Navy Standard Integrated Personnel System (NSIPS), Operations & Maintenance

e-Leave
User Guide

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Section One–Introduction and Purpose

1. INTRODUCTION AND PURPOSE

This Section of the e-Leave User Guide provides a high-level overview of Electronic-Leave (e-Leave) software and the purpose of this User Guide.

1.1 Introduction to e-Leave

E-Leave replaces the manual process of completing a Leave Request Authorization Navy Comptroller (NAVCOMPT) Form 3065. The manual process uses hardcopy logs and annotations on the NAVCOMPT 3065 to approve and manage the leave process. The e-Leave software streamlines this process by incorporating the functionality of the Navy Standard Integrated Personnel System (NSIPS) using PeopleSoft® Commercial Off-the Shelf (COTS) Human Resources (HR) software.

E-Leave automates Command Leave Administrator office procedures and simplifies many processes. E-Leave assists in creating and maintaining members' leave records ashore and afloat. The functionality is available for ashore Commands via the Electronic Service Record (ESR) Self-Service accounts for individual members. Afloat activities are scheduled for a future release of e-Leave.

Through the Self-Service account, the member can request and route e-Leave Requests to designated individuals within their Command. Individuals designated as e-Leave Reviewers and/or Approvers access the e-Leave Request and via his/her NSIPS Self-Service account reviews, and/or approves the leave request. Based on Command policy once approved the member, via the Self-Service account, accesses the approved e-Leave Request and has the option to Check Out, then Check In online. CLAs monitor the automated e-Leave Request process using his/her NSIPS account and various automated logs and reports generated through e-Leave.

The e-Leave software provides the ability to:

- Create/submit e-Leave Requests, extensions, cancellations, and resubmissions
- Route and track e-Leave Requests from initial request to final approval
- Record the Check Out and Check In dates and times
- Calculate the chargeable leave period
- Generate transactions to account for the member's leave period
- Transmit the transaction data to corporate systems to reflect in the member's Master Military Pay Account (MMPA) and reflect on the Leave and Earnings Statement (LES)
- Incorporate existing Electronic Service Record (ESR) functionality and corporate data
- Track e-Leave Requests via several reports

E-Leave is designed with several User Roles each assigned distinct responsibilities in processing e-Leave Requests.

Policies and guidance for all types of leave can be found in the Military Personnel Manual (MILPERSMAN).

1.2 E-Leave User Roles

There are several different e-Leave User Roles involved in the e-Leave Request process. The various User Roles aid in safeguarding Privacy Act information and restrict unethical use of information and inappropriate input functions to support e-Leave. The User Roles within e-Leave are:

- Command Leave Administrator
- e-Leave Reviewer (one designated as Watch Coordinator)

  NOTE: Reviewer and/or Watch Coordinator are not needed if the member is exempt from duty.

- e-Leave Approver (up to two can be designated as Primary Approvers)
- Member

Section Two of this User Guide defines the e-Leave access level; how the User Roles are developed; and details about the work responsibilities for each User Role within e-Leave.

1.3 Purpose and Intent of the e-Leave User Guide

The e-Leave User Guide is designed to assist users with step-by-step instructions to access, navigate, create, review, approve, process, and manage e-Leave Requests. This guide contains sections focusing on each User Role within the e-Leave process. The sections are:

- Section 1: Introduction and Purpose
- Section 2: User Roles and Privileges
- Section 3: System Access Authorization Request (SAAR)
- Section 4: e-Leave Navigation and Features
- Section 5: Command Leave Administrator
- Section 6: Military Reviewer/Watch Coordinator
- Section 7: Military Approver
- Section 8: Civilian Reviewers and Approvers
- Section 9: Member
- Section 10: e-Leave Logs, Reports, and Form Samples

  NOTE: Screen shots included in this guide were obtained from the test version of e-Leave version 1.2.19. (Current as of 02 August 2010). You may want to download this guide to your workstation for faster access.

To maximize training, the following chart depicts the Sections that are important for each User Role to complete. These are the minimum requirements in order to successfully perform in the e-Leave environment.

Table 1-1–e-Leave User Roles	
User Role	**Sections to Complete**
Command Leave Administrator	1 – Introduction and Purpose 2 – User Roles and Privileges 3 – System Access Authorization Request (SAAR) (Sections 3.1, 3.5) 4 – e-Leave Navigation and Features 5 – Command Leave Administrator 6 – e-Leave Reviewer and Watch Coordinator (Military) 7 – e-Leave Approver (Military) 8 – Reviewers and Approvers (Civilian) 10 – e-Leave Logs, Reports, and Form Samples
e-Leave Reviewer/ Watch Coordinator (Military)	1 – Introduction and Purpose 2 – User Roles and Privileges 3 – System Access Authorization Request (SAAR) (Section 3.4) 4 – Navigation and Features 6 – e-Leave Reviewer and Watch Coordinator 9 – Member
e-Leave Approver (Military)	1 – Introduction and Purpose 2 – User Roles and Privileges 3 – System Access Authorization Request (SAAR) (Section 3.4) 4 – Navigation and Features 7 – e-Leave Approver 9 – Member
Civilian Command Leave Administrator/ Reviewer/Approver	1 – Introduction and Purpose 2 – User Roles and Privileges 3 – System Access Authorization Request (SAAR) (Sections 3.3, 3.5) 4 – Navigation and Features 5 – Command Leave Administrator 8 – Civilian e-Leave Reviewer and Approver

Table 1-1–e-Leave User Roles	
User Role	**Sections to Complete**
Member	1 – Introduction and Purpose 2 – User Roles and Privileges 3 – System Access Authorization Request (SAAR) (Section 3.4) 4 – Navigation and Features 9 – Member

NOTE: For Joint Military follow the same training path as Civilian Reviewer/Approver.

NOTE: Name and Social Security Numbers (SSN)/Employee Identification (EmplID) values reflected in this User Guide were fictitiously created to adhere to Personal Identifiable Information (PII) and Privacy Act requirements.

1.4 E-Leave Assistance

For help with the e-Leave application, contact the NSIPS Help Desk at:

- Toll Free: 877-589-5991
- Commercial: 504-697-5442
- DSN: 647-5442
- Email: NSIPShelpdesk@navy.mil

Section Two–User Roles and Privileges

2. USER ROLES AND PRIVILEGES

This section describes the structure of e-Leave User Roles; defines the functions of each role; and describes the limitations placed on each user level to safeguard Privacy Act information and system integrity. To establish each e-Leave User Role, the user accesses the System Access Authorization Request (SAAR) form to request the appropriate account. Section 3 details the steps associated with the SAAR process.

2.1 *Command Leave Administrator (CLA) Role*

The CLA role has the authority to:

- Establish the e-Leave environment to include structuring the UIC into Departments, Divisions, and Duty Sections; assigning members to each area; and construct the Leave Control Number (LCN) value
- Establish and modify Reviewers, Watch Coordinators, and Approvers for routing of e-Leave Requests (This is the only User Role with this capability.)
- Assign the Reviewer(s), Watch Coordinator, and Approver(s) to a member
- Designate one Reviewer as the Watch Coordinator, as appropriate for all members not exempt from duty
- Submit new e-Leave Requests for a member
- Review and approve e-Leave Requests
- Check Out/Check In a member
- Create, submit, and approve extensions, regardless of whether they have been reviewed by the designated Approver
- Cancel an e-Leave Request and/or extension
- Ability to generate and print tracking and audit reports to support the management of the e-Leave Request program

Military and civilian personnel can be assigned the User Role of CLA.

2.2 *E-Leave Reviewer/Watch Coordinator Role*

The e-Leave Reviewer/Watch Coordinator role has the authority to:

- Review the e-Leave Request submitted by the member or the CLA
- Recommend or not recommend the e-Leave Request for approval
- Route acceptable e-Leave Requests through work flow process to the Approver

The Reviewer does NOT have the ability to cancel or disapprove a pending e-Leave Request.

Military and civilian personnel can be assigned the User Role of e-Leave Reviewer/Watch Coordinator.

2.3 E-Leave Approver Role

The e-Leave Approver role has the authority to:

- Approve or disapprove the e-Leave Request and e-Leave Extension Request
- Initiate and approve the cancellation of a pending e-Leave Request

Military and civilian personnel can be assigned the User Role of e-Leave Approver.

2.4 Member Role

The member role has the authority to:

- Create, save, and submit their e-Leave Request via their Self-Service account
- Identify Reviewers/Watch Coordinator to review and recommend/not recommend the e-Leave Request
- Designate at least one Reviewer as the Watch Coordinator if not exempt from duty
- Identify up to two Approvers who will approve/disapprove or cancel the e-Leave Request

NOTE: All User Roles within e-Leave have the ability to print the Leave Request Authorization NAVCOMPT Form 3065 from the e-Leave Request page.

Section Three–System Access Authorization Request (SAAR)

3. SYSTEM ACCESS AUTHORIZATION REQUEST (SAAR)

A System Access Authorization Request (SAAR) form is needed to obtain the necessary rights to access e-Leave. The SAAR process is used to create accounts to support the military and civilian Command Leave Administrator CLA, military and civilian Reviewer/Watch Coordinator and Approver, and military member. Each uses the SAAR to create a different type of account and accesses e-Leave in different ways.

The CLA uses the SAAR to establish his/her User Role. The CLA accesses e-Leave via the Navy Standard Integrated Personnel System (NSIPS) menu. The military/civilian Reviewer/Watch Coordinator/Approver and military member uses the SAAR to establish the Self-Service account. All actions performed in support of e-Leave Request requires a Self-Service account. From the Self-Service account, they access e-Leave to process e-Leave Requests.

The steps to create the SAAR for each e-Leave user are similar.

3.1 Military CLA Account Creation

This Section describes the steps to create a SAAR account for the military personnel performing the task as the CLA. First, obtain a Letter of Designation (LOD) from the Commanding Officer (CO) indicating you are identified as the CLA and the UICs you need to be assigned. After the SAAR is submitted, the NSIPS Access Manager (NAM) approves the SAAR request based on the instructions in the LOD. After the LOD is received, begin the SAAR process from the NSIPS Portal.

3.1.1 Access the NSIPS Portal

In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/ . The Security Disclaimer page (Figure 3-1) loads.

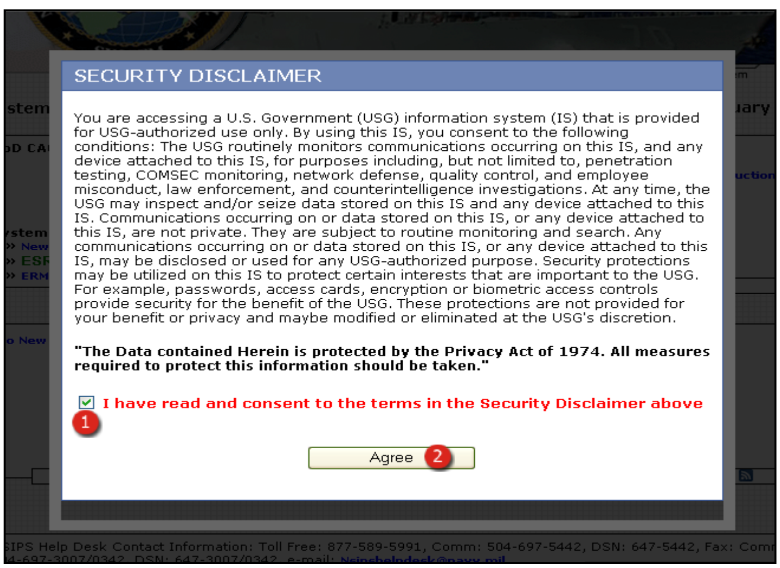


Figure 3-1–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

3.1.2 NSIPS Splash Page

The NSIPS Splash page (Figure 3-2) provides links to access the SAAR form. In the System Access Authorization Request (SAAR) section, links provide access to create new User Role accounts, create Self-Service accounts, and validate submitted SAAR requests.

To create a new User Role account, use the New Users (NSIPS, ESR, Web Ad Hoc) link. This link is used by the CLA to create his/her e-Leave User Role account.

