

# Pay Transactions – Action Requests

## Overview

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**Introduction** This guide provides two ways for viewing pay transactions for a member that require(ed) approval in Direct Access (DA) and whether they are pending, approved or denied.

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- Information**
- CGHRS user role is required for this transaction.
  - This does not display PCS Orders, Reserve Orders, or Separation Orders.
  - This is useful for locating transactions sent to an erroneous Empl ID or to see specific details including when it was approved/denied and by whom.
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## Contents


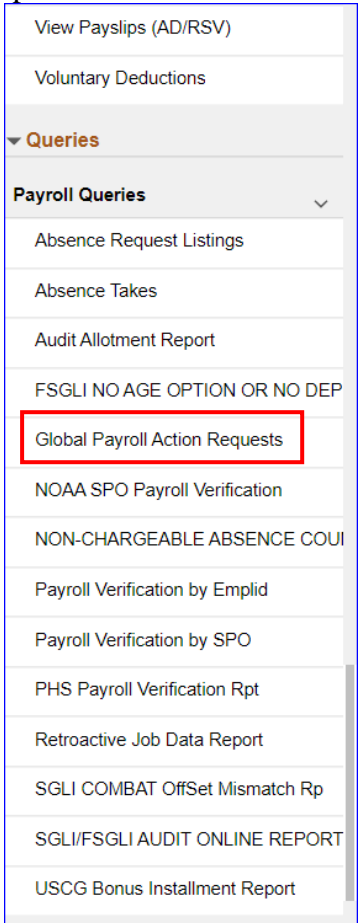
Topic	See Page
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<a href="#">Viewing Pay Transactions by Member</a>	8

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# Global Payroll Action Requests

**Introduction** This section provides the procedures for viewing pay transactions for a member using the Global Payroll Action Request link.



**Procedures** See below.

Step	Action
1	<p>Click the <b>AD/RSV Payroll Workcenter</b> tile.</p> 
2	<p>Scroll to the Queries drop-down and select the <b>Global Payroll Action Requests</b> option.</p> 

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## Global Payroll Action Requests, Continued

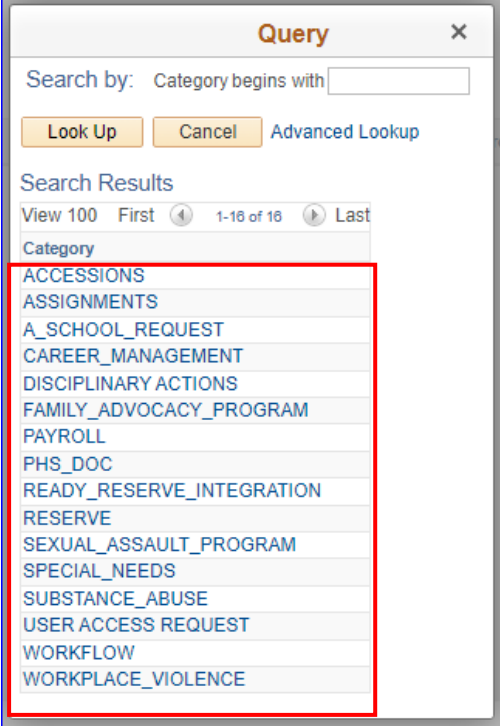
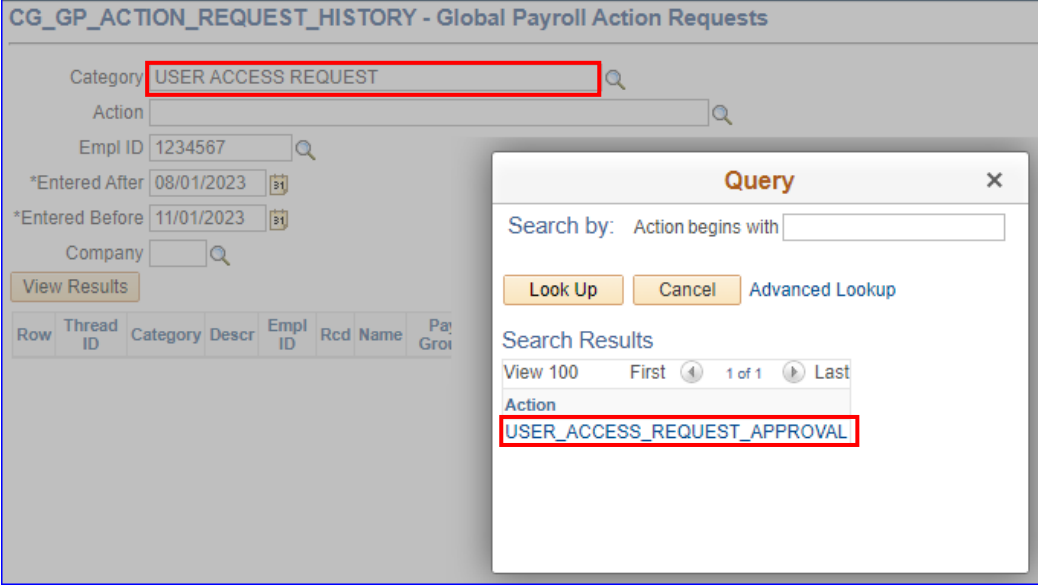
Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>Complete the following required fields:</p> <ul style="list-style-type: none"> <li>• <b>Empl ID</b> – Enter the member’s employee ID.</li> <li>• <b>Entered After</b> – Enter a begin date.</li> <li>• <b>Entered Before</b> – Enter an end date.</li> </ul> <p>To narrow the search, go to the next Step. To continue with only the required fields, skip to Step 9.</p> 
<p><b>4</b></p>	<p>Click the <b>Category</b> lookup icon.</p> 

