

# Approving Pay Transactions

## Overview

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**Introduction** This guide provides the procedures for approving pay transactions and Pay Correction action requests in Direct Access (DA).

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**Required User Roles** The approver must have the CGHRSUP user role to approve pay transactions and pay corrections in DA.

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**Important Information** If the error message below displays, click **OK**, then click any other menu item and the search parameters or action request will open.



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## Contents

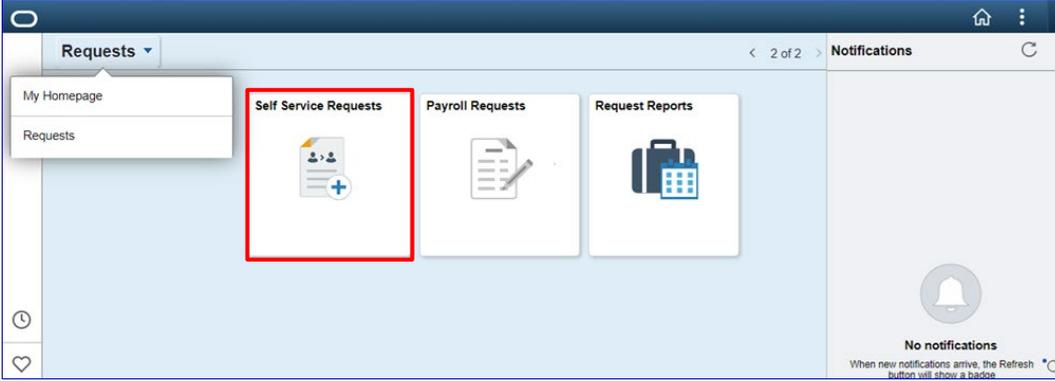
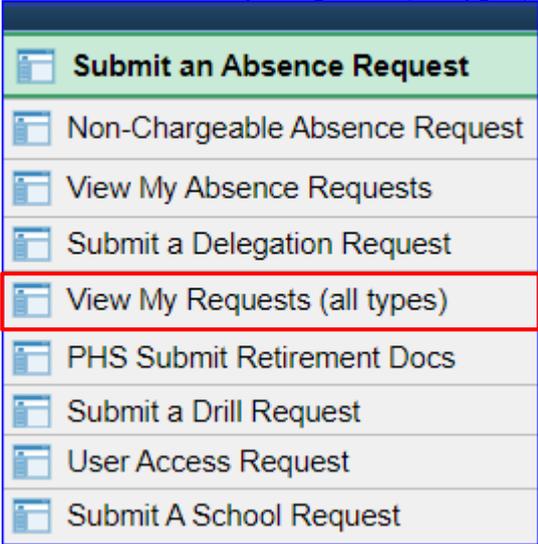
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<a href="#">Approving Pay Correction Action Requests</a>	5

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# Approving Pay Transactions

**Introduction** This section provides the procedures for approving pay transactions in Direct Access (DA).

**Procedures** See below.

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

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# Approving Pay Transactions, Continued

Procedures,  
continued

Step	Action
2	<p>The View My Action Requests page will display.</p> <ul style="list-style-type: none"> <li>• Select the <b>Requests I am Approver For</b> radio button.</li> <li>• <b>Transaction Name</b> – leave as All Transactions, or using the drop-down, select the type of transaction to be approved (only those transactions will display in the Search Results).</li> <li>• <b>Transaction Status</b> – leave as Pending.</li> </ul> <p>Click <b>Populate Grid</b>.</p> <p><b>NOTE:</b> To narrow the search results even further, a <b>Submission From Date</b> and/or a <b>Submission To Date</b> may be entered.</p> <div data-bbox="327 817 1374 1451" style="border: 1px solid blue; padding: 5px;"> <p><b>View My Action Requests</b></p> <hr/> <p><u>Leia Organa Solo</u></p> <ol style="list-style-type: none"> <li>1. 'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>6. 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.</li> </ol> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests             <input checked="" type="radio"/> <b>Requests I am Approver For</b> <input type="radio"/> All Requests           </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="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 type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>

