

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.

The screenshot shows the 'SMR Batch Submission' web interface. At the top, there is a 'SMR Batch Submit' button. Below it, the 'Instructions' section provides a link to a PDF guide. The 'Search' section contains several input fields: '*Action' (New Meal Requests), '*Begin Date' (11/13/2023), 'End Date' (12/23/2023), '*Set ID' (00010), '*Department' (049033), and '*Batch Description' (CGC WM CHADWICK -Galley Closure). There are buttons for 'Search Members', 'Stage Data' (highlighted with a red box), 'Clear', 'My Submitted Batches', and 'Process Monitor'. Below the search fields are buttons for 'Validate', 'Submit', and 'Delete Selected Members'. At the bottom, a 'Members' table is visible with the following data:

	Empl ID	Empl Rcd	Name	Element Name	
1	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	+

The screenshot shows a confirmation dialog box with the title 'SMR Staging Confirmation (31100,18)'. The message inside reads 'Search parameters and member list successfully saved.' Below the message is an 'OK' button, which is highlighted with a red box.

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Overview, Continued

Contents

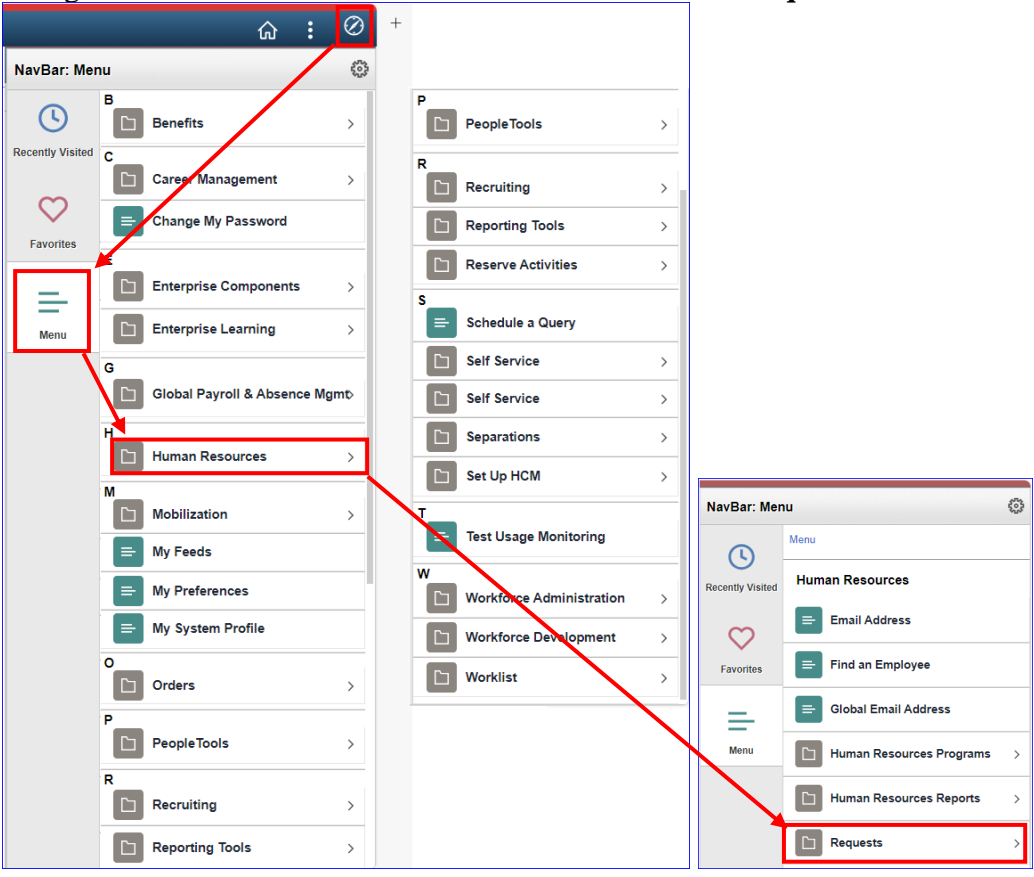
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SMR Batch – New Meal Requests

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.


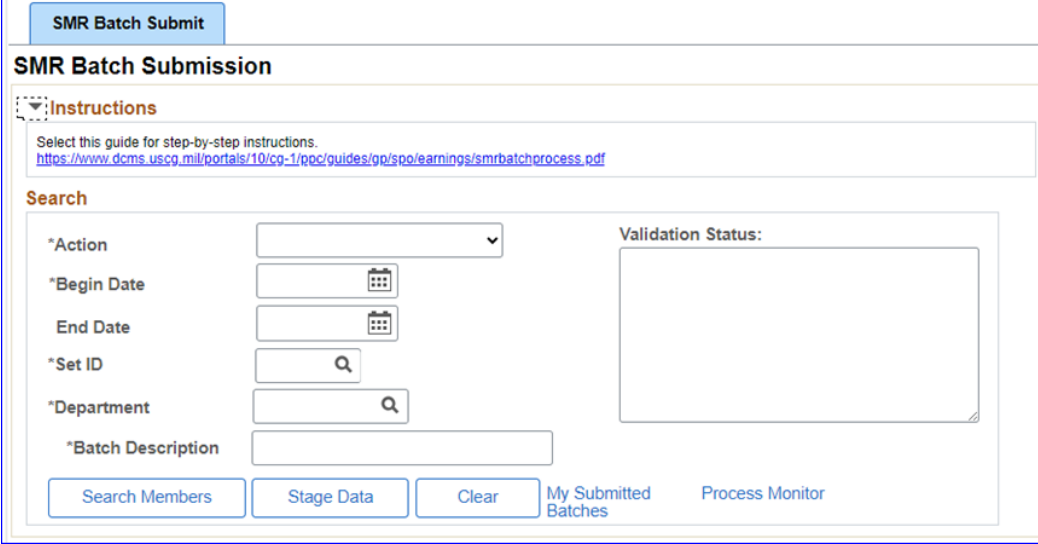
Procedures See below.

Step	Action
<p>1</p>	<p>Navigate to: NavBar icon > Menu > Human Resources > Requests.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a 'NavBar: Menu' header. Below it, there are sections for 'Recently Visited' and 'Favorites'. A 'Menu' icon (three horizontal lines) is highlighted with a red box. An arrow points from this icon to a secondary menu where 'Human Resources' is highlighted with a red box. Another arrow points from 'Human Resources' to a third menu where 'Requests' is highlighted with a red box. The background menu lists various categories like Benefits, Career Management, Enterprise Components, etc.</p>

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SMR Batch – New Meal Requests, Continued

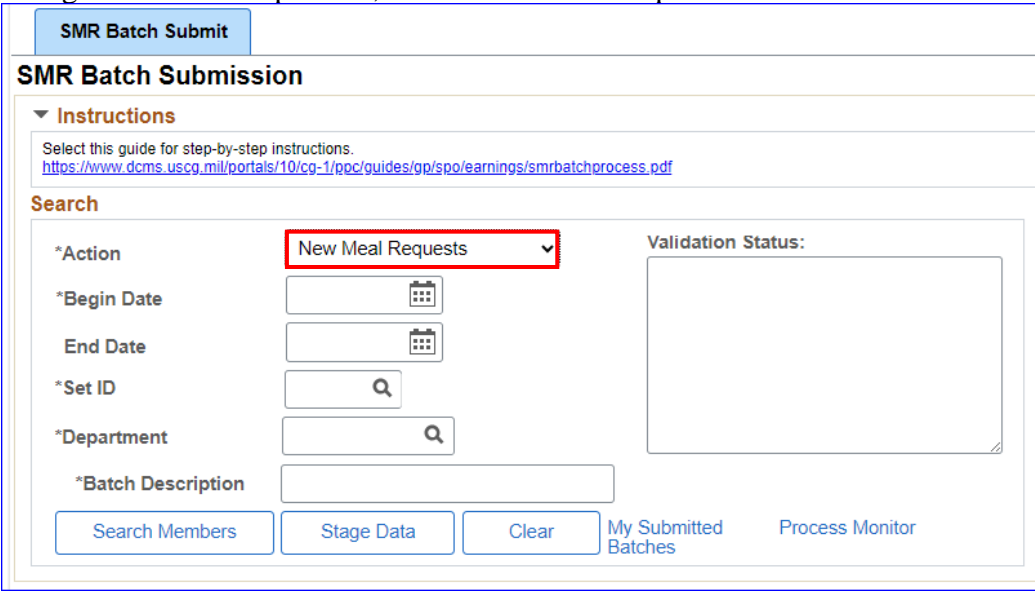
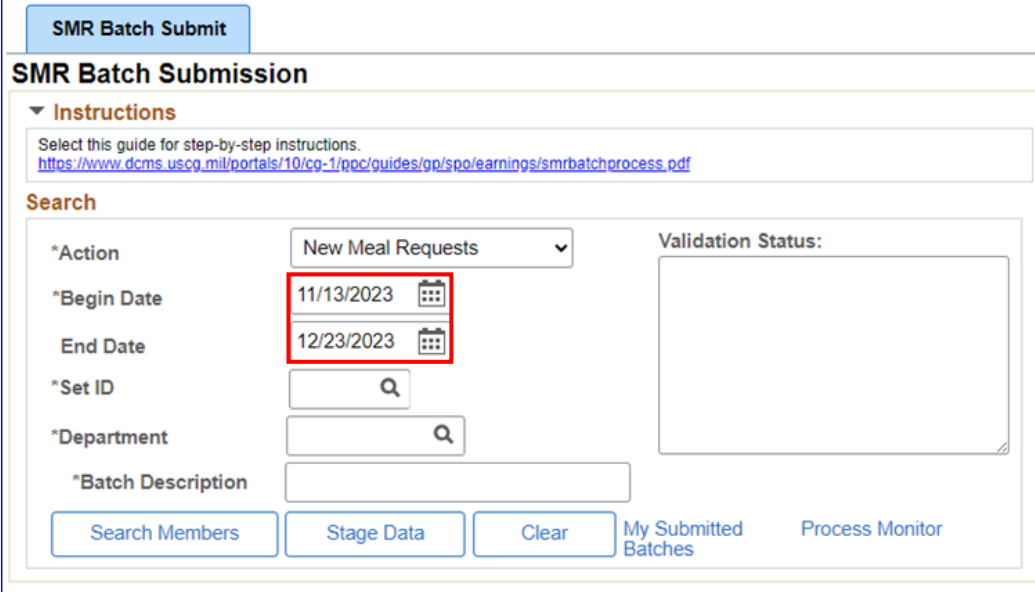
Procedures,
continued

Step	Action
2	<p>Scroll down and select the SMR Batch Submission option.</p>  <p>The screenshot shows a vertical list of menu items, each with a green hamburger icon to its left. The items are: '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' (highlighted with a red border), and 'Submit a COLA Unique Request'.</p>
3	<p>The SMR Batch Submission page will display.</p>  <p>The screenshot shows the 'SMR Batch Submit' page. At the top is a blue button labeled 'SMR Batch Submit'. Below it is the heading 'SMR Batch Submission'. There is an 'Instructions' section with a link: 'Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf'. A 'Search' section contains several input fields: '*Action' (a dropdown menu), '*Begin Date' (a date picker), 'End Date' (a date picker), '*Set ID' (a search field), '*Department' (a search field), and '*Batch Description' (a text input field). To the right of these fields is a 'Validation Status' section with a large empty box. At the bottom are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'.</p>

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SMR Batch – New Meal Requests, Continued

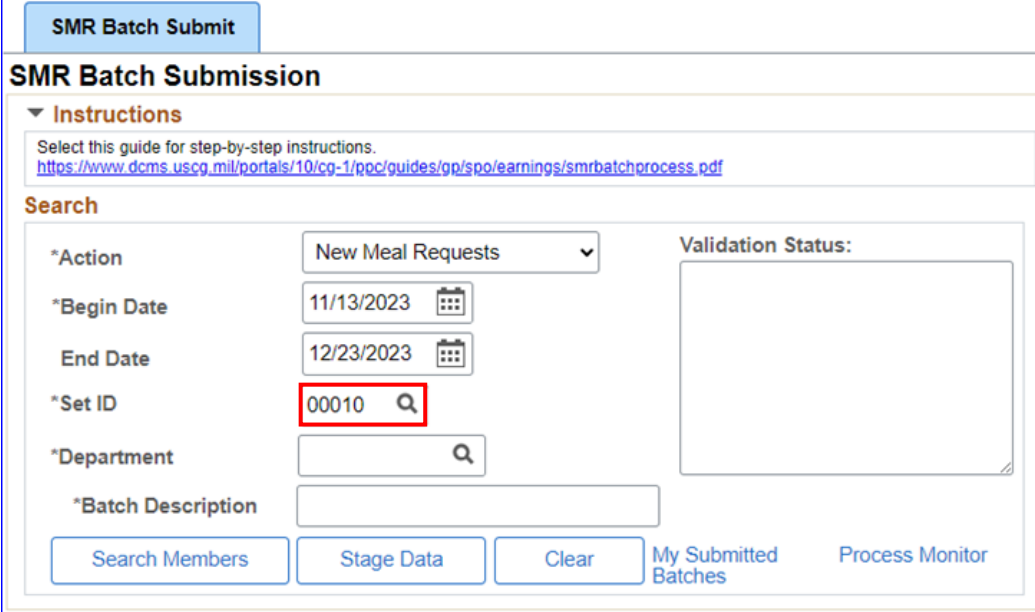
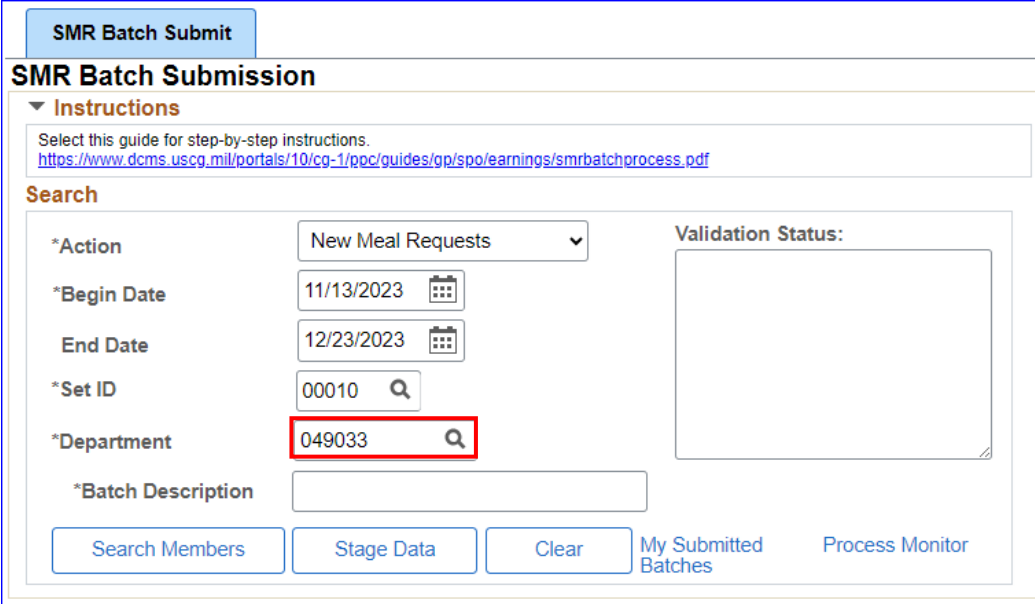
Procedures,
continued

Step	Action
4	<p>Using the Action drop-down, select New Meal Requests.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. At the top is a blue button labeled 'SMR Batch Submit'. Below it is the title 'SMR Batch Submission' and a section for 'Instructions' with a link to a PDF guide. The 'Search' section contains several fields: '*Action' (a dropdown menu with 'New Meal Requests' selected and highlighted by a red box), '*Begin Date' (a date picker), 'End Date' (a date picker), '*Set ID' (a search field), and '*Department' (a search field). There is also a '*Batch Description' text field. At the bottom of the search section are buttons for 'Search Members', 'Stage Data', and 'Clear', along with links for 'My Submitted Batches' and 'Process Monitor'. A 'Validation Status' box is visible on the right side of the search area.</p>
5	<p>Enter a Begin Date (required). Enter an End Date (optional).</p> <p>NOTE: The Begin Date CANNOT date more than 24 pay periods into the past and the End Date CANNOT extend more than 12 pay periods into the future.</p>  <p>This screenshot is identical to the one above, but the '*Begin Date' and 'End Date' fields are now populated with the dates '11/13/2023' and '12/23/2023' respectively. These two date fields are highlighted with a red box.</p>

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SMR Batch – New Meal Requests, Continued

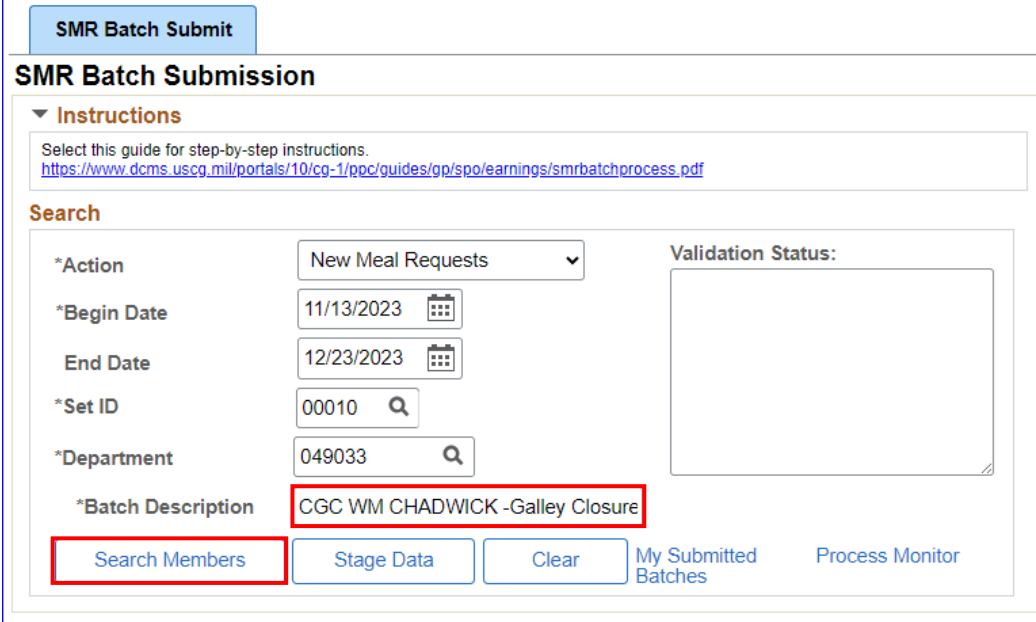
Procedures,
continued

Step	Action
6	<p>Enter 00010 for the Set ID.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. At the top is a blue button labeled 'SMR Batch Submit'. Below it is the title 'SMR Batch Submission' and a collapsed 'Instructions' section with a link to a PDF guide. The 'Search' section contains several fields: '*Action' (dropdown menu set to 'New Meal Requests'), '*Begin Date' (calendar icon, 11/13/2023), 'End Date' (calendar icon, 12/23/2023), '*Set ID' (text input with '00010' and a search icon, highlighted with a red box), '*Department' (text input with a search icon), and '*Batch Description' (text input). At the bottom are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. A 'Validation Status' box is on the right.</p>
7	<p>Enter the Department ID number for the Cutter/Unit who will require CGSMR to be started.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. At the top is a blue button labeled 'SMR Batch Submit'. Below it is the title 'SMR Batch Submission' and a collapsed 'Instructions' section with a link to a PDF guide. The 'Search' section contains several fields: '*Action' (dropdown menu set to 'New Meal Requests'), '*Begin Date' (calendar icon, 11/13/2023), 'End Date' (calendar icon, 12/23/2023), '*Set ID' (text input with '00010' and a search icon), '*Department' (text input with '049033' and a search icon, highlighted with a red box), and '*Batch Description' (text input). At the bottom are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. A 'Validation Status' box is on the right.</p>