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# Global Payroll Action Requests, Continued

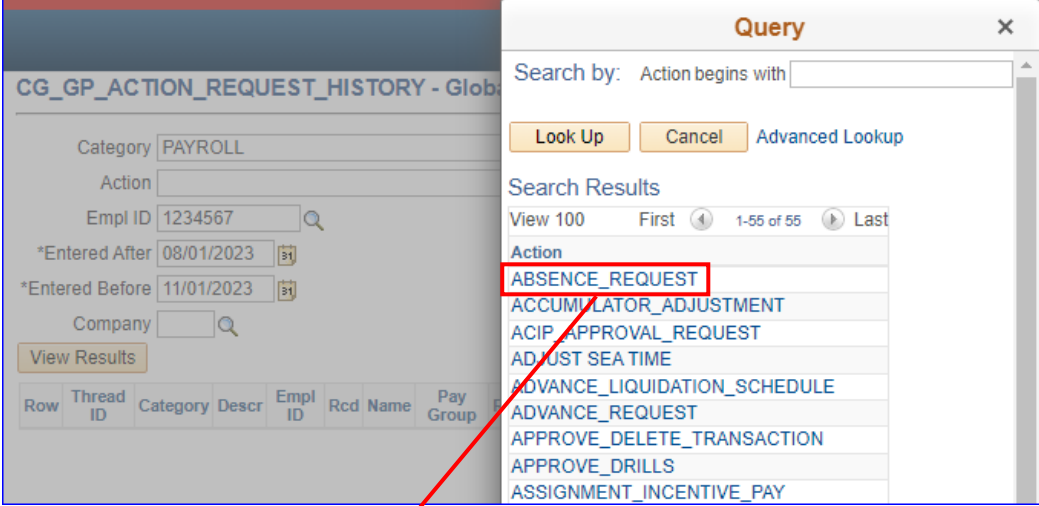
Procedures,  
continued

Step	Action
5	<p>The choice of <b>Category</b> will affect which <b>Action(s)</b> become available. Steps 6 and 7 will show different Action lookups.</p> 
6	<p>In the <b>USER ACCESS REQUEST Category</b> lookup, only one Action can be viewed.</p> 

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# Global Payroll Action Requests, Continued

