

SMR Batch Process

Overview

Introduction

This guide provides the procedures for the Servicing Personnel Office (SPO) to start or stop a Coast Guard Standard Meal Rate (CGSMR) Batch request for an entire Cutter/Unit with a single transaction in Direct Access (DA).

NOTE: This feature is programmed to start new EABP Instances OR stop open EABP Instances due to Galley Closures, etc. This feature may also be used to correct/change a Stop Date for a Cutter/Unit.

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Overview, Continued

Stage Data

If an SMR Batch Submission is started but unable to be completed at that time, click Stage Data to save the SMR Batch Search parameters. Upon return to the SMR Batch Submission process, the Staged Data will populate automatically.

NOTE: Only one set of parameters may be saved at a time.

SMR Batch Submit

SMR Batch Submission

Instructions

Search

*Action: New Meal Requests

*Begin Date: 06/14/2021

End Date: 06/25/2021

*Set ID: 00010

*Department: 000192

*Batch Description: TAWAS - TEMDU

Validation Status:

Search Members **Stage Data** Clear My Submitted Batches Process Monitor

Validate Submit

Members

Empl ID	Empl Rcd	Name	Element Name
1 1111111	0	Wilson, Wade W.	Discount Meal Rate
2 1024567	0	Jones, Jessica	Discount Meal Rate

Message

SMR Staging Confirmation (31100,18)

Search parameters and member list successfully saved.

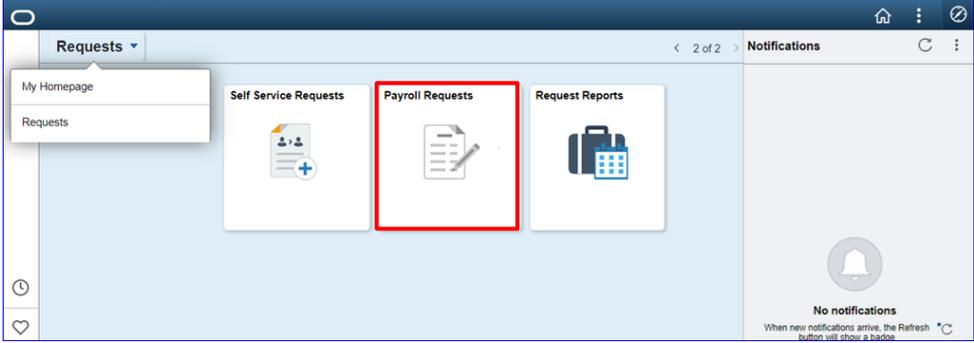
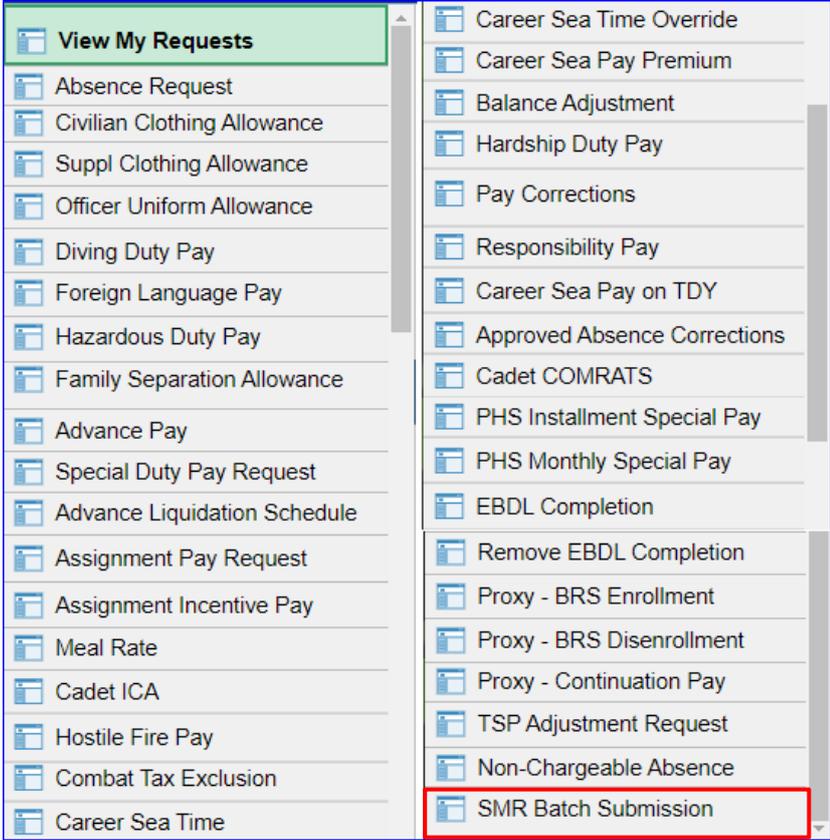
OK

SMR Batch – New Meal Requests

Introduction This section provides the procedures for the SPO to start a **new** SMR Batch request in DA.

NOTE: Out-of-Range SMR transactions cannot be processed using the SMR Batch Submission process. Individual transactions must be entered using the [Starting CG Standard Meal Rate \(CGSMR\)](#) process.

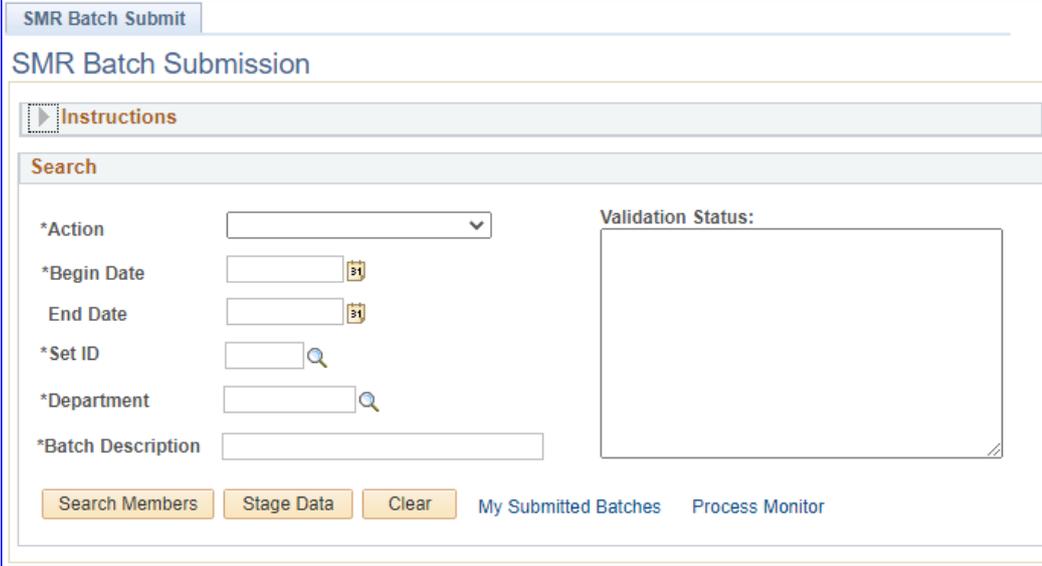
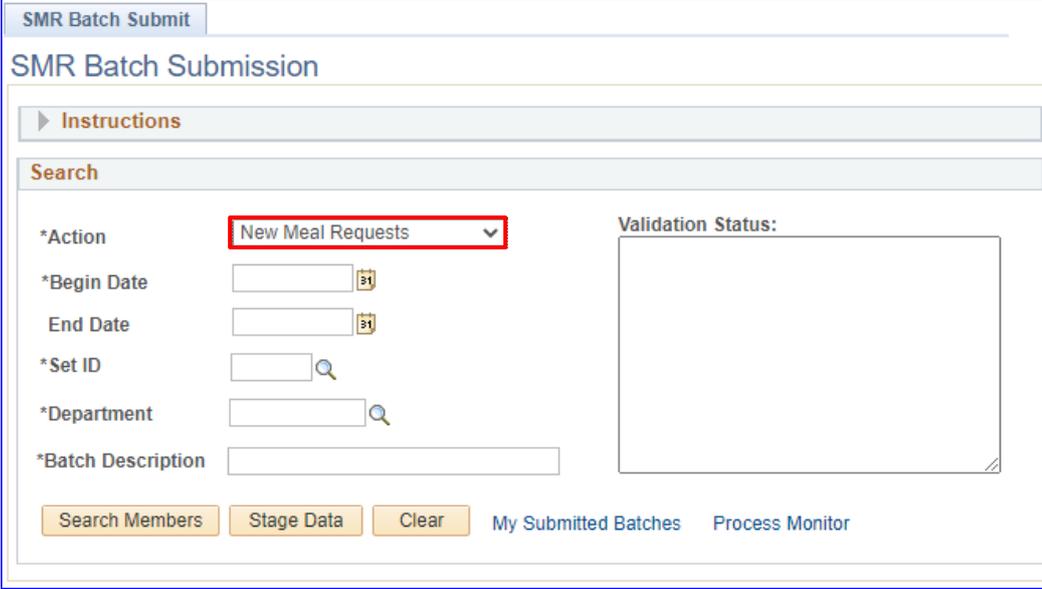
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
1.5	<p>Select the SMR Batch Submission option.</p> 

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SMR Batch – New Meal Requests, Continued

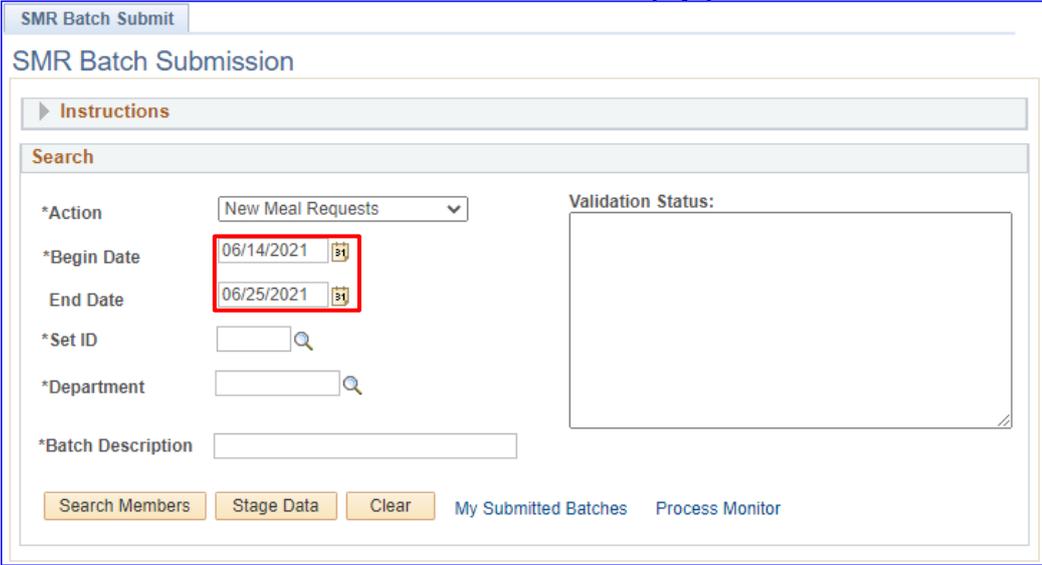
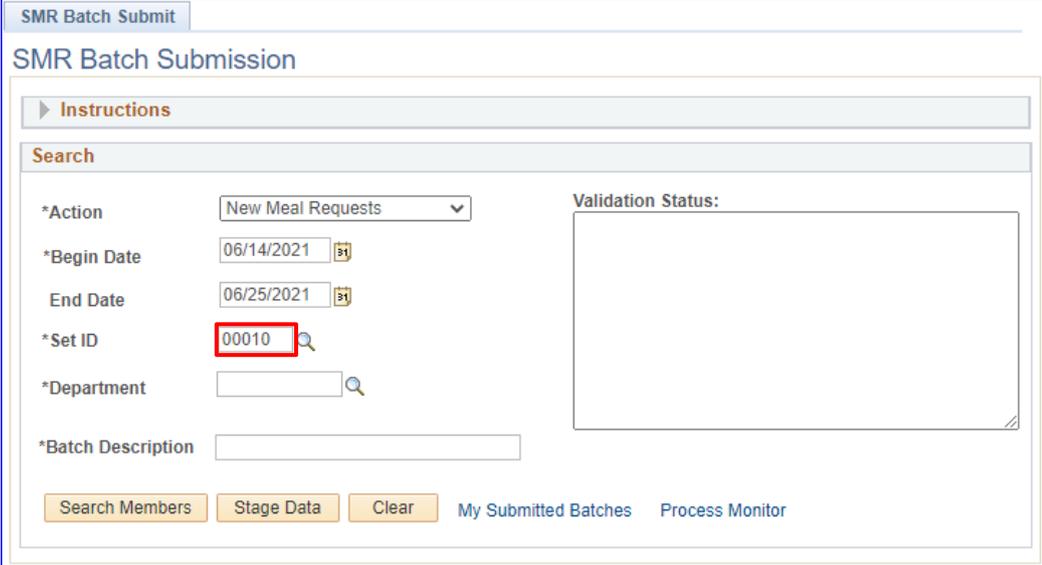
Procedures,
continued

Step	Action
2	<p>The SMR Batch Submission page will display.</p> 
3	<p>Using the Action drop-down, select New Meal Requests.</p> 

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>Enter a Begin Date (required). Enter an End Date (optional).</p> <p>NOTE: The Begin Date CANNOT date more than 24 pay periods into the past and the End Date CANNOT extend more than 12 pay periods into the future.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. The 'Action' is set to 'New Meal Requests'. The 'Begin Date' is 06/14/2021 and the 'End Date' is 06/25/2021, both highlighted with red boxes. The 'Set ID' field is empty. There are buttons for 'Search Members', 'Stage Data', and 'Clear', and links for 'My Submitted Batches' and 'Process Monitor'.</p>
<p>5</p>	<p>Enter 00010 for the Set ID.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. The 'Action' is 'New Meal Requests'. The 'Begin Date' is 06/14/2021 and the 'End Date' is 06/25/2021. The 'Set ID' field now contains '00010' and is highlighted with a red box. The 'Department' field is empty. The same buttons and links are present at the bottom.</p>

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SMR Batch – New Meal Requests, Continued

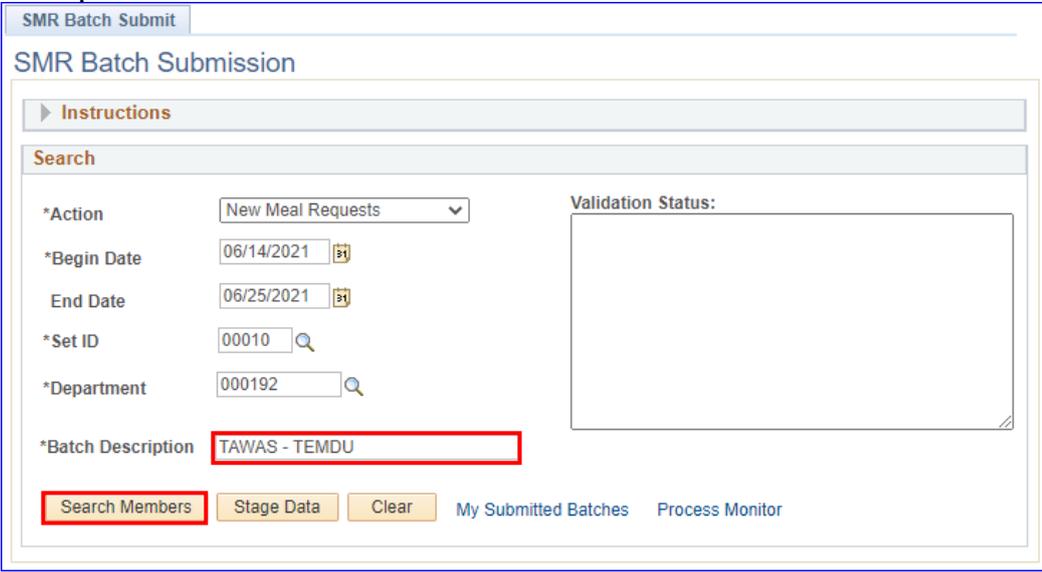
Procedures,
continued

Step	Action
6	<p>Enter the Department ID number for the Cutter/Unit who will require CGSMR to be started.</p> <div data-bbox="327 495 1369 1064" style="border: 1px solid black; padding: 5px;"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>▶ Instructions</p> <p>Search</p> <p>*Action: <input type="text" value="New Meal Requests"/> ▼</p> <p>*Begin Date: <input type="text" value="06/14/2021"/> <input type="button" value="📅"/></p> <p>End Date: <input type="text" value="06/25/2021"/> <input type="button" value="📅"/></p> <p>*Set ID: <input type="text" value="00010"/> <input type="button" value="🔍"/></p> <p>*Department: <input style="border: 2px solid red;" type="text" value="000192"/> <input type="button" value="🔍"/></p> <p>*Batch Description: <input type="text"/></p> <p>Validation Status: <div style="border: 1px solid gray; width: 100%; height: 80px;"></div></p> <p><input type="button" value="Search Members"/> <input type="button" value="Stage Data"/> <input type="button" value="Clear"/> My Submitted Batches Process Monitor</p> </div>

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SMR Batch – New Meal Requests, Continued

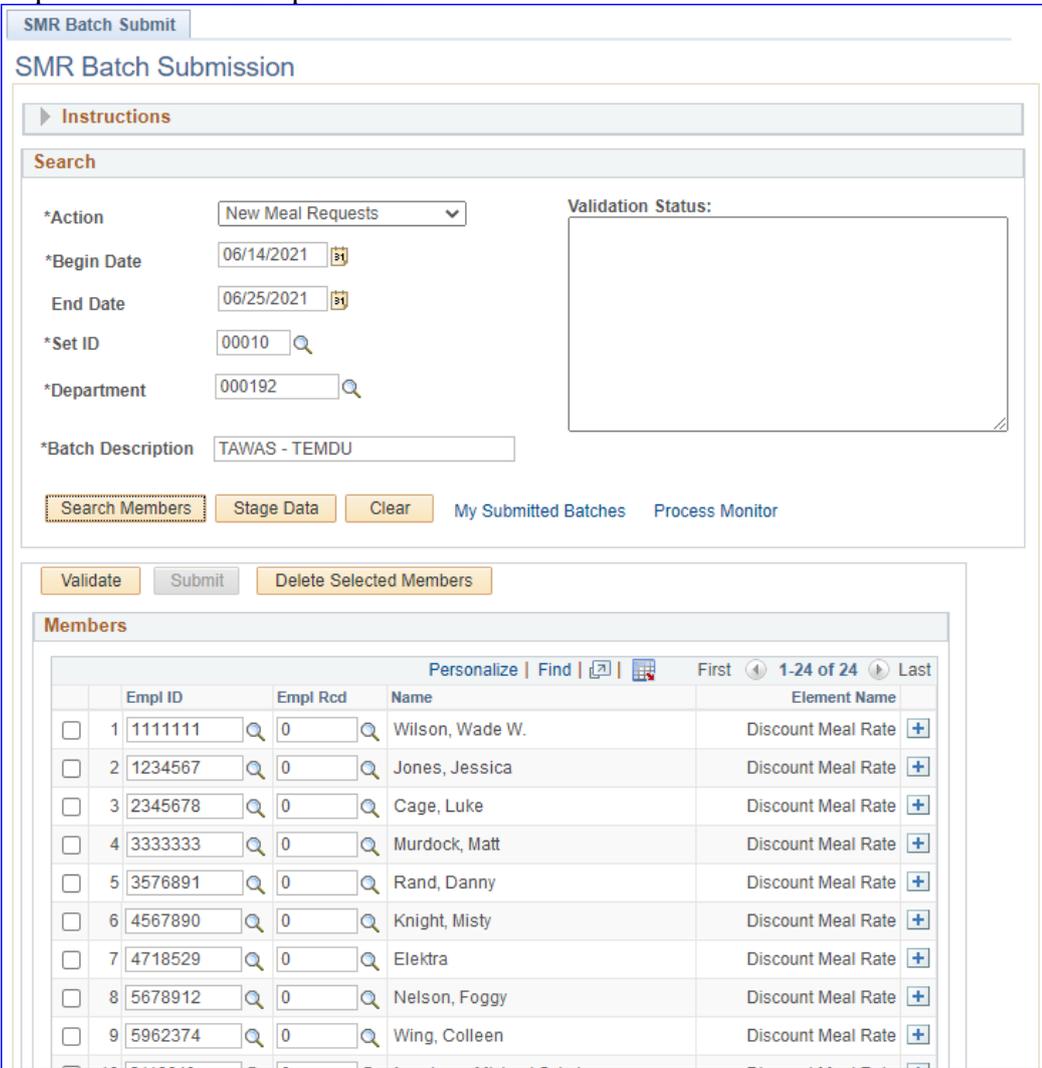
Procedures,
continued

Step	Action
7	<p>Enter a Batch Description. This is a required field and is limited to 50 characters (see Note).</p> <p>Click Search Members.</p> <p>NOTE: The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley Closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description.</p> 

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SMR Batch – New Meal Requests, Continued

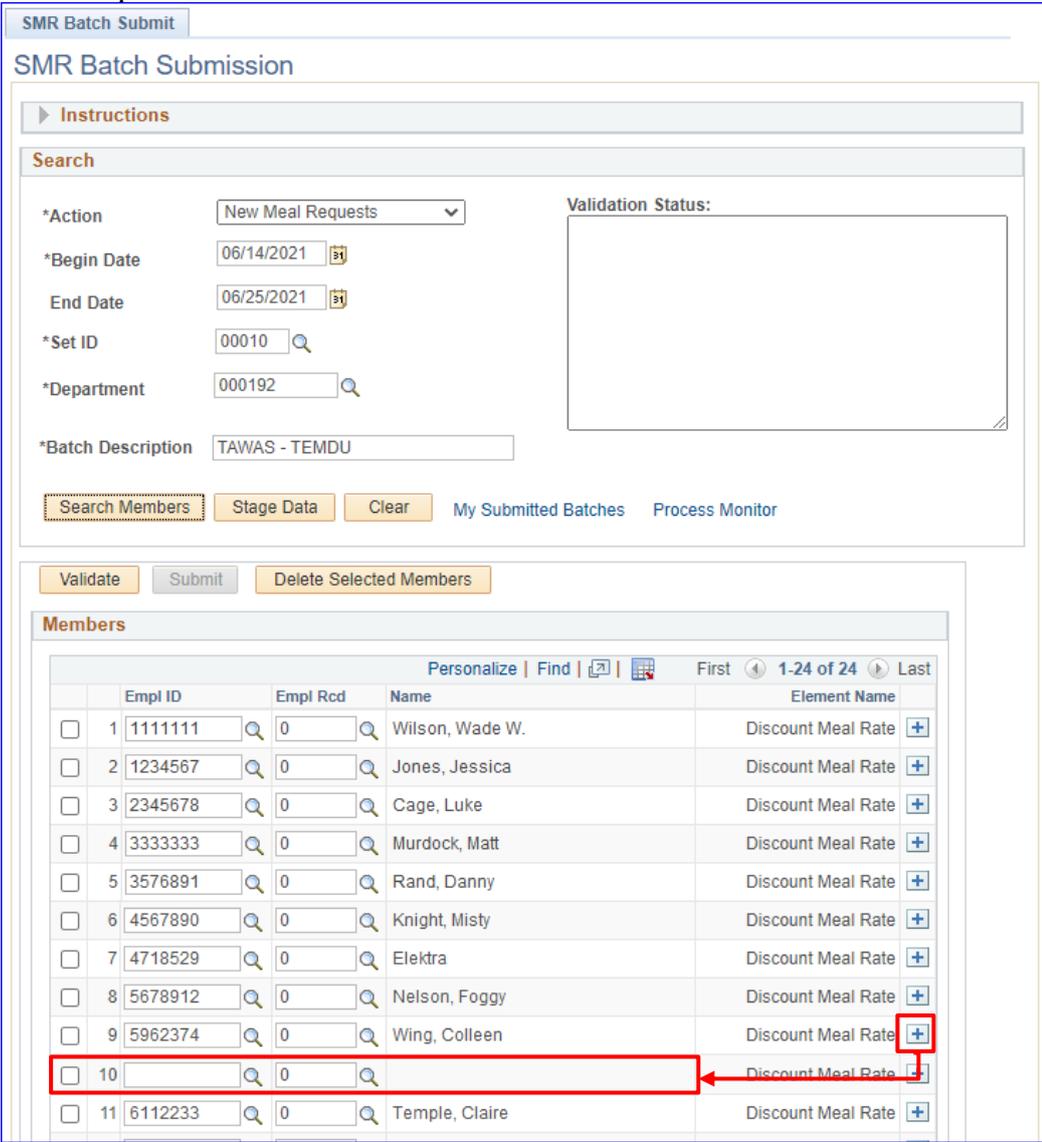
Procedures,
continued

Step	Action
8	<p>A list of the Members assigned to the Department ID will display. Review the list of members to ensure all personnel who should be included in the batch are listed.</p> <ul style="list-style-type: none"> • To add a member(s), see Step 9. • To remove a member(s), see Step 10. <p>IMPORTANT: When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a Reservist to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period.</p> 

