

General Absences

Overview

Introduction This guide provides the procedures for generating and managing General Absences in Direct Access (DA).

IMPORTANT Once a General Absence is approved, the Start Date, Return Date (if entered on the initial transaction), or Absence Type cannot be modified. If an error was made or a change is required, the incorrect transaction will need to be cancelled and a new General Absence created.

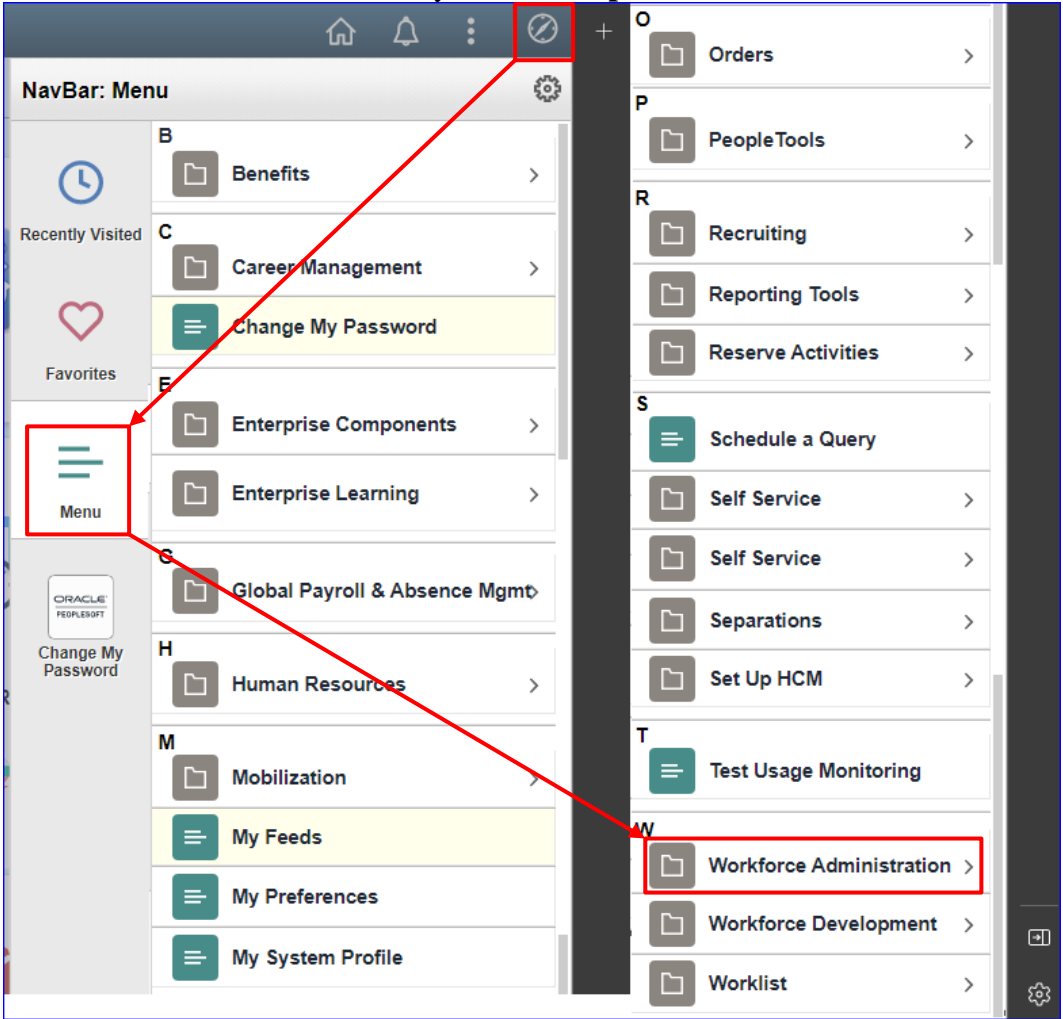
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Entering General Absences

Introduction This section provides the procedures for entering a General Absence in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence.</p>  <p>The screenshot shows the Oracle PeopleSoft NavBar menu. A red box highlights the 'Menu' icon in the 'Favorites' section. A red arrow points from this icon to the 'Workforce Administration' option in the 'W' section of the main menu. Another red box highlights the 'Workforce Administration' option. The navigation path described in the text is: NavBar icon > Menu > Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence.</p>

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Entering General Absences, Continued

Procedures,
continued

Step	Action
<p>2</p>	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 474 986 1151"> <p>Create/Update Absence Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><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
4	<ul style="list-style-type: none"> Update the Start Date with the first day of the general absence. If known, enter the Return Date. This should be 1 day after the absence ends (e.g., member returns on 07/26/2022, enter 07/27/2022). <p>NOTE: If the Return Date is unknown at the time of entry, leave this field blank. An update will need to be submitted once the Return Date is determined.</p> <div data-bbox="327 667 1369 1294" style="border: 1px solid black; padding: 5px;"> <p>Absence Data</p> <p>Jayne Cobb Employee Empl ID 1234567 Empl Record 0</p> <p>Absence Data 1 of 1 View All</p> <p>*Start Date: 07/20/2022 [Calendar Icon] +</p> <p>Return Date: [Calendar Icon]</p> <p>*Absence Type: <input type="text"/> Q</p> <p>Cancel Code: <input type="text"/> Q</p> <p>Regulatory Region Active Duty</p> <p>Approval Status:</p> <p><input type="checkbox"/> Approved</p> <p>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

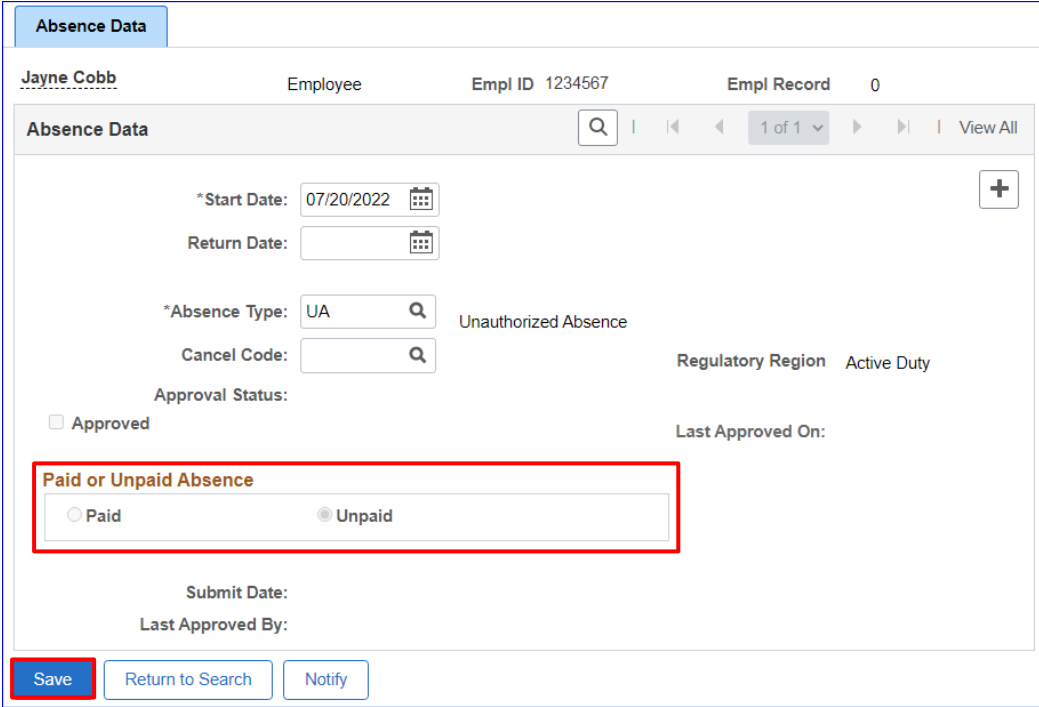
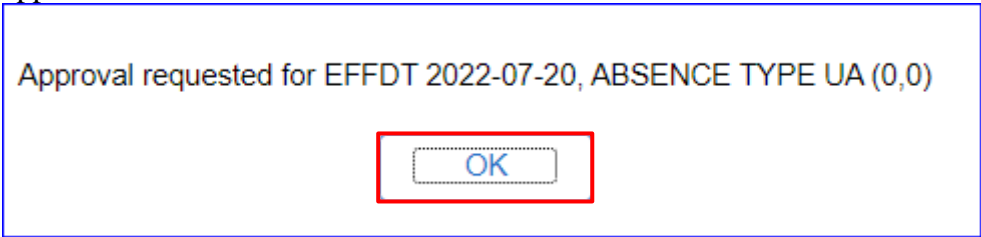
Procedures,
continued

