

Leave Correction Report

Introduction This guide provides the procedures for running the Leave Correction Report in Direct Access (DA).

Information The purpose of this report is to show all leave transactions that have been corrected or deleted within a specified timeframe and ensure they are valid.

To use this report, you must have one of the following Functional Roles:

- CG Admin Technician
- CG CGIS Investigator
- CG SPO Auditor
- CG SPO Technician
- CG Assignment Officer (EPM)
- CG Assignment Officer CAC (EPM)
- CG SPO Auditor (CG Academy)
- CG SPO Technician (CG Academy)
- CG Admin Supervisor E-7 and PERS in an Admin Billet
- CG CO/OIC, XO/SPO, Gold & Silver Badge MC
- CG SPO Technician (PSC (RPM-3))
- CG SPO Auditor (PSC (RPM-3))

If you feel that you require access to the Leave Correction Report and do not possess one of the roles listed above, submit a DA Roles request via DA and ask for the CGSSCMD role using the [Requesting New User Roles guide](#).

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Leave Correction Report, Continued

DA Failsafe for Leave Requests

If leave was requested and then denied through Absence Requests, it may cause an error when attempting to enter the leave in the Delay En route section of the PCS Orders or processing the PCS Departing or Reporting Endorsements.

A Trouble Ticket with screenshots must be submitted to PPC to have the 'Denied' Absence Request deleted from DA before the PCS Orders or Endorsements may be completed.

CG_GP_ABSENCE_REQUEST - Listing of Absence Requests

EMPLID

Department

Reports To

*Begin Date On or After

*End Date On or Before

*Request Status

SPO

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All

Row	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	Begin_Date	End_Date	Duration (Days)
1	2	Riker	William	1234567	E4	AD	PATFOR SWA BAHRAIN	Denied	Leave - OCONUS	2023-12-01	2023-12-02	2023-12-06	5

▼ Delay En route

	Begin Date	End Date	Delay En route	Days		
1	<input type="text" value="12/02/2023"/> <input type="button" value="Calendar"/>	<input type="text" value="12/09/2023"/> <input type="button" value="Calendar"/>	Leave OCONUS <input type="button" value="v"/>	8	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="12/10/2023"/> <input type="button" value="Calendar"/>	<input type="text" value="12/13/2023"/> <input type="button" value="Calendar"/>	Proceed Time <input type="button" value="v"/>	4	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="12/14/2023"/> <input type="button" value="Calendar"/>	<input type="text" value="12/16/2023"/> <input type="button" value="Calendar"/>	Travel Time <input type="button" value="v"/>	3	<input type="button" value="+"/>	<input type="button" value="-"/>

Two events with the same priority have overlapping dates. Please correct. (17000,1669)Error saving Component Interface. (GP_ABSENCE_EVENT) (91,37)

The PeopleCode program executed an Error statement, which has produced this message.

Also, while processing PCS Orders, if there is an Absence request overlap with the Delay in En route section or the Actual Begin and End dates of the orders, DA will display a message as shown below.


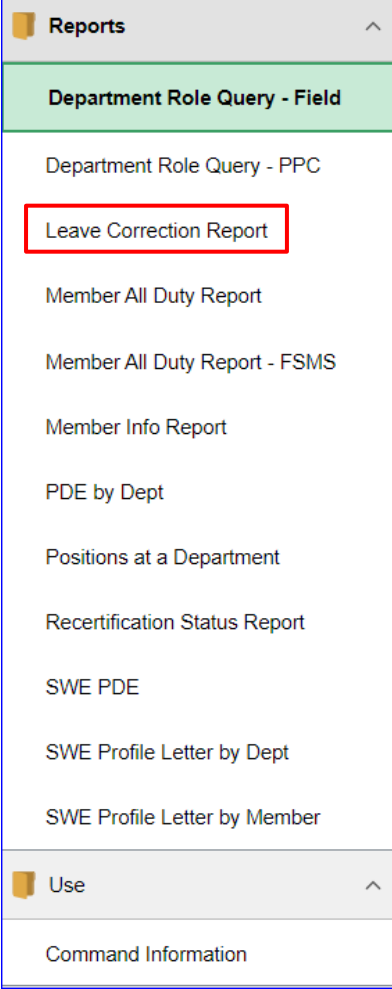
Leave Begin Date 2024-01-08 and End Date 2024-01-15 conflict with existing Absence Request 2023-12-31 thru 2024-01-29. (30003,2)

The Leave Dates entered fall between another absence request. You cannot overlap absences. Please modify the existing request or change this new request.

