

# Correct/Delete a Previously Approved Absence Request

## Overview

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**Introduction** This guide provides the procedures to correct or delete a previously approved **Chargeable** or **Non-Chargeable** Absence Request in Direct Access (DA).

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### Contents

Topic	See Page
<a href="#">Correct/Delete a Processed Chargeable Absence Request</a>	2
<a href="#">Correct/Delete a Processed Non-Chargeable Absence Request</a>	8

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# Correct/Delete a Processed Chargeable Absence Request

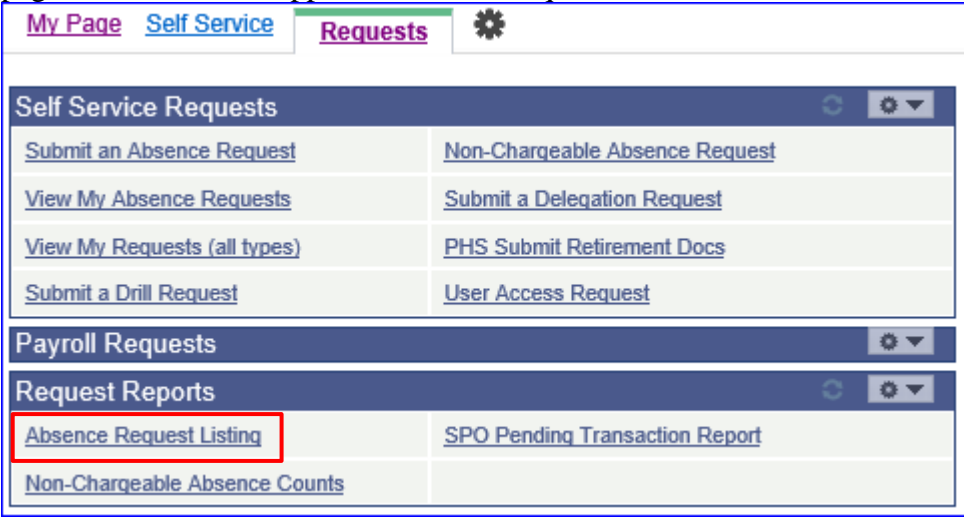
**Introduction** This section provides the procedures for a SPO to correct or delete a **chargeable** absence request that has processed through payroll in Direct Access.

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

The member will notify the commanding officer or designee that an approved 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>From the Requests tab, select <b>Absence Request Listing</b> in the Request Reports pagelet to review the approved absence request that needs to be corrected/deleted.</p>  <p>The screenshot shows a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests' (highlighted in purple). Below this is a 'Self Service Requests' section with a grid of links: 'Submit an Absence Request', 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', 'PHS Submit Retirement Docs', 'Submit a Drill Request', and 'User Access Request'. Below that is a 'Payroll Requests' section. The final section is 'Request Reports', which contains a grid with 'Absence Request Listing' (highlighted with a red box) and 'SPO Pending Transaction Report'. At the bottom of the 'Request Reports' section is a link for 'Non-Chargeable Absence Counts'.</p>

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# Correct/Delete a Processed Chargeable Absence Request, Continued

