
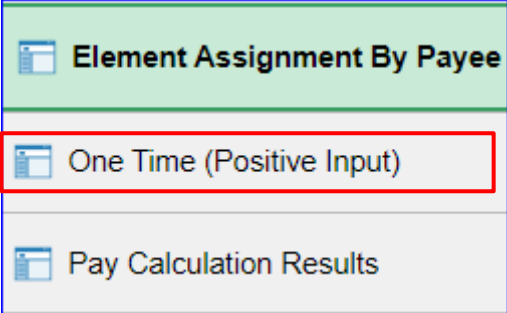


Identifying Paid IDT Drill Dates

Introduction This guide provides the procedures for how to identify paid IDT Drill dates in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Pay Processing Shortcuts tile.</p> 
<p>2</p>	<p>Select the One Time (Positive Input) option.</p> 

Continued on next page

Identifying Paid IDT Drill Dates, Continued

Procedures,
continued

Step	Action																														
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 495 1358 1200" style="border: 1px solid blue; padding: 5px;"> <p>One Time (Positive Input) Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Pay Group begins with ▼ <input type="text"/> 🔍</p> <p>Calendar ID begins with ▼ <input type="text"/> 🔍</p> <p>Name begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value Add a New Value</p> </div>																														
4	<p>Sort the results by Calendar ID to display the most recent calendars. Select the Pay Calendar ID the Drill was paid.</p> <div data-bbox="327 1305 1358 1850" style="border: 1px solid blue; padding: 5px;"> <p>Search Results</p> <p>View All 1-67 of 67</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2024M02E</td> <td>Trinity</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2024M01E</td> <td>Trinity</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2023M11E</td> <td>Trinity</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2023M10E</td> <td>Trinity</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2023M09E</td> <td>Trinity</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG RSV	CG RSV 2024M02E	Trinity	1234567	0	USCG RSV	CG RSV 2024M01E	Trinity	1234567	0	USCG RSV	CG RSV 2023M11E	Trinity	1234567	0	USCG RSV	CG RSV 2023M10E	Trinity	1234567	0	USCG RSV	CG RSV 2023M09E	Trinity
Empl ID	Empl Record	Pay Group	Calendar ID	Name																											
1234567	0	USCG RSV	CG RSV 2024M02E	Trinity																											
1234567	0	USCG RSV	CG RSV 2024M01E	Trinity																											
1234567	0	USCG RSV	CG RSV 2023M11E	Trinity																											
1234567	0	USCG RSV	CG RSV 2023M10E	Trinity																											
1234567	0	USCG RSV	CG RSV 2023M09E	Trinity																											

