SMR Batch Process

Overview

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

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

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

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

Overview, Continued

Contents

SMR Batch – New Meal Requests

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

NOTE: Out-of-Rance SMR transactions cannot be processed using the SMR Batch Submission process. Individual transactions must be entered using the Starting CG Standard Meal Rate (CGSMR) process.
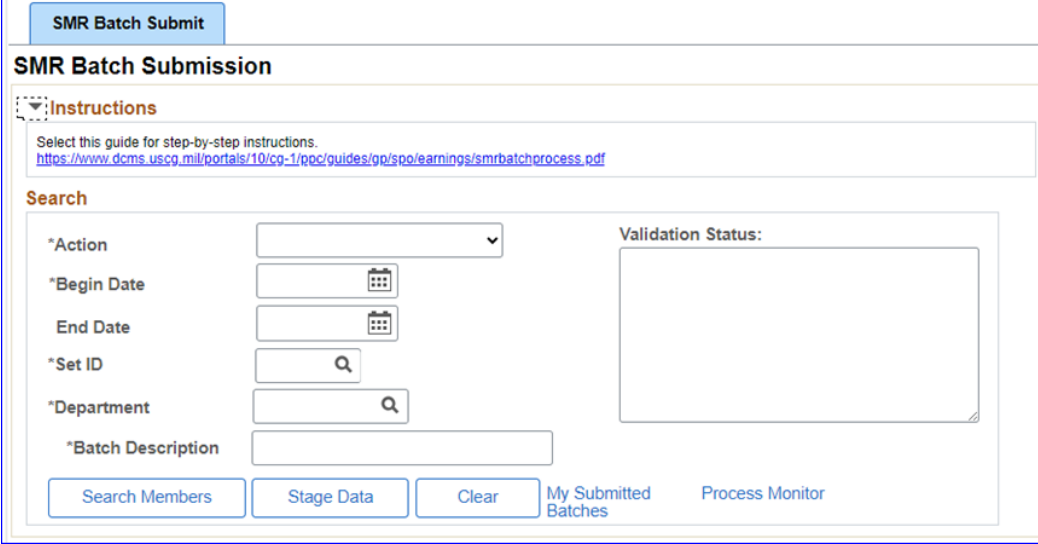
Procedures   See below.

Step	Action
1	Navigate to: NavBar icon > Menu > Human Resources > **Requests.**

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
6	Enter 00010 for the **Set ID**. **SMR Batch Submit** **SMR Batch Submission** ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action — New Meal Requests *Begin Date — 11/13/2023 End Date — 12/23/2023 *Set ID — 00010 *Department — *Batch Description — Validation Status: Search Members · Stage Data · Clear · My Submitted Batches · Process Monitor
7	Enter the **Department** ID number for the Cutter/Unit who will require CGSMR to be started. **SMR Batch Submit** **SMR Batch Submission** ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action — New Meal Requests *Begin Date — 11/13/2023 End Date — 12/23/2023 *Set ID — 00010 *Department — 049033 *Batch Description — Validation Status: Search Members · Stage Data · Clear · My Submitted Batches · Process Monitor

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
8	Enter a **Batch Description**. This is a **required** field and is limited to 50 characters (see Note). Click **Search Members**. **NOTE:** The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley Closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description. **SMR Batch Submit** **SMR Batch Submission** ▾ Instructions Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action New Meal Requests Validation Status: *Begin Date 11/13/2023 End Date 12/23/2023 *Set ID 00010 *Department 049033 *Batch Description CGC WM CHADWICK -Galley Closure Search Members Stage Data Clear My Submitted Batches Process Monitor

SMR Batch – New Meal Requests, Continued

Procedures, continued

Step	Action
9	A list of the **Members** assigned to the Department ID will display. Review the list of members to ensure all personnel who should be included in the batch are listed. • To **add** a member(s), see **Step 10**. • To **remove** a member(s), see **Step 11**. **IMPORTANT:** When adding and removing members: If the member has **departed PCS** but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a **Reservist** to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period. ![SMR Batch Submission screenshot showing the SMR Batch Submit tab, Instructions, Search section with Action set to "New Meal Requests", Begin Date 11/13/2023, End Date 12/23/2023, Set ID 00010, Department 049033, Batch Description "CGC WM CHADWICK -Galley Closure", and a Members list.] **Members list (1-18 of 18):** 1. Empl ID 1111111, Empl Rcd 0, Gamgee, Gaffer A, Discount Meal Rate 2. Empl ID 2222222, Empl Rcd 0, Baggins, Bilbo B, Discount Meal Rate 3. Empl ID 3333333, Empl Rcd 0, Sackville, Lotho B, Discount Meal Rate 4. Empl ID 4444444, Empl Rcd 0, Brandybuck, Meriadoc C, Discount Meal Rate 5. Empl ID 5555555, Empl Rcd 0, Cotton, Bowman D, Discount Meal Rate 6. Empl ID 6666666, Empl Rcd 0, Appledore, Rowlie E, Discount Meal Rate 7. Empl ID 7777777, Empl Rcd 0, Proudfoot, Sancho F, Discount Meal Rate 8. Empl ID 8888888, Empl Rcd 0, Bombadil, Tomas G, Discount Meal Rate 9. Empl ID 9999999, Empl Rcd 0, Sandyman, Theodore H, Discount Meal Rate

