

Viewing Member's Leave Balances

Overview

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).

References [Military Assignments and Authorized Absences, COMDTINST M1000.8A](#)

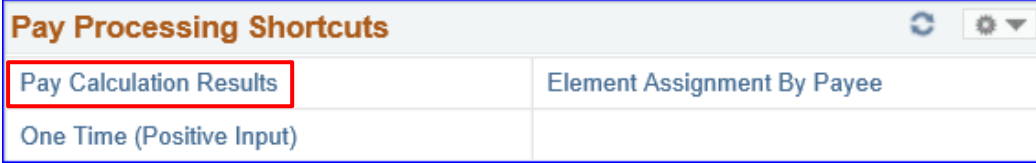
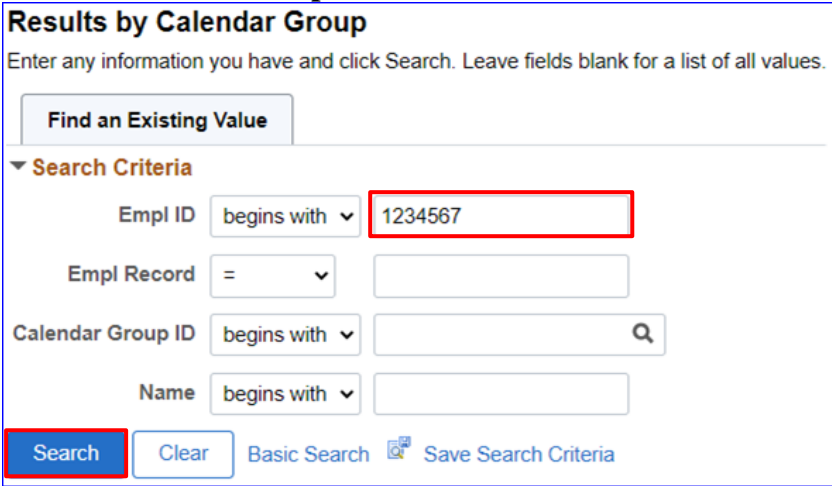
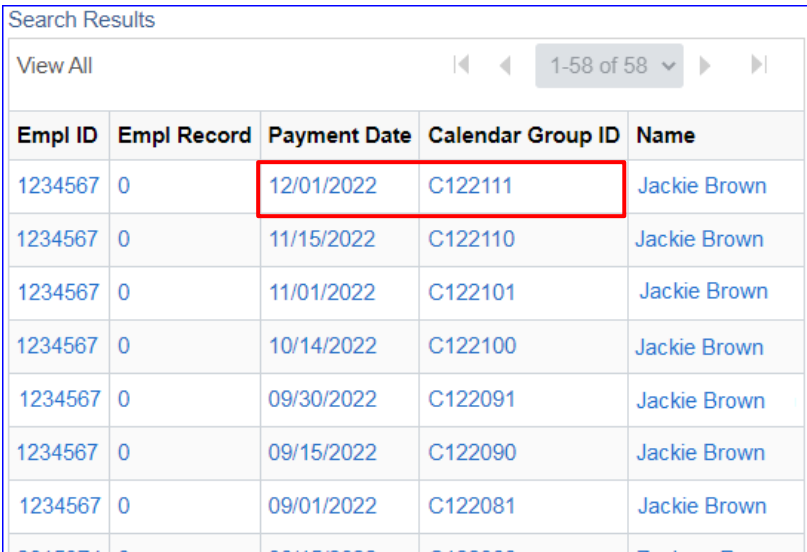
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View a Leave Balance – Procedure 1

Introduction This section provides one procedure for viewing a member’s leave balance in Direct Access (DA).

