DISCHARGES

Overview

Introduction

This section provides the procedures for Discharging a member from the Coast Guard, and to terminate an officer's appointment. Within the Separation Transaction, you may initiate payment of Separation Pay, Dispose of Leave, Change a Members Reserve Status, and Declare Location of RELAD on Orders and Complete a DD214.

Reference

The following references provide additional information about discharging a member from the Coast Guard.

- Personnel Manual, COMDTINST M1000.6 (series)
- Joint Federal Travel Regulations, Volume 1
- Personnel and Pay Procedures Manual, PSCINST Ml000.2 (series)
- Reserve Policy Manual, COMDTINST M1001.28 (series)

Before You Begin

Commander (epm/opm), Coast Guard Personnel Command (CGPC), must authorize Discharges, for active duty officers and enlisted members. Approved discharges, and RELADS will be posted to the Airport Terminal for the member's unit.

Contents

The following topics are covered in this guide. Use the online help at:

http://www.uscg.mil/hq/psc/ps or http://cgweb.psc.uscg.mil/ps for instructions on completing the DD-214, accessing, and using the airport terminal and tutorials for completing separations.

Continued on next page

Overview, Continued

Process

This table lists the events that take place in connection with a Discharge. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the separation transaction to be input.

Stage	Trigger	Who Does it	What Happens
1	Member's Separation Request is approved	CGPC (epm/opm) for **Immediate and Priority Separations**	Enters authorization in PeopleSoft for Discharges. Entering the authorization will cause PeopleSoft to create: 1. Discharge orders. 2. E-Mail to member. 3. Separation transaction. (Note: The transaction is 'built' by the system but additional data entry and approval is required before it is complete.)
2	Receipt of e-mail orders from PeopleSoft	Member	Submits Career Intentions Worksheet (CIW) (CG PSC 2045)
3	Receipt of CIW	Member's Command	Endorses CIW and forwards to Servicing Personnel Office (SPO).
4	Receipt of CIW	SPO-Data Entry Technician (CGHRS Role User)	Inputs Career Intentions in PeopleSoft (Note: There are additional requirements listed on section 3-B of the Personnel Pay and Procedures Manual that the SPO must complete in connection with a Discharge.
5	Receipt of CIW. Updating and saving the separation transaction.	SPO-Data Entry Technician (CGHRS Role User)	Enters the Reenlistment Eligibility Code, for enlisted personnel in the separation transaction and saves. (Note: The separation transaction must be accessed and saved before the user can access the orders.) Completes Separation orders, dependent data, mode of travel etc
6	Completion and saving of orders data entry	System	Updates departure date on separation transaction. (Note: This will not be reflected on the screen until the separation transaction is updated and saved).

Continued on next page

Overview, Continued

Process (continued)

Stage	Trigger	Who Does it	What Happens
7	Completion and saving of orders data entry	SPO-Data Entry Technician (CGHRS Role User)	Finishes the separation transaction and DD-214, routes to supervisor for approval.
8	Worklist entry	SPO-Supervisor (CGHSRUP Role User)	Reviews and approves separation transaction. Prints and signs orders and DD-214, forwards to member.
9	Approval and save of separation transaction by CGHRSUP	System	Generates JUMPS transaction to close down member's pay account.

Deletions/ Corrections

CORRECTIONS and DELETIONS are limited to users with the role of HRSUP
If the transaction has been saved but not approved, modifications can be done to all entries except the **Separation Type, Termination Date and SPD Code**. **Corrections to these three entries will require contacting PSC-SES or CGPC-(EPM/OPM).** as indicated below.

To Correct or Delete	Contact
Termination Date	PSC (SES)
SPD CODE	CGPC (EPM/OPM)
SEPARATION TYPE	CGPC (EPM/OPM)

A transaction can be corrected by going directly to the erroneous entry, entering the correction, and then saving the transaction. This can be done to a transaction that has been saved; a transaction that has been saved and forwarded for approval; and a transaction that has been approved. Corrected transactions that have been routed for approval or have been previously approved need to be re-routed for approval.

If an auditor is correcting an approved transaction, they should first set the approval status to Pending. If a transaction is in an approved status when it is corrected, saving the transaction will create a correction transaction.

