Chargeable Absence Requests

Overview

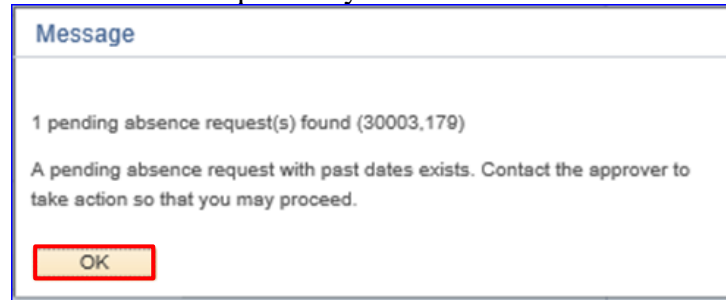|	
Introduction	This guide provides the procedures for creating, submitting, viewing, and processing **chargeable** absence requests by a member, a proxy, a command user, and the SPO in Direct Access (DA).

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.

Contents

Overview, Continued

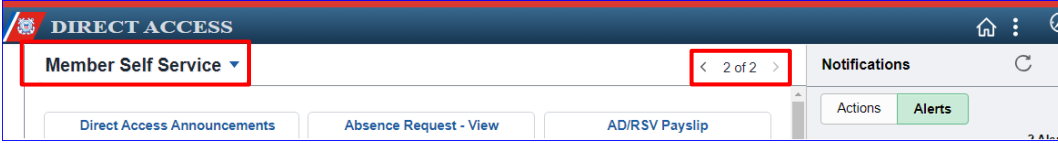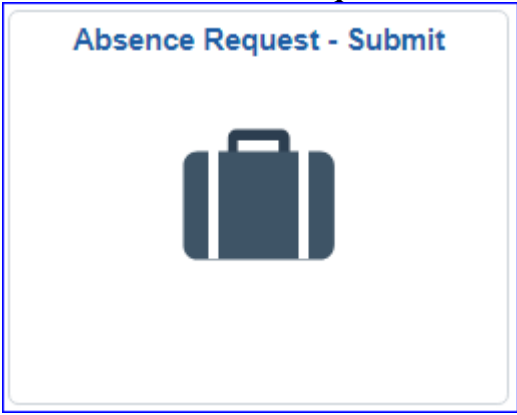|	
Types of Chargeable Leave	Leave – INCONUS Leave – OUTCONUS Terminal Leave – INCONUS Terminal Leave – OUTCONUS
Delegating Requests	When instances prevent the approving official from approving absence requests, a delegate can be assigned to approve or deny any requests forwarded to the original approver. 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.

Overview, Continued

Known Issue,
continued

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.

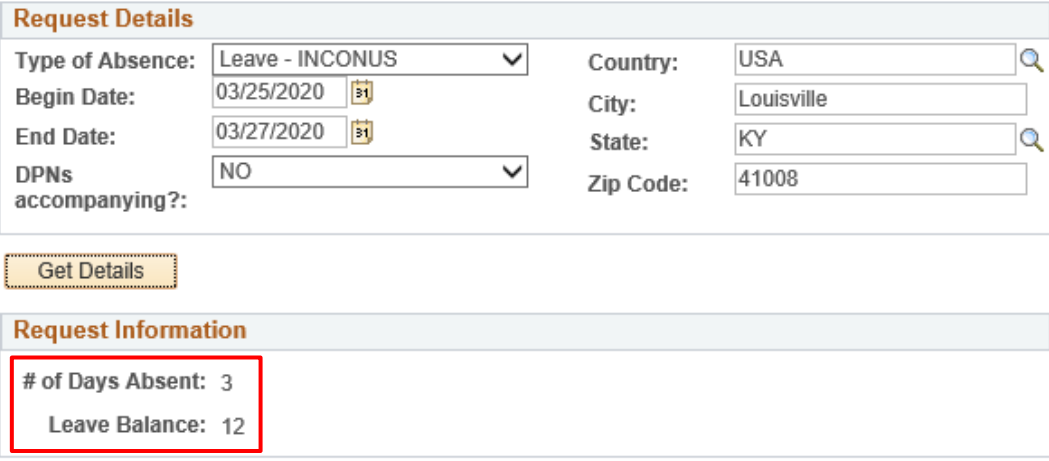| Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows.
2	Click on the **Absence Request-Submit** tile.

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 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 **Request Details** Type of Absence: Country: Begin Date: City: End Date: State: DPNs accompanying?: Zip Code: Get Details **Request Information** # of Days Absent: Leave Balance: ▸ Request Documents Add Attachment **Request Approvers** Approver: Comment: Submit Resubmit Withdraw

Member: Submit a Chargeable Absence Request, Continued

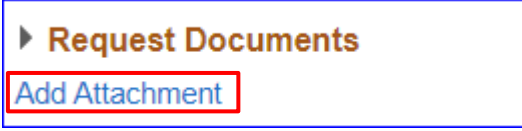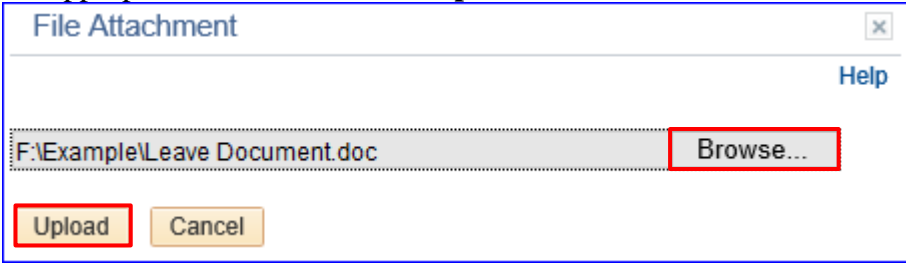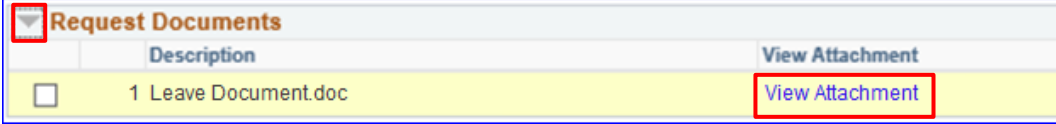Procedures,
continued

Step	Action
4	Complete the following information (all fields are required): • **Type of Absence** – Using the drop-down, select the appropriate type of absence • **Begin Date** – Enter the first full day of the absence • **End Date** – Enter the last full day of the absence • **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 will be taken • **Zip Code** – Enter the zip code where leave will be taken Click **Get Details**.
5	The Request Information section will populate with the **# of Days Absent** and the member's current **Leave Balance**.