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SMR Batch – New Meal Requests, Continued

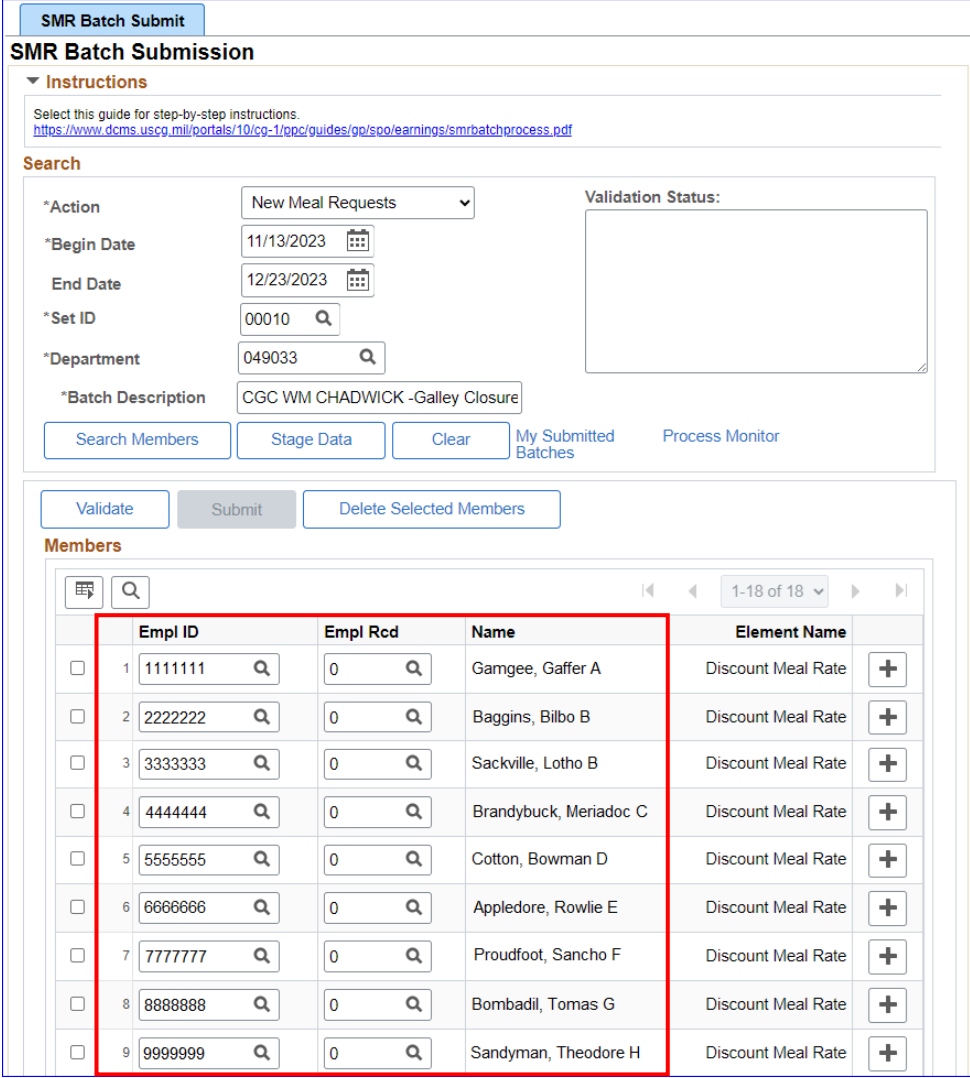
Procedures,
continued

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

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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																								
9	<p>A list of the Members assigned to the Department ID will display. Review the list of members to ensure all personnel who should be included in the batch are listed.</p> <ul style="list-style-type: none"> • To add a member(s), see Step 10. • To remove a member(s), see Step 11. <p>IMPORTANT: When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a Reservist to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. It includes a search section with the following filters: Action (New Meal Requests), Begin Date (11/13/2023), End Date (12/23/2023), Set ID (00010), Department (049033), and Batch Description (CGC WM CHADWICK -Galley Closure). Below the search filters is a table of members. The table has columns for Empl ID, Empl Rcd, Name, and Element Name. The members listed are:</p> <table border="1" data-bbox="422 1478 1252 1937"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> </tr> </thead> <tbody> <tr> <td>1111111</td> <td>0</td> <td>Gamgee, Gaffer A</td> <td>Discount Meal Rate</td> </tr> <tr> <td>2222222</td> <td>0</td> <td>Baggins, Bilbo B</td> <td>Discount Meal Rate</td> </tr> <tr> <td>3333333</td> <td>0</td> <td>Sackville, Lotho B</td> <td>Discount Meal Rate</td> </tr> <tr> <td>4444444</td> <td>0</td> <td>Brandybuck, Meriadoc C</td> <td>Discount Meal Rate</td> </tr> <tr> <td>5555555</td> <td>0</td> <td>Cotton, Bowman D</td> <td>Discount Meal Rate</td> </tr> <tr> <td>6666666</td> <td>0</td> <td>Appledore, Rowlie E</td> <td>Discount Meal Rate</td> </tr> <tr> <td>7777777</td> <td>0</td> <td>Proudfoot, Sancho F</td> <td>Discount Meal Rate</td> </tr> <tr> <td>8888888</td> <td>0</td> <td>Bombadil, Tomas G</td> <td>Discount Meal Rate</td> </tr> <tr> <td>9999999</td> <td>0</td> <td>Sandyman, Theodore H</td> <td>Discount Meal Rate</td> </tr> </tbody> </table>	Empl ID	Empl Rcd	Name	Element Name	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	2222222	0	Baggins, Bilbo B	Discount Meal Rate	3333333	0	Sackville, Lotho B	Discount Meal Rate	4444444	0	Brandybuck, Meriadoc C	Discount Meal Rate	5555555	0	Cotton, Bowman D	Discount Meal Rate	6666666	0	Appledore, Rowlie E	Discount Meal Rate	7777777	0	Proudfoot, Sancho F	Discount Meal Rate	8888888	0	Bombadil, Tomas G	Discount Meal Rate	9999999	0	Sandyman, Theodore H	Discount Meal Rate
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SMR Batch – New Meal Requests, Continued

Procedures,
continued

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<p>10</p>	<p>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.</p> <p>NOTE: Members assigned to other Department IDs may be added to the SMR Batch request.</p> <div data-bbox="327 734 1369 1926" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <p style="text-align: center; margin: 0;">SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/epc/guides/gg/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">*Action</td> <td style="width: 30%;">New Meal Requests</td> <td style="width: 20%;">Validation Status:</td> <td style="width: 20%;"></td> </tr> <tr> <td>*Begin Date</td> <td>11/13/2023</td> <td rowspan="5" style="border: 1px solid gray;"></td> <td rowspan="5"></td> </tr> <tr> <td>End Date</td> <td>12/23/2023</td> </tr> <tr> <td>*Set ID</td> <td>00010</td> </tr> <tr> <td>*Department</td> <td>049033</td> </tr> <tr> <td>*Batch Description</td> <td>CGC WM CHADWICK -Galley Closure</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Search Members"/> <input type="button" value="Stage Data"/> <input type="button" value="Clear"/> <input type="button" value="My Submitted Batches"/> <input type="button" value="Process Monitor"/> </td> <td colspan="2"></td> </tr> <tr> <td colspan="4" style="text-align: center; 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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																																												
<p>11</p>	<p>To remove a member, check the box for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked click Delete Selected Members.</p> <div data-bbox="327 568 1246 1700" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; background-color: #e0e0e0; margin: -5px -5px 5px -5px;">SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/go/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: <input type="text" value="New Meal Requests"/> Validation Status:</p> <p>*Begin Date: <input type="text" value="11/13/2023"/> <input type="text" value="11/13/2023"/></p> <p>End Date: <input type="text" value="12/23/2023"/> <input type="text" value="12/23/2023"/></p> <p>*Set ID: <input type="text" value="00010"/></p> <p>*Department: <input type="text" value="049033"/></p> <p>*Batch Description: <input type="text" value="CGC WM CHADWICK -Galley Closure"/></p> <p style="text-align: center;"> <input type="button" value="Search Members"/> <input type="button" value="Stage Data"/> <input type="button" value="Clear"/> <input type="button" value="My Submitted Batches"/> <input type="button" value="Process Monitor"/> </p> <hr/> <p style="text-align: center;"> <input type="button" value="Validate"/> <input type="button" value="Submit"/> <input style="border: 2px solid red;" type="button" value="Delete Selected Members"/> </p> <p>Members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th></th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>1 1111111</td><td>0</td><td>Rice, Richard Allen</td><td>Discount Meal Rate</td><td>+</td></tr> <tr><td><input type="checkbox"/></td><td>2 2222222</td><td>0</td><td>Baggins, Bilbo B</td><td>Discount Meal Rate</td><td>+</td></tr> <tr><td><input type="checkbox"/></td><td>3 3333333</td><td>0</td><td>Sackville, Lotho B</td><td>Discount Meal Rate</td><td>+</td></tr> <tr><td><input type="checkbox"/></td><td>4 4444444</td><td>0</td><td>Brandybuck, Meriadoc C</td><td>Discount Meal Rate</td><td>+</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>5 5555555</td><td>0</td><td>Cotton, Bowman D</td><td>Discount Meal Rate</td><td>+</td></tr> <tr><td><input type="checkbox"/></td><td>6 6666666</td><td>0</td><td>Appledore, Rowlie E</td><td>Discount Meal Rate</td><td>+</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>7 7777777</td><td>0</td><td>Proudfoot, Sancho F</td><td>Discount Meal Rate</td><td>+</td></tr> <tr><td><input type="checkbox"/></td><td>8 8888888</td><td>0</td><td>Bombadil, Tomas G</td><td>Discount Meal Rate</td><td>+</td></tr> <tr><td><input type="checkbox"/></td><td>9 9999999</td><td>0</td><td>Sandyman, Theodore H</td><td>Discount Meal Rate</td><td>+</td></tr> </tbody> </table> </div> </div> <p>A confirmation message will display. If sure, click Yes.</p> <div data-bbox="327 1756 831 1946" style="border: 1px solid blue; padding: 5px;"> <p>SMR Delete Confirmation (31100,28)</p> <p>Selected members will be deleted from the members grid.</p> <p>Click Yes to continue or No to go back.</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>		Empl ID	Empl Rcd	Name	Element Name		<input type="checkbox"/>	1 1111111	0	Rice, Richard Allen	Discount Meal Rate	+	<input type="checkbox"/>	2 2222222	0	Baggins, Bilbo B	Discount Meal Rate	+	<input type="checkbox"/>	3 3333333	0	Sackville, Lotho B	Discount Meal Rate	+	<input type="checkbox"/>	4 4444444	0	Brandybuck, Meriadoc C	Discount Meal Rate	+	<input checked="" type="checkbox"/>	5 5555555	0	Cotton, Bowman D	Discount Meal Rate	+	<input type="checkbox"/>	6 6666666	0	Appledore, Rowlie E	Discount Meal Rate	+	<input checked="" type="checkbox"/>	7 7777777	0	Proudfoot, Sancho F	Discount Meal Rate	+	<input type="checkbox"/>	8 8888888	0	Bombadil, Tomas G	Discount Meal Rate	+	<input type="checkbox"/>	9 9999999	0	Sandyman, Theodore H	Discount Meal Rate	+
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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action																																																												
12	<p>Once the list of members has been reviewed and verified, click Validate.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">SMR Batch Submit</div> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/gp/sso/learnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: <input type="text" value="New Meal Requests"/> Validation Status: <input type="text"/></p> <p>*Begin Date: <input type="text" value="10/09/2023"/> <input type="text"/></p> <p>End Date: <input type="text" value="10/23/2023"/> <input type="text"/></p> <p>*Set ID: <input type="text" value="00010"/> <input type="text"/></p> <p>*Department: <input type="text" value="000780"/> <input type="text"/></p> <p>*Batch Description: <input type="text" value="CGC ALEX HALEY - Galley Closure"/></p> <p><input type="button" value="Search Members"/> <input type="button" value="Stage Data"/> <input type="button" value="Clear"/> My Submitted Batches Process Monitor</p> <hr/> <p><input style="border: 2px solid red;" type="button" value="Validate"/> <input type="button" value="Submit"/> <input type="button" value="Delete Selected Members"/></p> <p>Members</p> <table border="1" style="width: 100%; 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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
<p>13</p>	<p>A confirmation message will display. Click Yes to begin the Validation Process.</p> <div data-bbox="328 501 1380 696" style="border: 1px solid gray; padding: 5px;"> <p>SMR Validation Confirmation (31100,17)</p> <p>Process will now initiate data validation for every member in the list. "Validation Status" field will list the members that failed validation.</p> <p>Click Yes to continue or No to go back and change the selection.</p> <div style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>

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SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action												
15	<p>During the validation process, if a member already has SMR running for the period specified in the request, the following message will display. Click OK.</p> <p>To determine which member the message applies to, see the Validation Status block of the SMR Batch Submission. The Validation Status will pause at the affected member.</p> <p>Click Stage Data to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member; OR see Step 11 for instructions to remove the member, then click Validate again to continue the Validation process.</p> <div data-bbox="327 846 1066 1032"> <p>For a member, for this transaction, there can only be one open transaction at a time. (30003,75)</p> <p>The begin date for this action request conflicts with an existing transaction. For this member, examine the Element Assignment By Payee Component. Look for open transactions. There cannot be more than one open transaction at a time.</p> <p><input type="button" value="OK"/></p> </div> <div data-bbox="327 1055 1369 1736"> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Begin Date: 11/13/2023</p> <p>End Date: 12/23/2023</p> <p>*Set ID: 00010</p> <p>*Department: 049033</p> <p>*Batch Description: CGC WM CHADWICK -Galley Closure</p> <p><input type="button" value="Search Members"/> <input type="button" value="Stage Data"/> <input type="button" value="Clear"/> <input type="button" value="My Submitted Batches"/> <input type="button" value="Process Monitor"/></p> <p><input type="button" value="Validate"/> <input type="button" value="Submit"/> <input type="button" value="Delete Selected Members"/></p> <p>Members</p> <table border="1"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1111111</td> <td>0</td> <td>Gamgee, Gaffer A</td> <td>Discount Meal Rate</td> <td><input data-bbox="1284 1675 1316 1720" type="button" value="+"/></td> </tr> </tbody> </table> </div>		Empl ID	Empl Rcd	Name	Element Name		<input type="checkbox"/>	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	<input data-bbox="1284 1675 1316 1720" type="button" value="+"/>
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SMR Batch – New Meal Requests, Continued

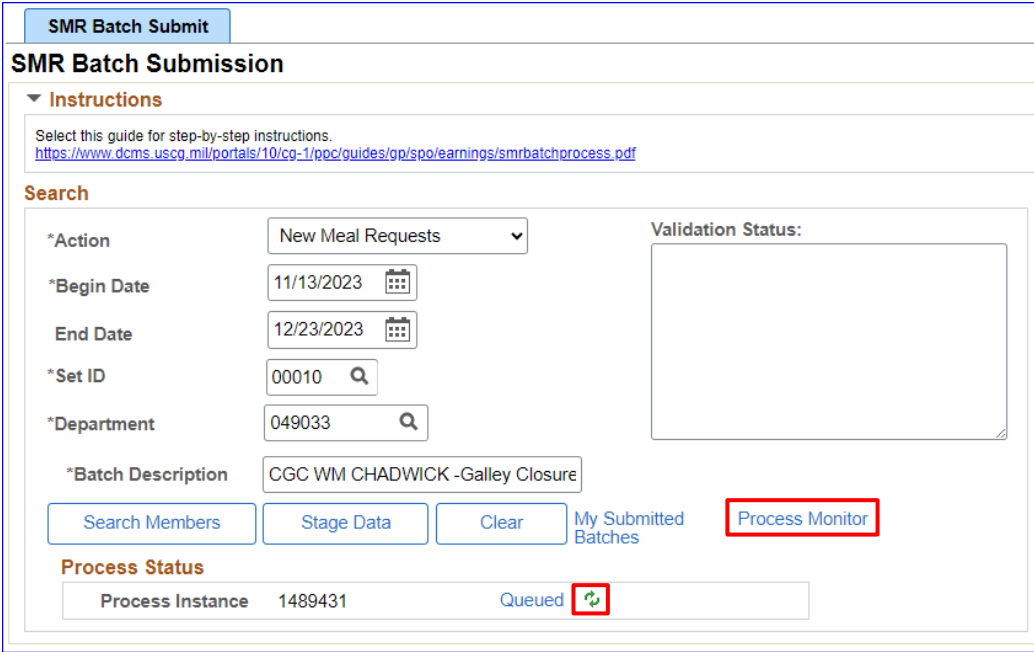
Procedures,
continued

Step	Action												
<p>16</p>	<p>Once the Validation process has successfully completed, a confirmation message will display. Click OK, then click Submit.</p> <div data-bbox="327 555 1121 801" style="border: 1px solid black; padding: 5px;"> <p>SMR Validation (31100,19)</p> <p>Validation Complete. Examine Validation Status field for any validation errors...</p> <p>If there are no errors, click "Submit" button to Submit requests.</p> <div data-bbox="651 719 804 770" style="border: 1px solid red; text-align: center; width: fit-content; margin: 0 auto;">OK</div> </div> <div data-bbox="327 840 1369 1518" style="border: 1px solid black; padding: 5px;"> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Begin Date: 11/13/2023</p> <p>End Date: 12/23/2023</p> <p>*Set ID: 00070</p> <p>*Department: 049033</p> <p>*Batch Description: CGC WM CHADWICK -Galley Closure</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validation Status:</p> <ul style="list-style-type: none"> 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 <p>Validate Submit Delete Selected Members</p> <p>Members</p> <table border="1" data-bbox="384 1429 1342 1518"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1111111</td> <td>0</td> <td>Gamgee, Gaffer A</td> <td>Discount Meal Rate</td> <td>+</td> </tr> </tbody> </table> </div>		Empl ID	Empl Rcd	Name	Element Name		<input type="checkbox"/>	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	+
	Empl ID	Empl Rcd	Name	Element Name									
<input type="checkbox"/>	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	+								
<p>17</p>	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> <div data-bbox="327 1637 1380 1848" style="border: 1px solid black; padding: 5px;"> <p>SMR Batch Confirmation (31100,20)</p> <p>"New Meal Request" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor.</p> <p>Click Yes to continue or No to go back to change the selection.</p> <div data-bbox="730 1783 1007 1823" style="text-align: center;"> <div data-bbox="730 1783 863 1823" style="border: 1px solid red; text-align: center; width: fit-content; margin-right: 10px;">Yes</div> <div data-bbox="874 1783 1007 1823" style="border: 1px solid black; text-align: center; width: fit-content;">No</div> </div> </div>												

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SMR Batch – New Meal Requests, Continued

