

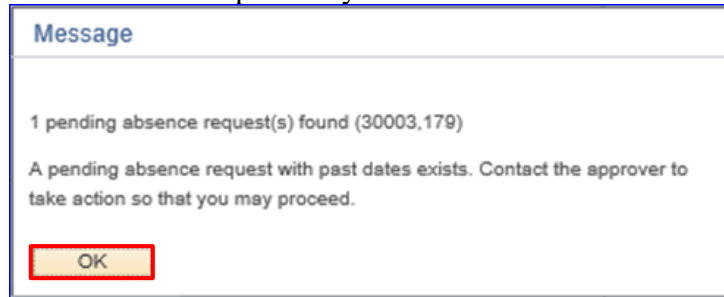
Non-Chargeable Absence Requests

Overview

Introduction This guide provides the procedures for creating, submitting, viewing, and processing **non-chargeable** absence requests by a member, a proxy, a command user, and the SPO in Direct Access (DA).

References (a) [Military Assignments and Authorized Absences, COMDTINST M1000.8A \(series\)](#)

Important Information New absence requests **cannot** be entered until all pending absence requests with **past dates** have been approved. If the below message displays, click **OK** and notify the approver of the pending absence request. Once the pending absence request has been approved or denied, a new absence request may be entered.



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Overview, Continued

| | |
|---|--|
| Types of Non-Chargeable Leave | <p>For an explanation of each non-chargeable leave type and information on when to use – see the Non-Chargeable Leave Chart:</p> <ul style="list-style-type: none"> • Bereavement • DHS S1 Authorized Absence • Isolation • MOB Respite (Post Deployment Mobilization Respite Absence) • Maternity Convalescent • Maternity Convalescent Additional • Prenatal • Prenatal Additional • Primary Caregiver Birth • Primary Caregiver Deceased • Primary Caregiver Designee • Primary Caregiver Parent • Secondary Caregiver Adoption • Secondary Caregiver Parentage • Secondary Caregiver Spouse • Sick Leave |
| Delegating Requests | <p>When instances prevent the approving official from approving absence requests, a delegate can be assigned to approve or deny any requests forwarded to the original approver. Procedures can be found in the Delegate Requests user guide.</p> |
| Leave Requests for PHS Officers Detailed to the CG | <p>Do not use these procedures to submit leave transactions for PHS Officers. See https://www.dcms.uscg.mil/ppc/phs for PHS Self Service Absence Request procedures.</p> |
| PCS or Separation Leave | <p>Do NOT input leave taken in conjunction with a PCS or Separation using Absence Request. This leave is recorded on the endorsement on orders or in the separation component.</p> |

Continued on next page

Overview, Continued

Known Issue

If leave was requested and then denied through Absence Requests, it may cause an error when attempting to enter the leave in the Delay En route section of the PCS Orders or processing the PCS Departing or Reporting Endorsements.

A Trouble Ticket with screenshots must be submitted to PPC to have the 'Denied' Absence Request deleted from DA before the PCS Orders or Endorsements may be completed.

CG_GP_ABSENCE_REQUEST - Listing of Absence Requests

EMPLID

Department

Reports To

Begin Date On or After 04/01/2021

End Date On or Before 09/30/2021

Request Status All Statuses

SPO

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

| Row | Seq Nbr | Last Name | First Name | EMPLID | Rank | Component | Department | Request Status | Descr | Submission Date | Begin Date | End Date | Duration (Days) |
|-----|---------|-----------|------------|---------|------|-----------|-----------------------|----------------|-----------------|-----------------|------------|------------|-----------------|
| 1 | 23 | COBB | JAYNE | 1234567 | O3 | AD | AIRSTA ELIZABETH CITY | Denied | Leave - INCONUS | 2021-04-05 | 2021-07-07 | 2021-07-12 | 6 |

▼ Delay En route

| | Begin Date | End Date | Delay En route | Days | | |
|---|---|---|--|------|----------------------------------|----------------------------------|
| 1 | 07/07/2021 <input type="button" value="Q"/> | 07/12/2021 <input type="button" value="Q"/> | Leave INCONUS <input type="button" value="Q"/> | 6 | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 2 | 07/13/2021 <input type="button" value="Q"/> | 07/16/2021 <input type="button" value="Q"/> | Proceed Time <input type="button" value="Q"/> | 4 | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 3 | 07/17/2021 <input type="button" value="Q"/> | 07/19/2021 <input type="button" value="Q"/> | Travel Time <input type="button" value="Q"/> | 3 | <input type="button" value="+"/> | <input type="button" value="-"/> |

► Dependents Authorized for Travel

Message

Data being added conflicts with existing data. (18,2)Error saving Component Interface. {GP_ABSENCE_EVENT} (91,37)

The PeopleCode program executed an Error statement, which has produced this message.

Member: Submit a Non-Chargeable Absence Request

Introduction This section provides the procedures for a member to submit a **non-chargeable** absence request in DA.

Types of Non-Chargeable Leave

| Non-Chargeable Absence Name | Description | Policy Limit (# of Days authorized) |
|-----------------------------|--|---|
| Bereavement | Bereavement leave | 14 cumulative days |
| DHS S1 Authorized Absence | Granted by the Secretary of DHS | Subject to approval |
| Isolation | Quarantine period due to Covid-19 | Subject to approval |
| MOB Respite | Post deployment mobilization respite | Subject to approval |
| Maternity Convalescent | Maternity convalescent leave | 42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *) |
| Maternity Convalescent Addl | Additional maternity leave | Subject to approval |
| Prenatal | Prenatal leave | 30 cumulative days |
| Prenatal Addl | Additional prenatal leave | Subject to approval |
| Primary Caregiver Birth | The member gave birth and retained the child upon completion of maternity convalescent leave | 42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *) |
| Primary Caregiver Deceased | The member who would normally be designated a secondary caregiver, but the primary caregiver is deceased | 42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *) |
| Primary Caregiver Designee | The member qualified and designated as the secondary caregiver becomes the primary caregiver | 42 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *) |

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Member: Submit a Non-Chargeable Absence Request,

Continued

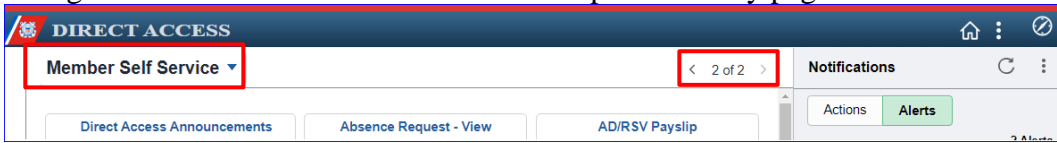

**Types of
Non-
Chargeable
Leave,**
continued

| Non-Chargeable Absence Name | Description | Policy Limit (# of Days authorized) |
|---|--|---|
| Primary Caregiver Parent | The parent with the primary responsibility for caring for the child, normally the non-military parent in the case of a qualifying birth event or adoption | 84 days (may be taken in increments of no less than 7 consecutive days up to the total days authorized *) |
| Secondary Caregiver Adoption | A member in a dual military marriage that adopts, and the spouse is the primary caregiver; a member whose non-military spouse is the primary caregiver | 21 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *) |
| Secondary Caregiver Parentage | A member whose child is born outside of marriage but establishes parentage IAW reference (a) | 21 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *) |
| Secondary Caregiver Spouse | The member in a dual military marriage and the spouse is the birth parent and primary caregiver; a member whose non-military spouse is the primary caregiver | 21 days (may be taken in increments of no less than 3 consecutive days up to the total days authorized *) |
| Sick Leave | Illness, injury, and convalescence | Subject to approval |
| * Commands may authorize increments of less than 3 days if requested by the member. This leave must be taken within one year after the birth/adoption event. All requests for non-chargeable leave must be approved by the member's command prior to execution. | | |

Continued on next page

Member: Submit a Non-Chargeable Absence Request, Continued

Procedures See below.

| Step | Action |
|------|---|
| 1 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |
| 2 | <p>Click on the Non-Charge Abs Rqst -Submit tile.</p>  |

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Member: Submit a Non-Chargeable Absence Request, Continued

Procedures,
continued

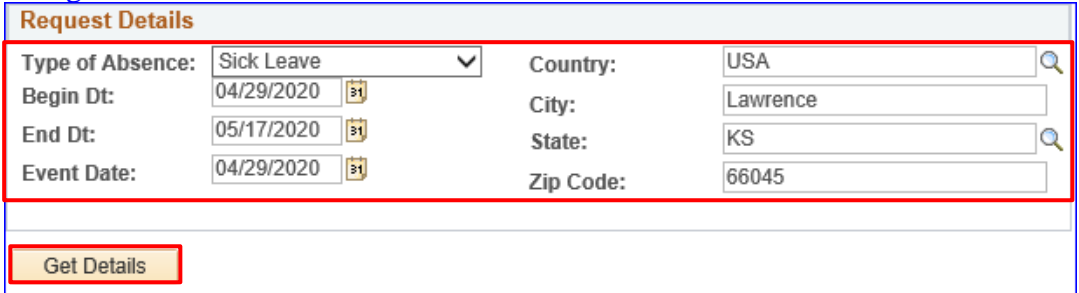

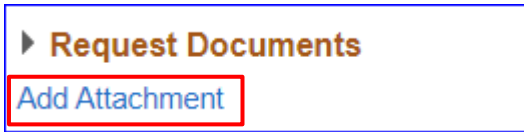
| Step | Action | | | | | | | | | | | | | | | | |
|------------------|--|------------------|----------------------|----------|----------------------|-----------|----------------------|-------|----------------------|---------|----------------------|--------|----------------------|-------------|----------------------|-----------|----------------------|
| 3 | <p>The Submit Non-Chargeable Absence Request page will display. Ensure it is the appropriate non-chargeable type of absence request.</p> <div> <p>Action Request</p> <p>Submit Non-Chargeable Absence Request</p> <p>SWANSON, JOE</p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table> <tr> <td>Type of Absence:</td><td><input type="text"/></td><td>Country:</td><td><input type="text"/></td></tr> <tr> <td>Begin Dt:</td><td><input type="text"/></td><td>City:</td><td><input type="text"/></td></tr> <tr> <td>End Dt:</td><td><input type="text"/></td><td>State:</td><td><input type="text"/></td></tr> <tr> <td>Event Date:</td><td><input type="text"/></td><td>Zip Code:</td><td><input type="text"/></td></tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: <input type="text"/></p> <p># of Days Allowed: <input type="text"/></p> <p>► Request Documents</p> <p>Add Attachment</p> <p>Request Approvers</p> <p>Approver: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> </div> | Type of Absence: | <input type="text"/> | Country: | <input type="text"/> | Begin Dt: | <input type="text"/> | City: | <input type="text"/> | End Dt: | <input type="text"/> | State: | <input type="text"/> | Event Date: | <input type="text"/> | Zip Code: | <input type="text"/> |
| Type of Absence: | <input type="text"/> | Country: | <input type="text"/> | | | | | | | | | | | | | | |
| Begin Dt: | <input type="text"/> | City: | <input type="text"/> | | | | | | | | | | | | | | |
| End Dt: | <input type="text"/> | State: | <input type="text"/> | | | | | | | | | | | | | | |
| Event Date: | <input type="text"/> | Zip Code: | <input type="text"/> | | | | | | | | | | | | | | |

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Member: Submit a Non-Chargeable Absence Request,

Continued

Procedures,
continued

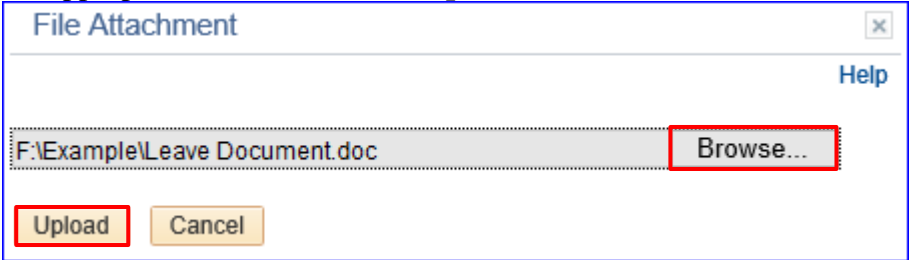
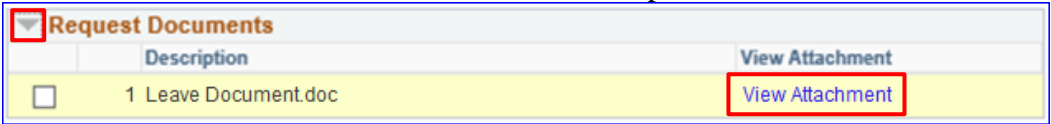
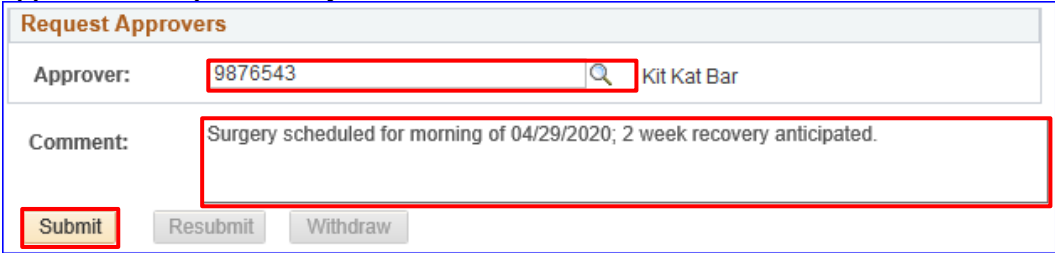
| Step | Action |
|------|---|
| 4 | <p>Complete the following information (all fields are required):</p> <ul style="list-style-type: none"> • Type of Absence – Using the drop-down, select the appropriate type of absence. • Begin Date – Enter the first full day of the absence. • End Date – Enter the last full day of the absence. • Event Date – Enter the date of the event (i.e., date of birth, date of surgery, date of death, etc.). • Country – Using the lookup, select the country where leave will be taken. • City – Enter the city where leave will be taken. • State – Using the lookup, select the state where leave will be taken. • Zip Code – Enter the zip code where leave will be taken. <p>Click Get Details.</p> <p>NOTE: For a description of each of the types of absences, see the Type of Non-Chargeable Leave chart.</p>  |
| 5 | <p>The Request Information section will populate the # of Days Absent and the # of Days Allowed for the Type of Absence selected.</p>  |
| 6 | <p>The Request Documentation section allows attachments to be added to the absence request. If supporting documentation needs to be attached, click Add Attachment. If documentation does not need to be attached, skip to Step 9.</p>  |