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 the appropriate document. Click **Upload**. File Attachment ✕ Help F:\Example\Leave Document.doc Browse... Upload Cancel
8	To view the uploaded document, click the **arrow** in front of Request Documents and click **View Attachment**. The document will open in a new tab. ▾ Request Documents Description View Attachment ☐ 1 Leave Document.doc View Attachment

Member: Submit a Chargeable Absence Request, Continued

Procedures,
continued

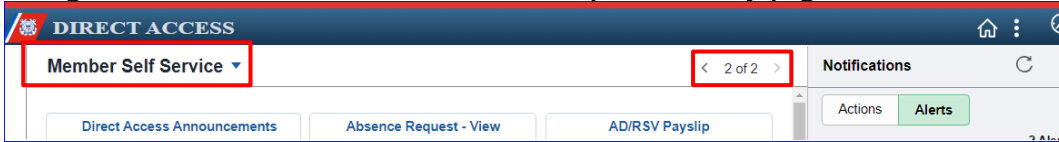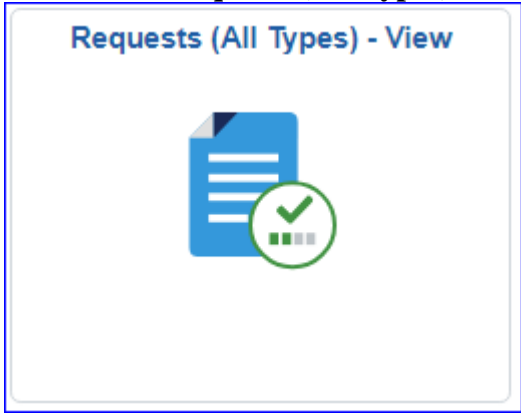| Step	Action
9	Enter the **Approver's** EMPLID. **Comments are required**. Enter a phone number where the member can be reached while on leave. If leave is going to be taken away from home, enter the street address of the leave site. Click **Submit**. **NOTE:** The approver must be the final approving authority for the absence request. Ensure the approver is not absent and is able to approve the request. **Request Details** Type of Absence: Leave - INCONUS Country: USA Begin Date: 03/25/2020 City: Louisville End Date: 03/27/2020 State: KY DPNs accompanying?: NO Zip Code: 41008 Get Details **Request Information** # of Days Absent: 3 Leave Balance: 12 ▶ **Request Documents** Add Attachment **Request Approvers** Approver: 9876543 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. OK

Member: Submit a Chargeable Absence Request, Continued

Procedures,
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 the **requester** and the **approver**. **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 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. 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.GBL-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.
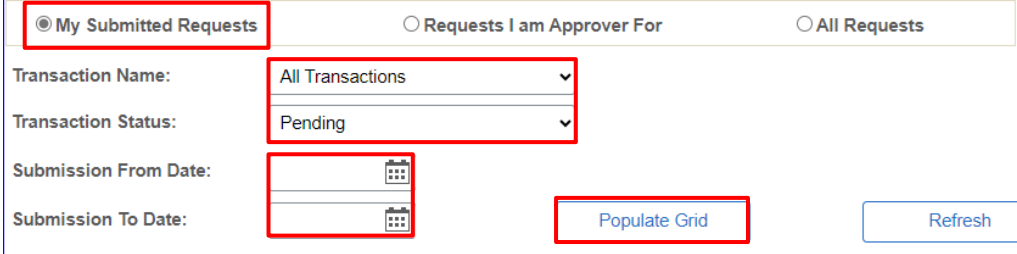

Procedures   See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows. DIRECT ACCESS Member Self Service ▾ ‹ 2 of 2 › Notifications Actions Alerts Direct Access Announcements Absence Request - View AD/RSV Payslip
2	Click on the **Requests (All Types) - View** tile. Requests (All Types) - View

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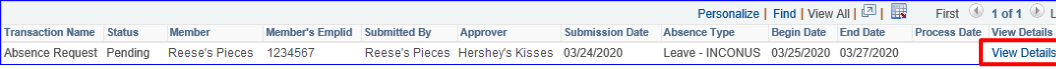
Procedures,
continued

Step	Action
3	The View My Absence Requests page will display. The **My Submitted Requests** radio button will be selected. Using the drop-down, change the **Transaction Status** to All Transactions. This will populate all absence requests, regardless of status. To view a specific Transaction Status, select one of the following from the drop-down: • **Approved –** Absence requests that have been approved. • **Denied –** Absence requests that have been denied. • **On Hold** – Do not use. • **Pending –** Absence requests that have been submitted but not approved/denied. • **Withdrawn –** Absence requests that were withdrawn by the member prior to approval (the status of the absence request will show as Terminated). The **Submission From/To Date** fields may be used to view absence requests for a specified date range. Click **Populate Grid**.

Member: View a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
4	Locate the appropriate request and click **View Details**. If the list shows a large number of absence requests, the grid allows for sorting by headers. Select a header and it will sort the list of requests by that header. 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 Kisses 03/24/2020 Leave - INCONUS 03/25/2020 03/27/2020 View Details **NOTE:** The status of an absence request will determine if it can be updated or just viewed (see the Edit or Withdraw a Chargeable Absence Request guide to correct or delete an absence request). <table><tr><th>Status</th><th>Editable or View Only</th></tr><tr><td>Pending</td><td>Editable</td></tr><tr><td>Denied</td><td>Editable</td></tr><tr><td>Approved</td><td>View Only</td></tr><tr><td>Terminated</td><td>View Only</td></tr></table>

Member: View a Chargeable Absence Request, Continued

Procedures,
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.

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.

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

Member: Edit or Withdraw a Chargeable Absence Request,
Continued

Procedures,
continued

Step	Action
3	The View My Absence Requests page will display. The **My Submitted Requests** radio button will be selected. Using the drop-down, change the **Transaction Status** to All Statuses (this will pull up all chargeable absence requests regardless of status). Click **Populate Grid**. 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. ◉ My Submitted Requests ○ Requests I am Approver For ○ All Requests Transaction Status: All Statuses Submission From Date: Submission To Date: Populate Grid Refresh
4	Locate the appropriate absence request from the list and click **View Details**. Personalize | Find | View All | 📷 | 📰 First ◄ 1 of 1 ► Last 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 Kisses / 03/24/2020 / Leave - INCONUS / 03/25/2020 / 03/27/2020 / / View Details **NOTE:** The status of an absence request will determine if it can be updated or just viewed. <table><tr><th>Status</th><th>Editable or View Only</th></tr><tr><td>Pending</td><td>Editable</td></tr><tr><td>Denied</td><td>Editable</td></tr><tr><td>Approved</td><td>View Only</td></tr><tr><td>Terminated</td><td>View Only</td></tr></table>

Continued on next page

Member: Edit or Withdraw a Chargeable Absence Request,
Continued

Procedures,
continued

Step	Action
5	The selected absence request page will display. To **edit** the request, continue to Step 6. To **withdraw** the request, skip to Step 7.

Member: Edit or Withdraw a Chargeable Absence Request,
Continued

Procedures,
continued

Step	Action
6	To **Edit**: Make changes to each of the fields as appropriate.

• **Type of Absence**	• **Country**
• **Begin Date**	• **City**
• **End Date**	• **State**
• **DPNs accompanying?**	• **Zip Code**

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

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

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Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
7	To **Withdraw** a chargeable absence request, enter **Comments** as appropriate and click **Withdraw**.

