

Approving or Denying IDT Drills

Introduction This guide provides the procedures for PAOs to approve or deny IDT drill(s) for pay and allowances and /or creditable retirement points in Direct Access (DA).

Information Before approving an IDT drill, verify the drill date does not overlap/conflict with the start or end dates of any Reserve Active Duty orders or previously scheduled IDT drills. The **MOST** common reason a Reserve member does not receive payment for their IDT drills is due to Active Duty orders and IDT drills not being approved **timely and sequentially**.

To prevent any unnecessary delay of a Reserve member’s pay, all IDT drills and/or Active Duty orders needed to be approved in **sequential** order.

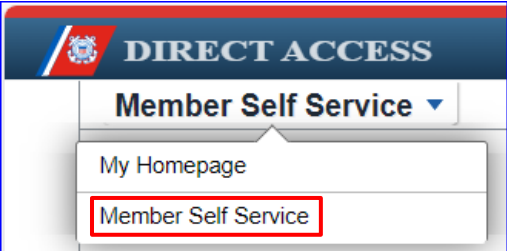
See Understanding Reserve Pay Processing for more information on the importance of processing Reserve pay transactions sequentially, timely, and accurately.

Known Issue for Command User / Supervisor who is BOTH a Reservist and CG Civilian Employee

- If a Command User/Supervisor holds BOTH the status of a Reservist and CG Civilian employee. DA does not allow them to set drills to a Complete status correctly.
- The Command should appoint another supervisor with the correct DA roles to complete this process OR
- All of the pertinent drill information must be sent to the SPO/PAO via email for marking the drills Complete and then processing pay.

Known Issue for Reserves For IDT drills, **DO NOT** enter SDP/AP via the payroll requests action request: but instead, the appropriate selection for SDP/AP must be made when scheduling the IDT drill itself.

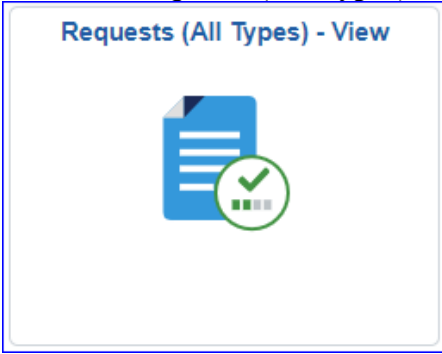
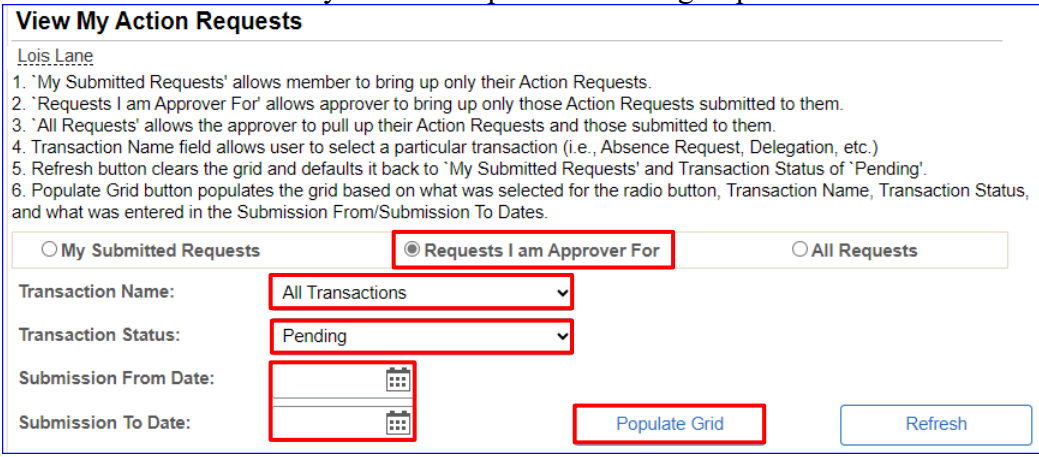

Procedures See below.

