

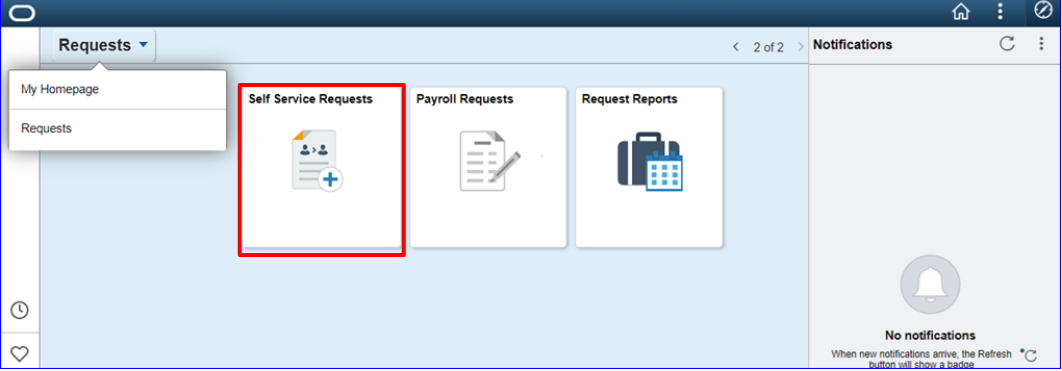
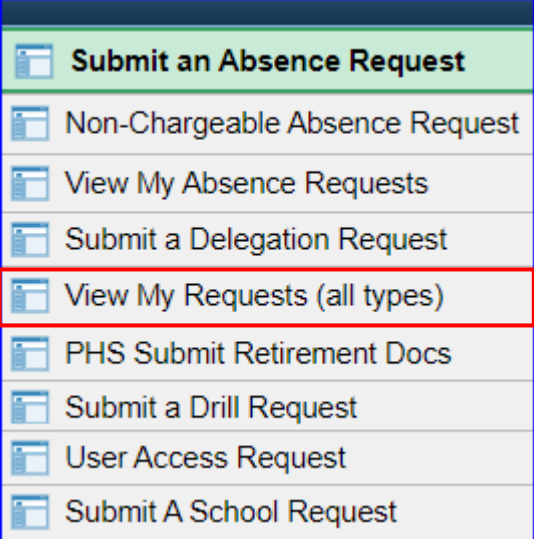
Approving or Denying IDT Drills

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	<p>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.</p> <p>To prevent any unnecessary delay of a Reserve member's pay, all IDT drills and/or Active Duty orders need to be approved in sequential order.</p> <p>See Understanding Reserve Pay Processing in Direct Access for more information on the importance of processing Reserve pay transactions sequentially, timely, and accurately.</p>
Known Issue for Command User / Supervisor who is BOTH a Reservist and CG Civilian Employee	<p>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.</p> <ul style="list-style-type: none"> • 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.
Reserve Maternity Compensation IDT Credit	<p>ALCOAST 140/22 announced the implementation of a maternity absence policy for new mothers. There will not be a separate Duty Status category in Direct Access (DA) for maternity absence – it is IDT; however, a “Maternity Absence” Duty Purpose code is being developed for DA. Until it is added, commands should use the MED Duty Purpose code. Be aware the Duty Purpose appears differently if drills are entered individually or as a batch. There are two different length Duty Purpose descriptions for each Duty Purpose Code. They are: “Medical” and “RMP – MEDICAL OTHER THAN PHA”. These are the same Duty Purpose.</p>

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Approving or Denying IDT Drills, Continued

Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
2	<p>Select the View My Requests (all types) option.</p> 

Continued on next page

Approving or Denying IDT Drills, Continued

Procedures, continued

Step

3

Action

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**.

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.

View My Action Requests

Inara Serra

1. 'My Submitted Requests' allows member to bring up only their Action Requests.

2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.

3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.

4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)

5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.

6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

☐ My Submitted Requests

☒ Requests I am Approver For

☐ All Requests

Transaction Name:

All Transactions

Transaction Status:

Pending

Submission From Date:

31

Submission To Date:

31

Populate Grid

Refresh

4

A list of all pending requests will display. The Member column will display the ‘Approval Batch’ numbers. Click **Approve/Deny** for the appropriate Approval Batch.

