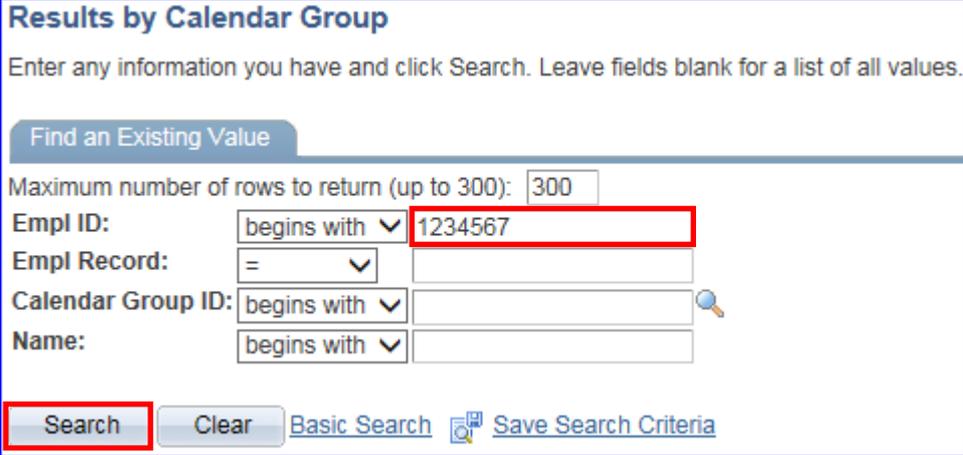


Viewing a Member's Leave Balance

Introduction This guide provides the procedures for viewing a member's leave balance in Direct Access.

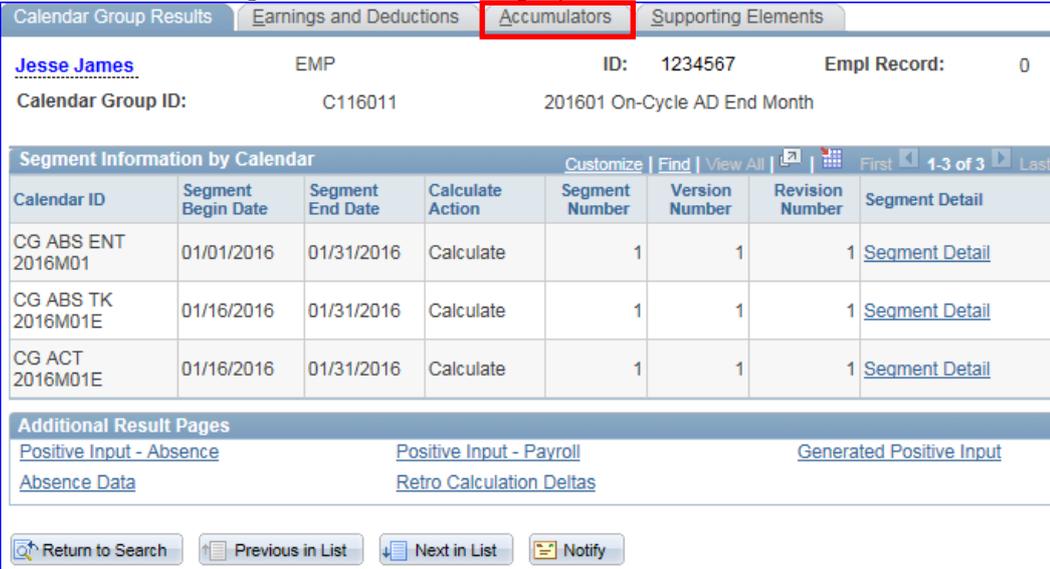
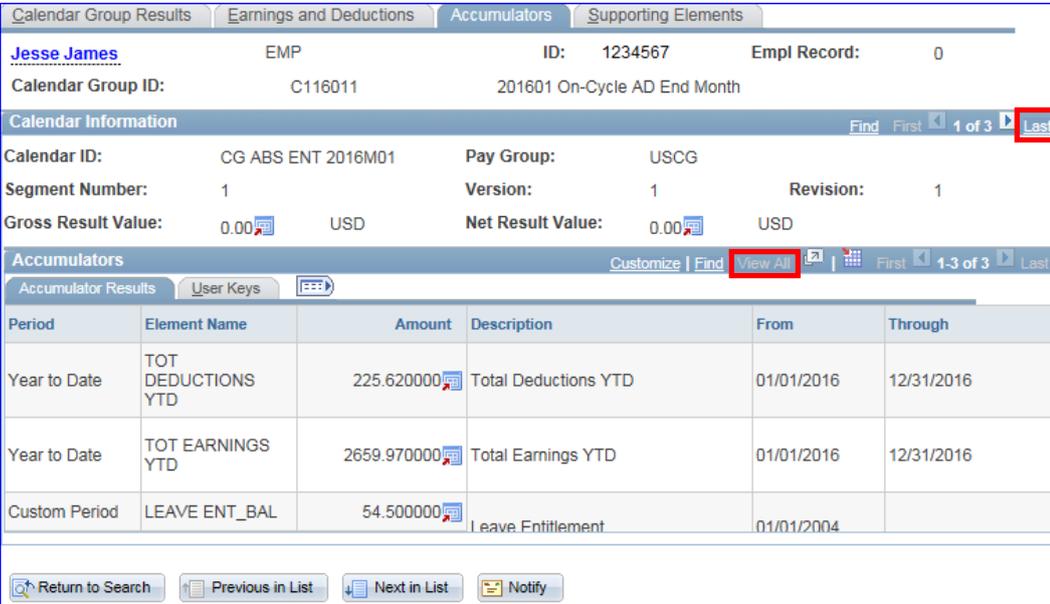
Procedures See below.

