

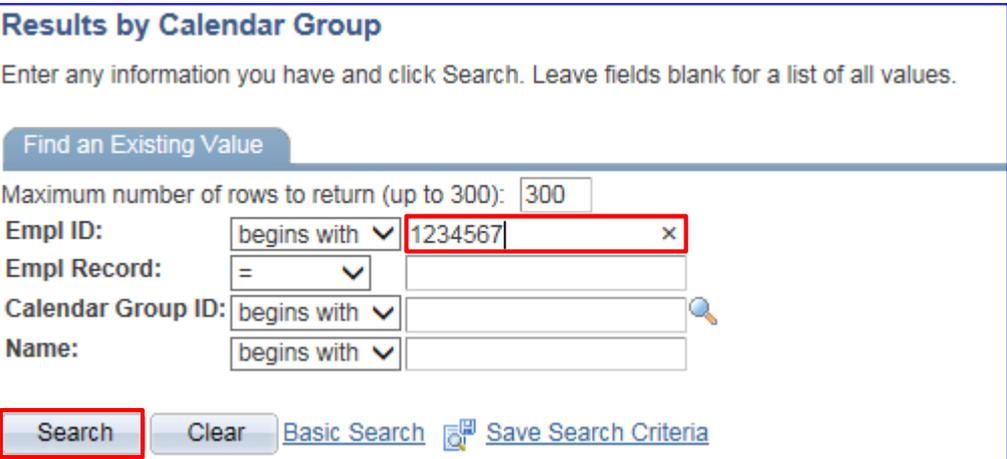
# SPO – Identifying IDT Drill Dates

**Introduction** This guide provides the procedures for SPO’s to view IDT Drill Pay Calculations in Direct Access.

There are two ways to identify Drill dates in Direct Access:

- Pay Calculation Results
- One Time (Positive Input)

**Procedures** See below.

Step	Action
1	Select the <b>Pay Calculation Results</b> link from the <b>Pay Processing Shortcuts</b> pagelet. 
2	Enter the members <b>Empl ID</b> and click the <b>Search</b> button. 

*Continued on next page*

## SPO – Identifying IDT Drill Dates, Continued

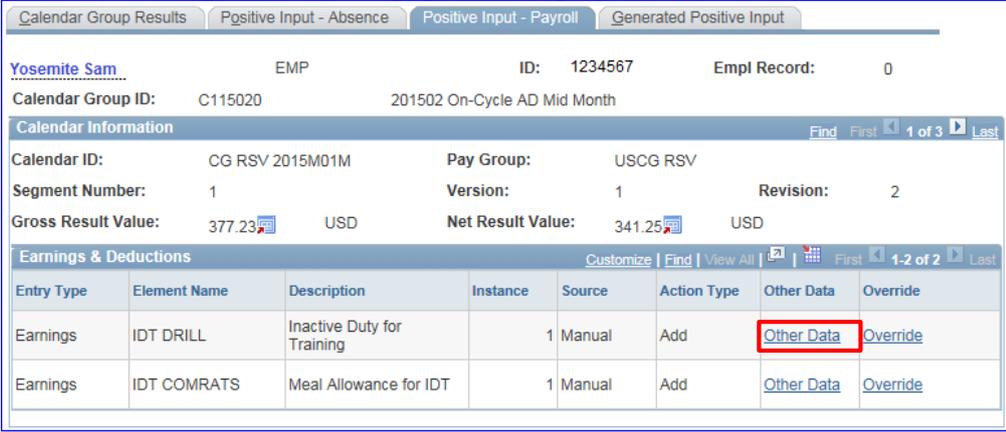
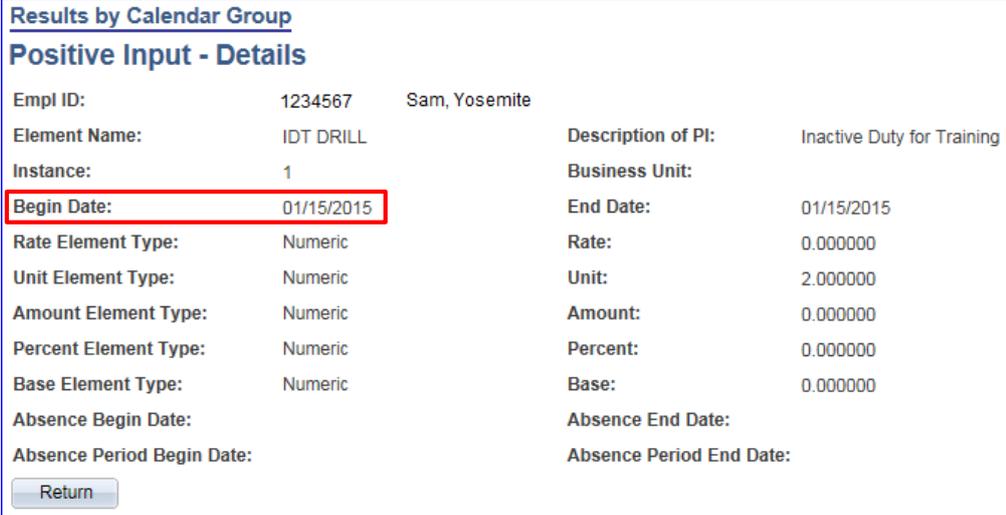
Procedures,  
continued

