

Contract Data - Approval

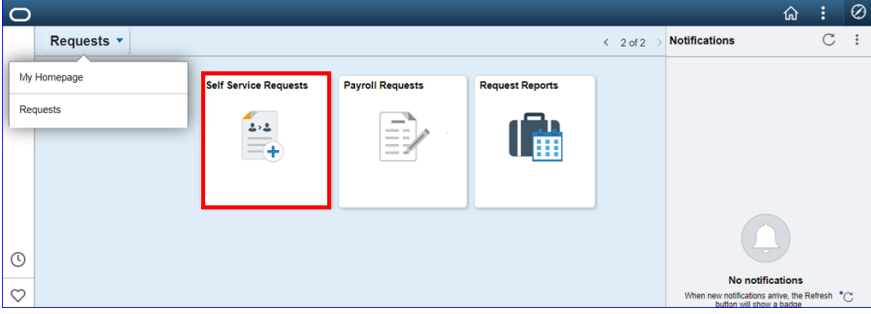
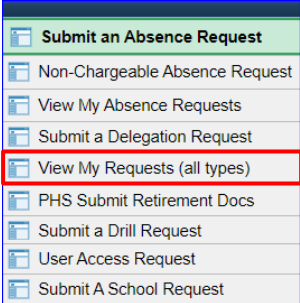
Introduction This guide provides the procedures for approving a contract for a member in Direct Access (DA).

Information **DO NOT** approve the contract until you have viewed a signed copy of the DD-4.

Error – Document Not Found If an Extension (EXT) approval request does not appear in the View My Requests (Requests I am approver for) list even though it has been sent for approval:

- 1) The SPO Technician will need to return to the member’s Contract Data and review the Audit tab. The Audit tab will indicate what changes were made.
- 2) The SPO Technician will then need to undo those changes and re-send for approval.
- 3) Once the SPO Auditor receives the EXT request, they must Deny it.
- 4) Once denied, the SPO Technician can return to the member’s Contract Data and update the Extension request with the appropriate information and then re-submit for approval.

Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
1.5	<p>Select the View My Requests (all types) option.</p> 

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2	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="316 562 1366 1216" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>Nick Fury.....</p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions</p> <p>Transaction Status: Pending</p> <p>Submission From Date: <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/></p> <p style="text-align: right;"> <input style="border: 1px solid red;" type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>																																								
3	<p>Click the Approve/Deny link for the contract you are approving (Example is an approval for a Re-extension).</p> <p>NOTE: If the EXT request is not listed but the SPO Technician confirms it was sent for approval, see the Error – Document Not Found information.</p> <div data-bbox="316 1440 1366 1554" style="border: 1px solid blue; padding: 5px;"> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Peter Parker</td> <td>2222222</td> <td>008578</td> <td>Harry Osborn</td> <td>Nick Fury</td> <td>04/02/2020</td> <td></td> <td style="text-align: right;">Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Carol Danvers</td> <td>1234567</td> <td>038658</td> <td>Maria Rambeau</td> <td>Nick Fury</td> <td>02/04/2021</td> <td></td> <td style="text-align: right;">Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Tony Stark</td> <td>3333333</td> <td>000210</td> <td>Pepper Potts</td> <td>Nick Fury</td> <td>02/03/2021</td> <td></td> <td style="text-align: right;">Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	Contract Approval	Pending	Peter Parker	2222222	008578	Harry Osborn	Nick Fury	04/02/2020		Approve/Deny	Contract Approval	Pending	Carol Danvers	1234567	038658	Maria Rambeau	Nick Fury	02/04/2021		Approve/Deny	Contract Approval	Pending	Tony Stark	3333333	000210	Pepper Potts	Nick Fury	02/03/2021		Approve/Deny
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continued

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4	<p>Enter Comments (if applicable) and click Approve or Deny (deny returns the contract to the HRS user).</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Action Request Contract Approval</p> <p><u>Danvers, Carol</u></p> <ol style="list-style-type: none"> 1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Request Details</th> </tr> </thead> <tbody> <tr> <td>Contract Number: 0002</td> <td>Contract Type: REX</td> </tr> <tr> <td>Contract Status: A</td> <td>Contract Effdt: 07/09/2021</td> </tr> <tr> <td>Contract Begin Dt: 01/09/2017</td> <td></td> </tr> <tr> <td>Expected End Dt: 07/08/2022</td> <td></td> </tr> </tbody> </table> <p style="text-align: center; border: 1px dashed orange; padding: 2px; display: inline-block;">Get Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">Request Information</th> </tr> </thead> <tbody> <tr> <td>Contract Term: 12 Months</td> <td>Mbr Signature Date: 07/09/2021</td> </tr> <tr> <td>Reason: Expiration of Enlistment</td> <td>SRB Entitlement:</td> </tr> <tr> <td>Num Extensions: 2</td> <td>EXT Tour Length: 106</td> </tr> <tr> <td>Expect AD TermDt: 07/08/2021</td> <td>Expected Loss Date: 07/08/2021</td> </tr> <tr> <td>Leave Balance: 36.5</td> <td>Cumulative Sold: 0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> </tr> </tbody> </table> <p>Comment: <input style="width: 100%; height: 40px; border: 2px solid red;" type="text"/></p> <p style="display: flex; justify-content: space-around;"> Approve Deny </p> </div>	Request Details		Contract Number: 0002	Contract Type: REX	Contract Status: A	Contract Effdt: 07/09/2021	Contract Begin Dt: 01/09/2017		Expected End Dt: 07/08/2022		Request Information		Contract Term: 12 Months	Mbr Signature Date: 07/09/2021	Reason: Expiration of Enlistment	SRB Entitlement:	Num Extensions: 2	EXT Tour Length: 106	Expect AD TermDt: 07/08/2021	Expected Loss Date: 07/08/2021	Leave Balance: 36.5	Cumulative Sold: 0	Total Leave Sell:	
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5	<p>The contract is Approved. It is good practice to navigate back to the Mbr Service Dates tab in Contract Data and ensure the dates (Expected AD Term Date and Expected Loss Date) have updated correctly.</p>  <p>Contract Approval</p> <p>Contract Approval: Approved View/Hide Comments</p> <p>One Level Approval</p> <p>Approved</p> <p> Nick Fury Contract Approvers 02/04/21 - 4:28 PM</p> <p>Skipped</p> <p> Maria Rambeau Contract Approvers 02/04/21 - 4:16 PM</p>