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SMR Batch – New Meal Requests, Continued

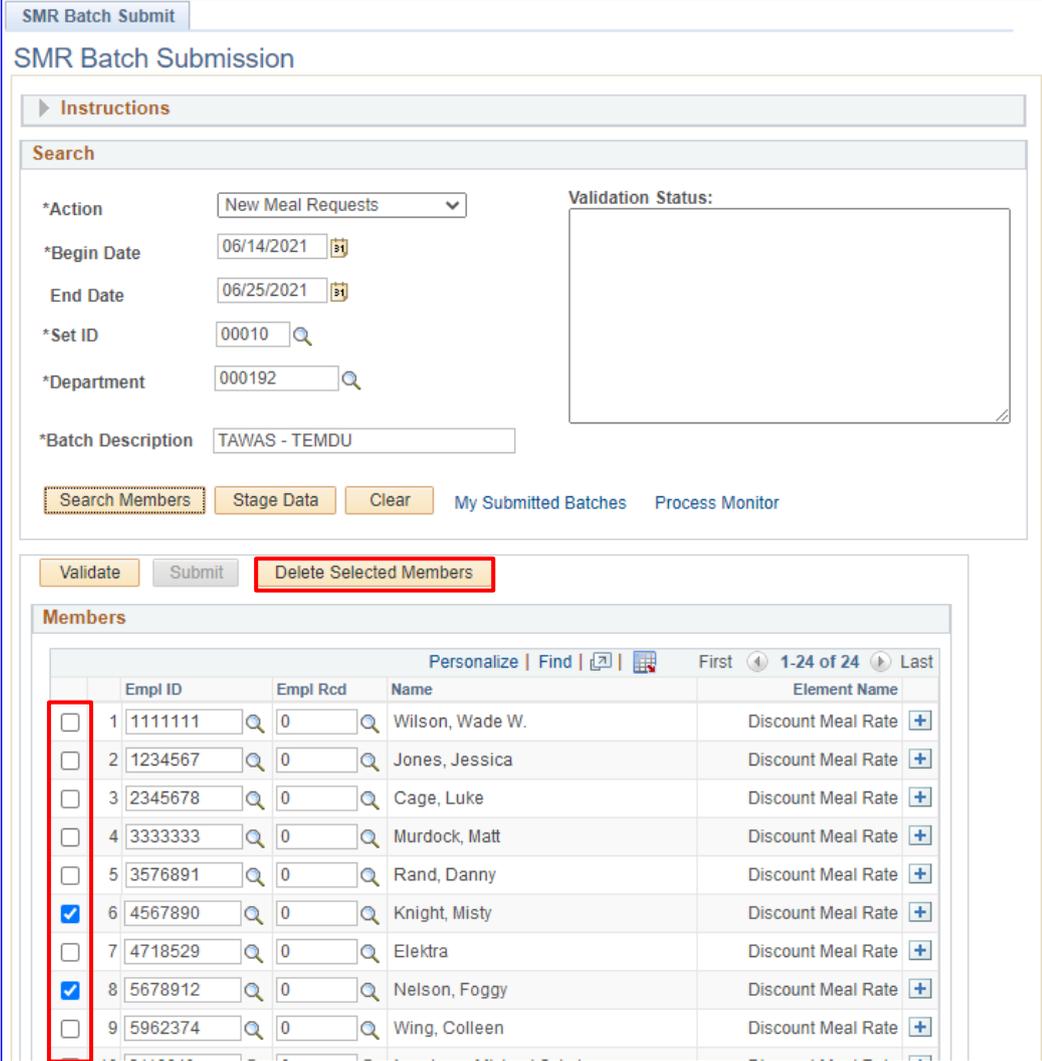
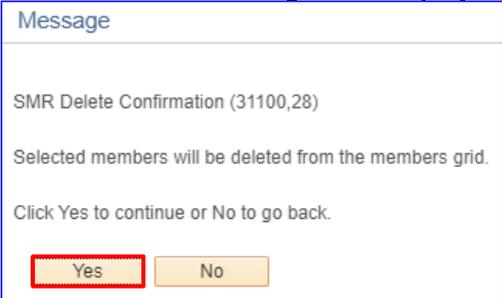
Procedures,
continued

Step	Action																																																												
9	<p>To add a member to the list, click the (+) button on any row. This will insert a blank row. Use the Lookup or enter the appropriate Empl ID for the member to be added to the SMR Batch Submission (see Note) and press Enter or the Tab key. Repeat as necessary.</p> <p>NOTE: Members assigned to other Department IDs may be added to the SMR Batch request.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. It includes a search section with fields for *Action (New Meal Requests), *Begin Date (06/14/2021), End Date (06/25/2021), *Set ID (00010), *Department (000192), and *Batch Description (TAWAS - TEMDU). Below the search section are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. At the bottom, there are buttons for 'Validate', 'Submit', and 'Delete Selected Members'. The 'Members' table has columns for 'Empl ID', 'Empl Rcd', 'Name', and 'Element Name'. Row 10 is highlighted with a red box, and a red arrow points to the empty 'Empl ID' field. The '+' button in the 'Element Name' column of row 10 is also highlighted with a red box.</p> <table border="1" data-bbox="371 1328 1273 1809"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 1234567</td> <td>0</td> <td>Jones, Jessica</td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 2345678</td> <td>0</td> <td>Cage, Luke</td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 3333333</td> <td>0</td> <td>Murdock, Matt</td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5 3576891</td> <td>0</td> <td>Rand, Danny</td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>6 4567890</td> <td>0</td> <td>Knight, Misty</td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7 4718529</td> <td>0</td> <td>Elektra</td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>8 5678912</td> <td>0</td> <td>Nelson, Foggy</td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9 5962374</td> <td>0</td> <td>Wing, Colleen</td> <td>Discount Meal Rate +</td> </tr> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>10</td> <td>0</td> <td></td> <td>Discount Meal Rate +</td> </tr> <tr> <td><input type="checkbox"/></td> <td>11 6112233</td> <td>0</td> <td>Temple, Claire</td> <td>Discount Meal Rate +</td> </tr> </tbody> </table>		Empl ID	Empl Rcd	Name	Element Name	<input type="checkbox"/>	1 1111111	0	Wilson, Wade W.	Discount Meal Rate +	<input type="checkbox"/>	2 1234567	0	Jones, Jessica	Discount Meal Rate +	<input type="checkbox"/>	3 2345678	0	Cage, Luke	Discount Meal Rate +	<input type="checkbox"/>	4 3333333	0	Murdock, Matt	Discount Meal Rate +	<input type="checkbox"/>	5 3576891	0	Rand, Danny	Discount Meal Rate +	<input type="checkbox"/>	6 4567890	0	Knight, Misty	Discount Meal Rate +	<input type="checkbox"/>	7 4718529	0	Elektra	Discount Meal Rate +	<input type="checkbox"/>	8 5678912	0	Nelson, Foggy	Discount Meal Rate +	<input type="checkbox"/>	9 5962374	0	Wing, Colleen	Discount Meal Rate +	<input type="checkbox"/>	10	0		Discount Meal Rate +	<input type="checkbox"/>	11 6112233	0	Temple, Claire	Discount Meal Rate +
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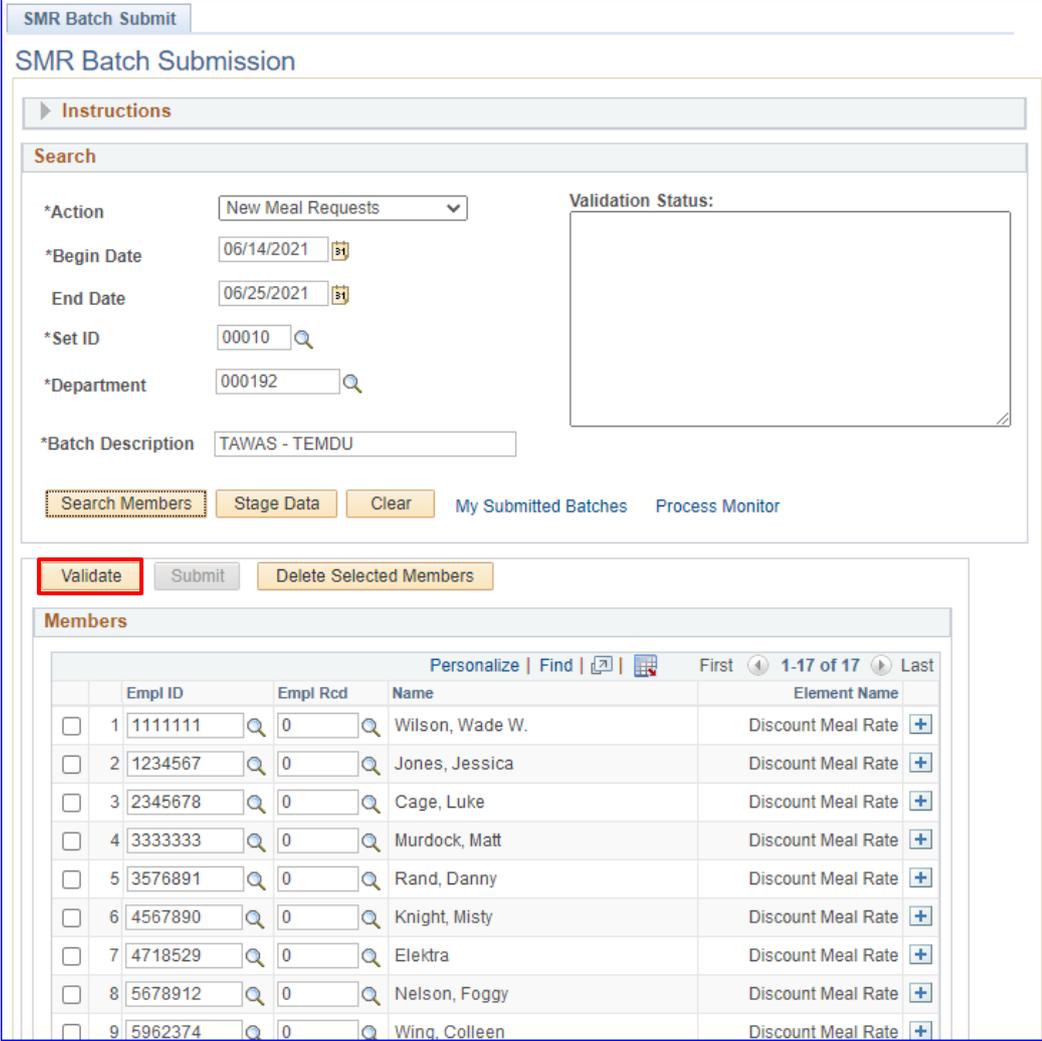
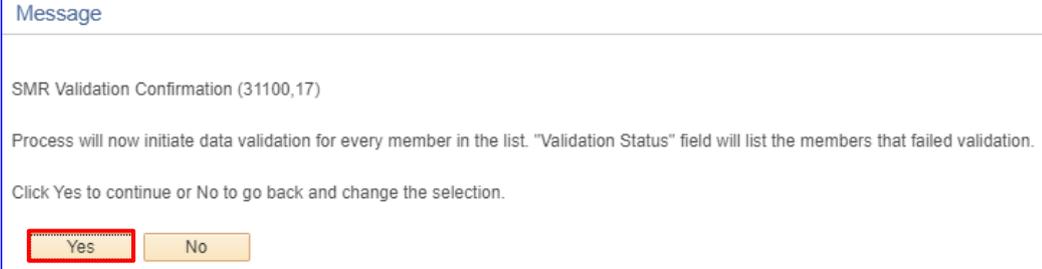
Procedures,
continued

Step	Action
10	<p>To remove a member, check the box for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked, click Delete Selected Members.</p>  <p>A confirmation message will display. If sure, click Yes.</p> 

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																								
<p>11</p>	<p>Once the list of members has been reviewed and verified, click Validate.</p>  <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: New Meal Requests *Begin Date: 06/14/2021 End Date: 06/25/2021 *Set ID: 00010 *Department: 000192 *Batch Description: TAWAS - TEMDU</p> <p>Buttons: Search Members, Stage Data, Clear, My Submitted Batches, Process Monitor</p> <p>Buttons: Validate, Submit, Delete Selected Members</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> </tr> </thead> <tbody> <tr><td>1 1111111</td><td>0</td><td>Wilson, Wade W.</td><td>Discount Meal Rate</td></tr> <tr><td>2 1234567</td><td>0</td><td>Jones, Jessica</td><td>Discount Meal Rate</td></tr> <tr><td>3 2345678</td><td>0</td><td>Cage, Luke</td><td>Discount Meal Rate</td></tr> <tr><td>4 3333333</td><td>0</td><td>Murdock, Matt</td><td>Discount Meal Rate</td></tr> <tr><td>5 3576891</td><td>0</td><td>Rand, Danny</td><td>Discount Meal Rate</td></tr> <tr><td>6 4567890</td><td>0</td><td>Knight, Misty</td><td>Discount Meal Rate</td></tr> <tr><td>7 4718529</td><td>0</td><td>Elektra</td><td>Discount Meal Rate</td></tr> <tr><td>8 5678912</td><td>0</td><td>Nelson, Foggy</td><td>Discount Meal Rate</td></tr> <tr><td>9 5962374</td><td>0</td><td>Wing, Colleen</td><td>Discount Meal Rate</td></tr> </tbody> </table>	Empl ID	Empl Rcd	Name	Element Name	1 1111111	0	Wilson, Wade W.	Discount Meal Rate	2 1234567	0	Jones, Jessica	Discount Meal Rate	3 2345678	0	Cage, Luke	Discount Meal Rate	4 3333333	0	Murdock, Matt	Discount Meal Rate	5 3576891	0	Rand, Danny	Discount Meal Rate	6 4567890	0	Knight, Misty	Discount Meal Rate	7 4718529	0	Elektra	Discount Meal Rate	8 5678912	0	Nelson, Foggy	Discount Meal Rate	9 5962374	0	Wing, Colleen	Discount Meal Rate
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<p>12</p>	<p>A confirmation message will display. Click Yes to begin the Validation Process.</p>  <p>Message</p> <p>SMR Validation Confirmation (31100,17)</p> <p>Process will now initiate data validation for every member in the list. "Validation Status" field will list the members that failed validation.</p> <p>Click Yes to continue or No to go back and change the selection.</p> <p>Buttons: Yes, No</p>																																								

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action								
13	<p>A Validation message will display. It should indicate Validation Complete (if not, see Step 14). Click OK. The Validation Status of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully. Skip to Step 15.</p> <div data-bbox="327 566 1209 952" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>SMR Validation (31100,19)</p> <p>Validation Complete. Examine Validation Status field for any validation errors...</p> <p>If there are no errors, click "Submit" button to Submit requests.</p> <p>OK</p> </div> <div data-bbox="327 987 1372 1769" style="border: 1px solid blue; padding: 5px;"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Begin Date: 06/14/2021</p> <p>End Date: 06/25/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000192</p> <p>*Batch Description: TAWAS - TEMDU</p> <p>Validation Status:</p> <ul style="list-style-type: none"> 13. Validating 4561238, 0 Success... 14. Validating 4612345, 0 Success... 15. Validating 4623785, 0 Success... 16. Validating 4712345, 0 Success... 17. Validating 4723456, 0 Success... 18. Validating 4812347, 0 Success... 19. Validating 4823489, 0 Success... 20. Validating 5289631, 0 Success... 21. Validating 6543215, 0 Success... End Validation... <p>Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> </tr> </tbody> </table> </div>	Empl ID	Empl Rcd	Name	Element Name	1 1111111	0	Wilson, Wade W.	Discount Meal Rate
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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																
14	<p>During the validation process, if a member already has SMR running for the period specified in the request, the following message will display. Click OK.</p> <p>To determine which member the message applies to, see the Validation Status block of the SMR Batch Submission. The Validation Status will pause at the affected member.</p> <p>Click Stage Data to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member; OR see Step 10 for instructions on removing the member, then click Validate again to continue the Validation process.</p> <div data-bbox="327 795 1372 1008"> <p>Message</p> <p>For a member, for this transaction, there can only be one open transaction at a time. (30003,75)</p> <p>The begin date for this action request conflicts with an existing transaction. For this member, examine the Element Assignment By Payee Component. Look for open transactions. There cannot be more than one open transaction at a time.</p> <p>OK</p> </div> <div data-bbox="327 1041 1332 1971"> <p>SMR Batch Submit</p> <h3>SMR Batch Submission</h3> <p>Instructions</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Begin Date: 06/14/2021</p> <p>End Date: 06/25/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000192</p> <p>*Batch Description: TAWAS - TEMDU</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> </tr> <tr> <td>2 1234567</td> <td>0</td> <td>Jones, Jessica</td> <td>Discount Meal Rate</td> </tr> <tr> <td>3 2345678</td> <td>0</td> <td>Cage, Luke</td> <td>Discount Meal Rate</td> </tr> <tr> <td>4 3333333</td> <td>0</td> <td>Murdock, Matt</td> <td>Discount Meal Rate</td> </tr> <tr> <td>5 3576891</td> <td>0</td> <td>Rand, Danny</td> <td>Discount Meal Rate</td> </tr> <tr> <td>6 4567890</td> <td>0</td> <td>Knight, Misty</td> <td>Discount Meal Rate</td> </tr> <tr> <td>7 4718529</td> <td>0</td> <td>Elektra</td> <td>Discount Meal Rate</td> </tr> </tbody> </table> <p>Validation Status:</p> <p>4. Validating 3333333, 0 Success...</p> <p>5. Validating 3576891, 0 Success...</p> <p>6. Validating 4567890, 0 Success...</p> <p>7. Validating 4718529, 0 Success...</p> <p>8. Validating 5678912, 0 Success...</p> <p>9. Validating 5962374, 0 Success...</p> <p>10. Validating 6112233, 0 Success...</p> <p>11. Validating 6123347, 0 Success...</p> <p>12. Validating 6223457, 0 Success...</p> <p>13. Validating 6374159, 0</p> </div>	Empl ID	Empl Rcd	Name	Element Name	1 1111111	0	Wilson, Wade W.	Discount Meal Rate	2 1234567	0	Jones, Jessica	Discount Meal Rate	3 2345678	0	Cage, Luke	Discount Meal Rate	4 3333333	0	Murdock, Matt	Discount Meal Rate	5 3576891	0	Rand, Danny	Discount Meal Rate	6 4567890	0	Knight, Misty	Discount Meal Rate	7 4718529	0	Elektra	Discount Meal Rate
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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																																
15	<p>Once the Validation process has successfully completed, a confirmation message will display. Click OK, then click Submit.</p> <div data-bbox="327 495 1201 884" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>SMR Validation (31100,19)</p> <p>Validation Complete. Examine Validation Status field for any validation errors...</p> <p>If there are no errors, click "Submit" button to Submit requests.</p> <p style="text-align: center;">OK</p> </div> <div data-bbox="327 920 1370 1765" style="border: 1px solid blue; padding: 5px;"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>► Instructions</p> <p>Search</p> <p>*Action: <input type="text" value="New Meal Requests"/> ▼</p> <p>*Begin Date: <input type="text" value="06/14/2021"/> [BT]</p> <p>End Date: <input type="text" value="06/25/2021"/> [BT]</p> <p>*Set ID: <input type="text" value="00010"/> 🔍</p> <p>*Department: <input type="text" value="000192"/> 🔍</p> <p>*Batch Description: <input type="text" value="TAWAS - TEMDU"/></p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: right;">Personalize Find [?] [📄]</th> <th style="text-align: right;">First</th> <th style="text-align: center;">1-17 of 17</th> <th style="text-align: left;">Last</th> </tr> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 1111111</td> <td><input type="text" value="0"/></td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> <td colspan="3" style="text-align: right;">+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 1234567</td> <td><input type="text" value="0"/></td> <td>Jones, Jessica</td> <td>Discount Meal Rate</td> <td colspan="3" style="text-align: right;">+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 2345678</td> <td><input type="text" value="0"/></td> <td>Cage, Luke</td> <td>Discount Meal Rate</td> <td colspan="3" style="text-align: right;">+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 3333333</td> <td><input type="text" value="0"/></td> <td>Murdock, Matt</td> <td>Discount Meal Rate</td> <td colspan="3" style="text-align: right;">+</td> </tr> </tbody> </table> </div>	Personalize Find [?] [📄]					First	1-17 of 17	Last		Empl ID	Empl Rcd	Name	Element Name				<input type="checkbox"/>	1 1111111	<input type="text" value="0"/>	Wilson, Wade W.	Discount Meal Rate	+			<input type="checkbox"/>	2 1234567	<input type="text" value="0"/>	Jones, Jessica	Discount Meal Rate	+			<input type="checkbox"/>	3 2345678	<input type="text" value="0"/>	Cage, Luke	Discount Meal Rate	+			<input type="checkbox"/>	4 3333333	<input type="text" value="0"/>	Murdock, Matt	Discount Meal Rate	+		
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SMR Batch – New Meal Requests, Continued

