6 November 2023

Pay Transactions – Action Requests

Overview

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.

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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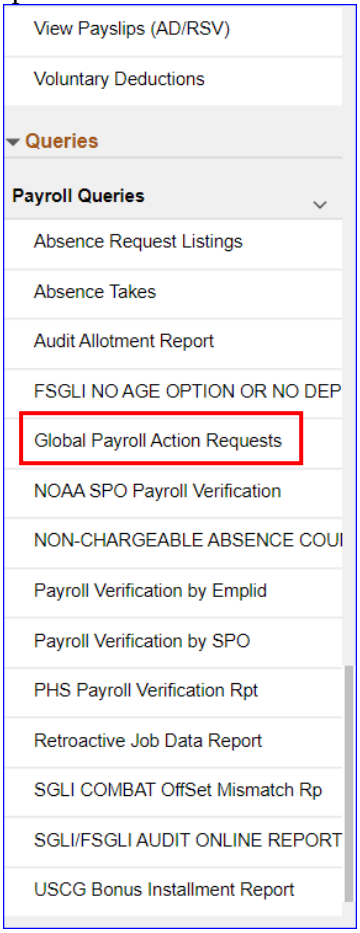
Global Payroll Action Requests

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	Click the **AD/RSV Payroll Workcenter** tile.
2	Scroll to the Queries drop-down and select the **Global Payroll Action Requests** option. 

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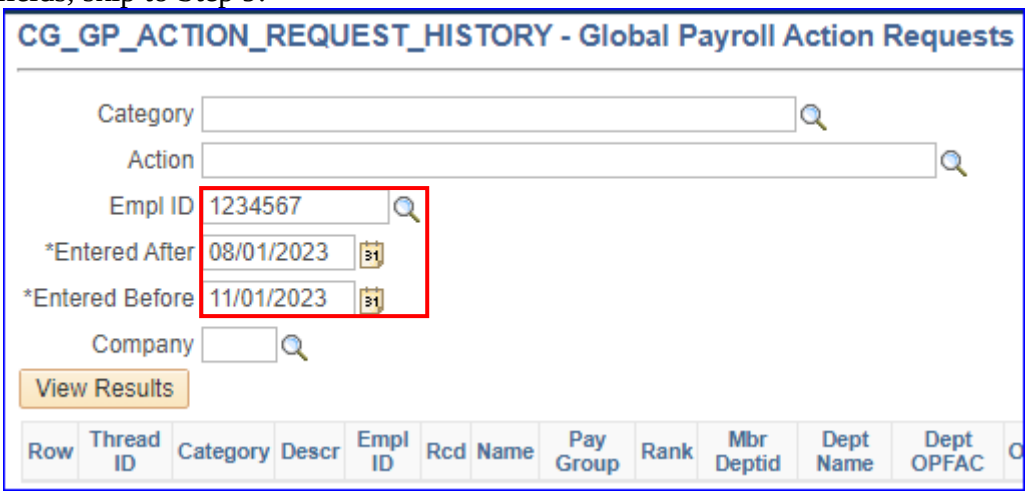
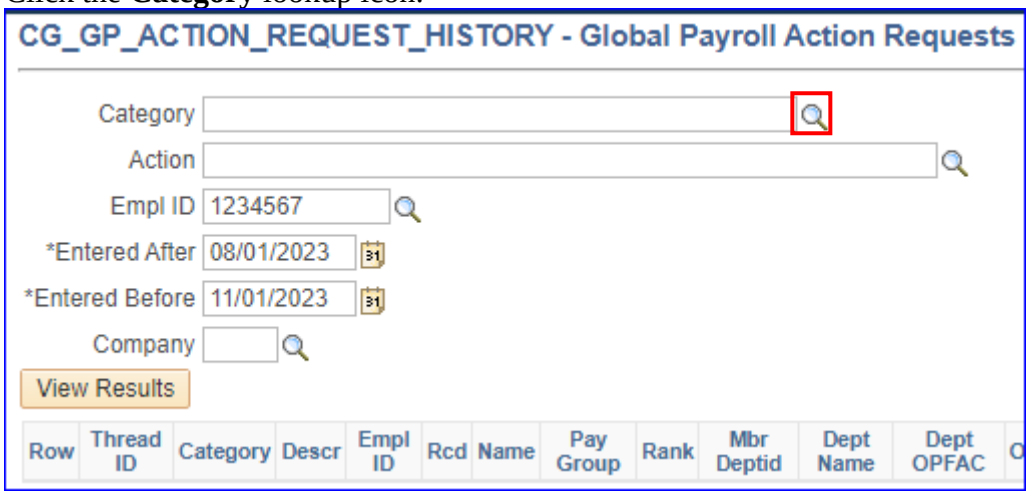
Global Payroll Action Requests, Continued

Procedures, continued

Step	Action
3	Complete the following required fields: • **Empl ID** – Enter the member's employee ID. • **Entered After** – Enter a begin date. • **Entered Before** – Enter an end date. To narrow the search, go to the next Step. To continue with only the required fields, skip to Step 9. 
4	Click the **Category** lookup icon. 