Step	Action																																								
<p>1</p>	<p>Select the Pay Calculation Results link from the Pay Processing Shortcuts pagelet.</p> 																																								
<p>2</p>	<p>Enter the member's Empl ID then click Search.</p> 																																								
<p>3</p>	<p>Click on the most current end-month calendar.</p>  <table border="1" data-bbox="316 1406 1056 1729"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>02/01/2016</td> <td>C116011</td> <td>Jesse James</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>01/15/2016</td> <td>C116010</td> <td>Jesse James</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>12/31/2015</td> <td>C115121</td> <td>Jesse James</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>12/15/2015</td> <td>C115120</td> <td>Jesse James</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>12/01/2015</td> <td>C115111</td> <td>Jesse James</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>11/13/2015</td> <td>C115110</td> <td>Jesse James</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>10/30/2015</td> <td>C115101</td> <td>Jesse James</td> </tr> </tbody> </table>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	02/01/2016	C116011	Jesse James	1234567	0	01/15/2016	C116010	Jesse James	1234567	0	12/31/2015	C115121	Jesse James	1234567	0	12/15/2015	C115120	Jesse James	1234567	0	12/01/2015	C115111	Jesse James	1234567	0	11/13/2015	C115110	Jesse James	1234567	0	10/30/2015	C115101	Jesse James
Empl ID	Empl Record	Payment Date	Calendar Group ID	Name																																					
1234567	0	02/01/2016	C116011	Jesse James																																					
1234567	0	01/15/2016	C116010	Jesse James																																					
1234567	0	12/31/2015	C115121	Jesse James																																					
1234567	0	12/15/2015	C115120	Jesse James																																					
1234567	0	12/01/2015	C115111	Jesse James																																					
1234567	0	11/13/2015	C115110	Jesse James																																					
1234567	0	10/30/2015	C115101	Jesse James																																					