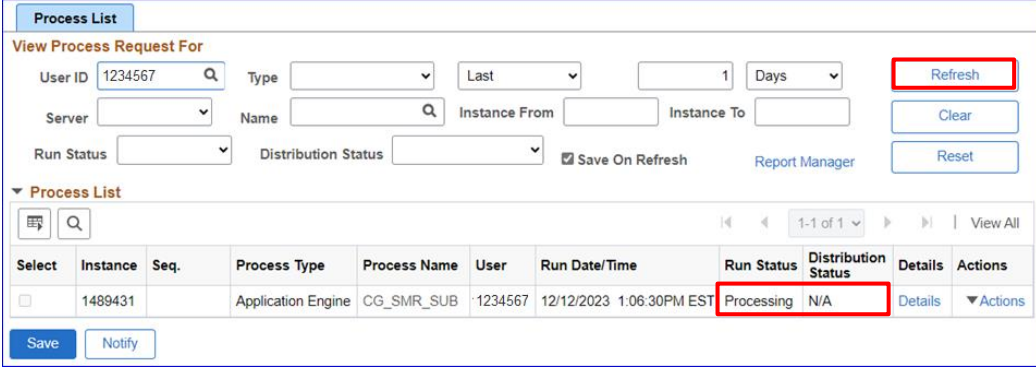
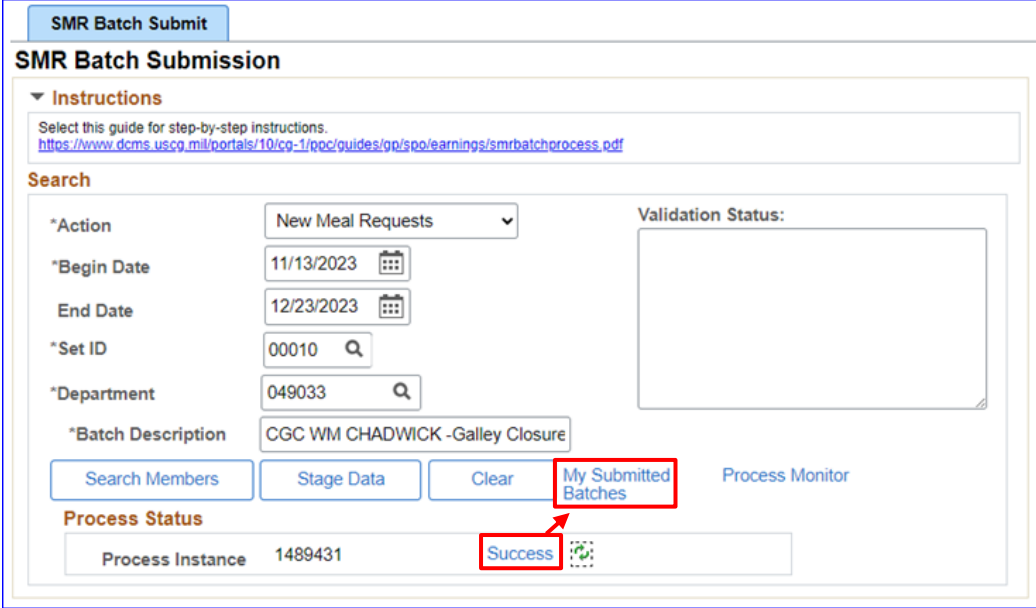
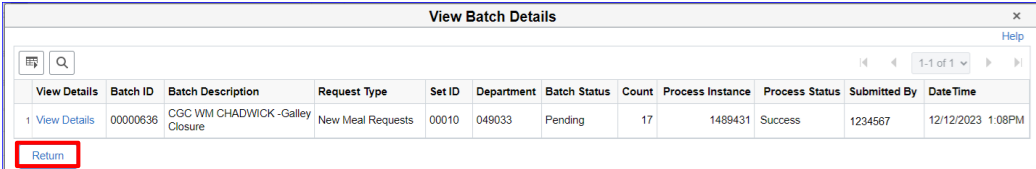
Procedures,
continued

Step	Action
18	<p>The Process Status box will display where the Members list had been. Click the green arrows (🔄) to refresh the Process Status until it indicates Success (skip to Step 20) or click Process Monitor to open the Process List (See Step 19).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Steps 1-3), click My Submitted Batches to view the status of the batch.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. At the top is a blue button labeled 'SMR Batch Submit'. Below it is the title 'SMR Batch Submission' and a section for 'Instructions' with a link to a PDF guide. A 'Search' section contains several input fields: '*Action' (dropdown set to 'New Meal Requests'), '*Begin Date' (11/13/2023), 'End Date' (12/23/2023), '*Set ID' (00010), and '*Department' (049033). There is also a '*Batch Description' field with the text 'CGC WM CHADWICK -Galley Closure'. To the right is a 'Validation Status' box. Below the search fields are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor' (highlighted with a red box). At the bottom, the 'Process Status' section shows 'Process Instance 1489431' with a status of 'Queued' and a green refresh icon (🔄) highlighted with a red box.</p>

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SMR Batch – New Meal Requests, Continued

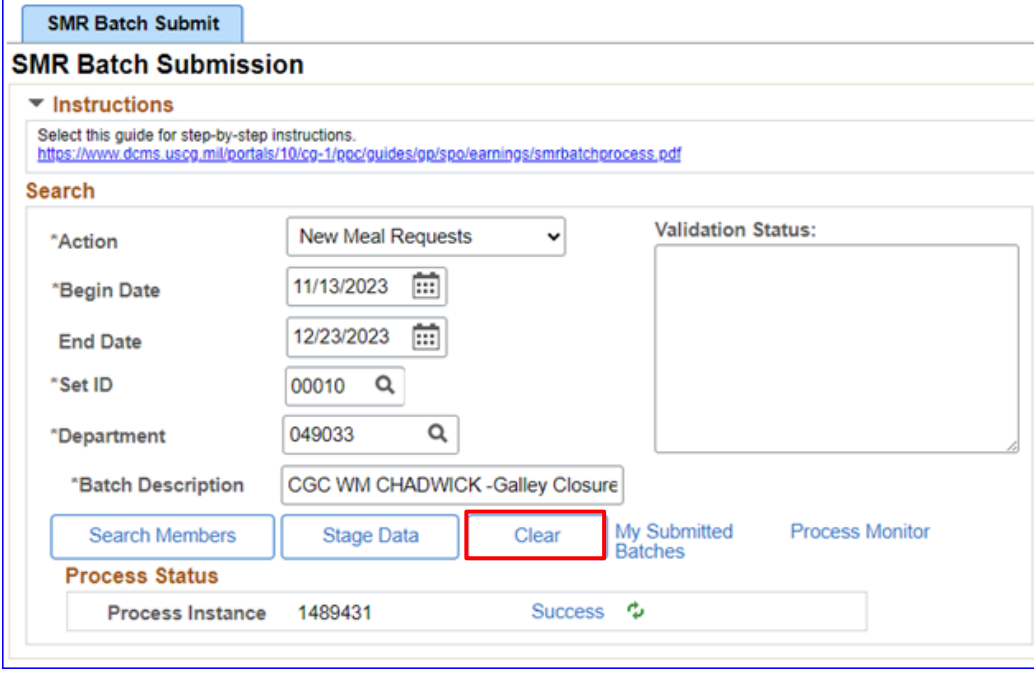
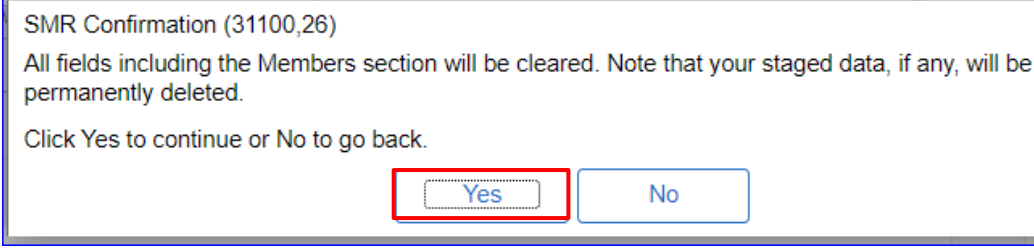
Procedures,
continued

Step	Action																								
19	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success and the Distribution Status indicates Posted. To exit the Process List, close the window.</p>  <p>Process List</p> <p>View Process Request For</p> <p>User ID: 1234567, Type: [dropdown], Last: [dropdown], 1 Days, Refresh, Clear, Reset</p> <p>Server: [dropdown], Name: [input], Instance From: [input], Instance To: [input], Run Status: [dropdown], Distribution Status: [dropdown], Save On Refresh, Report Manager</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1489431</td> <td></td> <td>Application Engine</td> <td>CG_SMR_SUB</td> <td>1234567</td> <td>12/12/2023 1:06:30PM EST</td> <td>Processing</td> <td>N/A</td> <td>Details</td> <td>Actions</td> </tr> </tbody> </table> <p>Save, Notify</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1489431		Application Engine	CG_SMR_SUB	1234567	12/12/2023 1:06:30PM EST	Processing	N/A	Details	Actions		
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions															
<input type="checkbox"/>	1489431		Application Engine	CG_SMR_SUB	1234567	12/12/2023 1:06:30PM EST	Processing	N/A	Details	Actions															
20	<p>Once the Process Status indicates Success, click My Submitted Batches.</p>  <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions: Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/nortals/10/cg-1/ppc/guides/op/spo/learnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*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</p> <p>Search Members, Stage Data, Clear, My Submitted Batches, Process Monitor</p> <p>Process Status: Process Instance 1489431, Success</p>																								
21	<p>The Batch Details will display. Make a note of the Batch ID for the SMR Batch just completed. The Approver will need this to locate the SMR Batch for approval.</p> <p>Click Return to close the Batch Details.</p>  <p>View Batch Details</p> <table border="1"> <thead> <tr> <th>View Details</th> <th>Batch ID</th> <th>Batch Description</th> <th>Request Type</th> <th>Set ID</th> <th>Department</th> <th>Batch Status</th> <th>Count</th> <th>Process Instance</th> <th>Process Status</th> <th>Submitted By</th> <th>Date Time</th> </tr> </thead> <tbody> <tr> <td>1 View Details</td> <td>00000636</td> <td>CGC WM CHADWICK -Galley Closure</td> <td>New Meal Requests</td> <td>00010</td> <td>049033</td> <td>Pending</td> <td>17</td> <td>1489431</td> <td>Success</td> <td>1234567</td> <td>12/12/2023 1:08PM</td> </tr> </tbody> </table> <p>Return</p>	View Details	Batch ID	Batch Description	Request Type	Set ID	Department	Batch Status	Count	Process Instance	Process Status	Submitted By	Date Time	1 View Details	00000636	CGC WM CHADWICK -Galley Closure	New Meal Requests	00010	049033	Pending	17	1489431	Success	1234567	12/12/2023 1:08PM
View Details	Batch ID	Batch Description	Request Type	Set ID	Department	Batch Status	Count	Process Instance	Process Status	Submitted By	Date Time														
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Continued on next page

SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
<p>22</p>	<p>The SMR Batch is now awaiting approval.</p> <p>To exit, click the Home button or to enter another SMP Batch, click Clear.</p>  <p>The screenshot shows the 'SMR Batch Submission' page. At the top is a blue 'SMR Batch Submit' button. Below it is the title 'SMR Batch Submission' and a section for 'Instructions' with a link to a guide. A 'Search' section contains several input fields: '*Action' (dropdown set to 'New Meal Requests'), '*Begin Date' (11/13/2023), 'End Date' (12/23/2023), '*Set ID' (00010), '*Department' (049033), and '*Batch Description' (CGC WM CHADWICK -Galley Closure). There are buttons for 'Search Members', 'Stage Data', 'Clear' (highlighted with a red box), 'My Submitted Batches', and 'Process Monitor'. At the bottom, the 'Process Status' shows 'Process Instance 1489431' with a 'Success' status and a refresh icon.</p>
<p>23</p>	<p>A SMR Confirmation message will display. Click Yes and return to the beginning of this guide and follow the appropriate procedures.</p>  <p>The screenshot shows an 'SMR Confirmation (31100,26)' dialog box. The text reads: 'All fields including the Members section will be cleared. Note that your staged data, if any, will be permanently deleted. Click Yes to continue or No to go back.' At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.</p>

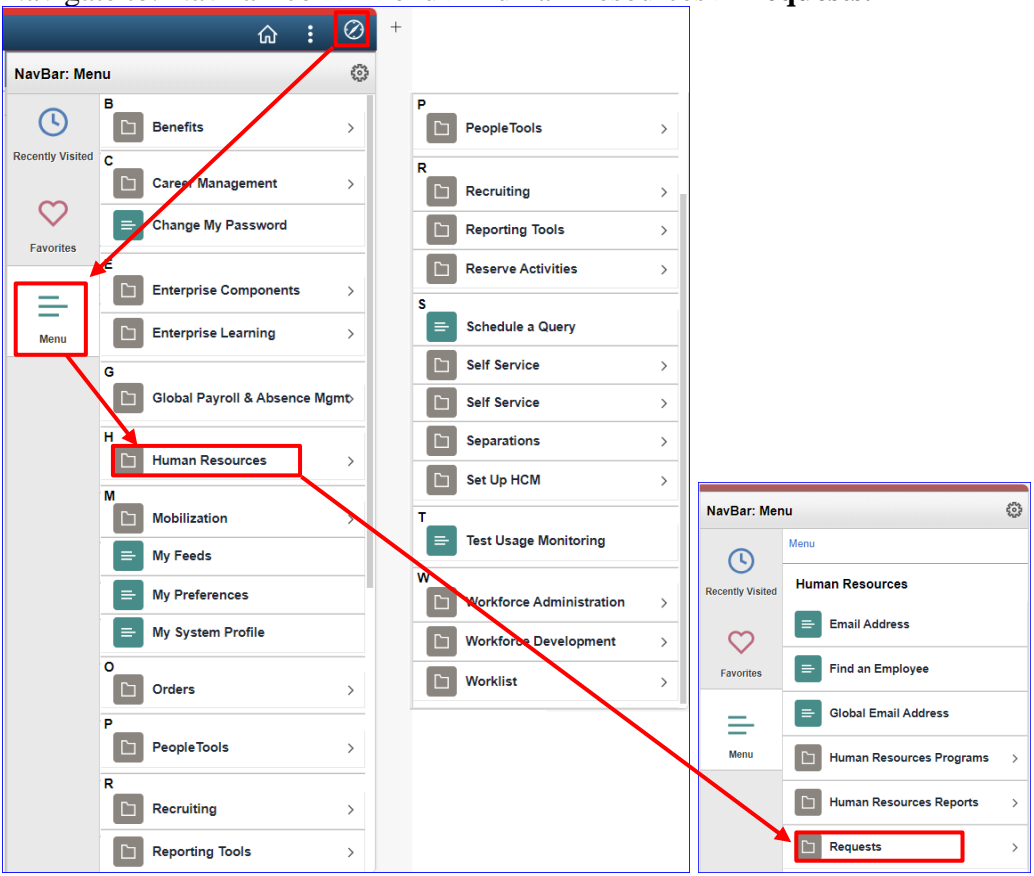
SMR Batch – Stop Active Request

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.


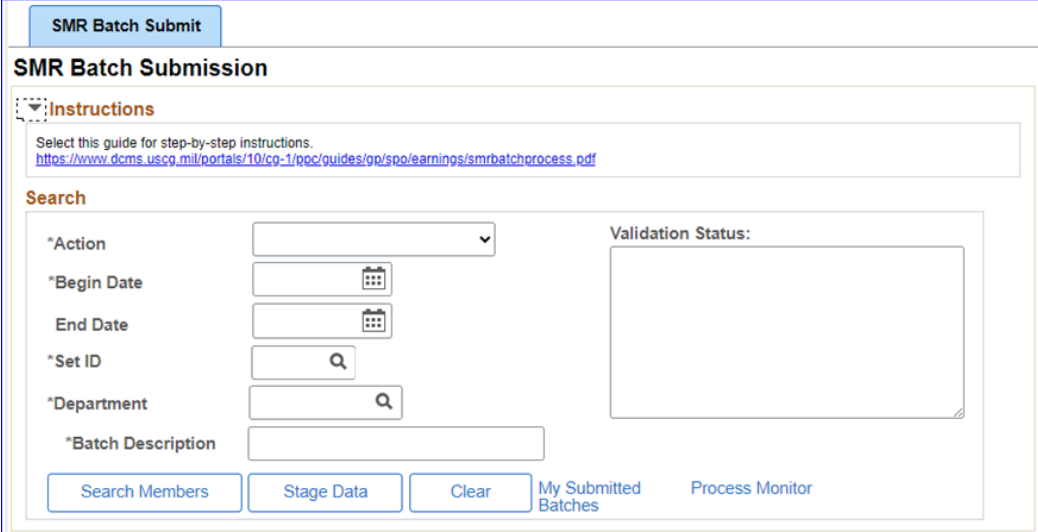
Procedures See below.

Step	Action
<p>1</p>	<p>Navigate to: NavBar icon > Menu > Human Resources > Requests.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a 'NavBar: Menu' header. Below it, there are sections for 'Recently Visited' and 'Favorites'. A 'Menu' icon (three horizontal lines) is highlighted with a red box. An arrow points from this icon to a list of menu items. The 'Human Resources' item is highlighted with a red box. Another arrow points from 'Human Resources' to a sub-menu where the 'Requests' item is highlighted with a red box.</p>

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SMR Batch – Stop Active Request, Continued

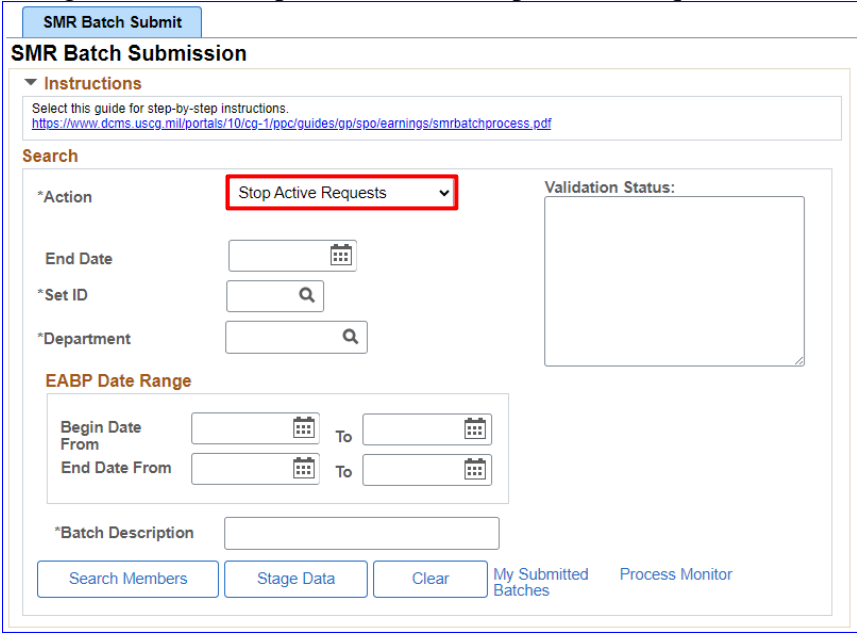
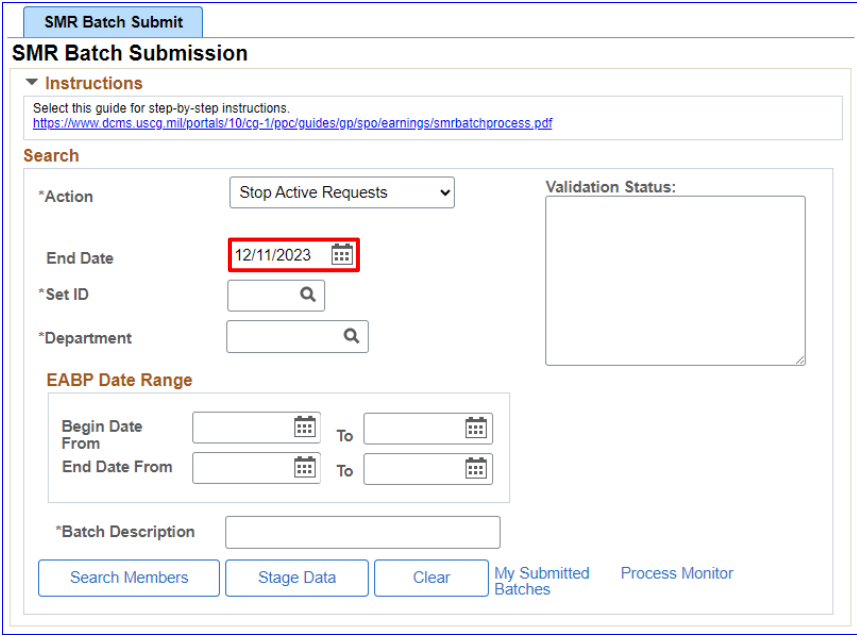
Procedures,
continued