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
10	To add a member to the list, click the **plus** (+) button on any row. This will insert a blank row. Use the **Lookup** or enter the appropriate Empl ID for the member to be added to the SMR Batch Submission (see note) and **press Enter or the Tab key**. Repeat as necessary. **NOTE:** Members assigned to other Department IDs may be added to the SMR Batch request.

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
11	To remove a member, check the **box** for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked click **Delete Selected Members**. ![SMR Batch Submission screen] A confirmation message will display. If sure, click **Yes**. ![SMR Delete Confirmation dialog]

SMR Batch – New Meal Requests, Continued

Procedures, continued

Step	Action
12	Once the list of members has been reviewed and verified, click **Validate**.

SMR Batch – New Meal Requests, Continued

Procedures, continued

Step	Action
13	A confirmation message will display. Click **Yes** to begin the Validation Process. SMR Validation Confirmation (31100,17) Process will now initiate data validation for every member in the list. "Validation Status" field will list the members that failed validation. Click Yes to continue or No to go back and change the selection. [Yes] [No]
14	A Validation message will display. It should indicate **Validation Complete (if not, see Step 15)**. Click **OK**. The **Validation Status** of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully. Skip to Step 16. SMR Validation (31100,19) Validation Complete. Examine Validation Status field for any validation errors... If there are no errors, click "Submit" button to Submit requests. [OK] **▼ Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action: New Meal Requests *Begin Date: 11/13/2023 End Date: 12/23/2023 *Set ID: 00010 *Department: 049033 *Batch Description: CGC WM CHADWICK -Galley Closure Validation Status: 8. Validating 2120000, 0 Success... 9. Validating 1234567, 0 Success... 10. Validating 1235678, 0 Success... 11. Validating 1236789, 0 Success... 12. Validating 1237890, 0 Success... 13. Validating 1231234, 0 Success... 14. Validating 1232345, 0 Success... 15. Validating 1239876, 0 Success... 16. Validating 1237654, 0 Success... End Validation... [Search Members] [Stage Data] [Clear] My Submitted Batches Process Monitor [Validate] [Submit] [Delete Selected Members] **Members** 1-16 of 16 |	Empl ID	Empl Rcd	Name	Element Name	
1	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	+	

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
15	During the validation process, if a member **already has SMR running** for the period specified in the request, the following message will display. Click **OK**. To determine which member the message applies to, see the **Validation Status** block of the SMR Batch Submission. The Validation Status will pause at the affected member. Click **Stage Data** to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member; OR see **Step 11** for instructions to remove the member, then click **Validate** again to continue the Validation process. For a member, for this transaction, there can only be one open transaction at a time. (30003,75) The begin date for this action request conflicts with an existing transaction. For this member, examine the Element Assignment By Payee Component. Look for open transactions. There cannot be more than one open transaction at a time. OK ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action — New Meal Requests *Begin Date — 11/13/2023 End Date — 12/23/2023 *Set ID — 00010 *Department — 049033 *Batch Description — CGC WM CHADWICK -Galley Closure **Validation Status:** 8. Validating 2126666, 0 Success... 9. Validating 1234567, 0 Success... 10. Validating 1235678 , 0 Success... 11. Validating 1236789, 0 Success... 12. Validating 1237890, 0 Success... 13. Validating 1231234, 0 Success... 14. Validating 1232345, 0 Success... 15. Validating 1239876, 0 Success... 16. Validating 1237654, 0 Search Members Stage Data Clear My Submitted Batches Process Monitor Validate Submit Delete Selected Members **Members** 1-16 of 16 |		Empl ID	Empl Rcd	Name	Element Name	
☐	1	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	＋	

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
16	Once the Validation process has successfully completed, a confirmation message will display. Click **OK**, then click **Submit**. SMR Validation (31100,19) Validation Complete. Examine Validation Status field for any validation errors... If there are no errors, click "Submit" button to Submit requests. OK ▼ Instructions Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf Search *Action New Meal Requests *Begin Date 11/13/2023 End Date 12/23/2023 *Set ID 00010 *Department 049033 *Batch Description CGC WM CHADWICK -Galley Closure Validation Status: 9. Validating 1234567, 0 Success... 10. Validating 1235678, 0 Success... 11. Validating 1236789, 0 Success... 12. Validating 1237890, 0 Success... 13. Validating 1231234, 0 Success... 14. Validating 1232345, 0 Success... 15. Validating 1239876, 0 Success... 16. Validating 1237654, 0 Search Members Stage Data Clear My Submitted Batches Process Monitor Validate Submit Delete Selected Members Members 1-16 of 16 Empl ID Empl Rcd Name Element Name 1 1111111 0 Gamgee, Gaffer A Discount Meal Rate +
17	A confirmation message will display. Click **Yes** to continue with the SMR Batch Submission. Click No to go back and make changes. SMR Batch Confirmation (31100,20) "New Meal Request" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor. Click Yes to continue or No to go back to change the selection. Yes No

