

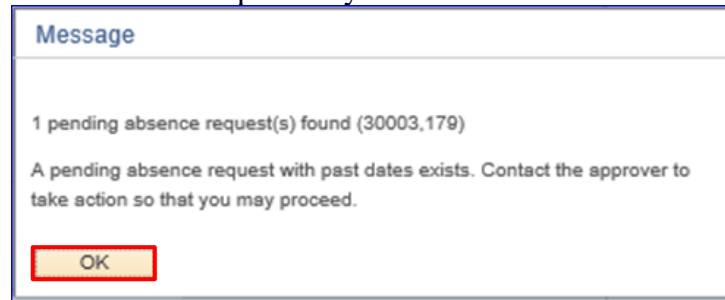
Non-Chargeable Absence Requests

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.



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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
 - Primary Caregiver Birth
 - Primary Caregiver Deceased
 - Primary Caregiver Designee
 - Primary Caregiver Parent
 - Secondary Caregiver Adoption
 - Secondary Caregiver Parentage
 - Secondary Caregiver Spouse
 - 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.

Continued on next page

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.

CG_GP_ABSENCE_REQUEST - Listing of Absence Requests

EMPLID
 Department
 Reports To
 Begin Date On or After 04/01/2021
 End Date On or Before 09/30/2021
 Request Status All Statuses
 SPO

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

Row	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	Begin Date	End Date	Duration (Days)
1	23	COBB	JAYNE	1234567	O3	AD	AIRSTA ELIZABETH CITY	Denied	Leave - INCONUS	2021-04-05	2021-07-07	2021-07-12	6

▼ Delay En route

Begin Date	End Date	Delay En route	Days
07/07/2021 <input type="button" value="B"/>	07/12/2021 <input type="button" value="B"/>	Leave INCONUS <input type="button" value="V"/>	6 <input type="button" value="+"/> <input type="button" value="-"/>
07/13/2021 <input type="button" value="B"/>	07/16/2021 <input type="button" value="B"/>	Proceed Time <input type="button" value="V"/>	4 <input type="button" value="+"/> <input type="button" value="-"/>
07/17/2021 <input type="button" value="B"/>	07/19/2021 <input type="button" value="B"/>	Travel Time <input type="button" value="V"/>	3 <input type="button" value="+"/> <input type="button" value="-"/>

► Dependents Authorized for Travel

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.

Member: Submit a Non-Chargeable Absence Request

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

Types of Non-Chargeable Leave

Non-Chargeable Absence Name	Description	Policy Limit (# of Days authorized)
Bereavement	Bereavement leave	14 cumulative 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
Prenatal	Prenatal leave	30 cumulative days
Prenatal Addl	Additional prenatal leave	Subject to approval
Primary Caregiver Birth	The member gave birth and retained the child upon completion of maternity convalescent leave	42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *)
Primary Caregiver Deceased	The member who would normally be designated a secondary caregiver, but the primary caregiver is deceased	42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *)
Primary Caregiver Designee	The member qualified and designated as the secondary caregiver becomes the primary caregiver	42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *)

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Member: Submit a Non-Chargeable Absence Request,

Continued

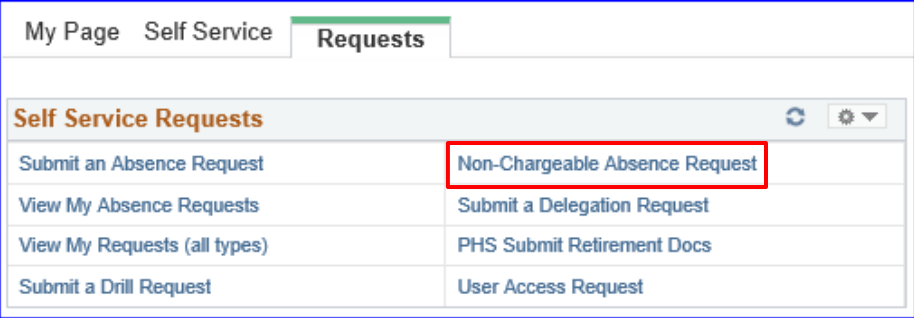
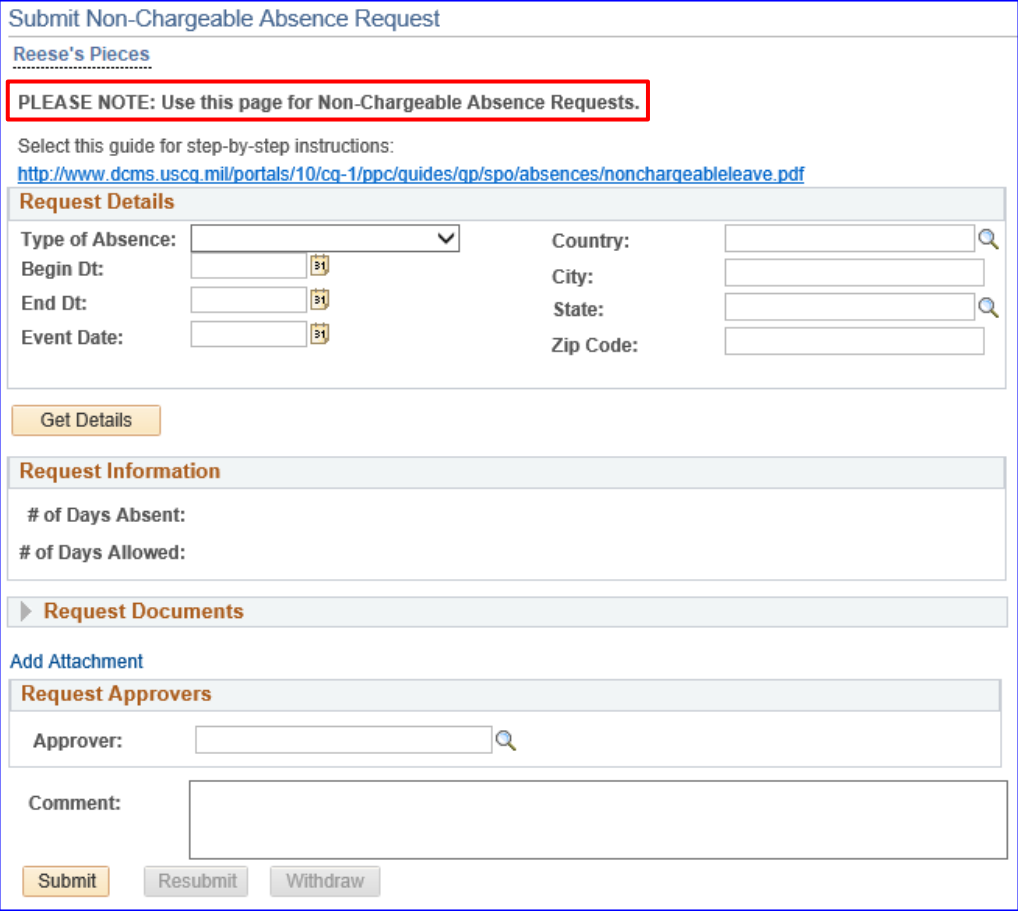
**Types of
Non-
Chargeable
Leave,**
continued

Non-Chargeable Absence Name	Description	Policy Limit (# of Days authorized)
Primary Caregiver Parent	The parent with the primary responsibility for caring for the child, normally the non-military parent in the case of a qualifying birth event or adoption	84 days (may be taken in increments of no less than 7 consecutive days up to the total days authorized *)
Secondary Caregiver Adoption	A member in a dual military marriage that adopts, and the spouse is the primary caregiver; a member whose non-military spouse is the primary caregiver	21 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *)
Secondary Caregiver Parentage	A member whose child is born outside of marriage but establishes parentage IAW reference (a)	21 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *)
Secondary Caregiver Spouse	The member in a dual military marriage and the spouse is the birth parent and primary caregiver; a member whose non-military spouse is the primary caregiver	21 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *)
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.		

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Member: Submit a Non-Chargeable Absence Request, Continued

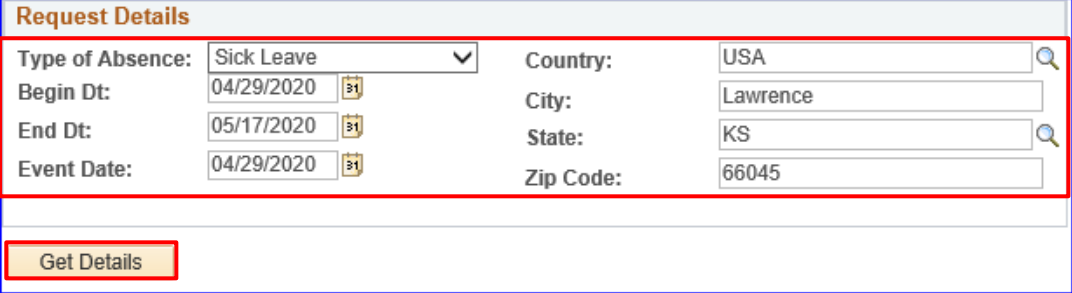
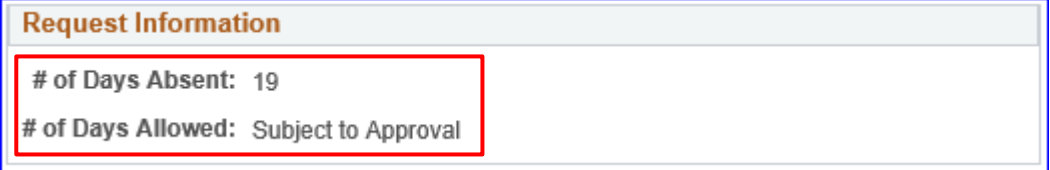
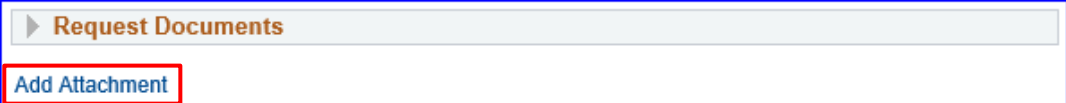
Procedures See below.