Step	Action																		
5	<p data-bbox="327 443 1061 477">Using the Lookup, select the appropriate Absence Type.</p> <div data-bbox="327 477 1369 1178"><p data-bbox="355 488 491 517">Absence Data</p><p data-bbox="343 544 1209 573">Jayne Cobb Employee Empl ID 1234567 Empl Record 0</p><p data-bbox="347 591 1348 618">Absence Data [Search] [Navigation] 1 of 1 [View All]</p><p data-bbox="518 660 762 689">*Start Date: 07/20/2022 [Calendar] [Add]</p><p data-bbox="510 705 762 734">Return Date: [Calendar]</p><p data-bbox="486 772 957 806">*Absence Type: UA [Search] Unauthorized Absence</p><p data-bbox="502 817 762 846">Cancel Code: [Search]</p><p data-bbox="997 824 1260 851">Regulatory Region Active Duty</p><p data-bbox="475 857 619 884">Approval Status:</p><p data-bbox="370 887 478 913"><input type="checkbox"/> Approved Last Approved On:</p><p data-bbox="363 943 582 969">Paid or Unpaid Absence</p><p data-bbox="391 981 997 1008"><input type="radio"/> Paid <input checked="" type="radio"/> Unpaid</p><p data-bbox="507 1055 619 1081">Submit Date:</p><p data-bbox="459 1086 619 1113">Last Approved By:</p><p data-bbox="343 1137 694 1164">[Save] [Return to Search] [Notify]</p></div> <div data-bbox="327 1216 769 1939"><p data-bbox="406 1227 742 1254">Look Up Absence Type [Close]</p><p data-bbox="710 1272 758 1299">Help</p><p data-bbox="414 1305 678 1332">Set ID SHARE</p><p data-bbox="343 1339 750 1366">Absence Type begins with [Input]</p><p data-bbox="343 1413 758 1444">[Search] [Clear] [Cancel] Basic Lookup</p><p data-bbox="343 1473 462 1500">Search Results</p><p data-bbox="343 1507 694 1534">View 100 [Navigation] 1-8 of 8 [Navigation]</p><table border="1" data-bbox="343 1556 718 1926"><thead><tr><th>Absence Type</th><th>Description</th></tr></thead><tbody><tr><td>ADM</td><td>Misconduct</td></tr><tr><td>APL</td><td>Appellate Leave</td></tr><tr><td>CC</td><td>Civil Confinement</td></tr><tr><td>DES</td><td>Desertion</td></tr><tr><td>HAO</td><td>Home Awaiting Orders</td></tr><tr><td>MC</td><td>Military Confinement</td></tr><tr><td>MSG</td><td>Missing</td></tr><tr><td>UA</td><td>Unauthorized Absence</td></tr></tbody></table></div>	Absence Type	Description	ADM	Misconduct	APL	Appellate Leave	CC	Civil Confinement	DES	Desertion	HAO	Home Awaiting Orders	MC	Military Confinement	MSG	Missing	UA	Unauthorized Absence
Absence Type	Description																		
ADM	Misconduct																		
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Entering General Absences, Continued

Procedures,
continued

Step	Action								
<p>6</p>	<p>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.</p> <p>Click Save.</p>  <table border="1" data-bbox="327 1361 1369 1518"> <thead> <tr> <th>Absence Type</th> <th>Paid / Unpaid</th> </tr> </thead> <tbody> <tr> <td>Misconduct</td> <td>Paid if full pay, Unpaid if reduced pay</td> </tr> <tr> <td>Military Confinement</td> <td>Paid if reduced pay, Unpaid if no pay</td> </tr> <tr> <td>All other types</td> <td>Automatically defaults</td> </tr> </tbody> </table>	Absence Type	Paid / Unpaid	Misconduct	Paid if full pay, Unpaid if reduced pay	Military Confinement	Paid if reduced pay, Unpaid if no pay	All other types	Automatically defaults
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Misconduct	Paid if full pay, Unpaid if reduced pay								
Military Confinement	Paid if reduced pay, Unpaid if no pay								
All other types	Automatically defaults								
<p>7</p>	<p>Upon saving, a message box will display. Click OK. You will be returned to the Absence Data page. The General Absence request will be routed for approval.</p> 								

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Entering General Absences, Continued

Procedures,
continued

Step	Action
8	<p>If finished and email notification is NOT needed, click Return to Search.</p> <p>If email notification is needed, click Notify and continue to Step 9.</p> <div data-bbox="328 551 1366 1256"><p>Absence Data</p><p>Jayne Cobb Employee Empl ID 1234567 Empl Record 0</p><p>Absence Data [Search] [Navigation] 1 of 1 View All</p><p>*Start Date: 07/20/2022 [Calendar] [Add]</p><p>Return Date: [Calendar]</p><p>*Absence Type: UA [Search] Unauthorized Absence</p><p>Cancel Code: [Search] Regulatory Region Active Duty</p><p>Approval Status: <input type="checkbox"/> Approved Last Approved On:</p><p>Paid or Unpaid Absence <input type="radio"/> Paid <input checked="" type="radio"/> Unpaid</p><p>Submit Date: Last Approved By:</p><p><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

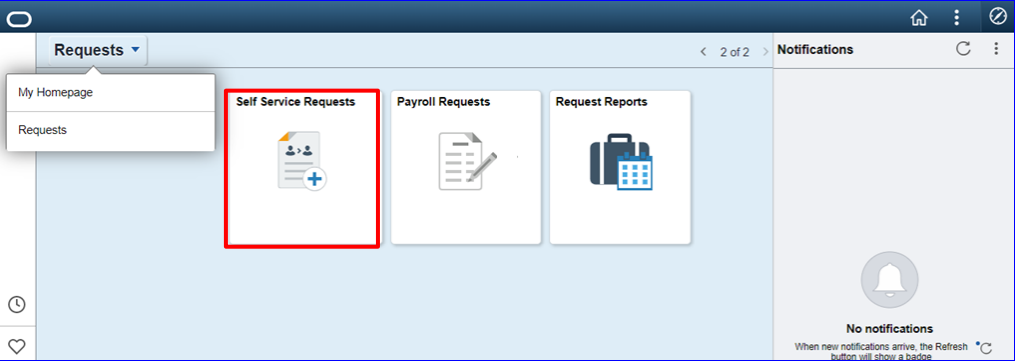
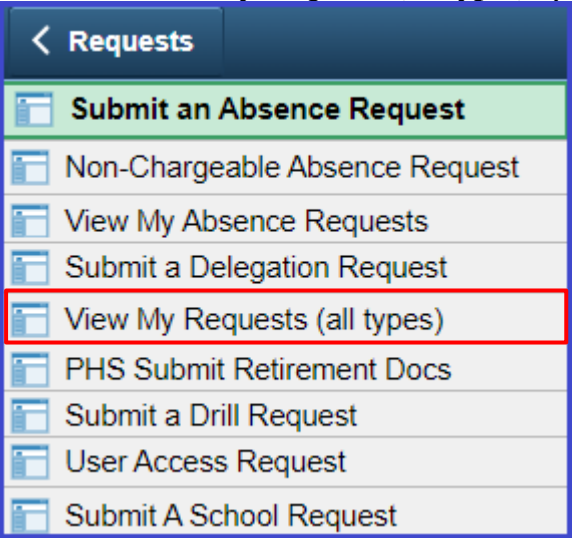
Procedures,
continued

Step	Action
9	<p>Enter the email addresses of those that require notification in the To, CC, or BCC blocks (multiple addresses may be entered using a semi-colon as a separator). If desired, the Priority may be set using the drop-down. Enter a brief explanation for the notification in the Message block.</p> <p>Click OK to send the notification. You will be returned to the Absence Data page.</p> <div data-bbox="328 696 1370 1581" style="border: 1px solid black; padding: 10px;"> <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 style="text-align: right;">Lookup Recipient</p> <p>Notification Details</p> <p>To: <input type="text" value="Malcolm.Reynolds@Serenity.mil"/></p> <p>CC: <input type="text"/></p> <p>BCC: <input type="text"/></p> <p>Priority: <input type="text" value="2-Med"/></p> <p>Subject: <input type="text" value="UA - J. Cobb"/></p> <p>Template: <input type="text" value="Workflow Notification"/></p> <p>Priority: %NotificationPriority</p> <p>Date Sent: 2022-07-22</p> <p>Message: <input type="text" value="PO Jayne Cobb has been reported UA from 07/20/2022."/></p> <p style="text-align: right;">Delivery Options <input type="checkbox"/> Rich Text</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>

Approving / Denying General Absences

Introduction This section provides the procedures for approving or denying a General Absence request in DA.

Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
1.5	<p>Select the View My Requests (all types) option.</p> 

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Approving / Denying General Absences, Continued

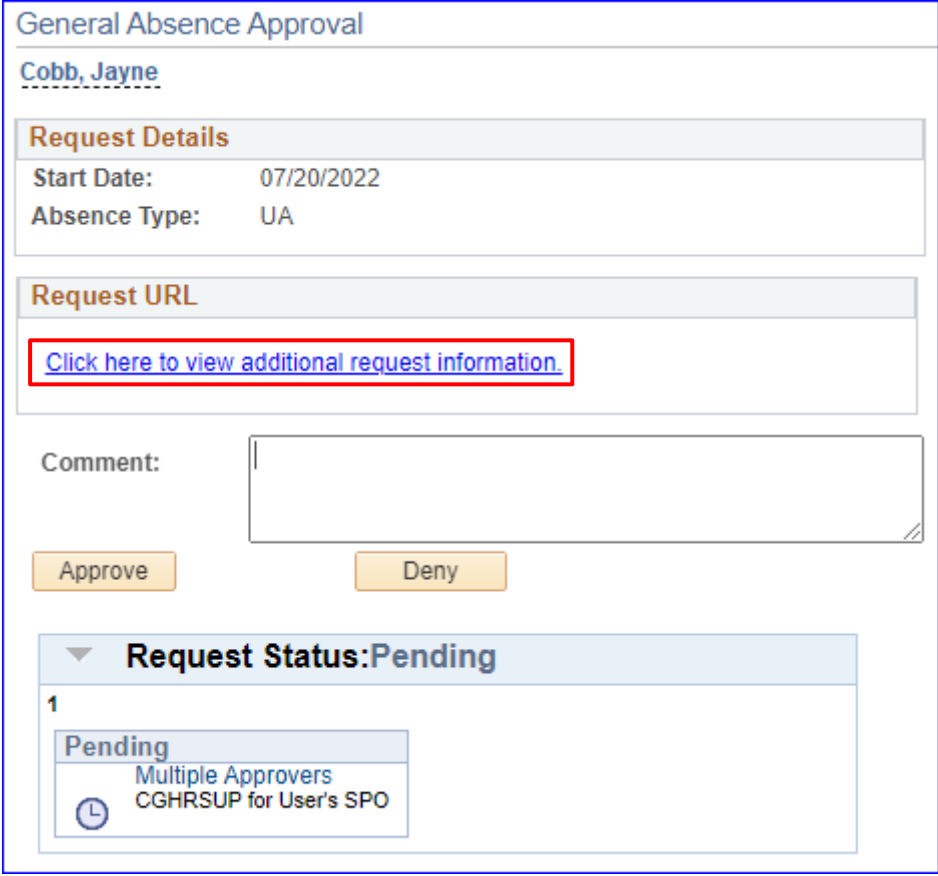
Procedures,
continued

Step	Action																																	
<p>2</p>	<p>Select the Requests I am Approver For radio button. The Transaction Name defaults to All Transactions and the Transaction Status defaults to Pending, leave as is. Click Populate Grid.</p> <p>NOTE: To narrow the search results, a date range may be entered in the Submission From Date and Submission To Date.</p> <div data-bbox="327 629 1232 1171" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>Inara Serra</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>																																	
<p>3</p>	<p>Locate the appropriate request (in this case, Unauthorized Absence Approval) from the Search Results and click Approve/Deny.</p> <div data-bbox="327 1283 1380 1377" style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Unauthorized Absence Approval</td> <td>Pending</td> <td>Jayne Cobb</td> <td>Cobb</td> <td>1234567</td> <td>008141</td> <td>Kaylee Frye</td> <td>Inara Serra</td> <td>2022/07/22</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Hoban Washburne</td> <td>Washburne</td> <td>8527416</td> <td>008343</td> <td>River Tam</td> <td>Inara Serra</td> <td>2022/07/20</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	Unauthorized Absence Approval	Pending	Jayne Cobb	Cobb	1234567	008141	Kaylee Frye	Inara Serra	2022/07/22		Approve/Deny	Contract Approval	Pending	Hoban Washburne	Washburne	8527416	008343	River Tam	Inara Serra	2022/07/20		Approve/Deny
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Approving / Denying General Absences, Continued

Procedures,
continued

Step	Action
4	<p>The General Absence action request will display. To view the details of the transaction, click the link “Click here to view additional request information.”</p>  <p>General Absence Approval</p> <p><u>Cobb, Jayne</u></p> <p>Request Details</p> <p>Start Date: 07/20/2022 Absence Type: UA</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> <p>Request Status: Pending</p> <p>1</p> <p>Pending 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 open in a new tab. Verify the information is correct. To exit the page and return to the Absence Approval page, 'X' out of the tab.</p> <div data-bbox="328 551 1369 1227" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Absence Data </div> <div style="padding: 5px;"> <p><u>Jayne Cobb</u> Employee Empl ID 1234567 Empl Record 0</p> <hr/> <p>Absence Data 1 of 1 View All</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>*Start Date: <input type="text" value="07/20/2022"/> </p> <p>Return Date: <input type="text"/> </p> <p>*Absence Type: <input type="text" value="UA"/> Unauthorized Absence</p> <p>Cancel Code: <input type="text"/> </p> <p>Approval Status: Pending</p> <p><input type="checkbox"/> Approved</p> </div> <div style="width: 35%;"> <p>Regulatory Region Active Duty</p> <p>Last Approved On:</p> </div> </div> <p>Paid or Unpaid Absence</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-around;"> <input type="radio"/> Paid <input checked="" type="radio"/> Unpaid </div> <p>Submit Date: 07/22/2022</p> <p>Last Approved By:</p> </div> <div style="border-top: 1px solid black; padding-top: 5px; display: flex; justify-content: space-between;"> Save Return to Search Notify </div> </div>

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Approving / Denying General Absences, Continued

Procedures,
continued

Step	Action
6	<p>Click Approve or Deny as appropriate.</p> <p>NOTE: Comments are required if denying the transaction.</p> <div data-bbox="328 551 1270 1420" style="border: 1px solid blue; padding: 5px;"><p>General Absence Approval</p><p><u>Cobb, Jayne</u></p><div data-bbox="339 667 1254 801" style="border: 1px solid gray; padding: 2px;"><p>Request Details</p><p>Start Date: 07/20/2022 Absence Type: UA</p></div><div data-bbox="339 824 1254 958" style="border: 1px solid gray; padding: 2px;"><p>Request URL</p><p>Click here to view additional request information.</p></div><p>Comment: <input data-bbox="576 981 1254 1093" style="border: 1px solid red;" type="text"/></p><p><input data-bbox="357 1095 501 1140" style="border: 1px solid red;" type="button" value="Approve"/> <input data-bbox="679 1095 834 1140" style="border: 1px solid red;" type="button" value="Deny"/></p><div data-bbox="363 1182 1187 1397" style="border: 1px solid gray; padding: 2px;"><p>Request Status: Pending</p><p>1</p><div data-bbox="376 1272 735 1384" style="border: 1px solid gray; padding: 2px;"><p>Pending</p><p>Multiple Approvers CGHRSUP for User's SPO</p></div></div></div>

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Approving / Denying General Absences, Continued

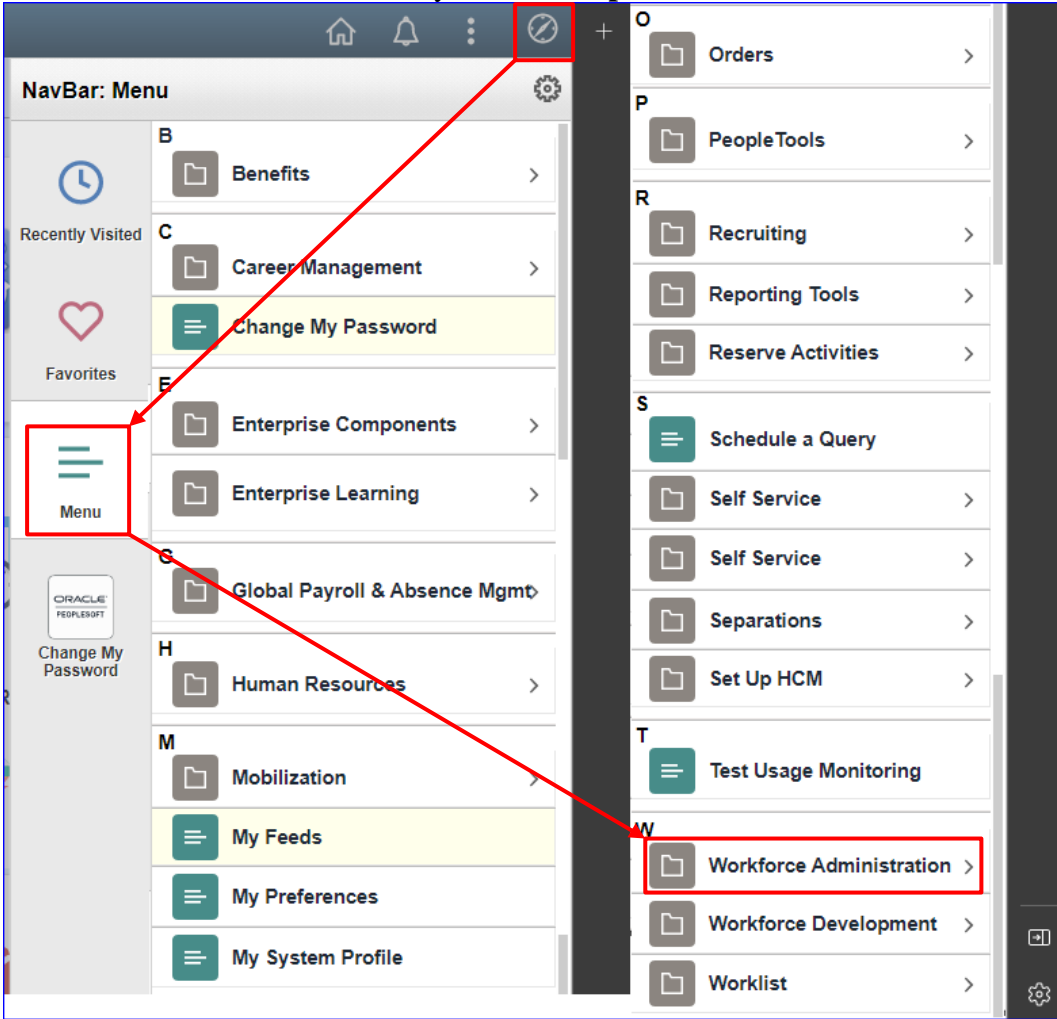
Procedures,
continued

Step	Action
7	<p>The Request will update per the selection made in Step 6.</p> <p>Approved:</p> <div data-bbox="328 551 1369 797" style="border: 1px solid blue; padding: 5px;"> <p>▼ Request Status:Approved</p> <p>1</p> <div data-bbox="352 658 727 770" style="border: 1px solid green; padding: 2px;"> <p>Approved</p> <p>Inara Serra CGHRSUP for User's SPO 07/22/22 - 1:48 PM</p> </div> </div> <p>Denied:</p> <div data-bbox="328 875 1369 1122" style="border: 1px solid blue; padding: 5px;"> <p>▼ Request Status:Denied View/Hide Comments</p> <p>Approve Transaction</p> <div data-bbox="352 983 759 1095" style="border: 1px solid red; padding: 2px;"> <p>Denied</p> <p>Inara Serra CGHRSUP for User's SPO 07/22/22 - 1:50 PM</p> </div> </div>