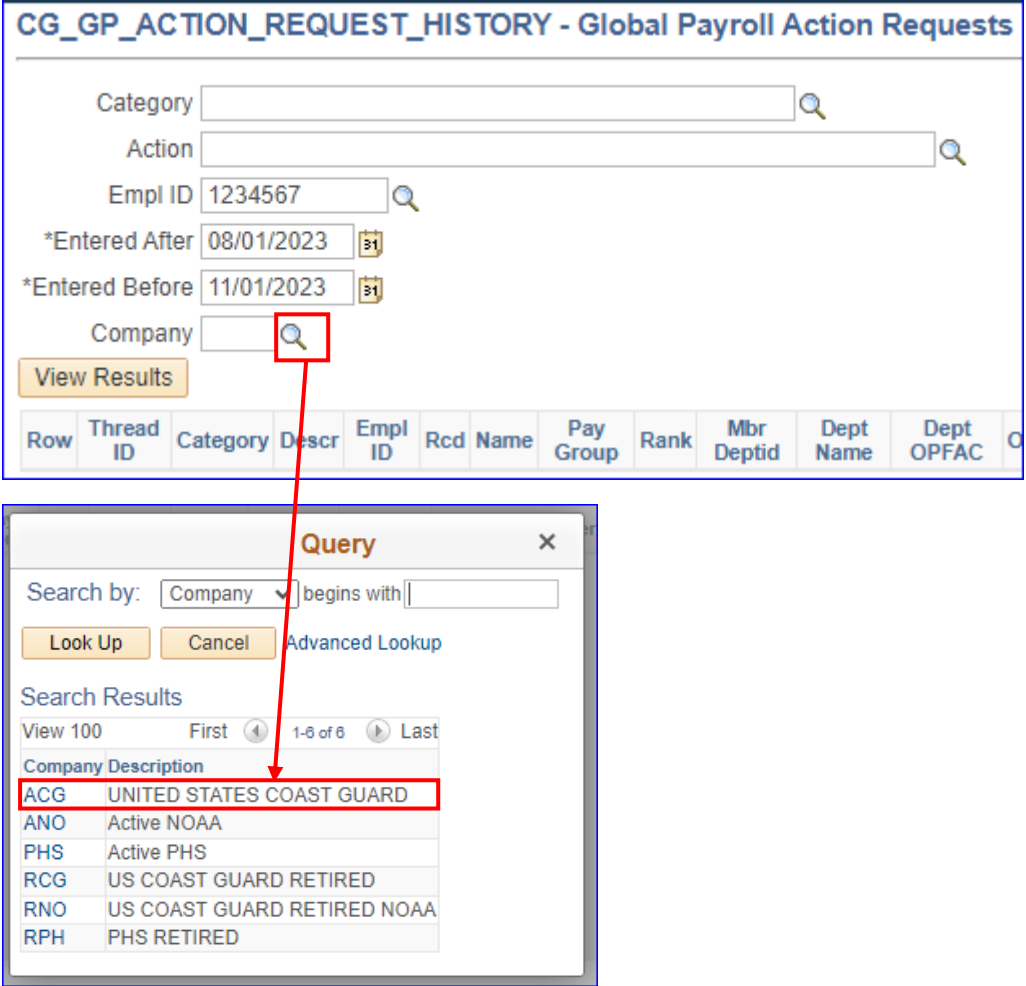
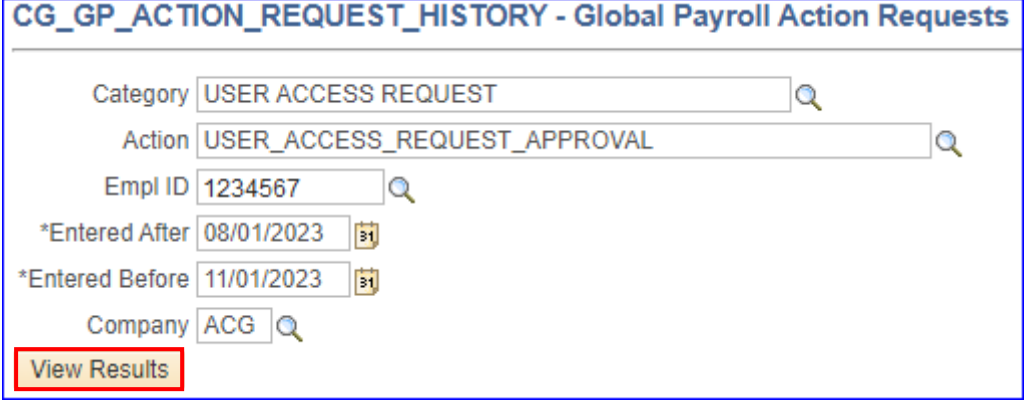
Procedures,  
continued

