

BAS II

Overview

Introduction This guide provides a checklist and procedures for processing BAS II in Direct Access (DA).

References

- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (b) [Coast Guard Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)

BAS II Per [reference \(a\)](#), BAS II is to provide a special rate of subsistence allowance for eligible enlisted personnel permanently assigned to Government-owned single-type unaccompanied personnel housing (UPH) without adequate food storage or food preparation facilities, and where an Appropriated Fund Dining Facility (AFDF) is not available, the member is not entitled to a meal per diem, and the Coast Guard cannot otherwise make Government furnished meals available.

BAS-II rate is **NOT** authorized when the member is:

- In a travel status En route to their initial PDS
 - In transit between PDS or TDY locations
 - Assigned TDY
 - Hospitalized
 - On Leave (any type)
 - On Permissive Duty or Compensatory Absence
 - If CGSMR/DMR is currently running and being deducted (open-ended EABP row)
 - In receipt of RMM (Refund for Missed Meals)
-

Auditing Standards

[Chapter 11.A of the 3PM](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
 - [One Time Positive Input \(OTPI\)](#)
 - [Element Assignment by Payee \(EABP\)](#)
-

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Overview, Continued

**IMPORTANT:
BAS II and
CGSMR/DMR
Rows**

When a SPO stops the DMR row for an authorized BAS II period, DA automatically pays ENL BAS for the authorized period, leaving the SPO responsible for initiating a pay action request for BAS II for the authorized period.

For example: The authorized BAS II period is from 08/07/20 – 08/20/20 (14 days).

- 1) The SPO stops the DMR/CGSMR row with an end date of 08/06/20 and restarts the row on 08/21/20.
 - 2) When the DMR/CGSMR row stops, DA automatically pays the member ENL BAS for the entitlement period. In this case, the amount of \$173.93 (2020 ENL BAS rate of \$372.71/30 days*14 days = \$173.93)
 - 3) The SPO will need to process a pay action request to pay BAS II for the entitlement period: \$173.93 (2020 ENL BAS rate of \$372.71/30 days*14 days = \$173.93).
 - 4) The total BAS II entitlement paid to the member will be \$347.86 (ENL BAS of \$173.93 paid by DA; ENL BAS II \$173.93 initiated by the SPO).
-

BAS II Check List

Introduction


This section provides the SPO with a checklist prior to entering a BAS II transaction in Direct Access (DA).

<u>Check</u>	<u>Action</u>
	Is the member separating from the Coast Guard soon? If yes, modify the BAS II period.
	Is the BAS II period for 14 days or more? NOTE: BAS II is not authorized for a period of less than 14 days.
	Does the member have an approved BAS II CG-7220G and Authorization Memo from CG-1332?
	Was the CGSMR/DMR row stopped the day prior to the BAS-II authorization start date? CGSMR collection MUST be stopped in DA before scheduling the BAS-II payment.
	Was the CGSMR/DMR row restarted the day after the BAS-II authorization end date?
	Did the member receive Refund for Missed Meals during the BAS II period?
	Is the member single and assigned to Government Quarters or UPH?
	Did the member take leave during the BAS II period?
	Did the member PCS report or depart during the BAS II period?
	Was the member TDY during the BAS II period?

Entering BAS II

Introduction This section provides the procedures for the SPO to enter BAS II in DA.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the AD/RSV Payroll Workcenter tile.</p> <div data-bbox="288 562 694 882" style="border: 1px solid blue; padding: 10px; text-align: center;"> <p>AD/RSV Payroll Workcenter</p>  </div>
<p>2</p>	<p>Scroll to the Meal Rate option.</p> <div data-bbox="284 952 572 1794" style="border: 1px solid blue; padding: 5px;"> <ul style="list-style-type: none"> Family Separation Allowance Foreign Language Pay Hardship Duty Pay Hazardous Duty Pay Hostile Fire Pay <li style="border: 2px solid red;">Meal Rate Officer Uniform Allowance Pay Corrections PHS Installment Pays PHS Monthly Pays Proxy - Submit Absence Request Proxy - Submit Non-Charge Abs Proxy - Remove EBDL Completion Proxy - Responsibility Pay Proxy - Promote One Member Special Duty Pay Request Suppl Clothing Allowance View My Requests (All Types) </div>