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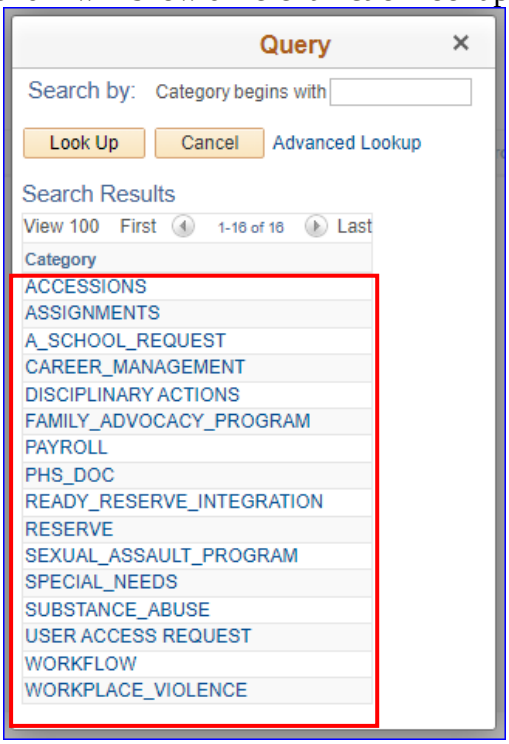
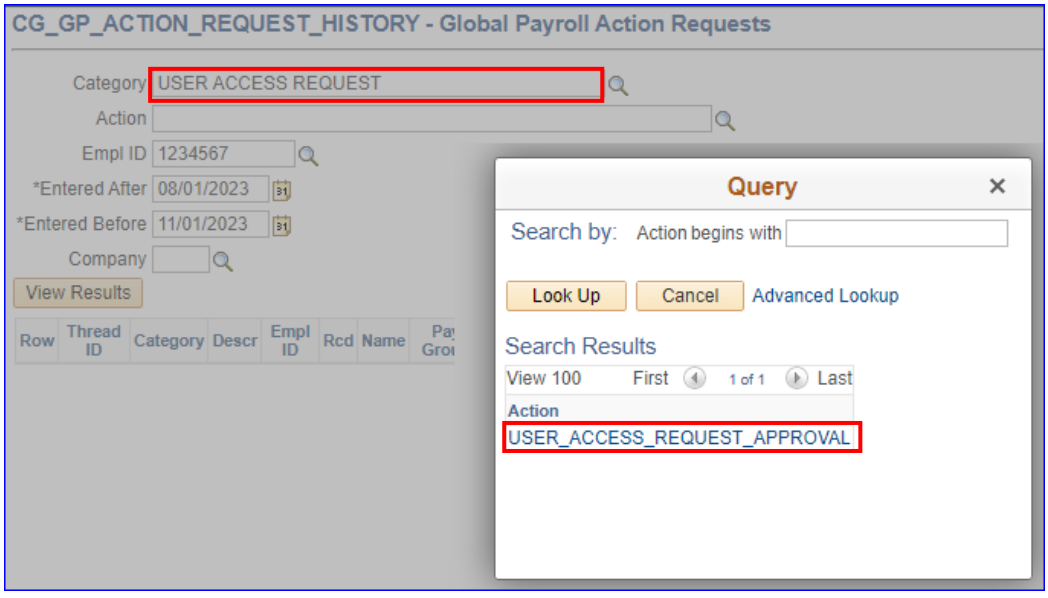
Global Payroll Action Requests, Continued