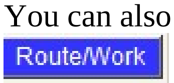
If a deletion needs to be done to an approved transaction, the supervisor should leave approval status set to approved and click the delete button. This will create a delete transaction.

DISCHARGES

Data Entry

Introduction This section provides the procedures for completing a Discharge in PeopleSoft. A DD Form 214 must also be completed. See the DD-214 section of the online help for instructions; they are not included with this guide.

Procedure Follow these steps to process a separation transaction.

Step	Action
1	Select menu items in the following order: **Home** > **Administer Workforce** > **Administer Workforce (GBL)** > **Use** > **Separations** Enter the member's employee ID number and click the search button. When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification. You can view the status of a Discharge request/authorization in PeopleSoft using the Separation Summary module. See "Viewing Separation Orders" in the online help for additional details. You can also access the separation transaction from the Airport Terminal. Click the  button on the row with the member's orders and the separation page will open. See Using the Airport Terminal in the online help for more information. For all CGPC (EPM/OPM) approved separations, a Separation transaction will be started for you and contain pre-filled values for **Separation Type**, **Termination Date**, **Departure Date** and **SPD Code**. If **Separation Pay** was authorized, the **Earnings Type** will also be pre-filled on the Separation Pay Page. If the Termination Date needs to be changed, contact PSC (SES). If any of the other fields listed above needs to be changed, contact CGPC (EPM or OPM). **NOTE:** The SPO submitting the discharge from the reserve or active duty component is also responsible for completing the enlistment transaction for those being immediately accessed into a new component of the Coast Guard. This shall be accomplished prior to forwarding the SPO record. For officers who are being discharged from the active duty component of the Coast Guard to be immediately accessed into the reserve component of the Coast Guard as an officer or vice versa, the servicing SPO losing the member **must** submit this transaction.

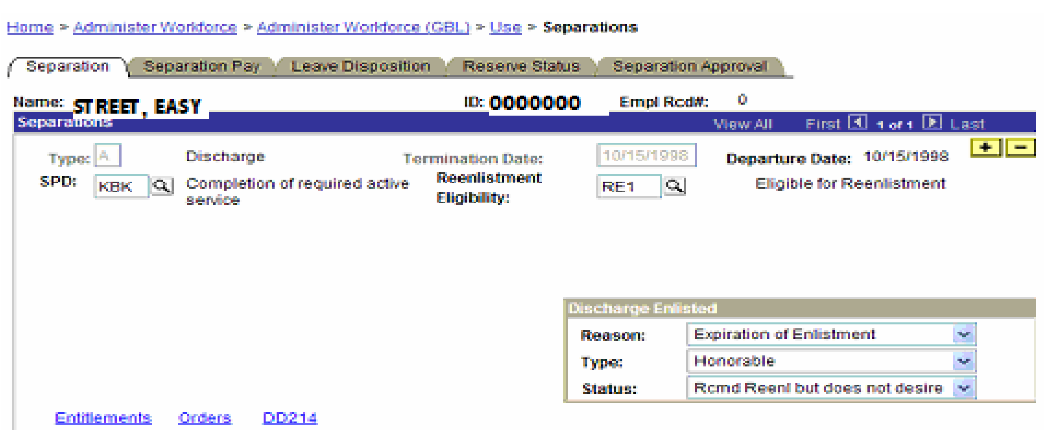
Continued on next page

Data Entry, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2a</td><td>
A separation page will display, use Code “A” for DISCHARGE. Entry will be pre-filled if separation has HQ approval. Code “A” will be used in the following situations:

Regular active duty enlisted members who have met their military obligation and want to be discharged from the active component to be put into the reserve components.
Note: If the member has NOT met his/her military obligation, then the member should be released from the active duty component and put into the Coast Guard Reserve component. Use the Release from Active Duty (RELAD) event for this.
Reserve members who want to be discharged from the reserve component and be enlisted into the active duty component of the Coast Guard.
Regular or reserve members who have met their military obligation and want to be discharged from the Coast Guard.
Discharging enlisted members for fraudulent enlistment.
Canceling an enlistment on an enlisted member.
Regular active duty officers who will be discharged from the active Coast Guard component to accept an appointment as an officer in the Coast Guard reserve component.
Note: There may be times when a reserve officer who is on extended active duty will need to be released from active duty to be put back into a reserve status. Do not use this transaction for this purpose. Use the Release from Active Duty (RELAD) event for this.
Reserve officers who will be discharged from the reserve component to accept an appointment as an officer in the active duty component of the Coast Guard.
Regular or reserve officers whose appointment as an officer is being terminated.

