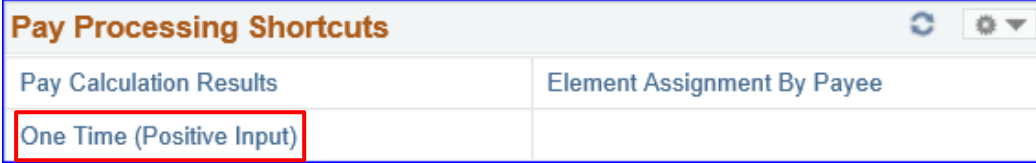
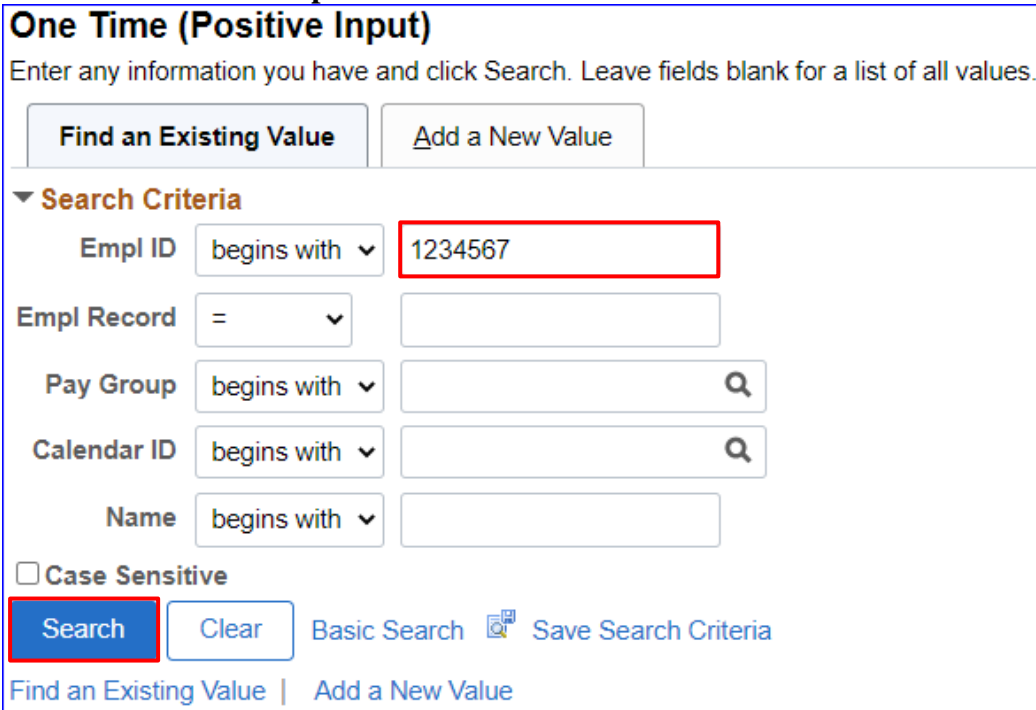


Identifying Paid IDT Drill Dates

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

Procedures See below.

Step	Action
1	<p>Select One Time (Positive Input) from the Pay Processing Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Pay Processing Shortcuts" with two tabs: "Pay Calculation Results" and "Element Assignment By Payee". Under "Pay Calculation Results", the option "One Time (Positive Input)" is highlighted with a red box.</p>
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the "One Time (Positive Input)" search form. It includes instructions to enter information and click "Search". There are two buttons: "Find an Existing Value" and "Add a New Value". Under "Search Criteria", there are several fields: "Empl ID" (with a dropdown set to "begins with" and the value "1234567" entered and highlighted with a red box), "Empl Record" (with a dropdown set to "="), "Pay Group" (with a dropdown set to "begins with" and a search icon), "Calendar ID" (with a dropdown set to "begins with" and a search icon), and "Name" (with a dropdown set to "begins with"). There is also a "Case Sensitive" checkbox which is unchecked. At the bottom, there is a "Search" button (highlighted with a red box), a "Clear" button, and links for "Basic Search" and "Save Search Criteria".</p>

