

# Reviewing Leave

## Overview

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**Introduction** This guide provides the procedures for reviewing leave and guidance on which leave reports are helpful in reviewing leave and how to access them through Direct Access (DA).

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**References**

- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (b) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
- (c) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)

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**Resources**

- (a) [Leave Action Email Template for PPC Trouble Tickets](#)
- (b) [Leave Audit Example](#)
- (c) [Pay Calculation Results DA User Guide](#)
- (d) [Chargeable Absences DA User Guide](#)
- (e) [Non-Chargeable Absences DA User Guide](#)

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**Overview** The major strength to DA is the ability to identify what is currently showing in the system before any changes are processed; and the ability to review again, after an overnight pay calculation update (see Note). This is the preferred process for SPOs performing leave audits. Reviewing pay calculation results before and after a leave correction allows for the user to verify the leave correction processed as expected.

**Follow these steps for all leave audits:**

- a. Identify the open Calendar Leave Accumulator Balance prior to affecting changes,
- b. Process any changes to correct the leave balance in DA (corrections, charge, non-chargeable, etc.)
- c. Audit the same open Calendar Leave Accumulator Balance (from Step a) after changes have processed through an overnight pay calculation update (see Note).
- d. The leave balance should reflect the new changes accordingly.

**NOTE:** Some Thursday nights do not go through an overnight pay calculation update due to system maintenance; therefore, the user may need to wait until the next business day.

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# Leave Programming in Direct Access

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**Introduction** This section provides an overview of how DA is programmed to calculate and account for various types of leave.

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**Known Issues** **Reserve leave is not calculating correctly:**

- If a member has Reserve Active Duty Orders **spanning exactly 30 days**, DA does **NOT** credit the 2.5 days of leave, therefore, the SPO **must** submit a Trouble Ticket to PPC to manually credit the leave.
  - If a member has consecutive Reserve Active Duty Orders in which each set is **less than 30 days but together totals 30 days**, DA does **NOT** credit the 2.5 days of leave, therefore, the SPO **must** submit a Trouble Ticket to PPC to manually credit the leave.
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**Direct Access Programming Guidance**

Accumulators represent “buckets” of cumulative values. The most current, end-month calendar is generally the best place to view a member’s current leave balance. How DA’s programming impacts the leave balance accumulators (buckets) can be complicated:

**Active Duty leave audits:** Leave accrues on the end-month pay calendars. When performing a full leave audit, it must be done **end-month to end-month** for this reason.

**Reserve Order leave audits:** These are performed the same as Active Duty, but the starting point is from the **prior end-month before the start of the orders to the end-month of the orders**. It is very common to have to extend leave audit duration periods further on each end if leave is not approved timely.

**Timing:**

- If the leave approval or correction is processed **RETROACTIVELY**, the leave will be processed during the current calendar and affect the leave accumulator, regardless of the date of the leave. For example:
    - The leave dates, 09/24/2024 – 09/30/2024, were approved **after end-month SEP finalize**; therefore, the leave was processed on the mid-month October 2024 calendar.
  - If the leave approval or correction is processed prior to being taken (**before finalize**), the leave will be charged to the appropriate calendar. For example:
    - The leave date, 10/31/2024, was approved **before mid-month OCT finalize**; therefore, the leave was processed on the end-month October 2024 calendar.
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## Leave Programming in Direct Access, Continued

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### Direct Access Programming Guidance, continued

**Accessions/Separations/Retirements:** The accession date, separation date, or retirement date determines the begin date and end date for leave accrual (i.e., leave cannot be accrued before a member is accessed into the CG and cannot accrue after a member is separated from the CG).

**Lump sum leave sale:** Lump sum leave (LSL) is processed through a number of ways in DA, such as through an approved contract, a separation, a retirement, and Reserve orders. The process for auditing the sale of leave is very similar to auditing regular Active Duty leave:

- The member's pay calculation results and leave accumulator balance should be reviewed.
- Once approved, the accumulator should go down by the respective number of days and the LSL payment should reflect in the current pay calculation.
- This process is the reverse when corrected by PPC MAS. A manual debt will be built for the member to repay the money and accumulators will be restored (increased) the numbers of days that were erroneously sold. See [PPC webpage](#) (P&D, MAS, and Customer Care pages for guidance in submitting these tickets).

**Out-of-Range leave:** Out-of-Range leave approvals are those leave transactions that are **more than a year old**.

- The member's leave accumulator balance should be reviewed **BEFORE** and **AFTER** the Out-of-Range leave is approved to verify DA processed the leave.
  - If, after a nightly pay calculation, the leave does **NOT** process, a PPC Trouble Ticket will need to be submitted to have the leave manually processed.

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### Reserve Leave Scenarios

For situations that involve Job Data, consult the [MAS webpage](#) for known issues and additional guidance:

- a. Orders **less than 30 days** amended to greater than 30 days?
  - If yes and In-range, a Job Data Trouble Ticket submitted to PPC can correct this.
  - If out-of-range, a Trouble Ticket must be sent to PPC for review.
- b. Orders **30 days exactly**. See the [Known Issues](#) on the Knowledge Base on PPC's CG Portal page.

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## Leave Programming in Direct Access, Continued

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### Reserve Leave Scenarios, continued

- c. Orders **greater than 30 days** amended to less than 30 days or cancelled?
    - If yes, then it is possible members may have accrued erroneous leave entitlement and may need an adjustment. A leave audit should be performed and if an error is found, a Trouble Ticket should be submitted to PPC.
  - d. Back to back orders, **less than 30 days individually, but 30 days or greater when combined**?
    - If yes, then the SPO will need to submit a Trouble Ticket to PPC.
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### Fiscal Year Limitations and Special Leave Accrual

Fiscal years begin on 01 October and end on 30 September the following year. Refer to [reference \(b\)](#) for other scenarios that may authorize a member to carry over leave in excess of 60 days and any CG messages that establish the Fiscal year carry over authorization.

If earned leave exceeds the applicable Fiscal year limitations, the amount is to be reduced to the maximum limit and is irrevocably lost without compensation (if applicable, subtract Fiscal year leave).

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### Constructing Leave Periods

In order to construct a leave period for a Reservist, it is important to establish **ALL** Active Duty periods for **30 consecutive days or more**. Members are entitled to leave at a rate of **2.5 calendar days for each month**.

Review the member's Reserve Orders to identify all periods a member could earn leave from.

[IAW reference \(b\), Chap 2.A.19.b](#), use the charts on the following page to construct how much leave a member should have earned based on the duration of each set of Active Duty orders. (**NOTE:** Ensure the correct chart is used based on the month reviewed, 31 days vs 30 days (including February) for begin date construction).

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### Reserve Leave Balance

**NOTE: Reserve Leave balance is NOT IN ADDITION TO the Active Duty Leave balance.**

Throughout the years of Beta testing and revisions of the previous reserve policy, the Reserve Leave Balance located in the member's Accumulators and Payslip should be ignored. Leave that is accumulated while on Orders is combined with their Regular Leave Earned while on Active Duty. Unfortunately, we are unable to modify this display at this time.

Please visit the YN Teams page for additional background information.

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## Leave Programming in Direct Access, Continued

**Constructing  
Leave Periods,**  
continued

**Remember:** Only Active Duty for **30 consecutive days or more** will be entitled to leave at a rate of 2.5 days for each month of Active Duty. Leave is not earned between sets of orders. Leave may only be earned while a member is on Active Duty.

Date of Month Entered on Active Duty.	31-Day Month
1-7	2.5 days
8-13	2.0 days
14-19	1.5 days
20-25	1.0 days
26-31	0.5 days

Date of Month Entered on Active Duty.	30-Day Month, Including February
1-6	2.5 days
7-12	2.0 days
13-18	1.5 days
19-24	1.0 days
25-30	0.5 days

This table shows the leave earned from the beginning of the month to the date of separation.

Date of Month of	Separation
1-6	0.5 days
7-12	1.0 days
13-18	1.5 days
19-24	2.0 days
25-31	2.5 days

# Reviewing Member's Leave Accumulator & Absence Data

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**Introduction** This section provides the procedures to locate and review a member's leave accumulator and absence data in DA to determine their leave balance before and after corrections are made.

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**Accumulators** Accumulators represent "buckets" of cumulative values. The most recent, end-month calendar is generally the best place to view a member's current leave balance.

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**Helpful Tool** See the [Pay Calculation Results](#) user guide for instructions on navigating Pay Calculation Results, Accumulators, and Absence Data.