Note: Do not use this transaction for enlisted members who are appointed to Warrant Officer status. Use the Warrant Appointment event for this. This transaction is not required for temporary commissioned officers that are discharged from warrant status to accept permanent LTJG.

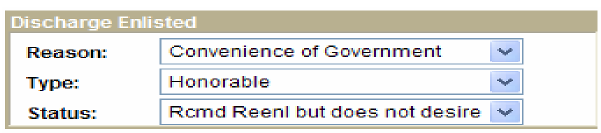


</td></tr>
</table>

Continued on next page

DISCHARGES

Data Entry, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>
Complete the following in the Separations section.
For all CGPC (EPM/OPM) approved separations, a Separation transaction will be started for you and contain pre-filled values for Separation Type, Termination Date, Departure Date and SPD Code. If Separation Pay was authorized, the Earnings Type will also be pre-filled on the Separation Pay Page. The above fields will not be editable.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Type</td><td>Separation Type, This field is set by CGPC. “A” for Discharge</td></tr>
<tr><td>SPD</td><td>Separation Program Designator. The SPD code is set by CGPC based on the member’s separation reason. Click on the to lookup a valid code.</td></tr>
<tr><td>Termination Date</td><td>Enter the last day of active duty for the member.</td></tr>
<tr><td>Reenlistment Eligibility</td><td>For enlisted only, enter the <u>Reenlistment Eligibility</u> code by clicking on the lookup icon and selecting the applicable code. The list of available codes is tied to the SPD code. This field will not appear for officers.</td></tr>
<tr><td>Departure Date</td><td>The Departure Date (a non-editable field) will not reflect any terminal leave requested on the member’s orders. Any requested terminal leave is accounted for on a separate Vacation Request (Leave) transaction.</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>
Complete the Discharge Enlisted Section:


<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Reason</td><td>Click the dropdown button to view and select a Reason from the list</td></tr>
<tr><td>Type</td><td>Click the dropdown button to view and select the Type from the list</td></tr>
<tr><td>Status</td><td>Click the dropdown button to view and select a Status from the list</td></tr>
</table>
</td></tr>
</table>

