

# Leave Correction Report

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**Introduction** This guide provides the procedures for running the Leave Correction Report in Direct Access (DA).

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**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 an 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](#).

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## Leave Correction Report, 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

EEMPLID    
 Department    
 Reports To    
 Begin Date On or After 04/01/2021   
 End Date On or Before 09/30/2021   
 Request Status   
 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
07/07/2021 <input type="button" value="B"/>	07/12/2021 <input type="button" value="B"/>	Leave INCONUS <input type="button" value="v"/>	6 <input type="button" value="+"/> <input type="button" value="-"/>
07/13/2021 <input type="button" value="B"/>	07/16/2021 <input type="button" value="B"/>	Proceed Time <input type="button" value="v"/>	4 <input type="button" value="+"/> <input type="button" value="-"/>
07/17/2021 <input type="button" value="B"/>	07/19/2021 <input type="button" value="B"/>	Travel Time <input type="button" value="v"/>	3 <input type="button" value="+"/> <input type="button" value="-"/>

▶ Dependents Authorized for Travel

Message


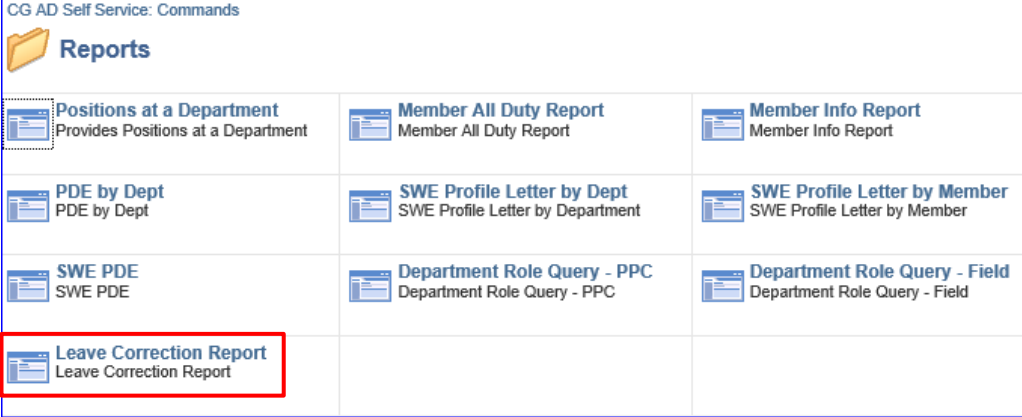
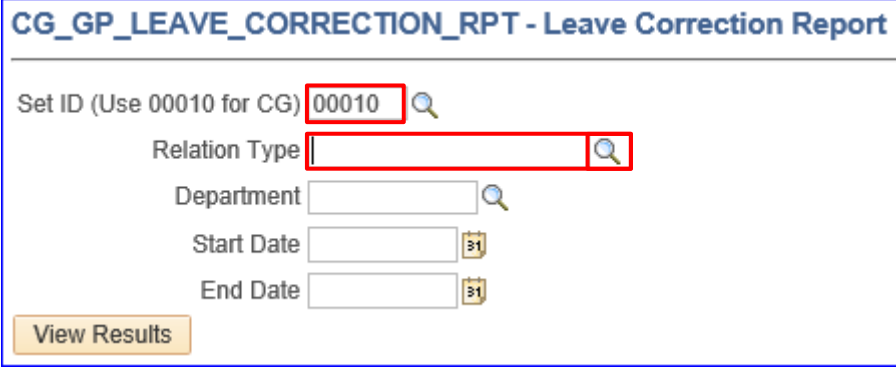
Data being added conflicts with existing data. (18,2)Error saving Component Interface. {GP\_ABSENCE\_EVENT} (91,37)

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

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# Leave Correction Report, Continued

**Procedure** See below.

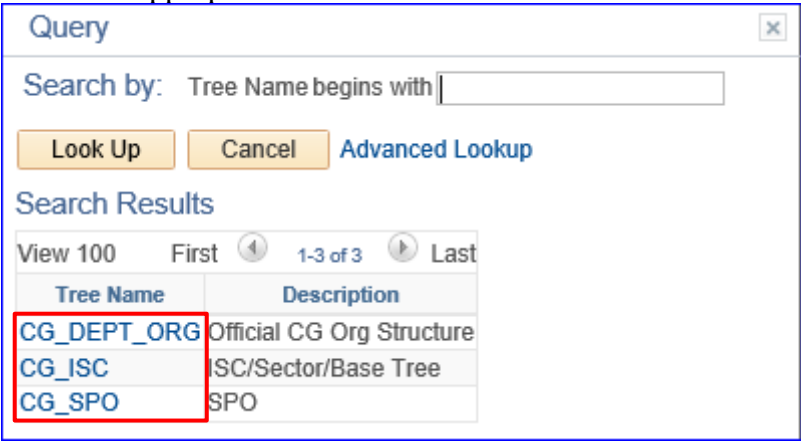
Step	Action
<p><b>1</b></p>	<p>If visible, select the <b>Leave Correction Report</b> from the Self Service for Commands pagelet, otherwise select the <b>1 More</b> option.</p> 
<p><b>2</b></p>	<p>Select the <b>Leave Correction Report</b> link.</p> 
<p><b>3</b></p>	<p>The CG_GP_LEAVE_CORRECTION_RPT - Leave Correction Report page will open. <b>Set ID (Use 00010 for CG)</b> is the default. Click the <b>Lookup</b> icon for the Relation type.</p> 

