

Chargeable Absence Requests

Overview

Introduction

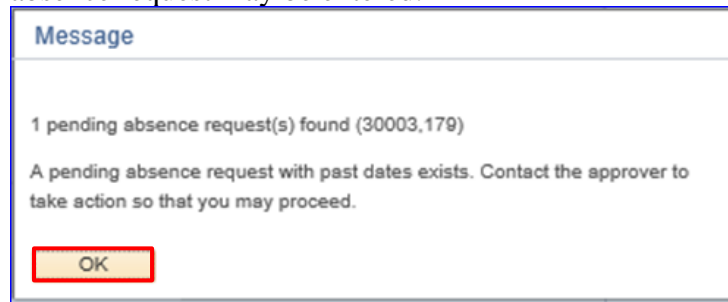
This guide provides the procedures for creating, submitting, viewing, and processing **chargeable** absence requests by a member, a proxy, a command user, and the SPO in Direct Access (DA).

References

(a) [Military Assignments and Authorized Absences, COMDTINST M1000.8A \(series\)](#)

Important Information

New absence requests **cannot** be entered until all pending absence requests with past dates have been approved. If the below message displays, click **OK** and notify the approver of the pending absence request. Once the pending absence request has been approved or denied, a new absence request may be entered.



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Overview, Continued

Types of Chargeable Leave
 Leave – INCONUS
 Leave – OUTCONUS
 Terminal Leave – INCONUS
 Terminal Leave – OUTCONUS

Delegating Requests
 When instances prevent the approving official from approving absence requests, a delegate can be assigned to approve or deny any requests forwarded to the original approver. Procedures can be found in the [Delegate Requests](#) user guide.

Leave Requests for PHS Officers Detailed to the CG
 Do not use these procedures to submit leave transactions for PHS Officers. See <https://www.dcms.uscg.mil/ppc/phs> for PHS Self Service Absence Request procedures.

PCS or Separation Leave
 Do **NOT** input leave taken in conjunction with a PCS or Separation using Absence Request. This leave is recorded on the endorsement on orders or in the separation component.

Known Issue
 If leave was requested and then denied through Absence Requests, it may cause an error when attempting to enter the leave in the Delay En route section of the PCS Orders or processing the PCS Departing or Reporting Endorsements.

A Trouble Ticket with screenshots must be submitted to PPC to have the ‘Denied’ Absence Request deleted from DA before the PCS Orders or Endorsements may be completed.

CG_GP_ABSENCE_REQUEST - Listing of Absence Requests

EMPLID
 Department
 Reports To
 Begin Date On or After
 End Date On or Before
 Request Status
 SPO

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

Row	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	Begin_Date	End_Date	Duration (Days)
1	23	COBB	JAYNE	1234567	O3	AD	AIRSTA ELIZABETH CITY	Denied	Leave - INCONUS	2021-04-05	2021-07-07	2021-07-12	6

Continued on next page

Overview, Continued

Known Issue, continued

▼ Delay En route

	Begin Date	End Date	Delay En route	Days		
1	07/07/2021	07/12/2021	Leave INCONUS	6	+	-
2	07/13/2021	07/16/2021	Proceed Time	4	+	-
3	07/17/2021	07/19/2021	Travel Time	3	+	-

► Dependents Authorized for Travel

Save Return to Search Previous in List Next in List

Message

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

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

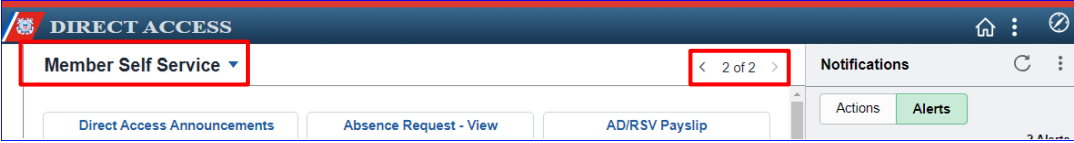
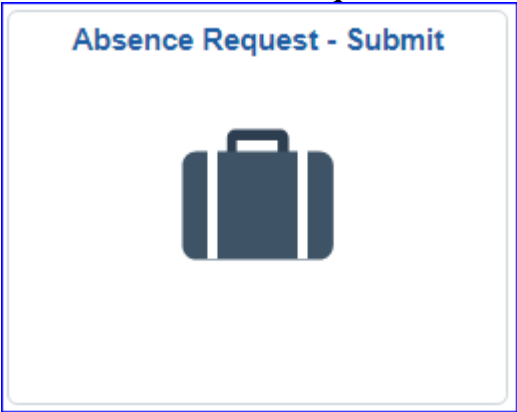
OK

Member: Submit a Chargeable Absence Request

Introduction This section provides the procedures for a member to submit a **chargeable** absence request in DA.

Important Ensure the final approving authority will be available to approve the chargeable absence request in a timely manner.

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows. 
2	Click on the Absence Request-Submit tile. 

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Member: Submit a Chargeable Absence Request, Continued

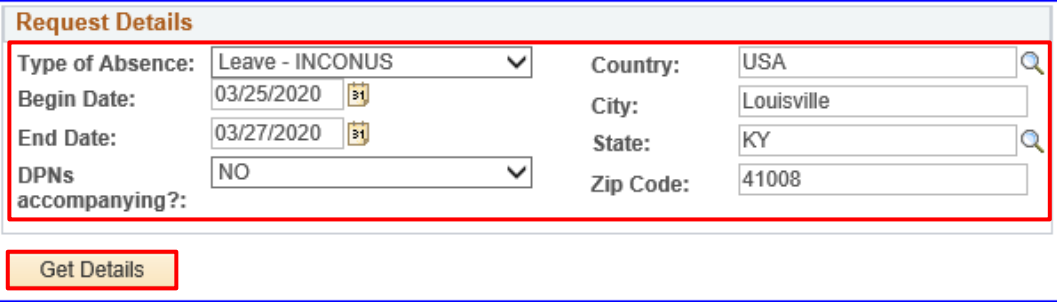
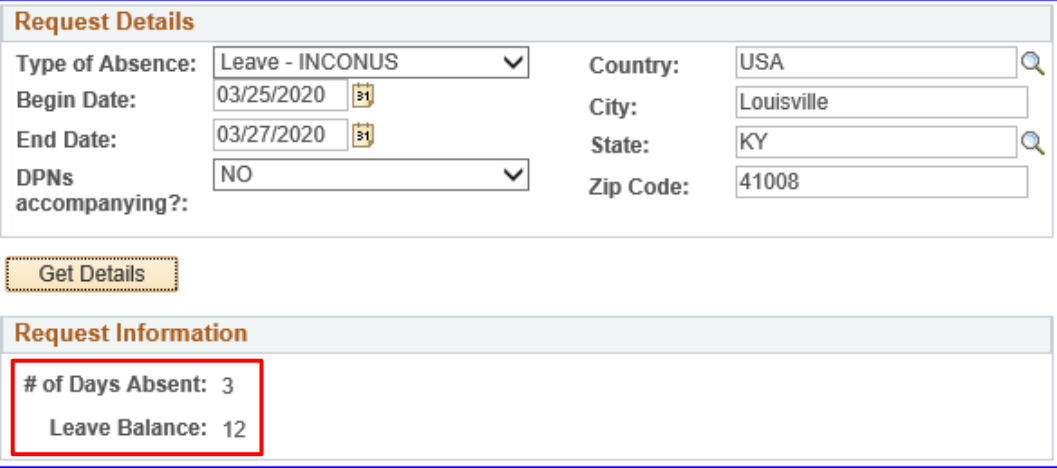
Procedures,
continued

Step	Action																
3	<p>The Submit Absence Request page will display. Ensure it is the appropriate type of absence request (i.e., chargeable vs non-chargeable).</p> <div data-bbox="300 517 1369 1393" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Absence Request</p> <p>JEFFERSON, LOUISE</p> <div style="border: 2px solid red; padding: 2px;"> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> </div> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td><input type="text"/></td> <td>Country:</td> <td><input type="text"/></td> </tr> <tr> <td>Begin Date:</td> <td><input type="text"/></td> <td>City:</td> <td><input type="text"/></td> </tr> <tr> <td>End Date:</td> <td><input type="text"/></td> <td>State:</td> <td><input type="text"/></td> </tr> <tr> <td>DPNs accompanying?:</td> <td><input type="text"/></td> <td>Zip Code:</td> <td><input type="text"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: <input type="text"/></p> <p>Leave Balance: <input type="text"/></p> <p>▶ Request Documents</p> <p>Add Attachment</p> <p>Request Approvers</p> <p>Approver: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Type of Absence:	<input type="text"/>	Country:	<input type="text"/>	Begin Date:	<input type="text"/>	City:	<input type="text"/>	End Date:	<input type="text"/>	State:	<input type="text"/>	DPNs accompanying?:	<input type="text"/>	Zip Code:	<input type="text"/>
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End Date:	<input type="text"/>	State:	<input type="text"/>														
DPNs accompanying?:	<input type="text"/>	Zip Code:	<input type="text"/>														

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Member: Submit a Chargeable Absence Request, Continued


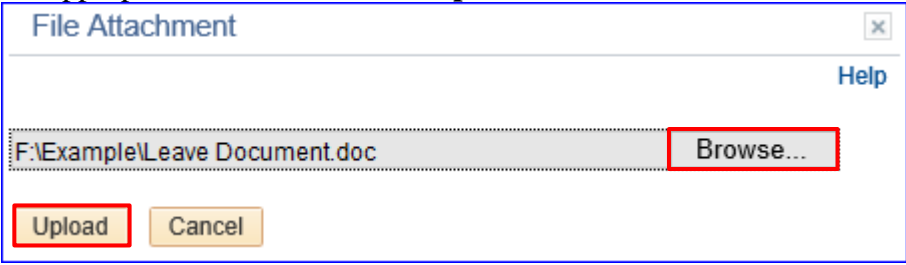
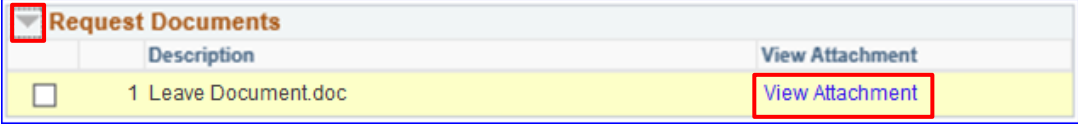
Procedures,
continued

Step	Action
4	<p>Complete the following information (all fields are required):</p> <ul style="list-style-type: none"> • Type of Absence – Using the drop-down, select the appropriate type of absence • Begin Date – Enter the first full day of the absence • End Date – Enter the last full day of the absence • DPNs accompanying? – Using the drop-down, indicate whether dependents will be accompanying the member on leave • Country – Using the lookup, select the country where leave will be taken • City – Enter the city where leave will be taken • State – Using the lookup, select the state where leave will be taken • Zip Code – Enter the zip code where leave will be taken <p>Click Get Details.</p>  <p>The screenshot shows a 'Request Details' form with the following fields: Type of Absence (Leave - INCONUS), Begin Date (03/25/2020), End Date (03/27/2020), DPNs accompanying? (NO), Country (USA), City (Louisville), State (KY), and Zip Code (41008). A red box highlights these fields, and a 'Get Details' button is also highlighted.</p>
5	<p>The Request Information section will populate with the # of Days Absent and the member's current Leave Balance.</p>  <p>The screenshot shows the 'Request Information' section with the following values: # of Days Absent: 3 and Leave Balance: 12. A red box highlights these values. The 'Request Details' form from the previous step is also visible above, but the 'Get Details' button is now disabled (dotted border).</p>

Continued on next page

Member: Submit a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
6	<p>The Request Documents section allows attachments to be added to the absence request. If documentation needs to be attached, click Add Attachment. If documentation does not need to be attached, skip to Step 8.</p> 
7	<p>When the File Attachment search box opens, select the Browse button and locate the appropriate document. Click Upload.</p> 
8	<p>To view the uploaded document, click the arrow in front of Request Documents and click View Attachment. The document will open in a new tab.</p> 

Continued on next page

Member: Submit a Chargeable Absence Request, Continued






Procedures,
continued

Step	Action																
<p>9</p>	<p>Enter the Approver's EMPLID. Comments are required. Enter a phone number where the member can be reached while on leave. If leave is going to be taken away from home, enter the street address of the leave site. Click Submit.</p> <p>NOTE: The approver must be the final approving authority for the absence request. Ensure the approver is not absent and is able to approve the request.</p> <div data-bbox="308 667 1370 1496" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS <input type="checkbox"/></td> <td>Country:</td> <td>USA <input type="text"/></td> </tr> <tr> <td>Begin Date:</td> <td>03/25/2020 <input type="text"/></td> <td>City:</td> <td>Louisville <input type="text"/></td> </tr> <tr> <td>End Date:</td> <td>03/27/2020 <input type="text"/></td> <td>State:</td> <td>KY <input type="text"/></td> </tr> <tr> <td>DPNs accompanying?:</td> <td>NO <input type="checkbox"/></td> <td>Zip Code:</td> <td>41008 <input type="text"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 3 Leave Balance: 12</p> <p>Request Documents</p> <p>Add Attachment</p> <p>Request Approvers</p> <p>Approver: <input type="text" value="9876543"/> <input type="button" value="Search"/> Hershey's Kisses</p> <p>Comment: <input type="text" value="999-888-7777"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Type of Absence:	Leave - INCONUS <input type="checkbox"/>	Country:	USA <input type="text"/>	Begin Date:	03/25/2020 <input type="text"/>	City:	Louisville <input type="text"/>	End Date:	03/27/2020 <input type="text"/>	State:	KY <input type="text"/>	DPNs accompanying?:	NO <input type="checkbox"/>	Zip Code:	41008 <input type="text"/>
Type of Absence:	Leave - INCONUS <input type="checkbox"/>	Country:	USA <input type="text"/>														
Begin Date:	03/25/2020 <input type="text"/>	City:	Louisville <input type="text"/>														
End Date:	03/27/2020 <input type="text"/>	State:	KY <input type="text"/>														
DPNs accompanying?:	NO <input type="checkbox"/>	Zip Code:	41008 <input type="text"/>														
<p>10</p>	<p>If the absence request overlaps another request, a message box will display. Click OK to close the message and update the absence request dates as necessary.</p> <div data-bbox="308 1610 1370 1805" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <p>Leave Begin Date 2020-03-16 and End Date 2020-03-17 conflict with existing Absence Request 2020-03-17 thru 2020-03-19. (30003,2)</p> <p>The Leave Dates entered fall between another absence request. You cannot overlap absences. Please modify the existing request or change this new request.</p> <p><input type="button" value="OK"/></p> </div>																