Step	Action																																																							
3	<p>Select the Payment Date the member received funds.</p> <div data-bbox="363 526 1129 947" style="border: 1px solid black; padding: 5px;"> <p><b>Search Results</b></p> <p>View All First 1-10 of 10 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>1234567</td><td>0</td><td>04/15/2015</td><td>C115040</td><td></td></tr> <tr><td>1234567</td><td>0</td><td>04/01/2015</td><td>C115031</td><td></td></tr> <tr><td>1234567</td><td>0</td><td>03/13/2015</td><td>C115030</td><td></td></tr> <tr><td>1234567</td><td>0</td><td>02/27/2015</td><td>C115021</td><td></td></tr> <tr style="border: 2px solid red;"><td>1234567</td><td>0</td><td>02/13/2015</td><td>C115020</td><td></td></tr> <tr><td>1234567</td><td>0</td><td>01/30/2015</td><td>C115011</td><td></td></tr> <tr><td>1234567</td><td>0</td><td>01/15/2015</td><td>C115010</td><td></td></tr> <tr><td>1234567</td><td>0</td><td>12/31/2014</td><td>C114121</td><td></td></tr> <tr><td>1234567</td><td>0</td><td>12/15/2014</td><td>C114120</td><td></td></tr> <tr><td>1234567</td><td>0</td><td>12/01/2014</td><td>CGBALCONV</td><td></td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	04/15/2015	C115040		1234567	0	04/01/2015	C115031		1234567	0	03/13/2015	C115030		1234567	0	02/27/2015	C115021		1234567	0	02/13/2015	C115020		1234567	0	01/30/2015	C115011		1234567	0	01/15/2015	C115010		1234567	0	12/31/2014	C114121		1234567	0	12/15/2014	C114120		1234567	0	12/01/2014	CGBALCONV	
Empl ID	Empl Record	Payment Date	Calendar Group ID	Name																																																				
1234567	0	04/15/2015	C115040																																																					
1234567	0	04/01/2015	C115031																																																					
1234567	0	03/13/2015	C115030																																																					
1234567	0	02/27/2015	C115021																																																					
1234567	0	02/13/2015	C115020																																																					
1234567	0	01/30/2015	C115011																																																					
1234567	0	01/15/2015	C115010																																																					
1234567	0	12/31/2014	C114121																																																					
1234567	0	12/15/2014	C114120																																																					
1234567	0	12/01/2014	CGBALCONV																																																					
4	<p>The Calendar Group Results will display.</p> <div data-bbox="363 1021 1369 1507" style="border: 1px solid black; padding: 5px;"> <p>Calendar Group Results Positive Input - Absence Positive Input - Payroll Generated Positive Input</p> <p><u>Yosemite Sam</u> EMP ID: 1234567 Empl Record: 0            Calendar Group ID: C115020 201502 On-Cycle AD Mid Month</p> <p>Segment Information by Calendar Customize Find View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Calendar ID</th> <th>Segment Begin Date</th> <th>Segment End Date</th> <th>Calculate Action</th> <th>Segment Number</th> <th>Version Number</th> <th>Revision Number</th> <th>Segment Detail</th> </tr> </thead> <tbody> <tr> <td>CG RSV 2015M01M</td> <td>01/01/2015</td> <td>01/15/2015</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>2</td> <td><a href="#">Segment Detail</a></td> </tr> <tr> <td>CG RSV 2015M01E</td> <td>01/16/2015</td> <td>01/31/2015</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>2</td> <td><a href="#">Segment Detail</a></td> </tr> <tr> <td>CG RSV 2015M02M</td> <td>02/01/2015</td> <td>02/15/2015</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td><a href="#">Segment Detail</a></td> </tr> </tbody> </table> <p>Additional Result Pages  <a href="#">Positive Input - Absence</a> <span style="border: 2px solid red; padding: 2px;">Positive Input - Payroll</span> <a href="#">Generated Positive Input</a>  <a href="#">Absence Data</a> <a href="#">Retro Calculation Deltas</a></p> </div> <p>Select the Positive Input – Payroll link for the Pay Period.</p>	Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail	CG RSV 2015M01M	01/01/2015	01/15/2015	Calculate	1	1	2	<a href="#">Segment Detail</a>	CG RSV 2015M01E	01/16/2015	01/31/2015	Calculate	1	1	2	<a href="#">Segment Detail</a>	CG RSV 2015M02M	02/01/2015	02/15/2015	Calculate	1	1	1	<a href="#">Segment Detail</a>																							
Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail																																																	
CG RSV 2015M01M	01/01/2015	01/15/2015	Calculate	1	1	2	<a href="#">Segment Detail</a>																																																	
CG RSV 2015M01E	01/16/2015	01/31/2015	Calculate	1	1	2	<a href="#">Segment Detail</a>																																																	
CG RSV 2015M02M	02/01/2015	02/15/2015	Calculate	1	1	1	<a href="#">Segment Detail</a>																																																	