Step	Action
1	Select Member Self Service from the My Homepage drop-down. 

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Procedures,
continued

Step	Action																																	
2	<p>Click the Requests (All Types) - View tile.</p> 																																	
3	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button. The Transaction Name may be left as All Transactions or using the drop-down, select Approve Drills. Leave the Transaction Status as Pending. Click Populate Grid.</p> <p>NOTE: To narrow the search results further, a Submission From Date and/or a Submission To Date may be entered prior to clicking Populate Grid.</p> 																																	
4	<p>A list of all pending requests will display. The Member column will display the member's name or an 'Approval Batch' number. Click Approve/Deny for the appropriate row.</p>  <table border="1" data-bbox="327 1765 1369 1865"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>ApproveDrills</td> <td>Pending</td> <td>Batch: 1650859</td> <td></td> <td>1234567</td> <td></td> <td>Clark Kent</td> <td>Lois Lane</td> <td>2023/11/06</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>ApproveDrills</td> <td>Pending</td> <td>Batch: 1650857</td> <td></td> <td>1234567</td> <td></td> <td>Clark Kent</td> <td>Lois Lane</td> <td>2023/11/06</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	ApproveDrills	Pending	Batch: 1650859		1234567		Clark Kent	Lois Lane	2023/11/06		Approve/Deny	ApproveDrills	Pending	Batch: 1650857		1234567		Clark Kent	Lois Lane	2023/11/06		Approve/Deny
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Procedures,
continued

Step	Action																									
5	<p>The Action Request page will display for the selection.</p> <ul style="list-style-type: none"> To review the IDT drills included within a Batch, select the ‘Click here to view additional request information’ link. For actions involving an individual drill continue to Step 7. <div data-bbox="327 607 1283 1451" style="border: 1px solid black; padding: 5px;"> <p>Action Request Approve Drills <u>Kent, Clark</u></p> <ol style="list-style-type: none"> Click "Get Details" button to display the Department and Drill Date in the "Request Information" block. Click "Click here to view additional request information" link. A new window listing all drill details will open. Review all the drill details in the new window. If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny" System will route the request back to the submitter for corrections. (Pay Transactions will not be generated) If all drill details are correct, Enter appropriate comments in the "Comment" section and Click "Approve" System will mark each drill as "Approved", Save the request and Generate Positive Input Transactions for Global Payroll. Close the Drill Details and Action Request windows. <p>Request Details</p> <p>Batch Code: 1650859</p> <p>Get Details</p> <p>Request Information</p> <p>Setid: 00010 Department: 007324 Drill Date: 2023-09-28</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 1234567 Clark Kent</p> <p>Comment:</p> <p>Approve Deny</p> <p>Drill Approval</p> <p>Request Status: Pending</p> <p>One Approval Level</p> <p>Pending Multiple Approvers CGHRSUP for User's SPO</p> </div>																									
6	<p>The link will open in a new tab displaying a report of all the IDT drills included within the Batch. The report may be downloaded into various formats for easier viewing/sorting/filtering if necessary.</p> <p>For a description of each of the fields, see the View Member’s IDT Drills guide. To exit out of the report, close the tab.</p> <div data-bbox="327 1666 1369 1944" style="border: 1px solid black; padding: 5px;"> <p>GO TO IDT DRILLS BY BATCH CODE OR IDT DRILLS BY BATCH CODE</p> <p>Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Empl ID</th> <th>Empl Name</th> <th>Drill Date</th> <th>Drill Type</th> <th>Paid IDT Cap</th> <th># Paid Drills</th> <th>Start Time</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2154430</td> <td>CLARK KENT</td> <td>2023-09-28</td> <td>IDT - Single</td> <td>34</td> <td>1</td> <td>8:00:00 AM</td> </tr> </tbody> </table> <p>Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Row</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Drill Date</th> <th>Drill Type</th> <th>Paid IDT Cap</th> <th># Paid Drills</th> <th>Start Time</th> </tr> </thead> </table> </div>	Row	Empl ID	Empl Name	Drill Date	Drill Type	Paid IDT Cap	# Paid Drills	Start Time	1	2154430	CLARK KENT	2023-09-28	IDT - Single	34	1	8:00:00 AM	Row	Empl ID	Empl Rcd	Name	Drill Date	Drill Type	Paid IDT Cap	# Paid Drills	Start Time
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Procedures,
continued

