

# Reviewing Members' Leave Balances

## Overview

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**Introduction** This guide provides the procedures to view a member's leave balance and review the breakdown of a member's leave usage in Direct Access (DA).

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**Reference** [Coast Guard Military Assignments and Authorized Absences, COMDTINST M1000.8A \(series\)](#)

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## Contents

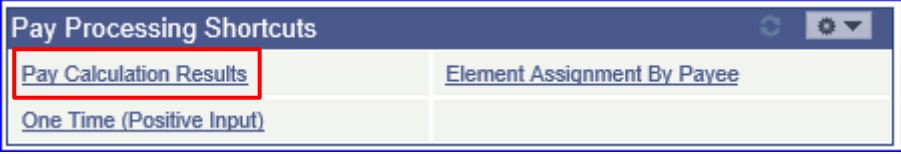
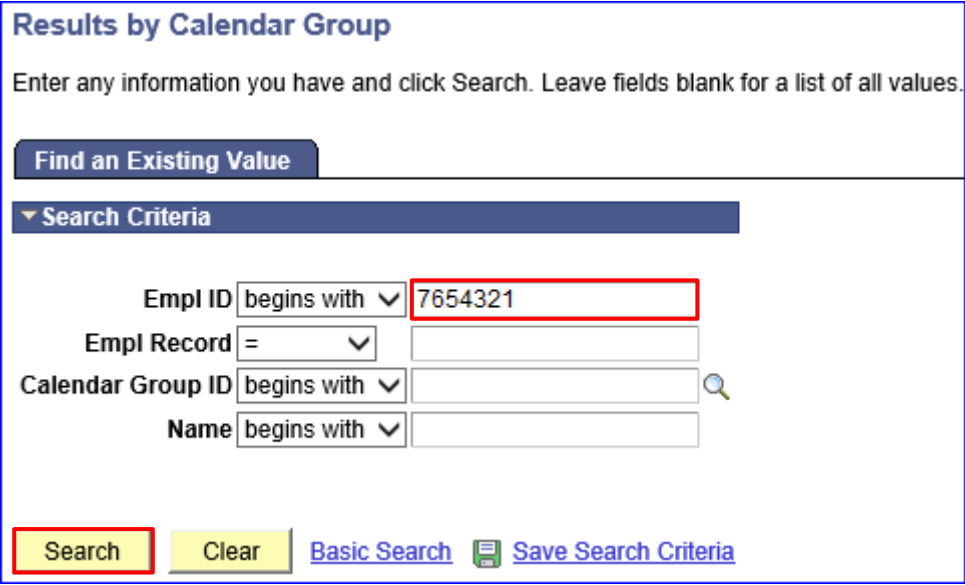
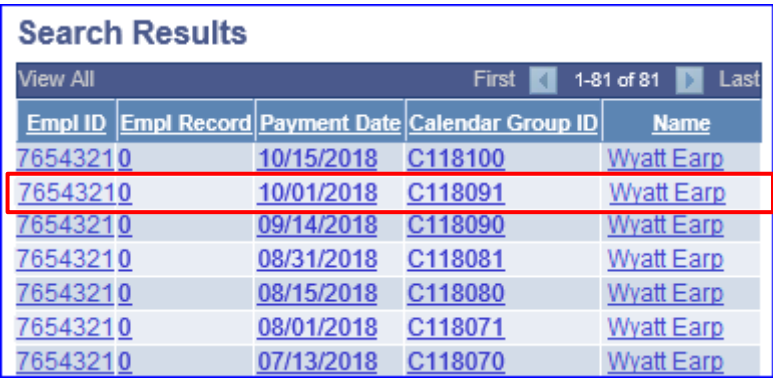
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<a href="#">Reviewing the Breakdown of a Member's Leave Usage</a>	9

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## Viewing a Member's Leave Balance

**Introduction** This section provides the procedures for viewing a member's leave balance in Direct Access (DA).

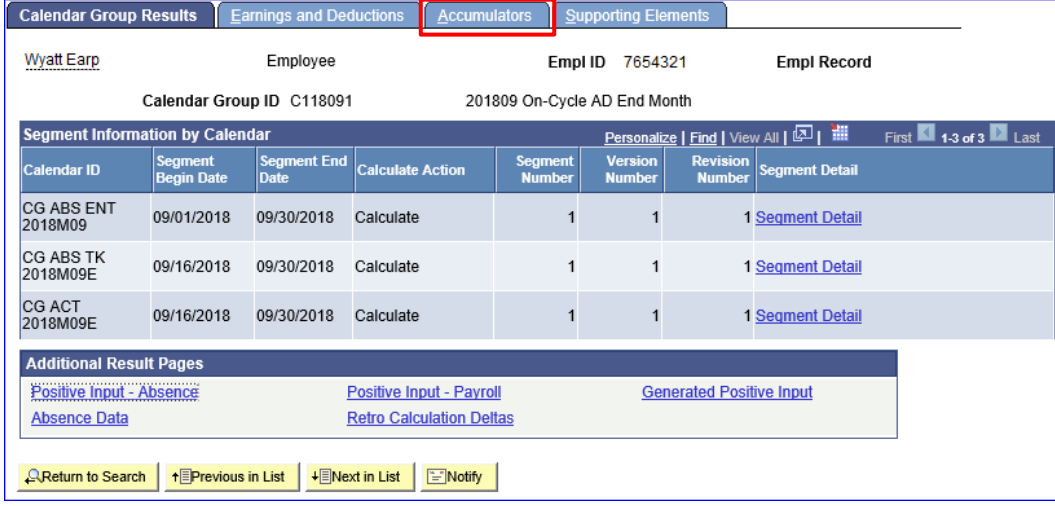
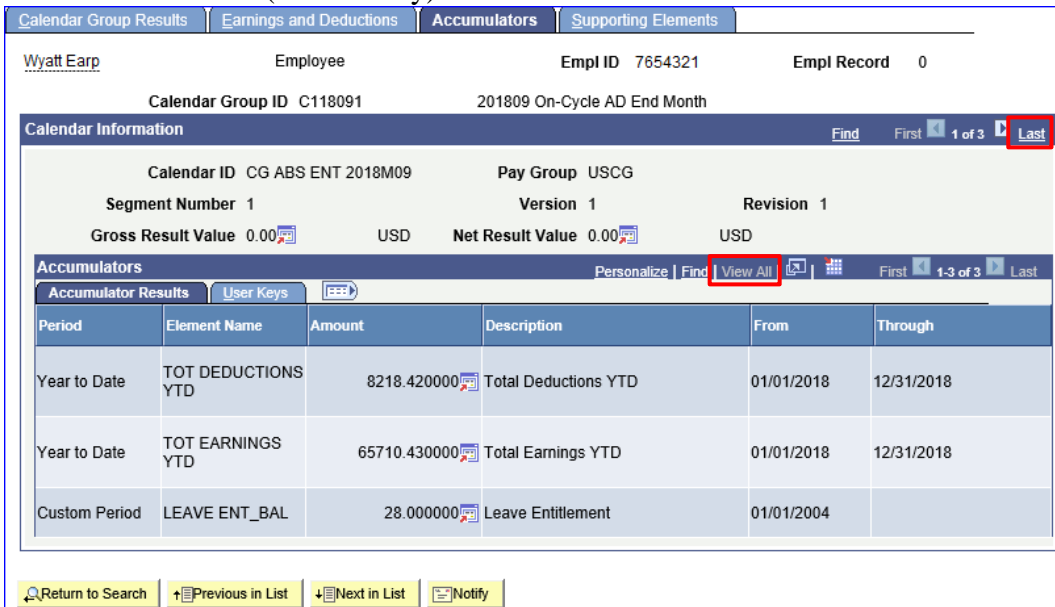
**Procedure 1** See below.

