Chargeable Absence Requests

Overview			
Introduction	This guide provides the procedures for creating, submitting, viewing, and processing 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. Message 1 pending absence request(s) found (30003,179) A pending absence request with past dates exists. Contact the approver to take action so that you may proceed.		
	OK		

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Overview, Continued

Types of Chargeable Leave	Leave – INCONUS Leave – OUTCONUS Terminal Leave – INCONUS Terminal Leave – OUTCONUS			
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.			
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 Q Department Q Reports To Peartment Request Status All Status All Status Nbr Lest Name First Name EMPLID Nor Nbr CoBB JAYNE 1234567 O3 AD AlRSTA ELIZABETH CITY Denied Leave - INCONUS 2021-07- 2021-07- 2021-07- 2021-07- 2021-07- 6 38			

Known Issue,

continued

Delay En route					
Begin Date		End Date		Delay En route	Days
1 07/07/2021	31	07/12/2021	31	Leave INCONUS 🗸	6 🛨 💻
2 07/13/2021	31	07/16/2021	31	Proceed Time 🗸	4 🛨 🗖
3 07/17/2021	31	07/19/2021	31	Travel Time 🗸	3 🛨 🗖
Save 🔯 Return to Search 1 Previous in List 4 Next in List					
Message					
Data being added conflicts with existing data. (18,2)Error saving Component Interface. {GP_ABSENCE_EVENT} (91,37)					
be PeopleCode program executed an Error statement, which has produced this message					

OK

Member: Submit a Chargeable Absence Request

Introduction	This section provides the procedures for a member to submit a chargeable absence request in DA.
Important	Ensure the final approving authority will be available to approve the chargeable absence request in a timely manner.

Procedures See below.

Step	Action				
1	Navigate to Member Self Service via the drop-down or by page arrows.				
	/ S DIRECTACCESS ŵ : €				
	Member Self Service Notifications C				
	Direct Access Announcements Absence Request - View AD/RSV Payslip Actions Alerts				
2	Click on the Absence Request-Submit tile.				
	Absence Request - Submit				

Member: Submit a Chargeable Absence Request, Continued

Procedures, continued

Step	Action				
3	The Submit Absence Request page will display. Ensure it is the appropriate				
	type of absence request (i.e., chargeable vs non-chargeable).				
	Action Request				
	Submit Absence Request				
	JEFFERSON, LOUISE	Non			
	Chargeable Leave request page	NON-			
	Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf				
	Request Details				
	Type of Absence: Country:	2			
	Begin Date: City:				
	End Date: State: C	2			
	DPNs Zip Code:				
	Get Details				
	Request Information				
	# of Days Absent:				
	Leave Balance:				
	▶ Request Documents				
	Add Attachment				
	Approver: Q				
	Comment:				
	Submit Resubmit Withdraw				

Member: Submit a Chargeable Absence Request, Continued

Procedures, continued

Step	Action				
4	Complete the fo	llowing information (all fi	elds are requir	red):	
	• Type of Absence – Using the drop-down, select the appropriate type of				
	absence		_		
	• Begin Date –	Enter the first full day of the	he absence		
	• End Date – End	nter the last full day of the	absence		
	• DPNs accomp	anying? – Using the drop	-down, indica	te whether dependents	
	will be accom	panying the member on lea	ave		
	• Country – Us	ing the lookup, select the c	country where	leave will be taken	
	• City – Enter th	ne city where leave will be	taken		
	• State – Using	the lookup, select the state	where leave	will be taken	
	• Zip Code – Ei	nter the zip code where lea	ve will be tak	en	
	Click Get Detai	ls.			
	Request Details				
	Type of Absence:	Leave - INCONUS	Country:	USA	
	Begin Date:	03/25/2020	City:	Louisville	
	End Date:	03/27/2020 3	State:	KY Q	
	DPNs accompanying?:	NO V	Zip Code:	41008	
	accompanying r				
	Get Details				
5	The Request Inf	ormation section will popu	late with the	# of Days Absent and	
C	the member's cu	irrent Leave Balance.		of Days Hosenvalla	
	Request Details				
	Type of Absence:	Leave - INCONUS 🗸	Country:	USA Q	
	Begin Date:	03/25/2020	City:	Louisville	
	End Date:	03/27/2020	State:	KY Q	
	DPNs	NO 🗸	Zip Code:	41008	
	accompanying?:				
	Cat Dataila				
	Get Details				
	Request Information				
	# of Days Absent	: 3			
	Leave Balance	12			
	Louve Dulance.	12			

Member: Submit a Chargeable Absence Request, Continued

Procedures, continued

Step	Action			
6	The Request Documents section allows attachments to be added to the absence request. If documentation needs to be attached, click Add Attachment . If			
	documentation does not need to be attached, skip to Step 8.			
	▶ Request Documents			
	Add Attachment			
7	When the File Attachment search box opens, select the Browse button and locate			
	File Attachment			
	Help			
	F:\Example\Leave Document.doc Browse			
	Upload Cancel			
Q	To view the uploaded document, click the arrow in front of Paguest Documents			
o	and click View Attachment . The document will open in a new tab.			
	Request Documents			
	Description View Attachment			
	1 Leave Document.doc View Attachment			

Member: Submit a Chargeable Absence Request, Continued

Procedures, continued

Step	Action				
9	Enter the Approver's EMPLID. Comments are required. Enter a phone				
	number where the member can be reached while on leave. If leave is going to be				
	taken away from home, enter the street address of the leave site. Click Submit .				
	NOTE: The approver must be the final approving authority for the absence				
	Request Details				
	Type of Absence: Leave - INCONUS X Country: USA				
	Begin Date: 03/25/2020				
	End Date: 03/27/2020				
	DPNs NO V Zin Code: 41008				
	accompanying?:				
	Get Details				
	Request Information				
	# of Days Absent: 3				
	Leave Balance: 12				
	Request Documents				
	Add Attachment				
	Request Approvers				
	Approver: 9876543 Q Hershey's Kisses				
	Comment: 999-888-7777				
	Submit Resubmit Withdraw				
10	If the absence request overlaps another request, a message box will display.				
	Click OK to close the message and update the absence request dates as				
	necessary.				
	Message				
	Leave Begin Date 2020-03-16 and End Date 2020-03-17 conflict with existing Absence Request 2020-03-17 thru 2020-03-19. (30003,2)				
	The Leave Dates entered fall between another absence request. You cannot overlap absences. Please modify the existing request or change this new request.				
	ΟΚ				

