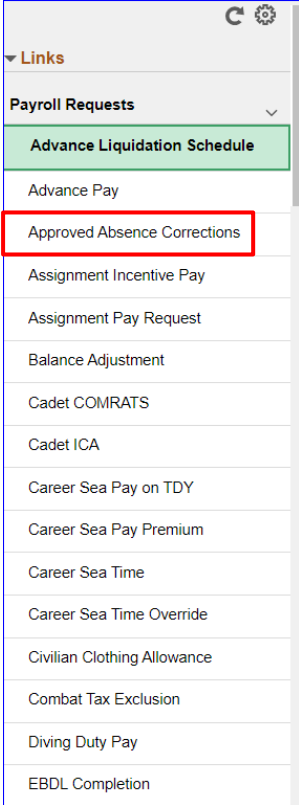continued

Step	Action
3	Enter the following information: • **EMPLID** • **Begin Date On or After** • **End Date On or After** • **Request Status** (use the drop-down to select Approved) Click **View Results**.
4	Approved absence requests matching the parameters set in step 3 will be listed. If there are no results or the request doesn't have a process date; the request hasn't processed through payroll and can be corrected or withdrawn using the Edit or Withdraw a Non-Chargeable Absence Request section.

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.
5	Select the **Approved Absence Corrections** option from the Payroll Request drop-down.

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

Procedures,
continued

Step	Action
6	Enter the member's **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 Empl Record 0 Add
7	A Submit Leave Correction action page will display. To **correct** the non-chargeable absence request, continue to Step 8. To **delete** 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. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. 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. 4. Click submit. The request will be routed to a supervisor for approval. **Request Details** Begin Date: Cancel: New Begin Date: New End 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. 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. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. 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. 4. Click submit. The request will be routed to a supervisor for approval. **Request Details** Begin Date: 03/03/2020 Cancel: NO New Begin Date: 03/03/2020 New End Date: 05/31/2020 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 **Delete:** • **Begin Date** - Enter the original begin date. • **Cancel** - Select YES • **Comment** - Enter the reason for the deletion. 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. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. 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. 4. Click submit. The request will be routed to a supervisor for approval. **Request Details** Begin Date: 03/03/2020 Cancel: YES 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

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

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 **Proxy – Submit Non-Charge Abs** link, the proxy must have the CGHRS, CGFIELDADM, or 'Absence Request Initial Proxy' role.
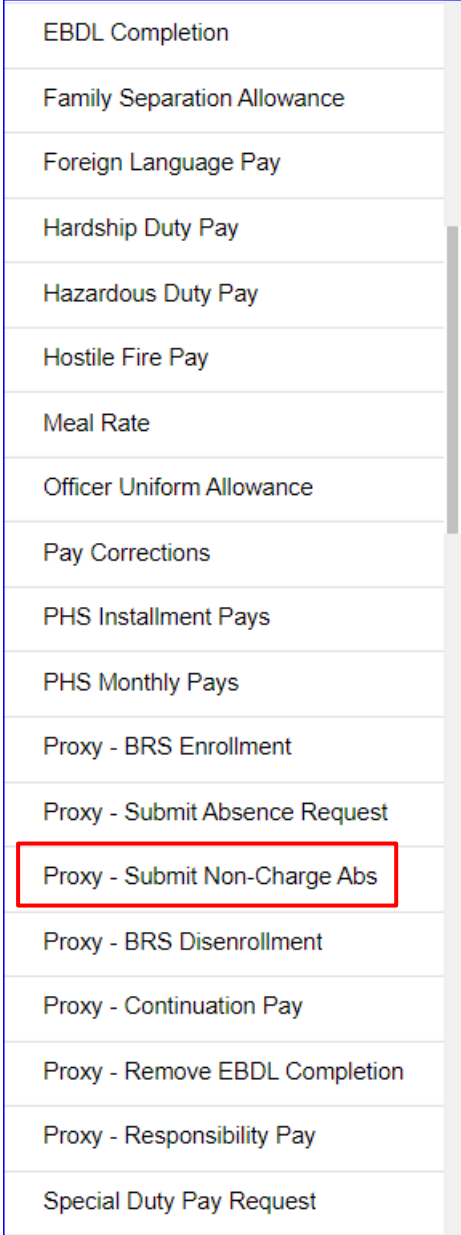
Procedures   See below.