Step	Action																																																																																																																																												
7	<p>In the PAYROLL Category lookup, there are more results. Select an Action to narrow the search.</p>  <p>The screenshot shows a 'Query' dialog box with search criteria: Category: PAYROLL, Empl ID: 1234567, *Entered After: 08/01/2023, *Entered Before: 11/01/2023. The search results list includes 'ABSENCE_REQUEST', 'ACCUMULATOR_ADJUSTMENT', 'ACIP_APPROVAL_REQUEST', 'ADJUST SEA TIME', 'ADVANCE LIQUIDATION SCHEDULE', 'ADVANCE_REQUEST', 'APPROVE_DELETE_TRANSACTION', 'APPROVE_DRILLS', and 'ASSIGNMENT_INCENTIVE_PAY'. A red box highlights 'ABSENCE_REQUEST' and a red arrow points to it from the main table below.</p> <p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p> <p>Category: [ ] Action: [ ] Empl ID: 1234567 *Entered After: 08/01/2023 *Entered Before: 11/01/2023 Company: ACG View Results</p> <p>Download results in: Excel Spreadsheet CSV Text File XML File (17 kb)</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr Depto</th> <th>Dept Name</th> <th>Dept OFFAC</th> <th>Originator</th> <th>Requester</th> <th>Created</th> <th>Approver</th> <th>Status</th> <th>Key1</th> <th>Key2</th> <th>Key3</th> <th>Key4</th> <th>Key5</th> <th>Key6</th> <th>Key7</th> <th>Key8</th> <th>SPO Dept</th> <th>SPO DeptName</th> <th>SPO OFFAC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>23382087</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>08/11/2023</td> <td>2022534</td> <td>Terminated</td> <td>AI</td> <td>2023-07-27</td> <td>2023-07-27</td> <td>YES</td> <td>USA</td> <td>Oconomowoc</td> <td>WI</td> <td>53066</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> <tr> <td>2</td> <td>23382093</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>08/11/2023</td> <td>2022534</td> <td>Approved</td> <td>AI</td> <td>2023-09-25</td> <td>2023-09-29</td> <td>YES</td> <td>USA</td> <td>Oconomowoc</td> <td>WI</td> <td>53066</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> <tr> <td>3</td> <td>23382097</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>08/11/2023</td> <td>2022534</td> <td>Approved</td> <td>AI</td> <td>2023-09-20</td> <td>2023-09-21</td> <td>YES</td> <td>USA</td> <td>Oconomowoc</td> <td>WI</td> <td>53066</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> <tr> <td>4</td> <td>23382100</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>08/11/2023</td> <td>2022534</td> <td>Approved</td> <td>AI</td> <td>2023-09-20</td> <td>2023-09-21</td> <td>YES</td> <td>USA</td> <td>Oconomowoc</td> <td>WI</td> <td>53066</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> </tbody> </table>	Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr Depto	Dept Name	Dept OFFAC	Originator	Requester	Created	Approver	Status	Key1	Key2	Key3	Key4	Key5	Key6	Key7	Key8	SPO Dept	SPO DeptName	SPO OFFAC	1	23382087	PAYROLL	Absence Request	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	08/11/2023	2022534	Terminated	AI	2023-07-27	2023-07-27	YES	USA	Oconomowoc	WI	53066	042191	BASE CLEV SPO (PS)	31050	2	23382093	PAYROLL	Absence Request	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	08/11/2023	2022534	Approved	AI	2023-09-25	2023-09-29	YES	USA	Oconomowoc	WI	53066	042191	BASE CLEV SPO (PS)	31050	3	23382097	PAYROLL	Absence Request	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	08/11/2023	2022534	Approved	AI	2023-09-20	2023-09-21	YES	USA	Oconomowoc	WI	53066	042191	BASE CLEV SPO (PS)	31050	4	23382100	PAYROLL	Absence Request	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	08/11/2023	2022534	Approved	AI	2023-09-20	2023-09-21	YES	USA	Oconomowoc	WI	53066	042191	BASE CLEV SPO (PS)	31050
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# Global Payroll Action Requests, Continued