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Member: Submit a Non-Chargeable Absence Request,

Continued

Procedures,
continued

| Step | Action |
|------|---|
| 7 | <p>When the File Attachment search box opens, select the Browse button and locate the appropriate document. Click Upload.</p>  |
| 8 | <p>To view the uploaded document, click the arrow in front of Request Documents and click View Attachment. The document will open in a new tab.</p>  |
| 9 | <p>Enter the Approver's Empl ID. Comments are required. Enter the details for the non-chargeable absence request. It is also recommended to include the absence address and phone number in the comments block. Click Submit.</p> <p>NOTE: The approver must be the final approving authority for the non-chargeable absence request. Ensure the approver is not absent and is able to approve the request timely.</p>  |

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Member: Submit a Non-Chargeable Absence Request,

Continued

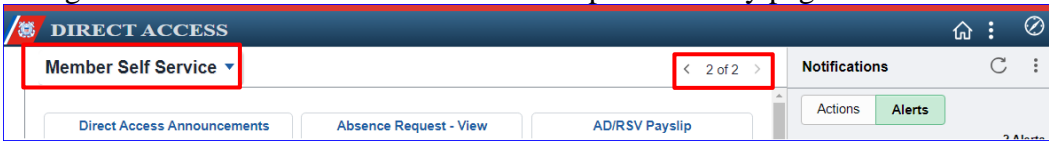
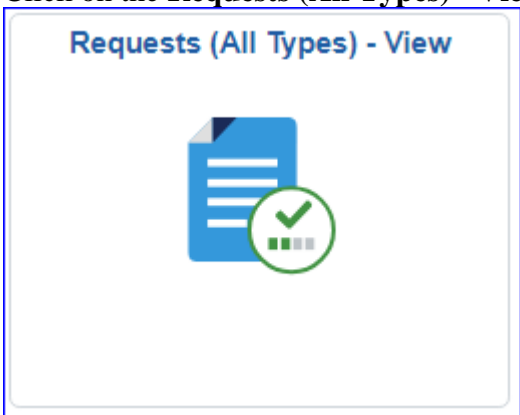
Procedures,
continued

| Step | Action |
|------|--|
| 10 | <p>The non-chargeable absence request is now Pending approval.</p> <div data-bbox="312 528 1326 987"> <h3>Non-Charge Absence Approval</h3> <div> ▼ Request Status: Pending View/Hide Comments </div> <p>One Approval Level</p> <div> Pending <div>  Kit Kat Bar Initial Approve Action Request </div> </div> <div> ▼ Comments <div> Reese's Pieces at 03/24/20 - 1:08 PM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated. </div> </div> </div> |

Member: View a Non-Chargeable Absence Request

Introduction This section provides the procedures for a member to view (check the status of) their **non-chargeable** absence request in DA.

Procedures See below.

| Step | Action |
|------|---|
| 1 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |
| 2 | <p>Click on the Requests (All Types) - View tile.</p>  |

Continued on next page

Member: View a Non-Chargeable Absence Request,

Continued

Procedures,
continued

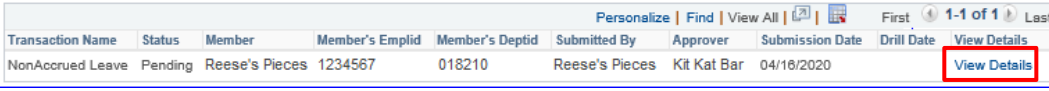
| Step | Action |
|------|---|
| 3 | <p>The View My Action Requests page will display. The My Submitted Requests radio button will be selected. Using the drop-down, change the Transaction Name to Non-Chargeable Absence Requests and change the Transaction Status to All Statuses (this will populate all non-chargeable absence requests, regardless of status).</p> <p>To view a specific Transaction Status, select one of the following from the drop down:</p> <ul style="list-style-type: none"> • Approved - Absence requests that have been approved • Denied - Absence requests that have been denied • On Hold - Do not use • Pending - Absence requests that have been submitted but not approved/denied • Withdrawn - Absence requests that were withdrawn by the member prior to approval (the status of the absence request will show as Terminated) <p>Submission From/To Date fields may be used to view non-chargeable absence requests for a specific date range. Click Populate Grid.</p> <div> <p>View My Action Requests</p> <hr/> <p><u>Reese's Pieces</u></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> <div> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <div> Transaction Name: <input type="text" value="Non-Chargeable Absence Reques"/> </div> <div> Transaction Status: <input type="text" value="All Statuses"/> </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> </div> |

Continued on next page

Member: View a Non-Chargeable Absence Request,

Continued

Procedures,
continued

| Step | Action | | | | | | | | | | |
|------------|--|--------|-----------------------|---------|----------|--------|----------|----------|-----------|------------|-----------|
| 4 | <p>Locate the appropriate request and click View Details to open the request.</p>  <p>NOTE: The status of an absence request will determine if it can be updated or just viewed (see the Edit or Withdraw a Non-Chargeable Absence Request section to correct or withdraw a non-chargeable absence request).</p> <table> <tr> <th>Status</th><th>Editable or View Only</th></tr> <tr> <td>Pending</td><td>Editable</td></tr> <tr> <td>Denied</td><td>Editable</td></tr> <tr> <td>Approved</td><td>View Only</td></tr> <tr> <td>Terminated</td><td>View Only</td></tr> </table> | Status | Editable or View Only | Pending | Editable | Denied | Editable | Approved | View Only | Terminated | View Only |
| Status | Editable or View Only | | | | | | | | | | |
| Pending | Editable | | | | | | | | | | |
| Denied | Editable | | | | | | | | | | |
| Approved | View Only | | | | | | | | | | |
| Terminated | View Only | | | | | | | | | | |

Continued on next page

Member: View a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 5 | <p>The non-chargeable absence request will open in a new tab. The status of the request can be found at the bottom of the request.</p> <div> <div> Non-Chargeable Absence Request </div> <div> Reese's Pieces </div> <div> PLEASE NOTE: Use this page for Non-Chargeable Absence Requests. </div> <div> Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf </div> <div> Request Details </div> <div> Type of Absence: Sick Leave Country: USA Begin Dt: 04/29/2020 City: Lawrence End Dt: 05/17/2020 State: KS Event Date: 04/29/2020 Zip Code: 66045 </div> <div> Get Details </div> <div> Request Information </div> <div> # of Days Absent: 19 # of Days Allowed: Subject to Approval </div> <div> Request Documents </div> <div> Request URL </div> <div> Click here to view additional request information. </div> <div> Request Approvers </div> <div> Approver: 9876543 Kit Kat Bar </div> <div> Comment: </div> <div> Submit Resubmit Withdraw </div> <div> Non-Charge Absence Approval </div> <div> Request Status: Pending View/Hide Comments </div> <div> One Approval Level </div> <div> Pending </div> <div> Kit Kat Bar Initial Approve Action Request </div> <div> Comments </div> <div> Reese's Pieces at 04/16/2020 - 10:09 AM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated </div> </div> |

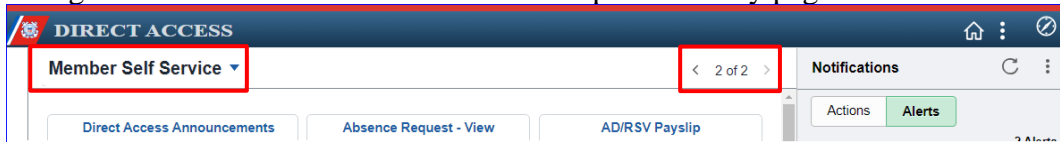
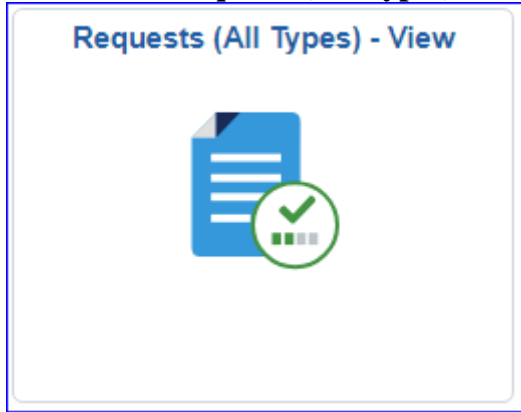
Member: Edit or Withdraw a Non-Chargeable Absence Request

Introduction This section provides the procedures for a member to edit or withdraw their **non-chargeable** absence request that is in a pending or denied status in DA.

Important Information

- Non-chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) **MUST** be withdrawn and resubmitted to a new AO.
- Non-chargeable absence requests in an Approved or Terminated status may **NOT** be edited or withdrawn.

Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |
| 2 | <p>Click on the Requests (All Types) - View tile.</p>  |

Continued on next page

Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 3 | <p>The View My Absence Requests page will display. The My Submitted Requests radio button will be selected. Using the drop-downs, change the Transaction Name to Non-Chargeable Absence Requests and the Transaction Status to All Statuses (this will pull up all non-chargeable absence requests regardless of status). Click Populate Grid.</p> <div> <p>View My Action Requests</p> <hr/> <p><u>Reese's Pieces</u></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 checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <div> Transaction Name: Non-Chargeable Absence Reques </div> <div> Transaction Status: All Statuses </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

Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 5 | <p>The selected Non-Chargeable Absence Request page will display. To edit the request, continue to Step 5. To withdraw the request, skip to Step 6.</p> <div> <div>Non-Chargeable Absence Request</div> <div> <div>Reese's Pieces</div> <div>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</div> <div>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf </div> <div>Request Details</div> <div> <div>Type of Absence: Sick Leave</div> <div>Country: USA</div> <div>Begin Dt: 04/29/2020</div> <div>City: Lawrence</div> <div>End Dt: 05/17/2020</div> <div>State: KS</div> <div>Event Date: 04/29/2020</div> <div>Zip Code: 66045</div> </div> <div>Get Details</div> <div>Request Information</div> <div> <div># of Days Absent: 19</div> <div># of Days Allowed: Subject to Approval</div> </div> <div>Request Documents</div> <div>Request URL</div> <div> Click here to view additional request information. </div> <div>Request Approvers</div> <div> <div>Approver: 9876543 Kit Kat Bar</div> <div>Comment:</div> <div>Submit Resubmit Withdraw</div> </div> <div>Non-Charge Absence Approval</div> <div> <div>Request Status: Pending View/Hide Comments</div> <div>One Approval Level</div> <div> <div>Pending</div> <div> <div>Kit Kat Bar</div> <div>Initial Approve Action Request</div> </div> </div> <div>Comments</div> <div> <div>Reese's Pieces at 04/16/2020 - 10:09 AM</div> <div>Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated</div> </div> </div> </div> </div> |