Procedures, continued

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

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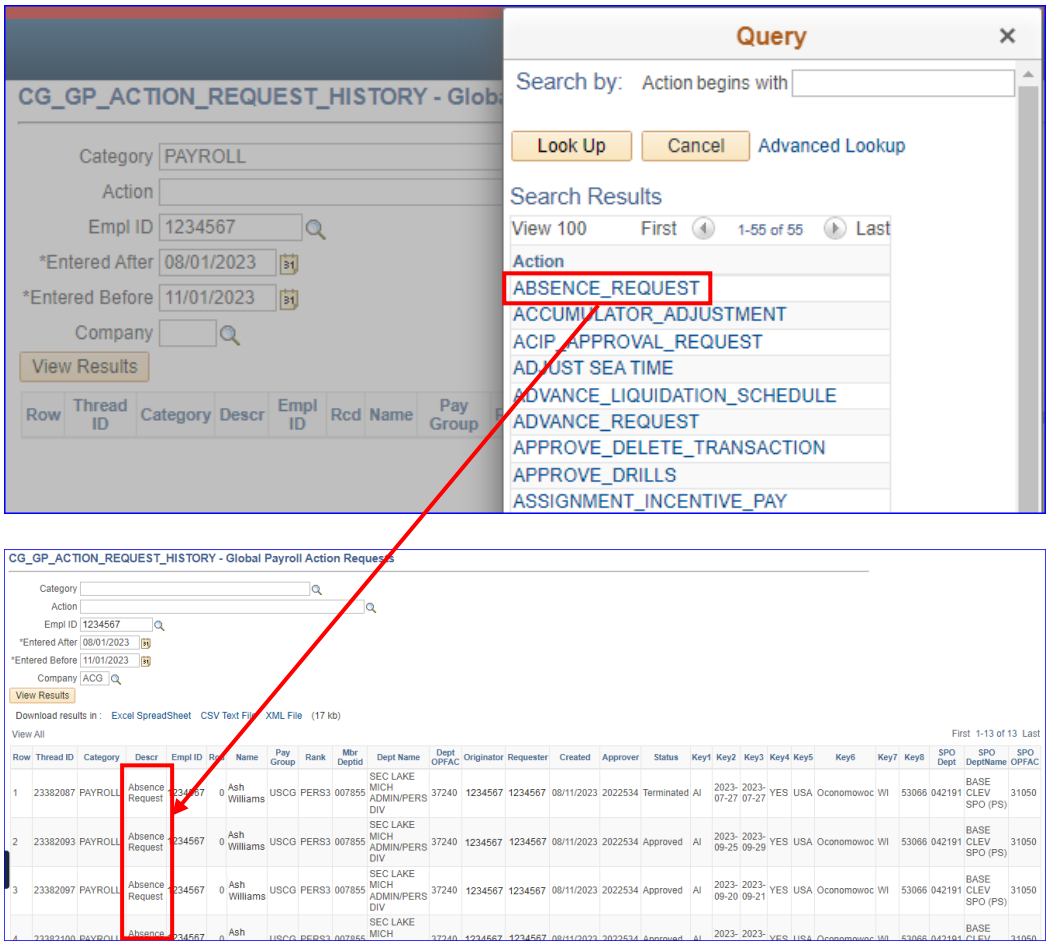
Global Payroll Action Requests, Continued

Procedures, continued

Step	Action
7	In the PAYROLL **Category** lookup, there are more results. Select an **Action** to narrow the search. 