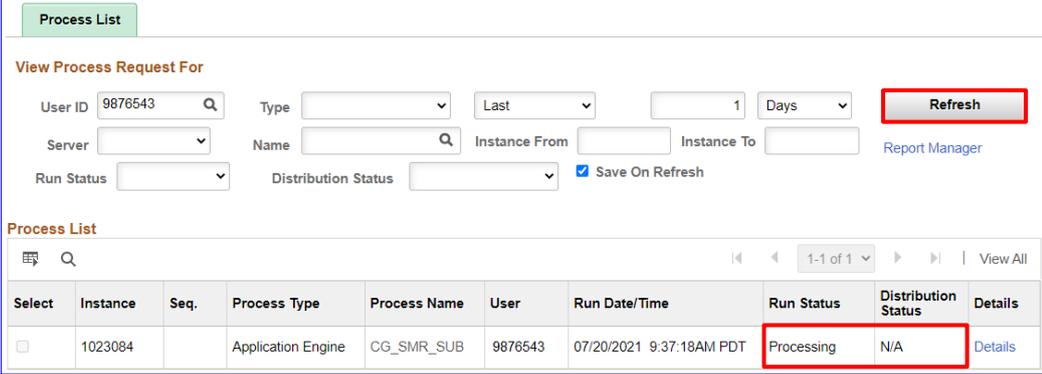
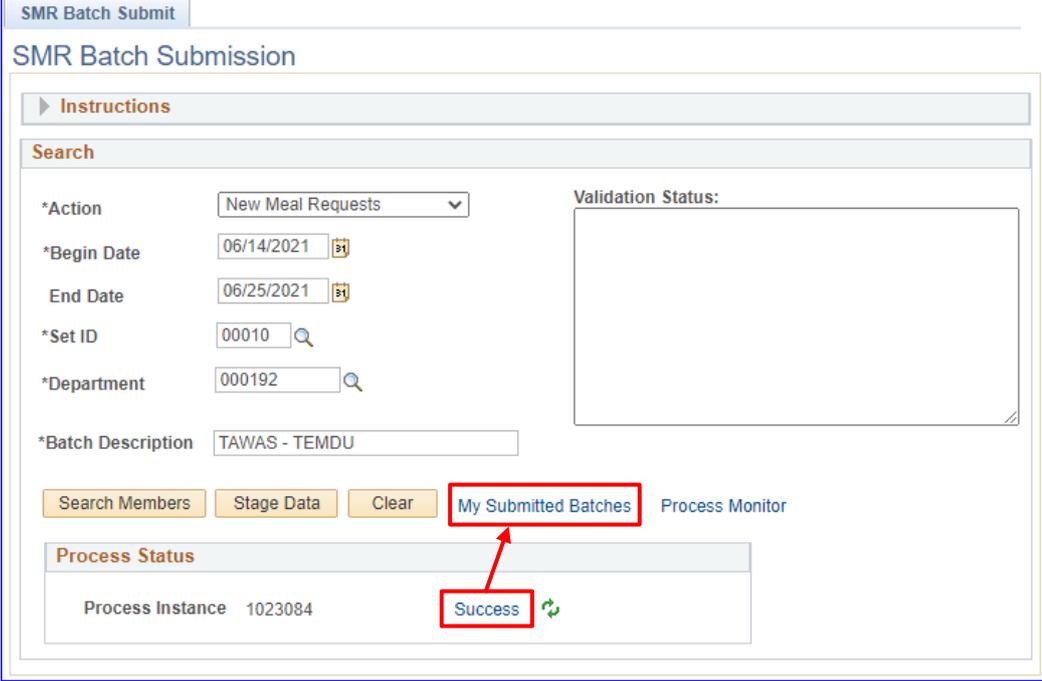
Procedures,
continued

Step	Action
16	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> <div data-bbox="327 495 1370 723" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <p>SMR Batch Confirmation (31100,20)</p> <p>"New Meal Request" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor.</p> <p>Click Yes to continue or No to go back to change the selection.</p> <p><input checked="" type="button" value="Yes"/> <input type="button" value="No"/></p> </div>
17	<p>The Process Status box will display where the Members list had been. Click the green arrows () to refresh the Process Status until it indicates Success (skip to Step 19) or click Process Monitor to open the Process List (see Step 18).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p> <div data-bbox="327 1055 1370 1738" style="border: 1px solid black; padding: 5px;"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>▶ Instructions</p> <p>Search</p> <p>*Action <input type="text" value="New Meal Requests"/> Validation Status:</p> <p>*Begin Date <input type="text" value="06/14/2021"/> <input type="button" value="📅"/></p> <p>End Date <input type="text" value="06/25/2021"/> <input type="button" value="📅"/></p> <p>*Set ID <input type="text" value="00010"/> <input type="button" value="🔍"/></p> <p>*Department <input type="text" value="000192"/> <input type="button" value="🔍"/></p> <p>*Batch Description <input type="text" value="TAWAS - TEMDU"/></p> <p><input type="button" value="Search Members"/> <input type="button" value="Stage Data"/> <input type="button" value="Clear"/> <input type="button" value="My Submitted Batches"/> <input checked="" type="button" value="Process Monitor"/></p> <p>Process Status</p> <p>Process Instance 1023084 Queued <input checked="" type="button" value="🔄"/></p> </div>

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SMR Batch – New Meal Requests, Continued

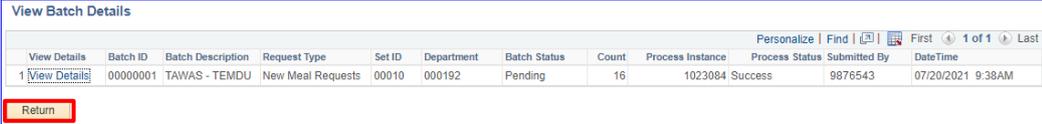
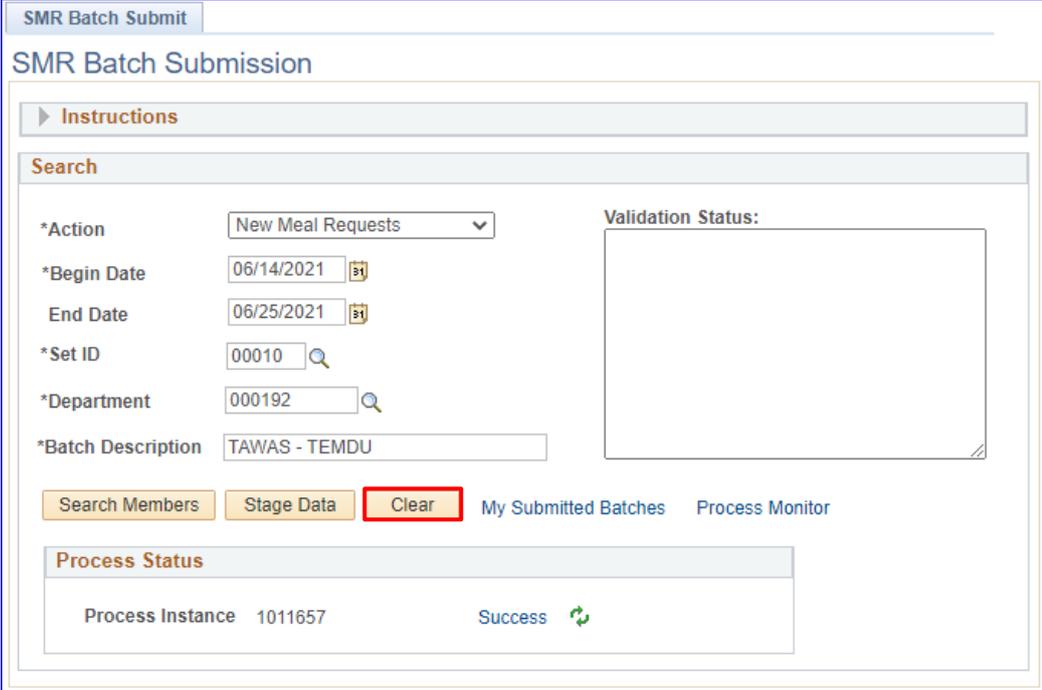
Procedures,
continued

Step	Action																				
<p>18</p>	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success and the Distribution Status indicates Posted. To exit the Process List, close the window.</p>  <p>Process List</p> <p>View Process Request For</p> <p>User ID: 9876543 Type: [] Last: [] 1 Days Refresh</p> <p>Server: [] Name: [] Instance From: [] Instance To: [] Report Manager</p> <p>Run Status: [] Distribution Status: [] <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1023084</td> <td></td> <td>Application Engine</td> <td>CG_SMR_SUB</td> <td>9876543</td> <td>07/20/2021 9:37:18AM PDT</td> <td>Processing</td> <td>N/A</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1023084		Application Engine	CG_SMR_SUB	9876543	07/20/2021 9:37:18AM PDT	Processing	N/A	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	1023084		Application Engine	CG_SMR_SUB	9876543	07/20/2021 9:37:18AM PDT	Processing	N/A	Details												
<p>19</p>	<p>Once the Process Status indicates Success, click My Submitted Batches.</p>  <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: New Meal Requests Validation Status: []</p> <p>*Begin Date: 06/14/2021 End Date: 06/25/2021</p> <p>*Set ID: 00010 *Department: 000192</p> <p>*Batch Description: TAWAS - TEMDU</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Process Status</p> <p>Process Instance 1023084 Success 🔄</p>																				

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
20	<p>The Batch Details will display. Make a note of the Batch ID for the SMR Batch just completed. The Approver will need this to locate the SMR Batch for approval.</p> <p>Click Return to close the Batch Details.</p> 
21	<p>The SMR Batch is now awaiting approval.</p> <p>To exit, click the Home button or to enter another SMR Batch, click Clear.</p> 

Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
22	<p data-bbox="327 427 1332 495">Click Yes and return to the beginning of this guide and follow the appropriate procedures.</p> <div data-bbox="327 495 1372 831" style="border: 1px solid blue; padding: 10px;"><p data-bbox="347 501 454 528">Message</p><hr/><p data-bbox="347 595 624 622">SMR Confirmation (31100,26)</p><p data-bbox="347 658 1361 685">All fields including the Members section will be cleared. Note that your staged data, if any, will not be cleared.</p><p data-bbox="347 721 703 748">Click Yes to continue or No to go back.</p><div data-bbox="363 779 635 819"><input data-bbox="363 779 496 819" type="button" value="Yes"/> <input data-bbox="507 779 635 819" type="button" value="No"/></div></div>

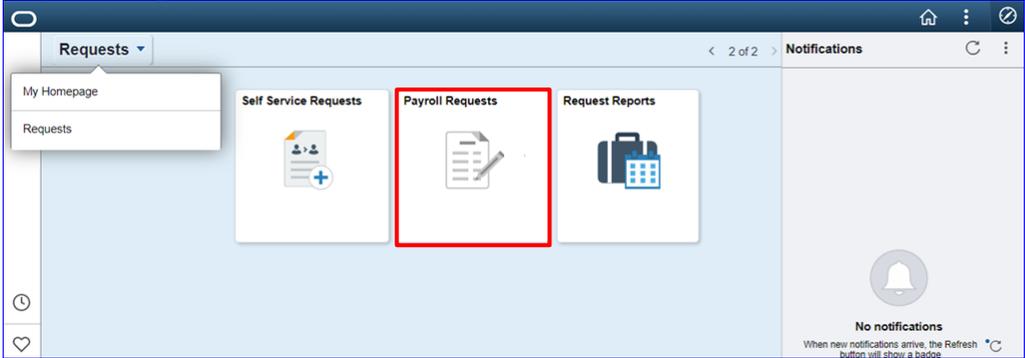
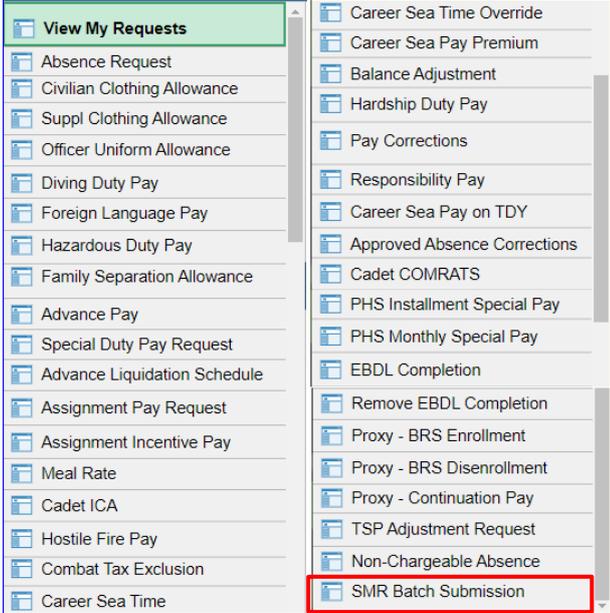
SMR Batch – Stop Active Requests

Introduction This section provides the procedures to stop or update **actively running** SMR transactions in DA.

NOTE 1: If SMR is only to be stopped temporarily, it is important to submit a New Meal Request SMR Batch immediately to restart SMR as appropriate. See the [SMR Batch – New Meal Requests](#) section for procedures on restarting SMR.

NOTE 2: Out-of-Range SMR transactions cannot be processed using the SMR Batch Submission process. Individual transactions must be entered using the [Pay Corrections Action Request](#) process.

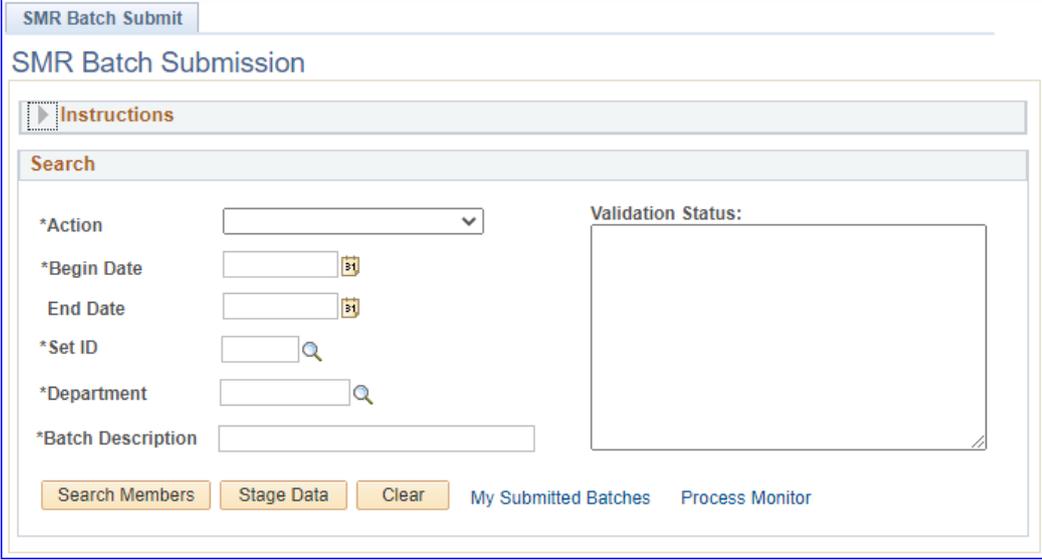
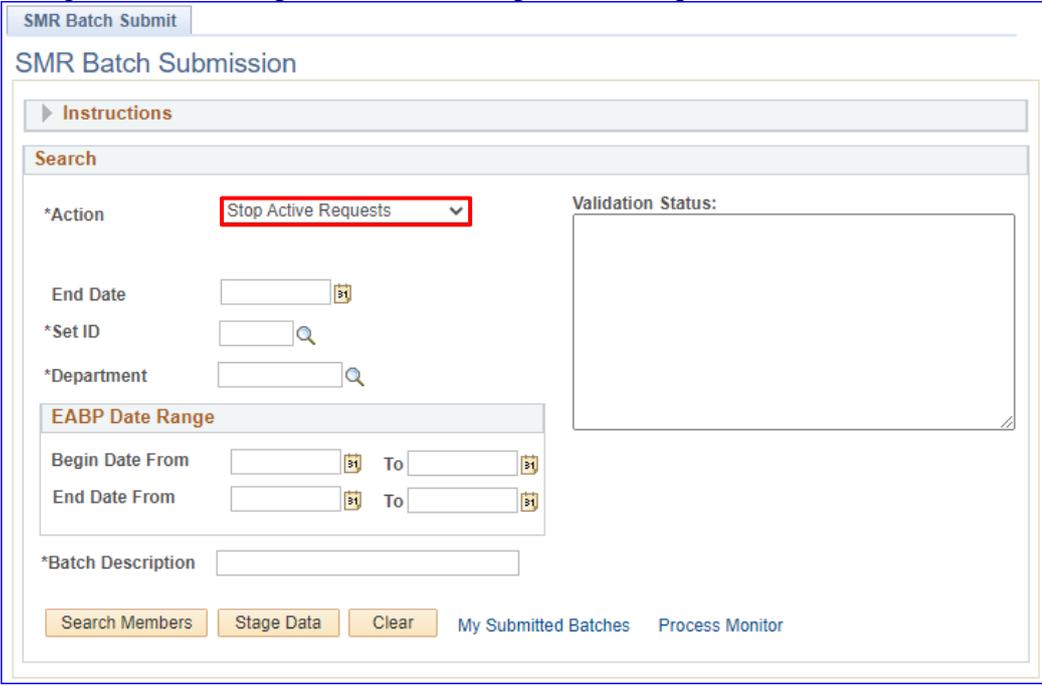
Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
<p>1.5</p>	<p>Select the SMR Batch Submission option.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

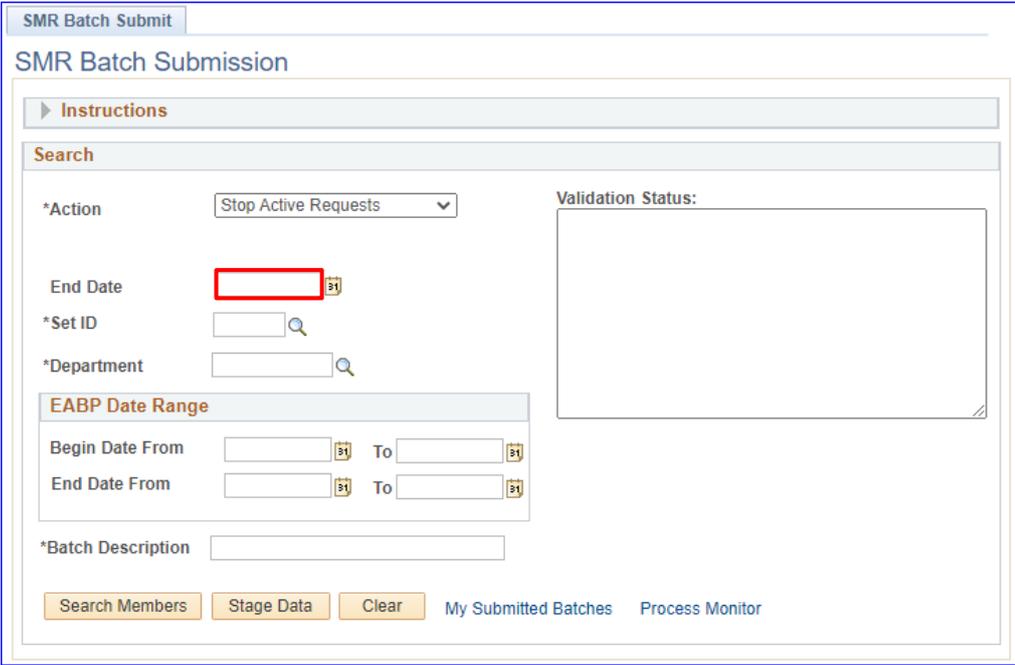
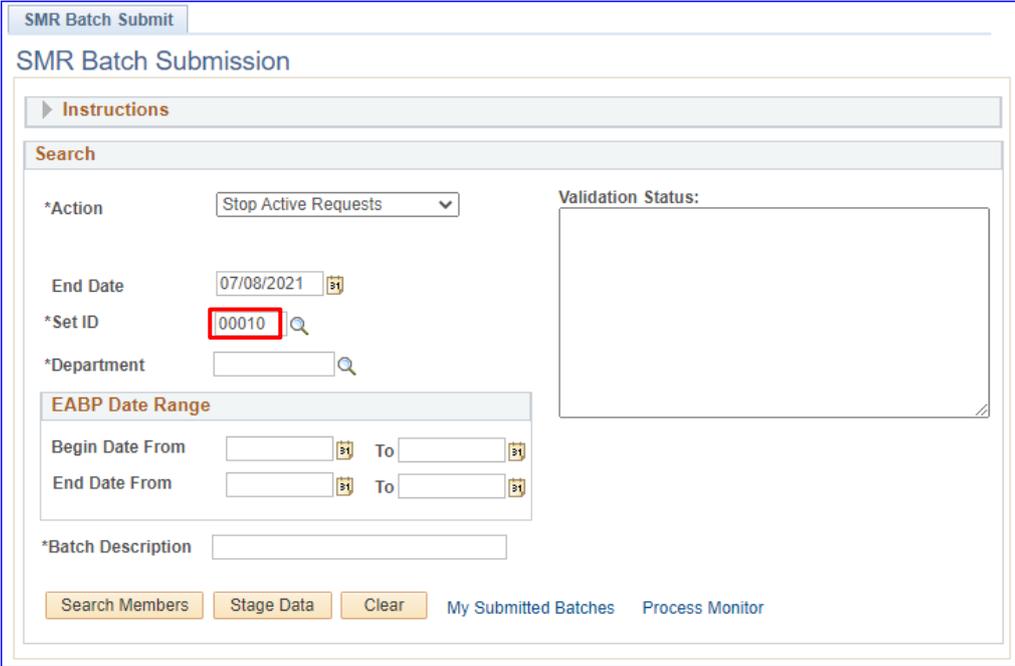
Procedures,
continued

Step	Action
2	<p>The SMR Batch Submission page will display.</p> 
3	<p>Using the Action drop-down, select Stop Active Requests.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

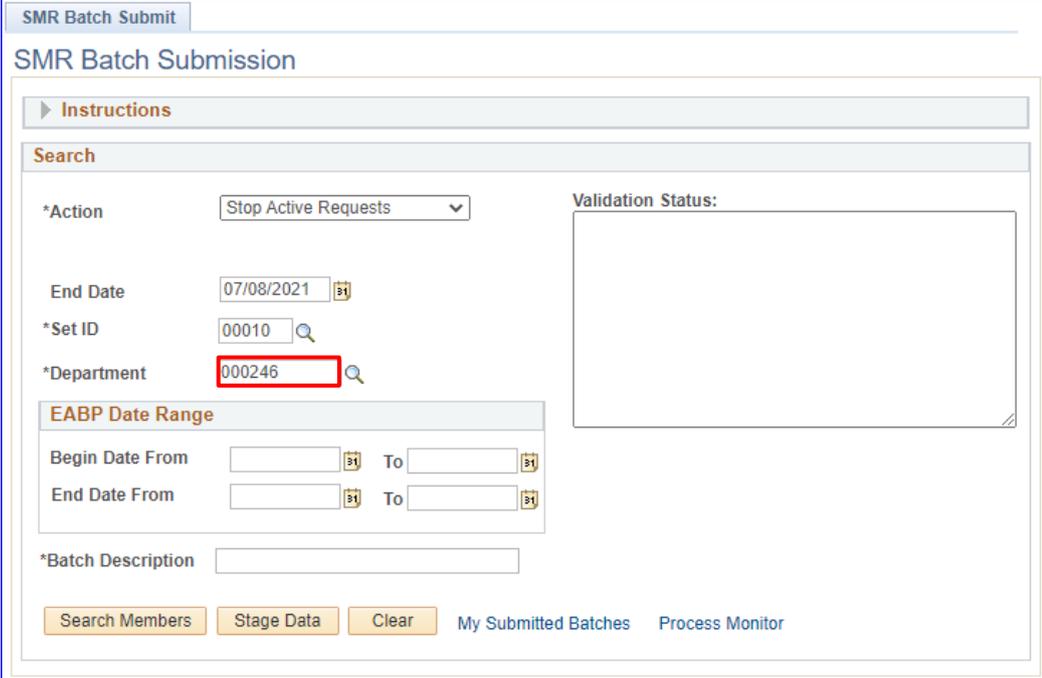
Procedures,
continued

Step	Action
4	<p>Enter the End Date SMR is to stop (End Date CANNOT extend more than 12 pay periods into the future). Remember, you must process a separate SMR Batch transaction to restart SMR.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. The 'Action' dropdown is set to 'Stop Active Requests'. The 'End Date' field is highlighted with a red box. Other fields include 'Set ID', 'Department', 'EABP Date Range' (with 'Begin Date From' and 'End Date From' sub-fields), and 'Batch Description'. There are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'.</p>
5	<p>Enter 00010 for the Set ID.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. The 'Action' dropdown is set to 'Stop Active Requests'. The 'End Date' field is now populated with '07/08/2021'. The 'Set ID' field is highlighted with a red box and contains the value '00010'. Other fields and buttons are the same as in the previous screenshot.</p>