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

Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures,
continued

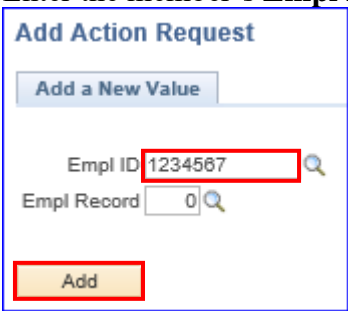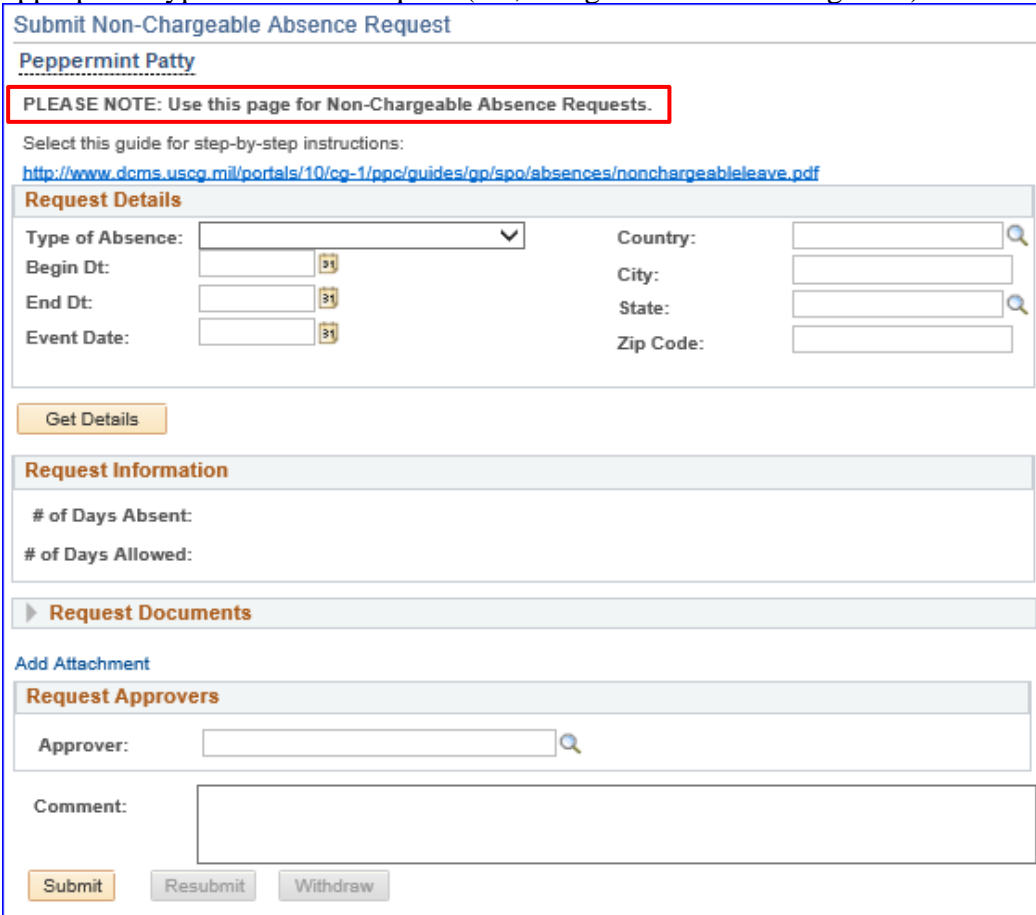| Step	Action
2	Scroll down the Payroll Request drop-down and select the **Proxy – Submit Non-Charge Abs** option. EBDL Completion Family Separation Allowance Foreign Language Pay Hardship Duty Pay Hazardous Duty Pay Hostile Fire Pay Meal Rate Officer Uniform Allowance Pay Corrections PHS Installment 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