Member: Edit or Withdraw a Chargeable Absence Request,
Continued

Procedures, continued

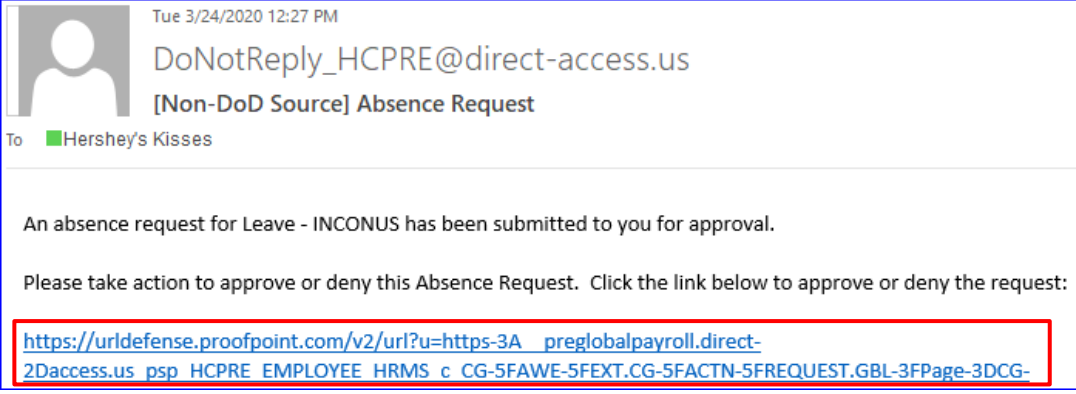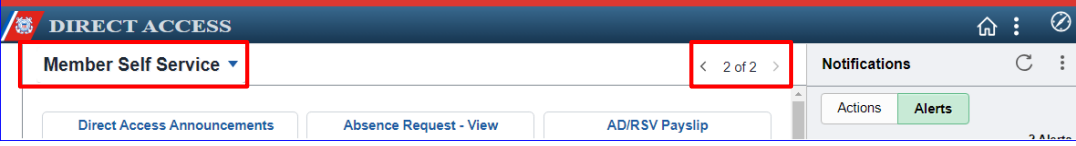| Step	Action
8	When withdrawing a request, a warning message will display. If you are sure you want to withdraw the request, click **OK**. Message Warning -- Are you sure you want to Withdraw the request? (30003,6) Withdrawing a request will cancel the request for approval and disable the transaction. 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 View/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.

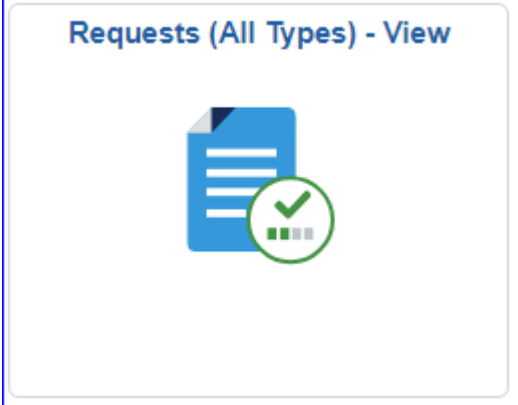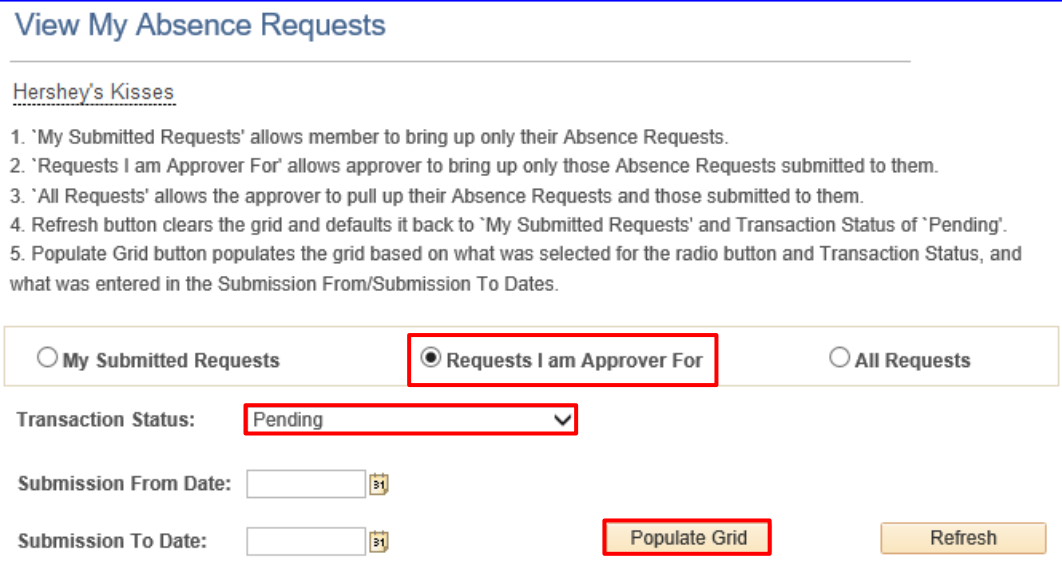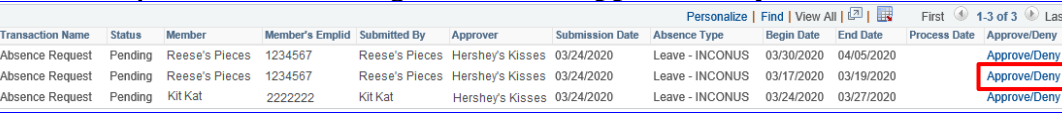|	

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 deny it:
	  – 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_AWE.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 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.GBL-3FPage-3DCG-
2	Navigate to **Member Self Service** via the drop-down or by page arrows. DIRECT ACCESS Member Self Service ▼ ‹ 2 of 2 › Notifications Actions Alerts Direct Access Announcements Absence Request - View AD/RSV Payslip

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 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 Requests ● Requests I am Approver For ○ 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**. Personalize | Find | View All | 🗗 | 🖩 First ◀ 1-3 of 3 ▶ Last 	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	Approve/Deny	 	Absence Request	Pending	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/30/2020	04/05/2020		Approve/Deny	 	Absence Request	Pending	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/17/2020	03/19/2020		Approve/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

Procedures,
continued

Step	Action
6	The Absence Request page will display. Review all the information provided in the absence request. • If approving the absence request, click **Approve**. • If denying the request, click **Deny**. **Comments** are required when denying a chargeable 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.

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

Procedures,
continued

Step	Action
7	The absence request status will update based on the action selected. **Approved:** **Denied:**

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.
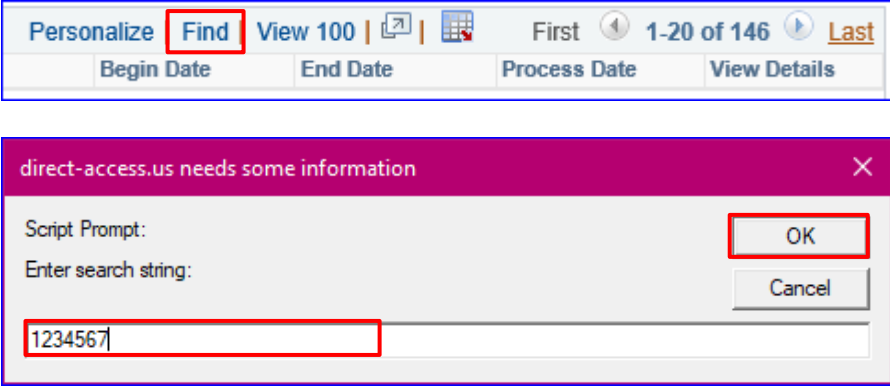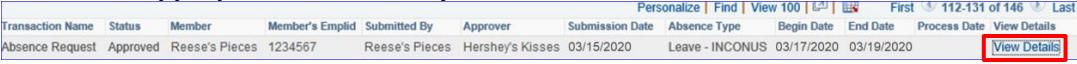
Procedures   See below.