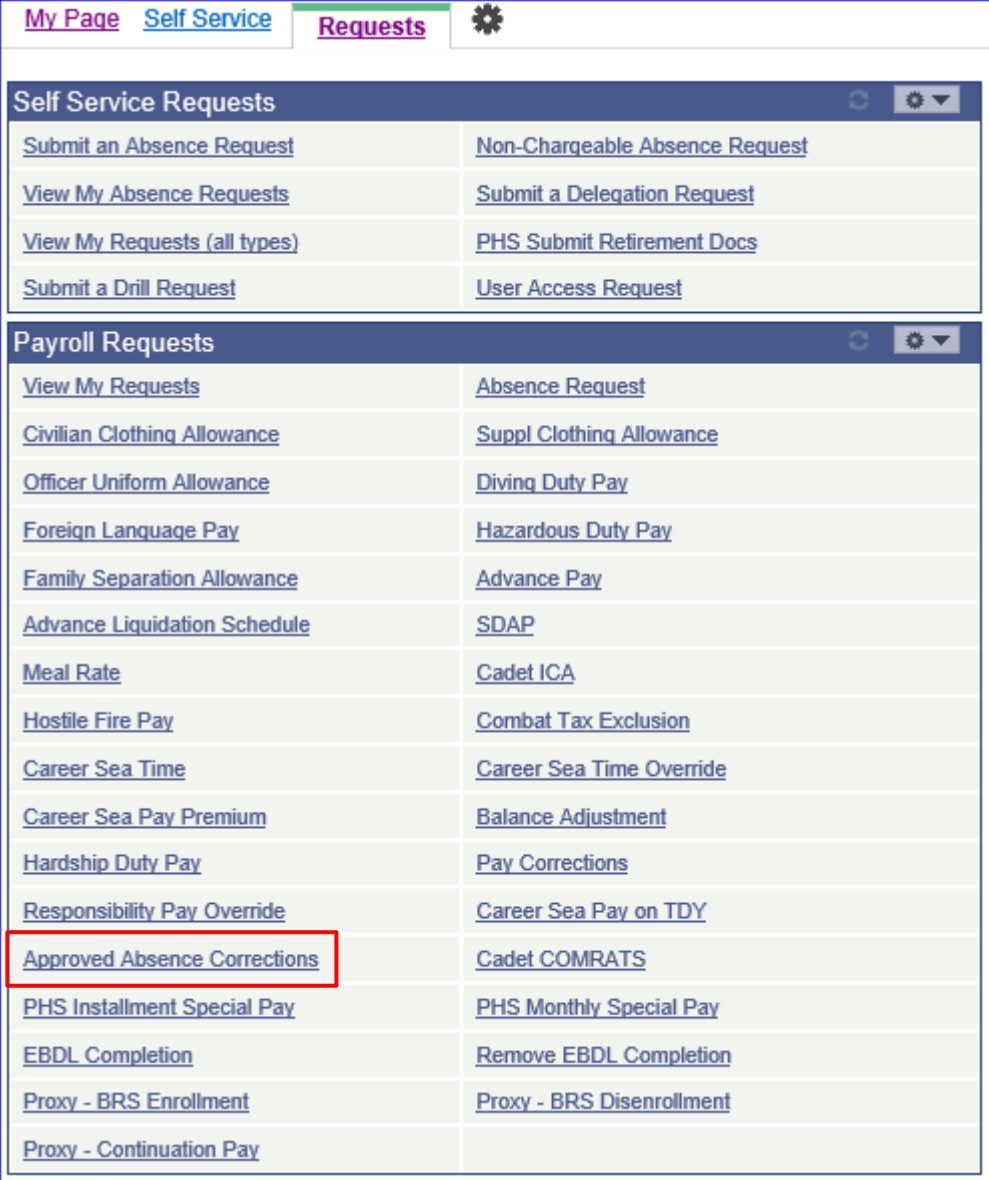
Procedures, continued

Step	Action																																																																														
2	<p>Enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>EMPLID</b></li> <li>• <b>Begin Date On or After</b></li> <li>• <b>End Date On or After</b></li> <li>• <b>Request Status</b> (use the drop-down to select Approved)</li> </ul> <p>Click <b>View Results</b>.</p> <div data-bbox="316 792 1214 1256" style="border: 1px solid blue; padding: 5px;"> <p><b>CG_GP_ABSENCE_REQUEST - Listing of Absence Requests</b></p> <p>EMPLID <input style="border: 1px solid red;" type="text" value="9876543"/> <input type="button" value="x"/> <input type="button" value="🔍"/></p> <p>Department <input type="text"/> <input type="button" value="🔍"/></p> <p>Reports To <input type="text"/> <input type="button" value="🔍"/></p> <p>Begin Date On or After <input style="border: 1px solid red;" type="text" value="03/01/2018"/> <input type="button" value="📅"/></p> <p>End Date On or Before <input style="border: 1px solid red;" type="text" value="08/31/2018"/> <input type="button" value="📅"/></p> <p>Request Status <input style="border: 1px solid red;" type="text" value="Approved"/> <input type="button" value="▼"/></p> <p>SPO <input type="text"/></p> <p><input style="border: 1px solid red;" type="button" value="View Results"/></p> </div>																																																																														
3	<p>Approved absence requests matching the parameters set in step 2 will be listed. If there are no results or the request does not have a process date; the request hasn't processed through payroll and can be corrected or withdrawn using the <a href="#">Edit or Withdraw a Chargeable Absence Request</a> guide.</p> <table border="1" data-bbox="316 1442 1398 1525"> <thead> <tr> <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>Descr</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>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> </thead> <tbody> <tr> <td>1</td> <td>Cobb</td> <td>Jayne</td> <td>9876543</td> <td>E6</td> <td>AD</td> <td>MAT FORT MACON</td> <td>Approved</td> <td>Leave - NCONUS</td> <td>2018-02-13</td> <td>2018-04-15</td> <td>2018-04-23</td> <td>9</td> <td>1234567</td> <td>Serra</td> <td>Inara</td> <td>O4</td> <td>AD</td> <td>CGC Serenity</td> <td>9876543</td> <td>Cobb</td> <td>Jayne</td> <td>E6</td> <td>AD</td> <td>MAT FORT MACON</td> <td>04/19/2018</td> </tr> <tr> <td>2</td> <td>Cobb</td> <td>Jayne</td> <td>9876543</td> <td>E6</td> <td>AD</td> <td>MAT FORT MACON</td> <td>Approved</td> <td>Leave - NCONUS</td> <td>2018-02-13</td> <td>2018-03-08</td> <td>2018-03-13</td> <td>6</td> <td>1234567</td> <td>Serra</td> <td>Inara</td> <td>O4</td> <td>AD</td> <td>CGC Serenity</td> <td>9876543</td> <td>Cobb</td> <td>Jayne</td> <td>E6</td> <td>AD</td> <td>MAT FORT MACON</td> <td>03/22/2018</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="678 1563 799 1715" style="border: 1px solid red; padding: 5px; text-align: center;"> <p><b>Request Status</b></p> <p>Approved</p> </div> <div data-bbox="933 1570 1066 1715" style="border: 1px solid red; padding: 5px; text-align: center;"> <p><b>Process Date</b></p> <p>04/19/2018</p> </div> </div>	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Grade	Requester Component	Requester Department	Process Date	1	Cobb	Jayne	9876543	E6	AD	MAT FORT MACON	Approved	Leave - NCONUS	2018-02-13	2018-04-15	2018-04-23	9	1234567	Serra	Inara	O4	AD	CGC Serenity	9876543	Cobb	Jayne	E6	AD	MAT FORT MACON	04/19/2018	2	Cobb	Jayne	9876543	E6	AD	MAT FORT MACON	Approved	Leave - NCONUS	2018-02-13	2018-03-08	2018-03-13	6	1234567	Serra	Inara	O4	AD	CGC Serenity	9876543	Cobb	Jayne	E6	AD	MAT FORT MACON	03/22/2018
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# Correct/Delete a Processed Chargeable Absence Request, Continued