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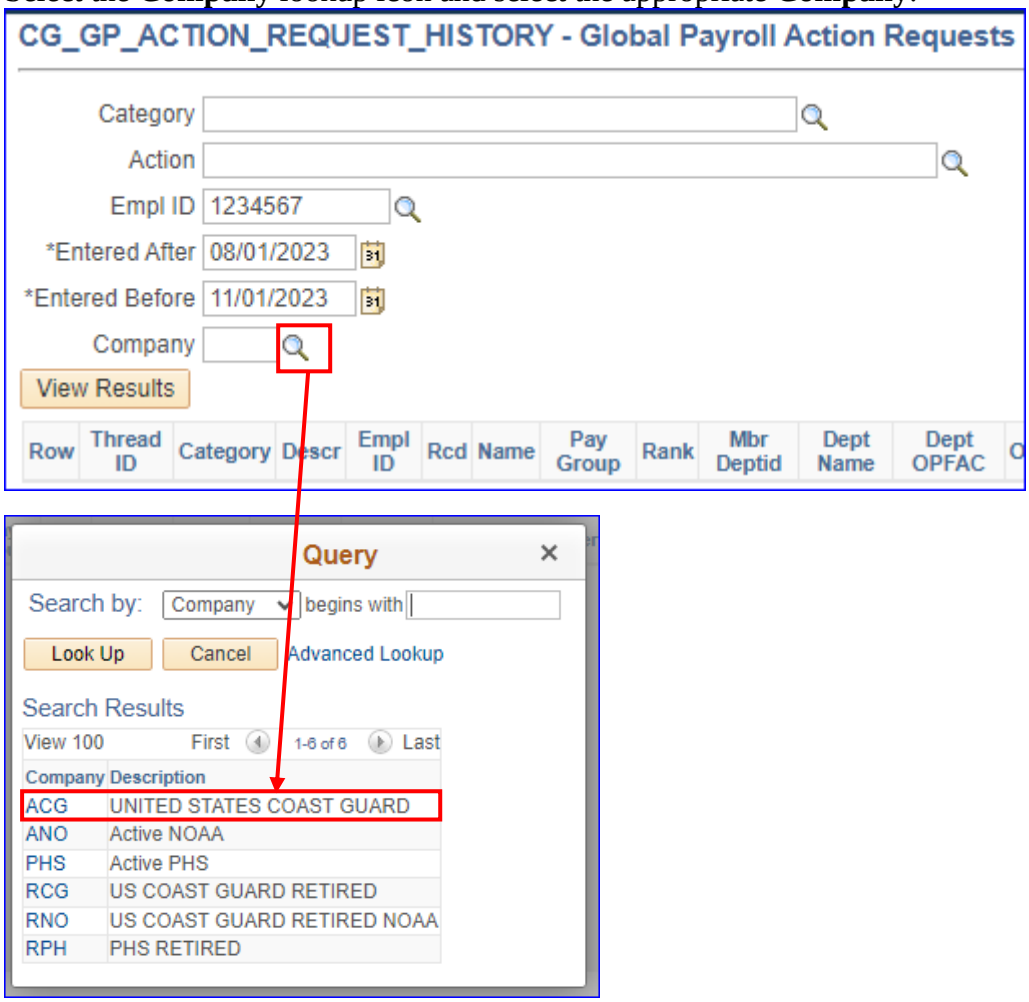
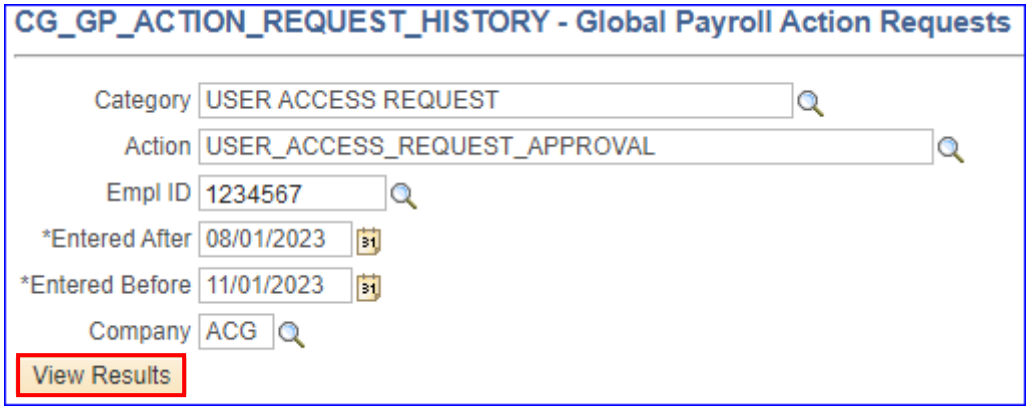
Global Payroll Action Requests, Continued

Procedures, continued

Step	Action
8	Select the **Company** lookup icon and select the appropriate **Company**. 
9	Click **View Results**. 

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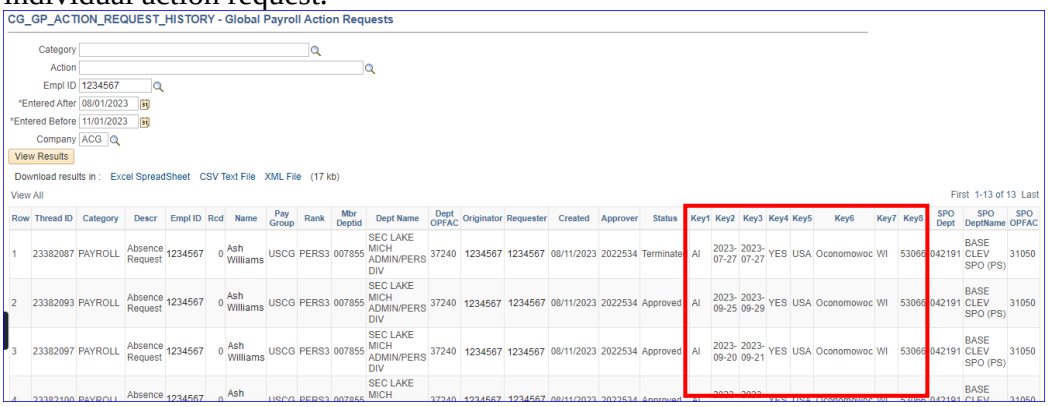
Global Payroll Action Requests, Continued