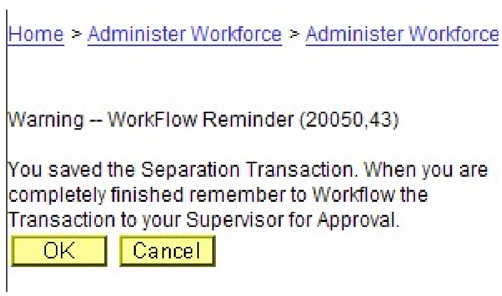
Continued on next page

Data Entry, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>
This section provides instructions for completing the Separation Pay Page. Once data entry is completed for the Separation page, click on Separation Pay Tab if the member is entitled to separation pay. The following page will appear.
Click the Separation Pay tab and complete the following:
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Earnings Type</td><td>Click on the 🔍 to find the pertaining code. Pre-filled if HQ approval received.</td></tr>
<tr><td>Highest Pay Grade Held</td><td>If an officer or enlisted member is entitled to Severance Pay Disability (S01A), enter the highest grade the member satisfactorily held. Otherwise leave blank.</td></tr>
<tr><td>YY/MM of Active Service</td><td>This field will be automatically filled, however SPO's still need to verify the active service time. The data will be used in the computation of Severance Pay Disability, Reserve and Enlisted Separation Pay.</td></tr>
<tr><td>Discharge Gratuity</td><td>If entitled, enter the amount of Discharge Gratuity. Must not exceed $25.00.</td></tr>
</table>
Earnings Types
For a Type "A" discharge separation of an enlisted active duty member, the following codes are valid:
S01A Severance Pay Disability
S03A Discharge Gratuity – Enlisted (Dishonorable or Bad Conduct only)
S04A Separation Pay Enlisted Full Pay /Satisfactory
S04B Separation Pay Enlisted Half Pay /Substandard
For a Type "A" discharge of an enlisted reservist, these codes are valid:
S01A Severance Pay Disability
S04C Separation Pay Reserve Enlisted Half Pay/Substandard
S04D Separation Pay Reserve Enlisted Full Pay/Satisfactory
S06A Reserve Lump Sum Readjustment Full Pay/Satisfactory
S06B Reserve Lump Sum Readjustment Half Pay/Substandard
For a Type "A" discharge of a reserve officer, the following codes are valid:
S01A Severance Pay Disability
S02A Severance Pay Officer
S04E Separation Pay Reserve Officer Full Pay/Satisfactory
S04F Separation Pay Reserve Officer Half Pay/Substandard
S06A Reserve Lump Sum Readjustment Full Pay/Satisfactory
S06B Reserve Lump Sum Readjustment Half Pay/Substandard
For a Type "A" discharge of a regular officer, the following codes are valid:
S01A Severance Pay Disability
S04G Separation Pay Regular Officer Half Pay/Substandard
S04H Separation Pay Regular Officer Full Pay/Satisfactory
</td></tr>
</table>

Continued on next page

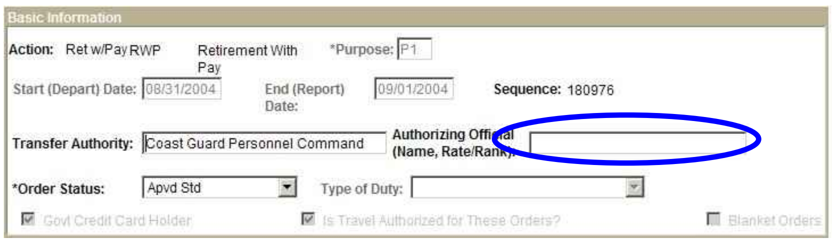
Data Entry, Continued

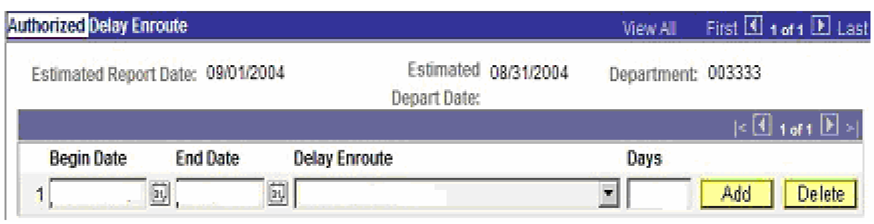
Step	Action
6	Before the transaction can be forwarded to a supervisor for approval, the member's Orders document must exist. If the Orders Link found on the Separation page is highlighted, an Orders document does exist thus the transaction can be forwarded and saved. If the Orders Link is not highlighted, the Orders document does not exist. The separation transaction must now be saved and an **Orders document created before approval is requested.** Once saved, access to the Orders Link is allowed. After completion of the Orders document, the separation transaction is ready to be forwarded to the supervisor for approval. To forward the Discharge for approval, complete the Separation Approval page. Click Save. **.** You will receive the following warning/information page. Click the OK button to continue. You will enter the information (CGHRSUP employee ID) necessary to workflow the transaction later in this process 

Continued on next page

Data Entry, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>Click the Orders link. The member's orders will open in a new window.