Step	Action
2	<p>Scroll down and select the SMR Batch Submission option.</p>  <p>The screenshot shows a vertical list of menu items, each with a green square icon containing three white horizontal lines. The items are: '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' (highlighted with a red rectangular border), and 'Submit a COLA Unique Request'.</p>
3	<p>The SMR Batch Submission page will display.</p>  <p>The screenshot shows the 'SMR Batch Submission' page. At the top is a blue button labeled 'SMR Batch Submit'. Below it is the title 'SMR Batch Submission' and a section for 'Instructions' with a link to a PDF guide. A 'Search' section contains several input fields: '*Action' (a dropdown menu), '*Begin Date' and 'End Date' (calendar icons), '*Set ID' and '*Department' (search icons), and '*Batch Description' (a text input field). At the bottom are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. A 'Validation Status' box is also present on the right side of the search area.</p>

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SMR Batch – Stop Active Request, Continued

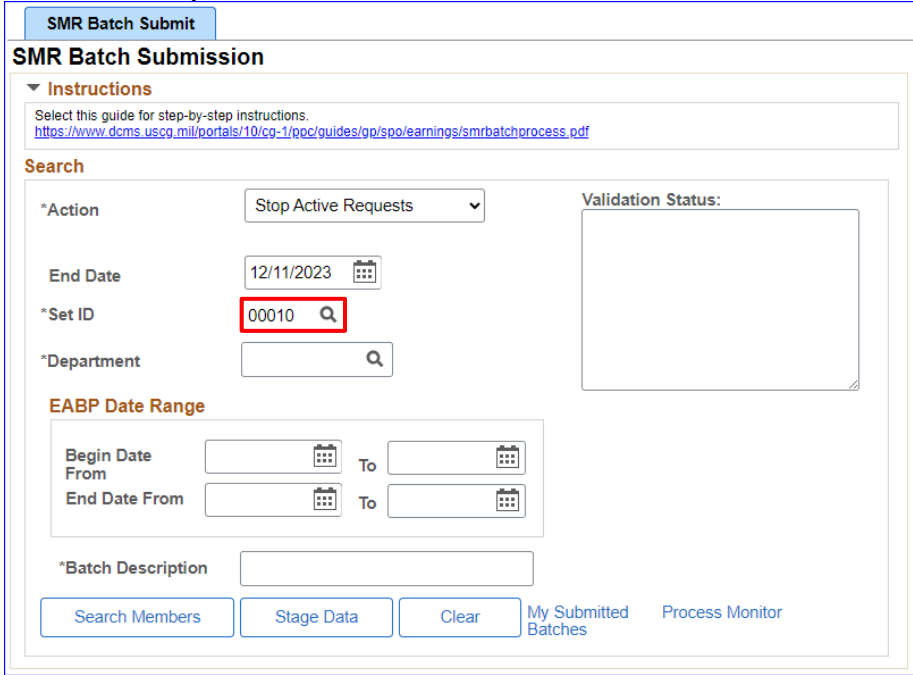
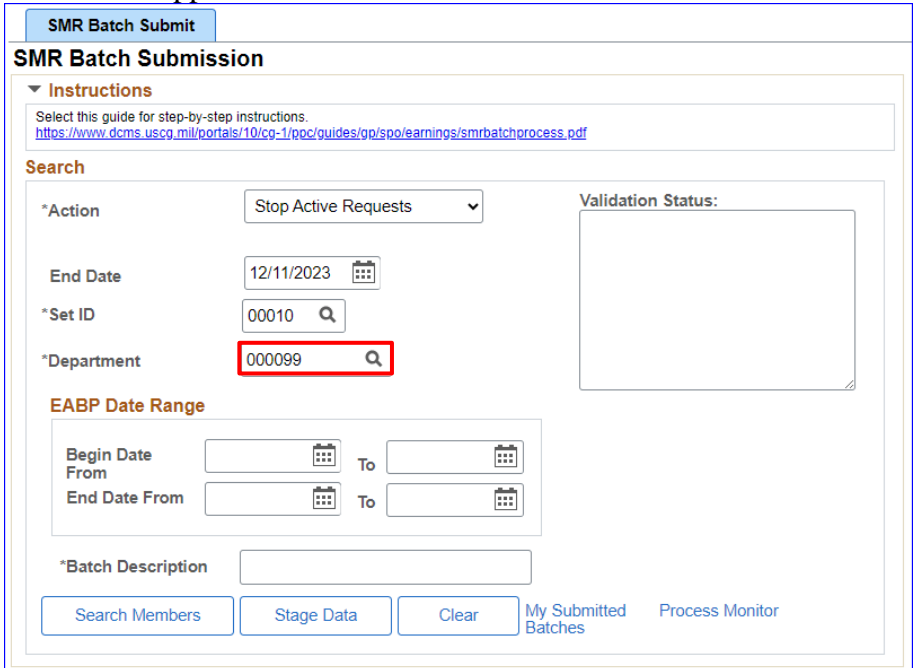
Procedures,
continued

Step	Action
4	<p>Using the Action drop-down, select Stop Active Requests.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. The 'Action' dropdown menu is highlighted with a red box and set to 'Stop Active Requests'. Other fields include 'End Date', '*Set ID', '*Department', 'EABP Date Range' (with 'Begin Date From' and 'End Date From' sub-fields), and '*Batch Description'. Buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor' are visible at the bottom.</p>
5	<p>Enter the End Date SMR is to stop (End Date CANNOT extend more than 12 pay periods into the future). Remember, you must process a separate SMR Batch transaction to restart SMR.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. The 'End Date' field is highlighted with a red box and set to '12/11/2023'. The 'Action' dropdown menu is also set to 'Stop Active Requests'. Other fields and buttons are the same as in the previous screenshot.</p>

Continued on next page

SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action
<p>6</p>	<p>Use the look up to enter 00010 for the Set ID.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. At the top is a blue button labeled 'SMR Batch Submit'. Below it is the title 'SMR Batch Submission' and a section for 'Instructions' with a link to a guide. The 'Search' section contains several fields: '*Action' (a dropdown menu set to 'Stop Active Requests'), 'End Date' (a date field with '12/11/2023' and a calendar icon), '*Set ID' (a text field with '00010' and a search icon, highlighted with a red box), and '*Department' (a text field with a search icon). Below these is the 'EABP Date Range' section with 'Begin Date From' and 'End Date From' fields, each with a 'To' field and a calendar icon. At the bottom is a '*Batch Description' field and a row of buttons: 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. A 'Validation Status' box is on the right side of the form.</p>
<p>7</p>	<p>Use the look up to enter the Department ID number of the unit/members SMR should be stopped.</p>  <p>The screenshot shows the 'SMR Batch Submission' form. At the top is a blue button labeled 'SMR Batch Submit'. Below it is the title 'SMR Batch Submission' and a section for 'Instructions' with a link to a guide. The 'Search' section contains several fields: '*Action' (a dropdown menu set to 'Stop Active Requests'), 'End Date' (a date field with '12/11/2023' and a calendar icon), '*Set ID' (a text field with '00010' and a search icon), and '*Department' (a text field with '000099' and a search icon, highlighted with a red box). Below these is the 'EABP Date Range' section with 'Begin Date From' and 'End Date From' fields, each with a 'To' field and a calendar icon. At the bottom is a '*Batch Description' field and a row of buttons: 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. A 'Validation Status' box is on the right side of the form.</p>

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SMR Batch – Stop Active Request, Continued

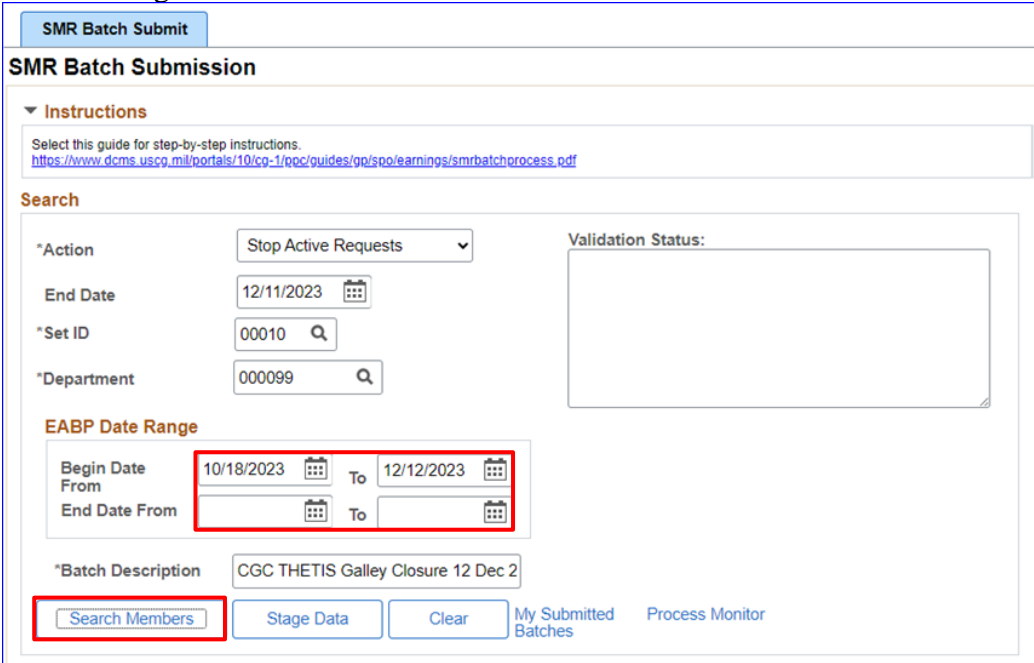
Procedures,
continued

Step	Action
8	<p>Enter a Batch Description. This is a required field and is limited to 50 characters (see Note).</p> <p>To utilize the EABP Date Range field (optional) see Step 9; otherwise, click Search Members.</p> <p>NOTE: The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description.</p> <div data-bbox="325 862 1370 1514" style="border: 1px solid black; padding: 5px;"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>▼ Instructions Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/op/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: Stop Active Requests</p> <p>End Date: 12/11/2023</p> <p>*Set ID: 00010</p> <p>*Department: 000099</p> <p>EABP Date Range</p> <p>Begin Date From: [] To: []</p> <p>End Date From: [] To: []</p> <p>*Batch Description: CGC THETIS Galley Closure 12 Dec 2</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> </div>

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SMR Batch – Stop Active Request, Continued

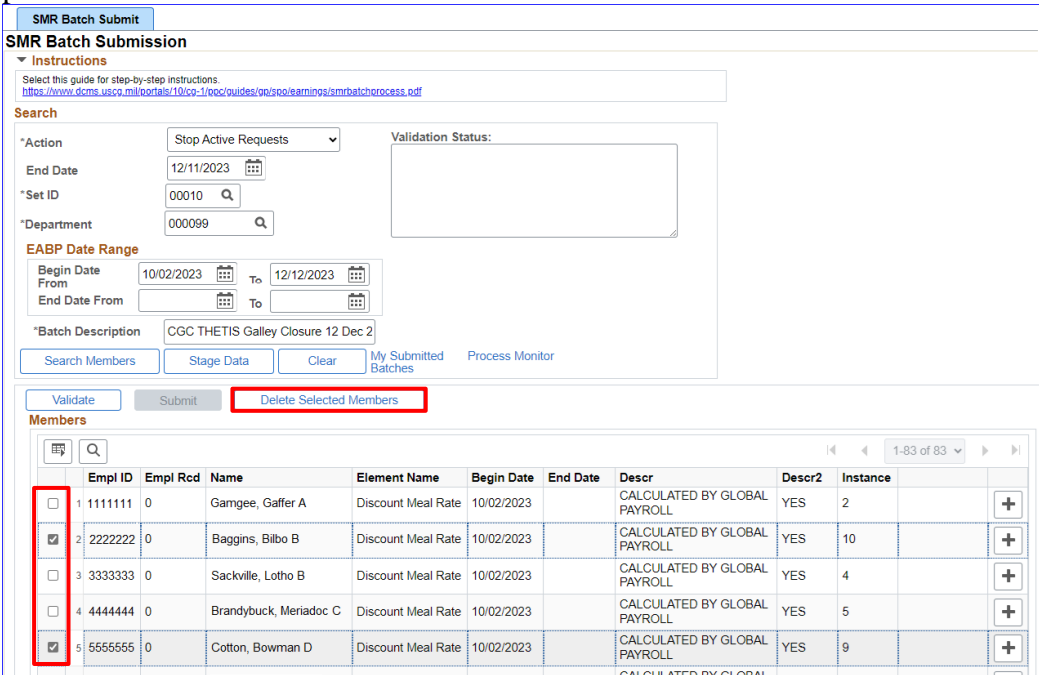
Procedures,
continued

Step	Action
9	<p>The EABP Date Range may be used to narrow the list of members available for the SMR Batch Submission. This may be especially helpful for those units with a large number of members with numerous EABP DMR Instances. The EABP Date Range is not limited to In-Range Dates only. This is to allow the system to search for SMR transactions that have been continuously running for more than 24 pay periods or have an open End Date.</p> <p>All EABP Date Range fields are optional. Enter an EABP Date Range, then click Search Members.</p> <p>WARNING: Use the EABP Date Range feature with caution. If the Begin Date From/To and/or the End Date From/To date ranges are used, the Search Results will ONLY display those EABP DMR Instances that fall within the date range(s) provided.</p> <p>IMPORTANT: Review the list of Members carefully to ensure all members to be included in the SMR Batch Submission populated. If not, see Step 12 to add members or remove the EABP Date Range parameter and click Search Members again.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. It includes a 'Search' section with the following fields: '*Action' (Stop Active Requests), 'End Date' (12/11/2023), '*Set ID' (00010), and '*Department' (000099). The 'EABP Date Range' section is highlighted with a red box and contains 'Begin Date From' (10/18/2023), 'To' (12/12/2023), and 'End Date From' (empty). The '*Batch Description' is 'CGC THETIS Galley Closure 12 Dec 2'. At the bottom, the 'Search Members' button is also highlighted with a red box.</p>

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SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action																																																																		
<p>10</p>	<p>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.</p> <p>To remove a member that should not be included in the SMR Batch OR to remove closed DMR Instances (see Important note below), check the box for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked, click Delete Selected Members.</p> <p>To add a missing member, see step 13.</p> <p>IMPORTANT: If the member has multiple DMR Instances listed, only the DMR Instance to be stopped/adjusted should be left in the list. <u>All other DMR Instances MUST be removed to prevent over/under payments.</u></p> <p>When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from 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.</p>  <p>The screenshot shows the 'SMR Batch Submission' interface. It includes search filters for Action (Stop Active Requests), End Date (12/11/2023), Set ID (00010), and Department (000099). The EABP Date Range is set from 10/02/2023 to 12/12/2023. The batch description is 'CGC THETIS Galley Closure 12 Dec 2'. Below the filters are buttons for 'Search Members', 'Stage Data', 'Clear', 'My Submitted Batches', and 'Process Monitor'. At the bottom, there are buttons for 'Validate', 'Submit', and 'Delete Selected Members' (highlighted with a red box). The 'Members' table below has columns for Empl ID, Empl Rcd, Name, Element Name, Begin Date, End Date, Descr, Descr2, and Instance. Five members are listed, with checkboxes in the first column. The checkboxes for members 2 and 5 are checked, and the checkbox for member 5 is highlighted with a red box.</p> <table border="1" data-bbox="359 1675 1353 1883"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th>Begin Date</th> <th>End Date</th> <th>Descr</th> <th>Descr2</th> <th>Instance</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1111111</td> <td>0</td> <td>Gamgee, Gaffer A</td> <td>Discount Meal Rate</td> <td>10/02/2023</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>2</td> <td>+</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2222222</td> <td>0</td> <td>Baggins, Bilbo B</td> <td>Discount Meal Rate</td> <td>10/02/2023</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>10</td> <td>+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3333333</td> <td>0</td> <td>Sackville, Lotho B</td> <td>Discount Meal Rate</td> <td>10/02/2023</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>4</td> <td>+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4444444</td> <td>0</td> <td>Brandybuck, Meriadoc C</td> <td>Discount Meal Rate</td> <td>10/02/2023</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>5</td> <td>+</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5555555</td> <td>0</td> <td>Cotton, Bowman D</td> <td>Discount Meal Rate</td> <td>10/02/2023</td> <td></td> <td>CALCULATED BY GLOBAL PAYROLL</td> <td>YES</td> <td>9</td> <td>+</td> </tr> </tbody> </table>		Empl ID	Empl Rcd	Name	Element Name	Begin Date	End Date	Descr	Descr2	Instance		<input type="checkbox"/>	1111111	0	Gamgee, Gaffer A	Discount Meal Rate	10/02/2023		CALCULATED BY GLOBAL PAYROLL	YES	2	+	<input checked="" type="checkbox"/>	2222222	0	Baggins, Bilbo B	Discount Meal Rate	10/02/2023		CALCULATED BY GLOBAL PAYROLL	YES	10	+	<input type="checkbox"/>	3333333	0	Sackville, Lotho B	Discount Meal Rate	10/02/2023		CALCULATED BY GLOBAL PAYROLL	YES	4	+	<input type="checkbox"/>	4444444	0	Brandybuck, Meriadoc C	Discount Meal Rate	10/02/2023		CALCULATED BY GLOBAL PAYROLL	YES	5	+	<input checked="" type="checkbox"/>	5555555	0	Cotton, Bowman D	Discount Meal Rate	10/02/2023		CALCULATED BY GLOBAL PAYROLL	YES	9	+
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SMR Batch – Stop Active Request, Continued

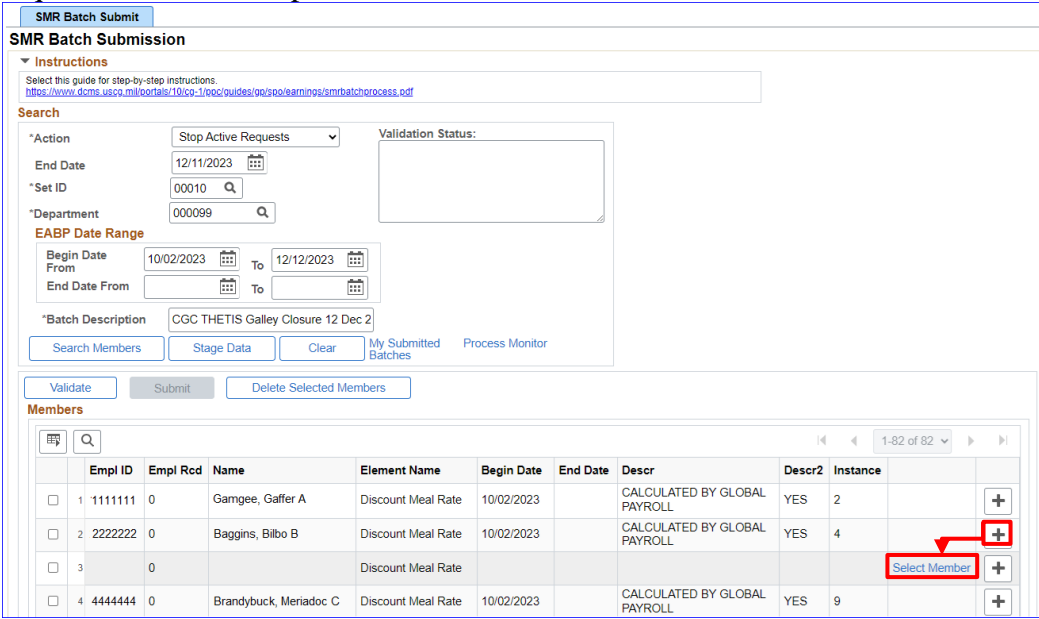
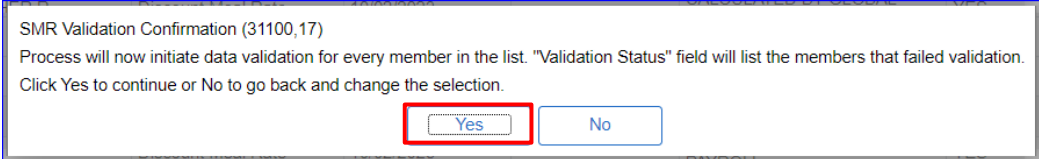
Procedures,
continued