Procedures,
continued

Step	Action
10	This member's report has 2 Request items per the search parameters for this example. **NOTE:** Information in columns **Key1 through Key8** will vary depending on the individual action request. See Step 11.
11	Here is an Absence Request example. **NOTE:** Information in columns **Key1 through Key8** will vary depending on the individual action request. 

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All — First 1-2 of 2 Last

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	007855	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	007855	SEC LAKE MICH ADMIN/PERS DIV	37240	1234567	1234567	09/21/2023	9876543	Approved	0098521		042191	BASE CLEV SPO (PS)	31050

CG_GP_ACTION_REQUEST_HISTORY - Global Payroll Action Requests

Category
Action
Empl ID 1234567
*Entered After 08/01/2023
*Entered Before 11/01/2023
Company ACG
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (17 kb)

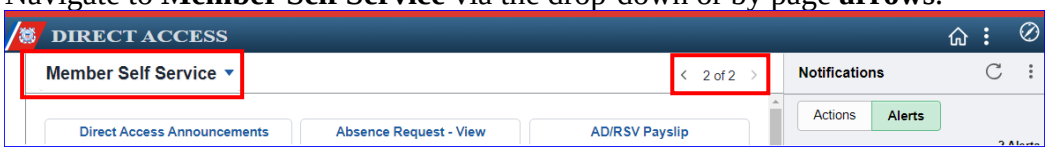
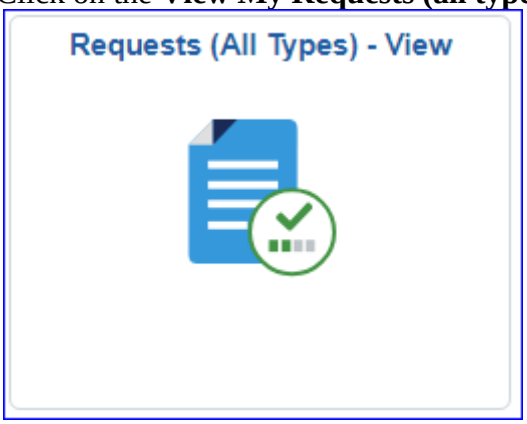
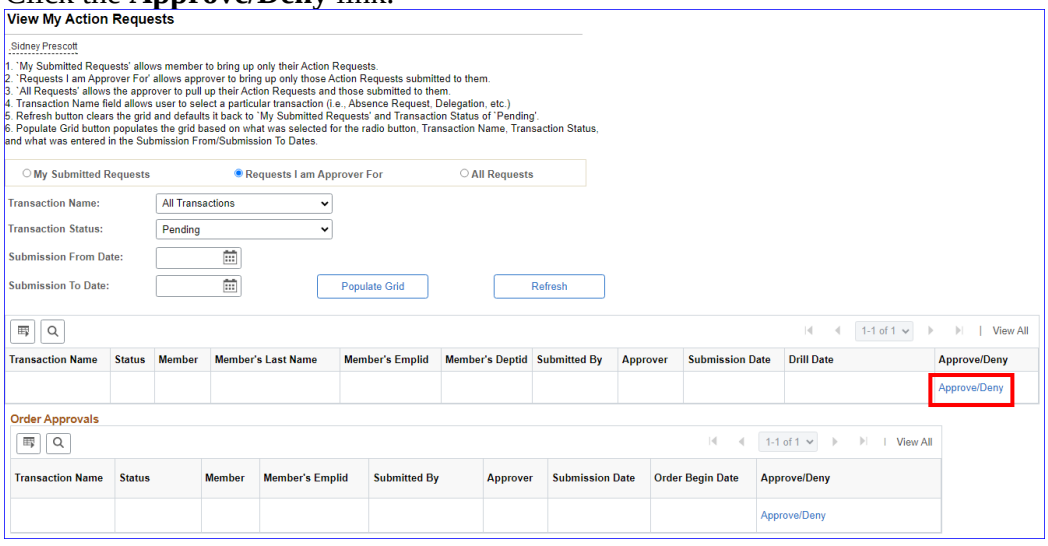
View All — First 1-13 of 13 Last

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	007855	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	007855	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	007855	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	1234567	0	Ash	USCG	PERS3	007855	SEC LAKE MICH	37240	1234567	1234567	08/11/2023	2022534	Approved	AI	2023-	2023-	YES	USA	Oconomowoc	WI	53066	042191	BASE CLEV	31050

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	Navigate to **Member Self Service** via the drop-down or by page **arrows**. 
2	Click on the **View My Requests (all types)** tile. 
3	Click the **Approve/Deny** link. 