Step	Action																																								
1	<p>Select <b>Pay Calculation Results</b> from the Pay Processing Shortcuts pagelet.</p> 																																								
2	<p>Enter the member's <b>Empl ID</b>. Click <b>Search</b>.</p> 																																								
3	<p>Click on the most current <b>end-month calendar</b>.</p>  <table border="1" data-bbox="331 1489 1106 1865"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><a href="#">76543210</a></td> <td></td> <td><a href="#">10/15/2018</a></td> <td><a href="#">C118100</a></td> <td><a href="#">Wyatt Earp</a></td> </tr> <tr style="border: 2px solid red;"> <td><a href="#">76543210</a></td> <td></td> <td><a href="#">10/01/2018</a></td> <td><a href="#">C118091</a></td> <td><a href="#">Wyatt Earp</a></td> </tr> <tr> <td><a href="#">76543210</a></td> <td></td> <td><a href="#">09/14/2018</a></td> <td><a href="#">C118090</a></td> <td><a href="#">Wyatt Earp</a></td> </tr> <tr> <td><a href="#">76543210</a></td> <td></td> <td><a href="#">08/31/2018</a></td> <td><a href="#">C118081</a></td> <td><a href="#">Wyatt Earp</a></td> </tr> <tr> <td><a href="#">76543210</a></td> <td></td> <td><a href="#">08/15/2018</a></td> <td><a href="#">C118080</a></td> <td><a href="#">Wyatt Earp</a></td> </tr> <tr> <td><a href="#">76543210</a></td> <td></td> <td><a href="#">08/01/2018</a></td> <td><a href="#">C118071</a></td> <td><a href="#">Wyatt Earp</a></td> </tr> <tr> <td><a href="#">76543210</a></td> <td></td> <td><a href="#">07/13/2018</a></td> <td><a href="#">C118070</a></td> <td><a href="#">Wyatt Earp</a></td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	<a href="#">76543210</a>		<a href="#">10/15/2018</a>	<a href="#">C118100</a>	<a href="#">Wyatt Earp</a>	<a href="#">76543210</a>		<a href="#">10/01/2018</a>	<a href="#">C118091</a>	<a href="#">Wyatt Earp</a>	<a href="#">76543210</a>		<a href="#">09/14/2018</a>	<a href="#">C118090</a>	<a href="#">Wyatt Earp</a>	<a href="#">76543210</a>		<a href="#">08/31/2018</a>	<a href="#">C118081</a>	<a href="#">Wyatt Earp</a>	<a href="#">76543210</a>		<a href="#">08/15/2018</a>	<a href="#">C118080</a>	<a href="#">Wyatt Earp</a>	<a href="#">76543210</a>		<a href="#">08/01/2018</a>	<a href="#">C118071</a>	<a href="#">Wyatt Earp</a>	<a href="#">76543210</a>		<a href="#">07/13/2018</a>	<a href="#">C118070</a>	<a href="#">Wyatt Earp</a>
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# Viewing a Member's Leave Balance, Continued

**Procedure 1,**  
continued

Step	Action																																
<p><b>4</b></p>	<p>The Calendar Group Results tab will display. Click the <b>Accumulators</b> tab.</p>  <p><b>Calendar Group Results</b>   Earnings and Deductions   <b>Accumulators</b>   Supporting Elements</p> <p>Wyatt Earp Employee Empl ID 7654321 Empl Record Calendar Group ID C118091 201809 On-Cycle AD End Month</p> <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 2018M09</td> <td>09/01/2018</td> <td>09/30/2018</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> <tr> <td>CG ABS TK 2018M09E</td> <td>09/16/2018</td> <td>09/30/2018</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 2018M09E</td> <td>09/16/2018</td> <td>09/30/2018</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> </tbody> </table> <p>Additional Result Pages  <a href="#">Positive Input - Absence</a>   <a href="#">Positive Input - Payroll</a>   <a href="#">Generated Positive Input</a>  <a href="#">Absence Data</a>   <a href="#">Retro Calculation Deltas</a></p> <p><a href="#">Return to Search</a>   <a href="#">Previous in List</a>   <a href="#">Next in List</a>   <a href="#">Notify</a></p>	Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail	CG ABS ENT 2018M09	09/01/2018	09/30/2018	Calculate	1	1	1	<a href="#">Segment Detail</a>	CG ABS TK 2018M09E	09/16/2018	09/30/2018	Calculate	1	1	1	<a href="#">Segment Detail</a>	CG ACT 2018M09E	09/16/2018	09/30/2018	Calculate	1	1	1	<a href="#">Segment Detail</a>
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<p><b>5</b></p>	<p>Click <b>Last</b> in the Calendar Information section to get to the correct Calendar ID, then click <b>View All</b> (if necessary) in the Accumulators section.</p>  <p><b>Calendar Group Results</b>   Earnings and Deductions   <b>Accumulators</b>   Supporting Elements</p> <p>Wyatt Earp Employee Empl ID 7654321 Empl Record 0 Calendar Group ID C118091 201809 On-Cycle AD End Month</p> <p><b>Calendar Information</b> Find First 1 of 3 <b>Last</b></p> <p>Calendar ID CG ABS ENT 2018M09 Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 0.00 USD Net Result Value 0.00 USD</p> <p><b>Accumulators</b> Personalize Find <b>View All</b> First 1-3 of 3 Last</p> <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>TOT DEDUCTIONS YTD</td> <td>8218.420000</td> <td>Total Deductions YTD</td> <td>01/01/2018</td> <td>12/31/2018</td> </tr> <tr> <td>Year to Date</td> <td>TOT EARNINGS YTD</td> <td>65710.430000</td> <td>Total Earnings YTD</td> <td>01/01/2018</td> <td>12/31/2018</td> </tr> <tr> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>28.000000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table> <p><a href="#">Return to Search</a>   <a href="#">Previous in List</a>   <a href="#">Next in List</a>   <a href="#">Notify</a></p>	Period	Element Name	Amount	Description	From	Through	Year to Date	TOT DEDUCTIONS YTD	8218.420000	Total Deductions YTD	01/01/2018	12/31/2018	Year to Date	TOT EARNINGS YTD	65710.430000	Total Earnings YTD	01/01/2018	12/31/2018	Custom Period	LEAVE ENT_BAL	28.000000	Leave Entitlement	01/01/2004									
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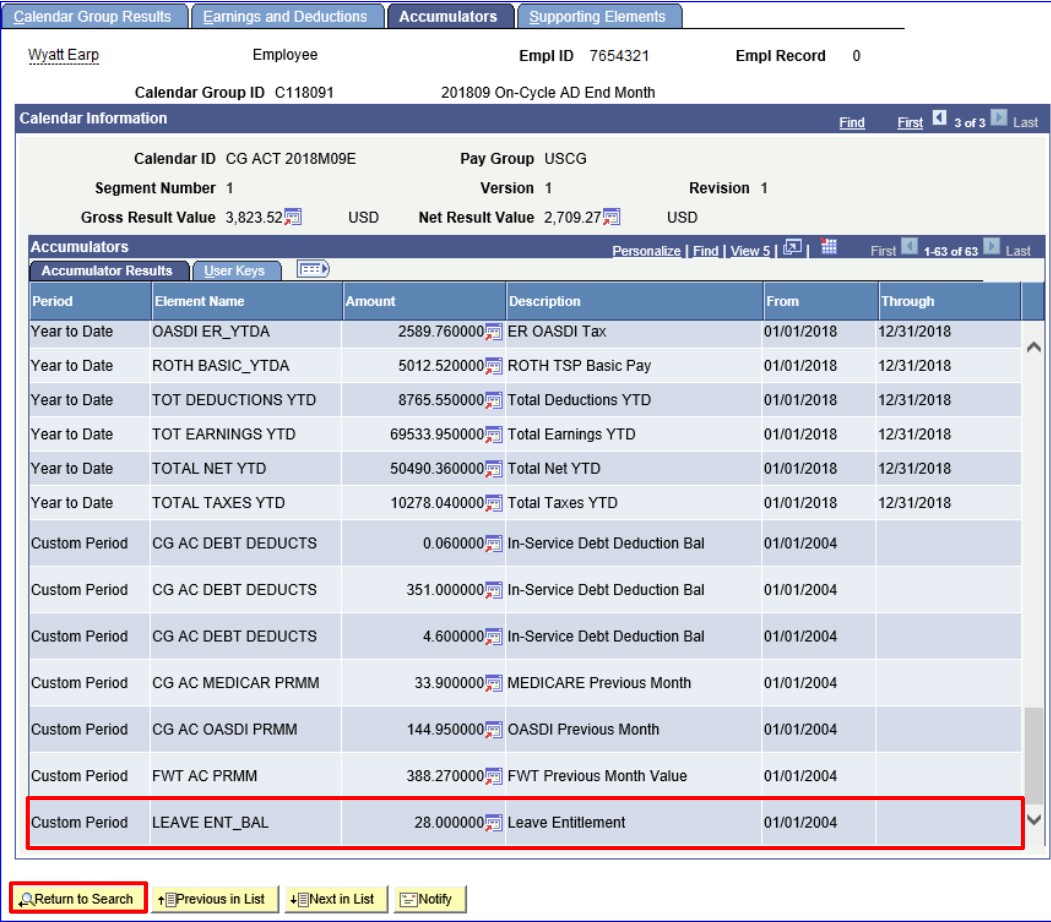
**Procedure 1,**  
continued