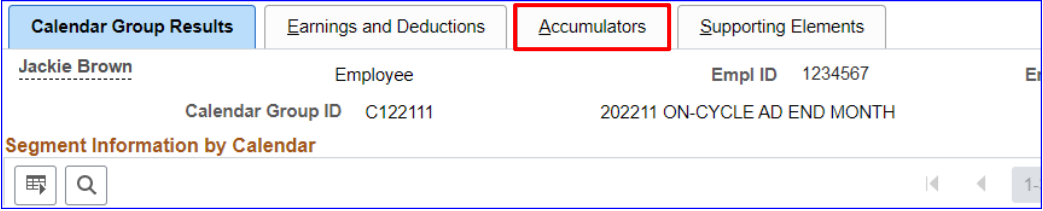
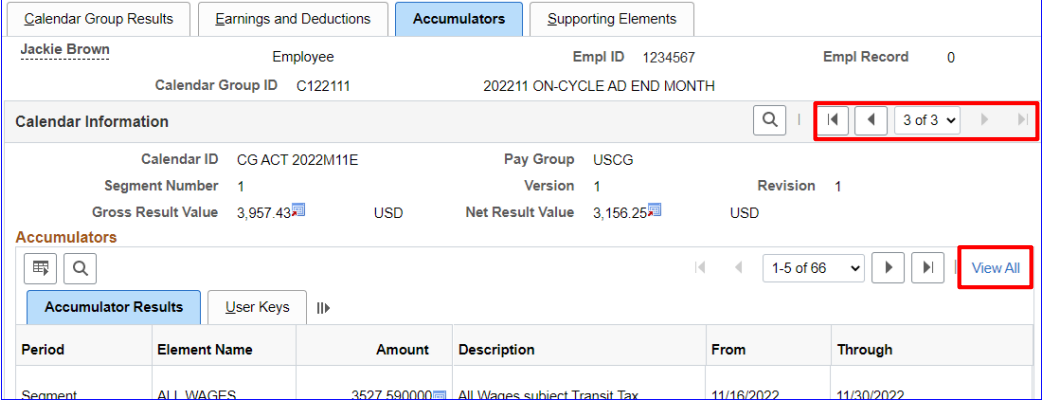
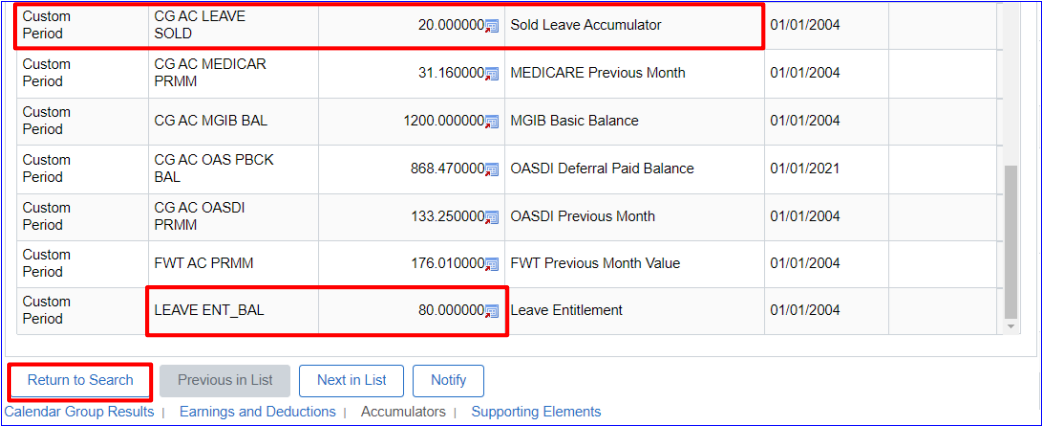
Procedures See below.

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3	<p>Click on the most current end-month calendar.</p>  <table border="1" data-bbox="327 1379 1136 1928"> <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>1234567</td> <td>0</td> <td>12/01/2022</td> <td>C122111</td> <td>Jackie Brown</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>11/15/2022</td> <td>C122110</td> <td>Jackie Brown</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>11/01/2022</td> <td>C122101</td> <td>Jackie Brown</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>10/14/2022</td> <td>C122100</td> <td>Jackie Brown</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>09/30/2022</td> <td>C122091</td> <td>Jackie Brown</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>09/15/2022</td> <td>C122090</td> <td>Jackie Brown</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>09/01/2022</td> <td>C122081</td> <td>Jackie Brown</td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	12/01/2022	C122111	Jackie Brown	1234567	0	11/15/2022	C122110	Jackie Brown	1234567	0	11/01/2022	C122101	Jackie Brown	1234567	0	10/14/2022	C122100	Jackie Brown	1234567	0	09/30/2022	C122091	Jackie Brown	1234567	0	09/15/2022	C122090	Jackie Brown	1234567	0	09/01/2022	C122081	Jackie Brown
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View a Leave Balance – Procedure 1, Continued