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

Command/SPO: 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 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 Requests ● Requests I am Approver For ○ 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			First 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: Cancel 1234567
5	Locate the appropriate absence request and click **View Details**. Personalize	Find	View 100			First 112-131 of 146 Last 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

Continued on next page

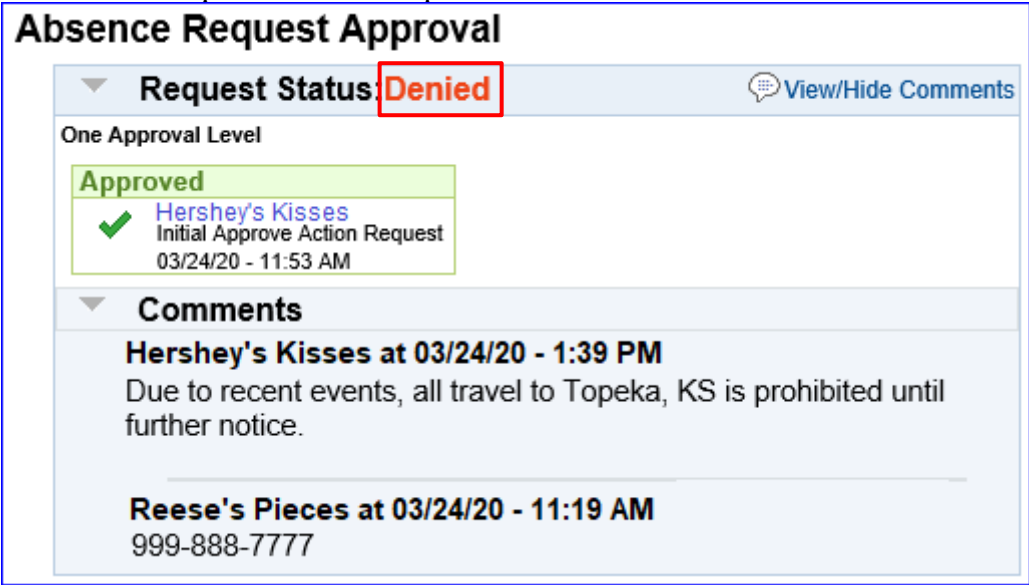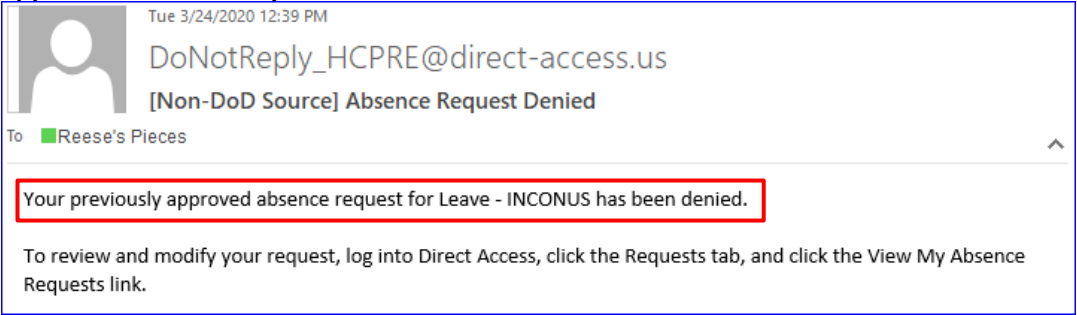# Command/SPO: Deny a Previously Approved Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
6	The previously approved chargeable absence request will display. Enter **Comments** explaining the reason for denial. Click **Deny**. **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/AbsenceRequestProceduralGuide.pdf **Request Details** Type of Absence: Leave - INCONUS Country: USA Begin Date: 03/17/2020 City: Topeka End Date: 03/19/2020 State: KS DPNs accompanying?: NO Zip Code: 66619 [Get Details] **Request Information** # of Days Absent: 3 Leave Balance: 12 ▸ **Request Documents** **Request Approvers** Approver: 9876543 Hershey's Kisses Comment: Due to recent events, all travel to Topeka, KS is prohibited until further notice. [Approve] [Deny] **Absence Request Approval** ▾ **Request Status: Approved** View/Hide Comments One Approval Level **Approved** ✔ Hershey's Kisses Initial Approve Action Request 03/24/20 - 11:53 AM ▾ **Comments** **Reese's Pieces at 03/24/20 - 11:19 AM** 999-888-7777

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

Procedures,
continued

Step	Action
7	The absence request status will update to **Denied**. **Absence Request Approval** Request Status: Denied View/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.

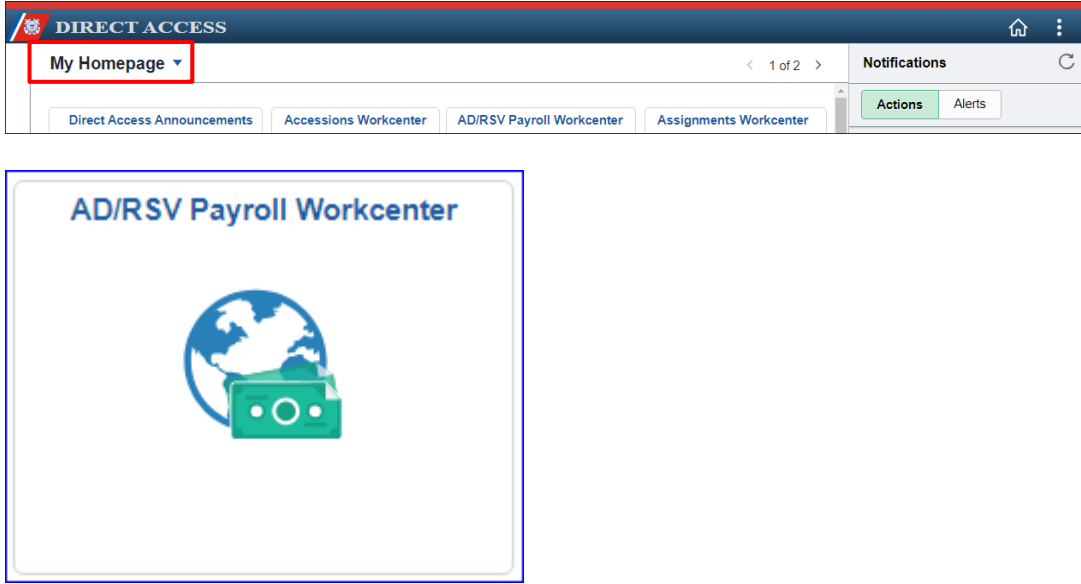# SPO: Correct/Delete a Processed Chargeable Absence Request

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

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

Procedures,
continued

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

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

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**. **CG_GP_ABSENCE_REQUEST - Listing of Absence Requests** EMPLID 1234567 Department Reports To Begin Date On or After 03/01/2020 End Date On or Before 03/31/2020 Request Status Approved SPO View Results
4	Approved absence requests matching the parameters set in step 2 will be listed. If there are no results or the request does not have a process date; the request hasn't processed through payroll and can be corrected or withdrawn using the Edit or Withdraw a Chargeable Absence Request guide. **Request Status** Approved Approved **Process Date** 03/21/2020 03/21/2020