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
18	The Process Status box will display where the Members list had been. **Click** the green arrows ( ) to refresh the Process Status until it indicates Success (skip to Step 20) **or** click **Process Monitor** to open the Process List (See Step 19). **NOTE:** This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Steps 1-3), click **My Submitted Batches** to view the status of the batch.

SMR Batch – New Meal Requests, Continued

Procedures, continued

Step	Action
19	The Process List will open in a new window. Click **Refresh** until the **Run Status** indicates Success and the **Distribution Status** indicates Posted. To exit the Process List, close the window.
20	Once the Process Status indicates **Success**, click **My Submitted Batches**.
21	The Batch Details will display. Make a note of the **Batch ID** for the SMR Batch just completed. The Approver will need this to locate the SMR Batch for approval. Click **Return** to close the Batch Details.

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
22	The SMR Batch is now awaiting approval. To exit, click the Home button or to enter another SMP Batch, click **Clear**.
23	A SMR Confirmation message will display. Click **Yes** and return to the beginning of this guide and follow the appropriate procedures.

SMR Batch – Stop Active Request

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

Important Information	If SMR is only to be stopped temporarily, it is important to submit a New Meal Request SMR Batch immediately to restart SMR as appropriate. See the SMR Batch – New Meal Requests section for procedures to restart SMR. Out-of-Range SMR transactions cannot be processed using the SMR Batch Submission process. Individual transactions must be entered using the **Pay Corrections Action Request** process.

Procedures	See below.

Step	Action
1	Navigate to: NavBar icon > Menu > Human Resources > **Requests.**

SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action
2	Scroll down and select the **SMR Batch Submission** option. ≡ Proxy - Submit Pay Correction ≡ Proxy - Submit SPDuty Pay Req ≡ Proxy - Supp CA Request ≡ Proxy - TSP Adjustment Request ≡ Ready Reserve Integration Rqst ≡ SMR Batch Approval ≡ SMR Batch Submission ≡ Submit a COLA Unique Request
3	The SMR Batch Submission page will display. **SMR Batch Submit** **SMR Batch Submission** ▼ Instructions Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action *Begin Date End Date *Set ID *Department *Batch Description Validation Status: Search Members Stage Data Clear My Submitted Batches Process Monitor

SMR Batch – Stop Active Request, Continued

Procedures, continued

Step	Action
4	Using the **Action** drop-down, select Stop Active Requests. **SMR Batch Submit** **SMR Batch Submission** ▼ Instructions Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action: Stop Active Requests Validation Status: End Date *Set ID *Department **EABP Date Range** Begin Date From ___ To ___ End Date From ___ To ___ *Batch Description Search Members	Stage Data	Clear	My Submitted Batches	Process Monitor
5	Enter the **End Date** SMR is to stop (End Date **CANNOT** extend more than 12 pay periods into the future). **Remember**, you must process a separate SMR Batch transaction to restart SMR. **SMR Batch Submit** **SMR Batch Submission** ▼ Instructions Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action: Stop Active Requests Validation Status: End Date: 12/11/2023 *Set ID *Department **EABP Date Range** Begin Date From ___ To ___ End Date From ___ To ___ *Batch Description Search Members	Stage Data	Clear	My Submitted Batches	Process Monitor

SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action
6	Use the look up to enter 00010 for the **Set ID**. **SMR Batch Submit** **SMR Batch Submission** ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action — Stop Active Requests Validation Status: End Date — 12/11/2023 *Set ID — 00010 *Department — **EABP Date Range** Begin Date From — To End Date From — To *Batch Description — Search Members Stage Data Clear My Submitted Batches Process Monitor
7	Use the look up to enter the **Department ID** number of the unit/members SMR should be stopped. **SMR Batch Submit** **SMR Batch Submission** ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action — Stop Active Requests Validation Status: End Date — 12/11/2023 *Set ID — 00010 *Department — 000099 **EABP Date Range** Begin Date From — To End Date From — To *Batch Description — Search Members Stage Data Clear My Submitted Batches Process Monitor

SMR Batch – Stop Active Request, Continued

Procedures, continued

Step	Action
8	Enter a **Batch Description**. This is a required field and is limited to 50 characters (see Note). To utilize the EABP Date Range field (optional) see Step 9; otherwise, click **Search Members**. **NOTE:** The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description.

