



Global Payroll for Active Duty and Reserve

Absence Request (Self Service)



Absence Request (Self Service)

After logging into Global Pay, the Self Service Member will start at the “Requests” link

In this Training example a member will be requesting 10 days of Leave INCONUS

The screenshot shows the United States Coast Guard Self Service portal. At the top, there is a navigation bar with 'Home', 'Add to My Links', and 'Sign out'. Below this is a 'My Links' dropdown menu. The main content area is divided into several sections: 'My Page', 'Employee', 'Reserve Administration', and 'Assignments Reports'. The 'My Page' section contains various announcements and links. The 'Employee' section has a grid of links including Profile, Tasks, View, Workflow User, PCS eResumes, My Profile, Preferences, Email Addresses, My Reserve Points Statement, and Contacts. The 'Reserve Administration' section has links for View Paycheck, Test Results, Member Info Additional, View My Worklist, My CGHRMS Orders, My Employee Reviews, Employee Review Summary, and 7 More... The 'Assignments Reports' section is partially visible. A red arrow points to the 'Requests' link in the 'My Page' section. A red box highlights the text: 'The Self Service member will click the Requests link.....then go to next slide.'



Advance Pay Request (Self Service)

[My Page](#) [Self Service](#) [Requests](#)

Self Service Requests

Submit an Absence Request	View My Absence Requests
Submit a Delegation Request	View My Requests (all types)
Submit a Civilian CA Request	Submit a Supp CA Reque
Submit an Officer CA Request	Submit an FSA Request
Submit a COLA Unique Request	Submit a Drill Request
Submit an Advance Pay Request	

The Self Service member will click the "Submit an Absence Request" link.....go to next slide.



Absence Request (Self Service)

Action Request

Submit Absence Request

1. For the Absence Type, select Type of Absence.
2. For Begin Date and End Dates, enter inclusive dates you will be charged leave.
3. Click Get Details, and verify # of Days Absent is correct.
4. In the Comments section, enter your leave address, phone number, and the leave balance on your last LES.
5. For the Approver field, enter the approving official who will be the final approver for the absence request.
6. Click Submit.

Request Details

Type of Absence: Leave - INCONUS
 Begin Date: 08/18/2014
 End Date: 08/27/2014

Get Details

Request Information

of Days Absent: 10

Request Documents

Add Attachment

Request Approvers

Approver: [Redacted] [Redacted]

Comment: Request 10 days leave

Submit Resubmit Withdraw

Absence Request Approval

Request Status: Pending [View/Hide Comments](#)

One Approval Level

Pending

[Redacted] Initial Approve Action Request

Absence Request (Self Service)

Step 1. For Type of Absence click the drop down and choose "Leave-INCONUS".

Step 2. Enter first day of leave 8/18/2014 in the "Begin Date" field.

Step 3. Enter last day of leave 8/27/2014 in the "End Date" field.

Step 4. Click "Get Details". (*The # of Days Absent will populate.*)

Step 5. Add Attachment (*you have the option to add/upload an attachment if desired*)

Step 6. Enter the Approver (Supervisor) emplid.

Step 7. Enter comments (*Request 10 days leave*)

Step 8. Press Submit. (*Request will be routed to the Approver (Supervisor) in a Pending status.*)

.....Go to Next slide



Absence Request (Self Service)

Supervisor Approval

After logging into Global Pay, the Supervisor will start at the “Requests” link

The screenshot shows the United States Coast Guard Self Service Requests page. The page is titled "ENVIRONMENT THREE" and includes navigation links for Home, Add to My Links, and Sign out. The main content area is divided into several sections:

- My Page**: Includes "Self Service" and "Requests" links. A red box highlights the "Requests" link, with an arrow pointing to a text box that says "The Supervisor will click the Requests link.....go to next slide."
- Announcements Updated 16 April 2014**: Contains information about April Leave and Earnings statements (LEs) and April Reserve Points Statements.
- Employee**: A central menu with links for Profile, Tasks, View, Workflow User, PCS eResumes, My Profile, Preferences, Email Addresses, My Reserve Points Statement, Emergency Contacts, View Paycheck, Home and Mailing Address, Test Results, Phone Numbers, Member Info Additional, Allotments, View My Worklist, Direct Deposit, My CGHRMS Orders, Federal & State Tax Elections, My Employee Reviews, Create e-Resume, Employee Review Summary, 11 More..., and 7 More...
- Reserve Administration**: A section for managing reserve points.
- Assignments Reports**: A section for viewing assignment reports.
- Common Links**: A section for quick access to various services.