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## Leave Correction Report, Continued

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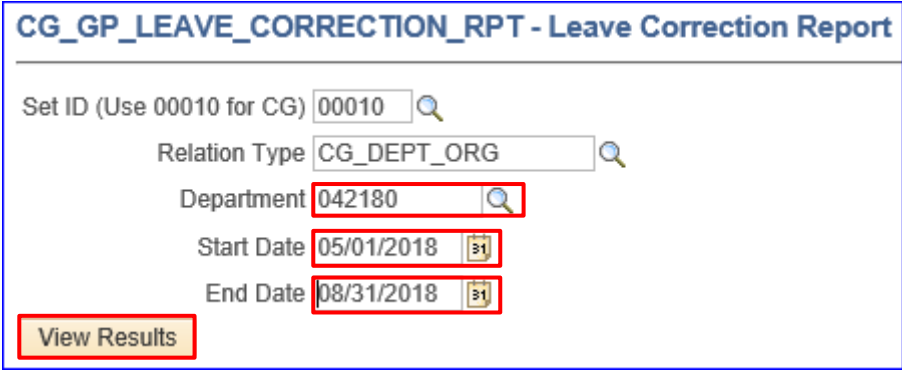
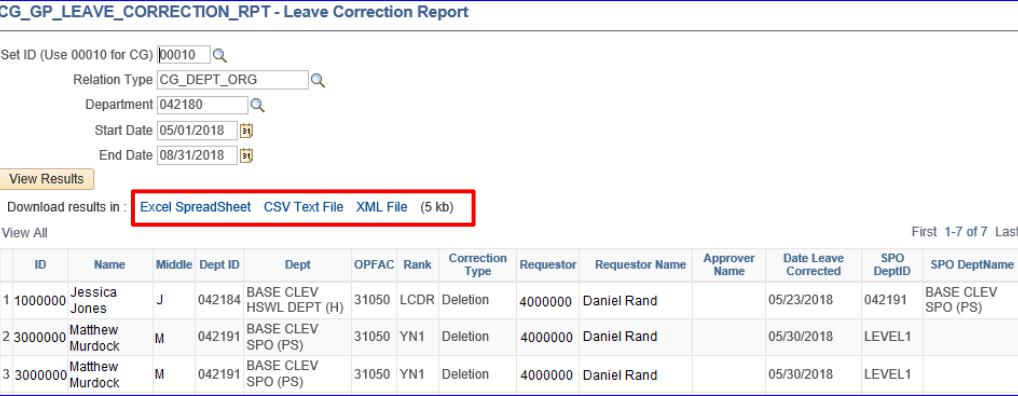
Procedure,  
continued

Step	Action								
4	<p>A query box will open with the following Tree Name selections:</p> <ul style="list-style-type: none"> <li>• <b>CG DEPT ORG</b> - Current department and all departments that fall under it</li> <li>• <b>CG ISC</b> - Higher level Sector and Base departments</li> <li>• <b>CG SPO</b> - All units supported by that SPO department</li> </ul> <p>Select the appropriate <b>Tree Name</b>.</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="352 909 831 1099"> <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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## Leave Correction Report, Continued

Procedure,  
continued

Step	Action																																																								
5	<p>After selecting the Relation Type, enter the <b>Department, Start Date</b> and <b>End Date</b>.</p> <ul style="list-style-type: none"> <li>• <b>Department</b> - Your department ID</li> <li>• <b>Start Date</b> - 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)</li> <li>• <b>End Date</b> - Ending day of date range for corrections and deletions only</li> </ul> <p>Click <b>View Results</b>.</p> 																																																								
6	<p>The results will display the following fields and can be <b>downloaded to an excel spreadsheet</b> for printing.</p>  <p>Download results in : <b>Excel Spreadsheet</b> CSV Text File XML File (5 kb)</p> <p>View All <span style="float: right;">First 1-7 of 7 Last</span></p> <table border="1"> <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>	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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## Leave Correction Report, Continued

Procedure,  
continued

Step	Action																																
7	<p>Field names and breakdowns will be explained in 3 sections.</p> <p>Section 1:</p> <ul style="list-style-type: none"> <li>• <b>ID</b> - Member's employee ID</li> <li>• <b>Empl Record</b> - Member's employee record (Active Duty, Reserve, Civilian, etc.)</li> <li>• <b>Name</b> - Member's first and last name</li> <li>• <b>Middle</b> - Member's middle initial</li> <li>• <b>Dept ID</b> - Member's department ID</li> <li>• <b>Dept</b> - Member's department name</li> <li>• <b>OPFAC</b> - Unit operational facility number (OPFAC)</li> <li>• <b>Rank</b> - Member's paygrade/rank</li> </ul> <table border="1" data-bbox="352 882 1278 1164"> <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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## Leave Correction Report, Continued

Procedure,  
continued

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8	<p>Section 2:</p> <ul style="list-style-type: none"> <li>• <b>Original Leave Begin Date</b> - Original date the leave was to begin</li> <li>• <b>Original Leave End Date</b> - Original date the leave was to end</li> <li>• <b>New Leave Begin Date</b> - New date leave is to begin</li> <li>• <b>New Leave End Date</b> - New date leave is to end</li> <li>• <b>Correction Type</b> - Indicates the type of correction (correction or deletion)</li> <li>• <b>Requestor</b> - Employee id of the member who submitted the leave request</li> </ul> <table border="1" data-bbox="352 725 1305 999"> <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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