

Reserve Active Duty Order Amendments

Overview

Introduction This guide provides the procedures to amend Reserve Active Duty orders in Direct Access (DA).

Important Information **DO NOT ADD OR DELETE ROWS.** Reserve orders are **NOT** and should **NOT** be used in place of TDY orders. DA is not currently designed to understand sequence numbers other than 1, 2, 98, and 99. Adding/deleting rows will cause a delay or not accurately pay a member and may require manual intervention by PPC and/or programmers to correct the orders in DA.

Amend Order Mode The **Amend Order Mode** is intended for orders in an En route or Finished status. Orders in a Proposed, Authorized or Ready status can be edited directly without using the Amend Order Mode.

If the amendment will change the number of days extending the orders from **short term to long term**, the orders should be finished and new orders should be issued.

Changes to Funding/POET If any of the funding lines on DA orders are greater than \$0.00, and the funds for that funding line is not needed, **DO NOT CHANGE IT TO \$0.00.** Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example, if the member's Order has the following:

\$1000.00 Member Travel – Document Number 70Z0PCS220032920
 \$1000.00 Dependent Travel – Document Number 70Z0PCS220032920
 \$1000.00 DLA Dislocation Allowance – Document Number 70Z0PCS220032920

If you change Dependent Travel to \$0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out.**

Contents

Topic	See Page
Amend Reserve Active Duty Orders in an En Route Status	2
Amend Reserve Active Duty Orders in a Finished Status	10
Approving Amended Reserve Active Duty Orders	16
Job Data	23


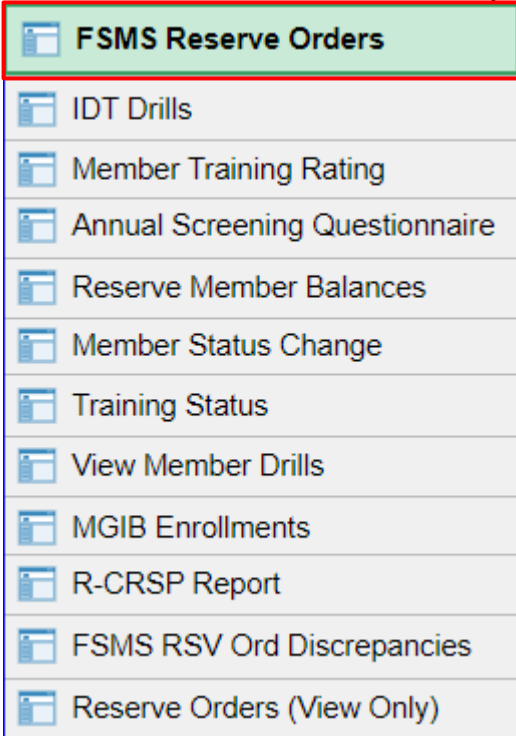
Amend Reserve Active Duty Orders in an En Route Status

Introduction This section provides the procedures to amend Reserve Active Duty orders that are in an En route status in DA.

Information Amending an order is different from editing other data on an order because the fields being amended are pay impacting and require approval. When amending orders that impact authorized funding, SPOs **MUST** contact the order funding authority.

Note: Roles which allow the creation, editing and approval of Reserve orders permit the editing of other elements of the Reserve order such as order notes and travel information without using the Amend Order mode.

Procedures See below.

Step	Action
1	Click on the Reserve Administration tile. 
1.5	The default FSMS Reserve Orders option will automatically display. 

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div> <p>FSMS Reserve Orders</p> <p>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 ▼ 1234567 🔍</p> <p>Empl Record = ▼ 🔍</p> <p>Trans ID = ▼</p> <p>Duty Type = ▼</p> <p>Begin Date = ▼ 📅</p> <p>End Date = ▼ 📅</p> <p>National ID begins with ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Order Status = ▼</p> <p>Duty Department begins with ▼</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>

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step

3

Action

A list of the member’s Reserve Active Duty orders will be displayed. Active Duty orders in an **En route** or **Finished** status may be amended. **Select** the order to be amended.

Search Results

View All

First

1-39 of 39

Last

Empl ID	Empl Record	Name	Job Code	Employee Cat	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Dept	Department
12345670		Will Smith	BPMC	SEL	2649420	En route	ADOS-AC	10 U.S.C. 12301(d)	09/20/2020	11/15/2020	007359	SEC MOBILE CMD CADRE
12345670		Will Smith	BPMC	SEL	2649002	Cancelled	TITLE14	14 U.S.C. 712	09/20/2020	11/15/2020	007359	SEC MOBILE CMD CADRE
12345670		Will Smith	BPMC	SEL	2620703	Cancelled	ADT-OTD	10 U.S.C. 12301(d)	03/29/2020	04/03/2020	007359	SEC MOBILE CMD CADRE

4

The Reserve Orders will display. To amend the orders: Using the **Order Action drop-down**, select Amend Order. Click **Go**.

Reserve Orders

Travel

Notes

Funding

Leave

Approval

Audit

Will Smith

EMP

Empl ID: 1234567

Empl Record: 0

Trans ID: 2649420

Order Action:

Amend Order

Order Begin Date: 09/20/2020

Order Type: Cancel Order

Order End Date: 11/15/2020

Order Status: Cancel Order and TONO

of Days / Term: 57 / ShortTerm

Duty Type: Act Dty Operational Support-AC

Duty Department: 007359 SEC MOBILE CMD CADRE

Authority: 10 U.S.C. 12301(d)

Empl Category: SEL Selected Reserve

TRAYPAY CAT: A Drilling Pay Status

Go

Basic Information

Purpose:

DR

DISASTER RESPONSE OPERATIONS & SUPPORT

Route for Authorization

Payment for Duty:

Pay and Allowances

Payment for Travel:

Single Travel Claim

*Duty Department:

007359

SEC MOBILE CMD CADRE

Dept Benefitting:

008189

D8 FORCE READINESS BR (DXR)

Dept Funding:

008176

D8 PLNG & FORCE RDNS DIV (DX)

Days of ADT-AT Satisfied:

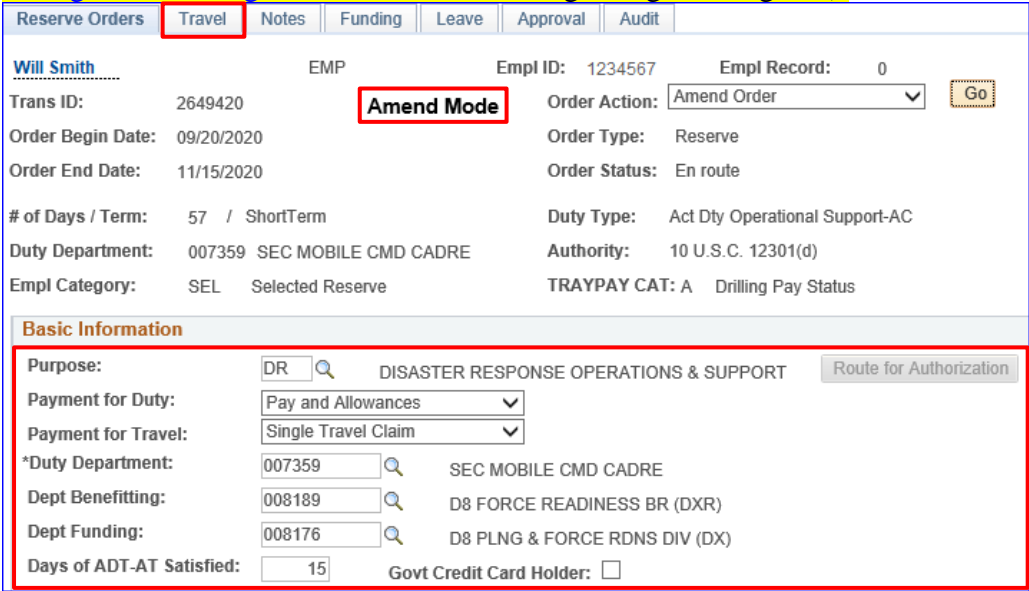
15

Govt Credit Card Holder:

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step	Action
5	<p>The orders will now be in Amend Mode (see Note).</p> <p>The Basic Information fields are editable and may be amended if necessary. Click the Travel tab.</p> <p>NOTE: Remember, if editing any POET details on the Funding tab – If the funding Cost Total is currently greater than \$0.00 but the funding line is no longer needed, do NOT change it \$0.00. Changing the Cost Total to \$0.00 will cancel the Document#. Instead, change the Cost Total to \$1.00 (see Changes to Funding/POET section at the beginning of this guide).</p>  <p>The screenshot shows the 'Reserve Orders' system interface. The 'Travel' tab is selected and highlighted with a red box. The 'Amend Mode' button is highlighted with a red box. The 'Basic Information' section is highlighted with a red box, showing the following fields:</p> <ul style="list-style-type: none"> Purpose: DR (selected) DISASTER RESPONSE OPERATIONS & SUPPORT Payment for Duty: Pay and Allowances (selected) Payment for Travel: Single Travel Claim (selected) *Duty Department: 007359 SEC MOBILE CMD CADRE Dept Benefitting: 008189 D8 FORCE READINESS BR (DXR) Dept Funding: 008176 D8 PLNG & FORCE RDNS DIV (DX) Days of ADT-AT Satisfied: 15 Govt Credit Card Holder: <input type="checkbox"/>

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step	Action
6	<p>In the Travel Orders section, click View All to open all Sequences of the orders.</p>

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step	Action
7	<p>In this scenario, the SPO was notified that the member was departing on November 13th, instead of November 15th. Update the Estimated Date on both the Seq Nbr 98 and Seq Nbr 99 rows. Remember: Do NOT add or delete rows.</p> <div> <div> *Seq Nbr: 98 Travel Type: Depart Trvl Approval: </div> <div> <div>Estimated Date: 11/15/2020</div> <div>Actual Date:</div> <div>Nature of Duty: Duty</div> </div> <div> <div>Department: 007359</div> <div>Location: AL0073</div> <div>Position Number: 00047964</div> <div>Posn Job Code: 491091</div> </div> <div> <div>SEC MOBILE CMD CADRE</div> <div>SECTOR MOBILE</div> <div>SILVER BADGE CMD CHIEF RSRV</div> <div>Senior Chief Petty Officer</div> </div> <div>Other Location:</div> <div>Route for Approval</div> <div>Per Diem</div> <div>Travel Details</div> <div>Additional Authorized Expenses</div> </div> <div> <div> *Seq Nbr: 99 Travel Type: Report Trvl Approval: </div> <div> <div>Estimated Date: 11/15/2020</div> <div>Actual Date:</div> <div>Nature of Duty: Home</div> </div> <div> <div>Department: 007359</div> <div>Location: AL0073</div> <div>Position Number: 00047964</div> <div>Posn Job Code: 491091</div> </div> <div> <div>SEC MOBILE CMD CADRE</div> <div>SECTOR MOBILE</div> <div>SILVER BADGE CMD CHIEF RSRV</div> <div>Senior Chief Petty Officer</div> </div> <div>Other Location:</div> <div>Route for Approval</div> </div>

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step

8

Action

Click **Save**.

*Seq Nbr:	98	Travel Type:	Depart	Trvl Approval:		
Estimated Date:	11/13/2020	Department:	007359	SEC MOBILE CMD CADRE		
Actual Date:		Location:	AL0073	SECTOR MOBILE		
Nature of Duty:	Duty	Position Number:	00047964	SILVER BADGE CMD CHIEF RSRV		
		Posn Job Code:	491091	Senior Chief Petty Officer		
Other Location:				Route for Approval		
▶ Per Diem						
▶ Travel Details						
▶ Additional Authorized Expenses						

*Seq Nbr:	99	Travel Type:	Report	Trvl Approval:		
Estimated Date:	11/13/2020	Department:	007359	SEC MOBILE CMD CADRE		
Actual Date:		Location:	AL0073	SECTOR MOBILE		
Nature of Duty:	Home	Position Number:	00047964	SILVER BADGE CMD CHIEF RSRV		
		Posn Job Code:	491091	Senior Chief Petty Officer		
Other Location:				Route for Approval		
▶ Per Diem						
▶ Travel Details						
▶ Additional Authorized Expenses						

▼ Delay En route					
	Begin Date	End Date	Delay En route	Days	
1					

▶ Dependents Authorized for Travel					
------------------------------------	--	--	--	--	--

Save

Return to Search

Previous in List

Next in List

9

This message will appear. Click **OK**.

Message

You must submit for an Amend Approval when in Amend Mode, or there is an Approval Pending. (30013,29)

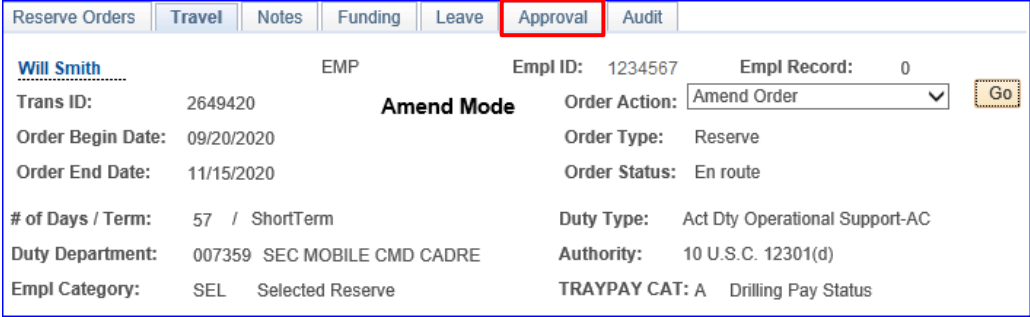
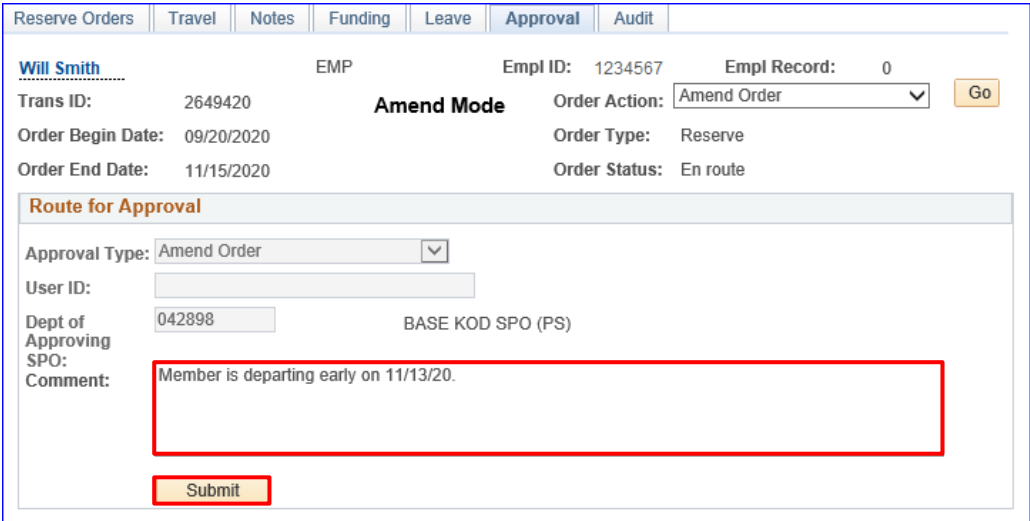
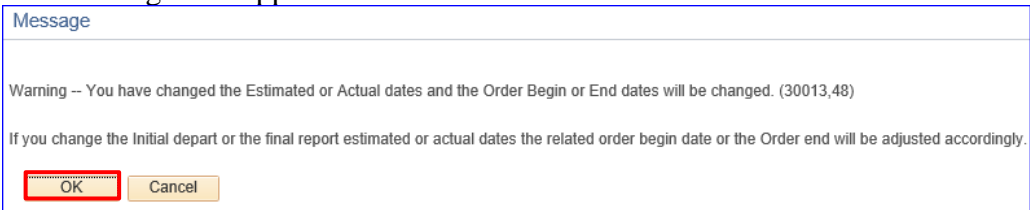
Please resolve the pending transaction first, or select 'Submit' from the Order Approval Page to request an approval.

