

31 May 2023
SMR Batch Process

Overview

Introduction

This guide provides the procedures for the Servicing Personnel Office (SPO) to start or stop a Coast Guard Standard Meal Rate (CGSMR) Batch request for an entire Cutter/Unit with a single transaction in Direct Access (DA).

NOTE: This feature is programmed to start new EABP Instances OR stop open EAPB Instances due to Galley Closures, etc. This feature may also be used to correct/change a Stop Date for a Cutter/Unit.

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Overview, Continued

Stage Data

If an SMR Batch Submission is started but unable to be completed at that time, click Stage Data to save the SMR Batch Search parameters. Upon return to the SMR Batch Submission process, the Staged Data will populate automatically.

NOTE: Only one set of parameters may be saved at a time.

SMR Batch Submit

SMR Batch Submission

Instructions

Search

*Action
New Meal Requests
Validation Status:

*Begin Date
06/14/2021

End Date
06/25/2021

*Set ID
00010

*Department
000192

*Batch Description
TAWAS - TEMDU

Search Members
Stage Data
Clear
My Submitted Batches
Process Monitor

Validate
Submit

Members

Personalize | Find | 1-21 of 21 | Last

Empl ID	Empl Rcd	Name	Element Name
1 1111111	0	Wilson, Wade W.	Discount Meal Rate
2 1024567	0	Jones, Jessica	Discount Meal Rate

Message

SMR Staging Confirmation (31100,18)

Search parameters and member list successfully saved.

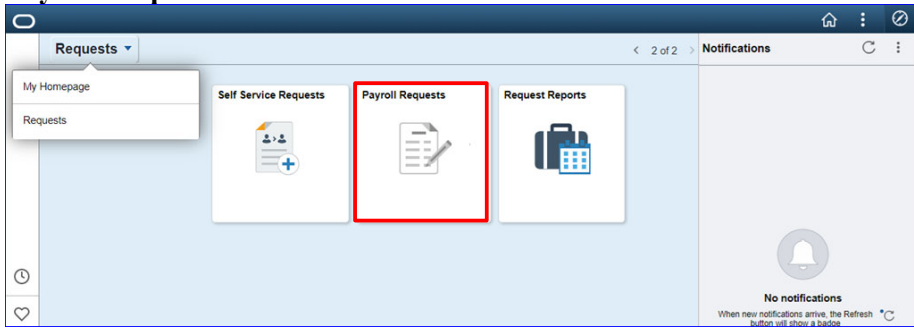
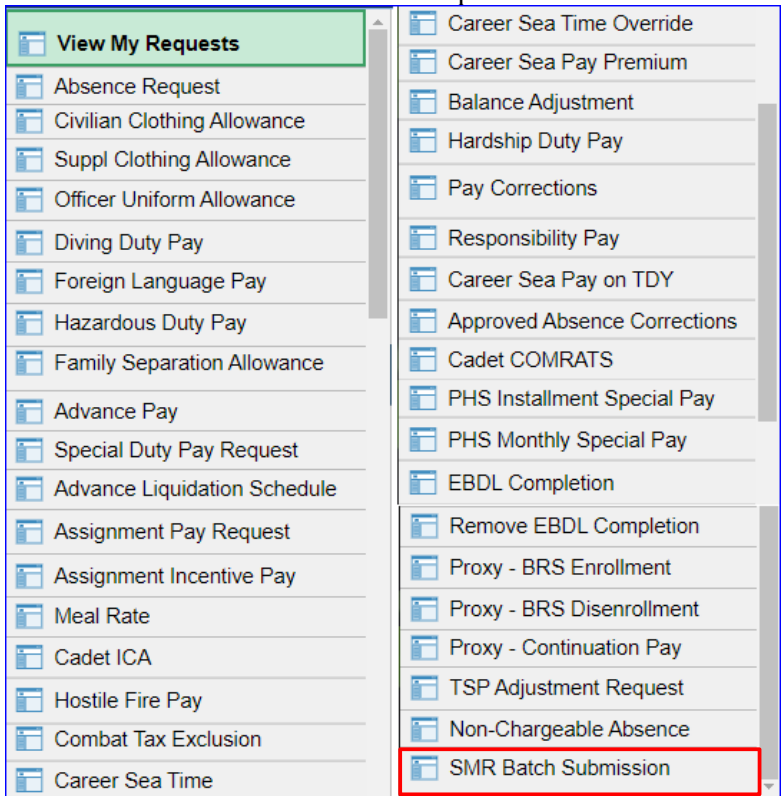
OK

SMR Batch – New Meal Requests

Introduction This section provides the procedures for the SPO to start a **new** SMR Batch request in DA.

NOTE: Out-of-Range SMR transactions cannot be processed using the SMR Batch Submission process. Individual transactions must be entered using the [Starting CG Standard Meal Rate \(CGSMR\)](#) process.

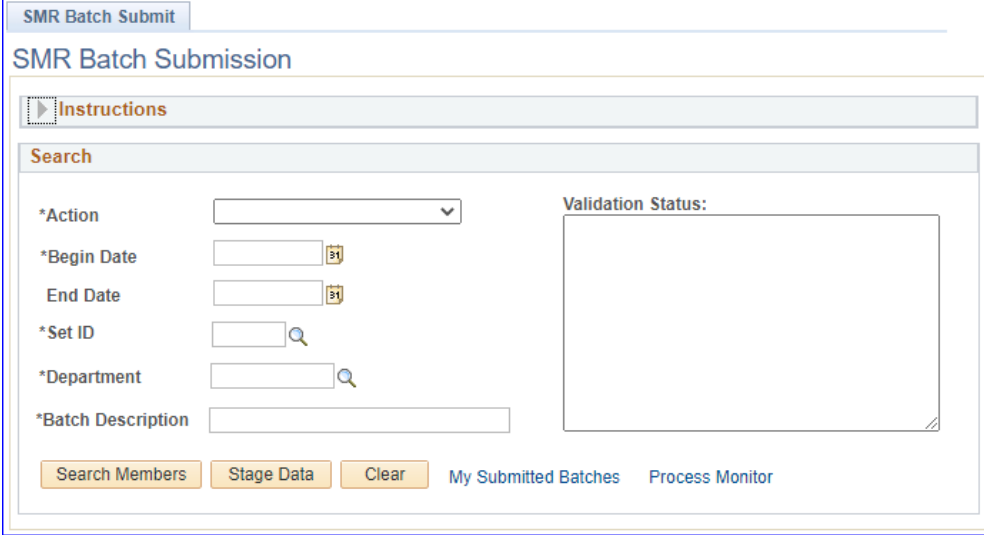
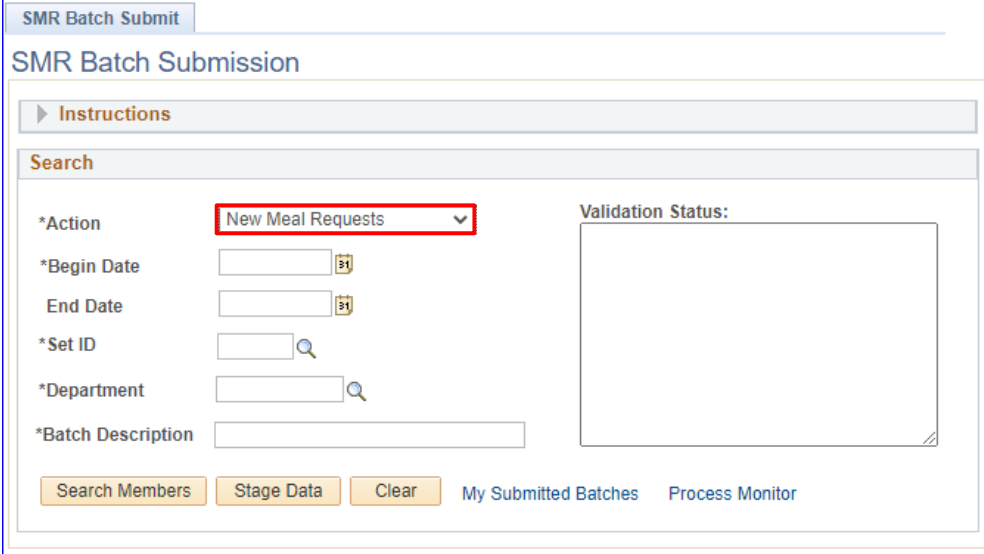
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
1.5	<p>Select the SMR Batch Submission option.</p> 

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SMR Batch – New Meal Requests, Continued

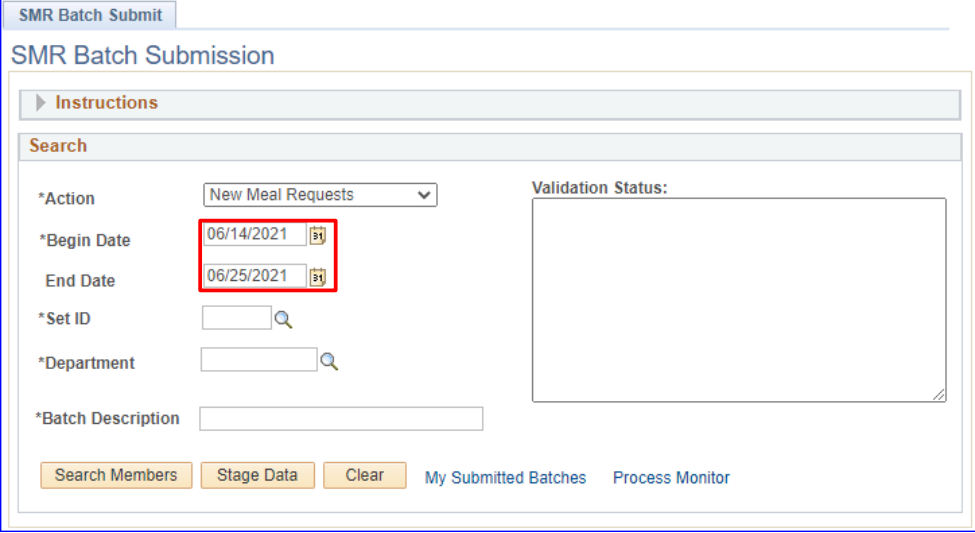
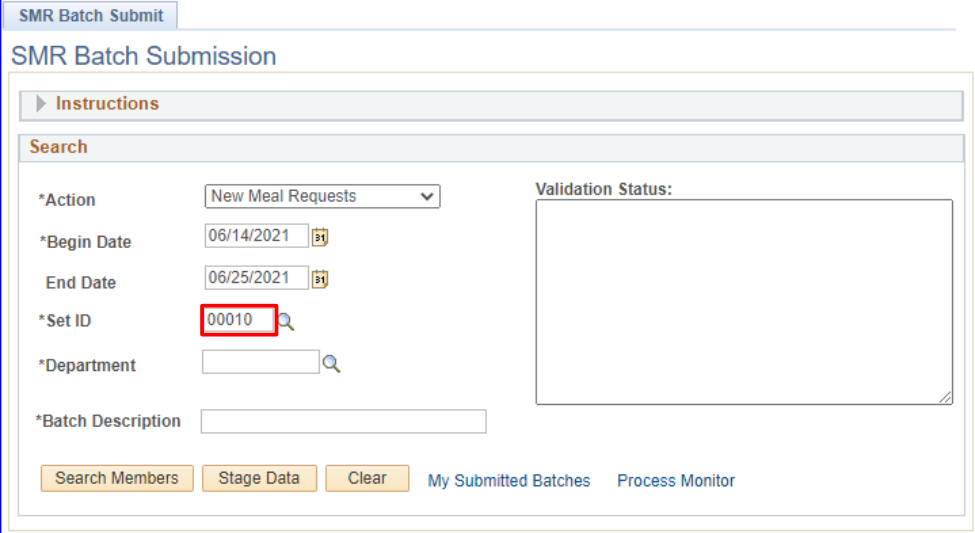
Procedures,
continued

Step	Action
2	<p>The SMR Batch Submission page will display.</p> 
3	<p>Using the Action drop-down, select New Meal Requests.</p> 

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
4	<p>Enter a Begin Date (required). Enter an End Date (optional).</p> <p>NOTE: The Begin Date CANNOT date more than 24 pay periods into the past and the End Date CANNOT extend more than 12 pay periods into the future.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. Under the 'Search' section, the '*Action' dropdown is set to 'New Meal Requests'. The '*Begin Date' is 06/14/2021 and the 'End Date' is 06/25/2021. The '*Set ID' and '*Department' fields are empty. The '*Batch Description' field is also empty. At the bottom, there are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. A 'Validation Status' box is on the right.</p>
5	<p>Enter 00010 for the Set ID.</p>  <p>This screenshot is similar to the previous one, but the '*Set ID' field is now populated with '00010' and is highlighted with a red box. All other fields and the interface elements remain the same.</p>

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SMR Batch – New Meal Requests, Continued

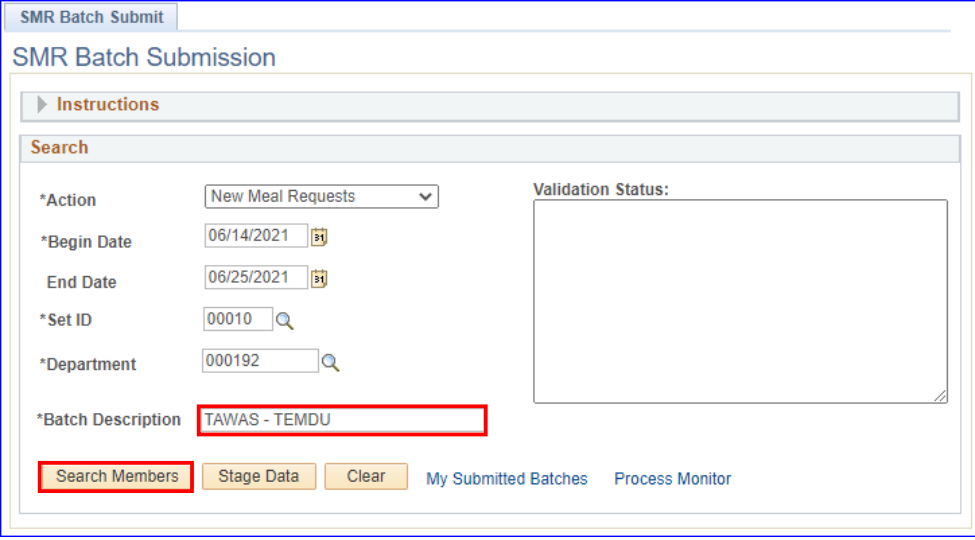
Procedures,
continued

Step	Action
6	<p>Enter the Department ID number for the Cutter/Unit who will require CGSMR to be started.</p> <div data-bbox="370 459 1346 999"> </div>

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SMR Batch – New Meal Requests, Continued

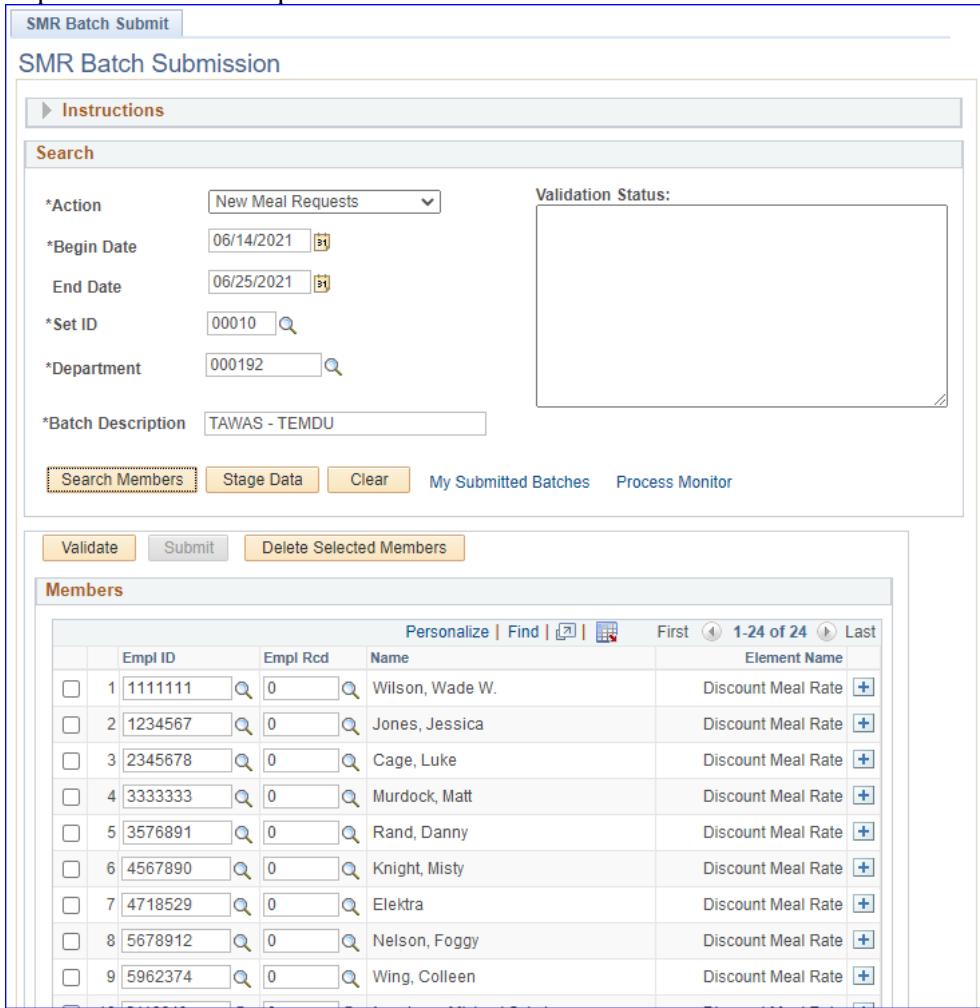
Procedures,
continued

Step	Action
7	<p>Enter a Batch Description. This is a required field and is limited to 50 characters (see Note).</p> <p>Click Search Members.</p> <p>NOTE: The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley Closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description.</p> 

