

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](#)


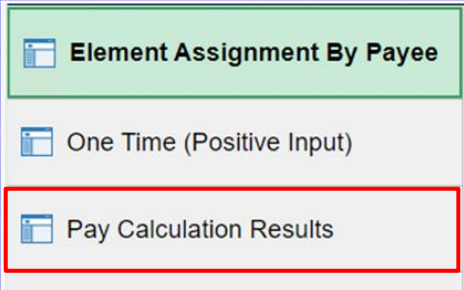
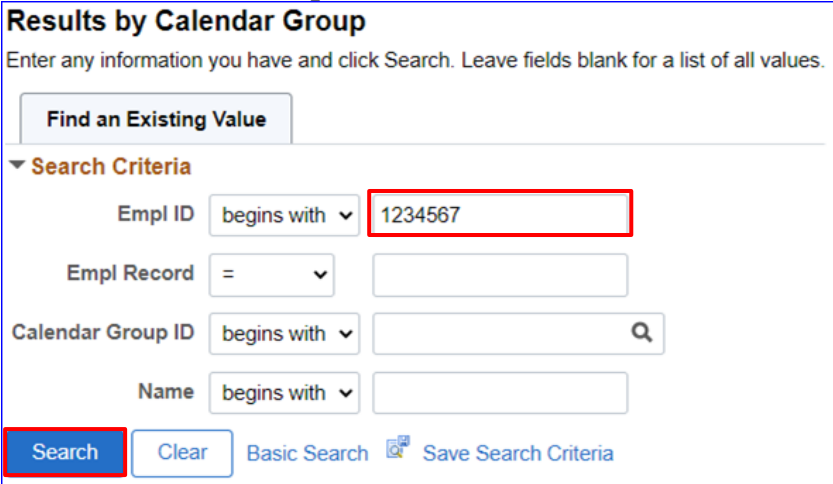
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View a Leave Balance – Procedure 1

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

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Pay Processing Shortcuts Tile.</p> 
<p>1.5</p>	<p>The default Pay Calculation Results option will automatically display.</p> 
<p>2</p>	<p>Enter the member’s Empl ID and click Search.</p> 

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View a Leave Balance – Procedure 1, Continued

