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.

### Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select the <strong>Contract Data</strong> link from the Career Management pagelet.</td>
</tr>
</tbody>
</table>

*Continued on next page*
### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2    | Enter the **Empl ID**, check the **Include History** and **Correct History** boxes, and click **Search**.  
Update Contracts  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
**Search Criteria**  
- **Empl ID** begins with `884888`  
- **Contract Number** begins with `88`  
- **Name** begins with `Patrick`  
- **Last Name** begins with `Patrick`  
- **Alternate Character Name** begins with `Patrick`  
- **Include History**  
- **Correct History**  
- **Case Sensitive**  
**Search**  
Find an Existing Value |  
Add a New Value |
| 3    | Locate the unexecuted extension in the search results and click the **Contract Begin Date** link.  
| 4    | Take note of the **Contract Content** to see if the member is selling leave for Step 6. Select the **Reason/Oath Info** tab.  

---  

*08 July 2020*  

---  

*Continued on next page*
### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5    | Check the **Begin Extension/Re-extension box** in the Reason for Extension/Re-extension /Retention section. See NOTE.  
Select the **Contract Leave tab.** |

#### NOTE: Remember this box **cannot** be checked prior to the effective date.

*Continued on next page*
Beginning an Extension of Enlistment, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Enter the <strong>Total Leave to Sell (Days)</strong>, if applicable (this example is showing leave sale, not what member noted in Step 4). See NOTE. The procedure is now complete, click <strong>Save</strong>. <strong>NOTE</strong>: Only applicable on first extension of current enlistment. <strong>The leave will not sell until the contract has begun</strong>.</td>
</tr>
</tbody>
</table>

![Contract Details](image-url)