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# Approving Pay Transactions, Continued

Procedures,  
continued

Step	Action																																																																		
3	<p>Any transactions matching the criteria entered in Step 2 will populate. Click <b>Approve/Deny</b> for the transaction to be reviewed.</p> <p><b>NOTE:</b> Transactions may be sorted by clicking the <b>Submission Date</b> or <b>Drill Date</b> for easier tracking (Date format = YYYY/MM/DD).</p> <table border="1" data-bbox="327 622 1364 761"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</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>Family Separation Allowance</td> <td>Pending</td> <td>Luke Skywalker</td> <td>Skywalker</td> <td>1234567</td> <td>048812</td> <td>Ahsoka Tano</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Career Sea Pay Premium</td> <td>Pending</td> <td>Lando Calrissian</td> <td>Calrissian</td> <td>1852746</td> <td>000780</td> <td>Master Yoda</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>COLA Approval</td> <td>Pending</td> <td>Boba Fett</td> <td>Fett</td> <td>2111234</td> <td>044682</td> <td>Ahsoka Tano</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Career Sea Pay Premium</td> <td>Pending</td> <td>Darth Vader</td> <td>Vader</td> <td>2123456</td> <td>000780</td> <td>Count Dooku</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Family Separation Allowance</td> <td>Pending</td> <td>Wedge Antilles</td> <td>Antilles</td> <td>9516237</td> <td>048812</td> <td>Master Yoda</td> <td>Leia Organa Solo</td> <td>2022/04/29</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	Family Separation Allowance	Pending	Luke Skywalker	Skywalker	1234567	048812	Ahsoka Tano	Leia Organa Solo	2022/04/29		Approve/Deny	Career Sea Pay Premium	Pending	Lando Calrissian	Calrissian	1852746	000780	Master Yoda	Leia Organa Solo	2022/04/29		Approve/Deny	COLA Approval	Pending	Boba Fett	Fett	2111234	044682	Ahsoka Tano	Leia Organa Solo	2022/04/29		Approve/Deny	Career Sea Pay Premium	Pending	Darth Vader	Vader	2123456	000780	Count Dooku	Leia Organa Solo	2022/04/29		Approve/Deny	Family Separation Allowance	Pending	Wedge Antilles	Antilles	9516237	048812	Master Yoda	Leia Organa Solo	2022/04/29		Approve/Deny
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4	<p>The selected transaction will open in a new window. Review the transaction for accuracy. Enter any <b>comments</b> as appropriate (required if denying the request). Then click <b>Approve</b> or <b>Deny</b>.</p> <div data-bbox="327 907 1364 1982" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><u>Family Separation Allowance</u></p> <p><u>Luke Skywalker</u></p> <p><u>Requesting Family Separation Allowance</u></p> <p>FSA-R -- For personnel serving in a dependent restricted assignment.</p> <p>FSA-S -- For personnel permanently assigned to a ship which deployed in excess of 30 days.</p> <p>FSA-T -- For TDY assignments, including TDY to a ship which deployed in excess of 30 days.</p> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>3. Choose an End Date or leave blank. If the End Date is not entered, then FSA continues until entered.</li> <li>4. Press Submit.</li> </ol> <table border="1" data-bbox="367 1332 1356 1467"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>FSA-T</td> </tr> <tr> <td>Begin Date:</td> <td>04/02/2022</td> </tr> <tr> <td>End Date:</td> <td>08/09/2022</td> </tr> </tbody> </table> <p><b>Request Documents</b></p> <p>Comment: <input style="border: 1px solid red; width: 500px; height: 30px;" type="text"/></p> <p style="text-align: center;"> <input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Approve"/> <input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Deny"/> </p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Request Status: Pending</b> <span style="float: right;">View/Hide Comments</span></p> <p><b>Approvers</b></p> <p><b>Pending</b></p> <p>Multiple Approvers CGHRSUP for User's SPO</p> <p><b>Comments</b></p> <p><b>Luke Skywalker at 04/29/22 - 5:59 PM</b> MBR TDY TO LOCKPORT FM 04/02 - 08/09</p> </div> </div>	Request Details		Type:	FSA-T	Begin Date:	04/02/2022	End Date:	08/09/2022																																																										
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# Approving Pay Transactions, Continued