Step	Action																																																
11	<p>A confirmation message will display. Click Yes.</p> <div data-bbox="327 517 975 741" style="border: 1px solid black; padding: 5px;"> <p>SMR Delete Confirmation (31100,28) Selected members will be deleted from the members grid. Click Yes to continue or No to go back.</p> <div style="display: flex; justify-content: center; gap: 20px;"> Yes No </div> </div>																																																
12	<p>Once the list of Members has been reviewed and verified, click Validate and skip to Step 14.</p> <div data-bbox="327 835 1305 1928" style="border: 1px solid blue; padding: 5px;"> <div style="border-bottom: 1px solid blue; padding-bottom: 5px;"> <p style="text-align: center; margin: 0;">SMR Batch Submit</p> <p style="margin: 0;">SMR Batch Submission</p> <p style="margin: 0;">Instructions</p> <p style="font-size: small; margin: 0;">Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p style="margin: 0;">Search</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>*Action New Meal Requests ▾</p> <p>*Begin Date 11/13/2023 📅</p> <p>End Date 12/23/2023 📅</p> <p>*Set ID 00010 🔍</p> <p>*Department 049033 🔍</p> <p>*Batch Description CGC WM CHADWICK -Galley Closure</p> </div> <div style="width: 15%; border: 1px solid gray; padding: 5px;"> <p>Validation Status:</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Search Members Stage Data Clear My Submitted Batches Process Monitor </div> </div> <div style="border-top: 1px solid blue; padding-top: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid gray; padding-bottom: 5px;"> Validate Submit Delete Selected Members </div> <p style="margin: 0;">Members</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Element Name</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 1111111 🔍</td> <td>0 🔍</td> <td>Gamgee, Gaffer A</td> <td>Discount Meal Rate</td> <td style="text-align: center;">+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 2222222 🔍</td> <td>0 🔍</td> <td>Baggins, Bilbo B</td> <td>Discount Meal Rate</td> <td style="text-align: center;">+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 3333333 🔍</td> <td>0 🔍</td> <td>Sackville, Lotho B</td> <td>Discount Meal Rate</td> <td style="text-align: center;">+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 4444444 🔍</td> <td>0 🔍</td> <td>Brandybuck, Meriadoc C</td> <td>Discount Meal Rate</td> <td style="text-align: center;">+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5 5555555 🔍</td> <td>0 🔍</td> <td>Cotton, Bowman D</td> <td>Discount Meal Rate</td> <td style="text-align: center;">+</td> </tr> <tr style="background-color: #f2f2f2;"> <td><input type="checkbox"/></td> <td>6 🔍</td> <td>0 🔍</td> <td></td> <td>Discount Meal Rate</td> <td style="text-align: center;">+</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7 6666666 🔍</td> <td>0 🔍</td> <td>Appledore, Rowlie E J</td> <td>Discount Meal Rate</td> <td style="text-align: center;">+</td> </tr> </tbody> </table> </div> </div>		Empl ID	Empl Rcd	Name	Element Name		<input type="checkbox"/>	1 1111111 🔍	0 🔍	Gamgee, Gaffer A	Discount Meal Rate	+	<input type="checkbox"/>	2 2222222 🔍	0 🔍	Baggins, Bilbo B	Discount Meal Rate	+	<input type="checkbox"/>	3 3333333 🔍	0 🔍	Sackville, Lotho B	Discount Meal Rate	+	<input type="checkbox"/>	4 4444444 🔍	0 🔍	Brandybuck, Meriadoc C	Discount Meal Rate	+	<input type="checkbox"/>	5 5555555 🔍	0 🔍	Cotton, Bowman D	Discount Meal Rate	+	<input type="checkbox"/>	6 🔍	0 🔍		Discount Meal Rate	+	<input type="checkbox"/>	7 6666666 🔍	0 🔍	Appledore, Rowlie E J	Discount Meal Rate	+
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SMR Batch – Stop Active Request, Continued

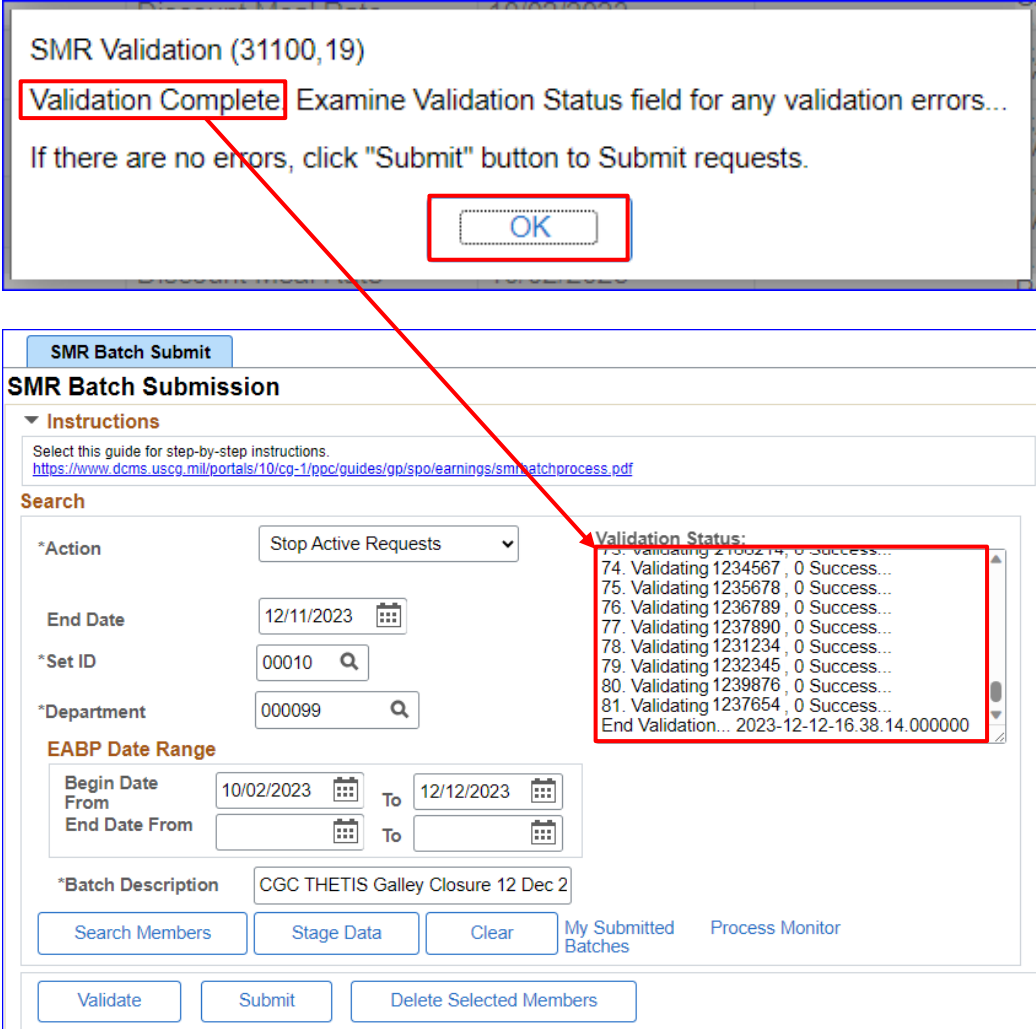
Procedures,
continued

Step	Action
<p>13</p>	<p>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.</p> <p>Once the list of Members has been reviewed and verified, click Validate.</p> <p>NOTE: Members assigned to other Department IDs may be added to the SMR Batch request.</p> <p>IMPORTANT: When adding and removing members: If the member has departed PCS but has not yet reported to their new unit (En route), be sure to remove them from the list of members for the SMR Batch request. If adding a Reservist to the list of Members, ensure are on Active Duty orders for the requested SMR Batch period.</p> 
<p>14</p>	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> 

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SMR Batch – Stop Active Request, Continued

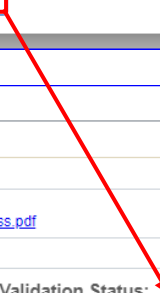
Procedures,
continued

Step	Action
15	<p>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.</p> <p>Click Submit and skip to Step 18.</p>  <p>The screenshot shows a validation message box with the following text: "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.", and an "OK" button. Below this is the "SMR Batch Submission" interface. It includes a "Search" section with fields for *Action (Stop Active Requests), End Date (12/11/2023), *Set ID (00010), and *Department (000099). There is also an "EABP Date Range" section with "Begin Date From" (10/02/2023) and "To" (12/12/2023). The *Batch Description is "CGC THETIS Galley Closure 12 Dec 2". At the bottom, there are buttons for "Search Members", "Stage Data", "Clear", "My Submitted Batches", "Process Monitor", "Validate", "Submit", and "Delete Selected Members". A red box highlights the "Validation Status" list in the interface, which contains the following text: "73. Validating 2100214, 0 Success...", "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...", and "End Validation... 2023-12-12-16 38.14.000000". A red arrow points from the "Validation Complete" text in the message box to the "Validation Status" list in the interface.</p>

Continued on next page

SMR Batch – Stop Active Request, Continued

Procedures,
continued

Step	Action
16	<p>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.</p> <p>To determine which member the message applies to, see the Validation Status block of the SMR Batch Submission. The Validation Status will pause at the affected member.</p> <p>Click Stage Data to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member or see Step 10 for the steps to remove the member, then click Validate to continue the Validation process.</p> <div data-bbox="328 860 1369 1122" style="border: 1px solid gray; padding: 5px;"> <p>For a member, for this transaction, there can only be one open transaction at a time. (30003,75)</p> <p>The begin date for this action request conflicts with an existing transaction. For this member, examine the Element Assignment By Payee Component. Look for open transactions. There cannot be more than one open transaction at a time.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <div data-bbox="328 1160 1369 1848" style="border: 1px solid gray; padding: 5px;"> <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>▼ Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: Stop Active Requests</p> <p>End Date: 12/11/2023</p> <p>*Set ID: 00010</p> <p>*Department: 000099</p> <p>EABP Date Range</p> <p>Begin Date From: 10/02/2023 To: 12/12/2023</p> <p>End Date From: To:</p> <p>*Batch Description: CGC THETIS Galley Closure 12 Dec 2</p> <p>Search Members Stage Data Clear My Submitted Batches Process Monitor</p> <p>Validate Submit Delete Selected Members</p> </div> <p style="text-align: center;">  </p>

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SMR Batch – Stop Active Request, Continued

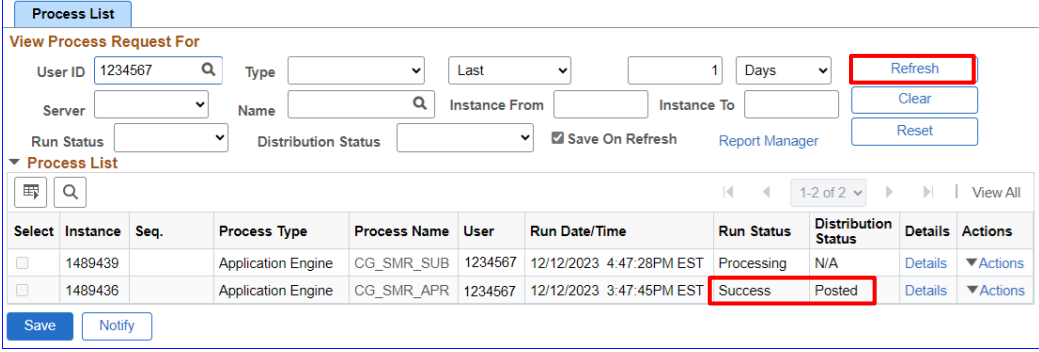
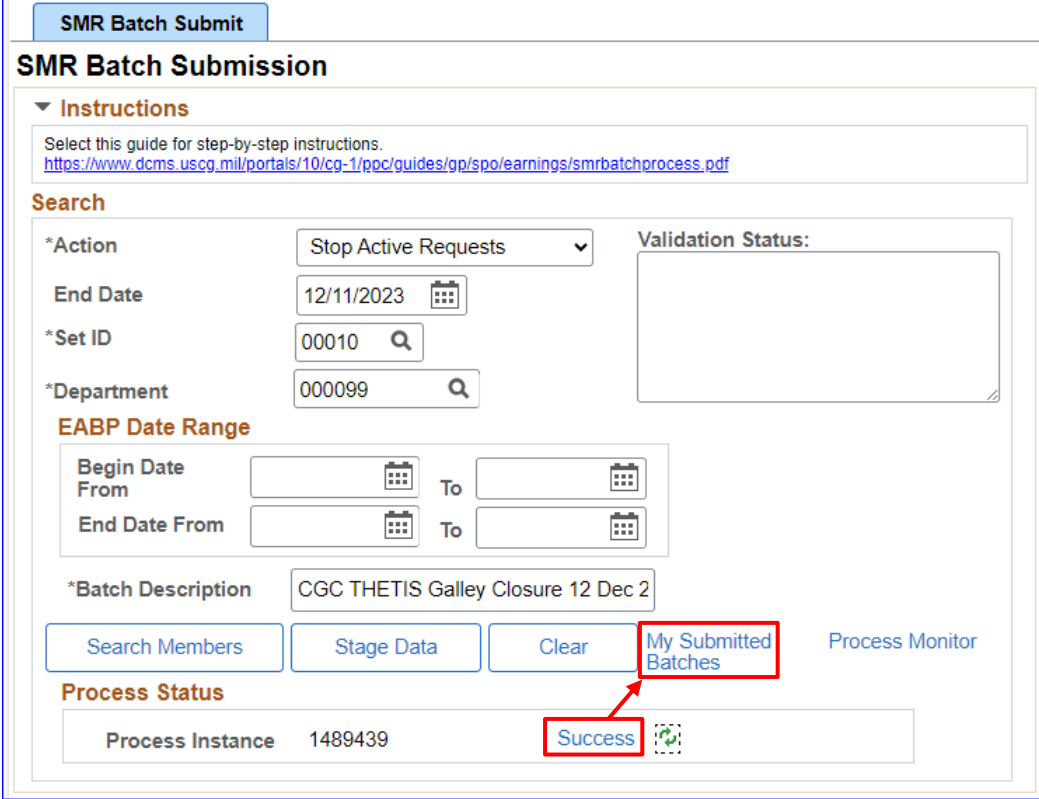
Procedures,
continued

Step	Action
<p>18</p>	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p> <div data-bbox="328 595 1366 801" style="border: 1px solid black; padding: 5px;"> <p>SMR Batch Confirmation (31100,20)</p> <p>"New Meal Request" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor.</p> <p>Click Yes to continue or No to go back to change the selection.</p> <div style="text-align: center;"> Yes No </div> </div>
<p>19</p>	<p>The process Status box will display where the Members list had been. Click the green arrows (🔄) to refresh the Process Status until it indicates Success (skip to Step 21) or click Process Monitor to open the Process List (see Step 20).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see steps 1-3), click My Submitted Batches to view the status of the batch.</p> <div data-bbox="328 1137 1366 1861" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <p style="text-align: center; margin: 0;">SMR Batch Submit</p> </div> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: Stop Active Requests (dropdown)</p> <p>End Date: 12/11/2023 (calendar icon)</p> <p>*Set ID: 00010 (search icon)</p> <p>*Department: 000099 (search icon)</p> <p>EABP Date Range</p> <p>Begin Date From: [calendar] To: [calendar]</p> <p>End Date From: [calendar] To: [calendar]</p> <p>*Batch Description: CGC THETIS Galley Closure 12 Dec 2</p> <p style="text-align: center;"> Search Members Stage Data Clear My Submitted Batches Process Monitor </p> <p>Process Status</p> <p>Process Instance: 1489439 Queued 🔄</p> </div>

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SMR Batch – Stop Active Request, Continued

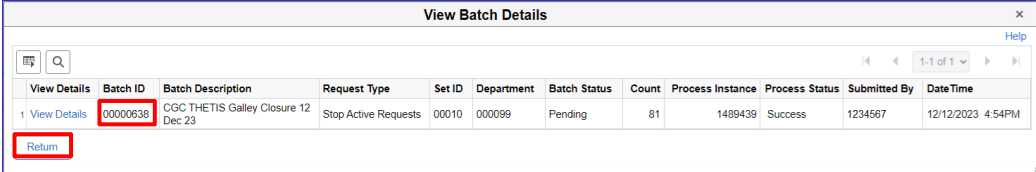
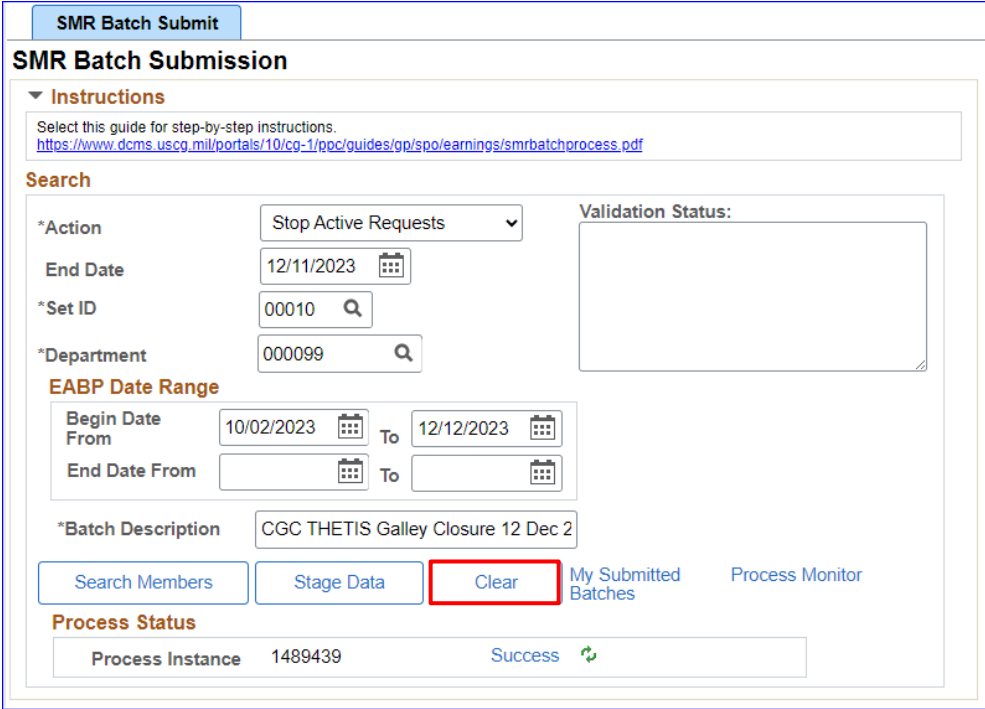
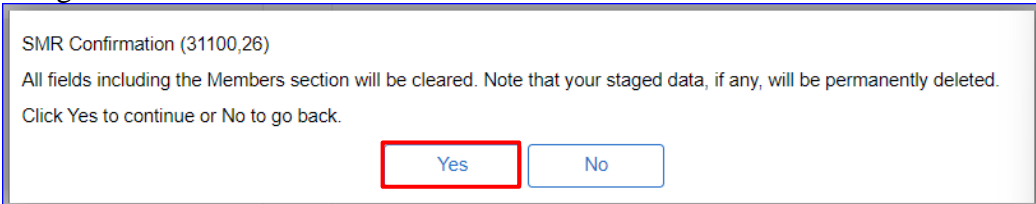
Procedures,
continued

Step	Action																																	
20	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success, and the Distribution Status indicates Posted. To exit the Process List, close the window.</p>  <p>Process List</p> <p>View Process Request For</p> <p>User ID: 1234567, Type: [dropdown], Last: [dropdown], 1 Days, Refresh, Clear, Reset</p> <p>Server: [dropdown], Name: [input], Instance From: [input], Instance To: [input], Save On Refresh, Report Manager</p> <p>Run Status: [dropdown], Distribution Status: [dropdown]</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1489439</td> <td></td> <td>Application Engine</td> <td>CG_SMR_SUB</td> <td>1234567</td> <td>12/12/2023 4:47:28PM EST</td> <td>Processing</td> <td>N/A</td> <td>Details</td> <td>Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1489436</td> <td></td> <td>Application Engine</td> <td>CG_SMR_APR</td> <td>1234567</td> <td>12/12/2023 3:47:45PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>Actions</td> </tr> </tbody> </table> <p>Save, Notify</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1489439		Application Engine	CG_SMR_SUB	1234567	12/12/2023 4:47:28PM EST	Processing	N/A	Details	Actions	<input type="checkbox"/>	1489436		Application Engine	CG_SMR_APR	1234567	12/12/2023 3:47:45PM EST	Success	Posted	Details	Actions
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions																								
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21	<p>Once the Process Status indicates Success, click My Submitted Batches.</p>  <p>SMR Batch Submit</p> <p>SMR Batch Submission</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/ppc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: Stop Active Requests, Validation Status: [text area]</p> <p>End Date: 12/11/2023</p> <p>*Set ID: 00010</p> <p>*Department: 000099</p> <p>EABP Date Range</p> <p>Begin Date From: [calendar] To: [calendar]</p> <p>End Date From: [calendar] To: [calendar]</p> <p>*Batch Description: CGC THETIS Galley Closure 12 Dec 2</p> <p>Search Members, Stage Data, Clear, My Submitted Batches, Process Monitor</p> <p>Process Status</p> <p>Process Instance: 1489439, Success</p>																																	

Continued on next page

SMR Batch – Stop Active Request, Continued

Procedures,
continued

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

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.