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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																																		
8	<p>A list of the Members assigned to the Department ID will display. Review the list of members to ensure all personnel who should be included in the batch are listed.</p> <ul style="list-style-type: none"> • To add a member(s), see Step 9. • To remove a member(s), see Step 10. <p>IMPORTANT: When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a Reservist to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period.</p>  <p>The screenshot displays the 'SMR Batch Submission' web application. At the top, there's a 'SMR Batch Submit' button. Below it, the 'SMR Batch Submission' title is shown. A 'Search' section contains several input fields: '*Action' (set to 'New Meal Requests'), '*Begin Date' (06/14/2021), 'End Date' (06/25/2021), '*Set ID' (00010), '*Department' (000192), and '*Batch Description' (TAWAS - TEMDU). To the right of these fields is a 'Validation Status' box. Below the search fields are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. At the bottom of the search section are buttons for 'Validate', 'Submit', and 'Delete Selected Members'. Below this is the 'Members' section, which contains a table with columns: 'Empl ID', 'Empl Rcd', 'Name', and 'Element Name'. The table lists 9 members, each with a checkbox, an 'Empl ID' field, an 'Empl Rcd' field, a 'Name' field, and an 'Element Name' field with a '+' button.</p> <table border="1"> <thead> <tr> <th></th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Element Name</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>1 1111111</td><td>0</td><td>Wilson, Wade W.</td><td>Discount Meal Rate +</td></tr> <tr> <td><input type="checkbox"/></td><td>2 1234567</td><td>0</td><td>Jones, Jessica</td><td>Discount Meal Rate +</td></tr> <tr> <td><input type="checkbox"/></td><td>3 2345678</td><td>0</td><td>Cage, Luke</td><td>Discount Meal Rate +</td></tr> <tr> <td><input type="checkbox"/></td><td>4 3333333</td><td>0</td><td>Murdock, Matt</td><td>Discount Meal Rate +</td></tr> <tr> <td><input type="checkbox"/></td><td>5 3576891</td><td>0</td><td>Rand, Danny</td><td>Discount Meal Rate +</td></tr> <tr> <td><input type="checkbox"/></td><td>6 4567890</td><td>0</td><td>Knight, Misty</td><td>Discount Meal Rate +</td></tr> <tr> <td><input type="checkbox"/></td><td>7 4718529</td><td>0</td><td>Elektra</td><td>Discount Meal Rate +</td></tr> <tr> <td><input type="checkbox"/></td><td>8 5678912</td><td>0</td><td>Nelson, Foggy</td><td>Discount Meal Rate +</td></tr> <tr> <td><input type="checkbox"/></td><td>9 5962374</td><td>0</td><td>Wing, Colleen</td><td>Discount Meal Rate +</td></tr> </tbody> </table>		Empl ID	Empl Rcd	Name	Element Name	<input type="checkbox"/>	1 1111111	0	Wilson, Wade W.	Discount Meal Rate +	<input type="checkbox"/>	2 1234567	0	Jones, Jessica	Discount Meal Rate +	<input type="checkbox"/>	3 2345678	0	Cage, Luke	Discount Meal Rate +	<input type="checkbox"/>	4 3333333	0	Murdock, Matt	Discount Meal Rate +	<input type="checkbox"/>	5 3576891	0	Rand, Danny	Discount Meal Rate +	<input type="checkbox"/>	6 4567890	0	Knight, Misty	Discount Meal Rate +	<input type="checkbox"/>	7 4718529	0	Elektra	Discount Meal Rate +	<input type="checkbox"/>	8 5678912	0	Nelson, Foggy	Discount Meal Rate +	<input type="checkbox"/>	9 5962374	0	Wing, Colleen	Discount Meal Rate +
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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																																												
9	<p>To add a member to the list, click the (+) button on any row. This will insert a blank row. Use the Lookup or enter the appropriate Empl ID for the member to be added to the SMR Batch Submission (see Note) and press Enter or the Tab key. Repeat as necessary.</p> <p>NOTE: Members assigned to other Department IDs may be added to the SMR Batch request.</p> <div> <div> SMR Batch Submit </div> <div> SMR Batch Submission </div> <div> <div>Instructions</div> <div> <div>Search</div> <div> <div>*Action</div> <div>New Meal Requests</div> </div> <div> <div>*Begin Date</div> <div>06/14/2021</div> </div> <div> <div>End Date</div> <div>06/25/2021</div> </div> <div> <div>*Set ID</div> <div>00010</div> </div> <div> <div>*Department</div> <div>000192</div> </div> <div> <div>*Batch Description</div> <div>TAWAS - TEMDU</div> </div> <div> <div>Validation Status:</div> <div></div> </div> <div> <div>Search Members</div> <div>Stage Data</div> <div>Clear</div> <div>My Submitted Batches</div> <div>Process Monitor</div> </div> </div> <div> <div> <div>Validate</div> <div>Submit</div> <div>Delete Selected Members</div> </div> <div> <div>Members</div> <div> <div>Personalize Find [Grid Icon]</div> <div>First 1-24 of 24 Last</div> <table border="1"> <thead> <tr> <th></th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Element Name</th></tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>1 1111111</td><td>0</td><td>Wilson, Wade W.</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>2 1234567</td><td>0</td><td>Jones, Jessica</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>3 2345678</td><td>0</td><td>Cage, Luke</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>4 3333333</td><td>0</td><td>Murdock, Matt</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>5 3576891</td><td>0</td><td>Rand, Danny</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>6 4567890</td><td>0</td><td>Knight, Misty</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>7 4718529</td><td>0</td><td>Elektra</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>8 5678912</td><td>0</td><td>Nelson, Foggy</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>9 5962374</td><td>0</td><td>Wing, Colleen</td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>10</td><td>0</td><td></td><td>Discount Meal Rate +</td></tr> <tr><td><input type="checkbox"/></td><td>11 6112233</td><td>0</td><td>Temple, Claire</td><td>Discount Meal Rate +</td></tr> </tbody> </table> </div> </div> </div> </div> </div>		Empl ID	Empl Rcd	Name	Element Name	<input type="checkbox"/>	1 1111111	0	Wilson, Wade W.	Discount Meal Rate +	<input type="checkbox"/>	2 1234567	0	Jones, Jessica	Discount Meal Rate +	<input type="checkbox"/>	3 2345678	0	Cage, Luke	Discount Meal Rate +	<input type="checkbox"/>	4 3333333	0	Murdock, Matt	Discount Meal Rate +	<input type="checkbox"/>	5 3576891	0	Rand, Danny	Discount Meal Rate +	<input type="checkbox"/>	6 4567890	0	Knight, Misty	Discount Meal Rate +	<input type="checkbox"/>	7 4718529	0	Elektra	Discount Meal Rate +	<input type="checkbox"/>	8 5678912	0	Nelson, Foggy	Discount Meal Rate +	<input type="checkbox"/>	9 5962374	0	Wing, Colleen	Discount Meal Rate +	<input type="checkbox"/>	10	0		Discount Meal Rate +	<input type="checkbox"/>	11 6112233	0	Temple, Claire	Discount Meal Rate +
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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																																		
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continued

Step	Action																																																		
11	<p>Once the list of members has been reviewed and verified, click Validate.</p> <div> <div>SMR Batch Submit</div> <div>SMR Batch Submission</div> <div> <div>Instructions</div> <div> <div>Search</div> <div> <div>*Action</div> <div>New Meal Requests</div> </div> <div> <div>*Begin Date</div> <div>06/14/2021</div> </div> <div> <div>End Date</div> <div>06/25/2021</div> </div> <div> <div>*Set ID</div> <div>00010</div> </div> <div> <div>*Department</div> <div>000192</div> </div> <div> <div>*Batch Description</div> <div>TAWAS - TEMDU</div> </div> <div> <div>Search Members</div> <div>Stage Data</div> <div>Clear</div> <div>My Submitted Batches</div> <div>Process Monitor</div> </div> <div> <div>Validation Status:</div> <div></div> </div> </div> <div> <div>Validate</div> <div>Submit</div> <div>Delete Selected Members</div> </div> <div> <div>Members</div> <div> <div>Personalize Find 1-17 of 17 First Last</div> <table border="1"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 1234567</td> <td>0</td> <td>Jones, Jessica</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 2345678</td> <td>0</td> <td>Cage, Luke</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 3333333</td> <td>0</td> <td>Murdock, Matt</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5 3576891</td> <td>0</td> <td>Rand, Danny</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>6 4567890</td> <td>0</td> <td>Knight, Misty</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7 4718529</td> <td>0</td> <td>Elektra</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>8 5678912</td> <td>0</td> <td>Nelson, Foggy</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9 5962374</td> <td>0</td> <td>Wing, Colleen</td> <td>Discount Meal Rate</td> </tr> </tbody> </table> </div> </div> </div> </div>		Empl ID	Empl Rcd	Name	Element Name	<input type="checkbox"/>	1 1111111	0	Wilson, Wade W.	Discount Meal Rate	<input type="checkbox"/>	2 1234567	0	Jones, Jessica	Discount Meal Rate	<input type="checkbox"/>	3 2345678	0	Cage, Luke	Discount Meal Rate	<input type="checkbox"/>	4 3333333	0	Murdock, Matt	Discount Meal Rate	<input type="checkbox"/>	5 3576891	0	Rand, Danny	Discount Meal Rate	<input type="checkbox"/>	6 4567890	0	Knight, Misty	Discount Meal Rate	<input type="checkbox"/>	7 4718529	0	Elektra	Discount Meal Rate	<input type="checkbox"/>	8 5678912	0	Nelson, Foggy	Discount Meal Rate	<input type="checkbox"/>	9 5962374	0	Wing, Colleen	Discount Meal Rate
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12	<p>A confirmation message will display. Click Yes to begin the Validation Process.</p> <div> <div>Message</div> <div> <div>SMR Validation Confirmation (31100,17)</div> <div> <div>Process will now initiate data validation for every member in the list. "Validation Status" field will list the members that failed validation.</div> <div>Click Yes to continue or No to go back and change the selection.</div> <div> <div>Yes</div> <div>No</div> </div> </div> </div> </div>																																																		

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action								
13	<p>A Validation message will display. It should indicate Validation Complete (if not, see Step 14). Click OK. The Validation Status of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully. Skip to Step 15.</p> <div> <p>Message</p> <p>SMR Validation (31100,19)</p> <p>Validation Complete. Examine Validation Status field for any validation errors...</p> <p>If there are no errors, click "Submit" button to Submit requests.</p> <p>OK</p> </div> <div> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>► Instructions</p> <p>Search</p> <div> <div>*Action</div> <div>New Meal Requests</div> </div> <div> <div>*Begin Date</div> <div>06/14/2021</div> <div>31</div> </div> <div> <div>End Date</div> <div>06/25/2021</div> <div>31</div> </div> <div> <div>*Set ID</div> <div>00010</div> <div>🔍</div> </div> <div> <div>*Department</div> <div>000192</div> <div>🔍</div> </div> <div> <div>*Batch Description</div> <div>TAWAS - TEMDU</div> </div> <div> <div>Search Members</div> <div>Stage Data</div> <div>Clear</div> <div>My Submitted Batches</div> <div>Process Monitor</div> </div> <div> <div>Validate</div> <div>Submit</div> </div> <p>Members</p> <div> <div>Personalize Find 📄 📊</div> <div>First 1-21 of 21 Last</div> <table> <tr> <th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Element Name</th></tr> <tr> <td>1 1111111 🔍</td><td>0 🔍</td><td>Wilson, Wade W.</td><td>Discount Meal Rate + -</td></tr> </table> </div> </div>	Empl ID	Empl Rcd	Name	Element Name	1 1111111 🔍	0 🔍	Wilson, Wade W.	Discount Meal Rate + -
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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																
14	<p>During the validation process, if a member already has SMR running for the period specified in the request, the following message will display. Click OK.</p> <p>To determine which member the message applies to, see the Validation Status block of the SMR Batch Submission. The Validation Status will pause at the affected member.</p> <p>Click Stage Data to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member; OR see Step 10 for instructions on removing the member, then click Validate again to continue the Validation process.</p> <div> <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>OK</p> </div> <div> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Begin Date: 06/14/2021</p> <p>End Date: 06/25/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000192</p> <p>*Batch Description: TAWAS - TEMDU</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validation Status:</p> <p>4. Validating 3333333, 0 Success...</p> <p>5. Validating 3576891, 0 Success...</p> <p>6. Validating 4567890, 0 Success...</p> <p>7. Validating 4718529, 0 Success...</p> <p>8. Validating 5678912, 0 Success...</p> <p>9. Validating 5962374, 0 Success...</p> <p>10. Validating 6112233, 0 Success...</p> <p>11. Validating 6123347, 0 Success...</p> <p>12. Validating 6223457, 0 Success...</p> <p>13. Validating 6374159, 0</p> </div> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> </tr> <tr> <td>2 1234567</td> <td>0</td> <td>Jones, Jessica</td> <td>Discount Meal Rate</td> </tr> <tr> <td>3 2345678</td> <td>0</td> <td>Cage, Luke</td> <td>Discount Meal Rate</td> </tr> <tr> <td>4 3333333</td> <td>0</td> <td>Murdock, Matt</td> <td>Discount Meal Rate</td> </tr> <tr> <td>5 3576891</td> <td>0</td> <td>Rand, Danny</td> <td>Discount Meal Rate</td> </tr> <tr> <td>6 4567890</td> <td>0</td> <td>Knight, Misty</td> <td>Discount Meal Rate</td> </tr> <tr> <td>7 4718529</td> <td>0</td> <td>Elektra</td> <td>Discount Meal Rate</td> </tr> </tbody> </table>	Empl ID	Empl Rcd	Name	Element Name	1 1111111	0	Wilson, Wade W.	Discount Meal Rate	2 1234567	0	Jones, Jessica	Discount Meal Rate	3 2345678	0	Cage, Luke	Discount Meal Rate	4 3333333	0	Murdock, Matt	Discount Meal Rate	5 3576891	0	Rand, Danny	Discount Meal Rate	6 4567890	0	Knight, Misty	Discount Meal Rate	7 4718529	0	Elektra	Discount Meal Rate
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SMR Batch – New Meal Requests, Continued

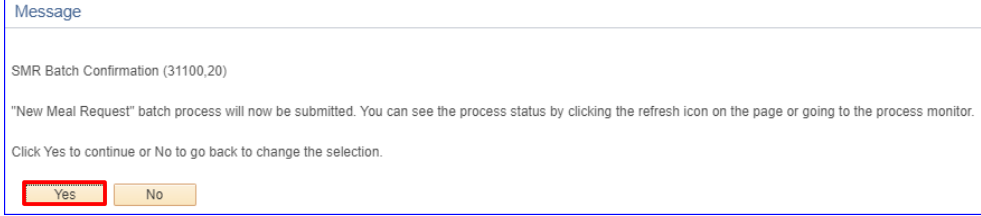
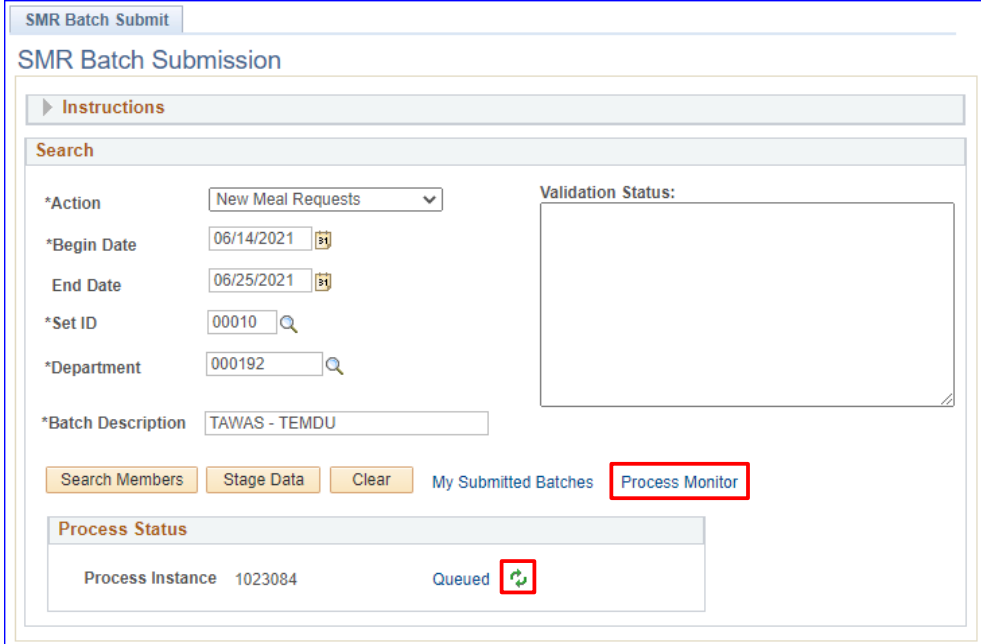
Procedures,
continued

Step	Action																									
15	<p>Once the Validation process has successfully completed, a confirmation message will display. Click OK, then click Submit.</p> <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p>Message</p> <p>SMR Validation (31100,19)</p> <p>Validation Complete. Examine Validation Status field for any validation errors...</p> <p>If there are no errors, click "Submit" button to Submit requests.</p> <p style="text-align: center;">OK</p> </div> <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Begin Date: 06/14/2021</p> <p>End Date: 06/25/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000192</p> <p>*Batch Description: TAWAS - TEMDU</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <table border="1"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 1234567</td> <td>0</td> <td>Jones, Jessica</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 2345678</td> <td>0</td> <td>Cage, Luke</td> <td>Discount Meal Rate</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 3333333</td> <td>0</td> <td>Murdock, Matt</td> <td>Discount Meal Rate</td> </tr> </tbody> </table> </div>		Empl ID	Empl Rcd	Name	Element Name	<input type="checkbox"/>	1 1111111	0	Wilson, Wade W.	Discount Meal Rate	<input type="checkbox"/>	2 1234567	0	Jones, Jessica	Discount Meal Rate	<input type="checkbox"/>	3 2345678	0	Cage, Luke	Discount Meal Rate	<input type="checkbox"/>	4 3333333	0	Murdock, Matt	Discount Meal Rate
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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
16	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> 
17	<p>The Process Status box will display where the Members list had been. Click the green arrows (↺) to refresh the Process Status until it indicates Success (skip to Step 19) or click Process Monitor to open the Process List (see Step 18).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p> 

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step

18

Action

The Process List will open in a new window. Click **Refresh** until the Run Status indicates **Success** and the Distribution Status indicates **Posted**. To exit the Process List, close the window.

Process List

View Process Request For

User ID9876543

Type

Last

1

Days

Refresh

Report Manager

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1023084		Application Engine	CG_SMR_SUB	9876543	07/20/2021 9:37:18AM PDT	Processing	N/A	Details

19

Once the Process Status indicates **Success**, click **My Submitted Batches**.