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Member: Submit a Chargeable Absence Request, Continued

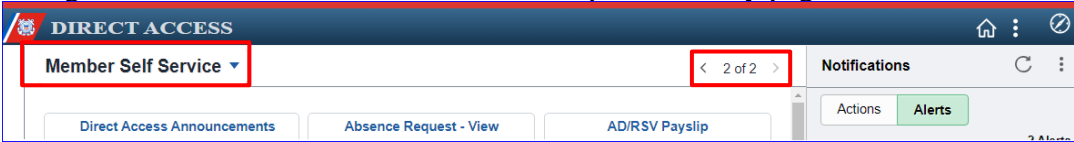
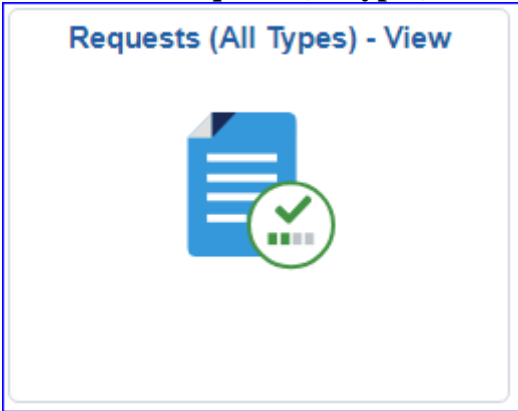
Procedures,
continued

Step	Action
<p>11</p>	<p>The absence request is now Pending approval.</p> <div data-bbox="304 481 1369 913" style="border: 1px solid blue; padding: 10px;"> <p>Absence Request Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p> Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 11:05 AM 999-888-7777</p> </div>
<p>12</p>	<p>Once the absence request has been submitted, email notifications will be sent to the requester and the approver.</p> <p>NOTE: For interim levels of approval, the email may be forwarded up the chain of command. The final approver will log into DA or may use the link provided in the email to approve the request.</p> <div data-bbox="304 1176 1369 1500" style="border: 1px solid blue; padding: 10px;"> <p> Tue 3/24/2020 12:14 PM DoNotReply_HCPRE@direct-access.us [Non-DoD Source] Absence Request Routed for Approval</p> <p>To  Reese's Pieces</p> <p>Your absence request for Leave - INCONUS has been routed for approval.</p> <p>Note: If these dates should change, it is your responsibility to notify the appropriate people.</p> <p>To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.</p> </div> <div data-bbox="304 1541 1369 1921" style="border: 1px solid blue; padding: 10px; margin-top: 10px;"> <p> Tue 3/24/2020 12:27 PM DoNotReply_HCPRE@direct-access.us [Non-DoD Source] Absence Request</p> <p>To  Hershey's Kisses</p> <p>An absence request for Leave - INCONUS has been submitted to you for approval.</p> <p>Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:</p> <p>https://urldefense.proofpoint.com/v2/url?u=https-3A_preglobalpayroll.direct-2Daccess.us_psp_HCPRE_EMPLOYEE_HRMS_c_CG-5FAWE-5FEXT.CG-5FACTN-5FREQUEST.GBL-3FPage-3DCG-</p> </div>

Member: View a Chargeable Absence Request

Introduction This section provides the procedures for the member to view (check the status of) their **chargeable** absence request in DA.

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows. 
2	Click on the Requests (all types) - View tile. 

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Member: View a Chargeable Absence Request, Continued

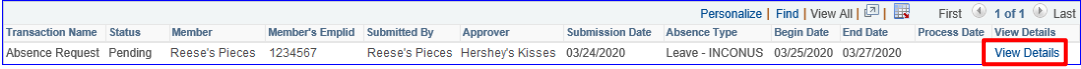
Procedures,
continued

Step	Action
3	<p>The View My Absence Requests page will display. The My Submitted Requests radio button will be selected. Using the drop-down, change the Transaction Status to All Transactions. This will populate all absence requests, regardless of status.</p> <p>To view a specific Transaction Status, select one of the following from the drop-down:</p> <ul style="list-style-type: none"> • Approved – Absence requests that have been approved. • Denied – Absence requests that have been denied. • On Hold – Do not use. • Pending – Absence requests that have been submitted but not approved/denied. • Withdrawn – Absence requests that were withdrawn by the member prior to approval (the status of the absence request will show as Terminated). <p>The Submission From/To Date fields may be used to view absence requests for a specified date range. Click Populate Grid.</p> <div data-bbox="300 1028 1369 1552" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>MICHAEL.CORLEONE</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <div style="border: 1px solid gray; padding: 5px;"> <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: [Calendar Icon]</p> <p>Submission To Date: [Calendar Icon]</p> <p style="text-align: right;"> Populate Grid Refresh </p> </div> </div>

Continued on next page

Member: View a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action										
4	<p>Locate the appropriate request and click View Details. If the list shows a large number of absence requests, the grid allows for sorting by headers. Select a header and it will sort the list of requests by that header.</p>  <p>NOTE: The status of an absence request will determine if it can be updated or just viewed (see the Edit or Withdraw a Chargeable Absence Request guide to correct or delete an absence request).</p> <table border="1" data-bbox="300 779 1385 969"> <thead> <tr> <th>Status</th> <th>Editable or View Only</th> </tr> </thead> <tbody> <tr> <td>Pending</td> <td>Editable</td> </tr> <tr> <td>Denied</td> <td>Editable</td> </tr> <tr> <td>Approved</td> <td>View Only</td> </tr> <tr> <td>Terminated</td> <td>View Only</td> </tr> </tbody> </table>	Status	Editable or View Only	Pending	Editable	Denied	Editable	Approved	View Only	Terminated	View Only
Status	Editable or View Only										
Pending	Editable										
Denied	Editable										
Approved	View Only										
Terminated	View Only										

Continued on next page

Member: View a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																
5	<p>The chargeable absence request will open in a new tab. The status of the request can be found at the bottom of the request.</p> <div data-bbox="300 517 1369 1644" style="border: 1px solid #ccc; padding: 10px;"> <p>Absence Request</p> <p>Reese's Pieces</p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td><input type="text" value="Leave - INCONUS"/></td> <td>Country:</td> <td><input type="text" value="USA"/></td> </tr> <tr> <td>Begin Date:</td> <td><input type="text" value="03/25/2020"/></td> <td>City:</td> <td><input type="text" value="Louisville"/></td> </tr> <tr> <td>End Date:</td> <td><input type="text" value="03/27/2020"/></td> <td>State:</td> <td><input type="text" value="KY"/></td> </tr> <tr> <td>DPNs accompanying?:</td> <td><input type="text" value="NO"/></td> <td>Zip Code:</td> <td><input type="text" value="41008"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 3 Leave Balance: 12</p> <p>Request Documents</p> <p>Request Approvers</p> <p>Approver: 9876543 Hershey's Kisses</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p>Absence Request Approval</p> <p>Request Status: Pending <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <p>Pending</p> <p><input type="button" value="Clock"/> Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 11:05 AM 999-888-7777</p> </div>	Type of Absence:	<input type="text" value="Leave - INCONUS"/>	Country:	<input type="text" value="USA"/>	Begin Date:	<input type="text" value="03/25/2020"/>	City:	<input type="text" value="Louisville"/>	End Date:	<input type="text" value="03/27/2020"/>	State:	<input type="text" value="KY"/>	DPNs accompanying?:	<input type="text" value="NO"/>	Zip Code:	<input type="text" value="41008"/>
Type of Absence:	<input type="text" value="Leave - INCONUS"/>	Country:	<input type="text" value="USA"/>														
Begin Date:	<input type="text" value="03/25/2020"/>	City:	<input type="text" value="Louisville"/>														
End Date:	<input type="text" value="03/27/2020"/>	State:	<input type="text" value="KY"/>														
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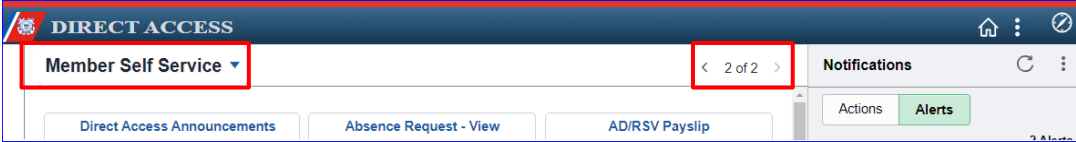
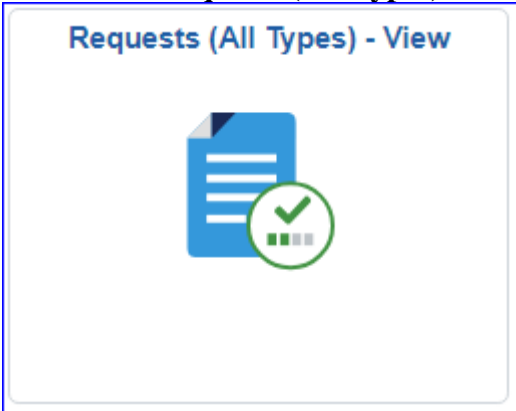
Member: Edit or Withdraw a Chargeable Absence Request

Introduction This section provides the procedures for a member to edit or withdraw their **chargeable** absence request that is in a Pending or Denied status in DA.

Resubmit vs. Withdraw Chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) **MUST** be withdrawn and resubmitted to a new AO.

Remember: Chargeable absence requests in an Approved or Terminated status may NOT be edited or withdrawn.

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows. 
2	Click on the Requests (All Types) - View tile. 

Continued on next page

Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
3	<p>The View My Absence Requests page will display. The My Submitted Requests radio button will be selected. Using the drop-down, change the Transaction Status to All Statuses (this will pull up all chargeable absence requests regardless of status). Click Populate Grid.</p> <div data-bbox="300 622 1377 1205" style="border: 1px solid blue; padding: 5px;"> <p>View My Absence Requests</p> <hr/> <p><u>Reese's Pieces</u></p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Absence Requests. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Status: All Statuses ▼</p> <p>Submission From Date: <input type="text"/> 📅</p> <p>Submission To Date: <input type="text"/> 📅</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> Populate Grid Refresh </div> </div>

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Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																																													
4	<p data-bbox="300 488 1278 517">Locate the appropriate absence request from the list and click View Details.</p> <table border="1" data-bbox="300 517 1382 584"> <thead> <tr> <th colspan="11" data-bbox="1002 521 1378 539">Personalize Find View All First 1 of 1 Last</th> </tr> <tr> <th data-bbox="300 539 405 555">Transaction Name</th> <th data-bbox="405 539 459 555">Status</th> <th data-bbox="459 539 555 555">Member</th> <th data-bbox="555 539 660 555">Member's Emplid</th> <th data-bbox="660 539 756 555">Submitted By</th> <th data-bbox="756 539 852 555">Approver</th> <th data-bbox="852 539 957 555">Submission Date</th> <th data-bbox="957 539 1062 555">Absence Type</th> <th data-bbox="1062 539 1158 555">Begin Date</th> <th data-bbox="1158 539 1254 555">End Date</th> <th data-bbox="1254 539 1359 555">Process Date</th> <th data-bbox="1359 539 1382 555">View Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 555 405 571">Absence Request</td> <td data-bbox="405 555 459 571">Pending</td> <td data-bbox="459 555 555 571">Reese's Pieces</td> <td data-bbox="555 555 660 571">1234567</td> <td data-bbox="660 555 756 571">Reese's Pieces</td> <td data-bbox="756 555 852 571">Hershey's Kisses</td> <td data-bbox="852 555 957 571">03/24/2020</td> <td data-bbox="957 555 1062 571">Leave - INCONUS</td> <td data-bbox="1062 555 1158 571">03/25/2020</td> <td data-bbox="1158 555 1254 571">03/27/2020</td> <td data-bbox="1254 555 1359 571"></td> <td data-bbox="1359 555 1382 571">View Details</td> </tr> </tbody> </table> <p data-bbox="300 622 1374 689">NOTE: The status of an absence request will determine if it can be updated or just viewed.</p> <table border="1" data-bbox="300 689 1382 882"> <thead> <tr> <th data-bbox="300 689 839 730">Status</th> <th data-bbox="839 689 1382 730">Editable or View Only</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 730 839 770">Pending</td> <td data-bbox="839 730 1382 770">Editable</td> </tr> <tr> <td data-bbox="300 770 839 810">Denied</td> <td data-bbox="839 770 1382 810">Editable</td> </tr> <tr> <td data-bbox="300 810 839 851">Approved</td> <td data-bbox="839 810 1382 851">View Only</td> </tr> <tr> <td data-bbox="300 851 839 882">Terminated</td> <td data-bbox="839 851 1382 882">View Only</td> </tr> </tbody> </table>	Personalize Find View All First 1 of 1 Last											Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	View Details	Absence Request	Pending	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/25/2020	03/27/2020		View Details	Status	Editable or View Only	Pending	Editable	Denied	Editable	Approved	View Only	Terminated	View Only
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Approved	View Only																																													
Terminated	View Only																																													

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Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																
5	<p>The selected absence request page will display. To edit the request, continue to Step 6. To withdraw the request, skip to Step 7.</p> <div data-bbox="300 555 1380 1691" style="border: 1px solid black; padding: 5px;"> <p>Absence Request</p> <p>Reese's Pieces</p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Date:</td> <td>03/25/2020</td> <td>City:</td> <td>Louisville</td> </tr> <tr> <td>End Date:</td> <td>03/27/2020</td> <td>State:</td> <td>KY</td> </tr> <tr> <td>DPNs accompanying?:</td> <td>NO</td> <td>Zip Code:</td> <td>41008</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 3 Leave Balance: 12</p> <p>Request Documents</p> <p>Request Approvers</p> <p>Approver: 9876543 Hershey's Kisses</p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> <p>Absence Request Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p> Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 11:05 AM 999-888-7777</p> </div>	Type of Absence:	Leave - INCONUS	Country:	USA	Begin Date:	03/25/2020	City:	Louisville	End Date:	03/27/2020	State:	KY	DPNs accompanying?:	NO	Zip Code:	41008
Type of Absence:	Leave - INCONUS	Country:	USA														
Begin Date:	03/25/2020	City:	Louisville														
End Date:	03/27/2020	State:	KY														
DPNs accompanying?:	NO	Zip Code:	41008														

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Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