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**Starting Point** **Leave audits require a starting point.** The process is very simple, yet can be very time consuming depending upon the duration of the leave period:

- A begin balance or starting point must be established from which to start the audit.
- Account for the earned leave for the duration of the leave period, as applicable.
- Deduct any leave taken by the member to determine the correct leave balance.
- Determine the difference between DA and the correct leave balance to identify the manual balance adjustment entry required to correct the member's leave balance.

$$(\text{Starting Point}) + (\text{Earned Leave}) - (\text{Leave Taken}) = \text{Leave Balance}$$

The [Leave Audit Example](#) is a helpful tool to complete a full leave audit.

**NOTE 1:** When working a leave audit, it is important to check for any pending leave. Any pending or RETROACTIVE leave requests should be reviewed prior to approval as well.

**NOTE 2: Only end-month periods** for LEAVE ENT\_BAL and RSV ENT\_BAL are to be used for verifying leave accumulators. Mid-month periods are not clear in the processing/timing of 2.5 days for accrual because they do **NOT** show a full month's accumulation of leave.

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# Reviewing Member's Leave Accumulator & Absence Data, Continued

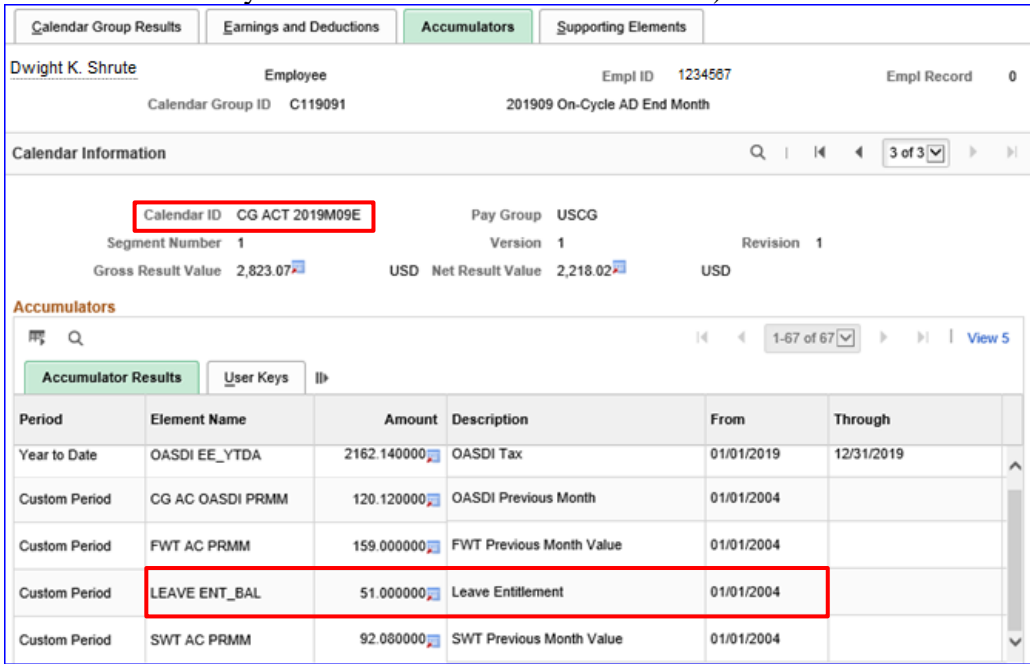
**Procedures** See below.

Step	Action																																																																																										
1	<p>In this example, the member initially requested leave for 09/24/19 – 09/27/19, then found they needed more time and requested additional leave from 09/28/19 – 10/03/19 that was entered into DA after they returned from leave. They also requested an additional day of leave, 10/31/19. We will review the member's leave balance for Leave Taken:</p> <ul style="list-style-type: none"> <li>• 09/24/19 – 09/27/19 (4 days LV)</li> <li>• 09/28/19 – 10/03/19 (6 days LV)</li> <li>• 10/31/19 (1 day LV)</li> </ul> <p>One of the first steps in reviewing leave taken is to review the <a href="#">leave report(s)</a> to determine what leave was approved to be used. In looking at the Absence Request Listing report, we can confirm the member had 11 days of approved leave between 09/24/2019 – 10/31/2019. We can also see by the <b>Process Date</b>, that the September leave was approved after the end-month SPO Pay Cut (09/19/2019).</p> <table border="1" data-bbox="336 969 1270 1176"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Duration (Days)</th> <th>Approver EMPLID</th> <th>Process Date</th> </tr> </thead> <tbody> <tr> <td>2019-10-31</td> <td>2019-10-31</td> <td>1</td> <td>9876543</td> <td>10/6/2019</td> </tr> <tr> <td>2019-09-28</td> <td>2019-10-03</td> <td>6</td> <td>9876543</td> <td>10/6/2019</td> </tr> <tr> <td>2019-09-24</td> <td>2019-09-27</td> <td>4</td> <td>9876543</td> <td>9/22/2019</td> </tr> <tr> <td>2019-09-03</td> <td>2019-09-03</td> <td>1</td> <td>9876543</td> <td>9/4/2019</td> </tr> </tbody> </table> <table border="1" data-bbox="336 1211 1369 1308"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>EMPLID</th> <th>Rank</th> <th>Compon</th> <th>Request Status</th> <th>Descr</th> <th>Submission Date</th> <th>Begin Date</th> <th>End Date</th> <th>Duration (Days)</th> <th>Approver EMPLID</th> <th>Process Date</th> </tr> </thead> <tbody> <tr> <td>Shrute</td> <td>Dwight</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>2019-09-23</td> <td>2019-10-31</td> <td>2019-10-31</td> <td>1</td> <td>9876543</td> <td>10/6/2019</td> </tr> <tr> <td>Shrute</td> <td>Dwight</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>2019-10-04</td> <td>2019-09-28</td> <td>2019-10-03</td> <td>6</td> <td>9876543</td> <td>10/6/2019</td> </tr> <tr> <td>Shrute</td> <td>Dwight</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>2019-09-20</td> <td>2019-09-24</td> <td>2019-09-27</td> <td>4</td> <td>9876543</td> <td>9/22/2019</td> </tr> <tr> <td>Shrute</td> <td>Dwight</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>2019-08-30</td> <td>2019-09-03</td> <td>2019-09-03</td> <td>1</td> <td>9876543</td> <td>9/4/2019</td> </tr> </tbody> </table>	Begin Date	End Date	Duration (Days)	Approver EMPLID	Process Date	2019-10-31	2019-10-31	1	9876543	10/6/2019	2019-09-28	2019-10-03	6	9876543	10/6/2019	2019-09-24	2019-09-27	4	9876543	9/22/2019	2019-09-03	2019-09-03	1	9876543	9/4/2019	Last Name	First Name	EMPLID	Rank	Compon	Request Status	Descr	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Process Date	Shrute	Dwight	1234567	E6	AD	Approved	Leave - INCONUS	2019-09-23	2019-10-31	2019-10-31	1	9876543	10/6/2019	Shrute	Dwight	1234567	E6	AD	Approved	Leave - INCONUS	2019-10-04	2019-09-28	2019-10-03	6	9876543	10/6/2019	Shrute	Dwight	1234567	E6	AD	Approved	Leave - INCONUS	2019-09-20	2019-09-24	2019-09-27	4	9876543	9/22/2019	Shrute	Dwight	1234567	E6	AD	Approved	Leave - INCONUS	2019-08-30	2019-09-03	2019-09-03	1	9876543	9/4/2019
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# Reviewing Member's Leave Accumulator & Absence Data, Continued