SMR Batch Submit

SMR Batch Submission

Instructions

Search

*Action

New Meal Requests

*Begin Date

06/14/2021

End Date

06/25/2021

*Set ID

00010

*Department

000192

*Batch Description

TAWAS - TEMDU

Search Members

Stage Data

Clear

My Submitted Batches

Process Monitor

Process Status

Process Instance

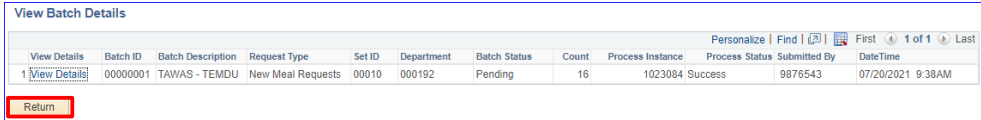
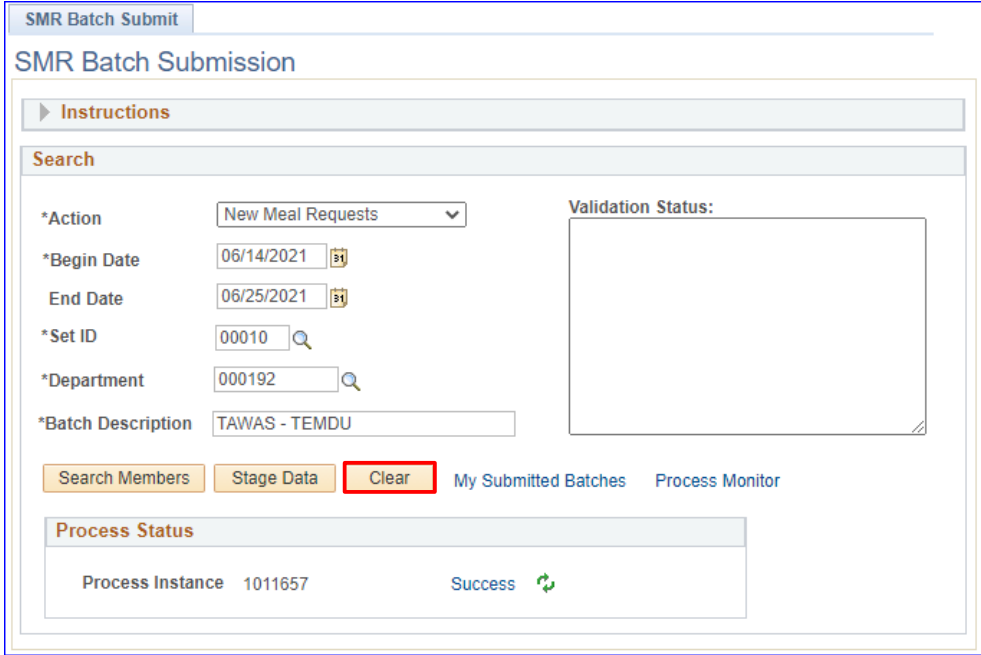
1023084

Success

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
20	<p>The Batch Details will display. Make a note of the Batch ID for the SMR Batch just completed. The Approver will need this to locate the SMR Batch for approval.</p> <p>Click Return to close the Batch Details.</p> 
21	<p>The SMR Batch is now awaiting approval.</p> <p>To exit, click the Home button or to enter another SMR Batch, click Clear.</p> 

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
22	<p>Click Yes and return to the beginning of this guide and follow the appropriate procedures.</p> <div><p>Message</p><p>SMR Confirmation (31100,26)</p><p>All fields including the Members section will be cleared. Note that your staged data, if any, will not be cleared.</p><p>Click Yes to continue or No to go back.</p><p><input type="button" value="Yes"/> <input type="button" value="No"/></p></div>

SMR Batch – Stop Active Requests

Introduction

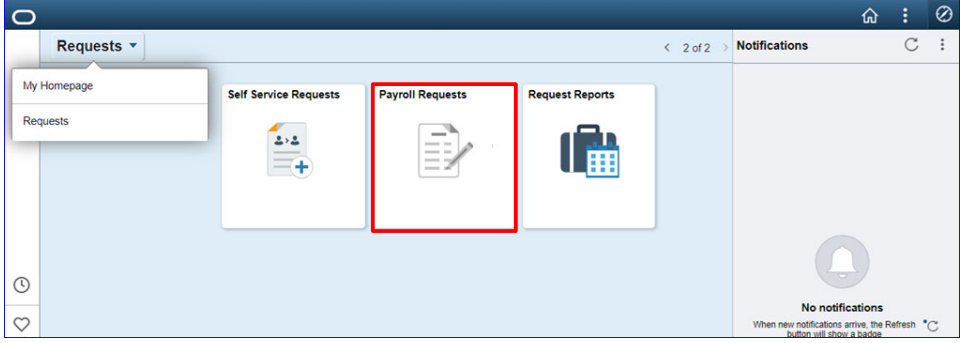
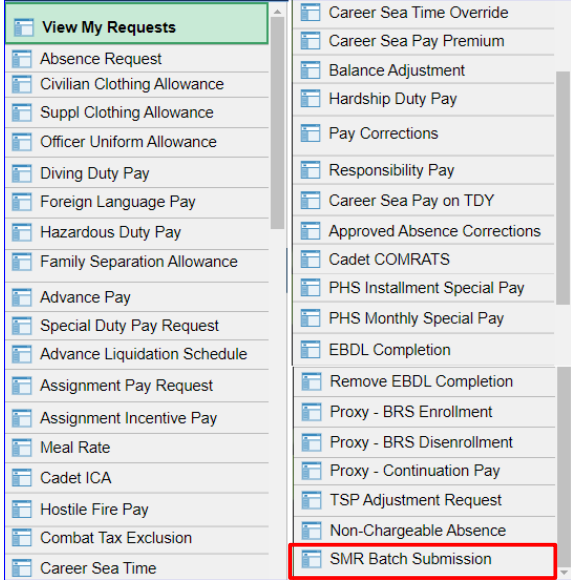
This section provides the procedures to stop or update **actively running** SMR transactions in DA.

NOTE 1: If SMR is only to be stopped temporarily, it is important to submit a New Meal Request SMR Batch immediately to restart SMR as appropriate. See the [SMR Batch – New Meal Requests](#) section for procedures on restarting SMR.

NOTE 2: Out-of-Range SMR transactions cannot be processed using the SMR Batch Submission process. Individual transactions must be entered using the [Pay Corrections Action Request](#) process.

Procedures

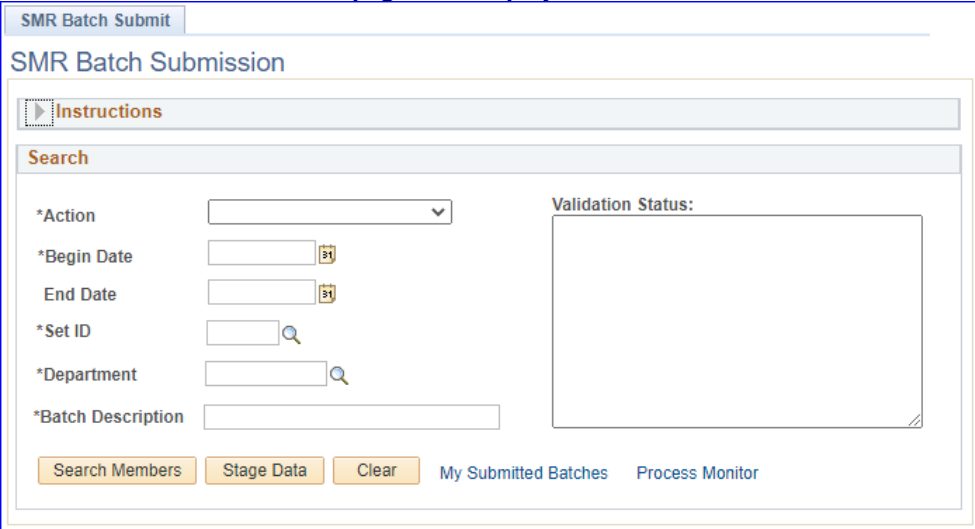
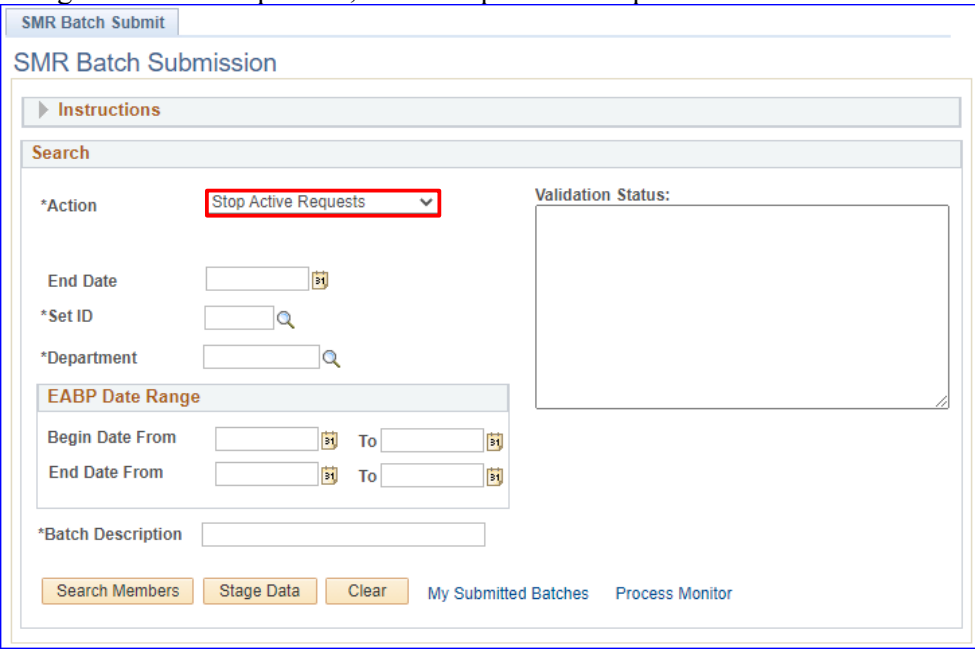
See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
1.5	<p>Select the SMR Batch Submission option.</p> 

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SMR Batch – Stop Active Requests, Continued

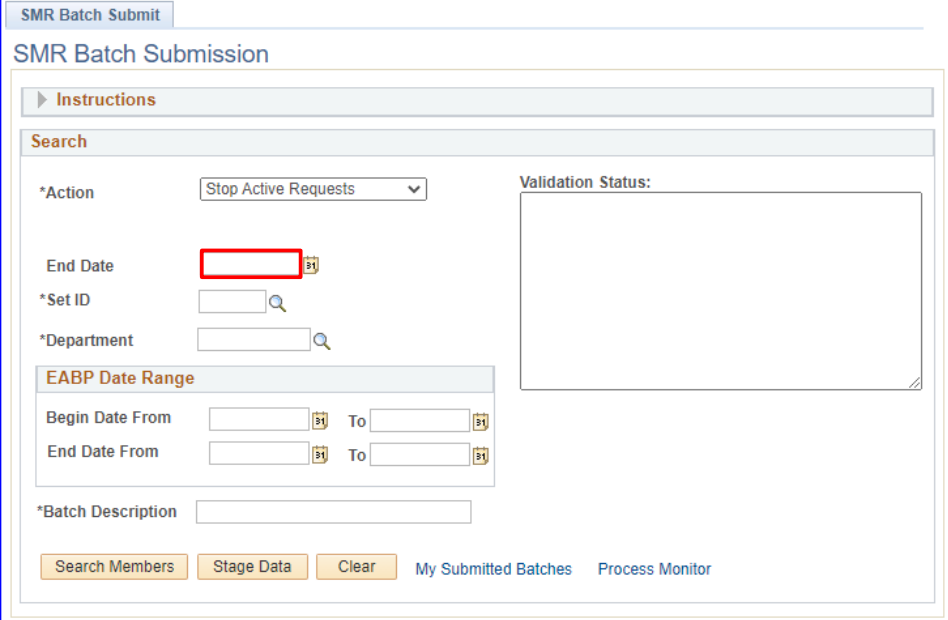
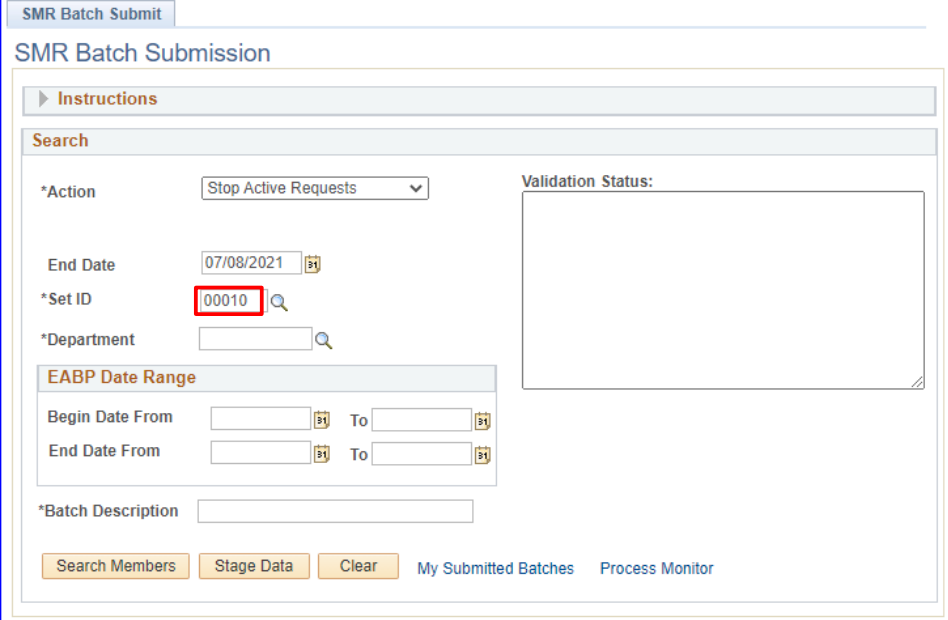
Procedures,
continued

Step	Action
2	<p>The SMR Batch Submission page will display.</p> 
3	<p>Using the Action drop-down, select Stop Active Requests.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
4	<p>Enter the End Date SMR is to stop (End Date CANNOT extend more than 12 pay periods into the future). Remember, you must process a separate SMR Batch transaction to restart SMR.</p> 
5	<p>Enter 00010 for the Set ID.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

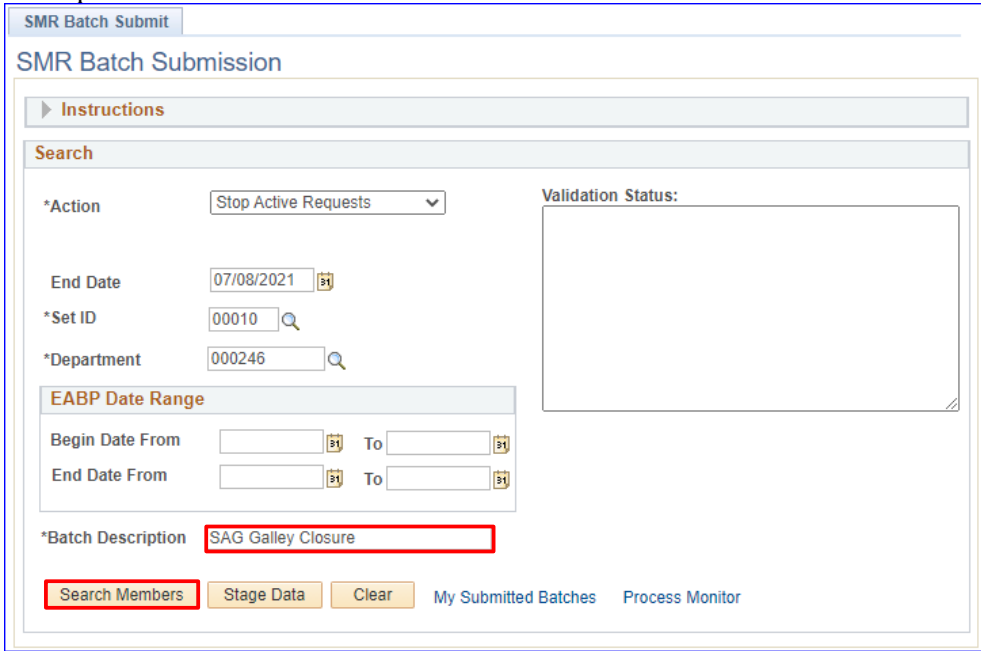
Procedures,
continued

Step	Action
6	<p>Enter the Department ID number for the unit/members SMR should be stopped.</p> <div> <div>SMR Batch Submit</div> <div>SMR Batch Submission</div> <div> <div>Instructions</div> <div> <div>Search</div> <div> <div>*Action</div> <div>Stop Active Requests</div> <div>Validation Status:</div> <div></div> </div> <div> <div>End Date</div> <div>07/08/2021</div> <div></div> </div> <div> <div>*Set ID</div> <div>00010</div> <div></div> </div> <div> <div>*Department</div> <div>000246</div> <div></div> </div> <div> <div>EABP Date Range</div> <div> <div>Begin Date From</div> <div></div> <div>To</div> <div></div> </div> <div> <div>End Date From</div> <div></div> <div>To</div> <div></div> </div> </div> <div>*Batch Description</div> <div> <div>Search Members</div> <div>Stage Data</div> <div>Clear</div> <div>My Submitted Batches</div> <div>Process Monitor</div> </div> </div> </div> </div>

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SMR Batch – Stop Active Requests, Continued

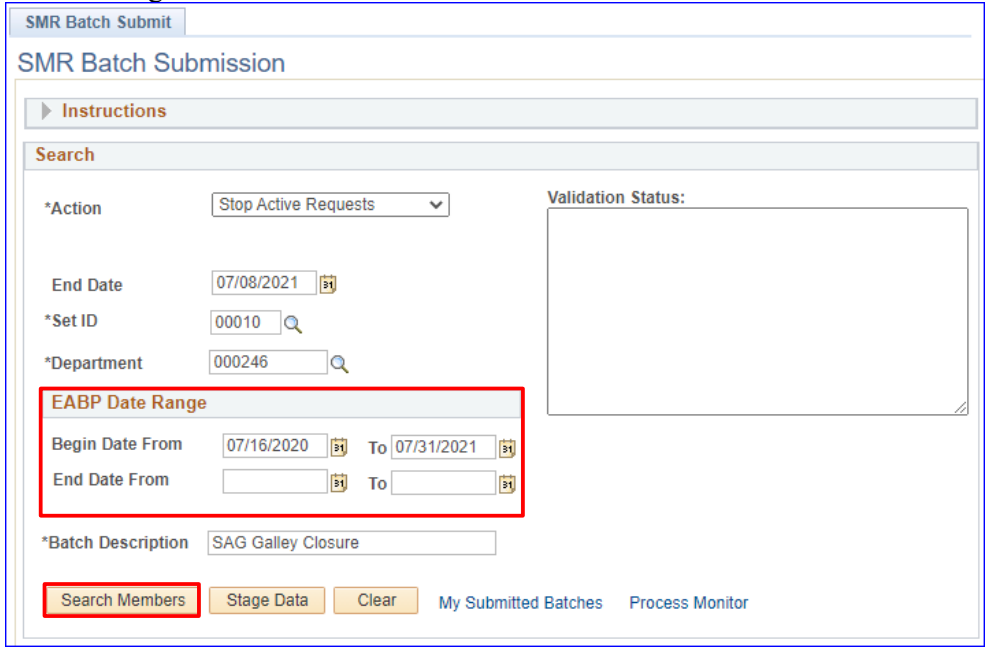
Procedures,
continued

Step	Action
7	<p>Enter a Batch Description. This is a required field and is limited to 50 characters (see Note).</p> <p>To utilize the EABP Date Range field (optional), see Step 8; otherwise, click Search Members.</p> <p>NOTE: The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley Closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. At the top is a tab labeled 'SMR Batch Submit'. Below it is the title 'SMR Batch Submission'. There is an 'Instructions' section. A 'Search' section contains several fields: '*Action' with a dropdown menu set to 'Stop Active Requests', 'End Date' with a date picker set to '07/08/2021', '*Set ID' with a text box '00010' and a search icon, and '*Department' with a text box '000246' and a search icon. To the right of these fields is a 'Validation Status' section with a large empty box. Below the search fields is an 'EABP Date Range' section with 'Begin Date From', 'End Date From', and 'To' date pickers. At the bottom is the '*Batch Description' field with the text 'SAG Galley Closure'. At the very bottom are buttons for 'Search Members' (highlighted with a red box), 'Stage Data', 'Clear', and links for 'My Submitted Batches' and 'Process Monitor'.</p>

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
8	<p>The EABP Date Range may be used to narrow the list of members available for the SMR Batch Submission. This may be especially helpful for those units with a large number of members with numerous EABP DMR Instances. The EABP Date Range is not limited to In-Range Dates only. This is to allow the system to search for SMR transactions that have been continuously running for more than 24 pay periods or have an open End Date.</p> <p>All EABP Date Range fields are optional. Enter an EABP Date Range, then click Search Members.</p> <p>WARNING: Use the EABP Date Range feature with caution. If the Begin Date From/To and/or the End Date From/To date ranges are used, the Search Results will ONLY display those EABP DMR Instances that fall within the date range(s) provided.</p> <p>IMPORTANT: Review the list of Members carefully to ensure all members to be included in the SMR Batch Submission populated. If not, see Step 11 to add members or remove the EABP Date Range parameter and click Search Members again.</p> 