Continued on next page

Entering BAS II, Continued

Procedures,
continued

Step	Action
3	<p data-bbox="284 456 868 490">Enter the member's Empl ID and click Add.</p> <div data-bbox="288 490 762 887"><p data-bbox="293 501 647 539">Add Action Request</p><p data-bbox="331 555 612 618">Add a New Value</p><p data-bbox="357 645 746 689">*Empl ID 1234567 <input type="text"/></p><p data-bbox="300 725 619 779">Empl Record 0 <input type="text"/></p><p data-bbox="293 806 491 875">Add</p></div>

Continued on next page

Entering BAS II, Continued

Procedures,
continued

Step	Action								
4	<p>The Submit Meal Rate action request page will display.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Submit Meal Rate Request</p> <p><u>Sookie St. James</u></p> <p>This Action Request is used to:</p> <ul style="list-style-type: none"> Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM). Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed. Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period. Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided. Pay BAS-II upon authorization from CG-1332 (starting next day after CGSMR deduction stop date), day after PCS Reporting and not entitled to Per DIEM. End BAS-II on date or day before CGSMR deductions are to resume, or PCS Departure, leave, or (TDY (and entitled to Per Diem)). <ol style="list-style-type: none"> Choose a Meal Type. Enter a Begin Date. <ul style="list-style-type: none"> Cadet Comuted Rations: Date entitlement begins. Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.) Discount Meal Rate Refund: First day government meals are missed. Fractional COLA Meal Rate: First day government meals are missed. BAS-II: First day per authorization from CG-1332 and CGSMR / Government meals are not provided. Enter an End Date. <ul style="list-style-type: none"> Cadet Comuted Rations: Date entitlement ends. Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.) Discount Meal Rate Refund: Last day government meals are missed. Fractional COLA Meal Rate: Last day government meals are missed. BAS-II: Last day per authorization from CG-1332, last day government meals are not provided / day before PCS Departure, leave, or TDY and entitled to Per Diem. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals. Click Details. Enter Comment(s) and submit for approval. <p>Note: A member cannot receive a duplicate DMR refund for a period in which DMR was already refunded via a RMM transaction or by a leave transaction.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Meal Type: <input type="text" value=""/></td> <td style="width: 50%;"># Lunch Meals: <input type="text" value=""/></td> </tr> <tr> <td>Begin Date: <input type="text" value=""/></td> <td># Dinner Meals: <input type="text" value=""/></td> </tr> <tr> <td>End Date: <input type="text" value=""/></td> <td></td> </tr> <tr> <td># Breakfast Meals: <input type="text" value=""/></td> <td></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Request Information</p> <p style="text-align: center;">Amount: <input type="text" value=""/></p> <p>Pay Period Start: <input type="text" value=""/></p> <p>Comment: <input style="width: 100%;" type="text" value=""/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>	Meal Type: <input type="text" value=""/>	# Lunch Meals: <input type="text" value=""/>	Begin Date: <input type="text" value=""/>	# Dinner Meals: <input type="text" value=""/>	End Date: <input type="text" value=""/>		# Breakfast Meals: <input type="text" value=""/>	
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# Breakfast Meals: <input type="text" value=""/>									

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Entering BAS II, Continued

Procedures,
continued

Step	Action
5	<p>From the Meal Type drop-down, select BAS II Meal Rate.</p> <div data-bbox="287 515 1324 772" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: BAS II Meal Rate ▼ # Lunch Meals: <input type="text"/></p> <p>Begin Date: <input type="text"/> # Dinner Meals: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p># Breakfast Meals: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>
6	<p>Enter a Begin Date and an End Date for the BAS II entitlement. Click Get Details.</p> <p>NOTE: Do NOT enter # Breakfast Meals, # Lunch Meals, or # Dinner Meals.</p> <div data-bbox="287 918 1324 1176" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: BAS II Meal Rate ▼ # Lunch Meals: <input type="text"/></p> <p>Begin Date: 09/16/2020 # Dinner Meals: <input type="text"/></p> <p>End Date: 10/23/2020</p> <p># Breakfast Meals: <input type="text"/></p> <p style="text-align: center;">Get Details</p> </div>
7	<p>The Request Information will populate.</p> <div data-bbox="287 1243 1324 1657" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: BAS II Meal Rate ▼ # Lunch Meals: <input type="text"/></p> <p>Begin Date: 09/16/2020 # Dinner Meals: <input type="text"/></p> <p>End Date: 10/23/2020</p> <p># Breakfast Meals: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <hr/> <p>Request Information</p> <p style="text-align: center;">Amount: Calculated by Payroll</p> <p style="text-align: center;">Pay Period Start: 202009 On-Cycle AD End Month</p> </div>