Member: Submit a Chargeable Absence Request, Continued

Step	Action				
11	The absence request is now Pending approval.				
	Absence Request Approval				
	Request Status: Pending View/Hide Comments				
	One Approval Level				
	Pending				
	Hershey's Kisses Initial Approve Action Request				
	Comments				
	Reese's Pieces at 03/24/20 - 11:05 AM 999-888-7777				
12	Once the absence request has been submitted email notifications will be sent to				
14	the requester and the approver .				
	NOTE: Easimized and a family of the second data of the shall				
	NOTE: For interim levels of approval, the email may be forwarded up the chain of command. The final approver will log into DA or may use the link provided				
	in the email to approve the request.				
	Tue 3/24/2020 12:14 PM				
	DoNotReply_HCPRE@direct-access.us				
	[Non-DoD Source] Absence Request Routed for Approval				
	Your absence request for Leave - INCONUS has been routed for approval.				
	Note: If these dates should change, it is your responsibility to notify the appropriate people				
	Note: If these dates should change, it is your responsibility to notify the appropriate people.				
	To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.				
	Tue 3/24/2020 12:27 PM				
	DoNotReply_HCPRE@direct-access.us				
	[Non-DoD Source] Absence Request				
	To Hershey's Kisses				
	An absence request for Leave - INCONUS has been submitted to you for approval.				
	Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:				
	https://urldefense.proofpoint.com/v2/url?u=https-3A preglobalpayroll.direct- 2Daccess.us psp HCPRE EMPLOYEE HRMS c CG-5FAWE-5FEXT.CG-5FACTN-5FREQUEST.GBI-3FPage-3DCG-				

Member: View a Chargeable Absence Request

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

Procedures See below.



Member: View a Chargeable Absence Request, Continued

Procedures, continued

Step		Action				
3	The View My Absen	The View My Absence Requests page will display. The My Submitted				
	Requests radio button will be selected. Using the drop-down, change the					
	requests regardless	to All Transactions. This will populat	te all absence			
	requests, regardless (n status.				
	To view a specific T	ransaction Status, select one of the following	lowing from the drop-			
	down:	as requests that have been approved				
	• Approved – Abser	requests that have been depied.				
	• Defileu – Absence	requests that have been defined.				
	• Pending – Absenc approved/denied.	e requests that have been submitted bu	ıt not			
	• Withdrawn – Abs	ence requests that were withdrawn by	the member prior to			
	approval (the status	s of the absence request will show as T	Ferminated).			
		1				
	The Submission From	om/To Date fields may be used to view	w absence requests for			
	a specified date rang	e. Click Populate Grid .				
	view wy Action Reque	sis				
	MICHAEL CORLEONE					
	 '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 Name, Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Statu and what was entered in the Submission From/Submission To Dates. 					
	My Submitted Requests O Requests I am Approver For O All Requests					
	Transaction Name:	All Transactions				
	Transaction Status:	Pending ~				
	Submission From Date:					
	Submission To Date:	Populate Grid	Refresh			

Member: View a Chargeable Absence Request, Continued

Procedures, continued

Step	Ac	tion			
4	Locate the appropriate request and click	View Details . If the list shows a large			
	number of absence requests, the grid allo	ows for sorting by headers. Select a			
	header and it will sort the list of requests	by that header.			
	neader and it will bort the list of requests	Personalize Find View All 💷 🤀 First 🕚 1 of 1 🕑 La			
	Transaction Name Status Member Member's Emplid Submitted By Approver	Submission Date Absence Type Begin Date End Date Process Date View Details			
	Absence Request Pending Reese's Pieces 1234567 Reese's Pieces Hershey's H	Kisses 03/24/2020 Leave - INCONUS 03/25/2020 03/27/2020 View Details			
	NOTE: The status of an absence reques	it will determine if it can be updated or			
	just viewed (see the Edit or Withdraw a Chargeable Absence Request guide to				
	correct or delete an absence request).				
	Status Editable or View Only				
	Pending	Editable			
	Denied	Editable			
	Approved	View Only			
	Terminated	View Only			

Member: View a Chargeable Absence Request, Continued

Step	Action						
5	The chargeable absence request will open in a new tab. The status of the request						
	can be found at the bottom of the request.						
	Absence Request						
	Reese's Pieces						
	PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non- Chargeable Leave request page						
	Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceReguestProceduralGuide.pdf Request Details						
	Type of Absence: Leave - INCONUS Country: USA						
	Begin Date: 03/25/2020 City: Louisville						
	End Date: 03/27/2020 🛐 State: KY						
	DPNs NO V Zip Code: 41008						
	Get Details						
	Request information						
	# of Days Absent: 3						
	Request Documents						
	Request Approvers						
	Approver: 9876543 Hershey's Kisses						
	Comment:						
	Submit Resubmit Withdraw						
	Absence Request Approval						
	Request Status:Pending View/Hide Comments						
	One Approval Level						
	Pending						
	Hershey's Kisses Initial Approve Action Request						
	Comments						
	Reese's Pieces at 03/24/20 - 11:05 AM 999-888-7777						

Member: Edit or Withdraw a Chargeable Absence Request

Introduction	This section provides the procedures for a member to edit or withdraw their chargeable absence request that is in a Pending or Denied status in DA.		
Resubmit vs. Withdraw	 Chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) MUST be withdrawn and resubmitted to a new AO. Chargeable absence requests in an Approved or Terminated status may NOT be edited or withdrawn. 		

Procedures See below.



Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

Step	Ac	tion			
3	The View My Absence Requests page will display. The My Submitted Requ radio button will be selected. Using the drop-down, change the Transaction Status to All Statuses (this will pull up all chargeable absence requests regard of status). Click Pepulate Crid				
	View My Absence Requests				
	Reese's Pieces 1. 'My Submitted Requests' allows member to bring up only their Absence Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them. 4. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 5. Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission To Dates. Image: Ima				
4	Locate the appropriate absence request fr Transaction Name Status Member Member's Emplid Submitted By Approver Absence Request Pending Reser's Pieces 1234567 Reser's Pieces Hershey's Kiss NOTE: The status of an absence request just viewed.	t will determine if it can be updated or			
	Status	Editable or View Only			
	Pending	Editable			
	Denied	Editable			
	Approved	View Only			
	Terminated	View Only			

Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

ep Action						
The selected absence request page will display. To edit the request, continue to						
Step 6. To withdraw the request, skip to Step 7.						
Absence Request						
Reese's Pieces						
PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-						
Chargeable Leave request page						
Select this guide for step-by-step instructions.						
http://www.dcms.uscq.mil/Portals/10/CG-1/PPC/quides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf						
Type of Absence: Leave - INCONUS						
Begin Date: 03/25/2020						
End Date: 03/27/2020 🕅 State: KY						
DPNs NO V Zip Code: 41008						
accompanying ?:						
Get Details						
Request Information						
the Dave Absent: 2						
# of Days Absent: 3						
Leave Balance: 12						
Request Documents						
Request Approvers						
Approver: 9876543 Hershey's Kisses						
Comment:						
Submit Resubmit Withdraw						
Absence Request Approval						
Request Status:Pending Given/Hide Comments						
One Approval Level						
Pending						
Initial Approve Action Request						
Comments						
Reese's Pieces at 03/24/20 - 11:05 AM						
999-888-7777						