SMR Batch – Stop Active Request, Continued

Procedures,
continued

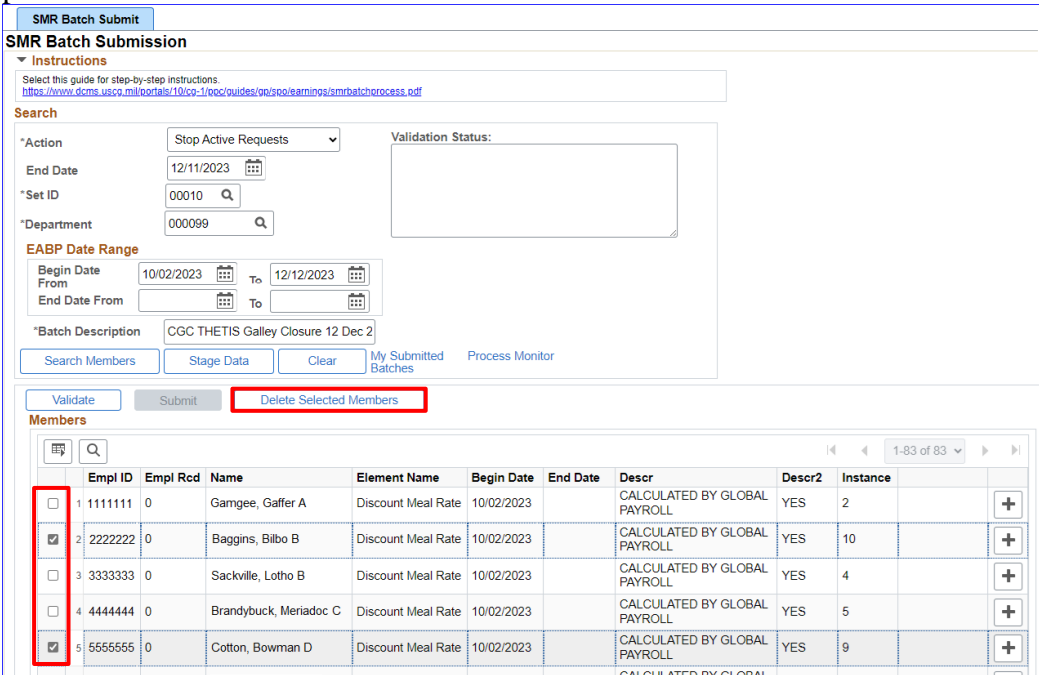| Step	Action
9	The **EABP Date Range** may be used to narrow the list of members available for the SMR Batch Submission. This may be especially helpful for those units with a large number of members with numerous EABP DMR Instances. The EABP Date Range is not limited to In-Range Dates only. This is to allow the system to search for SMR transactions that have been continuously running for more than 24 pay periods or have an open End Date. All EABP Date Range fields are optional. Enter an **EABP Date Range**, then click **Search Members**. **WARNING:** Use the **EABP Date Range** feature with caution. If the **Begin Date From/To** and/or the **End Date From/To** date ranges are used, the Search Results will **ONLY** display those EABP DMR Instances that fall within the date range(s) provided. **IMPORTANT:** Review the list of Members carefully to ensure all members to be included in the SMR Batch Submission populated. If not, see Step 12 to add members **or** remove the EABP Date Range parameter and click **Search Members** again.

SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action
10	A list of the **Members** will populate based on the search parameters defined in Steps 4-9. Members may be listed multiple times if they have multiple DMR Instances in EABP. To remove a member that should not be included in the SMR Batch **OR** to remove closed DMR Instances (see Important note below), **check** the box for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked, click **Delete Selected Members**. To add a missing member, see step 13. ==IMPORTANT:== If the member has multiple DMR Instances listed, only the DMR Instance to be stopped/adjusted should be left in the list. **All other DMR Instances MUST be removed to prevent over/under payments.** When adding and removing members: If the member has **departed PCS** but has not yet reported to their new unit (En route), be sure to remove them from that list of Members for the SMR Batch request. If adding a **Reservists** to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period.