Continued on next page

SPO: Correct/Delete a Processed Chargeable Absence Request, Continued
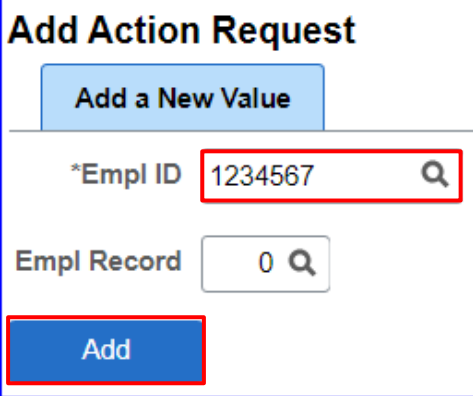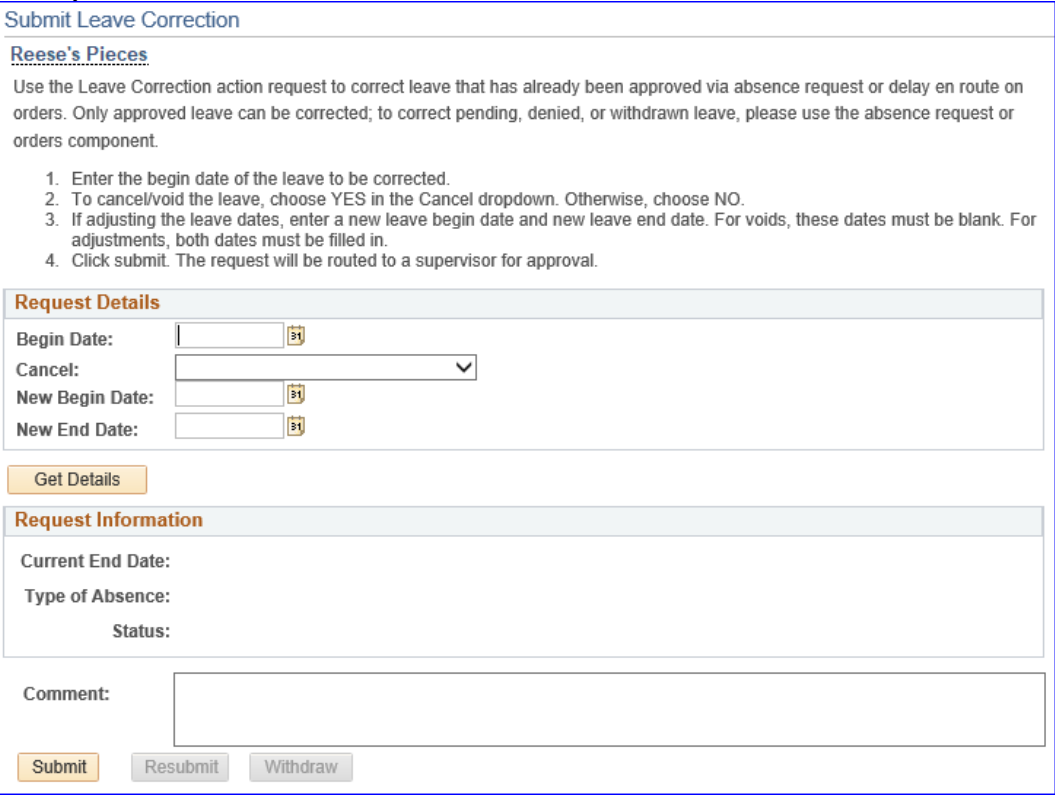
Procedures,
continued

Step	Action
5	Remaining in the Workcenter, select **Approved Absence Corrections** from the **Links** drop-down.

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

Procedures, continued

Step	Action
6	Enter the member's **Empl ID** and click **Add**.
7	The Submit Leave Correction action page will display. To **correct** the chargeable absence request, continue to Step 8. To **delete** the chargeable absence request, skip to Step 9.

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

Procedures, continued

Step	Action
8	To **Correct**: • **Begin Date** - Enter the original begin date. • **Cancel** - Select NO from the drop-down menu. • **New Begin Date** - Enter the new begin date (must be entered even if it isn't changing). • **New End Date** - Enter the new end date (must be entered even if it isn't changing). • **Comment** - Enter the reason for the change or correction. Click **Submit**. The request will be routed to the SPO tree for approval.

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

Procedures,
continued

Step	Action
9	To **Delete**: • **Begin Date** - Enter the original begin date. • **Cancel** - Select YES. • **Comment** - Enter the reason for the deletion. Click **Submit**. The request will be routed to the SPO tree for approval. Submit Leave Correction **Reese's Pieces** Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component. 1. Enter the begin date of the leave to be corrected. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval. **Request Details** Begin Date: 03/13/2020 Cancel: YES New Begin Date: 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.
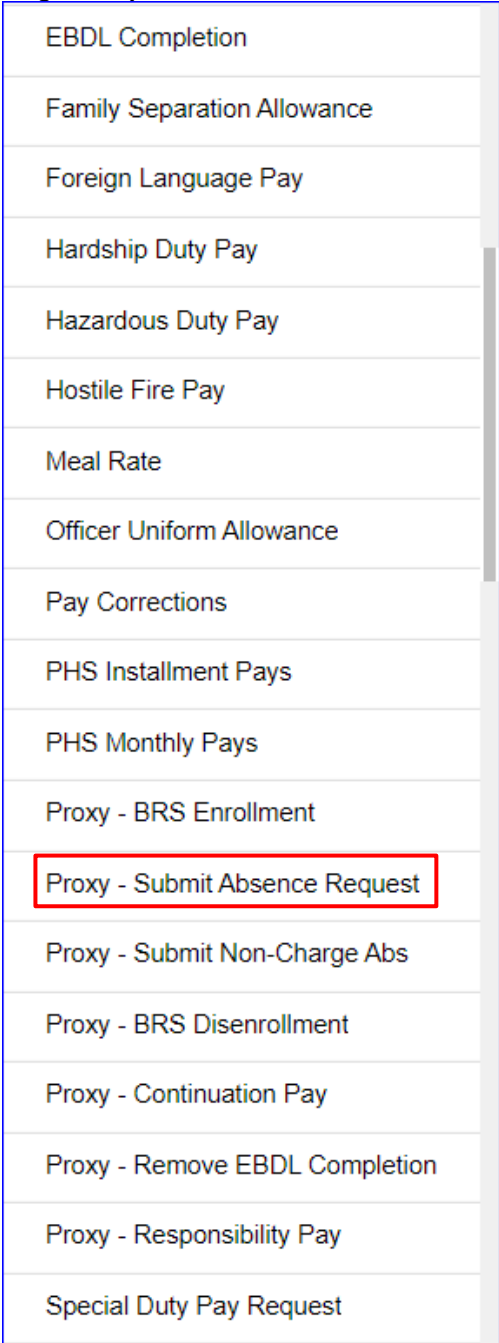
Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** Tile.