Step	Action
7	<p>If all the information is correct, enter any Comments as appropriate and click Approve (if denying the request, skip to Step 9).</p> <div data-bbox="328 555 1361 1458" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Approve Drills <u>Kent.Clark</u></p> <ol style="list-style-type: none"> 1. Click "Get Details" button to display the Department and Drill Date in the "Request Information" block. 2. Click "Click here to view additional request information" link. A new window listing all drill details will open. 3. Review all the drill details in the new window. 4. If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny" 5. System will route the request back to the submitter for corrections. (Pay Transactions will not be generated) 6. If all drill details are correct, Enter appropriate comments in the "Comment" section and Click "Approve" 7. System will mark each drill as "Approved", Save the request and Generate Positive Input Transactions for Global Payroll. 8. Close the Drill Details and Action Request windows. <p>Request Details</p> <p>Batch Code: 1650859</p> <p>Get Details</p> <p>Request Information</p> <p>Setid: 00010 Department: 007324 Drill Date: 2023-09-28</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 1234567 Clark Kent</p> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> <p>Drill Approval</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending</p> <p>One Approval Level</p> <div style="border: 1px solid blue; padding: 2px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> </div> </div>
8	<p>The Request Status will indicate Approved, and the IDT drill(s) will be processed for pay and allowances and/or creditable retirement points.</p> <div data-bbox="328 1547 1361 1839" style="border: 1px solid blue; padding: 5px;"> <p>Drill Approval</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Approved</p> <p>One Approval Level</p> <div style="border: 1px solid green; padding: 2px;"> <p>Approved</p> <p>Lois Lane</p> <p>✓ CGHRSUP for User's SPO</p> <p>11/07/23 - 2:36 PM</p> </div> </div> </div>

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Approving or Denying IDT Drills, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>To deny the IDT drill(s), enter Comments to include:</p> <ul style="list-style-type: none"> • the Dept ID • IDT Drill Date • the Empl ID of the member(s) • and required corrective action(s) <p>Click Deny.</p> <p>NOTE: For a Batch, if any IDT drills listed on the report are incorrect (i.e., incorrect SDP/AP code selected) the entire Batch will need to be denied. The P&A will make corrections and resubmit for approval.</p> <div data-bbox="327 896 1369 1102" style="border: 1px solid blue; padding: 5px;"> <p>Request Approvers</p> <p>Approver: 7654321 Clark S. Kent</p> <p>Comment: Comments are required when denying Drills. Include the Empl ID(s), Dept ID, Drill Date, & Corrective Action.</p> <p><input type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/></p> </div>
<p>10</p>	<p>The Request Status will indicate Denied. Pay and Allowances and creditable retirement points will NOT be processed until the IDT drill(s) have been corrected and resubmitted for approval.</p> <p>The PAO MUST notify the Command/Supervisor which IDT drills were denied so corrective action may be taken. For a batch, be sure to attach the excel spreadsheet report of all the IDT drills included within the batch (as shown in Step 5) in the email notification to the Command/Supervisor.</p> <div data-bbox="327 1438 1369 1778" style="border: 1px solid blue; padding: 5px;"> <p>Drill Approval</p> <p>Request Status Denied View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid orange; padding: 5px; margin-bottom: 5px;"> <p>Denied</p> <p>Lois Lane</p> <p> CGHRSUP for User's SPO 11/07/23 - 2:42 PM</p> </div> <p>Comments</p> <p>Lois Lane at 11/07/23 - 2:42 PM</p> <p>Comments are required when denying Drills. Include the Empl ID(s), Dept ID, Drill Date, & Corrective Action.</p> </div>