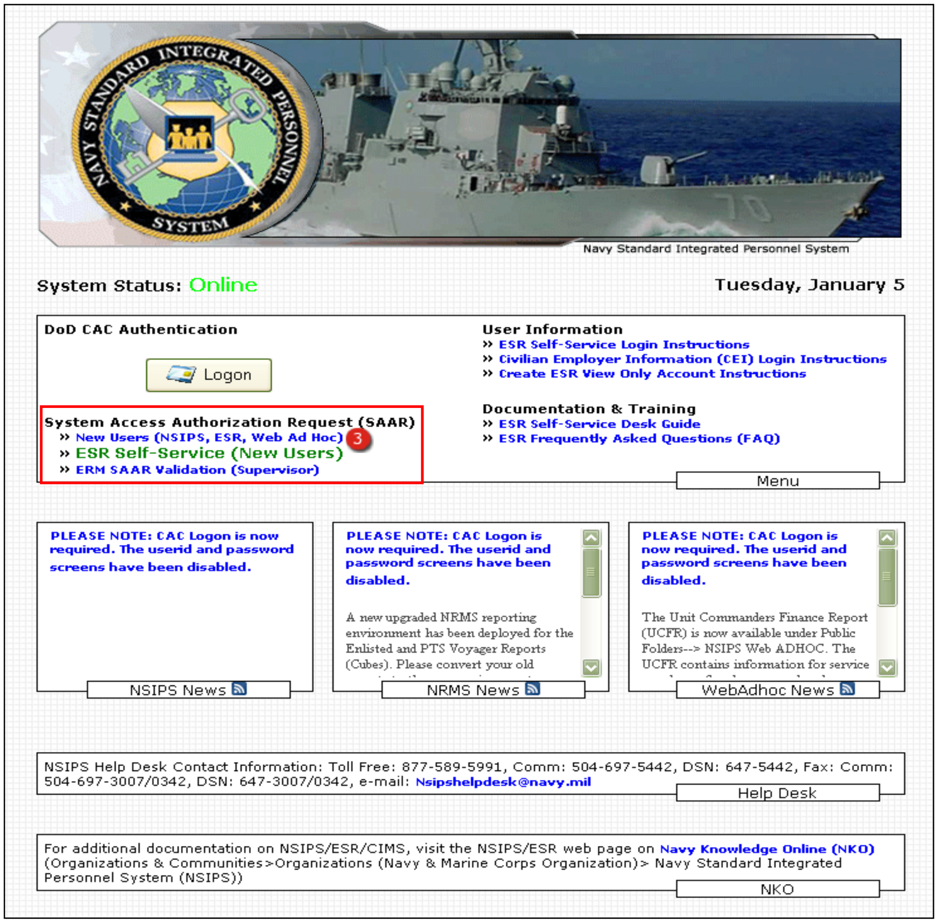


Figure 3-2–NSIPS Splash Page

3. **New Users (NSIPS, ESR, Web Ad Hoc)** – Click the link to initiate the SAAR process to establish the CLA's User Role account. The SAAR Initiate page displays.

3.1.3 SAAR Initiate – NON-ERM USERS ONLY Page

The SAAR Initiate - NON-ERM USERS ONLY page (Figure 3-3) begins the SAAR process.

NOTE: ERM refers to Enterprise Record Management.

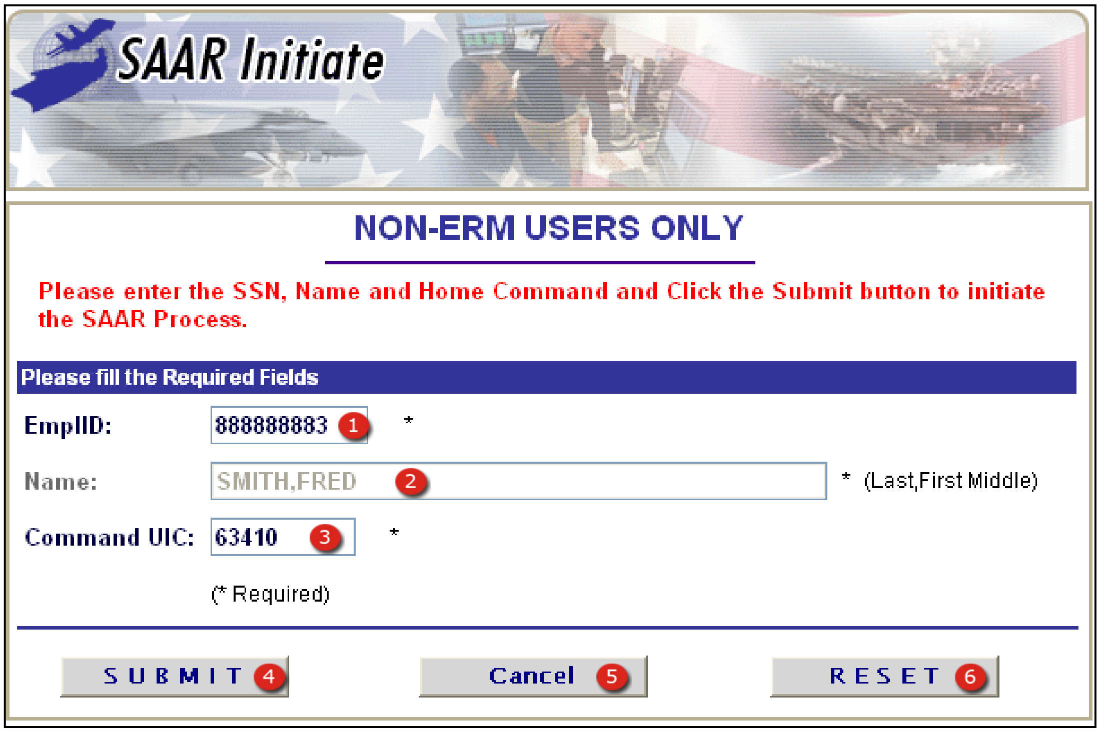


Figure 3-3–SAAR Initiate: NON-ERM USERS ONLY Page

1. **<u>EmplID</u>** – (Required) Enter the SSN. Press the Tab key to move to the next field.

   NOTE: The Tab key initiates data verification with the database. Since this member is Active Duty military, a record currently exists in NSIPS. The data stored in the database automatically populates the Name and Command Unit Identification Code (UIC) fields.

2. **<u>Name</u>** – System displays name in the Last,First Middle Initial format. Press the Tab key.
3. **<u>Command UIC</u>** – System displays current Command UIC for the member. Press the Tab key.
4. **<u>Submit</u>** – Click the Submit button to open the next page in the SAAR application process. The SAAR-User Profile (Figure 3-5) displays.
5. **<u>Cancel</u>** – Click the Cancel button to cancel the request and close the SAAR process. The cancellation message page (Figure 3-4) displays. Click the Return to NSIPS Portal Page link to return to the NSIPS Portal page.
6. **<u>Reset</u> –** Click the Reset button to clear all information entered on the NON-ERM USERS ONLY page. Re-enter user information.

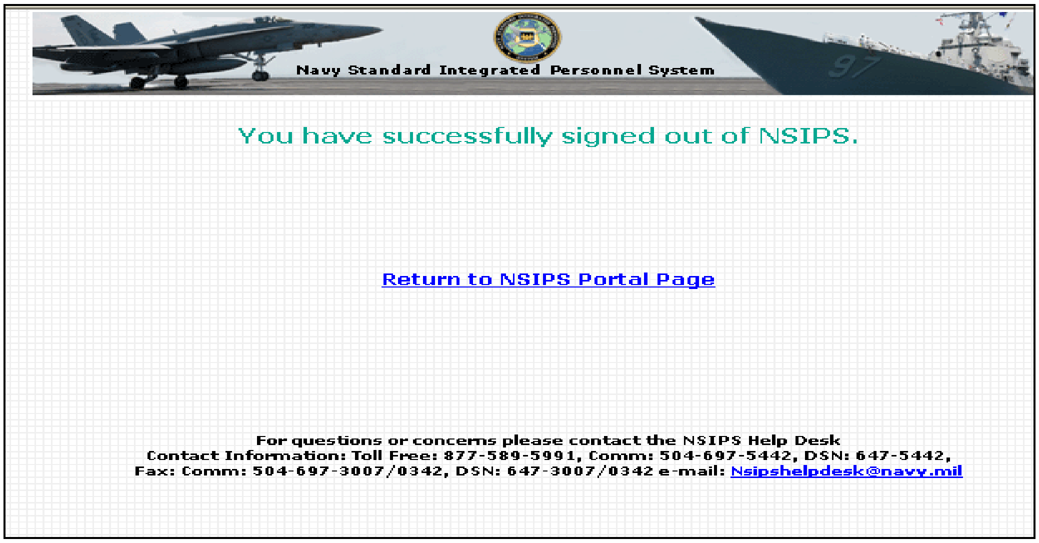


Figure 3-4–SAAR Cancellation Results

3.1.4 System Access Authorization Request (SAAR) – User Profile Page

System Access Authorization Request (SAAR) form (Figure 3-5) displays. The Privacy Statement displays at the top of the page. This indicates that the information entered on this form is governed by Privacy Act requirements. The data entry fields provide the ability to record User Profile details identifying the type of user and User Role request.

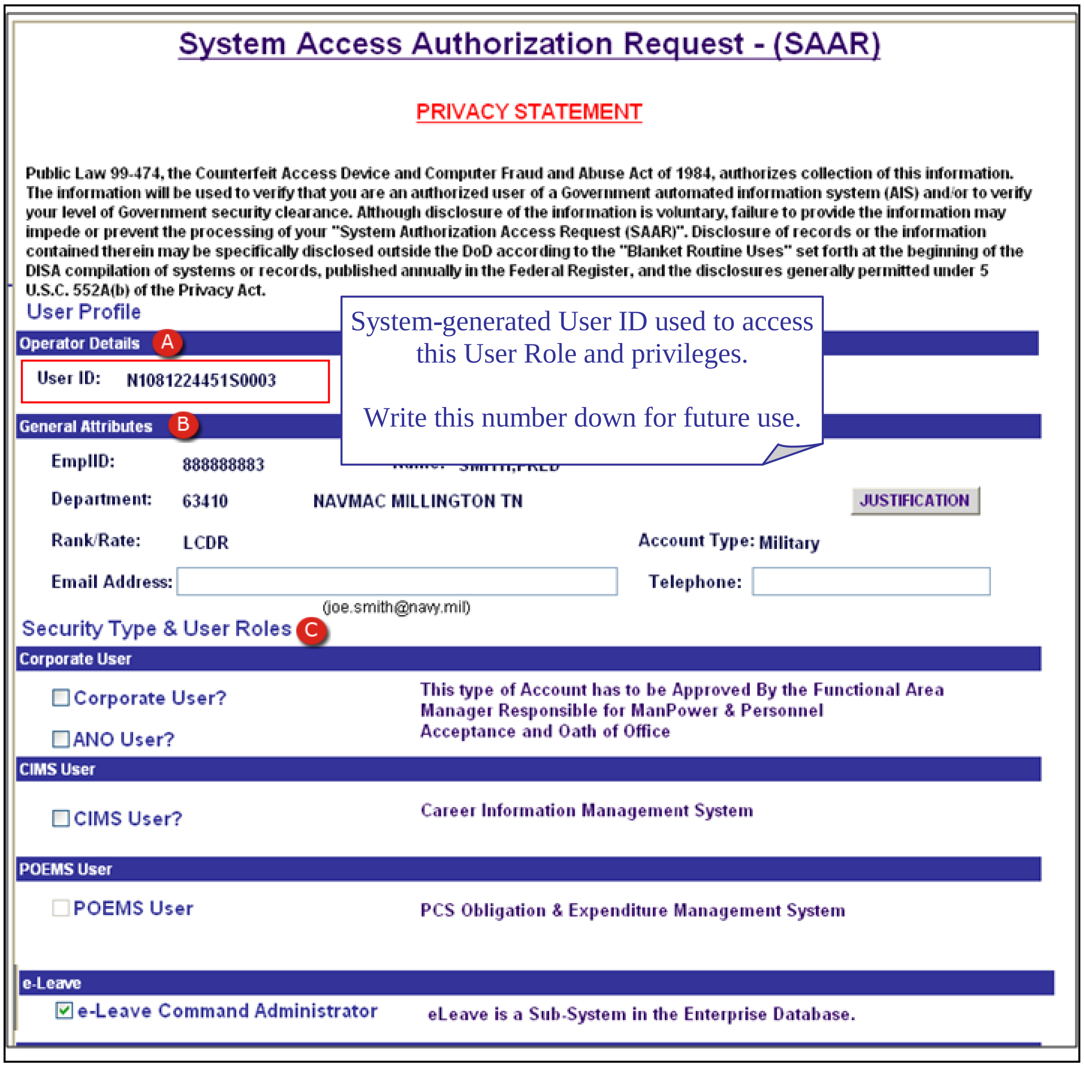


Figure 3-5–SAAR: User Profile – CLA

A. **Operator Details**

The Operator Details section contains the system-generated User Identification number (User ID) assigned in association with the user's Common Access Card (CAC). This value is used to track the SAAR through the review, validation, approval process, and to access the user's account. Write this number down and keep it for future reference to access this account to perform CLA tasks.

B. General Attributes

The General Attributes section (Figure 3-6) provides demographic data about the member completing the SAAR. The data displayed in the fields are based on the SSN entered on the NON-ERM USERS page. The EmplID (SSN), Name, Department (UIC), Rank/Rate, and Account Type are displayed based on the values stored in the database for the member. The Account Type indicates if the member is Military personnel or Civilian.