Step	Action
1	<p>From the Requests tab, select Non-Chargeable Absence Request from the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with a table of options. The 'Non-Chargeable Absence Request' option is highlighted with a red rectangular box.</p>
2	<p>The Submit Non-Chargeable Absence Request page will display. Ensure it is the appropriate type of absence request (i.e., chargeable vs non-chargeable).</p>  <p>The screenshot shows the 'Submit Non-Chargeable Absence Request' page. A red box highlights a 'PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.' message. Below this are sections for 'Request Details' (with fields for Type of Absence, Begin Dt, End Dt, Event Date, Country, City, State, Zip Code), 'Request Information' (with fields for # of Days Absent and # of Days Allowed), 'Request Documents', 'Request Approvers' (with an Approver field), and a Comment field. At the bottom are 'Submit', 'Resubmit', and 'Withdraw' buttons.</p>

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Member: Submit a Non-Chargeable Absence Request, Continued

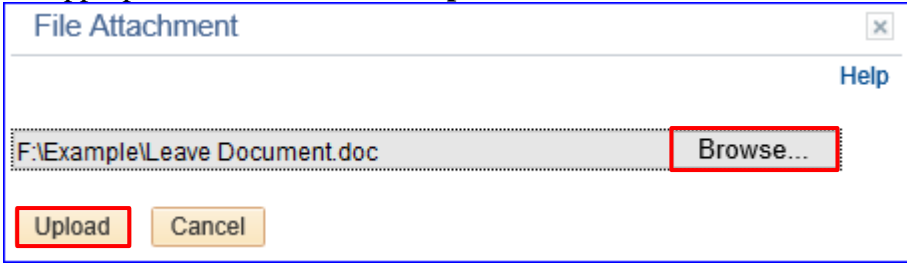

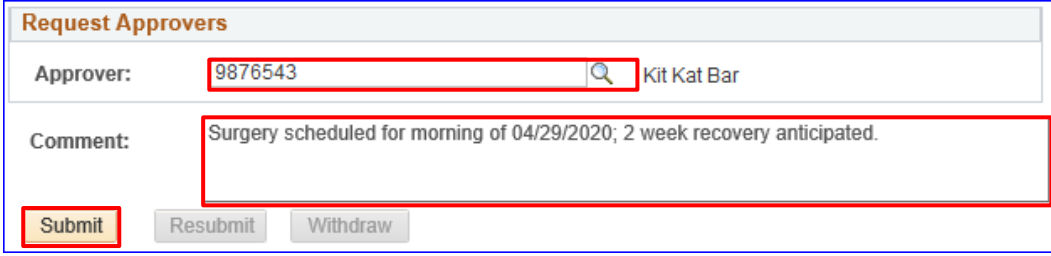
Procedures,
continued

Step	Action
3	<p>Complete the following information (all fields are required):</p> <ul style="list-style-type: none"> • 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 <p>Click Get Details.</p> <p>NOTE: For a description of each of the types of absences, see the Type of Non-Chargeable Leave chart.</p> 
4	<p>The Request Information section will populate the # of Days Absent and the # of Days Allowed for the Type of Absence selected.</p> 
5	<p>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 8.</p> 

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Member: Submit a Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
6	<p>When the File Attachment search box opens, select the Browse button and locate the appropriate document. Click Upload.</p> 
7	<p>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.</p> 
8	<p>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.</p> <p>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.</p> 

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Member: Submit a Non-Chargeable Absence Request, Continued

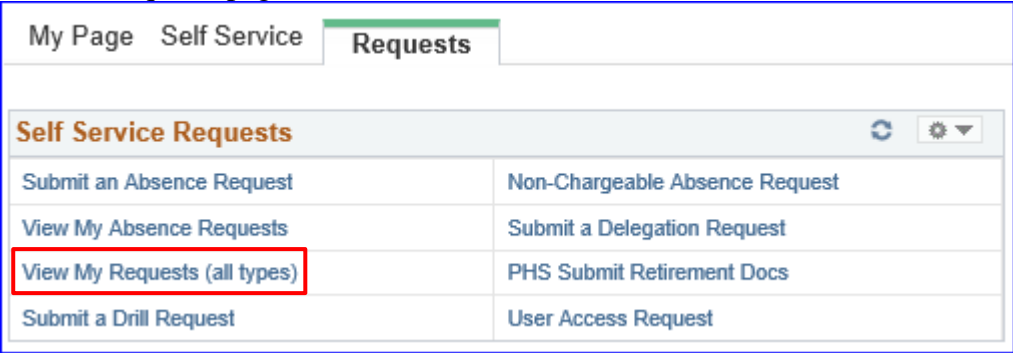
Procedures,
continued

Step	Action
9	<p>The non-chargeable absence request is now Pending approval.</p> <div data-bbox="312 533 1323 987"><h3>Non-Charge Absence Approval</h3><p>Request Status: Pending View/Hide Comments</p><p>One Approval Level</p><p>Pending</p><p> Kit Kat Bar Initial Approve Action Request</p><p>Comments</p><p>Reese's Pieces at 03/24/20 - 1:08 PM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated.</p></div>

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 Direct Access (DA).

Procedures See below.

Step	Action								
1	<p>From the Requests tab, select View My Requests (all types) from the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with a refresh and settings icon. A table of options is displayed:</p> <table border="1" data-bbox="323 680 1324 909"> <tr> <td>Submit an Absence Request</td> <td>Non-Chargeable Absence Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td>Submit a Drill Request</td> <td>User Access Request</td> </tr> </table>	Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request
Submit an Absence Request	Non-Chargeable Absence Request								
View My Absence Requests	Submit a Delegation Request								
View My Requests (all types)	PHS Submit Retirement Docs								
Submit a Drill Request	User Access Request								

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Member: View a Non-Chargeable Absence Request,

Continued

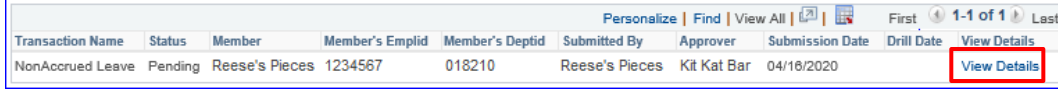
Procedures,
continued

Step	Action
2	<p>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).</p> <p>To view a specific Transaction Status, select one of the following from the drop down:</p> <ul style="list-style-type: none"> • 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) <p>Submission From/To Date fields may be used to view non-chargeable absence requests for a specific date range. Click Populate Grid.</p> <div data-bbox="316 1167 1369 1809" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Reese's Pieces</u></p> <ol style="list-style-type: none"> 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. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="Non-Chargeable Absence Reques"/></p> <p>Transaction Status: <input type="text" value="All Statuses"/></p> <p>Submission From Date: <input type="text"/> <input type="button" value="📅"/></p> <p>Submission To Date: <input type="text"/> <input type="button" value="📅"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>

Continued on next page

Member: View a Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action										
3	<p data-bbox="311 499 1361 535">Locate the appropriate request and click View Details to open the request.</p>  <p data-bbox="311 667 1334 772">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).</p> <table border="1" data-bbox="311 772 1361 963"> <thead> <tr> <th data-bbox="314 777 837 813">Status</th> <th data-bbox="837 777 1358 813">Editable or View Only</th> </tr> </thead> <tbody> <tr> <td data-bbox="314 813 837 851">Pending</td> <td data-bbox="837 813 1358 851">Editable</td> </tr> <tr> <td data-bbox="314 851 837 889">Denied</td> <td data-bbox="837 851 1358 889">Editable</td> </tr> <tr> <td data-bbox="314 889 837 927">Approved</td> <td data-bbox="837 889 1358 927">View Only</td> </tr> <tr> <td data-bbox="314 927 837 963">Terminated</td> <td data-bbox="837 927 1358 963">View Only</td> </tr> </tbody> </table>	Status	Editable or View Only	Pending	Editable	Denied	Editable	Approved	View Only	Terminated	View Only
Status	Editable or View Only										
Pending	Editable										
Denied	Editable										
Approved	View Only										
Terminated	View Only										

Continued on next page

Member: View a Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																
4	<p>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.</p> <div data-bbox="316 568 1305 1883" style="border: 1px solid blue; padding: 5px;"> <p>Non-Chargeable Absence Request</p> <p><u>Reese's Pieces</u></p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Sick Leave</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/29/2020</td> <td>City:</td> <td>Lawrence</td> </tr> <tr> <td>End Dt:</td> <td>05/17/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/29/2020</td> <td>Zip Code:</td> <td>66045</td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 19 # of Days Allowed: Subject to Approval</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p>Non-Charge Absence Approval</p> <p>Request Status: Pending <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <p>Pending</p> <p> Kit Kat Bar Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 04/16/2020 - 10:09 AM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated</p> </div>	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
Type of Absence:	Sick Leave	Country:	USA														
Begin Dt:	04/29/2020	City:	Lawrence														
End Dt:	05/17/2020	State:	KS														
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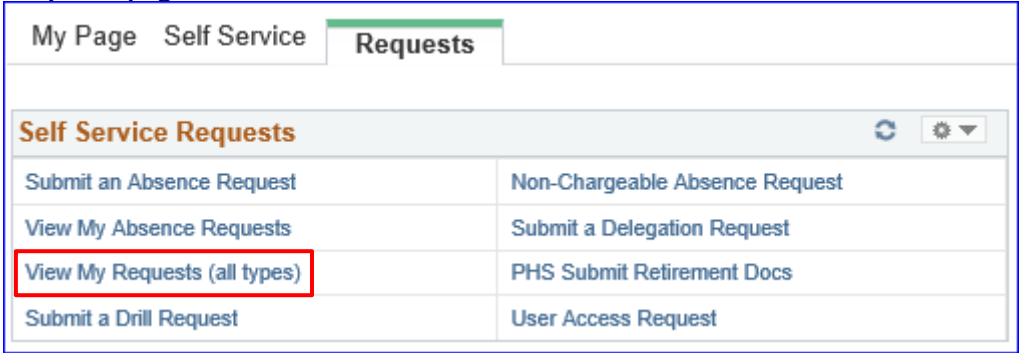
Member: Edit or Withdraw a Non-Chargeable Absence Request

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 Direct Access (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.