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Leave Correction Report, Continued

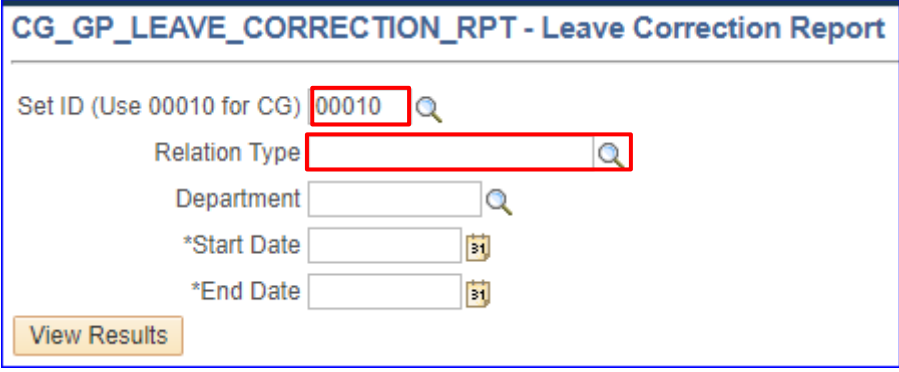
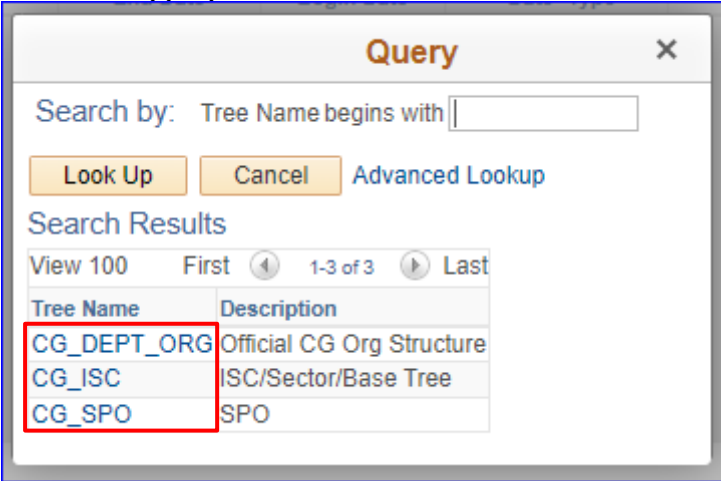
Procedure See below.

Step	Action
1	<p>Click on the Self Service for Commands tile.</p> 
2	<p>Select the Leave Correction Report option from the Reports drop-down.</p> 

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Leave Correction Report, Continued

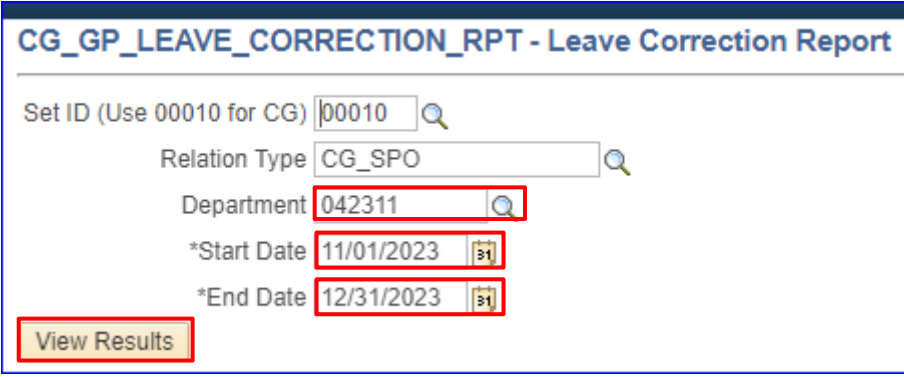
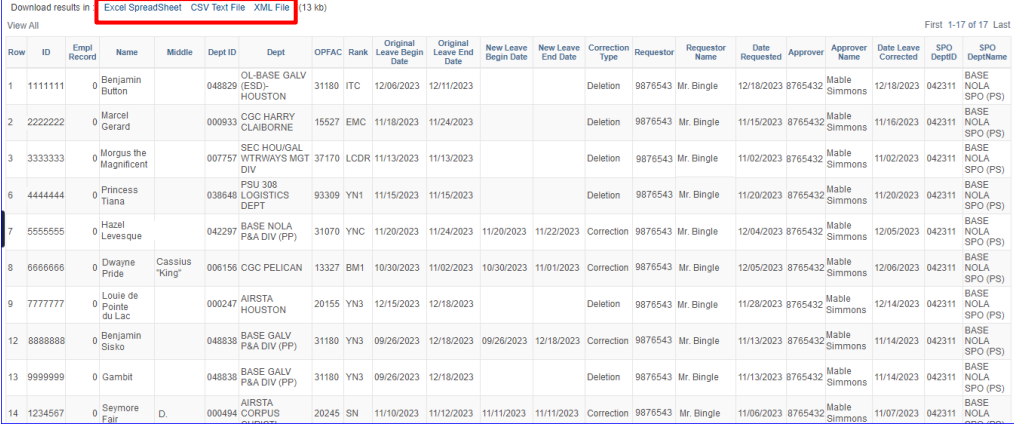
Procedure,
continued