Procedures,  
continued

Step	Action														
8	<p>Select the <b>Company</b> lookup icon and select the appropriate <b>Company</b>.</p>  <p>The 'Query' dialog box shows search criteria: 'Search by: Company' and 'begins with'. The search results list includes:</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ACG</td> <td>UNITED STATES COAST GUARD</td> </tr> <tr> <td>ANO</td> <td>Active NOAA</td> </tr> <tr> <td>PHS</td> <td>Active PHS</td> </tr> <tr> <td>RCG</td> <td>US COAST GUARD RETIRED</td> </tr> <tr> <td>RNO</td> <td>US COAST GUARD RETIRED NOAA</td> </tr> <tr> <td>RPH</td> <td>PHS RETIRED</td> </tr> </tbody> </table>	Company	Description	ACG	UNITED STATES COAST GUARD	ANO	Active NOAA	PHS	Active PHS	RCG	US COAST GUARD RETIRED	RNO	US COAST GUARD RETIRED NOAA	RPH	PHS RETIRED
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9	<p>Click <b>View Results</b>.</p>  <p>The form shows the following values:</p> <ul style="list-style-type: none"> <li>Category: USER ACCESS REQUEST</li> <li>Action: USER_ACCESS_REQUEST_APPROVAL</li> <li>Empl ID: 1234567</li> <li>*Entered After: 08/01/2023</li> <li>*Entered Before: 11/01/2023</li> <li>Company: ACG</li> </ul>														

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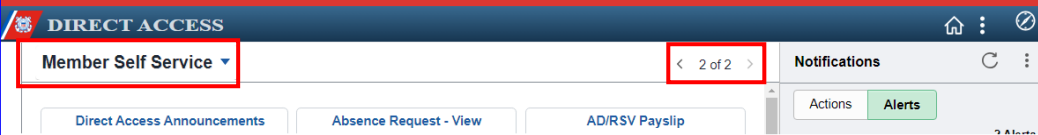
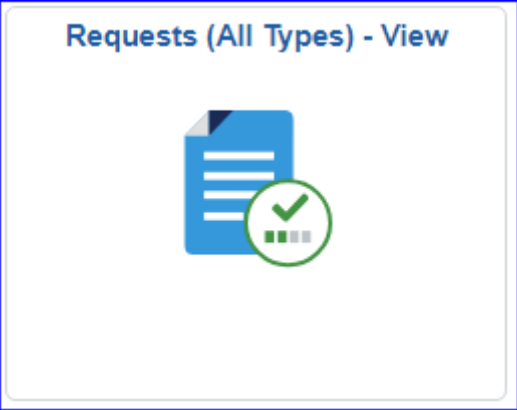
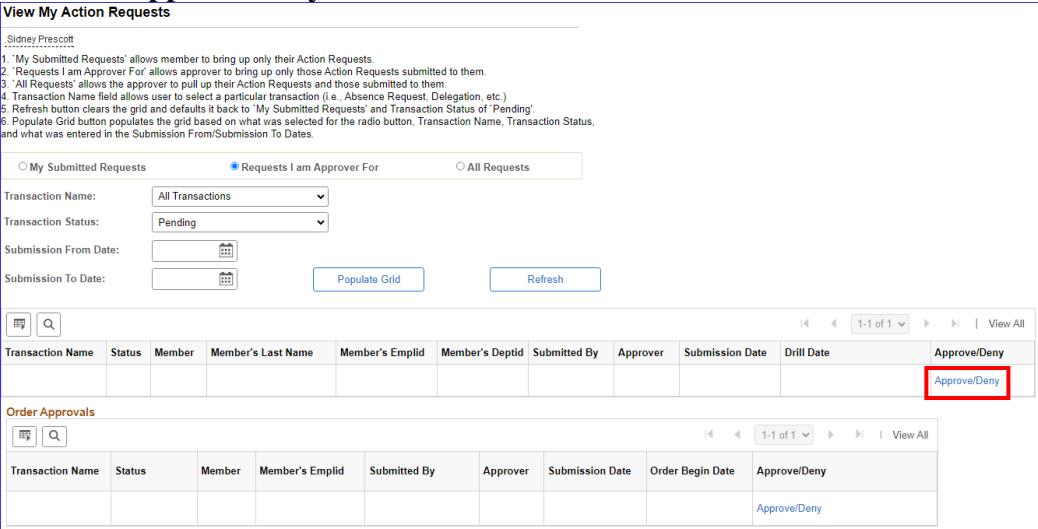
Procedures,  
continued