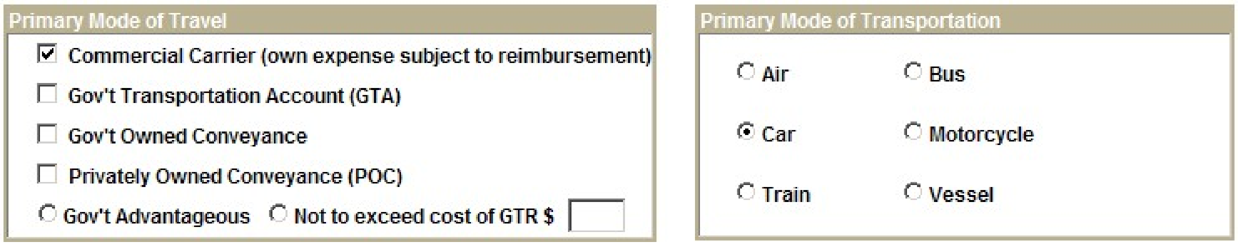
</td></tr>
<tr><td>8</td><td>Locate the Basic Information section. Enter the Authorizing Official's Name and Rate/Rank

</td></tr>
<tr><td>9</td><td>Locate the Authorized Delay Enroute section and complete the following: When member is taking LEAVE in conjunction with the discharge – YOU MUST COMPLETE AS VACATION REQUEST (LEAVE) ON A SEPARATE Transaction. There is no terminal leave with this transaction.

<u>NOTE: Enter the Travel Time for Demobilized Reservists as NON CHARGEABLE ABSENCE</u>


<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Begin Date</td><td>Enter a date in MMDDYYYY format. OR Click the Choose a Date to select a Begin Date. DO NOT ENTER TERMINAL LEAVE (THIS IS A SEPARATE TRANSACTION)</td></tr>
<tr><td>End Date</td><td>Enter a date MMDDYYYY format, OR Click the Choose a date button to select an End Date</td></tr>
<tr><td>Delay Enroute</td><td>Click the dropdown button to view and select from the list. Select the type of delay authorized for the date entered. <u>Enter the Travel Time for Demobilized Reservists as NON CHARGEABLE ABSENCE.</u></td></tr>
</table></td></tr>
</table>

Continued on next page

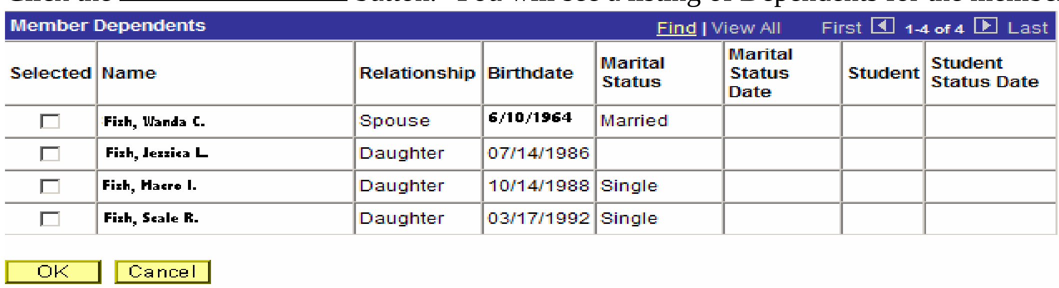
Data Entry, Continued

Step	Action
10	In the sections labeled Primary Mode of Travel and Primary Mode of Transportation select or de-select an option. 
11	Scroll down and click on the Order Notes button. Enter the Order Note ID if known, or click the button and the Lookup tab for a listing. Order Notes are entries for the remarks block of the CG-5131. Select any order note, then delete the text and enter your own text.
12	Click on the Dependents Auth to Travel tab.

Continued on next page

Data Entry, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13</td><td>The field “Dependents Accompanying Member” will appear.

</td></tr>
<tr><td>14</td><td>Click the Member's Dependents button. You will see a listing of Dependents for the member.


Note: See Employee Family Member and Beneficiary Information in the online help for information on adding dependents.</td></tr>
<tr><td>15</td><td>To Select members authorized to travel on the Travel Orders, click the Selected option (checkbox-☐).
Once selected, a check mark will appear next to the Dependents Name. ☑ .
Click the OK button.</td></tr>
</table>