*Continued on next page*

## SPO –Identifying IDT Drill Dates, Continued

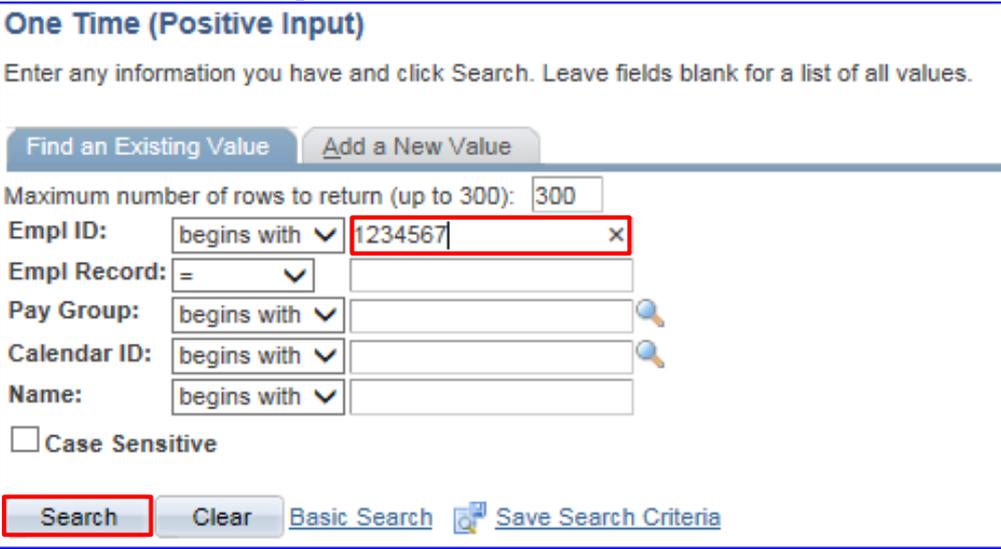
Procedures,  
continued

Step	Action
5	<p>The <b>Positive Input – Payroll</b> page will display.</p>  <p>Click the <b>Other Data</b> link.</p>
6	<p>The Results by Calendar Group will display. This link identifies the IDT Drill was performed on 1/15/2015.</p>  <p>Repeat this process for each Pay Calendar Group where member received a direct deposit payment.</p>

