

Direct Access User Guide - General Absences

Overview

Introduction

The General Absences page is used to report non-leave absences. Non-leave absences include:

- Absence Due to Misconduct
- Civilian, Foreign, or Military Confinement
- Incompetence
- Desertion
- Missing
- Unauthorized Absence

Incompetence absence type transactions are input by PPC, Topeka and are not discussed in this chapter

Policies and Procedures

Policies for recording each of the above types of absences are discussed in the following sections.

1. Absence Due to Misconduct (Absence Type “ADM”)
2. Confinement (Absence Types “CIV”, “FGN”, “MCV” or “MIL”)
3. Desertion (Absence Type “DSR”)
4. Member Missing (Absence Type “MSG”) “UA”)
5. Unauthorized Absence (Absence Type

Procedures:

6. General Absence Data Entry Procedure
- General Absence Approval Procedure

Approval

Supervisor (CGHRSUP Role User) approval is required for all General Absences. The system does not generate an e-mail or make a Worklist entry for supervisor notification. The data entry technician (CGHRS Role User) **must inform the supervisor when the transaction is ready for approval.**

Before You Begin

Use actual dates and times other than 2359. Once a General Absence row is approved, only supervisors or PPC can make corrections or deletions. Corrections are not allowed to the START date once approved (delete and resubmit with correct start date) but are allowed for all other fields.

Begin absence and end absence transactions may be submitted separately or both at the same time.

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Overview, Continued

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Absence Due to Misconduct (Absence Type “ADM”)

Introduction This section discusses the Absence Due to Misconduct type transaction.

Trigger Submit a General Absence transaction following receipt of a determination that a member’s absence was due to an illness caused by and immediately following misconduct or intemperate use of alcoholic liquors or habit-forming drugs.
Use the Absence Type Code –“ADM” when submitting this transaction.

Reference **Please review the following references before submitting an Absence Due to Misconduct type transaction.**

- (a) CG Pay Manual, COMDTINST M7220.29(series), Chapter 2
 - (b) CG Administrative Investigations Manual, COMDTINST M5830.1(series), Chapter 5
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Additional Information Members absent due to illness caused by and immediately following misconduct or intemperate uses of alcoholic liquors or habit-forming drugs do not forfeit pay or allowances during such absence. However, the absence is considered deductible time.

Procedure Please see the General Absence Data Entry Procedure on page 9.

Confinement (absence Types “CIV”, “FGN”, “MCV”, or “MIL”)

Introduction

This section discusses the Confinement absence type transaction.

Trigger

Submit a General Absence transaction to report that a member has been placed in or released from confinement by military or civil authorities. Also, use this transaction to report members who are serving sentences under “Work Release” programs. Submit this transaction each week (corresponding to the confinement dates) to report the deductible time and to adjust base dates accordingly).

Reference

Please review the following references before submitting a Confinement type absence transaction.

- (a) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
 - (b) Pay Manual, COMDTINST M7220.29 (series)
 - (c) Manual for Courts-Martial (MCM)
 - (d) Military Justice Manual, COMDTINST M5810.1 (series)
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Additional Information

Members sentenced to confinement of less than 90 days shall normally be placed in a TDY status for the duration of confinement unless the sentence includes an unsuspended punitive discharge or it is unlikely that the member will be ordered to return to his or her parent command after release from confinement.

If the member is sentenced to confinement of 90 days or more or is sentenced to confinement and the convening authority approves an unsuspended punitive discharge, the member will be administratively assigned to the correctional facility and the records will be maintained by PPC Topeka. A member, sentenced to less than 90 days of confinement, may be administratively assigned if the assignment authority considers it unlikely that he or she will be ordered to return to his or her parent command after release from confinement.

In cases where the member is to be administratively assigned orders must be issued by CGPC. The member’s SPO must contact the CGPC Assignment Officer or Central Assignment Coordinator and inform them when a member’s sentence to confinement will result in administrative assignment. The orders will assign the member (PCS) to the correctional facility. The member’s SPO must complete the orders and the PCS departing and reporting endorsements and forward the records to PPC Topeka.

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Confinement (absence Types “CIV”, “FGN”, “MCV”, or “MIL”), Continued

Additional Information (con’t)

See the PCS Travel Order topic for information on completing orders. See the PCS Departing and PCS Reporting topics for information on completing endorsements.