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10	<p>This member's report has 2 Request items per the search parameters for this example.</p> <p><b>NOTE:</b> Information in columns <b>Key1 through Key8</b> will vary depending on the individual action request. See Step 11.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr DeptId</th> <th>Dept Name</th> <th>Dept OPFAC</th> <th>Originator</th> <th>Requester</th> <th>Created</th> <th>Approver</th> <th>Status</th> <th>Key1</th> <th>Key2</th> <th>SPO Dept</th> <th>SPO DeptName</th> <th>SPO OPFAC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>23472972</td> <td>USER ACCESS REQUEST</td> <td>User Access Request Approval</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>09/21/2023</td> <td>9876543</td> <td>Approved</td> <td>0098521</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> <tr> <td>2</td> <td>23472972</td> <td>USER ACCESS REQUEST</td> <td>User Access Request Approval</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>09/21/2023</td> <td>9876543</td> <td>Approved</td> <td>0098521</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> </tbody> </table> </div>	Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr DeptId	Dept Name	Dept OPFAC	Originator	Requester	Created	Approver	Status	Key1	Key2	SPO Dept	SPO DeptName	SPO OPFAC	1	23472972	USER ACCESS REQUEST	User Access Request Approval	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	09/21/2023	9876543	Approved	0098521	042191	BASE CLEV SPO (PS)	31050	2	23472972	USER ACCESS REQUEST	User Access Request Approval	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	09/21/2023	9876543	Approved	0098521	042191	BASE CLEV SPO (PS)	31050																																																																												
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11	<p>Here is an Absence Request example.</p> <p><b>NOTE:</b> Information in columns <b>Key1 through Key8</b> will vary depending on the individual action request.</p> <div style="border: 1px solid black; padding: 5px;"> <p>CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests</p> <p>Category: <input type="text"/></p> <p>Action: <input type="text"/></p> <p>Empl ID: <input type="text" value="1234567"/></p> <p>*Entered After: <input type="text" value="08/01/2023"/></p> <p>*Entered Before: <input type="text" value="11/01/2023"/></p> <p>Company: <input type="text" value="ACG"/></p> <p><a href="#">View Results</a></p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (17 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Thread ID</th> <th>Category</th> <th>Descr</th> <th>Empl ID</th> <th>Rcd</th> <th>Name</th> <th>Pay Group</th> <th>Rank</th> <th>Mbr DeptId</th> <th>Dept Name</th> <th>Dept OPFAC</th> <th>Originator</th> <th>Requester</th> <th>Created</th> <th>Approver</th> <th>Status</th> <th>Key1</th> <th>Key2</th> <th>Key3</th> <th>Key4</th> <th>Key5</th> <th>Key6</th> <th>Key7</th> <th>Key8</th> <th>SPO Dept</th> <th>SPO DeptName</th> <th>SPO OPFAC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>23382087</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>08/11/2023</td> <td>2022534</td> <td>Terminated</td> <td>AI</td> <td>2023-07-27</td> <td>2023-07-27</td> <td>YES</td> <td>USA</td> <td>Oconomowoc</td> <td>WI</td> <td>53068</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> <tr> <td>2</td> <td>23382093</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>08/11/2023</td> <td>2022534</td> <td>Approved</td> <td>AI</td> <td>2023-09-25</td> <td>2023-09-29</td> <td>YES</td> <td>USA</td> <td>Oconomowoc</td> <td>WI</td> <td>53068</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> <tr> <td>3</td> <td>23382097</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>08/11/2023</td> <td>2022534</td> <td>Approved</td> <td>AI</td> <td>2023-09-20</td> <td>2023-09-21</td> <td>YES</td> <td>USA</td> <td>Oconomowoc</td> <td>WI</td> <td>53068</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> <tr> <td>4</td> <td>23382100</td> <td>PAYROLL</td> <td>Absence Request</td> <td>1234567</td> <td>0</td> <td>Ash Williams</td> <td>USCG</td> <td>PERS3</td> <td>007859</td> <td>SEC LAKE MICH ADMIN/PERS DIV</td> <td>37240</td> <td>1234567</td> <td>1234567</td> <td>08/11/2023</td> <td>2022534</td> <td>Approved</td> <td>AI</td> <td>2023-09-20</td> <td>2023-09-21</td> <td>YES</td> <td>USA</td> <td>Oconomowoc</td> <td>WI</td> <td>53068</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> </tr> </tbody> </table> </div>	Row	Thread ID	Category	Descr	Empl ID	Rcd	Name	Pay Group	Rank	Mbr DeptId	Dept Name	Dept OPFAC	Originator	Requester	Created	Approver	Status	Key1	Key2	Key3	Key4	Key5	Key6	Key7	Key8	SPO Dept	SPO DeptName	SPO OPFAC	1	23382087	PAYROLL	Absence Request	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	08/11/2023	2022534	Terminated	AI	2023-07-27	2023-07-27	YES	USA	Oconomowoc	WI	53068	042191	BASE CLEV SPO (PS)	31050	2	23382093	PAYROLL	Absence Request	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	08/11/2023	2022534	Approved	AI	2023-09-25	2023-09-29	YES	USA	Oconomowoc	WI	53068	042191	BASE CLEV SPO (PS)	31050	3	23382097	PAYROLL	Absence Request	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	08/11/2023	2022534	Approved	AI	2023-09-20	2023-09-21	YES	USA	Oconomowoc	WI	53068	042191	BASE CLEV SPO (PS)	31050	4	23382100	PAYROLL	Absence Request	1234567	0	Ash Williams	USCG	PERS3	007859	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	08/11/2023	2022534	Approved	AI	2023-09-20	2023-09-21	YES	USA	Oconomowoc	WI	53068	042191	BASE CLEV SPO (PS)	31050
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# Viewing Pay Transactions by Member