Procedures,  
continued

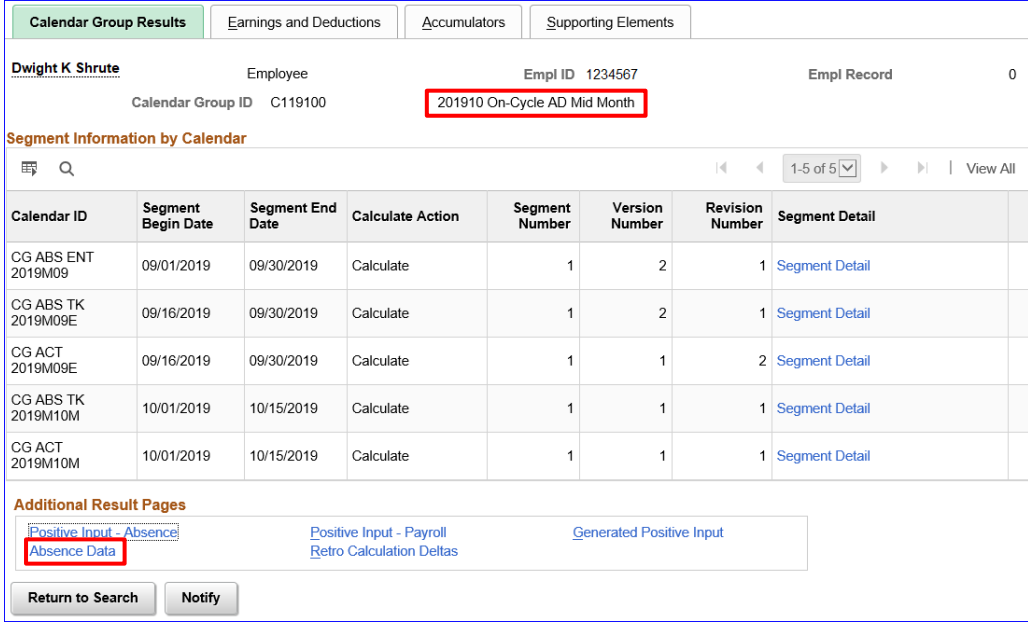
Step	Action																																				
2	<p>When reviewing or auditing leave, it is important to establish a starting point (a point where we know the leave is correct). The best way to do this is to review the end-month calendar accumulator prior to the affected period or prior to the leave dates in question. This could mean going back 1 month or 2 years.</p> <p>In this example, because the leave in question was not processed until the mid-month October calendar (see <a href="#">Timing</a>), we can review the end-month September leave accumulator to determine our <b>starting point, which is 51.0</b> (remember, earned leave is only calculated on end-month calendars).</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> <li><b>Employee:</b> Dwight K. Shrute, Empl ID 1234567, Empl Record 0</li> <li><b>Calendar Information:</b> Calendar ID CG ACT 2019M09E, Pay Group USCG, Segment Number 1, Version 1, Revision 1</li> <li><b>Accumulators Table:</b> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>OASDI EE_YTDA</td> <td>2162.140000</td> <td>OASDI Tax</td> <td>01/01/2019</td> <td>12/31/2019</td> </tr> <tr> <td>Custom Period</td> <td>CG AC OASDI PRMM</td> <td>120.120000</td> <td>OASDI Previous Month</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>FWT AC PRMM</td> <td>159.000000</td> <td>FWT Previous Month Value</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>51.000000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>SWT AC PRMM</td> <td>92.080000</td> <td>SWT Previous Month Value</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table> </li> </ul>	Period	Element Name	Amount	Description	From	Through	Year to Date	OASDI EE_YTDA	2162.140000	OASDI Tax	01/01/2019	12/31/2019	Custom Period	CG AC OASDI PRMM	120.120000	OASDI Previous Month	01/01/2004		Custom Period	FWT AC PRMM	159.000000	FWT Previous Month Value	01/01/2004		Custom Period	LEAVE ENT_BAL	51.000000	Leave Entitlement	01/01/2004		Custom Period	SWT AC PRMM	92.080000	SWT Previous Month Value	01/01/2004	
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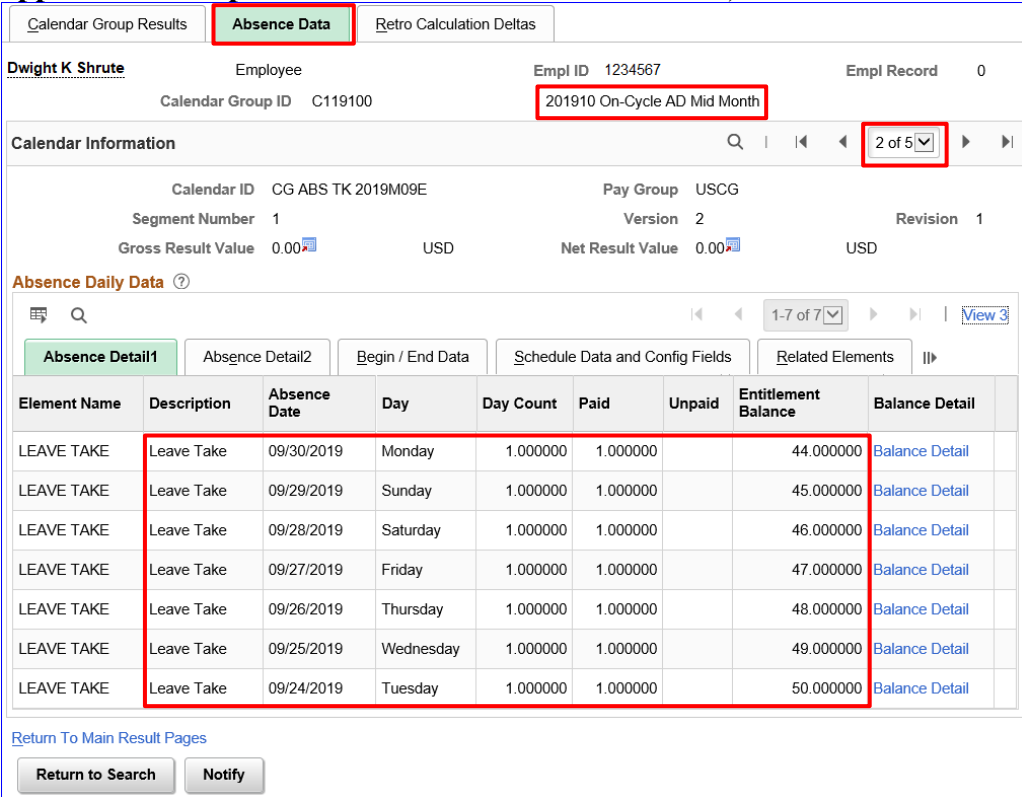
Procedures,  
continued

