

Leave Correction Report

Introduction This guide provides the procedures for running the Leave Correction Report in Direct Access.


Information The purpose of this report is to show all leave transactions that have been corrected or deleted within a specified timeframe and ensure they are valid.

To use this report you must have one of the following Functional Roles:

- CG Admin Technician
- CG CGIS Investigator
- CG SPO Auditor
- CG SPO Technician
- CG Assignment Officer (EPM)
- CG Assignment Officer CAC (EPM)
- CG SPO Auditor (CG Academy)
- CG SPO Technician (CG Academy)
- CG Admin Supervisor E-7 and PERS in a Admin Billet
- CG CO/OIC, XO/SPO, Gold & Silver Badge MC
- CG SPO Technician (PSC (RPM-3))
- CG SPO Auditor (PSC (RPM-3))

If you feel that you require access to the Leave Correction Report and do not possess one of the roles listed above, submit a DA Roles request via Direct Access (DA) and ask for the CGSSCMD role using the Requesting New User Roles guide.

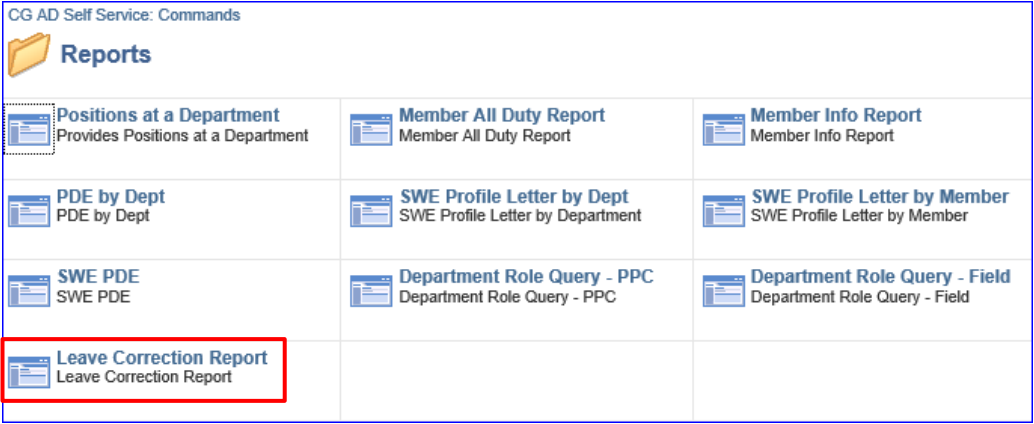
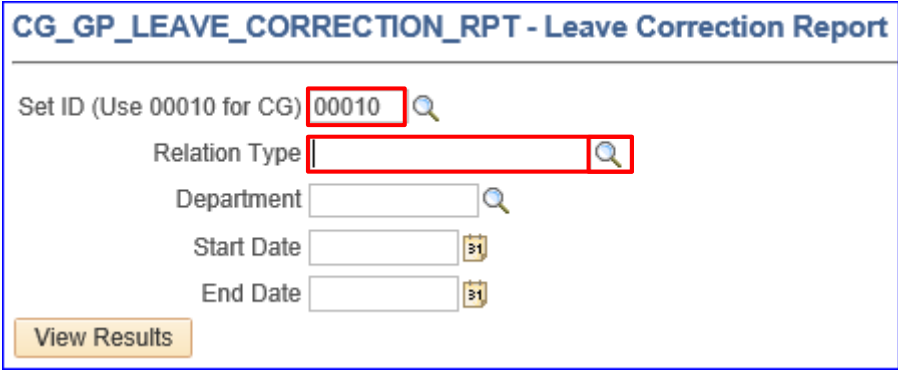
Procedure See below.

Step	Action
1	<p>If visible, select the Leave Correction Report from the Self Service for Commands pagelet, otherwise select the 1 More option.</p>  <p>The screenshot shows a web interface titled "Self Service for Commands". It has two columns: "Reports" and "Use". Under "Reports", there is a list of items: "Positions at a Department", "Member All Duty Report", "Member Info Report", "PDE by Dept", "SWE Profile Letter by Dept", "SWE Profile Letter by Member", "SWE PDE", "Department Role Query - PPC", and "Department Role Query - Field". At the bottom of the list, there is a link labeled "1 More..." which is enclosed in a red rectangular box.</p>

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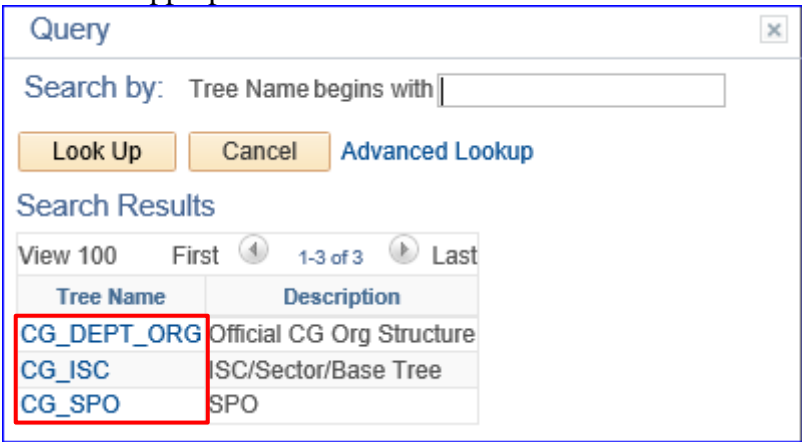
Procedure,
continued