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SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action																																																																																																																								
9	<p>A list of the Members will populate based on the search parameters defined in Steps 3-8. Members may be listed multiple times if they have multiple DMR Instances in EABP.</p> <p>To remove a member that should not be included in the SMR Batch OR to remove closed DMR Instances (see Important note below), check the box for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked, click Delete Selected Members.</p> <p>IMPORTANT: If the member has multiple DMR Instances listed, only the DMR Instance to be stopped/adjusted should be left in the list. <u>All other DMR Instances MUST be removed to prevent over/under payments.</u></p> <p>When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a Reservist to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period.</p> <div> <p>The screenshot shows the 'SMR Batch Submission' interface. At the top, there's a 'Search' section with filters for 'Action' (set to 'Stop Active Requests'), 'End Date' (07/08/2021), '*Set ID' (00010), and '*Department' (000246). Below this is the 'EABP Date Range' section with 'Begin Date From' (07/16/2020) and 'End Date From' (07/31/2021). A 'Batch Description' field contains 'SAG Galley Closure'. At the bottom of the search section are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. Below the search section is a 'Members' table with columns: Empl ID, Empl Rcd, Name, Element Name, Begin Date, End Date, Descr, Descr2, Instance, and Last. The table lists 11 members. A red box highlights the first column (Empl ID) and the 'Delete Selected Members' button at the bottom of the table. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th>Begin Date</th> <th>End Date</th> <th>Descr</th> <th>Descr2</th> <th>Instance</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> <td>07/16/2020</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>4</td> <td></td> </tr> <tr> <td>2 1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>Discount Meal Rate</td> <td>04/24/2021</td> <td>06/09/2021</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>2</td> <td></td> </tr> <tr> <td>3 1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>Discount Meal Rate</td> <td>07/06/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>3</td> <td></td> </tr> <tr> <td>4 1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>10/23/2020</td> <td>10/25/2020</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>3</td> <td></td> </tr> <tr> <td>5 1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>10/26/2020</td> <td>01/11/2021</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>4</td> <td></td> </tr> <tr> <td>6 1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>02/26/2021</td> <td>03/16/2021</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>5</td> <td></td> </tr> <tr> <td>7 1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>03/19/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>6</td> <td></td> </tr> <tr> <td>8 2583697</td> <td>0</td> <td>Romanova, Natalia A.</td> <td>Discount Meal Rate</td> <td>09/15/2020</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>1</td> <td></td> </tr> <tr> <td>9 3572419</td> <td>0</td> <td>Barton, Clinton F.</td> <td>Discount Meal Rate</td> <td>09/20/2020</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>1</td> <td></td> </tr> <tr> <td>10 3698745</td> <td>0</td> <td>Banner, Bruce</td> <td>Discount Meal Rate</td> <td>04/16/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>1</td> <td></td> </tr> <tr> <td>11 4124129</td> <td>0</td> <td>Maximoff, Wanda</td> <td>Discount Meal Rate</td> <td>06/06/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>1</td> <td></td> </tr> </tbody> </table> </div>	Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Descr2	Instance	Last	1 1111111	0	Wilson, Wade W.	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SMR Batch – Stop Active Requests, Continued

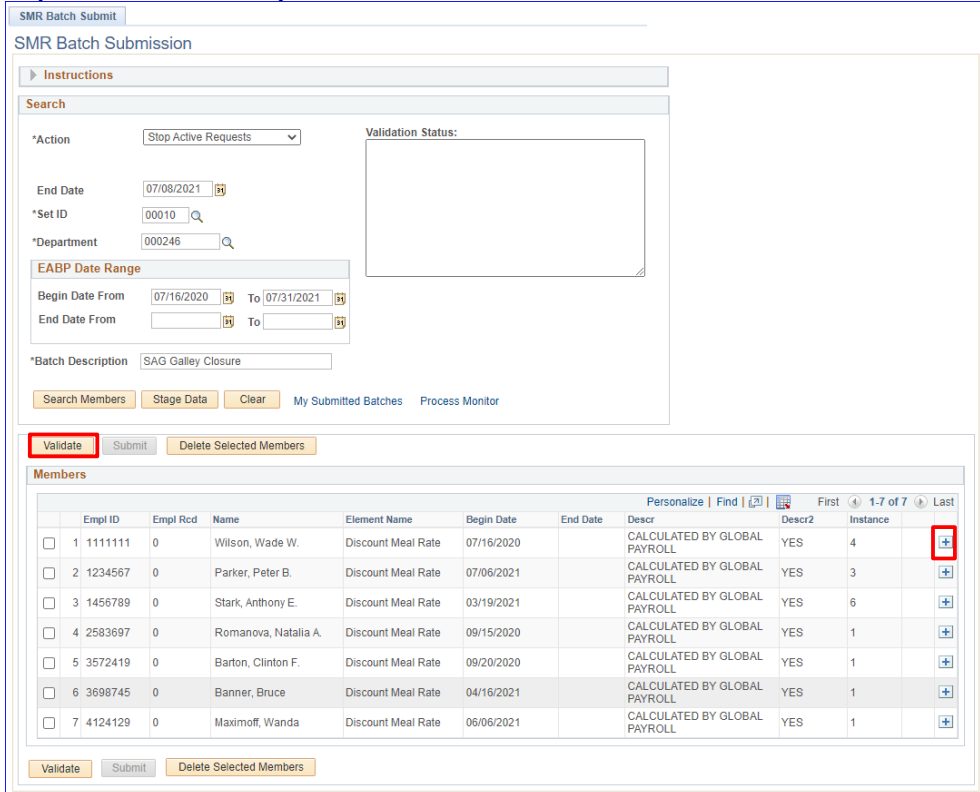
Procedures,
continued

Step	Action																																																																																								
9 (cont.)	<p>A confirmation message will display. Click Yes.</p> <div><p>Message</p><p>SMR Delete Confirmation (31100,28)</p><p>Selected members will be deleted from the members grid.</p><p>Click Yes to continue or No to go back.</p><div><div>Yes</div><div>No</div></div></div>																																																																																								
10	<p>Once the list of Members has been reviewed and verified, click Validate and skip to Step 12.</p> <div><div>SMR Batch Submit</div><div>SMR Batch Submission</div><div><div>Instructions</div><div><div>Search</div><div><div>*Action</div><div>Stop Active Requests</div><div>Validation Status:</div><div></div></div><div><div>End Date</div><div>07/08/2021</div></div><div><div>*Set ID</div><div>00010</div></div><div><div>*Department</div><div>000246</div></div><div><div>EABP Date Range</div><div><div>Begin Date From</div><div></div><div>To</div><div></div></div><div><div>End Date From</div><div></div><div>To</div><div></div></div></div><div><div>*Batch Description</div><div>SAG Galley Closure</div></div><div><div>Search Members</div><div>Stage Data</div><div>Clear</div><div>My Submitted Batches</div><div>Process Monitor</div></div></div><div><div>Validate</div><div>Submit</div><div>Delete Selected Members</div></div><div><div>Members</div><div><div>Personalize</div><div>Find</div><div>1-7 of 7</div><div>Last</div></div><table><thead><tr><th></th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Element Name</th><th>Begin Date</th><th>End Date</th><th>Descr</th><th>Descr2</th><th>Instance</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1</td><td>1111111</td><td>0</td><td>Wilson, Wade W.</td><td>Discount Meal Rate</td><td>07/16/2020</td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>4</td><td><input type="button" value="+"/></td></tr><tr><td><input type="checkbox"/></td><td>2</td><td>1234567</td><td>0</td><td>Parker, Peter B.</td><td>Discount Meal Rate</td><td>07/06/2021</td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>3</td><td><input type="button" value="+"/></td></tr><tr><td><input type="checkbox"/></td><td>3</td><td>1456789</td><td>0</td><td>Stark, Anthony E.</td><td>Discount Meal Rate</td><td>03/19/2021</td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>6</td><td><input type="button" value="+"/></td></tr><tr><td><input type="checkbox"/></td><td>4</td><td>2583697</td><td>0</td><td>Romanova, Natalia A.</td><td>Discount Meal Rate</td><td>09/15/2020</td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>1</td><td><input type="button" value="+"/></td></tr><tr><td><input type="checkbox"/></td><td>5</td><td>3572419</td><td>0</td><td>Barton, Clinton F.</td><td>Discount Meal Rate</td><td>09/20/2020</td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>1</td><td><input type="button" value="+"/></td></tr><tr><td><input type="checkbox"/></td><td>6</td><td>3698745</td><td>0</td><td>Banner, Bruce</td><td>Discount Meal Rate</td><td>04/16/2021</td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>1</td><td><input type="button" value="+"/></td></tr><tr><td><input type="checkbox"/></td><td>7</td><td>4124129</td><td>0</td><td>Maximoff, Wanda</td><td>Discount Meal Rate</td><td>06/06/2021</td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>1</td><td><input type="button" value="+"/></td></tr></tbody></table><div><div>Validate</div><div>Submit</div><div>Delete Selected Members</div></div></div></div></div>		Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Descr2	Instance		<input type="checkbox"/>	1	1111111	0	Wilson, Wade W.	Discount Meal Rate	07/16/2020	CALCULATED BY GLOBAL PAYROLL	YES	4	<input type="button" value="+"/>	<input type="checkbox"/>	2	1234567	0	Parker, Peter B.	Discount Meal Rate	07/06/2021	CALCULATED BY GLOBAL PAYROLL	YES	3	<input type="button" value="+"/>	<input type="checkbox"/>	3	1456789	0	Stark, Anthony E.	Discount Meal Rate	03/19/2021	CALCULATED BY GLOBAL PAYROLL	YES	6	<input type="button" value="+"/>	<input type="checkbox"/>	4	2583697	0	Romanova, Natalia A.	Discount Meal Rate	09/15/2020	CALCULATED BY GLOBAL PAYROLL	YES	1	<input type="button" value="+"/>	<input type="checkbox"/>	5	3572419	0	Barton, Clinton F.	Discount Meal Rate	09/20/2020	CALCULATED BY GLOBAL PAYROLL	YES	1	<input type="button" value="+"/>	<input type="checkbox"/>	6	3698745	0	Banner, Bruce	Discount Meal Rate	04/16/2021	CALCULATED BY GLOBAL PAYROLL	YES	1	<input type="button" value="+"/>	<input type="checkbox"/>	7	4124129	0	Maximoff, Wanda	Discount Meal Rate	06/06/2021	CALCULATED BY GLOBAL PAYROLL	YES	1	<input type="button" value="+"/>
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SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action																																																																																
11	<p>To add a member to the list, click the (+) button on any row. This will insert a blank row. Use the Lookup or enter the appropriate Empl ID for the member to be added to the SMR Batch Submission (see Note) and press Enter or the Tab key. Repeat as necessary.</p> <p>Once the list of Members has been reviewed and verified, click Validate.</p> <p>NOTE: Members assigned to other Department IDs may be added to the SMR Batch request.</p> <p>IMPORTANT: When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a Reservist to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. At the top, there's a 'Search' section with various filters: *Action (Stop Active Requests), End Date (07/08/2021), *Set ID (00010), *Department (000246), EABP Date Range (Begin Date From 07/16/2020 to 07/31/2021, End Date From (blank) to (blank)), and *Batch Description (SAG Galley Closure). Below these are buttons for Search Members, Stage Data, Clear, My Submitted Batches, and Process Monitor. A 'Validate' button is highlighted with a red box. Below the search criteria is a 'Members' table with 7 rows. The first row is highlighted, and a red box is around the '+' button in the last column of the first row.</p> <table border="1"> <thead> <tr> <th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Element Name</th><th>Begin Date</th><th>End Date</th><th>Descr</th><th>Descr2</th><th>Instance</th><th></th></tr> </thead> <tbody> <tr> <td>1</td><td>1111111</td><td>Wilson, Wade W.</td><td>Discount Meal Rate</td><td>07/16/2020</td><td></td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>4</td><td>+</td></tr> <tr> <td>2</td><td>1234567</td><td>Parker, Peter B.</td><td>Discount Meal Rate</td><td>07/06/2021</td><td></td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>3</td><td>+</td></tr> <tr> <td>3</td><td>1456789</td><td>Stark, Anthony E.</td><td>Discount Meal Rate</td><td>03/19/2021</td><td></td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>6</td><td>+</td></tr> <tr> <td>4</td><td>2583697</td><td>Romanova, Natalia A.</td><td>Discount Meal Rate</td><td>09/15/2020</td><td></td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>1</td><td>+</td></tr> <tr> <td>5</td><td>3572419</td><td>Barton, Clinton F.</td><td>Discount Meal Rate</td><td>09/20/2020</td><td></td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>1</td><td>+</td></tr> <tr> <td>6</td><td>3698745</td><td>Banner, Bruce</td><td>Discount Meal Rate</td><td>04/16/2021</td><td></td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>1</td><td>+</td></tr> <tr> <td>7</td><td>4124129</td><td>Maximoff, Wanda</td><td>Discount Meal Rate</td><td>06/06/2021</td><td></td><td>CALCULATED BY GLOBAL PAYROLL</td><td>YES</td><td>1</td><td>+</td></tr> </tbody> </table>	Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Descr2	Instance		1	1111111	Wilson, Wade W.	Discount Meal Rate	07/16/2020		CALCULATED BY GLOBAL PAYROLL	YES	4	+	2	1234567	Parker, Peter B.	Discount Meal Rate	07/06/2021		CALCULATED BY GLOBAL PAYROLL	YES	3	+	3	1456789	Stark, Anthony E.	Discount Meal Rate	03/19/2021		CALCULATED BY GLOBAL PAYROLL	YES	6	+	4	2583697	Romanova, Natalia A.	Discount Meal Rate	09/15/2020		CALCULATED BY GLOBAL PAYROLL	YES	1	+	5	3572419	Barton, Clinton F.	Discount Meal Rate	09/20/2020		CALCULATED BY GLOBAL PAYROLL	YES	1	+	6	3698745	Banner, Bruce	Discount Meal Rate	04/16/2021		CALCULATED BY GLOBAL PAYROLL	YES	1	+	7	4124129	Maximoff, Wanda	Discount Meal Rate	06/06/2021		CALCULATED BY GLOBAL PAYROLL	YES	1	+
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SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
12	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> <div><p>Message</p><p>SMR Validation Confirmation (31100,17)</p><p>Process will now initiate data validation for every member in the list. "Validation Status" field will list the members that failed validation.</p><p>Click Yes to continue or No to go back and change the selection.</p><p><input type="button" value="Yes"/> <input type="button" value="No"/></p></div>

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SMR Batch – Stop Active Requests, Continued

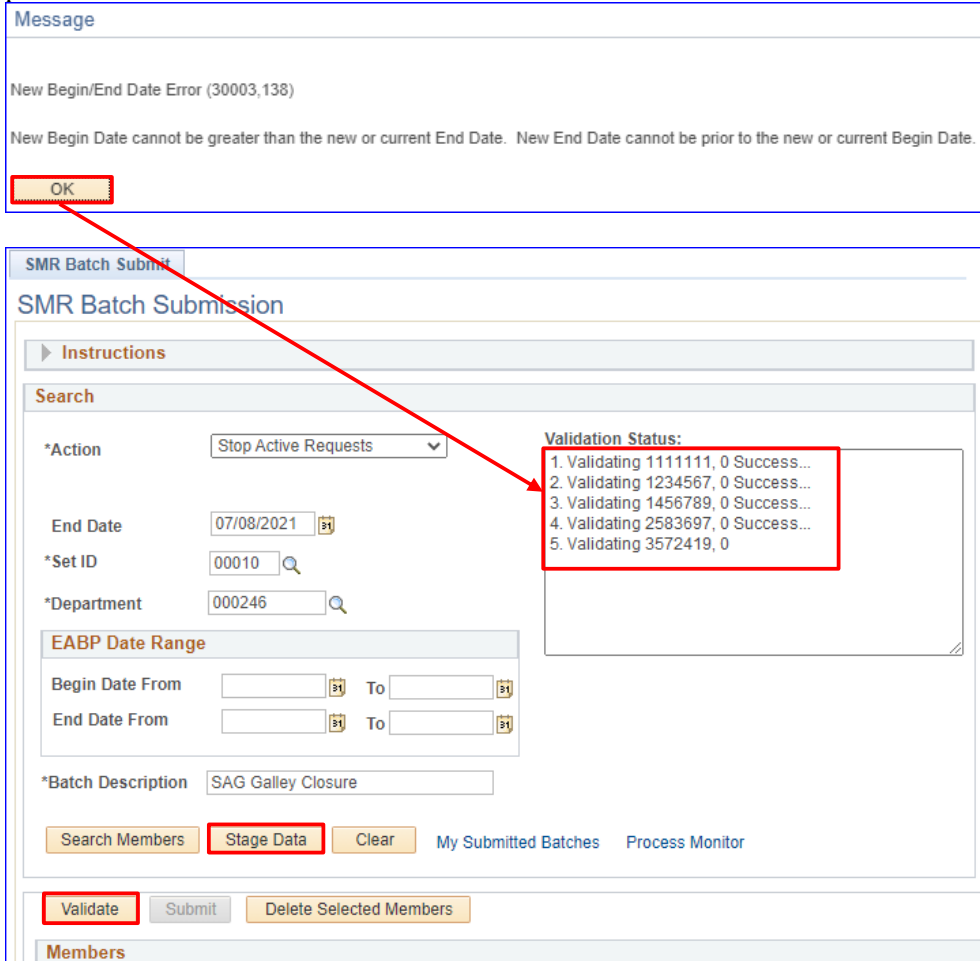
Procedures,
continued

Step	Action														
13	<p>A Validation message will display. It should indicate Validation Complete (if not, see Step 14). Click OK. The Validation Status of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully.</p> <p>Click Submit and skip to Step 15.</p> <div data-bbox="371 596 1076 913"> <p>Message</p> <p>SMR Validation (31100,19)</p> <p>Validation Complete: Examine Validation Status field for any validation errors...</p> <p>If there are no errors, click "Submit" button to Submit requests.</p> <p>OK</p> </div> <div data-bbox="371 945 1351 1743"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: Stop Active Requests</p> <p>End Date: 07/08/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000246</p> <p>EABP Date Range</p> <p>Begin Date From: 07/16/2020 To: 07/31/2021</p> <p>End Date From: To:</p> <p>*Batch Description: SAG Galley Closure</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th>Begin Date</th> <th>End Date</th> <th>Descr</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W</td> <td>Discount Meal Rate</td> <td>07/16/2020</td> <td></td> <td>CALCUL</td> </tr> </tbody> </table> </div>	Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	1 1111111	0	Wilson, Wade W	Discount Meal Rate	07/16/2020		CALCUL
Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr									
1 1111111	0	Wilson, Wade W	Discount Meal Rate	07/16/2020		CALCUL									

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
14	<p>During the validation process, if a member does not have an active SMR Instances running, there is a conflict with another SMR Instance, or has multiple EABP rows, the following message(s) will display. Click OK.</p> <p>To determine which member the message applies to, see the Validation Status block of the SMR Batch Submission. The Validation Status will pause at the affected member.</p> <p>Click Stage Data to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member; or see Step 9 for instructions on removing the member, then click Validate to continue the Validation process.</p>  <p>The screenshot displays the 'SMR Batch Submission' window. At the top, a message box states: 'New Begin/End Date Error (30003,138). New Begin Date cannot be greater than the new or current End Date. New End Date cannot be prior to the new or current Begin Date.' An 'OK' button is highlighted with a red box. Below this, the 'SMR Batch Submission' form is shown. The 'Action' dropdown is set to 'Stop Active Requests'. The 'End Date' is '07/08/2021'. The '*Set ID' is '00010' and '*Department' is '000246'. The 'EABP Date Range' section has empty date fields. The '*Batch Description' is 'SAG Galley Closure'. At the bottom, the 'Validate' button is highlighted with a red box. A red arrow points from the 'OK' button in the message box to the 'Validation Status' block in the form. The 'Validation Status' block lists five validation steps, all showing '0 Success...':</p> <ol style="list-style-type: none"> 1. Validating 1111111, 0 Success... 2. Validating 1234567, 0 Success... 3. Validating 1456789, 0 Success... 4. Validating 2583697, 0 Success... 5. Validating 3572419, 0