Step	Action
3	<p>The CG_GP_LEAVE_CORRECTION_RPT - Leave Correction Report page will display. Set ID (Use 00010 for CG) is the default. Click the Lookup icon for the Relation Type.</p> 
4	<p>A query box will open with the following Tree Name selections:</p> <ul style="list-style-type: none"> • CG DEPT ORG - Current department and all departments that fall under it. • CG ISC - Higher level Sector and Base departments • CG SPO - All units supported by that SPO department. <p>Select the appropriate Tree Name.</p> 

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Leave Correction Report, Continued

Procedure,
continued

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5	<p>After selecting the Relation Type, enter the Department, Start Date and End Date.</p> <ul style="list-style-type: none"> • Department - Your department ID • Start Date - Beginning day of the date range for corrections and deletions only (not the date of the leave request itself, nor the beginning date of the leave taken). • End Date - Ending day of date range for corrections and deletions only. <p>Click View Results.</p> 																																																																																																																																																																																																																																																		
6	<p>The results will display the following fields and can be downloaded to an excel spreadsheet for printing.</p>  <table border="1"> <thead> <tr> <th>Row</th> <th>ID</th> <th>Empl Record</th> <th>Name</th> <th>Middle</th> <th>Dept ID</th> <th>Dept</th> <th>OPFAC</th> <th>Rank</th> <th>Original Leave Begin Date</th> <th>Original Leave End Date</th> <th>New Leave Begin Date</th> <th>New Leave End Date</th> <th>Correction Type</th> <th>Requestor</th> <th>Requestor Name</th> <th>Date Requested</th> <th>Approver</th> <th>Approver Name</th> <th>Date Leave Corrected</th> <th>SPO DeptID</th> <th>SPO DeptName</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1111111</td> <td>0</td> <td>Benjamin Button</td> <td></td> <td>048829</td> <td>OL-BASE GALV (ESD)-HOUSTON</td> <td>31180</td> <td>ITC</td> <td>12/06/2023</td> <td>12/11/2023</td> <td></td> <td></td> <td>Deletion</td> <td>9876543</td> <td>Mr. Bingle</td> <td>12/18/2023</td> <td>8765432</td> <td>Mable Simmons</td> <td>12/18/2023</td> 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7	<p>Field names and breakdowns will be explained in 3 sections.</p> <p>Section 1:</p> <ul style="list-style-type: none"> • ID - Member's employee ID • Empl Record - Member's employee record (Active Duty, Reserve, Civilian, etc.) • Name - Member's first and last name • Middle - Member's middle initial/name • Dept ID - Member's department ID • Dept - Member's department name • OPFAC - Unit operational facility number (OPFAC) • Rank - Member's paygrade/rank <table border="1" data-bbox="347 880 1275 1442"> <thead> <tr> <th>ID</th> <th>Empl Record</th> <th>Name</th> <th>Middle</th> <th>Dept ID</th> <th>Dept</th> <th>OPFAC</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>1111111</td> <td>0</td> <td>Benjamin Button</td> <td></td> <td>048829</td> <td>OL-BASE GALV (ESD)-HOUSTON</td> <td>31180</td> <td>ITC</td> </tr> <tr> <td>2222222</td> <td>0</td> <td>Marcel Gerard</td> <td></td> <td>000933</td> <td>CGC HARRY CLAIBORNE</td> <td>15527</td> <td>EMC</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>Morgus the Magnificent</td> <td></td> <td>007757</td> <td>SEC HOU/GAL WTRWAYS MGT DIV</td> <td>37170</td> <td>LCDR</td> </tr> <tr> <td>4444444</td> <td>0</td> <td>Princess Tiana</td> <td></td> <td>038648</td> <td>PSU 308 LOGISTICS DEPT</td> <td>93309</td> <td>YN1</td> </tr> <tr> <td>5555555</td> <td>0</td> <td>Hazel Levesque</td> <td></td> <td>042297</td> <td>BASE NOLA P&A DIV (PP)</td> <td>31070</td> <td>YNC</td> </tr> </tbody> </table>	ID	Empl Record	Name	Middle	Dept ID	Dept	OPFAC	Rank	1111111	0	Benjamin Button		048829	OL-BASE GALV (ESD)-HOUSTON	31180	ITC	2222222	0	Marcel Gerard		000933	CGC HARRY CLAIBORNE	15527	EMC	3333333	0	Morgus the Magnificent		007757	SEC HOU/GAL WTRWAYS MGT DIV	37170	LCDR	4444444	0	Princess Tiana		038648	PSU 308 LOGISTICS DEPT	93309	YN1	5555555	0	Hazel Levesque		042297	BASE NOLA P&A DIV (PP)	31070	YNC