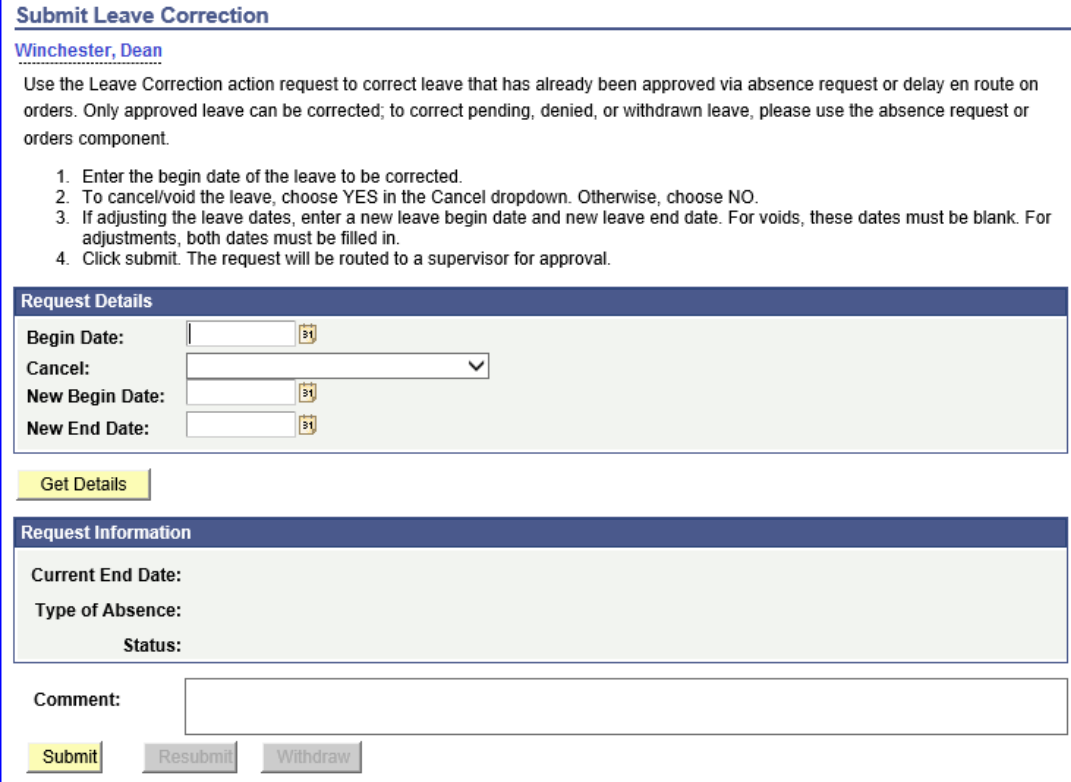
Procedures,  
continued

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4	<p>Exit out of the report results and return to the Requests tab. Select <b>Approved Absence Corrections</b> from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Requests' tab is selected. The 'Payroll Requests' section contains a list of links, with 'Approved Absence Corrections' highlighted in a red box.</p> <table border="1" data-bbox="316 600 1310 1776"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr> <td><a href="#">Submit an Absence Request</a></td> <td><a href="#">Non-Chargeable Absence Request</a></td> </tr> <tr> <td><a href="#">View My Absence Requests</a></td> <td><a href="#">Submit a Delegation Request</a></td> </tr> <tr> <td><a href="#">View My Requests (all types)</a></td> <td><a href="#">PHS Submit Retirement Docs</a></td> </tr> <tr> <td><a href="#">Submit a Drill Request</a></td> <td><a href="#">User Access Request</a></td> </tr> </tbody> </table> <table border="1" data-bbox="316 920 1310 1776"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr> <td><a href="#">View My Requests</a></td> <td><a href="#">Absence Request</a></td> </tr> <tr> <td><a href="#">Civilian Clothing Allowance</a></td> <td><a href="#">Suppl Clothing Allowance</a></td> </tr> <tr> <td><a href="#">Officer Uniform Allowance</a></td> <td><a href="#">Diving Duty Pay</a></td> </tr> <tr> <td><a href="#">Foreign Language Pay</a></td> <td><a href="#">Hazardous Duty Pay</a></td> </tr> <tr> <td><a href="#">Family Separation Allowance</a></td> <td><a href="#">Advance Pay</a></td> </tr> <tr> <td><a href="#">Advance Liquidation Schedule</a></td> <td><a href="#">SDAP</a></td> </tr> <tr> <td><a href="#">Meal Rate</a></td> <td><a href="#">Cadet ICA</a></td> </tr> <tr> <td><a href="#">Hostile Fire Pay</a></td> <td><a href="#">Combat Tax Exclusion</a></td> </tr> <tr> <td><a href="#">Career Sea Time</a></td> <td><a href="#">Career Sea Time Override</a></td> </tr> <tr> <td><a href="#">Career Sea Pay Premium</a></td> <td><a href="#">Balance Adjustment</a></td> </tr> <tr> <td><a href="#">Hardship Duty Pay</a></td> <td><a href="#">Pay Corrections</a></td> </tr> <tr> <td><a href="#">Responsibility Pay Override</a></td> <td><a href="#">Career Sea Pay on TDY</a></td> </tr> <tr> <td><a href="#">Approved Absence Corrections</a></td> <td><a href="#">Cadet COMRATS</a></td> </tr> <tr> <td><a href="#">PHS Installment Special Pay</a></td> <td><a