Step	Action																								
6	<p>To Edit: Make changes to each of the fields as appropriate.</p> <table border="1" data-bbox="300 517 1337 680"> <tr> <td>• Type of Absence</td> <td>• Country</td> </tr> <tr> <td>• Begin Date</td> <td>• City</td> </tr> <tr> <td>• End Date</td> <td>• State</td> </tr> <tr> <td>• DPNs accompanying?</td> <td>• Zip Code</td> </tr> </table> <p>Comments are required. Once all changes have been made, click Resubmit. The updated request will be forwarded for approval.</p> <p>NOTE: If a new Approver is required, the chargeable absence request MUST be withdrawn and resubmitted with the new approver.</p> <div data-bbox="300 875 1321 1980" style="border: 1px solid blue; padding: 5px;"> <p>Absence Request</p> <p>Reese's Pieces</p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="1" data-bbox="320 1122 1310 1263"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Date:</td> <td>03/30/2020</td> <td>City:</td> <td>Nashville</td> </tr> <tr> <td>End Date:</td> <td>04/05/2020</td> <td>State:</td> <td>TN</td> </tr> <tr> <td>DPNs accompanying?:</td> <td>NO</td> <td>Zip Code:</td> <td>37010</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 7 Leave Balance: 12</p> <p>Request Documents</p> <p>Request Approvers</p> <p>Approver: 9876543 Hershey's Kisses</p> <p>Comment: Plans changed, heading to Nashville instead of Louisville. Contact # still 999-888-7777</p> <p>Submit Resubmit Withdraw</p> <p>Absence Request Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p>Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 11:05 AM 999-888-7777</p> </div>	• Type of Absence	• Country	• Begin Date	• City	• End Date	• State	• DPNs accompanying?	• Zip Code	Type of Absence:	Leave - INCONUS	Country:	USA	Begin Date:	03/30/2020	City:	Nashville	End Date:	04/05/2020	State:	TN	DPNs accompanying?:	NO	Zip Code:	37010
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End Date:	04/05/2020	State:	TN																						
DPNs accompanying?:	NO	Zip Code:	37010																						

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Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																
7	<p>To Withdraw a chargeable absence request, enter Comments as appropriate and click Withdraw.</p> <div data-bbox="300 555 1385 1682" style="border: 1px solid black; padding: 5px;"> <p>Absence Request</p> <p><u>Reese's Pieces</u></p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Date:</td> <td>03/30/2020</td> <td>City:</td> <td>Nashville</td> </tr> <tr> <td>End Date:</td> <td>04/05/2020</td> <td>State:</td> <td>TN</td> </tr> <tr> <td>DPNs accompanying?:</td> <td>NO</td> <td>Zip Code:</td> <td>37010</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 7 Leave Balance: 12</p> <p>Request Documents</p> <p>Request Approvers</p> <p>Approver: 9876543 Hershey's Kisses</p> <p>Comment: Approver 9876543 is unavailable. Request is being withdrawn and resubmitted to another approver.</p> <p>Submit Resubmit Withdraw</p> <p>Absence Request Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p>Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 11:05 AM 999-888-7777</p> </div>	Type of Absence:	Leave - INCONUS	Country:	USA	Begin Date:	03/30/2020	City:	Nashville	End Date:	04/05/2020	State:	TN	DPNs accompanying?:	NO	Zip Code:	37010
Type of Absence:	Leave - INCONUS	Country:	USA														
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End Date:	04/05/2020	State:	TN														
DPNs accompanying?:	NO	Zip Code:	37010														

Continued on next page

Member: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
8	<p>When withdrawing a request, a warning message will display. If you are sure you want to withdraw the request, click OK.</p> <div data-bbox="300 555 1378 786" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>Warning – Are you sure you want to Withdraw the request? (30003,6)</p> <p>Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new absence request.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
9	<p>The absence request status will update with a Terminated status and an email will be sent to the approver indicating the absence request has been withdrawn.</p> <div data-bbox="300 891 1169 1402" style="border: 1px solid blue; padding: 5px;"> <p>Absence Request Approval</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Terminated View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Terminated</p> <p>✘ Hershey's Kisses Initial Approve Action Request 03/24/20 - 3:56 PM</p> </div> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 3:54 PM Approver 9876543 is unavailable. Request is being withdrawn and resubmitted to another approver.</p> <p>Comment History</p> <p>Reese's Pieces at 03/24/20 - 11:05 AM View History</p> </div> </div>

Command/SPO: Approve or Deny a Chargeable Absence Request

Introduction

This section provides the procedures for the SPO/Admin to approve or deny **chargeable** absence requests in DA.

Important Information

The approving official (AO) can make a change to the absence request prior to approving it.

There are two ways an AO can access an absence request to approve or deny it:

- Email Notification link
- Logging into DA and using the View My Absence Requests option

If the error message below displays;

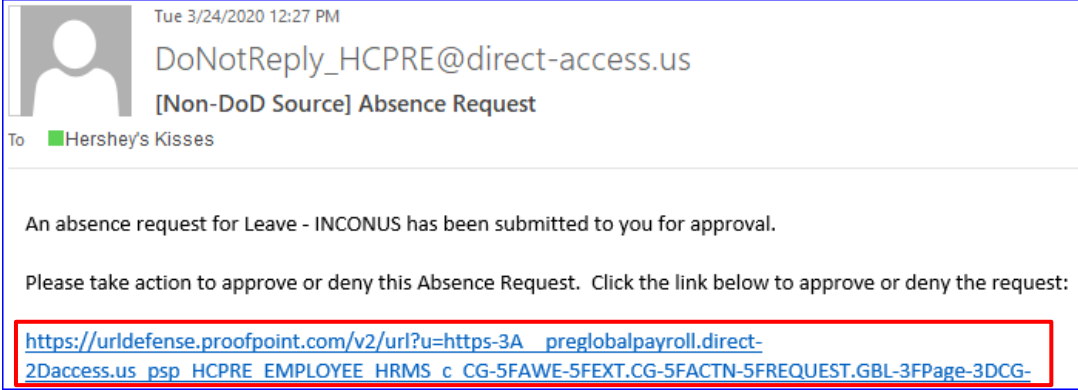
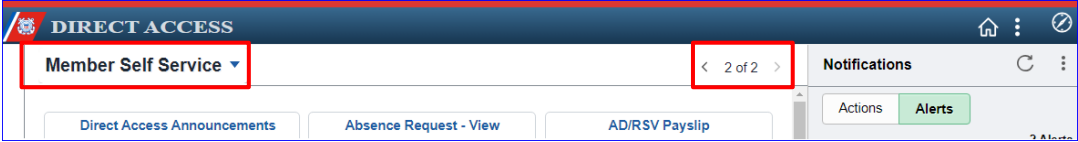
- Click **OK**
- Then click any other menu item and the search parameters or action request will open.



Continued on next page

Command/SPO: Approve or Deny a Chargeable Absence Request, Continued

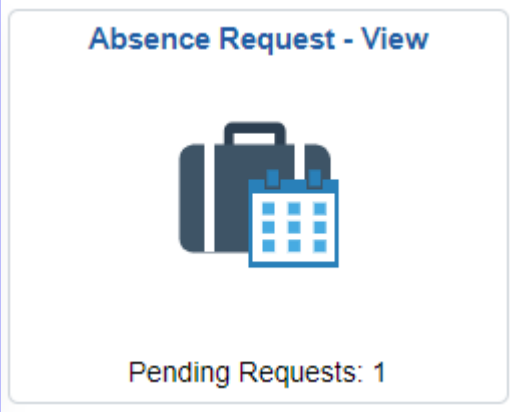
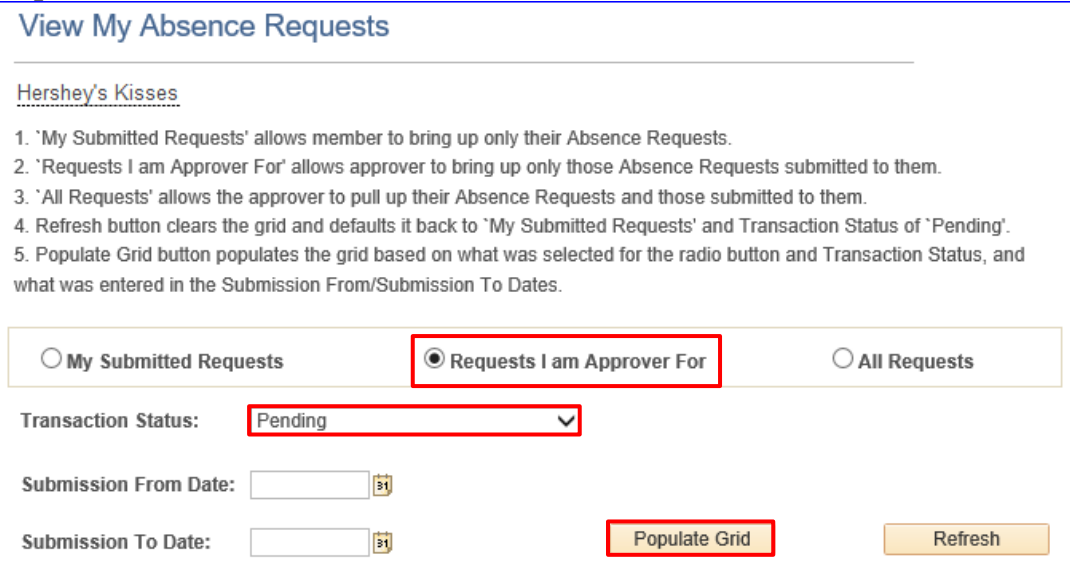
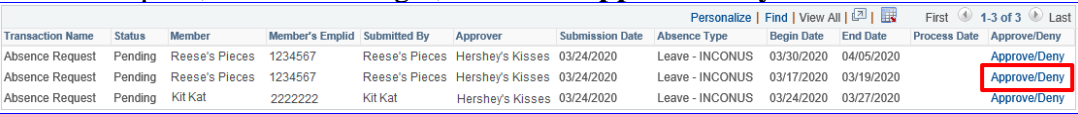
Procedures See below.

Step	Action
1	<p>If utilizing the link provided in the email notification, click the link and skip to step 4.</p> 
2	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 

Continued on next page

Command/SPO: Approve or Deny a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																																																
3	<p>Select the Absence Requests - View option.</p> 																																																
4	<p>The View My Absence Requests page will display. Select the Requests I am Approver For radio button, leave the Transaction Status as Pending, and click Populate Grid.</p> 																																																
5	<p>Any pending chargeable absence requests will display. Locate the appropriate absence request, scroll to the right, and click Approve/Deny.</p>  <table border="1" data-bbox="304 1749 1386 1861"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Absence Type</th> <th>Begin Date</th> <th>End Date</th> <th>Process Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Absence Request</td> <td>Pending</td> <td>Reese's Pieces</td> <td>1234567</td> <td>Reese's Pieces</td> <td>Hershey's Kisses</td> <td>03/24/2020</td> <td>Leave - INCONUS</td> <td>03/30/2020</td> <td>04/05/2020</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Absence Request</td> <td>Pending</td> <td>Reese's Pieces</td> <td>1234567</td> <td>Reese's Pieces</td> <td>Hershey's Kisses</td> <td>03/24/2020</td> <td>Leave - INCONUS</td> <td>03/17/2020</td> <td>03/19/2020</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Absence Request</td> <td>Pending</td> <td>Kit Kat</td> <td>2222222</td> <td>Kit Kat</td> <td>Hershey's Kisses</td> <td>03/24/2020</td> <td>Leave - INCONUS</td> <td>03/24/2020</td> <td>03/27/2020</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	Approve/Deny	Absence Request	Pending	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/30/2020	04/05/2020		Approve/Deny	Absence Request	Pending	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/17/2020	03/19/2020		Approve/Deny	Absence Request	Pending	Kit Kat	2222222	Kit Kat	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/24/2020	03/27/2020		Approve/Deny
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Absence Request	Pending	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/30/2020	04/05/2020		Approve/Deny																																						
Absence Request	Pending	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/17/2020	03/19/2020		Approve/Deny																																						
Absence Request	Pending	Kit Kat	2222222	Kit Kat	Hershey's Kisses	03/24/2020	Leave - INCONUS	03/24/2020	03/27/2020		Approve/Deny																																						

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Command/SPO: Approve or Deny a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																			
6	<p>The Absence Request page will display. Review all the information provided in the absence request.</p> <ul style="list-style-type: none"> • If approving the absence request, click Approve. • If denying the request, click Deny. Comments are required when denying a chargeable absence request. <p>NOTE: If the member attached documentation in support of the absence request, this documentation may be viewed by selecting View Attachment under Request Documents.</p> <div data-bbox="304 819 1385 1944" style="border: 1px solid black; padding: 5px;"> <p>Absence Request</p> <p><u>Reese's Pieces</u></p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscq.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="1"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Date:</td> <td>03/17/2020</td> <td>City:</td> <td>Topeka</td> </tr> <tr> <td>End Date:</td> <td>03/19/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>DPNs accompanying?:</td> <td>NO</td> <td>Zip Code:</td> <td>66619</td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 3 Leave Balance: 12</p> <p>▶ Request Documents</p> <p>Request Approvers</p> <table border="1"> <tr> <td>Approver:</td> <td>9876543</td> <td>Hershey's Kisses</td> </tr> </table> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Absence Request Approval</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p> Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 11:19 AM 999-888-7777</p> </div> </div>	Type of Absence:	Leave - INCONUS	Country:	USA	Begin Date:	03/17/2020	City:	Topeka	End Date:	03/19/2020	State:	KS	DPNs accompanying?:	NO	Zip Code:	66619	Approver:	9876543	Hershey's Kisses
Type of Absence:	Leave - INCONUS	Country:	USA																	
Begin Date:	03/17/2020	City:	Topeka																	
End Date:	03/19/2020	State:	KS																	
DPNs accompanying?:	NO	Zip Code:	66619																	
Approver:	9876543	Hershey's Kisses																		

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Command/SPO: Approve or Deny a Chargeable Absence Request, Continued

Procedures,
continued

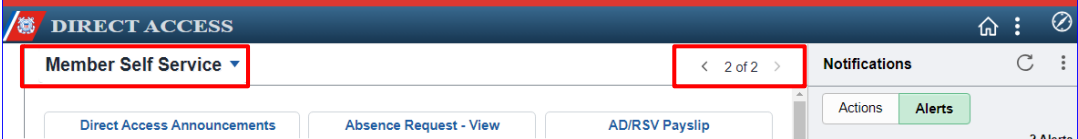
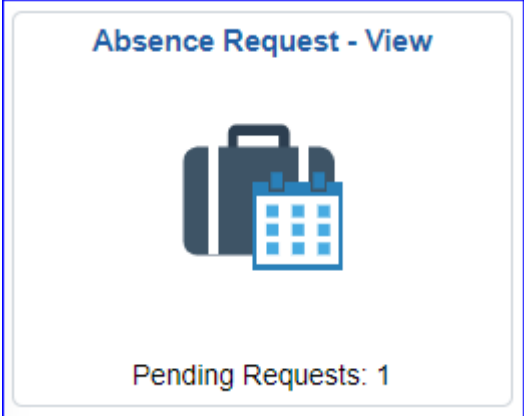
Step	Action
7	<p>The absence request status will update based on the action selected.</p> <p>Approved:</p> <div data-bbox="300 602 1321 1028" style="border: 1px solid blue; padding: 5px;"> <p>Absence Request Approval</p> <p>Request Status: Approved View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p> Hershey's Kisses Initial Approve Action Request 03/24/20 - 12:02 PM</p> </div> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 11:19 AM 999-888-7777</p> </div> <p>Denied:</p> <div data-bbox="300 1104 1321 1688" style="border: 1px solid blue; padding: 5px;"> <p>Absence Request Approval</p> <p>Request Status: Denied View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p>Denied</p> <p> Hershey's Kisses Initial Approve Action Request 03/24/20 - 11:58 AM</p> </div> <p>Comments</p> <p>Hershey's Kisses at 03/24/20 - 11:58 AM Change of Command is scheduled for 03/25/2020 - no leave will be authorized for this day.</p> <hr style="width: 50%; margin: 5px auto;"/> <p>Reese's Pieces at 03/24/20 - 11:19 AM 999-888-7777</p> </div>

Command/SPO: Deny a Previously Approved Chargeable Absence Request

Introduction This section provides the procedures for a Command User/SPO to deny a previously approved **chargeable** absence request in DA.