Continued on next page

SMR Batch – Stop Active Requests, Continued

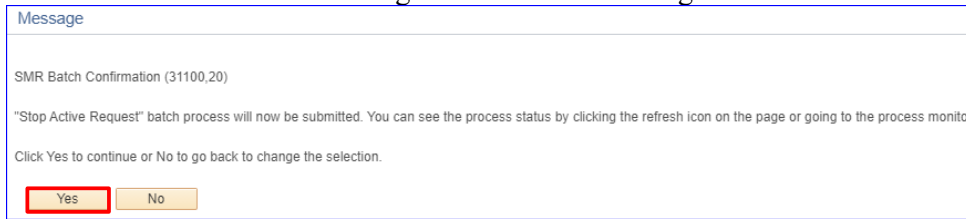
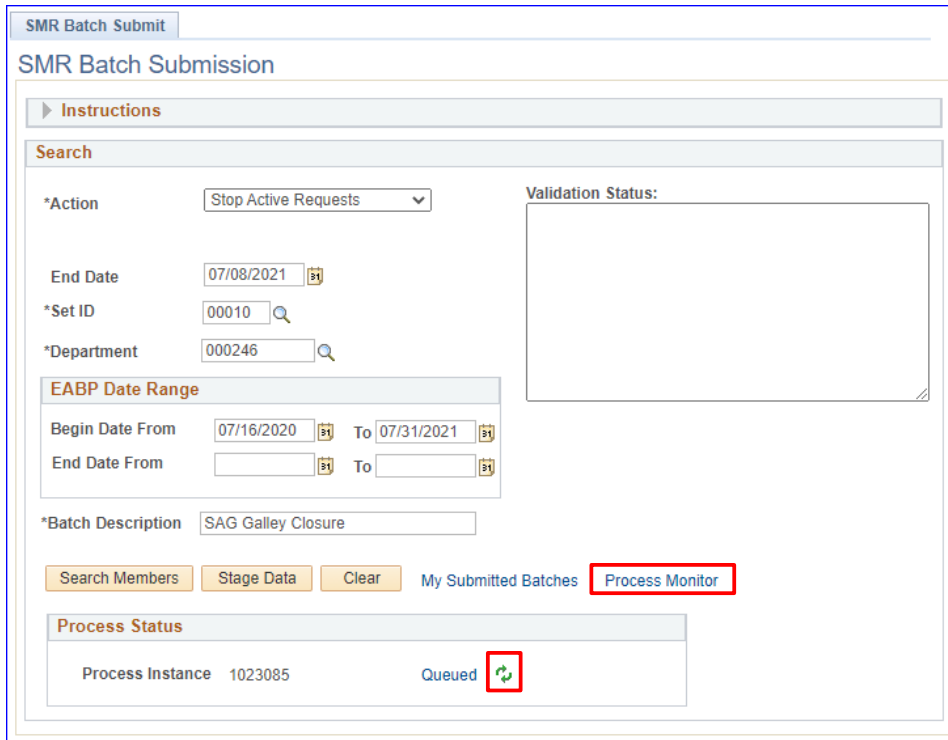
Procedures,
continued

Step	Action
14 (cont.)	<p>Click OK.</p> <p>To determine which member(s) the message applies to, see the Validation Status block of the SMR Batch Submission. See Step 9 for instructions on removing the member, then click Validate to continue the Validation process.</p> <div> <p>Message</p> <p>SMR Validation (31100,29)</p> <p>Multiple EABP rows present for below member(s). Please delete row(s) you do not want to submit for processing.</p> <p>2583697, 3698745</p> <p>OK</p> </div> <div> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>► Instructions</p> <p>Search</p> <p>*Action <input type="text" value="Stop Active Requests"/></p> <p>End Date <input type="text" value="07/08/2021"/> </p> <p>*Set ID <input type="text" value="00010"/> </p> <p>*Department <input type="text" value="000246"/> </p> <p>EABP Date Range</p> <p>Begin Date From <input type="text"/> To <input type="text"/> </p> <p>End Date From <input type="text"/> To <input type="text"/> </p> <p>*Batch Description <input type="text" value="SAG Galley Closure"/></p> <p>Validation Status:</p> <p>3. Validating 1456789, 0 Success...</p> <p>4. Validating 2583697, 0 Success...</p> <p>5. Validating 3572419, 0 Success...</p> <p>6. Validating 3698745, 0 Success...</p> <p>7. Validating 4124129, 0 Success...</p> <p>End Validation... 2021-07-27-14.17.25.000000</p> <p>Multiple EABP rows present for below members(s):</p> <p>2583697, 3698745</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> </div>

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
15	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> 
16	<p>The Process Status box will display where the Members list had been. Click the green arrows (↺) to refresh the Process Status until it indicates Success (skip to Step 18) or click Process Monitor to open the Process List (see Step 17).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

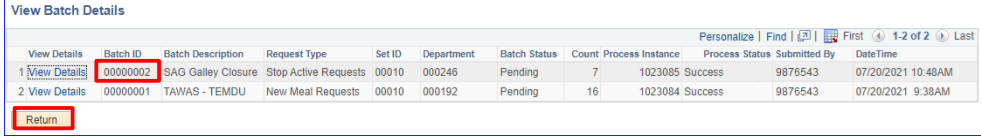
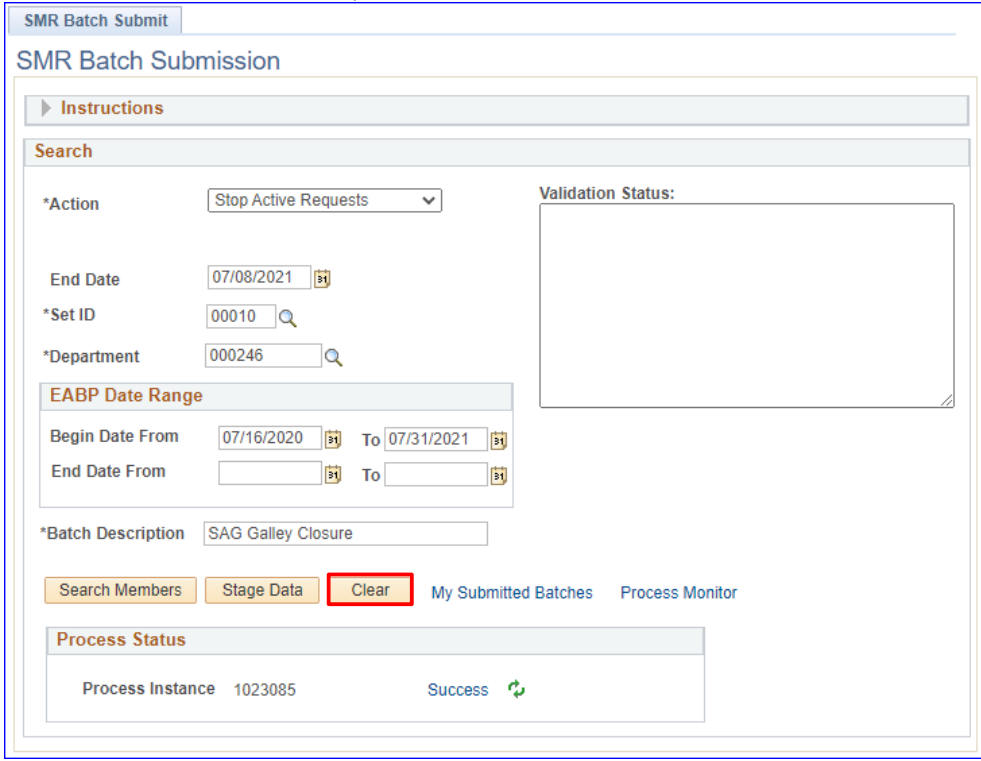
Procedures,
continued

<div>Step</div> <div>17</div>	<div>Action</div> <div>The Process List will open in a new window. Click Refresh until the Run Status indicates Success, and the Distribution Status indicates Posted. To exit the Process List, close the window.</div> <div><div>Process List</div><div><div>View Process Request For</div><div><div>User ID9876543TypeLast1DaysRefreshReport Manager</div><div>ServerNameInstance FromInstance ToSave On Refresh</div><div>Run StatusDistribution Status</div></div><div><div>Process List</div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>1023085</td><td></td><td>Application Engine</td><td>CG_SMR_SUB</td><td>9876543</td><td>07/20/2021 10:47:51AM PDT</td><td>Processing</td><td>N/A</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>1023084</td><td></td><td>Application Engine</td><td>CG_SMR_SUB</td><td>9876543</td><td>07/20/2021 9:37:18AM PDT</td><td>Success</td><td>Posted</td><td>Details</td></tr></table></div></div></div> <tr><td><div>18</div></td><td><div>Once the Process Status indicates Success, click My Submitted Batches.</div><div><div><div>SMR Batch Submit</div><div>SMR Batch Submission</div><div><div>Instructions</div><div><div>Search</div><div><div>*ActionStop Active Requests</div><div>End Date07/08/2021</div><div>*Set ID00010</div><div>*Department000246</div><div><div>EABP Date Range</div><div>Begin Date From07/16/2020To07/31/2021</div><div>End Date FromTo</div></div><div>*Batch DescriptionSAG Galley Closure</div><div><div>Search Members</div><div>Stage Data</div><div>Clear</div><div>My Submitted Batches</div><div>Process Monitor</div></div><div><div>Process Status</div><div>Process Instance1023085</div><div>Success</div></div></div></div></div></div></div></td></tr>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1023085		Application Engine	CG_SMR_SUB	9876543	07/20/2021 10:47:51AM PDT	Processing	N/A	Details	<input type="checkbox"/>	1023084		Application Engine	CG_SMR_SUB	9876543	07/20/2021 9:37:18AM PDT	Success	Posted	Details	<div>18</div>	<div>Once the Process Status indicates Success, click My Submitted Batches.</div> <div><div><div>SMR Batch Submit</div><div>SMR Batch Submission</div><div><div>Instructions</div><div><div>Search</div><div><div>*ActionStop Active Requests</div><div>End Date07/08/2021</div><div>*Set ID00010</div><div>*Department000246</div><div><div>EABP Date Range</div><div>Begin Date From07/16/2020To07/31/2021</div><div>End Date FromTo</div></div><div>*Batch DescriptionSAG Galley Closure</div><div><div>Search Members</div><div>Stage Data</div><div>Clear</div><div>My Submitted Batches</div><div>Process Monitor</div></div><div><div>Process Status</div><div>Process Instance1023085</div><div>Success</div></div></div></div></div></div></div>
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SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
19	<p>The Batch Details will display. Make a note of the Batch ID for the SMR Batch just completed. The Approver will need to this to locate the SMR Batch for approval.</p> <p>Click Return to close the Batch Details.</p> 
20	<p>The SMR Batch is now awaiting approval.</p> <p>To enter another SMR Batch, click Clear.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

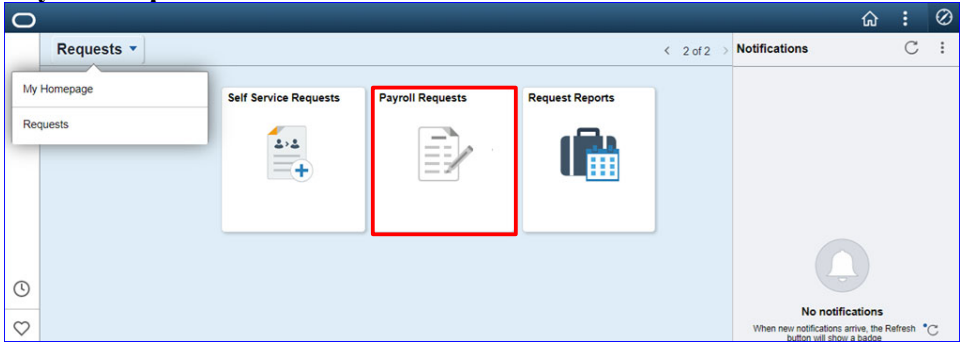
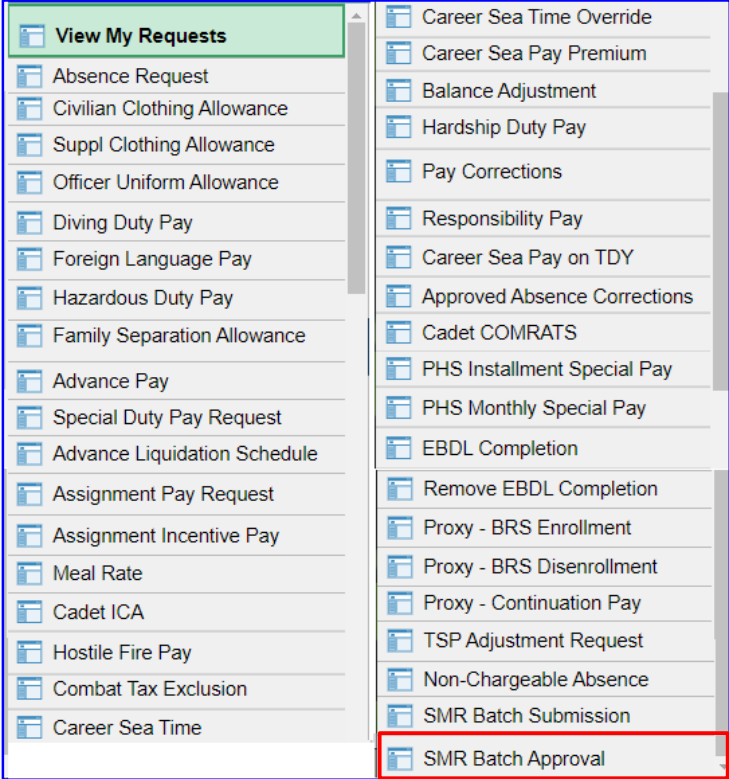
Step	Action
21	<p>Click Yes and return to the beginning of this guide and follow the appropriate procedures.</p> <div> <p>Message</p> <p>SMR Confirmation (31100,26)</p> <p>All fields including the Members section will be cleared. Note that your staged data, if any, will not be cleared.</p> <p>Click Yes to continue or No to go back.</p> <div> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>

Approving an SMR Batch Submission

Introduction This section provides the procedures to approve an SMR Batch Submission in DA.

Important You must have the **CGHRSUP** role to approve SMR Batch Submissions.

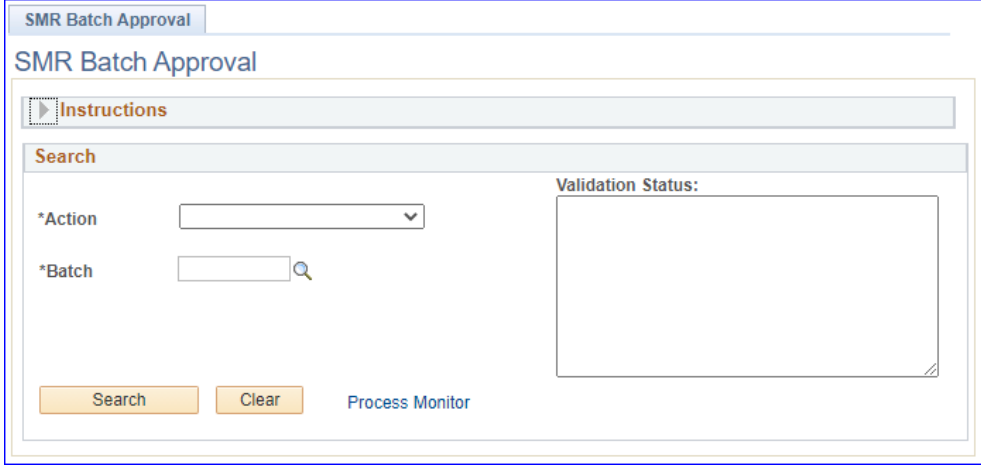
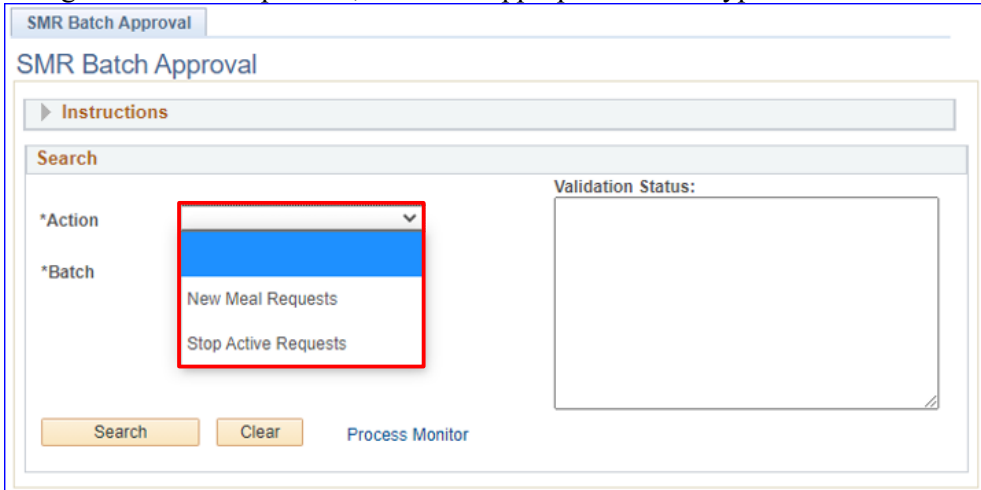
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
1.5	<p>Select the SMR Batch Approval option.</p> 

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Approving an SMR Batch Submission, Continued

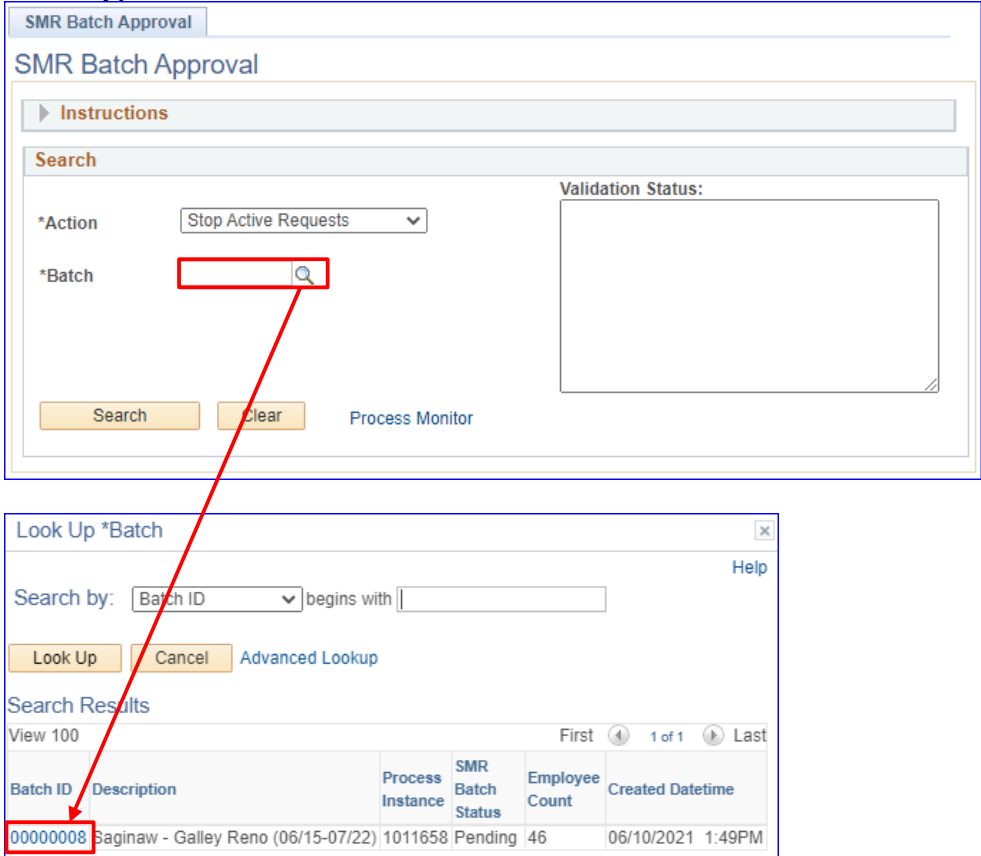
Procedures,
continued

Step	Action
2	<p>The SMR Batch Approval page will display.</p> 
3	<p>Using the Action drop-down, select the appropriate action type.</p> 