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Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--------------------------|------------------|---------------------|---------------|-------------------|----------------|---------------------|-------------------|------------------|------------|----------|-----|-----------|------------|-------|----------|---------|------------|--------|----|-------------|------------|-----------|-------|
| 6 | <p>To Edit the non-chargeable absence request: Changes may be made to:</p> <table border="1"> <tr> <td>• Type of Absence</td><td>• Country</td></tr> <tr> <td>• Begin Date</td><td>• City</td></tr> <tr> <td>• End Date</td><td>• State</td></tr> <tr> <td>• Event Date</td><td>• Zip Code</td></tr> </table> <p>Comments are required. Once all changes have been made, click Resubmit. The updated request will be forwarded for approval.</p> <p>NOTE: If a new Approver is required, the non-chargeable absence request MUST be withdrawn and resubmitted with the new approver.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="1"> <tr> <td>Type of Absence:</td><td>Sick Leave</td><td>Country:</td><td>USA</td></tr> <tr> <td>Begin Dt:</td><td>04/20/2020</td><td>City:</td><td>Lawrence</td></tr> <tr> <td>End Dt:</td><td>05/03/2020</td><td>State:</td><td>KS</td></tr> <tr> <td>Event Date:</td><td>04/20/2020</td><td>Zip Code:</td><td>66045</td></tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 14</p> <p># of Days Allowed: Subject to Approval</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment: Surgery moved up to the morning of 04/20 vice 04/29.</p> <p>Submit Resubmit Withdraw</p> </div> | • Type of Absence | • Country | • Begin Date | • City | • End Date | • State | • Event Date | • Zip Code | Type of Absence: | Sick Leave | Country: | USA | Begin Dt: | 04/20/2020 | City: | Lawrence | End Dt: | 05/03/2020 | State: | KS | Event Date: | 04/20/2020 | Zip Code: | 66045 |
| • Type of Absence | • Country | | | | | | | | | | | | | | | | | | | | | | | | |
| • Begin Date | • City | | | | | | | | | | | | | | | | | | | | | | | | |
| • End Date | • State | | | | | | | | | | | | | | | | | | | | | | | | |
| • Event Date | • Zip Code | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Absence: | Sick Leave | Country: | USA | | | | | | | | | | | | | | | | | | | | | | |
| Begin Dt: | 04/20/2020 | City: | Lawrence | | | | | | | | | | | | | | | | | | | | | | |
| End Dt: | 05/03/2020 | State: | KS | | | | | | | | | | | | | | | | | | | | | | |
| Event Date: | 04/20/2020 | Zip Code: | 66045 | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Member: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | |
|------------------|--|------------------|------------|----------|-----|-----------|------------|-------|----------|---------|------------|--------|----|-------------|------------|-----------|-------|-----------|---------|-------------|
| 7 | <p>To Withdraw a non-chargeable absence request, enter comments as appropriate and click Withdraw.</p> <div><p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p><p>Select this guide for step-by-step instructions:</p><p>http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p><p>Request Details</p><table><tr><td>Type of Absence:</td><td>Sick Leave</td><td>Country:</td><td>USA</td></tr><tr><td>Begin Dt:</td><td>04/29/2020</td><td>City:</td><td>Lawrence</td></tr><tr><td>End Dt:</td><td>05/17/2020</td><td>State:</td><td>KS</td></tr><tr><td>Event Date:</td><td>04/29/2020</td><td>Zip Code:</td><td>66045</td></tr></table><p>Get Details</p><p>Request Information</p><p># of Days Absent: 19</p><p># of Days Allowed: Subject to Approval</p><p>Request Documents</p><p>Request URL</p><p>Click here to view additional request information.</p><p>Request Approvers</p><table><tr><td>Approver:</td><td>9876543</td><td>Kit Kat Bar</td></tr></table><p>Comment: <div>Surgery cancelled.</div></p><p>Submit Resubmit Withdraw</p></div> | Type of Absence: | Sick Leave | Country: | USA | Begin Dt: | 04/29/2020 | City: | Lawrence | End Dt: | 05/17/2020 | State: | KS | Event Date: | 04/29/2020 | Zip Code: | 66045 | Approver: | 9876543 | Kit Kat Bar |
| Type of Absence: | Sick Leave | Country: | USA | | | | | | | | | | | | | | | | | |
| Begin Dt: | 04/29/2020 | City: | Lawrence | | | | | | | | | | | | | | | | | |
| End Dt: | 05/17/2020 | State: | KS | | | | | | | | | | | | | | | | | |
| Event Date: | 04/29/2020 | Zip Code: | 66045 | | | | | | | | | | | | | | | | | |
| Approver: | 9876543 | Kit Kat Bar | | | | | | | | | | | | | | | | | | |
| 8 | <p>A warning message will display. If you are sure you want to withdraw the request, click OK.</p> <div><p>Message</p><p>Warning -- Are you sure you want to Withdraw the request? (30003,6)</p><p>Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new absence request.</p><p>OK Cancel</p></div> | | | | | | | | | | | | | | | | | | | |

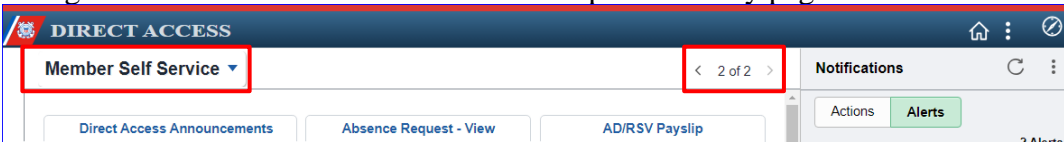
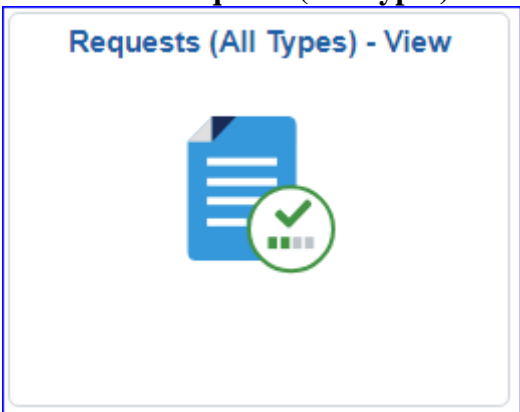
Command/SPO: Approve or Deny a Non-Chargeable Absence Request

Introduction This section provides the procedures for a Command User/SPO to approve or deny a **non-chargeable** absence request in DA.

Important Information

- Unlike chargeable absence requests, non-chargeable absences requests will **NOT** be listed under View My Absence Requests.
- Non-chargeable absence requests are listed under **View My Requests (all types)**.

Procedures See below.

| Step | Action |
|------|---|
| 1 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |
| 2 | <p>Click on the Requests (All Types) - View tile.</p>  |

Continued on next page

Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 3 | <p>The View My Action Requests page will display. Select the Requests I am Approver For radio button and using the drop-down, change the Transaction Name to Non-Chargeable Absence Requests. Leave the Transaction Status at Pending. Click Populate Grid.</p> <div> <p>View My Action Requests</p> <hr/> <p><u>Kit Kat Bar</u></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: Non-Chargeable Absence Reques▼ </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

Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

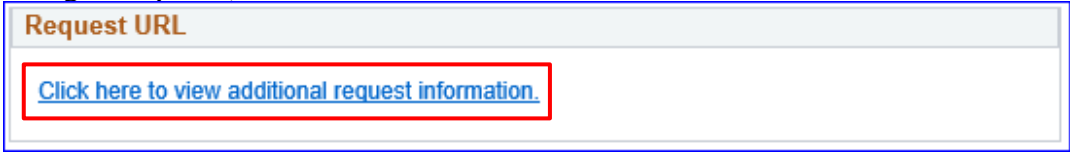

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|-----------------|-----------------|------------------|-------------|-----------------|------------|------------------------------|---------|------------|------------------|--------|-------------|-----------------|-----------------|--------------|-------------------|-----------------|--------------------|---------------------|------------------|-----------------|---|---------------------------------|--------|----------------|-------------|------------|--|------------------------------|------------------|---------|------------------|---------|--------|------------------|-------------|------------|--|------------------------------|
| 4 | <p>Any pending non-chargeable absence requests will be listed. Locate the appropriate non-chargeable absence request and click Approve/Deny.</p> <table><tr><td colspan="10">Personalize Find View All First 1-15 of 15 Last</td></tr><tr><th>Transaction Name</th><th>Status</th><th>Member</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><tr><td>NonAccrued Leave</td><td>Pending</td><td>Reese's Pieces</td><td>1234567</td><td>042191</td><td>Reese's Pieces</td><td>Kit Kat Bar</td><td>03/24/2020</td><td></td><td>Approve/Deny</td></tr><tr><td>NonAccrued Leave</td><td>Pending</td><td>Hershey's Kisses</td><td>9516237</td><td>042191</td><td>Hershey's Kisses</td><td>Kit Kat Bar</td><td>03/21/2020</td><td></td><td>Approve/Deny</td></tr></table> | Personalize Find View All First 1-15 of 15 Last | | | | | | | | | | Transaction Name | Status | Member | Member's Emplid | Member's Deptid | Submitted By | Approver | Submission Date | Drill Date | Approve/Deny | NonAccrued Leave | Pending | Reese's Pieces | 1234567 | 042191 | Reese's Pieces | Kit Kat Bar | 03/24/2020 | | Approve/Deny | NonAccrued Leave | Pending | Hershey's Kisses | 9516237 | 042191 | Hershey's Kisses | Kit Kat Bar | 03/21/2020 | | Approve/Deny |
| Personalize Find View All First 1-15 of 15 Last | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transaction Name | Status | Member | Member's Emplid | Member's Deptid | Submitted By | Approver | Submission Date | Drill Date | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NonAccrued Leave | Pending | Reese's Pieces | 1234567 | 042191 | Reese's Pieces | Kit Kat Bar | 03/24/2020 | | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NonAccrued Leave | Pending | Hershey's Kisses | 9516237 | 042191 | Hershey's Kisses | Kit Kat Bar | 03/21/2020 | | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>The Non-Chargeable Absence Request page will display. Review all the information provided in the absence request. If the member attached documentation in support of the non-chargeable absence request, this documentation may be viewed by selecting View Attachment under Requests Documents.</p> <p>NOTE: The # of Days Absent shown within the Request Information section should not exceed the # of Days Allowed (if indicated).</p> <div><h3>Non-Chargeable Absence Request</h3><p><u>Reese's Pieces</u></p><p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p><p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cq-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p><div><h4>Request Details</h4><table><tr><td>Type of Absence:</td><td>Sick Leave</td><td>Country:</td><td>USA</td></tr><tr><td>Begin Dt:</td><td>04/29/2020</td><td>City:</td><td>Lawrence</td></tr><tr><td>End Dt:</td><td>05/17/2020</td><td>State:</td><td>KS</td></tr><tr><td>Event Date:</td><td>04/29/2020</td><td>Zip Code:</td><td>66045</td></tr></table></div><p>Get Details</p><div><h4>Request Information</h4><table><tr><td># of Days Absent:</td><td>19</td></tr><tr><td># of Days Allowed:</td><td>Subject to Approval</td></tr></table></div><div><h4>Request Documents</h4><table><tr><th>Description</th><th>View Attachment</th></tr><tr><td><input type="checkbox"/> 1 Leave Document.doc</td><td>View Attachment</td></tr></table></div></div> | Type of Absence: | Sick Leave | Country: | USA | Begin Dt: | 04/29/2020 | City: | Lawrence | End Dt: | 05/17/2020 | State: | KS | Event Date: | 04/29/2020 | Zip Code: | 66045 | # of Days Absent: | 19 | # of Days Allowed: | Subject to Approval | Description | View Attachment | <input type="checkbox"/> 1 Leave Document.doc | View Attachment | | | | | | | | | | | | | | | | |
| Type of Absence: | Sick Leave | Country: | USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Begin Dt: | 04/29/2020 | City: | Lawrence | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| End Dt: | 05/17/2020 | State: | KS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Event Date: | 04/29/2020 | Zip Code: | 66045 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Days Absent: | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Days Allowed: | Subject to Approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | View Attachment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> 1 Leave Document.doc | View Attachment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued



Procedures,
continued

| Step | Action |
|------|---|
| 6 | <p>Selecting the 'Click here to view additional request information' link will open a new tab with additional information specific to the member, including Spouse Leave Activity for Member married to Member couples.</p> <p>NOTE: The Additional Information allows the approver to review and ensure that Member married to Member couples are not requesting the same type of non-chargeable absence (for example, member 1 requests Primary Caregiver Birth and member 2 also requests Primary Caregiver Birth – only one member will be entitled to Primary Caregiver Birth and the other would be authorized Secondary Caregiver Spouse).</p>  |
| 7 | <p>If approving the non-chargeable absence request, click Approve. If denying the request, click Deny. Comments are required when denying an absence request.</p>  |

Continued on next page

Command/SPO: Approve or Deny a Non-Chargeable Absence Request, Continued

Procedures,
continued

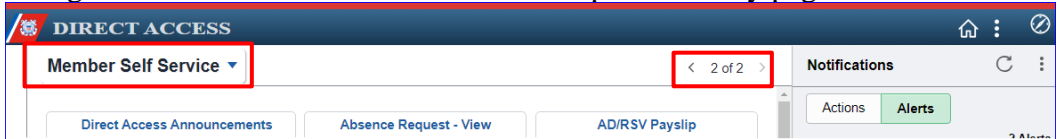
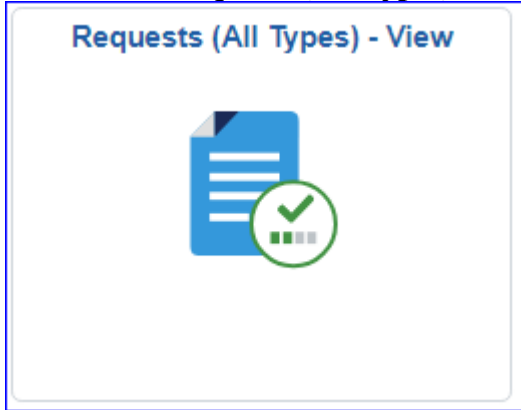
| Step | Action |
|------|--|
| 8 | <p>The non-chargeable absence request will update based on the action selected.</p> <p>Approved:</p> <div data-bbox="312 577 1334 1034"> <p>Non-Charge Absence Approval</p> <p>Request Status: Approved View/Hide Comments</p> <p>One Approval Level</p> <p>Approved</p> <p> Kit Kat Bar Initial Approve Action Request 03/24/20 - 1:49 PM</p> <p>Comments</p> <p>Reese's Pieces at 03/24/2020 - 1:08 PM Surgery scheduled for morning of 04/29/2020; 2 week recovery anticipated.</p> </div> <p>Denied:</p> <div data-bbox="312 1111 1334 1630"> <p>Non-Charge Absence Approval</p> <p>Request Status: Denied View/Hide Comments</p> <p>One Approval Level</p> <p>Denied</p> <p> Kit Kat Bar Initial Approve Action Request 03/24/20 - 1:50 PM</p> <p>Comments</p> <p>Kit Kat Bar at 03/24/20 - 1:50 PM Comments are required when denying a leave request.</p> <p>Reese's Pieces at 03/24/20 - 1:20 PM Doctor extended sick leave to encompass entire month of May</p> </div> |

Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request

Introduction This section provides the procedures for a Command User/SPO to deny an already approved **non-chargeable** absence request in DA.