Absence Request (Self Service)

Supervisor Approval

Self Service Requests

Submit an Absence Request	View My Absence Requests
Submit a Delegation Request	View My Requests (all types)
Submit a Civilian CA Request	Submit a Supp CA Reque
Submit an Officer CA Request	Submit an FSA Request
Submit a COLA Unique Request	Submit a Drill Request
Submit an Advance Pay Request	

The Supervisor will click on the “View My Requests (all types)” link.....go to next slide.



Absence Request (Self Service)

Supervisor Approval

View My Action Requests

1. 'My Submitted Requests' allows member to bring up only their Action Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests
 Requests I am Approver For
 All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
Absence Request	Pending	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	08/13/2014	Approve/Deny

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
							Approve/Deny

Supervisor Approval

Step 1. Change radio button to "Requests I am Approver for".

Step 2. Change "Transaction Name" drop down menu to "Absence Request".

Step 3. Change "Transaction Status" to *Pending*. (The system should have already defaulted to *Pending*)

Step 4. Click "Populate Grid". (The Absence Request should appear in the grid).

Step 5. Click the "Approve/Deny" link

.....Go to Next slide



Absence Request (Self Service)

Supervisor Approval

Action Request

Absence Request

1. For the Absence Type, select Type of Absence.
2. For Begin Date and End Dates, enter inclusive dates you will be charged leave.
3. Click Get Details, and verify # of Days Absent is correct.
4. In the Comments section, enter your leave address, phone number, and the leave balance on your last LES.
5. For the Approver field, enter the approving official who will be the final approver for the absence request.
6. Click Submit.

Request Details

Type of Absence: Leave - INCONUS
 Begin Date: 08/18/2014
 End Date: 08/27/2014

Get Details

Request Information

of Days Absent: 10

Request Documents

Request Approvers

Approver:

Comment:

Approve

Deny

Absence Request Approval

Request Status: **Approved** [View/Hide Comments](#)

One Approval Level

Approved

Initial Approve Action Request
08/14/14 - 7:33 AM

Supervisor Approval, continued

Step 6. Verify Type of Absence, the begin and end dates, and # days requested.

Step 7. If an attachment was uploaded, view it in the “Request Documents” field.

Step 8. Enter comments “Approved”.

Step 9. Click the “Approved” button. (*The Request Status will change to Approved and sent to Global Pay for processing*).

Note: *If the Supervisor needs to Deny the request, they will enter a reason for denial in the comments section and click the “Deny” button.*