Continued on next page

SMR Batch – Stop Active Requests, Continued

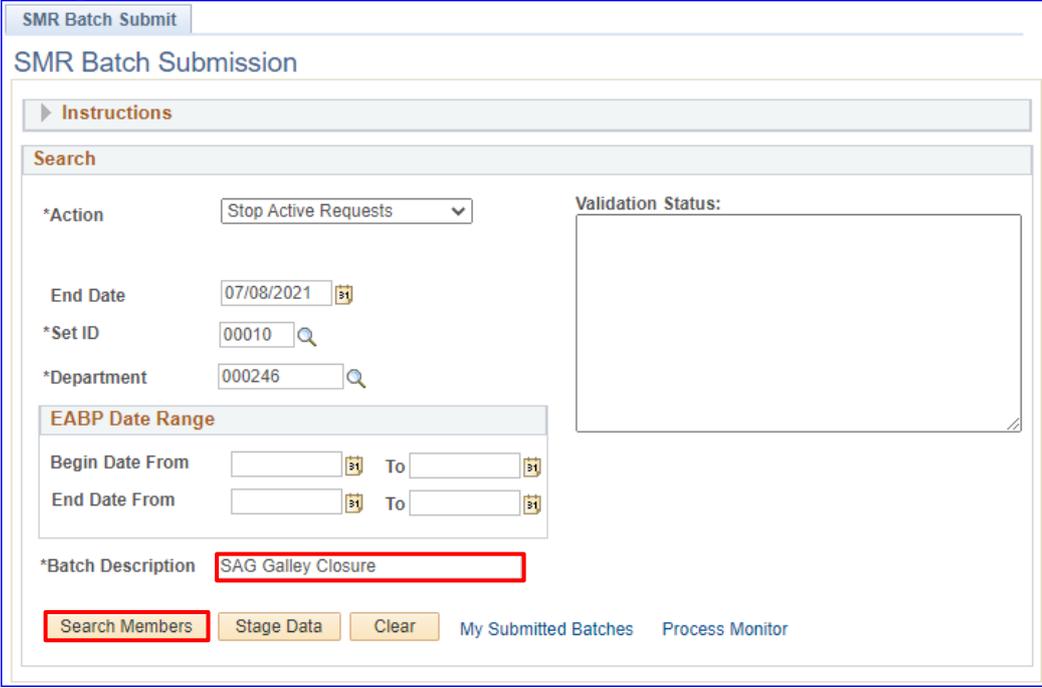
Procedures,
continued

Step	Action
6	<p>Enter the Department ID number for the unit/members SMR should be stopped.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. At the top, there is a 'SMR Batch Submit' button. Below it, the form title is 'SMR Batch Submission'. There is an 'Instructions' section. A 'Search' section contains several fields: '*Action' is a dropdown menu set to 'Stop Active Requests'; 'End Date' is a date field with '07/08/2021'; '*Set ID' is a text field with '00010'; '*Department' is a text field with '000246', which is highlighted with a red rectangular box; 'EABP Date Range' has two rows of date pickers for 'Begin Date From' and 'End Date From', each with 'To' fields; and '*Batch Description' is an empty text field. At the bottom of the form, there are buttons for 'Search Members', 'Stage Data', and 'Clear', along with links for 'My Submitted Batches' and 'Process Monitor'. A 'Validation Status' box is present on the right side of the form.</p>

Continued on next page

SMR Batch – Stop Active Requests, Continued

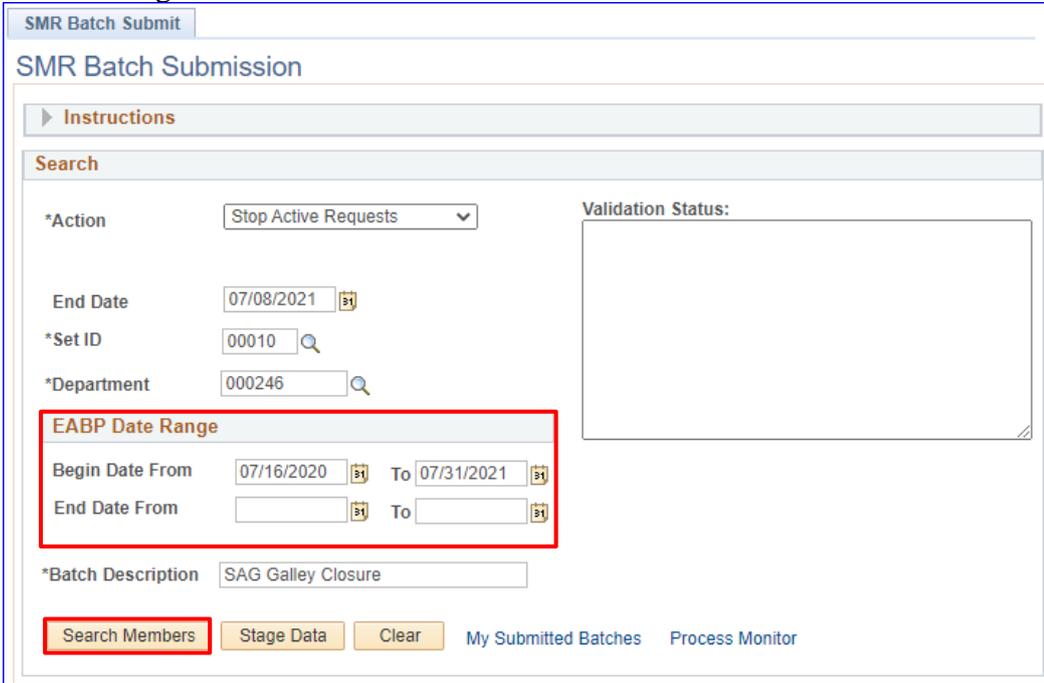
Procedures,
continued

Step	Action
7	<p>Enter a Batch Description. This is a required field and is limited to 50 characters (see Note).</p> <p>To utilize the EABP Date Range field (optional), see Step 8; otherwise, click Search Members.</p> <p>NOTE: The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley Closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description.</p> 

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SMR Batch – Stop Active Requests, Continued

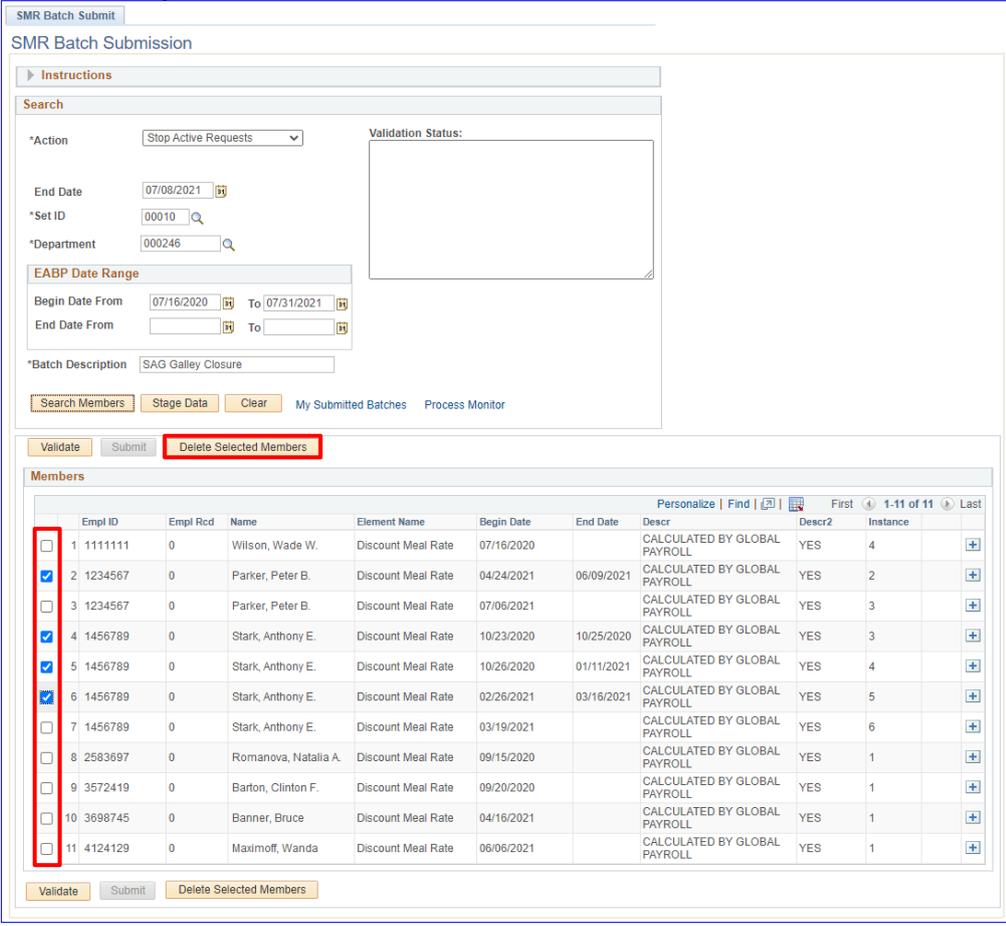
Procedures,
continued

Step	Action
8	<p>The EABP Date Range may be used to narrow the list of members available for the SMR Batch Submission. This may be especially helpful for those units with a large number of members with numerous EABP DMR Instances. The EABP Date Range is not limited to In-Range Dates only. This is to allow the system to search for SMR transactions that have been continuously running for more than 24 pay periods or have an open End Date.</p> <p>All EABP Date Range fields are optional. Enter an EABP Date Range, then click Search Members.</p> <p>WARNING: Use the EABP Date Range feature with caution. If the Begin Date From/To and/or the End Date From/To date ranges are used, the Search Results will ONLY display those EABP DMR Instances that fall within the date range(s) provided.</p> <p>IMPORTANT: Review the list of Members carefully to ensure all members to be included in the SMR Batch Submission populated. If not, see Step 11 to add members or remove the EABP Date Range parameter and click Search Members again.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action																																																																																																												
<p>9</p>	<p>A list of the Members will populate based on the search parameters defined in Steps 3-8. Members may be listed multiple times if they have multiple DMR Instances in EABP.</p> <p>To remove a member that should not be included in the SMR Batch OR to remove closed DMR Instances (see Important note below), check the box for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked, click Delete Selected Members.</p> <p>IMPORTANT: If the member has multiple DMR Instances listed, only the DMR Instance to be stopped/adjusted should be left in the list. <u>All other DMR Instances MUST be removed to prevent over/under payments.</u></p> <p>When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a Reservist to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. It includes a search section with the following fields: <ul style="list-style-type: none"> *Action: Stop Active Requests (dropdown) End Date: 07/08/2021 *Set ID: 00010 *Department: 000246 EABP Date Range: Begin Date From 07/16/2020, To 07/31/2021; End Date From (empty), To (empty) *Batch Description: SAG Galley Closure Below the search section are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. At the bottom of the search section are buttons for 'Validate', 'Submit', and 'Delete Selected Members' (highlighted with a red box). The 'Members' table below has the following columns: Empl ID, Empl Rcd, Name, Element Name, Begin Date, End Date, Descr, Descr2, Instance. The table contains 11 rows of data. A red box highlights the first column (Empl ID) and the checkboxes for rows 2, 4, 5, and 6, which are checked. <table border="1" data-bbox="391 1534 1348 1892"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th>Begin Date</th> <th>End Date</th> <th>Descr</th> <th>Descr2</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> <td>07/16/2020</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>Discount Meal Rate</td> <td>04/24/2021</td> <td>06/09/2021</td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>Discount Meal Rate</td> <td>07/09/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4</td> <td>1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>10/23/2020</td> <td>10/25/2020</td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5</td> <td>1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>10/26/2020</td> <td>01/11/2021</td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>6</td> <td>1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>02/26/2021</td> <td>03/16/2021</td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7</td> <td>1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>03/19/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>8</td> <td>2583697</td> <td>0</td> <td>Romanova, Natalia A.</td> <td>Discount Meal Rate</td> <td>09/15/2020</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9</td> <td>3572419</td> <td>0</td> <td>Barton, Clinton F.</td> <td>Discount Meal Rate</td> <td>09/20/2020</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>10</td> <td>3698745</td> <td>0</td> <td>Banner, Bruce</td> <td>Discount Meal Rate</td> <td>04/16/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>11</td> <td>4124129</td> <td>0</td> <td>Maximoff, Wanda</td> <td>Discount Meal Rate</td> <td>06/06/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> </tr> </tbody> </table> </p>	Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Descr2	Instance	<input type="checkbox"/>	1	1111111	0	Wilson, Wade W.	Discount Meal Rate	07/16/2020			<input checked="" type="checkbox"/>	2	1234567	0	Parker, Peter B.	Discount Meal Rate	04/24/2021	06/09/2021	CALCULATED BY GLOBAL PAYROLL	<input type="checkbox"/>	3	1234567	0	Parker, Peter B.	Discount Meal Rate	07/09/2021		CALCULATED BY GLOBAL PAYROLL	<input checked="" type="checkbox"/>	4	1456789	0	Stark, Anthony E.	Discount Meal Rate	10/23/2020	10/25/2020	CALCULATED BY GLOBAL PAYROLL	<input checked="" type="checkbox"/>	5	1456789	0	Stark, Anthony E.	Discount Meal Rate	10/26/2020	01/11/2021	CALCULATED BY GLOBAL PAYROLL	<input checked="" type="checkbox"/>	6	1456789	0	Stark, Anthony E.	Discount Meal Rate	02/26/2021	03/16/2021	CALCULATED BY GLOBAL PAYROLL	<input type="checkbox"/>	7	1456789	0	Stark, Anthony E.	Discount Meal Rate	03/19/2021		CALCULATED BY GLOBAL PAYROLL	<input type="checkbox"/>	8	2583697	0	Romanova, Natalia A.	Discount Meal Rate	09/15/2020		CALCULATED BY GLOBAL PAYROLL	<input type="checkbox"/>	9	3572419	0	Barton, Clinton F.	Discount Meal Rate	09/20/2020		CALCULATED BY GLOBAL PAYROLL	<input type="checkbox"/>	10	3698745	0	Banner, Bruce	Discount Meal Rate	04/16/2021		CALCULATED BY GLOBAL PAYROLL	<input type="checkbox"/>	11	4124129	0	Maximoff, Wanda	Discount Meal Rate	06/06/2021		CALCULATED BY GLOBAL PAYROLL
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<input type="checkbox"/>	1	1111111	0	Wilson, Wade W.	Discount Meal Rate	07/16/2020																																																																																																							
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<input type="checkbox"/>	3	1234567	0	Parker, Peter B.	Discount Meal Rate	07/09/2021		CALCULATED BY GLOBAL PAYROLL																																																																																																					
<input checked="" type="checkbox"/>	4	1456789	0	Stark, Anthony E.	Discount Meal Rate	10/23/2020	10/25/2020	CALCULATED BY GLOBAL PAYROLL																																																																																																					
<input checked="" type="checkbox"/>	5	1456789	0	Stark, Anthony E.	Discount Meal Rate	10/26/2020	01/11/2021	CALCULATED BY GLOBAL PAYROLL																																																																																																					
<input checked="" type="checkbox"/>	6	1456789	0	Stark, Anthony E.	Discount Meal Rate	02/26/2021	03/16/2021	CALCULATED BY GLOBAL PAYROLL																																																																																																					
<input type="checkbox"/>	7	1456789	0	Stark, Anthony E.	Discount Meal Rate	03/19/2021		CALCULATED BY GLOBAL PAYROLL																																																																																																					
<input type="checkbox"/>	8	2583697	0	Romanova, Natalia A.	Discount Meal Rate	09/15/2020		CALCULATED BY GLOBAL PAYROLL																																																																																																					
<input type="checkbox"/>	9	3572419	0	Barton, Clinton F.	Discount Meal Rate	09/20/2020		CALCULATED BY GLOBAL PAYROLL																																																																																																					
<input type="checkbox"/>	10	3698745	0	Banner, Bruce	Discount Meal Rate	04/16/2021		CALCULATED BY GLOBAL PAYROLL																																																																																																					
<input type="checkbox"/>	11	4124129	0	Maximoff, Wanda	Discount Meal Rate	06/06/2021		CALCULATED BY GLOBAL PAYROLL																																																																																																					

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SMR Batch – Stop Active Requests, Continued

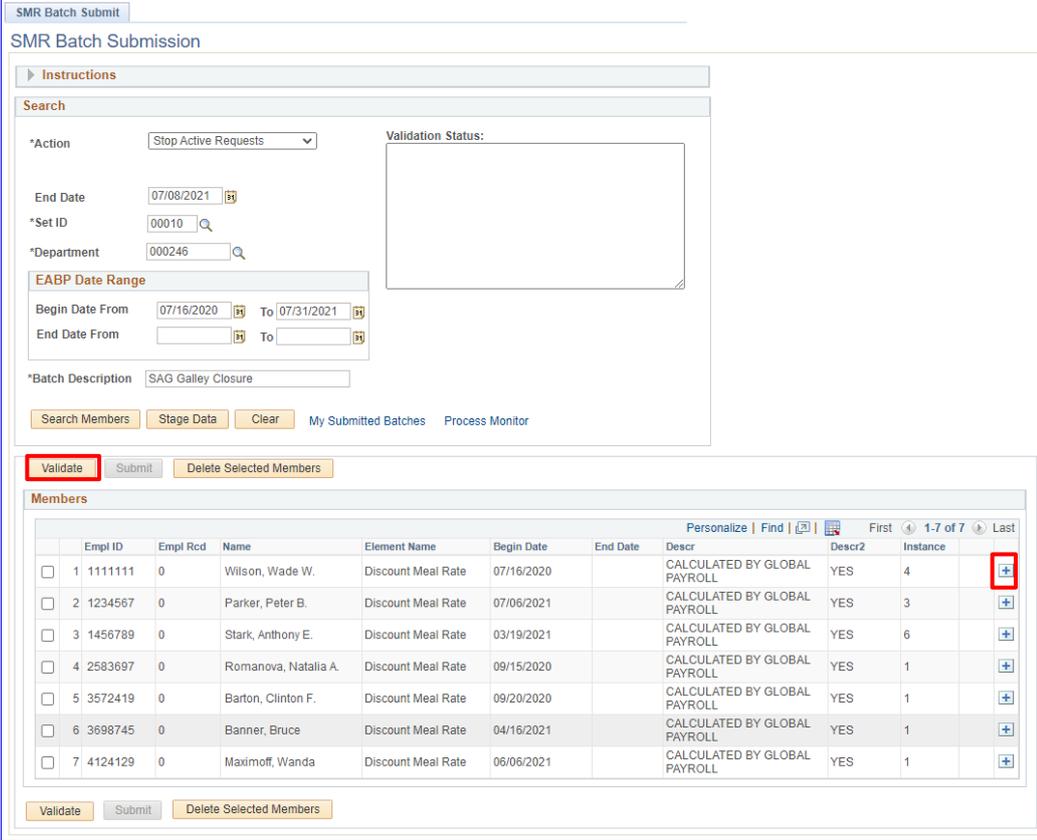
Procedures,
continued

Step	Action																																																																								
<p>9 (cont.)</p>	<p>A confirmation message will display. Click Yes.</p> <div data-bbox="363 456 1011 844" style="border: 1px solid blue; padding: 10px;"> <p>Message</p> <p>SMR Delete Confirmation (31100,28)</p> <p>Selected members will be deleted from the members grid.</p> <p>Click Yes to continue or No to go back.</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>																																																																								
<p>10</p>	<p>Once the list of Members has been reviewed and verified, click Validate and skip to Step 12.</p> <div data-bbox="363 954 1369 1760" style="border: 1px solid blue; padding: 10px;"> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: Stop Active Requests</p> <p>End Date: 07/08/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000246</p> <p>EABP Date Range</p> <p>Begin Date From: To:</p> <p>End Date From: To:</p> <p>*Batch Description: SAG Galley Closure</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th>Begin Date</th> <th>End Date</th> <th>Descr</th> <th>Descr2</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W.</td> <td>Discount Meal Rate</td> <td>07/16/2020</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>4</td> </tr> <tr> <td>2 1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>Discount Meal Rate</td> <td>07/06/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>3</td> </tr> <tr> <td>3 1456789</td> <td>0</td> <td>Stark, Anthony E.</td> <td>Discount Meal Rate</td> <td>03/19/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>6</td> </tr> <tr> <td>4 2583697</td> <td>0</td> <td>Romanova, Natalia A.</td> <td>Discount Meal Rate</td> <td>09/15/2020</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>1</td> </tr> <tr> <td>5 3572419</td> <td>0</td> <td>Barton, Clinton F.</td> <td>Discount Meal Rate</td> <td>09/20/2020</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>1</td> </tr> <tr> <td>6 3698745</td> <td>0</td> <td>Banner, Bruce</td> <td>Discount Meal Rate</td> <td>04/16/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>1</td> </tr> <tr> <td>7 4124129</td> <td>0</td> <td>Maximoff, Wanda</td> <td>Discount Meal Rate</td> <td>06/06/2021</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>1</td> </tr> </tbody> </table> <p>Validate Submit Delete Selected Members</p> </div>	Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Descr2	Instance	1 1111111	0	Wilson, Wade W.	Discount Meal Rate	07/16/2020		CALCULATED BY GLOBAL PAYROLL	YES	4	2 1234567	0	Parker, Peter B.	Discount Meal Rate	07/06/2021		CALCULATED BY GLOBAL PAYROLL	YES	3	3 1456789	0	Stark, Anthony E.	Discount Meal Rate	03/19/2021		CALCULATED BY GLOBAL PAYROLL	YES	6	4 2583697	0	Romanova, Natalia A.	Discount Meal Rate	09/15/2020		CALCULATED BY GLOBAL PAYROLL	YES	1	5 3572419	0	Barton, Clinton F.	Discount Meal Rate	09/20/2020		CALCULATED BY GLOBAL PAYROLL	YES	1	6 3698745	0	Banner, Bruce	Discount Meal Rate	04/16/2021		CALCULATED BY GLOBAL PAYROLL	YES	1	7 4124129	0	Maximoff, Wanda	Discount Meal Rate	06/06/2021		CALCULATED BY GLOBAL PAYROLL	YES	1
Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Descr2	Instance																																																																	
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2 1234567	0	Parker, Peter B.	Discount Meal Rate	07/06/2021		CALCULATED BY GLOBAL PAYROLL	YES	3																																																																	
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7 4124129	0	Maximoff, Wanda	Discount Meal Rate	06/06/2021		CALCULATED BY GLOBAL PAYROLL	YES	1																																																																	

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SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
11	<p>To add a member to the list, click the (+) button on any row. This will insert a blank row. Use the Lookup or enter the appropriate Empl ID for the member to be added to the SMR Batch Submission (see Note) and press Enter or the Tab key. Repeat as necessary.</p> <p>Once the list of Members has been reviewed and verified, click Validate.</p> <p>NOTE: Members assigned to other Department IDs may be added to the SMR Batch request.</p> <p>IMPORTANT: When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a Reservist to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. It includes a search section with filters for Action (Stop Active Requests), End Date (07/08/2021), Set ID (00010), Department (000246), and EABP Date Range (Begin Date From 07/16/2020 to 07/31/2021). Below the search filters is a 'Members' table with columns: Empl ID, Empl Rcd, Name, Element Name, Begin Date, End Date, Descr, Descr2, and Instance. The table contains 7 rows of member data. A red box highlights the '+' button in the Instance column of the first row (Empl ID 1111111).</p>

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
12	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Message</p> <hr/> <p>SMR Validation Confirmation (31100,17)</p> <p>Process will now initiate data validation for every member in the list. "Validation Status" field will list the members that failed validation.</p> <p>Click Yes to continue or No to go back and change the selection.</p> <p> <input data-bbox="357 730 464 759" type="button" value="Yes"/> <input data-bbox="472 730 579 759" type="button" value="No"/> </p> </div>