href="#">PHS Monthly Special Pay</a></td> </tr> <tr> <td><a href="#">EBDL Completion</a></td> <td><a href="#">Remove EBDL Completion</a></td> </tr> <tr> <td><a href="#">Proxy - BRS Enrollment</a></td> <td><a href="#">Proxy - BRS Disenrollment</a></td> </tr> <tr> <td><a href="#">Proxy - Continuation Pay</a></td> <td></td> </tr> </tbody> </table>	Self Service Requests		<a href="#">Submit an Absence Request</a>	<a href="#">Non-Chargeable Absence Request</a>	<a href="#">View My Absence Requests</a>	<a href="#">Submit a Delegation Request</a>	<a href="#">View My Requests (all types)</a>	<a href="#">PHS Submit Retirement Docs</a>	<a href="#">Submit a Drill Request</a>	<a href="#">User Access Request</a>	Payroll Requests		<a href="#">View My Requests</a>	<a href="#">Absence Request</a>	<a href="#">Civilian Clothing Allowance</a>	<a href="#">Suppl Clothing Allowance</a>	<a href="#">Officer Uniform Allowance</a>	<a href="#">Diving Duty Pay</a>	<a href="#">Foreign Language Pay</a>	<a href="#">Hazardous Duty Pay</a>	<a href="#">Family Separation Allowance</a>	<a href="#">Advance Pay</a>	<a href="#">Advance Liquidation Schedule</a>	<a href="#">SDAP</a>	<a href="#">Meal Rate</a>	<a href="#">Cadet ICA</a>	<a href="#">Hostile Fire Pay</a>	<a href="#">Combat Tax Exclusion</a>	<a href="#">Career Sea Time</a>	<a href="#">Career Sea Time Override</a>	<a href="#">Career Sea Pay Premium</a>	<a href="#">Balance Adjustment</a>	<a href="#">Hardship Duty Pay</a>	<a href="#">Pay Corrections</a>	<a href="#">Responsibility Pay Override</a>	<a href="#">Career Sea Pay on TDY</a>	<a href="#">Approved Absence Corrections</a>	<a href="#">Cadet COMRATS</a>	<a href="#">PHS Installment Special Pay</a>	<a href="#">PHS Monthly Special Pay</a>	<a href="#">EBDL Completion</a>	<a href="#">Remove EBDL Completion</a>	<a href="#">Proxy - BRS Enrollment</a>	<a href="#">Proxy - BRS Disenrollment</a>	<a href="#">Proxy - Continuation Pay</a>	
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# Correct/Delete a Processed Chargeable Absence Request, Continued

Procedures,  
continued

Step	Action
5	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p> 
6	<p>The Submit Leave Correction action page will display. To <b>correct</b> the chargeable absence request, continue to Step 7. To <b>delete</b> the chargeable absence request, skip to Step 8.</p> 

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# Correct/Delete a Processed Chargeable Absence Request, Continued