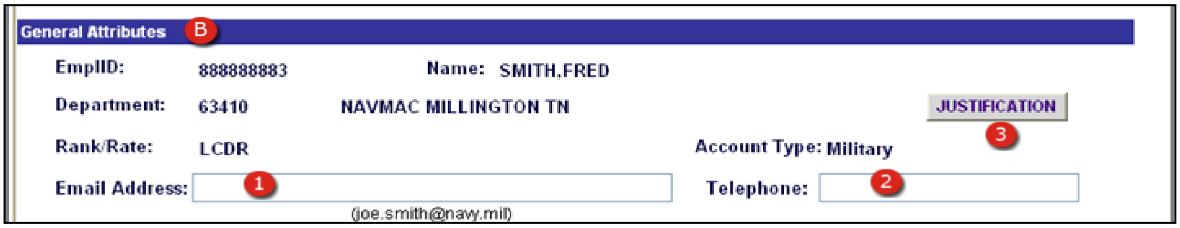


Figure 3-6–SAAR: User Profile – General Attributes Section

1. **Email Address** – (Required) Enter the official Email address.
2. **Telephone** – Enter the telephone number. The Help Desk or Functional Area Manager (FAM) uses this telephone number to contact the user.
3. **Justification** – Click the Justification button and enter a justification or reason for the SAAR request. This button opens a Comments window allowing for free form text entry. Once a comment is added, the Justification button turns red indicating a comment exists.

C. Security Type & User Roles

The Security Type & User Roles section (Figure 3-7) provides the options to establish User Roles. To create the CLA User Role, select the e-Leave Command Administrator option. Once this is selected, all other options become unavailable. If within NSIPS the CLA performs additional duties; a separate SAAR needs to be completed to assign NSIPS specific User Roles.

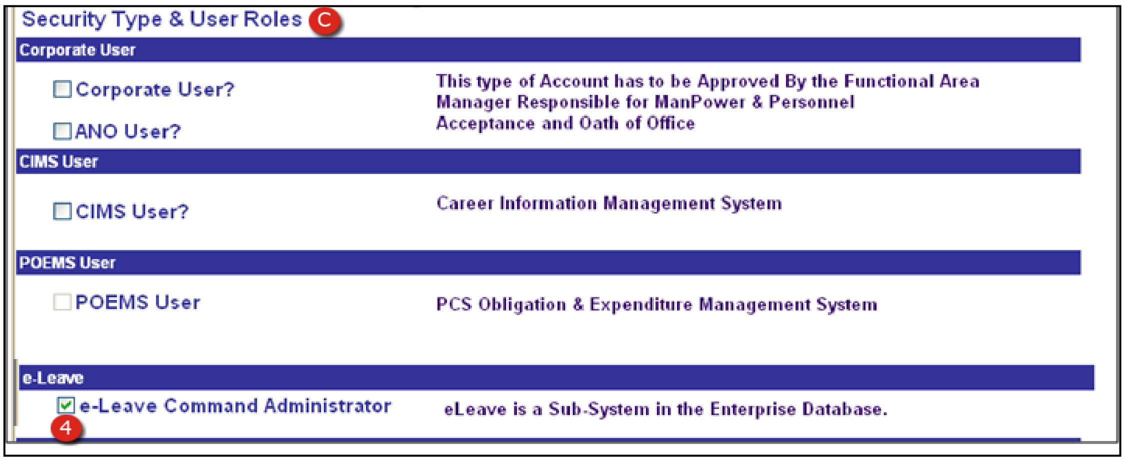


Figure 3-7–SAAR: User Profile – Security Type & User Roles Section

4. **e-Leave Command Administrator** – Click the checkbox to create an e-Leave Command Administrator account.

   NOTE: Use the scroll bar to move through the various sections of the SAAR form. Scroll to the UIC Access Setup section.

3.1.5 SAAR – UIC Access Setup

This section (Figure 3-8) provides a link to identify the UICs assigned to the CLA.

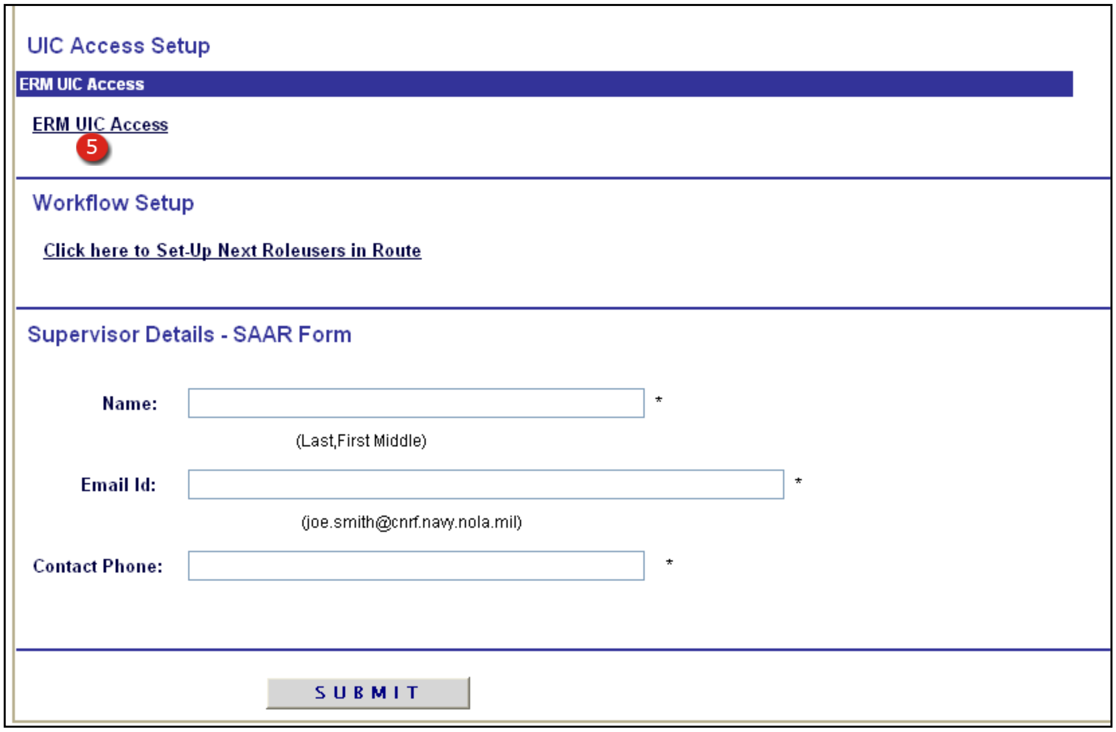


Figure 3-8–SAAR: User Profile – UIC Access Setup Section

5. **ERM UIC Access** – Click this link to open the UIC Access page to identify the UICs assigned to the CLA.

3.1.6 UIC Access Details Page

The Pay and Personnel Support Level UIC Access Profile – UIC Access Details page displays the UICs assigned to the CLA in the General UIC(s) area. Add all UICs that are listed in the Letter of Designation (LOD).

A. **UIC Access Details**

This section (Figure 3-9) displays all UICs assigned to the CLA. To assign UICs, use the General UIC(s) button to open the UIC Access page.

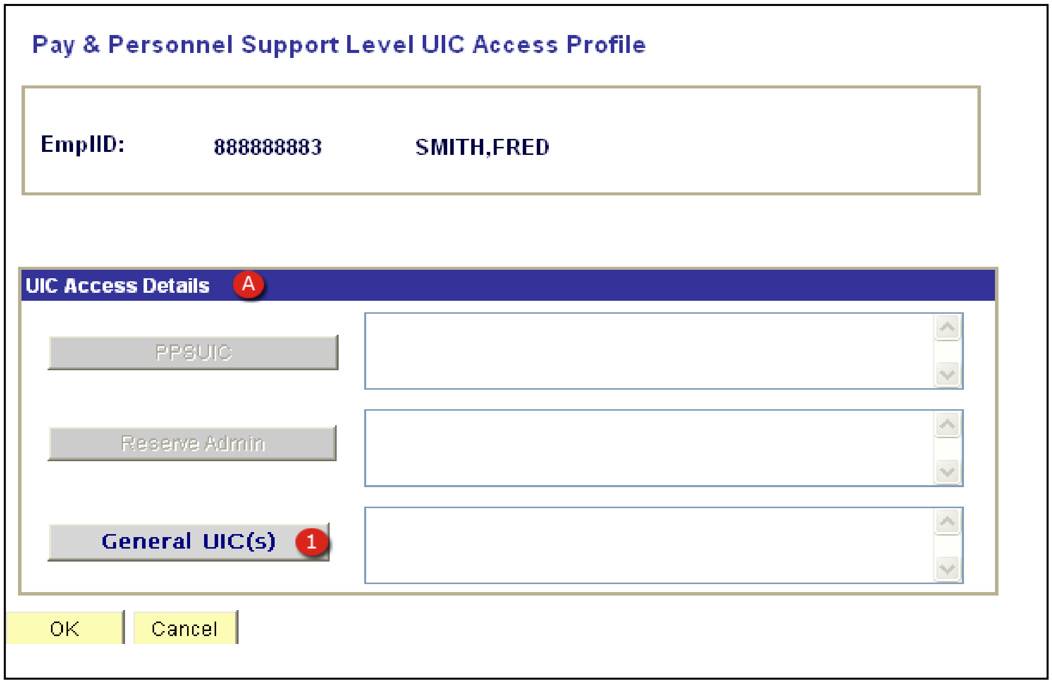


Figure 3-9–Pay and Personnel Support Level UIC Access Profile Page

1. **<u>General UIC(s)</u>** – Click the General UIC(s) button to open the UIC Access page to assign UICs to the CLA.

B. UIC Access Page

This page (Figure 3-10) provides the field to record the UIC and the ability to add more than one UIC or delete UICs that no longer apply to the CLA. Add all UICs assigned to the CLA as indicated in the LOD.

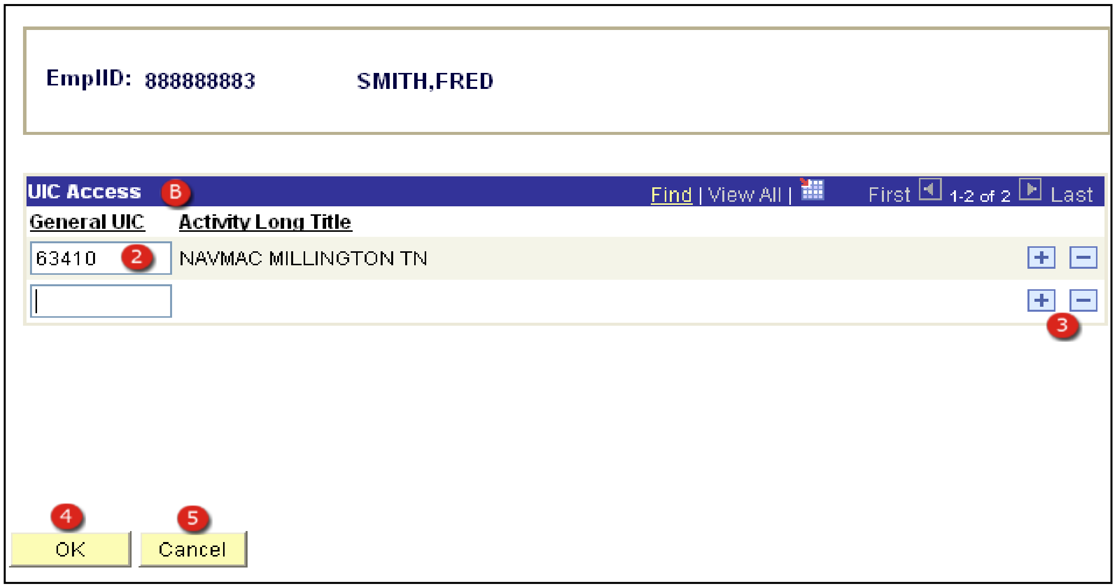


Figure 3-10–SAAR: UIC Access Page

2. **General UIC** – Enter the CLA's Command UIC. Press the Tab key. The UIC name displays under the Activity Long Title column.
3. **Add a New Row/Delete a Row** – Click the Add a New Row icon (+) to add additional UICs to the list. A new row displays. Repeat Step 2. Click the Delete a Row icon (-) to remove UICs from the list. Add all the UICs associated with the CLA.
4. **OK** – Click the OK button to record the UICs to the CLA's SAAR request. The Pay and Personnel Support Level UIC Access Profile – UIC Access Details page displays (Figure 3-11).
5. **Cancel** – Click the Cancel button to return to the UIC Access page without saving any recorded data.

C. Pay and Personnel Support Level UIC Access Profile Page – UICs Recorded

The Pay and Personnel Support Level UIC Access Profile – UIC Access Details page (Figure 3-11) re-displays with the assigned UIC(s) listed in the General UIC(s) area.

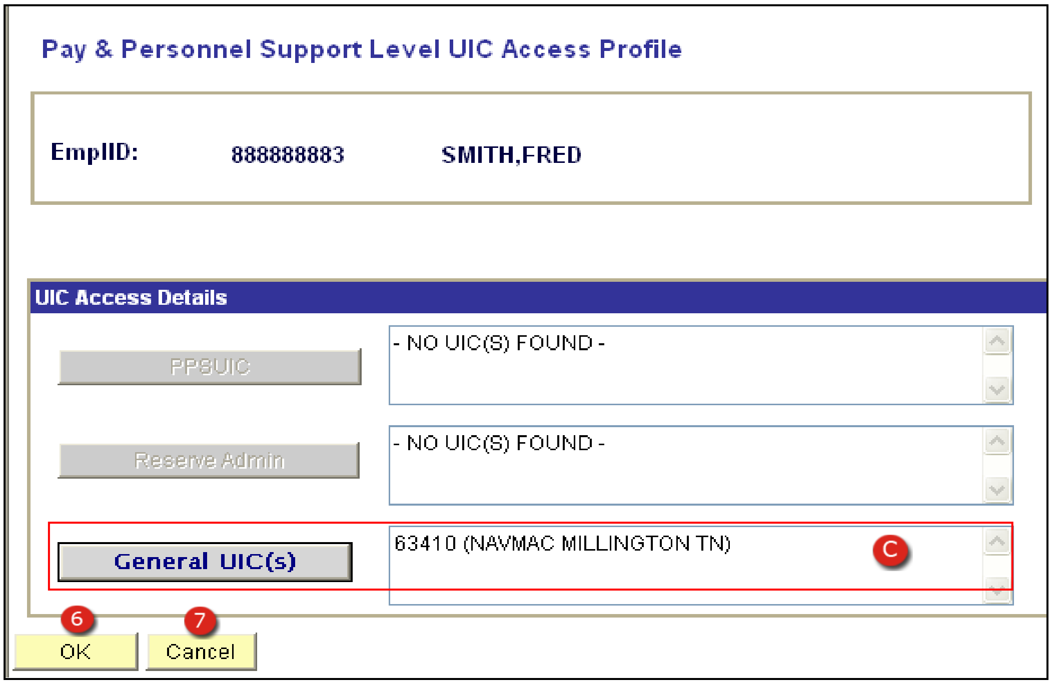


Figure 3-11–Pay and Personnel Support Level UIC Access Profile Page – UICs Listed

6. **OK** – Click the OK button to save the assigned UICs and return to the SAAR User Profile page (Figure 3-12).
7. **Cancel** – Click the Cancel button to return to the UIC Access page without saving any recorded data.

3.1.7 SAAR: Supervisor Details – SAAR Form

The next section on the SAAR form that needs completing for the CLA account is the Supervisor Details – SAAR Form section. This section (Figure 3-12) identifies the person with supervisory responsibility for the user completing the SAAR form.

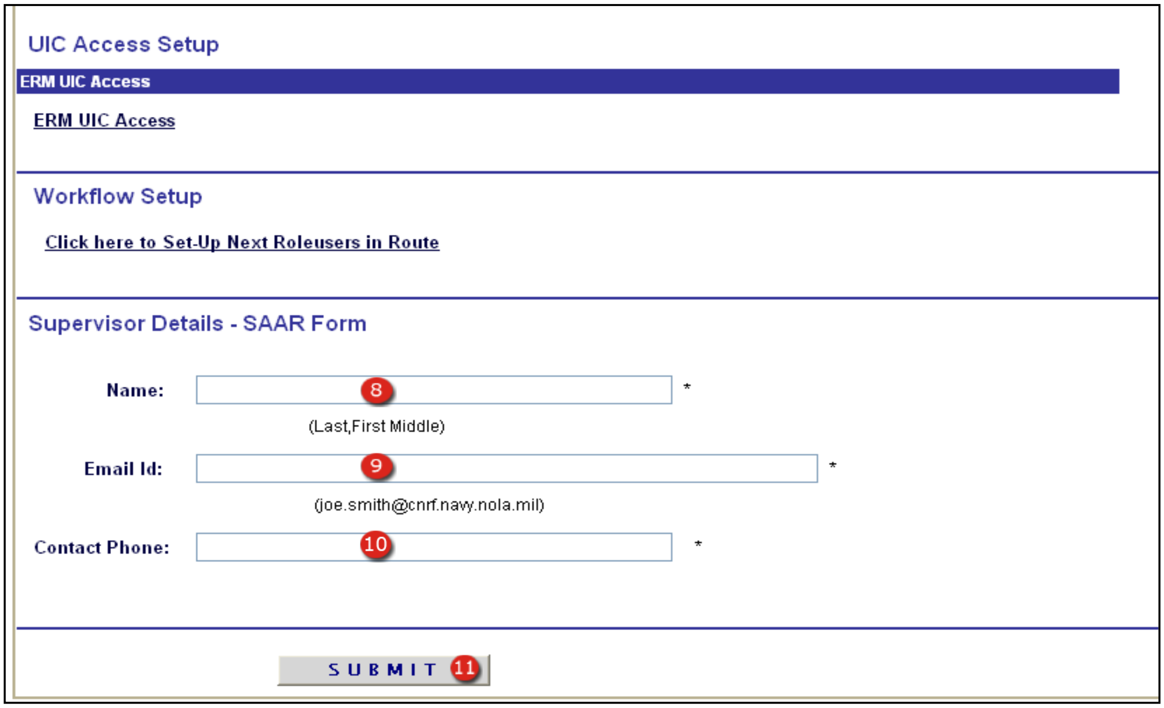


Figure 3-12–SAAR: Supervisor Details – SAAR Form Section

8. **Name** – Enter the name of the supervisor responsible for reviewing this SAAR request. Enter the name in the standard format: LAST,FIRST (space) Middle Initial (MI).

   NOTE: Carefully enter the supervisor's name. If it does not match what the supervisor will enter, he/she will not be able to locate this SAAR request to process it. Double check the spelling of the name before submitting.

9. **Email Id –** Enter the supervisor's official email address. Details about the SAAR will be sent to this email address.

10. **Contact Phone** – Enter the supervisor's contact phone number.

11. **Submit** – Click the Submit button to submit the SAAR application and begin the verification and authorization process. After successful submission of the application the ERM SAAR Status page displays.

3.1.8 ERM SAAR Status

Once the SAAR application is submitted, the ERM SAAR Status message (Figure 3-13) displays indicating it was sent to the supervisor for verification and the SAAR review process has begun.

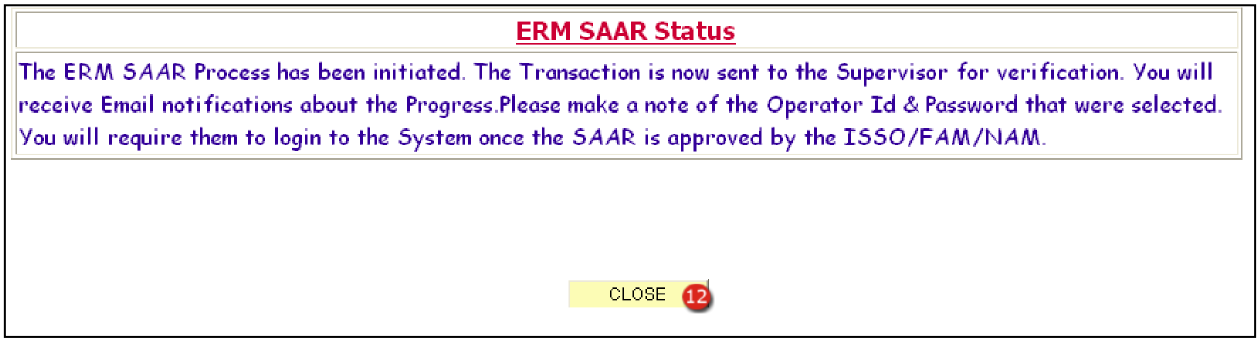


Figure 3-13–SAAR: ERM SAAR Status

12. **Close** – Click the Close button to close the status message.

3.1.9 SAAR – Verification Email

After the SAAR application is submitted, email verification is sent to the supervisor identified on the user's SAAR form in the Supervisor Details – SAAR Form section. The email (Figure 3-14) provides the supervisor with the Confirmation Code and instruction on how to access the user's SAAR form. If you are a supervisor for SAAR review, follow the instructions provided in the email. Section 3.2 provides instructional details about the SAAR verification process.

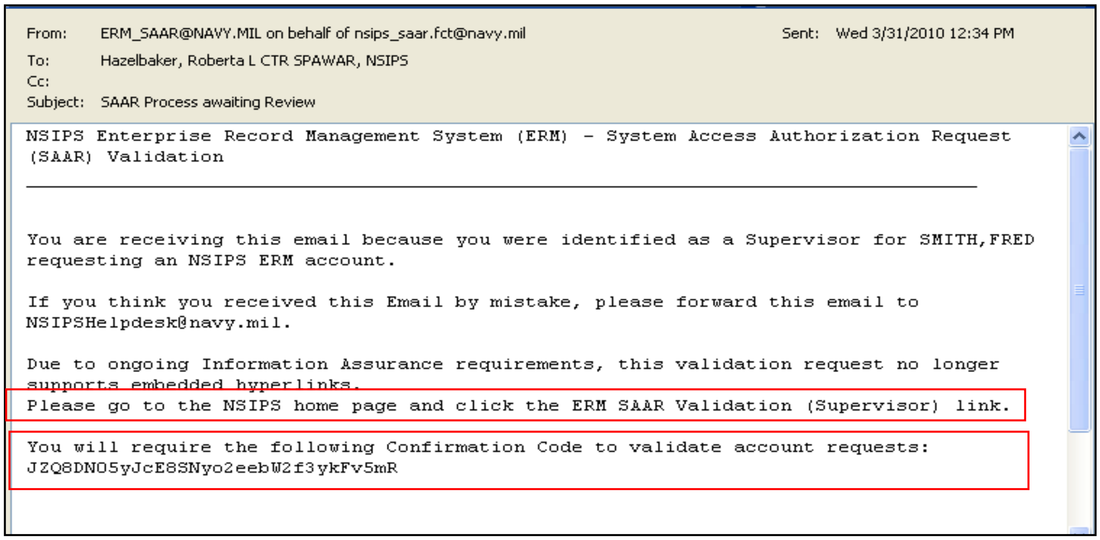


Figure 3-14–SAAR Verification E-mail: Sample

3.2 SAAR Verification Process (Supervisor's Action)

Once the supervisor receives the verification email, he/she can access the user's SAAR application via the NSIPS Portal (Figure 3-15). The supervisor verifies the military and civilian CLA account.

3.2.1 NSIPS Portal

Access the NSIPS Portal (https://nsips.nmci.navy.mil/). In the System Access Authorization Request (SAAR) section, select ERM SAAR Validation (Supervisor) link to begin the validation process.

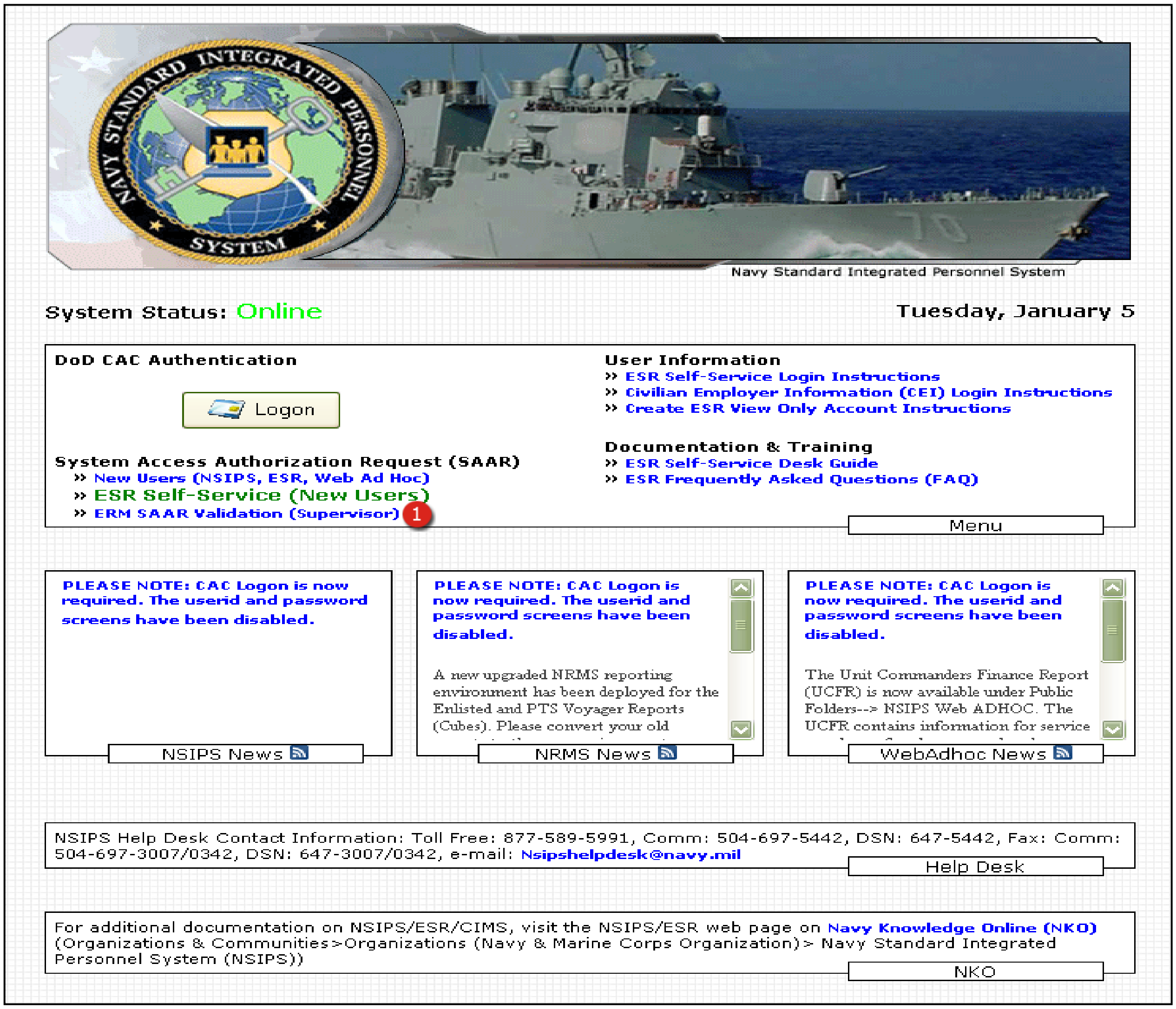


Figure 3-15–Verification Process: NSIPS Portal

1. **ERM SAAR Validation (Supervisor)** – Click this link to begin the verification process.

3.2.2 ERM SAAR Review/Verification Process

To begin the verification process, enter the user's Confirmation Code provided in the verification email on the ERM SAAR Review/Verification Process section (Figure 3-16). Figure 3-14 illustrates an example of the email.

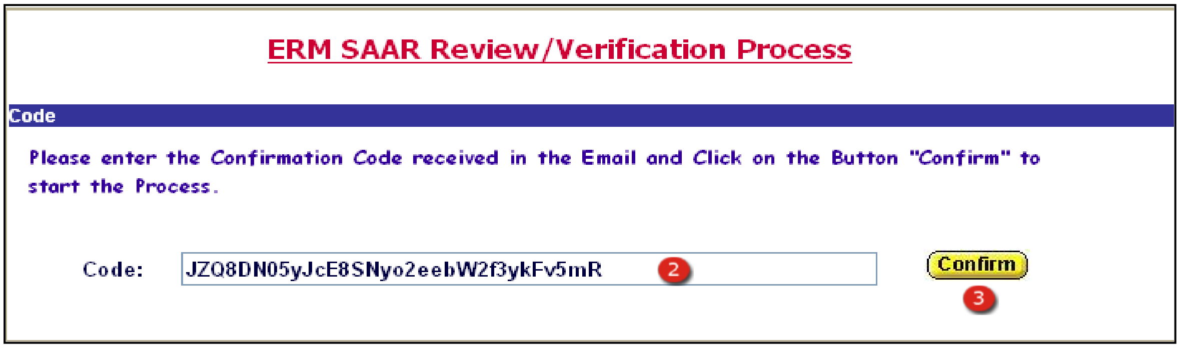


Figure 3-16–Verification Process: ERM SAAR Review/Verification Process

2. **Code** – Enter the Confirmation Code provided in the verification email.

   NOTE: It is recommended to copy and paste the code from the email (Figure 3-14) into this field.

3. **Confirm** – Click the Confirm button. The Supervisor Details section displays.

3.2.3 Verification Process: Supervisor Details

After the Confirm button is selected, the Supervisor Details section displays on the page (Figure 3-17). The supervisor data entered in these fields must match the supervisor data entered on the original CLA SAAR request. This is a validation that the correct person is verifying the SAAR request. As the supervisor, complete the fields.

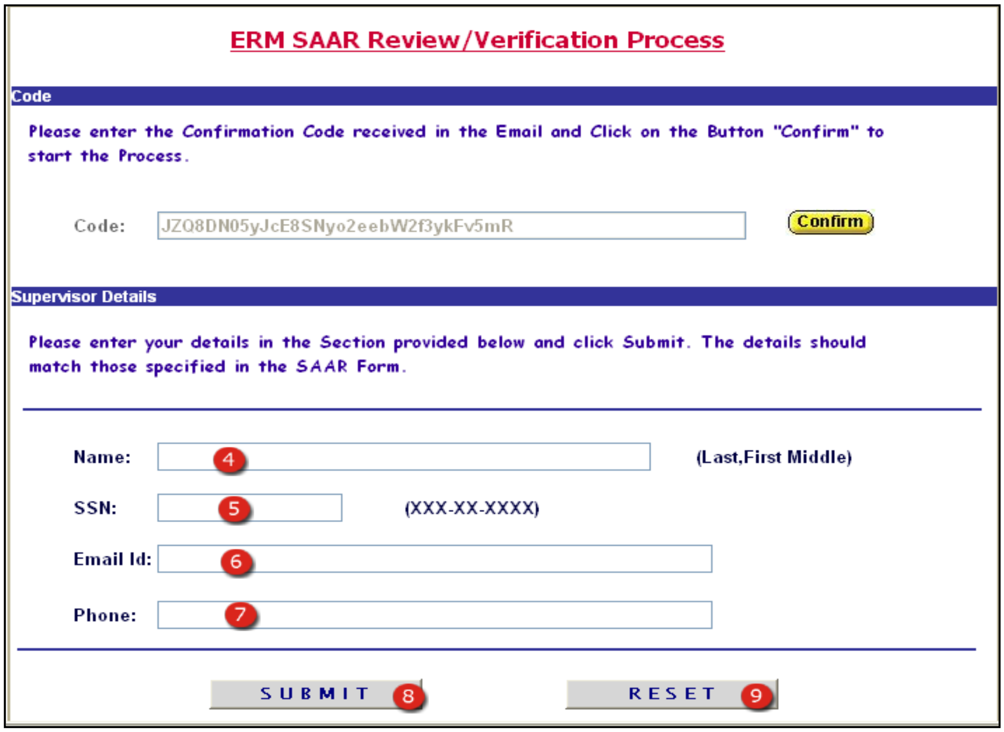


Figure 3-17–Verification Process: Supervisor Details Section

4. **Name** – (Required) Enter your name.

   NOTE: It is important to enter the name into this field carefully; the supervisor's name must be entered exactly as it was during the application process on the SAAR form.

5. **SSN** – (Required) Enter your SSN.
6. **Email Id** – (Required) Enter the official email address. This is the email address where mail regarding this application is sent.
7. **Phone** – (Required) Enter the contact phone number.
8. **Submit** – (Required) Click the Submit button to save the supervisor's (your) contact information and continue the verification and authorization process. After successful submission of this page the applicant's SAAR Request displays for review/verification.
9. **Reset** – Click the Reset button to clear all entered data on this page.

NOTE: The system checks the supervisor information entered on this page with the supervisor information entered on the original SAAR form. If they do not match an error message displays (Figure 3-18). Verify the supervisor's name. Click OK to close the message.

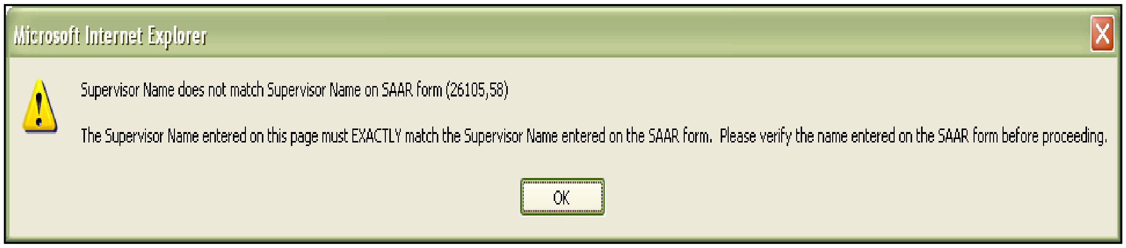


Figure 3-18–SAAR Supervisor Name Error Message

3.2.4 Verification Process: SAAR Form Review

After the Supervisor Details are submitted, the user's SAAR form (Figure 3-19) displays. Verify the accuracy of the information entered. Refer to Section 3.1 to view a sample SAAR form. At the bottom of the SAAR form, two new buttons displays: Verified/Approve and Deny Request.

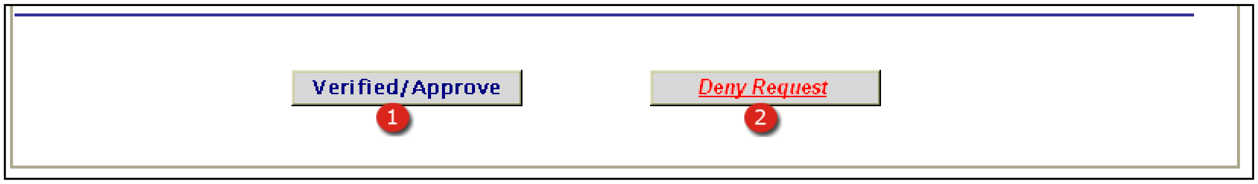


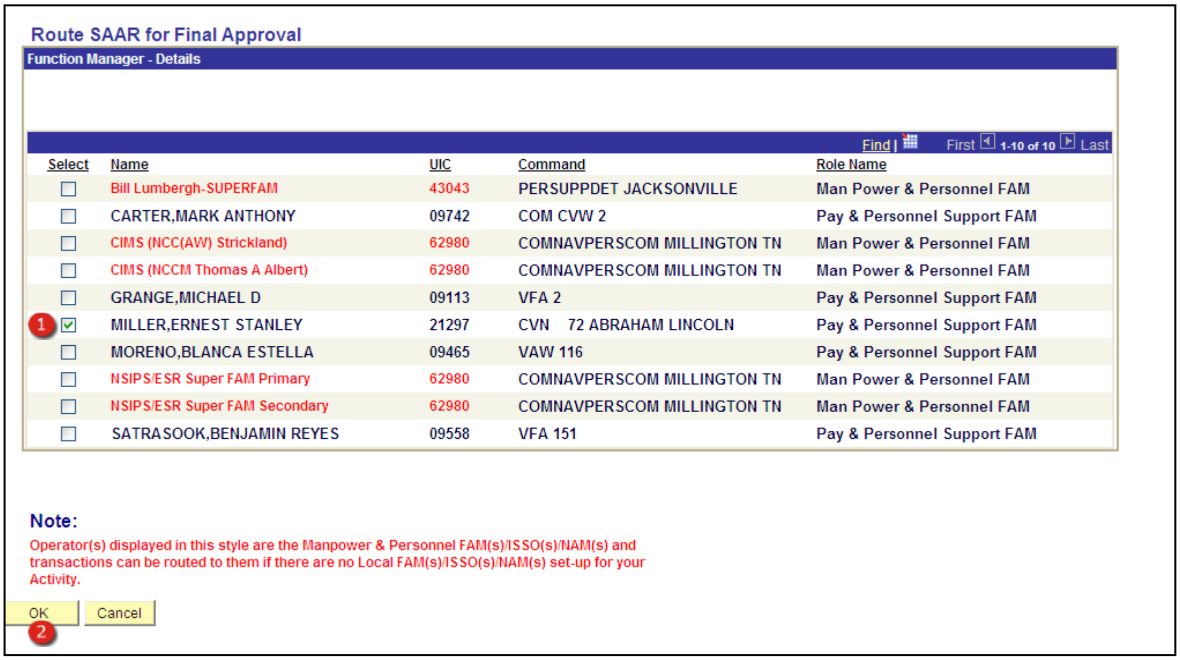
Figure 3-19–Verification Process: SAAR Form Buttons

1. **Verified/Approved** – Click the Verified/Approved button to approve the user's SAAR form. The Route SAAR for Final Approval page displays (Figure 3-20).
2. **Deny Request** – Click the Deny Request button to disapprove the user's SAAR form. The SAAR application is cancelled. The user will need to redo the SAAR.

NOTE: The supervisor only reviews the SAAR for accuracy, verifying that the information is accurate and that only the correct levels of access are requested.

3.2.5 Verification Process: Route SAAR for Final Approval

After the user's SAAR is verified, the SAAR is sent to the local NSIPS Area Manager (NAM) for final approval and account activation. The supervisor verifying the SAAR selects the NAM from the list. The Route SAAR for Final Approval page (Figure 3-20) lists all NAMs available for this user. Select the appropriate NAM.


Route SAAR for Final Approval

Function Manager - Details

Find | First 1-10 of 10 Last

Select	Name	UIC	Command	Role Name
☐	Bill Lumbergh-SUPERFAM	43043	PERSUPPDET JACKSONVILLE	Man Power & Personnel FAM
☐	CARTER,MARK ANTHONY	09742	COM CVW 2	Pay & Personnel Support FAM
☐	CIMS (NCC(AW) Strickland)	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
☐	CIMS (NCCM Thomas A Albert)	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
☐	GRANGE,MICHAEL D	09113	VFA 2	Pay & Personnel Support FAM
1 ☑	MILLER,ERNEST STANLEY	21297	CVN 72 ABRAHAM LINCOLN	Pay & Personnel Support FAM
☐	MORENO,BLANCA ESTELLA	09465	VAW 116	Pay & Personnel Support FAM
☐	NSIPS/ESR Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
☐	NSIPS/ESR Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
☐	SATRASOOK,BENJAMIN REYES	09558	VFA 151	Pay & Personnel Support FAM

Note:

Operator(s) displayed in this style are the Manpower & Personnel FAM(s)/ISSO(s)/NAM(s) and transactions can be routed to them if there are no Local FAM(s)/ISSO(s)/NAM(s) set-up for your Activity.

OK 2 Cancel

Figure 3-20–Verification Process: Route SAAR for Final Approval

1. **Select** – Click the checkbox next to the name to select the NAM for final approval and account activation. More than one can be selected.
2. **OK** – Click OK to route the SAAR to the identified NAM. The ERMS SAAR Status message displays.

The ERM SAAR Status message (Figure 3-21) indicates that the SAAR was forwarded to the NAM for final approval and account creation. Click the Close button to exit the verification process.

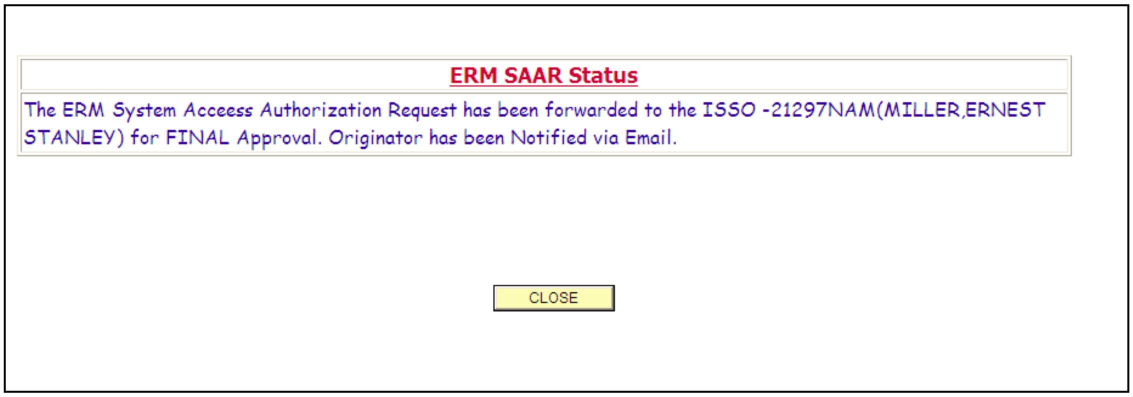


Figure 3-21–Verification Process: ERM SAAR Status Message

An email message is sent to the NAM for account creation. When the CLA's User Role account is completed, he/she will receive an email confirmation. At that point the CLA accesses the e-Leave application via the NSIPS main menu to begin establishing the environment for e-Leave Request processing.

Refer to Section 5 for complete instructional details to begin e-Leave setup.

3.3 Civilian and Joint Force User Account Creation

Civilians and Joint Forces can assume the role of Command Leave Administrator (CLA), Reviewer, and/or Approver. From this point forward, civilians and Joint Forces will be referred to as civilians. Since the civilian does not have an NSIPS account, special arrangements are made to allow the civilian the ability to request an account to perform the CLA, Reviewer, and/or Approver tasks.

The civilian uses his/her Common Access Card (CAC) and accesses the SAAR request using the New User (NSIPS, ESR, Web Ad Hoc) link on the NSIPS Splash page. The SAAR provides the Security Type and User Role of e-Leave Command Administrator and e-Leave Civilian Approver/Reviewer option. The CLA assigns the Reviewer/Approver role to the civilian and unlocks the account. This section details the instructional steps for the civilian and the CLA to establish the civilian account. As with all personnel the process begins by accessing the NSIPS Portal.

3.3.1 Access the NSIPS Portal

In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/ . The Security Disclaimer page (Figure 3-22) loads.

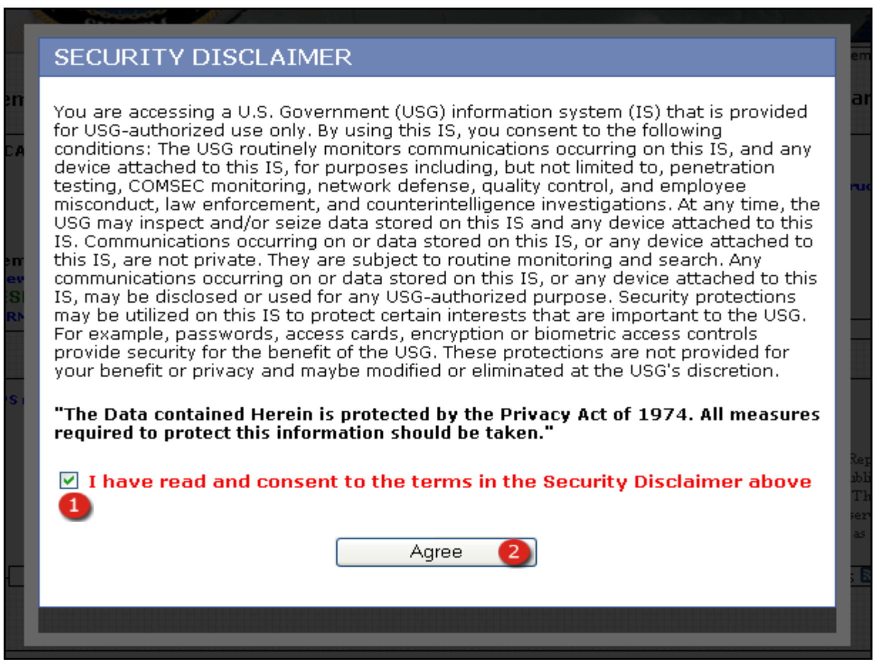


Figure 3-22–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

3.3.2 NSIPS Splash Page

The NSIPS Splash page (Figure 3-23) provides the link to access the SAAR form. In the System Access Authorization Request (SAAR) section, links provide access to create new user accounts, create Self-Service accounts, and validate a submitted SAAR request. To create the civilian account, use the New Users (NSIPS, ESR, Web Ad Hoc) link.

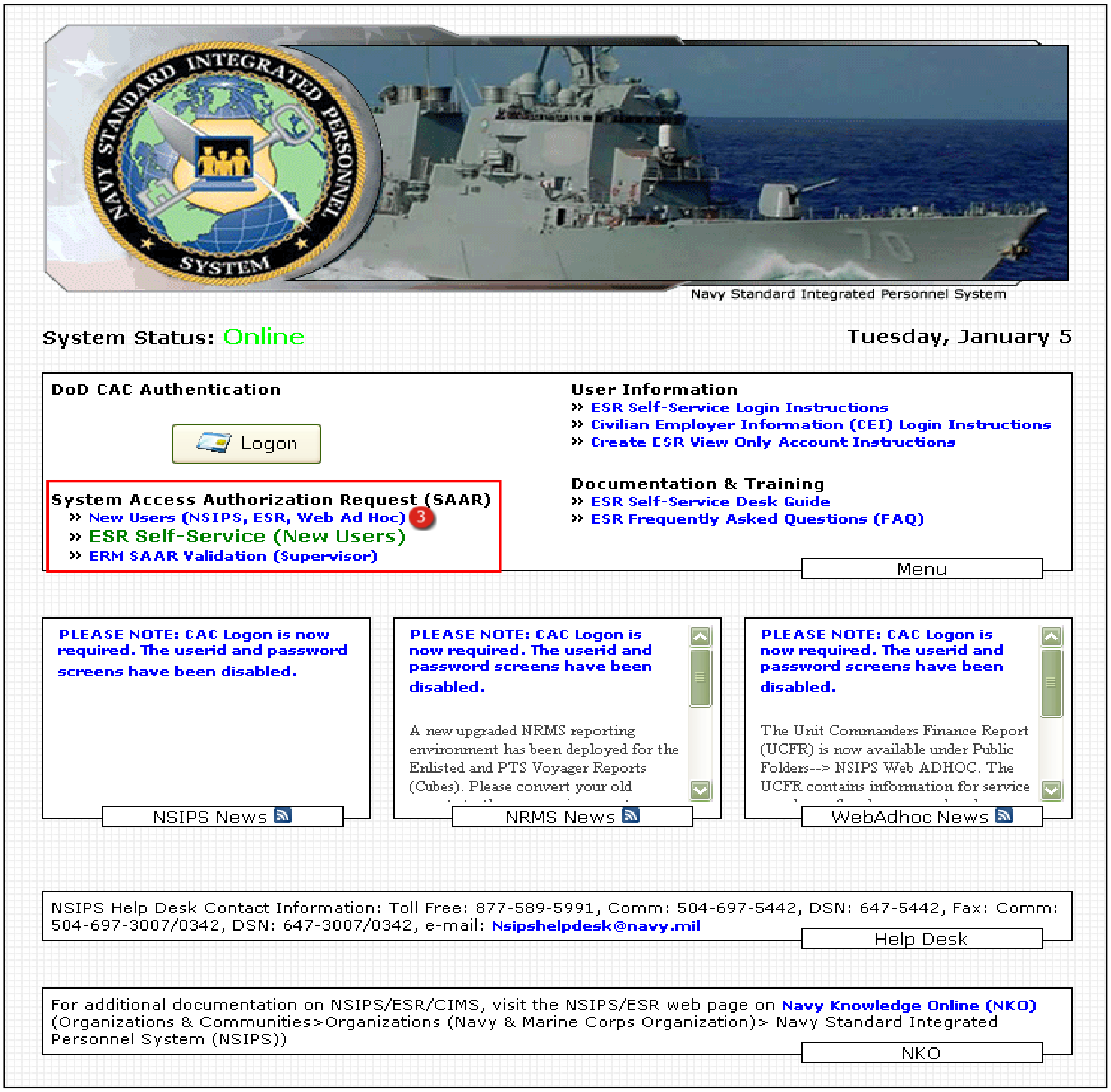


Figure 3-23–NSIPS Splash Page

3. **<u>New Users (NSIPS, ESR, Web Ad Hoc)</u>** – Click the link to initiate the SAAR process to establish the civilian User Role account. The SAAR Initiate page displays.

3.3.3 SAAR Initiate – NON-EMR USERS ONLY Page

The SAAR Initiate – NON-ERM USERS ONLY page (Figure 3-24) begins the SAAR process.

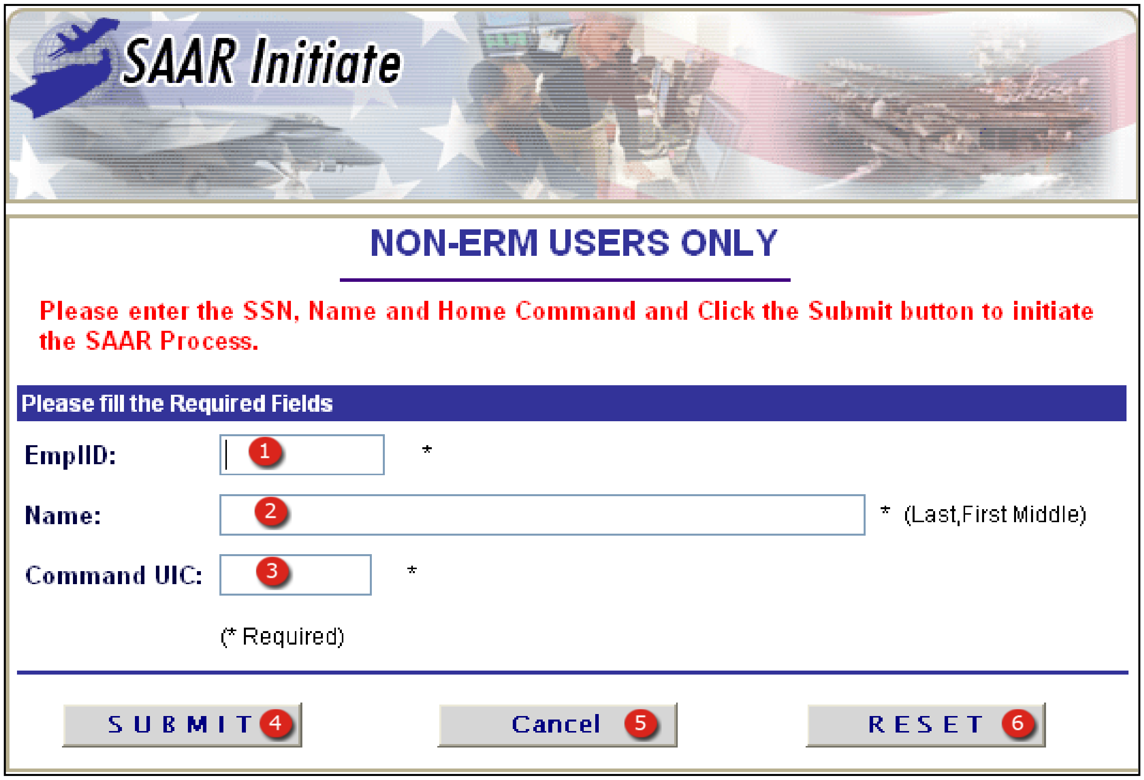


Figure 3-24–SAAR Initiate: NON-ERM USERS ONLY Page

1. **<u>EmplID</u>** – (Required) Enter the SSN. Press the Tab key to move to the next field.

   NOTE: The Tab key initiates data verification with the database. Since this member is a civilian/Joint Force a record does not exist in NSIPS. The error message (Figure 3-25) displays. Click OK to close the error message and return to the NON-ERM USERS ONLY page and complete the remaining fields.

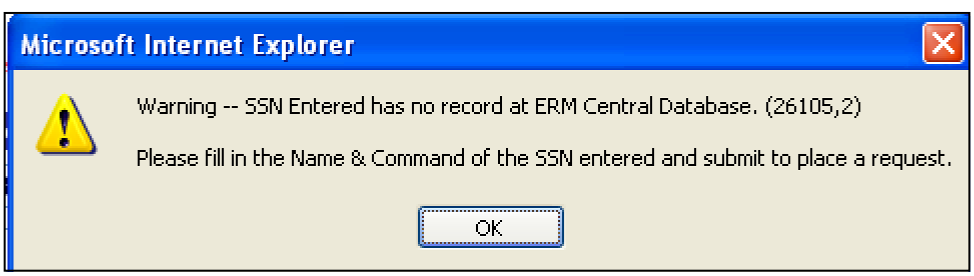


Figure 3-25–SSN Error Message

2. **<u>Name</u>** – (Required) Enter the name in Last,First (space) MI format. Press the Tab key.
3. **<u>Command UIC</u>** – (Required) Enter the current Command UIC. Press the Tab key.

4. **Submit** – Click the Submit button to open the next page in the SAAR application process. The SAAR User Profile page displays (Figure 3-27).
5. **Cancel** – Click the Cancel button to cancel the request and close the SAAR process. On the cancellation message page (Figure 3-26); use the Return to NSIPS Portal Page link to return to the NSIPS Portal.
6. **Reset** – Click the Reset button to clear all information entered on the NON-ERM USERS ONLY page. Re-enter user information.

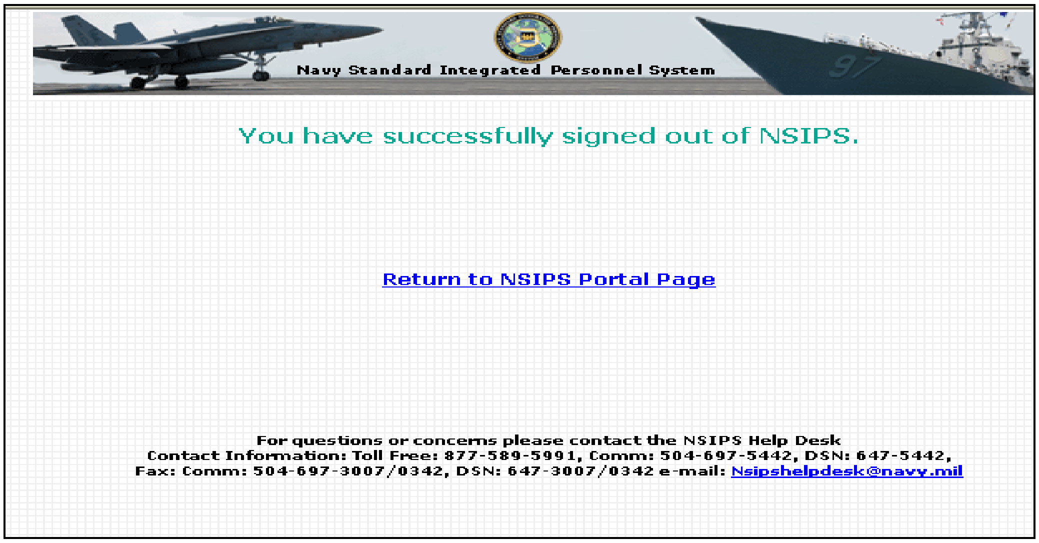


Figure 3-26–Results of SAAR Cancellation

3.3.4 System Access Authorization Request (SAAR) – User Profile Page

System Access Authorization Request (SAAR) form (Figure 3-27) displays. The Privacy Statement displays at the top of the page. This indicates that the information entered on this form is governed by Privacy Act requirements. The data entry fields provide the ability to record User Profile details identifying the type of user.

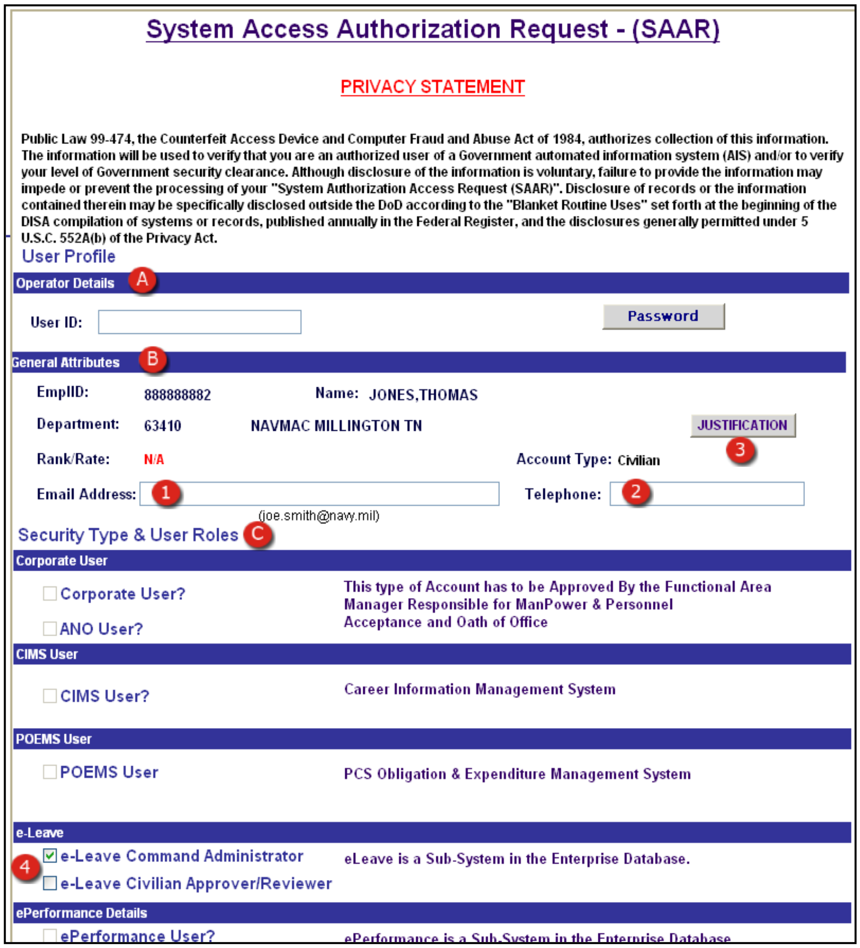


Figure 3-27–SAAR Account: User Profile Page – Civilian

A. **Operator Details**

The Operator Details section contains the system-generated User Identification number (User ID) assigned in association with the user's CAC. This value is used to track the SAAR through the review, validation, and approval process. Write this number down and keep it for future reference to access this account to perform e-Leave tasks.

B. General Attributes

The General Attributes section (Figure 3-28) provides demographic data about the civilian completing the SAAR. Data displays in the EmplID (SSN), Name, and Department (UIC) fields based on the values entered on the NON-ERM USERS ONLY page (Figure 3-24). The Account Type indicates Civilian and the Rank/Rate field displays Not Applicable (N/A).

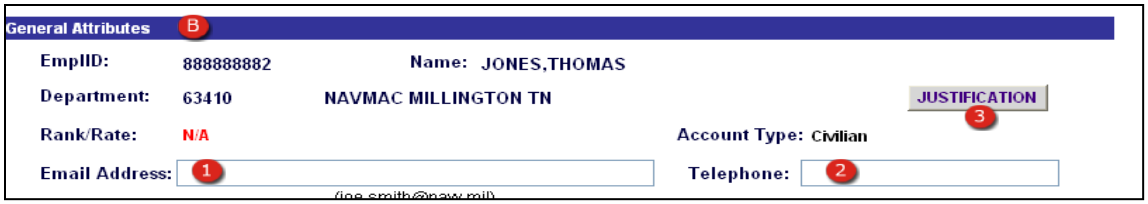


Figure 3-28–SAAR: User Profile Page – General Attributes Section

1. **Email Address** – (Required) Enter the official Email address.
2. **Telephone** – Enter the telephone number. The Help Desk or NSIPS Area Manager (NAM) uses this telephone number to contact the person.
3. **Justification** – Click the Justification button and enter a justification or reason for the SAAR request. This button opens a Comments window allowing for free form text entry. Once a comment is added, the Justification button turns red indicating a comment exists.

C. Security Type & User Roles

The Security Type & User Roles section (Figure 3-29) provides the options to establish User Roles. To create the Civilian User Role, select the e-Leave Command Administrator or e-Leave Civilian Approver/Reviewer option. Once this is selected, all remaining fields become unavailable.

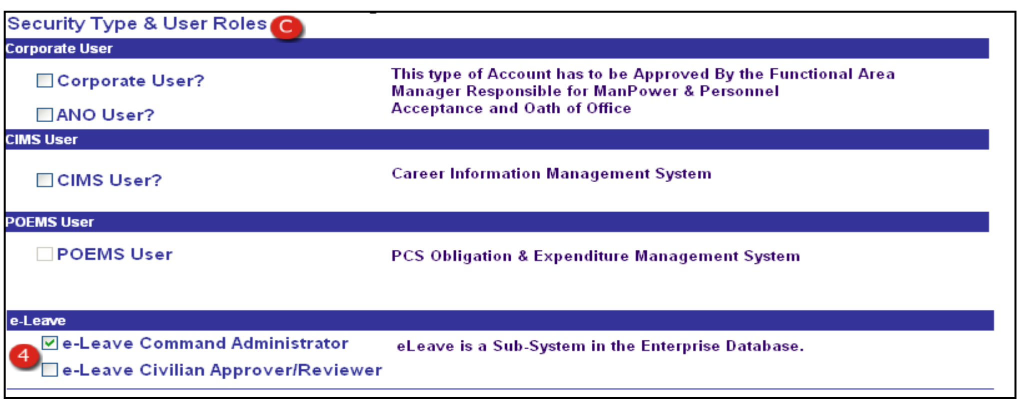


Figure 3-29–SAAR: User Profile Page – Security Type & User Roles Section

4. **e-Leave** – Click the appropriate checkbox, e-Leave Command Administrator or e-Leave Civilian Approver/Reviewer.

NOTE: The next step varies depending upon the selection made in the Security Type & User Roles section (Figure 3-29). Refer to Section 3.3.5 for civilian CLA and Section 3.3.6 for e-Leave Civilian Approver/Reviewer.

3.3.5 Continue SAAR Process for Civilian CLA

After e-Leave Command Administrator is selected from the e-Leave section under Security Type & User Roles (Figure 3-29), scroll down to the Supervisor Details section (Figure 3-30). As with the military CLA account, the civilian account needs to be reviewed by the supervisor.

3.3.5.1 Complete Supervisor Details Section

In the Supervisor Details section (Figure 3-30), identify the supervisor. It is important to remember that the supervisor's name must be correctly entered.

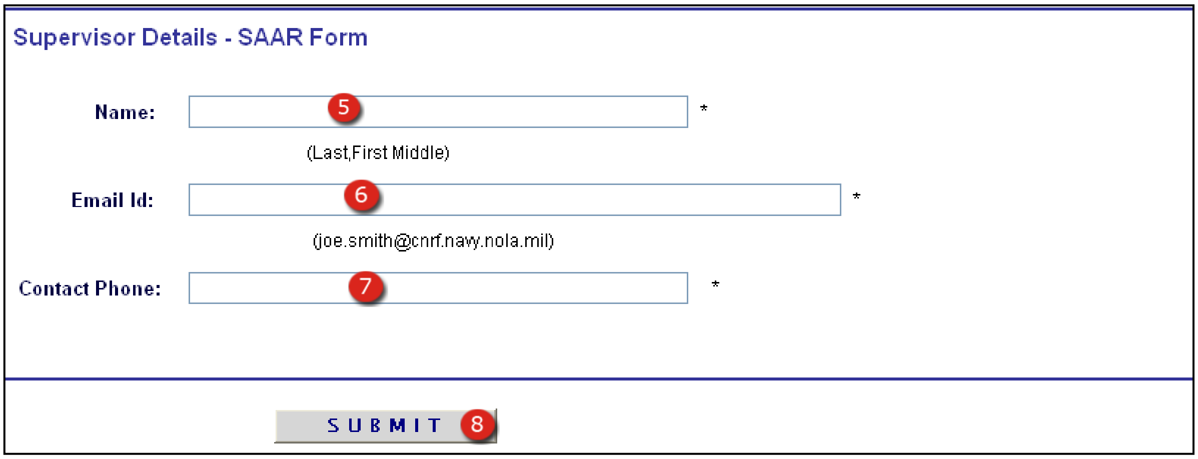


Figure 3-30–SAAR: Supervisor Details – SAAR Form Section

5. **Name** – Enter the name of the supervisor responsible for reviewing this SAAR request. Enter the name in the standard format: LAST,FIRST (space) Middle Initial (MI).