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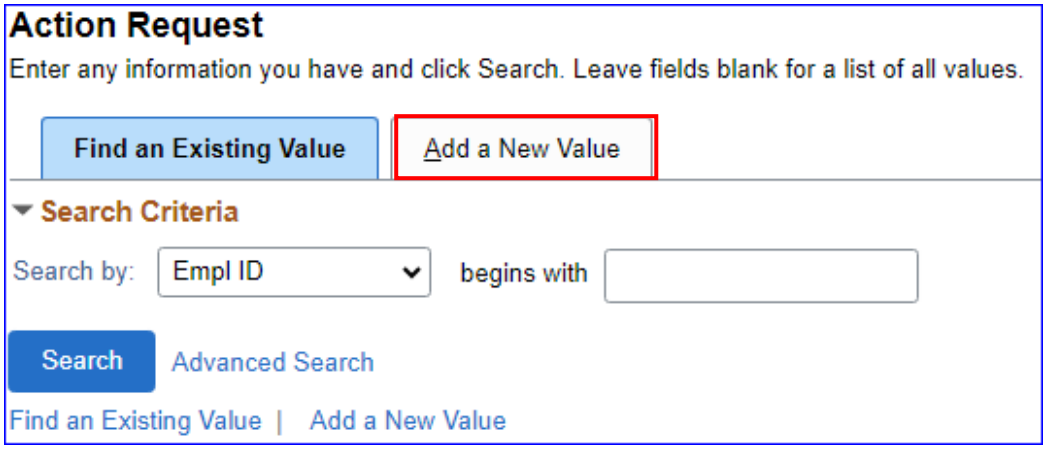
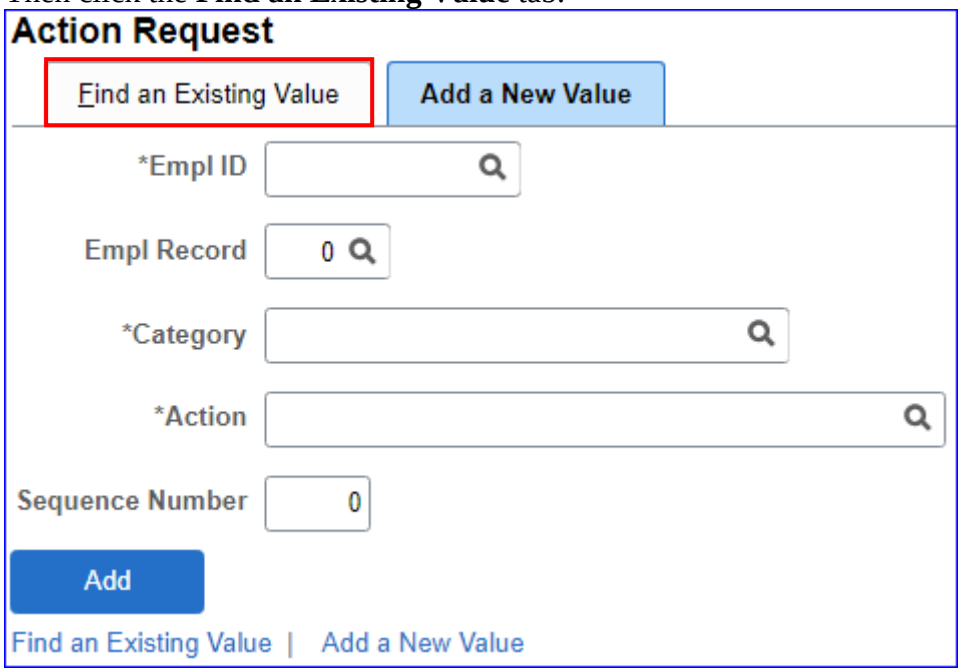
Viewing Pay Transactions by Member, Continued

Procedures, continued

Step	Action
4	Click the **Add a New Value** tab. 
5	Then click the **Find an Existing Value** tab. 