Step	Action																																																
3	<p>Because all the leave being reviewed in this example was approved <b>after</b> September end-month Pay Cut (09/19), we need to review the mid-month and end-month October pay calendars to review the leave taken.</p> <p>Navigate to the <b>mid-month October</b> pay calendar and select <b>Absence Data</b>.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> <li>Employee: Dwight K Shrute, Empl ID: 1234567, Empl Record: 0</li> <li>Calendar Group ID: C119100</li> <li>Selected Calendar: 201910 On-Cycle AD Mid Month</li> <li>Segment Information by Calendar table: <table border="1"> <thead> <tr> <th>Calendar ID</th> <th>Segment Begin Date</th> <th>Segment End Date</th> <th>Calculate Action</th> <th>Segment Number</th> <th>Version Number</th> <th>Revision Number</th> <th>Segment Detail</th> </tr> </thead> <tbody> <tr> <td>CG ABS ENT 2019M09</td> <td>09/01/2019</td> <td>09/30/2019</td> <td>Calculate</td> <td>1</td> <td>2</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> <tr> <td>CG ABS TK 2019M09E</td> <td>09/16/2019</td> <td>09/30/2019</td> <td>Calculate</td> <td>1</td> <td>2</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> <tr> <td>CG ACT 2019M09E</td> <td>09/16/2019</td> <td>09/30/2019</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>2</td> <td><a href="#">Segment Detail</a></td> </tr> <tr> <td>CG ABS TK 2019M10M</td> <td>10/01/2019</td> <td>10/15/2019</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> <tr> <td>CG ACT 2019M10M</td> <td>10/01/2019</td> <td>10/15/2019</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> </tbody> </table> </li> <li>Additional Result Pages: <ul style="list-style-type: none"> <li><a href="#">Positive Input - Absence</a> (highlighted in red)</li> <li><a href="#">Positive Input - Payroll</a></li> <li><a href="#">Generated Positive Input</a></li> <li><a href="#">Absence Data</a> (highlighted in red)</li> <li><a href="#">Retro Calculation Deltas</a></li> </ul> </li> </ul>	Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail	CG ABS ENT 2019M09	09/01/2019	09/30/2019	Calculate	1	2	1	<a href="#">Segment Detail</a>	CG ABS TK 2019M09E	09/16/2019	09/30/2019	Calculate	1	2	1	<a href="#">Segment Detail</a>	CG ACT 2019M09E	09/16/2019	09/30/2019	Calculate	1	1	2	<a href="#">Segment Detail</a>	CG ABS TK 2019M10M	10/01/2019	10/15/2019	Calculate	1	1	1	<a href="#">Segment Detail</a>	CG ACT 2019M10M	10/01/2019	10/15/2019	Calculate	1	1	1	<a href="#">Segment Detail</a>
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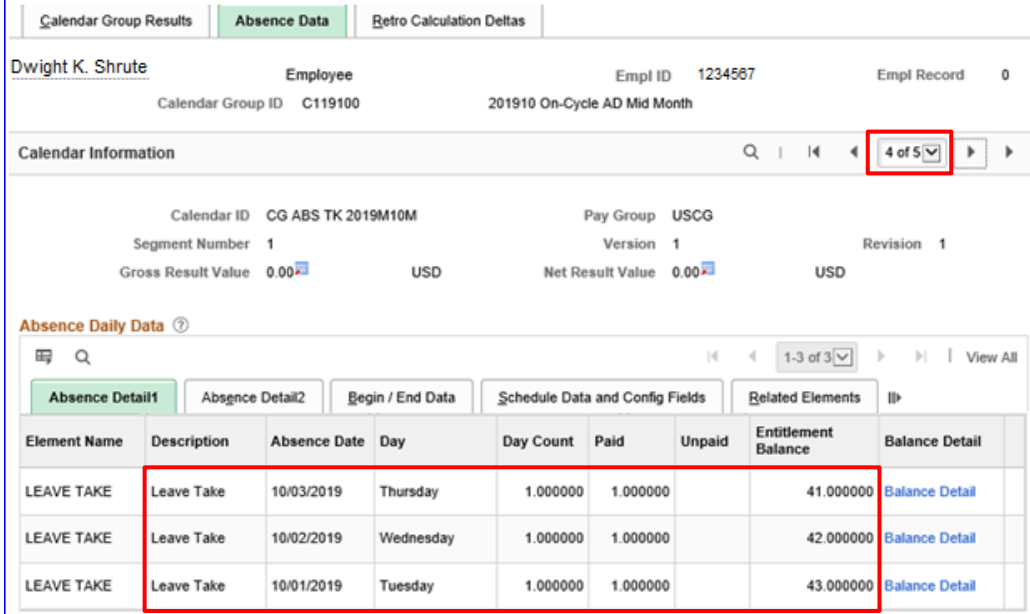
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4	<p>Ensure the <b>Absence Data</b> tab is displayed and <b>scroll</b> through the calendars to locate the appropriate <b>CG ABS TK</b> calendar for the specified period. In this example, the end-month September absence taken calendar is page 2.</p> <p><b>Remember:</b> In this example, the member took leave from 09/24/19 – 10/03/19 and 10/31/19. The end-month September ABS TK calendar reflects the leave taken from <b>09/24/19 – 09/30/19</b> and indicates the new leave balance as each day is charged (** the leave wasn't approved until after end-month pay cut, therefore the leave was <b>processed on the October</b> mid-month calendar and <b>applied to the September</b> end-month ABS TK calendar).</p>  <p>The screenshot displays the 'Absence Data' tab for employee Dwight K Shrute. It shows the 'Absence Daily Data' section with a table of leave take events. The table is as follows:</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Absence Date</th> <th>Day</th> <th>Day Count</th> <th>Paid</th> <th>Unpaid</th> <th>Entitlement Balance</th> <th>Balance Detail</th> </tr> </thead> <tbody> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>09/30/2019</td> <td>Monday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>44.000000</td> <td>Balance Detail</td> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>09/29/2019</td> <td>Sunday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>45.000000</td> <td>Balance Detail</td> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>09/28/2019</td> <td>Saturday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>46.000000</td> <td>Balance Detail</td> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>09/27/2019</td> <td>Friday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>47.000000</td> <td>Balance Detail</td> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>09/26/2019</td> <td>Thursday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>48.000000</td> <td>Balance Detail</td> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>09/25/2019</td> <td>Wednesday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>49.000000</td> <td>Balance Detail</td> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>09/24/2019</td> <td>Tuesday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>50.000000</td> <td>Balance Detail</td> </tr> </tbody> </table>	Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail	LEAVE TAKE	Leave Take	09/30/2019	Monday	1.000000	1.000000		44.000000	Balance Detail	LEAVE TAKE	Leave Take	09/29/2019	Sunday	1.000000	1.000000		45.000000	Balance Detail	LEAVE TAKE	Leave Take	09/28/2019	Saturday	1.000000	1.000000		46.000000	Balance Detail	LEAVE TAKE	Leave Take	09/27/2019	Friday	1.000000	1.000000		47.000000	Balance Detail	LEAVE TAKE	Leave Take	09/26/2019	Thursday	1.000000	1.000000		48.000000	Balance Detail	LEAVE TAKE	Leave Take	09/25/2019	Wednesday	1.000000	1.000000		49.000000	Balance Detail	LEAVE TAKE	Leave Take	09/24/2019	Tuesday	1.000000	1.000000		50.000000	Balance Detail
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# Reviewing Member's Leave Accumulator & Absence Data, Continued

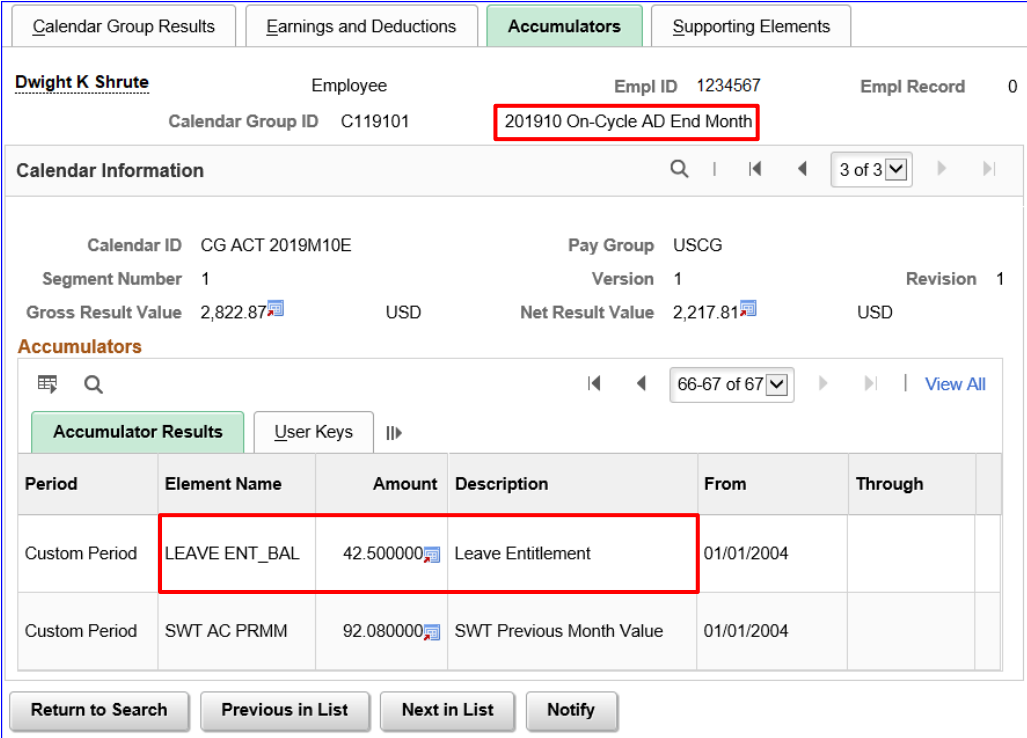
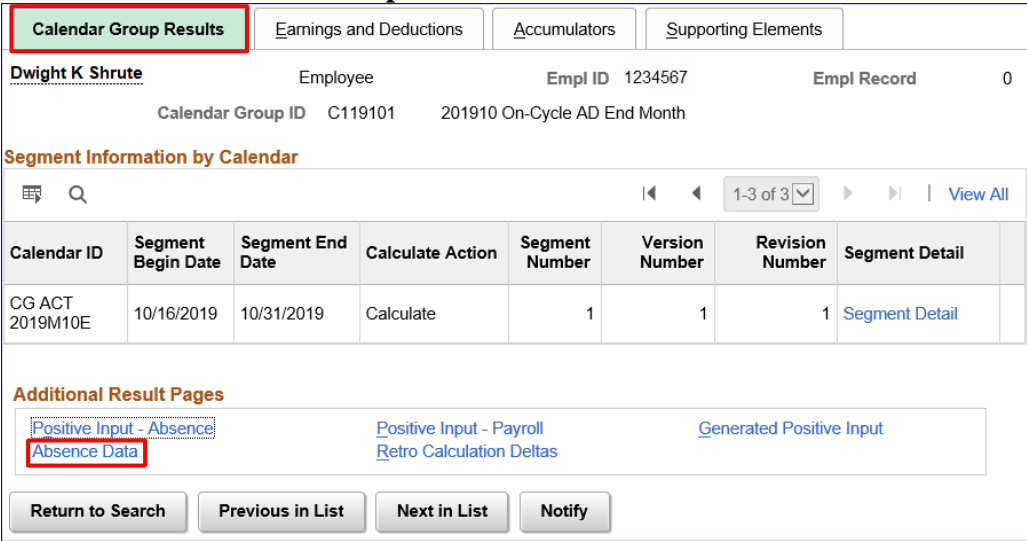
Procedures,  
continued