Continued on next page

Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action												
4	<p>Enter the Batch ID number or use the Lookup to locate and select the appropriate Batch ID to be approved.</p> <p>NOTE: Only the Batch IDs falling under the Auditor's SPO tree and for the Action type selected will be listed in the Search Results.</p> <div>  <p>The screenshot shows the 'SMR Batch Approval' window. In the 'Search' section, the '*Action' dropdown is set to 'Stop Active Requests'. The '*Batch' field has a search icon highlighted with a red box. A red arrow points from this icon to the 'Batch ID' column in the 'Look Up *Batch' window below. The 'Look Up *Batch' window shows a search by 'Batch ID' and a table of search results. The first result is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Batch ID</th><th>Description</th><th>Process Instance</th><th>SMR Batch Status</th><th>Employee Count</th><th>Created Datetime</th></tr> </thead> <tbody> <tr> <td>00000008</td><td>Saginaw - Galley Reno (06/15-07/22)</td><td>1011658</td><td>Pending</td><td>46</td><td>06/10/2021 1:49PM</td></tr> </tbody> </table> </div>	Batch ID	Description	Process Instance	SMR Batch Status	Employee Count	Created Datetime	00000008	Saginaw - Galley Reno (06/15-07/22)	1011658	Pending	46	06/10/2021 1:49PM
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Continued on next page

Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action															
5	<p>Click Search.</p> <div><div>SMR Batch Approval</div><div>SMR Batch Approval</div><div><div>Instructions</div><div><div>Search</div><div><div>*Action</div><div>Stop Active Requests</div></div><div><div>*Batch</div><div>00000008</div><div>Saginaw - Galley Reno (06/15-07/22)</div></div><div><div>Validation Status:</div><div></div></div><div><div>Search</div><div>Clear</div><div>Process Monitor</div></div></div></div></div>															
6	<p>Review and verify the Members listed, then click Validate.</p> <div><div>SMR Batch Approval</div><div>SMR Batch Approval</div><div><div>Instructions</div><div><div>Search</div><div><div>*Action</div><div>Stop Active Requests</div></div><div><div>*Batch</div><div>00000008</div><div>Saginaw - Galley Reno (06/15-07/22)</div></div><div><div>Validation Status:</div><div></div></div><div><div>Search</div><div>Clear</div><div>Process Monitor</div></div></div><div><div>Validate</div><div>Approve</div><div>Deny All</div><div>Deny All Comments:</div><div></div></div><div><div>Members</div><div><div>Personalize</div><div>Find</div><div>First</div><div>1-46 of 46</div><div>Last</div></div><table><tr><th>Details</th><th>Additional Info</th><th></th></tr><tr><th>Batch ID</th><th>Action</th><th>Set ID Dept Empl ID Empl Rcd Name Begin Date End Date Seq Num5 Status Instance Descr Approver Action</th></tr><tr><td>1 00000008</td><td>Stop Active Requests</td><td>00010 000246 1234567 0 Parker, Peter B. 02/27/2017 06/15/2021 5 Pending 3 BY GLOBAL PAYROLL CALCULATED 3 BY GLOBAL PAYROLL</td></tr><tr><td>2 00000008</td><td>Stop Active Requests</td><td>00010 000246 1234567 0 Parker, Peter B. 06/07/2017 06/15/2021 5 Pending 4 BY GLOBAL PAYROLL CALCULATED 4 BY GLOBAL PAYROLL</td></tr><tr><td>3 00000008</td><td>Stop Active Requests</td><td>00010 000246 1234567 0 Parker, Peter B. 06/18/2020 06/15/2021 5 Pending 5 BY GLOBAL PAYROLL CALCULATED 5 BY GLOBAL PAYROLL</td></tr></table></div></div></div>	Details	Additional Info		Batch ID	Action	Set ID Dept Empl ID Empl Rcd Name Begin Date End Date Seq Num5 Status Instance Descr Approver Action	1 00000008	Stop Active Requests	00010 000246 1234567 0 Parker, Peter B. 02/27/2017 06/15/2021 5 Pending 3 BY GLOBAL PAYROLL CALCULATED 3 BY GLOBAL PAYROLL	2 00000008	Stop Active Requests	00010 000246 1234567 0 Parker, Peter B. 06/07/2017 06/15/2021 5 Pending 4 BY GLOBAL PAYROLL CALCULATED 4 BY GLOBAL PAYROLL	3 00000008	Stop Active Requests	00010 000246 1234567 0 Parker, Peter B. 06/18/2020 06/15/2021 5 Pending 5 BY GLOBAL PAYROLL CALCULATED 5 BY GLOBAL PAYROLL
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7	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> <div><div>Message</div><div>SMR Validation Confirmation (31100,17)</div><div>Process will now initiate data validation for every member in the list. "Validation Status" field will list the members that failed validation.</div><div>Click Yes to continue or No to go back and change the selection.</div><div><div>Yes</div><div>No</div></div></div>															

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Approving an SMR Batch Submission, Continued

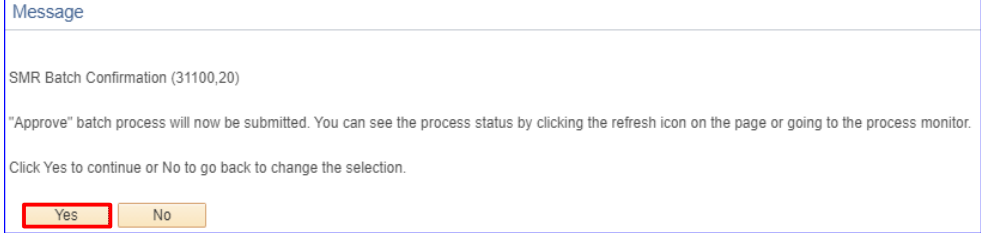
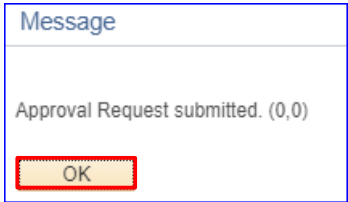
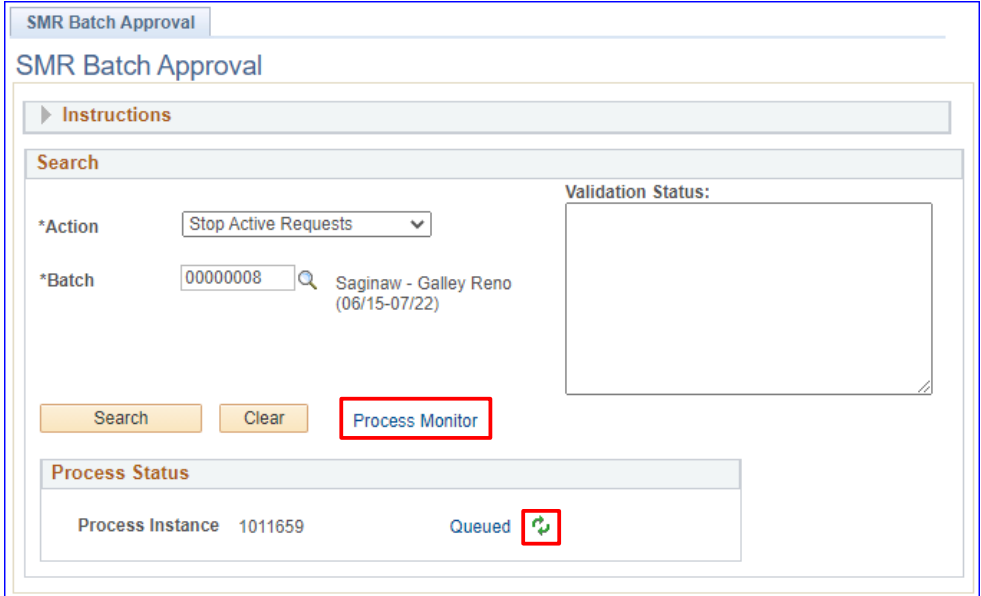
Procedures,
continued

Step	Action																																										
8	<p>A Validation message will display. It should indicate Validation Complete. Click OK. The Validation Status of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully.</p> <p>Click Approve.</p> <div data-bbox="370 562 1019 856"> <p>Message</p> <p>SMR Validation (31100,19)</p> <p>Validation Complete. Examine Validation Status field for any validation errors...</p> <p>If there are no errors, click "Approve" button to Approve requests.</p> <p>OK</p> </div> <div data-bbox="370 886 1344 1411"> <p>SMR Batch Approval</p> <p>SMR Batch Approval</p> <p>Instructions</p> <p>Search</p> <p>*Action: Stop Active Requests</p> <p>*Batch: 00000008 Saginaw - Galley Reno (06/15-07/22)</p> <p>Search Clear Process Monitor</p> <p>Validation Status:</p> <p>39. Validating 3698547, 0 Success...</p> <p>40. Validating 3698547, 0 Success...</p> <p>41. Validating 3698547, 0 Success...</p> <p>42. Validating 3698547, 0 Success...</p> <p>43. Validating 3698547, 0 Success...</p> <p>44. Validating 4124539, 0 Success...</p> <p>45. Validating 4124539, 0 Success...</p> <p>46. Validating 4124539, 0 Success...</p> <p>End Validation... 2021-06-10-13:56:29.000000</p> <p>Validate Approve Deny All Deny All Comments:</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Batch ID</th> <th>Action</th> <th>Set ID</th> <th>Dept</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Seq Num5</th> <th>Status</th> <th>Instance</th> <th>Descr</th> <th>Approver Action</th> </tr> </thead> <tbody> <tr> <td>1 00000008</td> <td>Stop Active Requests</td> <td>00010</td> <td>000246</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>02/27/2017</td> <td>06/15/2021</td> <td>5</td> <td>Pending</td> <td>3</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>Approve</td> </tr> <tr> <td>2 00000008</td> <td>Stop Active Requests</td> <td>00010</td> <td>000246</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>06/07/2017</td> <td>06/15/2021</td> <td>5</td> <td>Pending</td> <td>4</td> <td>CALCULATED BY GLOBAL</td> <td>Approve</td> </tr> </tbody> </table> </div>	Batch ID	Action	Set ID	Dept	Empl ID	Empl Rcd	Name	Begin Date	End Date	Seq Num5	Status	Instance	Descr	Approver Action	1 00000008	Stop Active Requests	00010	000246	1234567	0	Parker, Peter B.	02/27/2017	06/15/2021	5	Pending	3	CALCULATED BY GLOBAL PAYROLL	Approve	2 00000008	Stop Active Requests	00010	000246	1234567	0	Parker, Peter B.	06/07/2017	06/15/2021	5	Pending	4	CALCULATED BY GLOBAL	Approve
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Approving an SMR Batch Submission, Continued

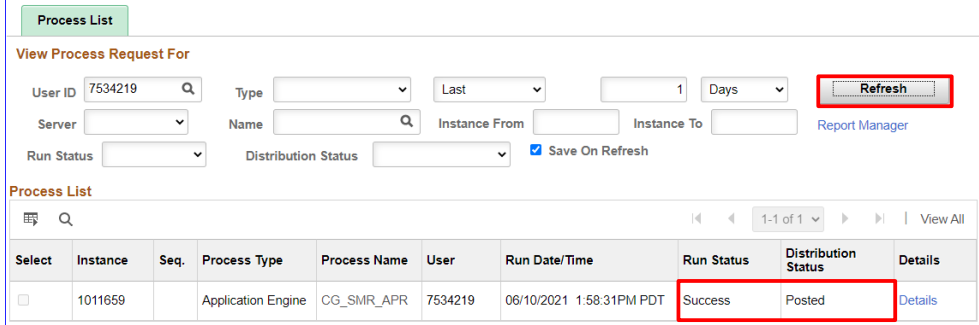
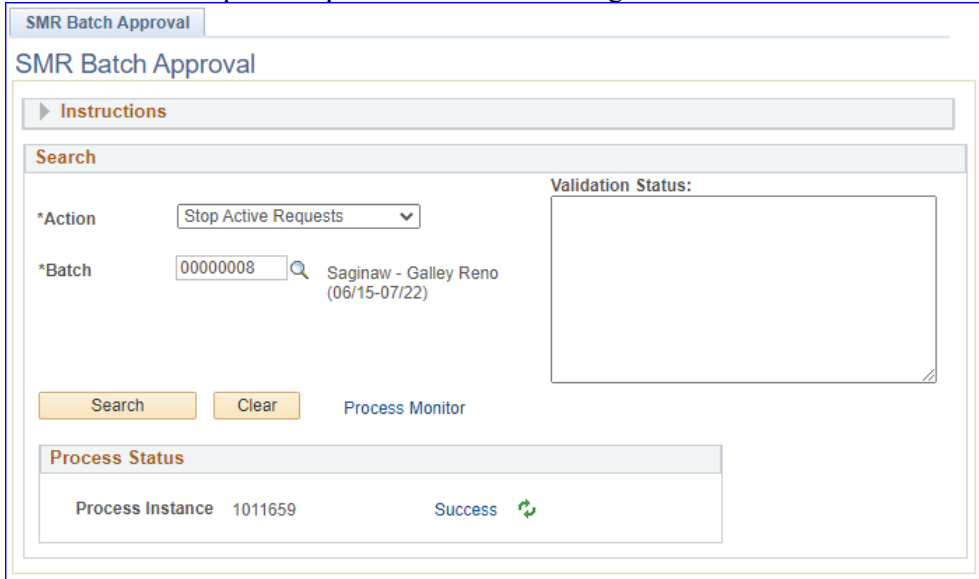
Procedures,
continued

Step	Action
9	<p>A confirmation message will display. Click Yes. A second confirmation will display indicating the approved SMR Batch has been submitted. Click OK.</p>  
10	<p>The Process Status box will display where the Members list had been. Click the green arrows (↺) to refresh the Process Status until it indicates Success (skip to Step 12) or click Process Monitor to open the Process List (see Step 11).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p> 

Continued on next page

Approving an SMR Batch Submission, Continued


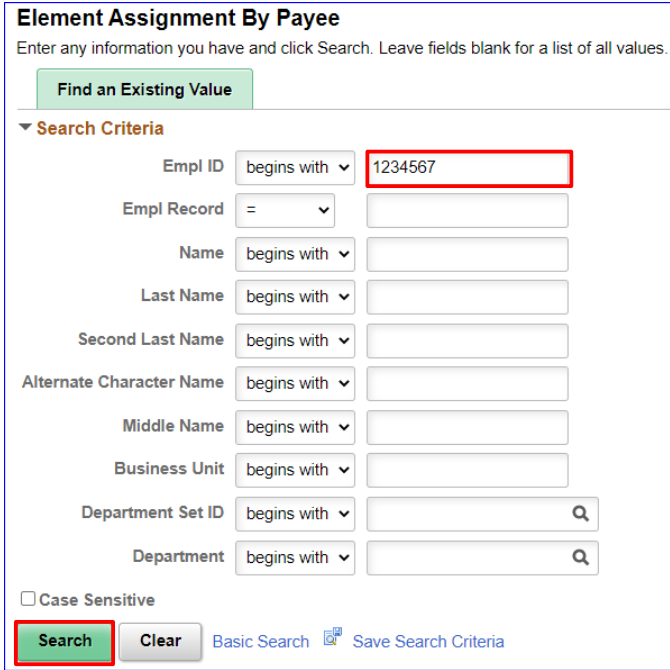
Procedures,
continued

Step	Action																				
11	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success, and the Distribution Status indicates Posted. To exit the Process List, close the window.</p>  <p>Process List</p> <p>View Process Request For</p> <p>User ID: 7534219 Type: Last: 1 Days Refresh Report Manager</p> <p>Server: Name: Instance From: Instance To: Run Status: Distribution Status: <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1011659</td> <td></td> <td>Application Engine</td> <td>CG_SMR_APR</td> <td>7534219</td> <td>06/10/2021 1:58:31PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1011659		Application Engine	CG_SMR_APR	7534219	06/10/2021 1:58:31PM PDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	1011659		Application Engine	CG_SMR_APR	7534219	06/10/2021 1:58:31PM PDT	Success	Posted	Details												
12	<p>Once the Process Status indicates Success, it is important to review Element Assignment By Payee (EABP) to ensure the SMR Batch processed correctly.</p> <p>Continue with Step 13 for procedures on reviewing members' EABPs.</p>  <p>SMR Batch Approval</p> <p>Instructions</p> <p>Search</p> <p>*Action: Stop Active Requests *Batch: 00000008 Saginaw - Galley Reno (06/15-07/22)</p> <p>Search Clear Process Monitor</p> <p>Process Status</p> <p>Process Instance 1011659 Success </p>																				

Continued on next page

Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action
13	<p>To verify the SMR Batch Submission processed correctly, ensure an EABP for a new SMR request was created or an End Date was populated to stop an existing SMR transaction.</p> <p>To do this, select Element Assignment By Payee from the Pay Processing Shortcuts pagelet.</p> <p>NOTE: For more information on EABPs, see the Element Assignment By Payee user guide.</p> 
14	<p>Enter the Empl ID for one of the members from the Batch process and click Search.</p> 

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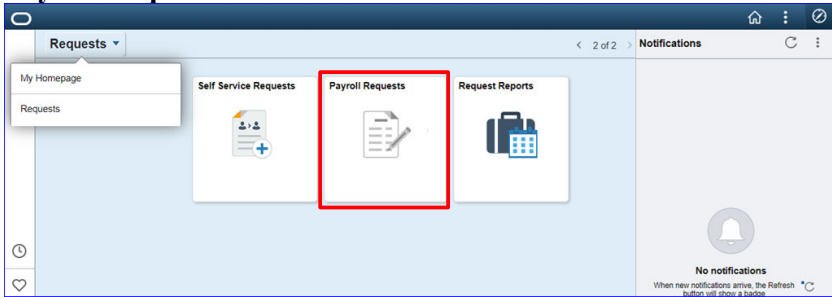
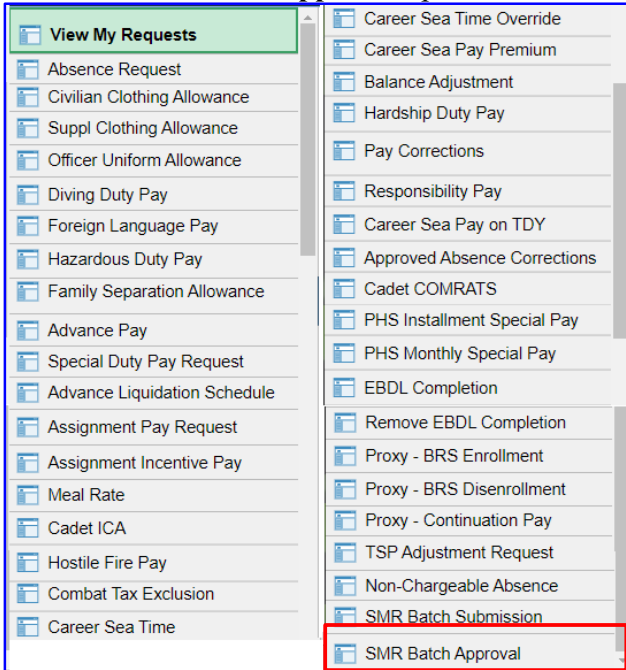
Denying an SMR Batch Submission

Introduction This section provides the procedures to deny an entire SMR Batch Submission in DA.