*Continued on next page*

## SPO – Identifying IDT Drill Dates, Continued

Procedures,  
continued

Step	Action
7	<p>Or you can access the information by clicking on the One Time (Positive Input) link from the Pay Processing Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Pay Processing Shortcuts" with three links: "Pay Calculation Results", "Element Assignment By Payee", and "One Time (Positive Input)". The "One Time (Positive Input)" link is enclosed in a red rectangular box.</p>
8	<p>Enter the members <b>Empl ID</b> and click the <b>Search</b> button.</p>  <p>The screenshot shows the "One Time (Positive Input)" search interface. It includes a header, a search instruction, and two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a text input for "Maximum number of rows to return (up to 300):" with the value "300". The "Empl ID:" field has a dropdown menu set to "begins with" and contains the text "1234567" (highlighted with a red box). Other fields include "Empl Record:", "Pay Group:", "Calendar ID:", and "Name:", each with a "begins with" dropdown. There is a "Case Sensitive" checkbox. At the bottom, there are buttons for "Search" (highlighted with a red box), "Clear", "Basic Search", and "Save Search Criteria".</p>

*Continued on next page*

# SPO – Identifying IDT Drill Dates, Continued

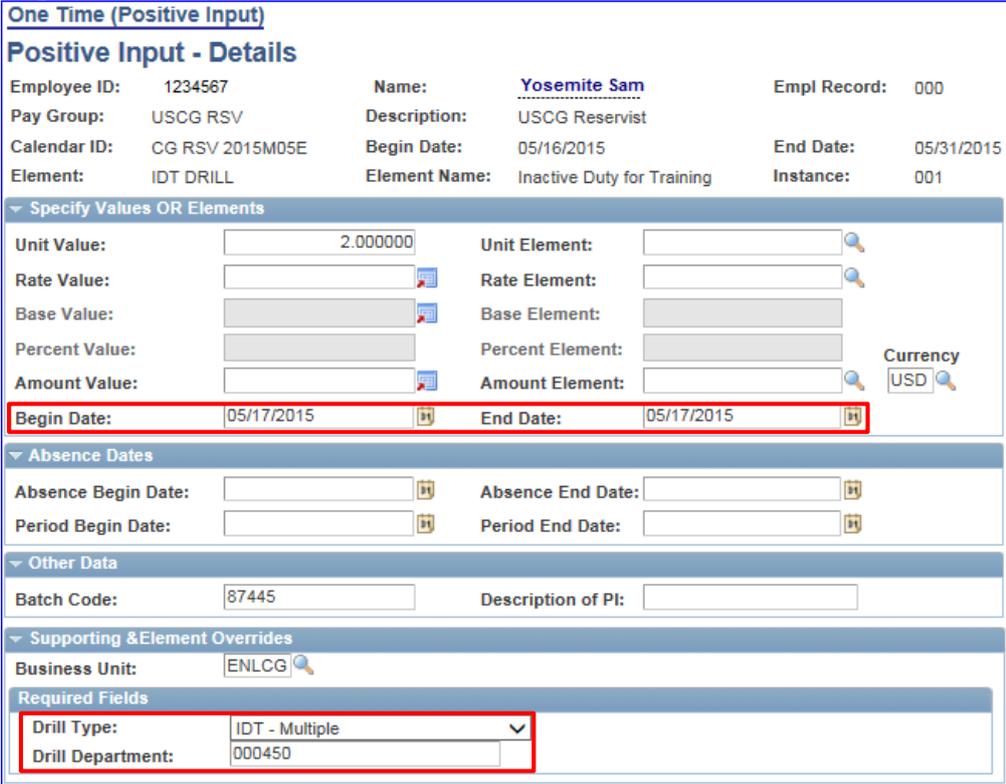
Procedures,  
continued

Step	Action																																																		
<p><b>9</b></p>	<p>Select the Pay <b>Calendar ID</b> the Drill was paid.</p> <div data-bbox="363 526 1369 1037" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First ◀ 1-9 of 9 ▶ Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-decoration: underline;">Empl ID</th> <th style="text-decoration: underline;">Empl Record</th> <th style="text-decoration: underline;">Pay Group</th> <th style="text-decoration: underline;">Calendar ID</th> <th style="text-decoration: underline;">Name</th> </tr> </thead> <tbody> <tr><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">A14M12PRD1###1</a></td><td></td></tr> <tr><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">CG RSV 2015M01E</a></td><td></td></tr> <tr><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">CG RSV 2015M01M</a></td><td></td></tr> <tr><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">CG RSV 2015M02E</a></td><td></td></tr> <tr><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">CG RSV 2015M03E</a></td><td></td></tr> <tr><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">CG RSV 2015M04E</a></td><td></td></tr> <tr style="border: 2px solid red;"><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">CG RSV 2015M05E</a></td><td></td></tr> <tr><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">CG RSV 2015M06M</a></td><td></td></tr> <tr><td><a href="#">1234567</a></td><td><a href="#">0</a></td><td><a href="#">USCG RSV</a></td><td><a href="#">CG RSV 2015M07E</a></td><td></td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">A14M12PRD1###1</a>		<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M01E</a>		<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M01M</a>		<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M02E</a>		<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M03E</a>		<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M04E</a>		<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M05E</a>		<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M06M</a>		<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M07E</a>	