Important Information This section only applies to non-chargeable absence requests that are in an approved status but have **NOT** processed to payroll. If the absence request has processed through payroll, the SPO will need to use the [Absence Correction Request](#) to correct or delete the non-chargeable absence request.
Only the Commanding Officer or the designee may deny an approved absence request.

Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |
| 2 | <p>Click on the Requests (All Types) - View tile.</p>  |

Continued on next page

Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 3 | <p>Select the Requests I am Approver For radio button. Using the drop-downs, change the Transaction Name to Non-Chargeable Absence Requests and change the Transaction Status to Approved. Click Populate Grid.</p> <div> <p>View My Action Requests</p> <p><u>Kit Kat Bar</u></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: <input type="text" value="Non-Chargeable Absence Reques"/> </div> <div> Transaction Status: <input type="text" value="Approved"/> </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

Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued


Procedures,
continued

| Step | Action |
|------|--|
| 5 | <div>The previously approved non-chargeable absence request will display. Enter Comments explaining the reason for denial. Click Deny.</div> <div><div>Non-Chargeable Absence Request</div><div><div>Butterfinger</div><div>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</div><div>Select this guide for step-by-step instructions:</div><div>http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</div><div><div>Request Details</div><div><div><div>Type of Absence: Sick Leave</div><div>Begin Dt: 04/06/2020</div><div>End Dt: 04/10/2020</div><div>Event Date: 04/06/2020</div></div><div><div>Country: USA</div><div>City: Topeka</div><div>State: KS</div><div>Zip Code: 66619</div></div></div></div><div>Get Details</div><div><div>Request Information</div><div><div># of Days Absent: 5</div><div># of Days Allowed: Subject to Approval</div></div></div><div><div>Request Documents</div></div><div><div>Request URL</div><div>Click here to view additional request information.</div></div><div><div>Request Approvers</div><div><div><div>Approver: 9876543</div><div>Kit Kat Bar</div></div></div><div><div>Comment:</div><div>Disciplinary action pending; non-chargeable leave denied, member will be charged leave for this period.</div></div><div><div>Approve</div><div>Deny</div></div></div></div></div> |

Continued on next page

Command/SPO: Deny a Previously Approved Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 6 | <p>The non-chargeable absence request will update to Denied.</p> <div data-bbox="323 539 1197 1052"> <p>Non-Charge Absence Approval</p> <p>Request Status: Denied View/Hide Comments</p> <p>One Approval Level</p> <p>Approved</p> <p> Kit Kat Bar Initial Approve Action Request 04/06/20 - 12:32 PM</p> <p>Comments</p> <p>Kit Kat Bar at 04/16/20 - 1:39 PM Disciplinary action pending; non-chargeable leave denied, member will be charged leave for this period.</p> <p>Butterfinger at 04/06/20 - 9:25 AM Home with the flu; 777-888-9999; If taking leave anywhere other than at home, must include the street address in the comments.</p> </div> |

SPO: Correct/Delete a Processed Non-Chargeable Absence Request

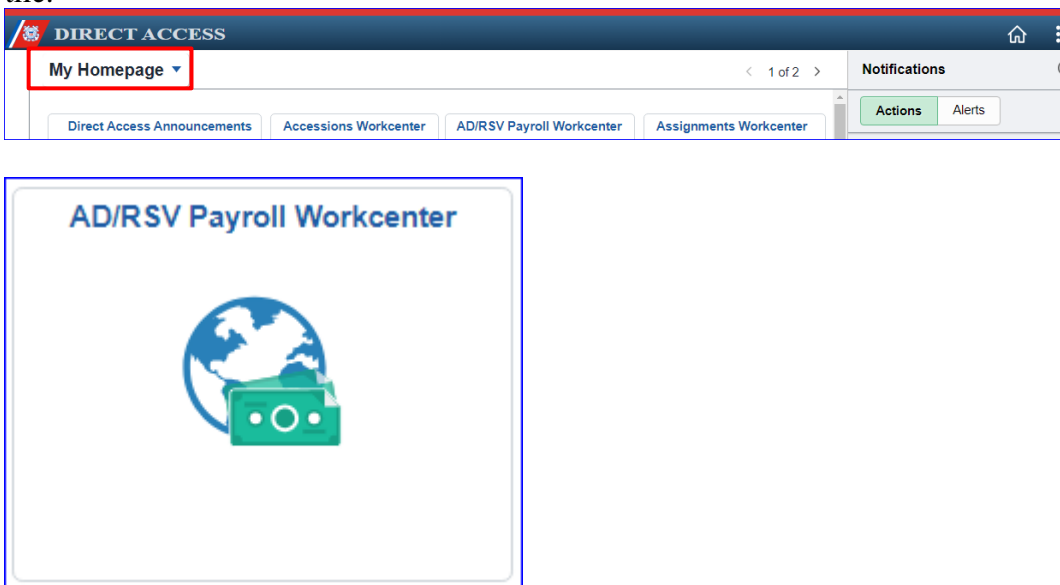
Introduction This section provides the procedures for a SPO to correct or delete a **non-chargeable** absence request that has processed through payroll in DA).

Important Information Once the non-chargeable absence request has processed to payroll, **ONLY** the SPO can use the leave correction action request to correct or delete a non-chargeable absence request.

The member will notify the commanding officer or designee that an approved non-chargeable absence request needs to be corrected or deleted. The unit will send correspondence to the SPO requesting the absence be corrected or deleted. The request will include the following information:

- Member's Name
- Member's EMPLID
- Original Absence Request Begin and End dates
- The necessary change needed to the original submission (i.e., new dates or deleted altogether)

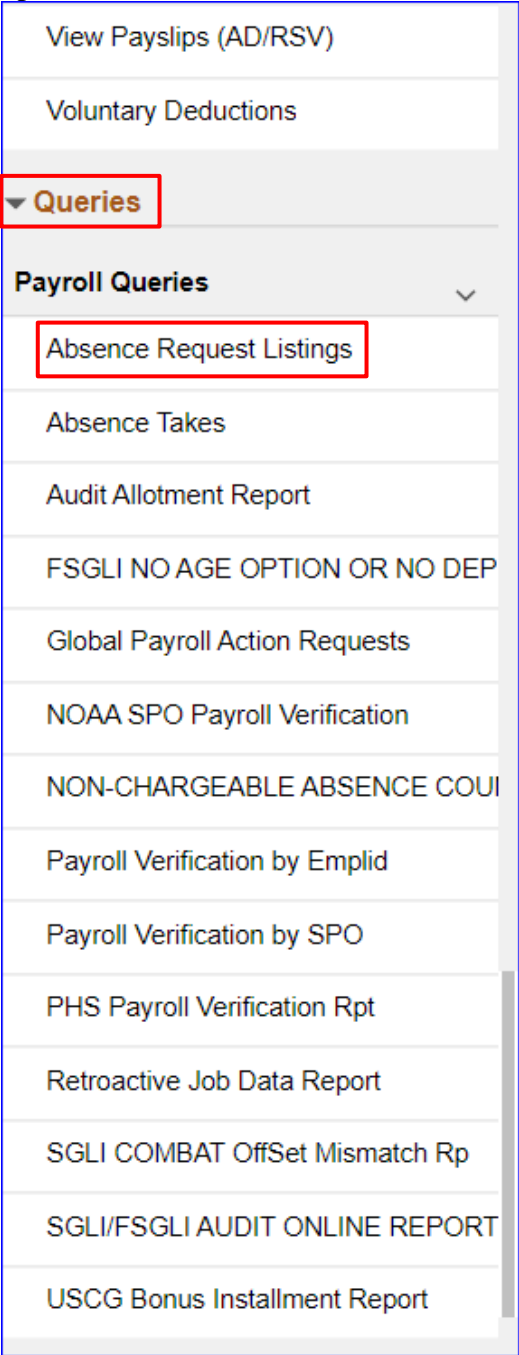
Procedures See below.

| Step | Action |
|------|---|
| 1 | <p>On the My Homepage main screen click on the AD/RSV Payroll Workcenter tile.</p>  |

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 2 | <p>Scroll to the Queries drop-down and select the Absence Request Listings option.</p>  <p>The screenshot shows a web application interface with a 'Queries' drop-down menu. The menu is open, displaying a list of options. The 'Absence Request Listings' option is highlighted with a red rectangular box. The menu also includes a 'Payroll Queries' sub-menu and various other reporting options like 'View Payslips (AD/RSV)', 'Voluntary Deductions', 'Absence Takes', 'Audit Allotment Report', 'FSGLI NO AGE OPTION OR NO DEP', 'Global Payroll Action Requests', 'NOAA SPO Payroll Verification', 'NON-CHARGEABLE ABSENCE COU', 'Payroll Verification by Emplid', 'Payroll Verification by SPO', 'PHS Payroll Verification Rpt', 'Retroactive Job Data Report', 'SGLI COMBAT OffSet Mismatch Rp', 'SGLI/FSGLI AUDIT ONLINE REPORT', and 'USCG Bonus Installment Report'.</p> |

