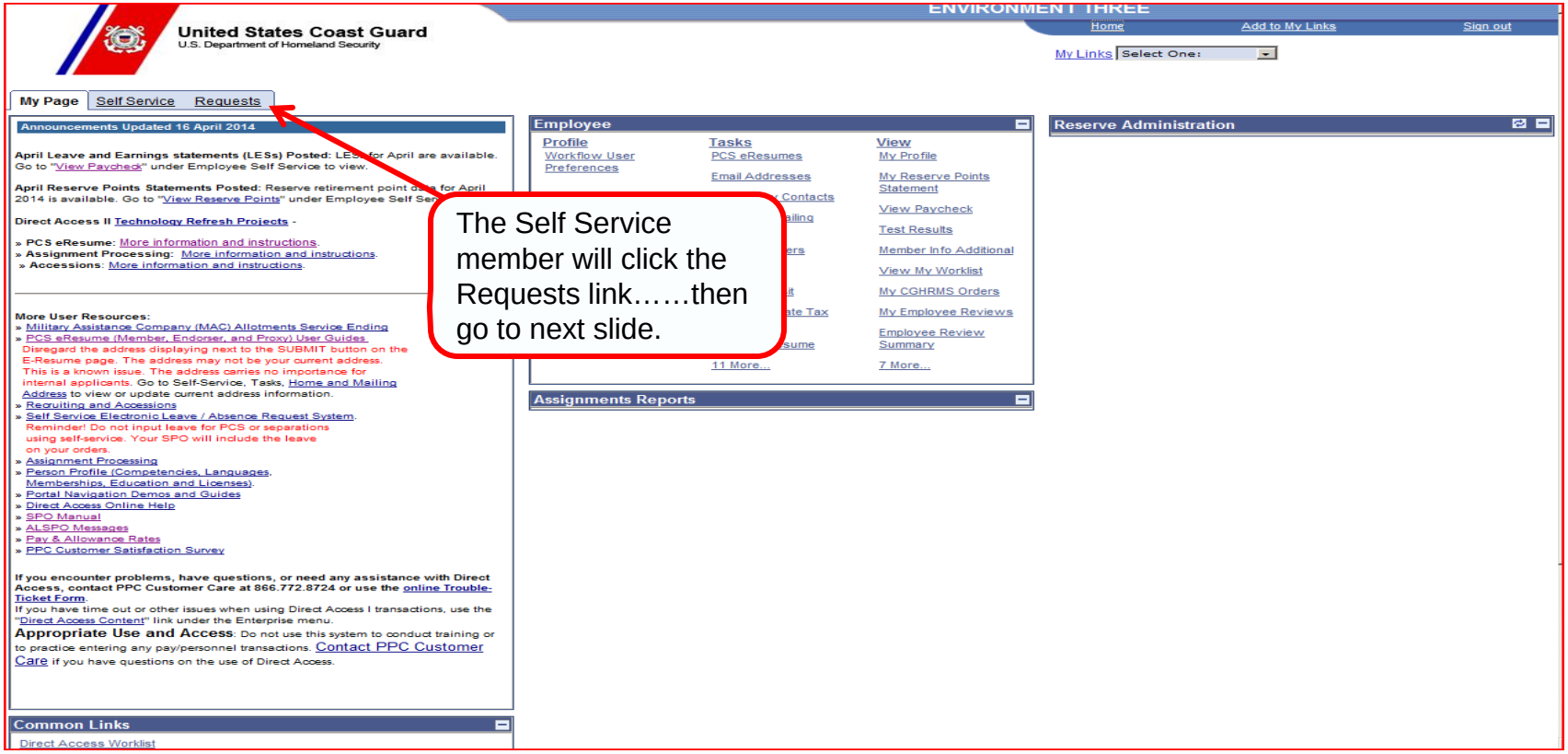
Global Payroll for Active Duty and Reserve

Absence Request (Self Service)

Absence Request (Self Service)