Member: Edit or Withdraw a Chargeable Absence Request, Continued

				Action		
To Edit: Make changes to each of				fields as ap	propriate.	
• Type of Absence		• (• Country			
Begin Date End Date		• (City State			
		• 5				
	• DPNs acc	ompanying?	• 2	Zip Code		
(T N	Comments a The updated of NOTE: If a	required. (request will be new Approver	Once all ch forwardec	hanges have I for approva d, the charge	been made, click al. eable absence rec	t Resubm quest MU
V	vithdrawn ar	nd resubmitted	with the n	ew approver	•	
	Absence Reques	st				
	Select this guide for http://www.dcms.us/	r step-by-step instructions.	C/quides/GP/SPO	Absences/AbsenceRe	equestProceduralGuide.pdf	
	Type of Absence:	Leave - INCONUS	~	Country:	USA	
	Begin Date:	03/30/2020		City:	Nashville	
	End Date:	04/05/2020		State:	TN	
	DPNs	NO	\sim	Zip Code:	37010	
	Request Informa # of Days Absent Leave Balance Request Docu	ttion : 7 : 12 :: 12				
	Request Approv	vers				
	Approver:	9876543	Hershe	y's Kisses		
	Comment: Submit Re	Plans changed, heading t	to Nashville instea	d of Louisville. Contae	ct # still 999-888-7777	
	Absence Req	uest Approval		(E) View/Hide Com	ments	
	One Approval Lev	el		V VIEW/ INC COM		
	Pending Hershey Initial App	's Kisses prove Action Request				
	Comme	ents				
	Comme Reese's	ents Pieces at 03/24/20 - ′	11:05 AM			

Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

			Ac	ction	
To	Withdraw	v a chargeable abse	ence requ	est, enter Co	mments as appropriate and
Ab	sence Reques	aw.			
Re	ese's Pieces	· •			
PI CI Se ht	LEASE NOTE: Us hargeable Leave elect this guide for tp://www.dcms.us equest Details	se this page for standard leav request page step-by-step instructions. cq.mil/Portals/10/CG-1/PPC/qu	re requests, an	ny Non-Chargeable L Absences/AbsenceRe	Leave requests should be made on the No
B	ype of Absence: eqin Date:	03/30/2020	~	Country:	USA
E	nd Date:	04/05/2020		City: State:	TN
D	PNs	NO	~	State:	37010
a	ccompanying?:			ZIP Code:	57010
R	Approver:	9876543	Hershe	y's Kisses	
(Comment:	Approver 9876543 is unavail	able. Request	is being withdrawn a	and resubmitted to another approver.
	Submit Re	Withdraw			
Ab	sence Req	uest Approval			
	Reques	st Status:Pending		View/Hide Com	nents
	One Approval Lev	el			
	Pending	/a Kiasaa			
	Initial App	prove Action Request			
	Comme	ents			

Member: Edit or Withdraw a Chargeable Absence Request, Continued

Step	Action
8	When withdrawing a request, 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
9	The absence request status will update with a Terminated status and an email will
	be sent to the approver indicating the absence request has been withdrawn.
	Absence Request Approval
	Request Status: Terminated Sview/Hide Comments
	One Approval Level
	Terminated
	Hershey's Kisses Initial Approve Action Request 03/24/20 - 3:56 PM
	Comments
	Reese's Pieces at 03/24/20 - 3:54 PM Approver 9876543 is unavailable. Request is being withdrawn and resubmitted to another approver.
	Comment History
	Reese's Pieces at 03/24/20 - 11:05 AM View History

Command/SPO: Approve or Deny a Chargeable Absence Request

Introduction	This section provides the procedures for the SPO/Admin to approve or deny a chargeable absence requests in DA.
Important Information	• The approving official (AO) can make a change to the absence request prior to approving it.
	• There are two ways an AO can access an absence request to approve or
	- Email Notification link
	– Logging into DA and using the View My Absence Requests option
	• If the error message below displays:
	– Click OK
	– Then click any other menu item and the search parameters or action
	request will open.
	No active employee instance found for Employee 1053919 (0.0) CG_COMMON HumanResources Person OnExecute Name getActiveEmployeeInstanceForPay_PCPC.7632_Statement.140 Called from CG_AVE_Display_OnExecute_Name BuildDisplay_Statement.97 Called from CG_ACTN_REQUEST_AD GBL_PostBuild_Statement.4
	OK

Procedures See below.

Step	Action						
1	If utilizing the link provided in the email notification, click the link and skip to						
	step 3.						
	Tue 3/24/2020 12:27 PM						
	DoNotReply_HCPRE@direct-access.us						
	[Non-DoD Source] Absence Request						
	To Hershey's Kisses						
2	An absence request for Leave - INCONUS has been submitted to you for approval. Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request: <u>https://urldefense.proofpoint.com/v2/url?u=https-3A_preglobalpayroll.direct-</u> <u>2Daccess.us_psp_HCPRE_EMPLOYEE_HRMS_c_CG-5FAWE-5FEXT.CG-5FACTN-5FREQUEST.GBL-3FPage-3DCG-</u> Navigate to Member Solf Service via the drop_down or by page arrows						
2	Navigate to Member Self Service via the drop-down or by page arrows.						
	$ \widehat{\bigcirc} : \mathcal{O} $						
	Member Self Service Key Control Key Contro						
	Direct Access Announcements Absence Request - View AD/RSV Payslip						
	L ' ' Alasta						

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

Procedures, continued

Step	Action					
3	Click on the Requests (All Types) - View tile.					
	Requests (All Types) - View					
4	The View My Absence Requests page will display. Select the Requests I am Approver For radio button, leave the Transaction Status as Pending, and click Populate Grid .					
	View My Absence Requests					
	Hershey's Kisses					
	 'My Submitted Requests' allows member to bring up only their Absence Requests. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them. 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 and Transaction Status, and what was entered in the Submission From/Submission To Dates. 					
	O My Submitted Requests I am Approver For O All Requests					
	Transaction Status: Pending					
	Submission From Date:					
	Submission To Date: Populate Grid Refresh					
5	Any pending chargeable absence requests will display. Locate the appropriate					
	absence request, scroll to the right, and click Approve/Deny.					
	Transaction Name Status Member Member's Emplid Submitted By Approver Submission Date Absence Type Begin Date End Date Process Date Approver/Deny Absence Request Pending Rese's Pieces 1234567 Rese's's Pieces Hershey's Kisses 03/24/2020 Leave - INCONUS 03/30/2020 04/05/2020 Approver/Deny Absence Request Pending Rese's Pieces 1234567 Rese's Pieces Hershey's Kisses 03/24/2020 Leave - INCONUS 03/01/2020 04/05/2020 Approver/Deny Absence Request Pending Reses's Pieces 1234567 Rese's Pieces Hershey's Kisses 03/24/2020 Leave - INCONUS 03/01/12/200 03/01/9/2020 Approver/Deny					
	Absence Request Pending Kit Kat 2222222 Kit Kat Hershey's Kisses 03/24/2020 Leave - INCONUS 03/24/2020 03/27/2020 Approve/Deny					