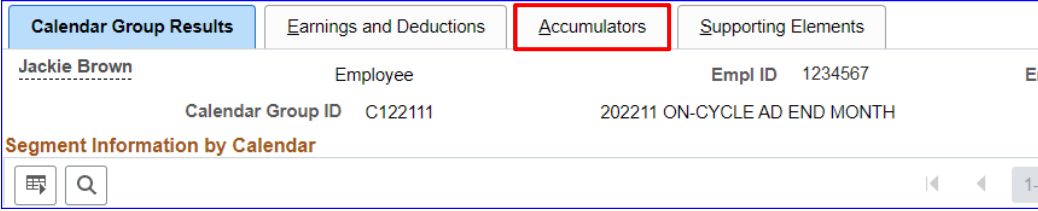
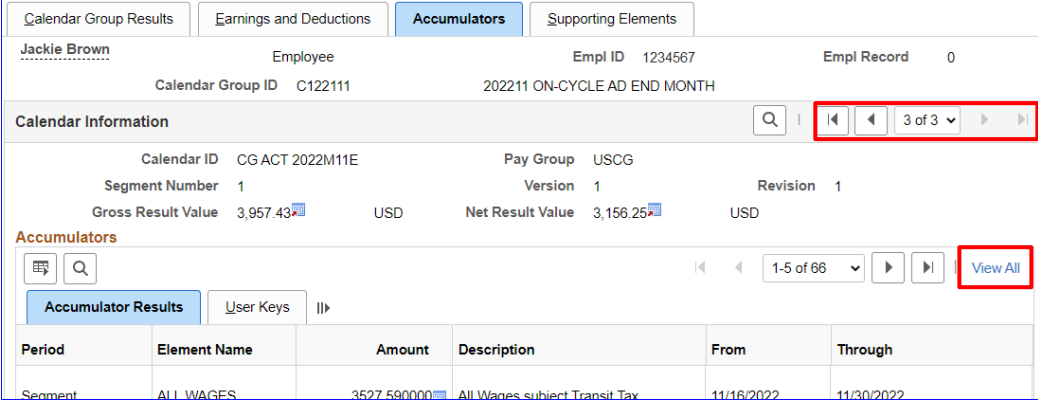
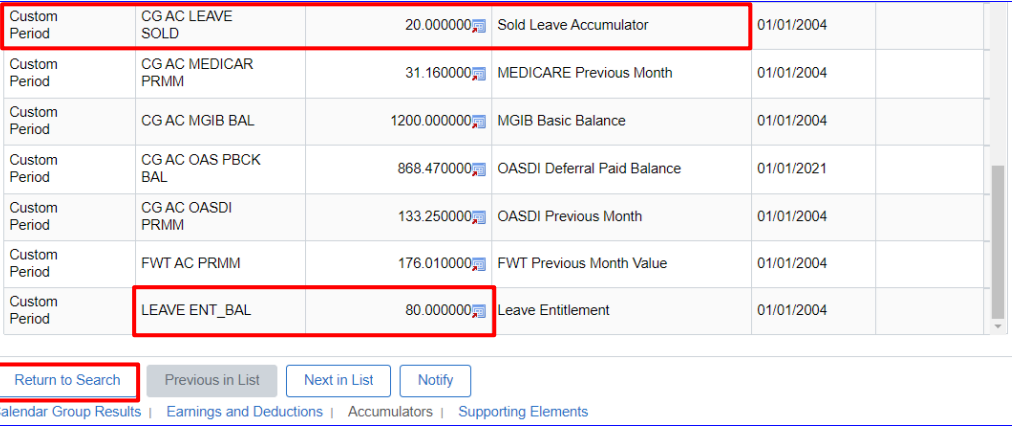
Procedures,
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3	<p data-bbox="327 461 949 495">Click on the most current end-month calendar.</p> <div data-bbox="327 495 1141 1043" style="border: 1px solid black; padding: 5px;"> <p data-bbox="331 499 483 521">Search Results</p> <p data-bbox="339 539 419 562">View All</p> <p data-bbox="874 539 1002 562">1-58 of 58</p> <table border="1" data-bbox="331 600 1136 1037"> <thead> <tr> <th data-bbox="339 611 427 633">Empl ID</th> <th data-bbox="435 611 587 633">Empl Record</th> <th data-bbox="595 611 746 633">Payment Date</th> <th data-bbox="754 611 954 633">Calendar Group ID</th> <th data-bbox="962 611 1098 633">Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="339 656 427 678">1234567</td> <td data-bbox="435 656 587 678">0</td> <td data-bbox="595 656 746 678">12/01/2022</td> <td data-bbox="754 656 954 678">C122111</td> <td data-bbox="962 656 1098 678">Jackie Brown</td> </tr> <tr> <td data-bbox="339 712 427 734">1234567</td> <td data-bbox="435 712 587 734">0</td> <td data-bbox="595 712 746 734">11/15/2022</td> <td data-bbox="754 712 954 734">C122110</td> <td data-bbox="962 712 1098 734">Jackie Brown</td> </tr> <tr> <td data-bbox="339 768 427 790">1234567</td> <td data-bbox="435 768 587 790">0</td> <td data-bbox="595 768 746 790">11/01/2022</td> <td data-bbox="754 768 954 790">C122101</td> <td data-bbox="962 768 1098 790">Jackie Brown</td> </tr> <tr> <td data-bbox="339 824 427 846">1234567</td> <td data-bbox="435 824 587 846">0</td> <td data-bbox="595 824 746 846">10/14/2022</td> <td data-bbox="754 824 954 846">C122100</td> <td data-bbox="962 824 1098 846">Jackie Brown</td> </tr> <tr> <td data-bbox="339 880 427 902">1234567</td> <td data-bbox="435 880 587 902">0</td> <td data-bbox="595 880 746 902">09/30/2022</td> <td data-bbox="754 880 954 902">C122091</td> <td data-bbox="962 880 1098 902">Jackie Brown</td> </tr> <tr> <td data-bbox="339 936 427 958">1234567</td> <td data-bbox="435 936 587 958">0</td> <td data-bbox="595 936 746 958">09/15/2022</td> <td data-bbox="754 936 954 958">C122090</td> <td data-bbox="962 936 1098 958">Jackie Brown</td> </tr> <tr> <td data-bbox="339 992 427 1014">1234567</td> <td data-bbox="435 992 587 1014">0</td> <td data-bbox="595 992 746 1014">09/01/2022</td> <td data-bbox="754 992 954 1014">C122081</td> <td data-bbox="962 992 1098 1014">Jackie Brown</td> </tr> </tbody> </table> </div>	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