**Introduction** This section provides the procedures for viewing pay transactions for a member using View My Requests (all Types).

**Procedures** See below.

Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by page arrows.</p> 
2	<p>Click on the <b>View My Requests (all types)</b> tile.</p> 
3	<p>Click the <b>Approve/Deny</b> link.</p> 

*Continued on next page*



## Viewing Pay Transactions by Member, Continued

Procedures,  
continued

Step	Action
4	<p>Click the <b>Add a New Value</b> tab.</p> <div data-bbox="328 495 1369 931" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="border: 1px solid blue; padding: 2px 10px;">Find an Existing Value</span> <span style="border: 2px solid red; padding: 2px 10px;">Add a New Value</span> </div> <p>▼ <b>Search Criteria</b></p> <p>Search by: <span style="border: 1px solid gray; padding: 2px 10px;">Empl ID</span> ▼ begins with <span style="border: 1px solid gray; padding: 2px 20px;"></span></p> <div style="display: flex; margin-bottom: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px; margin-right: 10px;">Search</span> <span style="color: #0056b3; text-decoration: underline;">Advanced Search</span> </div> <p style="color: #0056b3; font-size: small;">Find an Existing Value   Add a New Value</p> </div>
5	<p>Then click the <b>Find an Existing Value</b> tab.</p> <div data-bbox="328 999 1286 1653" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="border: 2px solid red; padding: 2px 10px;">Find an Existing Value</span> <span style="background-color: #0056b3; color: white; padding: 2px 10px;">Add a New Value</span> </div> <div style="margin-bottom: 10px;"> <p>*Empl ID <span style="border: 1px solid gray; padding: 2px 10px;"></span> <span style="font-size: small; color: gray;">Q</span></p> <p>Empl Record <span style="border: 1px solid gray; padding: 2px 10px;">0</span> <span style="font-size: small; color: gray;">Q</span></p> <p>*Category <span style="border: 1px solid gray; padding: 2px 10px;"></span> <span style="font-size: small; color: gray;">Q</span></p> <p>*Action <span style="border: 1px solid gray; padding: 2px 10px;"></span> <span style="font-size: small; color: gray;">Q</span></p> <p>Sequence Number <span style="border: 1px solid gray; padding: 2px 10px;">0</span></p> <div style="margin-bottom: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px;">Add</span> </div> <p style="color: #0056b3; font-size: small;">Find an Existing Value   Add a New Value</p> </div> </div>

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## Viewing Pay Transactions by Member, Continued