Important Information This section only applies to chargeable absence requests that are in an approved status but have **NOT** processed to payroll. If the absence request has processed through payroll, the SPO will need to use the [Absence Correction Request](#) to correct or delete the chargeable absence request.


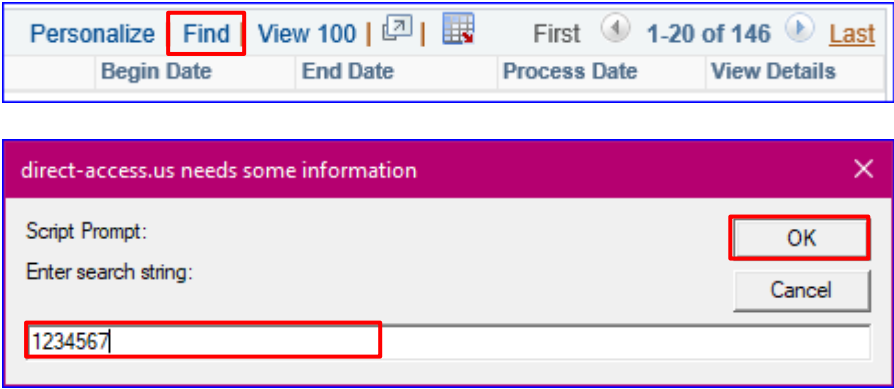
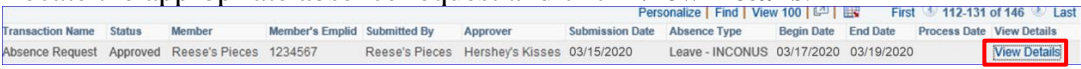
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  <p>The screenshot shows the top navigation bar of the DIRECT ACCESS system. A red box highlights the 'Member Self Service' dropdown menu. Another red box highlights the navigation arrows showing '< 2 of 2 >'. Below the navigation bar, there are several tiles: 'Direct Access Announcements', 'Absence Request - View', and 'AD/RSV Payslip'. On the right side, there are 'Actions' and 'Alerts' buttons.</p>
2	<p>Click on the Absence Request-View tile.</p>  <p>The screenshot shows a single tile titled 'Absence Request - View'. The tile contains an icon of a briefcase and a calendar. Below the icon, it displays 'Pending Requests: 1'. The entire tile is enclosed in a blue border.</p>

Continued on next page

Command/SPO: Deny a Previously Approved Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																								
3	<p>Select the Requests I am Approver For radio button and change the Transaction Status to Approved. Click Populate Grid.</p>  <p>View My Absence Requests</p> <p><u>Hershey's Kisses</u></p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Absence Requests. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission To Dates. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Status: Approved ▼</p> <p>Submission From Date: <input type="text"/> [calendar icon]</p> <p>Submission To Date: <input type="text"/> [calendar icon] Populate Grid Refresh</p>																								
4	<p>If there are a large number of absence requests in an approved status, either scroll through the list to locate the appropriate request OR click the Find link on the grid at the top of the search results. Enter the member's EMPLID in the find field and click OK. This will bring the member's absence requests to the top of the search results.</p>  <p>Personalize Find View 100 [grid icon] [calendar icon] First 1-20 of 146 Last</p> <p>Begin Date End Date Process Date View Details</p> <p>direct-access.us needs some information [X]</p> <p>Script Prompt: OK</p> <p>Enter search string: <input type="text" value="1234567"/> Cancel</p>																								
5	<p>Locate the appropriate absence request and click View Details.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Absence Type</th> <th>Begin Date</th> <th>End Date</th> <th>Process Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Absence Request</td> <td>Approved</td> <td>Reese's Pieces</td> <td>1234567</td> <td>Reese's Pieces</td> <td>Hershey's Kisses</td> <td>03/15/2020</td> <td>Leave - INCONUS</td> <td>03/17/2020</td> <td>03/19/2020</td> <td></td> <td>View Details</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	View Details	Absence Request	Approved	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/15/2020	Leave - INCONUS	03/17/2020	03/19/2020		View Details
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	View Details														
Absence Request	Approved	Reese's Pieces	1234567	Reese's Pieces	Hershey's Kisses	03/15/2020	Leave - INCONUS	03/17/2020	03/19/2020		View Details														

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Command/SPO: Deny a Previously Approved Chargeable Absence Request, Continued

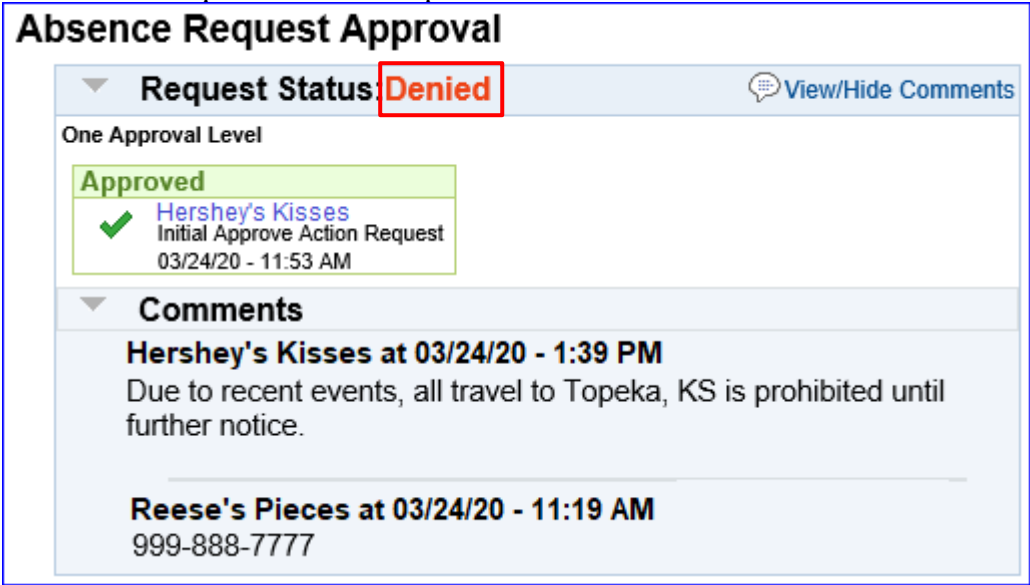
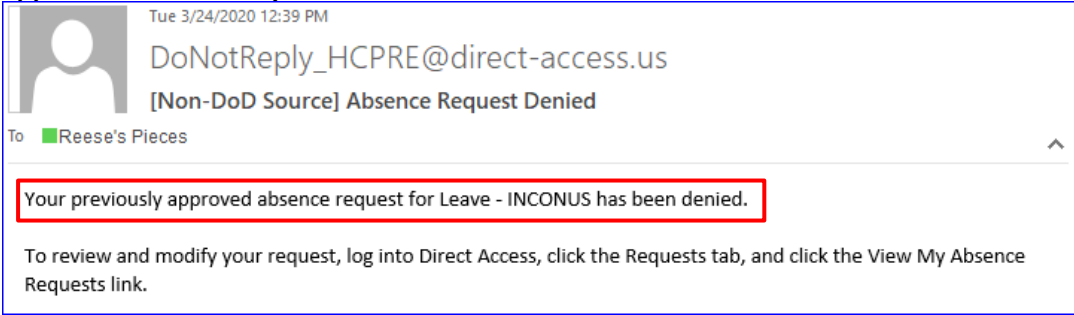
Procedures,
continued

Step	Action																			
6	<p>The previously approved chargeable absence request will display. Enter Comments explaining the reason for denial. Click Deny.</p> <div data-bbox="304 566 1378 1711" style="border: 1px solid black; padding: 5px;"> <p>Absence Request</p> <p>Reese's Pieces</p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Date:</td> <td>03/17/2020</td> <td>City:</td> <td>Topeka</td> </tr> <tr> <td>End Date:</td> <td>03/19/2020</td> <td>State:</td> <td>KS</td> </tr> <tr> <td>DPNs accompanying?:</td> <td>NO</td> <td>Zip Code:</td> <td>66619</td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 3 Leave Balance: 12</p> <p>Request Documents</p> <p>Request Approvers</p> <table border="0"> <tr> <td>Approver:</td> <td>9876543</td> <td>Hershey's Kisses</td> </tr> </table> <p>Comment: Due to recent events, all travel to Topeka, KS is prohibited until further notice.</p> <p><input type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/></p> <p>Absence Request Approval</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Status: Approved <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p>✓ Hershey's Kisses Initial Approve Action Request 03/24/20 - 11:53 AM</p> </div> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 11:19 AM 999-888-7777</p> </div> </div>	Type of Absence:	Leave - INCONUS	Country:	USA	Begin Date:	03/17/2020	City:	Topeka	End Date:	03/19/2020	State:	KS	DPNs accompanying?:	NO	Zip Code:	66619	Approver:	9876543	Hershey's Kisses
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End Date:	03/19/2020	State:	KS																	
DPNs accompanying?:	NO	Zip Code:	66619																	
Approver:	9876543	Hershey's Kisses																		

Continued on next page

Command/SPO: Deny a Previously Approved Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
7	<p>The absence request status will update to Denied.</p> 
8	<p>Email notification will be sent to the member notifying them that their previously approved absence request has been denied.</p> 

SPO: Correct/Delete a Processed Chargeable Absence Request

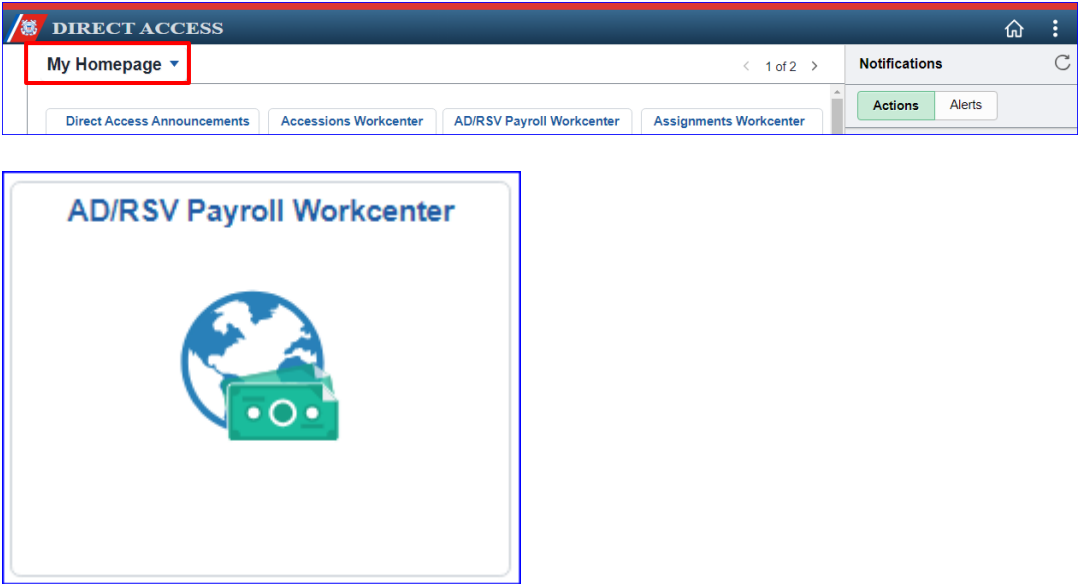
Introduction This section provides the procedures for a SPO to correct or delete a **chargeable** absence request that has processed through payroll in DA.