Proxy: Submit a Chargeable Absence Request, Continued
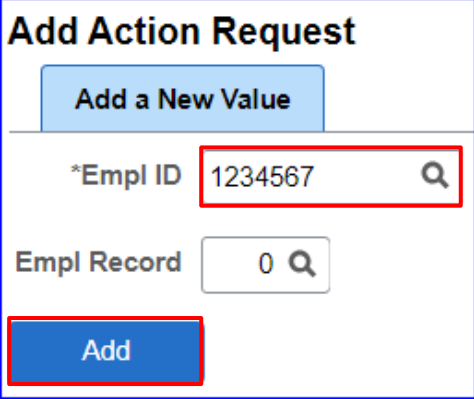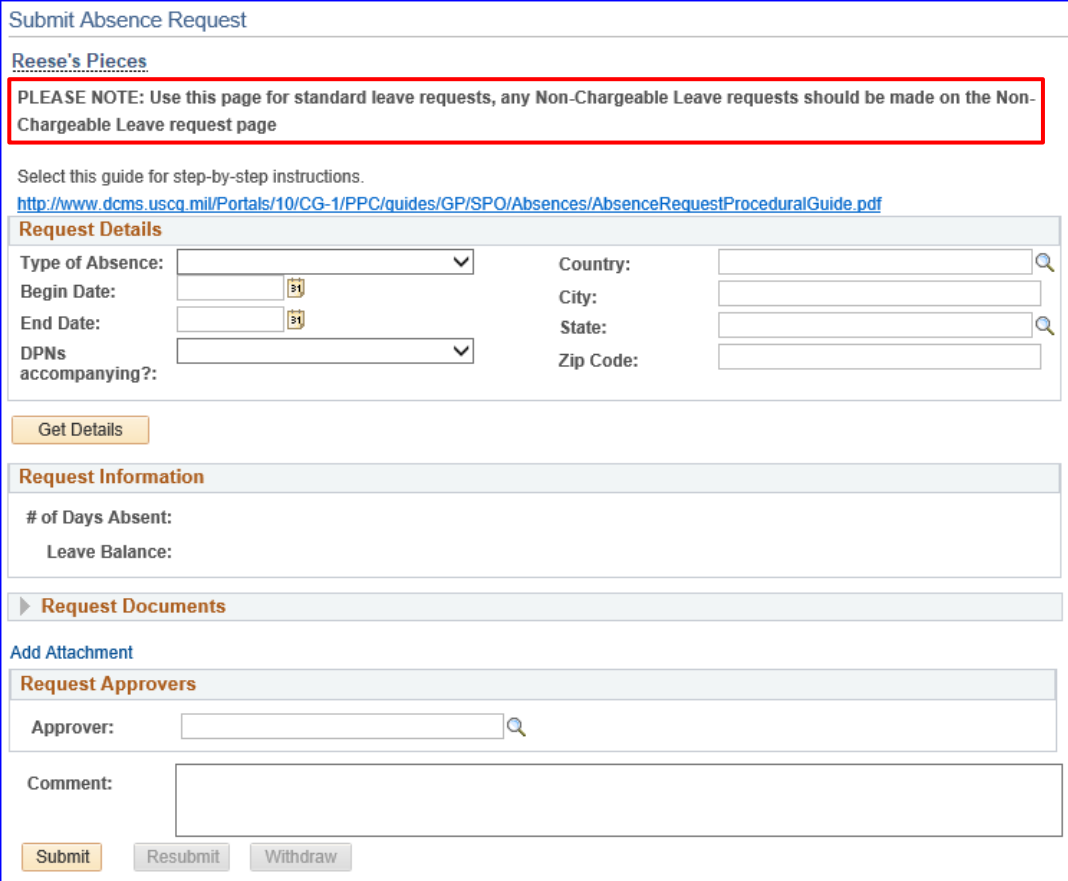
Procedures,
continued

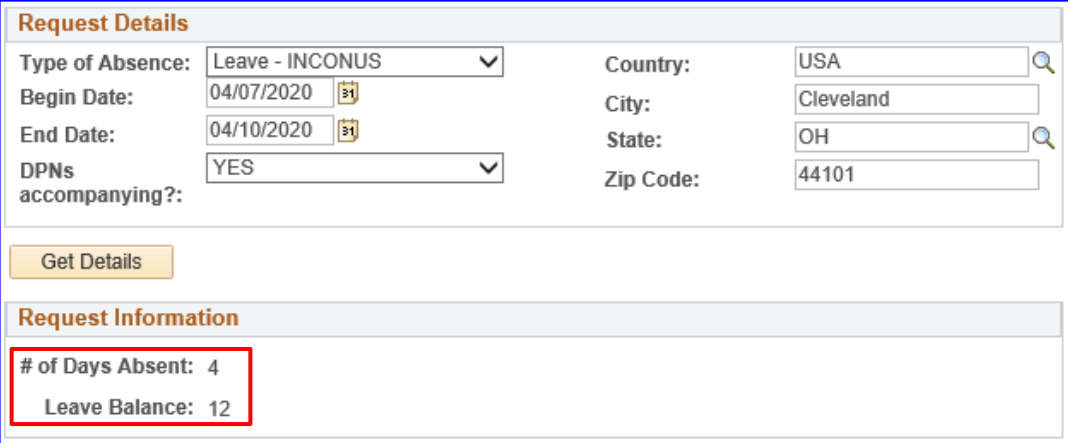| Step	Action
2	Scroll through the Links drop-down and select the **Proxy – Submit Absence Request** option. EBDL Completion Family Separation Allowance Foreign Language Pay Hardship Duty Pay Hazardous Duty Pay Hostile Fire Pay Meal Rate Officer Uniform Allowance Pay Corrections PHS Installment Pays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

Proxy: Submit a 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 Empl Record 0 Add
4	The Submit Absence Request page will display. Ensure it is the appropriate type of absence request (i.e. chargeable vs non-chargeable). Submit 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/AbsenceRequestProceduralGuide.pdf **Request Details** Type of Absence: Country: Begin Date: City: End Date: State: DPNs accompanying?: Zip Code: Get Details **Request Information** # of Days Absent: Leave Balance: ▶ **Request Documents** Add Attachment **Request Approvers** Approver: Comment: Submit Resubmit Withdraw

Proxy: Submit a Chargeable Absence Request, Continued
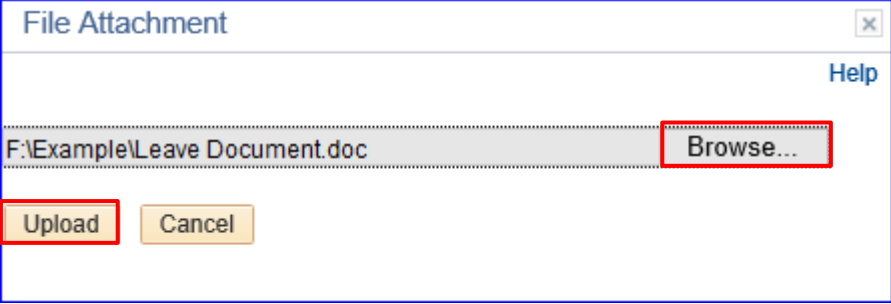
Procedures,
continued

Step	Action
5	Complete the following information (all fields are required): • **Type of Absence** – Using the drop-down, select the appropriate type of absence • **Begin Date** – Enter the first full day of the absence • **End Date** – Enter the last full day of the absence • **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 will be taken • **Zip Code** – Enter the zip code where leave will be taken Click **Get Details**.
6	The Request Information section will populate with the **# of Days Absent** and the member's current **Leave Balance**.