Procedures,  
continued

Step	Action								
5	<p>If approved, the Request Status will update to <b>Approved</b>:</p> <div data-bbox="327 477 1366 1503" style="border: 1px solid black; padding: 5px;"> <p>Family Separation Allowance</p> <p><u>Luke Skywalker</u></p> <p><u>Requesting Family Separation Allowance</u></p> <p>FSA-R -- For personnel serving in a dependent restricted assignment.</p> <p>FSA-S -- For personnel permanently assigned to a ship which deployed in excess of 30 days.</p> <p>FSA-T -- For TDY assignments, including TDY to a ship which deployed in excess of 30 days.</p> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>3. Chose an End Date or leave blank. If the End Date is not entered, then FSA continues until entered.</li> <li>4. Press Submit.</li> </ol> <table border="1" data-bbox="339 840 1353 1003"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>FSA-T</td> </tr> <tr> <td>Begin Date:</td> <td>04/02/2022</td> </tr> <tr> <td>End Date:</td> <td>08/09/2022</td> </tr> </tbody> </table> <p>▶ Request Documents</p> <p>Comment: <input type="text"/></p> <p>Approve <input type="button"/> Deny <input type="button"/></p> <div data-bbox="355 1205 1174 1496" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status <b>Approved</b> <span style="float: right;">View/Hide Comments</span></p> <p>Approvers</p> <div data-bbox="371 1283 667 1377" style="border: 1px solid #ccc; padding: 2px;"> <p style="background-color: #e6ffe6; display: inline-block; padding: 2px;">Approved</p> <p style="font-size: small; margin: 0;">Leia Organa Solo CGHRSUP for User's SPO 05/06/22 - 10:57 AM</p> </div> <p>Comments</p> <div data-bbox="419 1429 914 1485" style="border: 1px solid #ccc; padding: 2px;"> <p><b>Luke Skywalker at 04/29/22 - 5:59 PM</b> MBR TDY TO LOCKPORT FM 04/02 - 08/09</p> </div> </div> </div> <p>If denied, the Request Status will update to <b>Denied</b>.</p> <div data-bbox="327 1579 1187 1928" style="border: 1px solid black; padding: 5px;"> <p><b>SPO Approver</b></p> <div data-bbox="391 1630 1174 1917" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status <b>Denied</b> <span style="float: right;">View/Hide Comments</span></p> <p>Approvers</p> <div data-bbox="403 1709 691 1803" style="border: 1px solid #ccc; padding: 2px;"> <p style="background-color: #ffe6e6; display: inline-block; padding: 2px;">Denied</p> <p style="font-size: small; margin: 0;">Leia Organa Solo CGHRSUP for User's SPO 05/06/22 - 10:58 AM</p> </div> <p>Comments</p> <div data-bbox="451 1854 1046 1910" style="border: 1px solid #ccc; padding: 2px;"> <p><b>Leia Organa Solo at 05/06/22 - 10:58 AM</b> Comments are required when denying an action request.</p> </div> </div> </div>	Request Details		Type:	FSA-T	Begin Date:	04/02/2022	End Date:	08/09/2022
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# Approving Pay Correction Action Requests

**Introduction** This guide provides the procedures for approving Pay Correction Action Requests in Direct Access (DA).

**Pay Correction** The Pay Correction Action Request is used to update or correct previously entered Pay Action Requests:

