13 April 2023

Viewing Member's Leave Balances

Overview

Introduction   This guide provides the procedures to view a member's leave balance and review the breakdown of a member's leave usage in Direct Access (DA).

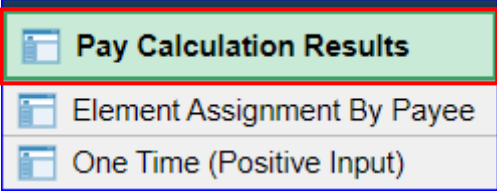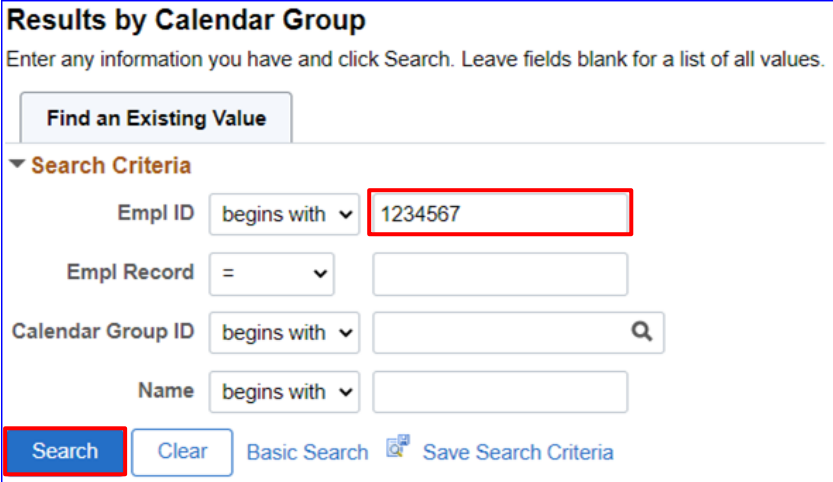**References**   Military Assignments and Authorized Absences, COMDTINST M1000.8A

Contents

View a Leave Balance – Procedure 1

Introduction	This section provides one procedure for viewing a member's leave balance in DA.

Procedures	See below.

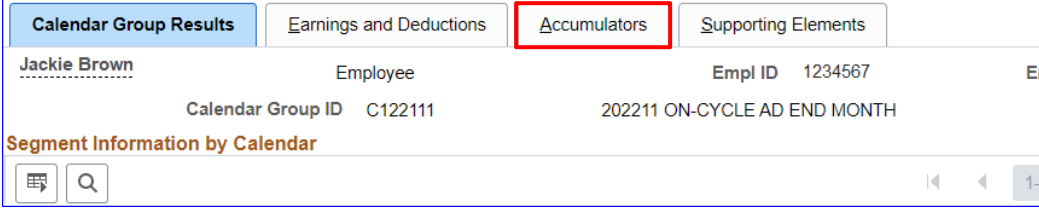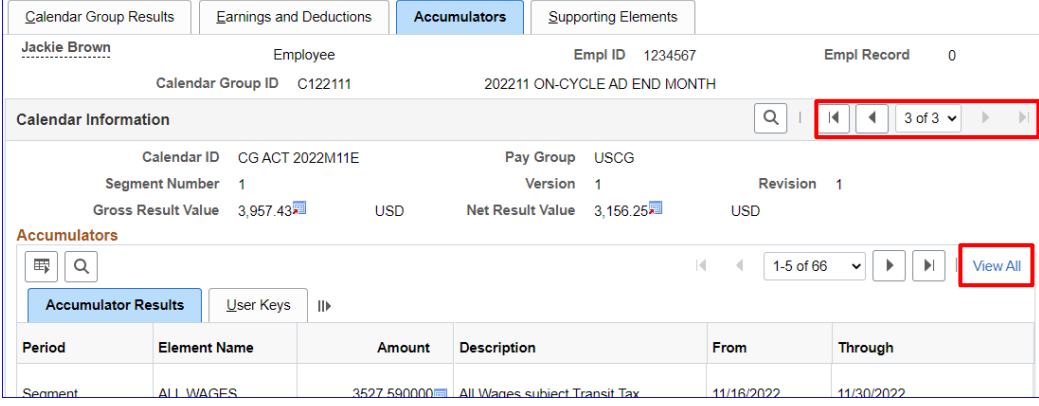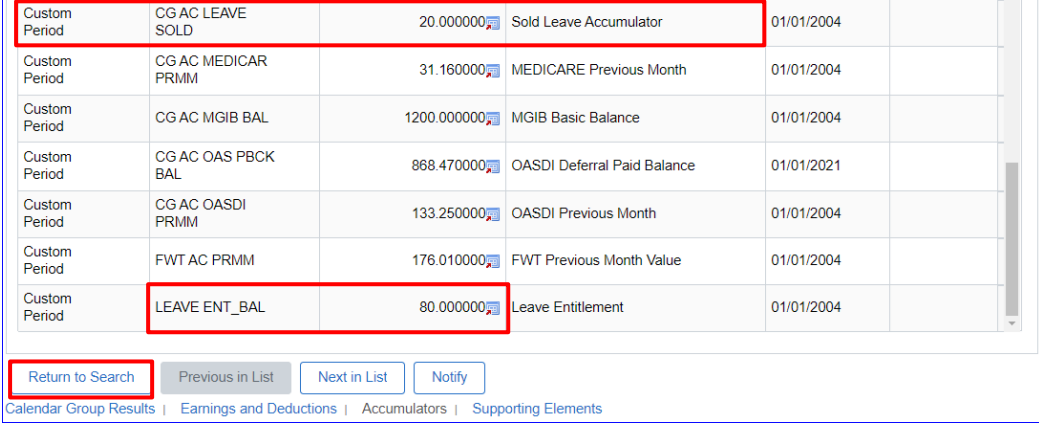| Step	Action
1	Click on the **Pay Processing Shortcuts** Tile.
1.5	The default **Pay Calculation Results** option will automatically display.
2	Enter the member's **Empl ID** and click **Search**.