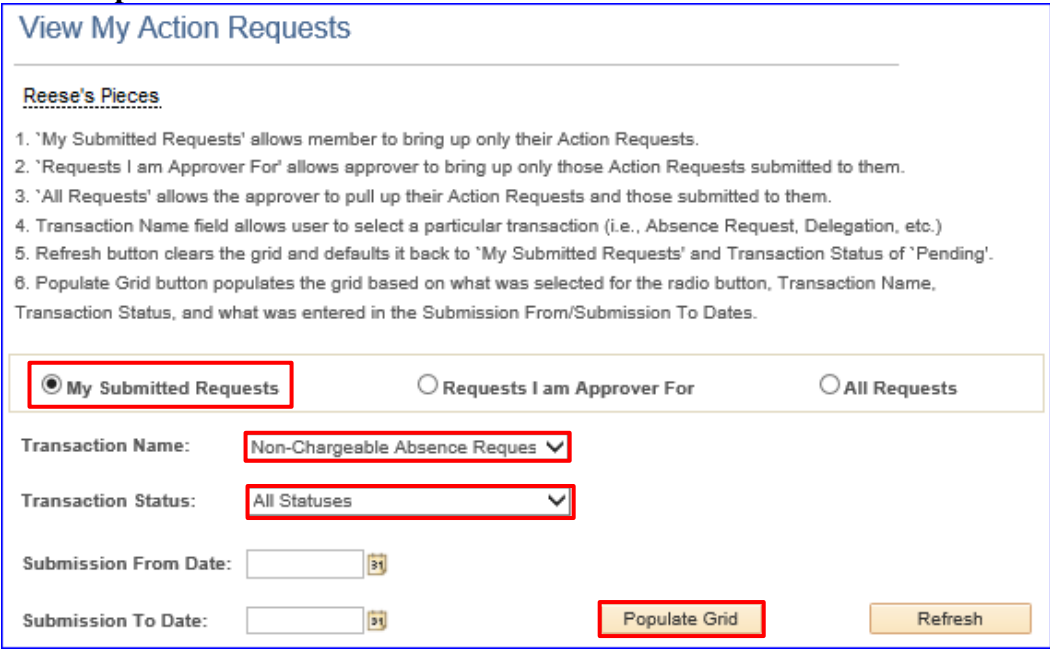
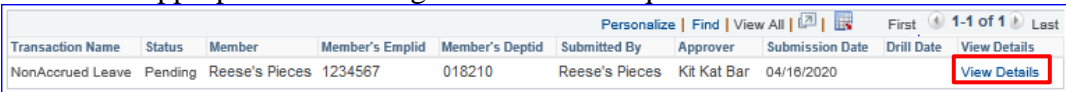
Procedures See below.

Step	Action								
1	<p>From the Requests tab, select View My Requests (all types) in the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with a refresh and settings icon. A table of options is displayed:</p> <table border="1" data-bbox="325 1140 1326 1323"> <tr> <td>Submit an Absence Request</td> <td>Non-Chargeable Absence Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td>Submit a Drill Request</td> <td>User Access Request</td> </tr> </table>	Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request
Submit an Absence Request	Non-Chargeable Absence Request								
View My Absence Requests	Submit a Delegation Request								
View My Requests (all types)	PHS Submit Retirement Docs								
Submit a Drill Request	User Access Request								

Continued on next page

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

Procedures,
continued

Step	Action										
2	<p>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.</p>  <p>View My Action Requests</p> <p><u>Reese's Pieces</u></p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: Non-Chargeable Absence Reques</p> <p>Transaction Status: All Statuses</p> <p>Submission From Date: [] []</p> <p>Submission To Date: [] []</p> <p>Populate Grid Refresh</p>										
3	<p>Locate the appropriate non-chargeable absence request and click View Details.</p>  <p>NOTE: The status of an absence request will determine if it can be updated or just viewed.</p> <table border="1" data-bbox="316 1608 1390 1800"> <thead> <tr> <th>Status</th> <th>Editable or View Only</th> </tr> </thead> <tbody> <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> </tbody> </table>	Status	Editable or View Only	Pending	Editable	Denied	Editable	Approved	View Only	Terminated	View Only
Status	Editable or View Only										
Pending	Editable										
Denied	Editable										
Approved	View Only										
Terminated	View Only										

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

Procedures,
continued

Step	Action																
4	<p>The selected Non-Chargeable Absence Request page will display. To edit the request, continue to Step 5. To withdraw the request, skip to Step 6.</p> <div data-bbox="316 577 1321 1910" style="border: 1px solid black; padding: 5px;"> <p>Non-Chargeable Absence Request</p> <p><u>Reese's Pieces</u></p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Sick Leave</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/29/2020</td> <td>City:</td> <td>Lawrence</td> </tr> <tr> <td>End Dt:</td> <td>05/17/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/29/2020</td> <td>Zip Code:</td> <td>66045</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 19 # of Days Allowed: Subject to Approval</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment:</p> <p>Submit Resubmit Withdraw</p> <p>Non-Charge Absence Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p> Kit Kat Bar Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 04/16/2020 - 10:09 AM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated</p> </div>	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
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														

Continued on next page

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

Procedures,
continued

Step	Action																								
5	<p>To Edit the non-chargeable absence request: Changes may be made to:</p> <table border="1" data-bbox="316 544 1388 707"> <tr> <td>• Type of Absence</td> <td>• Country</td> </tr> <tr> <td>• Begin Date</td> <td>• City</td> </tr> <tr> <td>• End Date</td> <td>• State</td> </tr> <tr> <td>• Event Date</td> <td>• Zip Code</td> </tr> </table> <p>Comments are required. Once all changes have been made, click Resubmit. The updated request will be forwarded for approval.</p> <p>NOTE: If a new Approver is required, the non-chargeable absence request MUST be withdrawn and resubmitted with the new approver.</p> <div data-bbox="316 925 1321 1912" style="border: 1px solid blue; padding: 5px;"> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="1" data-bbox="323 1070 1313 1227" style="border: 2px solid red;"> <tr> <td>Type of Absence:</td> <td>Sick Leave</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/20/2020</td> <td>City:</td> <td>Lawrence</td> </tr> <tr> <td>End Dt:</td> <td>05/03/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/20/2020</td> <td>Zip Code:</td> <td>66045</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 14 # of Days Allowed: Subject to Approval</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment: Surgery moved up to the morning of 04/20 vice 04/29.</p> <p>Submit Resubmit Withdraw</p> </div>	• Type of Absence	• Country	• Begin Date	• City	• End Date	• State	• Event Date	• Zip Code	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
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Continued on next page

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

Procedures,
continued

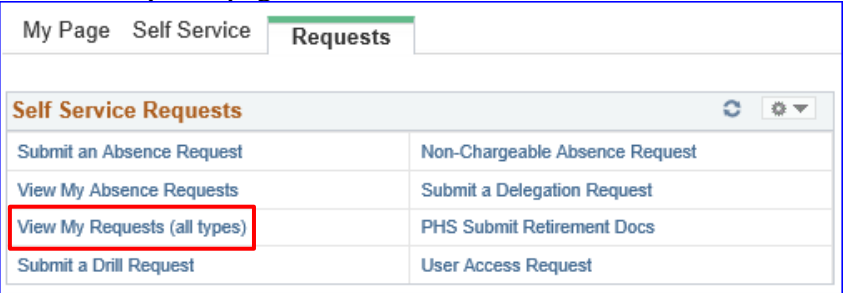
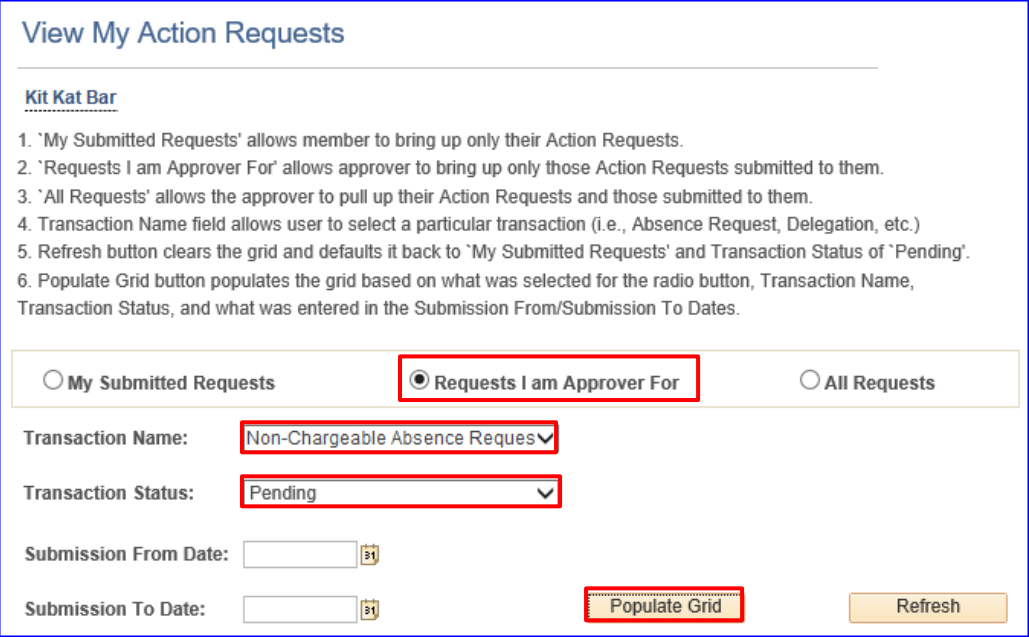
Step	Action																
<p>6</p>	<p>To Withdraw a non-chargeable absence request, enter comments as appropriate and click Withdraw.</p> <div data-bbox="316 580 1378 1525" style="border: 1px solid blue; padding: 5px;"> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests. Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Sick Leave</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/29/2020</td> <td>City:</td> <td>Lawrence</td> </tr> <tr> <td>End Dt:</td> <td>05/17/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/29/2020</td> <td>Zip Code:</td> <td>68045</td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 19 # of Days Allowed: Subject to Approval</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Surgery cancelled."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input style="border: 2px solid red;" type="button" value="Withdraw"/></p> </div>	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:	68045
Type of Absence:	Sick Leave	Country:	USA														
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End Dt:	05/17/2020	State:	KS														
Event Date:	04/29/2020	Zip Code:	68045														
<p>7</p>	<p>A warning message will display. If you are sure you want to withdraw the request, click OK.</p> <div data-bbox="316 1646 1378 1872" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>Warning – Are you sure you want to Withdraw the request? (30003,6)</p> <p>Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new absence request.</p> <p><input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>																

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 Direct Access (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)**.