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

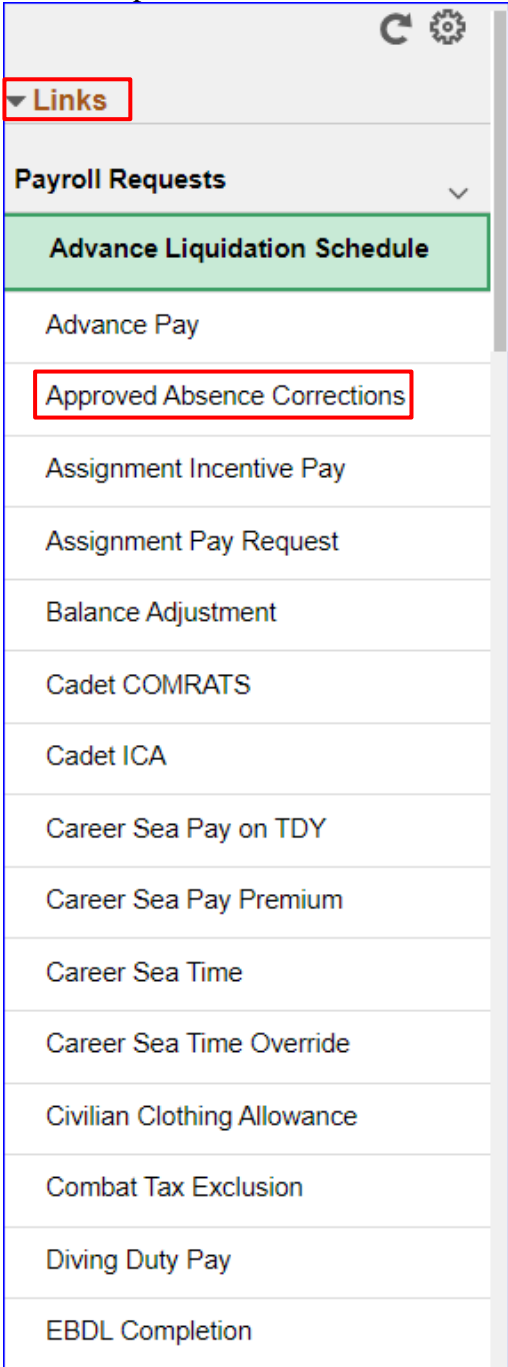
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|---|-----------|------------|-----------|------------|-----------|--------------|----------------|------------|-----------------|------------|-----------------|-----------------|-----------------|--------------------|---------------------|--------------------|---------------------|---------------------|--------------------|---------------------|---------------------|----------------------|---------------------|----------------------|----------------------|---------------------|----------------------|--------------|---|---|--------|---------|---------|----|----|--------------|----------|-----------|------------|------------|------------|----|---------|-----|---------|----|----|--------------------|---------|--------|-----------|----|----|--------------------|------------|
| 3 | <p>Enter the following information:</p> <ul style="list-style-type: none">• EMPLID• Begin Date On or After• End Date On or After• Request Status (use the drop-down to select Approved) <p>Click View Results.</p> <div><p>CG_GP_ABSENCE_REQUEST - Listing of Absence Requests</p><p>EMPLID <input type="text" value="1234567"/></p><p>Department <input type="text"/></p><p>Reports To <input type="text"/></p><p>Begin Date On or After <input type="text" value="03/01/2020"/></p><p>End Date On or Before <input type="text" value="06/30/2020"/></p><p>Request Status <input type="text" value="Approved"/></p><p>SPO <input type="text"/></p><p>View Results</p></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>Approved absence requests matching the parameters set in step 2 will be listed. If there are no results or the request doesn't have a process date; the request hasn't processed through payroll and can be corrected or withdrawn using the Edit or Withdraw a Non-Chargeable Absence Request section.</p> <div><p>Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)</p><p>View All</p><table><tr><th>Row</th><th>Seq Nbr</th><th>Last Name</th><th>First Name</th><th>EMPLID</th><th>Rank</th><th>Component</th><th>Department</th><th>Request Status</th><th>Requester</th><th>Submission Date</th><th>Begin Date</th><th>End Date</th><th>Duration (Days)</th><th>Approver EMPLID</th><th>Approver Last Name</th><th>Approver First Name</th><th>Approver Rank</th><th>Approver Component</th><th>Approver Department</th><th>Approver EMPLID</th><th>Requester EMPLID</th><th>Requester Last Name</th><th>Requester First Name</th><th>Grade</th><th>Requester Component</th><th>Requester Department</th><th>Process Date</th></tr><tr><td>1</td><td>1</td><td>Pieces</td><td>Reese's</td><td>1234567</td><td>E6</td><td>AD</td><td>COC MACKINAW</td><td>Approved</td><td>ick leave</td><td>2020-03-17</td><td>2020-03-03</td><td>2020-06-03</td><td>93</td><td>9670543</td><td>Bar</td><td>Kir Kat</td><td>E6</td><td>AD</td><td>BASE CLEV SPO (PS)</td><td>9618217</td><td>Kisses</td><td>Hershey's</td><td>E4</td><td>AD</td><td>BASE CLEV SPO (PS)</td><td>04/10/2020</td></tr></table><div><div><p>Request Status</p><p>Approved</p></div><div><p>Process Date</p><p>04/10/2020</p></div></div></div> | Row | Seq Nbr | Last Name | First Name | EMPLID | Rank | Component | Department | Request Status | Requester | Submission Date | Begin Date | End Date | Duration (Days) | Approver EMPLID | Approver Last Name | Approver First Name | Approver Rank | Approver Component | Approver Department | Approver EMPLID | Requester EMPLID | Requester Last Name | Requester First Name | Grade | Requester Component | Requester Department | Process Date | 1 | 1 | Pieces | Reese's | 1234567 | E6 | AD | COC MACKINAW | Approved | ick leave | 2020-03-17 | 2020-03-03 | 2020-06-03 | 93 | 9670543 | Bar | Kir Kat | E6 | AD | BASE CLEV SPO (PS) | 9618217 | Kisses | Hershey's | E4 | AD | BASE CLEV SPO (PS) | 04/10/2020 |
| Row | Seq Nbr | Last Name | First Name | EMPLID | Rank | Component | Department | Request Status | Requester | Submission Date | Begin Date | End Date | Duration (Days) | Approver EMPLID | Approver Last Name | Approver First Name | Approver Rank | Approver Component | Approver Department | Approver EMPLID | Requester EMPLID | Requester Last Name | Requester First Name | Grade | Requester Component | Requester Department | Process Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1 | Pieces | Reese's | 1234567 | E6 | AD | COC MACKINAW | Approved | ick leave | 2020-03-17 | 2020-03-03 | 2020-06-03 | 93 | 9670543 | Bar | Kir Kat | E6 | AD | BASE CLEV SPO (PS) | 9618217 | Kisses | Hershey's | E4 | AD | BASE CLEV SPO (PS) | 04/10/2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 5 | <p>Remaining in the Workcenter, select Approved Absence Corrections from the Links drop-down.</p>  |

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 6 | <p>Enter the member's Empl ID and click Add.</p> <div> <p>Add Action Request</p> <p>Add a New Value</p> <p>*Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p>Add</p> </div> |
| 7 | <p>A Submit Leave Correction action page will display. To correct the non-chargeable absence request, continue to Step 7. To delete the non-chargeable absence request, skip to Step 8.</p> <div> <p>Submit Leave Correction</p> <p><u>Reese's Pieces</u></p> <p>Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.</p> <ol style="list-style-type: none"> 1. Enter the begin date of the leave to be corrected. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval. <p>Request Details</p> <p>Begin Date: <input type="text"/> </p> <p>Cancel: <input type="text"/> </p> <p>New Begin Date: <input type="text"/> </p> <p>New End Date: <input type="text"/> </p> <p>Get Details</p> <p>Request Information</p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> </div> |

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 8 | <p>To Correct:</p> <ul style="list-style-type: none"> • Begin Date - Enter the original begin date. • Cancel - Select NO from the drop-down menu. • New Begin Date - Enter the new begin date (must be entered even if it isn't changing). • New End Date - Enter the new end date (must be entered even if it isn't changing). • Comment - Enter the reason for the change or correction. <p>Click Submit. The request will be routed to the SPO tree for approval.</p> <div> <p>Submit Leave Correction</p> <p>Reese's Pieces</p> <p>Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.</p> <ol style="list-style-type: none"> 1. Enter the begin date of the leave to be corrected. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval. <div> <p>Request Details</p> <p>Begin Date: 03/03/2020 </p> <p>Cancel: NO </p> <p>New Begin Date: 03/03/2020 </p> <p>New End Date: 05/31/2020 </p> <p></p> </div> <div> <p>Request Information</p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> <p>Comment: Comments are required when correcting or deleting a non-chargeable absence request.</p> <p>Submit </p> </div> </div> |

Continued on next page

SPO: Correct/Delete a Processed Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 9 | <p>To Delete:</p> <ul style="list-style-type: none"> • Begin Date - Enter the original begin date. • Cancel - Select YES • Comment - Enter the reason for the deletion. <p>Click Submit. The request will be routed to the SPO tree for approval.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Submit Leave Correction</p> <p><u>Reese's Pieces</u></p> <p>Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.</p> <ol style="list-style-type: none"> 1. Enter the begin date of the leave to be corrected. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="03/03/2020"/> <small>31</small></p> <p>Cancel: <input type="text" value="YES"/> <small>▼</small></p> <p>New Begin Date: <input type="text"/> <small>31</small></p> <p>New End Date: <input type="text"/> <small>31</small></p> <p style="text-align: center; margin-top: 5px;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> <p>Comment: <div style="border: 1px solid red; padding: 5px; min-height: 20px;">Comments are required when correcting or deleting a non-chargeable absence request.</div></p> <p style="margin-top: 5px;"> <input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div> |


Proxy: Submit a Non-Chargeable Absence Request

Introduction This section will provide the procedures for a proxy to submit a non-chargeable absence request on the member's behalf in DA.

Discussion In most cases, non-chargeable absence requests will be submitted by a proxy because the member is incapacitated or unable due to lack of access to the system. The leave should then be submitted and approved via the Coast Guard Leave Authorization Form (CG-2519) or the Special Request/Authorization Form (NAVPERS 1336/3). Once the leave is approved, it should be forwarded to the SPO/Admin for entry into DA.

In order to access the **Proxy – Submit Non-Charge Abs** link, the proxy must have the CGHRS, CGFIELDADM, or 'Absence Request Initial Proxy' role.

Procedures See below.

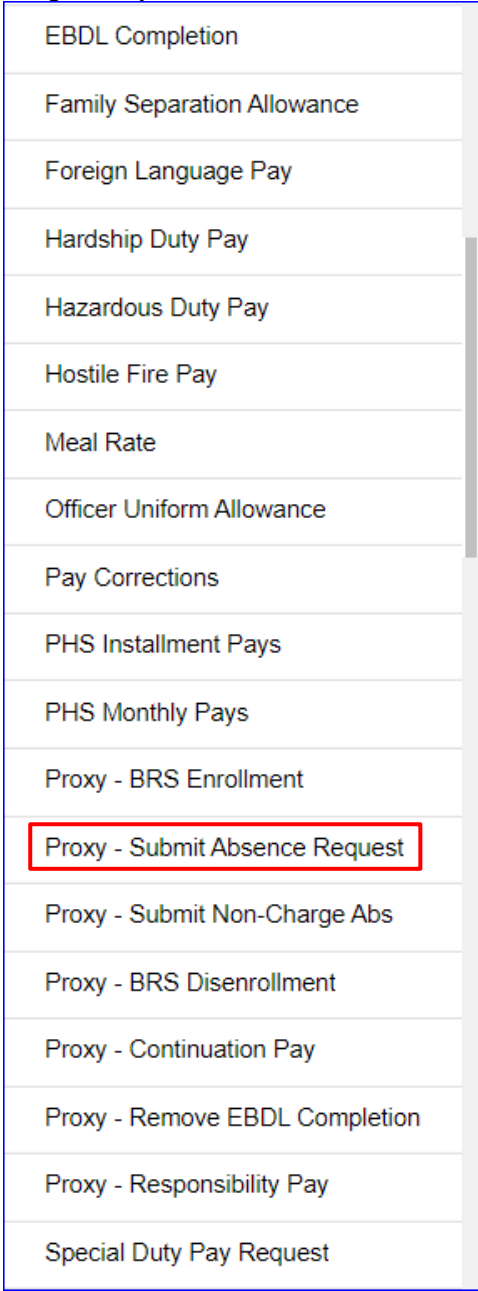
| Step | Action |
|------|---|
| 1 | <p>Click on the AD/RSV Payroll Workcenter Tile.</p>  |

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request,

Continued

Procedures,
continued

| Step | Action |
|------|---|
| 2 | <p>Scroll through the Links drop-down and select the Proxy – Submit Absence Request option.</p>  <p>The screenshot shows a vertical list of proxy options. The options are: EBDL Completion, Family Separation Allowance, Foreign Language Pay, Hardship Duty Pay, Hazardous Duty Pay, Hostile Fire Pay, Meal Rate, Officer Uniform Allowance, Pay Corrections, PHS Installment Pays, PHS Monthly Pays, Proxy - BRS Enrollment, Proxy - Submit Absence Request (highlighted with a red box), Proxy - Submit Non-Charge Abs, Proxy - BRS Disenrollment, Proxy - Continuation Pay, Proxy - Remove EBDL Completion, Proxy - Responsibility Pay, and Special Duty Pay Request.</p> |