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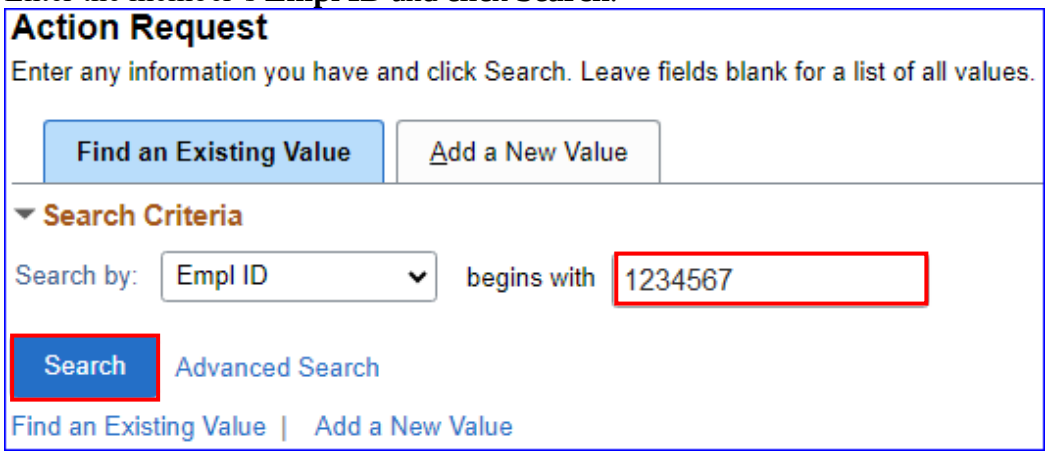
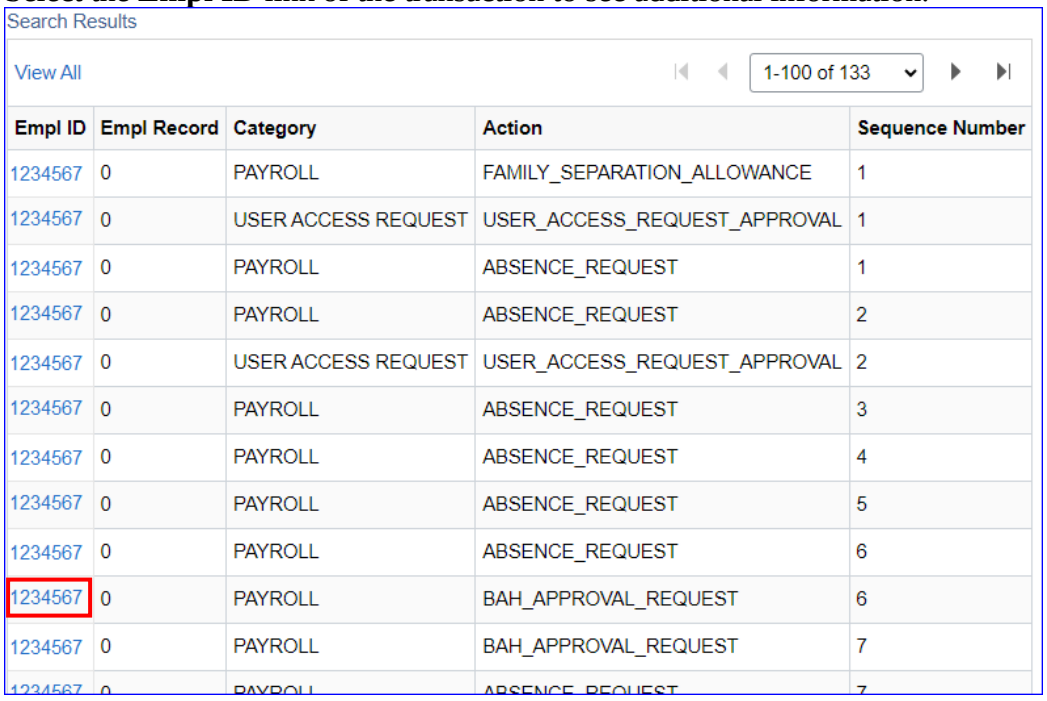
Viewing Pay Transactions by Member, Continued

Procedures, continued

Step	Action
6	Enter the member's **Empl ID** and click **Search**. 
7	A list of pay transactions for that member will display. **Sort by a column description to fit your purpose (Sequence Number used in this example).** Select the **Empl ID** link of the transaction to see additional information. 