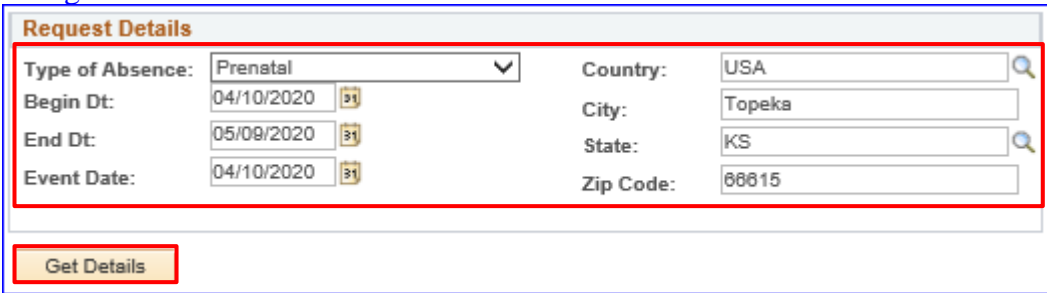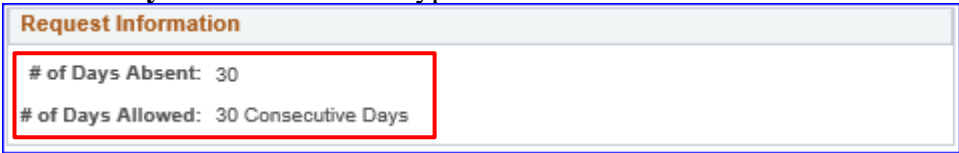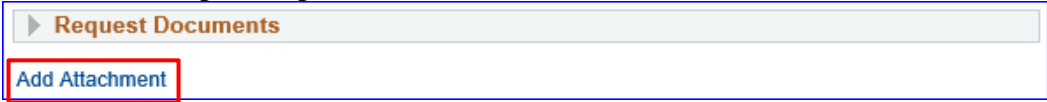## Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
3	Enter the member's **Empl ID** and click **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).

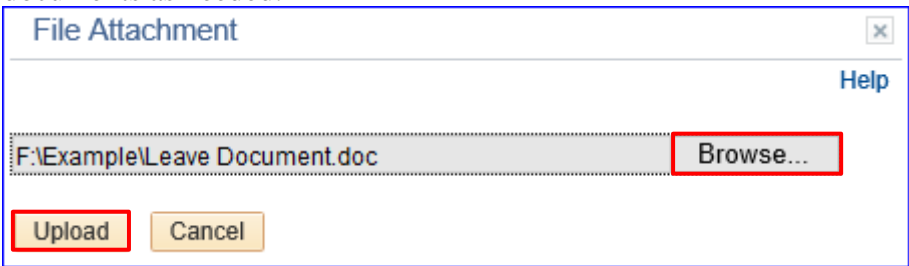# Proxy: Submit a Non-Chargeable Absence Request,
Continued
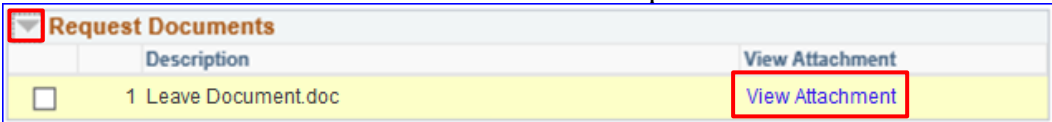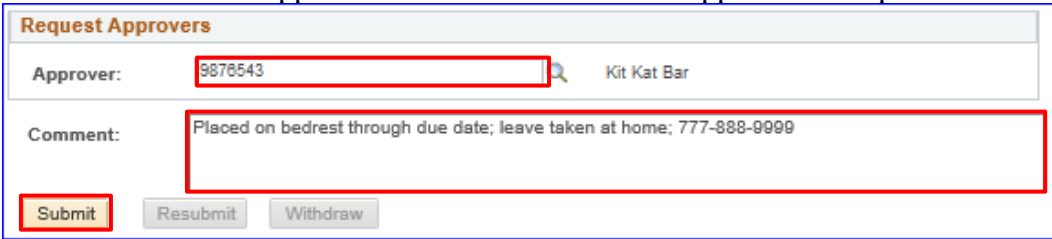
Procedures,
continued