• Assignment Pay	• Assignment Incentive Pay
• BAS II	• Board Certified Pay
• Career Sea Pay	• Career Sea Pay Premium
• COLA Unique	• Crew Flight Pay
• Discount Meal Rate (CGSMR) (See Stopping CGSMR)	• Discount Meal Rate Refund (RMM)
• Diving Duty Pay	• Flight Deck Hazardous Duty Pay
• Family Separation Allowance	• Foreign Language Proficiency Pay
• Hardship Duty Pay - Location	• HDIP (Visit Board Search & Seizure)
• Hostile Fire/Imminent Danger Pay	• Health Profession Incentive Pay
• Health Profession Board Cert IP	• HDIP (High Pressure Chamber)
• Meal Allowance for Cadets	• Non-Crew Flight Pay
• Optometrist / Veterinarian Pay	• Special Duty Pay
• Variable Special Pay	

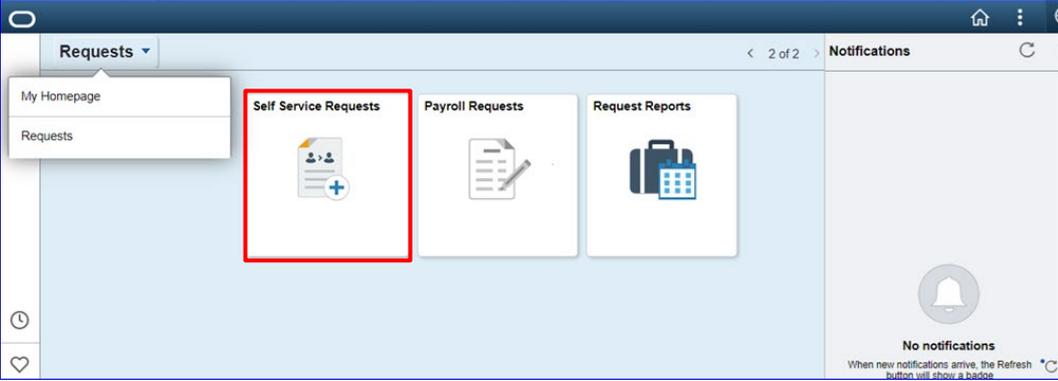
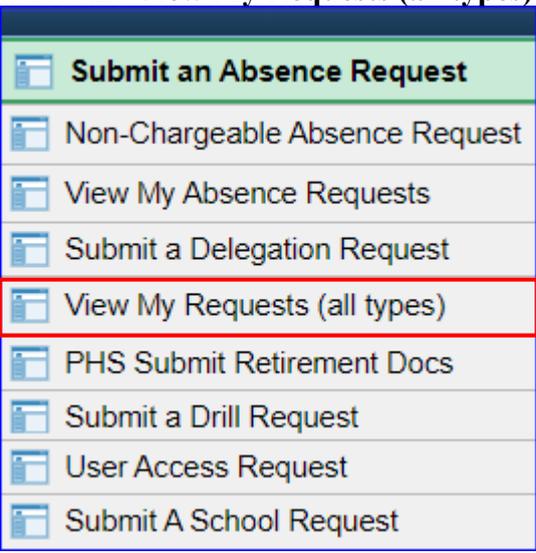
**Stopping Coast Guard Standard Meal Rate (CGSMR)** For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but **CGSMR MUST BE MANUALLY STOPPED:**

- The day prior to a Reservist departing an EUM/ESM unit.
- The day prior to a galley closure at an EUM/ESM unit (see [SMR Batch Process](#) user guide for stopping/starting SMR for multiple members).
- The day prior to departure on terminal leave, with no intention of returning to the unit.
- The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.
- During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel).
- During Inclusive dates of leave.
- During Inclusive dates of hospitalization.