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

The member will notify the commanding officer or designee that an approved absence request needs to be corrected or deleted. The unit will send correspondence to the SPO requesting the absence be corrected or deleted. The request will include the following information:

- Member’s Name
- Member’s EMPLID
- Original Absence Request Begin and End dates
- The necessary change needed to the original submission (i.e. new dates or deleted altogether)

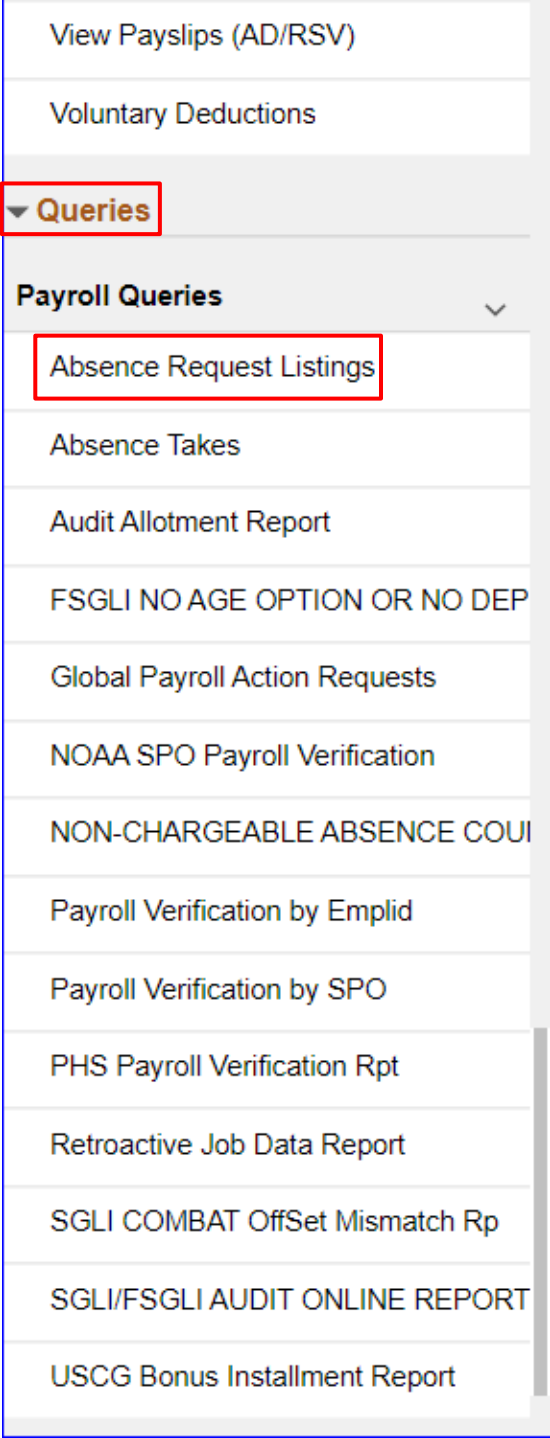
Procedures See below.

Step	Action
1	<p>On the My Homepage main screen click on the AD/RSV Payroll Workcenter tile.</p> 

Continued on next page

SPO: Correct/Delete a Processed Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
2	<p>Scroll to the Queries drop-down and select the Absence Request Listings option.</p>  <p>The screenshot shows a list of menu items. At the top are 'View Payslips (AD/RSV)' and 'Voluntary Deductions'. Below them is a dropdown menu labeled 'Queries' with a downward arrow, which is highlighted with a red box. Underneath the 'Queries' dropdown is a sub-section titled 'Payroll Queries' with a downward arrow. Within this sub-section, the option 'Absence Request Listings' is highlighted with a red box. Other options in the list include 'Absence Takes', 'Audit Allotment Report', 'FSGLI NO AGE OPTION OR NO DEP', 'Global Payroll Action Requests', 'NOAA SPO Payroll Verification', 'NON-CHARGEABLE ABSENCE COUI', 'Payroll Verification by Emplid', 'Payroll Verification by SPO', 'PHS Payroll Verification Rpt', 'Retroactive Job Data Report', 'SGLI COMBAT OffSet Mismatch Rp', 'SGLI/FSGLI AUDIT ONLINE REPORT', and 'USCG Bonus Installment Report'.</p>

Continued on next page

SPO: Correct/Delete a Processed Chargeable Absence Request, Continued

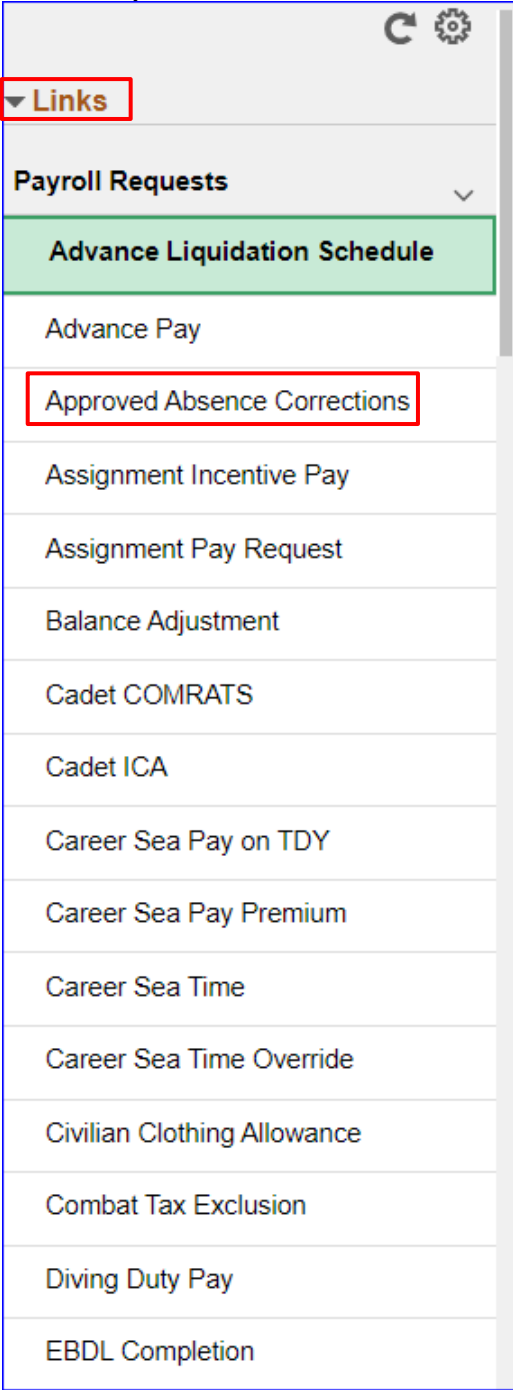
Procedures,
continued

Step	Action																																																																																		
<p>3</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> • The member’s EMPLID • Begin Date On or After • End Date On or After • Request Status (use the drop-down to select Approved) <p>Click View Results.</p> <div data-bbox="304 757 1187 1211" style="border: 1px solid blue; padding: 5px;"> <p>CG_GP_ABSENCE_REQUEST - Listing of Absence Requests</p> <p>EMPLID <input type="text" value="1234567"/> 🔍</p> <p>Department <input type="text"/> 🔍</p> <p>Reports To <input type="text"/> 🔍</p> <p>Begin Date On or After <input type="text" value="03/01/2020"/> 📅</p> <p>End Date On or Before <input type="text" value="03/31/2020"/> 📅</p> <p>Request Status <input type="text" value="Approved"/> ▼</p> <p>SPO <input type="text"/></p> <p>View Results</p> </div>																																																																																		
<p>4</p>	<p>Approved absence requests matching the parameters set in step 2 will be listed. If there are no results or the request does not have a process date; the request hasn’t processed through payroll and can be corrected or withdrawn using the Edit or Withdraw a Chargeable Absence Request guide.</p> <table border="1" data-bbox="300 1400 1385 1473"> <thead> <tr> <th>Seq. No.</th> <th>Last Name</th> <th>First Name</th> <th>EMPLID</th> <th>Rank</th> <th>Component</th> <th>Department</th> <th>Request Status</th> <th>Request</th> <th>Director</th> <th>Submission Date</th> <th>Begin Date</th> <th>End Date</th> <th>Duration (Days)</th> <th>Approver EMPLID</th> <th>Approver Last Name</th> <th>Approver First Name</th> <th>Approver Rank</th> <th>Approver Component</th> <th>Approver Department</th> <th>Requester EMPLID</th> <th>Requester Last Name</th> <th>Requester First Name</th> <th>Grade</th> <th>Requester Component</th> <th>Requester Department</th> <th>Requester Department</th> <th>Process Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>111</td> <td>Pieces</td> <td>Reese's 1234567</td> <td>EE</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>Approved</td> <td>Leave - INCARCUS</td> <td></td> <td>2020-03-09</td> <td>2020-03-16</td> <td>2020-03-24</td> <td>9</td> <td>9876543</td> <td>Kissas</td> <td>Hershey's</td> <td>E7</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>1234567</td> <td>Pieces</td> <td>Reese's</td> <td>EE</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>03/21/2020</td> </tr> <tr> <td>2</td> <td>112</td> <td>Pieces</td> <td>Reese's 1234567</td> <td>EE</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>Approved</td> <td>Leave - INCARCUS</td> <td></td> <td>2020-03-16</td> <td>2020-03-13</td> <td>2020-03-13</td> <td>1</td> <td>9876543</td> <td>Kissas</td> <td>Hershey's</td> <td>E7</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>1234567</td> <td>Pieces</td> <td>Reese's</td> <td>EE</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>03/21/2020</td> </tr> </tbody> </table> <div data-bbox="651 1514 798 1720" style="border: 1px solid blue; padding: 5px; margin: 10px;"> <p>Request Status</p> <p>Approved</p> <p>Approved</p> </div> <div data-bbox="962 1514 1109 1720" style="border: 1px solid blue; padding: 5px; margin: 10px;"> <p>Process Date</p> <p>03/21/2020</p> <p>03/21/2020</p> </div>	Seq. No.	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Request	Director	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Grade	Requester Component	Requester Department	Requester Department	Process Date	1	111	Pieces	Reese's 1234567	EE	AD	BASE CLEV SPO (PS)	Approved	Leave - INCARCUS		2020-03-09	2020-03-16	2020-03-24	9	9876543	Kissas	Hershey's	E7	AD	BASE CLEV SPO (PS)	1234567	Pieces	Reese's	EE	AD	BASE CLEV SPO (PS)	03/21/2020	2	112	Pieces	Reese's 1234567	EE	AD	BASE CLEV SPO (PS)	Approved	Leave - INCARCUS		2020-03-16	2020-03-13	2020-03-13	1	9876543	Kissas	Hershey's	E7	AD	BASE CLEV SPO (PS)	1234567	Pieces	Reese's	EE	AD	BASE CLEV SPO (PS)	03/21/2020
Seq. No.	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Request	Director	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	Approver Rank	Approver Component	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Grade	Requester Component	Requester Department	Requester Department	Process Date																																																								
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SPO: Correct/Delete a Processed Chargeable Absence Request, Continued

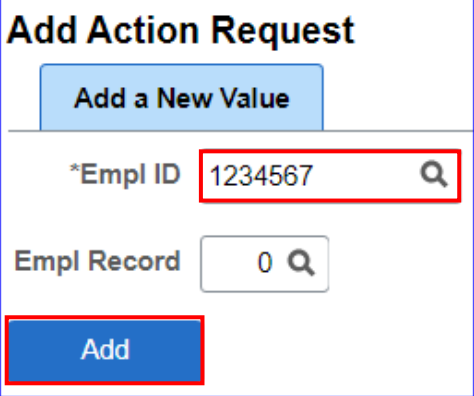
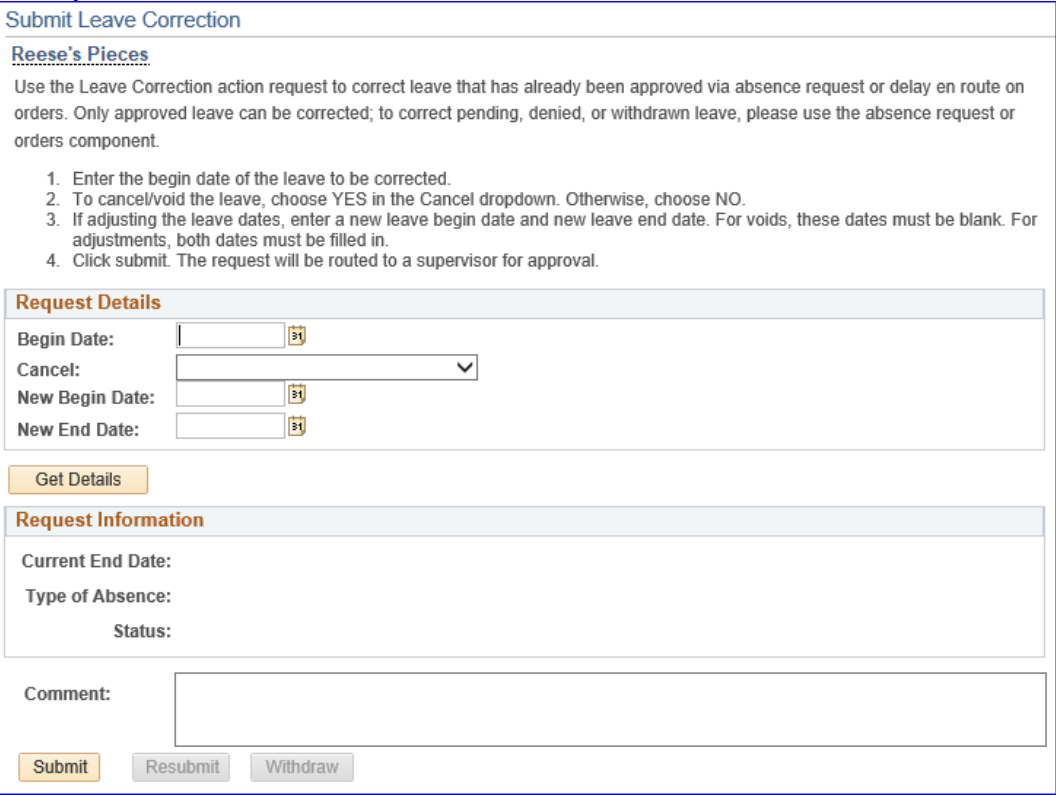
Procedures,
continued

Step	Action
5	<p>Remaining in the Workcenter, select Approved Absence Corrections from the Links drop-down.</p> 

Continued on next page

SPO: Correct/Delete a Processed Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
6	<p>Enter the member's Empl ID and click Add.</p> 
7	<p>The Submit Leave Correction action page will display. To correct the chargeable absence request, continue to Step 8. To delete the chargeable absence request, skip to Step 9.</p> 

Continued on next page

SPO: Correct/Delete a Processed Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
8	<p>To Correct:</p> <ul style="list-style-type: none"> • Begin Date - Enter the original begin date. • Cancel - Select NO from the drop-down menu. • New Begin Date - Enter the new begin date (must be entered even if it isn't changing). • New End Date - Enter the new end date (must be entered even if it isn't changing). • Comment - Enter the reason for the change or correction. <p>Click Submit. The request will be routed to the SPO tree for approval.</p> <div data-bbox="304 871 1378 1693" style="border: 1px solid blue; padding: 5px;"> <p>Submit Leave Correction</p> <p><u>Reese's Pieces</u></p> <p>Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.</p> <ol style="list-style-type: none"> 1. Enter the begin date of the leave to be corrected. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="03/13/2020"/></p> <p>Cancel: <input type="text" value="NO"/></p> <p>New Begin Date: <input type="text" value="03/14/2020"/></p> <p>New End Date: <input type="text" value="03/14/2020"/></p> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Current End Date: 03/13/2020</p> <p>Type of Absence: Leave - INCONUS</p> <p>Status: Approved</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Member unable to execute leave as originally planned. Member to take leave on the 14th instead."/></p> <p style="margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

Continued on next page

SPO: Correct/Delete a Processed Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
9	<p>To Delete:</p> <ul style="list-style-type: none"> • Begin Date - Enter the original begin date. • Cancel - Select YES. • Comment - Enter the reason for the deletion. <p>Click Submit. The request will be routed to the SPO tree for approval.</p> <div data-bbox="304 719 1362 1532" style="border: 1px solid black; padding: 5px;"> <p>Submit Leave Correction</p> <p><u>Reese's Pieces</u></p> <p>Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.</p> <ol style="list-style-type: none"> 1. Enter the begin date of the leave to be corrected. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="03/13/2020"/> <small>31</small></p> <p>Cancel: <input type="text" value="YES"/> <small>▼</small></p> <p>New Begin Date: <input type="text"/> <small>31</small></p> <p>New End Date: <input type="text"/> <small>31</small></p> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Current End Date: 03/13/2020</p> <p>Type of Absence: Leave - INCONUS</p> <p style="text-align: center;">Status: Approved</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Member unable to execute leave."/></p> <p style="margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

Proxy: Submit a Chargeable Absence Request


Introduction This section provides the procedures for a proxy to submit a **chargeable** absence request on the member’s behalf in DA.