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

Step	Action					
6	The Absence Request page will display. Review all the information prov	ided in				
	the absence request.					
	• If approving the absence request, click Approve .					
	• If denving the request click Denv Comments are required when denv	ino a				
	chargeable absence request	ing u				
	enargeable absence request.					
	NOTE: If the member attached documentation in support of the absence	request.				
	this documentation may be viewed by selecting View Attachment under	Request				
	Documents	riequest				
	Absence Request					
	Reese's Pieces					
	PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made	on the Non-				
	Chargeable Leave request page					
	Select this guide for step-by-step instructions.					
	http://www.dcms.uscq.mil/Portals/10/CG-1/PPC/quides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf					
	Request Details					
	Begin Date: 03/17/2020 City: Topeka					
	End Date: 03/19/2020 State: KS					
	accompanying?:					
	Get Details					
	Request Information					
	# of Dave Abcont: 2					
	To Days Absent. 3					
	Request Documents					
	Request Approvers					
	Approver: 9876543 Hershey's Kisses					
	Comment:					
	Approve Deny					
	Absence Request Approval					
	Request status:rending WiewHide Comments					
	Pending					
	Hershey's Kisses					
	Initial Approve Action Request					
	Comments					
	Reese's Pieces at 03/24/20 - 11:19 AM					
	999-888-7777					

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



Command/SPO: Deny a Previously Approved Chargeable Absence Request

Introduction	This section provides the procedures for a Command User/SPO to deny a previously approved chargeable absence request in DA.
Important Information	This section only applies to 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 chargeable absence request.

Procedures See below.



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

Procedures, continued

Step	Action		
3	Select the Requests I am Approver For radio button and change the Transaction		
	Status to Approved. Click Populate Grid.		
	View My Absence Requests		
	Hershey's Kisses		
	 'My Submitted Requests' allows member to bring up only their Absence Requests. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them. 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 and Transaction Status, and what was entered in the Submission From/Submission To Dates. 		
	O My Submitted Requests I am Approver For O All Requests		
	Transaction Status: Approved		
	Submission From Date:		
	Submission To Date: Populate Grid Refresh		
4	If there are a large number of absence requests in an approved status, either scroll through the list to locate the appropriate request OR click the Find link on the grid at the top of the search results. Enter the member's EMPLID in the find field and click OK . This will bring the member's absence requests to the top of the search results.		
	Personalize Find View 100 2 5 First 4 1-20 of 146 🕑 Last		
	Begin Date End Date Process Date View Details		
	direct-access.us needs some information		
	Script Prompt: OK		
	Enter search string:		
	1234567		
5	Locate the appropriate absence request and click View Details. Transaction Name Status Member Member's Emplid Submitted By Approver Submission Date Absence Type Begin Date End Date Process Date View Details Absence Request Approved Reese's Pieces 1234567 Reese's Pieces Hershey's Kisses 03/15/2020 Leave -INCONUS 03/17/2020 03/19/2020 View Details		

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

Procedures, continued

			Action		
	The previously approved chargeable absence request will display. Enter				
	Comments ex	plaining the reason for	or denial. Click Den	y .	
	Absence Request	t			
	Reese's Pieces				
	PLEASE NOTE: Us Chargeable Leave	e this page for standard leave re request page	quests, any Non-Chargeable Le	ave requests should be made on the Non-	
	Select this guide for http://www.dcms.uso	step-by-step instructions. cg.mil/Portals/10/CG-1/PPC/guides	/GP/SPO/Absences/AbsenceReq	uestProceduralGuide.pdf	
	Request Details				
	Type of Absence: Begin Date: End Date: DPNs accompanying?:	Leave - INCONUS 03/17/2020 03/19/2020 NO	Country: City: State: Zip Code:	USA Topeka KS 66619	
	Get Details				
	Request Informat	tion			
	# of Days Absent:	3			
	Leave Balance:	12			
Request Documents					
Request Approvers					
	Approver:	9876543	Hershey's Kisses		
	Comment: Approve	Due to recent events, all travel to Deny	Topeka, KS is prohibited until furth	ner notice.	
	Absence Req	uest Approval			
	Reques	t Status:Approved	View/Hide Comme	nts	
	One Approval Leve	I			
	Approved Hershey's Initial Appr 03/24/20 -	S Kisses ove Action Request 11:53 AM			
	 Comme 	nts			
	Reese's 999-888-	Pieces at 03/24/20 - 11:19 /	AM		

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

Step	Action
7	The absence request status will update to Denied .
	Absence Request Approval
	Request Status Denied Oriew/Hide Comments
	One Approval Level
	Approved ✓ Hershey's Kisses Initial Approve Action Request 03/24/20 - 11:53 AM
	Comments
	Hershey's Kisses at 03/24/20 - 1:39 PM Due to recent events, all travel to Topeka, KS is prohibited until further notice.
	Reese's Pieces at 03/24/20 - 11:19 AM 999-888-7777
8	Email notification will be sent to the member notifying them that their previously
-	approved absence request has been denied.
	Tue 3/24/2020 12:39 PM
	DoNotReply_HCPRE@direct-access.us
	[Non-DoD Source] Absence Request Denied
	To Reese's Pieces
	Your previously approved absence request for Leave - INCONUS has been denied.
	To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.