Continued on next page

Viewing a Member's Leave Balance, Continued

Procedures,
continued

Step	Action																																
4	<p>The Calendar Group Results tab will display. Click the Accumulators tab.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p><u>Jesse James</u> EMP ID: 1234567 Empl Record: 0 Calendar Group ID: C116011 201601 On-Cycle AD End Month</p> <p>Segment Information by Calendar Customize Find View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Calendar ID</th> <th>Segment Begin Date</th> <th>Segment End Date</th> <th>Calculate Action</th> <th>Segment Number</th> <th>Version Number</th> <th>Revision Number</th> <th>Segment Detail</th> </tr> </thead> <tbody> <tr> <td>CG ABS ENT 2016M01</td> <td>01/01/2016</td> <td>01/31/2016</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td>Segment Detail</td> </tr> <tr> <td>CG ABS TK 2016M01E</td> <td>01/16/2016</td> <td>01/31/2016</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td>Segment Detail</td> </tr> <tr> <td>CG ACT 2016M01E</td> <td>01/16/2016</td> <td>01/31/2016</td> <td>Calculate</td> <td>1</td> <td>1</td> <td>1</td> <td>Segment Detail</td> </tr> </tbody> </table> <p>Additional Result Pages Positive Input - Absence Positive Input - Payroll Generated Positive Input Absence Data Retro Calculation Deltas</p> <p>Return to Search Previous in List Next in List Notify</p>	Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail	CG ABS ENT 2016M01	01/01/2016	01/31/2016	Calculate	1	1	1	Segment Detail	CG ABS TK 2016M01E	01/16/2016	01/31/2016	Calculate	1	1	1	Segment Detail	CG ACT 2016M01E	01/16/2016	01/31/2016	Calculate	1	1	1	Segment Detail
Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail																										
CG ABS ENT 2016M01	01/01/2016	01/31/2016	Calculate	1	1	1	Segment Detail																										
CG ABS TK 2016M01E	01/16/2016	01/31/2016	Calculate	1	1	1	Segment Detail																										
CG ACT 2016M01E	01/16/2016	01/31/2016	Calculate	1	1	1	Segment Detail																										
5	<p>Click Last to get to the correct Calendar ID, then click View All in the Accumulators section.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p><u>Jesse James</u> EMP ID: 1234567 Empl Record: 0 Calendar Group ID: C116011 201601 On-Cycle AD End Month</p> <p>Calendar Information Find First 1 of 3 Last</p> <p>Calendar ID: CG ABS ENT 2016M01 Pay Group: USCG Segment Number: 1 Version: 1 Revision: 1 Gross Result Value: 0.00 USD Net Result Value: 0.00 USD</p> <p>Accumulators Customize Find View All First 1-3 of 3 Last</p> <p>Accumulator Results User Keys</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>TOT DEDUCTIONS YTD</td> <td>225.620000</td> <td>Total Deductions YTD</td> <td>01/01/2016</td> <td>12/31/2016</td> </tr> <tr> <td>Year to Date</td> <td>TOT EARNINGS YTD</td> <td>2659.970000</td> <td>Total Earnings YTD</td> <td>01/01/2016</td> <td>12/31/2016</td> </tr> <tr> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>54.500000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table> <p>Return to Search Previous in List Next in List Notify</p>	Period	Element Name	Amount	Description	From	Through	Year to Date	TOT DEDUCTIONS YTD	225.620000	Total Deductions YTD	01/01/2016	12/31/2016	Year to Date	TOT EARNINGS YTD	2659.970000	Total Earnings YTD	01/01/2016	12/31/2016	Custom Period	LEAVE ENT_BAL	54.500000	Leave Entitlement	01/01/2004									
Period	Element Name	Amount	Description	From	Through																												
Year to Date	TOT DEDUCTIONS YTD	225.620000	Total Deductions YTD	01/01/2016	12/31/2016																												
Year to Date	TOT EARNINGS YTD	2659.970000	Total Earnings YTD	01/01/2016	12/31/2016																												
Custom Period	LEAVE ENT_BAL	54.500000	Leave Entitlement	01/01/2004																													