Discussion In most cases, absence requests will be submitted by a Proxy because the member is unable due to lack of access to the system, the approving authority is not in the system, or the approving authority is unable to approve in an appropriate time frame. The leave should then be submitted and approved via the Coast Guard Leave Authorization Form ([CG-2519](#)) or the Special Request/Authorization Form ([NAVPERS 1336/3](#)). Once the leave is approved, it should be forwarded to the SPO/Admin for entry into DA.

In order to access the **Proxy – Submit Absence Request** option, the proxy must have the CGHRS, CGFIELDADM, or ‘Absence Request Initial Proxy’ role.

Important Information Do **NOT** input leave taken in conjunction with a PCS or Separation using Absence Request. This leave is recorded on the endorsement on orders or in the separation component.

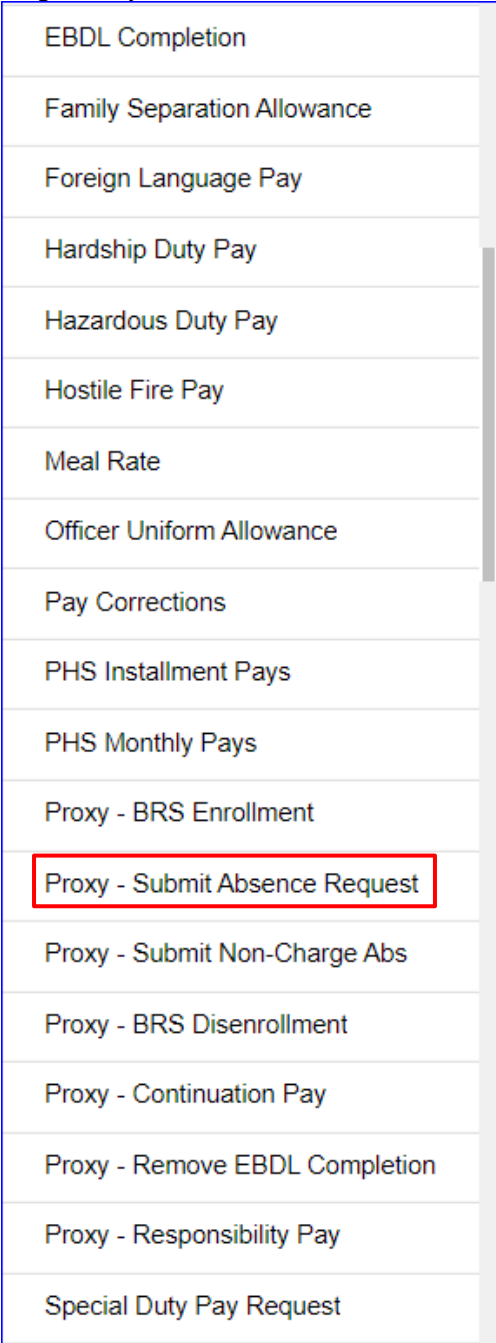
Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter Tile.</p> 

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Proxy: Submit a Chargeable Absence Request, Continued

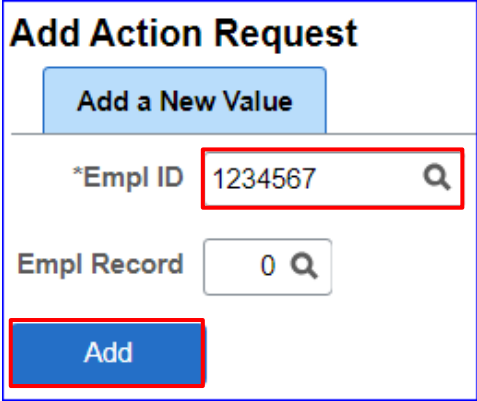
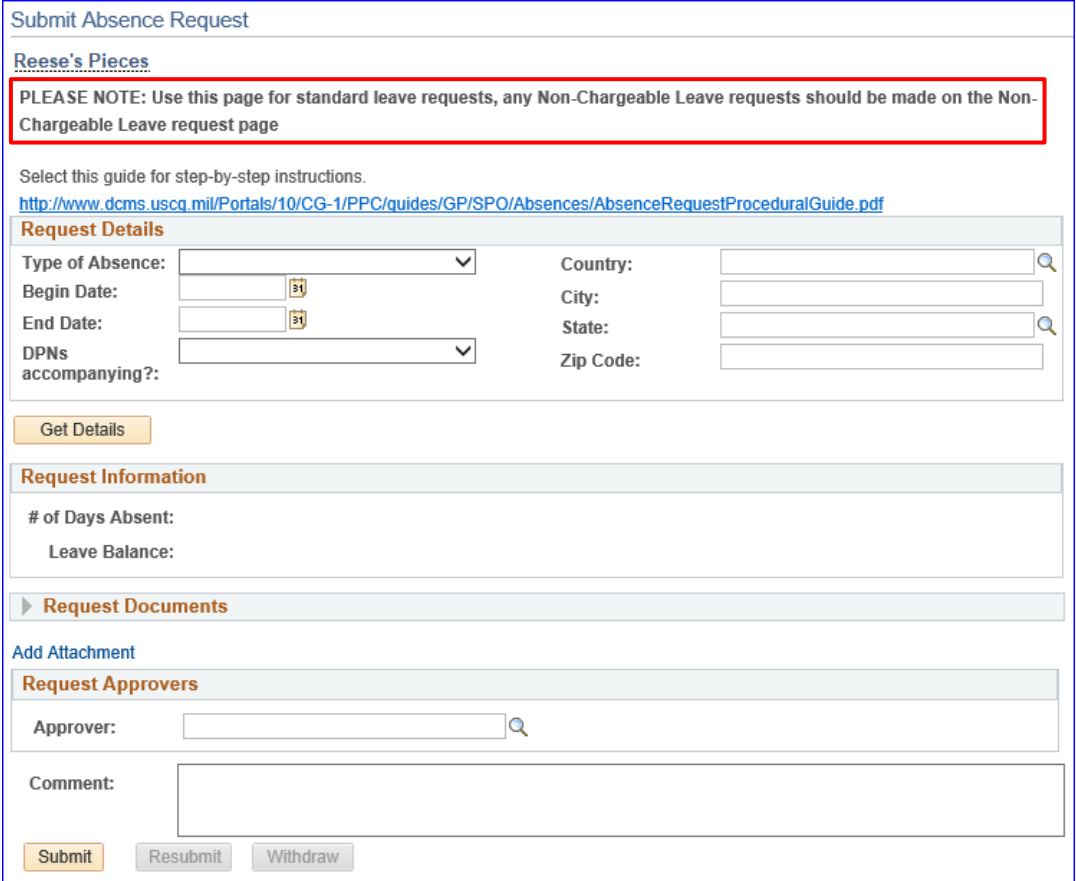
Procedures,
continued

Step	Action
2	<p>Scroll through the Links drop-down and select the Proxy – Submit Absence Request option.</p>  <p>The screenshot shows a vertical list of options in a dropdown menu. The options are: EBDL Completion, Family Separation Allowance, Foreign Language Pay, Hardship Duty Pay, Hazardous Duty Pay, Hostile Fire Pay, Meal Rate, Officer Uniform Allowance, Pay Corrections, PHS Installment Pays, PHS Monthly Pays, Proxy - BRS Enrollment, Proxy - Submit Absence Request (highlighted with a red box), Proxy - Submit Non-Charge Abs, Proxy - BRS Disenrollment, Proxy - Continuation Pay, Proxy - Remove EBDL Completion, Proxy - Responsibility Pay, and Special Duty Pay Request.</p>

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Proxy: Submit a Chargeable Absence Request, Continued

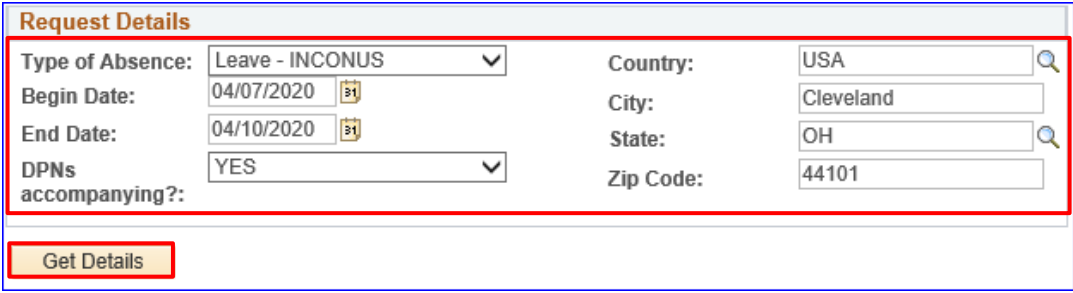
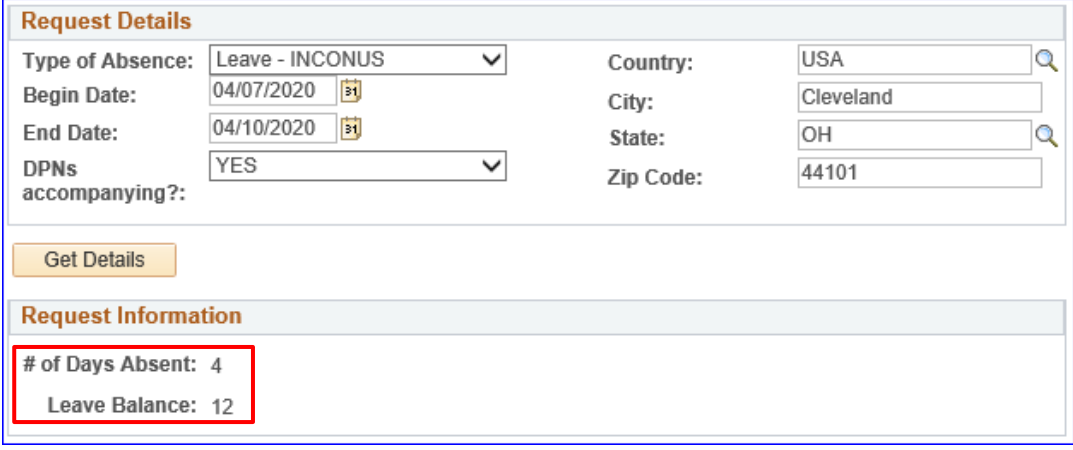
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Add.</p> 
4	<p>The Submit Absence Request page will display. Ensure it is the appropriate type of absence request (i.e. chargeable vs non-chargeable).</p> 

Continued on next page

Proxy: Submit a Chargeable Absence Request, Continued


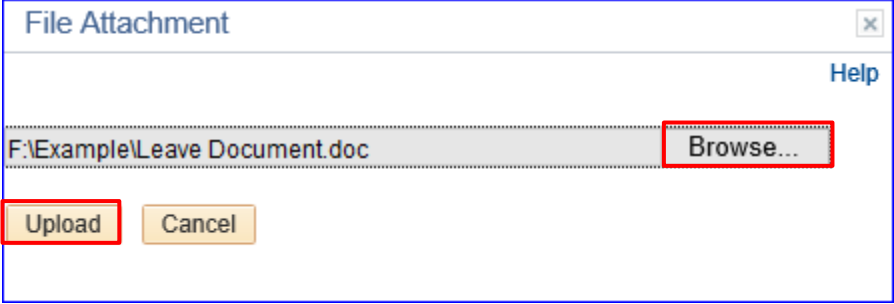

Procedures,
continued

Step	Action
5	<p>Complete the following information (all fields are required):</p> <ul style="list-style-type: none"> • Type of Absence – Using the drop-down, select the appropriate type of absence • Begin Date – Enter the first full day of the absence • End Date – Enter the last full day of the absence • DPNs accompanying? – Using the drop-down, indicate whether dependents will be accompanying the member on leave • Country – Using the lookup, select the country where leave will be taken • City – Enter the city where leave will be taken • State – Using the lookup, select the state where leave will be taken • Zip Code – Enter the zip code where leave will be taken <p>Click Get Details.</p>  <p>The screenshot shows a 'Request Details' form with the following fields: Type of Absence (Leave - INCONUS), Begin Date (04/07/2020), End Date (04/10/2020), DPNs accompanying? (YES), Country (USA), City (Cleveland), State (OH), and Zip Code (44101). A red box highlights these fields, and a 'Get Details' button is visible below.</p>
6	<p>The Request Information section will populate with the # of Days Absent and the member's current Leave Balance.</p>  <p>The screenshot shows the 'Request Information' section with the following values: # of Days Absent: 4 and Leave Balance: 12. A red box highlights these values.</p>

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Proxy: Submit a Chargeable Absence Request, Continued