Continued on next page

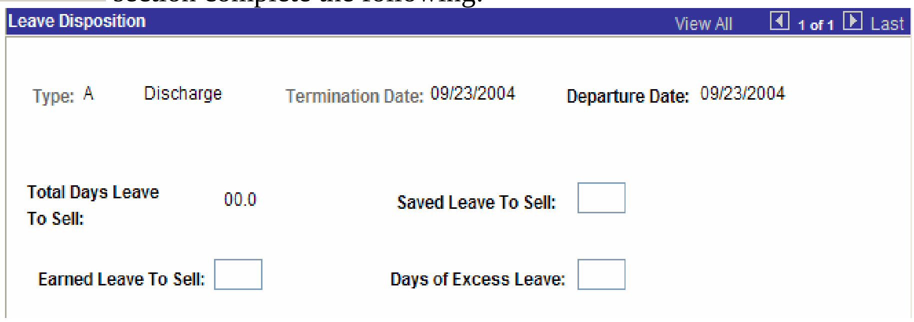
Data Entry, Continued

Step	Action
16	The Dependent selected now appears on the **Dependents auth to travel** screen as below. Click the **Ok** button. **Dependents auth to travel** EmplID: 1234567 FISH,MICRO D. Empl Rcd#: 0 Sequence: 164862 **Dependents Accompanying Member** Find | View All |< 1 of 1 >| ID | Name | Relationship | Birthdate | Marital Status | Marital Status Date | Student | Student Status Date 01 | FISH, WANDA C. | SPOUSE | 6/10/1964 | MARRIED | 9/10/1993 | | | Delete Member's Dependents OK Cancel
17	Click the Save button. You will receive the following warning/information message: Home > Administer Workforce > Administer Workforce (GBL) > Use > Separation Warning -- Separations Reminder (20050,50) You have made a change that may impact the Separation Transaction. Return to the Separation Component and effect your change by Saving the Separation Transaction. If you changed an Approved Transaction, you must Re-route for Approval and If you have Approval Authority, you must Re-Approve the transaction. OK Cancel
18	To obtain a printable version of the orders, click the Email Printable Order button. The system will send a copy of the orders to your 'Business E-Mail' address.
19	Click on the X to close the orders window, the separation transaction window should still be present on your screen; you can use the menus to return to the member's separation page (step 1 in this procedure). The departure date and termination date will be filled. (e. g. The screen does not yet reflect any terminal leave you entered in the orders), this will update after you enter the remaining separation information and save the transaction. Termination Date: 09/23/2004 Departure Date: 09/23/2004 At this point, you should complete the DD-214. Click the DD-214 link at the bottom of the Separations page. See the DD-214 section of the online help for instructions; they are not included with this guide.

Continued on next page

Data Entry, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>20</td><td>
After completing the DD-214, return to the Separations page and click the Leave Disposition TAB. At the Leave Disposition section complete the following:



<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Earned Leave to Sell</td><td>Enter the amount of Earned Leave to sell or leave blank.</td></tr>
<tr><td>Saved Leave to Sell</td><td>Enter the amount of Saved Leave to sell or leave blank.</td></tr>
<tr><td>Days of Excess Leave</td><td>If member has an excess leave balance on the date of separation, enter the number of excess leave days.</td></tr>
</table>

Reminder: It is extremely important to dispose of the member's entire leave balance.

The Leave Disposition page allows the member to sell any unused leave that may remain as of the day of separation. These fields may be left blank if the member is not selling any leave. It also allows the system to debit the member's pay of any excess leave previously taken. Clicking on the Leave Disposition tab will bring up the below page. The page provides balances for regular leave, saved leave, and cumulative leave sold as of the system's last end of month compute cycle.
</td></tr>
<tr><td>21</td><td>
Click the Separation Approval tab.
At the Separations Approval section, enter the employee ID number for the CGHRSUP Role User who will be reviewing and approving this transaction.

(Note: If you are the CGHRS Role User approving this transaction, see the approval procedures on the last page of this guide for instructions).
</td></tr>
<tr><td>22</td><td>
Click the Save button. The Departure Date will automatically update to reflect any terminal leave or other authorized delay you entered in the orders.

After saving – Departure date has changed to reflect the terminal leave (19 days in this example, as shown in step 6 of this procedure).

