

General Absences

Introduction This guide provides procedures for generating and managing General Absences in Direct Access.

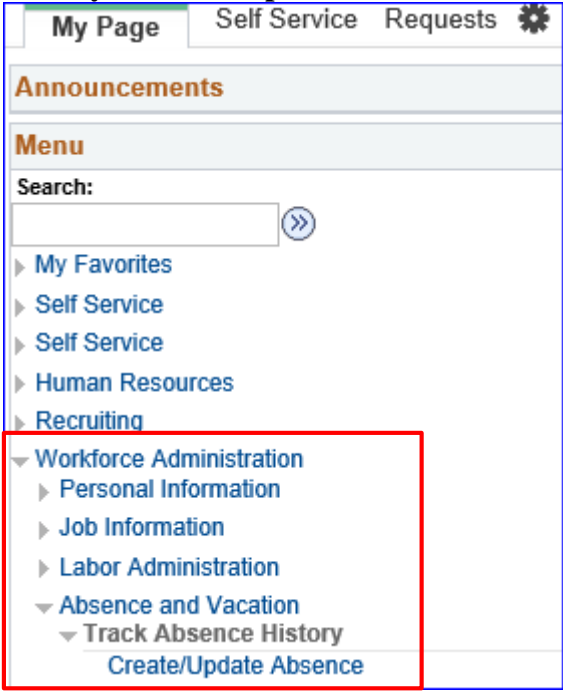
Contents

Topic	See Page
Entering General Absences	2
Approving/Denying General Absences	10
Checking Status of General Absences	14
Updating/Correcting General Absences	16
Cancelling General Absences	19

Entering General Absences

Introduction This section provides procedures for entering General Absences in Direct Access.

Procedures See below.

Step	Action
1	<p>Under the Menu located on the My Page tab, select the following options: Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence</p>  <p>The screenshot shows a web interface with a 'My Page' tab selected. Below the tab are sections for 'Announcements' and 'Menu'. The 'Menu' section contains a search bar and a list of menu items: My Favorites, Self Service, Self Service, Human Resources, Recruiting, Workforce Administration, Personal Information, Job Information, Labor Administration, Absence and Vacation, and Track Absence History. The 'Track Absence History' item is expanded, showing a sub-item 'Create/Update Absence'. A red box highlights the path from 'Workforce Administration' to 'Create/Update Absence'.</p>

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Entering General Absences, Continued

Procedures,
continued

Step	Action
2	<p data-bbox="331 495 810 526">Enter the Empl ID and click Search.</p> <div data-bbox="331 526 1297 1317" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="336 533 671 564">Create/Update Absence</p> <p data-bbox="336 589 1292 620">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="336 640 624 672">Find an Existing Value</p> <p data-bbox="336 703 576 734">▼ Search Criteria</p> <p data-bbox="539 766 1091 797">Empl ID begins with ▼ 3000000</p> <p data-bbox="485 806 1091 837">Empl Record = ▼</p> <p data-bbox="560 853 1091 884">Name begins with ▼</p> <p data-bbox="507 898 1091 929">Last Name begins with ▼</p> <p data-bbox="421 943 1091 974">Second Last Name begins with ▼</p> <p data-bbox="344 987 1091 1019">Alternate Character Name begins with ▼</p> <p data-bbox="480 1032 1091 1064">Middle Name begins with ▼</p> <p data-bbox="480 1077 1091 1108">Business Unit begins with ▼</p> <p data-bbox="424 1115 1123 1146">Department Set ID begins with ▼</p> <p data-bbox="496 1160 1123 1191">Department begins with ▼</p> <p data-bbox="344 1205 549 1236"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="344 1267 1066 1299"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div>

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Entering General Absences, Continued

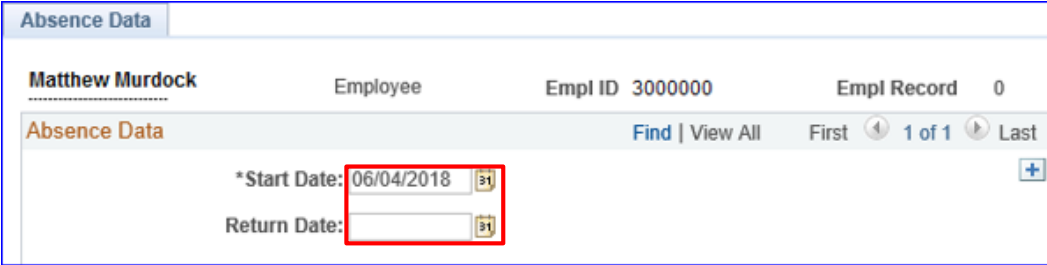
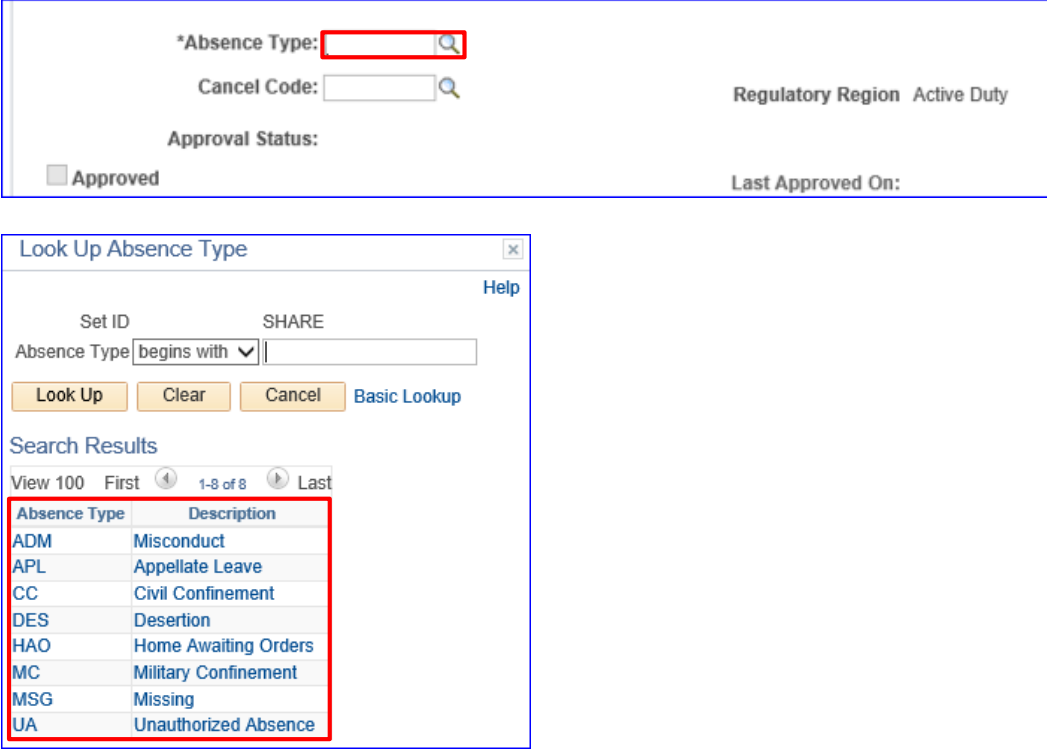
Procedures, continued