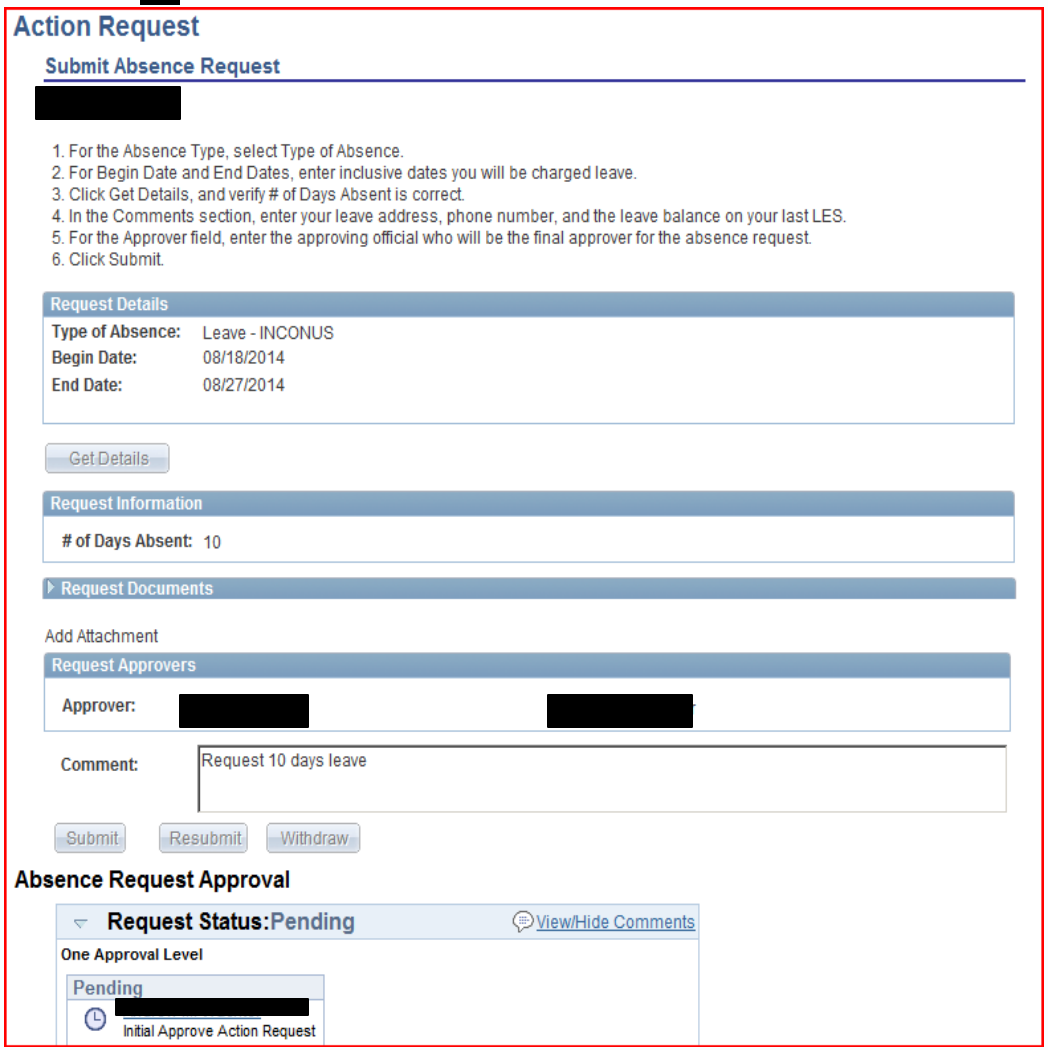
After logging into Global Pay, the <u>Self Service Member</u> will start at the “Requests” link

<u>In this Training example a member will be requesting 10 days of Leave INCONUS</u>



Advance Pay Request (Self Service)

Absence Request (Self Service)