</td></tr>
</table>

Continued on next page

Pay Entitlement Auto-Stops for Separations:

JUMPS Auto-Stops are Not Reflected on Entitlements Page

Pay entitlements for a member who is being discharged, released from active duty (RELAD), or retired, will automatically be stopped by JUMPS on the effective date of separation. Unlike auto-stops of entitlements in connection with PCS orders, the member's DA entitlements page **will not show the entitlement stop dates** upon saving and approving the separation transaction. The stop dates will be inserted after the separation transaction processes through JUMPS and after the DA/JUMPS Data Resynchronization Process runs (a few days after each JUMPS update cycle). SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation or the member will immediately be performing long-term active duty following RELAD or discharge (e. g. A Reserve member who is RELAD'ed from an EAD order and begins duty on another type of long-term orders the next day). In May 2005, more than 2000 Stop Pay Entitlement (P625) transactions were rejected by JUMPS. The transactions were not necessary because the entitlement auto-stop program had already closed the pay segments.

DISCHARGES

Approval Procedure

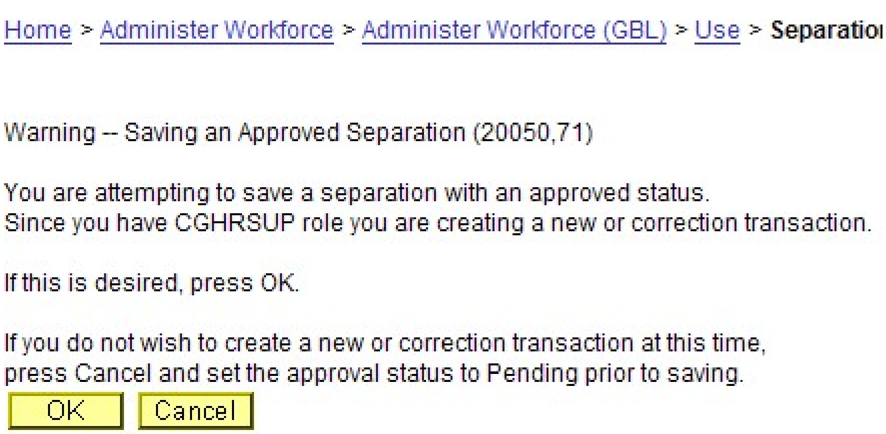
Procedure Access your Worklist and follow these steps to approve the transaction:

(Note: See the Worklist topic in the online help for additional information on accessing your Worklist.)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Locate the Worklist item in the Link column, click on the Employee.</td></tr>
<tr><td>2</td><td>Once in the Separations screen, Supervisors must decide which action from the Approval Status button to take. The Selections are:

• Approve – select to approve
• Denied – Select to deny (disapprove) the transaction. If desired, a text box is available to advise why the transaction is denied.
• Pending - This used when the transaction needs further information, You may return and complete the transaction at a later date.

If the Approver selects Denied, or Pending if further information is needed. The transaction can be rerouted to a specific user by entering the Employee ID in the “Route to: block”. When an Employee ID is entered in the route to block the transaction will appear on their Worklist.</td></tr>
<tr><td>3</td><td>Click on OK. If you selected “Approve” in Step 2 you will receive the following warning:


Home > Administer Workforce > Administer Workforce (GBL) > Use > Separatio

Warning -- Saving an Approved Separation (20050,71)

You are attempting to save a separation with an approved status.
Since you have CGHRSUP role you are creating a new or correction transaction.

If this is desired, press OK.

If you do not wish to create a new or correction transaction at this time,
press Cancel and set the approval status to Pending prior to saving.
OK Cancel

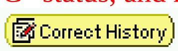
If you want to transmit the separation click OK. If you did not intend to approve and transmit the separation click Cancel.</td></tr>
<tr><td colspan="2"><u>REMEMBER TO GO BACK TO THE WORKLIST AND CHECK THE “MARK WORKED BUTTON”.</u></td></tr>
</table>

DISCHARGES

Correcting And Deleting

Introduction This section provides the procedures for Corrections and Deletions in the Discharge transaction.

Procedure The Separation Type and Effective Date cannot be corrected (see deletions) once the transaction is saved. When the Separation transaction is in an "Approved" status, You must be in “Correct History” to make a change such as selling leave (etc.), and upon saving the system will put the document in a "PENDING" status, and routed to an HRS Supervisor to approve.