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Entering BAS II, Continued


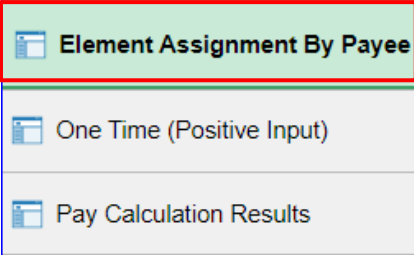
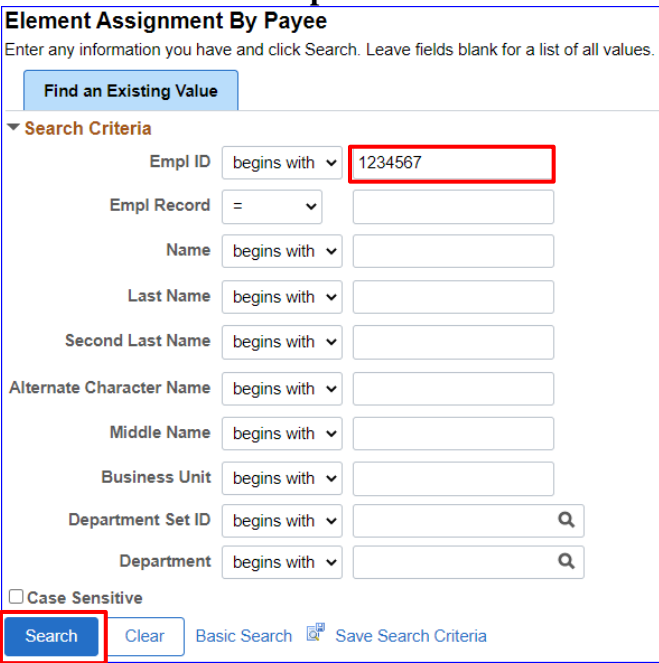
Procedures,
continued

Step	Action
<p>8</p>	<p>Enter comments as appropriate and click Submit.</p> <div data-bbox="287 515 1324 1075" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: <input type="text" value="BAS II Meal Rate"/> # Lunch Meals: <input type="text"/></p> <p>Begin Date: <input type="text" value="09/16/2020"/> # Dinner Meals: <input type="text"/></p> <p>End Date: <input type="text" value="10/23/2020"/></p> <p># Breakfast Meals: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Amount: Calculated by Payroll</p> <p>Pay Period Start: 202009 On-Cycle AD End Month</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>NOTE: The member may only have one BAS II transaction open at a time and dates cannot overlap. Click OK and review the member's EABPs for open BAS II rows.</p> <div data-bbox="287 1187 1324 1377" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>For a member, for this transaction, there can only be one open transaction at a time. (30003,75)</p> <p>The begin date for this action request conflicts with an existing transaction. For this member, examine the Element Assignment By Payee Component. Look for open transactions. There cannot be more than one open transaction at a time.</p> <p><input style="border: 2px solid red;" type="button" value="OK"/></p> </div>
<p>9</p>	<p>The request status will update to Pending and will be routed to the SPO tree for approval.</p> <div data-bbox="287 1478 1276 1859" style="border: 1px solid blue; padding: 5px;"> <p>Request Status Pending <input type="button" value="View/Hide Comments"/></p> <p>Approvers</p> <p>Pending</p> <p><input type="button" value="Multiple Approvers"/> CGHRSUP for User's SPO</p> <p>Comments</p> <p>Sookie St. James at 09/18/20 - 12:05 PM Enter comments as appropriate.</p> </div>

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Entering BAS II, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>Once the BAS II action request has been approved, it is important to review the member's EABPs. Click on the Pay Processing Shortcuts tile.</p> 
<p>11</p>	<p>The Element Assignment By Payee option will automatically display.</p> 
<p>12</p>	<p>Enter the member's Empl ID and click Search.</p> 