SMR Batch – Stop Active Request, Continued

Procedures,
continued

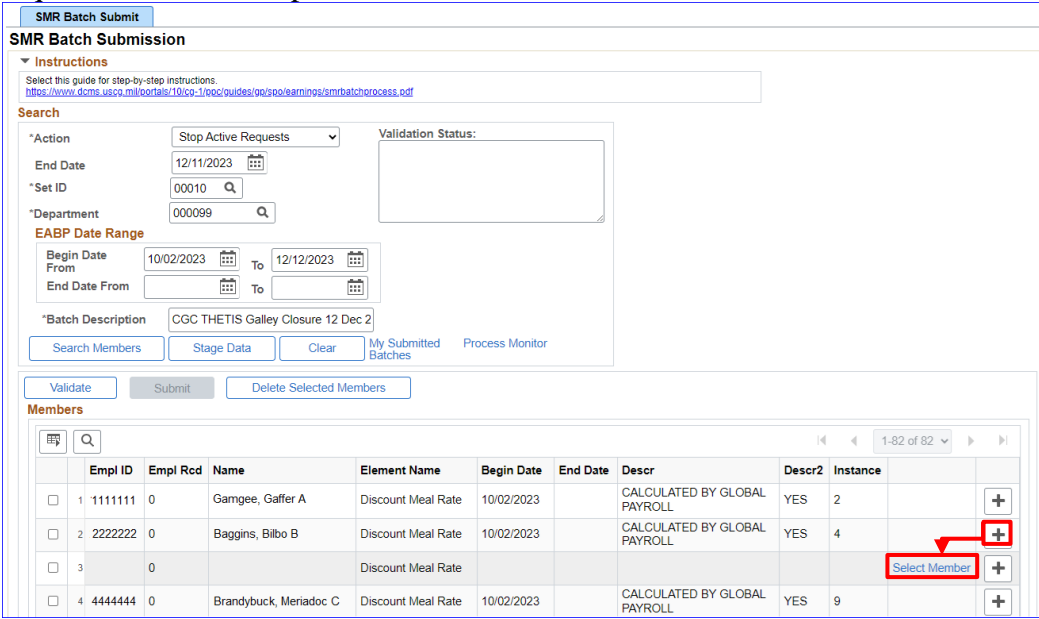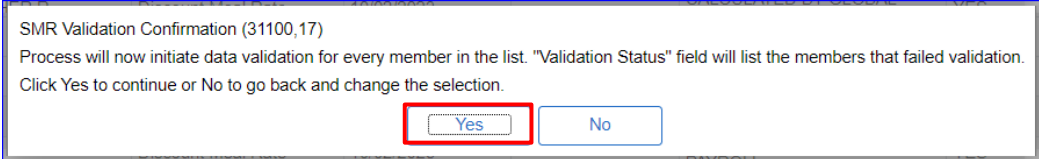| Step	Action
11	A confirmation message will display. Click **Yes**. SMR Delete Confirmation (31100,28) Selected members will be deleted from the members grid. Click Yes to continue or No to go back. [Yes] [No]
12	Once the list of Members has been reviewed and verified, click **Validate** and skip to Step 14. **SMR Batch Submit** **SMR Batch Submission** ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action: New Meal Requests *Begin Date: 11/13/2023 End Date: 12/23/2023 *Set ID: 00010 *Department: 049033 *Batch Description: CGC WM CHADWICK -Galley Closure **Validation Status:** [Search Members] [Stage Data] [Clear] My Submitted Batches Process Monitor [Validate] [Submit] [Delete Selected Members] **Members** 1-19 of 19

		Empl ID	Empl Rcd	Name	Element Name	
☐	1	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	+
☐	2	2222222	0	Baggins, Bilbo B	Discount Meal Rate	+
☐	3	3333333	0	Sackville, Lotho B	Discount Meal Rate	+
☐	4	4444444	0	Brandybuck, Meriadoc C	Discount Meal Rate	+
☐	5	5555555	0	Cotton, Bowman D	Discount Meal Rate	+
☐	6		0		Discount Meal Rate	+
☐	7	6666666	0	Appledore, Rowlie E j	Discount Meal Rate	+

SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action
13	To add a member to the list, click the **plus** (+) button on any row. This will insert a blank row. Click **Select Member,** then use the Lookup or enter the appropriate Empl ID for the member to be added to the SMR Batch Submission (see Note) and **press Enter or the Tab key**. Repeat as necessary. Once the list of Members has been reviewed and verified, click **Validate**. **NOTE:** Members assigned to other Department IDs may be added to the SMR Batch request. <mark>IMPORTANT:</mark> When adding and removing members: If the member has **departed PCS** but has not yet reported to their new unit (En route), be sure to remove them from the list of members for the SMR Batch request. If adding a **Reservist** to the list of Members, ensure are on Active Duty orders for the requested SMR Batch period.
14	A confirmation message will display. Click **Yes** to continue with the SMR Batch Submission. Click *No* to go back and make changes.