Empl ID	Empl Record	Pay Group	Calendar ID	Name																																															
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">A14M12PRD1###1</a>																																																
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M01E</a>																																																
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M01M</a>																																																
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M02E</a>																																																
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M03E</a>																																																
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M04E</a>																																																
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M05E</a>																																																
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M06M</a>																																																
<a href="#">1234567</a>	<a href="#">0</a>	<a href="#">USCG RSV</a>	<a href="#">CG RSV 2015M07E</a>																																																
<p><b>10</b></p>	<p>All Drills paid in this pay calendar will display. Click the View All/Expand link.</p> <div data-bbox="363 1153 1369 1608" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></p> <p>Employee ID: 1234567      Name: Yosemite Sam      Empl Record: 0</p> <p>Pay Group: USCG RSV      Description: USCG Reservist      Pay Entity: USCG</p> <p>Calendar ID: CG RSV 2015M05E      Begin Date: 05/16/2015      End Date: 05/31/2015</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p><b>Earnings and Deductions</b> <span style="float: right;">Customize   Find   View All   First 1-4 of 4 Last</span></p> <p>Action <span style="margin-left: 20px;">Main Components</span> <span style="margin-left: 20px;">Source</span> <span style="margin-left: 20px; border: 1px solid red; padding: 2px;">View All</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>*Action Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1</td> <td>Add</td> <td>+</td> <td>-</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>2</td> <td>Add</td> <td>+</td> <td>-</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>1</td> <td>Add</td> <td>+</td> <td>-</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>2</td> <td>Add</td> <td>+</td> <td>-</td> </tr> </tbody> </table> </div>	*Entry Type	Element Name	Element Description	Instance	*Action Type			Earnings	IDT DRILL	Inactive Duty for Training	1	Add	+	-	Earnings	IDT DRILL	Inactive Duty for Training	2	Add	+	-	Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add	+	-	Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add	+	-															
*Entry Type	Element Name	Element Description	Instance	*Action Type																																															
Earnings	IDT DRILL	Inactive Duty for Training	1	Add	+	-																																													
Earnings	IDT DRILL	Inactive Duty for Training	2	Add	+	-																																													
Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add	+	-																																													
Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add	+	-																																													