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)*

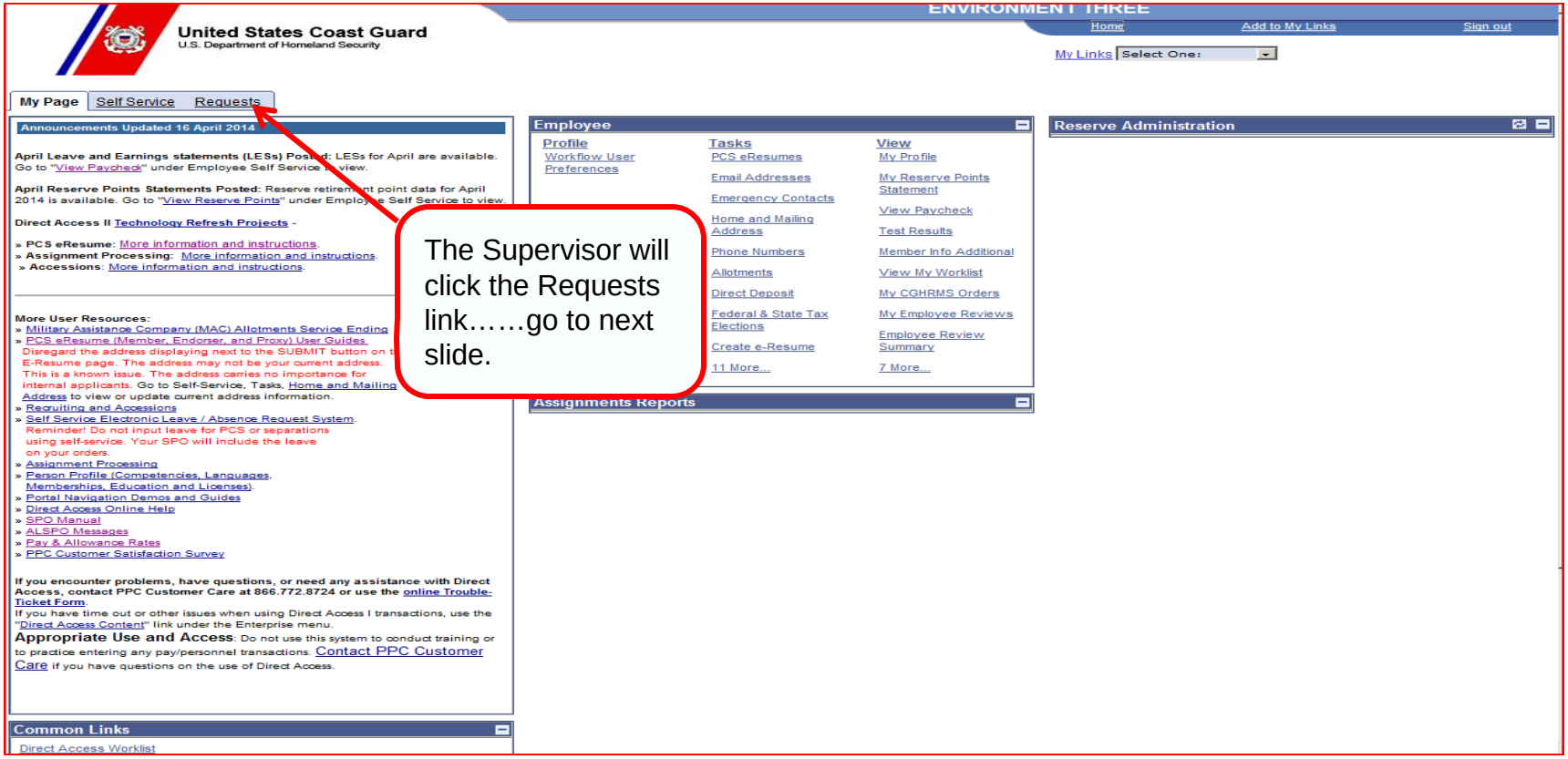
Step 8. Press Submit. *(Request will be routed to the Approver (Supervisor) in a Pending status.*

……Go to Next slide

Absence Request (Self Service)

Supervisor Approval

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



Absence Request (Self Service)

Supervisor Approval

Absence Request (Self Service)