OK

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued




Procedures,
continued

Step	Action
10	<p>Scroll up to the top of the page and click the Approval tab.</p> 
11	<p>The Approval Type will default to Amend Order. Enter Comments describing the reason for the amended orders. Click Submit.</p> 
12	<p>This message will appear. Click OK.</p> 

Continued on next page

Amend Reserve Active Duty Orders in an En Route Status, Continued

Procedures,
continued

Step	Action
13	<p>The Reserve Order Amendment will update to a Pending status.</p> <div> Reserve Order Amend Approval <div> <div> Reserve Order Amend Pending View/Hide Comments </div> <div> One Level Approval </div> <div> <div> Skipped </div> <div>  JADA PINKETT SMITH SPO Supervisor 10/28/20 - 11:51 AM </div> </div> <div> <div> Pending </div> <div>  Multiple Approvers SPO Supervisor </div> </div> </div> <div> <div> Comments </div> <div> JADA PINKETT SMITH at 10/28/20 - 11:51 AM Member is departing early on 11/13/20. </div> <div> System at 10/28/20 - 11:51 AM Requester is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031) </div> </div> </div>
14	<p>Once approved, the Order End Date will update, and these orders can now be picked up by the Reserve Orders Integration process since these orders will need to be finished after mid-month pay cut has passed.</p> <div> <div> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <div> Will Smith EMP Empl ID: 1234567 Empl Record: 0 </div> <div> Trans ID: 2649420 Amend Mode Order Action: Go </div> <div> Order Begin Date: 09/20/2020 Order Type: Reserve </div> <div> Order End Date: 11/13/2020 Order Status: En route </div> <div> Route for Approval </div> <div> Approval Type: Amend Order </div> <div> User ID: </div> <div> Dept of Approving SPO: </div> <div> Comment: </div> <div> Reserve Order Amend Approval <div> <div> Reserve Order Amend Approved View/Hide Comments </div> <div> One Level Approval </div> <div> <div> Approved </div> <div>  DJ Jazy Jeff SPO Supervisor 10/28/20 - 12:11 PM </div> </div> </div> </div> </div>


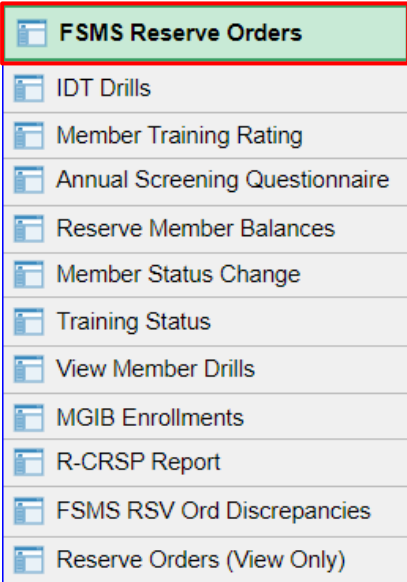
Amend Reserve Active Duty Orders in a Finished Status

Introduction This section provides the procedures to amend Reserve Active Duty orders that are in a finished status in Direct Access (DA).

Information Amending an order is different from editing other data on an order because the fields being amended are pay impacting and require approval. When amending orders that impact authorized funding, SPOs **MUST** contact the order funding authority.

NOTE: Roles which allow the creation, editing and approval of Reserve orders permit the editing of other elements of the Reserve order such as order notes and travel information without using the Amend Order mode.

Procedures See below.

Step	Action
1	<p>Click on the Reserve Administration tile.</p> 
1.5	<p>The default FSMS Reserve Orders option will automatically display.</p> 

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

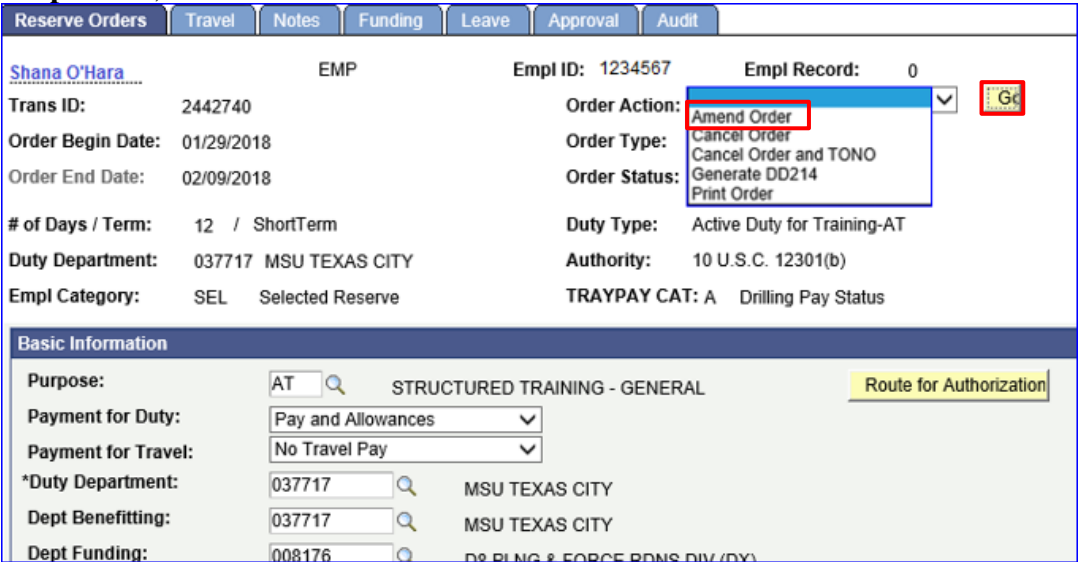
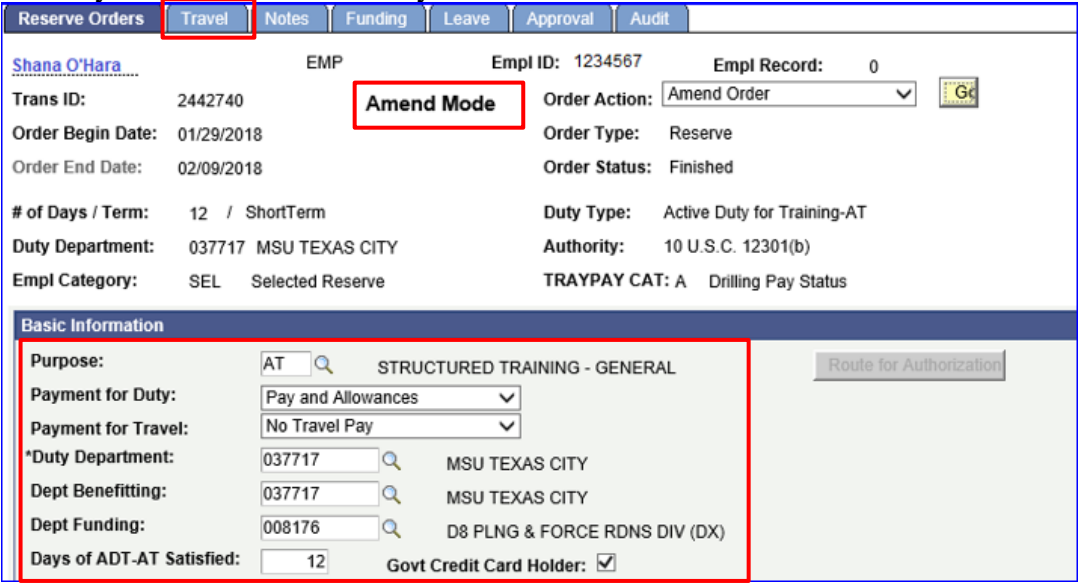
Procedures,
continued