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8	<p>Section 2:</p> <ul style="list-style-type: none"> • Original Leave Begin Date - Original date the leave was to begin. • Original Leave End Date - Original date the leave was to end. • New Leave Begin Date - New date leave is to begin. • New Leave End Date - New date leave is to end. • Correction Type - Indicates the type of correction (correction or deletion). • Requestor - Employee id of the member who submitted the leave request. • Requestor Name - Name of the member who submitted the leave request. <table border="1" data-bbox="352 763 1326 1330"> <thead> <tr> <th data-bbox="352 763 496 853">Original Leave Begin Date</th> <th data-bbox="496 763 639 853">Original Leave End Date</th> <th data-bbox="639 763 783 853">New Leave Begin Date</th> <th data-bbox="783 763 927 853">New Leave End Date</th> <th data-bbox="927 763 1046 853">Correction Type</th> <th data-bbox="1046 763 1161 853">Requestor</th> <th data-bbox="1161 763 1326 853">Requestor Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 853 496 943">12/06/2023</td> <td data-bbox="496 853 639 943">12/11/2023</td> <td data-bbox="639 853 783 943"></td> <td data-bbox="783 853 927 943"></td> <td data-bbox="927 853 1046 943">Deletion</td> <td data-bbox="1046 853 1161 943">9876543</td> <td data-bbox="1161 853 1326 943">Mr. Bingle</td> </tr> <tr> <td data-bbox="352 943 496 1032">11/18/2023</td> <td data-bbox="496 943 639 1032">11/24/2023</td> <td data-bbox="639 943 783 1032"></td> <td data-bbox="783 943 927 1032"></td> <td data-bbox="927 943 1046 1032">Deletion</td> <td data-bbox="1046 943 1161 1032">9876543</td> <td data-bbox="1161 943 1326 1032">Mr. Bingle</td> </tr> <tr> <td data-bbox="352 1032 496 1122">11/13/2023</td> <td data-bbox="496 1032 639 1122">11/13/2023</td> <td data-bbox="639 1032 783 1122"></td> <td data-bbox="783 1032 927 1122"></td> <td data-bbox="927 1032 1046 1122">Deletion</td> <td data-bbox="1046 1032 1161 1122">9876543</td> <td data-bbox="1161 1032 1326 1122">Mr. Bingle</td> </tr> <tr> <td data-bbox="352 1122 496 1211">11/15/2023</td> <td data-bbox="496 1122 639 1211">11/15/2023</td> <td data-bbox="639 1122 783 1211"></td> <td data-bbox="783 1122 927 1211"></td> <td data-bbox="927 1122 1046 1211">Deletion</td> <td data-bbox="1046 1122 1161 1211">9876543</td> <td data-bbox="1161 1122 1326 1211">Mr. Bingle</td> </tr> <tr> <td data-bbox="352 1211 496 1330">11/20/2023</td> <td data-bbox="496 1211 639 1330">11/24/2023</td> <td data-bbox="639 1211 783 1330">11/20/2023</td> <td data-bbox="783 1211 927 1330">11/22/2023</td> <td data-bbox="927 1211 1046 1330">Correction</td> <td data-bbox="1046 1211 1161 1330">9876543</td> <td data-bbox="1161 1211 1326 1330">Mr. Bingle</td> </tr> </tbody> </table>	Original Leave Begin Date	Original Leave End Date	New Leave Begin Date	New Leave End Date	Correction Type	Requestor	Requestor Name	12/06/2023	12/11/2023			Deletion	9876543	Mr. Bingle	11/18/2023	11/24/2023			Deletion	9876543	Mr. Bingle	11/13/2023	11/13/2023			Deletion	9876543	Mr. Bingle	11/15/2023	11/15/2023			Deletion	9876543	Mr. Bingle	11/20/2023	11/24/2023	11/20/2023	11/22/2023	Correction	9876543	Mr. Bingle
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Leave Correction Report, Continued