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action																
13	<p>A Validation message will display. It should indicate Validation Complete (if not, see Step 14). Click OK. The Validation Status of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully.</p> <p>Click Submit and skip to Step 15.</p> <div data-bbox="327 640 1082 974" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>SMR Validation (31100,19)</p> <p>Validation Complete. Examine Validation Status field for any validation errors...</p> <p>If there are no errors, click "Submit" button to Submit requests.</p> <p>OK</p> </div> <div data-bbox="327 1012 1374 1854" style="border: 1px solid blue; padding: 5px;"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>► Instructions</p> <p>Search</p> <p>*Action: Stop Active Requests</p> <p>End Date: 07/08/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000246</p> <p>EABP Date Range</p> <p>Begin Date From: 07/16/2020 To: 07/31/2021</p> <p>End Date From: To:</p> <p>*Batch Description: SAG Galley Closure</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th>Begin Date</th> <th>End Date</th> <th>Descr</th> <th>Persc</th> </tr> </thead> <tbody> <tr> <td>1 1111111</td> <td>0</td> <td>Wilson, Wade W</td> <td>Discount Meal Rate</td> <td>07/16/2020</td> <td></td> <td>CALCUL</td> <td></td> </tr> </tbody> </table> </div>	Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Persc	1 1111111	0	Wilson, Wade W	Discount Meal Rate	07/16/2020		CALCUL	
Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Persc										
1 1111111	0	Wilson, Wade W	Discount Meal Rate	07/16/2020		CALCUL											

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
14	<p>During the validation process, if a member does not have an active SMR Instances running, there is a conflict with another SMR Instance, or has multiple EABP rows, the following message(s) will display. Click OK.</p> <p>To determine which member the message applies to, see the Validation Status block of the SMR Batch Submission. The Validation Status will pause at the affected member.</p> <p>Click Stage Data to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member; or see Step 9 for instructions on removing the member, then click Validate to continue the Validation process.</p> <div data-bbox="327 860 1370 1081" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>New Begin/End Date Error (30003,138)</p> <p>New Begin Date cannot be greater than the new or current End Date. New End Date cannot be prior to the new or current Begin Date.</p> <p style="text-align: center;">OK</p> </div> <div data-bbox="327 1120 1370 1877" style="border: 1px solid blue; padding: 5px;"> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: Stop Active Requests</p> <p>End Date: 07/08/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000246</p> <p>EABP Date Range</p> <p>Begin Date From: [] To: []</p> <p>End Date From: [] To: []</p> <p>*Batch Description: SAG Galley Closure</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <div data-bbox="901 1310 1220 1467" style="border: 1px solid red; padding: 5px;"> <p>Validation Status:</p> <ol style="list-style-type: none"> 1. Validating 1111111, 0 Success... 2. Validating 1234567, 0 Success... 3. Validating 1456789, 0 Success... 4. Validating 2583697, 0 Success... 5. Validating 3572419, 0 </div> </div>

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SMR Batch – Stop Active Requests, Continued

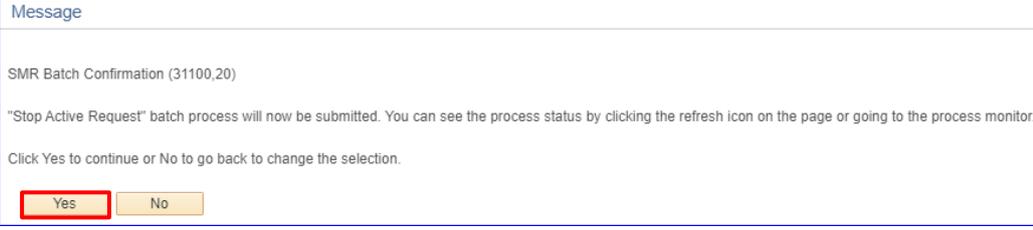
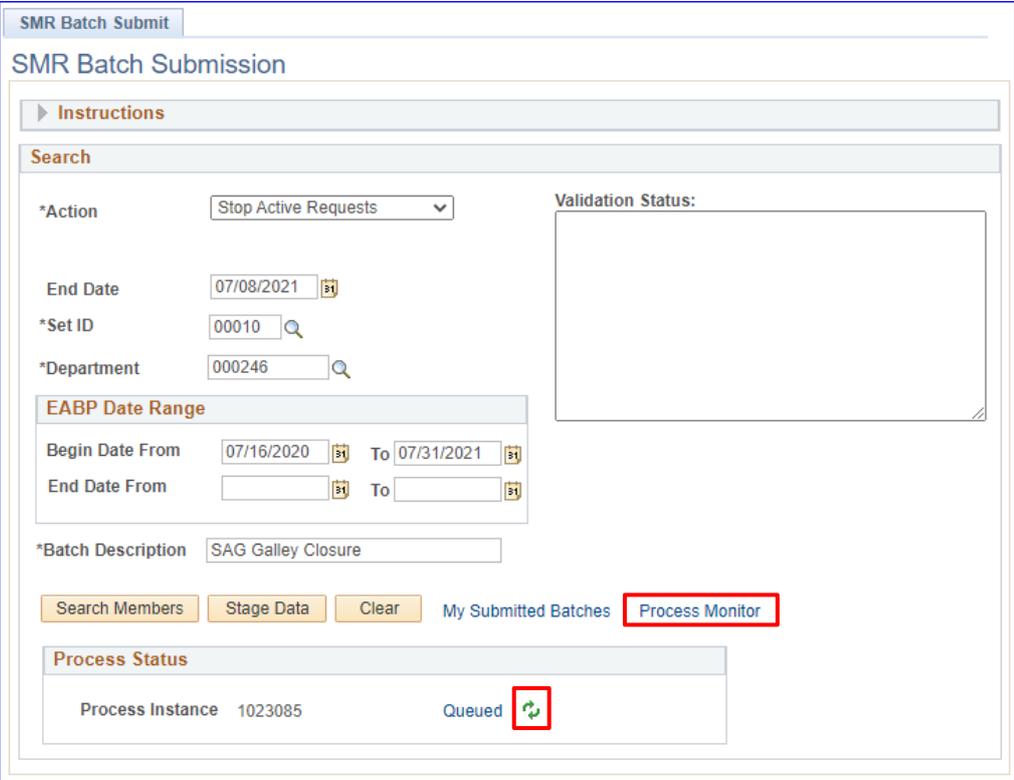
Procedures,
continued

Step	Action
<p>14 (cont.)</p>	<p>Click OK.</p> <p>To determine which member(s) the message applies to, see the Validation Status block of the SMR Batch Submission. See Step 9 for instructions on removing the member, then click Validate to continue the Validation process.</p> <div data-bbox="352 600 1369 918"> <p>Message</p> <p>SMR Validation (31100,29)</p> <p>Multiple EABP rows present for below member(s): Please delete row(s) you do not want to submit for processing.</p> <p>2583697, 3698745</p> <p>OK</p> </div> <div data-bbox="352 954 1369 1697"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Search</p> <p>*Action: Stop Active Requests</p> <p>End Date: 07/08/2021</p> <p>*Set ID: 00010</p> <p>*Department: 000246</p> <p>EABP Date Range</p> <p>Begin Date From: To: </p> <p>End Date From: To: </p> <p>*Batch Description: SAG Galley Closure</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> <p>Members</p> <div data-bbox="906 1144 1353 1379"> <p>Validation Status:</p> <p>3. Validating 1456789, 0 Success...</p> <p>4. Validating 2583697, 0 Success...</p> <p>5. Validating 3572419, 0 Success...</p> <p>6. Validating 3698745, 0 Success...</p> <p>7. Validating 4124129, 0 Success...</p> <p>End Validation... 2021-07-27-14.17.25.000000</p> <p>Multiple EABP rows present for below members(s):</p> <p>2583697, 3698745</p> </div> </div>

Continued on next page

SMR Batch – Stop Active Requests, Continued

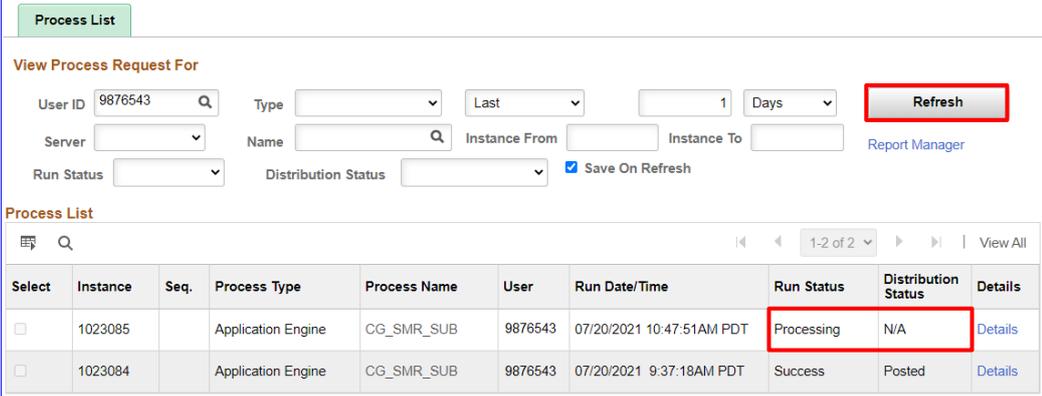
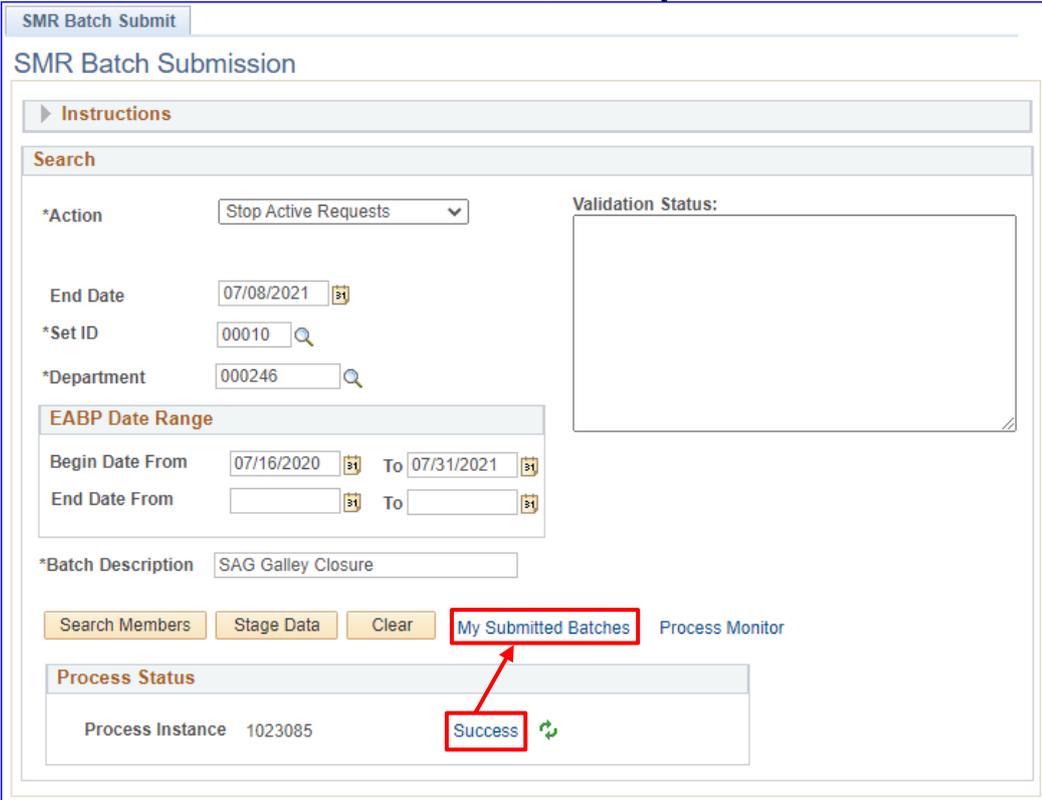
Procedures,
continued

Step	Action
15	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> 
16	<p>The Process Status box will display where the Members list had been. Click the green arrows (↻) to refresh the Process Status until it indicates Success (skip to Step 18) or click Process Monitor to open the Process List (see Step 17).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p> 

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SMR Batch – Stop Active Requests, Continued

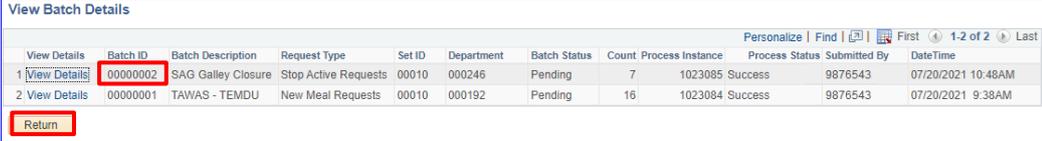
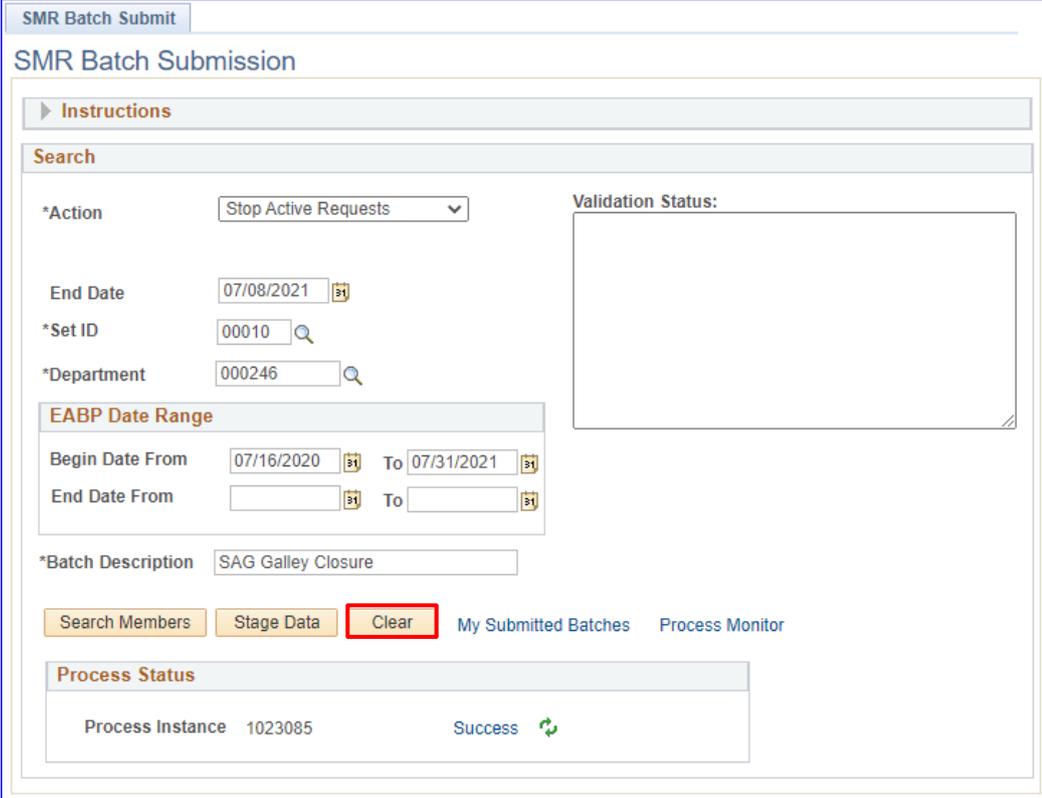
Procedures,
continued

Step	Action
<p>17</p>	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success, and the Distribution Status indicates Posted. To exit the Process List, close the window.</p> 
<p>18</p>	<p>Once the Process Status indicates Success, click My Submitted Batches.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
<p>19</p>	<p>The Batch Details will display. Make a note of the Batch ID for the SMR Batch just completed. The Approver will need to this to locate the SMR Batch for approval.</p> <p>Click Return to close the Batch Details.</p> 
<p>20</p>	<p>The SMR Batch is now awaiting approval.</p> <p>To enter another SMR Batch, click Clear.</p> 

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

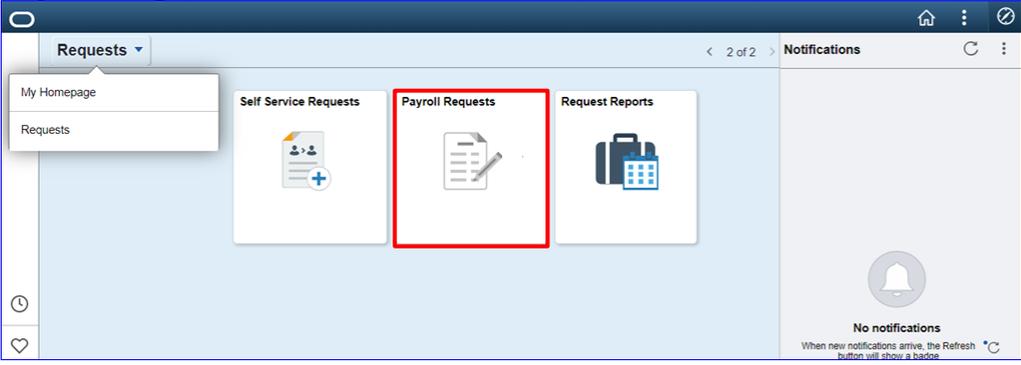
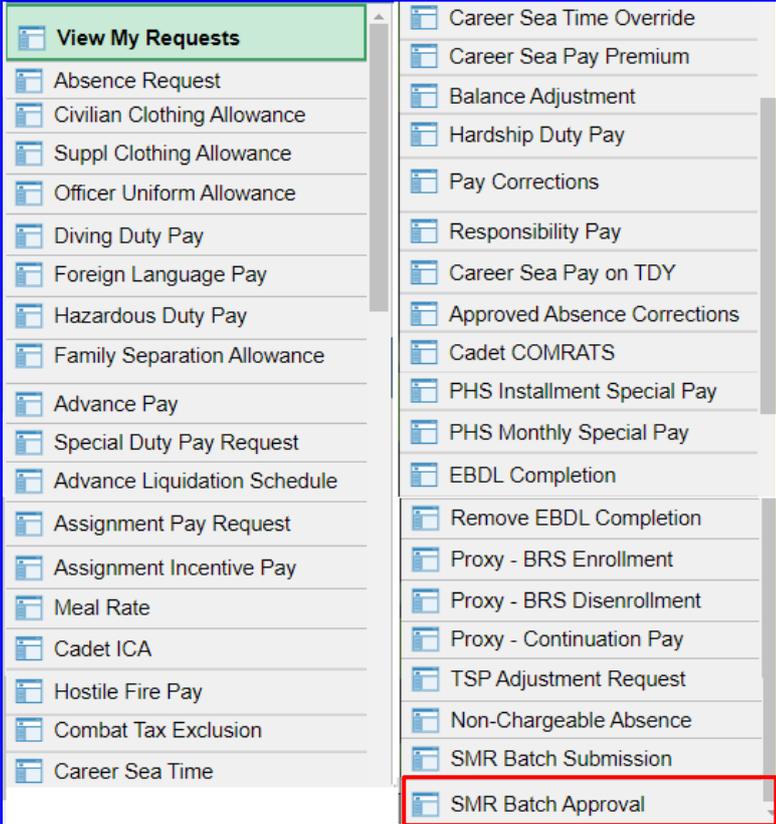
Step	Action
21	<p>Click Yes and return to the beginning of this guide and follow the appropriate procedures.</p> <div data-bbox="328 495 1369 831" style="border: 1px solid blue; padding: 10px;"><p>Message</p><hr/><p>SMR Confirmation (31100,26)</p><p>All fields including the Members section will be cleared. Note that your staged data, if any, will not be cleared.</p><p>Click Yes to continue or No to go back.</p><p><input data-bbox="365 779 496 817" type="button" value="Yes"/> <input data-bbox="504 779 635 817" type="button" value="No"/></p></div>

Approving an SMR Batch Submission

Introduction This section provides the procedures to approve an SMR Batch Submission in DA.

Important You must have the **CGHRSUP** role to approve SMR Batch Submissions.

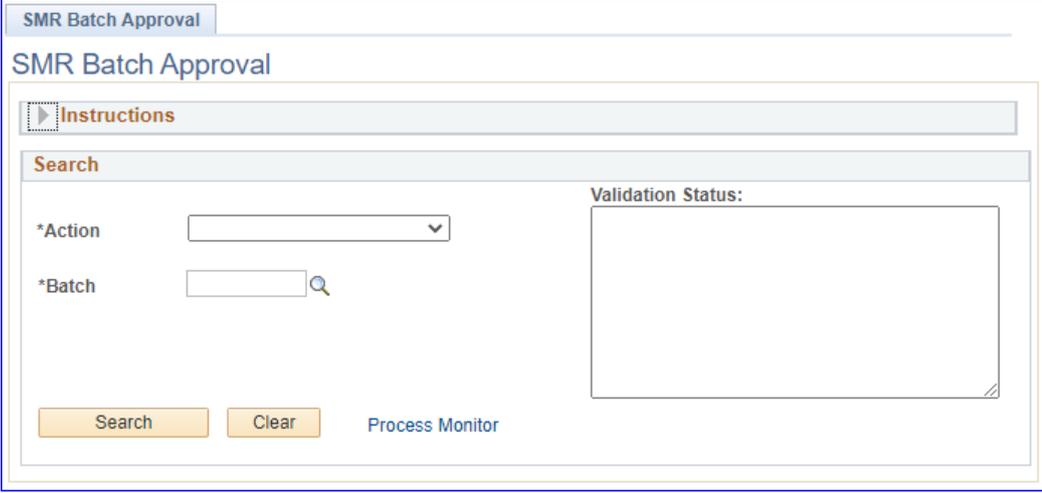
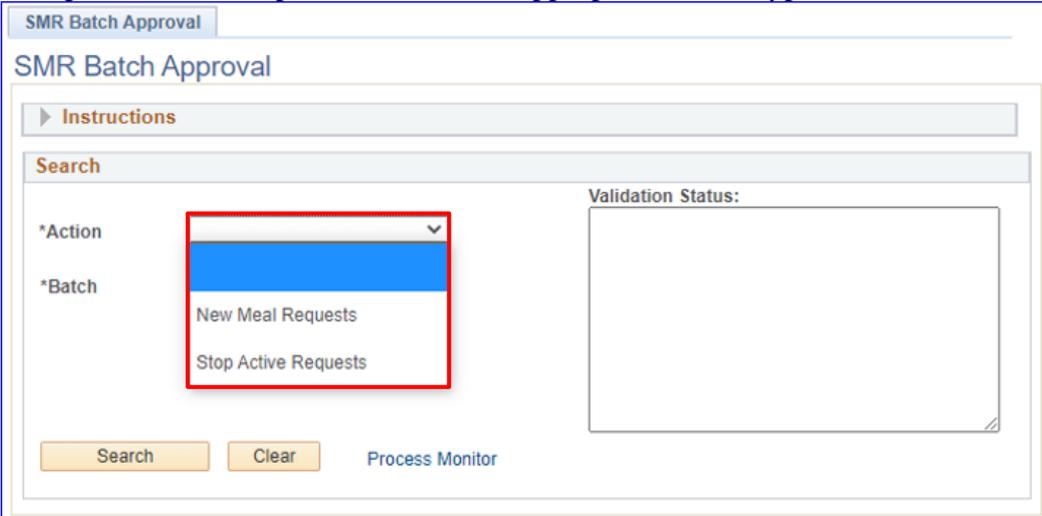
Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
<p>1.5</p>	<p>Select the SMR Batch Approval option.</p> 