Step	Action
2	<p>Select the Leave Correction Report link.</p>  <p>The screenshot shows a grid of report links under the heading 'Reports'. The 'Leave Correction Report' link is highlighted with a red rectangular box. Other visible links include 'Positions at a Department', 'Member All Duty Report', 'Member Info Report', 'PDE by Dept', 'SWE Profile Letter by Dept', 'SWE Profile Letter by Member', 'SWE PDE', 'Department Role Query - PPC', and 'Department Role Query - Field'.</p>
3	<p>The CG_GP_LEAVE_CORRECTION_RPT - Leave Correction Report page will open. Set ID (Use 00010 for CG) is the default. Click the Lookup icon for the Relation type.</p>  <p>The screenshot shows the 'CG_GP_LEAVE_CORRECTION_RPT - Leave Correction Report' page. The 'Set ID (Use 00010 for CG)' field contains the value '00010'. The 'Relation Type' field is empty and has a red box around it with a magnifying glass icon. Other fields include 'Department', 'Start Date', and 'End Date', each with a magnifying glass icon. A 'View Results' button is at the bottom.</p>

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Step	Action								
4	<p>A query box will open with the following Tree Name selections:</p> <ul style="list-style-type: none"> • CG DEPT ORG - Current department and all departments that fall under it • CG ISC - Higher level Sector and Base departments • CG SPO - All units supported by that SPO department <p>Select the appropriate Tree Name.</p>  <p>The screenshot shows a 'Query' dialog box with a search field containing 'Tree Name begins with'. Below the search field are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Search Results' section shows a table with columns 'Tree Name' and 'Description'. The table contains three rows: 'CG_DEPT_ORG' (Official CG Org Structure), 'CG_ISC' (ISC/Sector/Base Tree), and 'CG_SPO' (SPO). The first row is highlighted with a red box.</p> <table border="1" data-bbox="352 943 831 1133"> <thead> <tr> <th>Tree Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CG_DEPT_ORG</td> <td>Official CG Org Structure</td> </tr> <tr> <td>CG_ISC</td> <td>ISC/Sector/Base Tree</td> </tr> <tr> <td>CG_SPO</td> <td>SPO</td> </tr> </tbody> </table>	Tree Name	Description	CG_DEPT_ORG	Official CG Org Structure	CG_ISC	ISC/Sector/Base Tree	CG_SPO	SPO
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continued