Step	Action
5	Complete the following information (all fields are required): • **Type of Absence** – Using the drop-down, select the appropriate type of absence. • **Begin Date** – Enter the first full day of the absence. • **End Date** – Enter the last full day of the absence. • **Event Date** – Enter the date of the event (i.e., date of birth, date of surgery, date of death, etc.) • **Country** – Using the lookup, select the country where leave will be taken. • **City** – Enter the city where leave will be taken. • **State** – Using the lookup, select the state where leave will be taken. • **Zip Code** – Enter the zip code where leave will be taken. Click **Get Details**. **NOTE:** For a description of each of the types of absences, 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 Event Date: 04/10/2020 Zip Code: 66615 Get Details
6	The Request Information section will populate with the **# of Days Absent** and the **# of Days Allowed** for the Type of Absence selected. **Request Information** # of Days Absent: 30 # of Days Allowed: 30 Consecutive Days
7	The Request Documents section allows attachments to be added to the request. If documents are to be added, click **Add Attachment**. If no documents need to 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 **Upload**. Repeat Steps 7 & 8 to attach any additional documents as needed.
9	To view the uploaded document, click the **arrow** in front of Request Documents and click **View Attachment**. The document will open in a new tab.
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 **Submi**t to forward the request to the approving official. **NOTE:** The approver must be the final approving authority for this requested absence. Ensure the approver is available and able to approve the request.

Proxy: Submit a Non-Chargeable Absence Request,
Continued

Procedures,
continued

Step	Action
11	The non-chargeable absence request will now be in a **Pending** status.

Proxy: Edit or Withdraw a Non-Chargeable Absence Request
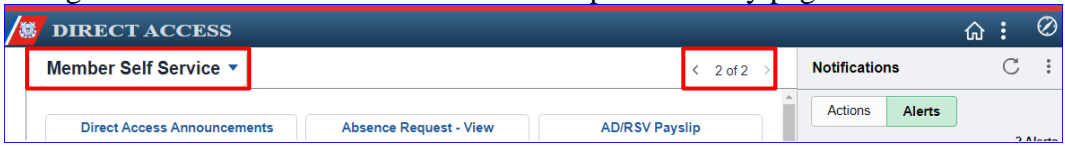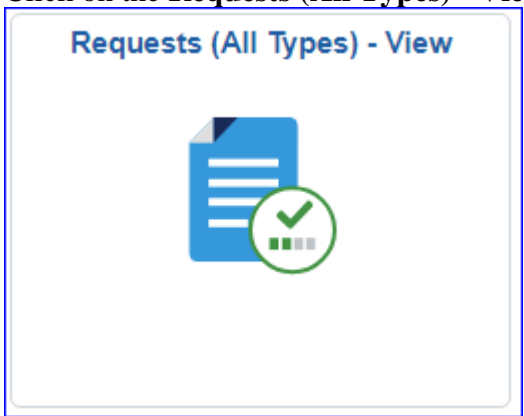
Introduction   This section provides the procedures for a proxy to edit or withdraw a non-chargeable absence request on a member's behalf in DA.

Important Information   Non-chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) **MUST** be withdrawn and resubmitted to a new AO.

Remember: Non-chargeable absence requests in an Approved or Terminated status may **NOT** be edited or withdrawn.