Continued on next page

Approving an SMR Batch Submission, Continued

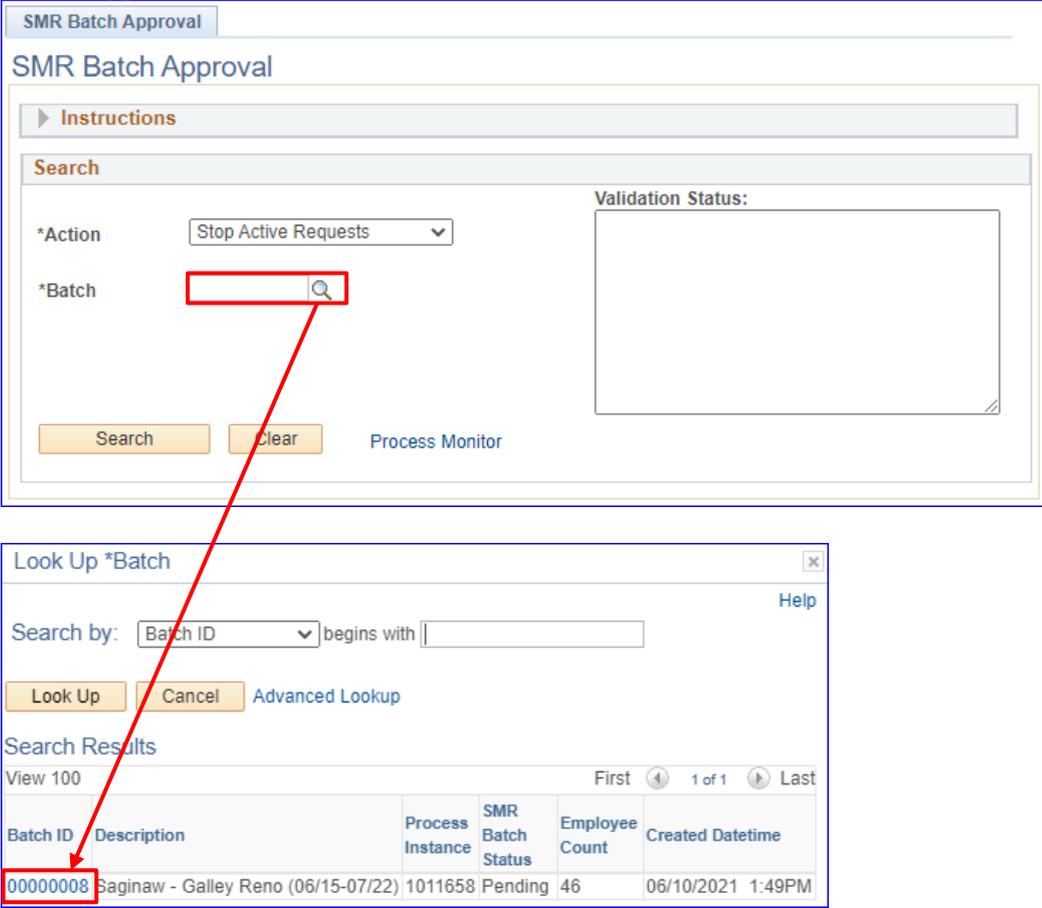
Procedures,
continued

Step	Action
2	<p>The SMR Batch Approval page will display.</p>  <p>The screenshot shows the 'SMR Batch Approval' page. It features a search section with two input fields: '*Action' (a dropdown menu) and '*Batch' (a text input with a search icon). Below these fields are 'Search' and 'Clear' buttons, and a 'Process Monitor' link. To the right is a 'Validation Status' box. A blue box highlights the search area.</p>
3	<p>Using the Action drop-down, select the appropriate action type.</p>  <p>The screenshot shows the same 'SMR Batch Approval' page, but the '*Action' dropdown menu is open, displaying two options: 'New Meal Requests' and 'Stop Active Requests'. A red box highlights the dropdown menu.</p>

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Approving an SMR Batch Submission, Continued

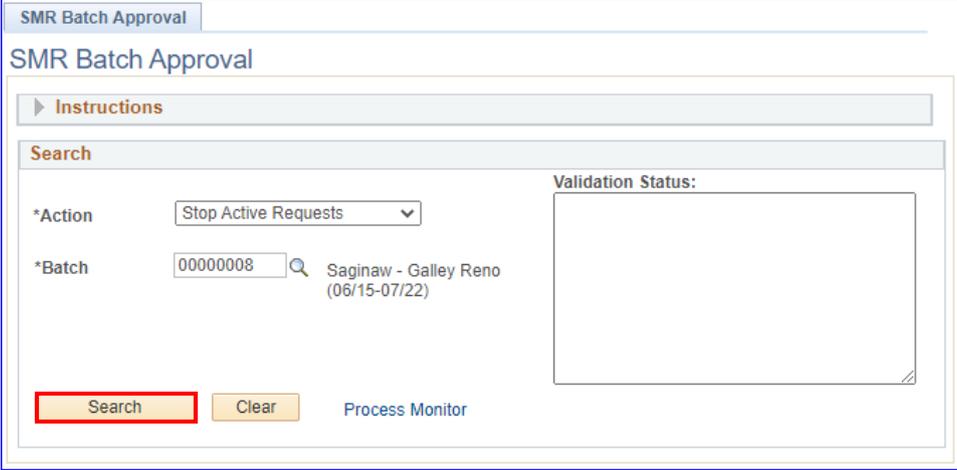
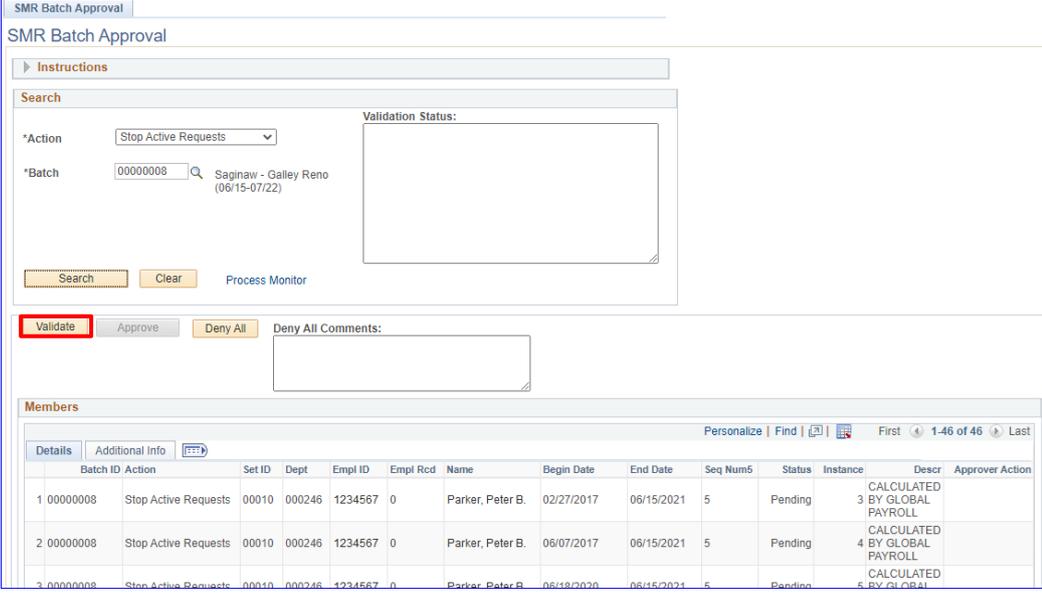
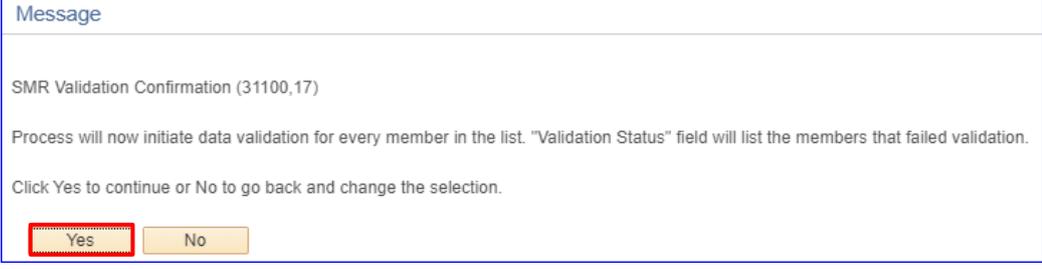
Procedures,
continued

Step	Action												
4	<p>Enter the Batch ID number or use the Lookup to locate and select the appropriate Batch ID to be approved.</p> <p>NOTE: Only the Batch IDs falling under the Auditor’s SPO tree and for the Action type selected will be listed in the Search Results.</p>  <p>The screenshot shows the 'SMR Batch Approval' interface. In the 'Search' section, the '*Action' dropdown is set to 'Stop Active Requests'. The '*Batch' field is empty and highlighted with a red box. A red arrow points from this box to the 'Look Up *Batch' dialog box. In the dialog, the search criteria is 'Batch ID begins with'. The 'Search Results' table shows one result with the Batch ID '00000008' highlighted in a red box.</p> <table border="1" data-bbox="327 1400 1157 1512"> <thead> <tr> <th>Batch ID</th> <th>Description</th> <th>Process Instance</th> <th>SMR Batch Status</th> <th>Employee Count</th> <th>Created Datetime</th> </tr> </thead> <tbody> <tr> <td>00000008</td> <td>Baginaw - Galley Reno (06/15-07/22)</td> <td>1011658</td> <td>Pending</td> <td>46</td> <td>06/10/2021 1:49PM</td> </tr> </tbody> </table>	Batch ID	Description	Process Instance	SMR Batch Status	Employee Count	Created Datetime	00000008	Baginaw - Galley Reno (06/15-07/22)	1011658	Pending	46	06/10/2021 1:49PM
Batch ID	Description	Process Instance	SMR Batch Status	Employee Count	Created Datetime								
00000008	Baginaw - Galley Reno (06/15-07/22)	1011658	Pending	46	06/10/2021 1:49PM								

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Approving an SMR Batch Submission, Continued

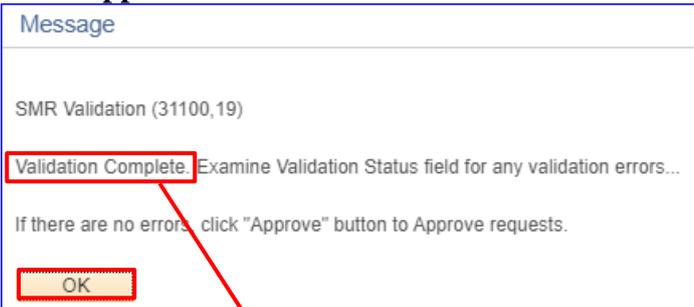
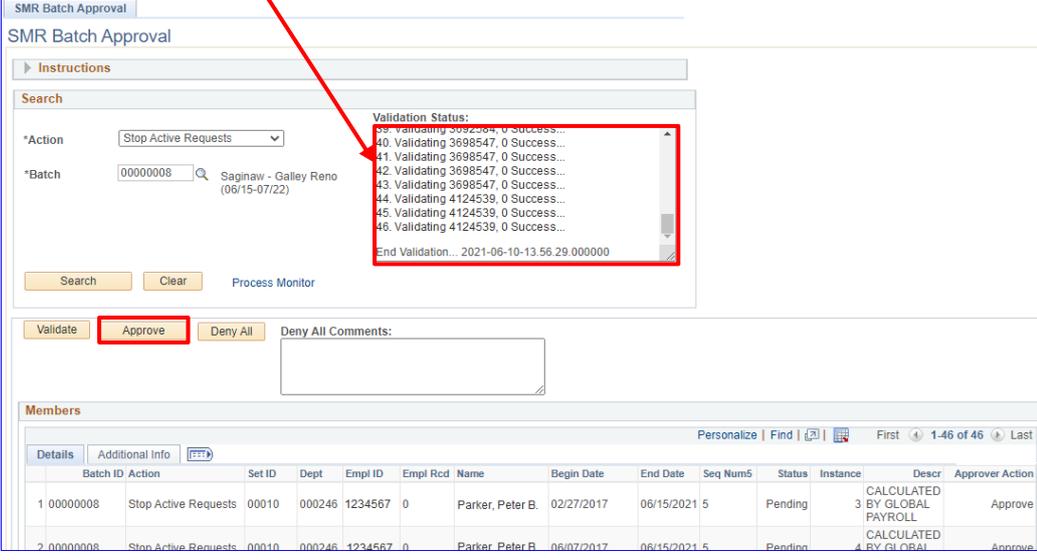
Procedures,
continued

Step	Action																																																								
5	<p>Click Search.</p> 																																																								
6	<p>Review and verify the Members listed, then click Validate.</p>  <table border="1" data-bbox="343 1444 1364 1590"> <thead> <tr> <th>Batch ID</th> <th>Action</th> <th>Set ID</th> <th>Dept</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Seq Num5</th> <th>Status</th> <th>Instance</th> <th>Descr</th> <th>Approver Action</th> </tr> </thead> <tbody> <tr> <td>1 00000008</td> <td>Stop Active Requests</td> <td>00010</td> <td>000246</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>02/27/2017</td> <td>06/15/2021</td> <td>5</td> <td>Pending</td> <td>3</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td></td> </tr> <tr> <td>2 00000008</td> <td>Stop Active Requests</td> <td>00010</td> <td>000246</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>06/07/2017</td> <td>06/15/2021</td> <td>5</td> <td>Pending</td> <td>4</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td></td> </tr> <tr> <td>3 00000008</td> <td>Stop Active Requests</td> <td>00010</td> <td>000246</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>06/18/2020</td> <td>06/15/2021</td> <td>5</td> <td>Pending</td> <td>5</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td></td> </tr> </tbody> </table>	Batch ID	Action	Set ID	Dept	Empl ID	Empl Rcd	Name	Begin Date	End Date	Seq Num5	Status	Instance	Descr	Approver Action	1 00000008	Stop Active Requests	00010	000246	1234567	0	Parker, Peter B.	02/27/2017	06/15/2021	5	Pending	3	CALCULATED BY GLOBAL PAYROLL		2 00000008	Stop Active Requests	00010	000246	1234567	0	Parker, Peter B.	06/07/2017	06/15/2021	5	Pending	4	CALCULATED BY GLOBAL PAYROLL		3 00000008	Stop Active Requests	00010	000246	1234567	0	Parker, Peter B.	06/18/2020	06/15/2021	5	Pending	5	CALCULATED BY GLOBAL PAYROLL	
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Approving an SMR Batch Submission, Continued

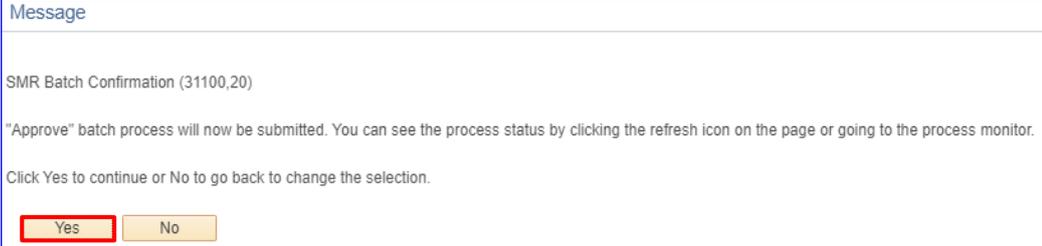
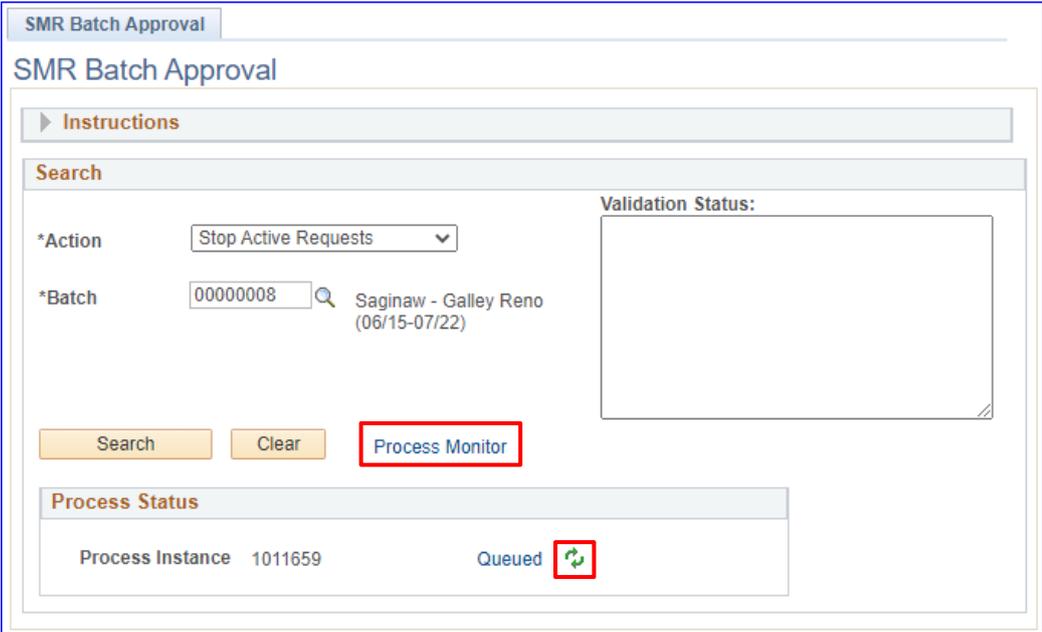
Procedures,
continued

Step	Action																																										
8	<p>A Validation message will display. It should indicate Validation Complete. Click OK. The Validation Status of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully.</p> <p>Click Approve.</p>   <p>Validation Status:</p> <ul style="list-style-type: none"> 39. Validating 3698547, 0 Success... 40. Validating 3698547, 0 Success... 41. Validating 3698547, 0 Success... 42. Validating 3698547, 0 Success... 43. Validating 3698547, 0 Success... 44. Validating 4124539, 0 Success... 45. Validating 4124539, 0 Success... 46. Validating 4124539, 0 Success... <p>End Validation... 2021-06-10-13.56.29.000000</p> <p>Buttons: Validate, Approve, Deny All</p> <p>Deny All Comments:</p> <table border="1"> <thead> <tr> <th>Batch ID</th> <th>Action</th> <th>Set ID</th> <th>Dept</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Seq Num5</th> <th>Status</th> <th>Instance</th> <th>Descr</th> <th>Approver Action</th> </tr> </thead> <tbody> <tr> <td>1 00000008</td> <td>Stop Active Requests</td> <td>00010</td> <td>000246</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>02/27/2017</td> <td>06/15/2021</td> <td>5</td> <td>Pending</td> <td>3</td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>Approve</td> </tr> <tr> <td>2 00000008</td> <td>Stop Active Requests</td> <td>00010</td> <td>000246</td> <td>1234567</td> <td>0</td> <td>Parker, Peter B.</td> <td>06/07/2017</td> <td>06/15/2021</td> <td>5</td> <td>Pending</td> <td>4</td> <td>CALCULATED BY GLOBAL</td> <td>Approve</td> </tr> </tbody> </table>	Batch ID	Action	Set ID	Dept	Empl ID	Empl Rcd	Name	Begin Date	End Date	Seq Num5	Status	Instance	Descr	Approver Action	1 00000008	Stop Active Requests	00010	000246	1234567	0	Parker, Peter B.	02/27/2017	06/15/2021	5	Pending	3	CALCULATED BY GLOBAL PAYROLL	Approve	2 00000008	Stop Active Requests	00010	000246	1234567	0	Parker, Peter B.	06/07/2017	06/15/2021	5	Pending	4	CALCULATED BY GLOBAL	Approve
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Approving an SMR Batch Submission, Continued

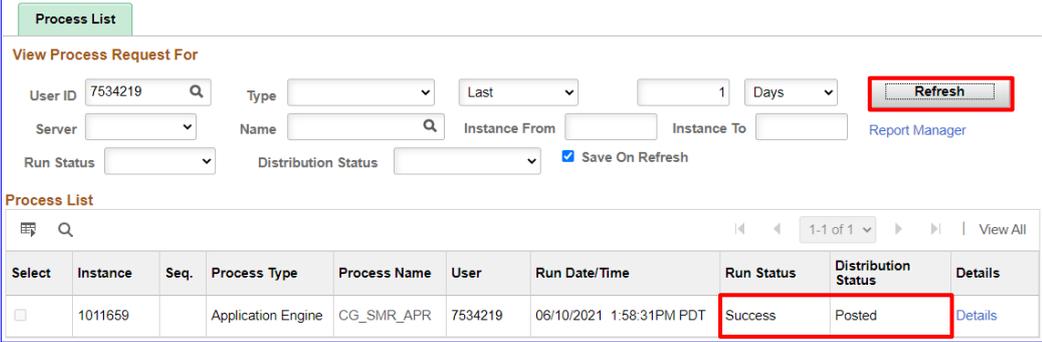
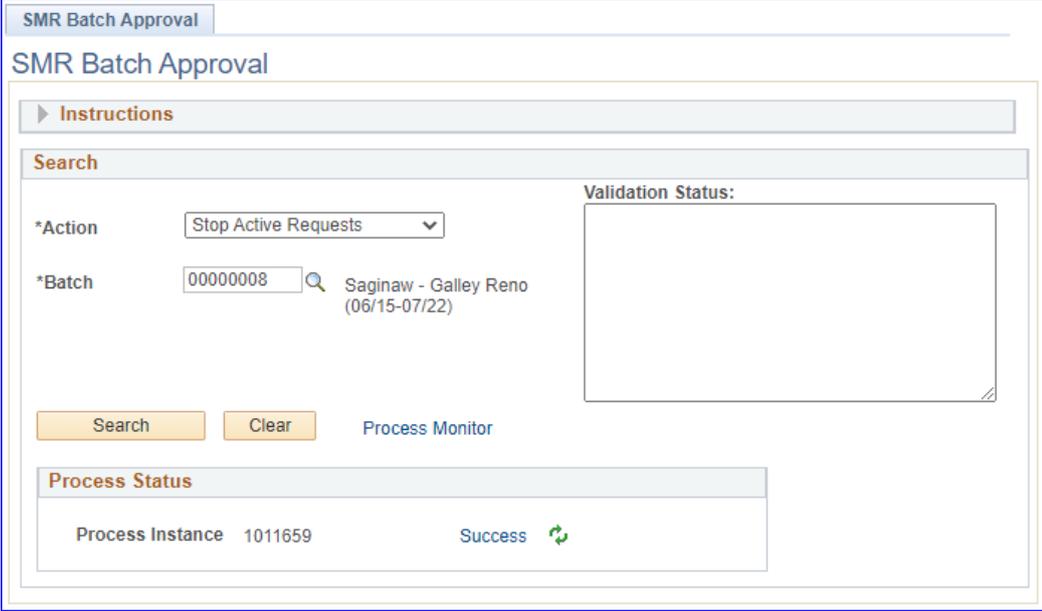
Procedures,
continued

Step	Action
<p>9</p>	<p>A confirmation message will display. Click Yes. A second confirmation will display indicating the approved SMR Batch has been submitted. Click OK.</p>  <p>Message</p> <p>SMR Batch Confirmation (31100,20)</p> <p>"Approve" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor.</p> <p>Click Yes to continue or No to go back to change the selection.</p> <p>Yes No</p>  <p>Message</p> <p>Approval Request submitted. (0,0)</p> <p>OK</p>
<p>10</p>	<p>The Process Status box will display where the Members list had been. Click the green arrows (↻) to refresh the Process Status until it indicates Success (skip to Step 12) or click Process Monitor to open the Process List (see Step 11).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p>  <p>SMR Batch Approval</p> <p>SMR Batch Approval</p> <p>▶ Instructions</p> <p>Search</p> <p>*Action Stop Active Requests</p> <p>*Batch 00000008 Saginaw - Galley Reno (06/15-07/22)</p> <p>Validation Status:</p> <p>Search Clear Process Monitor</p> <p>Process Status</p> <p>Process Instance 1011659 Queued ↻</p>

Continued on next page

Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action																				
<p>11</p>	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success, and the Distribution Status indicates Posted. To exit the Process List, close the window.</p>  <p>Process List</p> <p>View Process Request For</p> <p>User ID: 7534219, Type: [dropdown], Last: [dropdown], 1 Days, Refresh, Server: [dropdown], Name: [input], Instance From: [input], Instance To: [input], Report Manager, Run Status: [dropdown], Distribution Status: [dropdown], Save On Refresh</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1011659</td> <td></td> <td>Application Engine</td> <td>CG_SMR_APR</td> <td>7534219</td> <td>06/10/2021 1:58:31PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1011659		Application Engine	CG_SMR_APR	7534219	06/10/2021 1:58:31PM PDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
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<p>12</p>	<p>Once the Process Status indicates Success, it is important to review Element Assignment By Payee (EABP) to ensure the SMR Batch processed correctly.</p> <p>Continue with Step 13 for procedures on reviewing members' EABPs.</p>  <p>SMR Batch Approval</p> <p>Instructions</p> <p>Search</p> <p>*Action: Stop Active Requests, *Batch: 00000008, Saginaw - Galley Reno (06/15-07/22), Validation Status: [empty box], Search, Clear, Process Monitor</p> <p>Process Status</p> <p>Process Instance 1011659 Success</p>																				

