

Beginning an Extension of Enlistment

Introduction This guide provides the procedures for inputting a Begin Extension of Enlistment transaction.

Before You Begin It is helpful to first run these reports to determine which members you need to submit a Begin Extension of Enlistment or a Begin Re-extension of Enlistment transaction for to ensure there is no lapse in time for the member.

- **Ext/Rext within 30 Days Report** – identifies extensions not executed with effective (begin) dates within the next 30 days (from current date).
- **Extensions Not Executed Report** – identifies extensions/re-extensions not executed using an open date range.


See the guide [Extension/Re-Extension Reports](#) for specifics on running these reports.

Information

- The Begin Extension/Re-extension button can **only** be checked for approved contracts on the effective date or after.
- This transaction **does not** require approval by a supervisor.
- See the [Direct Access Global Payroll Knowledge Base](#) for information concerning leave with this transaction.

Known Issue When an executed contract (the "Begin Extension" check box was checked) that had leave sold on it is cancelled, the leave will be sold again when the cancellation transaction is approved. PPC will need to manually adjust the leave. When the cancelled contract is submitted in DA, it will be routed to PPC for approval. A ticket will need to be submitted to PPC informing us that a cancellation needs to be approved and that leave needs to be adjusted. You must attach all supporting documentation on the ticket.

Procedures See below.

| Step | Action |
|------|---|
| 1 | Select the Contract Data link from the Career Management pagelet.  |

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Beginning an Extension of Enlistment, Continued

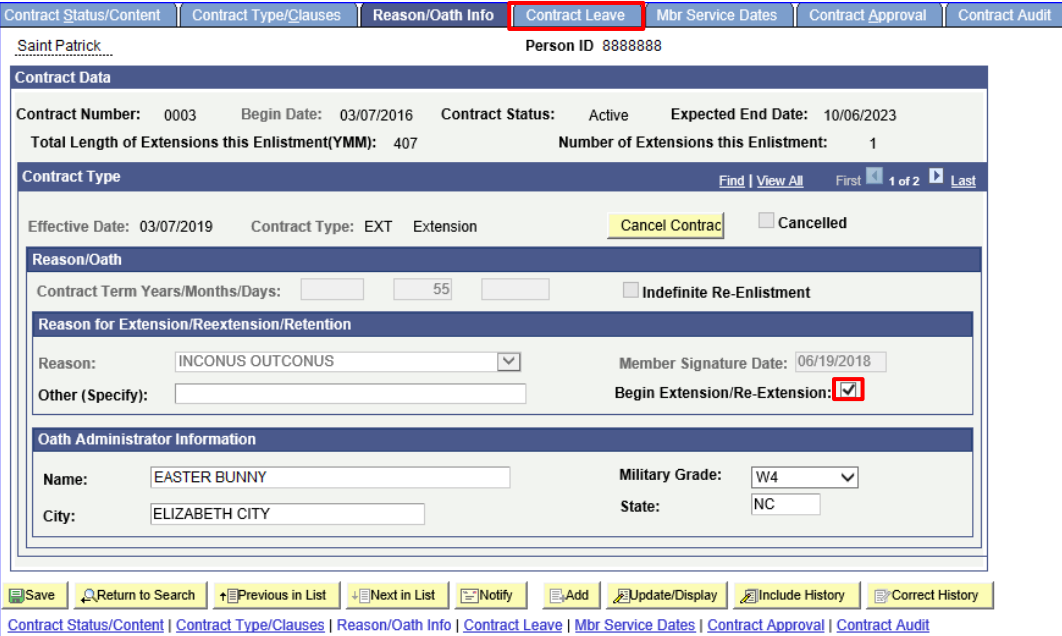
Procedures,
continued

| Step | Action |
|------|---|
| 2 | <p>Enter the Empl ID, check the Include History and Correct History boxes, and click Search.</p> <div data-bbox="316 562 956 981" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="8888888"/> <input type="button" value="Q"/></p> <p>Contract Number begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div> |

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Beginning an Extension of Enlistment, Continued

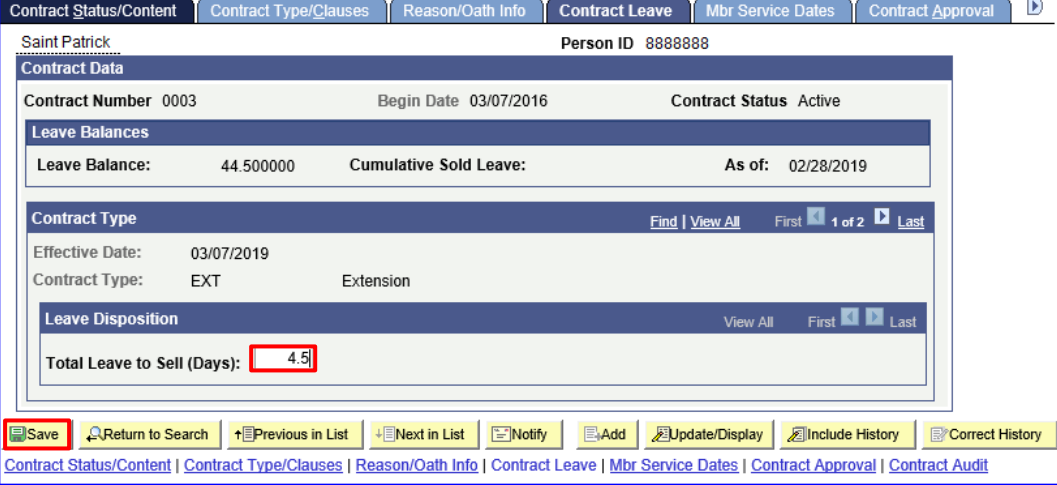
Procedures,
continued

| Step | Action |
|------|--|
| 5 | <p>Check the Begin Extension/Re-extension box in the Reason for Extension/Re-extension /Retention section. See NOTE.</p> <p>Select the Contract Leave tab.</p>  <p>NOTE: Remember this box cannot be checked prior to the effective date.</p> |

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Beginning an Extension of Enlistment, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 6 | <p>Enter the Total Leave to Sell (Days), if applicable (this example is showing leave sale, not what member noted in Step 4). See NOTE.</p> <p>The procedure is now complete, click Save.</p>  <p>NOTE: Only applicable on first extension of current enlistment.</p> |