Checking the Status of a General Absence

Introduction This section provides the procedures to check the status of a General Absence in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Navigate to: NavBar icon > Menu > Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence.</p>  <p>The screenshot shows the Oracle PeopleSoft NavBar menu. A red box highlights the 'Menu' icon in the 'Favorites' section. A red arrow points from this icon to the 'Workforce Administration' option in the 'W' section of the main menu. Another red box highlights the 'Workforce Administration' option. A second red arrow points from the top-right NavBar icon to the 'Workforce Administration' option.</p>

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Checking the Status of a General Absence, Continued

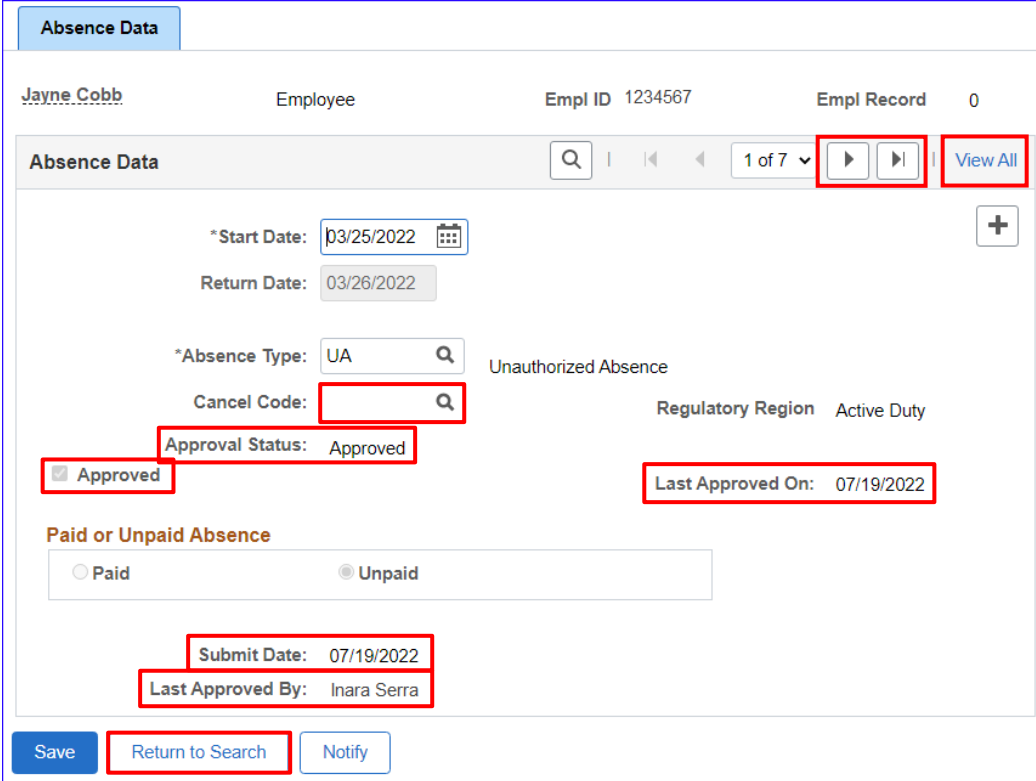
Procedures,
continued

Step	Action
2	<p data-bbox="327 414 943 448">Enter the member's Empl ID and click Search.</p> <div data-bbox="327 448 992 1131" style="border: 1px solid black; padding: 5px;"> <p data-bbox="336 450 587 477">Create/Update Absence</p> <p data-bbox="336 481 986 504">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="352 517 564 544">Find an Existing Value</p> <p data-bbox="336 562 488 589">▼ Search Criteria</p> <p data-bbox="480 600 884 627">Empl ID begins with ▼ 1234567</p> <p data-bbox="440 640 884 667">Empl Record = ▼ <input type="text"/></p> <p data-bbox="496 685 884 712">Name begins with ▼ <input type="text"/></p> <p data-bbox="456 730 884 757">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="392 775 884 801">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="336 819 884 846">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="440 864 884 891">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="432 909 884 936">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="400 954 911 981">Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p data-bbox="448 999 911 1025">Department begins with ▼ <input type="text"/> 🔍</p> <p data-bbox="336 1043 480 1070"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="336 1088 820 1115"> Search Clear Basic Search 🔖 Save Search Criteria </p> </div>

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Checking the Status of a General Absence, Continued

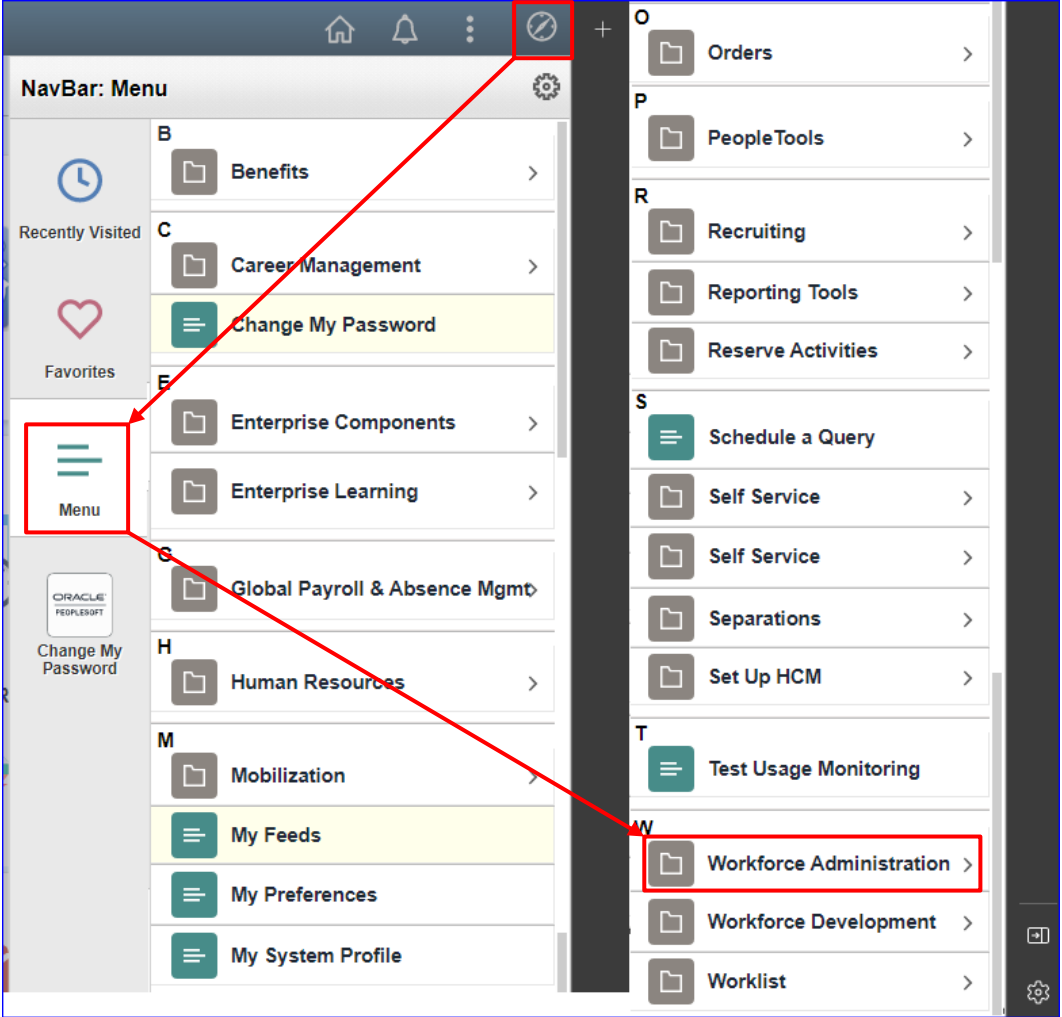
Procedures,
continued

Step	Action
3	<p>The member's General Absences Data will display. If the member has more than one general absence, scroll through the pages using the arrows or click View All to display all General Absences.</p> <p>Once the General Absence has been approved, the following parameters are set:</p> <ul style="list-style-type: none"> • Approval Status – Indicates the status as Approved, Denied, or Pending. • Approved box – Checked upon approval of the transaction. • Last Approved On – Date the approver approved or denied the transaction. • Submit Date – Date the submitter saved the initial transaction. • Last Approved By – User who approved or denied the transaction. <p>Click Return to Search to exit Absence Data.</p> <p>NOTE: The Cancel Code will only be populated if the general absence was cancelled due to an erroneous entry (see Cancelling a General Absence section for more information).</p>  <p>The screenshot shows the 'Absence Data' form for Jayne Cobb, Employee ID 1234567. The form displays the following information:</p> <ul style="list-style-type: none"> Absence Data: 1 of 7 pages, with navigation arrows and a 'View All' button. *Start Date: 03/25/2022 Return Date: 03/26/2022 *Absence Type: UA (Unauthorized Absence) Cancel Code: (empty) Approval Status: Approved Approved: <input checked="" type="checkbox"/> Last Approved On: 07/19/2022 Paid or Unpaid Absence: Unpaid Submit Date: 07/19/2022 Last Approved By: Inara Serra Buttons: Save, Return to Search, Notify