Procedures,  
continued

Step	Action														
7	<p><b>To Correct:</b></p> <ul style="list-style-type: none"> <li>• <b>Begin Date</b> - Enter the original begin date</li> <li>• <b>Cancel</b> - Select NO from the drop-down menu</li> <li>• <b>New Begin Date</b> - Enter the new begin date (must be entered even if it isn't changing)</li> <li>• <b>New End Date</b> - Enter the new end date (must be entered even if it isn't changing)</li> <li>• <b>Comment</b> - Enter the reason for the change or correction</li> </ul> <p>Click <b>Submit</b>. The request will be routed to the SPO tree for approval.</p> <div data-bbox="316 902 1394 1700" style="border: 1px solid black; padding: 5px;"> <p><b>Submit Leave Correction</b></p> <p><u>Winchester, Dean</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"> <li>1. Enter the begin date of the leave to be corrected.</li> <li>2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO.</li> <li>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.</li> <li>4. Click submit. The request will be routed to a supervisor for approval.</li> </ol> <div style="background-color: #4a7ebb; color: white; padding: 2px;"><b>Request Details</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Begin Date:</td> <td style="padding: 2px;">04/15/2018 <small>[*]</small></td> </tr> <tr> <td style="padding: 2px;">Cancel:</td> <td style="padding: 2px;">NO <small>▼</small></td> </tr> <tr> <td style="padding: 2px;">New Begin Date:</td> <td style="padding: 2px;">04/15/2018 <small>[*]</small></td> </tr> <tr> <td style="padding: 2px;">New End Date:</td> <td style="padding: 2px;">04/21/2018 <small>[*]</small></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="background-color: #4a7ebb; color: white; padding: 2px;"><b>Request Information</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Current End Date:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Type of Absence:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Status:</td> <td style="padding: 2px;"></td> </tr> </table> <p style="padding: 2px;">Comment: <span style="border: 1px solid red; padding: 2px;">Member was recalled from leave two days early but Leave Request was not corrected prior to processing payroll.</span></p> <p style="text-align: center;"> <input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>	Begin Date:	04/15/2018 <small>[*]</small>	Cancel:	NO <small>▼</small>	New Begin Date:	04/15/2018 <small>[*]</small>	New End Date:	04/21/2018 <small>[*]</small>	Current End Date:		Type of Absence:		Status:	
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# Correct/Delete a Processed Chargeable Absence Request, Continued

Procedures,  
continued

Step	Action
8	<p><b>To Delete:</b></p> <ul style="list-style-type: none"> <li>• <b>Begin Date</b> - Enter the original begin date</li> <li>• <b>Cancel</b> - Select YES</li> <li>• <b>Comment</b> - Enter the reason for the deletion</li> </ul> <p>Click <b>Submit</b>. The request will be routed to the SPO tree for approval.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Leave Correction</b></p> <p><u>Winchester, Dean</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"> <li>1. Enter the begin date of the leave to be corrected.</li> <li>2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO.</li> <li>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.</li> <li>4. Click submit. The request will be routed to a supervisor for approval.</li> </ol> <div style="border: 1px solid #4a7ebb; padding: 5px; background-color: #f0f0f0;"> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="04/15/2018"/> <small>BT</small></p> <p>Cancel: <input type="text" value="YES"/> <small>▼</small></p> <p>New Begin Date: <input type="text"/> <small>BT</small></p> <p>New End Date: <input type="text"/> <small>BT</small></p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #4a7ebb; padding: 5px; background-color: #f0f0f0;"> <p><b>Request Information</b></p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> </div> <p>Comment: <input style="border: 1px solid red;" type="text" value="Member was underway and unable to execute leave as requested."/></p> <p style="text-align: center;"> <input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

# Correct/Delete a Processed Non-Chargeable Absence Request

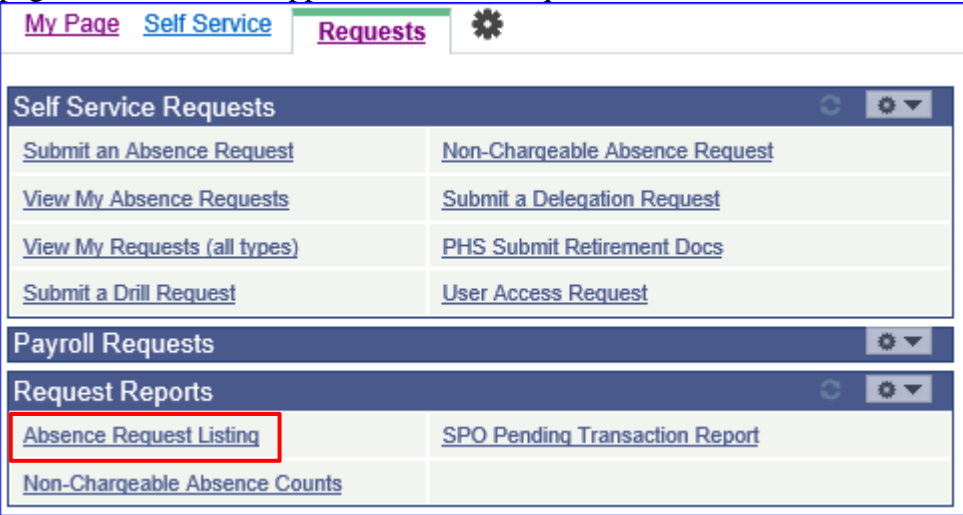
**Introduction** This section provides the procedures for a SPO to correct or delete a **non-chargeable** absence request that has processed through payroll in Direct Access.