Step	Action																																																																																																
<b>6</b>	<p><b>Scroll down to the last Accumulator.</b></p> <p>The screenshot displays the following data in the 'Accumulators' table:</p> <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>Segment</td> <td>CG AC DEBT DE</td> <td>2655.240000</td> <td>In-Service Debt Disposable Pay</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>CG AC FINE DE</td> <td>2102.930000</td> <td>Fine Availab le Pay for Deduct</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>CG AC GARN CHLD DE</td> <td>1807.550000</td> <td>Child / Spouse Support DE</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>CG AC TAX LEVY DE</td> <td>2709.270000</td> <td>Tax Levy Disposable Earnings</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>FWT GRS N</td> <td>0.000000</td> <td>FWT Gross Cust omer</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>FWT GRS N</td> <td>2688.050000</td> <td>FWT Gross Cust omer</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>FWT GRS TOT</td> <td>2688.050000</td> <td>FWT Taxable Gr oss Total</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>FWT PRE TAX N</td> <td>0.000000</td> <td>FWT Before-Tax Customer</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>MED EE GRS N</td> <td>2338.050000</td> <td>Medicare/EE Gross Customer</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>MED ER GRS N</td> <td>2338.050000</td> <td>Medicare/ER Gross Customer</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>MEDEE FULL AMT</td> <td>33.900000</td> <td>Total Medicare/EE Amount</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>NET</td> <td>2709.270000</td> <td>Net</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>OAS EE GRS N</td> <td>2338.050000</td> <td>OASDI/EE Gross Customer</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>OAS ER GRS N</td> <td>2338.050000</td> <td>OASDI/ER Gross Customer</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> <tr> <td>Segment</td> <td>TOTAL DEDUCTION N</td> <td>547.130000</td> <td>Total Deductions Not Maintain</td> <td>09/16/2018</td> <td>09/30/2018</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Segment	CG AC DEBT DE	2655.240000	In-Service Debt Disposable Pay	09/16/2018	09/30/2018	Segment	CG AC FINE DE	2102.930000	Fine Availab le Pay for Deduct	09/16/2018	09/30/2018	Segment	CG AC GARN CHLD DE	1807.550000	Child / Spouse Support DE	09/16/2018	09/30/2018	Segment	CG AC TAX LEVY DE	2709.270000	Tax Levy Disposable Earnings	09/16/2018	09/30/2018	Segment	FWT GRS N	0.000000	FWT Gross Cust omer	09/16/2018	09/30/2018	Segment	FWT GRS N	2688.050000	FWT Gross Cust omer	09/16/2018	09/30/2018	Segment	FWT GRS TOT	2688.050000	FWT Taxable Gr oss Total	09/16/2018	09/30/2018	Segment	FWT PRE TAX N	0.000000	FWT Before-Tax Customer	09/16/2018	09/30/2018	Segment	MED EE GRS N	2338.050000	Medicare/EE Gross Customer	09/16/2018	09/30/2018	Segment	MED ER GRS N	2338.050000	Medicare/ER Gross Customer	09/16/2018	09/30/2018	Segment	MEDEE FULL AMT	33.900000	Total Medicare/EE Amount	09/16/2018	09/30/2018	Segment	NET	2709.270000	Net	09/16/2018	09/30/2018	Segment	OAS EE GRS N	2338.050000	OASDI/EE Gross Customer	09/16/2018	09/30/2018	Segment	OAS ER GRS N	2338.050000	OASDI/ER Gross Customer	09/16/2018	09/30/2018	Segment	TOTAL DEDUCTION N	547.130000	Total Deductions Not Maintain	09/16/2018	09/30/2018
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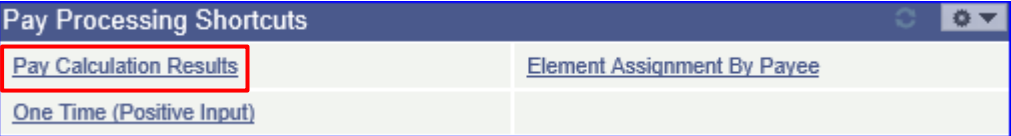
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## Viewing a Member's Leave Balance, Continued