Roles   To access the **Proxy – Submit Non-Charge Abs** link, the proxy must have the CGHRS or CGFIELDADM role.
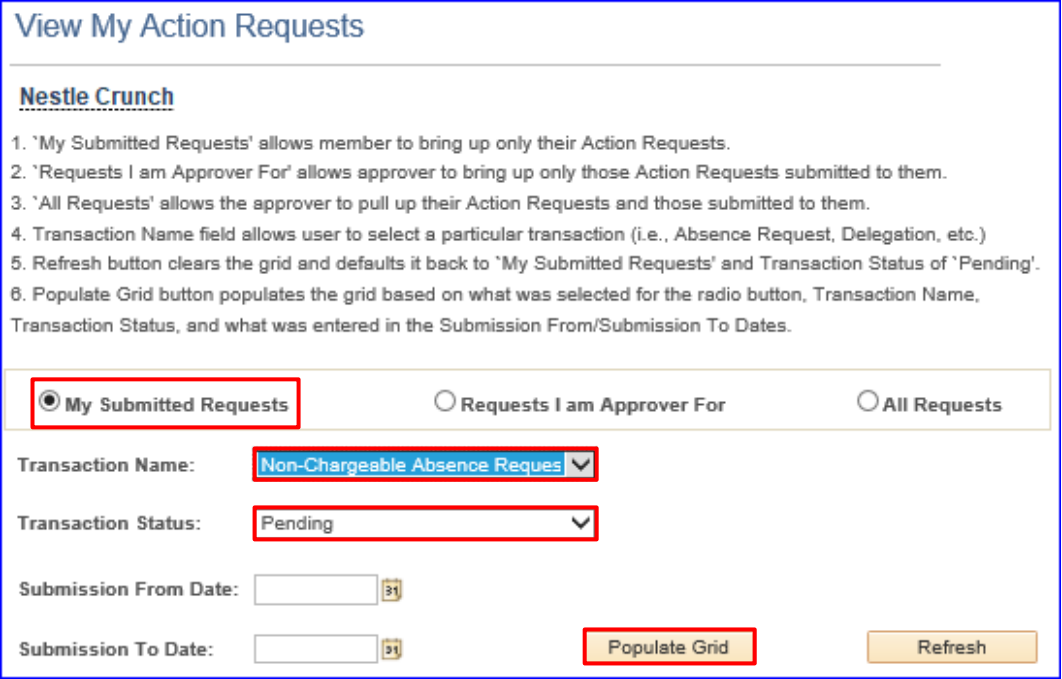
Procedures   See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click on the **Requests (All Types) - View** tile.

Continued on next page

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures, continued

Step	Action
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 Requests. Leave **Transaction Status** as Pending. Click **Populate Grid**. **View My Action Requests** **Nestle Crunch** 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. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 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. ◉ My Submitted Requests ○ Requests I am Approver For ○ All Requests Transaction Name: Non-Chargeable Absence Reques ▼ 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 Details**. Personalize | Find | View All | 📷 | 📊 First ◀ 1 of 1 ▶ Last Transaction Name | Status | Member | Member's Emplid | Member's Deptid | Submitted By | Approver | Submission Date | View Details NonAccrued Leave | Pending | Peppermint Patty | 1234567 | 000616 | Nestle Crunch | Kit Kat Bar | 04/16/2020 | View Details **NOTE:** The status of an absence request will determine if it can be updated or just viewed. <table><tr><th>Status</th><th>Editable or View Only</th></tr><tr><td>Pending</td><td>Editable</td></tr><tr><td>Denied</td><td>Editable</td></tr><tr><td>Approved</td><td>View Only</td></tr><tr><td>Terminated</td><td>View Only</td></tr></table>

Continued on next page

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
5	The Submit Non-Chargeable Absence Request page will display. To **edit** the non-chargeable absence request, continue to Step 5. To **withdraw** the non-chargeable absence request, skip to Step 6.

<div style="border:1px solid #000; padding:10px;">

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	Country:	USA
Begin Dt:	04/10/2020	City:	Topeka
End Dt:	05/09/2020	State:	KS
Event Date:	04/10/2020	Zip Code:	66615

Get Details

Request Information

# of Days Absent: 30

# 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: [   ]

Submit   Resubmit   Withdraw

Non-Charge Absence Approval

▼ **Request Status: Pending**   💬 View/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

</div>

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
6	To **Edit** the non-chargeable absence request: Changes may be made to:

• **Type of Absence**	• **Country**
• **Begin Date**	• **City**
• **End Date**	• **State**
• **Event Date**	• **Zip Code**

Comments are required. Once all changes have been made, click **Resubmit**. The updated request will be forwarded for approval.

NOTE: If a new **Approver** is required, the non-chargeable absence request **MUST** be withdrawn and resubmitted with the new approver.