Continued on next page

Identifying Paid IDT Drill Dates, Continued

Procedures,
continued

Step	Action																																			
3	<p data-bbox="328 495 1374 562">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="328 562 1294 1160" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="328 568 536 600">Search Results</p> <p data-bbox="344 629 451 660">View All</p> <p data-bbox="959 629 1134 660">1-99 of 99</p> <table border="1" data-bbox="328 689 1294 1160"> <thead> <tr> <th data-bbox="344 703 464 734">Empl ID</th> <th data-bbox="480 703 671 734">Empl Record</th> <th data-bbox="687 703 847 734">Pay Group</th> <th data-bbox="863 703 1038 734">Calendar ID</th> <th data-bbox="1150 703 1238 734">Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="344 770 456 801">1234567</td> <td data-bbox="480 770 496 801">0</td> <td data-bbox="687 770 831 801">USCG RSV</td> <td data-bbox="863 770 1134 801">CG RSV 2022M07M</td> <td data-bbox="1150 770 1238 801">Trinity</td> </tr> <tr> <td data-bbox="344 837 456 869">1234567</td> <td data-bbox="480 837 496 869">0</td> <td data-bbox="687 837 831 869">USCG RSV</td> <td data-bbox="863 837 1134 869">CG RSV 2022M06M</td> <td data-bbox="1150 837 1238 869">Trinity</td> </tr> <tr> <td data-bbox="344 904 456 936">1234567</td> <td data-bbox="480 904 496 936">0</td> <td data-bbox="687 904 831 936">USCG RSV</td> <td data-bbox="863 904 1134 936">CG RSV 2022M06E</td> <td data-bbox="1150 904 1238 936">Trinity</td> </tr> <tr> <td data-bbox="344 972 456 1003">1234567</td> <td data-bbox="480 972 496 1003">0</td> <td data-bbox="687 972 831 1003">USCG RSV</td> <td data-bbox="863 972 1134 1003">CG RSV 2022M05E</td> <td data-bbox="1150 972 1238 1003">Trinity</td> </tr> <tr> <td data-bbox="344 1039 456 1070">1234567</td> <td data-bbox="480 1039 496 1070">0</td> <td data-bbox="687 1039 831 1070">USCG RSV</td> <td data-bbox="863 1039 1134 1070">CG RSV 2022M04E</td> <td data-bbox="1150 1039 1238 1070">Trinity</td> </tr> <tr> <td data-bbox="344 1106 456 1137">1234567</td> <td data-bbox="480 1106 496 1137">0</td> <td data-bbox="687 1106 831 1137">USCG RSV</td> <td data-bbox="863 1106 1134 1137">CG RSV 2022M03M</td> <td data-bbox="1150 1106 1238 1137">Trinity</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG RSV	CG RSV 2022M07M	Trinity	1234567	0	USCG RSV	CG RSV 2022M06M	Trinity	1234567	0	USCG RSV	CG RSV 2022M06E	Trinity	1234567	0	USCG RSV	CG RSV 2022M05E	Trinity	1234567	0	USCG RSV	CG RSV 2022M04E	Trinity	1234567	0	USCG RSV	CG RSV 2022M03M	Trinity
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Identifying Paid IDT Drill Dates, Continued

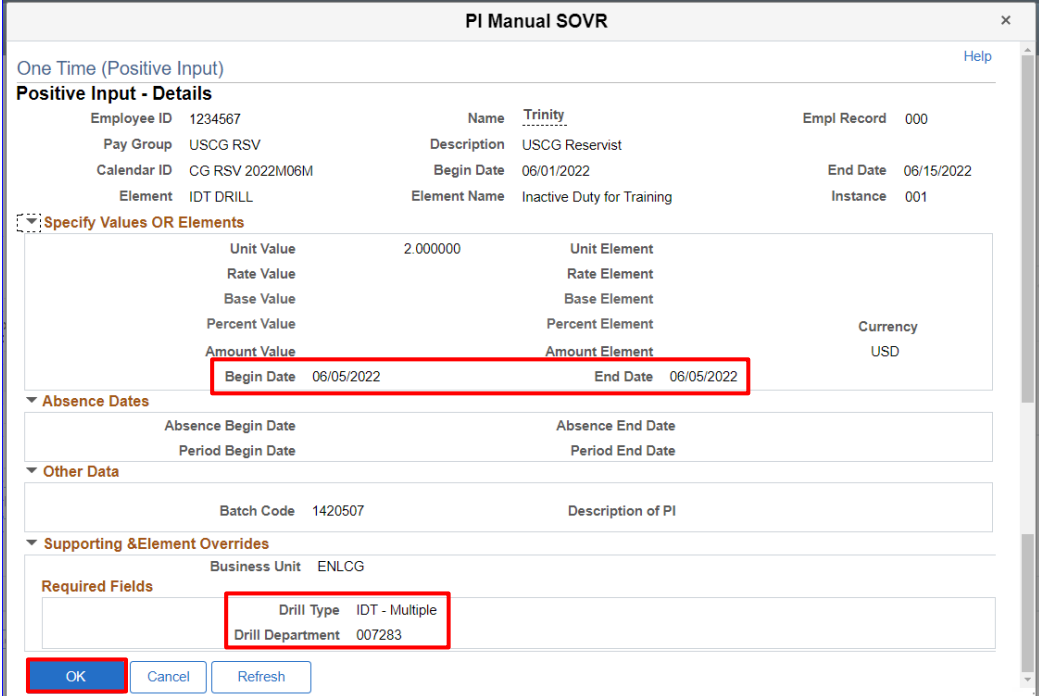
Procedures,
continued

Step	Action																																																																																	
4	<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: 25%;">Employee ID 1234567</td> <td style="width: 25%;">Name Trinity</td> <td style="width: 25%;">Empl Record 0</td> <td style="width: 25%;"></td> </tr> <tr> <td>Pay Group USCG RSV</td> <td>Description USCG Reservist</td> <td>Pay Entity USCG</td> <td></td> </tr> <tr> <td>Calendar ID CG RSV 2022M06M</td> <td>Begin Date 06/01/2022</td> <td>End Date 06/15/2022</td> <td></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 gray; padding: 2px;"> ☰ 🔍 1-4 of 4 View All </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> Action Main Components Source ▶ </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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 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="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 2022M06M	Begin Date 06/01/2022	End Date 06/15/2022		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 COMRATS	Meal Allowance for IDT	1	Add	Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add																																												
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Identifying Paid IDT Drill Dates, Continued

Procedures,
continued

Step	Action
6	<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 page.</p>  <p>The screenshot shows the 'PI Manual SOVR' window with the following details:</p> <ul style="list-style-type: none"> One Time (Positive Input) 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 2022M06M, Begin Date: 06/01/2022, End Date: 06/15/2022 Element: IDT DRILL, Element Name: Inactive Duty for Training, Instance: 001 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 Amount Value, Amount Element Begin Date: 06/05/2022, End Date: 06/05/2022 Currency: USD Absence Dates <ul style="list-style-type: none"> Absence Begin Date, Absence End Date Period Begin Date, Period End Date Other Data <ul style="list-style-type: none"> Batch Code: 1420507, 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 Drill Department: 007283 <p>Buttons: OK, Cancel, Refresh</p>