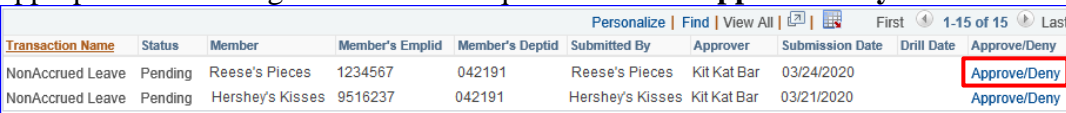
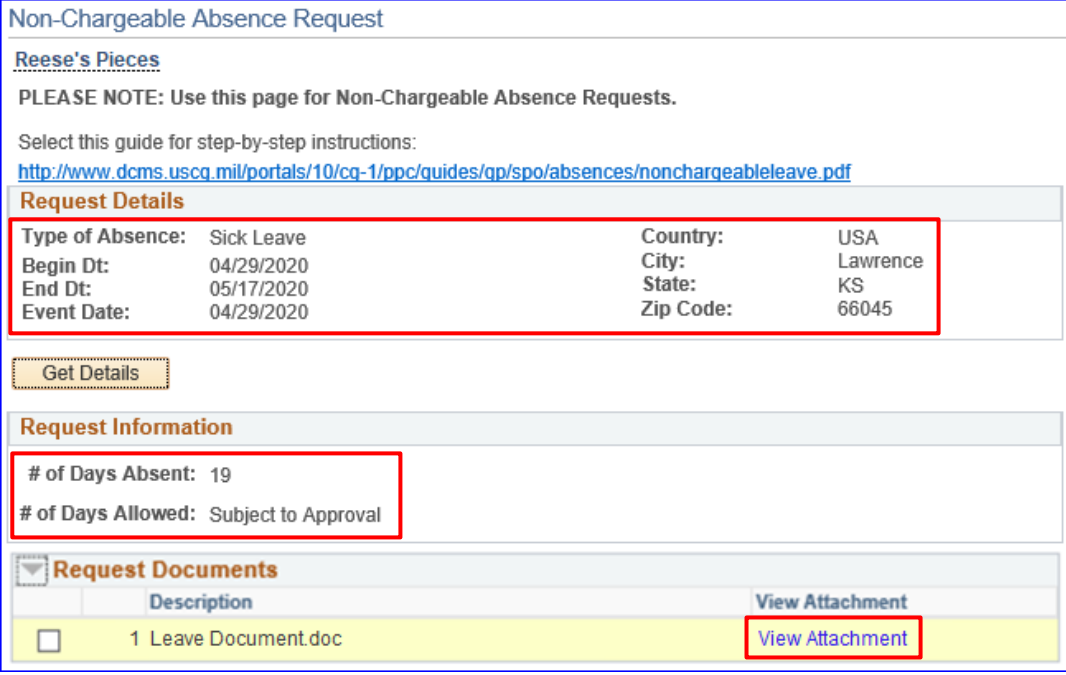
Procedures See below.

Step	Action
1	<p>From the Requests tab, select View My Requests (all types) from the Self Service Requests pagelet.</p> 
2	<p>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.</p> 

Continued on next page

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

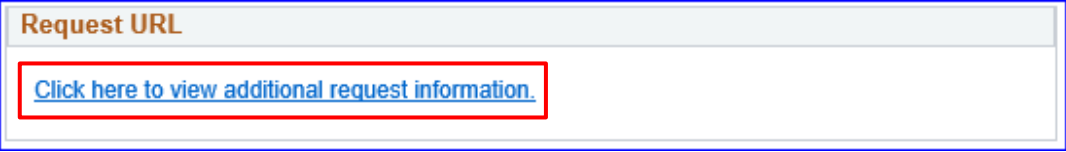

Procedures,
continued

Step	Action																														
3	<p>Any pending non-chargeable absence requests will be listed. Locate the appropriate non-chargeable absence request and click Approve/Deny.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>NonAccrued Leave</td> <td>Pending</td> <td>Reese's Pieces</td> <td>1234567</td> <td>042191</td> <td>Reese's Pieces</td> <td>Kit Kat Bar</td> <td>03/24/2020</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>NonAccrued Leave</td> <td>Pending</td> <td>Hershey's Kisses</td> <td>9516237</td> <td>042191</td> <td>Hershey's Kisses</td> <td>Kit Kat Bar</td> <td>03/21/2020</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	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
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4	<p>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.</p> <p>NOTE: The # of Days Absent shown within the Request Information section should not exceed the # of Days Allowed (if indicated).</p>  <p>Non-Chargeable Absence Request</p> <p>Reese's Pieces</p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cq-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="1"> <tr> <td>Type of Absence:</td> <td>Sick Leave</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/29/2020</td> <td>City:</td> <td>Lawrence</td> </tr> <tr> <td>End Dt:</td> <td>05/17/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/29/2020</td> <td>Zip Code:</td> <td>66045</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <table border="1"> <tr> <td># of Days Absent:</td> <td>19</td> </tr> <tr> <td># of Days Allowed:</td> <td>Subject to Approval</td> </tr> </table> <p>Request Documents</p> <table border="1"> <thead> <tr> <th>Description</th> <th>View Attachment</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1 Leave Document.doc</td> <td>View Attachment</td> </tr> </tbody> </table>	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	# of Days Absent:	19	# of Days Allowed:	Subject to Approval	Description	View Attachment	<input type="checkbox"/> 1 Leave Document.doc	View Attachment						
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<input type="checkbox"/> 1 Leave Document.doc	View Attachment																														

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

Procedures,
continued

Step	Action
5	<p>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.</p> <p>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).</p> 
6	<p>If approving the non-chargeable absence request, click Approve. If denying the request, click Deny. Comments are required when denying an absence request.</p> 

Continued on next page

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

Procedures,
continued

Step	Action
7	<p>The non-chargeable absence request will update based on the action selected.</p> <p>Approved:</p> <div data-bbox="312 580 1332 1039" style="border: 1px solid blue; padding: 5px;"> <p>Non-Charge Absence Approval</p> <p>Request Status: Approved View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p> Kit Kat Bar Initial Approve Action Request 03/24/20 - 1:49 PM</p> </div> <p>Comments</p> <p>Reese's Pieces at 03/24/2020 - 1:08 PM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated.</p> </div> <p>Denied:</p> <div data-bbox="312 1115 1332 1637" style="border: 1px solid blue; padding: 5px;"> <p>Non-Charge Absence Approval</p> <p>Request Status: Denied View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p>Denied</p> <p> Kit Kat Bar Initial Approve Action Request 03/24/20 - 1:50 PM</p> </div> <p>Comments</p> <p>Kit Kat Bar at 03/24/20 - 1:50 PM Comments are required when denying a leave request.</p> <p>Reese's Pieces at 03/24/20 - 1:20 PM Doctor extended sick leave to encompass entire month of May</p> </div>

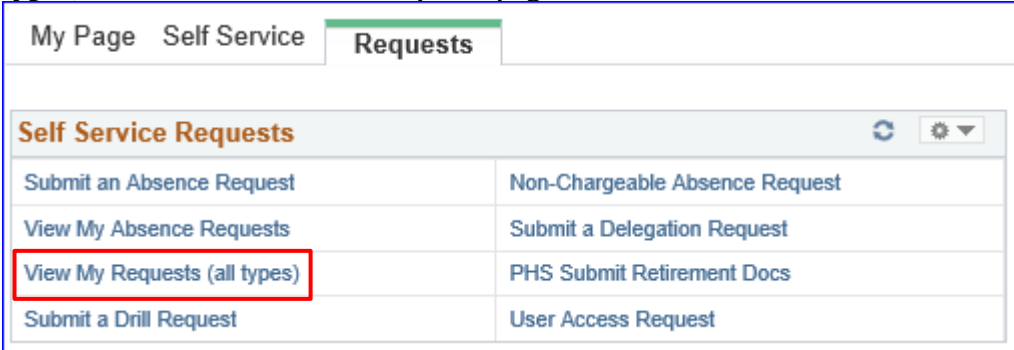
Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request

Introduction This section provides the procedures for a Command User/SPO to deny an already approved **non-chargeable** absence request in Direct Access (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	<p>To deny a previously approved non-chargeable absence request that has NOT processed to payroll: From the Requests tab, select View My Requests (all types) from the Self Service Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs is a section titled 'Self Service Requests' containing a grid of links. The link 'View My Requests (all types)' is highlighted with a red rectangular box.</p>