Personalize | Find | View All | 1-13 of 13 | First | Last

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: 1461501		9876543		Kaylee Frye	Inara Serra	2022/08/30		Approve/Deny

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Approving or Denying IDT Drills, Continued

Procedures, continued

Step	Action
5	<p>The Action Request page will display for the selected Batch. To review the IDT drills included within the Batch, select the ‘Click here to view additional request information’ link.</p> <div> <div>Action Request</div> <div> Approve Drills </div> <div> Kaylee Frye </div> <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. <div> <div>Request Details</div> <div> Batch Code: 1461501 </div> </div> <div> <div>Get Details</div> </div> <div> <div>Request Information</div> <div> Setid: 00010 Department: 008352 Drill Date: 2022-08-23 </div> </div> <div> <div>Request URL</div> <div> Click here to view additional request information. </div> </div> <div> <div>Request Approvers</div> <div> Approver: 9876543 Kaylee Frye </div> <div> Comment: </div> <div> <div>Approve</div> <div>Deny</div> </div> </div> <div> <div>Drill Approval</div> <div> <div>Request Status: Pending</div> <div> One Approval Level </div> <div> <div>Pending</div> <div> Multiple Approvers CGHRSUP for User's SPO </div> </div> </div> </div> </div>

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Approving or Denying IDT Drills, Continued


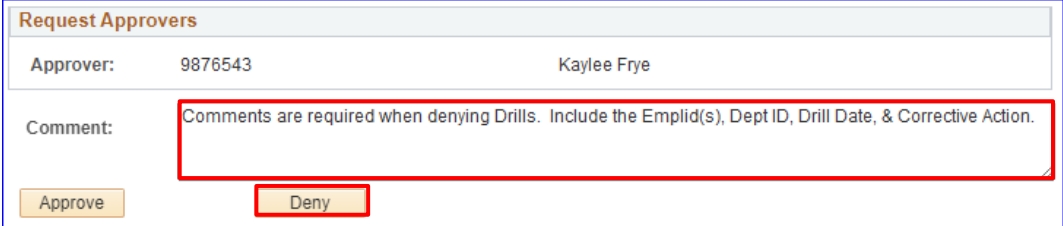
Procedures, continued

Step	Action
7	<p>If all the information within the report is correct, enter any comments as appropriate and click Approve (if denying the request, skip to Step 9).</p> <div data-bbox="357 562 1369 1809"> <p>Action Request</p> <p>Approve Drills</p> <p><u>Kaylee Frye</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. <div data-bbox="395 969 1362 1048"> <p>Request Details</p> <p>Batch Code: 1461501</p> </div> <div data-bbox="395 1061 533 1090"> <p>Get Details</p> </div> <div data-bbox="395 1108 1362 1256"> <p>Request Information</p> <p>Setid: 00010</p> <p>Department: 008352</p> <p>Drill Date: 2022-08-23</p> </div> <div data-bbox="395 1270 1362 1368"> <p>Request URL</p> <p>Click here to view additional request information.</p> </div> <div data-bbox="395 1382 1362 1460"> <p>Request Approvers</p> <p>Approver: 9876543 Kaylee Frye</p> </div> <p>Comment: <input type="text"/></p> <div data-bbox="400 1556 743 1585"> <p>Approve Deny</p> </div> <p>Drill Approval</p> <div data-bbox="421 1646 1099 1803"> <p>Request Status: Pending</p> <p>One Approval Level</p> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> </div>

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Approving or Denying IDT Drills, Continued

Procedures, continued

Step	Action
8	<p>The Request Status will indicate Approved, and the IDT drill(s) included in the Batch will be processed for pay and allowances and/or creditable retirement points.</p> 
9	<p>If any of the IDT drills listed on the report are incorrect (i.e., incorrect SDP/AP code selected), the entire Batch will need to be denied. The Command will make corrections and resubmit for approval.</p> <p>To deny the IDT drill(s), enter Comments to include the Dept ID, IDT Drill Date, the Empl ID of the member(s), and required corrective action(s), then click Deny.</p> 
10	<p>The Request Status will indicate Denied. Pay and Allowances and creditable retirement points will NOT be processed for any of the IDT drills included in the Batch until the IDT drill(s) have been corrected and resubmitted for approval.</p> <p>The PAO MUST notify the Command/Supervisor that the IDT drills were denied so corrective action may be taken. 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> 