Supervisor Approval

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)*

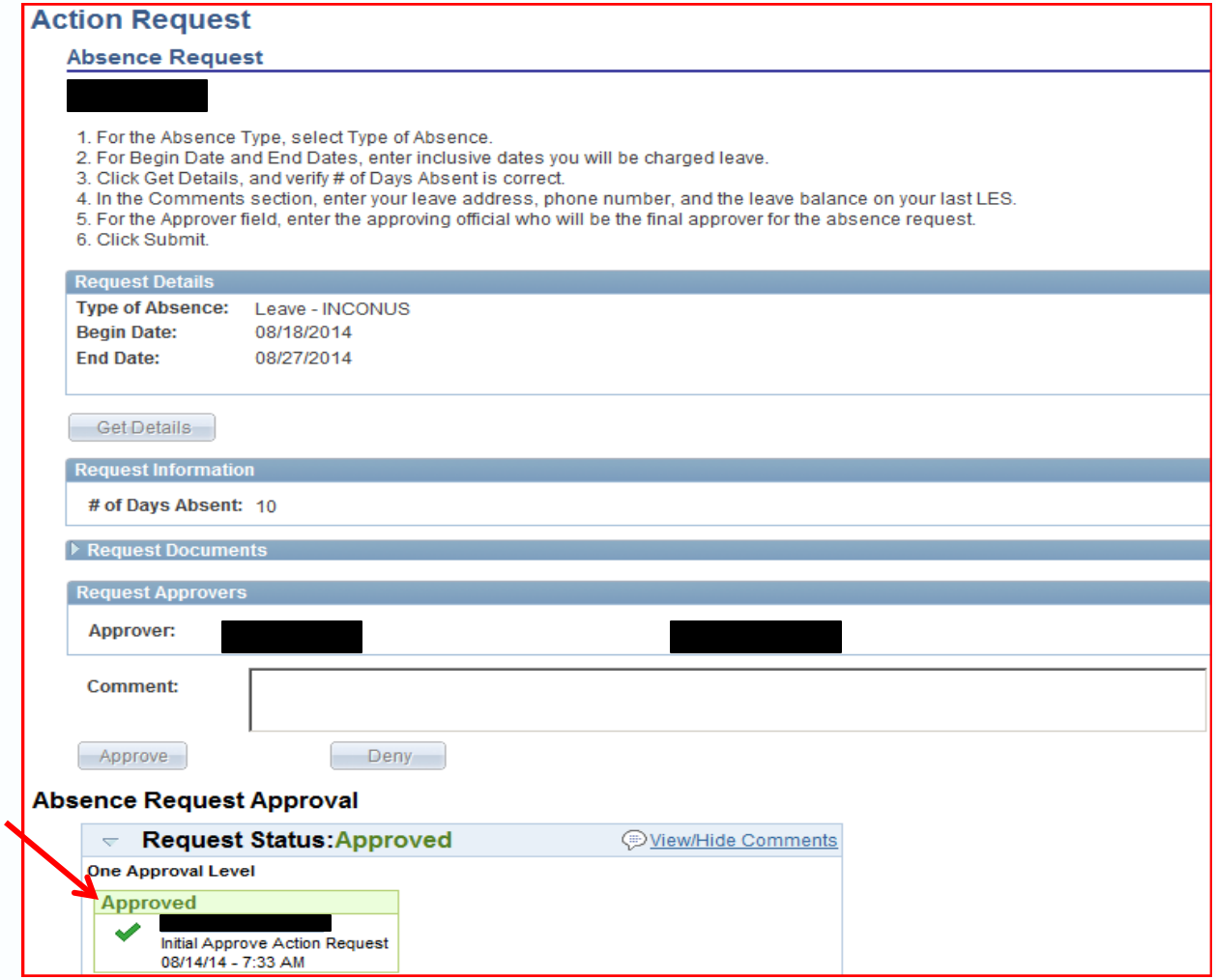
Step 4. Click "Populate Grid". (*The Absence Request should appear in the grid)*.

Step 5. Click the "Approve/Deny" link

……Go to Next slide

Absence Request (Self Service)

Supervisor Approval



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.

From: DoNotReply_hcenv3@direct-access.us
To: [redacted]
Cc:
Subject: Absence Request

An absence request for Leave - INCONUS has been submitted to you for approval.