Step	Action																																																																												
5	<p>Because we are remaining in the October mid-month pay calendar, continue to <b>scroll</b> through the calendars to locate the appropriate <b>CG ABS TK</b> calendar for the specified period. In this example, the mid-month October absence taken calendar is page 4.</p> <p>The mid-month October pay calendar reflects the leave taken from <b>10/01/19 – 10/03/19</b> and indicates the new leave balance as each day is charged.</p> <p><b>Remember:</b> In this example, the member took leave from 09/24/19 – 10/03/19 and 10/31/19. The mid-month October pay calendar reflects the leave taken from 10/01/19 – 10/03/19.</p>  <table border="1" data-bbox="336 869 1369 1480"> <thead> <tr> <th colspan="2">Calendar Group Results</th> <th>Absence Data</th> <th>Retro Calculation Deltas</th> </tr> </thead> <tbody> <tr> <td colspan="4">Dwight K. Shrute Employee Empl ID 1234567 Empl Record 0</td> </tr> <tr> <td colspan="2">Calendar Group ID C119100</td> <td colspan="2">201910 On-Cycle AD Mid Month</td> </tr> <tr> <td colspan="4">Calendar Information 4 of 5</td> </tr> <tr> <td>Calendar ID</td> <td>CG ABS TK 2019M10M</td> <td>Pay Group</td> <td>USCG</td> </tr> <tr> <td>Segment Number</td> <td>1</td> <td>Version</td> <td>1</td> </tr> <tr> <td>Revision</td> <td>1</td> <td>Gross Result Value</td> <td>0.00 USD</td> </tr> <tr> <td></td> <td></td> <td>Net Result Value</td> <td>0.00 USD</td> </tr> <tr> <td colspan="4">Absence Daily Data</td> </tr> <tr> <td colspan="4">Absence Detail1</td> </tr> <tr> <th>Element Name</th> <th>Description</th> <th>Absence Date</th> <th>Day</th> <th>Day Count</th> <th>Paid</th> <th>Unpaid</th> <th>Entitlement Balance</th> <th>Balance Detail</th> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>10/03/2019</td> <td>Thursday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>41.000000</td> <td>Balance Detail</td> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>10/02/2019</td> <td>Wednesday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>42.000000</td> <td>Balance Detail</td> </tr> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>10/01/2019</td> <td>Tuesday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>43.000000</td> <td>Balance Detail</td> </tr> </tbody> </table>	Calendar Group Results		Absence Data	Retro Calculation Deltas	Dwight K. Shrute Employee Empl ID 1234567 Empl Record 0				Calendar Group ID C119100		201910 On-Cycle AD Mid Month		Calendar Information 4 of 5				Calendar ID	CG ABS TK 2019M10M	Pay Group	USCG	Segment Number	1	Version	1	Revision	1	Gross Result Value	0.00 USD			Net Result Value	0.00 USD	Absence Daily Data				Absence Detail1				Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail	LEAVE TAKE	Leave Take	10/03/2019	Thursday	1.000000	1.000000		41.000000	Balance Detail	LEAVE TAKE	Leave Take	10/02/2019	Wednesday	1.000000	1.000000		42.000000	Balance Detail	LEAVE TAKE	Leave Take	10/01/2019	Tuesday	1.000000	1.000000		43.000000	Balance Detail
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# Reviewing Member's Leave Accumulator & Absence Data, Continued

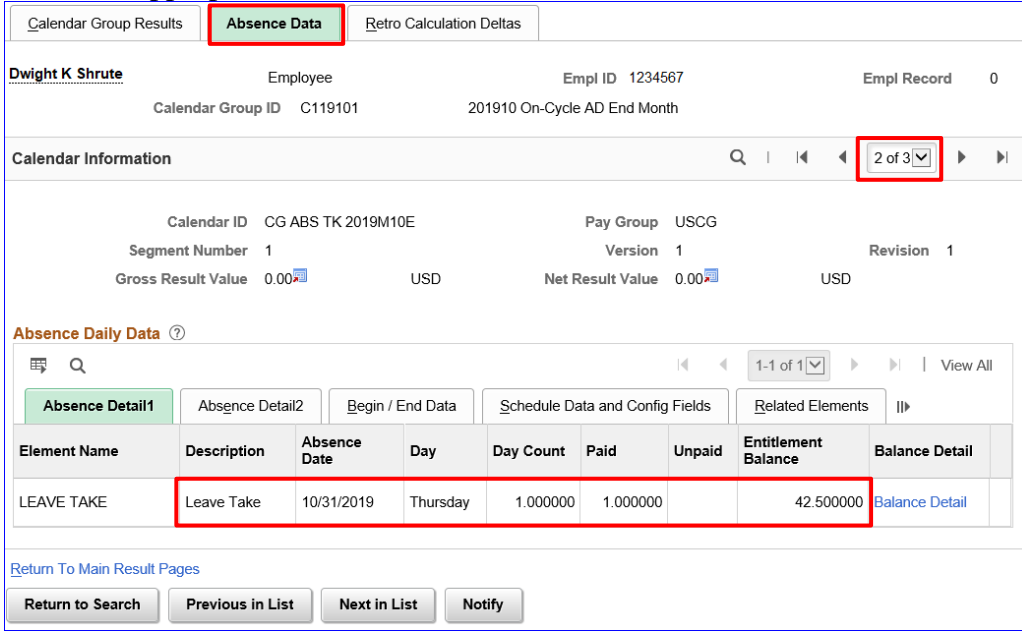
Procedures,  
continued

Step	Action
6	<p>Once the end-month October pay calendar is available, we can review the current leave balance and verify the leave taken for 10/31/2019 (because it was approved on 10/06).</p> <p>The end-month October leave accumulator indicates a leave balance of 42.5.</p> 
7	<p>Return to the <b>Calendar Group Results</b> and select <b>Absence Data</b>.</p> 

Continued on next page

# Reviewing Member's Leave Accumulator & Absence Data, Continued

Procedures,  
continued

Step	Action																		
8	<p>Ensure the <b>Absence Data</b> tab is displayed and <b>scroll</b> through the calendars and locate the appropriate CG ABS TK calendar.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> <li><b>Employee:</b> Dwight K Shrute, Empl ID 1234567, Empl Record 0</li> <li><b>Calendar Group ID:</b> C119101, 201910 On-Cycle AD End Month</li> <li><b>Calendar Information:</b> Calendar ID CG ABS TK 2019M10E, Pay Group USCG, Segment Number 1, Version 1, Revision 1</li> <li><b>Absence Daily Data Table:</b> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Absence Date</th> <th>Day</th> <th>Day Count</th> <th>Paid</th> <th>Unpaid</th> <th>Entitlement Balance</th> <th>Balance Detail</th> </tr> </thead> <tbody> <tr> <td>LEAVE TAKE</td> <td>Leave Take</td> <td>10/31/2019</td> <td>Thursday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>42.500000</td> <td>Balance Detail</td> </tr> </tbody> </table> </li> </ul>	Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail	LEAVE TAKE	Leave Take	10/31/2019	Thursday	1.000000	1.000000		42.500000	Balance Detail
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*Continued on next page*