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures,
continued

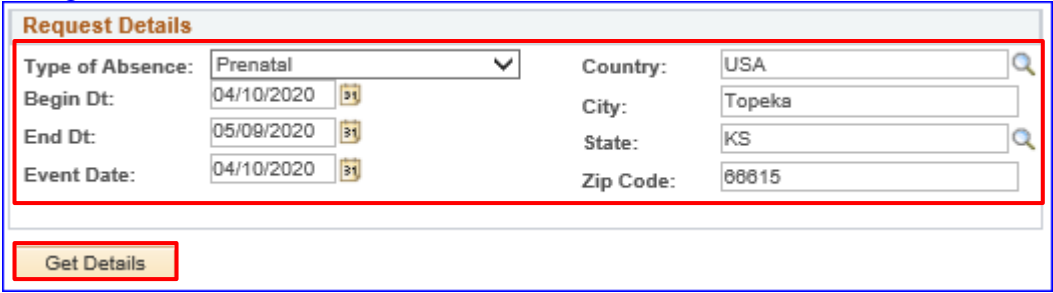
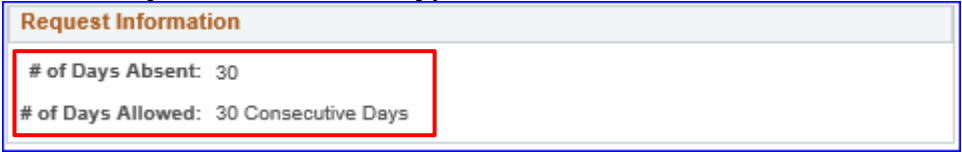
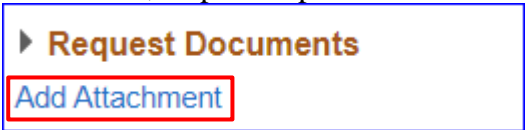
| Step | Action | | | | | | | | | | | | | | | | |
|------------------|---|------------------|-----------------------------------|----------|-----------------------------------|-----------|-------------------------------------|-------|-----------------------------------|---------|-------------------------------------|--------|-----------------------------------|-------------|-------------------------------------|-----------|-----------------------------------|
| 3 | <p>Enter the member's Empl ID and click Add.</p> <div><div><h3>Add Action Request</h3><div><div>Add a New Value</div><div><div>*Empl ID</div><div>1234567</div><div></div></div><div><div>Empl Record</div><div>0</div><div></div></div><div>Add</div></div></div></div> | | | | | | | | | | | | | | | | |
| 4 | <p>The Submit Non-Chargeable Absence Request page will display. Ensure it is the appropriate type of absence request (i.e., chargeable vs non-chargeable).</p> <div><div><h3>Submit Non-Chargeable Absence Request</h3><div>Peppermint Patty</div><div>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</div><div>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</div><div><div><h4>Request Details</h4><table><tr><td>Type of Absence:</td><td><div><div></div><div></div></div></td><td>Country:</td><td><div><div></div><div></div></div></td></tr><tr><td>Begin Dt:</td><td><div><div></div><div>31</div></div></td><td>City:</td><td><div><div></div><div></div></div></td></tr><tr><td>End Dt:</td><td><div><div></div><div>31</div></div></td><td>State:</td><td><div><div></div><div></div></div></td></tr><tr><td>Event Date:</td><td><div><div></div><div>31</div></div></td><td>Zip Code:</td><td><div><div></div><div></div></div></td></tr></table></div><div>Get Details</div><div><h4>Request Information</h4><div># of Days Absent:</div><div># of Days Allowed:</div></div><div><div><div></div><div>Request Documents</div></div></div><div><div>Add Attachment</div><div><h4>Request Approvers</h4><div><div>Approver:</div><div><div></div><div></div></div></div><div><div>Comment:</div><div><div></div></div></div><div><div>Submit</div><div>Resubmit</div><div>Withdraw</div></div></div></div></div></div></div> | Type of Absence: | <div><div></div><div></div></div> | Country: | <div><div></div><div></div></div> | Begin Dt: | <div><div></div><div>31</div></div> | City: | <div><div></div><div></div></div> | End Dt: | <div><div></div><div>31</div></div> | State: | <div><div></div><div></div></div> | Event Date: | <div><div></div><div>31</div></div> | Zip Code: | <div><div></div><div></div></div> |
| Type of Absence: | <div><div></div><div></div></div> | Country: | <div><div></div><div></div></div> | | | | | | | | | | | | | | |
| Begin Dt: | <div><div></div><div>31</div></div> | City: | <div><div></div><div></div></div> | | | | | | | | | | | | | | |
| End Dt: | <div><div></div><div>31</div></div> | State: | <div><div></div><div></div></div> | | | | | | | | | | | | | | |
| Event Date: | <div><div></div><div>31</div></div> | Zip Code: | <div><div></div><div></div></div> | | | | | | | | | | | | | | |

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request,

Continued

Procedures,
continued

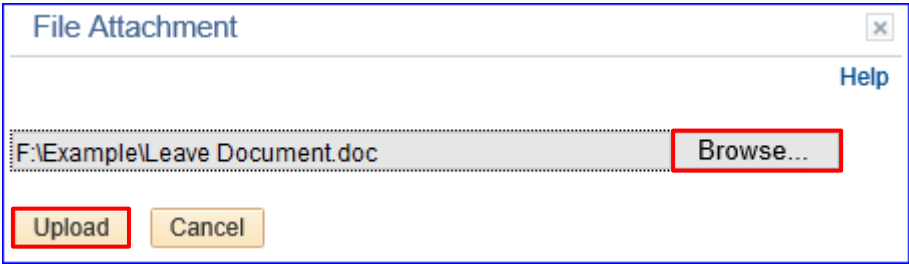

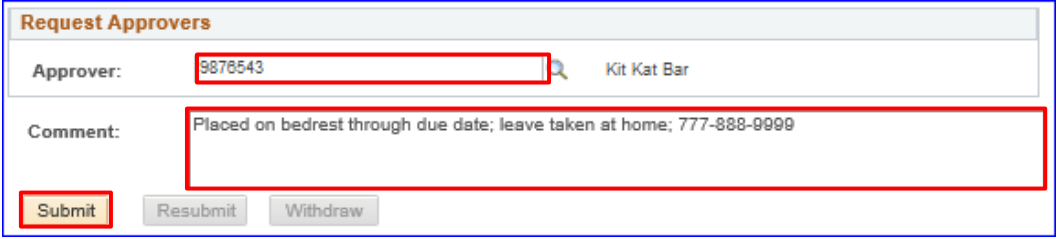
| Step | Action |
|------|---|
| 5 | <p>Complete the following information (all fields are required):</p> <ul style="list-style-type: none"> • Type of Absence – Using the drop-down, select the appropriate type of absence. • Begin Date – Enter the first full day of the absence. • End Date – Enter the last full day of the absence. • Event Date – Enter the date of the event (i.e., date of birth, date of surgery, date of death, etc.). • Country – Using the lookup, select the country where leave will be taken. • City – Enter the city where leave will be taken. • State – Using the lookup, select the state where leave will be taken. • Zip Code – Enter the zip code where leave will be taken. <p>Click Get Details.</p> <p>NOTE: For a description of each of the types of absences, see the Type of Non-Chargeable Leave chart.</p>  |
| 6 | <p>The Request Information section will populate with the # of Days Absent and the # of Days Allowed for the Type of Absence selected.</p>  |
| 7 | <p>The Request Documents section allows attachments to be added to the request. If documents are to be added, click Add Attachment. If no documents need to be attached, skip to Step 10.</p>  |

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request,

Continued


Procedures,
continued

| Step | Action |
|------|--|
| 8 | <p>When the File Attachment search box opens, select Browse and locate the appropriate document. Click Upload. Repeat Steps 6 & 7 to attach any additional documents as needed.</p>  |
| 9 | <p>To view the uploaded document, click the arrow in front of Request Documents and click View Attachment. The document will open in a new tab.</p>  |
| 10 | <p>Enter the Approver's Emplid. Comments are required. Enter the details for the non-chargeable absence request. It is also recommended to include the absence address and phone number in the comments block. Click Submit to forward the request to the approving official.</p> <p>NOTE: The approver must be the final approving authority for this requested absence. Ensure the approver is available and able to approve the request.</p>  |

Continued on next page

Proxy: Submit a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 11 | <p>The non-chargeable absence request will now be in a Pending status.</p> <div>Non-Charge Absence Approval<div><div>Request Status: Pending View/Hide Comments</div><div>One Approval Level</div><div><div>Pending</div><div> Kit Kat Bar Initial Approve Action Request</div></div><div><div>Comments</div><div>Peppermint Patty at 04/16/20 - 1:11 PM Placed on bedrest through due date; leave taken at home; 777-888-9999</div></div></div></div> |

Proxy: Edit or Withdraw a Non-Chargeable Absence Request

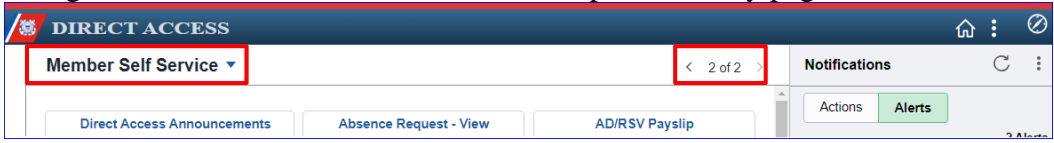
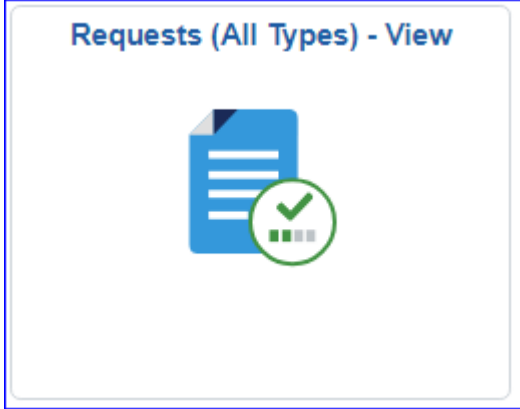
Introduction This section provides the procedures for a proxy to edit or withdraw a non-chargeable absence request on a member's behalf in DA.

Important Information

- Non-chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) **MUST** be withdrawn and resubmitted to a new AO.
- Non-chargeable absence requests in an Approved or Terminated status may **NOT** be edited or withdrawn.

Roles In order to access the **Proxy – Submit Non-Charge Abs** link, the proxy must have the CGHRS or CGFIELDADM role.

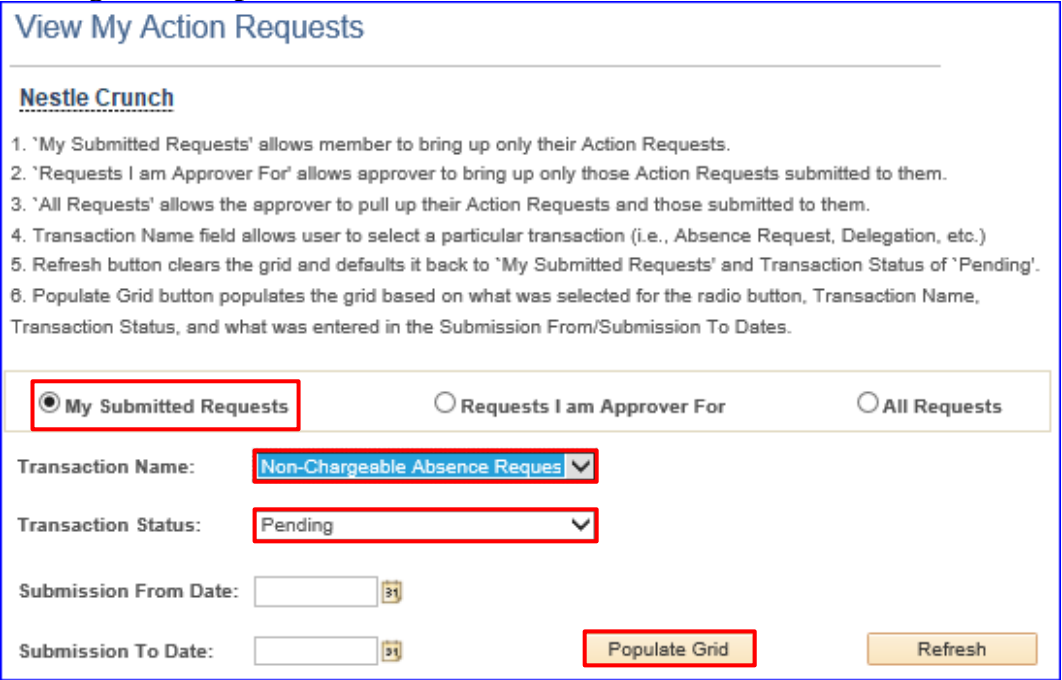

Procedures See below.

| Step | Action |
|------|---|
| 1 | <p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  |
| 2 | <p>Click on the Requests (All Types) - View tile.</p>  |

Continued on next page

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | |
|------------|---|--------|-----------------------|---------|----------|--------|----------|----------|-----------|------------|-----------|
| 3 | <p>The View My Action Requests page will display. Leave the My Submitted Requests radio button selected. Using the drop-down, change the Transaction Name to Non-Chargeable Absence Requests. Leave Transaction Status as Pending. Click Populate Grid.</p>  | | | | | | | | | | |
| 4 | <p>A list of pending non-chargeable absence requests will display. Locate the appropriate request and click View Details.</p>  <p>NOTE: The status of an absence request will determine if it can be updated or just viewed.</p> <table border="1"> <thead> <tr> <th>Status</th><th>Editable or View Only</th></tr> </thead> <tbody> <tr> <td>Pending</td><td>Editable</td></tr> <tr> <td>Denied</td><td>Editable</td></tr> <tr> <td>Approved</td><td>View Only</td></tr> <tr> <td>Terminated</td><td>View Only</td></tr> </tbody> </table> | Status | Editable or View Only | Pending | Editable | Denied | Editable | Approved | View Only | Terminated | View Only |
| Status | Editable or View Only | | | | | | | | | | |
| Pending | Editable | | | | | | | | | | |
| Denied | Editable | | | | | | | | | | |
| Approved | View Only | | | | | | | | | | |
| Terminated | View Only | | | | | | | | | | |

Continued on next page

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|--------|
|------|--------|

5 The Submit Non-Chargeable Absence Request page will display. To **edit** the non-chargeable absence request, continue to Step 6. To **withdraw** the non-chargeable absence request, skip to Step 7.

Non-Chargeable Absence Request

Peppermint Patty

PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.