*Continued on next page*

# SPO – Identifying IDT Drill Dates, Continued

Procedures,  
continued

Step	Action																																																																	
<p><b>11</b></p>	<p><b>Click the Details Icon.</b></p>  <p><b>One Time (Positive Input)</b></p> <p>Employee ID: 1234567      Name: <b>Yosemite Sam</b>      Empl Record: 0</p> <p>Pay Group: USCG RSV      Description: USCG Reservist      Pay Entity: USCG</p> <p>Calendar ID: CG RSV 2015M05E      Begin Date: 05/16/2015      End Date: 05/31/2015</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p><b>Earnings and Deductions</b></p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Traini</td> <td>1</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td></td> <td>1203119</td> <td>05/21/2015 1:38:05PM</td> <td>87445</td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Traini</td> <td>2</td> <td>Add</td> <td>2.000000</td> <td></td> <td></td> <td>USD</td> <td></td> <td>1203119</td> <td>05/21/2015 4:59:17PM</td> <td>84259</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRAT</td> <td>Meal Allowance for IDT</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>1203119</td> <td>05/21/2015 1:38:05PM</td> <td>87445</td> </tr> <tr> <td>Earnings</td> <td>IDT COMRAT</td> <td>Meal Allowance for IDT</td> <td>2</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>1203119</td> <td>05/21/2015 4:59:17PM</td> <td>84259</td> </tr> </tbody> </table>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	IDT DRILL	Inactive Duty for Traini	1	Add	2.000000			USD		1203119	05/21/2015 1:38:05PM	87445	Earnings	IDT DRILL	Inactive Duty for Traini	2	Add	2.000000			USD		1203119	05/21/2015 4:59:17PM	84259	Earnings	IDT COMRAT	Meal Allowance for IDT	1	Add				USD		1203119	05/21/2015 1:38:05PM	87445	Earnings	IDT COMRAT	Meal Allowance for IDT	2	Add				USD		1203119	05/21/2015 4:59:17PM	84259
Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code																																																						
Earnings	IDT DRILL	Inactive Duty for Traini	1	Add	2.000000			USD		1203119	05/21/2015 1:38:05PM	87445																																																						
Earnings	IDT DRILL	Inactive Duty for Traini	2	Add	2.000000			USD		1203119	05/21/2015 4:59:17PM	84259																																																						
Earnings	IDT COMRAT	Meal Allowance for IDT	1	Add				USD		1203119	05/21/2015 1:38:05PM	87445																																																						
Earnings	IDT COMRAT	Meal Allowance for IDT	2	Add				USD		1203119	05/21/2015 4:59:17PM	84259																																																						
<p><b>12</b></p>	<p><b>The Begin/End Date will identify the Drill date. The Drill Type and Drill Department will also be identified.</b></p>  <p><b>One Time (Positive Input)</b></p> <p><b>Positive Input - Details</b></p> <p>Employee ID: 1234567      Name: <b>Yosemite Sam</b>      Empl Record: 000</p> <p>Pay Group: USCG RSV      Description: USCG Reservist</p> <p>Calendar ID: CG RSV 2015M05E      Begin Date: 05/16/2015      End Date: 05/31/2015</p> <p>Element: IDT DRILL      Element Name: Inactive Duty for Training      Instance: 001</p> <p><b>Specify Values OR Elements</b></p> <p>Unit Value: 2.000000      Unit Element:</p> <p>Rate Value:      Rate Element:</p> <p>Base Value:      Base Element:</p> <p>Percent Value:      Percent Element:</p> <p>Amount Value:      Amount Element:      Currency: USD</p> <p><b>Begin Date:</b> 05/17/2015      <b>End Date:</b> 05/17/2015</p> <p><b>Absence Dates</b></p> <p>Absence Begin Date:      Absence End Date:</p> <p>Period Begin Date:      Period End Date:</p> <p><b>Other Data</b></p> <p>Batch Code: 87445      Description of PI:</p> <p><b>Supporting &amp; Element Overrides</b></p> <p>Business Unit: ENLCG</p> <p><b>Required Fields</b></p> <p><b>Drill Type:</b> IDT - Multiple</p> <p><b>Drill Department:</b> 000450</p>																																																																	