Step	Action																																																				
2	<div>Enter the member's Empl ID and click Search.</div> <div><div><div>FSMS Reserve Orders</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div><div>▼ Search Criteria</div><div><div><div>Empl ID</div><div>begins with ▼</div><div>1234567</div><div></div></div><div><div>Empl Record</div><div>= ▼</div><div></div><div></div></div><div><div>Trans ID</div><div>= ▼</div><div></div></div><div><div>Duty Type</div><div>= ▼</div><div></div><div>▼</div></div><div><div>Begin Date</div><div>= ▼</div><div></div><div></div></div><div><div>End Date</div><div>= ▼</div><div></div><div></div></div><div><div>National ID</div><div>begins with ▼</div><div></div></div><div><div>Name</div><div>begins with ▼</div><div></div></div><div><div>Last Name</div><div>begins with ▼</div><div></div></div><div><div>Order Status</div><div>= ▼</div><div></div><div>▼</div></div><div><div>Duty Department</div><div>begins with ▼</div><div></div></div><div><div><input type="checkbox"/> Case Sensitive</div></div><div><div><div>Search</div><div>Clear</div><div>Basic Search </div><div>Save Search Criteria</div></div><div><div>Find an Existing Value</div><div>Add a New Value</div></div></div></div></div></div></div>																																																				
3	<div>A list of the member's Reserve Active Duty orders will be displayed. Active Duty orders in an En route or Finished status may be amended. Select the order to be amended.</div> <div><div><div>Search Results</div><div><div>View All</div><div>First 1-15 of 1</div></div><table><tr><th>Empl ID</th><th>Empl Record</th><th>Name</th><th>Job Code</th><th>Employee Category</th><th>Trans ID</th><th>Order Status</th><th>Duty Type</th><th>Authority Code</th><th>Begin Date</th><th>End Date</th><th>Duty Department</th><th>Department</th></tr><tr><td>1234567</td><td>0</td><td>Shana O'Hara</td><td>YN1</td><td>SEL</td><td>2442740</td><td>Finished</td><td>ADT-AT</td><td>10 U.S.C. 12301(b)</td><td>01/29/2018</td><td>02/09/2018</td><td>037717</td><td>MSU TEXAS CITY</td></tr><tr><td>1234567</td><td>0</td><td>Shana O'Hara</td><td>YN1</td><td>SEL</td><td>2401521</td><td>Finished</td><td>ADT-AT</td><td>10 U.S.C. 12301(b)</td><td>06/05/2017</td><td>06/16/2017</td><td>037717</td><td>MSU TEXAS CITY</td></tr><tr><td>1234567</td><td>0</td><td>Shana O'Hara</td><td>YN1</td><td>SEL</td><td>2397667</td><td>Cancelled</td><td>ADT-AT</td><td>10 U.S.C. 12301(b)</td><td>05/22/2017</td><td>06/02/2017</td><td>037717</td><td>MSU TEXAS CITY</td></tr></table></div></div>	Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	1234567	0	Shana O'Hara	YN1	SEL	2442740	Finished	ADT-AT	10 U.S.C. 12301(b)	01/29/2018	02/09/2018	037717	MSU TEXAS CITY	1234567	0	Shana O'Hara	YN1	SEL	2401521	Finished	ADT-AT	10 U.S.C. 12301(b)	06/05/2017	06/16/2017	037717	MSU TEXAS CITY	1234567	0	Shana O'Hara	YN1	SEL	2397667	Cancelled	ADT-AT	10 U.S.C. 12301(b)	05/22/2017	06/02/2017	037717	MSU TEXAS CITY
Empl ID	Empl Record	Name	Job Code	Employee Category	Trans ID	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department																																									
1234567	0	Shana O'Hara	YN1	SEL	2442740	Finished	ADT-AT	10 U.S.C. 12301(b)	01/29/2018	02/09/2018	037717	MSU TEXAS CITY																																									
1234567	0	Shana O'Hara	YN1	SEL	2401521	Finished	ADT-AT	10 U.S.C. 12301(b)	06/05/2017	06/16/2017	037717	MSU TEXAS CITY																																									
1234567	0	Shana O'Hara	YN1	SEL	2397667	Cancelled	ADT-AT	10 U.S.C. 12301(b)	05/22/2017	06/02/2017	037717	MSU TEXAS CITY																																									

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

Step	Action
4	<p>The Reserve Orders will display. To amend the orders: Using the Order Action drop-down, select Amend Order. Click Go.</p>  <p>The screenshot shows the Reserve Orders interface for Shana O'Hara. The 'Order Action' dropdown menu is open, showing options: Amend Order (highlighted), Cancel Order, Cancel Order and TONO, Generate DD214, and Print Order. The 'Go' button is visible. Other fields include Trans ID: 2442740, Order Begin Date: 01/29/2018, Order End Date: 02/09/2018, # of Days / Term: 12 / ShortTerm, Duty Department: 037717 MSU TEXAS CITY, Empl Category: SEL Selected Reserve, and TRAYPAY CAT: A Drilling Pay Status.</p>
5	<p>The orders will now be in Amend Mode. The Basic Information fields are editable and may be amended if necessary. Click the Travel tab.</p>  <p>The screenshot shows the Reserve Orders interface in 'Amend Mode'. The 'Travel' tab is selected. The 'Order Action' dropdown is set to 'Amend Order'. The 'Basic Information' section is highlighted with a red box, showing fields for Purpose (AT), Payment for Duty (Pay and Allowances), Payment for Travel (No Travel Pay), *Duty Department (037717 MSU TEXAS CITY), Dept Benefitting (037717 MSU TEXAS CITY), Dept Funding (008176 D8 PLNG & FORCE RDNS DIV (DX)), and Days of ADT-AT Satisfied (12). The 'Govt Credit Card Holder' checkbox is checked.</p>

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

Step	Action																																													
6	<p>In the Travel Orders section, click View All to open all Sequences of the orders.</p> <div> <div> Shana O'Hara EMP Trans ID: 2442740 Order Begin Date: 01/29/2018 Order End Date: 02/09/2018 # of Days / Term: 12 / ShortTerm Duty Department: 037717 MSU TEXAS CITY Empl Category: SEL Selected Reserve </div> <div> Empl ID: 1234567 Empl Record: 0 Amend Mode Order Action: Amend Order Order Type: Reserve Order Status: Finished Duty Type: Active Duty for Training-AT Authority: 10 U.S.C. 12301(b) TRAYPAY CAT: A Drilling Pay Status </div> </div> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>01/29/2018</td> <td>01/29/2018</td> <td>Home</td> <td>MSU TEXAS CITY</td> <td>ADMIN/PERS SUPPORT</td> <td>MSU TEXAS CITY</td> </tr> <tr> <td>2</td> <td>Report</td> <td>Approved</td> <td>01/29/2018</td> <td>01/29/2018</td> <td>Duty</td> <td>MSU TEXAS CITY</td> <td>ADMIN/PERS SUPPORT</td> <td></td> </tr> <tr> <td>98</td> <td>Depart</td> <td>Approved</td> <td>02/09/2018</td> <td>02/09/2018</td> <td>Duty</td> <td>MSU TEXAS CITY</td> <td>ADMIN/PERS SUPPORT</td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>02/09/2018</td> <td>02/09/2018</td> <td>Home</td> <td>MSU TEXAS CITY</td> <td>ADMIN/PERS SUPPORT</td> <td>MSU TEXAS CITY</td> </tr> </tbody> </table> <div> <div>Travel Orders</div> <div> Find View All First 1 of 4 Last </div> <div> *Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved Estimated Date: 01/29/2018 Department: 037717 MSU TEXAS CITY Actual Date: 01/29/2018 Location: TX2692 MSU TEXAS CITY Nature of Duty: Home Position Number: 00052376 ADMIN/PERS SUPPORT </div> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	01/29/2018	01/29/2018	Home	MSU TEXAS CITY	ADMIN/PERS SUPPORT	MSU TEXAS CITY	2	Report	Approved	01/29/2018	01/29/2018	Duty	MSU TEXAS CITY	ADMIN/PERS SUPPORT		98	Depart	Approved	02/09/2018	02/09/2018	Duty	MSU TEXAS CITY	ADMIN/PERS SUPPORT		99	Report	Approved	02/09/2018	02/09/2018	Home	MSU TEXAS CITY	ADMIN/PERS SUPPORT	MSU TEXAS CITY
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description																																						
1	Depart	Approved	01/29/2018	01/29/2018	Home	MSU TEXAS CITY	ADMIN/PERS SUPPORT	MSU TEXAS CITY																																						
2	Report	Approved	01/29/2018	01/29/2018	Duty	MSU TEXAS CITY	ADMIN/PERS SUPPORT																																							
98	Depart	Approved	02/09/2018	02/09/2018	Duty	MSU TEXAS CITY	ADMIN/PERS SUPPORT																																							
99	Report	Approved	02/09/2018	02/09/2018	Home	MSU TEXAS CITY	ADMIN/PERS SUPPORT	MSU TEXAS CITY																																						