Continued on next page

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

Procedures,
continued

Step	Action																																													
2	<p>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.</p> <div data-bbox="327 622 1369 1249" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Kit Kat Bar</u></p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="Non-Chargeable Absence Reques"/></p> <p>Transaction Status: <input type="text" value="Approved"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>																																													
3	<p>A list of approved non-chargeable absence requests will display. Locate the appropriate request that requires action and click View Details.</p> <div data-bbox="327 1361 1385 1527" style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">Personalize Find View All First 1-7 of 7 Last</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's DeptId</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>NonAccrued Leave</td> <td>Approved</td> <td>Hershey's Kisses</td> <td>9516237</td> <td>041219</td> <td>Nestle Crunch</td> <td>Kit Kat Bar</td> <td>04/16/2020</td> <td>View Details</td> </tr> <tr> <td>NonAccrued Leave</td> <td>Approved</td> <td>Butterfinger</td> <td>8479513</td> <td>008210</td> <td>Babe Ruth</td> <td>Kit Kat Bar</td> <td>04/09/2020</td> <td>View Details</td> </tr> <tr> <td>NonAccrued Leave</td> <td>Approved</td> <td>Peppermint Patty</td> <td>6352418</td> <td>008210</td> <td>Whoppers</td> <td>Kit Kat Bar</td> <td>03/22/2019</td> <td>View Details</td> </tr> <tr> <td>NonAccrued Leave</td> <td>Approved</td> <td>Reese's Pieces</td> <td>1234567</td> <td>042191</td> <td>Hershey's Kisses</td> <td>Kit Kat Bar</td> <td>03/17/2020</td> <td>View Details</td> </tr> </tbody> </table> </div>	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
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Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																			
4	<p>The previously approved non-chargeable absence request will display. Enter Comments explaining the reason for denial. Click Deny.</p> <div data-bbox="325 580 1383 1514" style="border: 1px solid black; padding: 5px;"> <p>Non-Chargeable Absence Request</p> <p><u>Butterfinger</u></p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Sick Leave</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/08/2020</td> <td>City:</td> <td>Topeka</td> </tr> <tr> <td>End Dt:</td> <td>04/10/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/08/2020</td> <td>Zip Code:</td> <td>66619</td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 5</p> <p># of Days Allowed: Subject to Approval</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <table border="0"> <tr> <td>Approver:</td> <td>9876543</td> <td>Kit Kat Bar</td> </tr> </table> <p>Comment: Disciplinary action pending; non-chargeable leave denied, member will be charged leave for this period.</p> <p><input type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/></p> </div>	Type of Absence:	Sick Leave	Country:	USA	Begin Dt:	04/08/2020	City:	Topeka	End Dt:	04/10/2020	State:	KS	Event Date:	04/08/2020	Zip Code:	66619	Approver:	9876543	Kit Kat Bar
Type of Absence:	Sick Leave	Country:	USA																	
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Approver:	9876543	Kit Kat Bar																		

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

Procedures,
continued

Step	Action
5	<p>The non-chargeable absence request will update to Denied.</p> <div data-bbox="325 546 1197 1055" style="border: 1px solid blue; padding: 5px;"> <p>Non-Charge Absence Approval</p> <p>Request Status: Denied View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p> Kit Kat Bar Initial Approve Action Request 04/06/20 - 12:32 PM</p> </div> <p>Comments</p> <p>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.</p> <hr/> <p>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.</p> </div>

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

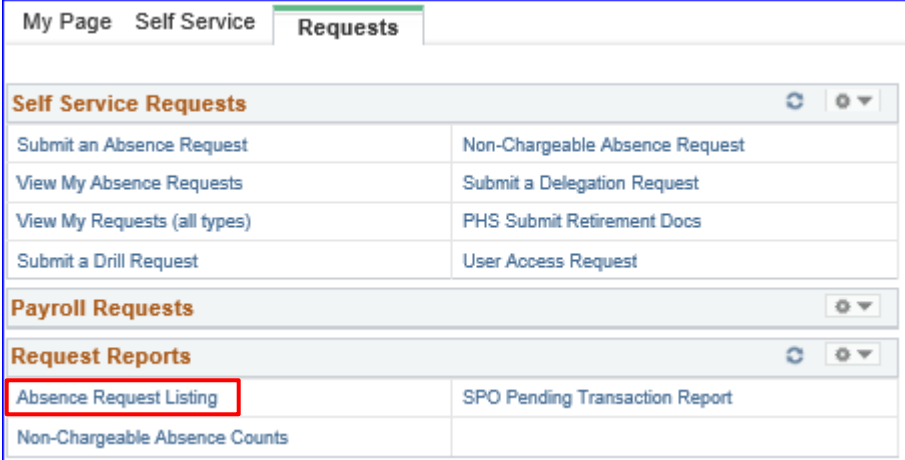
Introduction This section provides the procedures for a SPO to correct or delete a **non-chargeable** absence request that has processed through payroll in Direct Access (DA).

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)

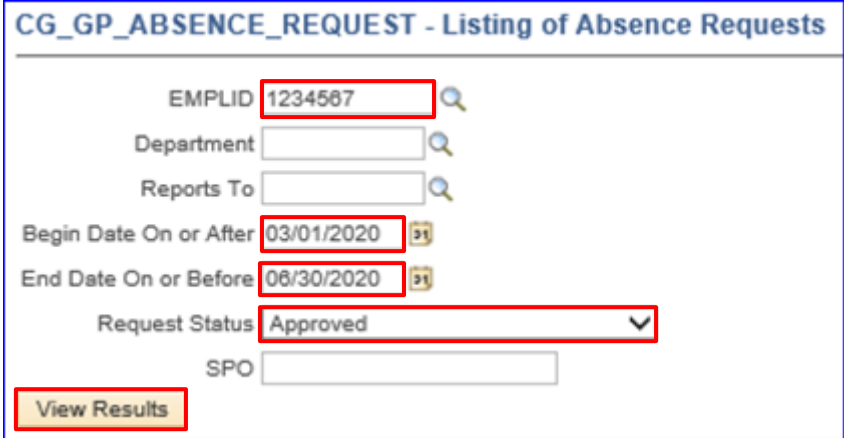
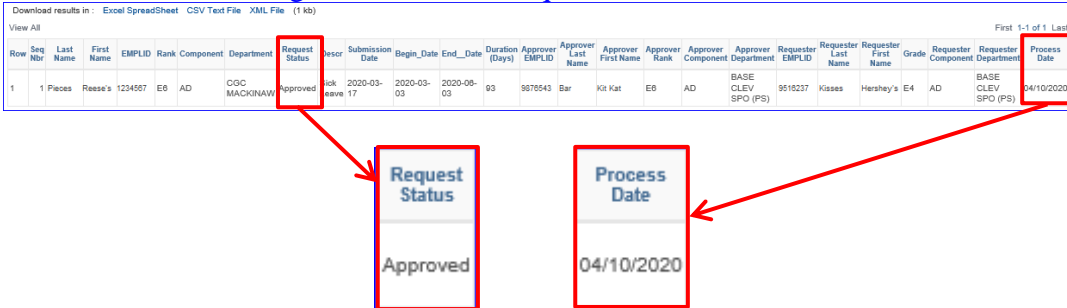
Procedures See below.

Step	Action
1	<p>From the Requests tab, select Absence Request Listing in the Request Reports pagelet to review the approved absence request that needs to be corrected/deleted.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. Underneath, there are sections for 'Self Service Requests' and 'Request Reports'. The 'Request Reports' section is expanded, showing a table with two columns. The first column contains 'Absence Request Listing' (highlighted with a red box) and 'Non-Chargeable Absence Counts'. The second column contains 'SPO Pending Transaction Report'.</p>

Continued on next page

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

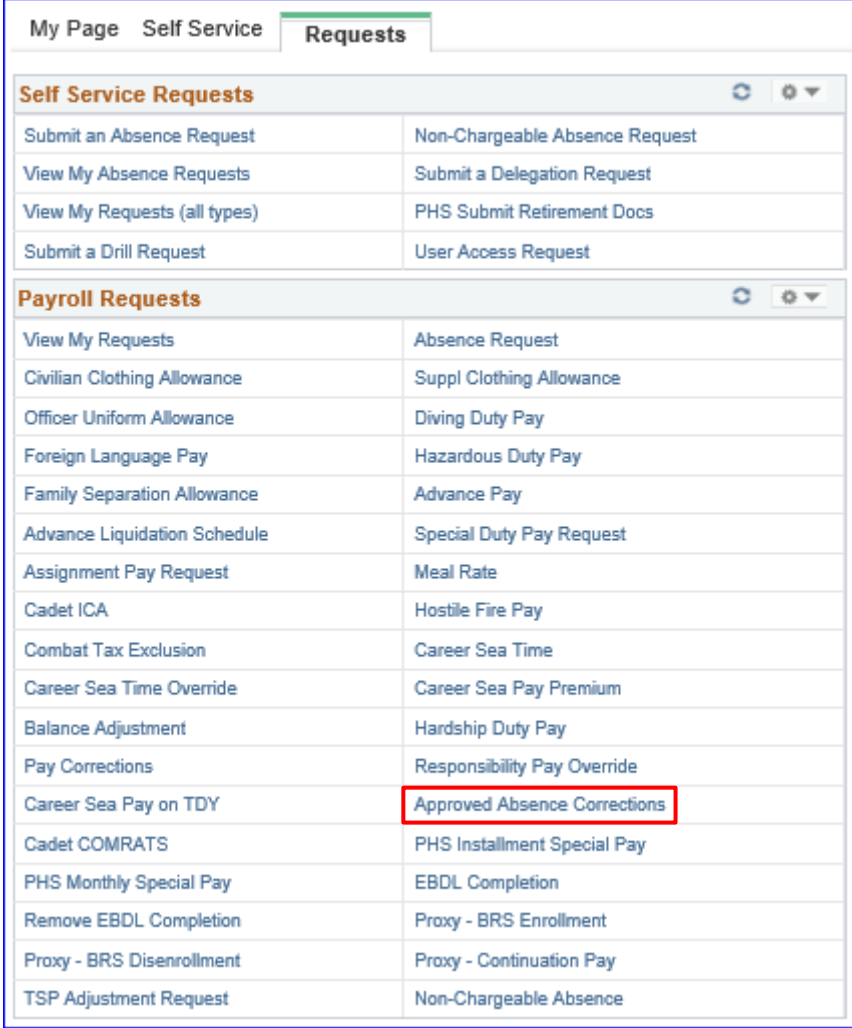
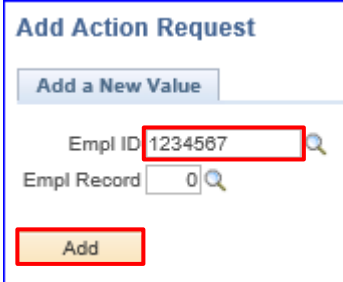
Procedures,
continued