Please take action to approve or deny this Absence Request. Click the link below to approve or deny the request:

https://epenv3.direct-access.us/psp/EPENV3/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?
Page=CG_ACTN_REQUEST&Action=U&EMPLID=1200828&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE_REQUEST&OPRID=1063116&SEQ_NUM5=13

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

From: DoNotReply_hcenv3@direct-access.us
To: [redacted]
Cc:
Subject: Absence Request Approved

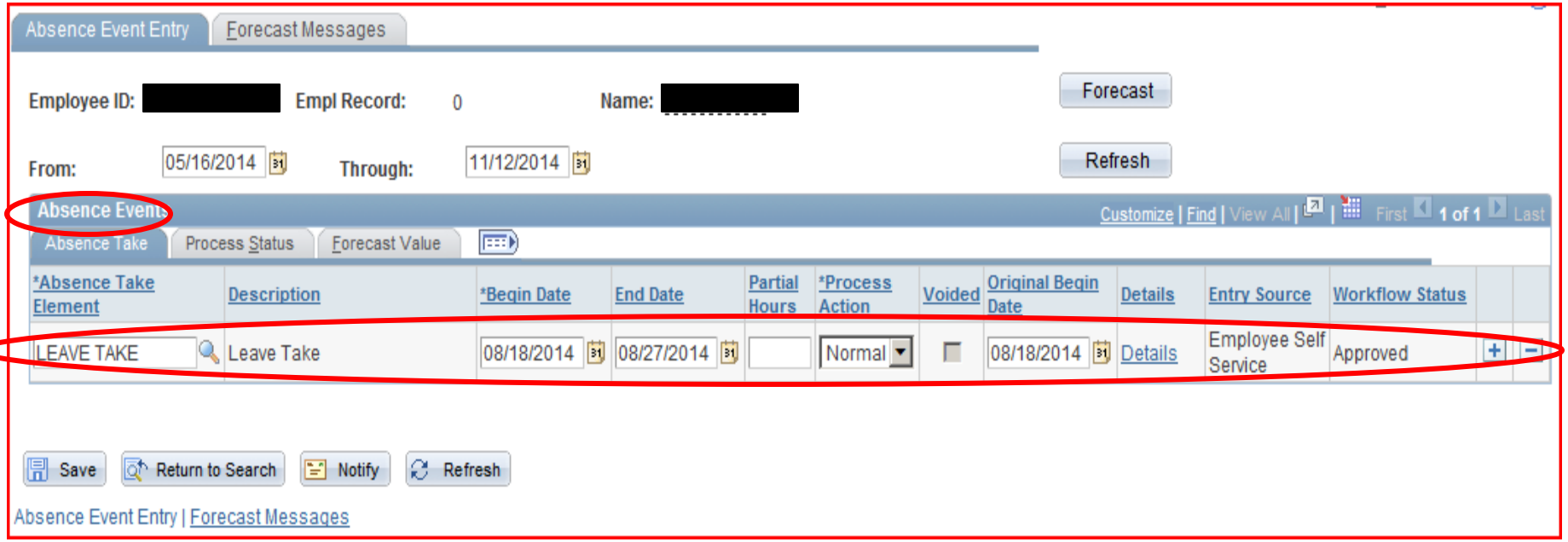
Your absence request for Leave - INCONUS has been approved.

Note: If the absence dates should change, it is your responsibility to notify the appropriate people.

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.



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

[redacted] EMP ID: [redacted] Empl Record: 0

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

Calendar Information — Find First 3 of 3 Last

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 — Customize | Find | View 5 | First 1-61 of 61 Last

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	1593.120000	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

[redacted] EMP ID: [redacted] Empl Record: 0

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

Calendar Information Find First 3 of 3 Last

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 Customize | Find | View 5 | First 1-63 of 63 Last

