Identifying Paid IDT Drill Dates
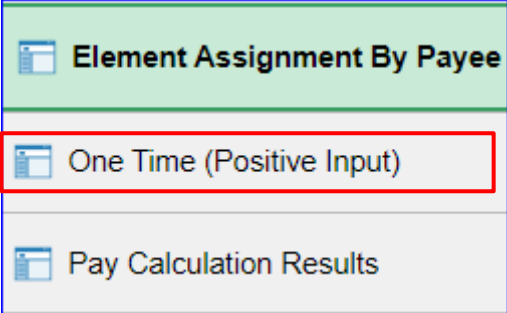
Introduction   This guide provides the procedures for how to identify paid IDT Drill dates in Direct Access (DA).

Procedures   See below.

Step	Action
1	Click on the **Pay Processing Shortcuts** tile.
2	Select the **One Time (Positive Input)** option.

Identifying Paid IDT Drill Dates, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**. **One Time (Positive Input)** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value / Add a New Value ▼ Search Criteria Empl ID	begins with ∨	1234567 Empl Record	= ∨ | Pay Group	begins with ∨ | Calendar ID	begins with ∨ | Name	begins with ∨ | ☐ Case Sensitive Search	Clear	Basic Search	Save Search Criteria Find an Existing Value	Add a New Value
4	Sort the results by **Calendar ID** to display the most recent calendars. Select the Pay **Calendar ID** the Drill was paid. **Search Results** View All ◁ ◀ 1-67 of 67 ∨ ▶ ▷ 	Empl ID	Empl Record	Pay Group	Calendar ID	Name
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1234567	0	USCG RSV	CG RSV 2024M02E	Trinity
1234567	0	USCG RSV	CG RSV 2024M01E	Trinity
1234567	0	USCG RSV	CG RSV 2023M11E	Trinity
1234567	0	USCG RSV	CG RSV 2023M10E	Trinity
1234567	0	USCG RSV	CG RSV 2023M09E	Trinity	

Identifying Paid IDT Drill Dates, Continued
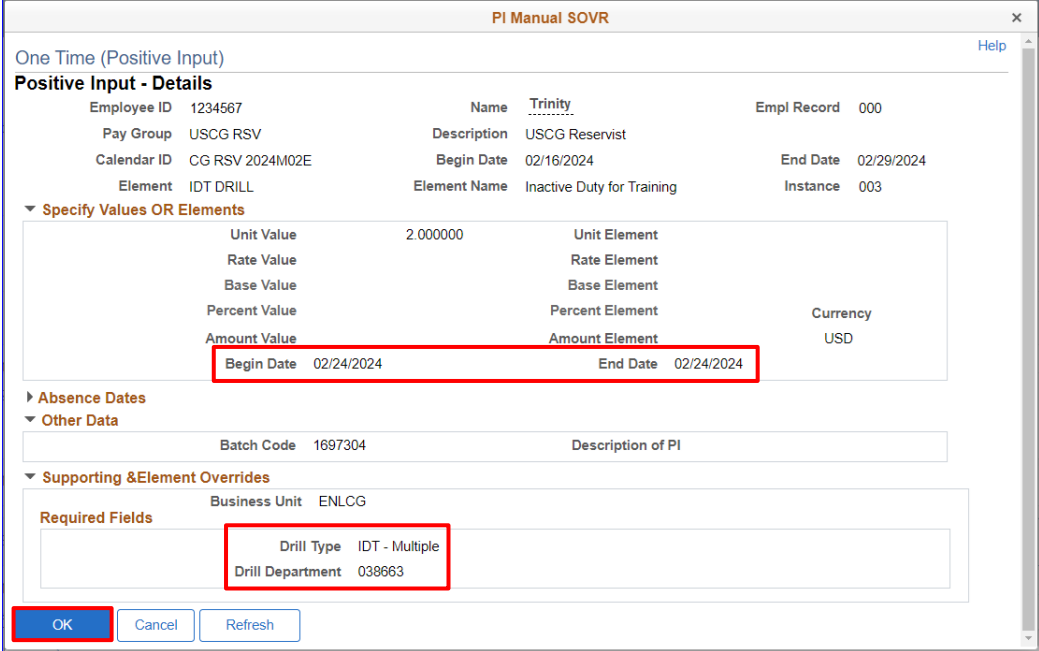
Procedures,
continued

Step	Action
5	All drills paid in this pay calendar will display. Click the **Expand All** icon.
6	Click the **Details** icon.

Identifying Paid IDT Drill Dates, Continued

Procedures, continued

Step	Action
7	The PI Manual SOVR window will display. The **Begin Date** and **End Date** will identify the date of the IDT drill. The **Drill Type** and **Drill Department** will also be identified. Click **OK** to exit the Details window.