Introduction	This section provides the procedures for a SPO to correct or delete a chargeable absence request that has processed through payroll in DA.
Important Information	Once the leave has processed to payroll, ONLY the SPO can use the leave correction action request to correct or delete a chargeable absence request.
	 The member will notify the commanding officer or designee that an approved 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	Acti	on
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	

Procedures, continued

Step	Action	-
3	Enter the following information:	
	• The member's EMPLID	
	• Begin Date On or After	
	• End Date On or After	
	• Request Status (use the drop-down to select Approved)	
	Click View Results.	l -
	CG_GP_ABSENCE_REQUEST - Listing of Absence Requests	
	EMPLID 1234567	
	Reports To Q	
	Begin Date On or After 03/01/2020	
	End Date On or Before 03/31/2020	
	Request Status Approved	
	SPO	
	View Results	
		l.
4	Approved absence requests matching the parameters set in step 2 wil	l be listed. If
	there are no results or the request does not have a process date; the re	quest hasn't
	processed through payroll and can be corrected or withdrawn using the	he Edit or
	Withdraw a Chargeable Absence Request guide.	
	Ver Al Seg Last Pint Roman Rame Roman Rame Roman Roma	First 1-2 of 2 Last issier Grade Requester Requester Dispartment Date Date BASE CLEW
	1 1111 1111 Piecki Reservit 323657/EB AD 360 (PB) Adjoined Iscoluty 2008450 16 24 9 187554 Assess Heinheirs E7 AD Sign (PB) 1224657 Piecki Reservit 323657 BASE CLUS Sign (PB) 1224657 Piecki Reservit 323657 BASE CLUS Sign (PB) 1234567 Piecki Reservit 323657 Piecki	s E6 AD SPO (PS) 03/21/20/20 's E6 AD BASE CLEV SPO (PS) 03/21/20/20
	Request Process Date	
	Status	
	Approved 03/21/2020	
	Approved 03/21/2020	

Procedures, continued

Step		Action
5	Remaining in the Workcenter, select A	pproved Absence Corrections from the
	Links drop-down.	7
	C 🕺	
	✓ Links	
	Payroll Requests 🗸 🗸	
	Advance Liquidation Schedule	
	Advance Pay	
	Approved Absence Corrections	
	Assignment Incentive Pay	
	Assignment Pay Request	
	Balance Adjustment	
	Cadet COMRATS	
	Cadet ICA	
	Career Sea Pay on TDY	
	Career Sea Pay Premium	
	Career Sea Time	
	Career Sea Time Override	
	Civilian Clothing Allowance	
	Combat Tax Exclusion	
	Diving Duty Pay	
	EBDL Completion	

Procedures, continued

Step		Action	
6	Enter the member's Empl ID and click Add .		
	Add Action Request		
	Add Action Request		
	Add a New Value		
	*Empl ID 1234567 Q		
	Empl Record 0 Q		
	Add		
7	The Submit Leave Correction action p absence request, continue to Step 8. T	age will display. To correct the chargeable 'o delete the 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 pen	ding, denied, or withdrawn leave, please use the absence request or	
	orders component.		
	 Enter the begin date of the leave to be corrected. To cancel/void the leave, choose YES in the Cancel d If adjusting the leave dates, enter a new leave begin of adjustments, both dates must be filled in. Click submit. The request will be routed to a supervisor 	ropdown. Otherwise, choose NO. late and new leave end date. For voids, these dates must be blank. For or 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		

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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		
	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.		
	 Enter the begin date of the leave to be corrected. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 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. Click submit. The request will be routed to a supervisor for approval. 		
	Request Details		
	Begin Date: 03/13/2020 図 Cancel: NO New Begin Date: 03/14/2020 図 New End Date: 03/14/2020 図		
	Get Details		
	Request Information		
	Current End Date: 03/13/2020		
	Type of Absence: Leave - INCONUS		
	Status: Approved		
	Comment: Member unable to execute leave as originally planned. Member to take leave on the 14th instead.		
	Submit Resubmit Withdraw		

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.
	 Enter the begin date of the leave to be corrected. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 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. Click submit. The request will be routed to a supervisor for approval.
	Request Details
	Begin Date: 03/13/2020
	Cancel: YES V
	New End Date:
	Get Details
	Request Information
	Current End Date: 03/13/2020
	Type of Absence: Leave - INCONUS
	Status: Approved
	Comment: Member unable to execute leave.
	Submit Resubmit Withdraw

Proxy: Submit a Chargeable Absence Request

Introduction	This section provides the procedures for a proxy to submit a chargeable absence request on the member's behalf in DA.	
Discussion	In most cases, absence requests will be submitted by a Proxy because the member is unable due to lack of access to the system, the approving authority is not in the system, or the approving authority is unable to approve in an appropriate time frame. 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 Absence Request option, the proxy must have the CGHRS or CGFIELDADM.	
Important Information	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.	

Procedures See below.



Proxy: Submit a Chargeable Absence Request, Continued

р	<i>I</i>	Action
	Scroll through the Links drop-down and Request option.	d select the Proxy – Submit Absence
	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 Chargeable Absence Request, Continued

Procedures, continued

Step		Action							
3	Enter the member's Empl ID and click Add .								
	Add Action Request								
	Add a New Value								
	*Empl ID 1234567 Q								
	Empl Record 0 Q								
	Add								
4	The Submit Absence Request page v absence request (i.e. chargeable vs n Submit Absence Request	will display. Ensure it is the appropriate type of non-chargeable).							
	DI EASE NOTE: Use this page for standard leave reque	ests any Non Chargophia Leave requests should be made on the Non							
	Chargeable Leave request page	esis, any won-chargeable Leave requests should be made on the won-							
	Select this guide for step-by-step instructions. http://www.dcms.uscq.mil/Portals/10/CG-1/PPC/quides/GF Request Details	P/SPO/Absences/AbsenceRequestProceduralGuide.pdf							
	Type of Absence:	Country:							
	Begin Date:	City:							
	DPNs	State:							
	accompanying?:	Zip Code:							
	Get Details								
	Request Information								
	# of Days Absent: Leave Balance:								
	Request Documents								
	Add Attachment								
	Request Approvers								
	Approver:	Q							
	Comment:								
	Submit Resubmit Withdraw								

Proxy: Submit a Chargeable Absence Request, Continued

Procedures, continued

Step	Action									
5	Complete the fo	ollowing informatio	n (all fiel	lds 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									
	 DPNs accompanying? – Using the drop-down, indicate whether dependents will be accompanying the member on leave 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 wil	l be taken					
	• Zip Code – E	Enter the zip code w	here leav	e will be taken						
	-	±								
	Click Get Deta	ils.								
	Request Details									
	Type of Absence:	Leave - INCONUS	\sim	Country:	USA Q					
	Begin Date:	04/07/2020		City:	Cleveland					
	End Date:	04/10/2020		State:	ОН					
	DPNs accompanying?	YES	\sim	Zip Code:	44101					
	accompanying : .									
	Get Details									
6	The Request In	formation section w	vill nonul	ate with the # o	f Days Absent and the					
Ū	member's curre	ent Leave Balance.	in popul		Duys Hostin and the					
	Request Details									
	Type of Absence:	Leave - INCONUS	~	Country:	USA					
	Begin Date:	04/07/2020		City:	Cleveland					
	End Date:	04/10/2020		State:	ОН					
	DPNs	YES	\sim	Zip Code:	44101					
	accompanying?:			·						
	Get Details									
	Oct Details									
	Request Informa	tion								
	# of Days Absent:	4								
	Leave Balance:	12								