SMR Batch – Stop Active Request, Continued

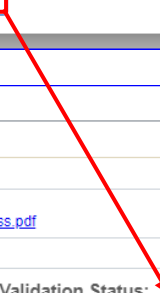**Procedures**,
continued

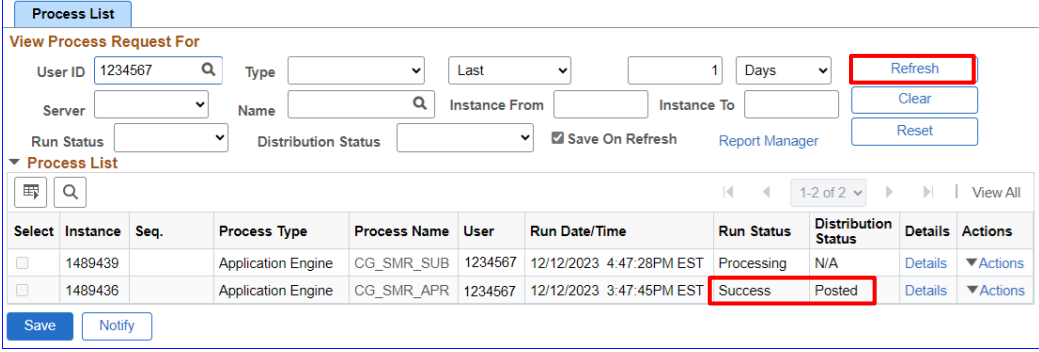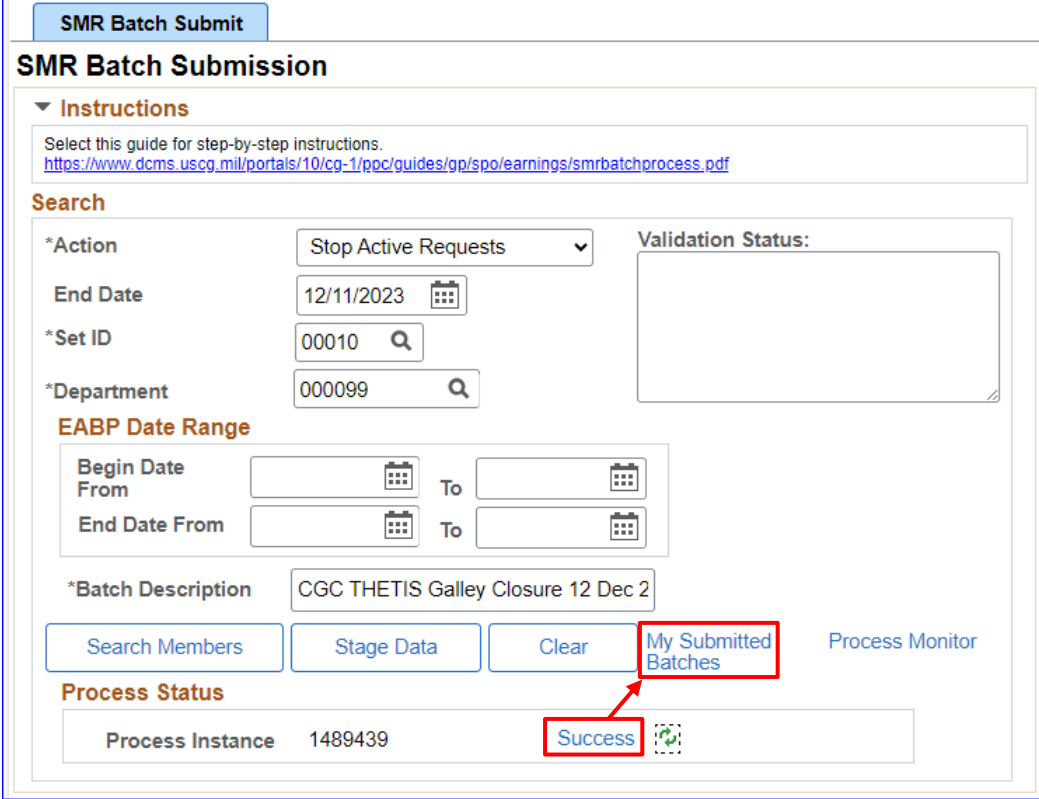| Step	Action
15	A Validation message will display. It should indicate **Validation Complete (if not, see Step 16)**. Click **OK**. The **Validation Status** of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully. Click **Submit** and skip to Step 18. SMR Validation (31100,19) Validation Complete. Examine Validation Status field for any validation errors... If there are no errors, click "Submit" button to Submit requests. OK **SMR Batch Submit** **SMR Batch Submission** ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action Stop Active Requests End Date 12/11/2023 *Set ID 00010 *Department 000099 **EABP Date Range** Begin Date From 10/02/2023 To 12/12/2023 End Date From To *Batch Description CGC THETIS Galley Closure 12 Dec 2 **Validation Status:** 74. Validating 1234567 , 0 Success... 75. Validating 1235678 , 0 Success... 76. Validating 1236789 , 0 Success... 77. Validating 1237890 , 0 Success... 78. Validating 1231234 , 0 Success... 79. Validating 1232345 , 0 Success... 80. Validating 1239876 , 0 Success... 81. Validating 1237654 , 0 Success... End Validation... 2023-12-12-16.38.14.000000 Search Members Stage Data Clear My Submitted Batches Process Monitor Validate Submit Delete Selected Members

