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Subj: SPO PROCEDURES FOR LEAVE TRANSACTIONS

- Ref: (a) COMDT COGARD WASHINGTON DC 201359Z MAR 12/ALCOAST 135, CG1, COMDTNOTE 1050
- (b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
 - (c) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), Chap 2-A
 - (d) Coast Guard Servicing Personnel Office Manual, PPCINST M5231 (series), Part III, Chap 7

Purpose This E-Mail ALSPO message provides SPOs with information and links to procedures for leave and other approved absences using Direct Access (DA) II/PeopleSoft 9.1 Absence Request functionality.

Discussion Per reference (a), the DA Absence Request will be available for Coast Guard-wide use beginning 26 March 2012.

The Absence Request allows a regular or reserve member on active duty to create an electronic Absence Request and submit it to their commanding officer or his/her designee for electronic approval. The commanding officer or his/her designee will approve or deny the Absence Request.

It also allows the Servicing Personal Office (SPO) or unit administration office¹ to act as proxies, which enables them to enter and approve Absence Requests on behalf of the member and their unit.

The Absence Request replaces the DA I Vacation Request functionality for **new** leave requests. The DA I Vacation Request will continue to be used by SPOs for leave corrections and deletions that cannot be input via the Absence Request.

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¹ Absence Request proxy access is applicable only for users at units that have executed a Memorandum of Understanding with their SPO to be assigned the Field Administration user role in DA. See reference (b), section 1.5.5 and exhibit 1-1, for more information on the Field Administration (CGFIELDADM) user role. These users will not have access to the Vacation Request.

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Types of Absences

The following types of absences can be submitted by the member using Self Service or by the SPO or by a Field Admin user via the Proxy function.

1. Leave Inside Continental US
2. Leave Outside Continental US
3. Sick Leave (Note: Effective immediately, all periods of Sick Leave granted to enlisted personnel who are subject to discount meal rate charges (BAS-DMR) shall be recorded. The two-day limitation (Ref (c), 2.A.2.e) is no longer in effect. This will ensure DMR deductions for members assigned to Essential Station Messing or Essential Unit Messing are refunded for affected meals.)
4. Adoption Leave
5. Paternity Leave
6. Maternity Leave
7. Post Deployment Mobilization Respite Absence (PDMRA)
8. Leave taken in conjunction with a TDY. Entering leave on TDY orders in DA does not update the Vacation Request and no transaction is created for JUMPS processing.

Leave taken in conjunction with **Discharges** shall be submitted using the DA II Absence Request, but only by SPOs. Members should not request terminal leave using the Self Service Absence Request; per reference (b), they should use the Career Intentions Worksheet, CG-2045.

VERY IMPORTANT: The Absence Request shall not be used for the following types of absences.

1. Leave taken in conjunction with PCS transfer
2. Leave taken in conjunction with a Release From Active Duty (RELAD)
3. Leave taken in conjunction with a Retirement.

SPOs must continue to record these types of leave using the PCS transfer or separations components as appropriate.

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**Technical
Background**

The Absence Request functionality is part of a series of technology refresh projects designed to facilitate the transition to the newer version of PeopleSoft software (Migrating from version 8.0-“Direct Access I” to version 9.1- “Direct Access II”). This transition will culminate with the implementation of PeopleSoft Global Payroll replacing the Joint Uniform Military Pay System (JUMPS). Please read CG-1’s [*Flag Voice #335, The Future of Direct Access*](#) for more information on upgrades to the Coast Guard’s HR systems.

During this transition, applications have to be created that support Global Payroll implementation AND maintain backward compatibility with JUMPS.

For the Absence Request functionality, CG-631 has chosen to implement a data messaging routine that will transmit leave data from the DA II environment to the DA I environment. This method takes advantage of the existing JUMPS Action Generator (JAG) in DA I to create transactions for JUMPS processing and eliminates the time and expense that would be needed to implement similar functionality in DA II.

This method also creates constraints and limitations, which are necessary in order to maintain compatibility across four databases.

Technical Constraints:

- Leave entered in the DA I Vacation Request will not be reflected in the Absence Request history or unit report.

The member’s leave balance is not available in the DA II Absence Request. The leave balance will continue to be updated on the member’s E-LES, the SPO PDR LES and on the Unit Roster in DA I. It is important that members review their E-LES monthly to ensure that leave they have taken has processed through the payroll system.