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

Step

7

Action

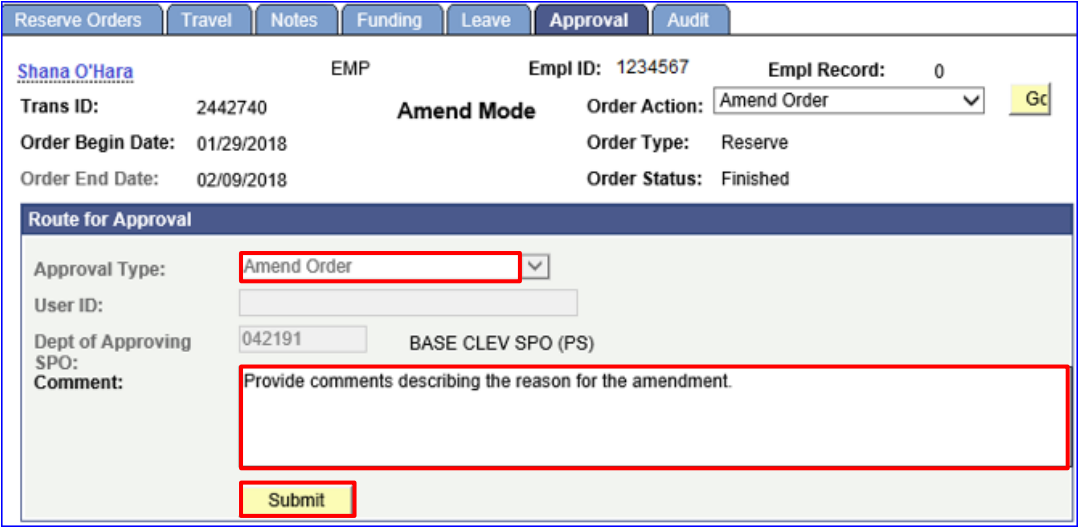
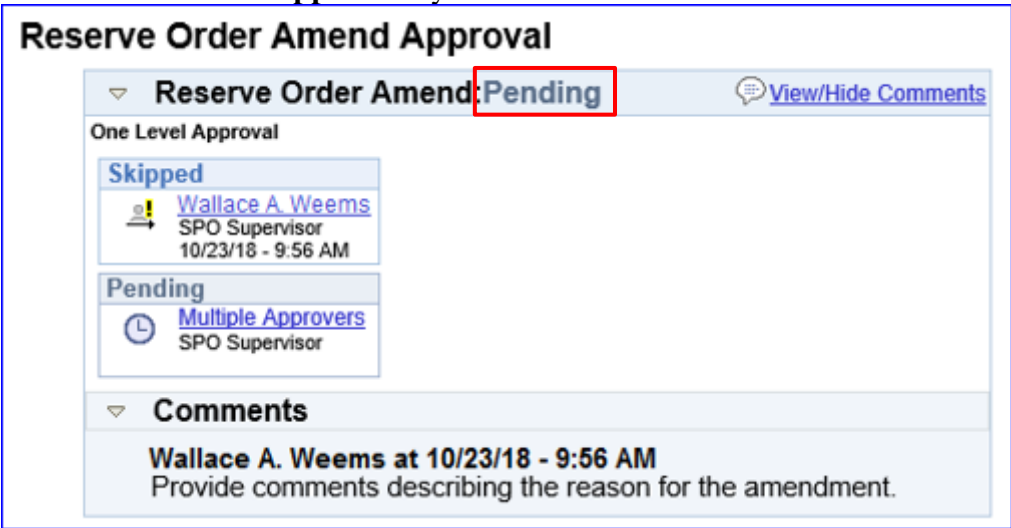
The highlighted fields may be amended. Amended orders must be submitted to the SPO Auditor for approval. Once all changes have been made, click the **Approval** tab at the top of the orders. **Remember: Do NOT add or delete rows.**

Travel Orders		Find View 1		First 1-4 of 4 Last	
*Seq Nbr:	1	Travel Type:	Depart	Trvl Approval:	Approved
Estimated Date:	01/29/2018	Department:	037717	MSU TEXAS CITY	
Actual Date:	01/29/2018	Location:	TX2692	MSU TEXAS CITY	
Nature of Duty:	Home	Position Number:	00052376	ADMIN/PERS SUPPORT	
		Posn Job Code:	436094	Second Class Yeoman	
Other Location:		Route for Approval			
▶ Per Diem					
▶ Travel Details					
▶ Additional Authorized Expenses					
*Seq Nbr:	2	Travel Type:	Report	Trvl Approval:	Approved
Estimated Date:	01/29/2018	Department:	008282	SFO GALVESTON	
Actual Date:	01/29/2018	Location:	TX0001	GALVESTON ASHORE UNITS	
Nature of Duty:	Duty	Position Number:	00052376	ADMIN/PERS SUPPORT	
		Posn Job Code:	436094	Second Class Yeoman	
Other Location:		Route for Approval			
▶ Per Diem					
▶ Travel Details					
▶ Additional Authorized Expenses					
*Seq Nbr:	98	Travel Type:	Depart	Trvl Approval:	Approved
Estimated Date:	02/09/2018	Department:	008282	SFO GALVESTON	
Actual Date:	02/09/2018	Location:	TX0001	GALVESTON ASHORE UNITS	
Nature of Duty:	Duty	Position Number:	00052376	ADMIN/PERS SUPPORT	
		Posn Job Code:	436094	Second Class Yeoman	
Other Location:		Route for Approval			
▶ Per Diem					
▶ Travel Details					
▶ Additional Authorized Expenses					
*Seq Nbr:	99	Travel Type:	Report	Trvl Approval:	Approved
Estimated Date:	02/09/2018	Department:	037717	MSU TEXAS CITY	
Actual Date:	02/09/2018	Location:	TX2692	MSU TEXAS CITY	
Nature of Duty:	Home	Position Number:	00052376	ADMIN/PERS SUPPORT	
		Posn Job Code:	436094	Second Class Yeoman	
Other Location:		Route for Approval			

Continued on next page

Amend Reserve Active Duty Orders in a Finished Status, Continued

Procedures,
continued

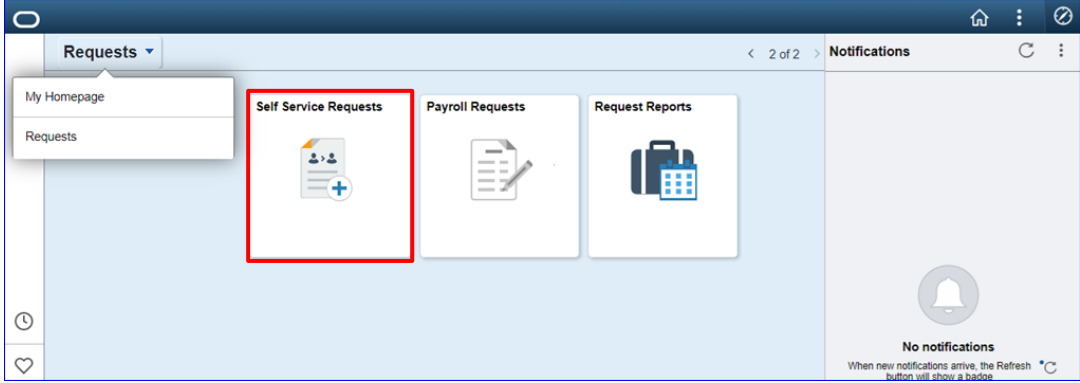
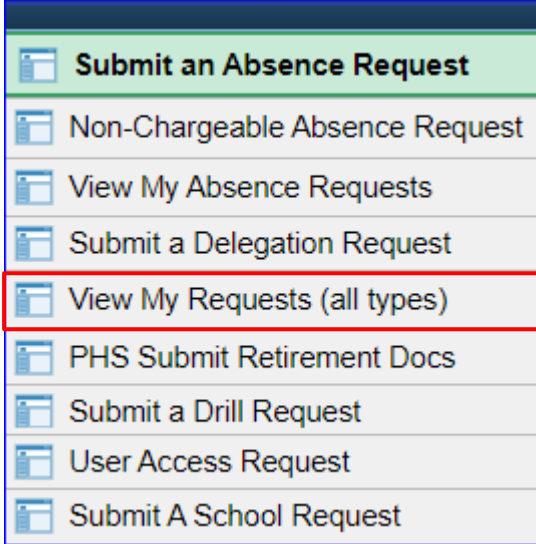
Step	Action
8	<p>The Approval Type will default to Amend Order. Enter Comments describing the reason for the amended orders. Click Submit.</p> 
9	<p>The Reserve Order Amendment will update to a Pending status.</p> <p>NOTE: The amended fields will be saved; however, Job Data will not update until the amended order is approved by the SPO Auditor.</p> 

Approving Amended Reserve Active Duty Orders

Introduction This section provides the procedures to approve amended Reserve Active Duty orders in Direct Access (DA).