Proxy: Submit a Chargeable Absence Request, Continued

Procedures, continued

Step	Action
7	The Request Documents section allows attachments to be added to the request (such as the CG-2519). If documents are to be added, click Add Attachment. If no documents need to be attached, skip to Step 9. Request Documents Add Attachment
8	When the File Attachment search box opens, select Browse to locate the document to be attached. Once located, select Upload . Repeat Steps 6 & 7 to attach any additional documents. File Attachment F:\Example\Leave Document.doc Browse Upload Cancel
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. Request Documents Description I Leave Document.doc View Attachment

Proxy: Submit a Chargeable Absence Request, Continued

Step	Action										
10	Enter the Approver's EMPLID. Comments are required . Enter a phone number where the member can be reached while on leave. If leave is going to be taken away from home, enter the street address of the leave site. Click Submit .										
	NOTE: The approver must be the final approving authority for the absence request. Ensure the approver is not absent and is able to approve the request.										
	Approver: 9876543 Q Hershey's Kisses										
	Comment: 999-888-7777										
	Submit Resubmit Withdraw										
11	The chargeable absence request will now be in a Pending status. Absence Request Approval										
	 Request Status: Pending One Approval Level Pending Hershey's Kisses Initial Approve Action Request Comments Reese's Pieces at 03/24/20 - 3:40 PM 999-888-7777 										
12	Email notification will be sent to the member stating an absence request has been routed for approval. Tue 3/24/2020 2:40 PM DoNotReply_HCPRE@direct-access.us [Non-DoD Source] Absence Request Routed for Approval To Reese's Pieces										
	Your absence request for Leave - INCONUS has been routed for approval. Note: If these dates should change, it is your responsibility to notify the appropriate people. To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.										

Proxy: Edit or Withdraw a Chargeable Absence Request

Introduction	This section provides the procedures for a proxy to edit or withdraw a chargeable absence request on the member's behalf in DA.
Important Information	 Chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) MUST be withdrawn and resubmitted to a new AO. Chargeable absence requests in an Approved or Terminated status may NOT be edited or withdrawn.

Procedures See below.



Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

Step	Action										
3	The View My Absence Requests page will display with the following defaults:							g defaults:			
	My Submitted Requests radio button is selected, and the Transaction Status is										
	Pending and click Populate Grid . A list of all pending chargeable absence										
	requests will be displayed based on the defaults.										
	View My Absence Requests										
	DUNPHEY, CLAIRE 1. 'My Submitted Requests' allows member to bring up only their Absence Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them. 4. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 5. Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission To Dates										
	My Submitted Re	quests		◯ Req	uests I am A	pprover For	∩ A	II Requests			
	Transaction Status:	<u></u>	Pendina			3					
	Submission From Date	- [l chicing								
	Submission To Date:	(Desidete Orid		Defeet		
	Submission to Date:						Populate Grid		Refresh		
	■ Q										
	Transaction Name	Status	Member		Member's L	ast Name	Member's Emplid	Member's Deptid	Submitted By		
	Absence Request Pending		DUNPHEY, O	CLAIRE	DUNPHEY		1234567 002367		DUNPHEY, CLAIRE		
	Approver	Subm	ission Date	Abse	nce Type	Begin Date	e End Date	Process Date	View Details		
	MITCHELL PRITCHET	T 07/27	/2023	Leave	- INCONUS	07/25/2023	07/25/2023		View Details		
4	A list of pending chargeable absence requests will display. Locate the appropriate request and click View Details. Transaction Name Status Member's Emplid Submitted By Approver Submitsion Date Absence Type Begin Date End Date Process Date View Details Absence Request Pending Rese's Pieces 1234567 Kit Kat Bar Hershey's Kisses 03/24/2020 Leave - INCONUS 04/07/2020 04/10/2020 View Details										
	NOTE: The status of an absence reques just viewed.						determine Editab	if it can be	updated or Only		
		Pe	nding					Editable			
		D	enied					Editable			
		Ap	proved				ľ	View Only			
		Terr	ninated					View Only			
						·					

Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

)	Action									
	The selected absence request page will display. To edit the request, continue to Step 6.									
	To withdraw	v the request, ski	p to Step 7							
	NOTE: As a Proxy, you can only withdraw the request if YOU entered the									
	request. If the	e request was en	tered by t	he member	only the member	or SPO				
	Supervisor ca	an withdraw it.			<i>.</i>					
	Absence Reques	t								
	Reese's Pieces									
	PLEASE NOTE: US	se this page for standard le	ave requests, an	v Non-Chargeable I	eave requests should be ma	de on the Non-				
	Chargeable Leave	request page		,						
	Select this guide for	step-by-step instructions.	auidae/CD/SDO/A	haanaaa/AhaanaaRa	guestBreeduralQuide.pdf					
	Request Details	cq.mil/Portais/10/CG-1/PPC/	guides/GP/SPO/A	DSences/AbsenceRe	questProceduralGuide.pui					
	Type of Absence:	Leave - INCONUS	~	Country:	USA					
	Begin Date:	04/07/2020		City:	Cleveland					
	End Date:	04/10/2020		State:	OH					
	DPNs	YES	~	Zip Code:	44101					
	accompanying?:									
	Got Dotails									
	Get Details									
	Request Informa	tion								
	# of Days Absent	: 4								
	Leave Balance	: 12								
	Request Docu	ments								
	Request Approvers									
	Approver. s	1070043	Heis	neys Kisses						
	Comment:									
	Submit	withdraw								
	Submit Resubmit Withdraw									
	Absence Request Approval									
	Reques	t Status:Pending	(View/Hide Comm	ents					
	One Approval Leve	1								
	Pending									
	Pending Hershey's	Kisses								
	Pending Bending Hershey's Initial Appr	Kisses ove Action Request								
	Pending Hershey's Initial Appr	Kisses ove Action Request								
	Pending C Hershey's Initial Appr Comme Reese's I	Kisses ove Action Request nts Pieces at 03/24/20 - 3:4	10 PM							

Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

				Action					
To Edit the chargeable absence request: Changes may be made to:									
	• Type of	Absence		Country					
	• Begin Da	ate		• City					
	• End Dat	e		• State					
	• DPNs ac	companying?		• Zip Code					
	Comments The updated NOTE: If a withdrawn a	are required. Of the formation of the fo	Once all ch forwardec is require with the n	hanges have l for approva ed, the charge ew approver.	been made, clic 1. eable absence r	ck Resubm equest MU			
	Absence Reque	st							
	Neese s rieces PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf								
	Type of Absonce		~	Country	USA				
	Begin Date:	04/08/2020	•	Country:	Cleveland				
	End Date:	04/10/2020		State:	OH				
	DPNs	YES	~	Zin Code:	44101				
	Request Information # of Days Absent: 3 Leave Balance: 12								
	Request Documents								
	Request Approv	vers							
	Approver:	9876543	Hers	shey's Kisses					
	Comment: Reduced leave to 3 days vice 4. 999-888-7777								
	Submit	Resubmit Withdraw							
	Absence Request Approval								
	Reques	st Status:Pending		View/Hide Comme	nts				
	One Approval Leve	el							
	Pending Hershey's Initial App	s Kisses prove Action Request							
1	Comme	ents							
1	Reese's	Pieces at 03/24/20 - 3:4	0 PM						

Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

To Withdra		Ac	ction								
To Withdraw a chargeable absence request, enter Comments as appropriat click Withdraw .											
Absence Request											
Reese's Pieces											
PLEASE NOTE: U Chargeable Leave	lse this page for standard lea e request page	ave requests, an	y Non-Chargeable I	Leave requests should be made							
Select this guide for http://www.dcms.u	or step-by-step instructions. scg.mil/Portals/10/CG-1/PPC/	quides/GP/SPO/A	bsences/AbsenceRe	equestProceduralGuide.pdf							
Request Details			0	LICA							
Type of Absence	04/07/2020 3	~	Country:	Cloveland							
End Date:	04/10/2020		City:	OH							
DPNs	YES	~	State:	44101							
accompanying?:			Zip Code:	44101							
Request Documents Request Approvers											
Request Appro		Hers	hey's Kisses								
Approver:	9876543			Comment: Approver 9876543 is unavailable. Request is being withdrawn and resubmitted to another approver.							
Approver: Comment:	Approver 9876543 is unava	ailable. Request	is being withdrawn a	and resubmitted to another approv							
Approver: Comment: Submit R Absence Re	9876543 Approver 9876543 is unava Resubmit Withdraw Quest Approval	ailable. Request	is being withdrawn a	and resubmitted to another approv							
Approver: Comment: Submit R Absence Re	Approver 9876543 is unave Approver 9876543 is unave tesubmit Withdraw quest Approval st Status:Pending	ailable. Request	s being withdrawn a [⊕] View/Hide Comm	and resubmitted to another approv							
Approver: Comment: Submit R Absence Ret One Approval Leve	9876543 Approver 9876543 is unava Resubmit Withdraw quest Approval st Status:Pending el	ailable. Request	is being withdrawn a ∰View/Hide Comm	and resubmitted to another approv							
Approver: Comment: Submit R Absence Re: One Approval Leve Pending	9876543 Approver 9876543 is unavi Resubmit Withdraw Quest Approval st Status:Pending el	ailable. Request	is being withdrawn a ∰View/Hide Comm	and resubmitted to another approv							
Approver: Comment: Submit R Absence Re Reques: One Approval Leve Pending Mershey's Initial App	9876543 Approver 9876543 is unavailable Approver 9876543 is unavailable Withdraw Quest Approval st Status:Pending el s Kisses prove Action Request	ailable. Request	is being withdrawn a	and resubmitted to another approv							
Approver: Comment: Submit R Absence Re Request One Approval Leve Pending Pending Mersheyt Initial App	9876543 Approver 9876543 is unav: Resubmit Withdraw quest Approval st Status:Pending el s Kisses prove Action Request ants	ailable. Request	is being withdrawn a	ents							

Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Step	Action							
8	When withdrawing a request, 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.							
9	The absence request status will update with a Terminated status and an email will be sent to the approver indicating the absence request has been withdrawn. Absence Request Approval							
	Request Status: Terminated Second Status: Terminated							
	One Approval Level							
	Terminated Hershey's Kisses Initial Approve Action Request 03/24/20 - 3:56 PM							
	Comments							
	Reese's Pieces at 03/24/20 - 3:54 PM Approver 9876543 is unavailable. Request is being withdrawn and resubmitted to another approver.							
	Comment History							
	Kit Kat Bar at 03/24/20 - 3:54 PM View History							

Chargeable Absence Request Statuses

Introduction This chart explains the absence request statuses, provides a brief description of the request, who the user is, and the details about what the user can and cannot do with the absence request when in a specific status.

Information See below.

Status	Description	User	In this Status, the user
		Requester	• <u>CAN change</u> details and then resubmit. The original request will
			be Terminated, and a new request
	Has been submitted		will be submitted with the changes.
Pending	by requester but not		• <u>CAN withdraw</u> the request and will
	approved		be set to Terminated .
		Approver	• <u>CAN change</u> details and approve.
			The request status changes to
			Approved.
			• <u>CAN deny</u> the request and status
			changes to Denied .
		Requester	<u>CAN view the details, comments and</u>
T • • 1	TT 1 1.1 1		approver, but <u>CANNOT</u> make any
Terminated	Has been withdrawn		changes.
	by requester	Approver	<u>CAN view</u> the details, comments and
			approver, but <u>CANNOT</u> make any
			changes.
	Has been approved	Requester	<u>CAN view</u> the details, comments and
	by the approver but		approver but <u>CANNOT</u> make any
	not processed		changes.
Approved		Approver	<u>CAN change</u> the details and approve.
			Status changed to Approved .
	Has been through a	Requester	<u>CANNOT</u> make any changes.
	Payroll Process		If changes are necessary, the SPO will
			need to make changes.
		Requester	CAN change details and then resubmit.
			The original request will be
	A pending request		Terminated and a new Pending
Denied	has been denied by		request will be submitted with the
	the approver		changes.
		Approver	CAN view 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 See below.

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

Absence	Request	Report
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Introdu	ction	This section provides procedures for running the Absence Request Listing report for monitoring all absence requests in DA.
Informa	ation	Users must have one of the following roles to access this report: CGSSCMD CGFIELDADM CGHRS CGHRSUP CGHRSUP CGHRSIC CGHRSICSUP CGGWIS This report will detail all of the following requests results: A specific member All members assigned to the sub-department All members assigned to the department and its sub-departments All members serviced by the SPO department All requests can be run for these specified statuses: All Statuses Pending Approved Denied Withdrawn This report can be run for all statuses and for a specified period of time.
Procedu	ıres	See below.
Step	<u> </u>	Action
	On the M tile.	Ary Homepage main screen click on the AD/RSV Payroll Workcenter