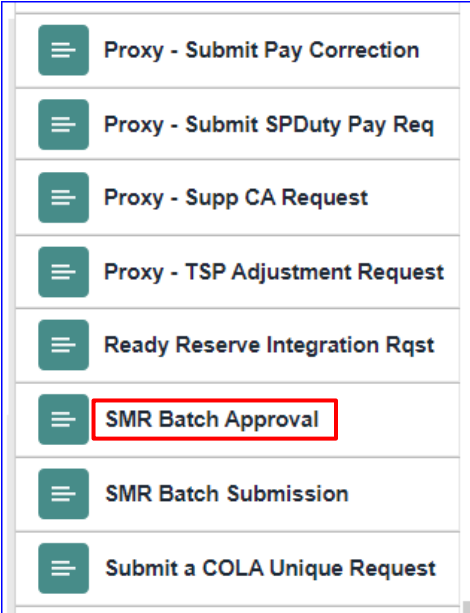
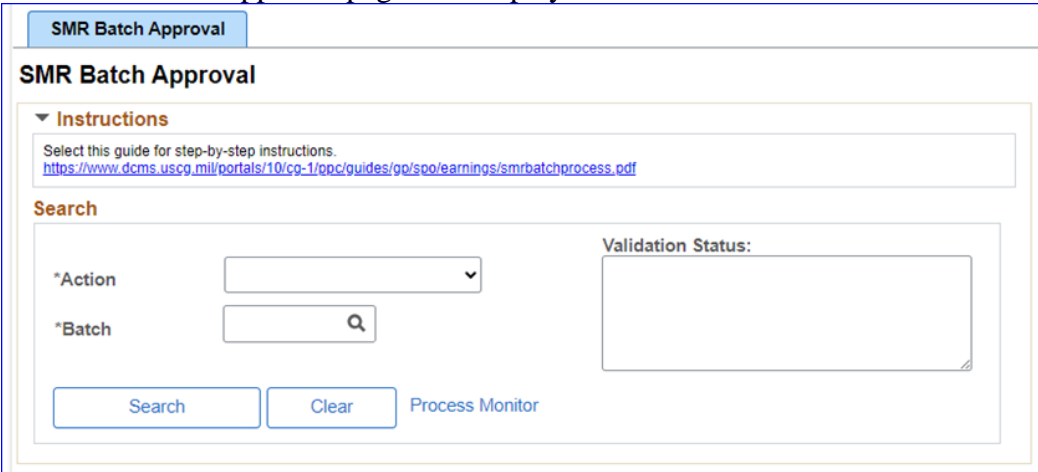
Procedures See below.

Step	Action
<p>1</p>	<p>Navigate to: NavBar icon > Menu > Human Resources > Requests.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a 'NavBar: Menu' header. Below it, there are sections for 'Recently Visited' and 'Favorites'. The main menu is organized alphabetically by letter. A red box highlights the 'Menu' icon in the 'Recently Visited' section. A red arrow points from this icon to the 'Human Resources' option in the 'H' section. Another red arrow points from 'Human Resources' to the 'Requests' option in the 'R' section of a secondary menu view shown on the right.</p>

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Approving an SMR Batch Submission, Continued

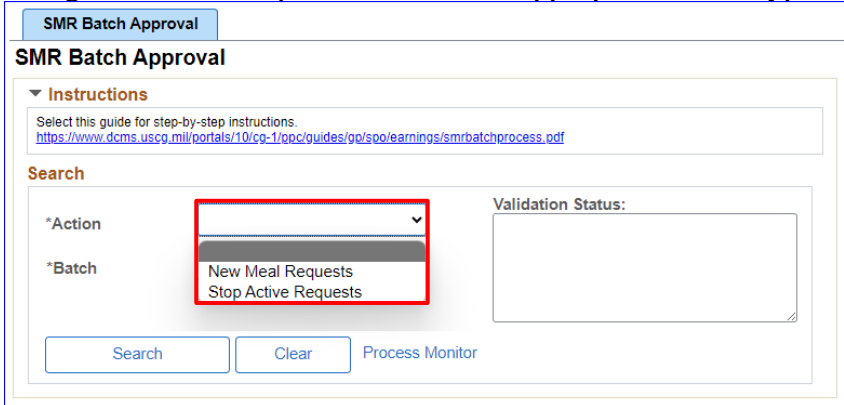
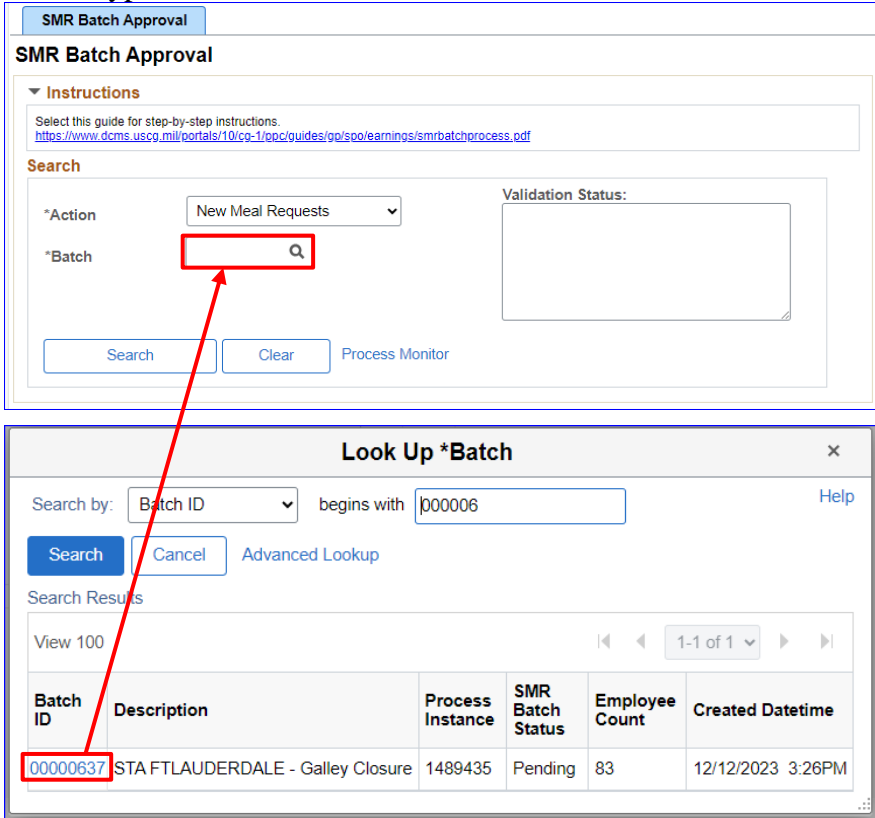
Procedures,
continued

Step	Action
2	<p>Scroll down and select the SMR Batch Approval option.</p>  <p>The screenshot shows a vertical list of menu items, each with a green hamburger icon on the left. The items are: 'Proxy - Submit Pay Correction', 'Proxy - Submit SPDuty Pay Req', 'Proxy - Supp CA Request', 'Proxy - TSP Adjustment Request', 'Ready Reserve Integration Rqst', 'SMR Batch Approval' (highlighted with a red border), 'SMR Batch Submission', and 'Submit a COLA Unique Request'.</p>
3	<p>The SMR Batch Approval page will display.</p>  <p>The screenshot shows the 'SMR Batch Approval' page. At the top is a blue header with the text 'SMR Batch Approval'. Below the header is the title 'SMR Batch Approval'. Underneath is a section titled 'Instructions' with a dropdown arrow, containing the text 'Select this guide for step-by-step instructions.' and a blue hyperlink: 'https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/gp/spo/earnings/smrbatchprocess.pdf'. Below the instructions is a 'Search' section with two input fields: '*Action' (a dropdown menu) and '*Batch' (a text input with a search icon). To the right of these fields is a 'Validation Status:' label above a large empty rectangular box. At the bottom of the search section are three buttons: 'Search', 'Clear', and 'Process Monitor'.</p>

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Approving an SMR Batch Submission, Continued

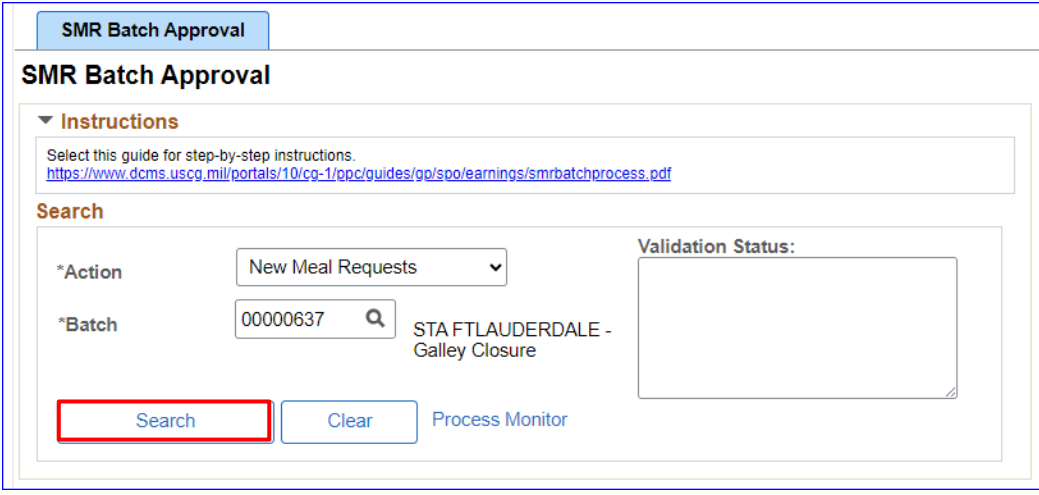
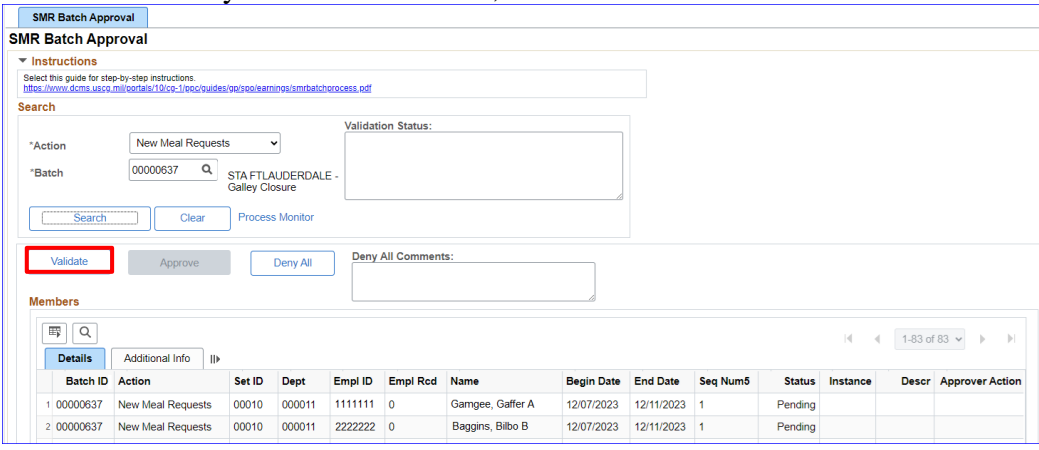
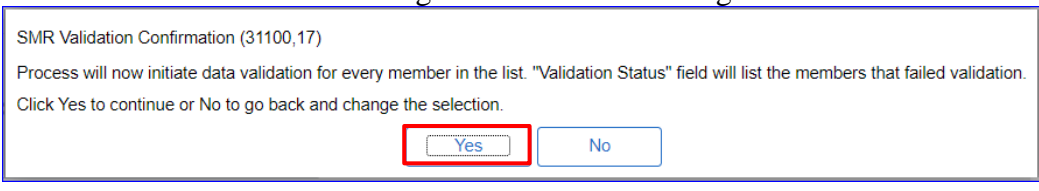
Procedures,
continued

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

Continued on next page

Approving an SMR Batch Submission, Continued

Procedures,
continued

Step	Action																																										
6	<p>Click Search.</p>  <p>The screenshot shows the 'SMR Batch Approval' page. Under the 'Search' section, the '*Action' dropdown is set to 'New Meal Requests' and the '*Batch' field contains '00000637'. The search results show 'STA FT LAUDERDALE - Galley Closure'. The 'Search' button is highlighted with a red box.</p>																																										
7	<p>Review and verify the Members listed, then click Validate.</p>  <p>The screenshot shows the 'SMR Batch Approval' page with the search results. The 'Validate' button is highlighted with a red box. Below the search section is a 'Members' table with the following data:</p> <table border="1"> <thead> <tr> <th>Batch ID</th> <th>Action</th> <th>Set ID</th> <th>Dept</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Seq Num5</th> <th>Status</th> <th>Instance</th> <th>Descr</th> <th>Approver Action</th> </tr> </thead> <tbody> <tr> <td>1 00000637</td> <td>New Meal Requests</td> <td>00010</td> <td>000011</td> <td>1111111</td> <td>0</td> <td>Gamgee, Gaffer A</td> <td>12/07/2023</td> <td>12/11/2023</td> <td>1</td> <td>Pending</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 00000637</td> <td>New Meal Requests</td> <td>00010</td> <td>000011</td> <td>2222222</td> <td>0</td> <td>Baggins, Bilbo B</td> <td>12/07/2023</td> <td>12/11/2023</td> <td>1</td> <td>Pending</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Batch ID	Action	Set ID	Dept	Empl ID	Empl Rcd	Name	Begin Date	End Date	Seq Num5	Status	Instance	Descr	Approver Action	1 00000637	New Meal Requests	00010	000011	1111111	0	Gamgee, Gaffer A	12/07/2023	12/11/2023	1	Pending				2 00000637	New Meal Requests	00010	000011	2222222	0	Baggins, Bilbo B	12/07/2023	12/11/2023	1	Pending			
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2 00000637	New Meal Requests	00010	000011	2222222	0	Baggins, Bilbo B	12/07/2023	12/11/2023	1	Pending																																	
8	<p>A confirmation message will display. Click Yes to continue with the SMR Batch Submission. Click No to go back and make changes.</p>  <p>The screenshot shows a confirmation dialog box titled 'SMR Validation Confirmation (31100,17)'. The text reads: '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.' The 'Yes' button is highlighted with a red box.</p>																																										

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Approving an SMR Batch Submission, Continued


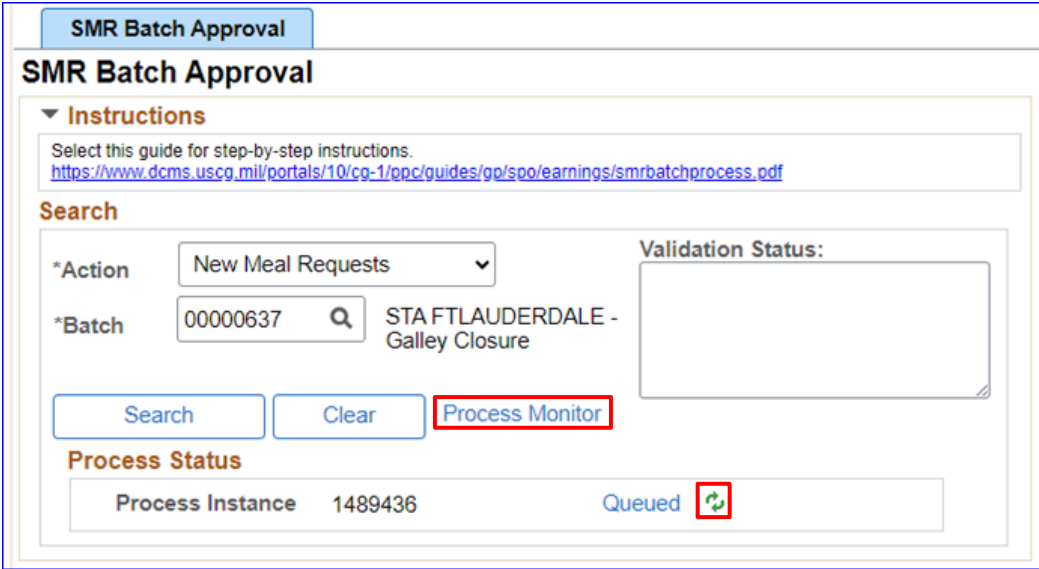
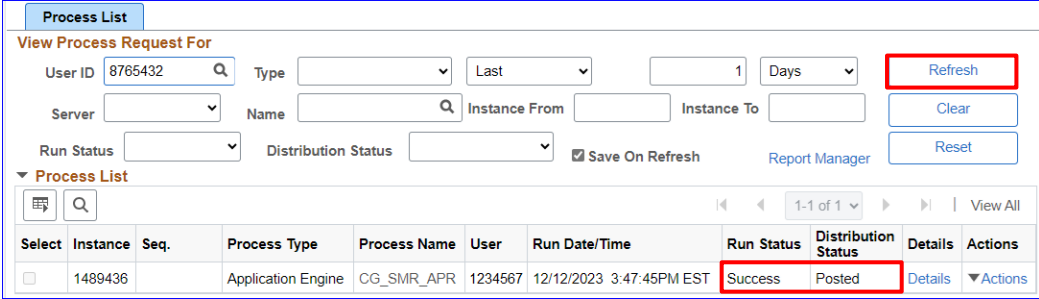
Procedures,
continued