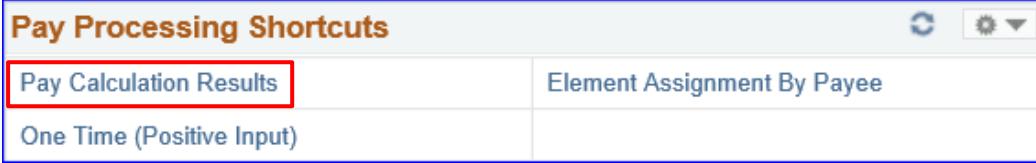
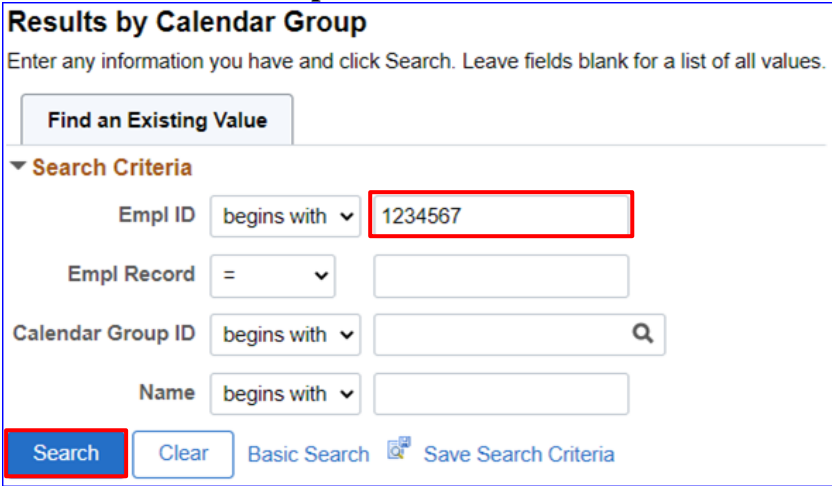
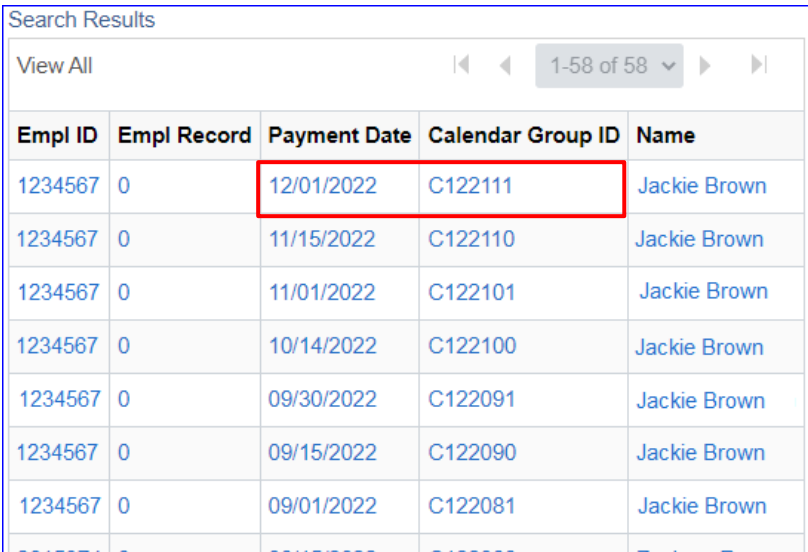
Procedures,
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4	<p>The Calendar Group Results tab will display. Select the Accumulators tab.</p> 																																										
5	<p>Use the arrows in the Calendar Information section to get to the correct Calendar ID (usually the last one), then click View All in the Accumulators section.</p>  <table border="1" data-bbox="341 1211 1361 1285"> <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>ALL WAGES</td> <td>3527.590000</td> <td>All Wages subject Transit Tax</td> <td>11/16/2022</td> <td>11/30/2022</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Segment	ALL WAGES	3527.590000	All Wages subject Transit Tax	11/16/2022	11/30/2022																														
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6	<p>Scroll down to the last Accumulator. The LEAVE ENT_BAL is the member's current leave balance. The Custom Period section also shows how much leave the member has sold to date. To view another member's leave balance, click Return to Search.</p>  <table border="1" data-bbox="341 1464 1361 1800"> <tbody> <tr> <td>Custom Period</td> <td>CG AC LEAVE SOLD</td> <td>20.000000</td> <td>Sold Leave Accumulator</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC MEDICAR PRMM</td> <td>31.160000</td> <td>MEDICARE Previous Month</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC MGIB BAL</td> <td>1200.000000</td> <td>MGIB Basic Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC OAS PBCK BAL</td> <td>868.470000</td> <td>OASDI Deferral Paid Balance</td> <td>01/01/2021</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC OASDI PRMM</td> <td>133.250000</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>176.010000</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>80.000000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table>	Custom Period	CG AC LEAVE SOLD	20.000000	Sold Leave Accumulator	01/01/2004		Custom Period	CG AC MEDICAR PRMM	31.160000	MEDICARE Previous Month	01/01/2004		Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004		Custom Period	CG AC OAS PBCK BAL	868.470000	OASDI Deferral Paid Balance	01/01/2021		Custom Period	CG AC OASDI PRMM	133.250000	OASDI Previous Month	01/01/2004		Custom Period	FWT AC PRMM	176.010000	FWT Previous Month Value	01/01/2004		Custom Period	LEAVE ENT_BAL	80.000000	Leave Entitlement	01/01/2004	
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View a Leave Balance – Procedure 2