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# Approving Pay Correction Action Requests, Continued

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self Service Requests</b> tile.</p>  <p>The screenshot shows a web interface with a 'Requests' dropdown menu open. The menu options are 'My Homepage' and 'Requests'. The 'Requests' option is selected, leading to a dashboard with three tiles: 'Self Service Requests' (highlighted with a red box), 'Payroll Requests', and 'Request Reports'. A 'Notifications' section is visible on the right side of the dashboard.</p>
<p><b>1.5</b></p>	<p>Select the <b>View My Requests (all types)</b> option.</p>  <p>The screenshot shows a vertical list of request options. The options are: 'Submit an Absence Request', 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)' (highlighted with a red box), 'PHS Submit Retirement Docs', 'Submit a Drill Request', 'User Access Request', and 'Submit A School Request'.</p>

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## Approving Pay Correction Action Requests, Continued

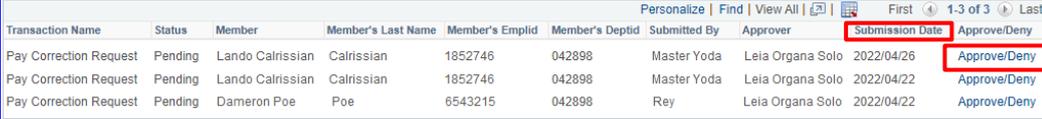
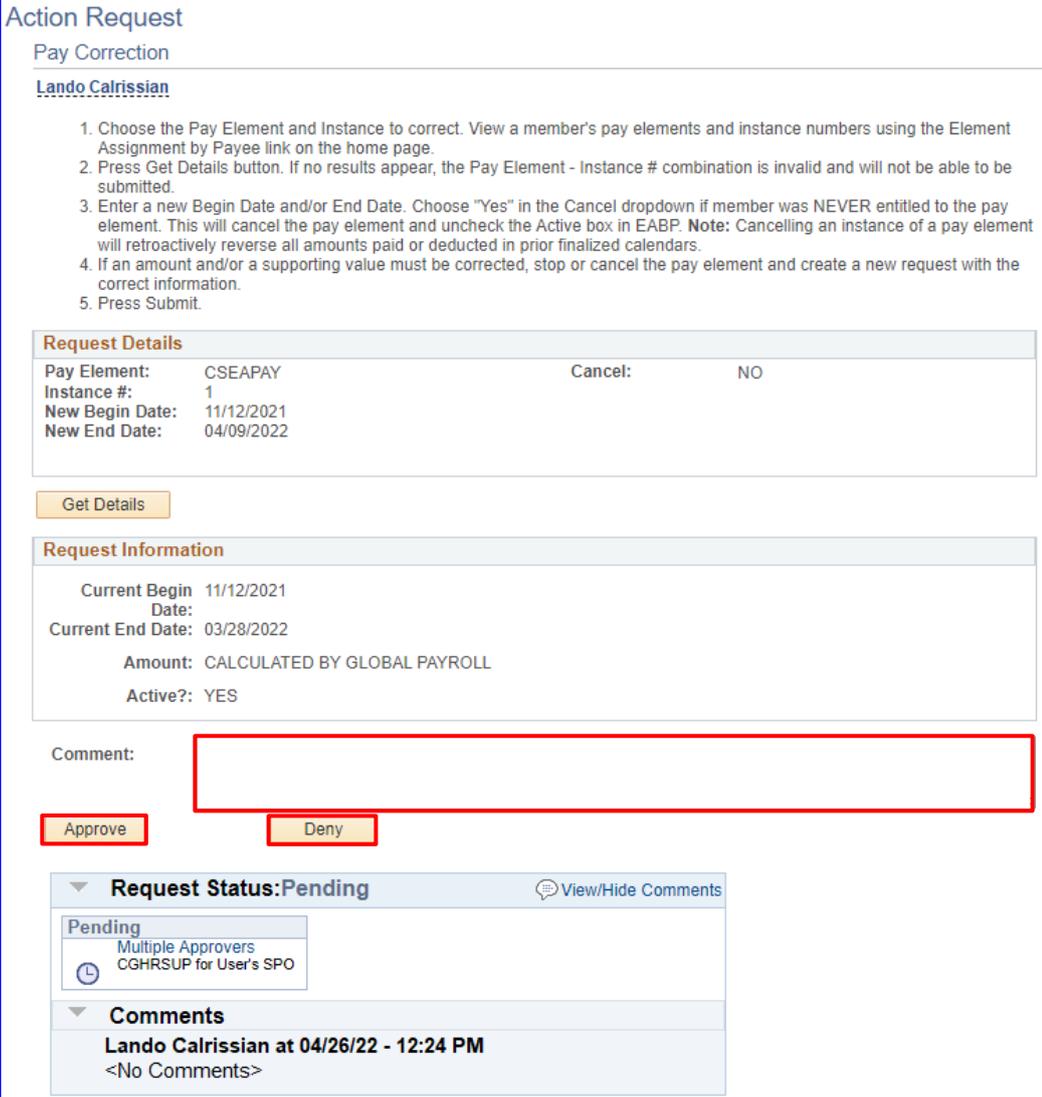
Procedures,  
continued