SMR Batch – Stop Active Request, Continued

Procedures, continued

Step	Action
16	During the validation process, if a member does not have any active SMR Instances running, there is a conflict with another SMR Instance, or has multiple EABP rows, the following message(s) will display. Click **OK**. To determine which member the message applies to, see the **Validation Status** block of the SMR Batch Submission. The Validation Status will pause at the affected member. Click **Stage Data** to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member or see **Step 10** for the steps to remove the member, then click Validate to continue the **Validation** process. For a member, for this transaction, there can only be one open transaction at a time. (30003,75) The begin date for this action request conflicts with an existing transaction. For this member, examine the Element Assignment By Payee Component. Look for open transactions. There cannot be more than one open transaction at a time. OK **SMR Batch Submit** **SMR Batch Submission** ▼ Instructions Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action Stop Active Requests End Date 12/11/2023 *Set ID 00010 *Department 000099 **Validation Status:** 74. Validating 1234567 , 0 Success... 75. Validating 1235678 , 0 Success... 76. Validating 1236789 , 0 Success... 77. Validating 1237890 , 0 Success... 78. Validating 1231234 , 0 Success... 79. Validating 1232345 , 0 Success... 80. Validating 1239876 , 0 **EABP Date Range** Begin Date From 10/02/2023 To 12/12/2023 End Date From To *Batch Description CGC THETIS Galley Closure 12 Dec 2 Search Members Stage Data Clear My Submitted Batches Process Monitor Validate Submit Delete Selected Members

SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action
18	A confirmation message will display. Click **Yes** to continue with the SMR Batch Submission. Click No to go back and make changes. SMR Batch Confirmation (31100,20) "New Meal Request" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor. Click Yes to continue or No to go back to change the selection. [Yes]　　[No]
19	The process Status box will display where the Members list had been. Click the **green arrows** ( ) to refresh the Process Status until it indicates Success (skip to Step 21) **or** click **Process Monitor** to open the Process List (see Step 20). **NOTE:** This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see steps 1-3), click **My Submitted Batches** to view the status of the batch. **SMR Batch Submit** **SMR Batch Submission** ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action: Stop Active Requests End Date: 12/11/2023 *Set ID: 00010 *Department: 000099 **EABP Date Range** Begin Date From: ___ To ___ End Date From: ___ To ___ *Batch Description: CGC THETIS Galley Closure 12 Dec 2 [Search Members] [Stage Data] [Clear] [My Submitted Batches] [Process Monitor] Validation Status: **Process Status** Process Instance 1489439　Queued

SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action
20	The Process List will open in a new window. Click **Refresh** until the **Run Status** indicates Success, and the **Distribution Status** indicates Posted. To exit the Process List, close the window.
21	Once the Process Status indicates **Success**, click **My Submitted Batches**.

SMR Batch – Stop Active Request, Continued

Procedures, continued

Step	Action
22	The Batch Details will display. Make a note of the **Batch ID** for the SMR Bath just completed. The Approver will need this to locate the SMR Batch for approval. Click **Return** to close the Batch Details.
23	The SMR Batch is now awaiting approval. To enter another SMR Batch, click **Clear**.
24	A confirmation message will display. Click Yes and return to the beginning of this guide.

Approving an SMR Batch Submission

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

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

Procedures   See below.

Step	Action
1	Navigate to: NavBar icon > Menu > Human Resources > **Requests.**

Approving an SMR Batch Submission, Continued

Procedures, continued

Step	Action
2	Scroll down and select the **SMR Batch Approval** option. Proxy - Submit Pay Correction Proxy - Submit SPDuty Pay Req Proxy - Supp CA Request Proxy - TSP Adjustment Request Ready Reserve Integration Rqst **SMR Batch Approval** SMR Batch Submission Submit a COLA Unique Request
3	The SMR Batch Approval page will display. **SMR Batch Approval** **SMR Batch Approval** ▼ Instructions Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action *Batch Validation Status: Search Clear Process Monitor

Approving an SMR Batch Submission, Continued

Procedures, continued

Step	Action
4	Using the **Action** drop-down, select the appropriate action type.
5	Enter the **Batch ID** number or use the Lookup to locate and select the appropriate Batch ID to be approved. **NOTE:** Only the Batch ID's falling under the Auditor's SPO tree and for the Action type selected will be listed in the Search Results.

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Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action
6	Click **Search**.
7	Review and verify the Members listed, then click **Validate**.
8	A confirmation message will display. Click **Yes** to continue with the SMR Batch Submission. Click No to go back and make changes.

Approving an SMR Batch Submission, Continued

Procedures, continued

Step	Action
9	A Validation message will display. It should indicate **Validation Complete**. Click **OK**. The **Validation Status** of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully. Click **Approve**. SMR Validation (31100,19) Validation Complete. Examine Validation Status field for any validation errors.. If there are no errors, click "Approve" button to Approve requests. OK
10	A confirmation message will display. Click **Yes**. A second confirmation will display indicating the approved SMR Batch has been submitted. Click **OK**. SMR Batch Confirmation (31100,20) "Approve" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor. Click Yes to continue or No to go back to change the selection. Yes No Approval Request submitted. (0,0) OK

Approving an SMR Batch Submission, Continued

Procedures, continued

Step	Action
11	The Process Status box will display where the Members list had been. Click the **green arrows** (🔄) to refresh the Process Status until it indicates Success (skip to Step 13) **or** cʟɪᴄᴋ **Process Monitor** to open the Process List (see Step 12). **NOTE:** This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Steps 1-3), click **My Submitted Batches** to view the status of the batch.
12	The Process list will open in a new window. Click **Refresh** until the **Run Status** indicates Success, and the **Distribution Status** indicates Posted. To exit the Process List, close the window.