Note: If the member is being placed in civilian or military pretrial confinement, no administrative assignment is necessary. The member's SPO remains the same while in pretrial confinement.

Absence Type Code to use:

There are several Absence Type codes for Confinement. Refer to this table to select the correct code:

Code	Use When Member is Confined to	Effect on Pay
CIV	Civilian facility under control of civil authority	Suspends all pay and allowances
FGN	Military facility under control of foreign civilian authority	Suspends all pay and allowances
MCV	Military facility under control of civil authority	Suspends all pay and allowances
MIL	Military facility under military control	Continues payment of all pay and allowances. However, the SPO must enter stops of certain entitlements as described below: <ul style="list-style-type: none"> • A member in military confinement may lose entitlement to BAS, Hardship Duty Pay-Location, Career Sea Pay/Premium, or Diving Duty Pay. See Figure 3-2, 4-2, 4-4, and 4-5 of the CG Pay Manual for more information. • If a member will be in military confinement for over 31 days they lose their entitlement to SGLI at the end of the month in which the 31st day of such status is reached. See the Elections and Beneficiaries topic for procedures on entering an administrative stop to SGLI.

Procedure

Please see the General Absence Data Entry Procedure on page 9.

Desertion (Absence Type “DSR”)

Introduction This section discusses the Desertion absence type transaction.

Trigger Submit a General Absence transaction when a member is declared a deserter and/or has returned from a deserter status.

Use the Absence Type Code –“DSR” when submitting this transaction.

Reference **Please review the following references before submitting a Desertion type absence transaction.**

- (a) CG Pay Manual, COMDTINST M7220.29(series), Chapter 2
 - (b) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Chapter 10-B
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Additional Information Information you need to know about this transaction:
Active duty pay and allowances: See chapter 2 of the CG Pay Manual for rules governing pay entitlements for a deserter.

Procedure Please see the General Absence Data Entry Procedure on page 9.

Member Missing (Absence Type “MSG”)

Introduction This section discusses the Member Missing absence type transaction.

Trigger Submit a General Absence transaction following receipt of information that a member is missing or has returned from a missing status.

Use the Absence Type Code –“MSG” when submitting this transaction.

Additional Information Other transactions may be required:

- **Active duty pay** and allowances will continue for regular Coast Guard members and reserve members on extended active duty. For regular and reserve members a Retained Beyond Normal Expiration of Enlistment transaction may also be required to extend expiration of enlistment (i.e, expected active duty termination date for active duty members and expected loss date for reserves).
 - **For reserve members** on active duty for 140 days or more, it may be necessary to submit an Amend Reserve Expected Active Duty Termination Date transaction to extend the period of active duty authorized.
 - **Determination of the member** to be, or has been UA, deserter, or dead, delete previously submitted declare member missing transaction and submit the appropriate transaction to reflect the member’s status. The “declare member missing” and “return member from missing” transactions apply only when status of absence is determined to be missing.
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Procedure Please see the General Absence Data Entry Procedure on page 9.

Unauthorized Absence (Absence Type “UA”)

Introduction This section discusses the Unauthorized Absence type transaction.

Trigger Submit a General Absence transaction following receipt of information that a member has been on Unauthorized Absence (UA) for more than 24 hours and/or has returned from a UA status.
Use the Absence Type Code –“UA” when submitting this transaction.

Reference **Please review the following references before submitting an Unauthorized Absence type transaction.**

- (a) CG Pay Manual, COMDTINST M7220.29(series), Chapter 2
 - (b) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Chapter 10-B
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Additional Information Information you need to know about Unauthorized Absence:

- **Effective date and time** will be the effective date and time the unauthorized absence begins.
- **Pay and allowances will stop** when this transaction is submitted on a member.

Note: A member in pay grade E4 (with 4 years service or less) and below may be entitled to payment of two months BAH for support of dependents. See the Pay Manual, Chapter 3.

- **Declared a deserter.** If the member is declared a deserter on the same date and time the unauthorized absence begins, submit a General Absence transaction using Absence Type Code “DSR” to declare the member a deserter in lieu of the unauthorized absence. *See: Desertion (Absence Type “DSR”) on page 6.*
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Procedure Please see the General Absence Data Entry Procedure on page 9.