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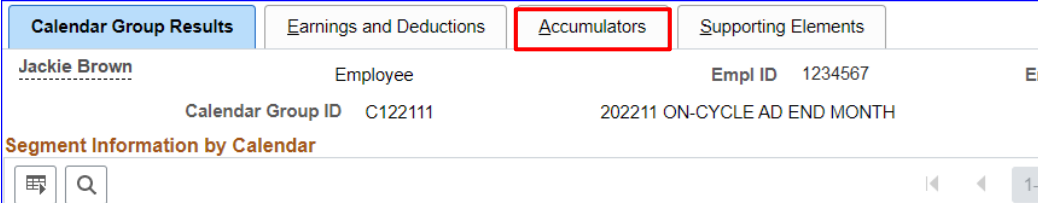
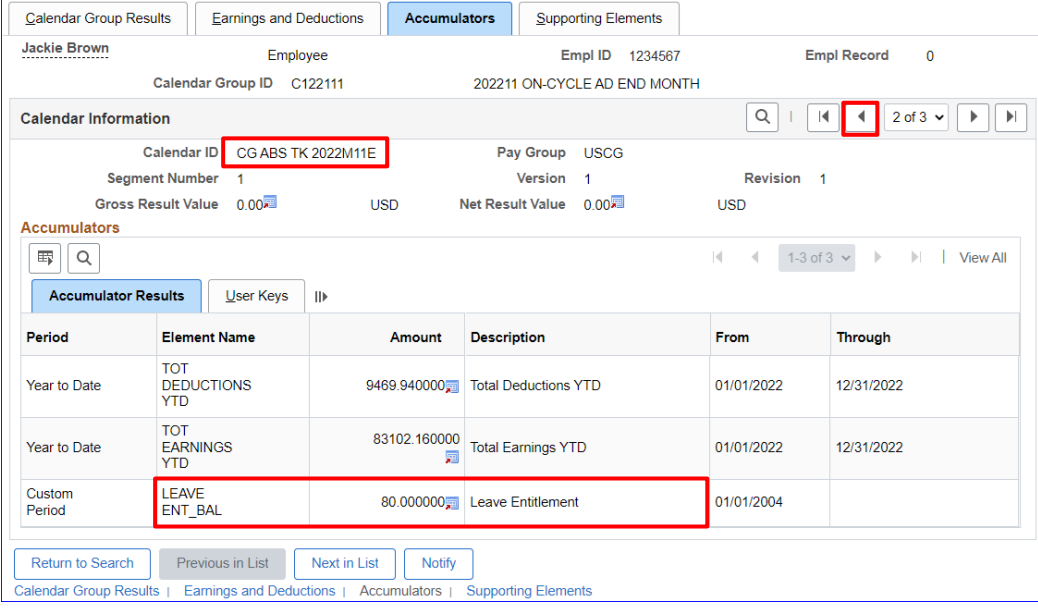
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View a Leave Balance – Procedure 2, Continued

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5	<p>Use the arrows to scroll to the last Calendar and then click the back arrow. The CG ABS TK Calendar ID will display. The Leave Entitlement (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>  <table border="1" data-bbox="344 1196 1353 1411"> <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>9469.940000</td> <td>Total Deductions YTD</td> <td>01/01/2022</td> <td>12/31/2022</td> </tr> <tr> <td>Year to Date</td> <td>TOT EARNINGS YTD</td> <td>83102.160000</td> <td>Total Earnings YTD</td> <td>01/01/2022</td> <td>12/31/2022</td> </tr> <tr> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>80.000000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Year to Date	TOT DEDUCTIONS YTD	9469.940000	Total Deductions YTD	01/01/2022	12/31/2022	Year to Date	TOT EARNINGS YTD	83102.160000	Total Earnings YTD	01/01/2022	12/31/2022	Custom Period	LEAVE ENT_BAL	80.000000	Leave Entitlement	01/01/2004	
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