

Approving or Denying IDT Drills

Introduction This guide provides the procedures for SPOs to approve or deny IDT drill(s) for pay and allowances and/or creditable retirement points in Direct Access.

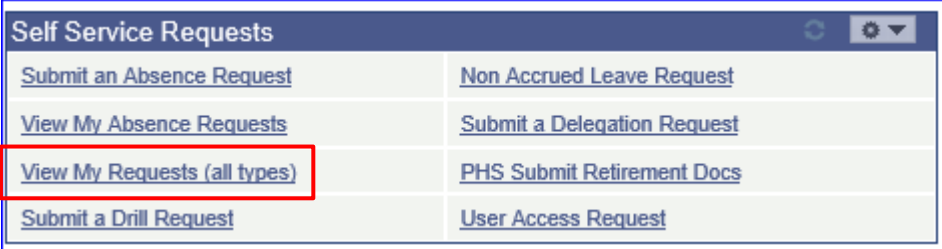
Important Information Before approving an IDT drill, verify the drill date does not overlap/conflict with the start or end dates of any Reserve Active Duty orders or previously scheduled IDT drills. The **MOST** common reason a Reserve member does not receive payment for their IDT drills is due to Active Duty orders and IDT drills not being approved **timely and sequentially**.

To prevent any unnecessary delay of a Reserve member's pay, all IDT drills and/or Active Duty orders need to be approved in **sequential** order.

See [Understanding Reserve Pay Processing in Direct Access](#) for more information on the importance of processing Reserve pay transactions sequentially, timely, and accurately.

Responsibility After Reserve members have performed their IDT drills and the Command/Supervisor has marked the IDT drills completed, an Approval Batch number will be assigned. The Command/Supervisor is responsible for sending this Approval Batch number to the SPO so the IDT drills may be processed for pay and allowances and/or creditable retirement points.

Procedures See below.

Step	Action
1	<p>Once notification of the Approval Batch number is received from the Command: From the Requests tab, select View My Requests (all types) from the Self Service Requests pagelet.</p> 

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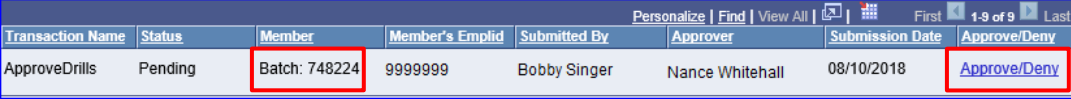
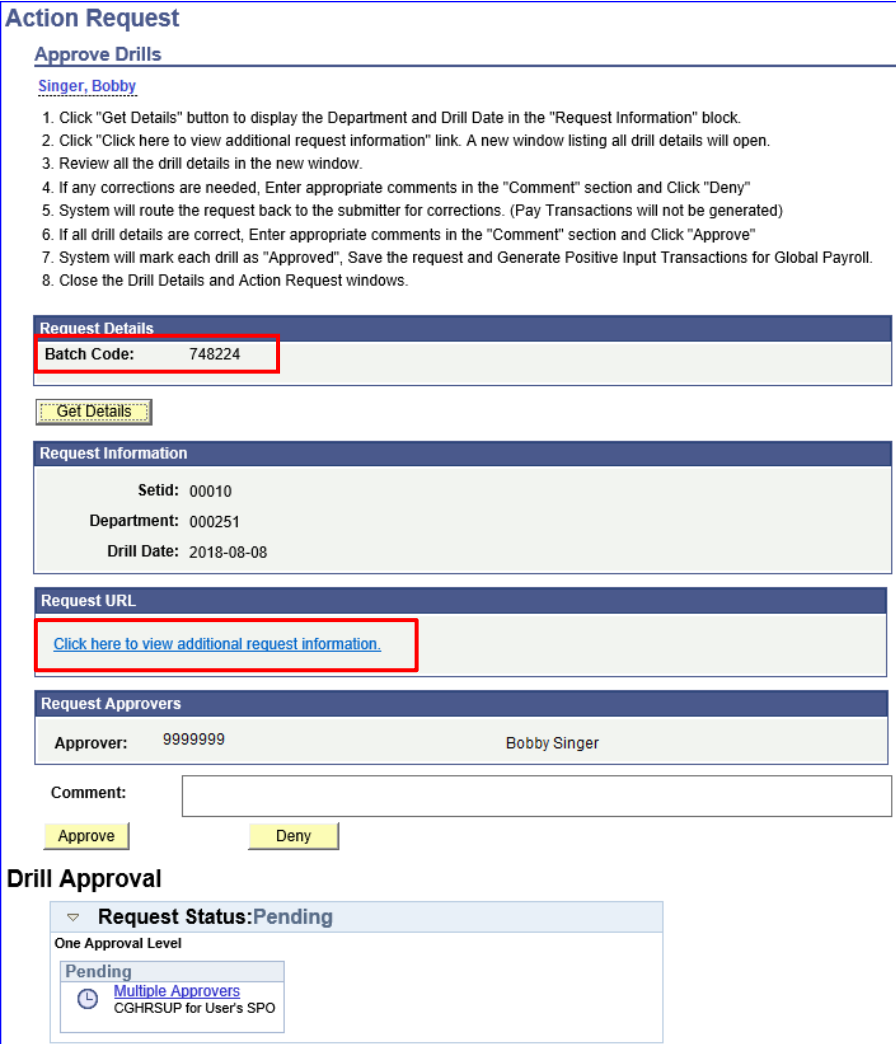
Procedures,
continued