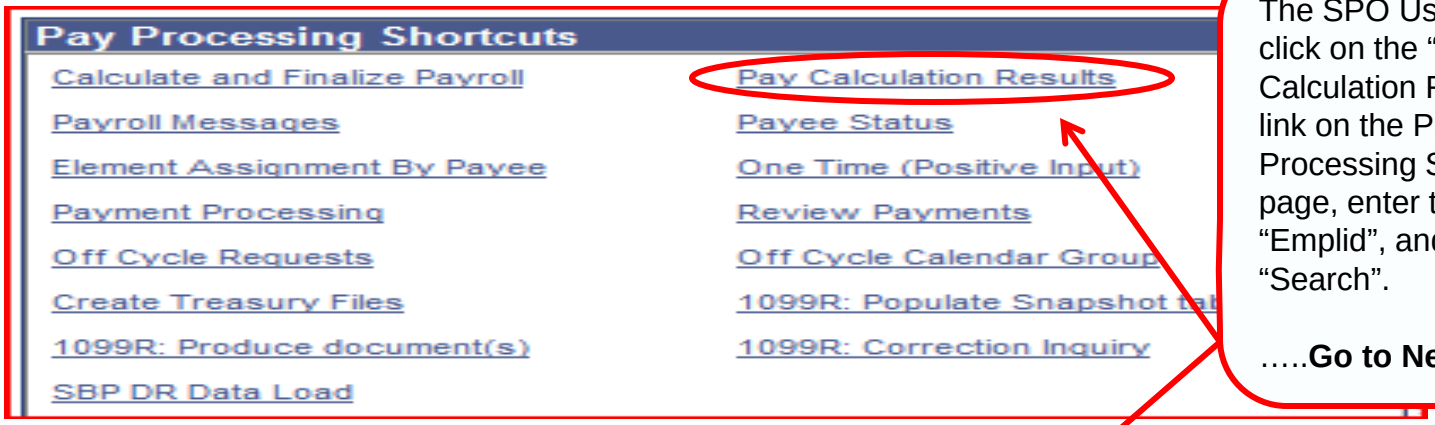
Accumulator Results | User Keys

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	1438.380000	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_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
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)

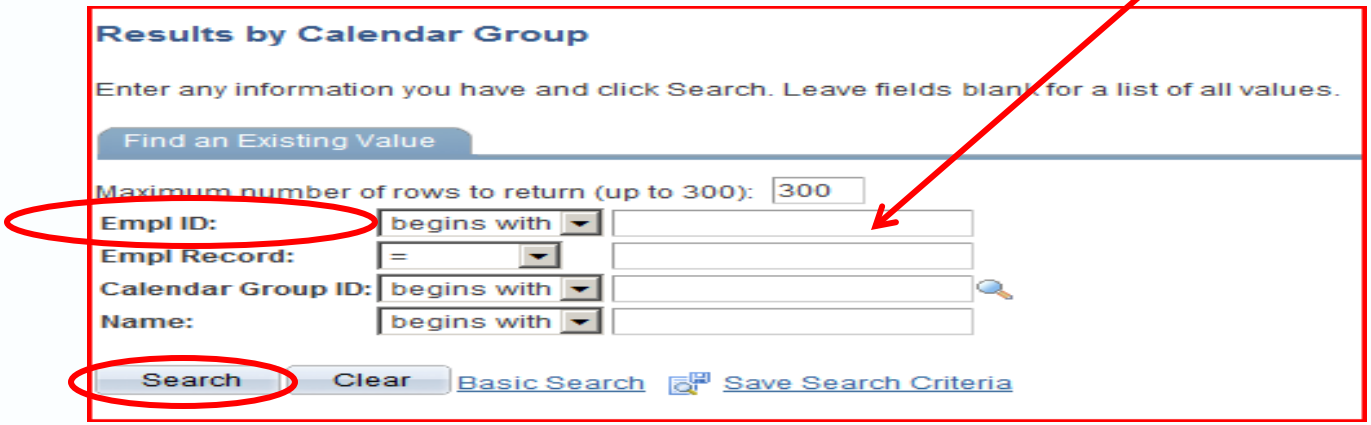
SPO View of Absence Take Calendar (CG ABS TK)