**Procedure 1,**  
continued

Step	Action																																																																																				
7	<p>The Element Name: <b>LEAVE ENT_BAL</b> is the member's current leave balance. To view another member's leave balance, click <b>Return to Search</b>.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> <li>Employee: Wyatt Earp, Empl ID: 7654321, Empl Record: 0</li> <li>Calendar Group ID: C118091, 201809 On-Cycle AD End Month</li> <li>Calendar Information: Calendar ID CG ACT 2018M09E, Pay Group USCG, Segment Number 1, Version 1, Revision 1</li> <li>Gross Result Value: 3,823.52 USD, Net Result Value: 2,709.27 USD</li> <li>Accumulators Table:</li> </ul> <table border="1" data-bbox="352 846 1364 1413"> <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 ER_YTDA</td><td>2589.760000</td><td>ER OASDI Tax</td><td>01/01/2018</td><td>12/31/2018</td></tr> <tr><td>Year to Date</td><td>ROTH BASIC_YTDA</td><td>5012.520000</td><td>ROTH TSP Basic Pay</td><td>01/01/2018</td><td>12/31/2018</td></tr> <tr><td>Year to Date</td><td>TOT DEDUCTIONS YTD</td><td>8765.550000</td><td>Total Deductions YTD</td><td>01/01/2018</td><td>12/31/2018</td></tr> <tr><td>Year to Date</td><td>TOT EARNINGS YTD</td><td>69533.950000</td><td>Total Earnings YTD</td><td>01/01/2018</td><td>12/31/2018</td></tr> <tr><td>Year to Date</td><td>TOTAL NET YTD</td><td>50490.360000</td><td>Total Net YTD</td><td>01/01/2018</td><td>12/31/2018</td></tr> <tr><td>Year to Date</td><td>TOTAL TAXES YTD</td><td>10278.040000</td><td>Total Taxes YTD</td><td>01/01/2018</td><td>12/31/2018</td></tr> <tr><td>Custom Period</td><td>CG AC DEBT DEDUCTS</td><td>0.060000</td><td>In-Service Debt Deduction Bal</td><td>01/01/2004</td><td></td></tr> <tr><td>Custom Period</td><td>CG AC DEBT DEDUCTS</td><td>351.000000</td><td>In-Service Debt Deduction Bal</td><td>01/01/2004</td><td></td></tr> <tr><td>Custom Period</td><td>CG AC DEBT DEDUCTS</td><td>4.600000</td><td>In-Service Debt Deduction Bal</td><td>01/01/2004</td><td></td></tr> <tr><td>Custom Period</td><td>CG AC MEDICAR PRMM</td><td>33.900000</td><td>MEDICARE Previous Month</td><td>01/01/2004</td><td></td></tr> <tr><td>Custom Period</td><td>CG AC OASDI PRMM</td><td>144.950000</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>388.270000</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>28.000000</td><td>Leave Entitlement</td><td>01/01/2004</td><td></td></tr> </tbody> </table> <p>Buttons: Return to Search, Previous in List, Next in List, Notify</p>	Period	Element Name	Amount	Description	From	Through	Year to Date	OASDI ER_YTDA	2589.760000	ER OASDI Tax	01/01/2018	12/31/2018	Year to Date	ROTH BASIC_YTDA	5012.520000	ROTH TSP Basic Pay	01/01/2018	12/31/2018	Year to Date	TOT DEDUCTIONS YTD	8765.550000	Total Deductions YTD	01/01/2018	12/31/2018	Year to Date	TOT EARNINGS YTD	69533.950000	Total Earnings YTD	01/01/2018	12/31/2018	Year to Date	TOTAL NET YTD	50490.360000	Total Net YTD	01/01/2018	12/31/2018	Year to Date	TOTAL TAXES YTD	10278.040000	Total Taxes YTD	01/01/2018	12/31/2018	Custom Period	CG AC DEBT DEDUCTS	0.060000	In-Service Debt Deduction Bal	01/01/2004		Custom Period	CG AC DEBT DEDUCTS	351.000000	In-Service Debt Deduction Bal	01/01/2004		Custom Period	CG AC DEBT DEDUCTS	4.600000	In-Service Debt Deduction Bal	01/01/2004		Custom Period	CG AC MEDICAR PRMM	33.900000	MEDICARE Previous Month	01/01/2004		Custom Period	CG AC OASDI PRMM	144.950000	OASDI Previous Month	01/01/2004		Custom Period	FWT AC PRMM	388.270000	FWT Previous Month Value	01/01/2004		Custom Period	LEAVE ENT_BAL	28.000000	Leave Entitlement	01/01/2004	
Period	Element Name	Amount	Description	From	Through																																																																																
Year to Date	OASDI ER_YTDA	2589.760000	ER OASDI Tax	01/01/2018	12/31/2018																																																																																
Year to Date	ROTH BASIC_YTDA	5012.520000	ROTH TSP Basic Pay	01/01/2018	12/31/2018																																																																																
Year to Date	TOT DEDUCTIONS YTD	8765.550000	Total Deductions YTD	01/01/2018	12/31/2018																																																																																
Year to Date	TOT EARNINGS YTD	69533.950000	Total Earnings YTD	01/01/2018	12/31/2018																																																																																
Year to Date	TOTAL NET YTD	50490.360000	Total Net YTD	01/01/2018	12/31/2018																																																																																
Year to Date	TOTAL TAXES YTD	10278.040000	Total Taxes YTD	01/01/2018	12/31/2018																																																																																
Custom Period	CG AC DEBT DEDUCTS	0.060000	In-Service Debt Deduction Bal	01/01/2004																																																																																	
Custom Period	CG AC DEBT DEDUCTS	351.000000	In-Service Debt Deduction Bal	01/01/2004																																																																																	
Custom Period	CG AC DEBT DEDUCTS	4.600000	In-Service Debt Deduction Bal	01/01/2004																																																																																	
Custom Period	CG AC MEDICAR PRMM	33.900000	MEDICARE Previous Month	01/01/2004																																																																																	
Custom Period	CG AC OASDI PRMM	144.950000	OASDI Previous Month	01/01/2004																																																																																	
Custom Period	FWT AC PRMM	388.270000	FWT Previous Month Value	01/01/2004																																																																																	
Custom Period	LEAVE ENT_BAL	28.000000	Leave Entitlement	01/01/2004																																																																																	

**Procedure 2** See below.

Step	Action
1	<p>Select <b>Pay Calculation Results</b> from the Pay Processing Shortcuts pagelet.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> <li>Pagelet: Pay Processing Shortcuts</li> <li>Links: Pay Calculation Results (highlighted), Element Assignment By Payee, One Time (Positive Input)</li> </ul>