Updating General Absences (Adding a Return Date)

Introduction This section provides the procedures for updating a General Absence (e.g., adding a Return Date) in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence.</p>  <p>The screenshot shows the Oracle PeopleSoft NavBar menu. A red box highlights the 'Menu' icon in the left sidebar. A red arrow points from this icon to the 'Workforce Administration' option in the main menu list. Another red box highlights the 'Workforce Administration' option. A third red box highlights the 'NavBar icon' (a circle with a diagonal line) in the top right corner of the NavBar.</p>

Continued on next page

Updating General Absences (Adding a Return Date), Continued

Procedures,
continued

Step	Action
2	<p data-bbox="327 450 943 483">Enter the member's Empl ID and click Search.</p> <div data-bbox="327 483 997 1167" style="border: 1px solid black; padding: 5px;"> <p data-bbox="336 486 587 510">Create/Update Absence</p> <p data-bbox="336 517 987 539">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="352 555 568 580">Find an Existing Value</p> <p data-bbox="336 600 488 622">▼ Search Criteria</p> <p data-bbox="483 636 890 667">Empl ID begins with ▼ 1234567</p> <p data-bbox="443 680 890 712">Empl Record = ▼ <input type="text"/></p> <p data-bbox="499 725 890 757">Name begins with ▼ <input type="text"/></p> <p data-bbox="459 770 890 801">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="395 815 890 846">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="339 860 890 891">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="443 904 890 936">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="435 949 890 981">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="403 994 914 1025">Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p data-bbox="451 1039 914 1070">Department begins with ▼ <input type="text"/> 🔍</p> <p data-bbox="339 1084 480 1106"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="336 1128 823 1160"> Search Clear Basic Search Save Search Criteria </p> </div>

Continued on next page

Updating General Absences (Adding a Return Date), Continued

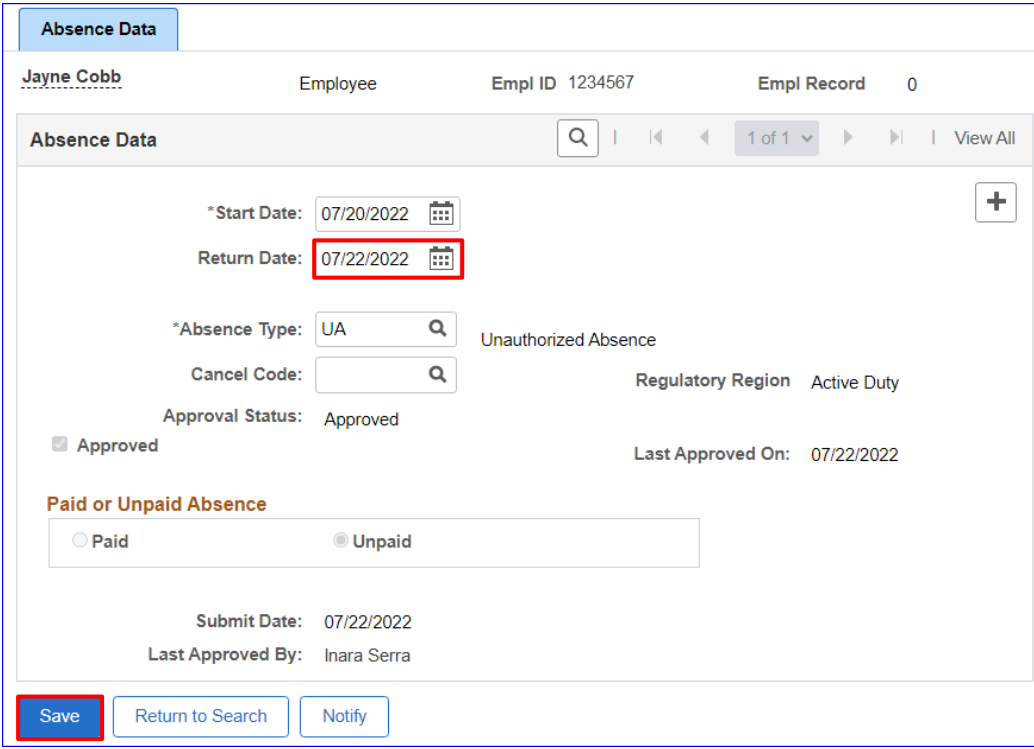
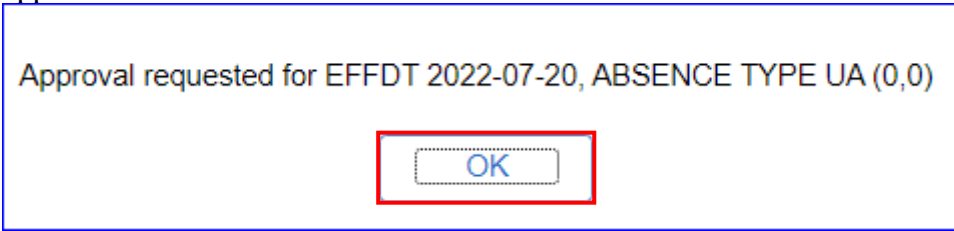
Procedures,
continued

Step	Action
3	<p>The Absence Data page will display. Ensure you have the correct member and correct General Absence request.</p> <p>NOTE: If the Start Date, Return Date, or Absence Type are incorrect, the General Absence request will need to be cancelled and a new General Absence request submitted (see Cancelling a General Absence section for more information).</p> <div data-bbox="327 730 1369 1473" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Absence Data</div> <div style="border-bottom: 1px solid #ccc; padding: 5px 0 5px 20px;"> Jayne Cobb Employee Empl ID 1234567 Empl Record 0 </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Absence Data</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="text" value=""/> << < 1 of 1 >> >> View All </div> <div style="padding: 10px 0 10px 20px;"> <p>* Start Date: <input type="text" value="07/20/2022"/> </p> <p>Return Date: <input type="text" value=""/> </p> <p>* Absence Type: <input type="text" value="UA"/> Unauthorized Absence</p> <p>Cancel Code: <input type="text" value=""/> </p> <p>Regulatory Region: Active Duty</p> <p>Approval Status: Approved</p> <p><input checked="" type="checkbox"/> Approved Last Approved On: 07/22/2022</p> <p>Paid or Unpaid Absence</p> <p><input type="radio"/> Paid <input checked="" type="radio"/> Unpaid</p> <p>Submit Date: 07/22/2022</p> <p>Last Approved By: Inara Serra</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Return to Search Notify </div> </div> </div>

Continued on next page

Updating General Absences (Adding a Return Date), Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>Enter the Return Date and click Save.</p>  <p>The screenshot shows the 'Absence Data' form for employee Jayne Cobb (Empl ID 1234567). The 'Return Date' field is highlighted with a red box and contains the date 07/22/2022. Other fields include 'Start Date' (07/20/2022), 'Absence Type' (UA - Unauthorized Absence), 'Approval Status' (Approved), and 'Submit Date' (07/22/2022). The 'Save' button at the bottom left is also highlighted with a red box.</p>
<p>5</p>	<p>Upon saving, a message box will display. Click OK. You will be returned to the Absence Data page. The updated General Absence request will be routed for approval.</p>  <p>The screenshot shows a message box with the text: "Approval requested for EFFDT 2022-07-20, ABSENCE TYPE UA (0,0)". Below the text is an "OK" button, which is highlighted with a red box.</p>