Step	Action																																										
<p>9</p>	<p>A Validation message will display. It should indicate Validation Complete. Click OK. The Validation Status of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully.</p> <p>Click Approve.</p> <div data-bbox="328 651 1232 898" style="border: 1px solid black; padding: 5px;"> <p>SMR Validation (31100,19)</p> <p>Validation Complete Examine Validation Status field for any validation errors..</p> <p>If there are no errors, click "Approve" button to Approve requests.</p> <div data-bbox="703 813 884 871" style="border: 1px solid red; text-align: center; padding: 2px;">OK</div> </div> <div data-bbox="328 913 1370 1384" style="border: 1px solid black; padding: 5px;"> <p>SMR Batch Approval</p> <p>SMR Batch Approval</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions https://www.dcms.uscg.mil/ocportal/10/oc-1/ococ/guides/oc/ocp/learnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: <input type="text" value="New Meal Requests"/> Validation Status: 77. Validating 1234507, 0 Success... 78. Validating 1236678, 0 Success... 79. Validating 1236789, 0 Success... 80. Validating 1237890, 0 Success... 81. Validating 1231234, 0 Success... 82. Validating 1232345, 0 Success... 83. Validating 1238876, 0 Success... End Validation... 2023-12-12 15:45:47.000000</p> <p>*Batch: <input type="text" value="00000637"/> STA FT LAUDERDALE - Galley Closure</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Process Monitor"/></p> <p><input type="button" value="Validate"/> <input style="border: 1px solid red;" type="button" value="Approve"/> <input type="button" value="Deny All"/> Deny All Comments:</p> <p>Members</p> <table border="1"> <thead> <tr> <th>Batch ID</th> <th>Action</th> <th>Set ID</th> <th>Dept</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Begin Date</th> <th>End Date</th> <th>Seq Num5</th> <th>Status</th> <th>Instance</th> <th>Descr</th> <th>Approver Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>00000637</td> <td>New Meal Requests</td> <td>00010</td> <td>000011</td> <td>1111111</td> <td>0</td> <td>Gamgee, Gaffer A</td> <td>12/07/2023</td> <td>12/11/2023</td> <td>1</td> <td>Pending</td> <td></td> <td>Approve</td> </tr> <tr> <td>2</td> <td>00000637</td> <td>New Meal Requests</td> <td>00010</td> <td>000011</td> <td>2222222</td> <td>0</td> <td>Baggins, Bilbo B</td> <td>12/07/2023</td> <td>12/11/2023</td> <td>1</td> <td>Pending</td> <td></td> <td>Approve</td> </tr> </tbody> </table> </div>	Batch ID	Action	Set ID	Dept	Empl ID	Empl Rcd	Name	Begin Date	End Date	Seq Num5	Status	Instance	Descr	Approver Action	1	00000637	New Meal Requests	00010	000011	1111111	0	Gamgee, Gaffer A	12/07/2023	12/11/2023	1	Pending		Approve	2	00000637	New Meal Requests	00010	000011	2222222	0	Baggins, Bilbo B	12/07/2023	12/11/2023	1	Pending		Approve
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<p>10</p>	<p>A confirmation message will display. Click Yes. A second confirmation will display indicating the approved SMR Batch has been submitted. Click OK.</p> <div data-bbox="328 1498 1370 1648" style="border: 1px solid black; padding: 5px;"> <p>SMR Batch Confirmation (31100,20)</p> <p>"Approve" batch process will now be submitted. You can see the process status by clicking the refresh icon on the page or going to the process monitor.</p> <p>Click Yes to continue or No to go back to change the selection.</p> <div data-bbox="743 1597 970 1632" style="border: 1px solid red; text-align: center; padding: 2px;"> <input style="border: 1px solid red;" type="button" value="Yes"/> <input type="button" value="No"/> </div> </div> <div data-bbox="328 1666 791 1839" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Approval Request submitted. (0,0)</p> <div data-bbox="467 1738 662 1796" style="border: 1px solid red; text-align: center; padding: 2px;">OK</div> </div>																																										

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Approving an SMR Batch Submission, Continued

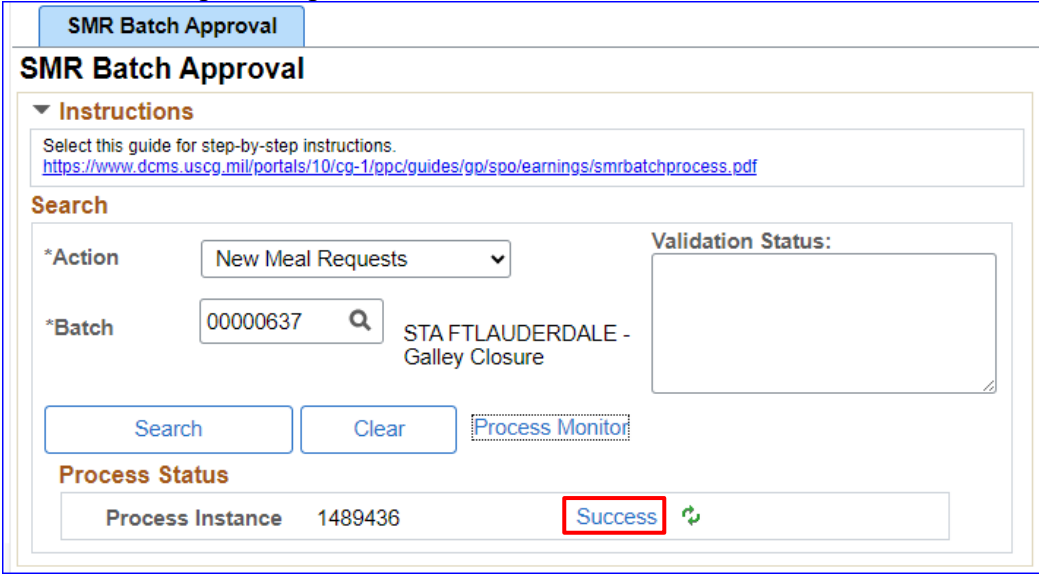

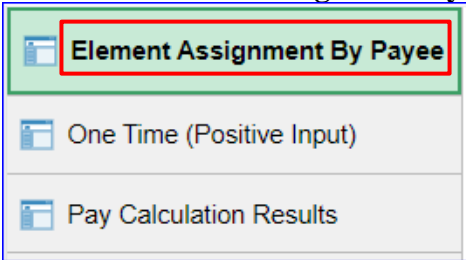
Procedures,
continued

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

Continued on next page

Approving an SMR Batch Submission, Continued

Procedures,
continued

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

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Approving an SMR Batch Submission, Continued

Procedures,
continued

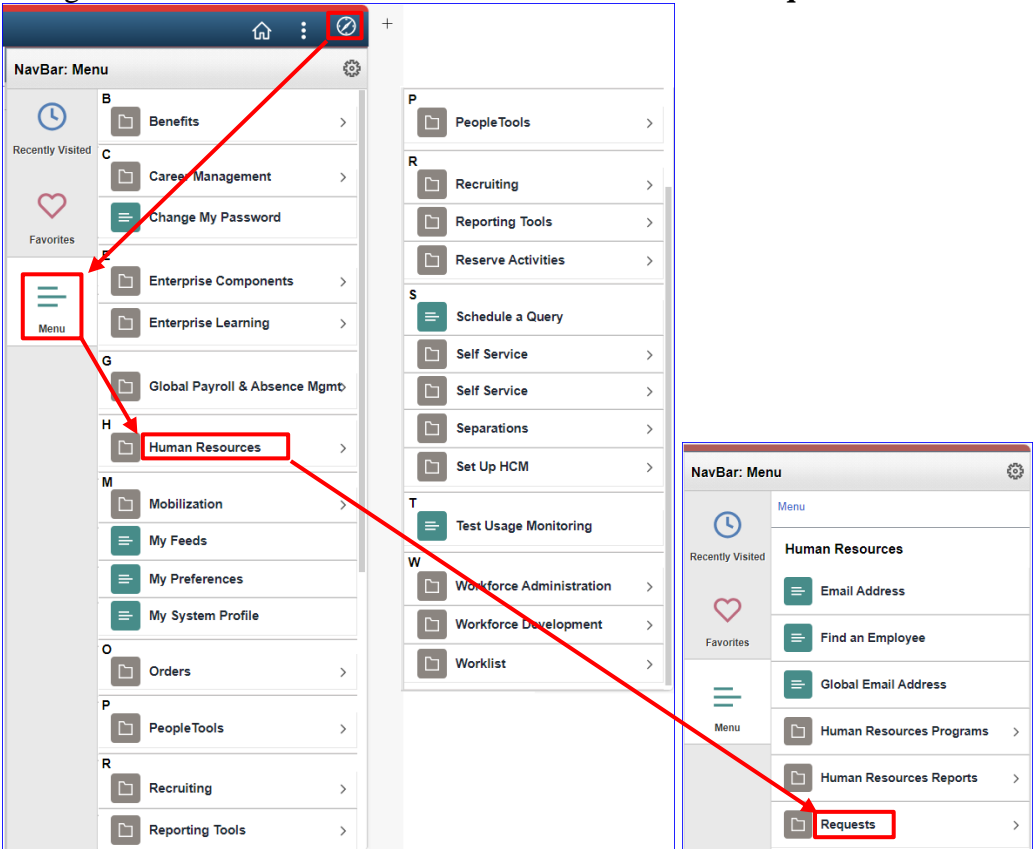
Step	Action																					
<p>16</p>	<p>Enter the Empl ID for one of the members from the Batch process and click Search.</p> <div data-bbox="328 533 1369 1451" style="border: 1px solid black; padding: 10px;"> <p>Element Assignment By Payee</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>																					
<p>17</p>	<p>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.</p> <div data-bbox="328 1581 1369 1944" style="border: 1px solid black; padding: 10px;"> <p>Assignments</p> <p><input type="button" value="Elements"/> <input type="button" value="Recipient"/> <input type="button" value="Filter"/></p> <p>1-2 of 2</p> <table border="1"> <thead> <tr> <th>Element Name[⚠]</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance[⚠]</th> </tr> </thead> <tbody> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>12/07/2023</td> <td>12/11/2023</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>OAS EE PBCK</td> <td>Payback OASDI EE Deferral Amt</td> <td>999</td> <td>01/01/2021</td> <td>04/30/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table> <p><input type="button" value="Add New Assignment"/> Deduction Recipients</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/></p> </div>	Element Name [⚠]	Description	Process Order	Begin Date	End Date	Active	Instance [⚠]	DMR	Discount Meal Rate	999	12/07/2023	12/11/2023	<input checked="" type="checkbox"/>	1	OAS EE PBCK	Payback OASDI EE Deferral Amt	999	01/01/2021	04/30/2021	<input checked="" type="checkbox"/>	1
Element Name [⚠]	Description	Process Order	Begin Date	End Date	Active	Instance [⚠]																
DMR	Discount Meal Rate	999	12/07/2023	12/11/2023	<input checked="" type="checkbox"/>	1																
OAS EE PBCK	Payback OASDI EE Deferral Amt	999	01/01/2021	04/30/2021	<input checked="" type="checkbox"/>	1																

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.

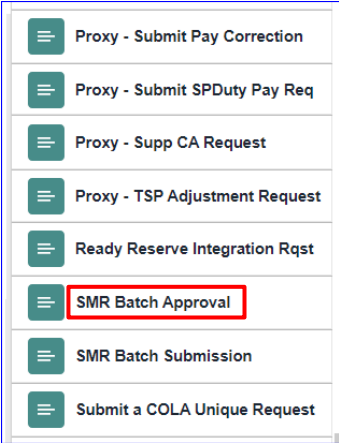
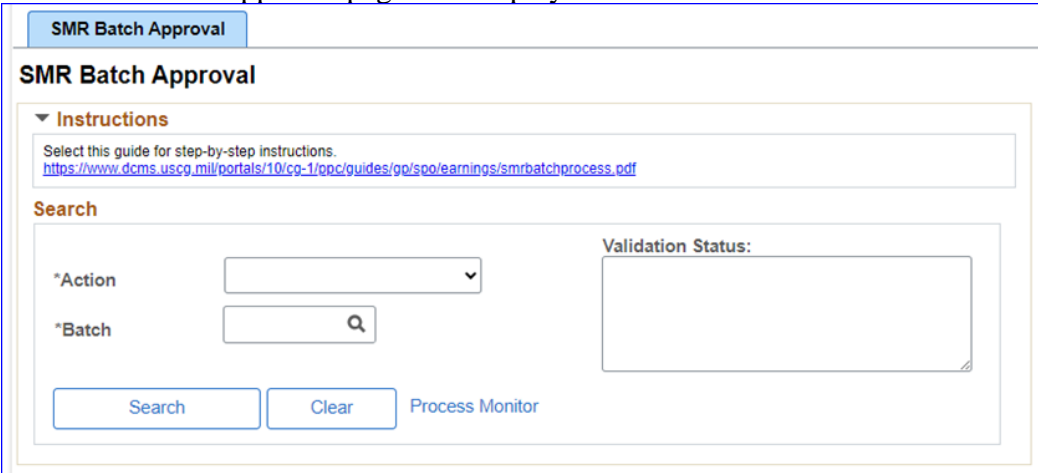
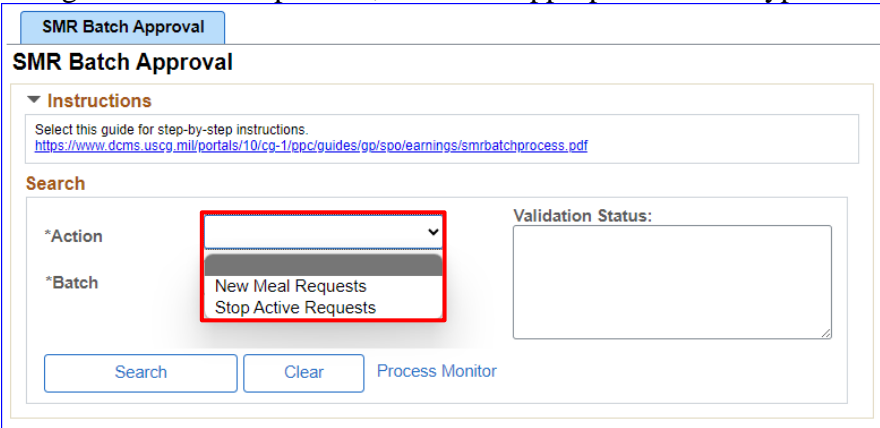
Procedures See below.

Step	Action
<p>1</p>	<p>Navigate to: NavBar icon > Menu > Human Resources > Requests.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a 'NavBar: Menu' header. Below it, there are sections for 'Recently Visited' and 'Favorites'. A 'Menu' icon (three horizontal lines) is highlighted with a red box. A red arrow points from this icon to the 'Human Resources' option in the main menu, which is also highlighted with a red box. Another red arrow points from 'Human Resources' to the 'Requests' option in a sub-menu, which is also highlighted with a red box. The sub-menu also shows other options like 'Email Address', 'Find an Employee', and 'Global Email Address'.</p>

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Denying an SMR Batch Submission, Continued

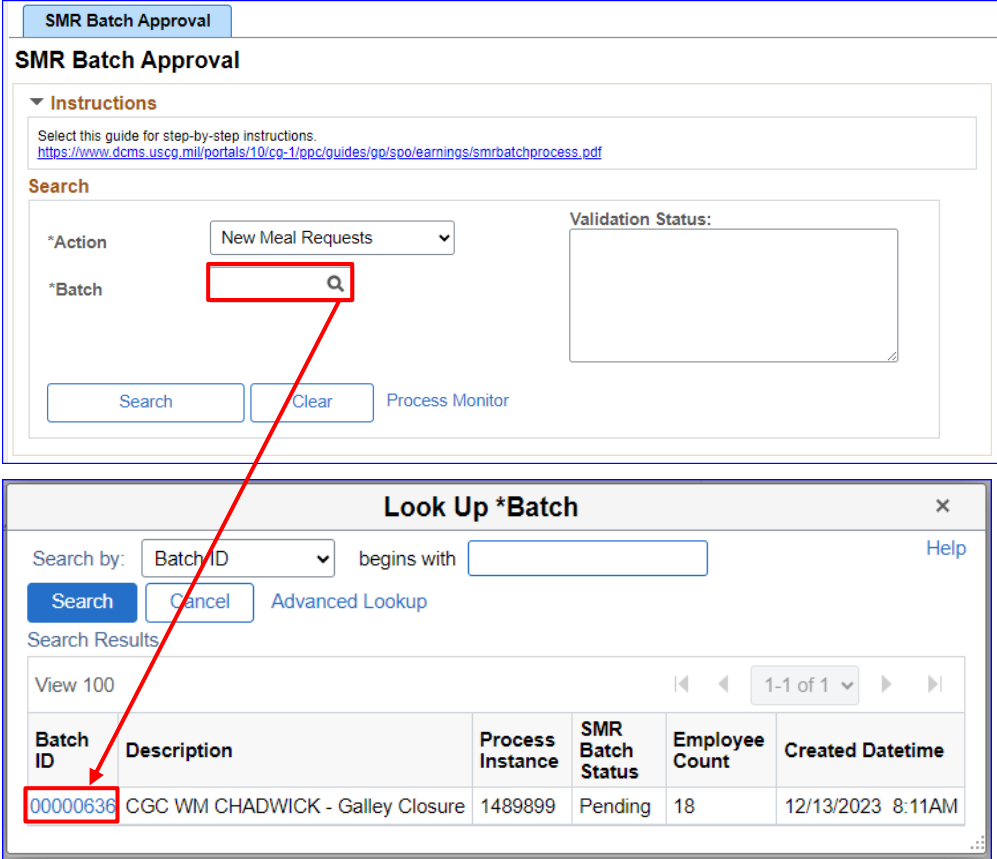
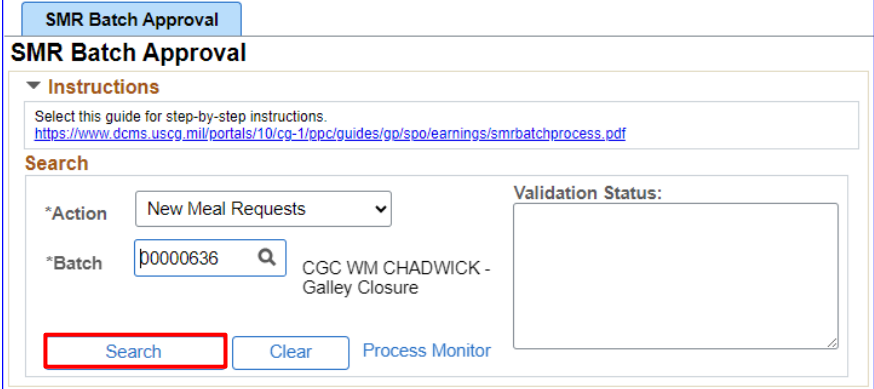
Procedures,
continued

Step	Action
2	<p>Scroll down and select the SMR Batch Approval option.</p>  <p>A vertical menu with several options. The option 'SMR Batch Approval' is highlighted with a red rectangular border. Other options include 'Proxy - Submit Pay Correction', 'Proxy - Submit SPDuty Pay Req', 'Proxy - Supp CA Request', 'Proxy - TSP Adjustment Request', 'Ready Reserve Integration Rqst', 'SMR Batch Submission', and 'Submit a COLA Unique Request'.</p>
3	<p>The SMR Batch Approval page will display.</p>  <p>The 'SMR Batch Approval' page is displayed. It features a title bar, a section for instructions with a link, and a search area. The search area includes a dropdown for '*Action', a text input for '*Batch', and a 'Validation Status' box. There are 'Search', 'Clear', and 'Process Monitor' buttons at the bottom.</p>
4	<p>Using the Action drop-down, select the appropriate action type.</p>  <p>The 'SMR Batch Approval' page is shown with the '*Action' dropdown menu open. The menu is highlighted with a red rectangular border and shows two options: 'New Meal Requests' and 'Stop Active Requests'. The rest of the page layout is identical to the previous screenshot.</p>

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Denying an SMR Batch Submission, Continued