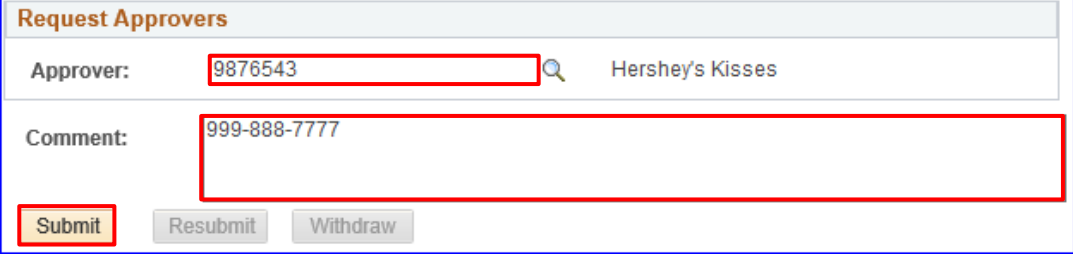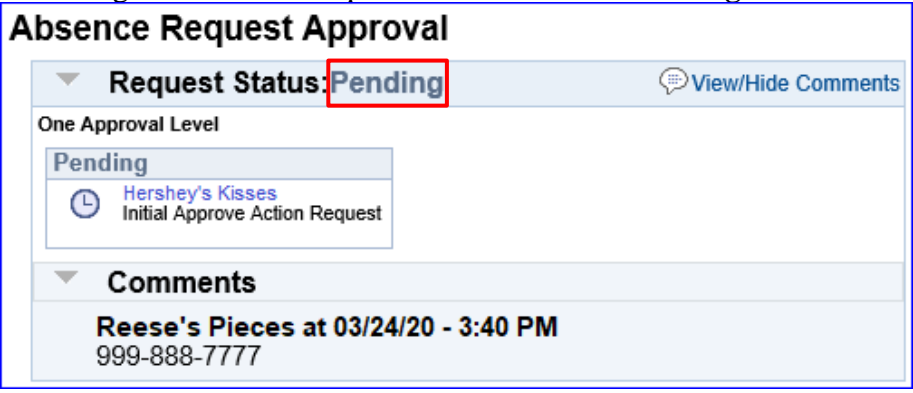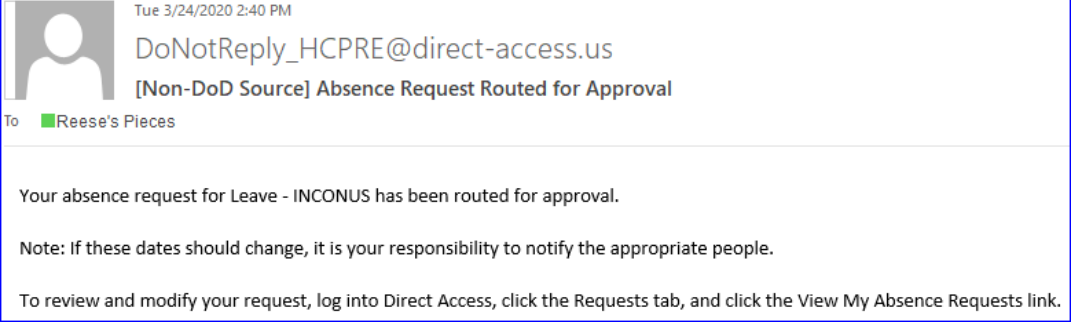# Proxy: Submit a Chargeable Absence Request, Continued

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 ✕ Help 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 View Attachment ☐ 1 Leave Document.doc View Attachment

Continued on next page

Proxy: Submit a Chargeable Absence Request, Continued

Procedures,
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.
11	The chargeable absence request will now be in a **Pending** status.
12	Email notification will be sent to the member stating an absence request has been routed for approval.
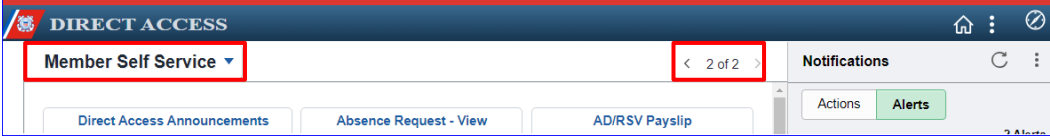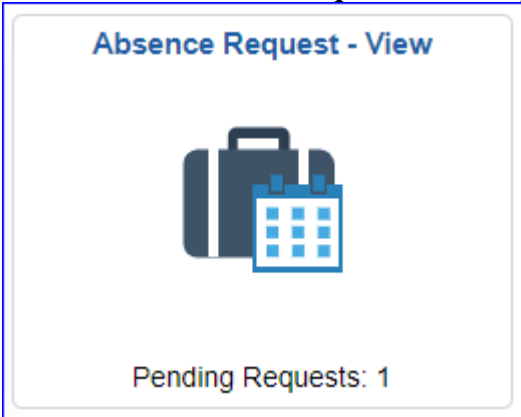
Proxy: Edit or Withdraw a Chargeable Absence Request

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.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows. DIRECT ACCESS Member Self Service ▼ ‹ 2 of 2 › Notifications Actions Alerts Direct Access Announcements Absence Request - View AD/RSV Payslip
2	Click on the **Absence Request - View** option. Absence Request - View Pending Requests: 1

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: **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.
4	A list of pending chargeable absence requests will display. Locate the appropriate request and click **View Details**. **NOTE:** The status of an absence request will determine if it can be updated or just viewed.

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

Proxy: Edit or Withdraw a Chargeable Absence Request,
Continued

Procedures,
continued

Step	Action
5	The selected absence request page will display. To **edit** the request, continue to Step 6. To **withdraw** the request, skip to Step 7. **NOTE:** As a Proxy, you can only withdraw the request if YOU entered the request. If the request was entered by the member, only the member or SPO Supervisor can withdraw it.

Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

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

• **Type of Absence**	• **Country**
• **Begin Date**	• **City**
• **End Date**	• **State**
• **DPNs accompanying?**	• **Zip Code**

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

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

Proxy: Edit or Withdraw a Chargeable Absence Request,
Continued

Procedures,
continued

Step	Action
7	To **Withdraw** a chargeable absence request, enter **Comments** as appropriate and click **Withdraw**.

Proxy: Edit or Withdraw a Chargeable Absence Request,
Continued

Procedures,
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 View/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** 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
Pending	Has been submitted by requester but not approved	Requester	• <u>CAN change</u> details and then resubmit. The original request will be **Terminated,** and a new request will be submitted with the changes. • <u>CAN withdraw</u> the request and will be set to **Terminated**.
		Approver	• <u>CAN change</u> details and approve. The 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 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

Introduction   This section provides procedures for running the Absence Request Listing report for monitoring all absence requests in DA.

Information   Users must have one of the following roles to access this report:
- CGSSCMD
- CGFIELDADM
- CGHRS
- CGHRSUP
- CGHRSIC
- CGHRSICSUP
- CGGWIS