Important You must have the **CGHRSUP role** to deny SMR Batch Submissions.

NOTE: Once the SMR Batch Submission has been denied, it is no longer stored in DA. A new SMR Batch will need to be submitted for approval.

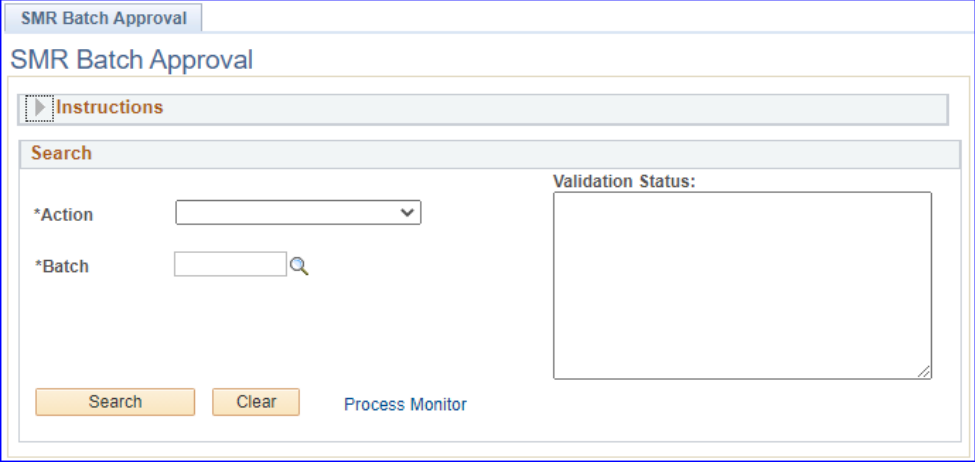
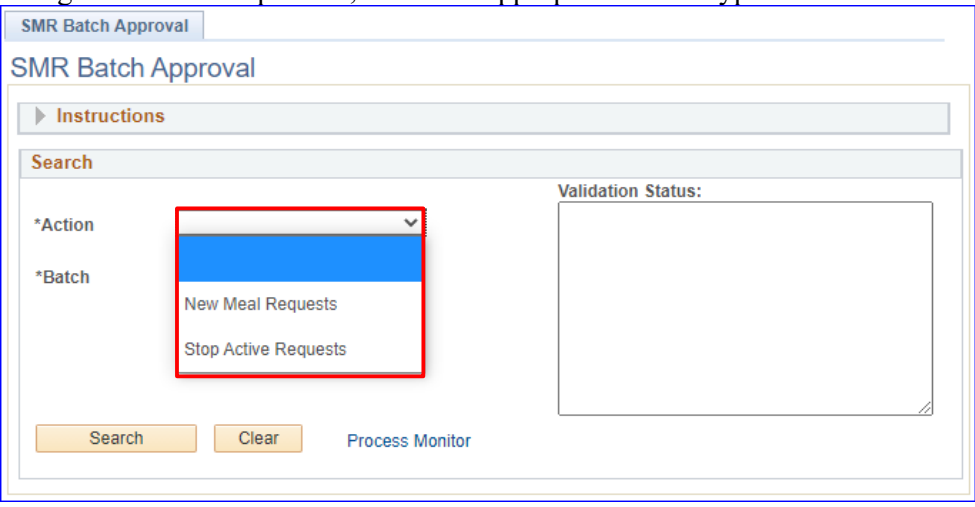
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
1.5	<p>Select the SMR Batch Approval option.</p> 

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Denying an SMR Batch Submission, Continued

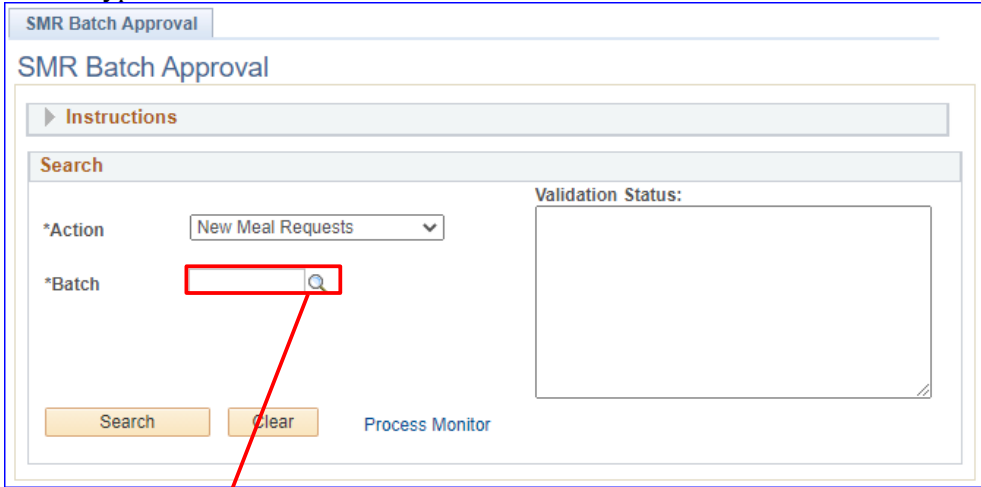
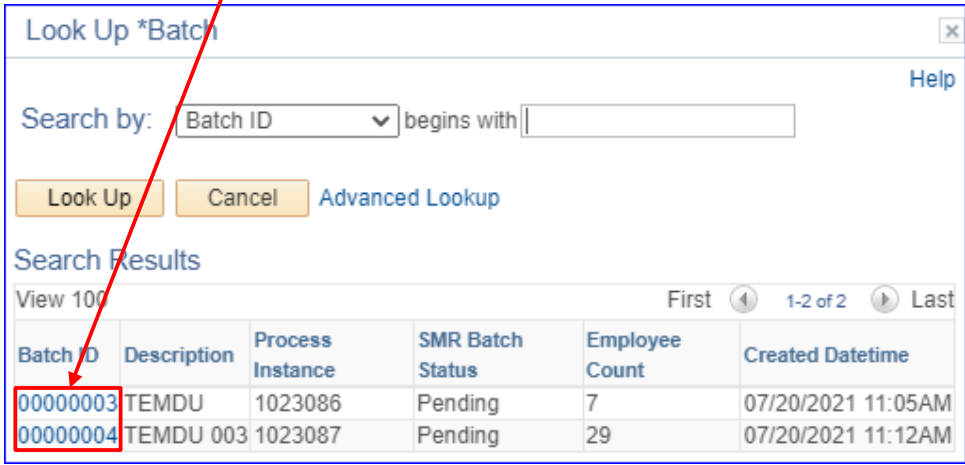
Procedures,
continued

Step	Action
2	<p>The SMR Batch Approval page will display.</p> 
3	<p>Using the Action drop-down, select the appropriate action type.</p> 

Continued on next page

Denying an SMR Batch Submission, Continued

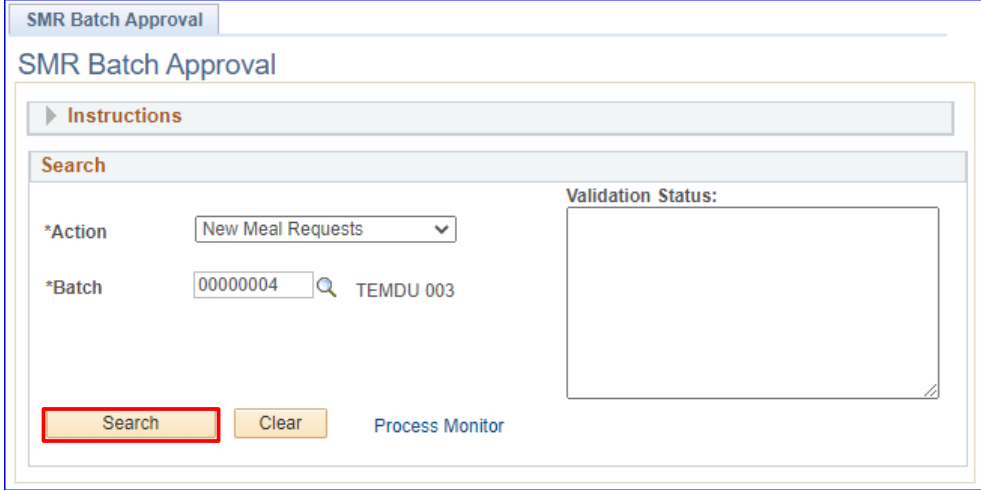
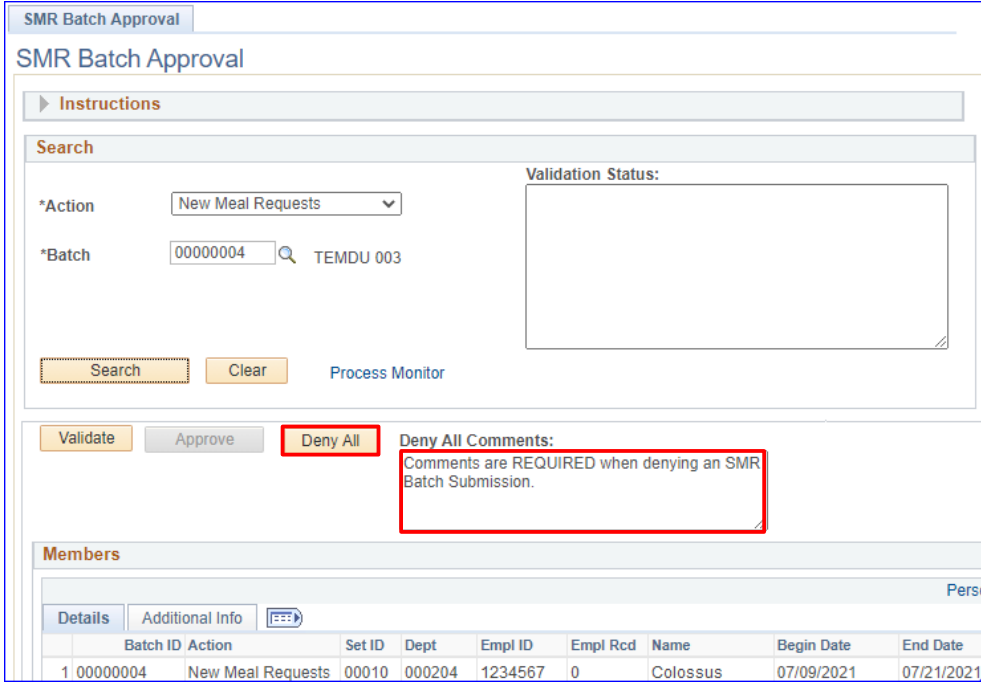
Procedures,
continued

Step	Action																		
4	<p>Enter the Batch ID number or use the Lookup to locate and select the appropriate Batch ID to be approved (or denied).</p> <p>NOTE: Only the Batch IDs falling under the Auditor's SPO tree and for the Action type selected will be listed in the Search Results.</p> <div>  <p>SMR Batch Approval</p> <p>SMR Batch Approval</p> <p>Instructions</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Batch: </p> <p>Search Clear Process Monitor</p> <p>Validation Status:</p> </div> <div>  <p>Look Up *Batch</p> <p>Search by: Batch ID begins with</p> <p>Look Up Cancel Advanced Lookup</p> <p>Search Results</p> <p>View 100 First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Batch ID</th><th>Description</th><th>Process Instance</th><th>SMR Batch Status</th><th>Employee Count</th><th>Created Datetime</th></tr> </thead> <tbody> <tr> <td>00000003</td><td>TEMDU</td><td>1023086</td><td>Pending</td><td>7</td><td>07/20/2021 11:05AM</td></tr> <tr> <td>00000004</td><td>TEMDU 003</td><td>1023087</td><td>Pending</td><td>29</td><td>07/20/2021 11:12AM</td></tr> </tbody> </table> </div>	Batch ID	Description	Process Instance	SMR Batch Status	Employee Count	Created Datetime	00000003	TEMDU	1023086	Pending	7	07/20/2021 11:05AM	00000004	TEMDU 003	1023087	Pending	29	07/20/2021 11:12AM
Batch ID	Description	Process Instance	SMR Batch Status	Employee Count	Created Datetime														
00000003	TEMDU	1023086	Pending	7	07/20/2021 11:05AM														
00000004	TEMDU 003	1023087	Pending	29	07/20/2021 11:12AM														

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Denying an SMR Batch Submission, Continued

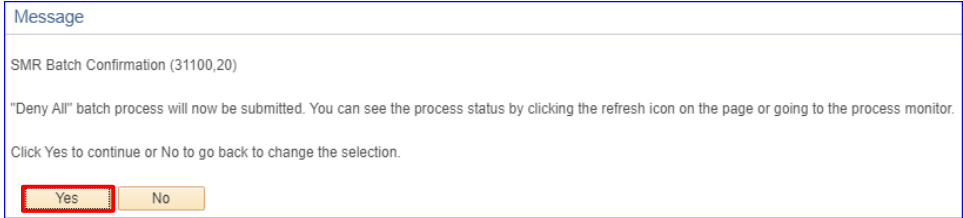
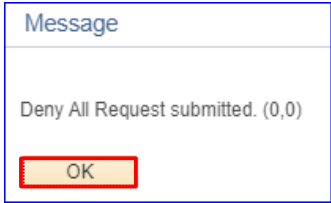
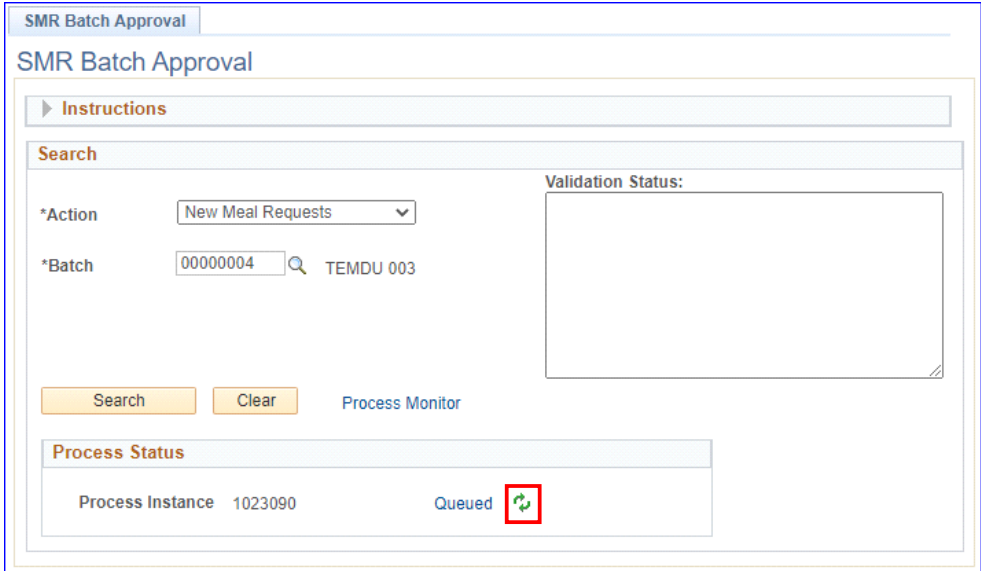
Procedures,
continued

Step	Action																		
5	<p>Click Search.</p>  <p>The screenshot shows the 'SMR Batch Approval' page. Under the 'Search' section, the '*Action' dropdown is set to 'New Meal Requests' and the '*Batch' field contains '00000004'. The 'Search' button is highlighted with a red box. The 'Validation Status' section is empty.</p>																		
6	<p>Enter comments (required) in the Deny All Comments block, then click Deny All.</p>  <p>The screenshot shows the 'SMR Batch Approval' page. The 'Deny All' button is highlighted with a red box. Below it, the 'Deny All Comments' text area is highlighted with a red box. The text area contains the message: 'Comments are REQUIRED when denying an SMR Batch Submission.'</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Batch ID</th><th>Action</th><th>Set ID</th><th>Dept</th><th>Empl ID</th><th>Empl Rcd</th><th>Name</th><th>Begin Date</th><th>End Date</th></tr> </thead> <tbody> <tr> <td>1 00000004</td><td>New Meal Requests</td><td>00010</td><td>000204</td><td>1234567</td><td>0</td><td>Colossus</td><td>07/09/2021</td><td>07/21/2021</td></tr> </tbody> </table>	Batch ID	Action	Set ID	Dept	Empl ID	Empl Rcd	Name	Begin Date	End Date	1 00000004	New Meal Requests	00010	000204	1234567	0	Colossus	07/09/2021	07/21/2021
Batch ID	Action	Set ID	Dept	Empl ID	Empl Rcd	Name	Begin Date	End Date											
1 00000004	New Meal Requests	00010	000204	1234567	0	Colossus	07/09/2021	07/21/2021											

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Denying an SMR Batch Submission, Continued

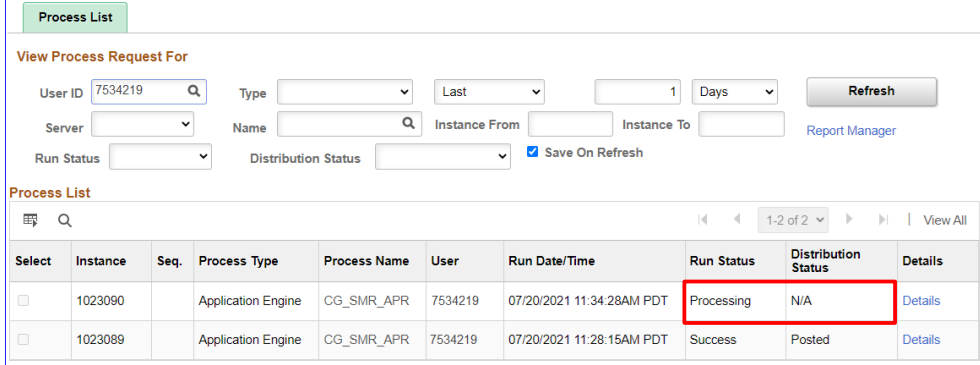
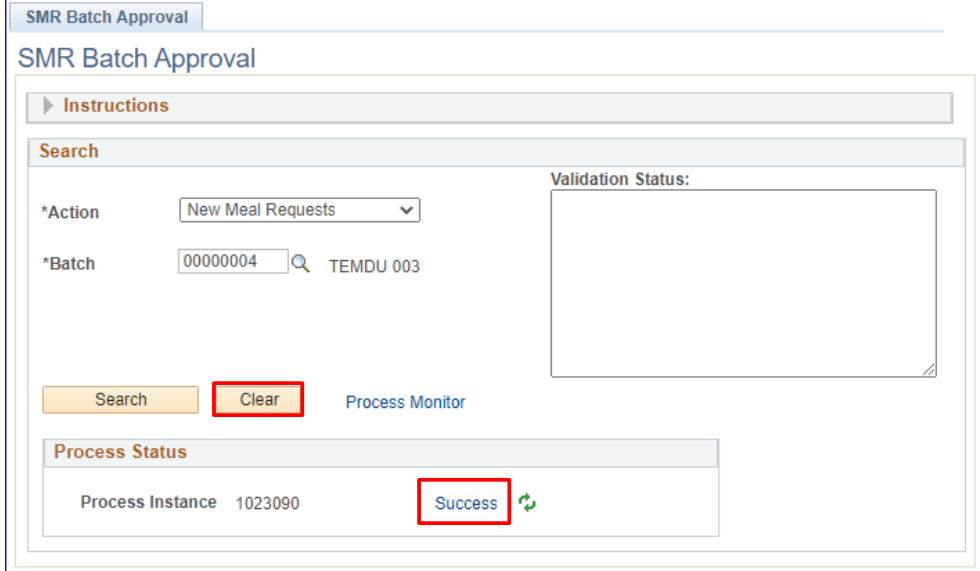
Procedures,
continued