Step	Action																																																						
2	<p>Enter the following information:</p> <ul style="list-style-type: none"> • EMPLID • Begin Date On or After • End Date On or After • Request Status (use the drop-down to select Approved) <p>Click View Results.</p> 																																																						
3	<p>Approved absence requests matching the parameters set in step 2 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.</p>  <table border="1"> <thead> <tr> <th>Row</th> <th>Seq Nbr</th> <th>Last Name</th> <th>First Name</th> <th>EMPLID</th> <th>Rank</th> <th>Component</th> <th>Department</th> <th>Request Status</th> <th>Resor</th> <th>Submission Date</th> <th>Begin Date</th> <th>End Date</th> <th>Duration (Days)</th> <th>Approver EMPLID</th> <th>Approver Last Name</th> <th>Approver First Name</th> <th>Approver Rank</th> <th>Approver Component</th> <th>Approver Department</th> <th>Requester EMPLID</th> <th>Requester Last Name</th> <th>Requester First Name</th> <th>Grade</th> <th>Requester Component</th> <th>Requester Department</th> <th>Process Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>Places</td> <td>Reese's</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>CDC MACKINAW</td> <td>Approved</td> <td>ick leave 17</td> <td>2020-03-03</td> <td>2020-03-03</td> <td>2020-06-03</td> <td>93</td> <td>9876543</td> <td>Bar</td> <td>Kir Kat</td> <td>E6</td> <td>AD</td> <td>BASE CLEV SPO (FS)</td> <td>9516237</td> <td>Klases</td> <td>Hershey's</td> <td>E4</td> <td>AD</td> <td>BASE CLEV SPO (FS)</td> <td>04/10/2020</td> </tr> </tbody> </table>	Row	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Resor	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Grade	Requester Component	Requester Department	Process Date	1	1	Places	Reese's	1234567	E6	AD	CDC MACKINAW	Approved	ick leave 17	2020-03-03	2020-03-03	2020-06-03	93	9876543	Bar	Kir Kat	E6	AD	BASE CLEV SPO (FS)	9516237	Klases	Hershey's	E4	AD	BASE CLEV SPO (FS)	04/10/2020
Row	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Resor	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Grade	Requester Component	Requester Department	Process Date																													
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SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
4	<p>Exit out of the report results and return to the Requests tab. Select Approved Absence Corrections from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. Under 'Payroll Requests', there is a list of various request types. 'Approved Absence Corrections' is highlighted with a red box in the 'Payroll Requests' section.</p>
5	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a button 'Add a New Value'. Below it, there is a text input field for 'Empl ID' containing the value '1234567', which is highlighted with a red box. There is also an 'Empl Record' field with a dropdown menu showing '0'. At the bottom, there is an 'Add' button, also highlighted with a red box.</p>

Continued on next page

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

Procedures,
continued

Step	Action
6	<p>A Submit Leave Correction action page will display. To correct the non-chargeable absence request, continue to Step 7. To delete the non-chargeable absence request, skip to Step 8.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Submit Leave Correction</p> <p><u>Reese's Pieces</u></p> <p>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.</p> <ol style="list-style-type: none"> 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. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text"/> <small>31</small></p> <p>Cancel: <input type="text"/> <small>▼</small></p> <p>New Begin Date: <input type="text"/> <small>31</small></p> <p>New End Date: <input type="text"/> <small>31</small></p> <p style="text-align: center; margin-top: 5px;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>

Continued on next page

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

Procedures,
continued

Step	Action
7	<p>To Correct:</p> <ul style="list-style-type: none"> • 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 <p>Click Submit. The request will be routed to the SPO tree for approval.</p> <div data-bbox="316 884 1380 1702" style="border: 1px solid blue; padding: 5px;"> <p>Submit Leave Correction</p> <p><u>Reese's Pieces</u></p> <p>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.</p> <ol style="list-style-type: none"> 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. <div data-bbox="327 1176 1372 1355" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Begin Date: 03/03/2020 <input type="text"/></p> <p>Cancel: NO <input type="text"/></p> <p>New Begin Date: 03/03/2020 <input type="text"/></p> <p>New End Date: 05/31/2020 <input type="text"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="327 1422 1372 1568" style="border: 1px solid gray; padding: 5px;"> <p>Request Information</p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> </div> <p>Comment: <input style="border: 1px solid red;" type="text" value="Comments are required when correcting or deleting a non-chargeable absence request."/></p> <p><input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

Continued on next page

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

Procedures,
continued

Step	Action
8	<p>To Delete:</p> <ul style="list-style-type: none"> • Begin Date - Enter the original begin date • Cancel - Select YES • Comment - Enter the reason for the deletion <p>Click Submit. The request will be routed to the SPO tree for approval.</p> <div data-bbox="316 734 1385 1563" style="border: 1px solid blue; padding: 5px;"> <p>Submit Leave Correction</p> <p><u>Reese's Pieces</u></p> <p>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.</p> <ol style="list-style-type: none"> 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. <div data-bbox="323 1025 1377 1205" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="03/03/2020"/> <input type="button" value="31"/></p> <p>Cancel: <input type="text" value="YES"/> <input type="button" value="v"/></p> <p>New Begin Date: <input type="text"/> <input type="button" value="31"/></p> <p>New End Date: <input type="text"/> <input type="button" value="31"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="323 1272 1377 1429" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Comments are required when correcting or deleting a non-chargeable absence request."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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 Direct Access (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	<p>Select Proxy – Submit Non-Charge Abs from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the member’s Empl ID and click Add.</p> 

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request, Continued

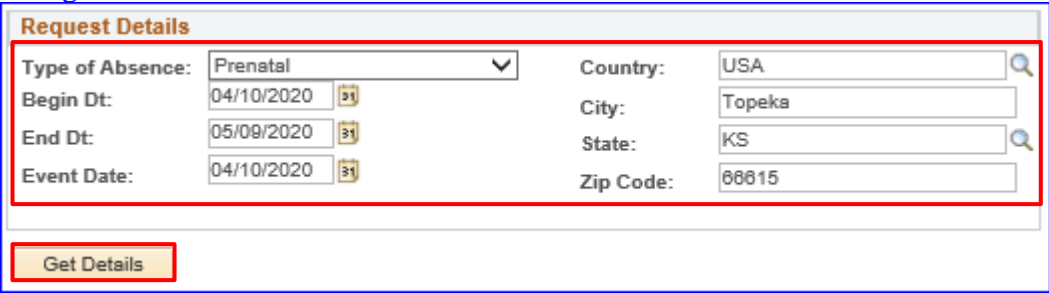
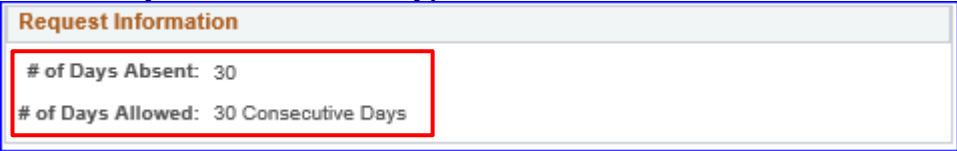
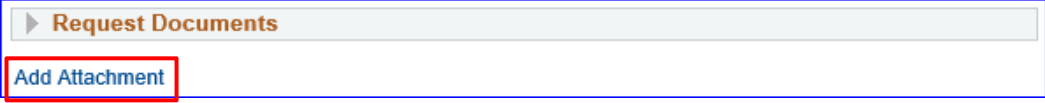
Procedures,
continued

Step	Action																
3	<p>The Submit Non-Chargeable Absence Request page will display. Ensure it is the appropriate type of absence request (i.e., chargeable vs non-chargeable).</p> <div data-bbox="325 568 1362 1473" style="border: 1px solid blue; padding: 5px;"> <p>Submit Non-Chargeable Absence Request</p> <p>Peppermint Patty</p> <p style="border: 1px solid red; padding: 2px;">PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="0" style="width: 100%;"> <tr> <td>Type of Absence:</td> <td><input type="text" value=""/></td> <td>Country:</td> <td><input type="text" value=""/></td> </tr> <tr> <td>Begin Dt:</td> <td><input type="text" value=""/></td> <td>City:</td> <td><input type="text" value=""/></td> </tr> <tr> <td>End Dt:</td> <td><input type="text" value=""/></td> <td>State:</td> <td><input type="text" value=""/></td> </tr> <tr> <td>Event Date:</td> <td><input type="text" value=""/></td> <td>Zip Code:</td> <td><input type="text" value=""/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: # of Days Allowed:</p> <p>Request Documents</p> <p>Add Attachment</p> <p>Request Approvers</p> <p>Approver: <input type="text" value=""/></p> <p>Comment: <input style="width: 100%; height: 30px;" type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Type of Absence:	<input type="text" value=""/>	Country:	<input type="text" value=""/>	Begin Dt:	<input type="text" value=""/>	City:	<input type="text" value=""/>	End Dt:	<input type="text" value=""/>	State:	<input type="text" value=""/>	Event Date:	<input type="text" value=""/>	Zip Code:	<input type="text" value=""/>
Type of Absence:	<input type="text" value=""/>	Country:	<input type="text" value=""/>														
Begin Dt:	<input type="text" value=""/>	City:	<input type="text" value=""/>														
End Dt:	<input type="text" value=""/>	State:	<input type="text" value=""/>														
Event Date:	<input type="text" value=""/>	Zip Code:	<input type="text" value=""/>														

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Proxy: Submit a Non-Chargeable Absence Request, Continued

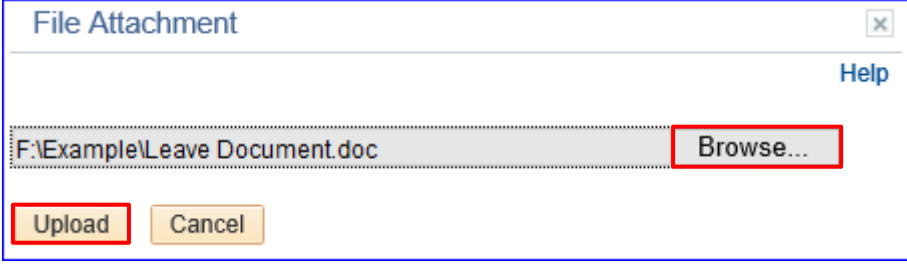
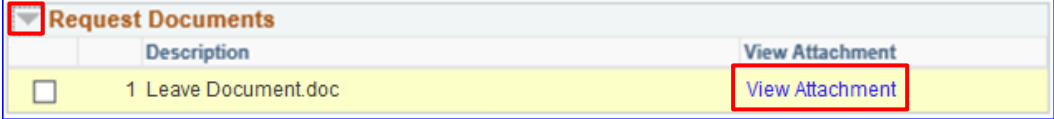
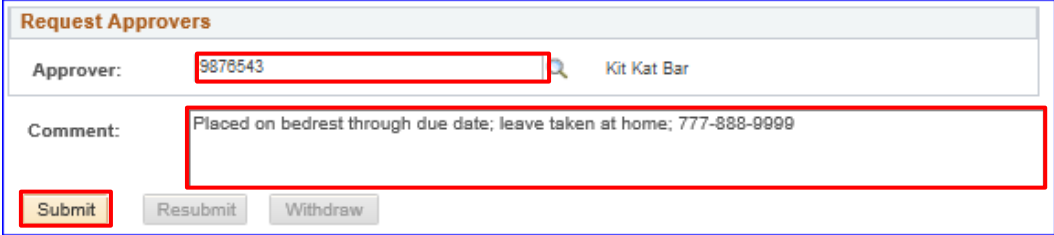
Procedures,
continued