Job Data & Pay Groups It is important to review the Job Data rows after approving the amended Reserve Active Duty orders to ensure the orders processed in the correct pay group. If the pay group is not correct (see the [Job Data](#) section of this guide), the SPO **MUST** submit a PPC Customer Care ticket to have the Job Data row/pay group corrected so the member will receive payment for the Active Duty period.

Procedures See below.

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

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

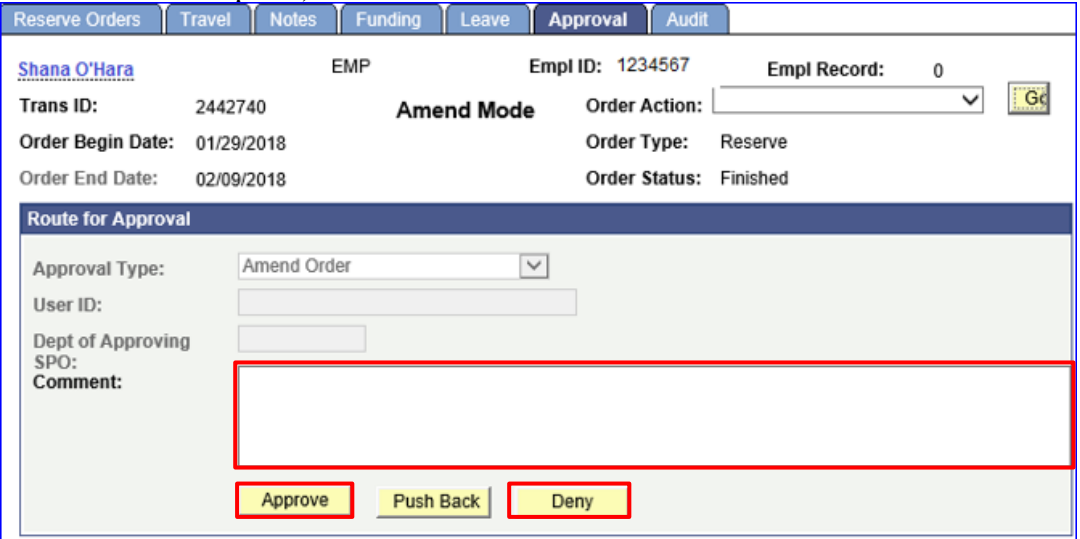
Procedures,
continued

Step	Action
2	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button. Leave the Transaction Name as All Transactions and Transaction Status as Pending. Click Populate Grid.</p> <div> <p>View My Action Requests</p> <hr/> <p>Conrad Hauser</p> <ol style="list-style-type: none"> 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. <div> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <div> Transaction Name: All Transactions </div> <div> Transaction Status: Pending </div> <div> Submission From Date: <input type="text"/> </div> <div> Submission To Date: <input type="text"/> </div> <div> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </div> </div>

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

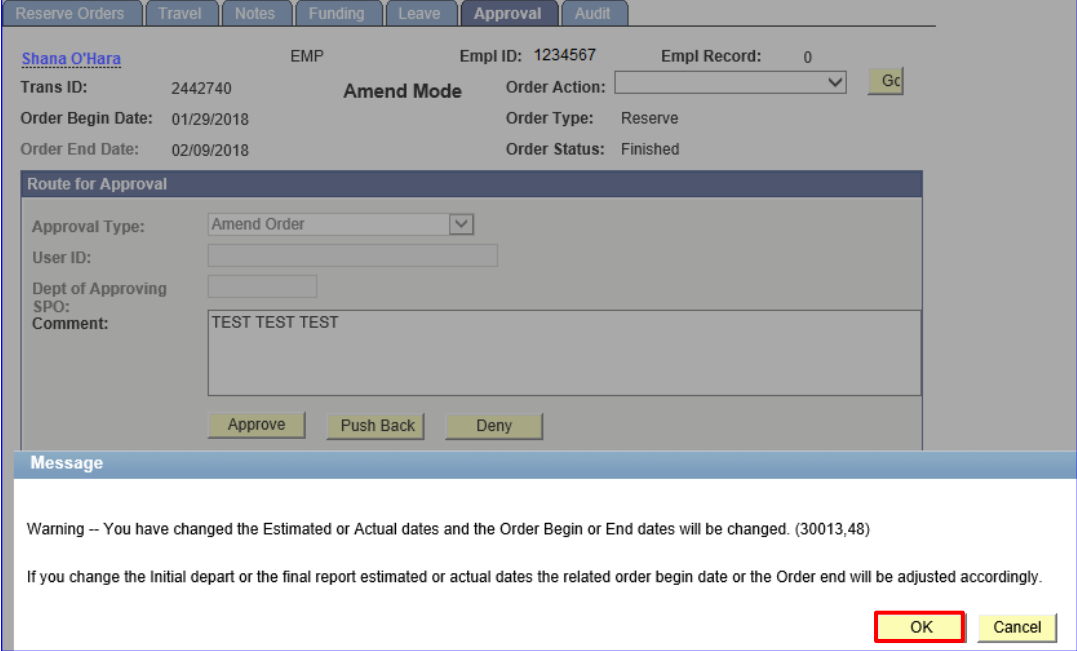
Procedures,
continued

Step	Action
4	<p>Review each tab of the Amended Reserve orders to ensure all information is correct. From the Approval tab, enter Comments as appropriate and select Approve or Deny.</p> <p>Note: Push Back is NOT recommended. Push Back sets the status to On Hold and returns the orders to the submitter with any comments for editing/resubmission. This option limits access to the orders to only the submitter (if the submitter is unavailable when the orders are 'pushed back', no one else will be able to access the orders in their place).</p> 