Step	Action
7	<p>A confirmation message will display. Click Yes. A second confirmation message will display indicating the SMR Batch Deny All request has been submitted. Click OK.</p>  
8	<p>The Process Status box will display where the Members list had been. Click the green arrows (↻) to refresh the Process Status until it indicates Success (skip to Step 10) or click Process Monitor to open the Process List (see Step 9).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p> 

Continued on next page

Denying an SMR Batch Submission, Continued

Procedures,
continued

Step	Action
9	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success, and the Distribution Status indicates Posted. To exit the Process List, close the window.</p>  <p>The screenshot shows the 'Process List' window. At the top, there's a 'View Process Request For' section with filters for User ID (7534219), Type, Last, Days (1), and a 'Refresh' button. Below this is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row (Instance 1023090) has a 'Run Status' of 'Processing' and a 'Distribution Status' of 'N/A', both of which are highlighted with red boxes. The second row (Instance 1023089) has a 'Run Status' of 'Success' and a 'Distribution Status' of 'Posted'.</p>
10	<p>Once the Process Status indicates Success, the SMR Batch has been successfully denied.</p> <p>To approve another SMR Batch, click Clear.</p>  <p>The screenshot shows the 'SMR Batch Approval' window. It has a 'Search' section with fields for '*Action' (New Meal Requests) and '*Batch' (00000004). There's a 'Validation Status' box. Below the search section are 'Search' and 'Clear' buttons, with the 'Clear' button highlighted with a red box. At the bottom, there's a 'Process Status' section showing 'Process Instance 1023090' with a 'Success' status, which is also highlighted with a red box.</p>

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Denying an SMR Batch Submission, Continued


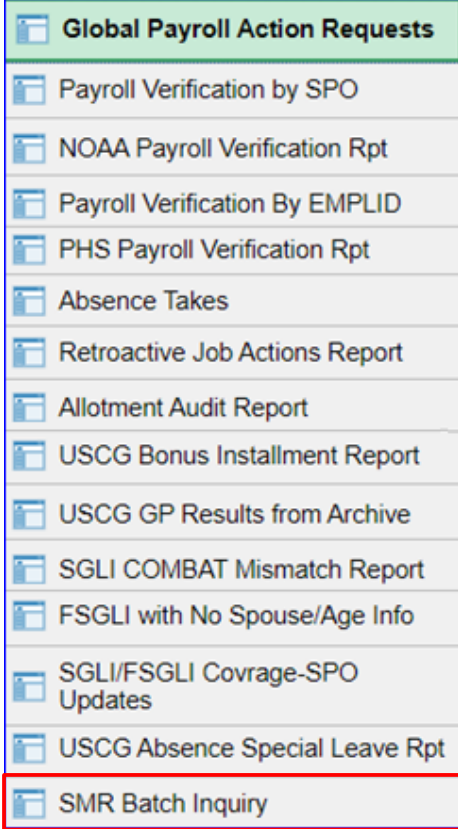
Procedures,
continued

Step	Action
11	<p>Click Yes and return to the beginning of this guide and follow the appropriate procedures.</p> <div><p>Message</p><p>SMR Confirmation (31100,26)</p><p>All fields including the Members section will be cleared. Note that your staged data, if any, will not be cleared.</p><p>Click Yes to continue or No to go back.</p><p><input type="button" value="Yes"/> <input type="button" value="No"/></p></div>

SMR Batch Inquiry

Introduction This section provides the procedures to review the status of SMR Batches submitted in DA.

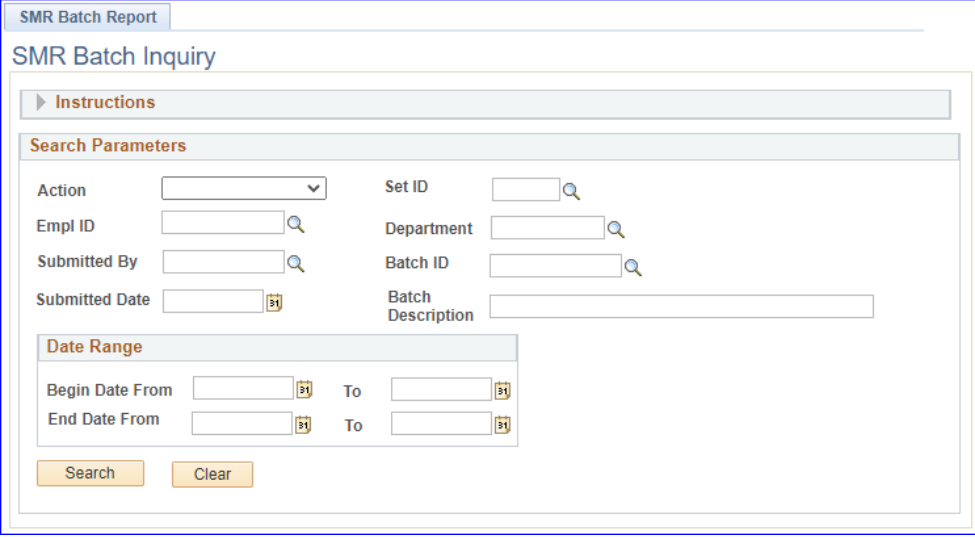
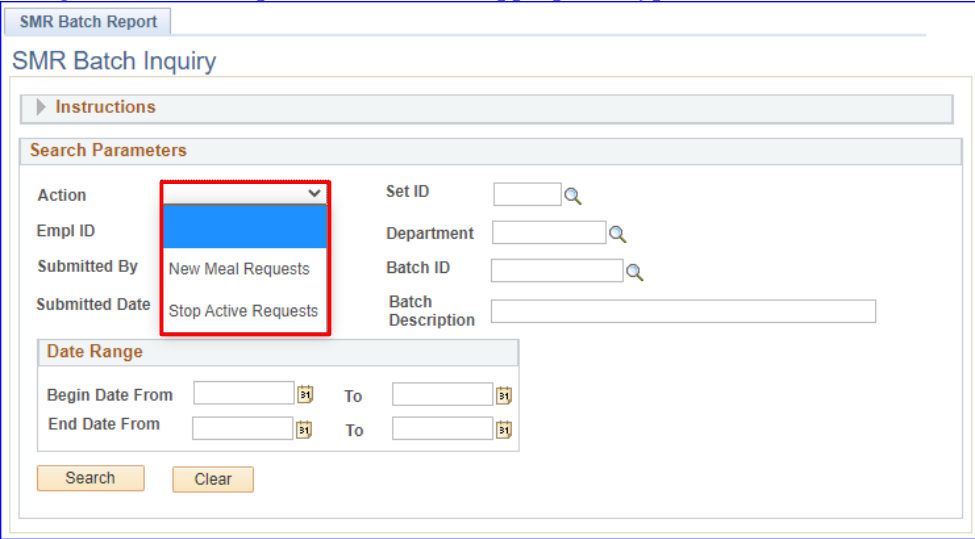
Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Reports Tile.</p>  <p>The tile is titled "Active/Reserve Pay Reports" and features a green background with a white circle and a red lightning bolt icon.</p>
1.5	<p>Select the SMR Batch Inquiry option.</p>  <p>A list of payroll action requests is displayed. The "SMR Batch Inquiry" option is highlighted with a red border.</p> <ul style="list-style-type: none"> Global Payroll Action Requests Payroll Verification by SPO NOAA Payroll Verification Rpt Payroll Verification By EMPLID PHS Payroll Verification Rpt Absence Takes Retroactive Job Actions Report Allotment Audit Report USCG Bonus Installment Report USCG GP Results from Archive SGLI COMBAT Mismatch Report FSGLI with No Spouse/Age Info SGLI/FSGLI Coverage-SPO Updates USCG Absence Special Leave Rpt SMR Batch Inquiry

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SMR Batch Inquiry, Continued

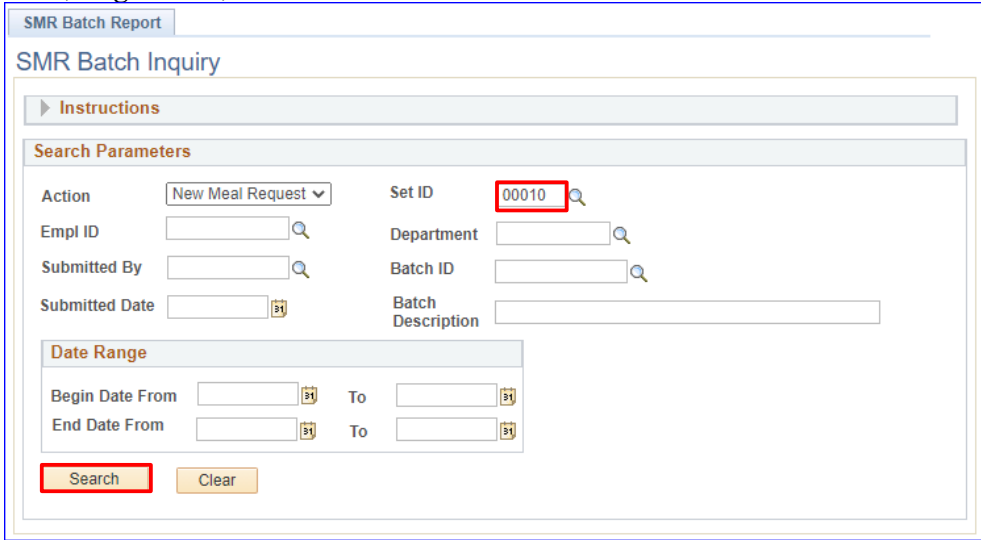
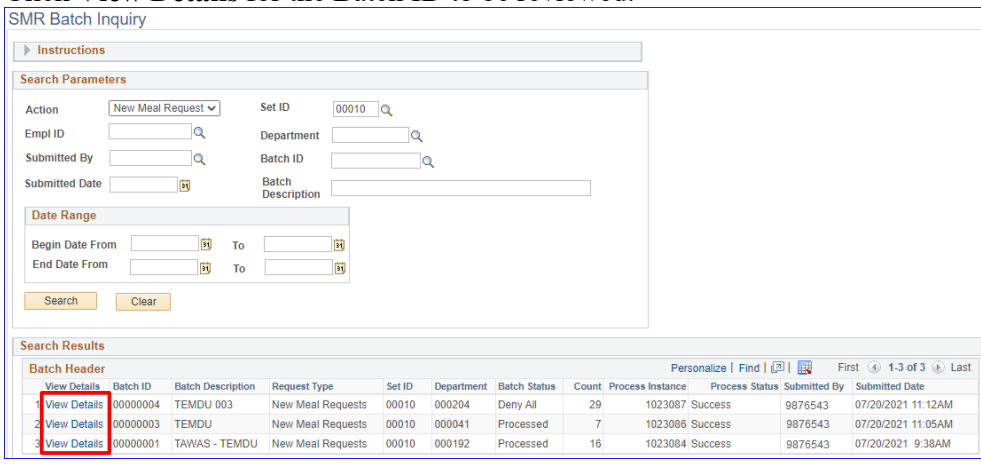
Procedures,
continued

Step	Action
2	<p>The SMR Batch Inquiry page will display.</p> 
3	<p>Using the Action drop-down, select the appropriate type of action.</p> 

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SMR Batch Inquiry, Continued

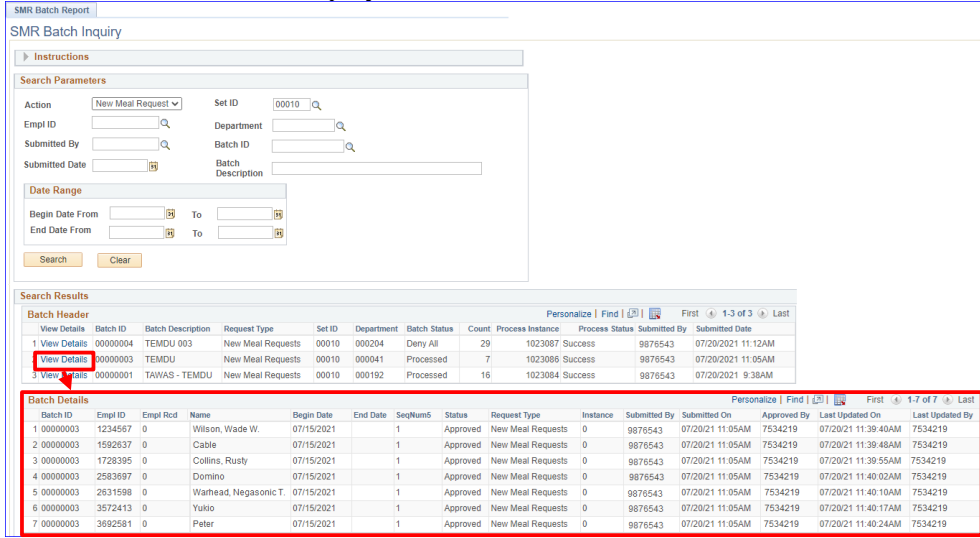
Procedures,
continued

Step	Action
4	<p>Enter 00010 for the Set ID. Click Search.</p> <p>NOTE: To narrow the search results, additional parameters may be entered in any of the following fields: Empl ID, Department, Submitted By, Submitted Date, Begin Date, and/or End Date.</p> 
5	<p>Search Results will display with any submitted SMR Batches matching the search parameters entered in Step 4.</p> <p>Click View Details for the Batch ID to be reviewed.</p> 

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SMR Batch Inquiry, Continued

Procedures,
continued

Step	Action																																																																																																																																																																								
6	<p>The Batch Details will display for the Batch ID selected.</p>  <p>The screenshot shows the 'SMR Batch Inquiry' application. The 'Search Parameters' section includes fields for Action (New Meal Request), Set ID (00010), Empl ID, Department, Submitted By, Batch ID, Submitted Date, and Date Range (Begin Date From, End Date From, To). The 'Search Results' section displays a table with columns: Batch ID, Batch Description, Request Type, Set ID, Department, Batch Status, Count, Process Instance, Process Status, Submitted By, and Submitted Date. The first row is highlighted, and the 'View Details' link is highlighted with a red box and an arrow. The 'Batch Details' section shows a table with columns: Batch ID, Empl ID, Empl Rod, Name, Begin Date, End Date, SeqNum5, Status, Request Type, Instance, Submitted By, Submitted On, Approved By, Last Updated On, and Last Updated By. The first row is highlighted.</p> <table border="1"> <caption>Batch Header</caption> <thead> <tr> <th>View Details</th> <th>Batch ID</th> <th>Batch Description</th> <th>Request Type</th> <th>Set ID</th> <th>Department</th> <th>Batch Status</th> <th>Count</th> <th>Process Instance</th> <th>Process Status</th> <th>Submitted By</th> <th>Submitted Date</th> </tr> </thead> <tbody> <tr> <td>View Details</td> <td>00000004</td> <td>TEMDOU 003</td> <td>New Meal Requests</td> <td>00010</td> <td>000204</td> <td>Deny All</td> <td>29</td> <td>1023087</td> <td>Success</td> <td>9876543</td> <td>07/20/2021 11:12AM</td> </tr> <tr> <td>View Details</td> <td>00000003</td> <td>TEMDOU</td> <td>New Meal Requests</td> <td>00010</td> <td>000041</td> <td>Processed</td> <td>7</td> <td>1023086</td> <td>Success</td> <td>9876543</td> <td>07/20/2021 11:05AM</td> </tr> <tr> <td>View Details</td> <td>00000001</td> <td>TAIWAS - TEMDU</td> <td>New Meal Requests</td> <td>00010</td> <td>000192</td> <td>Processed</td> <td>16</td> <td>1023084</td> <td>Success</td> <td>9876543</td> <td>07/20/2021 9:38AM</td> </tr> </tbody> </table> <table border="1"> <caption>Batch Details</caption> <thead> <tr> <th>Batch ID</th> <th>Empl ID</th> <th>Empl Rod</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>SeqNum5</th> <th>Status</th> <th>Request Type</th> <th>Instance</th> <th>Submitted By</th> <th>Submitted On</th> <th>Approved By</th> <th>Last Updated On</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>1 00000003</td> <td>1234567</td> <td>0</td> <td>Wilson, Wade W.</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:39:40AM</td> <td>7534219</td> </tr> <tr> <td>2 00000003</td> <td>1592637</td> <td>0</td> <td>Cable</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:39:48AM</td> <td>7534219</td> </tr> <tr> <td>3 00000003</td> <td>1728395</td> <td>0</td> <td>Collins, Rusty</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:39:55AM</td> <td>7534219</td> </tr> <tr> <td>4 00000003</td> <td>2583697</td> <td>0</td> <td>Domino</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:40:02AM</td> <td>7534219</td> </tr> <tr> <td>5 00000003</td> <td>2631598</td> <td>0</td> <td>Warhead, Negasonic T.</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:40:10AM</td> <td>7534219</td> </tr> <tr> <td>6 00000003</td> <td>3572413</td> <td>0</td> <td>Yukio</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:40:17AM</td> <td>7534219</td> </tr> <tr> <td>7 00000003</td> <td>3692581</td> <td>0</td> <td>Peter</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:40:24AM</td> <td>7534219</td> </tr> </tbody> </table>	View Details	Batch ID	Batch Description	Request Type	Set ID	Department	Batch Status	Count	Process Instance	Process Status	Submitted By	Submitted Date	View Details	00000004	TEMDOU 003	New Meal Requests	00010	000204	Deny All	29	1023087	Success	9876543	07/20/2021 11:12AM	View Details	00000003	TEMDOU	New Meal Requests	00010	000041	Processed	7	1023086	Success	9876543	07/20/2021 11:05AM	View Details	00000001	TAIWAS - TEMDU	New Meal Requests	00010	000192	Processed	16	1023084	Success	9876543	07/20/2021 9:38AM	Batch ID	Empl ID	Empl Rod	Name	Begin Date	End Date	SeqNum5	Status	Request Type	Instance	Submitted By	Submitted On	Approved By	Last Updated On	Last Updated By	1 00000003	1234567	0	Wilson, Wade W.	07/15/2021		1	Approved	New Meal Requests	0	9876543	07/20/21 11:05AM	7534219	07/20/21 11:39:40AM	7534219	2 00000003	1592637	0	Cable	07/15/2021		1	Approved	New Meal Requests	0	9876543	07/20/21 11:05AM	7534219	07/20/21 11:39:48AM	7534219	3 00000003	1728395	0	Collins, Rusty	07/15/2021		1	Approved	New Meal Requests	0	9876543	07/20/21 11:05AM	7534219	07/20/21 11:39:55AM	7534219	4 00000003	2583697	0	Domino	07/15/2021		1	Approved	New Meal Requests	0	9876543	07/20/21 11:05AM	7534219	07/20/21 11:40:02AM	7534219	5 00000003	2631598	0	Warhead, Negasonic T.	07/15/2021		1	Approved	New Meal Requests	0	9876543	07/20/21 11:05AM	7534219	07/20/21 11:40:10AM	7534219	6 00000003	3572413	0	Yukio	07/15/2021		1	Approved	New Meal Requests	0	9876543	07/20/21 11:05AM	7534219	07/20/21 11:40:17AM	7534219	7 00000003	3692581	0	Peter	07/15/2021		1	Approved	New Meal Requests	0	9876543	07/20/21 11:05AM	7534219	07/20/21 11:40:24AM	7534219
View Details	Batch ID	Batch Description	Request Type	Set ID	Department	Batch Status	Count	Process Instance	Process Status	Submitted By	Submitted Date																																																																																																																																																														
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