Approving an SMR Batch Submission, Continued

Procedures, continued

Step	Action
13	Once the **Process Status** indicates Success, it is important to review Element Assignment By Payee (EABP) to ensure the SMR Batch processed correctly. Continue at Step 15 for procedures to review members' EABPs.
14	To verify the SMR Batch Submission processed correctly, ensure an EABP for a new SMR request was created or an End Date was populated to stop an existing SMR transaction. To do this, click the **Pay Processing Shortcuts** tile.
15	Select the **Element Assignment By Payee** option.

Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action
16	Enter the **Empl ID** for one of the members from the Batch process and click **Search**. **Element Assignment By Payee** 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 — = ▾ Name — begins with ▾ Last Name — begins with ▾ Second Last Name — begins with ▾ Alternate Character Name — begins with ▾ Middle Name — begins with ▾ Business Unit — begins with ▾ Department Set ID — begins with ▾ 🔍 Department — begins with ▾ 🔍 ☐ Case Sensitive **Search** Clear Basic Search 🔲 Save Search Criteria
17	A list of the member's EABPs will display. Scroll through the list to verify the transaction processed correctly. In this example, the **CG SMR** (shown as DMR) was stopped on 12/11/2023. **Assignments** 1-2 of 2 Elements / Recipient 	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	 	DMR	Discount Meal Rate	999	12/07/2023	12/11/2023	☑	1	 	OAS EE PBCK	Payback OASDI EE Deferral Amt	999	01/01/2021	04/30/2021	☑	1	 Add New Assignment Deduction Recipients Save Return to Search Notify Refresh

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Denying an SMR Batch Submission

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

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

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

Procedures   See below.

Step	Action
1	Navigate to: NavBar icon > Menu > Human Resources > **Requests.**

Denying an SMR Batch Submission, Continued

Procedures,
continued

Step	Action
2	Scroll down and select the **SMR Batch Approval** option.
3	The SMR Batch Approval page will display.
4	Using the **Action** drop-down, select the appropriate action type.

Denying an SMR Batch Submission, Continued

Procedures, continued

Step	Action
5	Enter the **Batch ID** number or use the Lookup to locate and select the appropriate Batch ID to be denied. **NOTE:** Only the Batch IDs falling under the Auditor's SPO tree and for the Action type selected will be listed in the Search Results.
6	Click **Search**.

Denying an SMR Batch Submission, Continued

Procedures,
continued

Step	Action
7	Enter comments (required) in the **Deny All Comments** block, then click **Deny All**.
8	A confirmation message will display. Click **Yes**. A second confirmation message will display indicating the SMR Batch Deny All Request has been submitted. Click **OK**.

Denying an SMR Batch Submission, Continued

Procedures, continued

Step	Action
9	The Process Status box will display where the Members list had been. Click the green **arrows**) to refresh the Process Status until it indicates Success (skip to Step 11) or click **Process Monitor** to open the Process List (see Step 10). **NOTE:** This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.
10	The Process List will open in a new window. Click **Refresh** until the **Run Status** indicates Success, and the **Distribution Status** indicates Posted. To exit the Process List, close the window.

Denying an SMR Batch Submission, Continued

Procedures, continued

Step	Action
11	Once the Process Status indicates **Success**, the SMR Batch has been successfully denied. To approve or deny another SMR Batch, click **Clear**. Return to the necessary section of this guide and follow the appropriate procedures. **SMR Batch Approval** **SMR Batch Approval** ▼ **Instructions** Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf **Search** *Action New Meal Requests **Validation Status:** *Batch 00000636 🔍 CGC WM CHADWICK - Galley Closure Search Clear Process Monitor **Process Status** Process Instance 1489900 Success 🔄

SMR Batch Inquiry

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

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** Tile.
2	Select the **SMR Batch Inquiry** option, from the Reports/Processes section.
3	The SMR Batch Inquiry page will display.

SMR Batch Inquiry, Continued

Procedures,
continued

Step	Action
4	Using the **Action** drop-down, select the appropriate type of action.
5	Enter 00010 for the **Set ID**. Click **Search**. **NOTE:** To narrow the search results, additional parameters may be entered in any of the following fields: **Empl ID**, **Department**, **Submitted By**, **Submitted Date**, **Begin Date**, and/or **End Date**.

SMR Batch Inquiry, Continued

Procedures,
continued

Step	Action
6	The Search Results will display with any submitted SMR Batches matching the search parameters entered in step 5. Click **View Details** for the Batch ID to be reviewed.
7	The Batch Details will display for the Batch ID selected.