Continued on next page

Identifying Paid IDT Drill Dates, Continued

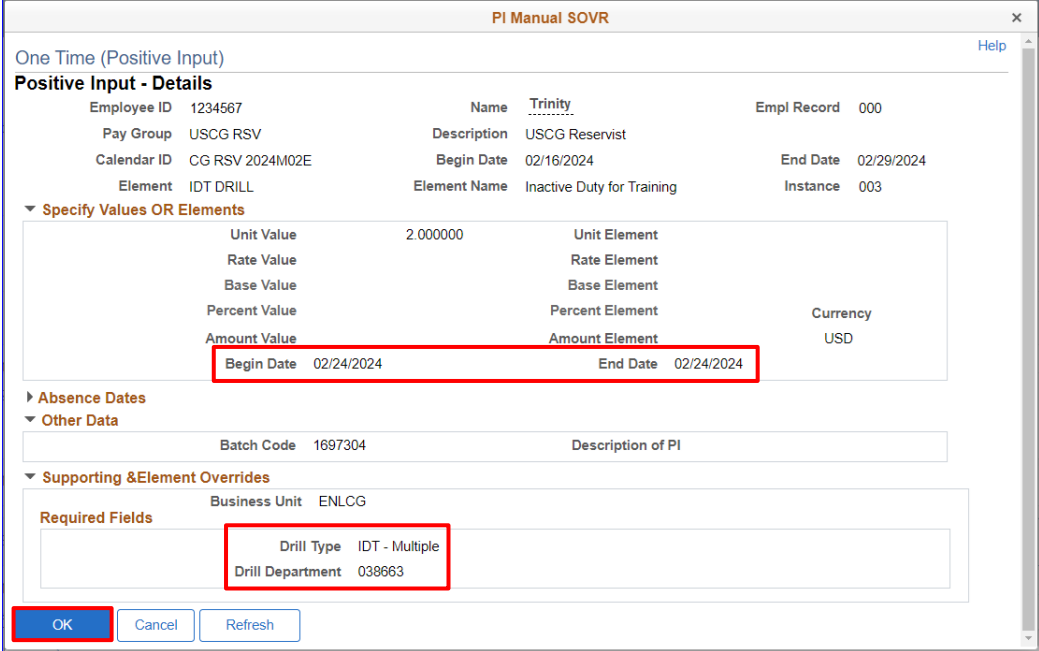
Procedures,
continued

Step	Action																																																																																																				
5	<p>All drills paid in this pay calendar will display. Click the Expand All icon.</p> <div style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee ID 1234567</td> <td style="width: 33%;">Name Trinity</td> <td style="width: 33%;">Empl Record 0</td> </tr> <tr> <td>Pay Group USCG RSV</td> <td>Description USCG Reservist</td> <td>Pay Entity USCG</td> </tr> <tr> <td>Calendar ID CG RSV 2024M02E</td> <td>Begin Date 02/16/2024</td> <td>End Date 02/29/2024</td> </tr> </table> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ⌵ 🔍 1-5 of 6 View All </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Action Main Components Source ⏏ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>2</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>3</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>1</td> <td>Add</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>2</td> <td>Add</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display </div> </div>	Employee ID 1234567	Name Trinity	Empl Record 0	Pay Group USCG RSV	Description USCG Reservist	Pay Entity USCG	Calendar ID CG RSV 2024M02E	Begin Date 02/16/2024	End Date 02/29/2024	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	IDT DRILL	Inactive Duty for Training	1	Add	Earnings	IDT DRILL	Inactive Duty for Training	2	Add	Earnings	IDT DRILL	Inactive Duty for Training	3	Add	Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add	Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add																																																													
Employee ID 1234567	Name Trinity	Empl Record 0																																																																																																			
Pay Group USCG RSV	Description USCG Reservist	Pay Entity USCG																																																																																																			
Calendar ID CG RSV 2024M02E	Begin Date 02/16/2024	End Date 02/29/2024																																																																																																			
Entry Type	Element Name	Element Description	Instance	Action Type																																																																																																	
Earnings	IDT DRILL	Inactive Duty for Training	1	Add																																																																																																	
Earnings	IDT DRILL	Inactive Duty for Training	2	Add																																																																																																	
Earnings	IDT DRILL	Inactive Duty for Training	3	Add																																																																																																	
Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add																																																																																																	
Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add																																																																																																	
6	<p>Click the Details icon.</p> <div style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee ID 1234567</td> <td style="width: 33%;">Name Trinity</td> <td style="width: 33%;">Empl Record 0</td> </tr> <tr> <td>Pay Group USCG RSV</td> <td>Description USCG Reservist</td> <td>Pay Entity USCG</td> </tr> <tr> <td>Calendar ID CG RSV 2024M02E</td> <td>Begin Date 02/16/2024</td> <td>End Date 02/29/2024</td> </tr> </table> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ⌵ 🔍 1-6 of 6 View 5 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ⏏ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td style="text-align: center;">⌵</td> <td>9876543</td> <td>02/23/2024 2:30:12PM</td> <td>1696873</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>2</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td style="text-align: center;">⌵</td> <td>9876543</td> <td>02/26/2024 11:56:31AM</td> <td>1698090</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>3</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td style="text-align: center;">⌵</td> <td>9876543</td> <td>02/26/2024 1:07:04PM</td> <td>1697304</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td style="text-align: center;">⌵</td> <td>9876543</td> <td>02/23/2024 2:30:12PM</td> <td>1696873</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>2</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td style="text-align: center;">⌵</td> <td>9876543</td> <td>02/26/2024 11:56:31AM</td> <td>1698090</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>3</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td style="text-align: center;">⌵</td> <td>9876543</td> <td>02/26/2024 1:07:04PM</td> <td>1697304</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display </div> </div>	Employee ID 1234567	Name Trinity	Empl Record 0	Pay Group USCG RSV	Description USCG Reservist	Pay Entity USCG	Calendar ID CG RSV 2024M02E	Begin Date 02/16/2024	End Date 02/29/2024	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	IDT DRILL	Inactive Duty for Training	1	Add	2.000000			USD	⌵	9876543	02/23/2024 2:30:12PM	1696873	Earnings	IDT DRILL	Inactive Duty for Training	2	Add	2.000000			USD	⌵	9876543	02/26/2024 11:56:31AM	1698090	Earnings	IDT DRILL	Inactive Duty for Training	3	Add	2.000000			USD	⌵	9876543	02/26/2024 1:07:04PM	1697304	Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add				USD	⌵	9876543	02/23/2024 2:30:12PM	1696873	Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add				USD	⌵	9876543	02/26/2024 11:56:31AM	1698090	Earnings	IDT COMRATS	Meal Allowance for IDT	3	Add				USD	⌵	9876543	02/26/2024 1:07:04PM	1697304
Employee ID 1234567	Name Trinity	Empl Record 0																																																																																																			
Pay Group USCG RSV	Description USCG Reservist	Pay Entity USCG																																																																																																			
Calendar ID CG RSV 2024M02E	Begin Date 02/16/2024	End Date 02/29/2024																																																																																																			
Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code																																																																																									
Earnings	IDT DRILL	Inactive Duty for Training	1	Add	2.000000			USD	⌵	9876543	02/23/2024 2:30:12PM	1696873																																																																																									
Earnings	IDT DRILL	Inactive Duty for Training	2	Add	2.000000			USD	⌵	9876543	02/26/2024 11:56:31AM	1698090																																																																																									
Earnings	IDT DRILL	Inactive Duty for Training	3	Add	2.000000			USD	⌵	9876543	02/26/2024 1:07:04PM	1697304																																																																																									
Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add				USD	⌵	9876543	02/23/2024 2:30:12PM	1696873																																																																																									
Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add				USD	⌵	9876543	02/26/2024 11:56:31AM	1698090																																																																																									
Earnings	IDT COMRATS	Meal Allowance for IDT	3	Add				USD	⌵	9876543	02/26/2024 1:07:04PM	1697304																																																																																									