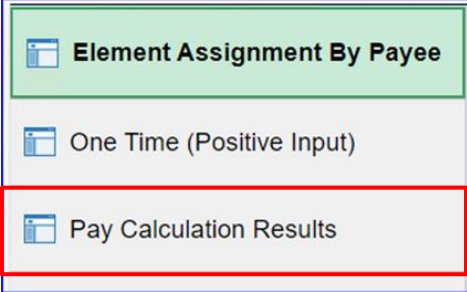
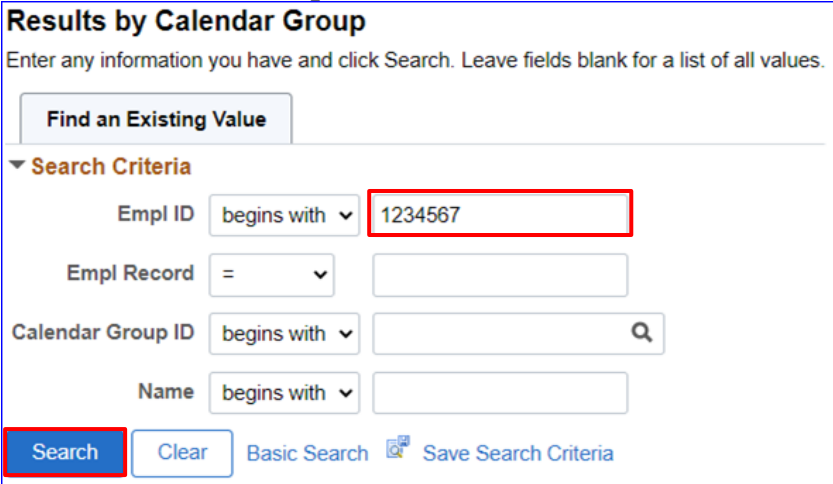
Procedures,
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4	<p>The Calendar Group Results tab will display. Select the Accumulators tab.</p> 																																										
5	<p>Use the arrows in the Calendar Information section to get to the correct Calendar ID (usually the last one), then click View All in the Accumulators section.</p>  <table border="1" data-bbox="341 1205 1356 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 1356 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

Introduction This section provides a second procedure for viewing a member’s leave balance in DA.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Pay Processing Shortcuts Tile.</p> 
<p>1.5</p>	<p>The default Pay Calculation Results option will automatically display.</p> 
<p>2</p>	<p>Enter the member’s Empl ID and click Search.</p> 

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View a Leave Balance – Procedure 2, Continued

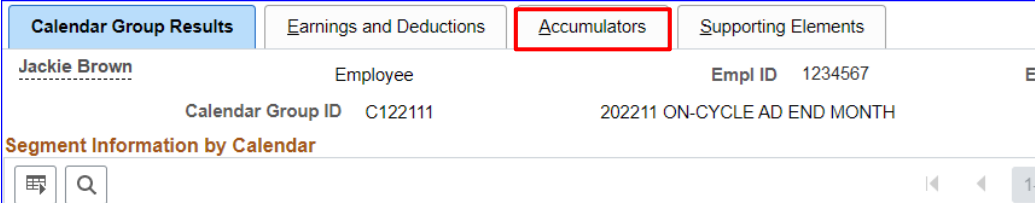
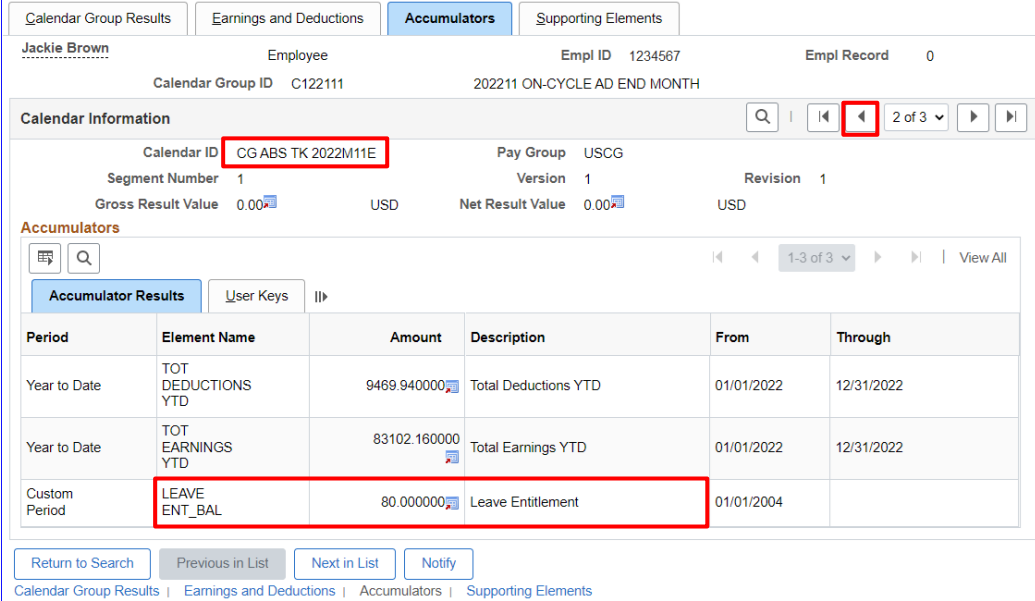
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View a Leave Balance – Procedure 2, Continued

Procedures,
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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 1350 1406"> <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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