Step	Action
2	<p>The View My Action Requests page will display.</p> <ul style="list-style-type: none"> • Select the Requests I am Approver For radio button. • Transaction Name - may be left at the default of All Transactions or using the drop-down, select Approve Drills. • Transaction Status - leave as Pending. • Submission From Date and Submission To Date - may be entered to narrow down the search or may be left blank. <p>Click Populate Grid.</p> <div data-bbox="316 824 1385 1473" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Nance Whitehall</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 style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="Approve Drills"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>

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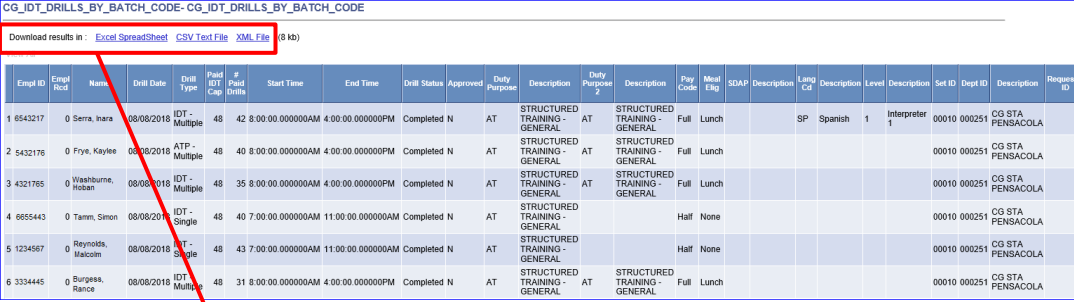