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Technical Background (cont'd)

- The Absence Request history and unit report will not reflect leave scheduled in conjunction with PCS, RELAD or Retirement. (Reminder: Leave in conjunction with a Discharge from Active Duty is entered via the Absence Request, but only by the SPO.)
 - Changes to an approved Absence Request can only be entered on or before the leave end date. Changes after the leave end date must be processed by the SPO using the DA I Vacation Request and they will not be reflected in the Absence Request history or the unit report.
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Procedures

Absence Request user guides, providing procedures for Self-Service, Leave Approvers, and Proxies (SPOs & Field Admin users), are available via the DA Online Help (www.uscg.mil/ppc/ps) and the “eLeave” launch web page at www.uscg.mil/ppc/eleave. The procedures are available in a single guide designed for printing and desktop use, or in an online format for quick reference based on task and user role. Direct links to the procedures that will be of most use to SPO users are below:

1. [Absence Request Overview](#)
2. [Submitting an Absence Request by Proxy](#)
3. [View/Change Pending Absence Request by Proxy](#)
4. Approving a Pending Absence Request Submitted by Proxy (Same procedure as used for leave Approving Officials), see:
 1. [How to Approve or Deny a Pending Absence Request](#)
 2. [How to Change/Deny an Approved Absence Request](#)
5. [How to Create the Monitor Absence Request Report](#)

A series of video tutorials are also available via the DA Online Help and Internet site. Direct links to the video tutorials that will be of most use to SPO users are below:

1. [Submitting an Absence Request by Proxy](#)
 2. [Approving a Pending Request](#)
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Procedures (cont'd)

The procedures may be revised or enhanced during the first few weeks following the Absence Request implementation. SPO users will be notified of any significant procedural changes and enhancements via e-mail to PPC-DG-ALLSPO-Notes.

Corrections and Deletions

There will be instances when the member's approved Absence Request will need to be changed or denied (canceled). Only the original approver or his/her delegate may change or deny an approved Absence Request and only if the Absence Request has not processed (been updated within the Vacation Request page in Direct Access I, Version 8.0). The Absence Request will be processed the day after the member's Absence Request End Date.

Example: *Member's approved Absence Request has an absence begin date of 12 April 2012 and an end date of 16 April 2012. Duration of absence is 5 days. Today's date is 15 April 2012 and the member decides to return on this date. Since the member's absence end date has not passed yet, the approver or his/her delegate can go into the Absence Request and change the dates.*

See the "[How to Change/Deny an Approved Absence Request](#)" topic in the User Guide or Online Help for the procedure.

The Absence Request cannot be updated after the absence end date has occurred and only the SPO will be able to make the change to the absence period in Direct Access I.

Example: *Member's approved Absence Request has an absence begin date of 12 April 2012 and an end date of 16 April 2012. Duration of absence is 5 days. Today's date is 19 April 2012 and it is determined that the member returned on 15 April 2012 vice 16 April 2012. Since the member's absence end date has passed already and the Absence Request is locked down due to it already being processed, the SPO will need to make the changes in Direct Access I Vacation Request.*

Corrections, such as in the example above, or deletions, where an Absence Request was entered, approved and transmitted to DA I Vacation Request erroneously, must be entered by the SPO following the procedures in reference (d) (SPO Manual), Part III, Chapter 7, Page III-7-9.

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Transaction submitted in DA I Vacation Request

All leave transactions submitted and approved by SPOs in the DA I Vacation Request leave will remain in DA I and will process through JUMPS, even if they are dated after 26 March 2012. There is no need for SPOs to delete any existing leave transactions to be reported again in the new application.

Directives affected

The contents of this E-Mail ALSPO message will be incorporated into the applicable section(s) of references (b) and (d). This E-Mail ALSPO message provides interim guidance which shall expire one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

Questions

Absence Request Frequently Asked Questions (FAQ) are posted at www.uscg.mil/ppc/eleave/AbsenceRequestFrequentlyAskedQuestions.pdf. The FAQ will be updated as needed during the first few weeks following the Absence Request implementation.

Other questions regarding the content of this E-Mail ALSPO message may be directed to PPC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://cgweb.ppc.uscg.mil/ccb> (Online Trouble Ticket/Inquiry Form)



PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by

Internet release authorized.

/s/

M. P. SULLIVAN
Executive Director