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



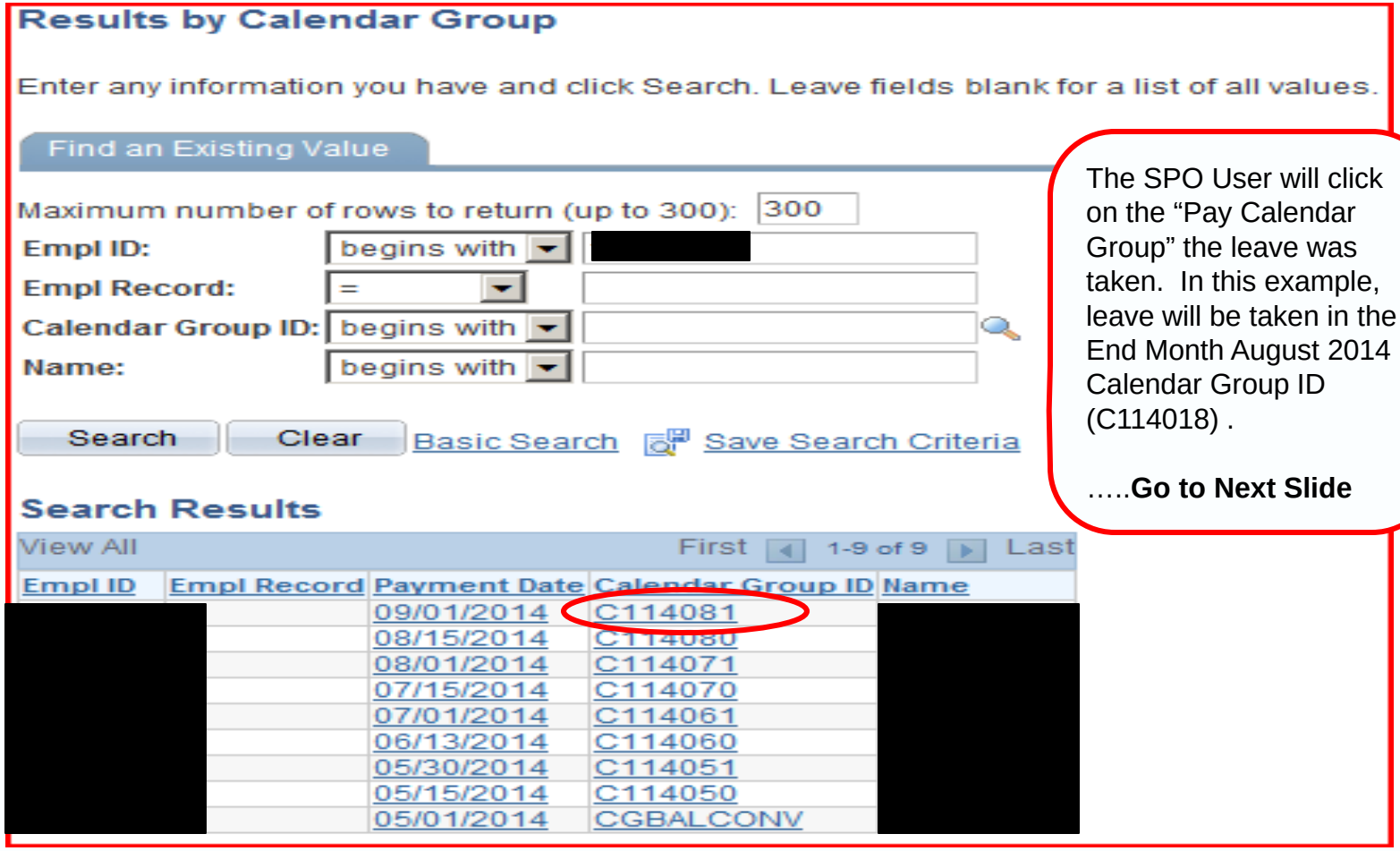
The SPO User will click on the "Pay Calculation Results" link on the Pay Processing Shortcuts page, enter the "Emplid", and click "Search".