•0•

Procedures, continued

Step	Acti	on
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	

Procedures, continued

Step							Action				
3	Th	e CG	_GP_AI	BSENCE	E_REQU	JEST	⁻ Listing	of Absence R	lequests pa	ige v	will
	dis	play.	Enter the	he searcl	h criteria	a as a	ppropriate	:			
	•		PLID - T	Γo pull ι	ip the m	embe	er only				
	•	Dep	artment	t - To pu	ll up all	men	bers assig	ned to the sub	o-departme	ent	
	•	Rep	orts To	- To pul	l up all i	nem	bers in the	department a	nd sub-dep	bartr	nent
	•	Begi	Dete O	Un or A n on Poi	foro E	egin	date range	to narrow the	e search		
	• End Date On or Before - End date range to narrow the search • Request Status - To pull up only members in a certain status (pending										
		appr	oved. de	enied. wi	thdrawn	onry 1. or a	all statuses	s)	atus (penu	mg,	
	•	SPO) - To pu	ll up all	member	rs ser	viced by t	hat SPO			
			1	1			5				
	Cli	ick Vi	iew Res	ults.							
	C	G_GF	P_ABSE	NCE_R	EQUES	T-L	isting of /	Absence Req	uests		
	—										
			EM	PLID 123	4567						
			Depart	ment		_Q					
			Repor	ts To		Q					
	В	egin D	ate On or	After 03/0	01/2020	31					
	E	nd Dat	e On or B	efore 05/3	31/2020	31					
		F	Request S	tatus All	Statuses			~			
				SPO							
		View R	lesults								
4	Th	e rest	ılts will	display.	The rer	ort r	nav be dov	wnloaded to v	arious forr	nats	for
	SOI	ting/1	filtering	as neces	sary. H	eade	r names ar	nd description	s are broke	en do	own and
	ext	plaine	ed in thre	ee sectio	ns - see	Step	s 4-6.	-			
	D	ownloa	ad results	in : Exce	el SpreadS	Sheet	CSV Text	File XML File	(11 kb)		
	Vie	w All									
		Seq	Last	First		Dank	Component	Department	Request		
		Nbr	Name	Name	LMFLID	Natik	component	Department	Status		
	1	2	Pieces	Reese's	1234567	E6	AD	BASE CLEV SPO (PS)	Denied	Sic	
	2	1	Pieces	Reese's	1234567	E6	AD	BASE CLEV SPO (PS)	Approved	Si	
								BASE CLEV		l e	

Procedures, continued

Step		Action								
5	Section 1	:								
	• Seq N	br - Trar	nsaction	identifier ne	eded if the	e request nee	ds to be r	eassigned to,		
	approv	ved by, o	r denied	by a user of	her than to	whom it wa	as original	lly routed		
	• Last I	Name - N	lember'	s last name						
	• First]	Name - N	Aember ³	's first name						
	• EMPLID - Member's employee ID									
	• Rank	- Membe	er's rank	/paygrade						
	• Comp	onent - (CG com	ponent of th	e member					
	• Depai	rtment -	Member	's departme	nt name					
	• Requ	est Statu	s - Curre	ent status of	the absenc	e request				
	• Descr	- Type o	f absence	e requested		-				
	• Subm	ission Da	ate - Da	te the reques	t was subr	nitted				
	Seq Las Nbr Nam	t First e Name	EMPLID	Rank Component	t Departmen	t Request Status	Descr	Submission Date		
	2 Pieces	s Reese's	1234567	E6 AD	BASE CLEV SPO (PS)	Denied	Sick Leave	2020-03-24		
	1 Pieces	s Reese's	1234567	E6 AD	BASE CLEV SPO (PS)	Approved	Sick Leave	2020-03-24		
6	Section 2	:								
	• Begin	_Date - l	Date the	absence beg	gan					
	• End_	Date - Da	ate the a	bsence ende	d					
	• Durat	tion(Day	s) - Nun	nber of days	the member	er was absen	ıt			
	• Appr	over EM	PLID -	Approver's	employee	ID				
	• Appr	over Las	t Name	- Approver'	s last name	e				
	• Appr	over Firs	st Name	- Approver ³	's first nam	ne				
	• Appr	over Ran	k - App	rover's rank						
	• Appr	over Con	nponen	t - CG comp	onent of th	ne approver				
	Begin_Date	End_Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component		
	2020-05- 18	2020-05- 31	14	9876543	Kisses	Hershey's	E6	AD		
	2020-04- 29	2020-05- 17	19	9876543	Kisses	Hershey's	E6	AD		
	2020-04-	2020-04-								

Sich				Action	1			
7	Section 3:							
	Approv	er Depart	ment - Dep	partment nar	ne th	e approver	is assigned to	
	• Request	ter EMPL	ID - Emplo	oyee ID of th	ie pei	rson that su	bmitted the re	equest
	Note: R on behal	lequester c	ould be the ember (SPC	e member or D/Admin)	the p	berson that s	submitted the	request
	Request	ter Last N	ame - Last	name of the	pers	on who sub	mitted the re-	quest
	• Request	ter First N	ame - Firs	t name of the	e per	son who su	bmitted the re	equest
	• Grade -	Rank/pay	grade of the	e person who	o sub	mitted the i	request	-
			0	1			-	
	Request	ter Compo	onent - CG	component	of th	e requester		
	Request Request	ter Compo ter Depart	o <mark>nent</mark> - CG t ment - De	component	of th me of	e requester f the person	that submitte	ed the
	Request Request request	ter Compo ter Depart	onent - CG tment - De	component partment na	of th me of	e requester f the person	that submitte	ed the
	 Request Request request Process 	t er Comp o t er Depart Date - Da	onent - CG tment - De te the absen	component partment nat	of th me of	e requester f the person ssed to pay	that submitte	ed the
	Request Request request Process Approver Department	ter Compo ter Depart Date - Da Requester EMPLID	tment - CG tment - De te the absen Requester Last Name	component partment nar nce request j Requester First Name	of th me of proce Grade	e requester f the person ssed to pay Requester Component	that submitte roll Requester Department	Process
	Request Request request Process Approver Department BASE CLEV SPO (PS)	ter Compo ter Depart Date - Da Requester EMPLID 1234567	te the absent Requester Last Name	component partment nar nce request j Requester First Name Reese's	of th me of proce Grade E6	e requester f the person ssed to pay Requester Component AD	that submitter roll Requester Department BASE CLEV SPO (PS)	ed the Process Date
	Request Request request Process Approver Department BASE CLEV SPO (PS) BASE CLEV SPO (PS)	ter Compo ter Depart Date - Da Requester EMPLID 1234567 1234567	te the abser Requester Last Name Pieces Pieces	component partment nar nce request j Requester First Name Reese's Reese's	of th me of proce Grade E6 E6	e requester f the person ssed to pay Requester Component AD AD	that submitter	ed the Process Date
	Request Request request Process Approver Department BASE CLEV SPO (PS)	ter Compo ter Depart Date - Da Requester EMPLID 1234567	te the abser Requester Last Name	component partment nar nce request j Requester First Name Reese's	of th me of proce Grade E6	e requester f the person ssed to pay Requester Component AD	that submitter roll Requester Department BASE CLEV SPO (PS)	ed