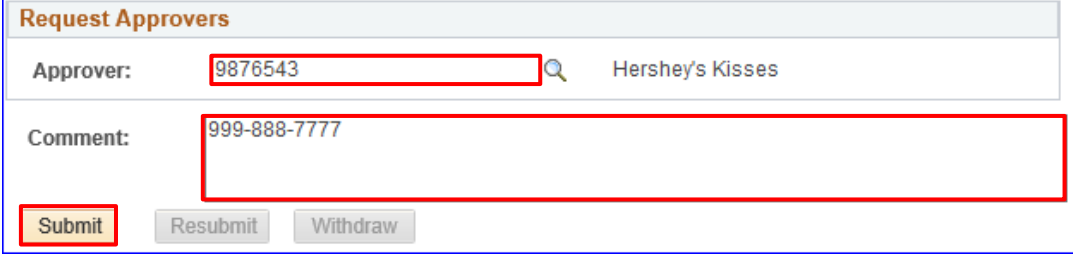
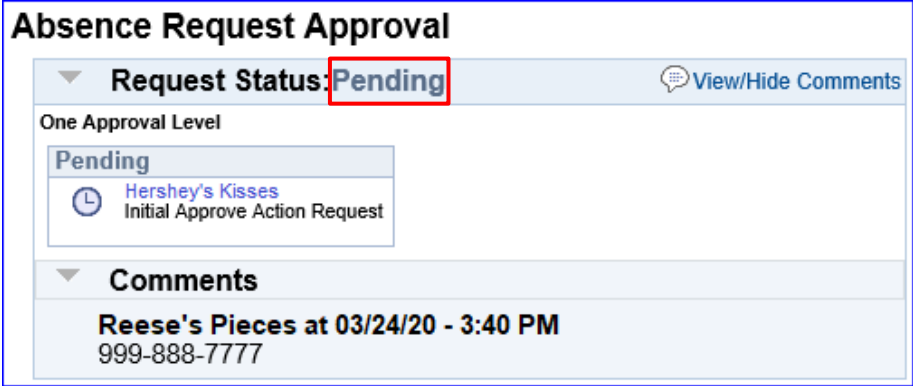
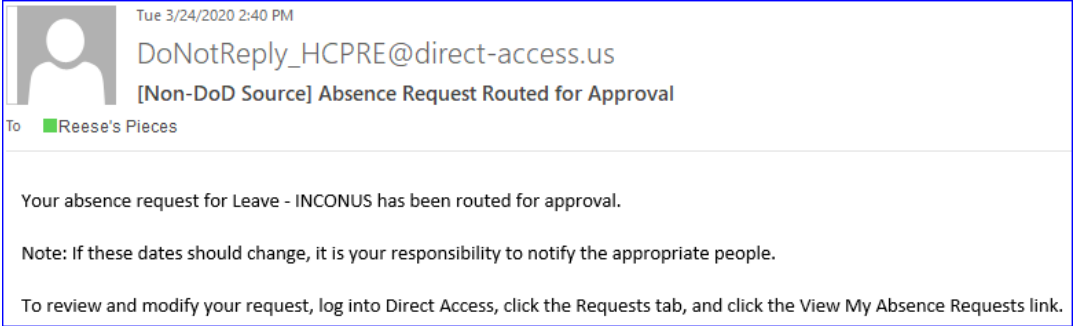
Procedures,
continued

Step	Action
7	<p>The Request Documents section allows attachments to be added to the request (such as the CG-2519). If documents are to be added, click Add Attachment. If no documents need to be attached, skip to Step 10.</p> 
8	<p>When the File Attachment search box opens, select Browse to locate the document to be attached. Once located, select Upload. Repeat Steps 7 & 8 to attach any additional documents.</p> 
9	<p>To view the uploaded document, click the arrow in front of Request Documents and click View Attachment. The document will open in a new tab.</p> 

Continued on next page

Proxy: Submit a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the Approver's EMPLID. Comments are required. Enter a phone number where the member can be reached while on leave. If leave is going to be taken away from home, enter the street address of the leave site. Click Submit.</p> <p>NOTE: The approver must be the final approving authority for the absence request. Ensure the approver is not absent and is able to approve the request.</p> 
<p>11</p>	<p>The chargeable absence request will now be in a Pending status.</p> 
<p>12</p>	<p>Email notification will be sent to the member stating an absence request has been routed for approval.</p> 

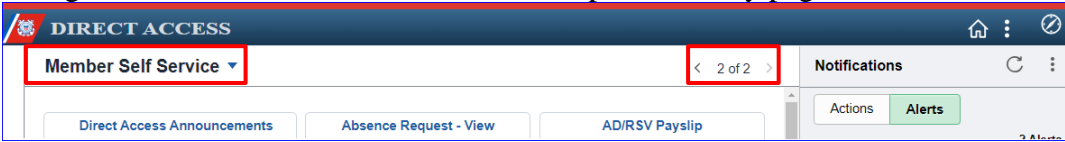
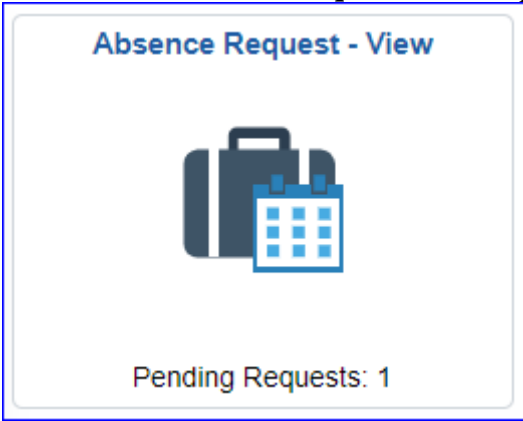
Proxy: Edit or Withdraw a Chargeable Absence Request

Introduction This section provides the procedures for a proxy to edit or withdraw a **chargeable** absence request on the member’s behalf in DA.

Important Information Chargeable absence requests forwarded to an incorrect or unavailable Approving Official (AO) **MUST** be withdrawn and resubmitted to a new AO.

Remember: Chargeable absence requests in an Approved or Terminated status may **NOT** be edited or withdrawn.

Procedures See below.

Step	Action
1	Navigate to Member Self Service via the drop-down or by page arrows. 
2	Click on the Absence Request - View option. 

Continued on next page

Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

Step	Action																																		
<p>3</p>	<p>The View My Absence Requests page will display with the following defaults: My Submitted Requests radio button is selected, and the Transaction Status is Pending and click Populate Grid. A list of all pending chargeable absence requests will be displayed based on the defaults.</p> <div data-bbox="312 629 1382 1308" style="border: 1px solid black; padding: 5px;"> <p>View My Absence Requests</p> <p>DUNPHEY, CLAIRE</p> <p>1. 'My Submitted Requests' allows member to bring up only their Absence Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them. 4. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 5. Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Status: Pending</p> <p>Submission From Date: <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/></p> <p style="text-align: right;"> Populate Grid Refresh </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> </tr> </thead> <tbody> <tr> <td>Absence Request</td> <td>Pending</td> <td>DUNPHEY, CLAIRE</td> <td>DUNPHEY</td> <td>1234567</td> <td>002367</td> <td>DUNPHEY, CLAIRE</td> </tr> </tbody> </table> <p style="text-align: right;">1-1 of 1 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Approver</th> <th>Submission Date</th> <th>Absence Type</th> <th>Begin Date</th> <th>End Date</th> <th>Process Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>MITCHELL PRITCHETT</td> <td>07/27/2023</td> <td>Leave - INCONUS</td> <td>07/25/2023</td> <td>07/25/2023</td> <td></td> <td>View Details</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Absence Request	Pending	DUNPHEY, CLAIRE	DUNPHEY	1234567	002367	DUNPHEY, CLAIRE	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	View Details	MITCHELL PRITCHETT	07/27/2023	Leave - INCONUS	07/25/2023	07/25/2023		View Details						
Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By																													
Absence Request	Pending	DUNPHEY, CLAIRE	DUNPHEY	1234567	002367	DUNPHEY, CLAIRE																													
Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	View Details																													
MITCHELL PRITCHETT	07/27/2023	Leave - INCONUS	07/25/2023	07/25/2023		View Details																													
<p>4</p>	<p>A list of pending chargeable absence requests will display. Locate the appropriate request and click View Details.</p> <div data-bbox="312 1424 1382 1487" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Absence Type</th> <th>Begin Date</th> <th>End Date</th> <th>Process Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Absence Request</td> <td>Pending</td> <td>Reese's Pieces</td> <td>1234567</td> <td>Kit Kat Bar</td> <td>Hershey's Kisses</td> <td>03/24/2020</td> <td>Leave - INCONUS</td> <td>04/07/2020</td> <td>04/10/2020</td> <td></td> <td style="border: 1px solid red;">View Details</td> </tr> </tbody> </table> </div> <p>NOTE: The status of an absence request will determine if it can be updated or just viewed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Editable or View Only</th> </tr> </thead> <tbody> <tr> <td>Pending</td> <td>Editable</td> </tr> <tr> <td>Denied</td> <td>Editable</td> </tr> <tr> <td>Approved</td> <td>View Only</td> </tr> <tr> <td>Terminated</td> <td>View Only</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Absence Type	Begin Date	End Date	Process Date	View Details	Absence Request	Pending	Reese's Pieces	1234567	Kit Kat Bar	Hershey's Kisses	03/24/2020	Leave - INCONUS	04/07/2020	04/10/2020		View Details	Status	Editable or View Only	Pending	Editable	Denied	Editable	Approved	View Only	Terminated	View Only
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Approved	View Only																																		
Terminated	View Only																																		

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Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action																
5	<p>The selected absence request page will display. To edit the request, continue to Step 6. To withdraw the request, skip to Step 7.</p> <div data-bbox="312 555 1361 1659" style="border: 1px solid black; padding: 5px;"> <p>Absence Request</p> <p><u>Reese's Pieces</u></p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Date:</td> <td>04/07/2020</td> <td>City:</td> <td>Cleveland</td> </tr> <tr> <td>End Date:</td> <td>04/10/2020</td> <td>State:</td> <td>OH</td> </tr> <tr> <td>DPNs accompanying?:</td> <td>YES</td> <td>Zip Code:</td> <td>44101</td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p># of Days Absent: 4 Leave Balance: 12</p> <p>Request Documents</p> <p>Request Approvers</p> <p>Approver: 9876543 Hershey's Kisses</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p>Absence Request Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p> Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 3:40 PM 999-888-7777</p> </div>	Type of Absence:	Leave - INCONUS	Country:	USA	Begin Date:	04/07/2020	City:	Cleveland	End Date:	04/10/2020	State:	OH	DPNs accompanying?:	YES	Zip Code:	44101
Type of Absence:	Leave - INCONUS	Country:	USA														
Begin Date:	04/07/2020	City:	Cleveland														
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DPNs accompanying?:	YES	Zip Code:	44101														

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Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures, continued

Step	Action																								
6	<p>To Edit the chargeable absence request: Changes may be made to:</p> <table border="1" data-bbox="312 517 1230 680"> <tr> <td>• Type of Absence</td> <td>• Country</td> </tr> <tr> <td>• Begin Date</td> <td>• City</td> </tr> <tr> <td>• End Date</td> <td>• State</td> </tr> <tr> <td>• DPNs accompanying?</td> <td>• Zip Code</td> </tr> </table> <p>Comments are required. Once all changes have been made, click Resubmit. The updated request will be forwarded for approval.</p> <p>NOTE: If a new Approver is required, the chargeable absence request MUST be withdrawn and resubmitted with the new approver.</p> <div data-bbox="312 869 1329 1944" style="border: 1px solid black; padding: 5px;"> <p>Absence Request</p> <p>Reese's Pieces</p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="1" data-bbox="323 1093 1321 1227"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Date:</td> <td>04/08/2020</td> <td>City:</td> <td>Cleveland</td> </tr> <tr> <td>End Date:</td> <td>04/10/2020</td> <td>State:</td> <td>OH</td> </tr> <tr> <td>DPNs accompanying?:</td> <td>YES</td> <td>Zip Code:</td> <td>44101</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 3 Leave Balance: 12</p> <p>Request Documents</p> <p>Request Approvers</p> <p>Approver: 9876543 Hershey's Kisses</p> <p>Comment: Reduced leave to 3 days vice 4. 999-888-7777</p> <p>Submit Resubmit Withdraw</p> <p>Absence Request Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p>Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 3:40 PM 999-888-7777</p> </div>	• Type of Absence	• Country	• Begin Date	• City	• End Date	• State	• DPNs accompanying?	• Zip Code	Type of Absence:	Leave - INCONUS	Country:	USA	Begin Date:	04/08/2020	City:	Cleveland	End Date:	04/10/2020	State:	OH	DPNs accompanying?:	YES	Zip Code:	44101
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Begin Date:	04/08/2020	City:	Cleveland																						
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DPNs accompanying?:	YES	Zip Code:	44101																						

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Proxy: Edit or Withdraw a Chargeable Absence Request, Continued


Procedures,
continued

Step	Action																
7	<p>To Withdraw a chargeable absence request, enter Comments as appropriate and click Withdraw.</p> <div data-bbox="312 555 1375 1682" style="border: 1px solid black; padding: 5px;"> <p>Absence Request</p> <p><u>Reese's Pieces</u></p> <p>PLEASE NOTE: Use this page for standard leave requests, any Non-Chargeable Leave requests should be made on the Non-Chargeable Leave request page</p> <p>Select this guide for step-by-step instructions. http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SPO/Absences/AbsenceRequestProceduralGuide.pdf</p> <p>Request Details</p> <table border="0"> <tr> <td>Type of Absence:</td> <td>Leave - INCONUS</td> <td>Country:</td> <td>USA</td> </tr> <tr> <td>Begin Date:</td> <td>04/07/2020</td> <td>City:</td> <td>Cleveland</td> </tr> <tr> <td>End Date:</td> <td>04/10/2020</td> <td>State:</td> <td>OH</td> </tr> <tr> <td>DPNs accompanying?:</td> <td>YES</td> <td>Zip Code:</td> <td>44101</td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p># of Days Absent: 4 Leave Balance: 12</p> <p>Request Documents</p> <p>Request Approvers</p> <p>Approver: 9876543 Hershey's Kisses</p> <p>Comment: Approver 9876543 is unavailable. Request is being withdrawn and resubmitted to another approver.</p> <p>Submit Resubmit Withdraw</p> <p>Absence Request Approval</p> <p>Request Status: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p>Hershey's Kisses Initial Approve Action Request</p> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 3:40 PM 999-888-7777</p> </div>	Type of Absence:	Leave - INCONUS	Country:	USA	Begin Date:	04/07/2020	City:	Cleveland	End Date:	04/10/2020	State:	OH	DPNs accompanying?:	YES	Zip Code:	44101
Type of Absence:	Leave - INCONUS	Country:	USA														
Begin Date:	04/07/2020	City:	Cleveland														
End Date:	04/10/2020	State:	OH														
DPNs accompanying?:	YES	Zip Code:	44101														

Continued on next page

Proxy: Edit or Withdraw a Chargeable Absence Request, Continued

Procedures,
continued

Step	Action
8	<p>When withdrawing a request, a warning message will display. If you are sure you want to withdraw the request, click OK.</p> <div data-bbox="312 555 1382 775" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>Warning -- Are you sure you want to Withdraw the request? (30003,6)</p> <p>Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new absence request.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
9	<p>The absence request status will update with a Terminated status and an email will be sent to the approver indicating the absence request has been withdrawn.</p> <div data-bbox="312 887 1224 1417" style="border: 1px solid blue; padding: 5px;"> <p>Absence Request Approval</p> <p>Request Status: Terminated View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p>Terminated</p> <p> Hershey's Kisses Initial Approve Action Request 03/24/20 - 3:56 PM</p> </div> <p>Comments</p> <p>Reese's Pieces at 03/24/20 - 3:54 PM Approver 9876543 is unavailable. Request is being withdrawn and resubmitted to another approver.</p> <p>Comment History</p> <p>Kit Kat Bar at 03/24/20 - 3:54 PM View History</p> </div>

Chargeable Absence Request Statuses

Introduction This chart explains the absence request statuses, provides a brief description of the request, who the user is, and the details about what the user can and cannot do with the absence request when in a specific status.