**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>From the Requests tab, select <b>Absence Request Listing</b> in the Request Reports pagelet to review the approved absence request that needs to be corrected/deleted.</p>  <p>The screenshot shows a web interface with a top navigation bar containing 'My Page', 'Self Service', and 'Requests' (which is highlighted). Below this is a 'Self Service Requests' section with links for 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. To the right are links for 'Non-Chargeable Absence Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. Below that is a 'Payroll Requests' section. At the bottom is a 'Request Reports' section with two links: 'Absence Request Listing' (highlighted with a red box) and 'SPO Pending Transaction Report'. A 'Non-Chargeable Absence Counts' link is also visible at the very bottom.</p>

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

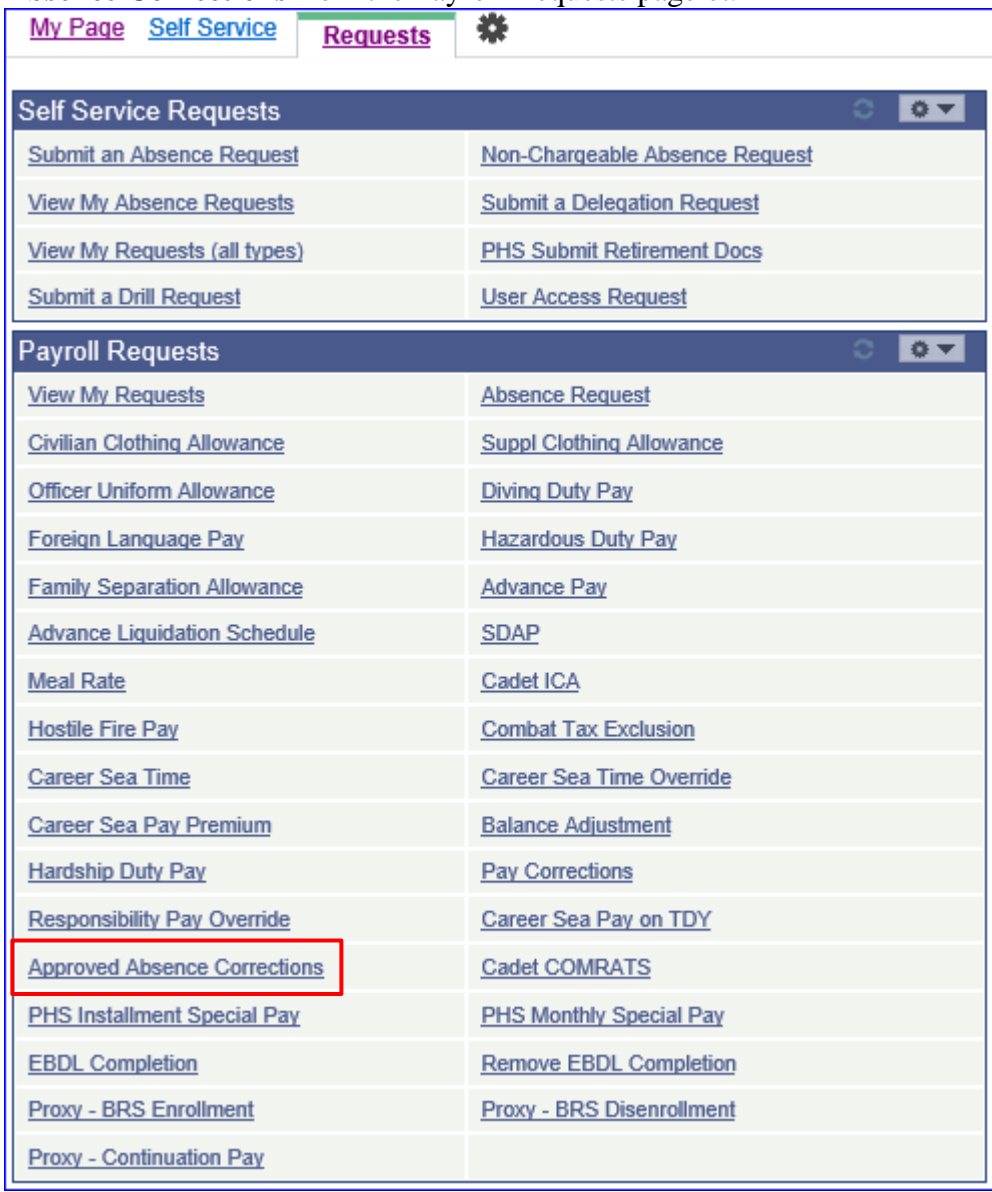
Procedures,  
continued

Step	Action																																																		
2	<p>Enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>EMPLID</b></li> <li>• <b>Begin Date On or After</b></li> <li>• <b>End Date On or After</b></li> <li>• <b>Request Status</b> (use the drop-down to select Approved)</li> </ul> <p>Click <b>View Results</b>.</p> <div data-bbox="316 801 1236 1326" style="border: 1px solid blue; padding: 10px;"> <p><b>CG_GP_ABSENCE_REQUEST - Listing of Absence Requests</b></p> <p>EMPLID <input type="text" value="4422442"/> <input type="button" value="x"/> <input type="button" value="🔍"/></p> <p>Department <input type="text"/> <input type="button" value="🔍"/></p> <p>Reports To <input type="text"/> <input type="button" value="🔍"/></p> <p>Begin Date On or After <input type="text" value="07/01/2018"/> <input type="button" value="📅"/></p> <p>End Date On or Before <input type="text" value="08/31/2018"/> <input type="button" value="📅"/></p> <p>Request Status <input type="text" value="Approved"/> <input type="button" value="▼"/></p> <p>SPO <input type="text"/></p> <p><input type="button" value="View Results"/></p> </div>																																																		