Step	Action
3	<p>The Absence Data page displays. Ensure the correct member is displayed. The Start Date will default to the current date.</p> <div data-bbox="331 533 1385 1227" style="border: 1px solid black; padding: 5px;"> <p>Absence Data</p> <p>Matthew Murdock Employee Empl ID 3000000 Empl Record 0</p> <p>Absence Data Find View All First 1 of 1 Last</p> <p>*Start Date: 06/07/2018</p> <p>Return Date:</p> <p>*Absence Type:</p> <p>Cancel Code: Regulatory Region Active Duty</p> <p>Approval Status:</p> <p><input type="checkbox"/> Approved Last Approved On:</p> <p>Submit Date:</p> <p>Last Approved By:</p> <p>Save Return to Search Notify</p> </div>

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Entering General Absences, Continued

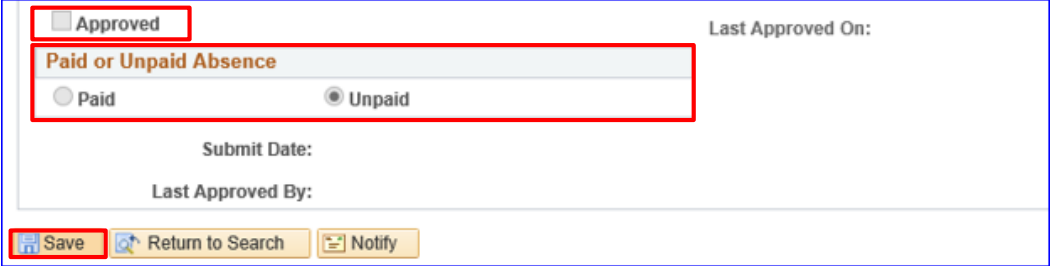
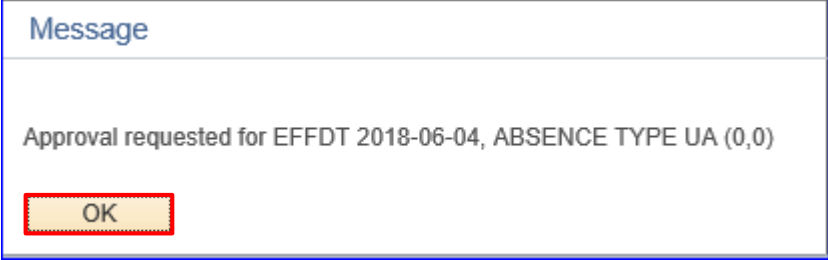
Procedures, continued

Step	Action
4	<ul style="list-style-type: none"> Enter the actual Start Date of the absence (remember: the page opens with this defaulted to the current date). If known, enter the End Date. This should be 1 day after the absence ends (i.e. member returns on 06/10/2018 – enter 06/11/2018). <p>Note: If the return date is unknown at the time of the entry, leave this field blank. An update/correction will need to be submitted once the return date is determined.</p> 
5	<p>Select the appropriate Absence Type using the lookup icon.</p> 

Continued on next page

Entering General Absences, Continued

Procedures,
continued

Step	Action								
6	<p>The Approved button will automatically check once the absence has been approved. If the Absence Type is Misconduct or Military Confinement, select the appropriate Paid or Unpaid Absence radio button (see chart below). All other absence types will auto-populate the Paid or Unpaid Absence field. Click Save.</p> <div data-bbox="328 674 1382 938" style="border: 1px solid blue; padding: 5px;">  </div> <table border="1" data-bbox="328 976 1382 1128" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th data-bbox="328 976 855 1014">Absence Type</th> <th data-bbox="855 976 1382 1014">Paid/Unpaid</th> </tr> </thead> <tbody> <tr> <td data-bbox="328 1014 855 1052">Misconduct</td> <td data-bbox="855 1014 1382 1052">Paid if full pay, Unpaid is reduced pay</td> </tr> <tr> <td data-bbox="328 1052 855 1090">Military Confinement</td> <td data-bbox="855 1052 1382 1090">Paid if reduced pay, Unpaid is no pay</td> </tr> <tr> <td data-bbox="328 1090 855 1128">All other types</td> <td data-bbox="855 1090 1382 1128">Automatically defaults</td> </tr> </tbody> </table>	Absence Type	Paid/Unpaid	Misconduct	Paid if full pay, Unpaid is reduced pay	Military Confinement	Paid if reduced pay, Unpaid is no pay	All other types	Automatically defaults
Absence Type	Paid/Unpaid								
Misconduct	Paid if full pay, Unpaid is reduced pay								
Military Confinement	Paid if reduced pay, Unpaid is no pay								
All other types	Automatically defaults								
7	<p>Upon clicking Save, a message box will open. Click OK. You will be returned to the Absence Data page.</p> <div data-bbox="328 1245 1158 1503" style="border: 1px solid blue; padding: 5px;">  </div>								

Continued on next page

Entering General Absences, Continued

Procedures,
continued

Step	Action
8	<p data-bbox="327 495 1362 562">If an email notification needs to be sent, click Notify and complete step 9. If an email notification is not needed, click Return to Search.</p> <div data-bbox="327 562 1378 1294" style="border: 1px solid black; padding: 5px;"> <p data-bbox="347 573 486 600">Absence Data</p> <p data-bbox="352 636 1318 665"> Matthew Murdock Employee Empl ID 3000000 Empl Record 0 </p> <p data-bbox="352 680 1362 710"> Absence Data Find View All First 1 of 1 Last </p> <p data-bbox="564 725 1362 754">*Start Date: 06/04/2018</p> <p data-bbox="555 770 826 799">Return Date:</p> <p data-bbox="523 875 1043 904">*Absence Type: UA Unauthorized Absence</p> <p data-bbox="549 920 1362 949">Cancel Code: Regulatory Region Active Duty</p> <p data-bbox="517 972 762 1001">Approval Status: Pending</p> <p data-bbox="389 1016 1251 1046"> <input type="checkbox"/> Approved Last Approved On: </p> <p data-bbox="379 1061 1091 1090">Paid or Unpaid Absence</p> <p data-bbox="389 1106 788 1135"> <input type="radio"/> Paid <input checked="" type="radio"/> Unpaid </p> <p data-bbox="555 1151 810 1180">Submit Date: 06/07/2018</p> <p data-bbox="501 1196 676 1225">Last Approved By:</p> <p data-bbox="347 1249 794 1279"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> </p> </div>

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Entering General Absences, Continued