Continued on next page

Updating General Absences (Adding a Return Date), Continued

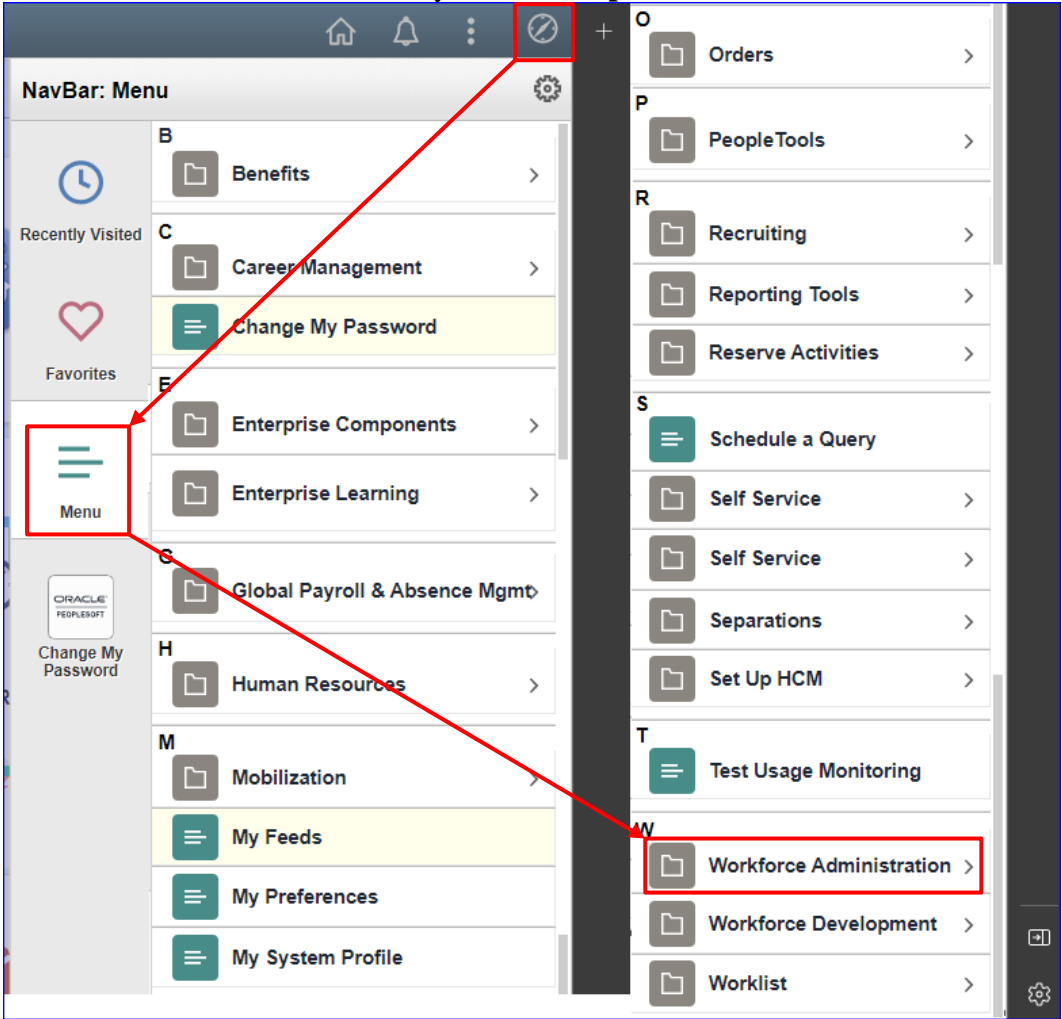
Procedures,
continued

Step	Action
6	<p data-bbox="328 483 927 517">Click Return to Search to exit Absence Data.</p> <div data-bbox="328 517 1364 1254"><p data-bbox="336 528 504 555">Absence Data</p><hr/><p data-bbox="336 577 1249 607">Jayne Cobb Employee Empl ID 1234567 Empl Record 0</p><p data-bbox="336 636 1347 665">Absence Data <input type="text" value=""/> << < 1 of 1 > >> View All</p><p data-bbox="533 712 783 741">* Start Date: 07/20/2022 <input type="text"/></p><p data-bbox="523 757 783 786">Return Date: 07/22/2022 <input type="text"/></p><p data-bbox="496 824 986 853">* Absence Type: UA <input type="text"/> Unauthorized Absence</p><p data-bbox="517 869 783 898">Cancel Code: <input type="text"/></p><p data-bbox="488 913 1230 943">Approval Status: Approved Regulatory Region Active Duty</p><p data-bbox="376 943 1230 972"><input checked="" type="checkbox"/> Approved Last Approved On: 07/22/2022</p><p data-bbox="368 1003 592 1032">Paid or Unpaid Absence</p><p data-bbox="395 1039 1027 1068"><input type="radio"/> Paid <input checked="" type="radio"/> Unpaid</p><p data-bbox="523 1122 740 1151">Submit Date: 07/22/2022</p><p data-bbox="472 1151 740 1180">Last Approved By: Inara Serra</p><p data-bbox="344 1211 715 1240"><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p></div>

Cancelling a General Absence

Introduction This section provides the procedures for cancelling a General Absence in Direct Access (DA).

Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence.</p>  <p>The screenshot shows the Oracle PeopleSoft NavBar menu. A red box highlights the 'Menu' icon in the 'Favorites' section. A red arrow points from this icon to the 'Workforce Administration' option in the 'W' section of the main menu. Another red box highlights the 'Workforce Administration' option. A second red arrow points from the top right of the NavBar menu to the 'Workforce Administration' option, indicating the path from the NavBar icon.</p>

Continued on next page

Cancelling a General Absence, Continued

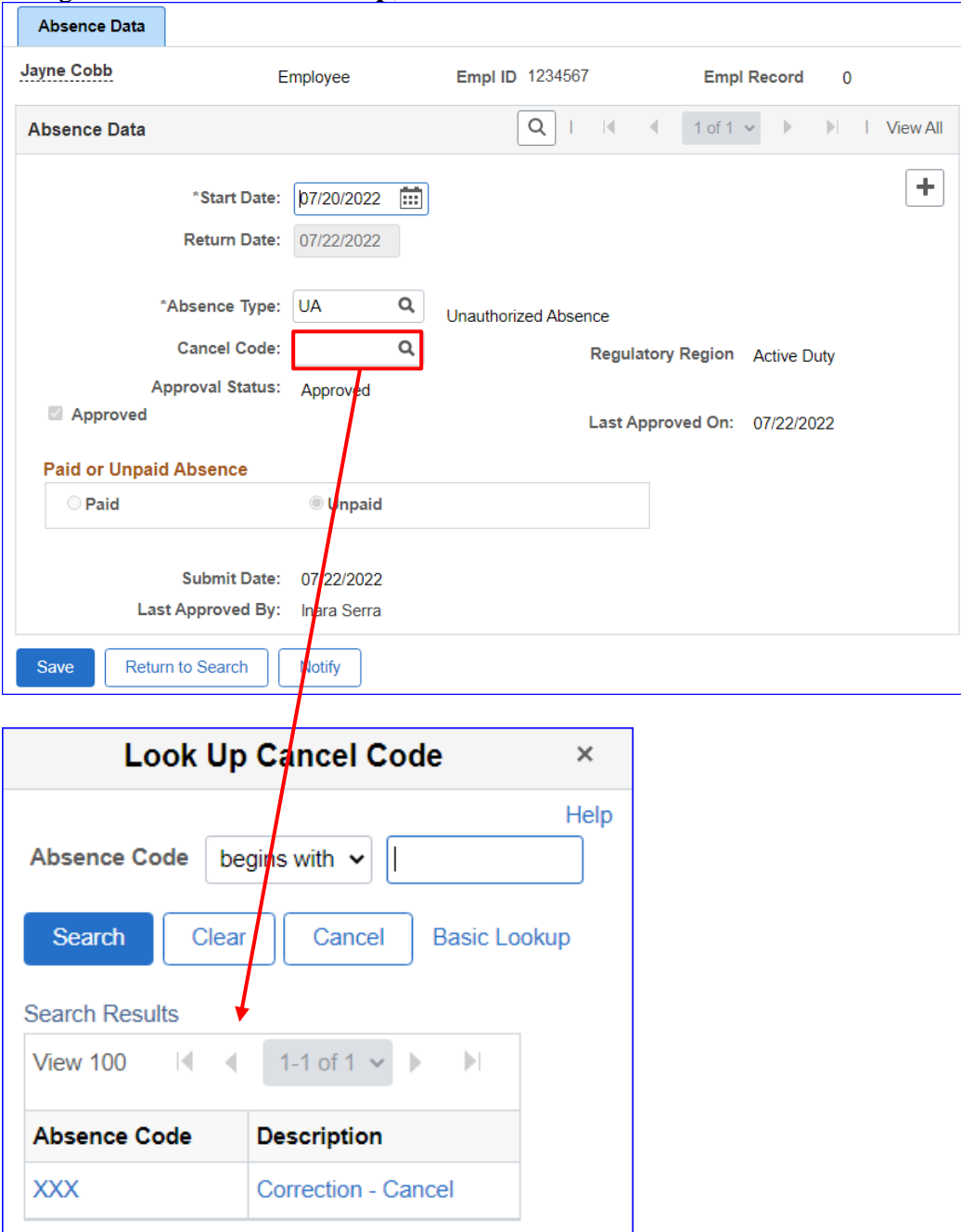
Procedures,
continued

Step	Action
2	<p data-bbox="328 414 943 448">Enter the member's Empl ID and click Search.</p> <div data-bbox="328 443 1018 1153" style="border: 1px solid black; padding: 5px;"> <p data-bbox="336 450 596 477">Create/Update Absence</p> <p data-bbox="336 483 1010 506">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="357 521 572 548">Find an Existing Value</p> <p data-bbox="336 568 491 591">▼ Search Criteria</p> <p data-bbox="488 607 906 633">Empl ID begins with ▼ 1234567</p> <p data-bbox="448 651 906 678">Empl Record = ▼ <input type="text"/></p> <p data-bbox="504 696 906 723">Name begins with ▼ <input type="text"/></p> <p data-bbox="464 741 906 768">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="400 786 906 813">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="344 831 906 857">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="448 875 906 902">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="440 920 906 947">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="408 965 935 992">Department Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="456 1010 935 1037">Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="344 1055 483 1081"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="344 1099 839 1126"> <input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> </div>