# Reviewing Member's Leave Accumulator & Absence Data, Continued

Procedures,  
continued

Step	Action																																																
9	<p>The Starting Point established in Step 1 was 51.0. The member used 11.0 days of leave and earned 2.5 days of leave in October; therefore, the member's leave balance should be 42.5.</p> <p>(Starting Point = 51.0) + (2.5 Earned Leave) – (11.0 Total Leave Taken) = <b>42.5 Leave Balance</b></p> <div data-bbox="336 696 1366 1435" style="border: 1px solid black; padding: 5px;"> <p><b>Calendar Information</b> <span style="float: right;">3 of 3</span></p> <p>Calendar ID CG ACT 2019M10E Pay Group USCG            Segment Number 1 Version 1 Revision 1            Gross Result Value 2,822.87 USD Net Result Value 2,217.81 USD</p> <p><b>Accumulators</b> <span style="float: right;">1-67 of 67   View 5</span></p> <p>Accumulator Results User Keys</p> <table border="1" data-bbox="352 1010 1350 1424"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>OASDI EE_YTDA</td> <td>2402.380000</td> <td>OASDI Tax</td> <td>01/01/2019</td> <td>12/31/2019</td> </tr> <tr> <td>Year to Date</td> <td>OASDI ER_YTDA</td> <td>2402.380000</td> <td>ER OASDI Tax</td> <td>01/01/2019</td> <td>12/31/2019</td> </tr> <tr> <td>Year to Date</td> <td>SWT GRS TOT YTD</td> <td>38360.600000</td> <td>SWT YTD Taxable Gross Total</td> <td>01/01/2019</td> <td>12/31/2019</td> </tr> <tr> <td>Custom Period</td> <td>CG AC OASDI PRMM</td> <td>120.120000</td> <td>OASDI Previous Month</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>FWT AC PRMM</td> <td>159.000000</td> <td>FWT Previous Month Value</td> <td>01/01/2004</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>42.500000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>SWT AC PRMM</td> <td>92.080000</td> <td>SWT Previous Month Value</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table> </div>	Period	Element Name	Amount	Description	From	Through	Year to Date	OASDI EE_YTDA	2402.380000	OASDI Tax	01/01/2019	12/31/2019	Year to Date	OASDI ER_YTDA	2402.380000	ER OASDI Tax	01/01/2019	12/31/2019	Year to Date	SWT GRS TOT YTD	38360.600000	SWT YTD Taxable Gross Total	01/01/2019	12/31/2019	Custom Period	CG AC OASDI PRMM	120.120000	OASDI Previous Month	01/01/2004		Custom Period	FWT AC PRMM	159.000000	FWT Previous Month Value	01/01/2004		Custom Period	LEAVE ENT_BAL	42.500000	Leave Entitlement	01/01/2004		Custom Period	SWT AC PRMM	92.080000	SWT Previous Month Value	01/01/2004	
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## Leave Reports

**Introduction** This section provides a list of the various reports and sources to determine all leave types, leave dates taken and/or sold, and general guidance for determining date ranges when working a leave audit.

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**Date Ranges** To ensure **ALL** leave is captured for the affected period; the **Begin Date must be the first day of the month** and the **End Date must be the last day of the month** of the affected period.

It is important to enter full month periods for begin and end dates when running reports in DA. To ensure **all** leave dates are captured, it is recommended to **enter at least one full month prior to the begin leave date and one full month after the end leave date.**

**Example 1:** If the period being audited falls between 3 Dec 2017 and 22 Jan 2020; the report dates should be entered from 1 Nov 2017 through 29 Feb 2020.

**Example 2:** If the period being audited falls between 15 Feb 2015 and 22 Nov 2018; the report dates should be entered from 01 Jan 2015 through 31 Dec 2018.

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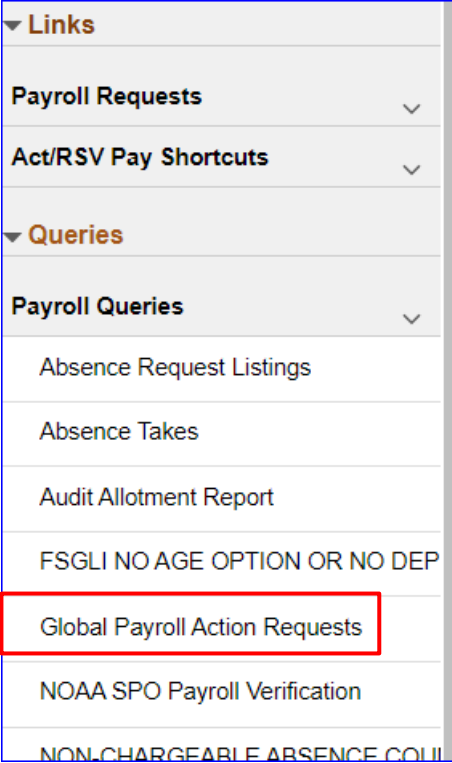
**Compiling All Leave Types and Dates Used** Not all reports in DA capture all leave types, but the combination of the below sources will. Not all the leave reports may be necessary depending on the member's leave issue and hire date(s). Navigation to each leave source listed below is shown in the following blocks:

- **Global Payroll Action Requests**
  - **Absence Takes**
  - **Absence Request Listing**
  - **Leave Correction Report**
- 

*Continued on next page*

## Leave Reports, Continued

**Global Payroll Action Requests** This report shows all leave transactions that have been processed, corrected, or deleted in DA within a specified time frame. This allows the user to review any leave transaction to ensure its validity.







Step	Action
1	<p>Click on the <b>AD/RSV Payroll Workcenter</b> tile (If you run the reports in the next few sections in order, <b>you do not have to leave this tile</b>).</p> <p>This report requires two separate action requests be run:</p> <ul style="list-style-type: none"> <li>• Absence Requests</li> <li>• Leave Correction Requests</li> </ul> <p><b>NOTE:</b> Voided leave will not appear here. It will only show approved.</p> 
2	<p>Scroll to the Payroll Queries drop-down and select the <b>Global Payroll Action Requests</b> option.</p> 

*Continued on next page*



## Leave Reports, Continued

**Global Payroll  
Action  
Requests,  
continued**

Step	Action
3	<p>To run the action request report for <b>Absence Requests</b>:</p> <ul style="list-style-type: none"> <li>• Using the Category lookup, select <b>PAYROLL</b></li> <li>• Using the Action lookup, select <b>ABSENCE_REQUEST</b></li> <li>• Enter the member's <b>Empl ID</b></li> <li>• <b>Entered After</b> – this will be the begin date of the report (any leave entered after this date).</li> <li>• <b>Entered Before</b> – this will be the end date of the report (any leave entered before this date).</li> </ul> <p>Click <b>View Results</b>.</p> <div data-bbox="352 884 1297 1261" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</b></p> <p>Category <input type="text" value="PAYROLL"/> </p> <p>Action <input type="text" value="ABSENCE_REQUEST"/> </p> <p>Empl ID <input type="text" value="1234567"/> </p> <p>Entered After <input type="text" value="11/01/2019"/> </p> <p>Entered Before <input type="text" value="03/31/2020"/> </p> <p>Company <input type="text"/> </p> <p><input type="button" value="View Results"/></p> </div>