.....**Go to Next Slide**



Absence Request (Self Service)

SPO View of Absence Take Calendar (CG ABS TK)



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

[redacted] EMP ID: [redacted] Empl Record: 0

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

Segment Information by Calendar Customize | Find | View All | First 1-3 of 3 Last

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

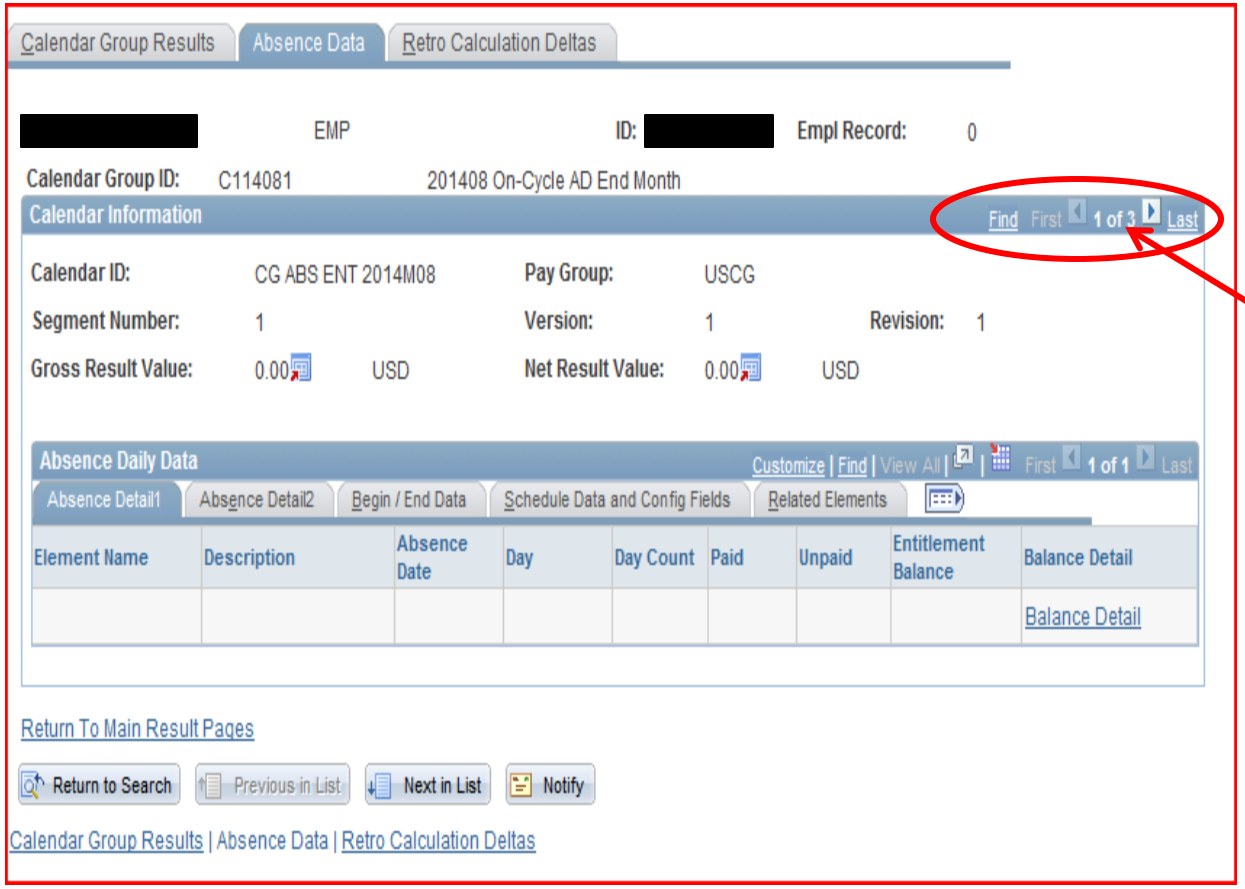
Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

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)



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

[redacted] 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

Absence Detail1 | Absence Detail2 | Begin / End Data | Schedule Data and Config Fields | Related Elements

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

[redacted] 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

Absence Detail1 | Absence Detail2 | Begin / End Data | Schedule Data and Config Fields | Related Elements

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 th **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.