

Self Service – My Assignments Endorsements

Introduction This guide provides the procedures for how to view a member’s Assignments Endorsements in Direct Access.

Procedures See below.

Step	Action
<p>1</p>	<p>Select the 9 more... link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a menu bar containing "Profile", "Tasks", and "View". Under "Tasks", there is a list of links: PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and 9 More... (highlighted with a red box). Under "View", there is a list of links: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, SWE PDE, and 5 More...</p>
<p>2</p>	<p>Now select the My Assignments Endorsements link.</p>  <p>The screenshot shows a "Main Menu > CG AD Self Service: Employee >" header and a "Tasks" section. The tasks are listed in a grid: PCS eResumes (View jobs and manage your applications.), My Airport Terminal Orders (My Airport Terminal Orders), Home and Mailing Address (Home and Mailing Address), Phone Numbers (Add or update phone numbers, or specify your primary phone number.), Direct Deposit (This link will take you to view and/or change your EFT/Direct Deposit.), Federal & State Tax Elections (Review or change your W-4 information.), Thrift Savings Plan (Review a summary of your savings plan enrollments.), Ethnic Groups (Ethnic Groups), My Reserve Orders (View/Update Reserve Orders), My Assignments Endorsements (My Assignments Endorsements - highlighted with a red box), My Member Info (XMLP report that contains the Member Information), and My eResume (My eResume Submission Report).</p>

Continued on next page

Self Service – My Assignments Endorsements, Continued

Procedures,
continued

Step	Action																																																
<p>3</p>	<p>Change the Submission Status to All to see all submitted endorsements. Narrow down the search by including Submission From/To Dates. Then click Populate Grid.</p> <div data-bbox="352 600 1369 1059" style="border: 1px solid black; padding: 5px;"> <p>My Assignments Endorsements</p> <p>Peggy Bundy</p> <p>1. 'Endorsements I Submitted' allows member to bring up only their Endorsements. 2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. 3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. 4. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.</p> <p> <input checked="" type="radio"/> Endorsements I Submitted <input type="radio"/> Endorsements Requested From Me </p> <p>*Submission Status: All</p> <p>Submission From Date: </p> <p>Submission To Date: </p> <p style="text-align: right;"> Populate Grid Refresh </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> <p>Save</p> </div>	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail																																								
Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail																																										
<p>4</p>	<p>The list of submitted endorsements and their status will display. Click on the View Endorsement link to view each endorsement.</p> <div data-bbox="352 1171 1369 1451" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Submitted Date</th> <th>Submitted By</th> <th>Submitter Name</th> <th>Department Name</th> <th>Endorser</th> <th>Endorser Name</th> <th>Final</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>10/07/2013</td> <td>1234567</td> <td>Peggy Bundy</td> <td>PPC ADVANCEMENT BR</td> <td>7654321</td> <td>Marcy D'Arcy</td> <td>No</td> <td>Pending</td> </tr> <tr> <td>10/08/2013</td> <td>1234567</td> <td>Peggy Bundy</td> <td>PPC ADVANCEMENT BR</td> <td>2222222</td> <td>Steve Rhoades</td> <td>No</td> <td>Pending</td> </tr> <tr> <td>10/09/2013</td> <td>1234567</td> <td>Peggy Bundy</td> <td>PPC ADVANCEMENT BR</td> <td>2222222</td> <td>Steve Rhoades</td> <td>No</td> <td>Not Active</td> </tr> <tr> <td>10/10/2013</td> <td>1234567</td> <td>Peggy Bundy</td> <td>PPC ADVANCEMENT BR</td> <td>7654321</td> <td>Marcy D'Arcy</td> <td>Yes</td> <td style="border: 1px solid red;">View Endorsement</td> </tr> <tr> <td>11/05/2013</td> <td>1234567</td> <td>Peggy Bundy</td> <td>PPC ADVANCEMENT BR</td> <td>7654321</td> <td>Marcy D'Arcy</td> <td>Yes</td> <td style="border: 1px solid red;">View Endorsement</td> </tr> </tbody> </table> </div>	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail	10/07/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	No	Pending	10/08/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	2222222	Steve Rhoades	No	Pending	10/09/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	2222222	Steve Rhoades	No	Not Active	10/10/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	Yes	View Endorsement	11/05/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	Yes	View Endorsement
Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail																																										
10/07/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	No	Pending																																										
10/08/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	2222222	Steve Rhoades	No	Pending																																										
10/09/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	2222222	Steve Rhoades	No	Not Active																																										
10/10/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	Yes	View Endorsement																																										
11/05/2013	1234567	Peggy Bundy	PPC ADVANCEMENT BR	7654321	Marcy D'Arcy	Yes	View Endorsement																																										