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Cancelling a General Absence, Continued

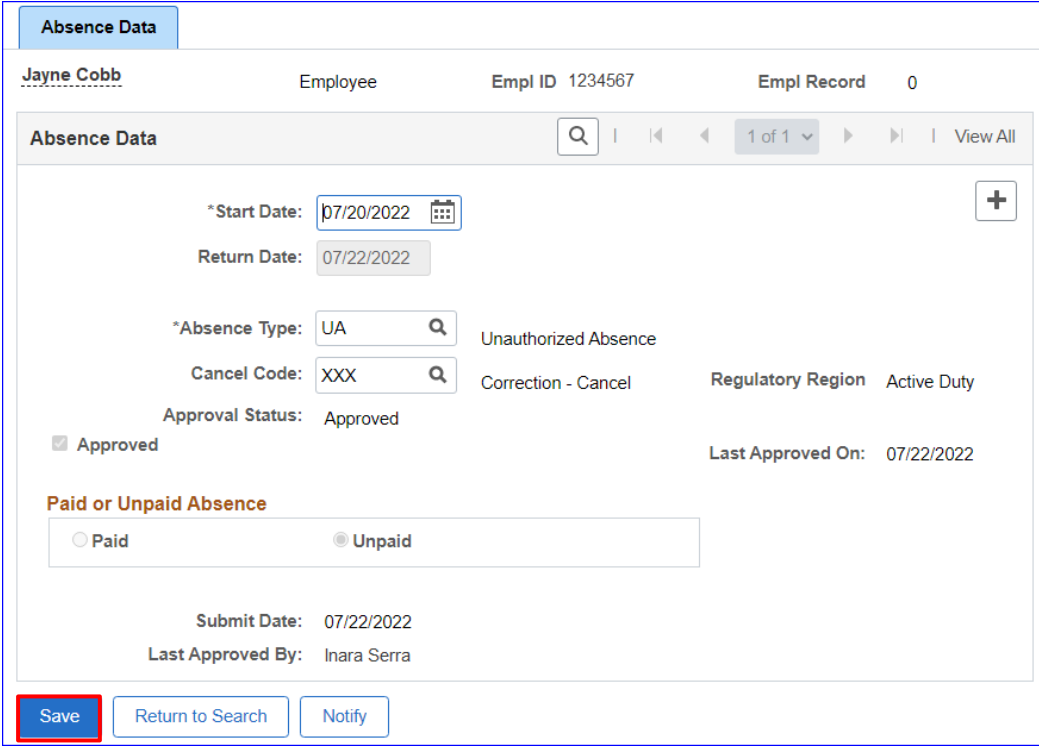
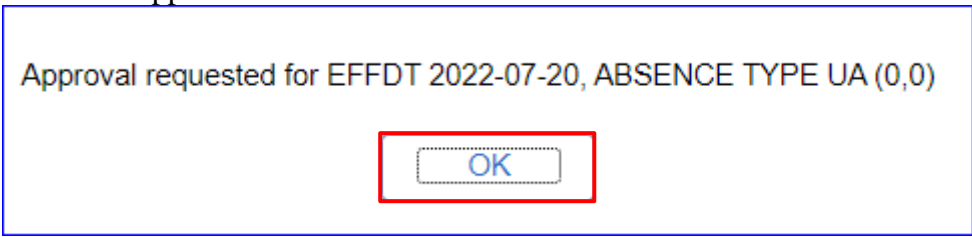
Procedures,
continued

Step	Action				
3	<p>The Absence Data page will display. Ensure you have the correct member and correct General Absence request.</p> <p>Using the Cancel Code Lookup, select XXX Correction-Cancel.</p>  <p>Absence Data</p> <p>Jayne Cobb Employee Empl ID 1234567 Empl Record 0</p> <p>Absence Data 1 of 1 View All</p> <p>*Start Date: 07/20/2022</p> <p>Return Date: 07/22/2022</p> <p>*Absence Type: UA Unauthorized Absence</p> <p>Cancel Code: </p> <p>Regulatory Region Active Duty</p> <p>Approval Status: Approved</p> <p><input checked="" type="checkbox"/> Approved Last Approved On: 07/22/2022</p> <p>Paid or Unpaid Absence</p> <p><input type="radio"/> Paid <input checked="" type="radio"/> Unpaid</p> <p>Submit Date: 07/22/2022</p> <p>Last Approved By: Inara Serra</p> <p>Save Return to Search Notify</p> <p>Look Up Cancel Code</p> <p>Absence Code begins with <input type="text"/></p> <p>Search Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 1-1 of 1</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				

Continued on next page

Cancelling a General Absence, Continued

Procedures,
continued

Step	Action
4	<p>Click Save.</p>  <p>The screenshot shows the 'Absence Data' form for employee Jayne Cobb (Empl ID 1234567). The form includes the following fields and values:</p> <ul style="list-style-type: none"> * Start Date: 07/20/2022 Return Date: 07/22/2022 * Absence Type: UA (Unauthorized Absence) Cancel Code: XXX (Correction - Cancel) Regulatory Region: Active Duty Approval Status: Approved Approved: <input checked="" type="checkbox"/> Last Approved On: 07/22/2022 Paid or Unpaid Absence: <input type="radio"/> Paid, <input checked="" type="radio"/> Unpaid Submit Date: 07/22/2022 Last Approved By: Inara Serra <p>The 'Save' button is highlighted with a red box.</p>
5	<p>Upon saving, a message box will display. Click OK. You will be returned to the Absence Data page. The General Absence cancellation request will be routed for approval.</p>  <p>The screenshot shows a message box with the following text:</p> <p>Approval requested for EFFDT 2022-07-20, ABSENCE TYPE UA (0,0)</p> <p>The 'OK' button is highlighted with a red box.</p>

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Cancelling a General Absence, Continued

Procedures,
continued


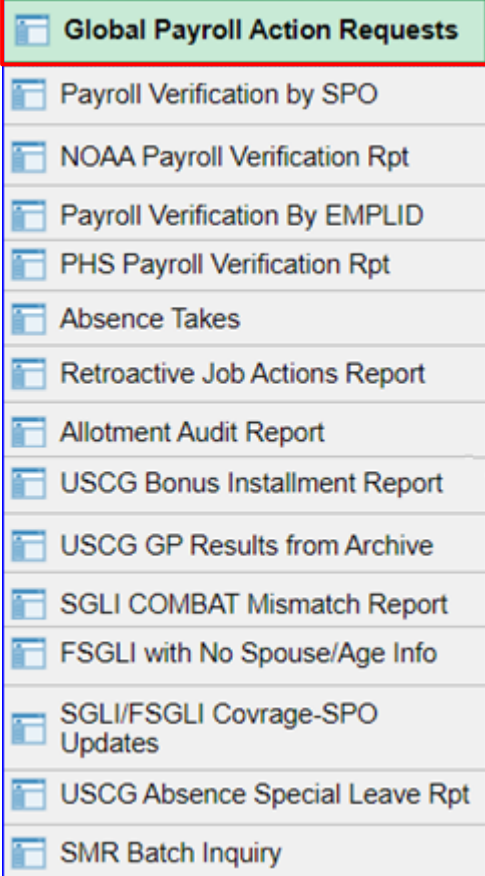
Step	Action
6	<p data-bbox="328 443 927 477">Click Return to Search to exit Absence Data.</p> <div data-bbox="328 477 1369 1216"><p data-bbox="363 488 485 517">Absence Data</p><p data-bbox="344 539 448 566">Jayne Cobb</p><p data-bbox="624 544 703 566">Employee</p><p data-bbox="815 544 963 566">Empl ID 1234567</p><p data-bbox="1082 544 1246 566">Empl Record 0</p><p data-bbox="352 600 485 624">Absence Data</p><p data-bbox="884 600 916 624">Q</p><p data-bbox="1070 600 1139 624">1 of 1</p><p data-bbox="1278 600 1347 624">View All</p><p data-bbox="528 674 788 701">* Start Date: 07/20/2022</p><p data-bbox="520 719 756 745">Return Date: 07/22/2022</p><p data-bbox="496 786 778 813">* Absence Type: UA</p><p data-bbox="807 797 986 824">Unauthorized Absence</p><p data-bbox="512 835 778 862">Cancel Code: XXX</p><p data-bbox="807 842 963 869">Correction - Cancel</p><p data-bbox="1034 842 1305 869">Regulatory Region Active Duty</p><p data-bbox="488 880 727 907">Approval Status: Approved</p><p data-bbox="376 909 485 936"><input checked="" type="checkbox"/> Approved</p><p data-bbox="1034 913 1305 940">Last Approved On: 07/22/2022</p><p data-bbox="368 965 592 992">Paid or Unpaid Absence</p><p data-bbox="392 1003 453 1030"><input type="radio"/> Paid</p><p data-bbox="655 1003 740 1030"><input checked="" type="radio"/> Unpaid</p><p data-bbox="520 1081 740 1108">Submit Date: 07/22/2022</p><p data-bbox="472 1115 740 1142">Last Approved By: Inara Serra</p><p data-bbox="360 1178 408 1205">Save</p><p data-bbox="456 1178 596 1205">Return to Search</p><p data-bbox="647 1178 695 1205">Notify</p></div>

Viewing Approved UA Report

Introduction This section provides the procedures to run the Approved Unauthorized Absences report in Direct Access (DA).