Information See below.

Status	Description	User	In this Status, the user
Pending	Has been submitted by requester but not approved	Requester	<ul style="list-style-type: none"> • <u>CAN change</u> details and then resubmit. The original request will be Terminated, and a new request will be submitted with the changes. • <u>CAN withdraw</u> the request and will be set to Terminated.
		Approver	<ul style="list-style-type: none"> • <u>CAN change</u> details and approve. The request status changes to Approved. • <u>CAN deny</u> the request and status changes to Denied.
Terminated	Has been withdrawn by requester	Requester	<u>CAN view</u> the details, comments and approver, but <u>CANNOT</u> make any changes.
		Approver	<u>CAN view</u> the details, comments and approver, but <u>CANNOT</u> make any changes.
Approved	Has been approved by the approver but not processed	Requester	<u>CAN view</u> the details, comments and approver but <u>CANNOT</u> make any changes.
		Approver	<u>CAN change</u> the details and approve. Status changed to Approved .
	Has been through a Payroll Process	Requester	<u>CANNOT</u> make any changes. If changes are necessary, the SPO will need to make changes.
Denied	A pending request has been denied by the approver	Requester	<u>CAN change</u> details and then resubmit. The original request will be Terminated and a new Pending request will be submitted with the changes.
		Approver	<u>CAN view</u> the details, comments and approver but, <u>CANNOT</u> make any changes to it.

Email Notifications

Introduction This chart details when email notifications will be sent to either the approver or requester.

Information See below.

User	Action	Email Sent To
Requester/Proxy	<ul style="list-style-type: none"> • Submits an Absence Request to approver • Makes a change to their pending Absence Request • Withdraws their pending Absence Request • Makes a change to their denied Absence Request 	Approver or Delegated Approver
Approver or Delegated Approver	<ul style="list-style-type: none"> • Approves an Absence Request • Denies an Absence Request • Makes changes to an Approved Absence Request that has not processed through a payroll yet • Denies an Approved Absence Request that has not processed through a payroll yet 	Requester

Absence Request Report

Introduction This section provides procedures for running the Absence Request Listing report for monitoring all absence requests in DA.

Information Users must have one of the following roles to access this report:

- CGSSCMD
- CGFIELDADM
- CGHRS
- CGHRSUP
- CGHRSIC
- CGHRSICSUP
- CGGWIS

This report will detail all of the following requests results:

- A specific member
- All members assigned to the sub-department
- All members assigned to the department and its sub-departments
- All members serviced by the SPO department

All requests can be run for these specified statuses:

- All Statuses
- Pending
- Approved
- Denied
- Withdrawn

This report can be run for all statuses and for a specified period of time.

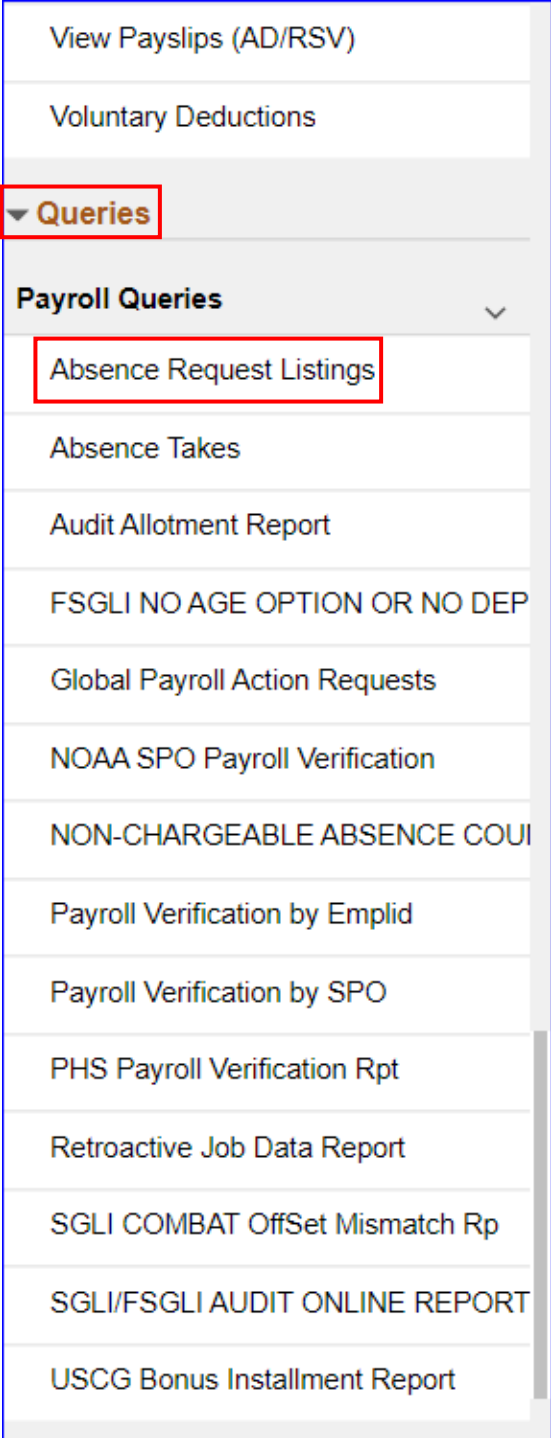
Procedures See below.

Step	Action
1	<p>On the My Homepage main screen click on the AD/RSV Payroll Workcenter tile.</p> 

Continued on next page

Absence Request Report, Continued

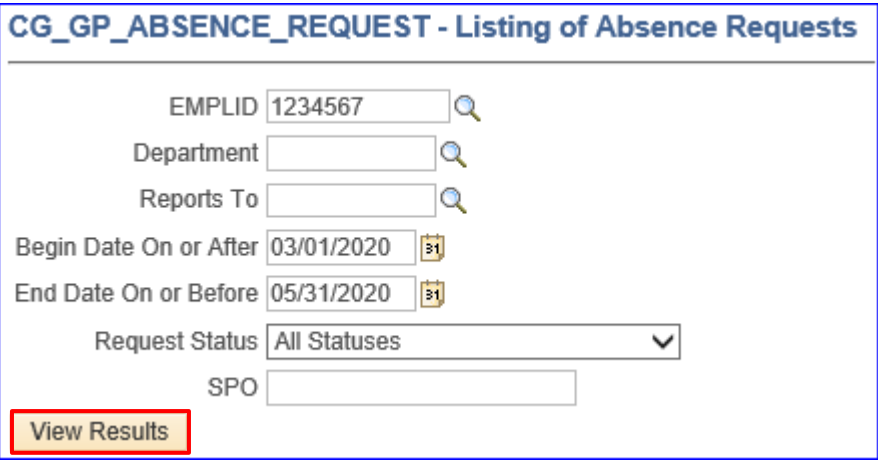
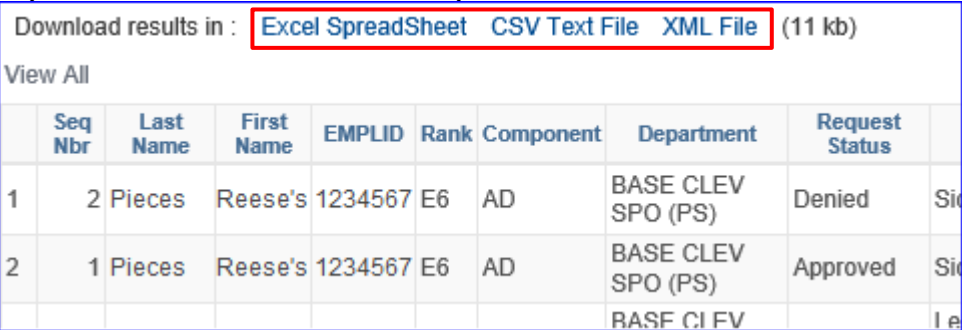
Procedures,
continued

Step	Action
2	<p>Scroll to the Queries drop-down and select the Absence Request Listings option.</p>  <p>The screenshot shows a dropdown menu with the following items:</p> <ul style="list-style-type: none"> View Payslips (AD/RSV) Voluntary Deductions Queries (highlighted with a red box) Payroll Queries (dropdown arrow) Absence Request Listings (highlighted with a red box) Absence Takes Audit Allotment Report FSGLI NO AGE OPTION OR NO DEP Global Payroll Action Requests NOAA SPO Payroll Verification NON-CHARGEABLE ABSENCE COUI Payroll Verification by Emplid Payroll Verification by SPO PHS Payroll Verification Rpt Retroactive Job Data Report SGLI COMBAT OffSet Mismatch Rp SGLI/FSGLI AUDIT ONLINE REPORT USCG Bonus Installment Report

Continued on next page

Absence Request Report, Continued

Procedures,
continued

Step	Action																																				
3	<p>The CG_GP_ABSENCE_REQUEST – Listing of Absence Requests page will display. Enter the search criteria as appropriate:</p> <ul style="list-style-type: none"> • EMPLID - To pull up the member only • Department - To pull up all members assigned to the sub-department • Reports To - To pull up all members in the department and sub-department • Begin Date On or After - Begin date range to narrow the search • End Date On or Before - End date range to narrow the search • Request Status - To pull up only members in a certain status (pending, approved, denied, withdrawn, or all statuses) • SPO - To pull up all members serviced by that SPO <p>Click View Results.</p> 																																				
4	<p>The results will display. The report may be downloaded to various formats for sorting/filtering as necessary. Header names and descriptions are broken down and explained in three sections - see Steps 5-7.</p>  <p>Download results in : Excel Spreadsheet CSV Text File XML File (11 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Last Name</th> <th>First Name</th> <th>EMPLID</th> <th>Rank</th> <th>Component</th> <th>Department</th> <th>Request Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2 Pieces</td> <td>Reese's</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>Denied</td> <td>Sid</td> </tr> <tr> <td>2</td> <td>1 Pieces</td> <td>Reese's</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>Approved</td> <td>Sid</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>BASE CLEV</td> <td></td> <td>le</td> </tr> </tbody> </table>	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status		1	2 Pieces	Reese's	1234567	E6	AD	BASE CLEV SPO (PS)	Denied	Sid	2	1 Pieces	Reese's	1234567	E6	AD	BASE CLEV SPO (PS)	Approved	Sid							BASE CLEV		le
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Absence Request Report, Continued

Procedures,
continued

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5	<p>Section 1:</p> <ul style="list-style-type: none"> • Seq Nbr - Transaction identifier needed if the request needs to be reassigned to, approved by, or denied by a user other than to whom it was originally routed • Last Name - Member's last name • First Name - Member's first name • EMPLID - Member's employee ID • Rank - Member's rank/paygrade • Component - CG component of the member • Department - Member's department name • Request Status - Current status of the absence request • Descr - Type of absence requested • Submission Date - Date the request was submitted <table border="1" data-bbox="300 909 1374 1093"> <thead> <tr> <th>Seq Nbr</th> <th>Last Name</th> <th>First Name</th> <th>EMPLID</th> <th>Rank</th> <th>Component</th> <th>Department</th> <th>Request Status</th> <th>Descr</th> <th>Submission Date</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Pieces</td> <td>Reese's</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>Denied</td> <td>Sick Leave</td> <td>2020-03-24</td> </tr> <tr> <td>1</td> <td>Pieces</td> <td>Reese's</td> <td>1234567</td> <td>E6</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td>Approved</td> <td>Sick Leave</td> <td>2020-03-24</td> </tr> </tbody> </table>	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	2	Pieces	Reese's	1234567	E6	AD	BASE CLEV SPO (PS)	Denied	Sick Leave	2020-03-24	1	Pieces	Reese's	1234567	E6	AD	BASE CLEV SPO (PS)	Approved	Sick Leave	2020-03-24		
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Absence Request Report, Continued

Procedures,
continued

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7	<p>Section 3:</p> <ul style="list-style-type: none"> • Approver Department - Department name the approver is assigned to • Requester EMPLID - Employee ID of the person that submitted the request Note: Requester could be the member or the person that submitted the request on behalf of the member (SPO/Admin) • Requester Last Name - Last name of the person who submitted the request • Requester First Name - First name of the person who submitted the request • Grade - Rank/paygrade of the person who submitted the request • Requester Component - CG component of the requester • Requester Department - Department name of the person that submitted the request • Process Date - Date the absence request processed to payroll <table border="1" data-bbox="300 902 1385 1104"> <thead> <tr> <th>Approver Department</th> <th>Requester EMPLID</th> <th>Requester Last Name</th> <th>Requester First Name</th> <th>Grade</th> <th>Requester Component</th> <th>Requester Department</th> <th>Process Date</th> </tr> </thead> <tbody> <tr> <td>BASE CLEV SPO (PS)</td> <td>1234567</td> <td>Pieces</td> <td>Reese's</td> <td>E6</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td></td> </tr> <tr> <td>BASE CLEV SPO (PS)</td> <td>1234567</td> <td>Pieces</td> <td>Reese's</td> <td>E6</td> <td>AD</td> <td>BASE CLEV SPO (PS)</td> <td></td> </tr> <tr> <td>BASE CLEV</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>BASE CLEV</td> <td></td> </tr> </tbody> </table>	Approver Department	Requester EMPLID	Requester Last Name	Requester First Name	Grade	Requester Component	Requester Department	Process Date	BASE CLEV SPO (PS)	1234567	Pieces	Reese's	E6	AD	BASE CLEV SPO (PS)		BASE CLEV SPO (PS)	1234567	Pieces	Reese's	E6	AD	BASE CLEV SPO (PS)		BASE CLEV						BASE CLEV	
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