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Entering BAS II, Continued

Procedures,
continued

Step	Action																																																																															
13	<p>A list of the member's EABPs will display. It may be necessary to scroll through the list to locate BAS II. To view the details of the EABP, click the BAS II element.</p> <div data-bbox="287 548 1332 1579" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p><u>Sookie St. James</u> ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Category</td> <td style="width: 30%;"></td> <td rowspan="4" style="text-align: right; vertical-align: middle;"> <input type="button" value="Select with Matching Criteria"/> </td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> </tr> <tr> <td>As of Date</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;"> <input type="button" value="Clear"/> </td> </tr> </table> <p>Assignments</p> <p>1-25 of 25</p> <p>Elements Recipient</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>BAS II</td> <td>Basic Allow for Subsistence II</td> <td>999</td> <td>09/16/2020</td> <td>10/23/2020</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>03/23/2017</td> <td>07/19/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>07/03/2020</td> <td>08/30/2020</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">5</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>11/09/2019</td> <td>04/07/2020</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">4</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>06/18/2019</td> <td>08/10/2019</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">3</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>05/21/2018</td> <td>07/18/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">2</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>09/17/2014</td> <td>03/11/2018</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>08/01/2017</td> <td>08/07/2017</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">1</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>07/04/2020</td> <td>08/27/2020</td> <td style="text-align: center;">☑</td> <td style="text-align: center;">7</td> </tr> </tbody> </table> </div>	Category		<input type="button" value="Select with Matching Criteria"/>	Entry Type	Element Name	As of Date		<input type="button" value="Clear"/>		Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	BAS II	Basic Allow for Subsistence II	999	09/16/2020	10/23/2020	☑	1	CSEAPAY PREM	Career Sea Pay Premium	999	03/23/2017	07/19/2018	☑	1	DMR	Discount Meal Rate	999	07/03/2020	08/30/2020	☑	5	DMR	Discount Meal Rate	999	11/09/2019	04/07/2020	☑	4	DMR	Discount Meal Rate	999	06/18/2019	08/10/2019	☑	3	DMR	Discount Meal Rate	999	05/21/2018	07/18/2018	☑	2	DMR	Discount Meal Rate	999	09/17/2014	03/11/2018	☑	1	DMR REFUND	DMR Refund	999	08/01/2017	08/07/2017	☑	1	FSA	Family Separation Allowance	999	07/04/2020	08/27/2020	☑	7
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Entering BAS II, Continued

Procedures,
continued

Step	Action										
14	<p>The details of the BAS II element will display. Click OK to close the details.</p> <div data-bbox="287 515 1332 1400" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <hr/> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Sookie St. James</u></p> <p style="border: 1px solid red; padding: 2px;">Element Name BAS II Basic Allow for Subsistence II Instance 1</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 09/16/2020 End Date 10/23/2020</p> <p><input type="checkbox"/> Allow Batch Update of End Date Previous End Date</p> <p style="text-align: right;">Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p> Amount</p> <p> Amount Element</p> <p> Amount Value</p> <p>Supporting & Element Overrides</p> <p>🔍 1-1 of 1 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Element Name</th> <th style="width: 20%;">Description</th> <th style="width: 15%;">Character Value</th> <th style="width: 15%;">Numeric Value</th> <th style="width: 20%;">Date Value</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p> Frequency</p> <p>Generation Option Use Element Generation Control</p> <p> Generation Control</p> <p style="margin-top: 10px;"> OK Cancel Refresh </p> </div>	Element Name	Description	Character Value	Numeric Value	Date Value					
Element Name	Description	Character Value	Numeric Value	Date Value							

BAS II and Retroactive Leave Transactions

Introduction This section discusses how retroactive leave transactions impact BAS II in DA.

Leave vs. Retroactive Leave If a member is drawing BAS II and leave is processed during the pay period it is taken, DA will adjust BAS II automatically. This prevents the member from being overpaid BAS II.

If leave is processed **retroactively** during a period BAS II was paid to the member, DA will create a system generated overpayment (SGO) for any BAS II paid during the leave period (see Example below).

Example BAS II and Retroactive Leave

Step	Action																																			
1	<p>This member was authorized and paid BAS II for the period of 02/01/2020 through 08/31/2020.</p> <div data-bbox="300 920 1331 1682" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p><u>Buffy Summers</u> ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <p>Category <input type="text"/> Element Name <input type="text"/> <input type="button" value="Select with Matching Criteria"/></p> <p>Entry Type <input type="text"/> <input type="button" value="Clear"/></p> <p>As of Date <input type="text"/></p> <p>Assignments</p> <p>Elements Recipient ></p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>ASSOC DUES</td> <td>Association Dues</td> <td>999</td> <td>04/01/2017</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr style="border: 2px solid red;"> <td>BAS II</td> <td>Basic Allow for Subsistence II</td> <td>999</td> <td>02/01/2020</td> <td>08/31/2020</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>01/04/2016</td> <td>03/03/2016</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>11/01/2014</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table> <p><input type="button" value="Add New Assignment"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/></p> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	ASSOC DUES	Association Dues	999	04/01/2017		<input checked="" type="checkbox"/>	1	BAS II	Basic Allow for Subsistence II	999	02/01/2020	08/31/2020	<input checked="" type="checkbox"/>	1	FSA	Family Separation Allowance	999	01/04/2016	03/03/2016	<input checked="" type="checkbox"/>	1	SAVINGS	Savings	999	11/01/2014		<input checked="" type="checkbox"/>	1
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FSA	Family Separation Allowance	999	01/04/2016	03/03/2016	<input checked="" type="checkbox"/>	1																														
SAVINGS	Savings	999	11/01/2014		<input checked="" type="checkbox"/>	1																														