View a Leave Balance – Procedure 1, Continued

Procedures,
continued

Step	Action
3	Click on the most current **end-month calendar**.

View a Leave Balance – Procedure 1, Continued

Procedures,
continued

Step	Action
4	The Calendar Group Results tab will display. Select the **Accumulators** tab. **Calendar Group Results** | Earnings and Deductions | Accumulators | Supporting Elements Jackie Brown Employee Empl ID 1234567 Er Calendar Group ID C122111 202211 ON-CYCLE AD END MONTH **Segment Information by Calendar**
5	Use the **arrows** in the Calendar Information section to get to the correct Calendar ID (usually the last one), then click **View All** in the Accumulators section. Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements Jackie Brown Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C122111 202211 ON-CYCLE AD END MONTH **Calendar Information** 3 of 3 Calendar ID CG ACT 2022M11E Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 3,957.43 USD Net Result Value 3,156.25 USD **Accumulators** 1-5 of 66 View All **Accumulator Results** | User Keys Period | Element Name | Amount | Description | From | Through Segment | ALL WAGES | 3527.590000 | All Wages subject Transit Tax | 11/16/2022 | 11/30/2022
6	Scroll down to the last Accumulator. The **LEAVE ENT_BAL** is the member's current leave balance. The **Custom Period** section also shows how much leave the member has sold to date. To view another member's leave balance, click **Return to Search**. Custom Period | CG AC LEAVE SOLD | 20.000000 | Sold Leave Accumulator | 01/01/2004 Custom Period | CG AC MEDICAR PRMM | 31.160000 | MEDICARE Previous Month | 01/01/2004 Custom Period | CG AC MGIB BAL | 1200.000000 | MGIB Basic Balance | 01/01/2004 Custom Period | CG AC OAS PBCK BAL | 868.470000 | OASDI Deferral Paid Balance | 01/01/2021 Custom Period | CG AC OASDI PRMM | 133.250000 | OASDI Previous Month | 01/01/2004 Custom Period | FWT AC PRMM | 176.010000 | FWT Previous Month Value | 01/01/2004 Custom Period | LEAVE ENT_BAL | 80.000000 | Leave Entitlement | 01/01/2004 Return to Search | Previous in List | Next in List | Notify Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

View a Leave Balance – Procedure 2

Introduction   This section provides a second procedure for viewing a member's leave balance in DA.

Procedures   See below.