Procedure,
continued

Step	Action																																				
9	<p>Section 3:</p> <ul style="list-style-type: none"> • Date Requested - Date the request was submitted • Approver - Employee ID of the approver • Approver Name - First and last name of the approver • Date Leave Corrected - Date the leave request was corrected • SPO DeptID - SPO department ID • SPO DeptName - SPO Department name <table border="1" data-bbox="352 757 1093 1330"> <thead> <tr> <th data-bbox="352 757 488 846">Date Requested</th> <th data-bbox="488 757 592 846">Approver</th> <th data-bbox="592 757 716 846">Approver Name</th> <th data-bbox="716 757 852 846">Date Leave Corrected</th> <th data-bbox="852 757 959 846">SPO DeptID</th> <th data-bbox="959 757 1093 846">SPO DeptName</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 846 488 943">12/18/2023</td> <td data-bbox="488 846 592 943">8765432</td> <td data-bbox="592 846 716 943">Mable Simmons</td> <td data-bbox="716 846 852 943">12/18/2023</td> <td data-bbox="852 846 959 943">042311</td> <td data-bbox="959 846 1093 943">BASE NOLA SPO (PS)</td> </tr> <tr> <td data-bbox="352 943 488 1039">11/15/2023</td> <td data-bbox="488 943 592 1039">8765432</td> <td data-bbox="592 943 716 1039">Mable Simmons</td> <td data-bbox="716 943 852 1039">11/16/2023</td> <td data-bbox="852 943 959 1039">042311</td> <td data-bbox="959 943 1093 1039">BASE NOLA SPO (PS)</td> </tr> <tr> <td data-bbox="352 1039 488 1135">11/02/2023</td> <td data-bbox="488 1039 592 1135">8765432</td> <td data-bbox="592 1039 716 1135">Mable Simmons</td> <td data-bbox="716 1039 852 1135">11/02/2023</td> <td data-bbox="852 1039 959 1135">042311</td> <td data-bbox="959 1039 1093 1135">BASE NOLA SPO (PS)</td> </tr> <tr> <td data-bbox="352 1135 488 1232">11/20/2023</td> <td data-bbox="488 1135 592 1232">8765432</td> <td data-bbox="592 1135 716 1232">Mable Simmons</td> <td data-bbox="716 1135 852 1232">11/20/2023</td> <td data-bbox="852 1135 959 1232">042311</td> <td data-bbox="959 1135 1093 1232">BASE NOLA SPO (PS)</td> </tr> <tr> <td data-bbox="352 1232 488 1330">12/04/2023</td> <td data-bbox="488 1232 592 1330">8765432</td> <td data-bbox="592 1232 716 1330">Mable Simmons</td> <td data-bbox="716 1232 852 1330">12/05/2023</td> <td data-bbox="852 1232 959 1330">042311</td> <td data-bbox="959 1232 1093 1330">BASE NOLA SPO (PS)</td> </tr> </tbody> </table>	Date Requested	Approver	Approver Name	Date Leave Corrected	SPO DeptID	SPO DeptName	12/18/2023	8765432	Mable Simmons	12/18/2023	042311	BASE NOLA SPO (PS)	11/15/2023	8765432	Mable Simmons	11/16/2023	042311	BASE NOLA SPO (PS)	11/02/2023	8765432	Mable Simmons	11/02/2023	042311	BASE NOLA SPO (PS)	11/20/2023	8765432	Mable Simmons	11/20/2023	042311	BASE NOLA SPO (PS)	12/04/2023	8765432	Mable Simmons	12/05/2023	042311	BASE NOLA SPO (PS)
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