*Continued on next page*

## Viewing a Member's Leave Balance, Continued

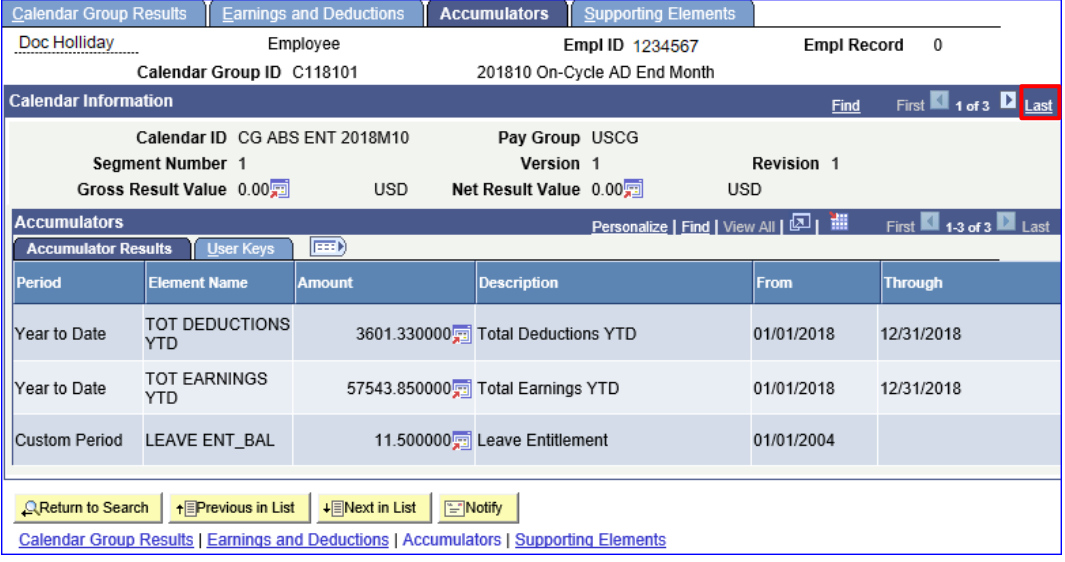
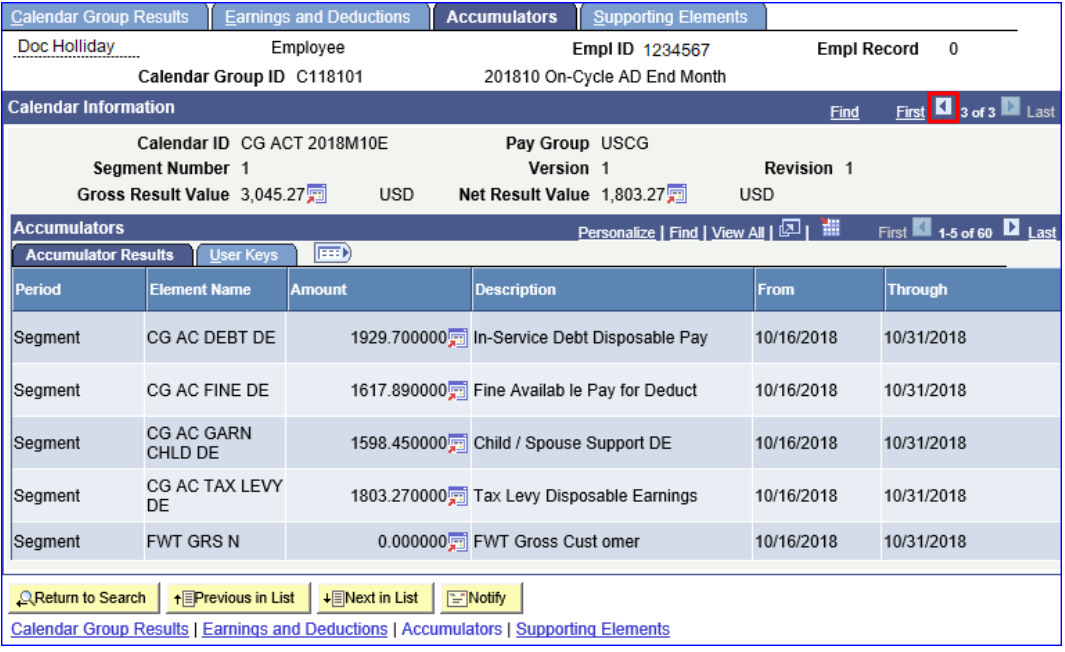
Procedure 2,  
continued

Step	Action																																
2	<p>Enter the member's <b>Empl ID</b>. Click <b>Search</b>.</p> <div data-bbox="327 526 1300 974" style="border: 1px solid blue; padding: 5px;"> <p><b>Results by Calendar Group</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Calendar Group ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>																																
3	<p>Click on the most current finalized <b>end-month calendar</b>.</p> <div data-bbox="327 1041 1061 1332" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p>View All First 1-84 of 84 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">11/30/2018</a></td> <td><a href="#">C118111</a></td> <td><a href="#">Doc Holliday</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">11/15/2018</a></td> <td><a href="#">C118110</a></td> <td><a href="#">Doc Holliday</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">11/01/2018</a></td> <td><a href="#">C118101</a></td> <td><a href="#">Doc Holliday</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">10/15/2018</a></td> <td><a href="#">C118100</a></td> <td><a href="#">Doc Holliday</a></td> </tr> <tr> <td><a href="#">1234567</a></td> <td><a href="#">0</a></td> <td><a href="#">10/01/2018</a></td> <td><a href="#">C118091</a></td> <td><a href="#">Doc Holliday</a></td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">11/30/2018</a>	<a href="#">C118111</a>	<a href="#">Doc Holliday</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">11/15/2018</a>	<a href="#">C118110</a>	<a href="#">Doc Holliday</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">11/01/2018</a>	<a href="#">C118101</a>	<a href="#">Doc Holliday</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">10/15/2018</a>	<a href="#">C118100</a>	<a href="#">Doc Holliday</a>	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">10/01/2018</a>	<a href="#">C118091</a>	<a href="#">Doc Holliday</a>		
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4	<p>The Calendar Group Results tab will display. Click the <b>Accumulator</b> tab.</p> <div data-bbox="327 1400 1388 1915" style="border: 1px solid blue; padding: 5px;"> <p><b>Calendar Group Results</b>   <b>Earnings and Deductions</b>   <b>Accumulators</b>   <b>Supporting Elements</b></p> <p>Doc Holliday Employee Empl ID 1234567 Empl Record 0</p> <p>Calendar Group ID C118101 201810 On-Cycle AD End Month</p> <p><b>Segment Information by Calendar</b> Personalize   Find   View All   First 1-3 of 3 Last</p> <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 2018M10</td> <td>10/01/2018</td> <td>10/31/2018</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> <tr> <td>CG ABS TK 2018M10E</td> <td>10/16/2018</td> <td>10/31/2018</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 2018M10E</td> <td>10/16/2018</td> <td>10/31/2018</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> </tbody> </table> <p><b>Additional Result Pages</b></p> <p><a href="#">Positive Input - Absence</a> <a href="#">Positive Input - Payroll</a> <a href="#">Generated Positive Input</a></p> <p><a href="#">Absence Data</a> <a href="#">Retro Calculation Deltas</a></p> <p><a href="#">Return to Search</a> <a href="#">Previous in List</a> <a href="#">Next in List</a> <a href="#">Notify</a></p> <p><a href="#">Calendar Group Results</a>   <a href="#">Earnings and Deductions</a>   <a href="#">Accumulators</a>   <a href="#">Supporting Elements</a></p> </div>	Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail	CG ABS ENT 2018M10	10/01/2018	10/31/2018	Calculate	1	1	1	<a href="#">Segment Detail</a>	CG ABS TK 2018M10E	10/16/2018	10/31/2018	Calculate	1	1	1	<a href="#">Segment Detail</a>	CG ACT 2018M10E	10/16/2018	10/31/2018	Calculate	1	1	1	<a href="#">Segment Detail</a>
Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail																										
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CG ABS TK 2018M10E	10/16/2018	10/31/2018	Calculate	1	1	1	<a href="#">Segment Detail</a>																										
CG ACT 2018M10E	10/16/2018	10/31/2018	Calculate	1	1	1	<a href="#">Segment Detail</a>																										