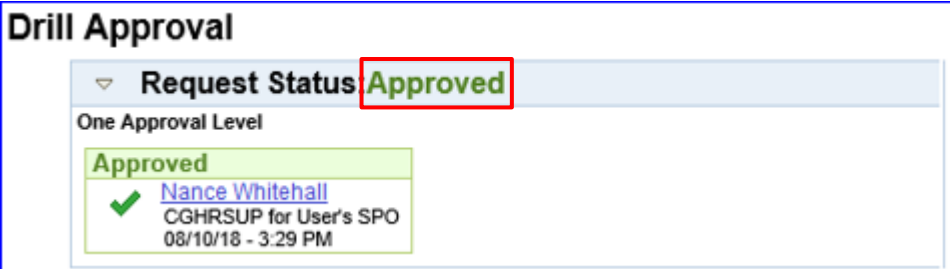
Procedures,
continued

Step	Action																
4	<p>A list of all pending requests will display. The Member column will display the 'Approval Batch' numbers. Click Approve/Deny for the appropriate Approval Batch provided by the Command.</p>  <table border="1" data-bbox="316 600 1391 698"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>ApproveDrills</td> <td>Pending</td> <td>Batch: 748224</td> <td>9999999</td> <td>Bobby Singer</td> <td>Nance Whitehall</td> <td>08/10/2018</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	ApproveDrills	Pending	Batch: 748224	9999999	Bobby Singer	Nance Whitehall	08/10/2018	Approve/Deny
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5	<p>The Action Request page will display for that Batch. To review the IDT drills included within the Batch, select the 'Click here to view additional request information' link.</p>  <p>Action Request</p> <p>Approve Drills Singer, Bobby</p> <ol style="list-style-type: none"> Click "Get Details" button to display the Department and Drill Date in the "Request Information" block. Click "Click here to view additional request information" link. A new window listing all drill details will open. Review all the drill details in the new window. If any corrections are needed, Enter appropriate comments in the "Comment" section and Click "Deny" System will route the request back to the submitter for corrections. (Pay Transactions will not be generated) If all drill details are correct, Enter appropriate comments in the "Comment" section and Click "Approve" System will mark each drill as "Approved", Save the request and Generate Positive Input Transactions for Global Payroll. Close the Drill Details and Action Request windows. <p>Request Details Batch Code: 748224</p> <p>Request Information Setid: 00010 Department: 000251 Drill Date: 2018-08-08</p> <p>Request URL Click here to view additional request information.</p> <p>Request Approvers Approver: 9999999 Bobby Singer</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Drill Approval Request Status: Pending One Approval Level Pending Multiple Approvers CGHRSUP for User's SPO</p>																

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Procedures,
continued

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<p>6</p>	<p>The link will open in a new tab displaying a report of all the IDT drills included within the Batch. The report may be downloaded into various formats for easier viewing/sorting/filtering if necessary. For a description of each of the fields, see the View Member's IDT Drills guide. To exit out of the report, close the tab.</p>  <p>CG_IDT_DRILLS_BY_BATCH_CODE-CG_IDT_DRILLS_BY_BATCH_CODE</p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (8 kb)</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Drill Date</th> <th>Drill Type</th> <th>Paid IDT Cap</th> <th># Paid Drills</th> <th>Start Time</th> <th>End Time</th> <th>Drill Status</th> <th>Approved</th> <th>Duty Purpose</th> <th>Description</th> <th>Duty Purpose 2</th> <th>Description</th> <th>Pay Code</th> <th>Meal Elg</th> <th>SOAP</th> <th>Description</th> <th>Lang Cd</th> <th>Description</th> <th>Level</th> <th>Description</th> <th>Self ID</th> <th>Dept ID</th> <th>Description</th> <th>Request ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>6543217</td> <td>0 Serra, Inara</td> <td>08/08/2018</td> <td>IDT - Multiple</td> <td>48</td> <td>42</td> <td>8:00:00.000000AM</td> <td>4:00:00.000000PM</td> <td>Completed</td> <td>N</td> <td>AT</td> <td>STRUCTURED TRAINING - 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<p>7</p>	<p>If all the information within the report is correct, enter any comments as appropriate and click Approve.</p>  <p>Request Approvers</p> <p>Approver: 9999999 Bobby Singer</p> <p>Comment: <input type="text"/></p> <p>Approve Deny</p>																																																																																																																																																																																																							
<p>8</p>	<p>The Request Status will indicate Approved and the IDT drill(s) included in the Batch will be processed for pay and allowances and/or creditable retirement points.</p>  <p>Drill Approval</p> <p>Request Status Approved</p> <p>One Approval Level</p> <p>Approved</p> <p>Nance Whitehall CGHRSUP for User's SPO 08/10/18 - 3:29 PM</p>																																																																																																																																																																																																							

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Approving or Denying IDT Drills, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>If any of the IDT drills listed on the report are incorrect (i.e. incorrect SDAP code selected), the entire Batch will need to be denied. The Command will make corrections and resubmit for approval. To deny the IDT drill(s), enter comments and click Deny.</p> 
<p>10</p>	<p>The Request Status will indicate Denied. Pay and Allowances and creditable retirement points will NOT be processed for any of the IDT drills included in the Batch until the IDT drill(s) have been corrected and resubmitted for approval.</p> <p>The SPO MUST notify the Command that the IDT drills were denied so corrective action may be taken.</p> 