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

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 Country: USA Begin Dt: 04/10/2020 City: Topeka End Dt: 05/09/2020 State: KS Event Date: 04/10/2020 Zip Code: 66615 Get Details **Request Information** # of Days Absent: 30 # 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 Resubmit Withdraw
8	A warning message will display. If you are sure you want to withdraw the request, click **OK**. 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
Pending	Has been submitted by requester but not approved	Requester	• <u>CAN change</u> details and then resubmit. The original request will be **Terminated,** and a new request will be submitted with the changes. • <u>CAN withdraw</u> the request and will be set to **Terminated**.
		Approver	• <u>CAN change</u> details and approve. Request Status changes to **Approved**. • <u>CAN deny</u> the request and status changes to **Denied**.
Terminated	Has been withdrawn by requester	Requester	<u>CAN view</u> the details, comments and approver, but <u>CANNOT</u> make any changes.
		Approver	<u>CAN view</u> the details, comments and approver, but <u>CANNOT</u> make any changes.
Approved	Has been approved by the approver but not processed	Requester	<u>CAN view</u> the details, comments and approver but <u>CANNOT</u> make any changes.
		Approver	<u>CAN change</u> the details and approve. Status changed to **Approved**.
	Has been through a Payroll Process	Requester	<u>CANNOT</u> make any changes. If changes are necessary, the SPO will need to make changes.
Denied	A pending request has been denied by the approver	Requester	<u>CAN change</u> details and then resubmit. The original request will be **Terminated,** and a new **Pending** request will be submitted with the 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	• Submits a non-chargeable absence request to approver. • Makes a change to their pending non-chargeable absence request. • Withdraws their pending non-chargeable absence request. • Makes a change to their denied Absence Request	Approver or Delegated Approver
Approver or Delegated Approver	• Approves a non-chargeable absence request. • Denies a non-chargeable absence request. • Makes changes to an Approved non-chargeable absence request that has not processed through payroll yet. • Denies an Approved non-chargeable absence request that has not processed through payroll yet	Requester

Non-Chargeable Absence Counts
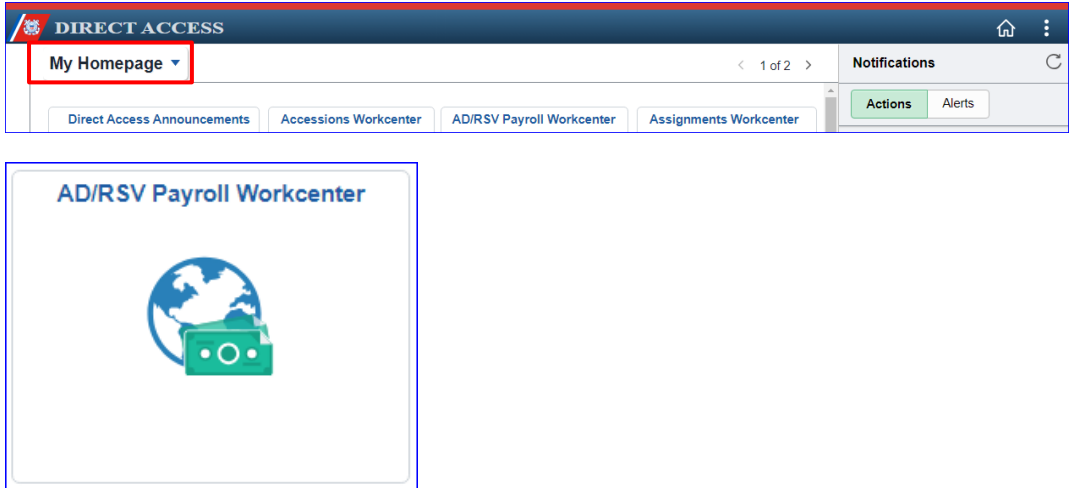
Introduction   This section provides procedures for running the Non-Chargeable Absence Counts report for tracking the number of the various types of **non-chargeable** absences in DA.

Important   This report will provide a count of each of the non-chargeable absence
Information   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.

Non-Chargeable Absence Counts, Continued

Procedures,
continued

Step	Action
2	Scroll to the **Queries** drop-down and select the **NON-CHARGEABLE ABSENCE COUNT Listings** option.