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## Viewing a Member's Leave Balance, Continued

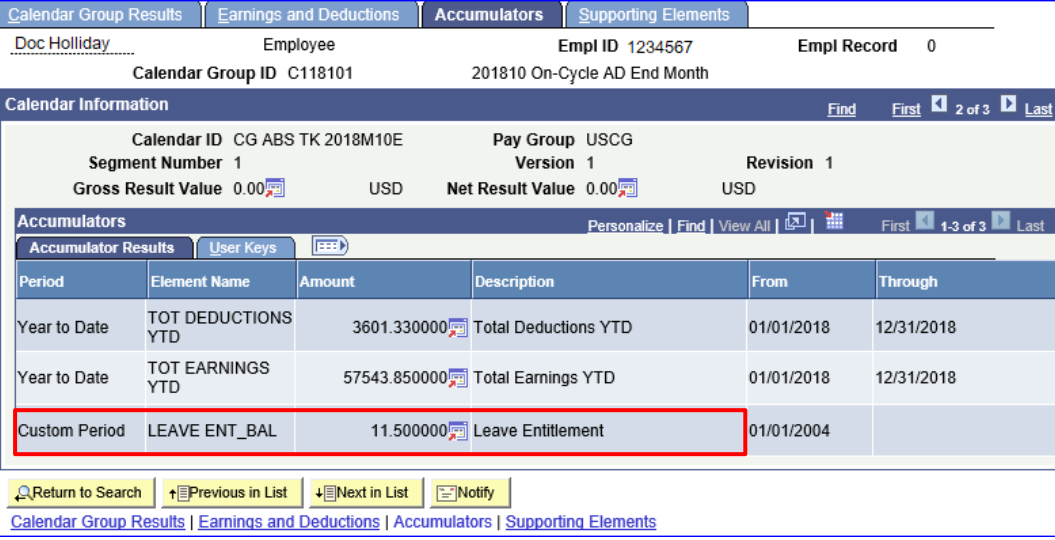
Procedure 2,  
continued

Step	Action
5	<p><b>Click Last.</b></p>  <p>The screenshot shows the 'Accumulators' section for Employee 1234567, Calendar Group ID C118101. The 'Calendar Information' section displays Calendar ID CG ABS ENT 2018M10, Pay Group USCG, Segment Number 1, Version 1, and Revision 1. The 'Accumulators' table lists three items: Year to Date TOT DEDUCTIONS YTD (3601.330000), Year to Date TOT EARNINGS YTD (57543.850000), and Custom Period LEAVE ENT_BAL (11.500000). The 'Last' button in the pagination controls is highlighted with a red box.</p>
6	<p><b>Click the back arrow.</b></p>  <p>The screenshot shows the 'Accumulators' section for Employee 1234567, Calendar Group ID C118101. The 'Calendar Information' section displays Calendar ID CG ACT 2018M10E, Pay Group USCG, Segment Number 1, Version 1, and Revision 1. The 'Accumulators' table lists five items: Segment CG AC DEBT DE (1929.700000), Segment CG AC FINE DE (1617.890000), Segment CG AC GARN CHLD DE (1598.450000), Segment CG AC TAX LEVY DE (1803.270000), and Segment FWT GRS N (0.000000). The back arrow button in the pagination controls is highlighted with a red box.</p>

*Continued on next page*

## Viewing a Member's Leave Balance, Continued

Procedure 2,  
continued

Step	Action
7	<p>The <b>CG ABS TK</b> row will display. The <b>Leave Entitlement</b> (balance) is shown in the Custom Period with the LEAVE ENT_BAL Element name. This balance reflects all leave that has been processed in DA.</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> <li><b>Calendar Group Results   Earnings and Deductions   Accumulators   Supporting Elements</b></li> <li>Doc Holiday: Employee, Empl ID: 1234567, Empl Record: 0</li> <li>Calendar Group ID: C118101, 201810 On-Cycle AD End Month</li> <li><b>Calendar Information</b> (Find, First, 2 of 3, Last)             <ul style="list-style-type: none"> <li>Calendar ID: CG ABS TK 2018M10E, Pay Group: USCG</li> <li>Segment Number: 1, Version: 1, Revision: 1</li> <li>Gross Result Value: 0.00 USD, Net Result Value: 0.00 USD</li> </ul> </li> <li><b>Accumulators</b> (Personalize, Find, View All, First, 1-3 of 3, Last)             <ul style="list-style-type: none"> <li>Accumulator Results   User Keys</li> <li>Table with columns: Period, Element Name, Amount, Description, From, Through</li> <li>Year to Date: TOT DEDUCTIONS YTD, 3601.330000, Total Deductions YTD, 01/01/2018, 12/31/2018</li> <li>Year to Date: TOT EARNINGS YTD, 57543.850000, Total Earnings YTD, 01/01/2018, 12/31/2018</li> <li><b>Custom Period: LEAVE ENT_BAL, 11.500000, Leave Entitlement, 01/01/2004</b></li> </ul> </li> <li>Return to Search, Previous in List, Next in List, Notify</li> <li>Calendar Group Results   Earnings and Deductions   Accumulators   Supporting Elements</li> </ul>



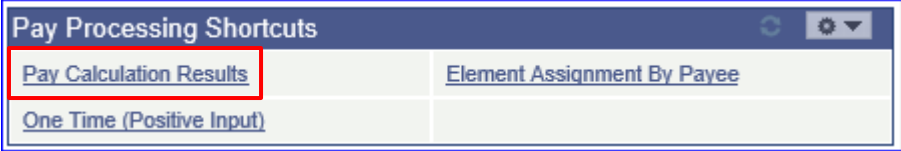
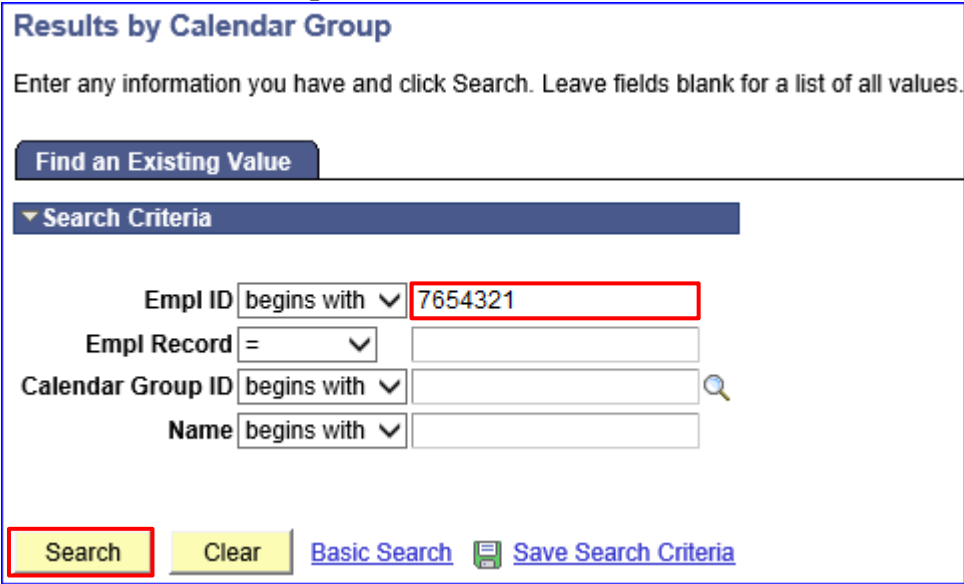
## Reviewing the Breakdown of a Member’s Leave Usage

**Introduction** This section provides the procedures to view the breakdown of a member’s leave usage in Direct Access (DA).