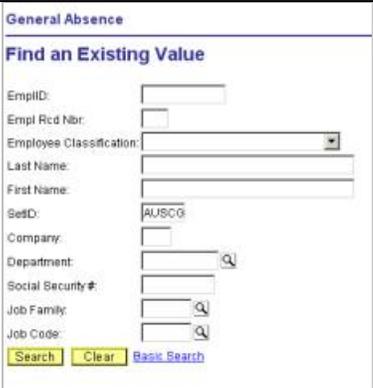
General Absence Data Entry Procedure

Introduction This section provides the procedure for entering a general absence transaction. This procedure may be completed by “CGHRS” role users.

Before You Begin Review the polices, in the preceding sections of this chapter, for the absence types before creating this transaction:

1. Absence Due to Misconduct (Absence Type “ADM”)
2. Confinement (Absence Types “CIV”, “FGN”, “MCV” or “MIL”)
3. Desertion (Absence Type “DSR”)
4. Member Missing (Absence Type “MSG”)
5. Unauthorized Absence (Absence Type “UA”)

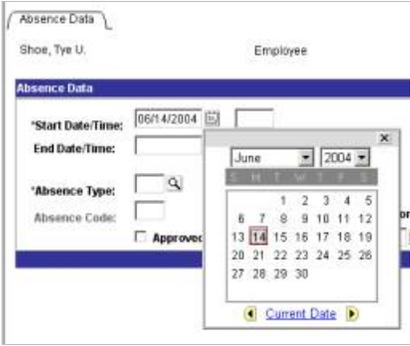
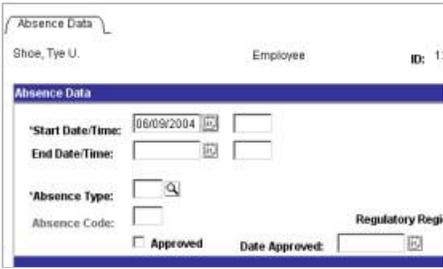
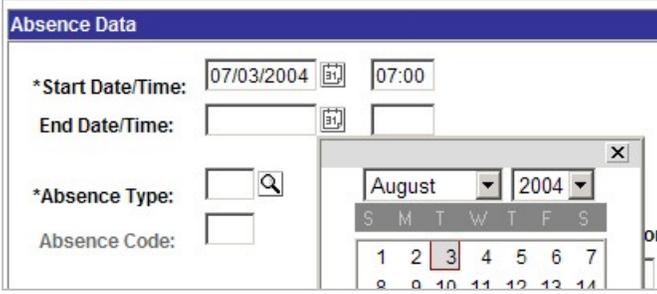
Procedure Follow these steps to enter a General Absence transaction:

Step	Action
1	Select the following menu items: Enterprise Menu > Direct Access Content > Administer Workforce > Monitor Absence (GBL) > Use > General Absence
2	 <p>Enter the Employee ID number into the EmplID field.</p>
3	Click the Search button. 
4	<p>If the member has no previously reported General Absences, the page will open with a new blank row in which to enter data. If historical data (previous transactions) are present, you must insert a new blank row, unless you are reporting a return from missing (see below). Click the Add Row  button to create a new row.</p> <p>Exception: If you are reporting a member’s return from absence/confinement status, and the start absence transaction has already been submitted, you will work in the same row that was used to start the absence.</p>

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General Absence Data Entry Procedure, Continued

Procedure (continued)

Step	Action
5	<p>Enter the date the absence began in the Start Date field.</p> 
6	<p>Click in the Start Time field and enter the time the absence began (e.g. '0700').</p>
7	
8	<p>If you are reporting the member's return from absence/confinement, click in the End Date field and enter the date the member returned.</p> 
9	<p>If you are reporting the member's return from absence/confinement, click in the End Time field and enter the time the member returned (e.g. '0700').</p>

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General Absence Data Entry Procedure, Continued