Step	Action
4	<p>Complete the following information (all fields are required):</p> <ul style="list-style-type: none"> • 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 <p>Click Get Details.</p> <p>NOTE: For a description of each of the types of absences, see the Type of Non-Chargeable Leave chart.</p> 
5	<p>The Request Information section will populate with the # of Days Absent and the # of Days Allowed for the Type of Absence selected.</p> 
6	<p>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.</p> 

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request, Continued


Procedures,
continued

Step	Action
7	<p>When the File Attachment search box opens, select Browse and locate the appropriate document. Click Upload. Repeat Steps 6 & 7 to attach any additional documents as needed.</p> 
8	<p>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.</p> 
9	<p>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 Submit to forward the request to the approving official.</p> <p>NOTE: The approver must be the final approving authority for this requested absence. Ensure the approver is available and able to approve the request.</p> 

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
10	<p>The non-chargeable absence request will now be in a Pending status.</p> <div data-bbox="325 533 1193 936" style="border: 1px solid blue; padding: 5px;"><h3>Non-Charge Absence Approval</h3><p>Request Status: Pending View/Hide Comments</p><p>One Approval Level</p><div style="border: 1px solid gray; padding: 2px;"><p>Pending</p><p> Kit Kat Bar Initial Approve Action Request</p></div><p>Comments</p><p>Peppermint Patty at 04/16/20 - 1:11 PM Placed on bedrest through due date; leave taken at home; 777-888-9999</p></div>

Proxy: Edit or Withdraw a Non-Chargeable Absence Request

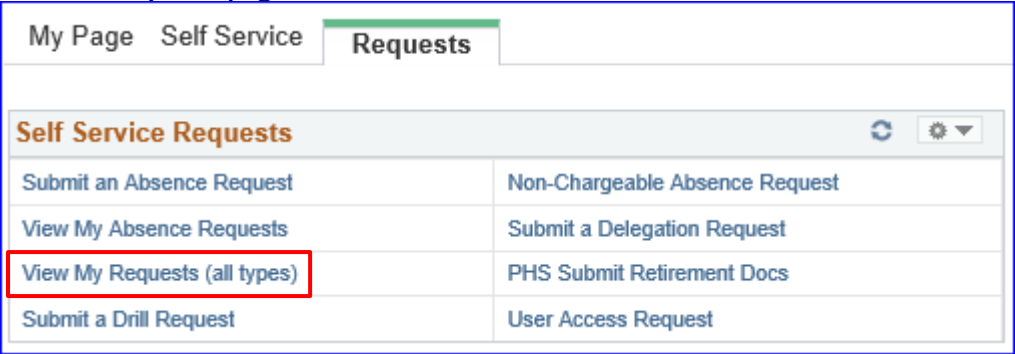
Introduction This section provides the procedures for a proxy to edit or withdraw a non-chargeable absence request on a member’s behalf in Direct Access (DA).

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 In order to access the **Proxy – Submit Non-Charge Abs** link, the proxy must have the CGHRS or CGFIELDADM role.

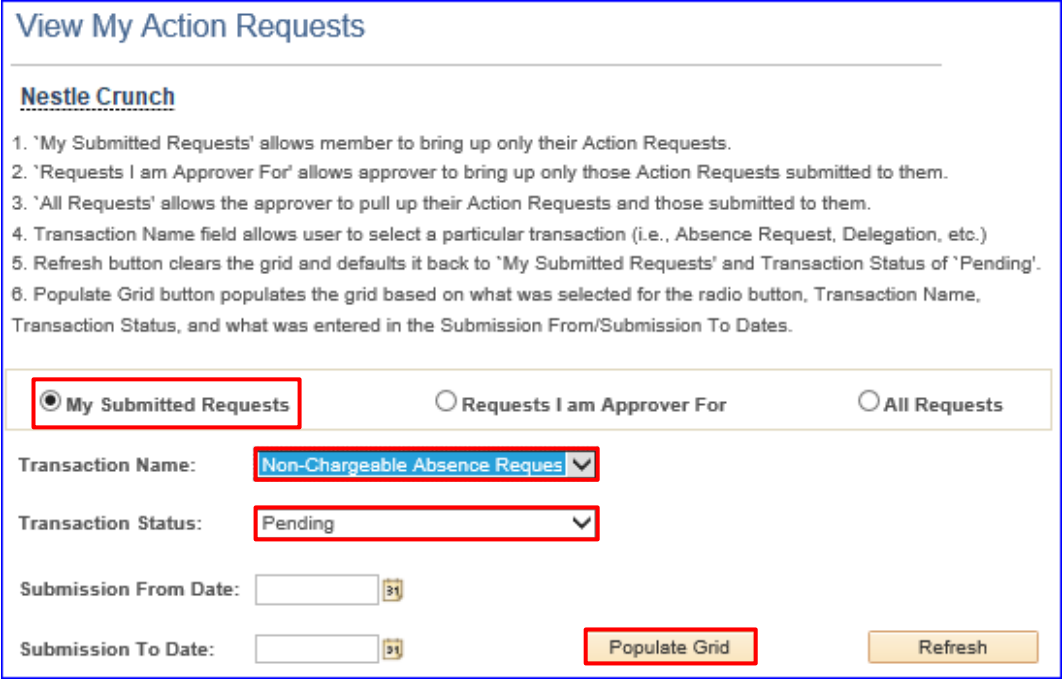

Procedures See below.

Step	Action										
1	<p>From the Requests tab, select View My Requests (all types) from the Self Service Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs is a section titled 'Self Service Requests' containing a table of links. The link 'View My Requests (all types)' is highlighted with a red rectangular box.</p> <table border="1" data-bbox="316 1238 1334 1480"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr> <td>Submit an Absence Request</td> <td>Non-Chargeable Absence Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td>Submit a Drill Request</td> <td>User Access Request</td> </tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request
Self Service Requests											
Submit an Absence Request	Non-Chargeable Absence Request										
View My Absence Requests	Submit a Delegation Request										
View My Requests (all types)	PHS Submit Retirement Docs										
Submit a Drill Request	User Access Request										

Continued on next page

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

Procedures,
continued

Step	Action										
2	<p>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.</p> 										
3	<p>A list of pending non-chargeable absence requests will display. Locate the appropriate request and click View Details.</p>  <p>NOTE: The status of an absence request will determine if it can be updated or just viewed.</p> <table border="1" data-bbox="316 1648 1390 1839"> <thead> <tr> <th>Status</th> <th>Editable or View Only</th> </tr> </thead> <tbody> <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> </tbody> </table>	Status	Editable or View Only	Pending	Editable	Denied	Editable	Approved	View Only	Terminated	View Only
Status	Editable or View Only										
Pending	Editable										
Denied	Editable										
Approved	View Only										
Terminated	View Only										

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

Procedures,
continued

Step	Action																
4	<p>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.</p> <div data-bbox="316 618 1318 1957" style="border: 1px solid black; padding: 10px;"> <p>Non-Chargeable Absence Request</p> <p><u>Peppermint Patty</u></p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Prenatal</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/10/2020</td> <td>City:</td> <td>Topeka</td> </tr> <tr> <td>End Dt:</td> <td>05/09/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/10/2020</td> <td>Zip Code:</td> <td>66615</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 30 # of Days Allowed: 30 Consecutive Days</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> <p>Non-Charge Absence Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p> Kit Kat Bar Initial Approve Action Request</p> <p>Comments</p> <p>Peppermint Patty at 04/16/20 - 1:11 PM Placed on bedrest through due date; leave taken at home; 777-888-9999</p> </div>	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
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Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																								
5	<p>To Edit the non-chargeable absence request: Changes may be made to:</p> <table border="1" data-bbox="316 544 1390 707"> <tr> <td>• Type of Absence</td> <td>• Country</td> </tr> <tr> <td>• Begin Date</td> <td>• City</td> </tr> <tr> <td>• End Date</td> <td>• State</td> </tr> <tr> <td>• Event Date</td> <td>• Zip Code</td> </tr> </table> <p>Comments are required. Once all changes have been made, click Resubmit. The updated request will be forwarded for approval.</p> <p>NOTE: If a new Approver is required, the non-chargeable absence request MUST be withdrawn and resubmitted with the new approver.</p> <div data-bbox="316 925 1377 1951" style="border: 1px solid blue; padding: 5px;"> <p>Non-Chargeable Absence Request</p> <p>Peppermint Patty</p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="1" data-bbox="331 1144 1366 1294" style="border: 2px solid red;"> <tr> <td>Type of Absence:</td> <td>Prenatal</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/10/2020</td> <td>City:</td> <td>Topeka</td> </tr> <tr> <td>End Dt:</td> <td>05/02/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/10/2020</td> <td>Zip Code:</td> <td>66615</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 30 # of Days Allowed: 30 Consecutive Days</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment: Comments are required when editing or withdrawing a non-chargeable absence request.</p> <p>Submit Resubmit Withdraw</p> </div>	• Type of Absence	• Country	• Begin Date	• City	• End Date	• State	• Event Date	• Zip Code	Type of Absence:	Prenatal	Country:	USA	Begin Dt:	04/10/2020	City:	Topeka	End Dt:	05/02/2020	State:	KS	Event Date:	04/10/2020	Zip Code:	66615
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Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																
6	<p>To Withdraw a non-chargeable absence request, enter comments as appropriate and click Withdraw.</p> <div data-bbox="316 580 1385 1615" style="border: 1px solid black; padding: 5px;"> <p>Non-Chargeable Absence Request</p> <p><u>Peppermint Patty</u></p> <p>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</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Prenatal</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>04/10/2020</td> <td>City:</td> <td>Topeka</td> </tr> <tr> <td>End Dt:</td> <td>05/09/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>04/10/2020</td> <td>Zip Code:</td> <td>66615</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 30 # of Days Allowed: 30 Consecutive Days</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment: Comments are required when editing or withdrawing a non-chargeable absence request.</p> <p>Submit Resubmit Withdraw</p> </div>	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
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7	<p>A warning message will display. If you are sure you want to withdraw the request, click OK.</p> <div data-bbox="316 1713 1385 1939" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <p>Warning -- Are you sure you want to Withdraw the request? (30003,6)</p> <p>Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new absence request.</p> <p>OK Cancel</p> </div>																