Continued on next page

Identifying Paid IDT Drill Dates, Continued

Procedures,
continued

Step	Action
7	<p>The PI Manual SOVR window will display. The Begin Date and End Date will identify the date of the IDT drill. The Drill Type and Drill Department will also be identified. Click OK to exit the Details window.</p>  <p>The screenshot shows the 'PI Manual SOVR' window with the following details:</p> <ul style="list-style-type: none"> Positive Input - Details: <ul style="list-style-type: none"> Employee ID: 1234567, Name: Trinity, Empl Record: 000 Pay Group: USCG RSV, Description: USCG Reservist Calendar ID: CG RSV 2024M02E, Begin Date: 02/16/2024, End Date: 02/29/2024 Element: IDT DRILL, Element Name: Inactive Duty for Training, Instance: 003 Specify Values OR Elements: <ul style="list-style-type: none"> Unit Value: 2.000000, Unit Element Rate Value, Rate Element Base Value, Base Element Percent Value, Percent Element, Currency: USD Amount Value, Amount Element Begin Date: 02/24/2024, End Date: 02/24/2024 (highlighted) Other Data: <ul style="list-style-type: none"> Batch Code: 1697304, Description of PI Supporting & Element Overrides: <ul style="list-style-type: none"> Business Unit: ENLCG Required Fields: <ul style="list-style-type: none"> Drill Type: IDT - Multiple (highlighted) Drill Department: 038663 (highlighted) <p>Buttons at the bottom: OK (highlighted), Cancel, Refresh.</p>