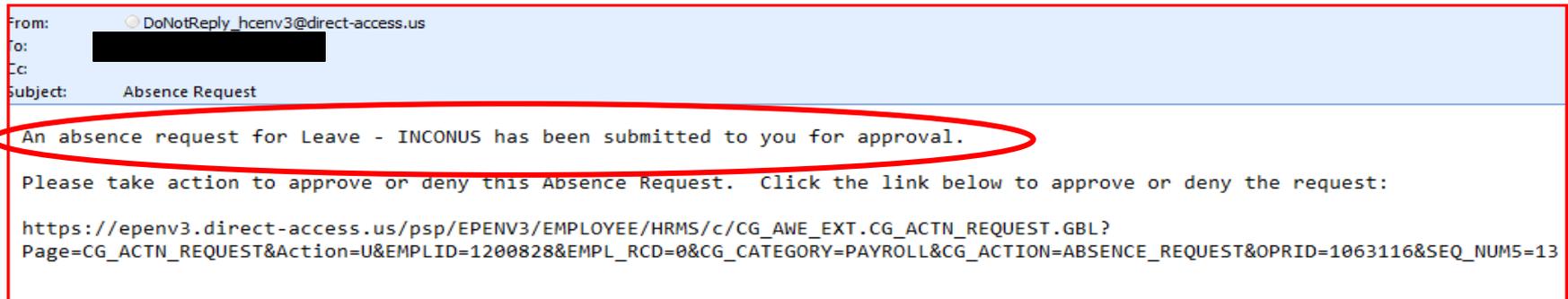
.....Go to Next slide



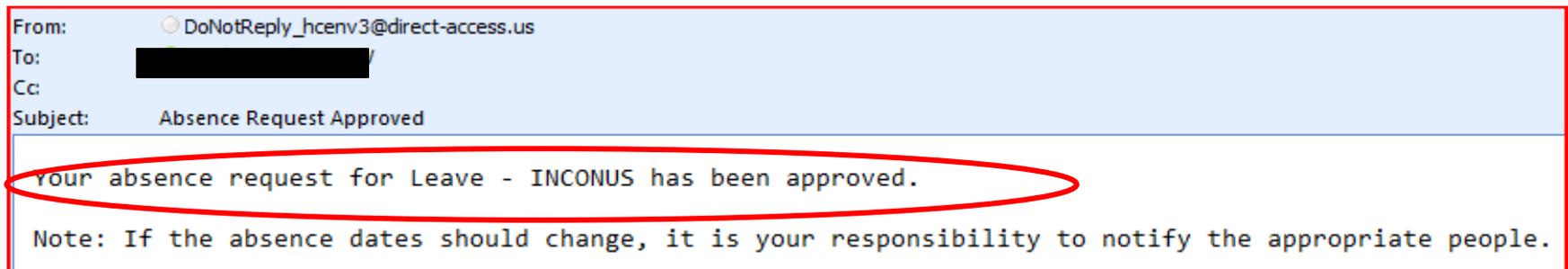
Absence Request (Self Service)

Email Notifications

When a member submits a Self Service Absence Request, an email notification is sent to the supervisor.



When the supervisor approves or denies the Absence Request, an email notification is sent back to the Self Service member.





Absence Request (Self Service)

Absence Request Corrections/Deletions (Under Development)

Leave Takes will be viewed, (and corrected or deleted, we believe) in “Absence Event”. The path for Absence Event from the “Enterprise Menu” page is: Global Payroll Absence & Mgmt> Payee Data> Maintain Absences> Absence Event. At the current time, SPOs do not have access to this page.

The screenshot displays the 'Absence Event Entry' interface. At the top, there are tabs for 'Absence Event Entry' and 'Forecast Messages'. Below the tabs, there are input fields for 'Employee ID', 'Empl Record' (0), and 'Name'. A 'Forecast' button is located to the right. Below these fields are 'From' and 'Through' date pickers set to 05/16/2014 and 11/12/2014, respectively, with a 'Refresh' button to the right. The main section is titled 'Absence Events' and contains a table with columns: *Absence Take Element, Description, *Begin Date, End Date, Partial Hours, *Process Action, Voided, Original Begin Date, Details, Entry Source, and Workflow Status. A single row is visible, circled in red, with the following data: LEAVE TAKE, Leave Take, 08/18/2014, 08/27/2014, (empty), Normal, (checkbox), 08/18/2014, Details, Employee Self Service, and Approved. At the bottom of the interface are buttons for Save, Return to Search, Notify, and Refresh. The footer shows 'Absence Event Entry | Forecast Messages'.

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
LEAVE TAKE	Leave Take	08/18/2014	08/27/2014		Normal	<input type="checkbox"/>	08/18/2014	Details	Employee Self Service	Approved



Absence Request (Self Service)

Accumulators Tab

LEAVE ENT_BALANCE Accumulator is 34.0 days PRIOR to taking 10 days leave August 18 to August 27 (Inclusive)

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

EMP ID: [REDACTED] Empl Record: 0
Calendar Group ID: C114081 201408 On-Cycle AD End Month

Calendar Information
Calendar ID: CG ACT 2014M08E Pay Group: USCG
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 1,747.07 USD Net Result Value: 1,093.10 USD

Accumulators
Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Month to Date	CG AC SGLI MTD	28.000000	SGLI MTD for End Month Process	08/01/2014	08/31/2014
Segment	CG AC TAX LEVY DE	1093.100000	Tax Levy Disposable Earnings	08/16/2014	08/31/2014
Month to Date	CG AC TSGLI MTD	1.000000	TSGLI MTD for End Month Procss	08/01/2014	08/31/2014
Month to Date	FSGLI_MTDA	5.000000	Family Servicemembers Grp Life	08/01/2014	08/31/2014
Custom Period	FWT AC PRMM	199.140000	FWT Previous Month Value	01/01/2004	
Segment	FWT GRS N	1547.400000	FWT Gross Customer	08/16/2014	08/31/2014
Segment	FWT GRS N	0.000000	FWT Gross Customer	08/16/2014	08/31/2014
Segment	FWT GRS TOT	1547.400000	FWT Taxable Gross Total	08/16/2014	08/31/2014
Year to Date	FWT GRS TOT YTD	12379.200000	FWT YTD Taxable Gross Total	01/01/2014	12/31/2014
Segment	FWT PRE TAX N	0.000000	FWT Before-Tax Customer	08/16/2014	08/31/2014
Calendar Period	FWT_PTDA	199.140000	FIT Withholding	08/16/2014	08/31/2014
Year to Date	FWT_YTDA	1593.400000	FIT Withholding	01/01/2014	12/31/2014
Custom Period	LEAVE ENT_BAL	34.000000	Leave Entitlement	01/01/2004	
Month to Date	MA DONATION_MTDA	10.000000	Mutual Assistance Donation	08/01/2014	08/31/2014
Year to Date	MED EE AMT YTD	179.500000	Medicare/EE YTD	01/01/2014	12/31/2014