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	<ul style="list-style-type: none"> • <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	<ul style="list-style-type: none"> • <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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

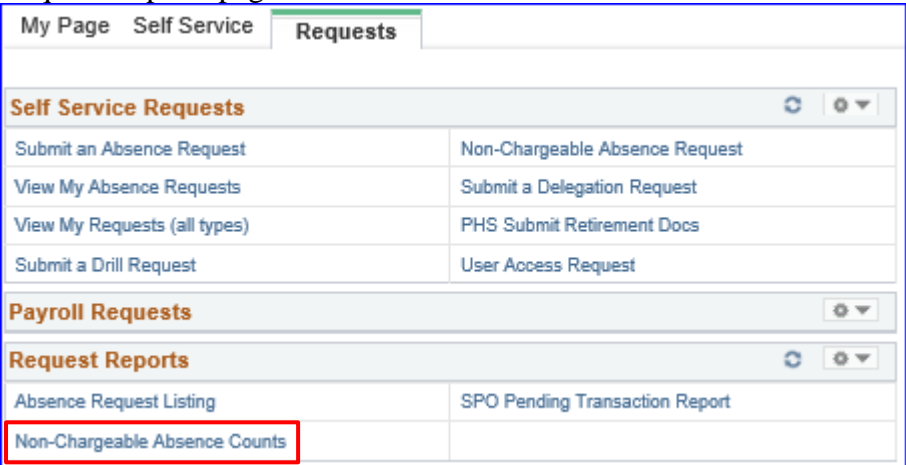
Introduction This section provides procedures for running the Non-Chargeable Absence Counts report for tracking the number of the various types of **non-chargeable** absences in Direct Access (DA).

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	<p>From the Requests tab, select Non-Chargeable Absence Counts from the Request Reports pagelet.</p>  <p>The screenshot shows a web interface with three main tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs, there are three main sections: 'Self Service Requests', 'Payroll Requests', and 'Request Reports'. The 'Request Reports' section is expanded, showing a grid of report options. The 'Non-Chargeable Absence Counts' report is highlighted with a red box.</p>

Continued on next page

Non-Chargeable Absence Counts, Continued

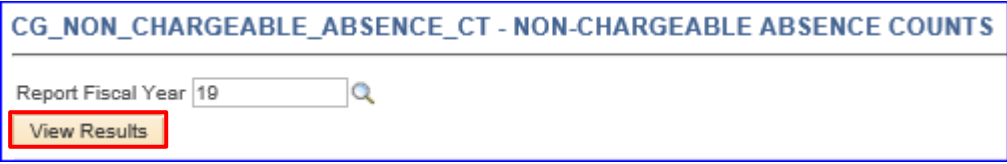
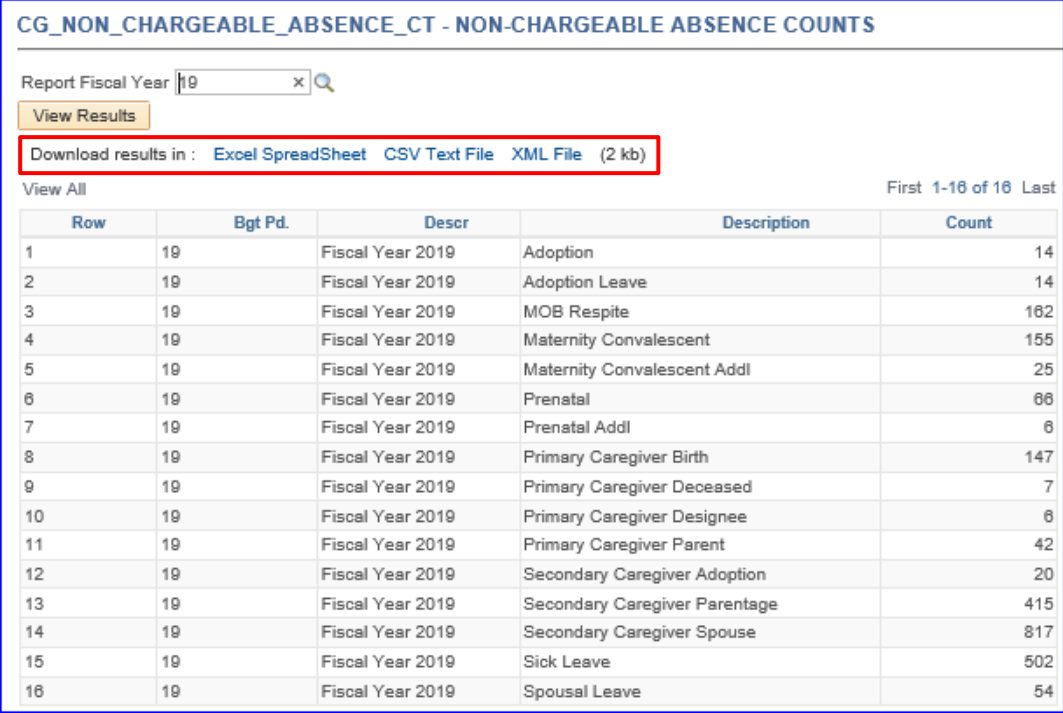
Procedures,
continued

Step	Action																																																		
2	<p>The CG_NON_CHARGEABLE_ABSENCE_CT – NON-CHARGEABLE ABSENCE COUNTS report page will display. Using the lookup function, select the appropriate Report Fiscal Year.</p> <div data-bbox="316 568 1326 730" style="border: 1px solid blue; padding: 5px;"> <p>CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS</p> <p>Report Fiscal Year <input style="border: 1px solid red;" type="text"/> <input type="button" value="View Results"/></p> </div> <div data-bbox="316 763 986 1798" style="border: 1px solid blue; padding: 5px;"> <p>Query x</p> <p>Search by: Budget Period <input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <p>Search Results</p> <p>View 100 First <input type="button" value="1-24 of 24"/> Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Period</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>00</td><td>Fiscal Year 2000</td></tr> <tr><td>01</td><td>Fiscal Year 2001</td></tr> <tr><td>02</td><td>Fiscal Year 2002</td></tr> <tr><td>03</td><td>Fiscal Year 2003</td></tr> <tr><td>04</td><td>Fiscal Year 2004</td></tr> <tr><td>05</td><td>Fiscal Year 2005</td></tr> <tr><td>06</td><td>Fiscal Year 2006</td></tr> <tr><td>07</td><td>Fiscal Year 2007</td></tr> <tr><td>08</td><td>Fiscal Year 2008</td></tr> <tr><td>09</td><td>Fiscal Year 2009</td></tr> <tr><td>10</td><td>Fiscal Year 2010</td></tr> <tr><td>100231</td><td>Intermediate Cyber Core</td></tr> <tr><td>11</td><td>Fiscal Year 2011</td></tr> <tr><td>12</td><td>Fiscal Year 2012</td></tr> <tr><td>13</td><td>Fiscal Year 2013</td></tr> <tr><td>14</td><td>Fiscal Year 2014</td></tr> <tr><td>15</td><td>Fiscal Year 2015</td></tr> <tr><td>16</td><td>Fiscal Year 2016</td></tr> <tr><td>17</td><td>Fiscal Year 2017</td></tr> <tr><td>18</td><td>Fiscal Year 2018</td></tr> <tr style="border: 1px solid red;"><td>19</td><td>Fiscal Year 2019</td></tr> <tr><td>20</td><td>Fiscal Year 2020</td></tr> <tr><td>21</td><td>Fiscal Year 2021</td></tr> <tr><td>22</td><td>Fiscal Year 2022</td></tr> </tbody> </table> </div>	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
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Non-Chargeable Absence Counts, Continued

Procedures,
continued

Step	Action																																																																																					
3	<p>Click View Results.</p>  <p>The screenshot shows a search interface for 'CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS'. It includes a 'Report Fiscal Year' dropdown set to '19', a search icon, and a 'View Results' button highlighted with a red box.</p>																																																																																					
4	<p>The results will display for that fiscal year. The results may be downloaded into various formats to allow for sorting/filtering as necessary.</p>  <p>The screenshot displays the results for 'CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS' for fiscal year 19. It features a table with columns: Row, Bgt Pd., Descr, Description, and Count. Below the table are download options: Excel Spreadsheet, CSV Text File, and XML File (2 kb), with the XML File option highlighted in a red box. The page also shows 'View All' and 'First 1-16 of 16 Last' navigation links.</p> <table border="1" data-bbox="331 976 1382 1473"> <thead> <tr> <th>Row</th> <th>Bgt Pd.</th> <th>Descr</th> <th>Description</th> <th>Count</th> </tr> </thead> <tbody> <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> </tbody> </table>	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	11	19	Fiscal Year 2019	Primary Caregiver Parent	42	12	19	Fiscal Year 2019	Secondary Caregiver Adoption	20	13	19	Fiscal Year 2019	Secondary Caregiver Parentage	415	14	19	Fiscal Year 2019	Secondary Caregiver Spouse	817	15	19	Fiscal Year 2019	Sick Leave	502	16	19	Fiscal Year 2019	Spousal Leave	54
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