*Continued on next page*

# Leave Reports, Continued


Global Payroll  
Action  
Requests,  
continued

Step	Action																																																												
<p><b>3</b> <b>(cont.)</b></p>	<p>To run the action request report for <b>Leave Correction Requests</b>:</p> <ul style="list-style-type: none"> <li>• Using the Category lookup, select <b>PAYROLL</b></li> <li>• Using the Action lookup, select <b>LEAVE_CORRECTION_REQUEST</b></li> <li>• Enter the member's <b>Empl ID</b></li> <li>• <b>Entered After</b> – this will be the begin date of the report (any leave entered after this date).</li> <li>• <b>Entered Before</b> – this will be the end date of the report (any leave entered before this date).</li> </ul> <p>Click <b>View Results</b>.</p> <div data-bbox="352 882 1297 1265" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</b></p> <p>Category <input type="text" value="PAYROLL"/> </p> <p>Action <input type="text" value="LEAVE_CORRECTION_REQUEST"/> </p> <p>Empl ID <input type="text" value="1234567"/> </p> <p>Entered After <input type="text" value="11/01/2019"/> </p> <p>Entered Before <input type="text" value="03/31/2020"/> </p> <p>Company <input type="text"/> </p> <p><input type="button" value="View Results"/></p> </div>																																																												
<p><b>4</b></p>	<p>The report will display. To download the results to a spreadsheet, select <b>Excel Spreadsheet</b>.</p> <div data-bbox="352 1375 1380 1608" style="border: 1px solid blue; padding: 5px;"> <p>Download results in : <input type="button" value="Excel Spreadsheet"/> CSV Text File XML File (3 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <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>Originator</th> <th>Requester</th> <th>Created</th> <th>Approver</th> <th>Status</th> <th>K</th> </tr> </thead> <tbody> <tr> <td>1 20982421</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Dwight Shrute</td> <td>USCG</td> <td>YNCM</td> <td>00879</td> <td>1234567</td> <td>1234567</td> <td>11/21/2019</td> <td>1111111</td> <td>Approved</td> <td>A</td> </tr> <tr> <td>2 20988862</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Dwight Shrute</td> <td>USCG</td> <td>YNCM</td> <td>00879</td> <td>1234567</td> <td>1234567</td> <td>11/25/2019</td> <td>1111111</td> <td>Approved</td> <td>A</td> </tr> <tr> <td>3 21010061</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Dwight Shrute</td> <td>USCG</td> <td>YNCM</td> <td>00879</td> <td>1234567</td> <td>1234567</td> <td>12/09/2019</td> <td>1111111</td> <td>Approved</td> <td>A</td> </tr> </tbody> </table> </div>	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Deptid	Originator	Requester	Created	Approver	Status	K	1 20982421	PAYROLL	Absence Request	1234567	0	Dwight Shrute	USCG	YNCM	00879	1234567	1234567	11/21/2019	1111111	Approved	A	2 20988862	PAYROLL	Absence Request	1234567	0	Dwight Shrute	USCG	YNCM	00879	1234567	1234567	11/25/2019	1111111	Approved	A	3 21010061	PAYROLL	Absence Request	1234567	0	Dwight Shrute	USCG	YNCM	00879	1234567	1234567	12/09/2019	1111111	Approved	A
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1 20982421	PAYROLL	Absence Request	1234567	0	Dwight Shrute	USCG	YNCM	00879	1234567	1234567	11/21/2019	1111111	Approved	A																																															
2 20988862	PAYROLL	Absence Request	1234567	0	Dwight Shrute	USCG	YNCM	00879	1234567	1234567	11/25/2019	1111111	Approved	A																																															
3 21010061	PAYROLL	Absence Request	1234567	0	Dwight Shrute	USCG	YNCM	00879	1234567	1234567	12/09/2019	1111111	Approved	A																																															

*Continued on next page*

## Leave Reports, Continued




**Absence Takes** This report provides a listing of all approved or voided absences for a member for a specific time frame in DA.

Step	Action
<p><b>1</b></p>	<p>Click on the <b>AD/RSV Payroll Workcenter</b> tile.</p> <p><b>NOTE:</b> Leave data related to PCS will display on this report that may not be identified on other reports. Alternatively, if the member has current PCS orders, it is important to review them for any leave that is to be taken that may not have been charged against the member's leave balance yet.</p> <div data-bbox="338 633 746 954" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: blue;">AD/RSV Payroll Workcenter</p>  </div>
<p><b>2</b></p>	<p>Scroll down to the Payroll Queries drop-down and select the <b>Absence Takes</b> option.</p> <div data-bbox="344 1064 807 1832" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>▼ <b>Links</b></p> <p>Payroll Requests ▼</p> <p>Act/RSV Pay Shortcuts ▼</p> <p>▼ <b>Queries</b></p> <p>Payroll Queries ▼</p> <p>Absence Request Listings</p> <div style="border: 2px solid red; padding: 2px;">Absence Takes</div> <p>Audit Allotment Report</p> <p>FSGLI NO AGE OPTION OR NO DEP</p> <p>Global Payroll Action Requests</p> <p>NOAA SPO Payroll Verification</p> <p>NON-CHARGEABLE ABSENCE COU...</p> </div>

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# Leave Reports, Continued

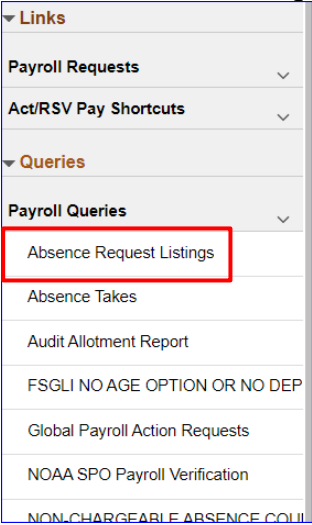
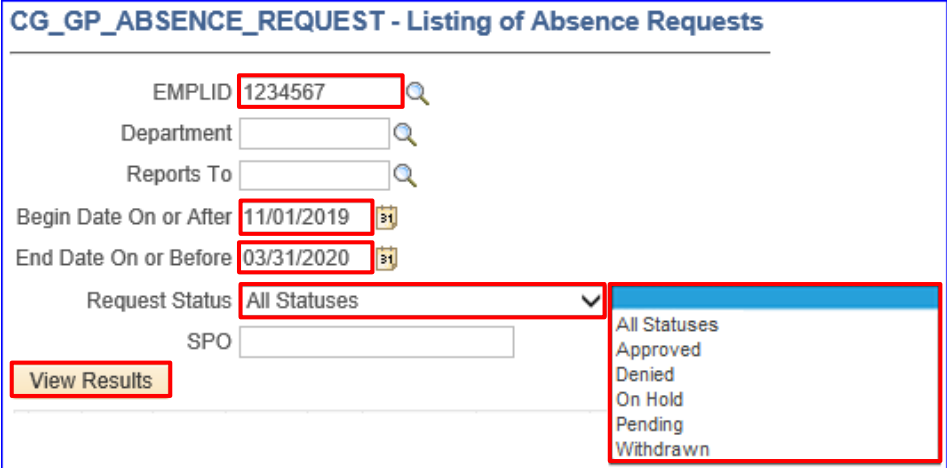

## Absence Takes, continued

Step	Action																																																		
3	<p>Enter the member's <b>Empl ID</b>. Enter a <b>Begin Date</b> and <b>End Date</b>. Click <b>View Results</b>.</p> <div data-bbox="336 510 927 792" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_ABS_EVENT - Absence Takes</b></p> <hr/> <p>ID <input type="text" value="1234567"/> </p> <p>Begin Date <input type="text" value="11/01/2019"/> </p> <p>End Date <input type="text" value="03/31/2020"/> </p> <p><input type="button" value="View Results"/></p> </div>																																																		
4	<p>The report will display. To download the results to a spreadsheet, select <b>Excel Spreadsheet</b>.</p> <div data-bbox="336 902 1289 1115" style="border: 1px solid blue; padding: 5px;"> <p>Download results in : <input checked="" type="button" value="Excel Spreadsheet"/> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Empl Record</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Type</th> <th>Absence Reason</th> <th>WF Status</th> <th>Voided</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0</td> <td>11/22/2019</td> <td>11/22/2019</td> <td>LEAVE TAKE</td> <td>AI</td> <td>Approved</td> <td>N</td> <td>Emp</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>0</td> <td>11/29/2019</td> <td>11/29/2019</td> <td>LEAVE TAKE</td> <td>AI</td> <td>Approved</td> <td>N</td> <td>Emp</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>0</td> <td>12/06/2019</td> <td>12/06/2019</td> <td>LEAVE TAKE</td> <td>AI</td> <td>Approved</td> <td>N</td> <td>Emp</td> </tr> <tr> <td>4</td> <td>1234567</td> <td>0</td> <td>01/19/2020</td> <td>01/31/2020</td> <td>SICK LEAVE TAKE</td> <td>SL</td> <td>Approved</td> <td>N</td> <td>Emp</td> </tr> </tbody> </table> </div>		ID	Empl Record	Begin Date	End Date	Absence Type	Absence Reason	WF Status	Voided		1	1234567	0	11/22/2019	11/22/2019	LEAVE TAKE	AI	Approved	N	Emp	2	1234567	0	11/29/2019	11/29/2019	LEAVE TAKE	AI	Approved	N	Emp	3	1234567	0	12/06/2019	12/06/2019	LEAVE TAKE	AI	Approved	N	Emp	4	1234567	0	01/19/2020	01/31/2020	SICK LEAVE TAKE	SL	Approved	N	Emp
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4	1234567	0	01/19/2020	01/31/2020	SICK LEAVE TAKE	SL	Approved	N	Emp																																										