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

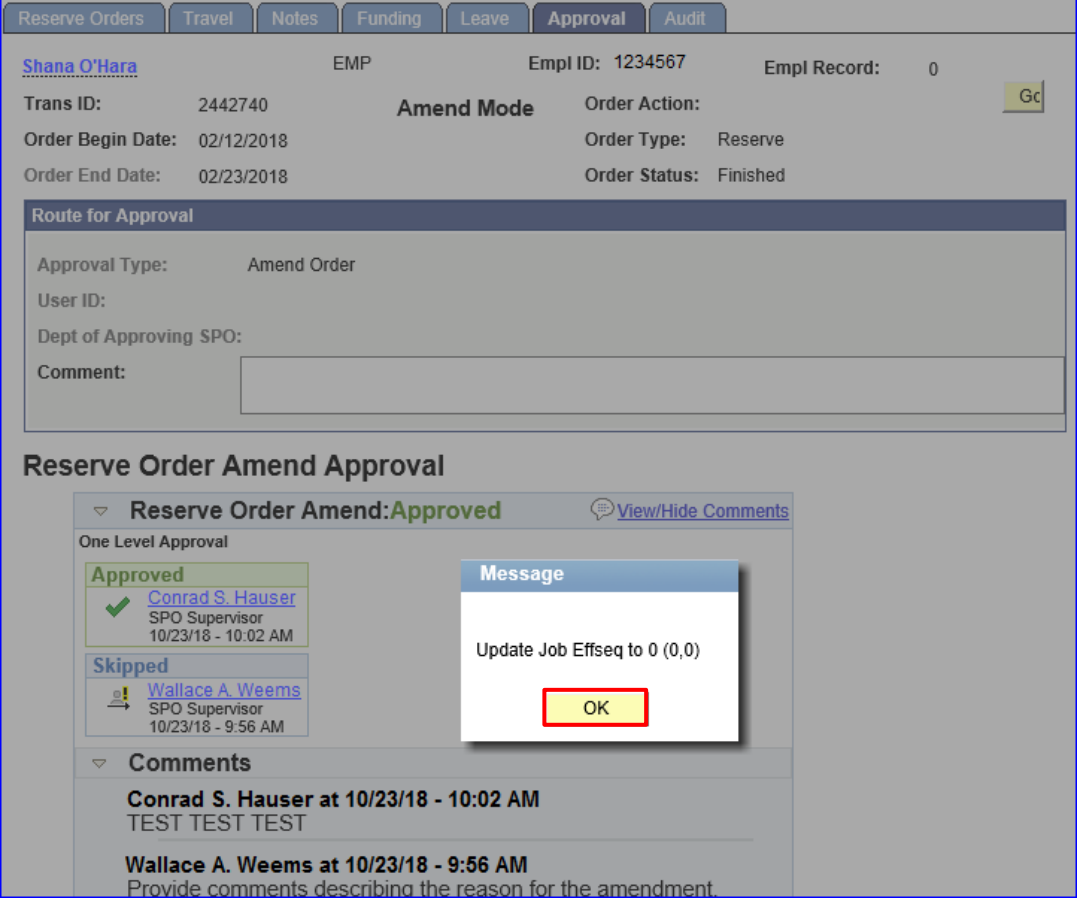
Procedures,
continued

Step	Action
5	<p>If Approve was selected, a warning message will display notifying the approver that dates have been changed. Click OK.</p>  <p>The screenshot displays the 'Amend Mode' interface. At the top, there are tabs: Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Approval' tab is active. Below the tabs, the user 'Shana O'Hara' is logged in as an EMP with Empl ID: 1234567 and Empl Record: 0. The 'Trans ID' is 2442740. The 'Order Begin Date' is 01/29/2018 and the 'Order End Date' is 02/09/2018. The 'Order Type' is Reserve and the 'Order Status' is Finished. The 'Route for Approval' section shows 'Approval Type' as Amend Order, 'User ID' as an empty field, 'Dept of Approving SPO' as an empty field, and 'Comment' as TEST TEST TEST. There are buttons for Approve, Push Back, and Deny. A 'Message' box at the bottom contains the following text: 'Warning -- You have changed the Estimated or Actual dates and the Order Begin or End dates will be changed. (30013,48)' and 'If you change the Initial depart or the final report estimated or actual dates the related order begin date or the Order end will be adjusted accordingly.' The 'OK' button in the message box is highlighted with a red border.</p>

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

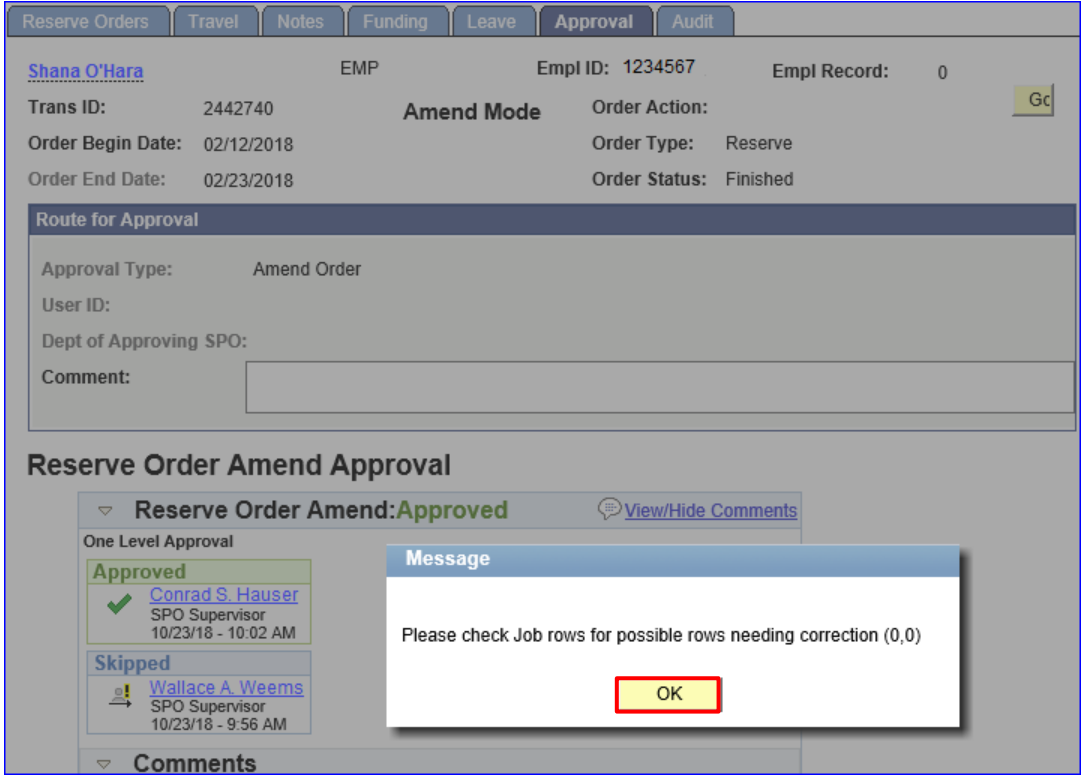
Procedures,
continued

Step	Action
6	<p>A second warning message will display, indicating the Job sequence in Job Data is being updated. Click OK.</p> 

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
7	<p>A final warning message will display notifying the approver they should review the Job Data rows for the amended Reserve orders to ensure they processed correctly. Click OK.</p> 

Continued on next page

Approving Amended Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
8	<p>The amended Reserve orders are now in an Approved status. It is recommended the Job Data rows be reviewed to ensure the amended orders processed in the correct Pay Group.</p> <div> <div> Reserve Orders Travel Notes Funding Leave Approval Audit </div> <div> <div>Shana O'Hara</div> <div>EMP</div> <div>Empl ID: 1234567</div> <div>Empl Record: 0</div> <div>Trans ID: 2442740</div> <div>Amend Mode</div> <div>Order Action: Gc</div> <div>Order Begin Date: 02/12/2018</div> <div>Order Type: Reserve</div> <div>Order End Date: 02/23/2018</div> <div>Order Status: Finished</div> </div> </div> <div> <div>Route for Approval</div> <div> <div>Approval Type: Amend Order</div> <div>User ID:</div> <div>Dept of Approving SPO:</div> <div>Comment:</div> </div> </div> <div> <div>Reserve Order Amend Approval</div> <div> <div> <div> <div>▼ Reserve Order Amend: Approved</div> <div>View/Hide Comments</div> </div> <div> <div>One Level Approval</div> <div> <div> <div>Approved</div> <div> <div>✓</div> <div>Conrad S. Hauser</div> <div>SPO Supervisor</div> <div>10/23/18 - 10:02 AM</div> </div> </div> <div> <div>Skipped</div> <div> <div>!</div> <div>Wallace A. Weems</div> <div>SPO Supervisor</div> <div>10/23/18 - 9:56 AM</div> </div> </div> </div> <div> <div>Comments</div> <div> <div>Conrad S. Hauser at 10/23/18 - 10:02 AM</div> <div>Test Test Test</div> <div>Wallace A. Weems at 10/23/18 - 9:56 AM</div> <div>Provide comments describing the reason for the amendment.</div> </div> </div> <div> <div>Save</div> <div>Return to Search</div> </div> </div> </div> </div></div>

Job Data

Introduction

This section discusses Job Data rows and Pay Groups and provides the procedures to view and verify the Job Data rows and Pay Groups in Direct Access (DA).

Job Data Rows & Pay Groups

After approving the amended orders, SPOs **MUST** review the Payroll tab for the **Reserve Order Begin** Job Data row to ensure it reflects the member is in the USCG (USCG Active Duty) Pay Group and the Use Pay Group Eligibility checkbox is **not** checked (see Example 1). If the Pay Group indicates **USCG RSV** for the Reserve Order Begin Job Data row and/or the Use Pay Group Eligibility **is** checked (see Example 2), SPOs **MUST** submit a [PPC Customer Care ticket](#) for manual adjustment.

Note: The Use Pay Group Eligibility checkbox will be checked when the member's default Pay Group is displayed. For instance:

- Active Duty members – are assigned to the **USCG** (Active Duty) Pay Group. Because USCG is the default Pay Group for all Active Duty members, the **Use Pay Group Eligibility checkbox will be checked** for any transactions processed using this assigned Pay Group.
- Reserve members – are assigned to the **USCG RSV** Pay Group. Because USCG RSV is the default Pay Group for all Reserve members, the **Use Pay Group Eligibility checkbox will be checked** for all transactions processed using this assigned Pay Group.