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BAS II and Retroactive Leave Transactions, Continued

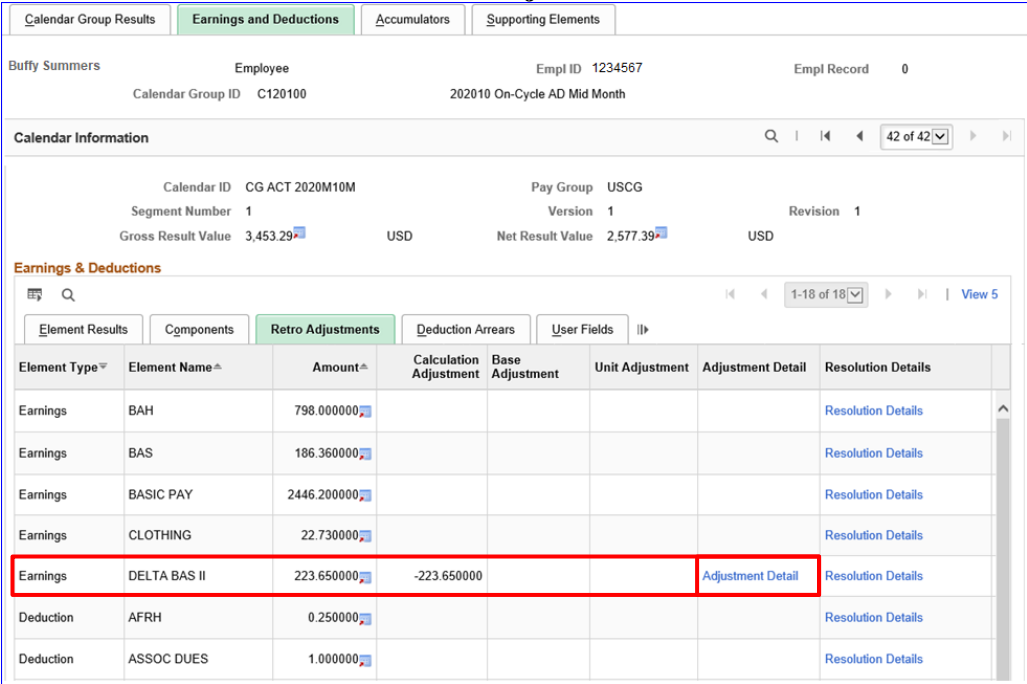
Example,
continued

Step	Action																
2	<p>It is discovered in late September that the member was on leave for 18 days in February, requiring a retroactive absence action request.</p> <div data-bbox="300 555 1332 1637" style="border: 1px solid black; padding: 5px;"> <p>Non-Chargeable Absence Request</p> <p>Buffy Summers</p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cq-1/ppc/guides/qp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Secondary Caregiver Spouse</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Dt:</td> <td>02/12/2020</td> <td>City:</td> <td>TOPEKA</td> </tr> <tr> <td>End Dt:</td> <td>02/29/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>Event Date:</td> <td>02/11/2020</td> <td>Zip Code:</td> <td>66615</td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 18</p> <p># of Days Allowed: 21 Consecutive Days</p> <p>▶ Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 1234567 Rupert Giles</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Non-Charge Absence Approval</p> <p>Request Status: Approved <input type="button" value="View/Hide Comments"/></p> </div>	Type of Absence:	Secondary Caregiver Spouse	Country:	USA	Begin Dt:	02/12/2020	City:	TOPEKA	End Dt:	02/29/2020	State:	KS	Event Date:	02/11/2020	Zip Code:	66615
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Event Date:	02/11/2020	Zip Code:	66615														

Continued on next page

BAS II and Retroactive Leave Transactions, Continued

Example, continued

Step	Action
<p>3</p>	<p>Once the absence action request has been approved and processed through a nightly calculation, a system generated overpayment (SGO) is built in the current pay calendar to collect the BAS II paid to the member while in a leave status.</p> <p>To view the details of the SGO, click Adjustment Detail.</p> 
<p>4</p>	<p>While the SGO is built in the current pay calendar, the Source Calendar ID indicates the pay calendar(s) the absence request affected; in this example, the February mid-month and end-month calendars.</p> 