**Information** This section provides the procedures to review the breakdown of leave charged against the member’s leave balance:

- PCS – Leave Enroute
- PCS – Travel Time
- PCS – Proceed Time
- Non-chargeable Absences
- Chargeable Absences

**Procedures** See below.

Step	Action
1	<p>Select <b>Pay Calculation Results</b> from the Pay Processing Shortcuts pagelet.</p> 
2	<p>Enter the member’s <b>Empl ID</b> and click <b>Search</b>.</p> 

*Continued on next page*

# Reviewing the Breakdown of a Member's Leave Usage, Continued

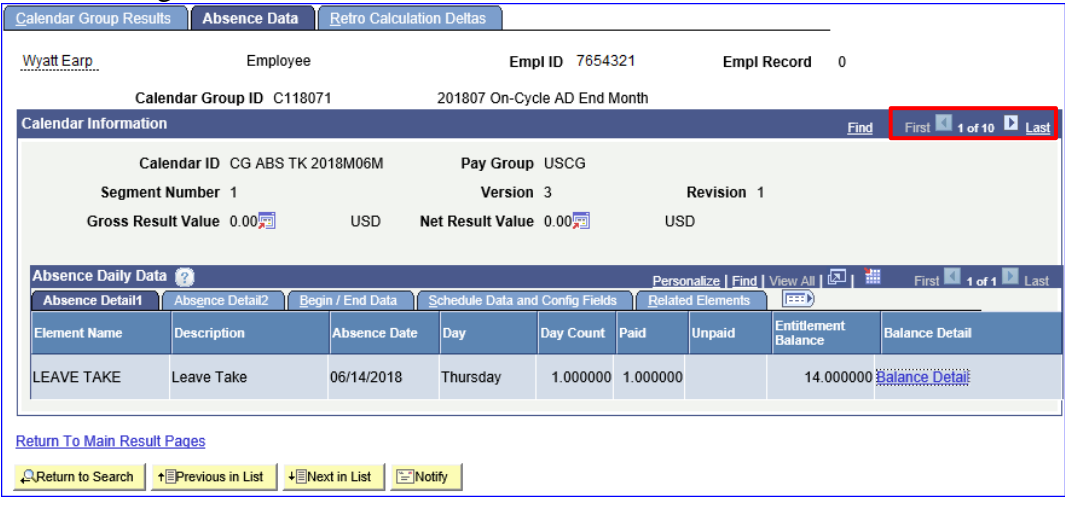
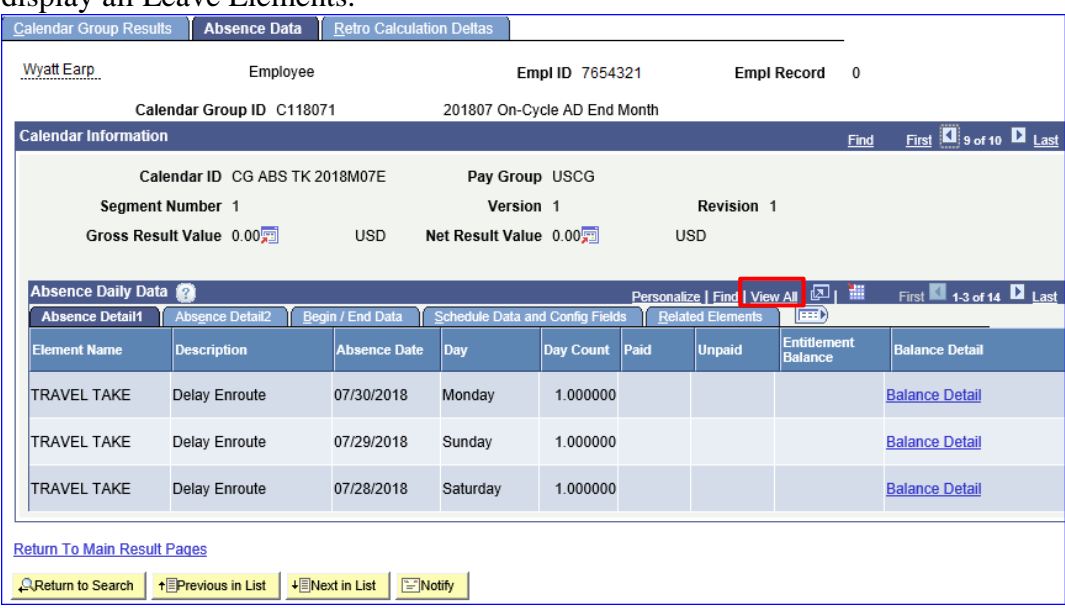
Procedures,  
continued