When a Reservist is ordered to Active Duty, the **Active Duty orders are processed under the USCG (Active Duty) Pay Group**. Because the USCG Pay Group is **not** the Reservist's default Pay Group, the Use Pay Group Eligibility checkbox should **not** be checked.

Continued on next page

Job Data, Continued

Job Data Rows & Pay Groups, continued

Example 1: Correct Job Data Row

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Shana O'Hara Employee			Empl ID 1234567 Empl Record 0		
Military Service					
Payroll Information Find First 2 of 39 Last					
Effective Date 01/29/2018 Go To Row Effective Sequence 0 HR Status Active Payroll Status Active Action Transfer Reason Reserve Order Begin Job Indicator Primary Job History					
Payroll System Global Payroll					
Global Payroll					
Pay Group USCG USCG Active Duty Setting <input type="checkbox"/> Use Pay Group Eligibility <input checked="" type="checkbox"/> Use Pay Group Rate Type <input checked="" type="checkbox"/> Use Pay Group As Of Date Holiday Schedule CGWIDE CG Wide Holiday Schedule Eligibility Group RSV SHORT1 ADT or ADOT < 31 days Exchange Rate Type Use Rate As Of					
Job Data Employment Data Benefits Program Participation					


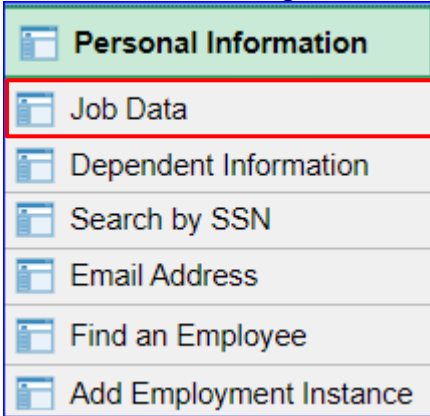
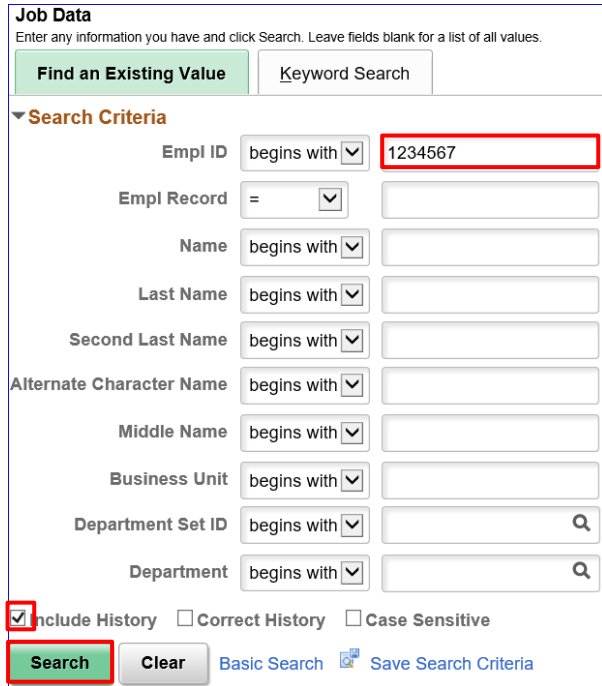
Example 2: Incorrect Job Data Row (submit PPC Customer Care ticket)

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Shana O'Hara Employee			Empl ID 1234567 Empl Record 0		
Military Service					
Payroll Information Find First 1 of 39 Last					
Effective Date 01/29/2018 Go To Row Effective Sequence 0 HR Status Active Payroll Status Active Action Transfer Reason Reserve Order Begin Job Indicator Primary Job Current					
Payroll System Global Payroll					
Global Payroll					
Pay Group USCG RSV USCG Reservist Setting <input checked="" type="checkbox"/> Use Pay Group Eligibility <input checked="" type="checkbox"/> Use Pay Group Rate Type <input checked="" type="checkbox"/> Use Pay Group As Of Date Holiday Schedule CGWIDE CG Wide Holiday Schedule Eligibility Group Exchange Rate Type Use Rate As Of					
Job Data Employment Data Benefits Program Participation					

Continued on next page

Job Data, Continued


Procedures See below.

Step	Action
1	<p>Click on the HR Data Shortcuts Tile.</p> 
1.5	<p>Select the Job Data option.</p> 
2	<p>Enter the member's Empl ID. Select the Include History checkbox and click Search.</p> 

Continued on next page

Job Data, Continued

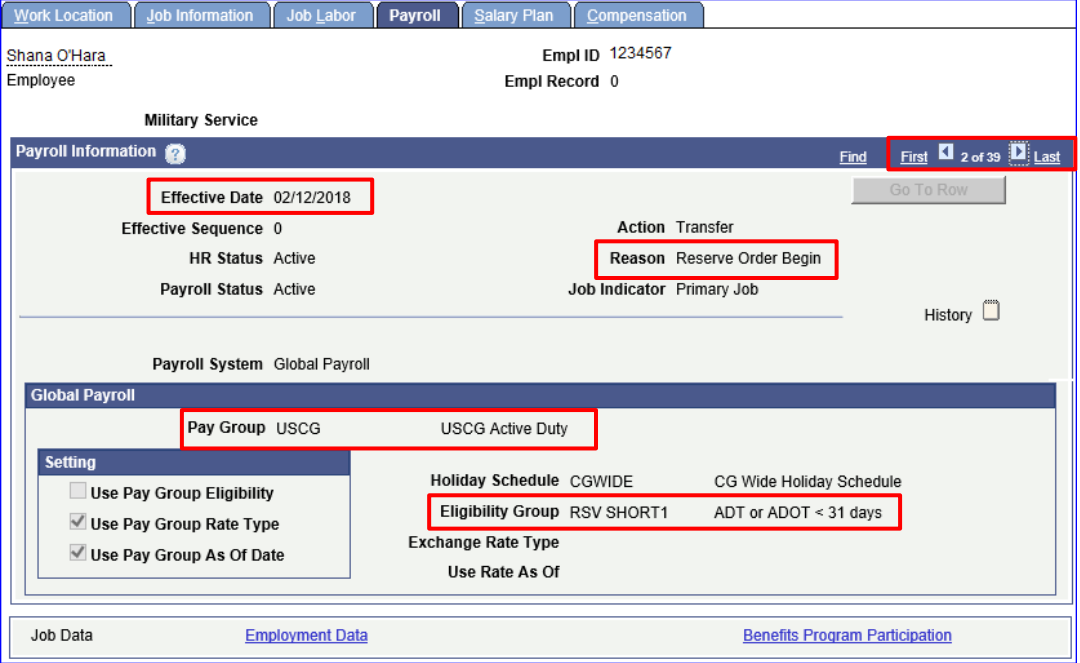
Procedures, continued

Step	Action
3	<p>Job Data will open. Select the Payroll tab. Locate the Job Data row for the Reserve Order End. Ensure the Effective Date updated per the amended orders, the Pay Group reflects USCG RSV, and the Use Pay Group Eligibility checkbox is checked.</p> <p>Note: If the Reserve Order End Job Data row does not reflect the correct Effective Date, the Pay Group does not reflect USCG RSV, and/or the Use Pay Group Eligibility checkbox is not checked, submit a PPC Customer Care ticket requesting the Job Data row be corrected.</p> 

Continued on next page

Job Data, Continued

Procedures,
continued

Step	Action
4	<p>Scroll to the Reserve Order Begin Job Data row and verify the Effective Date matches the amended orders, the Pay Group reflects USCG (Active Duty), and the Use Pay Group Eligibility checkbox is not checked.</p> <p>Note: If the pay group for the Reserve Order Begin does not reflect the correct Effective Date, the Pay Group does not reflect USCG, and/or the Use Pay Group Eligibility checkbox is checked, submit a PPC Customer Care ticket requesting the Job Data row be corrected.</p>  <p>The screenshot shows the Job Data row for Shana O'Hara, Empl ID 1234567. The row is highlighted in blue. The Effective Date is 02/12/2018. The Pay Group is USCG. The Eligibility Group is RSV SHORT1. The Use Pay Group Eligibility checkbox is checked. The Use Pay Group Rate Type checkbox is checked. The Use Pay Group As Of Date checkbox is checked. The Holiday Schedule is CGWIDE. The Exchange Rate Type is Use Rate As Of. The Benefits Program Participation is listed as ADT or ADOT < 31 days.</p>