This report allows the user to view all approved Unauthorized Absences processed for a member in DA.







Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Reports Tile.</p> 
1.5	<p>The default Global Payroll Action Requests option will automatically display.</p> 

Continued on next page

Viewing Approved UA Report, Continued

Procedures,
continued

Step	Action
2	<p>The Action Request parameters will display.</p> <div data-bbox="327 443 1358 853" style="border: 1px solid blue; padding: 5px;"><p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p><p>Category <input type="text"/> </p><p>Action <input type="text"/> </p><p>Empl ID <input type="text"/> </p><p>*Entered After <input type="text"/> </p><p>*Entered Before <input type="text"/> </p><p>Company <input type="text"/> </p><p><input type="button" value="View Results"/></p></div>

Continued on next page

Viewing Approved UA Report, Continued

Procedures,
continued

Step	Action																																																																																																																
<p>3</p>	<p>Enter the following (all fields required):</p> <ul style="list-style-type: none"> • Category – Using the Lookup, select Disciplinary Actions. • Action – Using the Lookup, select Approve-UA. • Empl ID – Enter the member’s Employee ID. • Entered After – Enter the begin date (will capture any UA entered after this date). • Entered Before – Enter an end date (will capture any UA entered before this date). • Company – Using the Lookup, select ACG for Coast Guard personnel. <p>Click View Results.</p> <div data-bbox="327 857 1361 1265" style="border: 1px solid blue; padding: 5px;"> <p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p> <p>Category: <input type="text" value="DISCIPLINARY ACTIONS"/> 🔍</p> <p>Action: <input type="text" value="APPROVE-UA"/> 🔍</p> <p>Empl ID: <input type="text" value="1234567"/> 🔍</p> <p>*Entered After: <input type="text" value="01/01/2022"/> 📅</p> <p>*Entered Before: <input type="text" value="07/31/2022"/> 📅</p> <p>Company: <input type="text" value="ACG"/> 🔍</p> <p><input type="button" value="View Results"/></p> </div>																																																																																																																
<p>4</p>	<p>The results will display. The report may be downloaded to an Excel Spreadsheet, if desired.</p> <p>NOTE: Job Data rows are created for any approved General Absence requests that suspend a member’s pay, such as a UA or Civil Confinement (see Reviewing Job Data).</p> <div data-bbox="327 1525 1370 1760" style="border: 1px solid blue; padding: 5px;"> <p>Download results in: <input type="button" value="Excel Spreadsheet"/> CSV Text File XML File (9 kb)</p> <p>View All First 1-7 of 7 Last</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr DeptId</th> <th>Dept Name</th> <th>Dept OFFAC</th> <th>Originator</th> <th>Requester</th> <th>Created</th> <th>Approver</th> <th>Status</th> <th>Key1</th> <th>Key2</th> <th>Key3</th> <th>Key4</th> <th>Key5</th> <th>Key6</th> <th>Key7</th> <th>Key8</th> <th>SPO Dept</th> <th>SPO DeptName</th> <th>SPO OFFAC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>22650086</td> <td>DISCIPLINARY ACTIONS</td> <td>General Absence Approval</td> <td>1234567</td> <td>0</td> <td>Jayne Cobb</td> <td>USCG SA</td> <td></td> <td>000525</td> <td>CG STA COOS BAY</td> <td>30478</td> <td>9876543</td> <td>9876543</td> <td>07/19/2022 8765421</td> <td>Approved</td> <td>2021-12-21</td> <td>UA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>038079</td> <td>SEA SPO (PS)</td> <td>31010</td> </tr> <tr> <td>2</td> <td>22650089</td> <td>DISCIPLINARY ACTIONS</td> <td>General Absence Approval</td> <td>1234567</td> <td>0</td> <td>Jayne Cobb</td> <td>USCG SA</td> <td></td> <td>000525</td> <td>CG STA COOS BAY</td> <td>30478</td> <td>9876543</td> <td>9876543</td> <td>07/19/2022 8765421</td> <td>Approved</td> <td>2022-01-03</td> <td>UA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>038079</td> <td>SEA SPO (PS)</td> <td>31010</td> </tr> <tr> <td>3</td> <td>22650090</td> <td>DISCIPLINARY ACTIONS</td> <td>General Absence Approval</td> <td>1234567</td> <td>0</td> <td>Jayne Cobb</td> <td>USCG SA</td> <td></td> <td>000525</td> <td>CG STA COOS BAY</td> <td>30478</td> <td>9876543</td> <td>9876543</td> <td>07/19/2022 8765421</td> <td>Approved</td> <td>2022-01-19</td> <td>UA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>038079</td> <td>SEA SPO (PS)</td> <td>31010</td> </tr> </tbody> </table> </div>	Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr DeptId	Dept Name	Dept OFFAC	Originator	Requester	Created	Approver	Status	Key1	Key2	Key3	Key4	Key5	Key6	Key7	Key8	SPO Dept	SPO DeptName	SPO OFFAC	1	22650086	DISCIPLINARY ACTIONS	General Absence Approval	1234567	0	Jayne Cobb	USCG SA		000525	CG STA COOS BAY	30478	9876543	9876543	07/19/2022 8765421	Approved	2021-12-21	UA								038079	SEA SPO (PS)	31010	2	22650089	DISCIPLINARY ACTIONS	General Absence Approval	1234567	0	Jayne Cobb	USCG SA		000525	CG STA COOS BAY	30478	9876543	9876543	07/19/2022 8765421	Approved	2022-01-03	UA								038079	SEA SPO (PS)	31010	3	22650090	DISCIPLINARY ACTIONS	General Absence Approval	1234567	0	Jayne Cobb	USCG SA		000525	CG STA COOS BAY	30478	9876543	9876543	07/19/2022 8765421	Approved	2022-01-19	UA								038079	SEA SPO (PS)	31010
Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr DeptId	Dept Name	Dept OFFAC	Originator	Requester	Created	Approver	Status	Key1	Key2	Key3	Key4	Key5	Key6	Key7	Key8	SPO Dept	SPO DeptName	SPO OFFAC																																																																																						
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3	22650090	DISCIPLINARY ACTIONS	General Absence Approval	1234567	0	Jayne Cobb	USCG SA		000525	CG STA COOS BAY	30478	9876543	9876543	07/19/2022 8765421	Approved	2022-01-19	UA								038079	SEA SPO (PS)	31010																																																																																						

Reviewing Job Data (Unpaid General Absence)

Introduction This section provides a look at Job Data for any General Absence that results in the **suspension of the member’s pay**.

Procedures See below.

Step	Action
1	<p data-bbox="327 524 730 560">Approved Unpaid UA request:</p> <div data-bbox="327 560 1388 1288"> <p>The screenshot displays the 'Absence Data' form for Jayne Cobb (Employee, Empl ID 1234567, Empl Record 0). The form shows an approved unauthorized absence (UA) from 12/21/2021 to 12/23/2021. The absence type is 'Unauthorized Absence' with a 'Cancel Code' field. The approval status is 'Approved' and the last approved date is 07/19/2022. Under 'Paid or Unpaid Absence', the 'Unpaid' option is selected. The submit date is 07/19/2022 and the last approved by is Inara Serra. Buttons for 'Save', 'Return to Search', and 'Notify' are at the bottom.</p> </div>

Continued on next page

Reviewing Job Data (Unpaid General Absence), Continued

Procedures,
continued

Step	Action
2	<p>Job Data:</p> <div data-bbox="327 477 1380 929"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Jayne Cobb Empl ID 1234567 Employee Empl Record 0</p> <p>Military Service</p> <p>Work Location Details ? [Search] [Navigation] 17 of 20 [Go To Row] [Add] [Remove]</p> <p>*Effective Date 12/21/2021 [Calendar]</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Suspended</p> <p>*Action Suspension</p> <p>Reason Unauthorized Absence</p> <p>*Job Indicator Primary Job</p> <p>Position Number 00023632 [Search] History [Icon]</p> <p>BCM</p> </div> <div data-bbox="327 965 1380 1433"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Jayne Cobb Empl ID 1234567 Employee Empl Record 0</p> <p>Military Service</p> <p>Work Location Details ? [Search] [Navigation] 16 of 20 [Go To Row] [Add] [Remove]</p> <p>*Effective Date 12/23/2021 [Calendar]</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Active</p> <p>*Action Reinstatement</p> <p>Reason Recall from Suspension/Layoff</p> <p>*Job Indicator Primary Job</p> <p>Position Number 00023632 [Search] History [Icon]</p> <p>BCM</p> <p>Use Position Data</p> </div>