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5	<p>After selecting the Relation Type, enter the Department, Start Date and End Date.</p> <ul style="list-style-type: none"> • Department - Your department ID • Start Date - Beginning day of the date range for corrections and deletions only (not the date of the leave request itself, nor the beginning date of the leave taken) • End Date - Ending day of date range for corrections and deletions only <p>Click View Results.</p> <div data-bbox="360 824 1267 1193" style="border: 1px solid blue; padding: 5px;"> <p>CG_GP_LEAVE_CORRECTION_RPT - Leave Correction Report</p> <p>Set ID (Use 00010 for CG) <input type="text" value="00010"/> </p> <p>Relation Type <input type="text" value="CG_DEPT_ORG"/> </p> <p>Department <input type="text" value="042180"/> </p> <p>Start Date <input type="text" value="05/01/2018"/> </p> <p>End Date <input type="text" value="08/31/2018"/> </p> <p><input type="button" value="View Results"/></p> </div>																																																								
6	<p>The results will display the following fields and can be downloaded to an excel spreadsheet for printing.</p> <div data-bbox="352 1305 1386 1697" style="border: 1px solid blue; padding: 5px;"> <p>CG_GP_LEAVE_CORRECTION_RPT - Leave Correction Report</p> <p>Set ID (Use 00010 for CG) <input type="text" value="00010"/> </p> <p>Relation Type <input type="text" value="CG_DEPT_ORG"/> </p> <p>Department <input type="text" value="042180"/> </p> <p>Start Date <input type="text" value="05/01/2018"/> </p> <p>End Date <input type="text" value="08/31/2018"/> </p> <p><input type="button" value="View Results"/></p> <p>Download results in : <input type="button" value="Excel Spreadsheet"/> <input type="button" value="CSV Text File"/> <input type="button" value="XML File (5 kb)"/></p> <p>View All First 1-7 of 7 Last</p> <table border="1" data-bbox="360 1554 1386 1697"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Middle</th> <th>Dept ID</th> <th>Dept</th> <th>OPFAC</th> <th>Rank</th> <th>Correction Type</th> <th>Requestor</th> <th>Requestor Name</th> <th>Approver Name</th> <th>Date Leave Corrected</th> <th>SPO DeptID</th> <th>SPO DeptName</th> </tr> </thead> <tbody> <tr> <td>1 1000000</td> <td>Jessica Jones</td> <td>J</td> <td>042184</td> <td>BASE CLEV HSWL DEPT (H)</td> <td>31050</td> <td>LCDR</td> <td>Deletion</td> <td>4000000</td> <td>Daniel Rand</td> <td></td> <td>05/23/2018</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> </tr> <tr> <td>2 3000000</td> <td>Matthew Murdock</td> <td>M</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> <td>YN1</td> <td>Deletion</td> <td>4000000</td> <td>Daniel Rand</td> <td></td> <td>05/30/2018</td> <td>LEVEL1</td> <td></td> </tr> <tr> <td>3 3000000</td> <td>Matthew Murdock</td> <td>M</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> <td>YN1</td> <td>Deletion</td> <td>4000000</td> <td>Daniel Rand</td> <td></td> <td>05/30/2018</td> <td>LEVEL1</td> <td></td> </tr> </tbody> </table> </div>	ID	Name	Middle	Dept ID	Dept	OPFAC	Rank	Correction Type	Requestor	Requestor Name	Approver Name	Date Leave Corrected	SPO DeptID	SPO DeptName	1 1000000	Jessica Jones	J	042184	BASE CLEV HSWL DEPT (H)	31050	LCDR	Deletion	4000000	Daniel Rand		05/23/2018	042191	BASE CLEV SPO (PS)	2 3000000	Matthew Murdock	M	042191	BASE CLEV SPO (PS)	31050	YN1	Deletion	4000000	Daniel Rand		05/30/2018	LEVEL1		3 3000000	Matthew Murdock	M	042191	BASE CLEV SPO (PS)	31050	YN1	Deletion	4000000	Daniel Rand		05/30/2018	LEVEL1	
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7	<p>Field names and breakdowns will be explained in 3 sections.</p> <p>Section 1:</p> <ul style="list-style-type: none"> • ID - Member's employee ID • Empl Record - Member's employee record (Active Duty, Reserve, Civilian, etc.) • Name - Member's first and last name • Middle - Member's middle initial • Dept ID - Member's department ID • Dept - Member's department name • OPFAC - Unit operational facility number (OPFAC) • Rank - Member's paygrade/rank <table border="1" data-bbox="352 913 1278 1196"> <thead> <tr> <th>ID</th> <th>Empl Record</th> <th>Name</th> <th>Middle</th> <th>Dept ID</th> <th>Dept</th> <th>OPFAC</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>1000000</td> <td>0</td> <td>Jessica Jones</td> <td>J</td> <td>042184</td> <td>BASE CLEV HSWL DEPT (H)</td> <td>31050</td> <td>LCDR</td> </tr> <tr> <td>3000000</td> <td>0</td> <td>Matthew Murdock</td> <td>M</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> <td>YN1</td> </tr> <tr> <td>3000000</td> <td>0</td> <td>Matthew Murdock</td> <td>M</td> <td>042191</td> <td>BASE CLEV SPO (PS)</td> <td>31050</td> <td>YN1</td> </tr> </tbody> </table>	ID	Empl Record	Name	Middle	Dept ID	Dept	OPFAC	Rank	1000000	0	Jessica Jones	J	042184	BASE CLEV HSWL DEPT (H)	31050	LCDR	3000000	0	Matthew Murdock	M	042191	BASE CLEV SPO (PS)	31050	YN1	3000000	0	Matthew Murdock	M	042191	BASE CLEV SPO (PS)	31050	YN1
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8	<p>Section 2:</p> <ul style="list-style-type: none"> • Original Leave Begin Date - Original date the leave was to begin • Original Leave End Date - Original date the leave was to end • New Leave Begin Date - New date leave is to begin • New Leave End Date - New date leave is to end • Correction Type - Indicates the type of correction (correction or deletion) • Requestor - Employee id of the member who submitted the leave request <table border="1" data-bbox="352 763 1310 1032"> <thead> <tr> <th>Original Leave Begin Date</th> <th>Original Leave End Date</th> <th>New Leave Begin Date</th> <th>New Leave End Date</th> <th>Correction Type</th> <th>Requestor</th> </tr> </thead> <tbody> <tr> <td>06/18/2018</td> <td>06/19/2018</td> <td></td> <td></td> <td>Deletion</td> <td>4000000</td> </tr> <tr> <td>05/25/2018</td> <td>05/25/2018</td> <td></td> <td></td> <td>Deletion</td> <td>4000000</td> </tr> <tr> <td>05/25/2018</td> <td>06/01/2018</td> <td></td> <td></td> <td>Deletion</td> <td>4000000</td> </tr> </tbody> </table>	Original Leave Begin Date	Original Leave End Date	New Leave Begin Date	New Leave End Date	Correction Type	Requestor	06/18/2018	06/19/2018			Deletion	4000000	05/25/2018	05/25/2018			Deletion	4000000	05/25/2018	06/01/2018			Deletion	4000000				
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