Procedures,
continued

Step	Action
9	<p>Enter the email address of those that require notification in the To block (multiple addresses may be entered). Enter a brief explanation for the notification in the Message block. Click OK. You will be returned to the Absence Data page.</p> <div data-bbox="327 636 1378 1357" style="border: 1px solid blue; padding: 5px;"> <p>Send Notification</p> <p>Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send</p> <p>Notification Details</p> <p>To: <input type="text" value="Elektra.Natchios@uscg.mil"/></p> <p>CC: <input type="text"/></p> <p>BCC: <input type="text"/></p> <p>Priority: 1-High <input type="button" value="v"/></p> <p>Subject: <input type="text" value="UA - M. Murdock"/> <input type="button" value="📧"/></p> <p>Template: Workflow Notification</p> <p>Priority: %NotificationPriority</p> <p>Date Sent: 2018-06-07</p> <p>Message: <input type="text" value="PO Matthew Murdock has been reported UA from 06/04/18."/> <input type="button" value="📧"/></p> <p>Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p> </div>

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Entering General Absences, Continued

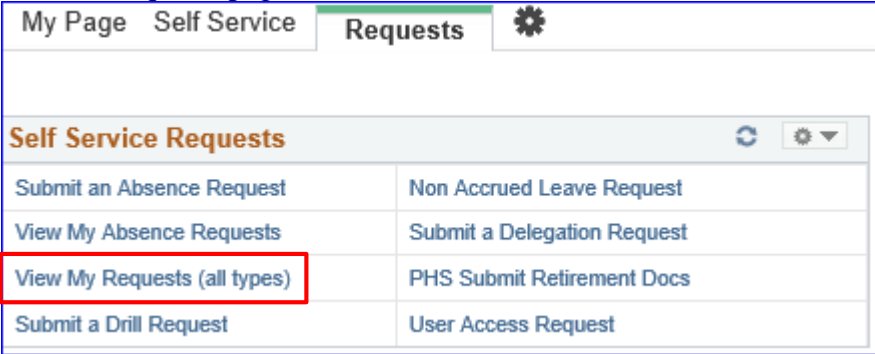
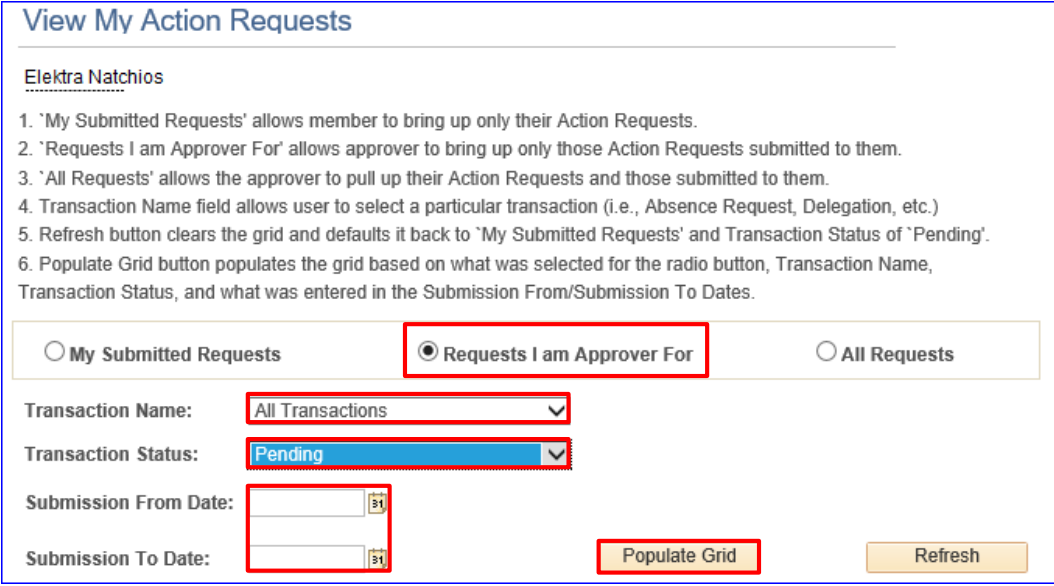
Procedures,
continued

Step	Action
<p>10</p>	<p>Email notification.</p> <p>-----Original Message-----</p> <p>From: DoNotReply_V9@direct-access.us [mailto:DoNotReply_V9@direct-access.us]</p> <p>Sent: Wednesday, June 07, 2018 9:26 AM</p> <p>To: Natchios, Elektra <Elektra.Natchios@uscg.mil></p> <p>Subject: [Non-DoD Source] UA - M. Murdock</p> <p>Workflow Notification</p> <p>Priority: 1-High</p> <p>Date Sent: 2018-06-07</p> <p>Sent To: Elektra.Natchios@uscg.mil</p> <p>cc:</p> <p>Please click on the link below to access this transaction: https://urldefence.proofpoint.com/EMPLOYEE/HRMS/c/MONITOR_ABSENCE_(GBL).ABSENCE_HISTORY.GBL?Page=ABSENCE_HISTORY&EMPLID=2014760&EMPL_RCD=0&Action=U</p> <p>Message Text:</p> <p>PO Matthew Murdock has been reported UA from 06/04/18.</p>

Approving/Denying General Absences

Introduction This section provides procedures for approving or denying a General Absence in Direct Access.

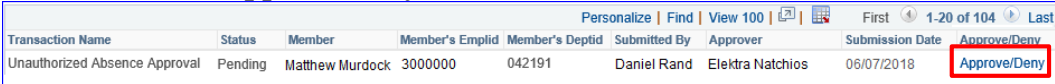
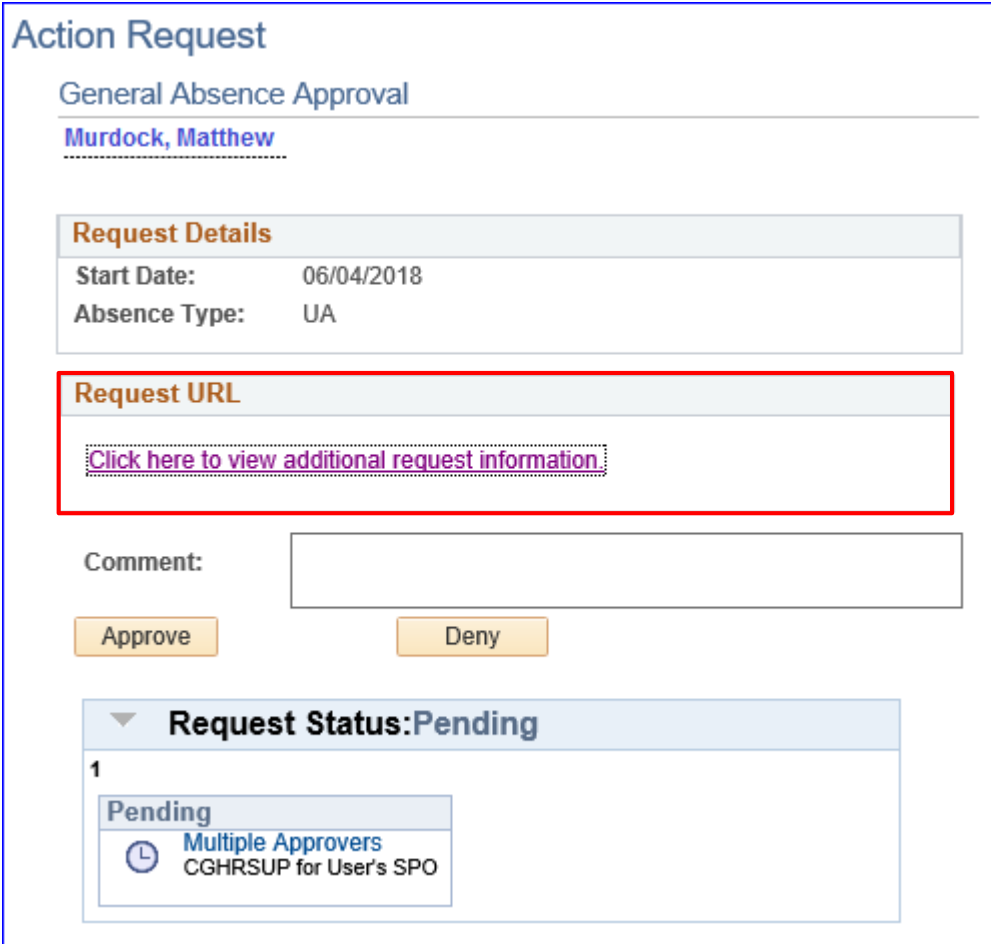
Procedures See below.

Step	Action
1	<p>From the Requests tab, select the View My Requests (all types) link in the Self Service Requests pagelet.</p> 
2	<p>Select Requests I am Approver For. The Transaction Name defaults to All Transactions and the Transaction Status defaults to Pending, leave these as is. Click Populate Grid.</p> <p>Note: To narrow the search further, dates may be entered in the Submission From Date and Submission To Date fields.</p> 

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Approving/Denying General Absences, Continued

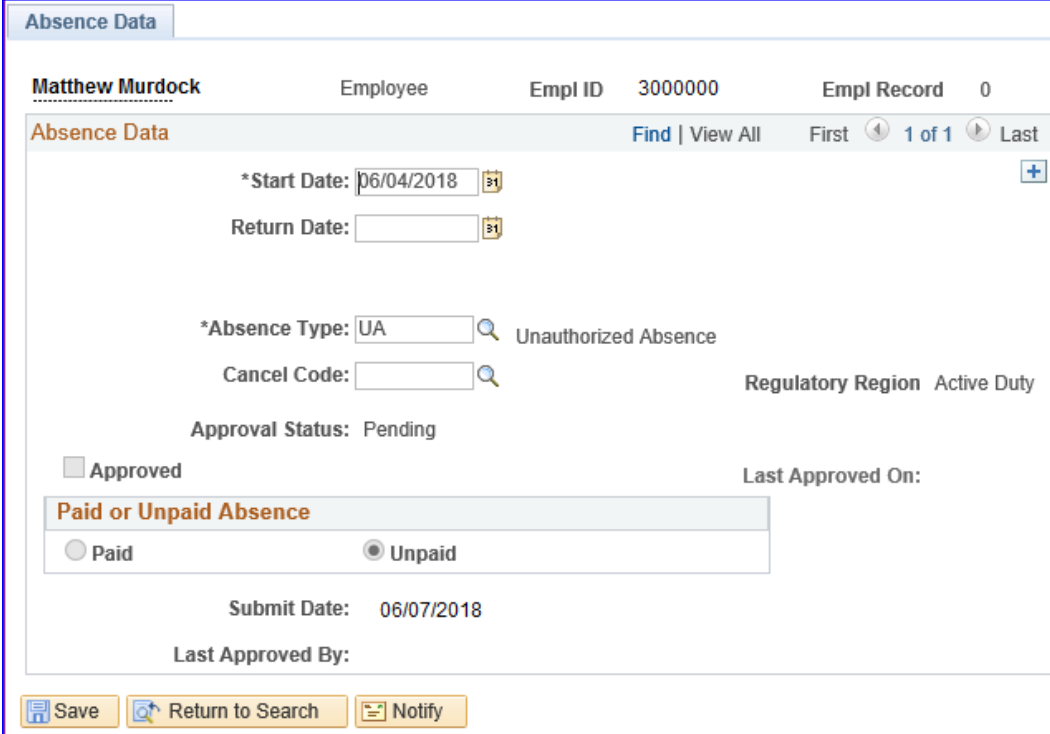
Procedures,
continued

Step	Action																		
3	<p>Locate the appropriate request (in this case, Unauthorized Absence Approval) in the list and click Approve/Deny.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Unauthorized Absence Approval</td> <td>Pending</td> <td>Matthew Murdock</td> <td>3000000</td> <td>042191</td> <td>Daniel Rand</td> <td>Elektra Natchios</td> <td>06/07/2018</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Unauthorized Absence Approval	Pending	Matthew Murdock	3000000	042191	Daniel Rand	Elektra Natchios	06/07/2018	Approve/Deny
Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny											
Unauthorized Absence Approval	Pending	Matthew Murdock	3000000	042191	Daniel Rand	Elektra Natchios	06/07/2018	Approve/Deny											
4	<p>In the Request URL block, click “Click here to view additional request information.” link to view the transaction.</p>  <p>Action Request</p> <p>General Absence Approval</p> <p><u>Murdock, Matthew</u></p> <p>Request Details</p> <p>Start Date: 06/04/2018 Absence Type: UA</p> <p>Request URL</p> <p>Click here to view additional request information</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Request Status: Pending</p> <p>1</p> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p>																		

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Approving/Denying General Absences, Continued

Procedures,
continued

Step	Action
5	<p>The Absence Data page will display in a new tab. Verify the information is correct. To exit this screen and return to the Absence Approval page, 'X' out of the tab.</p>  <p>Absence Data</p> <p>Matthew Murdock Employee Empl ID 3000000 Empl Record 0</p> <p>Absence Data Find View All First 1 of 1 Last</p> <p>*Start Date: 06/04/2018</p> <p>Return Date:</p> <p>*Absence Type: UA Unauthorized Absence</p> <p>Cancel Code: Regulatory Region Active Duty</p> <p>Approval Status: Pending</p> <p><input type="checkbox"/> Approved Last Approved On:</p> <p>Paid or Unpaid Absence</p> <p><input type="radio"/> Paid <input checked="" type="radio"/> Unpaid</p> <p>Submit Date: 06/07/2018</p> <p>Last Approved By:</p> <p>Save Return to Search Notify</p>

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Approving/Denying General Absences, Continued