Continued on next page

Viewing a Member's Leave Balance, Continued

Procedures,
continued

Step	Action																																																
6	<p>Scroll down to the last Accumulator.</p>  <p>The screenshot shows the 'Accumulators' section for member Jesse James. The table below is a representation of the data shown:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Segment</td> <td>CG AC DEBT DE</td> <td>1788.900000</td> <td>In-Service Debt Disposable Pay</td> <td>01/16/2016</td> <td>01/31/2016</td> </tr> <tr> <td>Segment</td> <td>CG AC FINE DE</td> <td>1425.920000</td> <td>Fine Available Pay for Deduct</td> <td>01/16/2016</td> <td>01/31/2016</td> </tr> <tr> <td>Segment</td> <td>CG AC GARN CHLD DE</td> <td>1317.550000</td> <td>Child / Spouse Support DE</td> <td>01/16/2016</td> <td>01/31/2016</td> </tr> <tr> <td>Segment</td> <td>CG AC GARN CRED DE</td> <td>1317.550000</td> <td>Creditor Garnishment DE</td> <td>01/16/2016</td> <td>01/31/2016</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Segment	CG AC DEBT DE	1788.900000	In-Service Debt Disposable Pay	01/16/2016	01/31/2016	Segment	CG AC FINE DE	1425.920000	Fine Available Pay for Deduct	01/16/2016	01/31/2016	Segment	CG AC GARN CHLD DE	1317.550000	Child / Spouse Support DE	01/16/2016	01/31/2016	Segment	CG AC GARN CRED DE	1317.550000	Creditor Garnishment DE	01/16/2016	01/31/2016																		
Period	Element Name	Amount	Description	From	Through																																												
Segment	CG AC DEBT DE	1788.900000	In-Service Debt Disposable Pay	01/16/2016	01/31/2016																																												
Segment	CG AC FINE DE	1425.920000	Fine Available Pay for Deduct	01/16/2016	01/31/2016																																												
Segment	CG AC GARN CHLD DE	1317.550000	Child / Spouse Support DE	01/16/2016	01/31/2016																																												
Segment	CG AC GARN CRED DE	1317.550000	Creditor Garnishment DE	01/16/2016	01/31/2016																																												
7	<p>The very last Accumulator is the member's current Leave Balance. To view another member's Leave Balance, click the Return to Search button.</p>  <p>The screenshot shows the 'Accumulators' section for member Jesse James. The table below is a representation of the data shown:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>TOTAL TAXES YTD</td> <td>725.960000</td> <td>Total Taxes YTD</td> <td>01/01/2016</td> <td>12/31/2016</td> </tr> <tr> <td>Year to Date</td> <td>TSP BASIC_YTDA</td> <td>216.740000</td> <td>Thrift Savings Plan Basic Pay</td> <td>01/01/2016</td> <td>12/31/2016</td> </tr> <tr> <td>Custom Period</td> <td>CG AC MEDICAR PRMM</td> <td>26.190000</td> <td>MEDICARE Previous Month</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC MGIB BAL</td> <td>1200.000000</td> <td>MGIB Basic Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC OASDI PRMM</td> <td>111.980000</td> <td>OASDI Previous Month</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>FWT AC PRMM</td> <td>224.810000</td> <td>FWT Previous Month Value</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>LEAVE ENT_BAL</td> <td>54.500000</td> <td>Leave Entitlement</td> <td>01/01/2004</td> <td></td> </tr> </tbody> </table> <p>Below the table, the 'Return to Search' button is highlighted with a red box.</p>	Period	Element Name	Amount	Description	From	Through	Year to Date	TOTAL TAXES YTD	725.960000	Total Taxes YTD	01/01/2016	12/31/2016	Year to Date	TSP BASIC_YTDA	216.740000	Thrift Savings Plan Basic Pay	01/01/2016	12/31/2016	Custom Period	CG AC MEDICAR PRMM	26.190000	MEDICARE Previous Month	01/01/2004		Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004		Custom Period	CG AC OASDI PRMM	111.980000	OASDI Previous Month	01/01/2004		Custom Period	FWT AC PRMM	224.810000	FWT Previous Month Value	01/01/2004		Custom Period	LEAVE ENT_BAL	54.500000	Leave Entitlement	01/01/2004	
Period	Element Name	Amount	Description	From	Through																																												
Year to Date	TOTAL TAXES YTD	725.960000	Total Taxes YTD	01/01/2016	12/31/2016																																												
Year to Date	TSP BASIC_YTDA	216.740000	Thrift Savings Plan Basic Pay	01/01/2016	12/31/2016																																												
Custom Period	CG AC MEDICAR PRMM	26.190000	MEDICARE Previous Month	01/01/2004																																													
Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004																																													
Custom Period	CG AC OASDI PRMM	111.980000	OASDI Previous Month	01/01/2004																																													
Custom Period	FWT AC PRMM	224.810000	FWT Previous Month Value	01/01/2004																																													
Custom Period	LEAVE ENT_BAL	54.500000	Leave Entitlement	01/01/2004																																													