Step	Action
2	<p>The View My Action Requests page will display.</p> <ul style="list-style-type: none"> <li>• Select the <b>Requests I am Approver For</b> radio button.</li> <li>• <b>Transaction Name</b> – leave as All Transactions, or using the drop-down, select the Pay Correction (only Pay Correction Action Requests will display in the Search Results).</li> <li>• <b>Transaction Status</b> – leave as Pending.</li> </ul> <p>Click <b>Populate Grid</b>.</p> <p><b>NOTE:</b> To narrow the search results even further, a <b>Submission From Date</b> and/or a <b>Submission To Date</b> may be entered.</p> <div data-bbox="327 815 1369 1442" style="border: 1px solid blue; padding: 5px;"> <p><b>View My Action Requests</b></p> <hr/> <p><u>Leia Organa Solo</u></p> <ol style="list-style-type: none"> <li>1. 'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>6. 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.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests             <input checked="" type="radio"/> <b>Requests I am Approver For</b> <input type="radio"/> All Requests           </p> <p>Transaction Name: <input type="text" value="Pay Correction"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>

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# Approving Pay Correction Action Requests, Continued

Procedures,  
continued

Step	Action
3	<p>Any transactions matching the criteria entered in Step 2 will populate. Click <b>Approve/Deny</b> for the pay action request to be reviewed.</p> <p><b>NOTE:</b> Transactions may be sorted by clicking the <b>Submission Date</b> or <b>Drill Date</b> for easier tracking (Date format = YYYY/MM/DD).</p> 
4	<p>The Pay Correction Action Request will open in a new window. Review the action request for accuracy. Enter any <b>comments</b> as appropriate (required if denying the request). Then click <b>Approve</b> or <b>Deny</b>.</p> 

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# Approving Pay Correction Action Requests, Continued