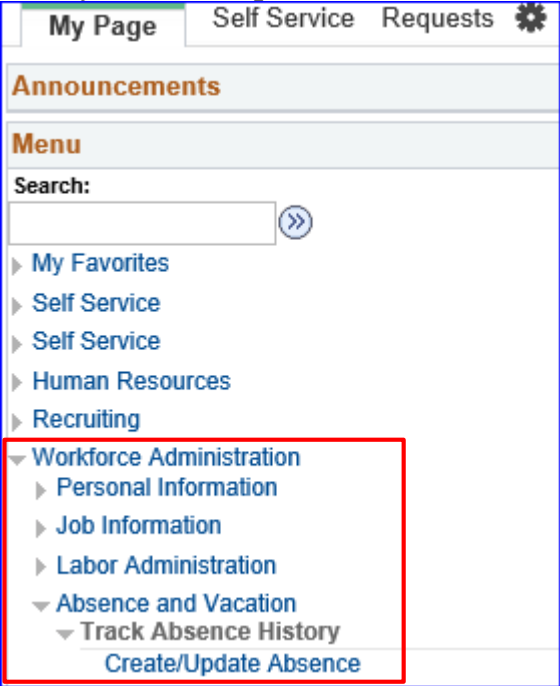
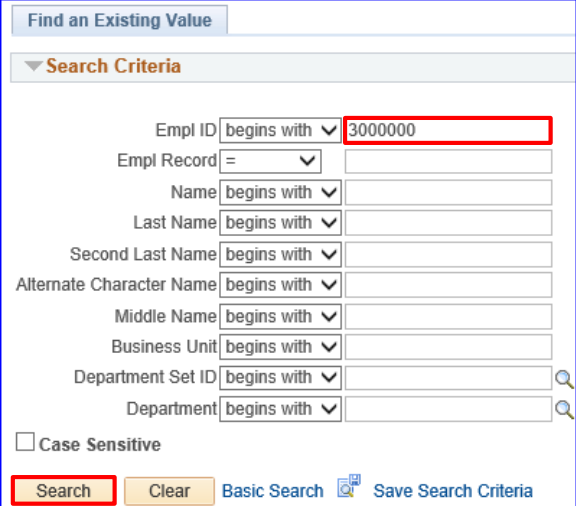
Procedures,
continued

Step	Action
6	<p>Click Approve or Deny.</p> <p>Note: A Comment is required if the action request is denied.</p> <div data-bbox="327 584 1323 1249" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>General Absence Approval</p> <p><u>Murdock, Matthew</u></p> <hr/> <p>Request Details</p> <p>Start Date: 06/04/2018 Absence Type: UA</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Comment: <input style="border: 1px solid red;" type="text"/></p> <p><input style="border: 1px solid red;" type="button" value="Approve"/> <input style="border: 1px solid red;" type="button" value="Deny"/></p> </div>
7	<p>The request status will update.</p> <p>Approved:</p> <div data-bbox="327 1352 1134 1581" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Approved View/Hide Comments</p> <p>1</p> <div style="border: 1px solid green; padding: 2px; display: flex; align-items: center;"> Approved <div style="margin-left: 5px;"> <p><small>Elektra Natchios</small></p> <p>CGHRSUP for User's SPO</p> <p>06/07/18 - 11:10 AM</p> </div> </div> </div> <p>Denied:</p> <div data-bbox="327 1639 1102 1859" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Denied View/Hide Comments</p> <p>1</p> <div style="border: 1px solid red; padding: 2px; display: flex; align-items: center;"> Denied <div style="margin-left: 5px;"> <p><small>Elektra Natchios</small></p> <p>CGHRSUP for User's SPO</p> <p>06/07/18 - 11:10 AM</p> </div> </div> </div>

Checking Status of General Absences

Introduction This section provides procedures to check the status of General Absences in Direct Access.

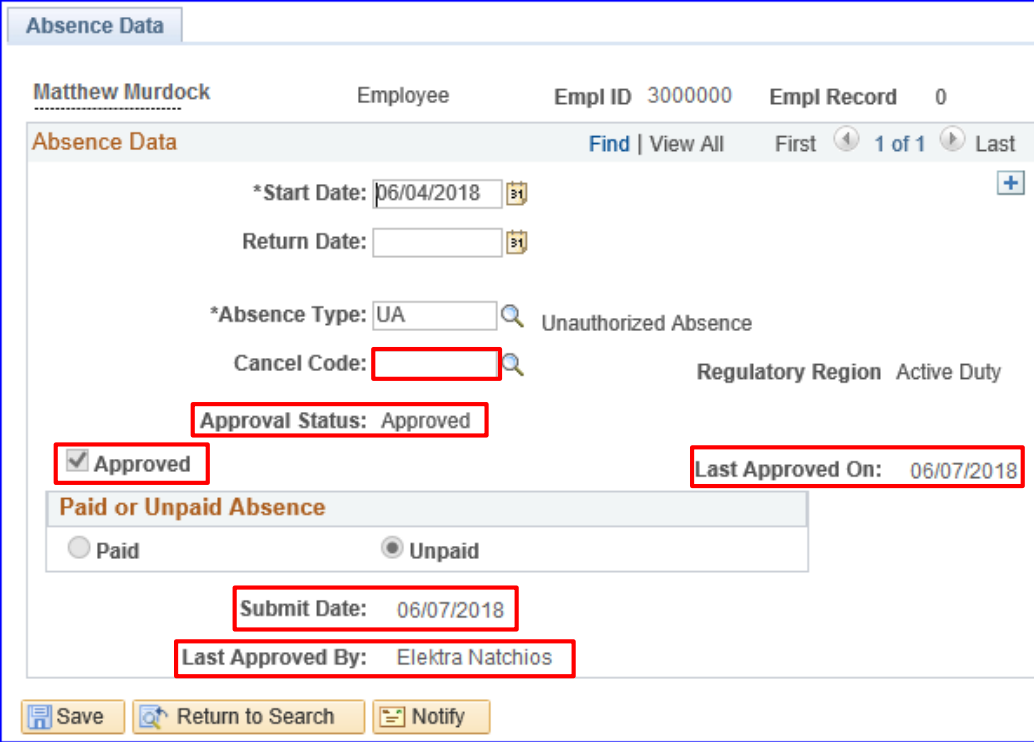
Procedures See below.