Empl ID	Empl Record	Category	Action	Sequence Number
1234567	0	PAYROLL	FAMILY_SEPARATION_ALLOWANCE	1
1234567	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	1
1234567	0	PAYROLL	ABSENCE_REQUEST	1
1234567	0	PAYROLL	ABSENCE_REQUEST	2
1234567	0	USER ACCESS REQUEST	USER_ACCESS_REQUEST_APPROVAL	2
1234567	0	PAYROLL	ABSENCE_REQUEST	3
1234567	0	PAYROLL	ABSENCE_REQUEST	4
1234567	0	PAYROLL	ABSENCE_REQUEST	5
1234567	0	PAYROLL	ABSENCE_REQUEST	6
1234567	0	PAYROLL	BAH_APPROVAL_REQUEST	6
1234567	0	PAYROLL	BAH_APPROVAL_REQUEST	7

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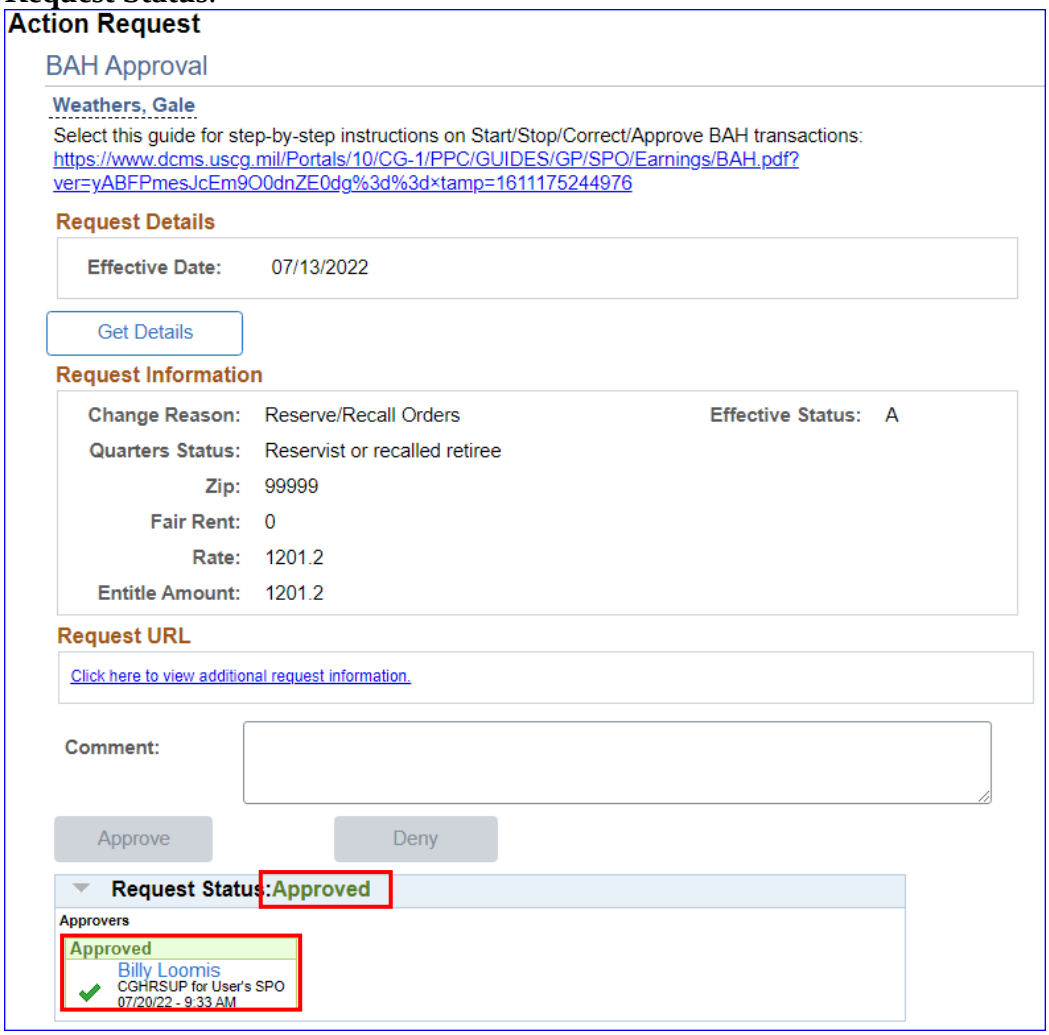
Viewing Pay Transactions by Member, Continued

Procedures, continued

Step	Action
8	This will show details about that transaction including the **auditor** and the **Request Status**.