3	<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 <a href="#">Edit or Withdraw a Non-Chargeable Absence Request</a> guide.</p> <table border="1" data-bbox="316 1507 1393 1585"> <thead> <tr> <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>Descr</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>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> </thead> <tbody> <tr> <td>Cobb</td> <td>Jayne</td> <td>4422442</td> <td>E5</td> <td>AD</td> <td>CSC SERENITY</td> <td>Approved</td> <td>Sick leave</td> <td>2018-08-28</td> <td>2018-07-27</td> <td>2018-08-16</td> <td>21</td> <td>1230456</td> <td>Serra</td> <td>Inara</td> <td>E7</td> <td>AD</td> <td>CSC SERENITY</td> <td>4422442</td> <td>Cobb</td> <td>Jayne</td> <td>E5</td> <td>AD</td> <td>CSC SERENITY</td> <td>08/02/2018</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="676 1621 801 1827" style="border: 1px solid red; padding: 5px; text-align: center;"> <p><b>Request Status</b></p> <p>Approved</p> </div> <div data-bbox="919 1626 1046 1827" style="border: 1px solid red; padding: 5px; text-align: center;"> <p><b>Process Date</b></p> <p>08/02/2018</p> </div> </div>	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Grade	Requester Component	Requester Department	Process Date	Cobb	Jayne	4422442	E5	AD	CSC SERENITY	Approved	Sick leave	2018-08-28	2018-07-27	2018-08-16	21	1230456	Serra	Inara	E7	AD	CSC SERENITY	4422442	Cobb	Jayne	E5	AD	CSC SERENITY	08/02/2018
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# Correct/Delete a Processed Non-Chargeable Absence Request, Continued

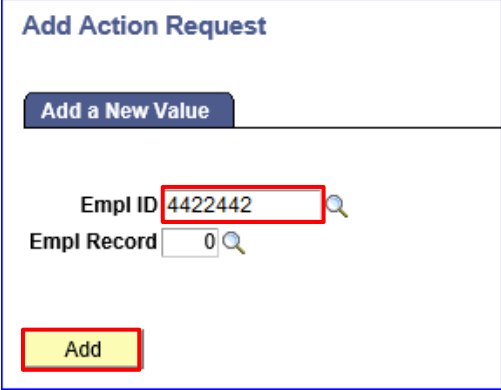
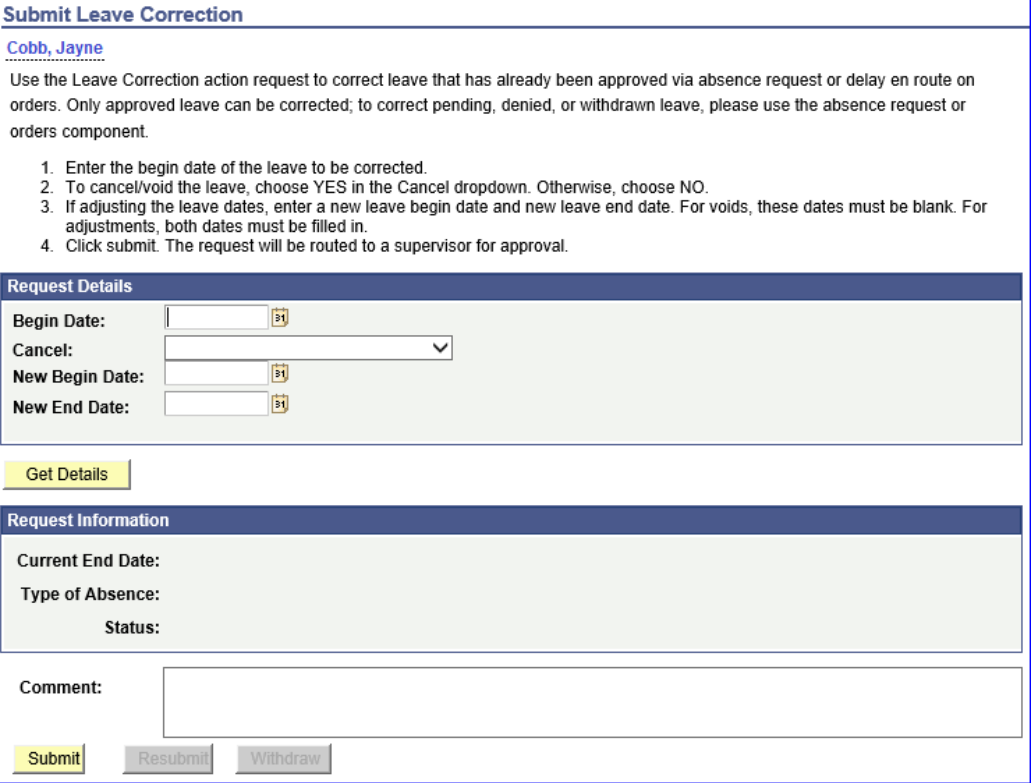
Procedures,  
continued