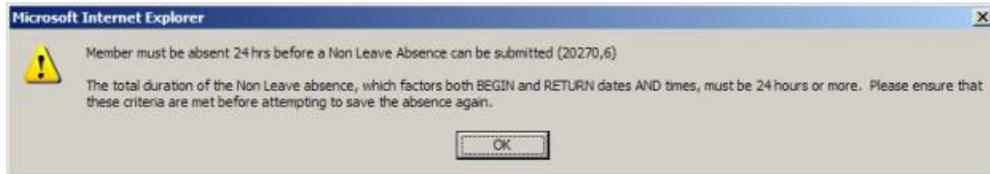
Procedure (continued)

Step	Action
<p>10</p>	<p>Enter the Absence Type Code in the Absence type field or</p> <ol style="list-style-type: none"> 1. Click the Lookup Absence Type button.  2. Click the Lookup button. Lookup Absence Type. 3. Click the desired Absence Description.  <p>See the previous sections of this chapter for details on the using the Absence Types:</p> <ol style="list-style-type: none"> 1. Absence Due to Misconduct (Absence Type “ADM”) 2. Confinement (Absence Types “CIV”, “FGN”, “MCV” or “MIL”) 3. Desertion (Absence Type “DSR”) 4. Member Missing (Absence Type “MSG”) 5. Unauthorized Absence (Absence Type “UA”) <p>Note: The Absence Type “<i>CMP-Competency</i>” can only be used by PPC Topeka.</p>
<p>11</p>	<p>Click the  button. Note: See the <i>Possible Error Message</i> discussion on the following page if you cannot save the transaction.</p>
<p>12</p>	<p>Notify your supervisor (CGHRS Role User) that the transaction awaits his or her review and approval (the systems does not make a Worklist entry or e-mail notification of pending General Absence transactions.)</p> <p>Supervisor Approval: <i>See the General Absence Approval Procedure on page 13.</i></p>

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General Absence Data Entry Procedure, Continued

Possible Error Message (1) This message will appear if you attempt to save a transaction and the Start Date/Time is less than 24 hours before the **current date**.



- Verify the Start Date/Time, if it is correct, wait one day before submitting the transaction.

(2) The error message will also appear if the duration between the Start Date/Time and End Date/Time is less than 24 hours.

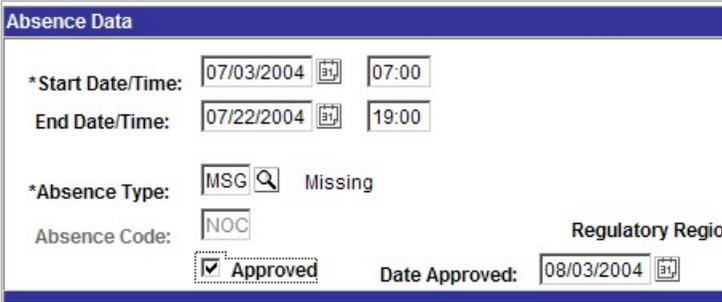
- Verify the Start Date/Time and End/Date Time; if they are correct and the elapsed time is less than 24 hours, no transaction is required.
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General Absence Approval Procedure

Introduction This section provides the procedure for approving a general absence transaction. Approval authority is limited to “CGHRSUP” role users.

Before You Begin Review the polices for the absence types before approving this transaction:
 Absence Due to Misconduct (Absence Type “ADM”)
 Confinement (Absence Types “CIV”, “FGN”, “MCV” or “MIL”)
 Desertion (Absence Type “DSR”)
 Member Missing (Absence Type “MSG”)
 Unauthorized Absence (Absence Type “UA”)

Procedure Follow these steps to review and approve a General Absence transaction:

Step	Action
1	Select the following menu items: Enterprise Menu > Direct Access Content > Administer Workforce > Monitor Absence (GBL) > Use > General Absence
2	Enter the Employee ID and click the search button.
3	Review the transaction, make any corrections that are necessary
4	Click the Approved check box (the date approved will auto fill with the current date)  <p>The screenshot shows the 'Absence Data' form with the following fields: <ul style="list-style-type: none"> *Start Date/Time: 07/03/2004 07:00 End Date/Time: 07/22/2004 19:00 *Absence Type: MSG Missing Absence Code: NOC Regulatory Region: (empty) <input checked="" type="checkbox"/> Approved Date Approved: 08/03/2004 </p>
5	Click the  button.