Step	Action
1	<p>Under the Menu located on the My Page tab, select the following options: Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence</p> 
2	<p>Enter the Empl ID and click Search.</p> 

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Checking Status of General Absences, Continued

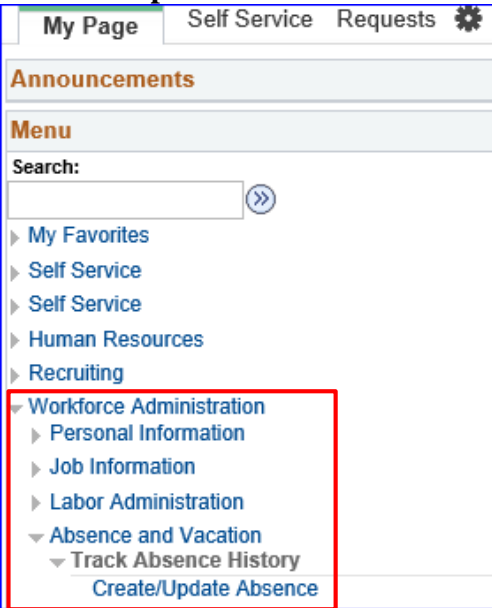
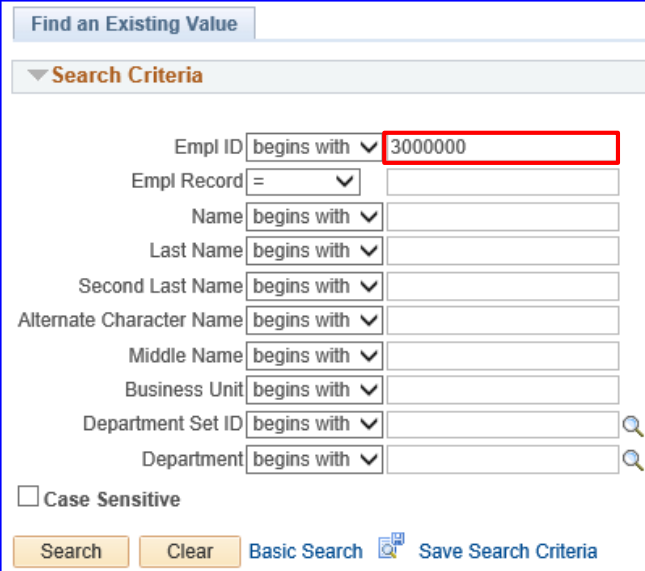
Procedures,
continued

Step	Action
3	<p>Once the General Absence has been approved, the following values are set:</p> <ul style="list-style-type: none"> • Approval Status - Will indicate the status as Approved, Denied, or Pending • Approved box - Checked only if transaction has been approved • Last Approved On - Date the approver denied or approved the transaction • Submit Date - Date the submitter has saved the initial transaction • Last Approved By - User who denied or approved the transaction <p>Note: The Cancel Code will only be populated if the general absence was cancelled due to an erroneous entry (see Cancelling General Absences guide).</p>  <p>The screenshot shows the 'Absence Data' form for Matthew Murdock (Employee, Empl ID 3000000, Empl Record 0). The form includes the following fields and values:</p> <ul style="list-style-type: none"> *Start Date: 06/04/2018 Return Date: (empty) *Absence Type: UA (Unauthorized Absence) Cancel Code: (empty) Regulatory Region: Active Duty Approval Status: Approved Approved: <input checked="" type="checkbox"/> Last Approved On: 06/07/2018 Paid or Unpaid Absence: Unpaid (selected) Submit Date: 06/07/2018 Last Approved By: Elektra Natchios <p>Buttons at the bottom: Save, Return to Search, Notify.</p>

Updating/Correcting General Absences

Introduction This section will provides procedures for updating or correcting a General Absence in Direct Access.

Procedures See below.

Step	Action
1	<p>Under the Menu located on the My Page tab, select the following options: Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence</p> 
2	<p>Enter the Empl ID and click Search.</p> 

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Updating/Correcting General Absences, Continued

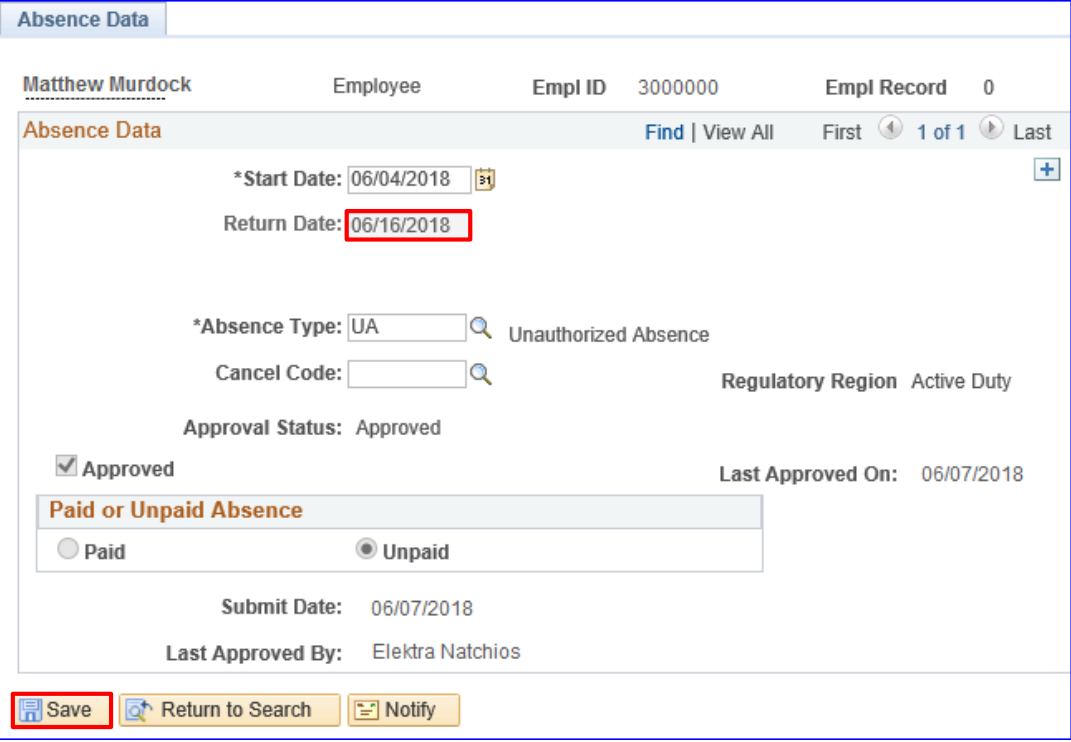
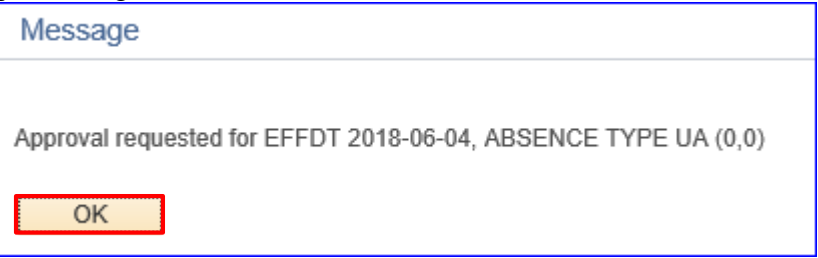
Procedures,
continued