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Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action																														
<p>13</p>	<p>To verify the SMR Batch Submission processed correctly, ensure an EABP for a new SMR request was created or an End Date was populated to stop an existing SMR transaction.</p> <p>Click on the Pay Processing Shortcuts tile and select the Element Assignment by Payee (EABP) option.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="333 602 748 837" style="border: 1px solid blue; padding: 5px;">  </div> <div data-bbox="780 647 1281 837" style="border: 1px solid blue; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #d9ead3;"> <td style="padding: 2px 5px;"> Pay Calculation Results</td> </tr> <tr style="border: 2px solid red;"> <td style="padding: 2px 5px;"> Element Assignment By Payee</td> </tr> <tr style="background-color: #f5f5dc;"> <td style="padding: 2px 5px;"> One Time (Positive Input)</td> </tr> </table> </div> </div> <p>NOTE: For more information on EABPs, see the Element Assignment By Payee user guide.</p>	 Pay Calculation Results	 Element Assignment By Payee	 One Time (Positive Input)																											
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<p>14</p>	<p>Enter the Empl ID for one of the members from the Batch process and click Search.</p> <div data-bbox="325 1021 1040 1731" style="border: 1px solid blue; padding: 10px;"> <p>Element Assignment By Payee</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #d9ead3; padding: 2px 5px; display: inline-block;">Find an Existing Value</p></div> <div style="border: 1px solid blue; padding: 10px; margin-top: 5px;"> <p>Search Criteria</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Empl ID</td> <td style="width: 15%;">begins with</td> <td style="width: 65%;"><input style="width: 95%;" type="text" value="1234567"/></td> </tr> <tr> <td>Empl Record</td> <td>=</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Name</td> <td>begins with</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Last Name</td> <td>begins with</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Second Last Name</td> <td>begins with</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Alternate Character Name</td> <td>begins with</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Middle Name</td> <td>begins with</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Business Unit</td> <td>begins with</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Department Set ID</td> <td>begins with</td> <td><input style="width: 95%;" type="text"/> <input type="button" value="Q"/></td> </tr> <tr> <td>Department</td> <td>begins with</td> <td><input style="width: 95%;" type="text"/> <input type="button" value="Q"/></td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <p style="display: flex; justify-content: space-between; align-items: center;"> Search Clear Basic Search  Save Search Criteria </p> </div>	Empl ID	begins with	<input style="width: 95%;" type="text" value="1234567"/>	Empl Record	=	<input style="width: 95%;" type="text"/>	Name	begins with	<input style="width: 95%;" type="text"/>	Last Name	begins with	<input style="width: 95%;" type="text"/>	Second Last Name	begins with	<input style="width: 95%;" type="text"/>	Alternate Character Name	begins with	<input style="width: 95%;" type="text"/>	Middle Name	begins with	<input style="width: 95%;" type="text"/>	Business Unit	begins with	<input style="width: 95%;" type="text"/>	Department Set ID	begins with	<input style="width: 95%;" type="text"/> <input type="button" value="Q"/>	Department	begins with	<input style="width: 95%;" type="text"/> <input type="button" value="Q"/>
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Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action																																																								
15	<p data-bbox="327 427 1273 528">Scroll through the list of EABPs to verify the SMR transaction processed correctly. In this example, the SMR (shown as DMR) was stopped on 06/15/2021.</p> <div data-bbox="327 528 1369 1144" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 535 469 562">Assignments</p> <div data-bbox="347 573 1342 607"> ☰ <input type="text" value="Q"/> ◀ ◀ 1-19 of 19 ▶ ▶ </div> <div data-bbox="347 622 657 656"> Elements Recipient ▶ </div> <table border="1" data-bbox="336 667 1358 1144"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>10/23/2020</td> <td>10/25/2020</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>10/26/2020</td> <td>01/11/2021</td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>02/26/2021</td> <td>03/16/2021</td> <td><input checked="" type="checkbox"/></td> <td>5</td> </tr> <tr style="border: 2px solid red;"> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>03/19/2021</td> <td>06/15/2021</td> <td><input checked="" type="checkbox"/></td> <td>6</td> </tr> <tr> <td>FORFEITURE</td> <td>Forfeiture</td> <td>999</td> <td>02/25/2021</td> <td>03/31/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>06/01/2019</td> <td>06/30/2019</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>12/01/2020</td> <td>12/15/2020</td> <td><input type="checkbox"/></td> <td>2</td> </tr> </tbody> </table> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	DMR	Discount Meal Rate	999	10/23/2020	10/25/2020	<input checked="" type="checkbox"/>	3	DMR	Discount Meal Rate	999	10/26/2020	01/11/2021	<input checked="" type="checkbox"/>	4	DMR	Discount Meal Rate	999	02/26/2021	03/16/2021	<input checked="" type="checkbox"/>	5	DMR	Discount Meal Rate	999	03/19/2021	06/15/2021	<input checked="" type="checkbox"/>	6	FORFEITURE	Forfeiture	999	02/25/2021	03/31/2021	<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	06/01/2019	06/30/2019	<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	12/01/2020	12/15/2020	<input type="checkbox"/>	2
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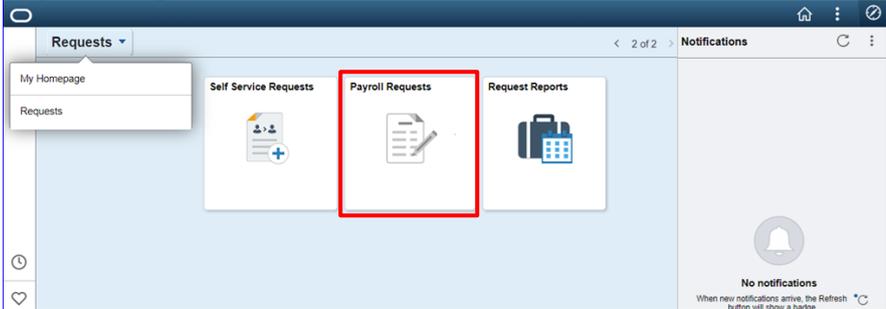
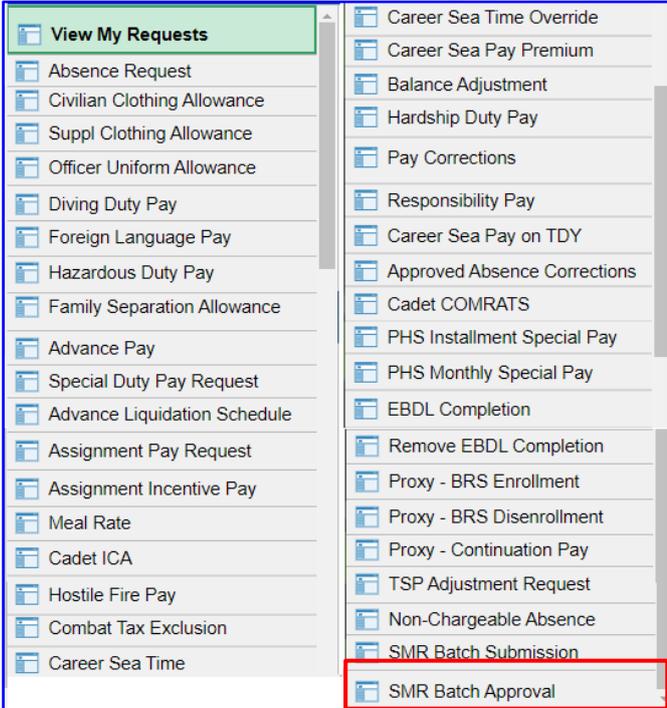
Denying an SMR Batch Submission

Introduction This section provides the procedures to deny an entire SMR Batch Submission in DA.

Important You must have the **CGHRSUP** role to deny SMR Batch Submissions.

NOTE: Once the SMR Batch Submission has been denied, it is no longer stored in DA. A new SMR Batch will need to be submitted for approval.

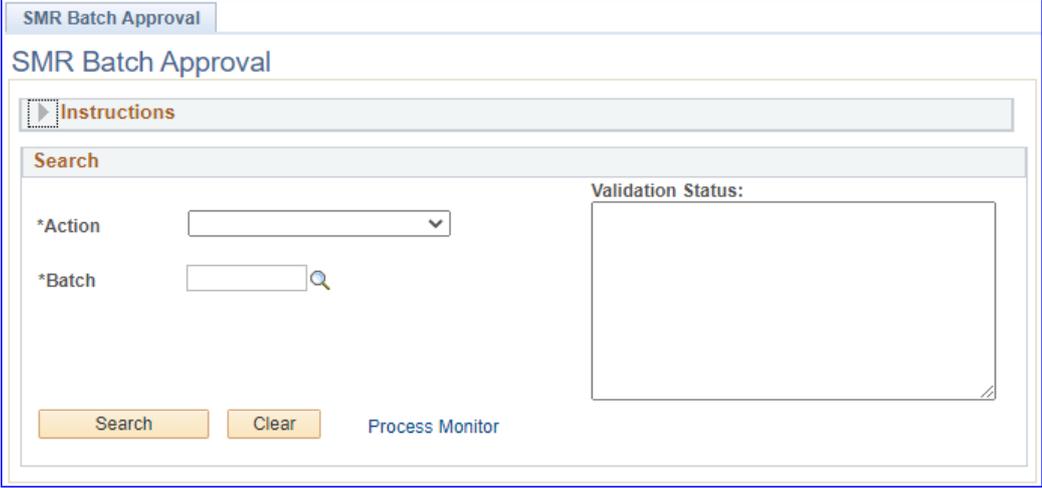
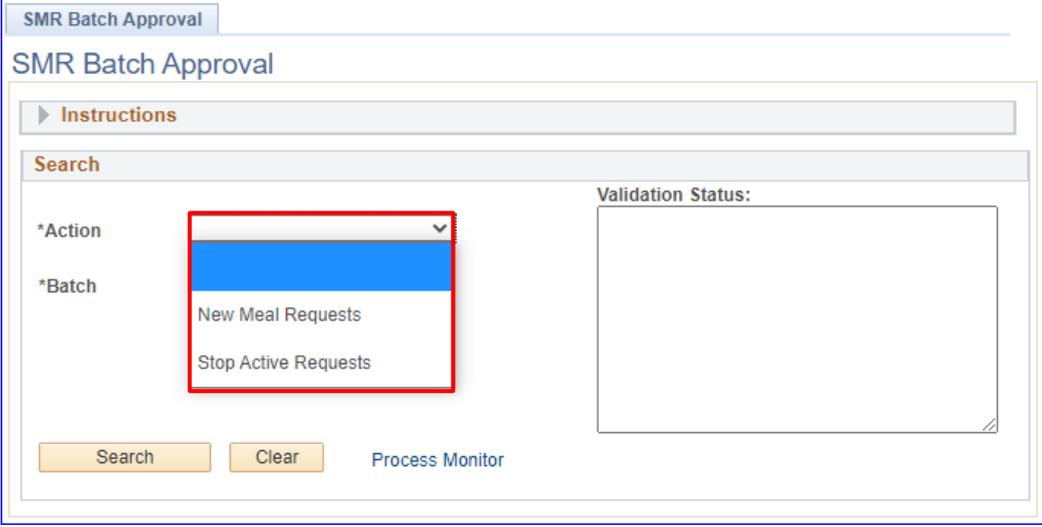
Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
<p>1.5</p>	<p>Select the SMR Batch Approval option.</p> 

Continued on next page

Denying an SMR Batch Submission, Continued

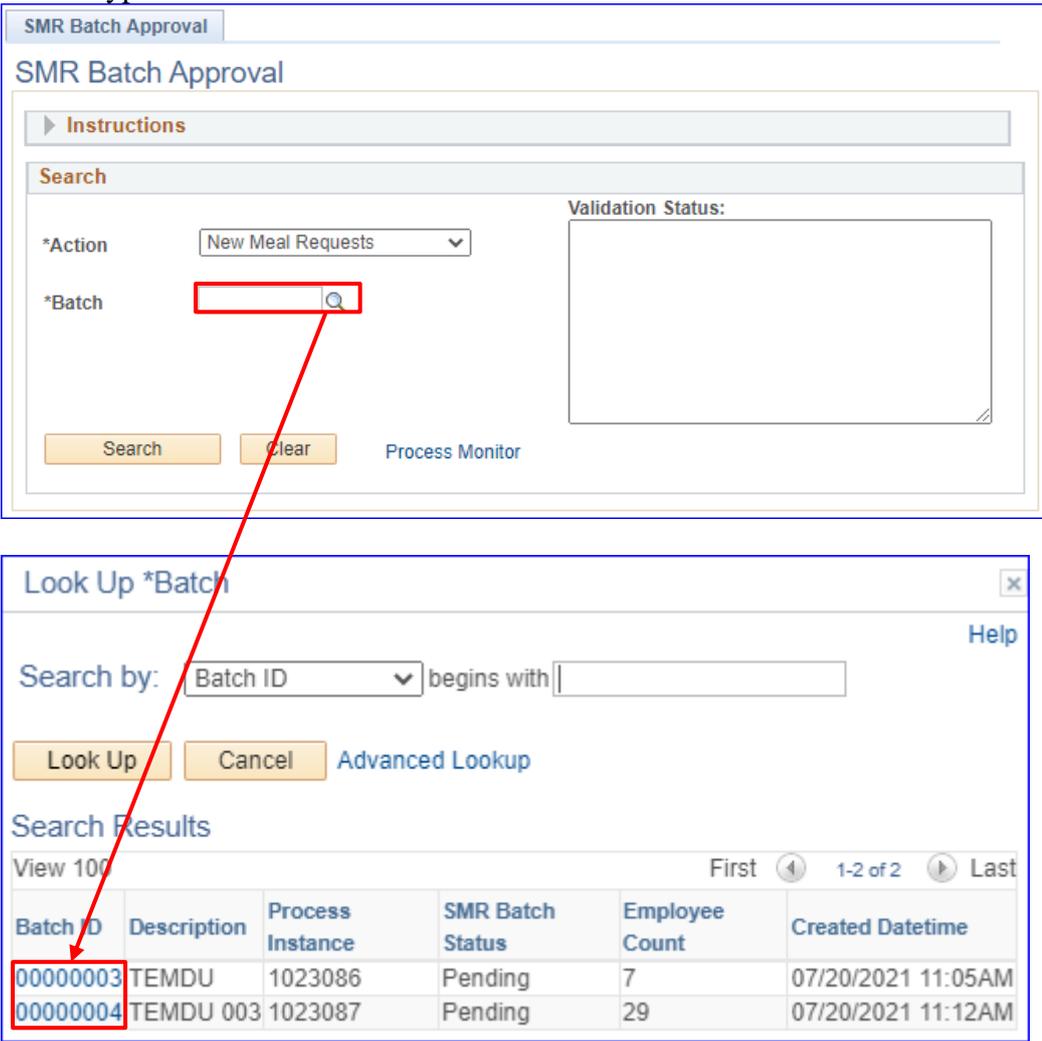
Procedures,
continued

Step	Action
2	<p>The SMR Batch Approval page will display.</p> 
3	<p>Using the Action drop-down, select the appropriate action type.</p> 

Continued on next page

Denying an SMR Batch Submission, Continued

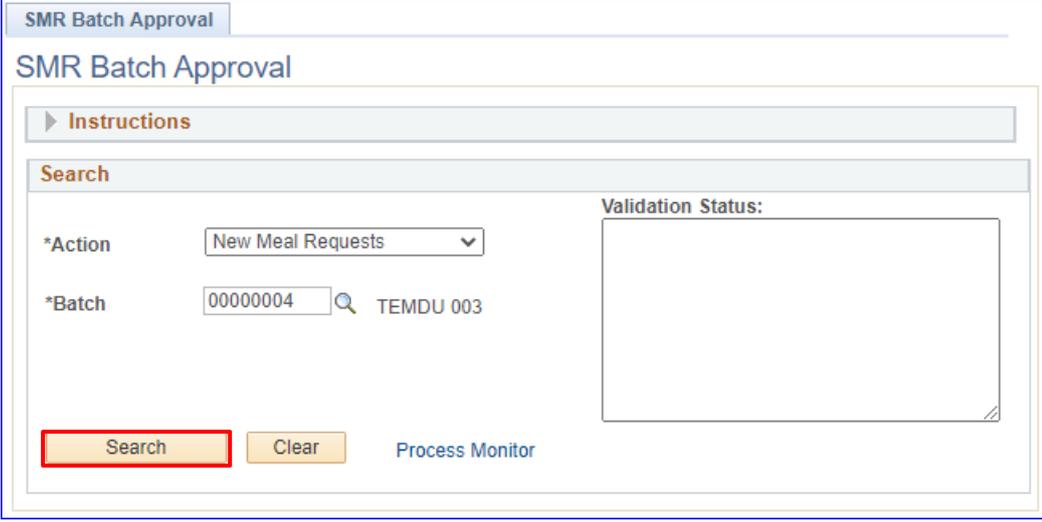
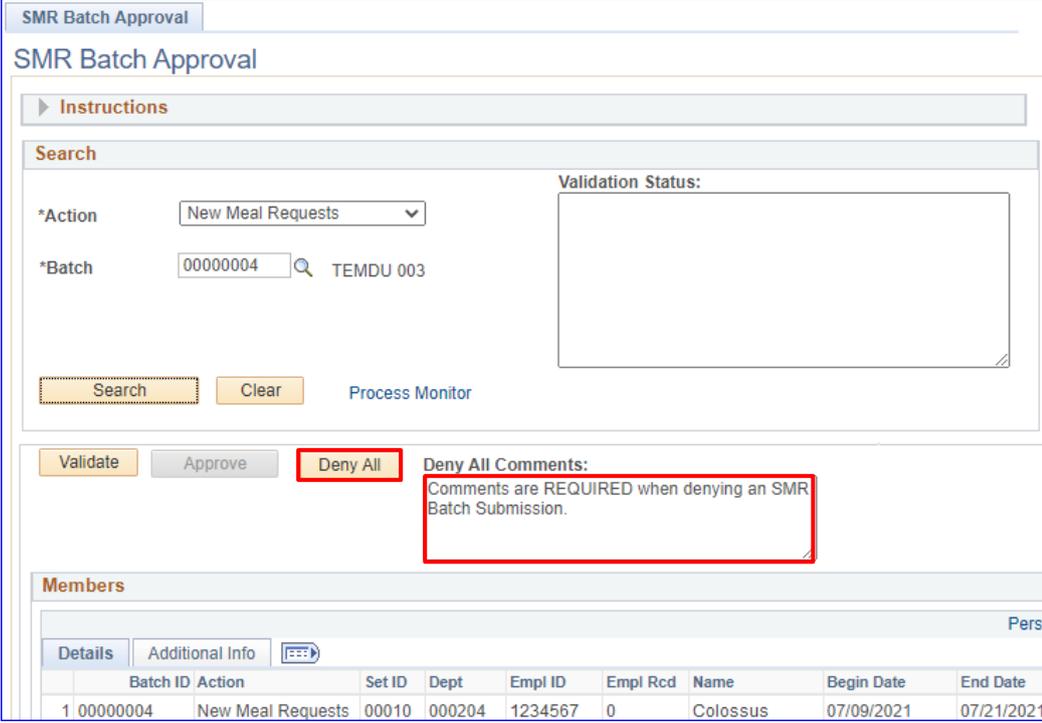
Procedures,
continued

Step	Action																		
4	<p>Enter the Batch ID number or use the Lookup to locate and select the appropriate Batch ID to be approved (or denied).</p> <p>NOTE: Only the Batch IDs falling under the Auditor’s SPO tree and for the Action type selected will be listed in the Search Results.</p>  <p>The screenshot shows the 'SMR Batch Approval' interface. In the 'Search' section, the '*Action' dropdown is set to 'New Meal Requests'. The '*Batch' field is empty and highlighted with a red box. A red arrow points from this box to the 'Look Up *Batch' window. In the 'Look Up *Batch' window, 'Search by:' is set to 'Batch ID' and 'begins with' is empty. The 'Look Up' button is highlighted. Below, the 'Search Results' table shows two entries with their Batch IDs highlighted in red boxes.</p> <table border="1" data-bbox="327 1489 1369 1641"> <thead> <tr> <th>Batch ID</th> <th>Description</th> <th>Process Instance</th> <th>SMR Batch Status</th> <th>Employee Count</th> <th>Created Datetime</th> </tr> </thead> <tbody> <tr> <td>00000003</td> <td>TEM DU</td> <td>1023086</td> <td>Pending</td> <td>7</td> <td>07/20/2021 11:05AM</td> </tr> <tr> <td>00000004</td> <td>TEM DU 003</td> <td>1023087</td> <td>Pending</td> <td>29</td> <td>07/20/2021 11:12AM</td> </tr> </tbody> </table>	Batch ID	Description	Process Instance	SMR Batch Status	Employee Count	Created Datetime	00000003	TEM DU	1023086	Pending	7	07/20/2021 11:05AM	00000004	TEM DU 003	1023087	Pending	29	07/20/2021 11:12AM
Batch ID	Description	Process Instance	SMR Batch Status	Employee Count	Created Datetime														
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Denying an SMR Batch Submission, Continued

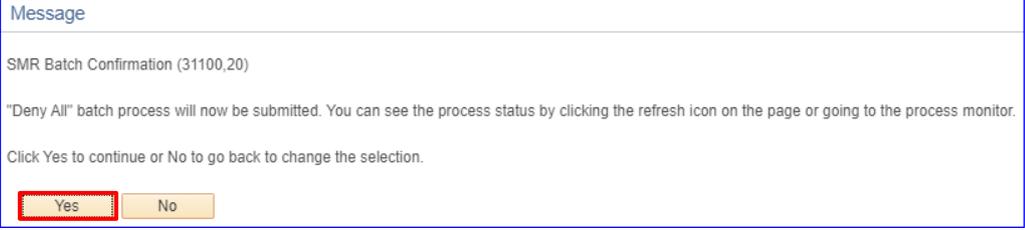
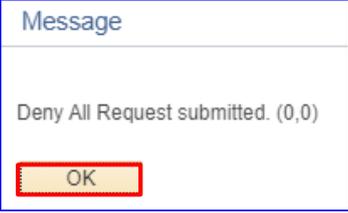
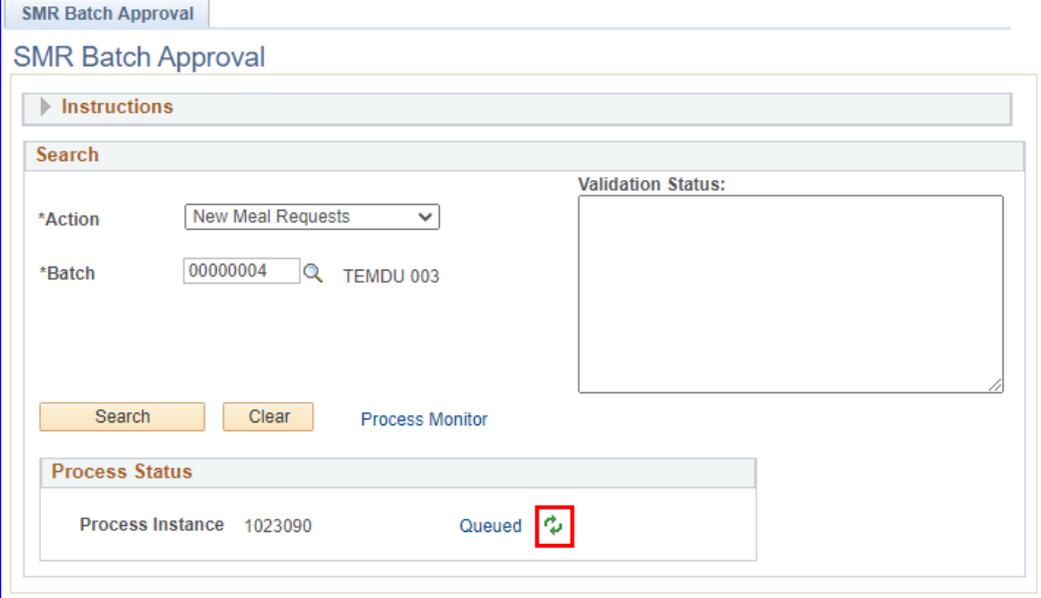
Procedures,
continued