Select this guide for step-by-step instructions:

<http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf>

Request Details

| | | | |
|------------------|------------|-----------|--------|
| Type of Absence: | Prenatal | Country: | USA |
| Begin Dt: | 04/10/2020 | City: | Topeka |
| End Dt: | 05/09/2020 | State: | KS |
| Event Date: | 04/10/2020 | Zip Code: | 66615 |

Get Details

Request Information

of Days Absent: 30

of Days Allowed: 30 Consecutive Days

Request Documents

Request URL

[Click here to view additional request information.](#)

Request Approvers

Approver: 9876543 Kit Kat Bar

Comment:

Submit

Resubmit

Withdraw

Non-Charge Absence Approval

Request Status: Pending

[View/Hide Comments](#)

One Approval Level

Pending

Kit Kat Bar

Initial Approve Action Request

Comments

Peppermint Patty at 04/16/20 - 1:11 PM

Placed on bedrest through due date; leave taken at home; 777-888-9999

Continued on next page

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

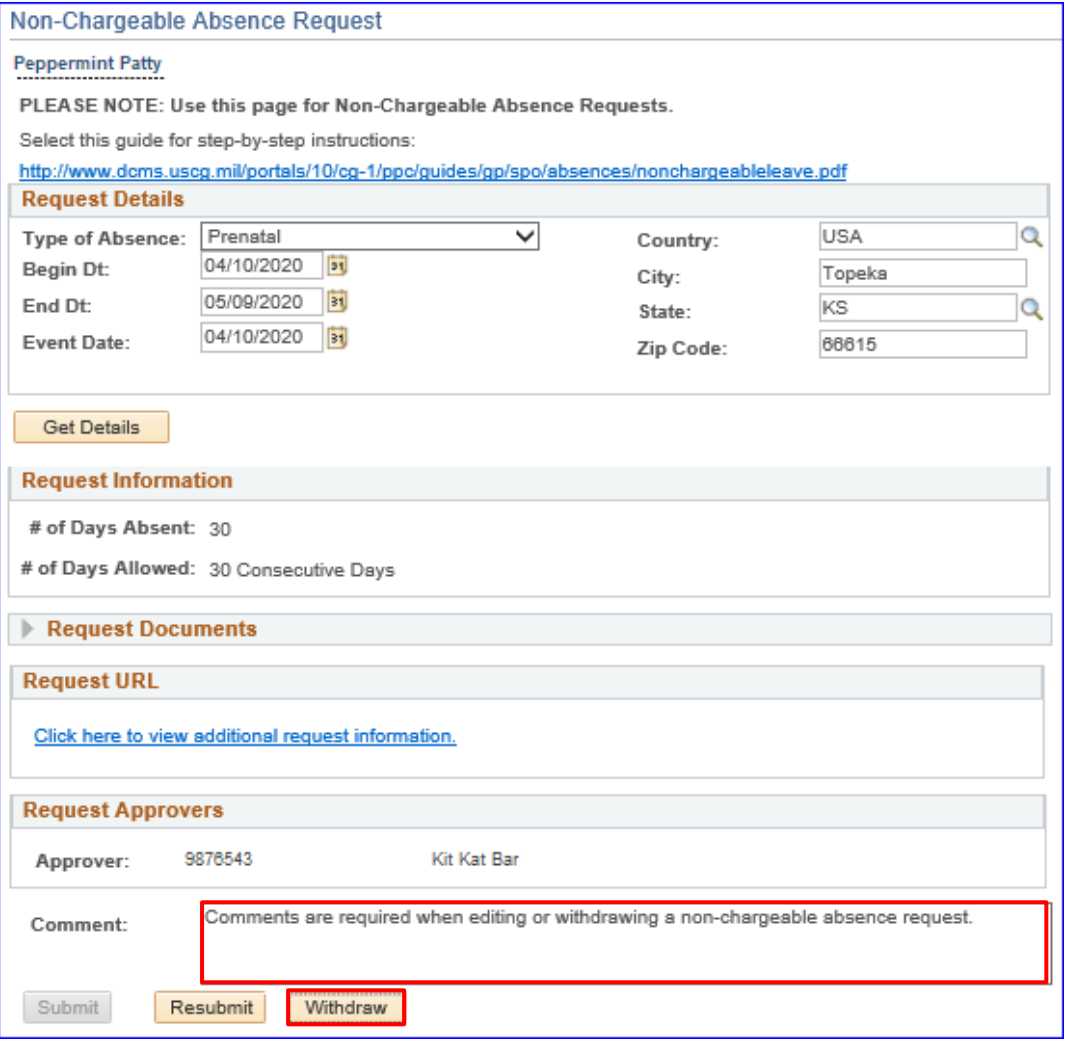
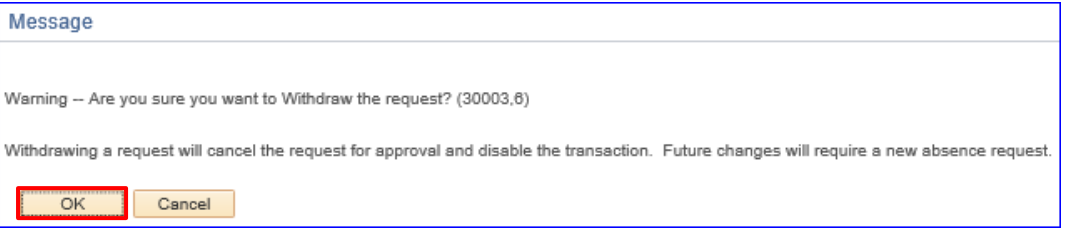
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--------------------------|------------------|---------------------|---------------|-------------------|----------------|---------------------|-------------------|------------------|----------|----------|-----|-----------|------------|-------|--------|---------|------------|--------|----|-------------|------------|-----------|-------|
| 6 | <p>To Edit the non-chargeable absence request: Changes may be made to:</p> <table border="1"> <tr> <td>• Type of Absence</td><td>• Country</td></tr> <tr> <td>• Begin Date</td><td>• City</td></tr> <tr> <td>• End Date</td><td>• State</td></tr> <tr> <td>• Event Date</td><td>• Zip Code</td></tr> </table> <p>Comments are required. Once all changes have been made, click Resubmit. The updated request will be forwarded for approval.</p> <p>NOTE: If a new Approver is required, the non-chargeable absence request MUST be withdrawn and resubmitted with the new approver.</p> <div> <p>Non-Chargeable Absence Request</p> <p><u>Peppermint Patty</u></p> <p>PLEASE NOTE: Use this page for Non-Chargeable Absence Requests.</p> <p>Select this guide for step-by-step instructions: http://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/absences/nonchargeableleave.pdf</p> <p>Request Details</p> <table border="1"> <tr> <td>Type of Absence:</td><td>Prenatal</td><td>Country:</td><td>USA</td></tr> <tr> <td>Begin Dt:</td><td>04/10/2020</td><td>City:</td><td>Topeka</td></tr> <tr> <td>End Dt:</td><td>05/02/2020</td><td>State:</td><td>KS</td></tr> <tr> <td>Event Date:</td><td>04/10/2020</td><td>Zip Code:</td><td>66615</td></tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 30</p> <p># of Days Allowed: 30 Consecutive Days</p> <p>Request Documents</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Kit Kat Bar</p> <p>Comment: Comments are required when editing or withdrawing a non-chargeable absence request.</p> <p>Submit Resubmit Withdraw</p> </div> | • Type of Absence | • Country | • Begin Date | • City | • End Date | • State | • Event Date | • Zip Code | Type of Absence: | Prenatal | Country: | USA | Begin Dt: | 04/10/2020 | City: | Topeka | End Dt: | 05/02/2020 | State: | KS | Event Date: | 04/10/2020 | Zip Code: | 66615 |
| • Type of Absence | • Country | | | | | | | | | | | | | | | | | | | | | | | | |
| • Begin Date | • City | | | | | | | | | | | | | | | | | | | | | | | | |
| • End Date | • State | | | | | | | | | | | | | | | | | | | | | | | | |
| • Event Date | • Zip Code | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Absence: | Prenatal | Country: | USA | | | | | | | | | | | | | | | | | | | | | | |
| Begin Dt: | 04/10/2020 | City: | Topeka | | | | | | | | | | | | | | | | | | | | | | |
| End Dt: | 05/02/2020 | State: | KS | | | | | | | | | | | | | | | | | | | | | | |
| Event Date: | 04/10/2020 | Zip Code: | 66615 | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Proxy: Edit or Withdraw a Non-Chargeable Absence Request, Continued

Procedures,
continued

| Step | Action |
|------|---|
| 7 | <p>To Withdraw a non-chargeable absence request, enter comments as appropriate and click Withdraw.</p>  |
| 8 | <p>A warning message will display. If you are sure you want to withdraw the request, click OK.</p>  |

Non-Chargeable Absence Request Statuses

Introduction This chart explains the status, provides a brief description, who the user is, and the details about what the user can and cannot do in that status.

Information

| Status | Description | User | In this Status, the user |
|------------|---|-----------|---|
| Pending | Has been submitted by requester but not approved | Requester | <ul style="list-style-type: none"> • <u>CAN change</u> details and then resubmit. The original request will be Terminated, and a new request will be submitted with the changes. • <u>CAN withdraw</u> the request and will be set to Terminated. |
| | | Approver | <ul style="list-style-type: none"> • <u>CAN change</u> details and approve. Request Status changes to Approved. • <u>CAN deny</u> the request and status changes to Denied. |
| Terminated | Has been withdrawn by requester | Requester | <u>CAN view</u> the details, comments and approver, but <u>CANNOT</u> make any changes. |
| | | Approver | <u>CAN view</u> the details, comments and approver, but <u>CANNOT</u> make any changes. |
| Approved | Has been approved by the approver but not processed | Requester | <u>CAN view</u> the details, comments and approver but <u>CANNOT</u> make any changes. |
| | | Approver | <u>CAN change</u> the details and approve. Status changed to Approved . |
| | Has been through a Payroll Process | Requester | <u>CANNOT</u> make any changes. If changes are necessary, the SPO will need to make changes. |
| Denied | A pending request has been denied by the approver | Requester | <u>CAN change</u> details and then resubmit. The original request will be Terminated , and a new Pending request will be submitted with the changes. |
| | | Approver | <u>CAN view</u> the details, comments and approver but <u>CANNOT</u> make any changes to it. |

Email Notifications

Introduction This chart details when email notifications will be sent to either the approver or requester.

Information

| User | Action | Email Sent To |
|--------------------------------|--|--------------------------------|
| Requester/Proxy | <ul style="list-style-type: none"> • Submits a non-chargeable absence request to approver. • Makes a change to their pending non-chargeable absence request. • Withdraws their pending non-chargeable absence request. • Makes a change to their denied Absence Request. | Approver or Delegated Approver |
| Approver or Delegated Approver | <ul style="list-style-type: none"> • Approves a non-chargeable absence request. • Denies a non-chargeable absence request. • Makes changes to an Approved non-chargeable absence request that has not processed through payroll yet. • Denies an Approved non-chargeable absence request that has not processed through payroll yet. | Requester |

Non-Chargeable Absence Counts

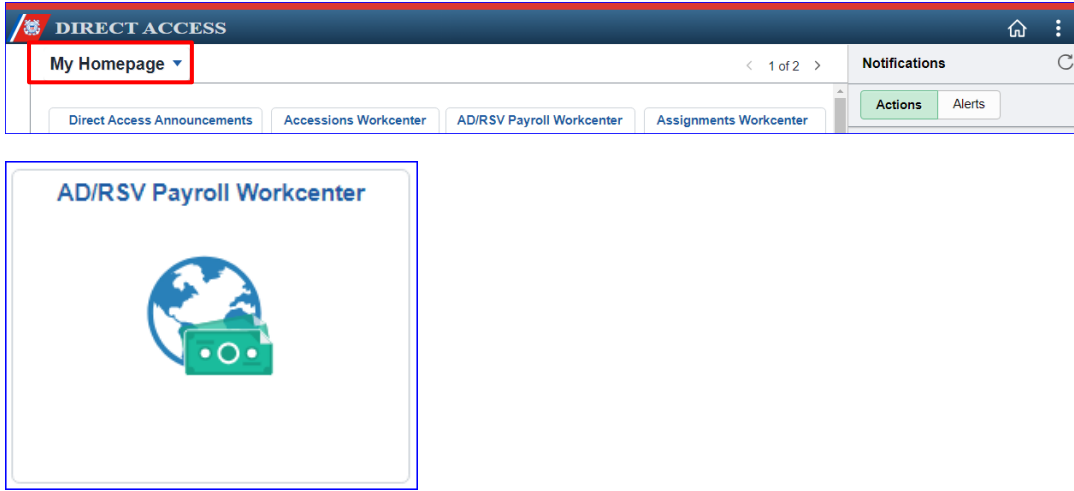
Introduction This section provides procedures for running the Non-Chargeable Absence Counts report for tracking the number of the various types of **non-chargeable** absences in DA.

Important Information This report will provide a count of each of the non-chargeable absence types utilized throughout each Fiscal Year.