Step	Action
3	<p>The Absence Data page will display.</p> <p>Note: If the Start Date, Return Date (if entered) and/or the Absence Type need to be corrected, the general absence will need to be cancelled and a new absence request submitted (see Cancelling General Absences guide).</p> <div data-bbox="316 672 1391 1444" style="border: 1px solid black; padding: 5px;"> <p>Absence Data</p> <p><u>Matthew Murdock</u> Employee Empl ID 3000000 Empl Record 0</p> <p>Absence Data Find View All First 1 of 1 Last</p> <p>*Start Date: 06/04/2018</p> <p>Return Date:</p> <p>*Absence Type: UA Unauthorized Absence</p> <p>Cancel Code: Regulatory Region Active Duty</p> <p>Approval Status: Approved</p> <p><input checked="" type="checkbox"/> Approved Last Approved On: 06/07/2018</p> <p>Paid or Unpaid Absence</p> <p><input type="radio"/> Paid <input checked="" type="radio"/> Unpaid</p> <p>Submit Date: 06/07/2018</p> <p>Last Approved By: Elektra Natchios</p> <p>Save Return to Search Notify</p> </div>

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Updating/Correcting General Absences, Continued

Procedures,
continued

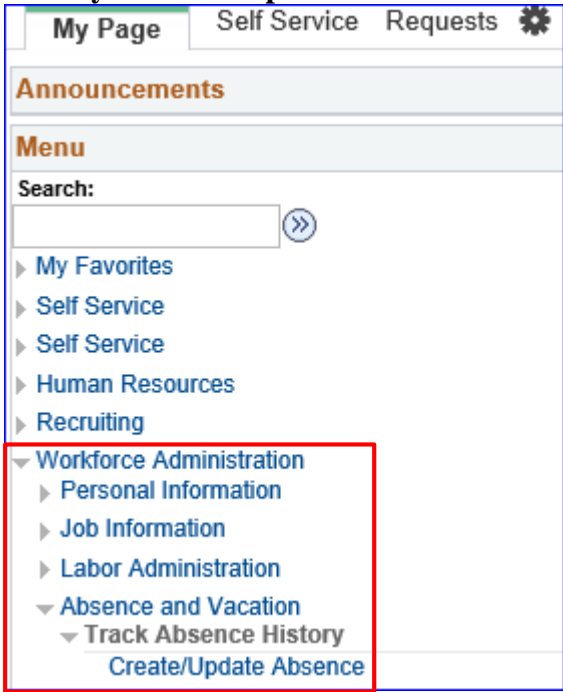
Step	Action
<p>4</p>	<p>Enter the Return Date. Click Save.</p>  <p>The screenshot shows the 'Absence Data' form for Matthew Murdock (Employee, Empl ID 3000000, Empl Record 0). The form includes the following details:</p> <ul style="list-style-type: none"> Start Date: 06/04/2018 Return Date: 06/16/2018 (highlighted with a red box) Absence Type: UA (Unauthorized Absence) Cancel Code: (empty) Regulatory Region: Active Duty Approval Status: Approved Approved: <input checked="" type="checkbox"/> Last Approved On: 06/07/2018 Paid or Unpaid Absence: <input type="radio"/> Paid, <input checked="" type="radio"/> Unpaid Submit Date: 06/07/2018 Last Approved By: Elektra Natchios <p>At the bottom of the form, the Save button is highlighted with a red box, along with Return to Search and Notify buttons.</p>
<p>5</p>	<p>Upon clicking Save, a message box will open. Click OK. You will be returned to the Absence Data page. The General Absence request will go through the approval process again.</p>  <p>The screenshot shows a message box with the following text:</p> <p>Approval requested for EFFDT 2018-06-04, ABSENCE TYPE UA (0,0)</p> <p>An OK button is highlighted with a red box at the bottom of the message box.</p>

Cancelling General Absences

Introduction Once a general absence is approved, the start date, return date (if entered) and absence type cannot be modified. If a mistake was made or a change is needed, the incorrect transaction needs to be cancelled and a new general absence should be created.

This section provides procedures for cancelling General Absences in Direct Access.

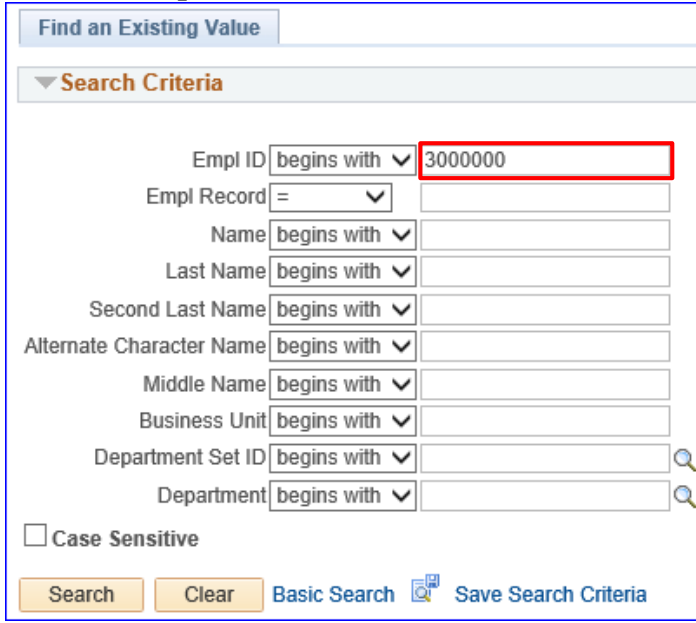
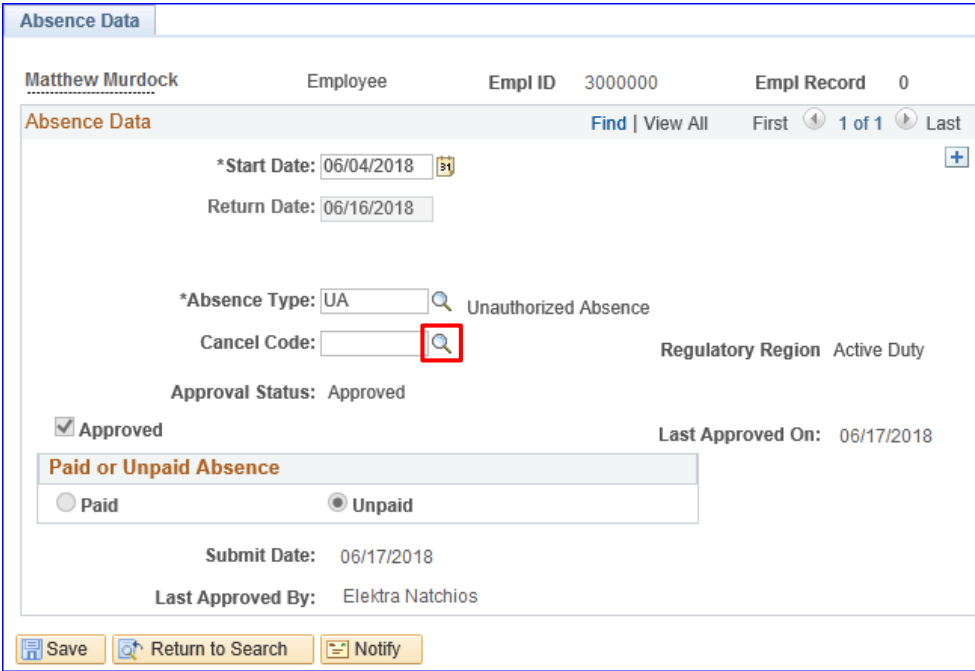
Procedures See below.