Step	Action
1	Select menu items in the following order: **Home > Administer Workforce > Administer Workforce (GBL) > Use > Separations** If the separation has not been approved, the CGHRS/CGHRSUP role user can simply change the field and save. When the Separation transaction is in an "Approved" status, You must be in “Correct History” to make a change such as selling leave (etc.), and upon saving the system will put the document in a "PENDING" status, and routed to an HRS Supervisor to approve. To correct, or delete make sure you are in the  mode. For all Normal Expiration of Enlistment type separations, the SPO will start the Separation transaction. After the **Save**, the **Separation Type, Termination Date** and **Departure Date** will not be editable. If a mistake is made with the **Separation Type** or **Termination Date,** you will have to Delete the Transaction and insert a new row.

DISCHARGES

In the Separation tab;

Field	Description
Type	If the separation has not been approved, the CGHRS/CGHRSUP role user can simply change the field and save. If the separation has been approved, the CGHRS/CGHRSUP role user can simply change the field and save. The approval status will be set to pending and the separation needs to be re-routed for approval or if you are a CGHRSUP role user, you may re-approve the separation without re-entering the Approvers EMPLID and save
SPD (CODE)	Contact EPM1/OPM1 to make the change. EPM1/OPM1 would make the change. When the Change is completed the SPO can go into the Transaction and finish the Separation.
Effective Date/Termination Date	Contact PSC SES to make the change. SES would make the change. When the Change is completed the SPO can go into the Transaction and finish the Separation. If any correction impacts the Effective Date and the separation was saved, whether approved or not, the SPO must delete the separation and recreate. If the correction would impact the effective date because of a change in terminal leave: • IF the separation has not been approved, the SPO may change the terminal leave. • If the separation was approved, the SPO must delete the separation and recreate.
Reenlistment Eligibility	If the separation has not been approved, the CGHRS/CGHRSUP role user can simply change the field and save. If the separation has been approved, the CGHRS/CGHRSUP role user can simply change the field and save. The approval status will be set to pending and the separation needs to be re-routed for approval or if you are a CGHRSUP role user, you may re-approve the separation without re-entering the Approvers EMPLID and save
Departure Date	If the separation has not been approved, the SPO may change the terminal leave. If the separation was approved, the SPO must delete the separation and recreate. The **Departure Date** (a non-editable field) will take into consideration any terminal leave requested on the member's orders. However, since the orders must exist before you enter any terminal leave, the **Departure Date** will not be properly set until you forward the Separation for Approval or Save the Separation Page after the Terminal Leave has been entered

Continued on next page

Correcting And Deleting (cont)

In the Separation Pay tab;

<table>
<tr><th>Field</th><th>Action</th></tr>
<tr><td>SEP Pay</td><td rowspan="2">EPM1/OPM1 would make the change. When the Change is completed the SPO can go into the Transaction and finish the Separation.</td></tr>
<tr><td>Earnings Type</td></tr>
<tr><td>Highest Pay Grade Held</td><td rowspan="4">If the separation has not been approved, the CGHRS/CGHRSUP role user can simply change the field and save.
If the separation has been approved, the CGHRS/CGHRSUP role user can simply change the field and save. The approval status will be set to pending and the separation needs to be re-routed for approval or if you are a CGHRSUP role user, you may re-approve the separation without re-entering the Approvers EMPLID and save</td></tr>
<tr><td>Days of Excess Leave</td></tr>
<tr><td>YY/MM of Active Service</td></tr>
<tr><td>Discharge Gratuity</td></tr>
</table>

In the Leave Disposition tab;

<table>
<tr><th>Field</th><th>Action</th></tr>
<tr><td>Total Days Leave to Sell</td><td rowspan="4">If the separation has not been approved, the CGHRS/CGHRSUP role user can simply change the field and save.
If the separation has been approved, the CGHRS/CGHRSUP role user can simply change the field and save. The approval status will be set to pending and the separation needs to be re-routed for approval or if you are a CGHRSUP role user, you may re-approve the separation without re-entering the Approvers EMPLID and save.</td></tr>
<tr><td>Earned Leave to Sell</td></tr>
<tr><td>Saved Leave to Sell</td></tr>
<tr><td>Days of Excess Leave</td></tr>
</table>