Users must have one of the following roles to access this report:

- CGSSCMD
- CGHRS
- CGHRSUP
- CGHRSIC
- CGHRSICSUP

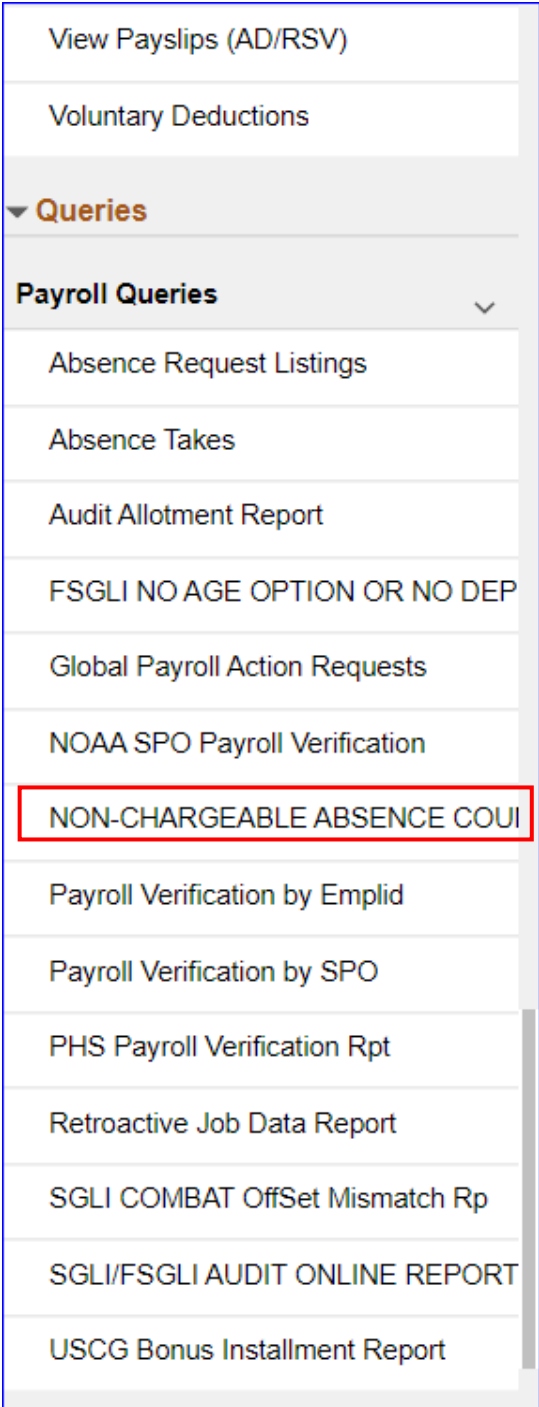
Procedures See below.

| Step | Action |
|------|---|
| 1 | <p>On the My Homepage main screen click on the AD/RSV Payroll Workcenter tile.</p>  |

Continued on next page

Non-Chargeable Absence Counts, Continued






Procedures,
continued

| Step | Action |
|------|--|
| 2 | <p>Select the NON-CHARGEABLE ABSENCE COUNTS option.</p>  <p>The screenshot shows a web application interface with a sidebar menu. The menu items are: View Payslips (AD/RSV), Voluntary Deductions, Queries (expanded), Payroll Queries (expanded), Absence Request Listings, Absence Takes, Audit Allotment Report, FSGLI NO AGE OPTION OR NO DEP, Global Payroll Action Requests, NOAA SPO Payroll Verification, NON-CHARGEABLE ABSENCE COUNTS (highlighted with a red box), Payroll Verification by Emplid, Payroll Verification by SPO, PHS Payroll Verification Rpt, Retroactive Job Data Report, SGLI COMBAT OffSet Mismatch Rp, SGLI/FSGLI AUDIT ONLINE REPORT, and USCG Bonus Installment Report.</p> |

Continued on next page

Non-Chargeable Absence Counts, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|---------------|-------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|--------|-------------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|
| 3 | <p>The CG_NON_CHARGEABLE_ABSENCE_CT – NON-CHARGEABLE ABSENCE COUNTS report page will display. Using the lookup function, select the appropriate Report Fiscal Year.</p> <div> <p>CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS</p> <p>Report Fiscal Year <input type="text"/> </p> <p>View Results</p> </div> <div> <p>Query </p> <p>Search by: Budget Period  begins with <input type="text"/></p> <p>Look Up Cancel Advanced Lookup</p> <p>Search Results</p> <p>View 100 First  1-24 of 24  Last</p> <table> <thead> <tr> <th>Budget Period</th><th>Description</th></tr> </thead> <tbody> <tr><td>00</td><td>Fiscal Year 2000</td></tr> <tr><td>01</td><td>Fiscal Year 2001</td></tr> <tr><td>02</td><td>Fiscal Year 2002</td></tr> <tr><td>03</td><td>Fiscal Year 2003</td></tr> <tr><td>04</td><td>Fiscal Year 2004</td></tr> <tr><td>05</td><td>Fiscal Year 2005</td></tr> <tr><td>06</td><td>Fiscal Year 2006</td></tr> <tr><td>07</td><td>Fiscal Year 2007</td></tr> <tr><td>08</td><td>Fiscal Year 2008</td></tr> <tr><td>09</td><td>Fiscal Year 2009</td></tr> <tr><td>10</td><td>Fiscal Year 2010</td></tr> <tr><td>100231</td><td>Intermediate Cyber Core</td></tr> <tr><td>11</td><td>Fiscal Year 2011</td></tr> <tr><td>12</td><td>Fiscal Year 2012</td></tr> <tr><td>13</td><td>Fiscal Year 2013</td></tr> <tr><td>14</td><td>Fiscal Year 2014</td></tr> <tr><td>15</td><td>Fiscal Year 2015</td></tr> <tr><td>16</td><td>Fiscal Year 2016</td></tr> <tr><td>17</td><td>Fiscal Year 2017</td></tr> <tr><td>18</td><td>Fiscal Year 2018</td></tr> <tr><td>19</td><td>Fiscal Year 2019</td></tr> <tr><td>20</td><td>Fiscal Year 2020</td></tr> <tr><td>21</td><td>Fiscal Year 2021</td></tr> <tr><td>22</td><td>Fiscal Year 2022</td></tr> </tbody> </table> </div> | Budget Period | Description | 00 | Fiscal Year 2000 | 01 | Fiscal Year 2001 | 02 | Fiscal Year 2002 | 03 | Fiscal Year 2003 | 04 | Fiscal Year 2004 | 05 | Fiscal Year 2005 | 06 | Fiscal Year 2006 | 07 | Fiscal Year 2007 | 08 | Fiscal Year 2008 | 09 | Fiscal Year 2009 | 10 | Fiscal Year 2010 | 100231 | Intermediate Cyber Core | 11 | Fiscal Year 2011 | 12 | Fiscal Year 2012 | 13 | Fiscal Year 2013 | 14 | Fiscal Year 2014 | 15 | Fiscal Year 2015 | 16 | Fiscal Year 2016 | 17 | Fiscal Year 2017 | 18 | Fiscal Year 2018 | 19 | Fiscal Year 2019 | 20 | Fiscal Year 2020 | 21 | Fiscal Year 2021 | 22 | Fiscal Year 2022 |
| Budget Period | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00 | Fiscal Year 2000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01 | Fiscal Year 2001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02 | Fiscal Year 2002 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03 | Fiscal Year 2003 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04 | Fiscal Year 2004 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05 | Fiscal Year 2005 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 06 | Fiscal Year 2006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07 | Fiscal Year 2007 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08 | Fiscal Year 2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09 | Fiscal Year 2009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Fiscal Year 2010 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100231 | Intermediate Cyber Core | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Fiscal Year 2011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Fiscal Year 2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Fiscal Year 2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Fiscal Year 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Fiscal Year 2015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Fiscal Year 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Fiscal Year 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Fiscal Year 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Fiscal Year 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Fiscal Year 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | Fiscal Year 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | Fiscal Year 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Non-Chargeable Absence Counts, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|------------------|-------------------------------|-------|-------------|-------|---|----|------------------|----------|----|---|----|------------------|----------------|----|---|----|------------------|-------------|-----|---|----|------------------|------------------------|-----|---|----|------------------|-----------------------------|----|---|----|------------------|----------|----|---|----|------------------|---------------|---|---|----|------------------|-------------------------|-----|---|----|------------------|----------------------------|---|----|----|------------------|----------------------------|---|----|----|------------------|--------------------------|----|----|----|------------------|------------------------------|----|----|----|------------------|-------------------------------|-----|----|----|------------------|----------------------------|-----|----|----|------------------|------------|-----|----|----|------------------|---------------|----|
| 4 | <div>Click View Results.</div> <div><div>CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS</div><div><div>Report Fiscal Year19</div><div>View Results</div></div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <div>The results will display for that fiscal year. The results may be downloaded into various formats to allow for sorting/filtering as necessary.</div> <div><div>CG_NON_CHARGEABLE_ABSENCE_CT - NON-CHARGEABLE ABSENCE COUNTS</div><div><div>Report Fiscal Year19</div><div>View Results</div><div>Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)</div><div>View All</div><div><table><tr><th>Row</th><th>Bgt Pd.</th><th>Descr</th><th>Description</th><th>Count</th></tr><tr><td>1</td><td>19</td><td>Fiscal Year 2019</td><td>Adoption</td><td>14</td></tr><tr><td>2</td><td>19</td><td>Fiscal Year 2019</td><td>Adoption Leave</td><td>14</td></tr><tr><td>3</td><td>19</td><td>Fiscal Year 2019</td><td>MOB Respite</td><td>162</td></tr><tr><td>4</td><td>19</td><td>Fiscal Year 2019</td><td>Maternity Convalescent</td><td>155</td></tr><tr><td>5</td><td>19</td><td>Fiscal Year 2019</td><td>Maternity Convalescent Addl</td><td>25</td></tr><tr><td>6</td><td>19</td><td>Fiscal Year 2019</td><td>Prenatal</td><td>66</td></tr><tr><td>7</td><td>19</td><td>Fiscal Year 2019</td><td>Prenatal Addl</td><td>6</td></tr><tr><td>8</td><td>19</td><td>Fiscal Year 2019</td><td>Primary Caregiver Birth</td><td>147</td></tr><tr><td>9</td><td>19</td><td>Fiscal Year 2019</td><td>Primary Caregiver Deceased</td><td>7</td></tr><tr><td>10</td><td>19</td><td>Fiscal Year 2019</td><td>Primary Caregiver Designee</td><td>6</td></tr><tr><td>11</td><td>19</td><td>Fiscal Year 2019</td><td>Primary Caregiver Parent</td><td>42</td></tr><tr><td>12</td><td>19</td><td>Fiscal Year 2019</td><td>Secondary Caregiver Adoption</td><td>20</td></tr><tr><td>13</td><td>19</td><td>Fiscal Year 2019</td><td>Secondary Caregiver Parentage</td><td>415</td></tr><tr><td>14</td><td>19</td><td>Fiscal Year 2019</td><td>Secondary Caregiver Spouse</td><td>817</td></tr><tr><td>15</td><td>19</td><td>Fiscal Year 2019</td><td>Sick Leave</td><td>502</td></tr><tr><td>16</td><td>19</td><td>Fiscal Year 2019</td><td>Spousal Leave</td><td>54</td></tr></table></div><div>First 1-16 of 16 Last</div></div></div> | Row | Bgt Pd. | Descr | Description | Count | 1 | 19 | Fiscal Year 2019 | Adoption | 14 | 2 | 19 | Fiscal Year 2019 | Adoption Leave | 14 | 3 | 19 | Fiscal Year 2019 | MOB Respite | 162 | 4 | 19 | Fiscal Year 2019 | Maternity Convalescent | 155 | 5 | 19 | Fiscal Year 2019 | Maternity Convalescent Addl | 25 | 6 | 19 | Fiscal Year 2019 | Prenatal | 66 | 7 | 19 | Fiscal Year 2019 | Prenatal Addl | 6 | 8 | 19 | Fiscal Year 2019 | Primary Caregiver Birth | 147 | 9 | 19 | Fiscal Year 2019 | Primary Caregiver Deceased | 7 | 10 | 19 | Fiscal Year 2019 | Primary Caregiver Designee | 6 | 11 | 19 | Fiscal Year 2019 | Primary Caregiver Parent | 42 | 12 | 19 | Fiscal Year 2019 | Secondary Caregiver Adoption | 20 | 13 | 19 | Fiscal Year 2019 | Secondary Caregiver Parentage | 415 | 14 | 19 | Fiscal Year 2019 | Secondary Caregiver Spouse | 817 | 15 | 19 | Fiscal Year 2019 | Sick Leave | 502 | 16 | 19 | Fiscal Year 2019 | Spousal Leave | 54 |
| Row | Bgt Pd. | Descr | Description | Count | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 19 | Fiscal Year 2019 | Adoption | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 19 | Fiscal Year 2019 | Adoption Leave | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 19 | Fiscal Year 2019 | MOB Respite | 162 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 19 | Fiscal Year 2019 | Maternity Convalescent | 155 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 19 | Fiscal Year 2019 | Maternity Convalescent Addl | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 19 | Fiscal Year 2019 | Prenatal | 66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 19 | Fiscal Year 2019 | Prenatal Addl | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 19 | Fiscal Year 2019 | Primary Caregiver Birth | 147 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 19 | Fiscal Year 2019 | Primary Caregiver Deceased | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 19 | Fiscal Year 2019 | Primary Caregiver Designee | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 19 | Fiscal Year 2019 | Primary Caregiver Parent | 42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 19 | Fiscal Year 2019 | Secondary Caregiver Adoption | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 19 | Fiscal Year 2019 | Secondary Caregiver Parentage | 415 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 19 | Fiscal Year 2019 | Secondary Caregiver Spouse | 817 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 19 | Fiscal Year 2019 | Sick Leave | 502 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 19 | Fiscal Year 2019 | Spousal Leave | 54 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |