

Correcting and Deleting Approved Absence Requests

Introduction This guide provides the procedures for correcting and deleting approved absence requests in Direct Access.

Before you begin Before making a correction or deletion, run the Absence Request Listing Report for that particular member. This will identify the inclusive dates of the absence requests currently in Direct Access.

Step	Action
1	<p>Select the Absence Request Listing link from the Request Reports pagelet located on the Requests tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs are three main sections: 'Self Service Requests', 'Payroll Requests', and 'Request Reports'. Each section has a title bar with a refresh icon and a minus sign. The 'Request Reports' section is expanded, showing a list of links. The link 'Absence Request Listing' is highlighted with a red rectangular box.</p>

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Correcting and Deleting Approved Absence Requests, Continued

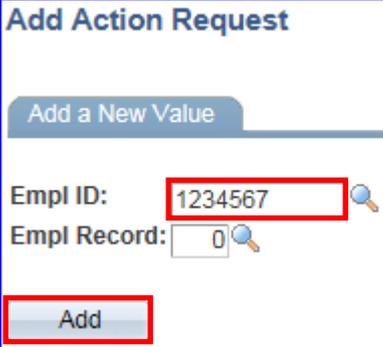
Before you begin, continued

Step	Action																																																
2	<p>Enter all appropriate fields (begin/end dates are required), then click View Results.</p> <div data-bbox="316 600 1174 1032" style="border: 1px solid blue; padding: 5px;"> <p>CG_GP_ABSENCE_REQUEST - Listing of Absence Requests</p> <p>EMPLID: <input type="text" value="1234567"/> </p> <p>Department: <input type="text"/> </p> <p>Reports To: <input type="text"/> </p> <p>Begin Date On or After: <input type="text" value="01/01/2015"/> </p> <p>End Date On or Before: <input type="text" value="01/31/2015"/> </p> <p>Request Status: <input type="text" value="Approved"/> </p> <p>SPO: <input type="text"/></p> <p>View Results</p> </div>																																																
3	<p>The results will display all approved absence requests within that date range. If there are no results, the request hasn't been approved and can be corrected using the How to Change a Pending or Denied Absence Request procedure or it can be withdrawn using the Withdraw a Pending Absence Request procedure.</p> <table border="1" data-bbox="316 1223 1369 1368"> <thead> <tr> <th>Seq Nbr</th> <th>Last Name</th> <th>First Name</th> <th>EMPLID</th> <th>Rank</th> <th>Component</th> <th>Department</th> <th>Request Status</th> <th>Absence Type</th> <th>Submission Date</th> <th>Begin Date</th> <th>End Date</th> <th>Duration (Days)</th> <th>Approver EMPLID</th> <th>Approver Last Name</th> <th>Approver First Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fudd</td> <td>Elmer</td> <td>1234567</td> <td>E5</td> <td>AD</td> <td>CGC JUNIPER</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>01/06/2015</td> <td>01/05/2015</td> <td>01/06/2015</td> <td>2</td> <td>7654321</td> <td>Wabbit</td> <td>Hunter</td> </tr> <tr> <td>2</td> <td>Fudd</td> <td>Elmer</td> <td>1234567</td> <td>E5</td> <td>AD</td> <td>CGC JUNIPER</td> <td>Approved</td> <td>Leave - INCONUS</td> <td>01/06/2015</td> <td>01/02/2015</td> <td>01/02/2015</td> <td>1</td> <td>7654321</td> <td>Wabbit</td> <td>Hunter</td> </tr> </tbody> </table>	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Absence Type	Submission Date	Begin Date	End Date	Duration (Days)	Approver EMPLID	Approver Last Name	Approver First Name	1	Fudd	Elmer	1234567	E5	AD	CGC JUNIPER	Approved	Leave - INCONUS	01/06/2015	01/05/2015	01/06/2015	2	7654321	Wabbit	Hunter	2	Fudd	Elmer	1234567	E5	AD	CGC JUNIPER	Approved	Leave - INCONUS	01/06/2015	01/02/2015	01/02/2015	1	7654321	Wabbit	Hunter
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Procedures See below.

Step	Action
1	<p>Select the Approved Absence Corrections link from the Payroll Requests pagelet located on the Requests tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', and 'Submit a Drill Request'. Under 'Payroll Requests', there is a grid of links including 'View My Requests', 'Absence Request', 'Civilian Clothing Allowance', 'Suppl Clothing Allowance', 'Officer Uniform Allowance', 'Diving Duty Pay', 'Foreign Language Pay', 'Hazardous Duty Pay', 'Family Separation Allowance', 'Advance Pay', 'Advance Liquidation Schedule', 'SDAP', 'Meal Rate', 'Cadet ICA', 'Hostile Fire Pay', 'Combat Tax Exclusion', 'Career Sea Time Override', 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Pay Corrections', 'Responsibility Pay Override', 'Career Sea Pay on TDY', and 'Approved Absence Corrections' (which is highlighted with a red box).</p>
2	<p>Enter the member's Empl ID and then click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. At the top is a button labeled 'Add a New Value'. Below it are two input fields: 'Empl ID:' with the value '1234567' (highlighted with a red box) and 'Empl Record:' with the value '0'. At the bottom is an 'Add' button (highlighted with a red box).</p>

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Correcting and Deleting Approved Absence Requests, Continued

Procedures, continued

Step	Action
3	<p>Read the instructions on the page before proceeding.</p> <div data-bbox="304 551 1369 835" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Leave Correction</u></p> <p><u>Fudd, Elmer</u></p> <p>Use the Leave Correction action request to correct leave that has already been approved via absence request or delay en route on orders. Only approved leave can be corrected; to correct pending, denied, or withdrawn leave, please use the absence request or orders component.</p> <ol style="list-style-type: none"> 1. Enter the begin date of the leave to be corrected. 2. To cancel/void the leave, choose YES in the Cancel dropdown. Otherwise, choose NO. 3. If adjusting the leave dates, enter a new leave begin date and new leave end date. For voids, these dates must be blank. For adjustments, both dates must be filled in. 4. Click submit. The request will be routed to a supervisor for approval. </div>
4	<p>For a CORRECTION:</p> <div data-bbox="304 898 954 1216" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Begin Date: 01/05/2015 <input type="text"/></p> <p>Cancel: NO <input type="text"/></p> <p>New Begin Date: 01/05/2015 <input type="text"/></p> <p>New End Date: 01/07/2015 <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div> <ul style="list-style-type: none"> • Enter the begin date of the leave to be corrected. • Select NO from the Cancel drop-down. • Enter the New Begin Date. • Enter the New End Date. • Click Get Details. <p>The Current End Date, Type of Absence and Status will populate.</p> <div data-bbox="304 1487 751 1682" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Current End Date: 01/06/2015</p> <p>Type of Absence: Leave - INCONUS</p> <p>Status: Approved</p> </div> <p>Explain the reason for the correction in the comments, then click Submit.</p> <div data-bbox="304 1749 1369 1910" style="border: 1px solid blue; padding: 5px;"> <p>Comment: Adding one more day of leave. Total leave period 3 days inclusive (1/5-1/7/15)</p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Correcting and Deleting Approved Absence Requests, Continued

Procedures,
continued

Step	Action
5	<p>For a DELETION:</p> <div data-bbox="304 562 954 875" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Begin Date: 01/02/2015 <input type="text"/></p> <p>Cancel: YES <input type="button" value="v"/></p> <p>New Begin Date: <input type="text"/></p> <p>New End Date: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div> <ul style="list-style-type: none"> • Enter the begin date of the leave to be corrected. • Select YES from the Cancel drop-down. • Leave the New Begin Date and New End Date fields blank. • Click Get Details <p>The Current End Date, Type of Absence and Status will populate.</p> <div data-bbox="304 1104 751 1290" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Current End Date: 01/02/2015</p> <p>Type of Absence: Leave - INCONUS</p> <p>Status: Approved</p> </div> <p>Explain the reason for the deletion in the comments, then click Submit.</p> <div data-bbox="304 1364 1038 1527" style="border: 1px solid blue; padding: 5px;"> <p>Comment: Member did not take this leave. Please cancel.</p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
6	The transaction will be routed to the SPO tree for approval.