Step	Action																																																								
3	<p>Click on the appropriate pay calendar the leave was processed. In this example, the member PCS'd and reported aboard in July 2018, so July's end-month calendar is selected.</p> <div data-bbox="327 633 1102 1008" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First 1-81 of 81 Last</span></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>76543210</td><td></td><td>10/15/2018</td><td>C118100</td><td>Wyatt Earp</td></tr> <tr><td>76543210</td><td></td><td>10/01/2018</td><td>C118091</td><td>Wyatt Earp</td></tr> <tr><td>76543210</td><td></td><td>09/14/2018</td><td>C118090</td><td>Wyatt Earp</td></tr> <tr><td>76543210</td><td></td><td>08/31/2018</td><td>C118081</td><td>Wyatt Earp</td></tr> <tr><td>76543210</td><td></td><td>08/15/2018</td><td>C118080</td><td>Wyatt Earp</td></tr> <tr style="border: 2px solid red;"><td>76543210</td><td></td><td>08/01/2018</td><td>C118071</td><td>Wyatt Earp</td></tr> <tr><td>76543210</td><td></td><td>07/13/2018</td><td>C118070</td><td>Wyatt Earp</td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	76543210		10/15/2018	C118100	Wyatt Earp	76543210		10/01/2018	C118091	Wyatt Earp	76543210		09/14/2018	C118090	Wyatt Earp	76543210		08/31/2018	C118081	Wyatt Earp	76543210		08/15/2018	C118080	Wyatt Earp	76543210		08/01/2018	C118071	Wyatt Earp	76543210		07/13/2018	C118070	Wyatt Earp																
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76543210		07/13/2018	C118070	Wyatt Earp																																																					
4	<p>The Calendar Group Results tab will display. Click <b>Absence Data</b> under Additional Results Pages.</p> <div data-bbox="327 1115 1396 1731" style="border: 1px solid blue; padding: 5px;"> <p>Calendar Group Results   Earnings and Deductions   Accumulators   Supporting Elements</p> <p>Wyatt Earp Employee Empl ID 7654321 Empl Record</p> <p>Calendar Group ID C118071 201807 On-Cycle AD End Month</p> <table border="1"> <thead> <tr> <th colspan="4">Segment Information by Calendar</th> <th colspan="4">Personalize   Find   View All   First 1-5 of 10 Last</th> </tr> <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 TK 2018M06M</td><td>06/01/2018</td><td>06/15/2018</td><td>Calculate</td><td>1</td><td>3</td><td>1</td><td><a href="#">Segment Detail</a></td></tr> <tr><td>CG ACT 2018M06M</td><td>06/01/2018</td><td>06/15/2018</td><td>Calculate</td><td>1</td><td>1</td><td>3</td><td><a href="#">Segment Detail</a></td></tr> <tr><td>CG ABS ENT 2018M06</td><td>06/01/2018</td><td>06/30/2018</td><td>Calculate</td><td>1</td><td>3</td><td>1</td><td><a href="#">Segment Detail</a></td></tr> <tr><td>CG ABS TK 2018M06E</td><td>06/16/2018</td><td>06/30/2018</td><td>Calculate</td><td>1</td><td>3</td><td>1</td><td><a href="#">Segment Detail</a></td></tr> <tr><td>CG ACT 2018M06E</td><td>06/16/2018</td><td>06/30/2018</td><td>Calculate</td><td>1</td><td>1</td><td>3</td><td><a href="#">Segment Detail</a></td></tr> </tbody> </table> <p><b>Additional Result Pages</b></p> <p><a href="#">Positive Input - Absence</a>   <a href="#">Positive Input - Payroll</a>   <a href="#">Generated Positive Input</a></p> <p><b>Absence Data</b>   <a href="#">Retro Calculation Deltas</a></p> <p>Return to Search   Previous in List   Next in List   Notify</p> </div>	Segment Information by Calendar				Personalize   Find   View All   First 1-5 of 10 Last				Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail	CG ABS TK 2018M06M	06/01/2018	06/15/2018	Calculate	1	3	1	<a href="#">Segment Detail</a>	CG ACT 2018M06M	06/01/2018	06/15/2018	Calculate	1	1	3	<a href="#">Segment Detail</a>	CG ABS ENT 2018M06	06/01/2018	06/30/2018	Calculate	1	3	1	<a href="#">Segment Detail</a>	CG ABS TK 2018M06E	06/16/2018	06/30/2018	Calculate	1	3	1	<a href="#">Segment Detail</a>	CG ACT 2018M06E	06/16/2018	06/30/2018	Calculate	1	1	3	<a href="#">Segment Detail</a>
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# Reviewing the Breakdown of a Member's Leave Usage, Continued

Procedures, continued

Step	Action																																				
<p><b>5</b></p>	<p><b>Scroll through the Calendar Information to locate the leave entries to be reviewed.</b></p>  <p>Calendar Group Results   Absence Data   Retro Calculation Deltas</p> <p>Wyatt Earp Employee Empl ID 7654321 Empl Record 0</p> <p>Calendar Group ID C118071 201807 On-Cycle AD End Month</p> <p>Calendar Information Find First 1 of 10 Last</p> <p>Calendar ID CG ABS TK 2018M06M Pay Group USCG</p> <p>Segment Number 1 Version 3 Revision 1</p> <p>Gross Result Value 0.00 USD Net Result Value 0.00 USD</p> <p>Absence Daily Data Personalize Find View All First 1 of 1 Last</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>06/14/2018</td> <td>Thursday</td> <td>1.000000</td> <td>1.000000</td> <td></td> <td>14.000000</td> <td><a href="#">Balance Detail</a></td> </tr> </tbody> </table> <p>Return To Main Result Pages</p> <p>Return to Search Previous in List Next in List Notify</p>	Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail	LEAVE TAKE	Leave Take	06/14/2018	Thursday	1.000000	1.000000		14.000000	<a href="#">Balance Detail</a>																		
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LEAVE TAKE	Leave Take	06/14/2018	Thursday	1.000000	1.000000		14.000000	<a href="#">Balance Detail</a>																													
<p><b>6</b></p>	<p><b>Once the appropriate page is located, click <b>View All</b> under Absence Daily Data to display all Leave Elements.</b></p>  <p>Calendar Group Results   Absence Data   Retro Calculation Deltas</p> <p>Wyatt Earp Employee Empl ID 7654321 Empl Record 0</p> <p>Calendar Group ID C118071 201807 On-Cycle AD End Month</p> <p>Calendar Information Find First 9 of 10 Last</p> <p>Calendar ID CG ABS TK 2018M07E Pay Group USCG</p> <p>Segment Number 1 Version 1 Revision 1</p> <p>Gross Result Value 0.00 USD Net Result Value 0.00 USD</p> <p>Absence Daily Data Personalize Find View All First 1-3 of 14 Last</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>TRAVEL TAKE</td> <td>Delay Enroute</td> <td>07/30/2018</td> <td>Monday</td> <td>1.000000</td> <td></td> <td></td> <td></td> <td><a href="#">Balance Detail</a></td> </tr> <tr> <td>TRAVEL TAKE</td> <td>Delay Enroute</td> <td>07/29/2018</td> <td>Sunday</td> <td>1.000000</td> <td></td> <td></td> <td></td> <td><a href="#">Balance Detail</a></td> </tr> <tr> <td>TRAVEL TAKE</td> <td>Delay Enroute</td> <td>07/28/2018</td> <td>Saturday</td> <td>1.000000</td> <td></td> <td></td> <td></td> <td><a href="#">Balance Detail</a></td> </tr> </tbody> </table> <p>Return To Main Result Pages</p> <p>Return to Search Previous in List Next in List Notify</p>	Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail	TRAVEL TAKE	Delay Enroute	07/30/2018	Monday	1.000000				<a href="#">Balance Detail</a>	TRAVEL TAKE	Delay Enroute	07/29/2018	Sunday	1.000000				<a href="#">Balance Detail</a>	TRAVEL TAKE	Delay Enroute	07/28/2018	Saturday	1.000000				<a href="#">Balance Detail</a>
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# Reviewing the Breakdown of a Member's Leave Usage, Continued

Procedures,  
continued

Step	Action																																																																																																																																							
7	<p>The expanded list will show all <b>Travel time, Proceed time, and Leave</b> charged.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Calendar Group Results   Absence Data   Retro Calculation Deltas</p> <p>Wyatt Earp Employee Empl ID 7654321 Empl Record 0</p> <p>Calendar Group ID C118071 201807 On-Cycle AD End Month</p> <p>Calendar Information <span style="float: right;">Find First 9 of 10 Last</span></p> <p>Calendar ID CG ABS TK 2018M07E Pay Group USCG</p> <p>Segment Number 1 Version 1 Revision 1</p> <p>Gross Result Value 0.00 USD Net Result Value 0.00 USD</p> <p>Absence Daily Data <span style="float: right;">Personalize Find View 3 First 1-14 of 14 Last</span></p> <p>Absence Detail1   Absence Detail2   Begin / End Data   Schedule Data and Config Fields   Related Elements</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Absence Date</th> <th>Day</th> <th>Day Count</th> <th>Paid</th> 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