Step	Action																		
5	<p>Click Search.</p>  <p>The screenshot shows the 'SMR Batch Approval' page. Under the 'Search' section, the '*Action' dropdown is set to 'New Meal Requests' and the '*Batch' field contains '00000004' with a magnifying glass icon and 'TEMDU 003' next to it. A 'Validation Status' box is empty. The 'Search' button is highlighted with a red box, along with the 'Clear' button and 'Process Monitor' link.</p>																		
6	<p>Enter comments (required) in the Deny All Comments block, then click Deny All.</p>  <p>The screenshot shows the 'SMR Batch Approval' page with the search results. The 'Deny All' button is highlighted with a red box. Below it, the 'Deny All Comments' text box is also highlighted with a red box and contains the text: 'Comments are REQUIRED when denying an SMR Batch Submission.' The 'Members' table at the bottom shows one entry:</p> <table border="1" data-bbox="363 1753 1369 1809"> <thead> <tr> <th>Batch ID</th> <th>Action</th> <th>Set ID</th> <th>Dept</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>1 00000004</td> <td>New Meal Requests</td> <td>00010</td> <td>000204</td> <td>1234567</td> <td>0</td> <td>Colossus</td> <td>07/09/2021</td> <td>07/21/2021</td> </tr> </tbody> </table>	Batch ID	Action	Set ID	Dept	Empl ID	Empl Rcd	Name	Begin Date	End Date	1 00000004	New Meal Requests	00010	000204	1234567	0	Colossus	07/09/2021	07/21/2021
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Denying an SMR Batch Submission, Continued

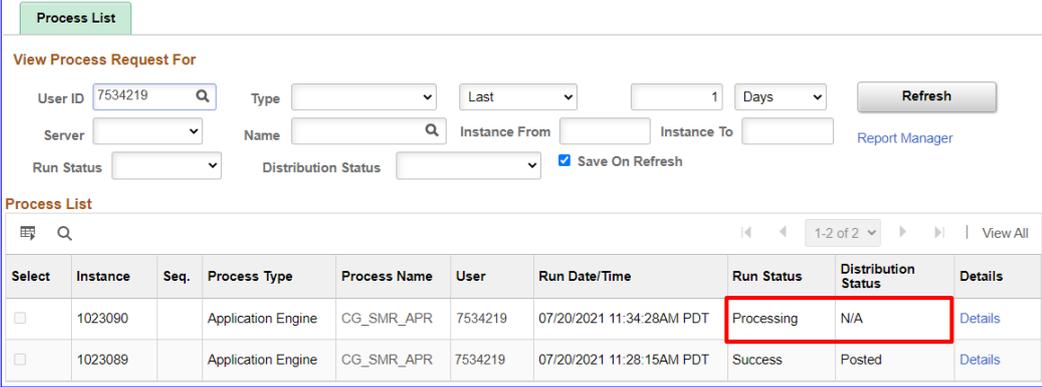
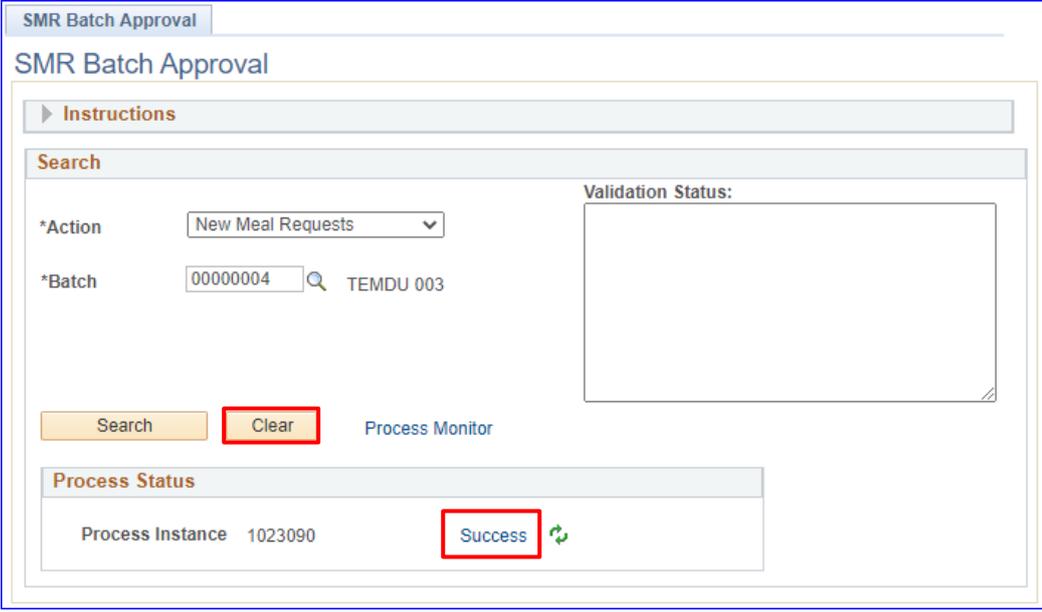
Procedures,
continued

Step	Action
7	<p>A confirmation message will display. Click Yes. A second confirmation message will display indicating the SMR Batch Deny All request has been submitted. Click OK.</p>  <p>Message</p> <p>SMR Batch Confirmation (31100,20)</p> <p>"Deny All" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor.</p> <p>Click Yes to continue or No to go back to change the selection.</p> <p>Yes No</p>  <p>Message</p> <p>Deny All Request submitted. (0,0)</p> <p>OK</p>
8	<p>The Process Status box will display where the Members list had been. Click the green arrows (↻) to refresh the Process Status until it indicates Success (skip to Step 10) or click Process Monitor to open the Process List (see Step 9).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p>  <p>SMR Batch Approval</p> <p>SMR Batch Approval</p> <p>▶ Instructions</p> <p>Search</p> <p>*Action <input type="text" value="New Meal Requests"/></p> <p>*Batch <input type="text" value="00000004"/> <input type="button" value="SEARCH"/> TEMDU 003</p> <p>Validation Status:</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Process Monitor</p> <p>Process Status</p> <p>Process Instance 1023090 Queued ↻</p>

Continued on next page

Denying an SMR Batch Submission, Continued

Procedures,
continued

Step	Action																														
<p>9</p>	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success, and the Distribution Status indicates Posted. To exit the Process List, close the window.</p>  <p>The screenshot shows the 'Process List' window. At the top, there are search filters for User ID (7534219), Type, Last, Days (1), and a 'Refresh' button. Below the filters is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1023090</td> <td></td> <td>Application Engine</td> <td>CG_SMR_APR</td> <td>7534219</td> <td>07/20/2021 11:34:28AM PDT</td> <td>Processing</td> <td>N/A</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1023089</td> <td></td> <td>Application Engine</td> <td>CG_SMR_APR</td> <td>7534219</td> <td>07/20/2021 11:28:15AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1023090		Application Engine	CG_SMR_APR	7534219	07/20/2021 11:34:28AM PDT	Processing	N/A	Details	<input type="checkbox"/>	1023089		Application Engine	CG_SMR_APR	7534219	07/20/2021 11:28:15AM PDT	Success	Posted	Details
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<p>10</p>	<p>Once the Process Status indicates Success, the SMR Batch has been successfully denied.</p> <p>To approve another SMR Batch, click Clear.</p>  <p>The screenshot shows the 'SMR Batch Approval' window. It includes a search section with fields for '*Action' (New Meal Requests) and '*Batch' (00000004). There is a 'Clear' button highlighted in red. Below the search section is a 'Process Status' section showing 'Process Instance 1023090' with a 'Success' status, also highlighted in red.</p>																														

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Denying an SMR Batch Submission, Continued

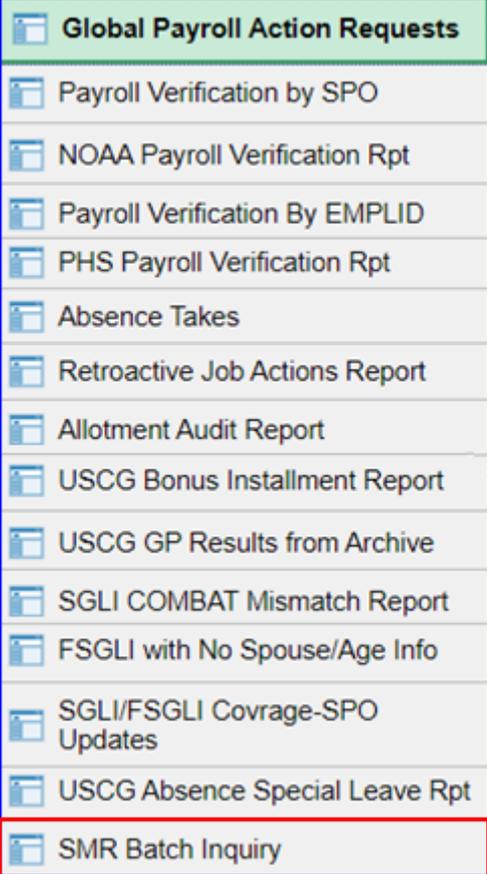
Procedures,
continued

Step	Action
11	<p>Click Yes and return to the beginning of this guide and follow the appropriate procedures.</p> <div data-bbox="328 495 1369 831" style="border: 1px solid blue; padding: 10px;"><p>Message</p><hr/><p>SMR Confirmation (31100,26)</p><p>All fields including the Members section will be cleared. Note that your staged data, if any, will not be cleared.</p><p>Click Yes to continue or No to go back.</p><p><input data-bbox="363 779 496 817" type="button" value="Yes"/> <input data-bbox="504 779 633 817" type="button" value="No"/></p></div>

SMR Batch Inquiry

Introduction This section provides the procedures to review the status of SMR Batches submitted in DA.

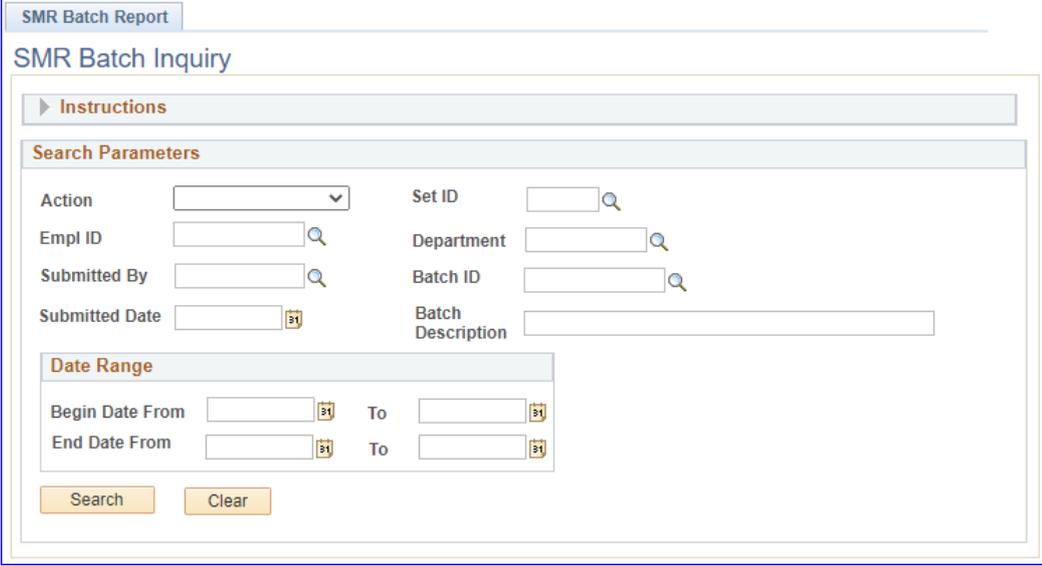
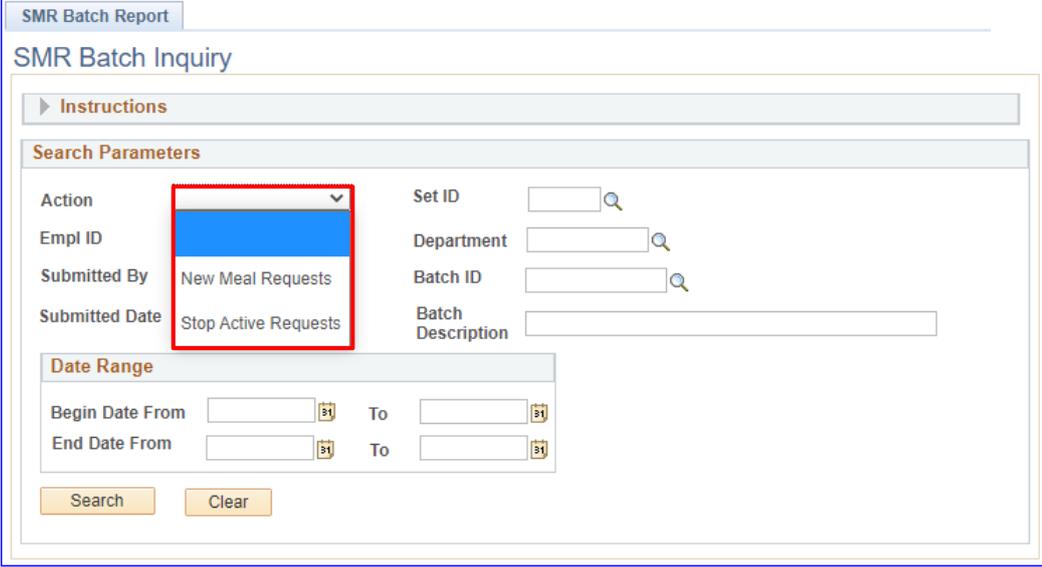
Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Reports Tile.</p> 
1.5	<p>Select the SMR Batch Inquiry option.</p> 

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SMR Batch Inquiry, Continued

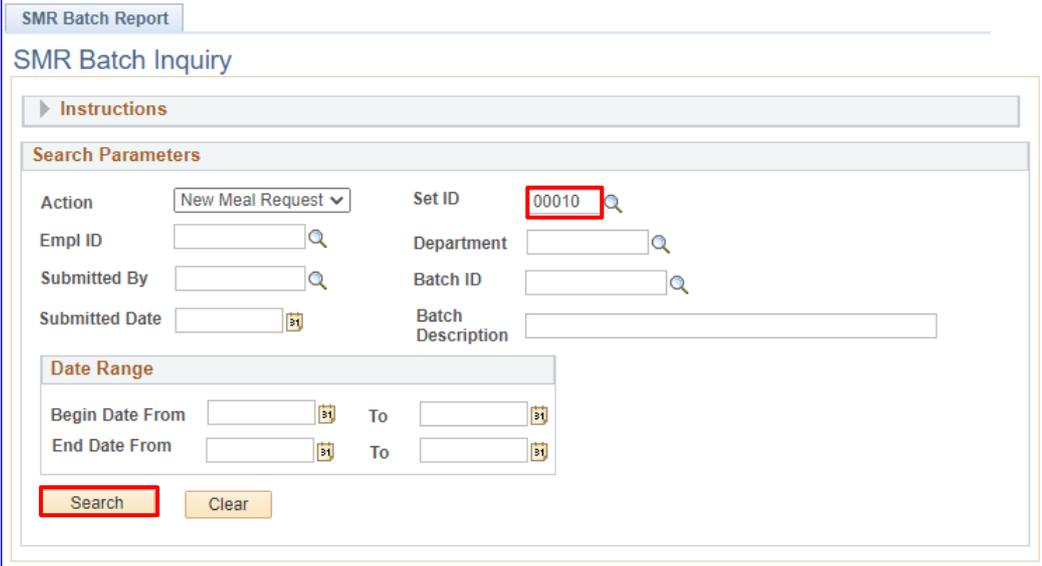
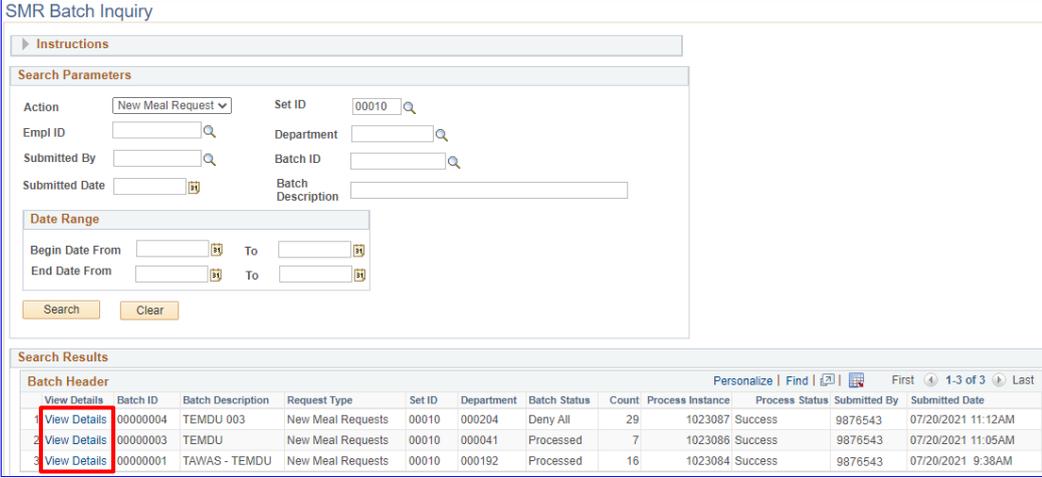
Procedures,
continued

Step	Action
2	<p>The SMR Batch Inquiry page will display.</p>  <p>The screenshot shows the 'SMR Batch Inquiry' page. It features a 'Search Parameters' section with the following fields: Action (a dropdown menu), Empl ID, Submitted By, Submitted Date, Set ID, Department, Batch ID, and Batch Description. Below this is a 'Date Range' section with 'Begin Date From', 'End Date From', and 'To' fields for both. There are 'Search' and 'Clear' buttons at the bottom.</p>
3	<p>Using the Action drop-down, select the appropriate type of action.</p>  <p>The screenshot shows the same 'SMR Batch Inquiry' page as in step 2, but with the 'Action' dropdown menu open. The menu is highlighted with a red box and contains two options: 'New Meal Requests' and 'Stop Active Requests'. The other search parameters and date range fields remain visible in the background.</p>

Continued on next page

SMR Batch Inquiry, Continued

Procedures,
continued

Step	Action
4	<p>Enter 00010 for the Set ID. Click Search.</p> <p>NOTE: To narrow the search results, additional parameters may be entered in any of the following fields: Empl ID, Department, Submitted By, Submitted Date, Begin Date, and/or End Date.</p> 
5	<p>Search Results will display with any submitted SMR Batches matching the search parameters entered in Step 4.</p> <p>Click View Details for the Batch ID to be reviewed.</p> 

Continued on next page

SMR Batch Inquiry, Continued

Procedures,
continued

Step	Action																																																																																																																																																																								
6	<p>The Batch Details will display for the Batch ID selected.</p> <p>The screenshot displays the SMR Batch Inquiry interface. At the top, there are search parameters including Action (New Meal Request), Set ID (00010), and various filters. Below this is a 'Search Results' section with a 'Batch Header' table. The first row of the 'Batch Header' table is highlighted with a red box, and a red arrow points to the 'View Details' link. Below the 'Batch Header' table is a 'Batch Details' table, which is also highlighted with a red box. The 'Batch Details' table lists individual requests with columns for Batch ID, Empl ID, Empl Rcd, Name, Begin Date, End Date, SeqNum5, Status, Request Type, Instance, Submitted By, Submitted On, Approved By, Last Updated On, and Last Updated By.</p> <table border="1"> <caption>Batch Header</caption> <thead> <tr> <th>View Details</th> <th>Batch ID</th> <th>Batch Description</th> <th>Request Type</th> <th>Set ID</th> <th>Department</th> <th>Batch Status</th> <th>Count</th> <th>Process Instance</th> <th>Process Status</th> <th>Submitted By</th> <th>Submitted Date</th> </tr> </thead> <tbody> <tr> <td>View Details</td> <td>00000004</td> <td>TEM DU 003</td> <td>New Meal Requests</td> <td>00010</td> <td>000204</td> <td>Deny All</td> <td>29</td> <td>1023087</td> <td>Success</td> <td>9876543</td> <td>07/20/2021 11:12AM</td> </tr> <tr> <td>View Details</td> <td>00000003</td> <td>TEM DU</td> <td>New Meal Requests</td> <td>00010</td> <td>000041</td> <td>Processed</td> <td>7</td> <td>1023086</td> <td>Success</td> <td>9876543</td> <td>07/20/2021 11:05AM</td> </tr> <tr> <td>View Details</td> <td>00000001</td> <td>TAWAS - TEM DU</td> <td>New Meal Requests</td> <td>00010</td> <td>000192</td> <td>Processed</td> <td>16</td> <td>1023084</td> <td>Success</td> <td>9876543</td> <td>07/20/2021 9:38AM</td> </tr> </tbody> </table> <table border="1"> <caption>Batch Details</caption> <thead> <tr> <th>Batch ID</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>SeqNum5</th> <th>Status</th> <th>Request Type</th> <th>Instance</th> <th>Submitted By</th> <th>Submitted On</th> <th>Approved By</th> <th>Last Updated On</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td>1 00000003</td> <td>1234567</td> <td>0</td> <td>Wilson, Wade W.</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:39:40AM</td> <td>7534219</td> </tr> <tr> <td>2 00000003</td> <td>1592637</td> <td>0</td> <td>Cable</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:39:48AM</td> <td>7534219</td> </tr> <tr> <td>3 00000003</td> <td>1728395</td> <td>0</td> <td>Collins, Rusty</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:39:55AM</td> <td>7534219</td> </tr> <tr> <td>4 00000003</td> <td>2583697</td> <td>0</td> <td>Domino</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:40:02AM</td> <td>7534219</td> </tr> <tr> <td>5 00000003</td> <td>2631598</td> <td>0</td> <td>Warhead, Negasonic T.</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:40:10AM</td> <td>7534219</td> </tr> <tr> <td>6 00000003</td> <td>3572413</td> <td>0</td> <td>Yukio</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:40:17AM</td> <td>7534219</td> </tr> <tr> <td>7 00000003</td> <td>3692581</td> <td>0</td> <td>Peter</td> <td>07/15/2021</td> <td></td> <td>1</td> <td>Approved</td> <td>New Meal Requests</td> <td>0</td> <td>9876543</td> <td>07/20/21 11:05AM</td> <td>7534219</td> <td>07/20/21 11:40:24AM</td> <td>7534219</td> </tr> </tbody> </table>	View Details	Batch ID	Batch Description	Request Type	Set ID	Department	Batch Status	Count	Process Instance	Process Status	Submitted By	Submitted Date	View Details	00000004	TEM DU 003	New Meal Requests	00010	000204	Deny All	29	1023087	Success	9876543	07/20/2021 11:12AM	View Details	00000003	TEM DU	New Meal Requests	00010	000041	Processed	7	1023086	Success	9876543	07/20/2021 11:05AM	View Details	00000001	TAWAS - 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