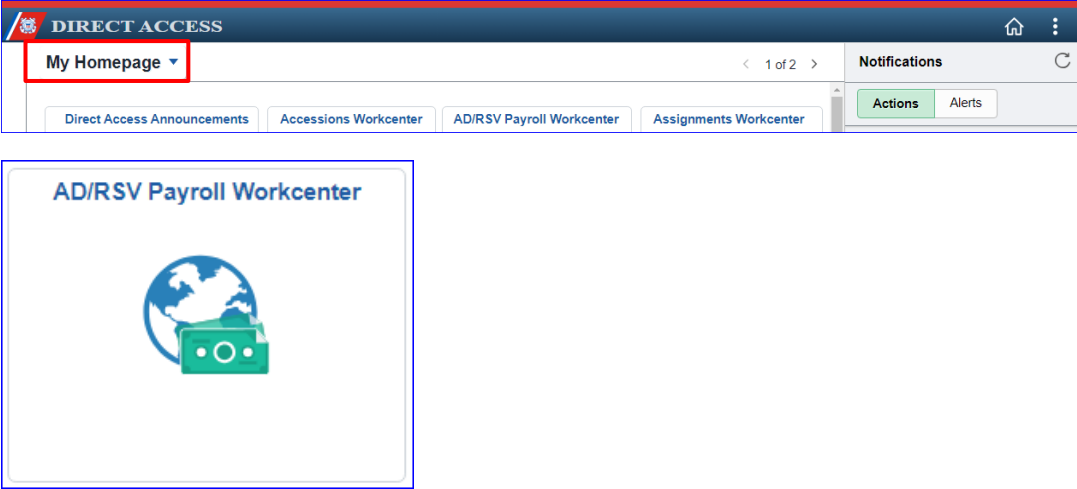This report will detail all of the following requests results:
- A specific member
- All members assigned to the sub-department
- All members assigned to the department and its sub-departments
- All members serviced by the SPO department

All requests can be run for these specified statuses:
- All Statuses
- Pending
- Approved
- Denied
- Withdrawn

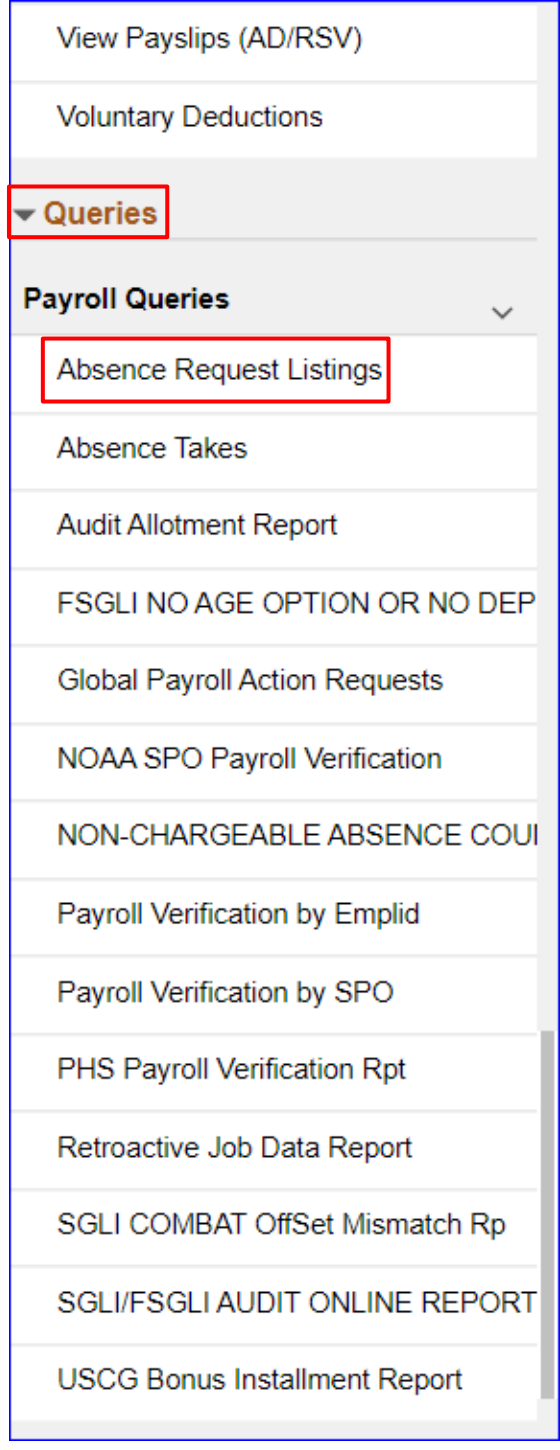This report can be run for all statuses and for a specified period of time.

Procedures   See below.

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

Absence Request Report, Continued

Procedures,
continued

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

Absence Request Report, Continued

Procedures,
continued

Step	Action
3	The CG_GP_ABSENCE_REQUEST – Listing of Absence Requests page will display. Enter the search criteria as appropriate: • **EMPLID** - To pull up the member only • **Department** - To pull up all members assigned to the sub-department • **Reports To** - To pull up all members in the department and sub-department • **Begin Date On or After** - Begin date range to narrow the 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, approved, denied, withdrawn, or all statuses) • **SPO** - To pull up all members serviced by that SPO Click **View Results**.
4	The results will display. The report may be downloaded to various formats for sorting/filtering as necessary. Header names and descriptions are broken down and explained in three sections - see Steps 4-6.

Continued on next page

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Absence Request Report, Continued

Procedures,
continued

Step	Action
5	Section 1: • **Seq Nbr** - Transaction identifier needed if the request needs to be reassigned to, approved by, or denied by a user other than to whom it was originally routed • **Last Name** - Member's last name • **First Name** - Member's first name • **EMPLID** - Member's employee ID • **Rank** - Member's rank/paygrade • **Component** - CG component of the member • **Department** - Member's department name • **Request Status** - Current status of the absence request • **Descr** - Type of absence requested • **Submission Date** - Date the request was submitted <table><tr><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>Descr</th><th>Submission Date</th></tr><tr><td>2</td><td>Pieces</td><td>Reese's</td><td>1234567</td><td>E6</td><td>AD</td><td>BASE CLEV SPO (PS)</td><td>Denied</td><td>Sick Leave</td><td>2020-03-24</td></tr><tr><td>1</td><td>Pieces</td><td>Reese's</td><td>1234567</td><td>E6</td><td>AD</td><td>BASE CLEV SPO (PS)</td><td>Approved</td><td>Sick Leave</td><td>2020-03-24</td></tr></table>
6	Section 2: • **Begin_Date** - Date the absence began • **End_Date** - Date the absence ended • **Duration(Days) -** Number of days the member was absent • **Approver EMPLID** - Approver's employee ID • **Approver Last Name** - Approver's last name • **Approver First Name** - Approver's first name • **Approver Rank** - Approver's rank • **Approver Component** - CG component of the approver <table><tr><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></tr><tr><td>2020-05-18</td><td>2020-05-31</td><td>14</td><td>9876543</td><td>Kisses</td><td>Hershey's</td><td>E6</td><td>AD</td></tr><tr><td>2020-04-29</td><td>2020-05-17</td><td>19</td><td>9876543</td><td>Kisses</td><td>Hershey's</td><td>E6</td><td>AD</td></tr><tr><td>2020-04-</td><td>2020-04-</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>

Absence Request Report, Continued

Procedures,
continued

Step	Action
7	Section 3: • **Approver Department** - Department name the approver is assigned to • **Requester EMPLID** - Employee ID of the person that submitted the request **Note**: Requester could be the member or the person that submitted the request on behalf of the member (SPO/Admin) • **Requester Last Name** - Last name of the person who submitted the request • **Requester First Name** - First name of the person who submitted the request • **Grade** - Rank/paygrade of the person who submitted the request • **Requester Component** - CG component of the requester • **Requester Department** - Department name of the person that submitted the request • **Process Date** - Date the absence request processed to payroll

Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Grade	Requester Component	Requester Department	Process Date
BASE CLEV SPO (PS)	1234567	Pieces	Reese's	E6	AD	BASE CLEV SPO (PS)	
BASE CLEV SPO (PS)	1234567	Pieces	Reese's	E6	AD	BASE CLEV SPO (PS)	
BASE CLEV						BASE CLEV	