Non-Chargeable Absence Counts, Continued

Procedures,
continued

Step	Action
3	The CG_NON_CHARGEABLE_ABSENCE_CT – NON-CHARGEABLE ABSENCE COUNTS report page will display. Using the lookup function, select the appropriate **Report Fiscal Year**. CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS Report Fiscal Year [ ] 🔍 View Results Query ✕ Search by: Budget Period ∨ begins with [ ] Look Up Cancel Advanced Lookup Search Results View 100 First ◀ 1-24 of 24 ▶ Last Budget Period · Description 00 · Fiscal Year 2000 01 · Fiscal Year 2001 02 · Fiscal Year 2002 03 · Fiscal Year 2003 04 · Fiscal Year 2004 05 · Fiscal Year 2005 06 · Fiscal Year 2006 07 · Fiscal Year 2007 08 · Fiscal Year 2008 09 · Fiscal Year 2009 10 · Fiscal Year 2010 100231 · Intermediate Cyber Core 11 · Fiscal Year 2011 12 · Fiscal Year 2012 13 · Fiscal Year 2013 14 · Fiscal Year 2014 15 · Fiscal Year 2015 16 · Fiscal Year 2016 17 · Fiscal Year 2017 18 · Fiscal Year 2018 19 · Fiscal Year 2019 20 · Fiscal Year 2020 21 · Fiscal Year 2021 22 · Fiscal Year 2022

Non-Chargeable Absence Counts, Continued

Procedures,
continued

Step	Action
4	Click **View Results**. CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS Report Fiscal Year 19 View Results
5	The results will display for that fiscal year. The results may be **downloaded** into various formats to allow for sorting/filtering as necessary. CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS Report Fiscal Year 19 × View Results Download results in : Excel SpreadSheet CSV Text File XML File (2 kb) View All — First 1-16 of 16 Last <table><tr><th>Row</th><th>Bgt Pd.</th><th>Descr</th><th>Description</th><th>Count</th></tr><tr><td>1</td><td>19</td><td>Fiscal Year 2019</td><td>Adoption</td><td>14</td></tr><tr><td>2</td><td>19</td><td>Fiscal Year 2019</td><td>Adoption Leave</td><td>14</td></tr><tr><td>3</td><td>19</td><td>Fiscal Year 2019</td><td>MOB Respite</td><td>162</td></tr><tr><td>4</td><td>19</td><td>Fiscal Year 2019</td><td>Maternity Convalescent</td><td>155</td></tr><tr><td>5</td><td>19</td><td>Fiscal Year 2019</td><td>Maternity Convalescent Addl</td><td>25</td></tr><tr><td>6</td><td>19</td><td>Fiscal Year 2019</td><td>Prenatal</td><td>66</td></tr><tr><td>7</td><td>19</td><td>Fiscal Year 2019</td><td>Prenatal Addl</td><td>6</td></tr><tr><td>8</td><td>19</td><td>Fiscal Year 2019</td><td>Primary Caregiver Birth</td><td>147</td></tr><tr><td>9</td><td>19</td><td>Fiscal Year 2019</td><td>Primary Caregiver Deceased</td><td>7</td></tr><tr><td>10</td><td>19</td><td>Fiscal Year 2019</td><td>Primary Caregiver Designee</td><td>6</td></tr><tr><td>11</td><td>19</td><td>Fiscal Year 2019</td><td>Primary Caregiver Parent</td><td>42</td></tr><tr><td>12</td><td>19</td><td>Fiscal Year 2019</td><td>Secondary Caregiver Adoption</td><td>20</td></tr><tr><td>13</td><td>19</td><td>Fiscal Year 2019</td><td>Secondary Caregiver Parentage</td><td>415</td></tr><tr><td>14</td><td>19</td><td>Fiscal Year 2019</td><td>Secondary Caregiver Spouse</td><td>817</td></tr><tr><td>15</td><td>19</td><td>Fiscal Year 2019</td><td>Sick Leave</td><td>502</td></tr><tr><td>16</td><td>19</td><td>Fiscal Year 2019</td><td>Spousal Leave</td><td>54</td></tr></table>