Procedures,  
continued

Step	Action																																																																	
6	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="328 495 1369 931" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="border: 1px solid blue; padding: 2px 10px;">Find an Existing Value</span> <span style="border: 1px solid blue; padding: 2px 10px;">Add a New Value</span> </div> <p>▼ <b>Search Criteria</b></p> <p>Search by: <span style="border: 1px solid blue; padding: 2px 10px;">Empl ID</span> begins with <span style="border: 2px solid red; padding: 2px 10px;">1234567</span></p> <div style="display: flex; margin-bottom: 10px;"> <span style="border: 2px solid red; padding: 2px 10px; margin-right: 10px;">Search</span> <span style="border: 1px solid blue; padding: 2px 10px;">Advanced Search</span> </div> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>																																																																	
7	<p>A list of pay transactions for that member will display. <b>Sort by a column description to fit your purpose (Sequence Number used in this example)</b>. Select the <b>Empl ID</b> link of the transaction to see additional information.</p> <div data-bbox="328 1081 1369 1765" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All <span style="float: right;">1-100 of 133</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Category</th> <th>Action</th> <th>Sequence Number</th> </tr> </thead> <tbody> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>FAMILY_SEPARATION_ALLOWANCE</td><td>1</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>USER ACCESS REQUEST</td><td>USER_ACCESS_REQUEST_APPROVAL</td><td>1</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>1</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>2</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>USER ACCESS REQUEST</td><td>USER_ACCESS_REQUEST_APPROVAL</td><td>2</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>3</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>4</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>5</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>6</td></tr> <tr><td style="border: 2px solid red;"><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>BAH_APPROVAL_REQUEST</td><td>6</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>BAH_APPROVAL_REQUEST</td><td>7</td></tr> <tr><td><a href="#">1234567</a></td><td>0</td><td>PAYROLL</td><td>ABSENCE_REQUEST</td><td>7</td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Category	Action	Sequence Number	<a href="#">1234567</a>	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	1	<a href="#">1234567</a>	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1	<a href="#">1234567</a>	0	PAYROLL	ABSENCE_REQUEST	1	<a href="#">1234567</a>	0	PAYROLL	ABSENCE_REQUEST	2	<a href="#">1234567</a>	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	2	<a href="#">1234567</a>	0	PAYROLL	ABSENCE_REQUEST	3	<a href="#">1234567</a>	0	PAYROLL	ABSENCE_REQUEST	4	<a href="#">1234567</a>	0	PAYROLL	ABSENCE_REQUEST	5	<a href="#">1234567</a>	0	PAYROLL	ABSENCE_REQUEST	6	<a href="#">1234567</a>	0	PAYROLL	BAH_APPROVAL_REQUEST	6	<a href="#">1234567</a>	0	PAYROLL	BAH_APPROVAL_REQUEST	7	<a href="#">1234567</a>	0	PAYROLL	ABSENCE_REQUEST	7
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## Viewing Pay Transactions by Member, Continued

Procedures,  
continued

Step	Action
8	<p>This will show details about that transaction including the <b>auditor</b> and the <b>Request Status</b>.</p> <div data-bbox="327 528 1366 1541" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>BAH Approval</p> <p><u>Weathers, Gale</u></p> <p>Select this guide for step-by-step instructions on Start/Stop/Correct/Approve BAH transactions:  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/BAH.pdf?ver=yABFPmesJcEm9O0dnZE0dg%3d%3d&amp;tamp=1611175244976">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/BAH.pdf?ver=yABFPmesJcEm9O0dnZE0dg%3d%3d&amp;tamp=1611175244976</a></p> <p><b>Request Details</b></p> <p>Effective Date: 07/13/2022</p> <p><a href="#">Get Details</a></p> <p><b>Request Information</b></p> <p>Change Reason: Reserve/Recall Orders <span style="float: right;">Effective Status: A</span></p> <p>Quarters Status: Reservist or recalled retiree</p> <p>Zip: 99999</p> <p>Fair Rent: 0</p> <p>Rate: 1201.2</p> <p>Entitle Amount: 1201.2</p> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Request Status: <span style="border: 1px solid red; padding: 2px;">Approved</span></b></p> <p>Approvers</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #e0ffe0; display: inline-block; padding: 2px;">Approved</p>  <span style="font-size: small;">Billy Loomis CGHRSUP for User's SPO 07/20/22 - 9:33 AM</span></div> </div>