Absence Request (Self Service)

Accumulators Tab

LEAVE ENT_BALANCE Accumulator is reduced to 24.0 days After Global Pay processing of 10 days leave August 18 to August 27 (Inclusive)

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

EMP ID: [REDACTED] Empl Record: 0
Calendar Group ID: C114081 201408 On-Cycle AD End Month

Calendar Information
Calendar ID: CG ACT 2014M08E Pay Group: USCG
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 1,747.07 USD Net Result Value: 1,247.84 USD

Accumulators
Accumulator Results | User Keys | [EEB]

Period	Element Name	Amount	Description	From	Through
Custom Period	FWT AC PRMM	44.400000	FWT Previous Month Value	01/01/2004	
Segment	FWT GRS N	0.000000	FWT Gross Customer	08/16/2014	08/31/2014
Segment	FWT GRS N	515.800000	FWT Gross Customer	08/16/2014	08/31/2014
Segment	FWT GRS TOT	515.800000	FWT Taxable Gross Total	08/16/2014	08/31/2014
Year to Date	FWT GRS TOT YTD	11347.600000	FWT YTD Taxable Gross Total	01/01/2014	12/31/2014
Segment	FWT PRE TAX N	0.000000	FWT Before-Tax Customer	08/16/2014	08/31/2014
Calendar Period	FWT_PTDA	44.400000	FIT Withholding	08/16/2014	08/31/2014
Year to Date	FWT_YTDA	438.380000	FIT Withholding	01/01/2014	12/31/2014
Custom Period	LEAVE ENT_BAL	24.000000	Leave Entitlement	01/01/2004	
Month to Date	MA DONATION_MTD	10.000000	Mutual Assistance Donation	08/01/2014	08/31/2014
Year to Date	MED EE AMT YTD	179.500000	Medicare/EE YTD	01/01/2014	12/31/2014
Year to Date	MED EE GRS LIM YTD	12379.200000	Medicare/EE YTD Taxable Gross	01/01/2014	12/31/2014
Segment	MED EE GRS N	1547.400000	Medicare/EE Gross Customer	08/16/2014	08/31/2014
Year to Date	MED EE GRS YTD	12379.200000	Medicare/EE YTD Gross	01/01/2014	12/31/2014
Year to Date	MED ER GRS LIM YTD	12379.200000	Medicare/ER YTD Taxable Gross	01/01/2014	12/31/2014



Absence Request (Self Service)

SPO View of Absence Take Calendar (CG ABS TK)

The 10 days leave August 18 to August 27 (Inclusive) can be viewed by the SPO on the CG ABS TK Calendar

Pay Processing Shortcuts	
Calculate and Finalize Payroll	Pay Calculation Results
Payroll Messages	Payee Status
Element Assignment By Payee	One Time (Positive Input)
Payment Processing	Review Payments
Off Cycle Requests	Off Cycle Calendar Group
Create Treasury Files	1099R: Populate Snapshot tal
1099R: Produce document(s)	1099R: Correction Inquiry
SBP DR Data Load	

The SPO User will click on the “Pay Calculation Results” link on the Pay Processing Shortcuts page, enter the “Emplid”, and click “Search”.

.....Go to Next Slide

Results by Calendar Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Empl Record:

Calendar Group ID:

Name:

[Basic Search](#) [Save Search Criteria](#)



Absence Request (Self Service)

SPO View of Absence Take Calendar (CG ABS TK)

Results by Calendar Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Empl Record:

Calendar Group ID:

Name:

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All

First



1-9 of 9



Last

Empl ID	Empl Record	Payment Date	Calendar Group ID	Name
		09/01/2014	C114081	
		08/15/2014	C114080	
		08/01/2014	C114071	
		07/15/2014	C114070	
		07/01/2014	C114061	
		06/13/2014	C114060	
		05/30/2014	C114051	
		05/15/2014	C114050	
		05/01/2014	CGBALCONV	

The SPO User will click on the "Pay Calendar Group" the leave was taken. In this example, leave will be taken in the End Month August 2014 Calendar Group ID (C114018) .

