

Absence Request – Content of Email Notification

Change to Content of Email Notification: Due to security issues, the content of the email notifications for the Absence Requests need to be changed. The following types of notifications will be changed:

- Absence Request – Submission (to approver)
- Absence Request – Approved (to requester)
- Absence Request – Denied (to requester)
- Absence Request – Withdrawn (to approver)
- Absence Request – Change to Approved Request (to requester)
- Absence Request – Approved Request changed to Denied (to requester)

New Email Notification: Also, a new email notification has been created for the requester.

Examples of the email notifications are below:

Absence Request – Submission

-----Original Message-----

From: UCGPHT5@corio.com [mailto:UCGPHT5@corio.com]

Sent: Tuesday, April 10, 2012 9:13 AM

To: Bunger, Dale CTR

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://ep-test.direct-access.us/psp/UCGPPT2/EMPLOYEE/HRMS/c/CG_AWE_EXT.CG_ACTN_REQUEST.GBL?Page=CG_ACTN_REQUEST&Action=U&EMPLID=1202729&EMPL_RCD=0&CG_CATEGORY=PAYROLL&CG_ACTION=ABSENCE_REQUEST&OPRID=1098957&SEQ_NUM5=8

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Absence Request – Submission, Continued

Absence Request – Approved

----- Forwarded Message -----
From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>
To: direct.a.user@uscg.mil
Sent: Wednesday, April 11, 2012 3:10 PM
Subject: Absence Request Approved

Your absence request for Paternity Leave has been approved.

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

Absence Request – Denied

----- Forwarded Message -----
From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>
To: direct.a.user@uscg.mil
Sent: Wednesday, April 11, 2012 3:13 PM
Subject: Absence Request Denied

Your absence request for Leave - OUTCONUS has been denied.

To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.

Absence Request – Withdrawn

-----Original Message-----
From: UCGPHT5@corio.com [<mailto:UCGPHT5@corio.com>]
Sent: Wednesday, April 11, 2012 4:04 PM
To: Bunger, Dale CTR
Subject: Absence Request Withdrawn

Eric Perez has withdrawn an Absence Request.

No other action is required.

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Absence Request – Change to Approved Request

----- Forwarded Message -----

From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>

To: direct.a.user@uscg.mil; direct.a.user@uscg.mil

Sent: Wednesday, April 11, 2012 3:13 PM

Subject: Absence Request Change

The dates on your approved absence request for Paternity Leave have been changed.

To review your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.

Absence Request – Approved Request Changed to Denied

----- Forwarded Message -----

From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>

To: direct.a.user@uscg.mil

Sent: Wednesday, April 11, 2012 3:23 PM

Subject: Absence Request Denied

Your previously approved absence request for Paternity Leave has been denied.

To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.

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New Email Notification

Also, a new email notification has been created for the requester. When they submit an Absence Request or Delegation Request, they will now receive an email notification saying they submitted a request.

Absence Request – Submission (to requester)

----- Forwarded Message -----
From: "UCGPHT5@corio.com" <UCGPHT5@corio.com>
To: direct.a.user@uscg.mil
Sent: Wednesday, April 11, 2012 2:58 PM
Subject: Absence Request Routed for Approval

Your absence request for Paternity Leave has been routed for approval.

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

To review and modify your request, log into Direct Access, click the Requests tab, and click the View My Absence Requests link.

For units that require interim levels of approval, the requester could forward the email up the chain. (The member would probably want to add the dates they are requesting to the email too.) When the final approver receives the email, they can approve the request. They can do this by logging into DA, selecting requests, and pulling up the requests pending approval...or, they can do it by clicking on the link in the email notification he received.