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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

Continued on next page
Approving or Denying IDT Drills, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
</table>
| 2    | The View My Action Requests page will display.  

- 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.  

Click **Populate Grid**.

View My Action Requests

<table>
<thead>
<tr>
<th>Name</th>
<th>Whitehall</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>My Submitted Requests</th>
<th>Requests I am Approver For</th>
<th>All Requests</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Transaction Name:</th>
<th>Approve Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Status:</td>
<td>Pending</td>
</tr>
<tr>
<td>Submission From Date:</td>
<td></td>
</tr>
<tr>
<td>Submission To Date:</td>
<td></td>
</tr>
</tbody>
</table>

[Continued on next page]
Approving or Denying IDT Drills, Continued

Step | Action
--- | ---
4 | 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.

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Status</th>
<th>Member</th>
<th>Member’s Email</th>
<th>Submitted Date</th>
<th>Approver</th>
<th>Date Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>ApproveDrills</td>
<td>Pending</td>
<td>Bobby Singer</td>
<td>Nance Whitehall</td>
<td>08/16/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 | 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.

**Action Request**

**Approve Drills**

Singer, Bobby

1. Click “Get Details” button to display the Department and Drill Date in the “Request Information” block.
2. Click “Click here to view additional request information” link. A new window listing all drill details will open.
3. Review all the drill details in the new window.
4. If any corrections are needed, Enter appropriate comments in the “Comment” section and Click “Deny”.
5. System will route the request back to the submitter for corrections. (Pay Transactions will not be generated)
6. If all drill details are correct, Enter appropriate comments in the “Comment” section and Click “Approve”.
7. System will mark each drill as “Approved”. Save the request and Generate Positive Input Transactions for Global Payroll.
8. Close the Drill Details and Action Request windows.

**Request Details**

**Batch Code**: 740224

**Request Information**

- **Sedid**: 00010
- **Department**: 000251
- **Drill Date**: 2016-08-08

**Click here to view additional request information.**

**Request Approvers**

- **Approver**: Bobby Singer

**Comment**: 

[Approve] [Deny]

**Drill Approval**

- **Request Status**: Pending

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### Approving or Denying IDT Drills, Continued

**Procedures, continued**

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</thead>
<tbody>
<tr>
<td>6</td>
<td>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.</td>
</tr>
</tbody>
</table>

![Download results in: Excel Spreadsheet, CSV Text File, XML File](image)

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl RId</th>
<th>Name</th>
<th>Drill Date</th>
<th>Drll Type</th>
<th>Paid IDT Cap</th>
<th>Start Time</th>
<th>End Time</th>
<th>Drill S</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001</td>
<td>000001</td>
<td>John Smith</td>
<td>01/01/2023</td>
<td>TYP1</td>
<td>10,000</td>
<td>08:00 AM</td>
<td>12:00 PM</td>
<td>5</td>
</tr>
<tr>
<td>000002</td>
<td>000002</td>
<td>Jane Doe</td>
<td>01/01/2023</td>
<td>TYP2</td>
<td>15,000</td>
<td>09:00 AM</td>
<td>01:00 PM</td>
<td>3</td>
</tr>
</tbody>
</table>

7 If all the information within the report is correct, enter any comments as appropriate and click Approve.

![Request Approver](image)

- **Approver:** 9999999
- **Comment:**

8 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.

![Drill Approval](image)

- **Request Status:** Approved
- **One Approval Level**

- **Approved**
  - **Nance Whitehair**
  - CGHRSUP for User’s SPO 08/10/18 - 3:29 PM

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## Approving or Denying IDT Drills, Continued

### Procedures, continued

<table>
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</tr>
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<tbody>
<tr>
<td><strong>9</strong></td>
<td>If any of the IDT drills listed on the report are incorrect (i.e. incorrect SDAP code selected), the <strong>entire</strong> Batch will need to be denied. The Command will make corrections and resubmit for approval. To deny the IDT drill(s), enter <strong>comments</strong> and click <strong>Deny</strong>.</td>
</tr>
</tbody>
</table>

![Request Approvers](image)

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</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong></td>
<td>The Request Status will indicate <strong>Denied</strong>. Pay and Allowances and creditable retirement points will <strong>NOT</strong> be processed for any of the IDT drills included in the Batch until the IDT drill(s) have been corrected and resubmitted for approval. The SPO <strong>MUST</strong> notify the Command that the IDT drills were denied so corrective action may be taken.</td>
</tr>
</tbody>
</table>

### Drill Approval

![Request Status: Denied](image)

**Denied**

Nance Whitehall

CGHRSUP for User's SPO

08/10/18 - 3:29 PM