.....Go to Next Slide



Absence Request (Self Service)

SPO View of Absence Take Calendar (CG ABS TK)

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

EMP ID: [REDACTED] Empl Record: 0

Calendar Group ID: C114081 201408 On-Cycle AD End Month

Segment Information by Calendar							
Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
CG ABS ENT 2014M08	08/01/2014	08/31/2014	Calculate	1	1	1	Segment Detail
CG ABS TK 2014M08E	08/16/2014	08/31/2014	Calculate	1	1	1	Segment Detail
CG ACT 2014M08E	08/16/2014	08/31/2014	Calculate	1	1	1	Segment Detail

Additional Result Pages

[Positive Input - Absence](#) | [Positive Input - Payroll](#) | [Generated Positive Input](#)

[Absence Data](#) | [Retro Calculation Deltas](#)

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Calendar Group Results | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)

The SPO User will click on the “Calendar Group Results Tab” first, then click on the “Absence Data” link.

.....Go to Next Slide



Absence Request (Self Service)

SPO View of Absence Take Calendar (CG ABS TK)

Calendar Group Results | Absence Data | Retro Calculation Deltas

EMP ID: [REDACTED] Empl Record: 0

Calendar Group ID: C114081 201408 On-Cycle AD End Month

Calendar Information

Calendar ID: CG ABS ENT 2014M08 Pay Group: USCG
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Absence Daily Data

Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail
								Balance Detail

Return To Main Result Pages

Return to Search | Previous in List | Next in List | Notify

Calendar Group Results | Absence Data | Retro Calculation Deltas

On this page, the SPO User will toggle to the **CG ABS TK 2014M08E** Calendar ID. (page 2 of 3)

.....Go to Next Slide



Absence Request (Self Service)

SPO View of Absence Take Calendar (CG ABS TK)

Calendar Group Results | Absence Data | Retro Calculation Deltas

EMP ID: [REDACTED] Empl Record: 0

Calendar Group ID: C114081 201408 On-Cycle AD End Month

Calendar Information Find First 2 of 3 Last

Calendar ID: CG ABS TK 2014M08E Pay Group: USCG
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Absence Daily Data Customize Find View All First 1-3 of 10 Last

Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail
LEAVE TAKE	Leave Take	08/27/2014	Wednesday	1.000000	1.000000		24.000000	Balance Detail
LEAVE TAKE	Leave Take	08/26/2014	Tuesday	1.000000	1.000000		25.000000	Balance Detail
LEAVE TAKE	Leave Take	08/25/2014	Monday	1.000000	1.000000		26.000000	Balance Detail

[Return To Main Result Pages](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Calendar Group Results | Absence Data | Retro Calculation Deltas

On th **CG ABS TK 2014M08E** Calendar ID the SPO user click the "View All" link.....**Go to Next Slide**



Absence Request (Self Service)

SPO View of Absence Take Calendar (CG ABS TK)

Calendar Group Results | Absence Data | Retro Calculation Deltas

EMP ID: [REDACTED] Empl Record: 0

Calendar Group ID: C114081 201408 On-Cycle AD End Month

Calendar Information Find First 2 of 3 Last

Calendar ID: CG ABS TK 2014M08E Pay Group: USCG
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Absence Daily Data Customize | Find | View 3 | First 1-10 of 10 Last

Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail
LEAVE TAKE	Leave Take	08/27/2014	Wednesday	1.000000	1.000000		24.000000	Balance Detail
LEAVE TAKE	Leave Take	08/26/2014	Tuesday	1.000000	1.000000		25.000000	Balance Detail
LEAVE TAKE	Leave Take	08/25/2014	Monday	1.000000	1.000000		26.000000	Balance Detail
LEAVE TAKE	Leave Take	08/24/2014	Sunday	1.000000	1.000000		27.000000	Balance Detail
LEAVE TAKE	Leave Take	08/23/2014	Saturday	1.000000	1.000000		28.000000	Balance Detail
LEAVE TAKE	Leave Take	08/22/2014	Friday	1.000000	1.000000		29.000000	Balance Detail
LEAVE TAKE	Leave Take	08/21/2014	Thursday	1.000000	1.000000		30.000000	Balance Detail
LEAVE TAKE	Leave Take	08/20/2014	Wednesday	1.000000	1.000000		31.000000	Balance Detail
LEAVE TAKE	Leave Take	08/19/2014	Tuesday	1.000000	1.000000		32.000000	Balance Detail
LEAVE TAKE	Leave Take	08/18/2014	Monday	1.000000	1.000000		33.000000	Balance Detail

After clicking the "View All" link on the **CG ABS TK 2014M08E** Calendar ID the 10 days of leave 8/18/2014 to 8/27/2014 can be viewed by the SPO User.