Procedures,  
continued

Step	Action																														
5	<p data-bbox="331 443 1069 481"><b>If approved, the Request Status will update to <b>Approved</b>:</b></p> <div data-bbox="331 481 1369 1527" style="border: 1px solid black; padding: 5px;"> <p data-bbox="331 481 475 510">Pay Correction</p> <p data-bbox="331 517 475 546"><u>Lando Calrissian</u></p> <ol data-bbox="379 553 1369 750" style="list-style-type: none"> <li>1. Choose the Pay Element and Instance to correct. View a member's pay elements and instance numbers using the Element Assignment by Payee link on the home page.</li> <li>2. Press Get Details button. If no results appear, the Pay Element - Instance # combination is invalid and will not be able to be submitted.</li> <li>3. Enter a new Begin Date and/or End Date. Choose "Yes" in the Cancel dropdown if member was NEVER entitled to the pay element. This will cancel the pay element and uncheck the Active box in EABP. <b>Note:</b> Cancelling an instance of a pay element will retroactively reverse all amounts paid or deducted in prior finalized calendars.</li> <li>4. If an amount and/or a supporting value must be corrected, stop or cancel the pay element and create a new request with the correct information.</li> <li>5. Press Submit.</li> </ol> <table border="1" data-bbox="331 766 1369 913"> <thead> <tr> <th colspan="4">Request Details</th> </tr> </thead> <tbody> <tr> <td>Pay Element:</td> <td>CSEAPAY</td> <td>Cancel:</td> <td>NO</td> </tr> <tr> <td>Instance #:</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>New Begin Date:</td> <td>11/12/2021</td> <td></td> <td></td> </tr> <tr> <td>New End Date:</td> <td>04/09/2022</td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="359 929 470 958">Get Details</p> <table border="1" data-bbox="331 974 1369 1167"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Current Begin Date:</td> <td>11/12/2021</td> </tr> <tr> <td>Current End Date:</td> <td>03/28/2022</td> </tr> <tr> <td>Amount:</td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td>Active?:</td> <td>YES</td> </tr> </tbody> </table> <p data-bbox="347 1182 438 1211">Comment:</p> <div data-bbox="502 1182 1369 1243" style="border: 1px solid gray; height: 27px;"></div> <p data-bbox="359 1249 438 1279">Approve</p> <p data-bbox="574 1249 654 1279">Deny</p> <div data-bbox="359 1294 1045 1527" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="367 1294 702 1323">Request Status: <b>Approved</b> <span data-bbox="845 1294 1037 1323">View/Hide Comments</span></p> <div data-bbox="359 1339 614 1422" style="border: 1px solid green; padding: 2px;"> <p data-bbox="359 1339 454 1368"><b>Approved</b></p> <p data-bbox="375 1368 614 1422">  <span data-bbox="414 1368 614 1422">Leia Organa Solo CGHRSUP for User's SPO 05/06/22 - 10:55 AM</span> </p> </div> <p data-bbox="367 1429 534 1458">Comments</p> <p data-bbox="406 1458 798 1487"><b>Lando Calrissian at 04/26/22 - 12:24 PM</b></p> <p data-bbox="406 1487 566 1516">&lt;No Comments&gt;</p> </div> </div> <p data-bbox="331 1570 997 1608"><b>If denied, the Request Status will update to <b>Denied</b>:</b></p> <div data-bbox="331 1608 1077 1910" style="border: 1px solid black; padding: 5px;"> <p data-bbox="331 1608 518 1646"><b>SPO Approver</b></p> <div data-bbox="383 1653 1061 1910" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="391 1653 694 1682">Request Status: <b>Denied</b> <span data-bbox="869 1653 1061 1682">View/Hide Comments</span></p> <p data-bbox="391 1688 470 1718">Approvers</p> <div data-bbox="383 1720 646 1803" style="border: 1px solid red; padding: 2px;"> <p data-bbox="383 1720 470 1749"><b>Denied</b></p> <p data-bbox="399 1749 646 1803">  <span data-bbox="438 1749 646 1803">Leia Organa Solo CGHRSUP for User's SPO 05/06/22 - 10:58 AM</span> </p> </div> <p data-bbox="391 1809 566 1839">Comments</p> <p data-bbox="430 1839 821 1868"><b>Leia Organa Solo at 05/06/22 - 10:58 AM</b></p> <p data-bbox="430 1868 949 1897">Comments are required when denying an action request.</p> </div> </div>	Request Details				Pay Element:	CSEAPAY	Cancel:	NO	Instance #:	1			New Begin Date:	11/12/2021			New End Date:	04/09/2022			Request Information		Current Begin Date:	11/12/2021	Current End Date:	03/28/2022	Amount:	CALCULATED BY GLOBAL PAYROLL	Active?:	YES
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27 April 2023