Step	Action
1	Click on the **Pay Processing Shortcuts** Tile. **Pay Processing Shortcuts**
1.5	The default **Pay Calculation Results** option will automatically display. Pay Calculation Results Element Assignment By Payee One Time (Positive Input)
2	Enter the member's **Empl ID** and click **Search**. **Results by Calendar Group** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID begins with ▾ 1234567 Empl Record = ▾ Calendar Group ID begins with ▾ 🔍 Name begins with ▾ Search Clear │ Basic Search Save Search Criteria

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View a Leave Balance – Procedure 2, Continued
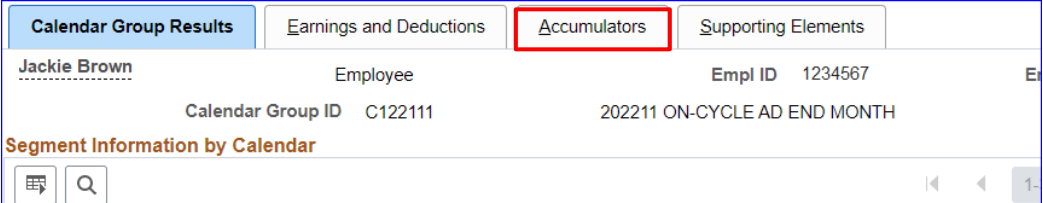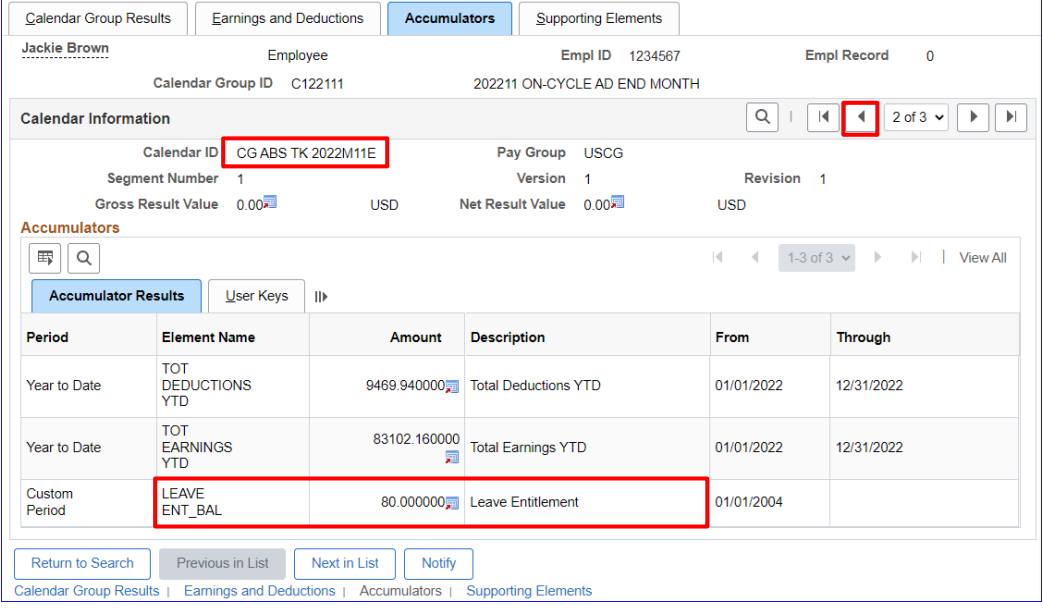
Procedures,
continued

Step	Action
3	Click on the most current **end-month calendar**.

Search Results

View All |◀ ◀ 1-58 of 58 ⌄ ▶ ▶|

Empl ID	Empl Record	Payment Date	Calendar Group ID	Name
1234567	0	12/01/2022	C122111	Jackie Brown
1234567	0	11/15/2022	C122110	Jackie Brown
1234567	0	11/01/2022	C122101	Jackie Brown
1234567	0	10/14/2022	C122100	Jackie Brown
1234567	0	09/30/2022	C122091	Jackie Brown
1234567	0	09/15/2022	C122090	Jackie Brown
1234567	0	09/01/2022	C122081	Jackie Brown

View a Leave Balance – Procedure 2, Continued

Procedures,
continued

Step	Action
4	The Calendar Group Results tab will display. Select the **Accumulator** tab.
5	Use the arrows to scroll to the last Calendar and then click the **back arrow**. The **CG ABS TK** Calendar ID will display. The **Leave Entitlement** (balance) is shown in the Custom Period with the LEAVE ENT_BAL Element name. This balance reflects all leave that has been processed in DA.