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# Leave Reports, Continued

**Absence Request Listing** This report monitors all absence requests for a member in DA.


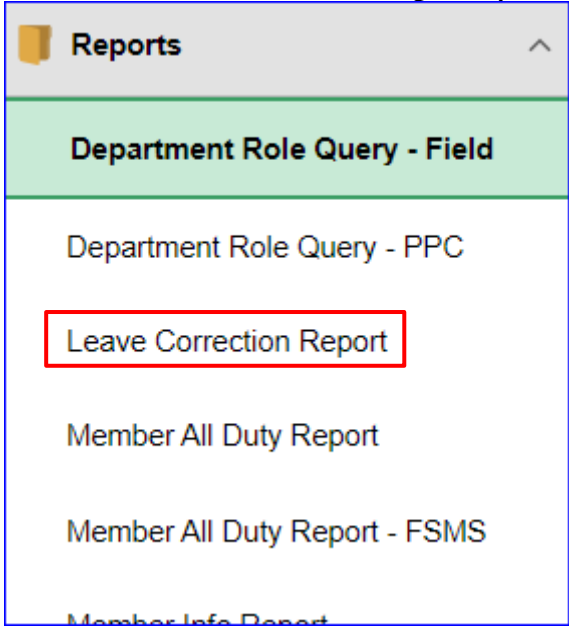
Step	Action																																																																																										
1	<p>Select the <b>Absence Request Listing</b> option.</p> 																																																																																										
2	<p>Enter the member's <b>EMPLID</b>. Enter <b>Begin Date On or After</b>, <b>End Date On or Before</b>, and select a <b>Request Status</b>. Click <b>View Results</b>.</p> 																																																																																										
3	<p>The report will display. To download the results to a spreadsheet, select <b>Excel Spreadsheet</b>.</p>  <table border="1" data-bbox="339 1675 1289 1906"> <thead> <tr> <th>Seq Nbr</th> <th>Last Name</th> <th>First Name</th> <th>EMPLID</th> <th>Rank</th> <th>Component</th> <th>Department</th> <th>Request Status</th> <th>Descr</th> <th>Submission Date</th> <th>Begin Date</th> <th>End Date</th> <th>Duration (Days)</th> <th>Approver EMPLID</th> <th>Approver Last Name</th> <th>Approver First Name</th> <th>Approver Rank</th> <th>App Cont</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Halpert</td> <td>Jim</td> <td>1234567</td> <td>E9</td> <td>AD</td> <td>PPC ADVANCEMENTS BR</td> <td>Approved</td> <td>Sick Leave</td> <td>2020-02-03</td> <td>2020-01-19</td> <td>2020-01-31</td> <td>13</td> <td>1111111</td> <td>Scott</td> <td>Michael</td> <td>W3</td> <td>AD</td> </tr> <tr> <td>2</td> <td>125 Halpert</td> <td>Jim</td> <td>1234567</td> <td>E9</td> <td>AD</td> <td>PPC ADVANCEMENTS BR</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>2019-12-09</td> <td>2019-12-06</td> <td>2019-12-06</td> <td>1</td> <td>1111111</td> <td>Scott</td> <td>Michael</td> <td>W3</td> <td>AD</td> </tr> <tr> <td>3</td> <td>124 Halpert</td> <td>Jim</td> <td>1234567</td> <td>E9</td> <td>AD</td> <td>PPC ADVANCEMENTS BR</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>2019-11-25</td> <td>2019-11-29</td> <td>2019-11-29</td> <td>1</td> <td>1111111</td> <td>Scott</td> <td>Michael</td> <td>W3</td> <td>AD</td> </tr> <tr> <td>4</td> <td>123 Halpert</td> <td>Jim</td> <td>1234567</td> <td>E9</td> <td>AD</td> <td>PPC ADVANCEMENTS BR</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>2019-11-21</td> <td>2019-11-22</td> <td>2019-11-22</td> <td>1</td> <td>1111111</td> <td>Scott</td> <td>Michael</td> <td>W3</td> <td>AD</td> </tr> </tbody> </table>	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	App Cont	1	Halpert	Jim	1234567	E9	AD	PPC ADVANCEMENTS BR	Approved	Sick Leave	2020-02-03	2020-01-19	2020-01-31	13	1111111	Scott	Michael	W3	AD	2	125 Halpert	Jim	1234567	E9	AD	PPC ADVANCEMENTS BR	Approved	Leave - INCONUS	2019-12-09	2019-12-06	2019-12-06	1	1111111	Scott	Michael	W3	AD	3	124 Halpert	Jim	1234567	E9	AD	PPC ADVANCEMENTS BR	Approved	Leave - INCONUS	2019-11-25	2019-11-29	2019-11-29	1	1111111	Scott	Michael	W3	AD	4	123 Halpert	Jim	1234567	E9	AD	PPC ADVANCEMENTS BR	Approved	Leave - INCONUS	2019-11-21	2019-11-22	2019-11-22	1	1111111	Scott	Michael	W3	AD
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## Leave Reports, Continued

### Leave Correction Report

This report will display all leave transactions that have been corrected or deleted within a specified timeframe and ensure they are valid.

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

*Continued on next page*

# Leave Reports, Continued

**Leave  
Correction  
Report,**  
continued

Step	Action								
3	<p>The CG_LEAVE_CORRECTION_RPT – Leave Correction Report page will display. The <b>Set ID</b> defaults to 00010 (leave as is). Using the lookup, select the appropriate <b>Relation Type</b>.</p> <div data-bbox="336 618 1238 981" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_LEAVE_CORRECTION_RPT - Leave Correction Report</b></p> <p>Set ID (Use 00010 for CG) <input type="text" value="00010"/> 🔍</p> <p>Relation Type <input type="text"/> 🔍</p> <p>Department <input type="text"/> 🔍</p> <p>Start Date <input type="text"/> 📅</p> <p>End Date <input type="text"/> 📅</p> <p><input type="button" value="View Results"/></p> </div> <ul style="list-style-type: none"> <li>• <b>CG_DEPT_ORG</b> – Official CG Org Structure</li> <li>• <b>CG_ISC</b> – Higher level Sector and Base departments</li> <li>• <b>CG_SPO</b> – All units supported by that SPO</li> </ul> <div data-bbox="336 1133 1067 1597" style="border: 1px solid blue; padding: 5px;"> <p><b>Query</b> <span style="float: right;">✕</span></p> <p>Search by: Tree Name begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>View 100    First ◀    1-3 of 3    ▶ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Tree Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CG_DEPT_ORG</td> <td>Official CG Org Structure</td> </tr> <tr> <td>CG_ISC</td> <td>ISC/Sector/Base Tree</td> </tr> <tr> <td>CG_SPO</td> <td>SPO</td> </tr> </tbody> </table> </div>	Tree Name	Description	CG_DEPT_ORG	Official CG Org Structure	CG_ISC	ISC/Sector/Base Tree	CG_SPO	SPO
Tree Name	Description								
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CG_SPO	SPO								

*Continued on next page*

# Leave Reports, Continued

**Leave  
Correction  
Report,**  
continued

Step	Action																										
4	<p>Enter the <b>Department ID</b>. Enter a <b>Start Date</b> and <b>End Date</b> (this should be a date range, not the actual dates of the leave).</p> <p>Click <b>View Results</b>.</p> <div data-bbox="336 651 1273 1037" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_LEAVE_CORRECTION_RPT - Leave Correction Report</b></p> <hr/> <p>Set ID (Use 00010 for CG) <input type="text" value="00010"/> </p> <p>Relation Type <input type="text" value="CG_DEPT_ORG"/> </p> <p>Department <input type="text" value="000450"/> </p> <p>Start Date <input type="text" value="01/01/2019"/> </p> <p>End Date <input type="text" value="12/31/2019"/> </p> <p><input type="button" value="View Results"/></p> </div>																										
5	<p>The report will display. To download the results to a spreadsheet for easier sorting and review, select <b>Excel Spreadsheet</b>.</p> <div data-bbox="336 1144 1369 1290" style="border: 1px solid blue; padding: 5px;"> <p>Download results in : <input checked="" type="radio"/> Excel Spreadsheet <input type="radio"/> CSV Text File <input type="radio"/> XML File (9 kb)</p> <p>View All</p> <table border="1"> <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> <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>Correct Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>0 Jim Halpert</td> <td>A.</td> <td>036414</td> <td>PPC SUPPLY/ADMIN SECTION PAY AND</td> <td>47400</td> <td>YN1</td> <td>04/18/2019</td> <td>04/19/2019</td> <td>04/19/2019</td> <td>04/19/2019</td> <td>Correctid</td> </tr> </tbody> </table> </div>	ID	Empl Record	Name	Middle	Dept ID	Dept	OPFAC	Rank	Original Leave Begin Date	Original Leave End Date	New Leave Begin Date	New Leave End Date	Correct Type	1	1234567	0 Jim Halpert	A.	036414	PPC SUPPLY/ADMIN SECTION PAY AND	47400	YN1	04/18/2019	04/19/2019	04/19/2019	04/19/2019	Correctid
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