Step	Action
4	<p>Exit out of the report results and return to the Requests tab. Select <b>Approved Absence Corrections</b> from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests' (highlighted in purple). Below the navigation bar are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Self Service Requests' section contains links for 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. The 'Payroll Requests' section contains a grid of links including 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Time Override', 'Balance Adjustment', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', 'Remove EBDL Completion', 'Proxy - BRS Disenrollment', and 'Approved Absence Corrections' (highlighted with a red box). The 'Approved Absence Corrections' link is the target for the action described in the text.</p>

*Continued on next page*

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

Procedures,  
continued

Step	Action
5	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p> 
6	<p>A Submit Leave Correction action page will display. To <b>correct</b> the non-chargeable absence request, continue to Step 7. To <b>delete</b> the non-chargeable absence request, skip to Step 8.</p> 

*Continued on next page*

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

Procedures,  
continued

Step	Action												
7	<p><b>To Correct:</b></p> <ul style="list-style-type: none"> <li>• <b>Begin Date</b> - Enter the original begin date</li> <li>• <b>Cancel</b> - Select NO from the drop-down menu</li> <li>• <b>New Begin Date</b> - Enter the new begin date (must be entered even if it isn't changing)</li> <li>• <b>New End Date</b> - Enter the new end date (must be entered even if it isn't changing)</li> <li>• <b>Comment</b> - Enter the reason for the change or correction</li> </ul> <p>Click <b>Submit</b>. The request will be routed to the SPO tree for approval.</p> <div data-bbox="316 913 1394 1727" style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Leave Correction</b></p> <p><a href="#">Cobb, Jayne</a></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"> <li>1. Enter the begin date of the leave to be corrected.</li> <li>2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO.</li> <li>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.</li> <li>4. Click submit. The request will be routed to a supervisor for approval.</li> </ol> <div data-bbox="325 1198 1385 1375" style="border: 1px solid #4a7ebb; padding: 5px;"> <p><b>Request Details</b></p> <table border="1"> <tr> <td>Begin Date:</td> <td>07/27/2018</td> <td><input type="button" value="BT"/></td> </tr> <tr> <td>Cancel:</td> <td>NO</td> <td><input type="button" value="v"/></td> </tr> <tr> <td>New Begin Date:</td> <td>07/27/2018</td> <td><input type="button" value="BT"/></td> </tr> <tr> <td>New End Date:</td> <td>08/13/2018</td> <td><input type="button" value="BT"/></td> </tr> </table> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="325 1438 1385 1588" style="border: 1px solid #4a7ebb; padding: 5px;"> <p><b>Request Information</b></p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> </div> <p>Comment: <span style="border: 1px solid red; padding: 2px;">Comments are required when making changes or withdrawing an approved absence request.</span></p> <p> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>	Begin Date:	07/27/2018	<input type="button" value="BT"/>	Cancel:	NO	<input type="button" value="v"/>	New Begin Date:	07/27/2018	<input type="button" value="BT"/>	New End Date:	08/13/2018	<input type="button" value="BT"/>
Begin Date:	07/27/2018	<input type="button" value="BT"/>											
Cancel:	NO	<input type="button" value="v"/>											
New Begin Date:	07/27/2018	<input type="button" value="BT"/>											
New End Date:	08/13/2018	<input type="button" value="BT"/>											

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

Procedures,  
continued

Step	Action
8	<p><b>To Delete:</b></p> <ul style="list-style-type: none"> <li>• <b>Begin Date</b> - Enter the original begin date</li> <li>• <b>Cancel</b> - Select YES</li> <li>• <b>Comment</b> - Enter the reason for the deletion</li> </ul> <p>Click <b>Submit</b>. The request will be routed to the SPO tree for approval.</p> <div data-bbox="316 763 1393 1574" style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Leave Correction</b></p> <p><u>Cobb, Jayne</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"> <li>1. Enter the begin date of the leave to be corrected.</li> <li>2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO.</li> <li>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.</li> <li>4. Click submit. The request will be routed to a supervisor for approval.</li> </ol> <div data-bbox="323 1048 1385 1227" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="08/20/2018"/> <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> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="323 1290 1385 1440" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Information</b></p> <p>Current End Date:</p> <p>Type of Absence:</p> <p>Status:</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Comments are required when correcting or deleting an absence request."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>