Step	Action
1	<p>Under the Menu located on the My Page tab, select the following options: Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence</p>  <p>The screenshot shows a web interface with a 'My Page' tab selected. Below the tab are sections for 'Announcements' and 'Menu'. The 'Menu' section contains a search bar and a list of navigation options: My Favorites, Self Service, Self Service, Human Resources, Recruiting, Workforce Administration, Personal Information, Job Information, Labor Administration, Absence and Vacation, Track Absence History, and Create/Update Absence. A red box highlights the path from 'Workforce Administration' down to 'Create/Update Absence'.</p>

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Cancelling General Absences, Continued

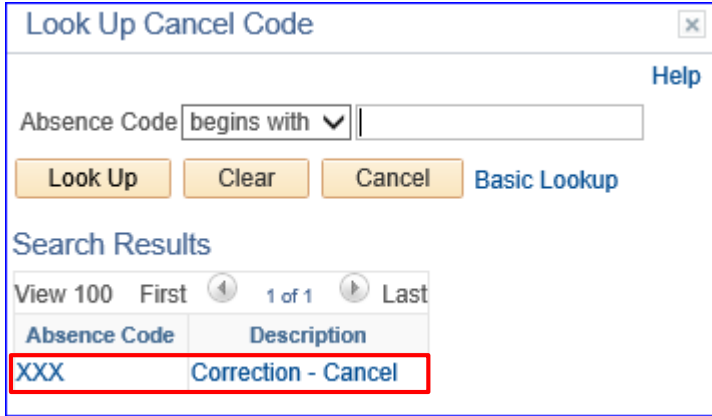
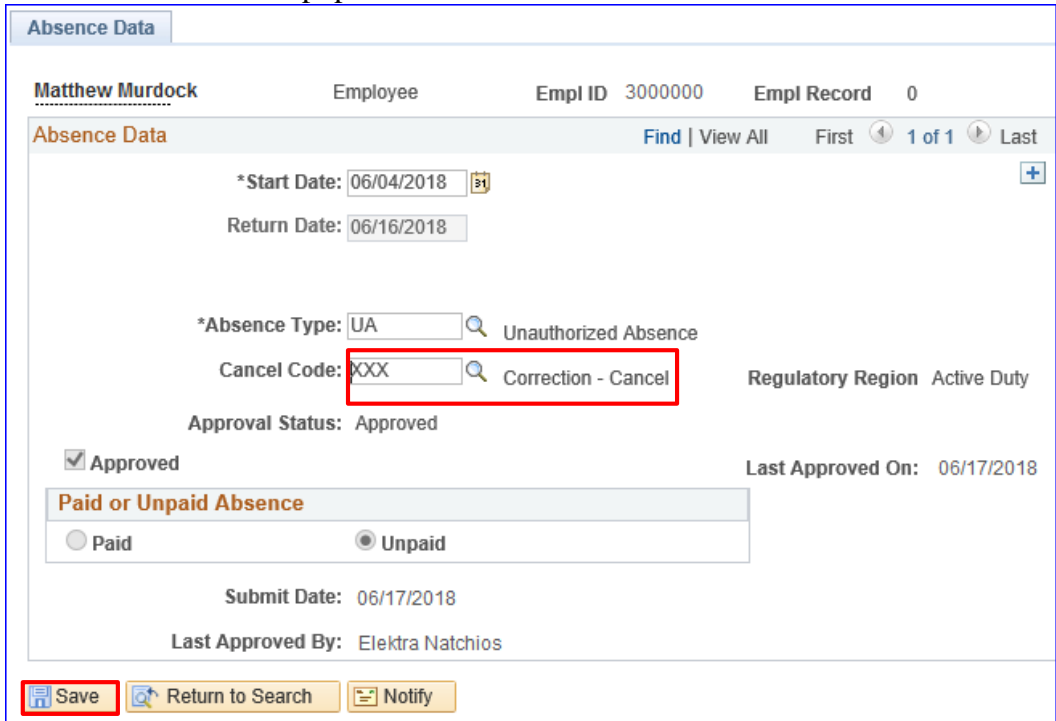
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Search.</p> 
3	<p>The Absence Data page will display. To cancel the request, click the lookup icon.</p> 

Continued on next page

Cancelling General Absences, Continued

Procedures,
continued

Step	Action				
4	<p>Select the Absence Code.</p>  <p>Look Up Cancel Code</p> <p>Absence Code begins with</p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Absence Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>XXX</td> <td>Correction - Cancel</td> </tr> </tbody> </table>	Absence Code	Description	XXX	Correction - Cancel
Absence Code	Description				
XXX	Correction - Cancel				
5	<p>The Cancel Code will populate. Click Save.</p>  <p>Absence Data</p> <p>Matthew Murdock Employee Empl ID 3000000 Empl Record 0</p> <p>Absence Data Find View All First 1 of 1 Last</p> <p>*Start Date: 06/04/2018</p> <p>Return Date: 06/16/2018</p> <p>*Absence Type: UA Unauthorized Absence</p> <p>Cancel Code: XXX Correction - Cancel</p> <p>Regulatory Region Active Duty</p> <p>Approval Status: Approved</p> <p>Approved</p> <p>Last Approved On: 06/17/2018</p> <p>Paid or Unpaid Absence</p> <p>Paid Unpaid</p> <p>Submit Date: 06/17/2018</p> <p>Last Approved By: Elektra Natchios</p> <p>Save Return to Search Notify</p>				

Continued on next page

Cancelling General Absences, Continued

Procedures,
continued

Step	Action
6	<p data-bbox="336 495 1374 600">Upon clicking Save, a message box will open. Click OK. You will be returned to the Absence Data page. The General Absence request will go through the approval process again.</p> <div data-bbox="336 600 1169 862" style="border: 1px solid blue; padding: 5px;"><p data-bbox="363 613 488 645">Message</p><hr data-bbox="336 660 1169 665"/><p data-bbox="363 725 1114 757">Approval requested for EFFDT 2018-06-04, ABSENCE TYPE UA (0,0)</p><p data-bbox="363 792 513 833" style="border: 1px solid red; padding: 2px;">OK</p></div>