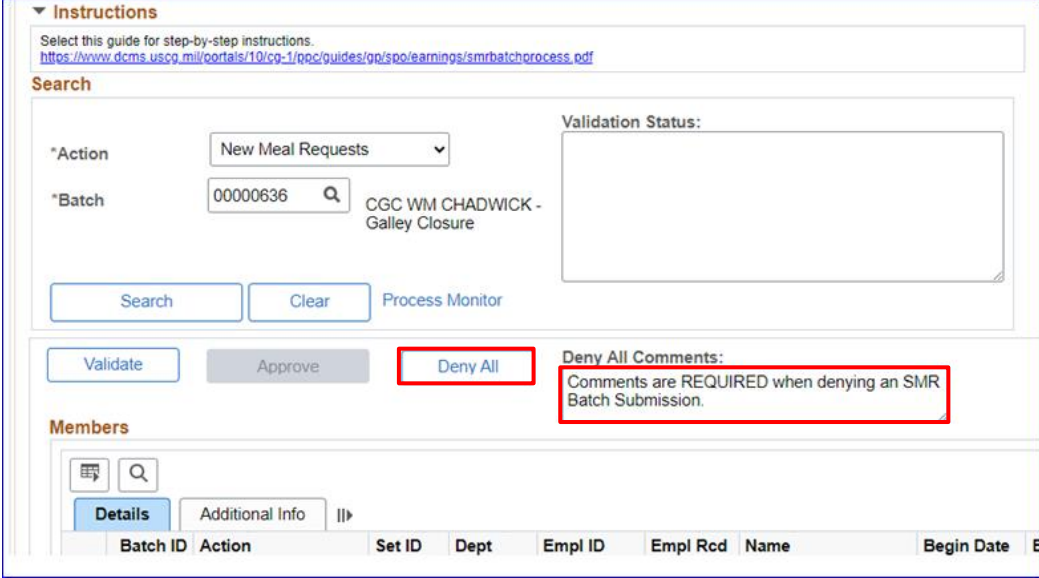
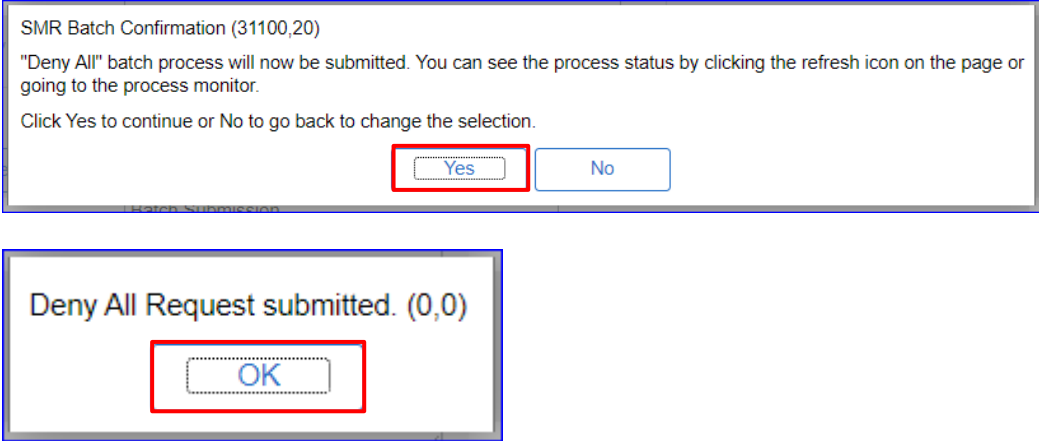
Procedures,
continued

Step	Action												
5	<p>Enter the Batch ID number or use the Lookup to locate and select the appropriate Batch ID to be denied.</p> <p>NOTE: Only the Batch IDs falling under the Auditor’s SPO tree and for the Action type selected will be listed in the Search Results.</p>  <p>SMR Batch Approval</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Batch: <input type="text"/></p> <p>Validation Status:</p> <p>Search Clear Process Monitor</p> <p>Look Up *Batch</p> <p>Search by: Batch ID begins with <input type="text"/></p> <p>Search Cancel Advanced Lookup</p> <p>Search Results</p> <p>View 100 1-1 of 1</p> <table border="1"> <thead> <tr> <th>Batch ID</th> <th>Description</th> <th>Process Instance</th> <th>SMR Batch Status</th> <th>Employee Count</th> <th>Created Datetime</th> </tr> </thead> <tbody> <tr> <td>00000636</td> <td>CGC WM CHADWICK - Galley Closure</td> <td>1489899</td> <td>Pending</td> <td>18</td> <td>12/13/2023 8:11AM</td> </tr> </tbody> </table>	Batch ID	Description	Process Instance	SMR Batch Status	Employee Count	Created Datetime	00000636	CGC WM CHADWICK - Galley Closure	1489899	Pending	18	12/13/2023 8:11AM
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6	<p>Click Search.</p>  <p>SMR Batch Approval</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action: New Meal Requests</p> <p>*Batch: 00000636 CGC WM CHADWICK - Galley Closure</p> <p>Validation Status:</p> <p>Search Clear Process Monitor</p>												

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Denying an SMR Batch Submission, Continued



Procedures,
continued

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

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Denying an SMR Batch Submission, Continued

Procedures,
continued

Step	Action																						
<p>9</p>	<p>The Process Status box will display where the Members list had been. Click the green arrows ) to refresh the Process Status until it indicates Success (skip to Step 11) or click Process Monitor to open the Process List (see Step 10).</p> <p>NOTE: This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click My Submitted Batches to view the status of the batch.</p> <div data-bbox="327 772 1369 1265" style="border: 1px solid black; padding: 5px;"> <p>SMR Batch Approval</p> <p>SMR Batch Approval</p> <p>▼ Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/gpc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <p>*Action <input type="text" value="New Meal Requests"/> Validation Status: <input type="text"/></p> <p>*Batch <input type="text" value="00000636"/> <input type="button" value="CGC WM CHADWICK - Galley Closure"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Process Monitor"/></p> <p>Process Status</p> <p>Process Instance 1489900 Queued </p> </div>																						
<p>10</p>	<p>The Process List will open in a new window. Click Refresh until the Run Status indicates Success, and the Distribution Status indicates Posted. To exit the Process List, close the window.</p> <div data-bbox="327 1411 1369 1736" style="border: 1px solid black; padding: 5px;"> <p>Process List</p> <p>View Process Request For</p> <p>User ID <input type="text" value="1234567"/> Type <input type="text"/> Last <input type="text"/> <input type="text" value="1"/> Days <input type="button" value="Refresh"/> <input type="button" value="Clear"/></p> <p>Server <input type="text"/> Name <input type="text"/> Instance From <input type="text"/> Instance To <input type="text"/> <input type="button" value="Reset"/></p> <p>Run Status <input type="text"/> Distribution Status <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh Report Manager</p> <p>▼ Process List</p> <table border="1" data-bbox="335 1646 1356 1724"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1489900</td> <td></td> <td>Application Engine</td> <td>CG_SMR_APR</td> <td>1234567</td> <td>12/13/2023 8:26:27AM EST</td> <td>Processing</td> <td>N/A</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1489900		Application Engine	CG_SMR_APR	1234567	12/13/2023 8:26:27AM EST	Processing	N/A	Details	▼ Actions
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions													
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Denying an SMR Batch Submission, Continued


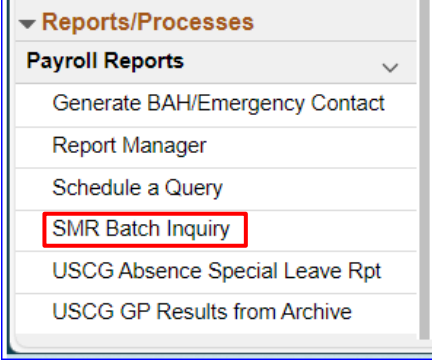
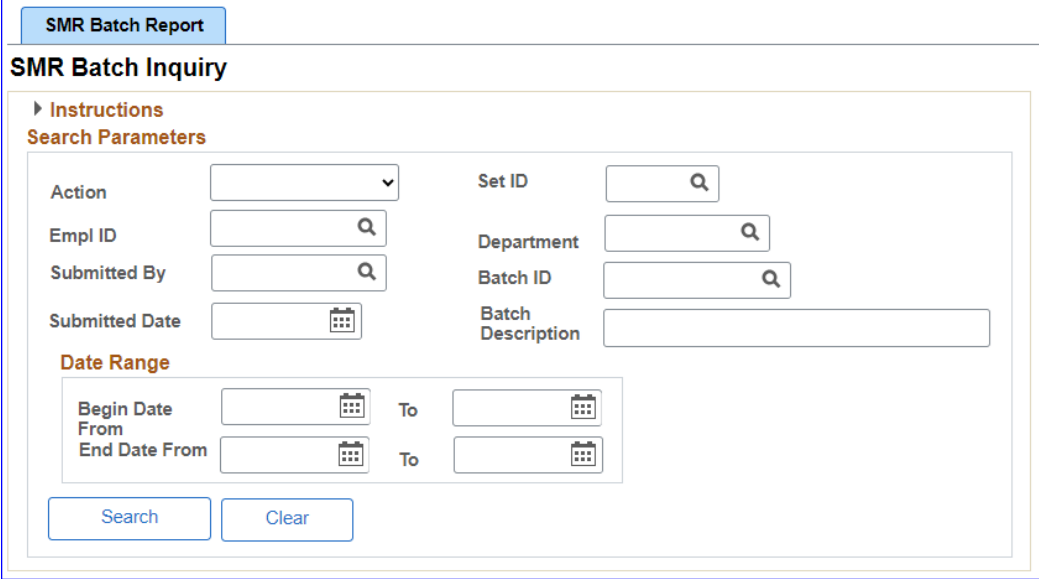
Procedures,
continued

Step	Action
<p>11</p>	<p>Once the Process Status indicates Success, the SMR Batch has been successfully denied.</p> <p>To approve or deny another SMR Batch, click Clear. Return to the necessary section of this guide and follow the appropriate procedures.</p> <div data-bbox="327 667 1369 1191" style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">SMR Batch Approval</p> </div> <p>SMR Batch Approval</p> <p>Instructions</p> <p>Select this guide for step-by-step instructions. https://www.dcms.uscg.mil/portals/10/cg-1/opc/guides/gp/spo/earnings/smrbatchprocess.pdf</p> <p>Search</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>*Action ▼ New Meal Requests</p> <p>*Batch <input type="text" value="00000636"/> <input type="button" value="Q"/> CGC WM CHADWICK - Galley Closure</p> </div> <div style="width: 35%; border: 1px solid #ccc; padding: 5px;"> <p>Validation Status:</p> </div> </div> <p style="margin-top: 10px;"> <input type="button" value="Search"/> <input style="border: 2px solid red;" type="button" value="Clear"/> <input type="button" value="Process Monitor"/> </p> <p>Process Status</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Process Instance 1489900 Success </p> </div> </div>

SMR Batch Inquiry

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

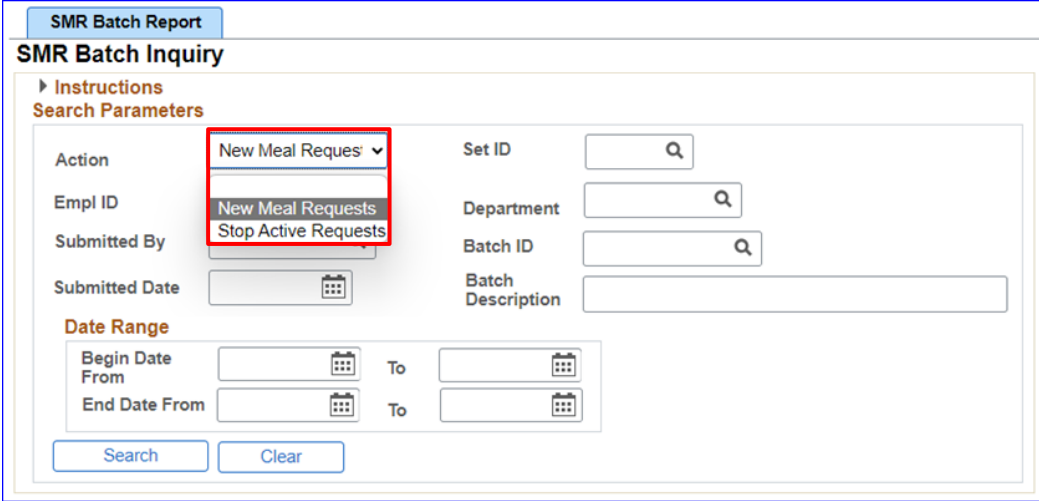
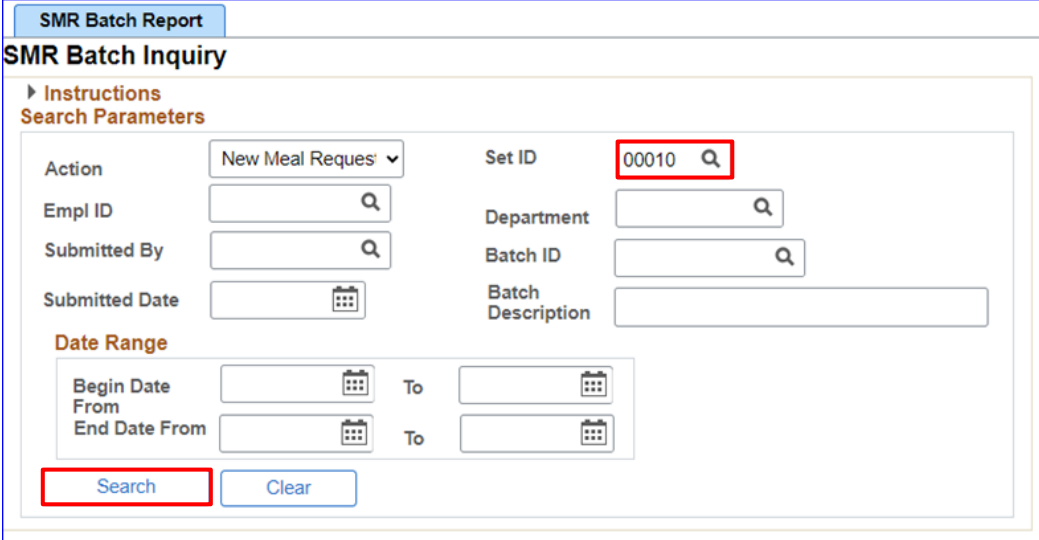
Procedures See below.

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

Continued on next page

SMR Batch Inquiry, Continued

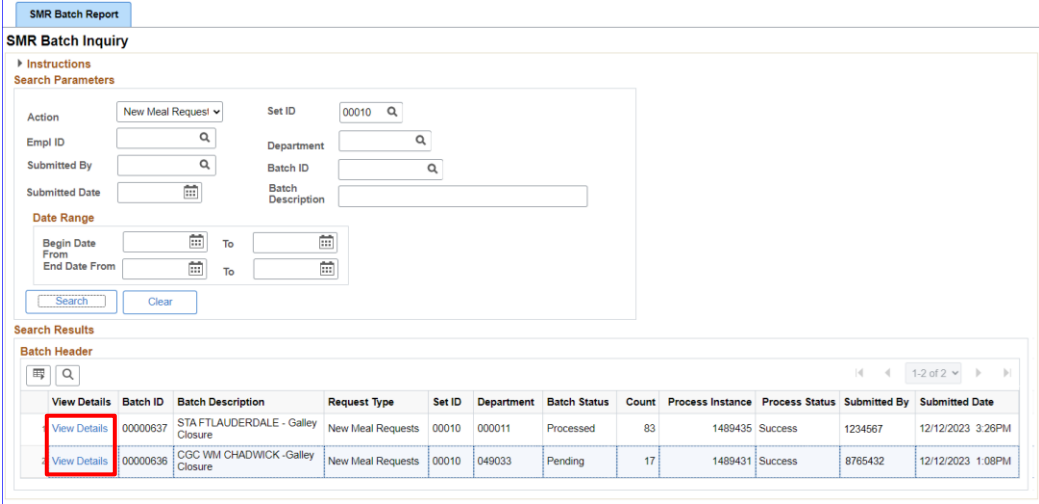
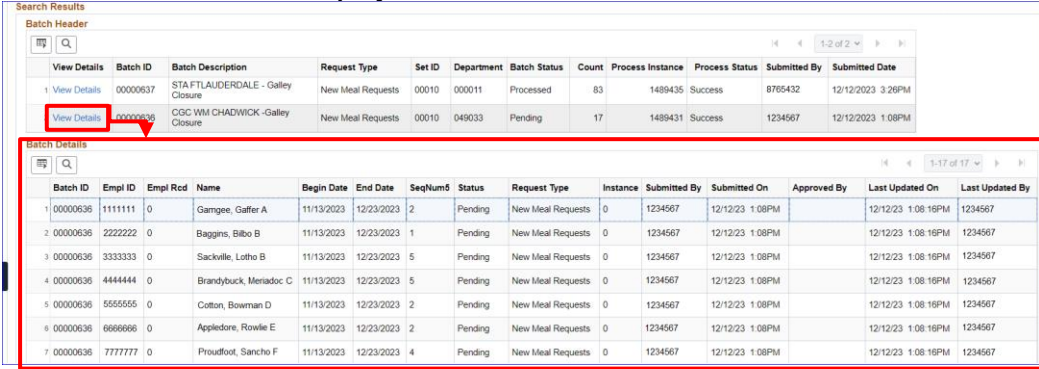
Procedures,
continued

Step	Action
4	<p>Using the Action drop-down, select the appropriate type of action.</p>  <p>The screenshot shows the 'SMR Batch Inquiry' form. The 'Action' dropdown menu is open, showing three options: 'New Meal Reques' (partially visible), 'New Meal Requests', and 'Stop Active Requests'. The 'New Meal Requests' option is highlighted. Other fields like 'Set ID', 'Empl ID', 'Submitted By', 'Submitted Date', 'Date Range', 'Department', 'Batch ID', and 'Batch Description' are visible but not selected.</p>
5	<p>Enter 00010 for the Set ID. Click Search.</p> <p>NOTE: To narrow the search results, additional parameters may be entered in any of the following fields: Empl ID, Department, Submitted By, Submitted Date, Begin Date, and/or End Date.</p>  <p>The screenshot shows the same 'SMR Batch Inquiry' form. The 'Set ID' field now contains the value '00010'. The 'Search' button at the bottom left is highlighted with a red box. The 'Action' dropdown remains set to 'New Meal Reques'.</p>

Continued on next page

SMR Batch Inquiry, Continued

Procedures,
continued

Step	Action																																																																																																																																																												
<p>6</p>	<p>The Search Results will display with any submitted SMR Batches matching the search parameters entered in step 5.</p> <p>Click View Details for the Batch ID to be reviewed.</p>  <p>SMR Batch Report</p> <p>SMR Batch Inquiry</p> <p>Instructions</p> <p>Search Parameters</p> <p>Action: <input type="text" value="New Meal Request"/> Set ID: <input type="text" value="00010"/></p> <p>Empl ID: <input type="text"/> Department: <input type="text"/></p> <p>Submitted By: <input type="text"/> Batch ID: <input type="text"/></p> <p>Submitted Date: <input type="text"/> Batch Description: <input type="text"/></p> <p>Date Range</p> <p>Begin Date From: <input type="text"/> To: <input type="text"/></p> <p>End Date From: <input type="text"/> To: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>Search Results</p> <p>Batch Header</p> <table border="1"> <thead> <tr> <th>View Details</th> <th>Batch ID</th> <th>Batch Description</th> <th>Request Type</th> <th>Set ID</th> <th>Department</th> <th>Batch Status</th> <th>Count</th> <th>Process Instance</th> <th>Process Status</th> <th>Submitted By</th> <th>Submitted Date</th> </tr> </thead> <tbody> <tr> <td>View Details</td> <td>00000637</td> <td>STA FT LAUDERDALE - Galley Closure</td> <td>New Meal Requests</td> <td>00010</td> <td>000011</td> <td>Processed</td> <td>83</td> <td>1489435</td> <td>Success</td> <td>1234567</td> <td>12/12/2023 3:26PM</td> </tr> <tr> <td>View Details</td> <td>00000636</td> <td>CGC WM CHADWICK -Galley Closure</td> <td>New Meal Requests</td> <td>00010</td> <td>049033</td> <td>Pending</td> <td>17</td> <td>1489431</td> <td>Success</td> <td>8765432</td> <td>12/12/2023 1:08PM</td> </tr> </tbody> </table>	View Details	Batch ID	Batch Description	Request Type	Set ID	Department	Batch Status	Count	Process Instance	Process Status	Submitted By	Submitted Date	View Details	00000637	STA FT LAUDERDALE - Galley Closure	New Meal Requests	00010	000011	Processed	83	1489435	Success	1234567	12/12/2023 3:26PM	View Details	00000636	CGC WM CHADWICK -Galley Closure	New Meal Requests	00010	049033	Pending	17	1489431	Success	8765432	12/12/2023 1:08PM																																																																																																																								
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