   NOTE: Carefully enter the supervisor's name. If it does not match what the supervisor will enter, he/she will not be able to locate this SAAR request to process it. Double check the spelling of the name before submitting.

6. **Email Id** – Enter the supervisor's official email address. Details about the SAAR will be sent to this email address.
7. **Contact Phone** – Enter the supervisor's contact phone number.
8. **Submit** – Click the Submit button to submit the SAAR application and begin the verification and authorization process. After successful submission of the application the ERM SAAR Status page displays.

3.3.5.2 ERM SAAR Status

Once the SAAR application is submitted, the ERM SAAR Status message (Figure 3-31) displays indicating it was sent to the supervisor for verification and the SAAR review process has begun.

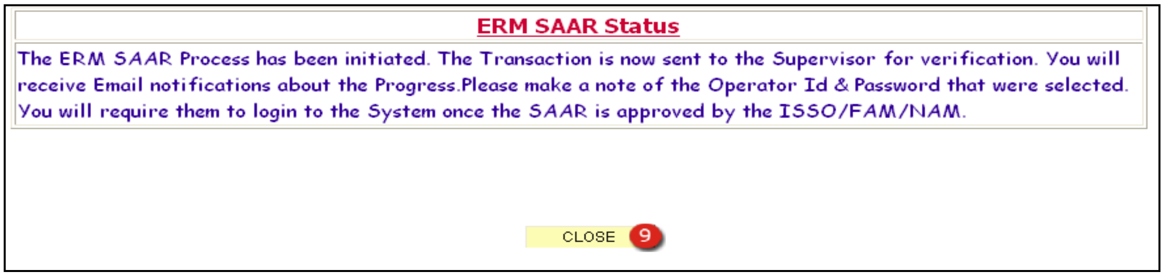


Figure 3-31–SAAR: ERM SAAR Status

9. **<u>Close</u>** – Click the Close button to close the status message.

3.3.5.3 SAAR – Verification Email

After the SAAR application is submitted, email verification is sent to the supervisor identified on the user's SAAR form in the Supervisor Details – SAAR Form section. The email (Figure 3-32) provides the supervisor with the Confirmation Code and instruction on how to access the user's SAAR form. If you are a supervisor for SAAR review, follow the instructions provided in the email. Section 3.2 provides instructional details about the SAAR verification process.

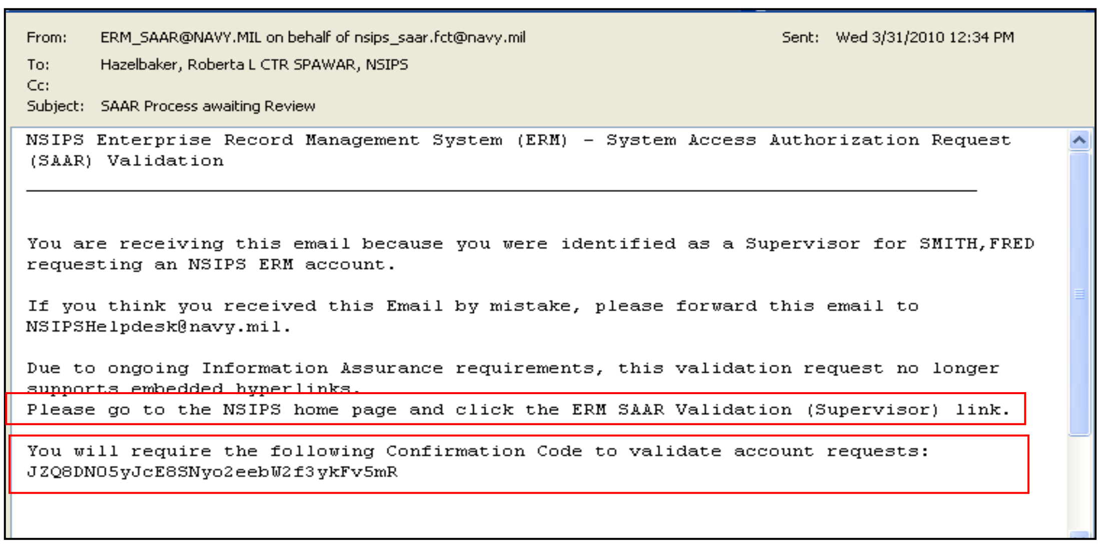


Figure 3-32–SAAR Verification E-mail: Sample

3.3.6 Continue SAAR Process for e-Leave Civilian Approver/Reviewer

After e-Leave Civilian Approver/Reviewer is selected from the e-Leave section under Security Type & User Roles (Figure 3-33), scroll down to the Supervisor Details section (Figure 3-34).

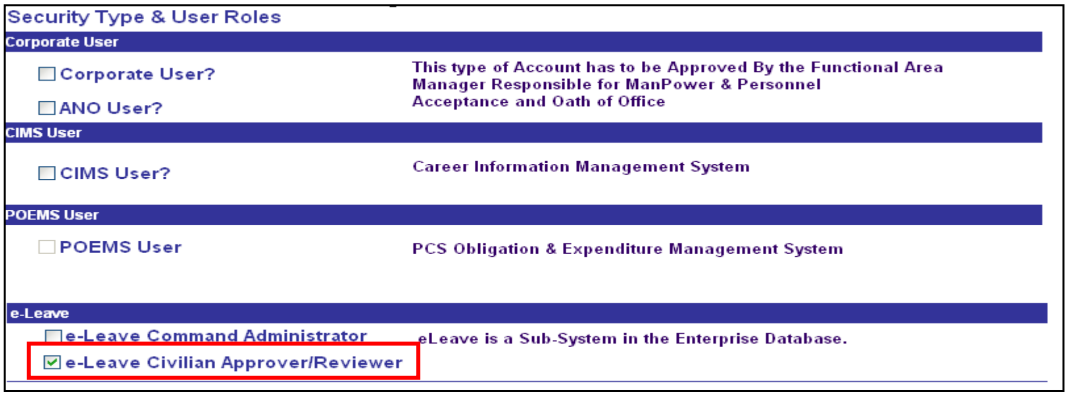


Figure 3-33–SAAR Verification E-mail: Sample

3.3.6.1 Submit the e-Leave Civilian Approver/Reviewer SAAR Request

The CLA verifies and creates the civilian account for Approvers/Reviewers. The CLA accesses the civilian account, unlocks the account, assigns UIC access, and assigns the civilian as Reviewer and/or Approver to specific ember accounts. Refer to Section 5.5 for details about establishing civilian Reviewer/Approver accounts.

Since the CLA takes care of the civilian account, the supervisor details are not needed. Use the Submit button at the bottom of the SAAR form (Figure 3-34).

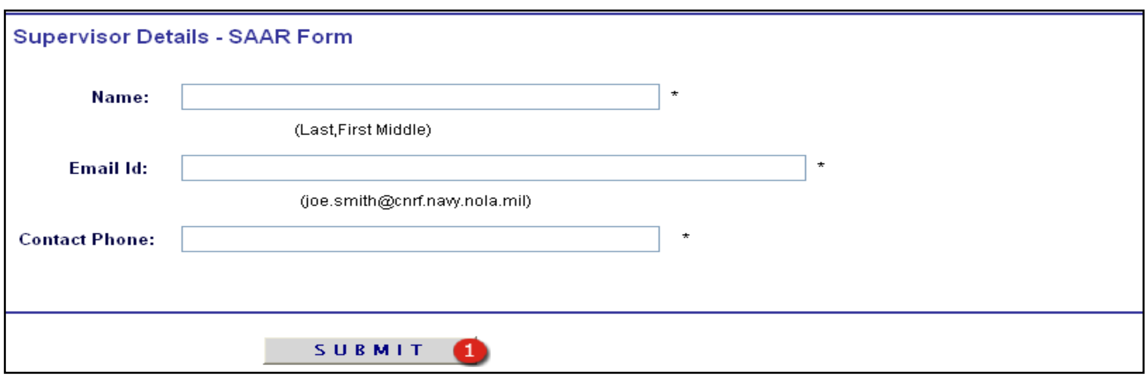


Figure 3-34–SAAR: Supervisor Details – SAAR Form Section

1. **Submit** – Click the Submit button. The ERM SAAR Status message displays.

3.3.6.2 ERM SAAR Status Message

Once the SAAR is successfully submitted, the ERM SAAR Status message (Figure 3-35) displays indicating the success of the submission. It indicates that the request was sent to the CLA, assigned to your UIC, who will process the request.

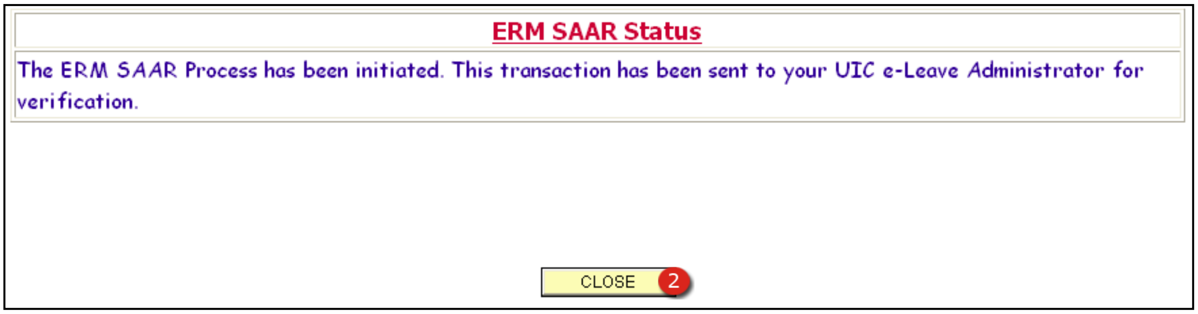


Figure 3-35–ERM SAAR Status Message

2. **<u>Close</u>** – Click the Close button to close the message.

Once the account is submitted the CLA accesses the civilian's account, and using the Civilian Profile Setup option establishes the account. Refer to Section 5.5 for details.

3.4 Military Reviewer, Approver, Member Self-Service Account Creation

Military e-Leave Reviewers, Approvers, and the member request and process e-Leave Requests via a Self-Service account. Reviewers and Approvers use the Self-Service account to complete his/her own e-Leave Request; as well as, review/approve e-Leave Requests for assigned members. Each person must complete a SAAR requesting the Self-Service account. The process begins by accessing the NSIPS Portal.

3.4.1 Access the NSIPS Portal

In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/ . The Security Disclaimer page loads (Figure 3-36).

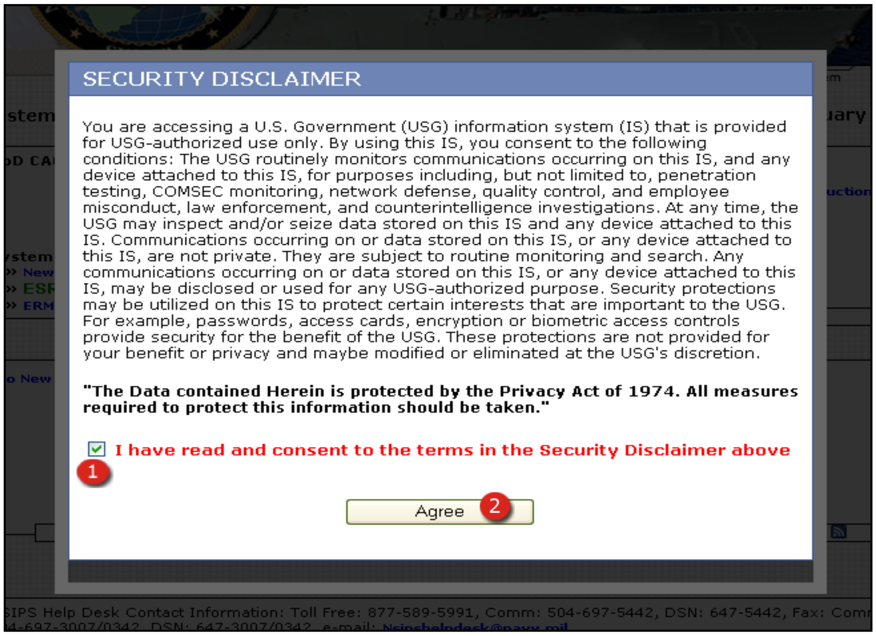


Figure 3-36–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

3.4.2 NSIPS Splash Page

The NSIPS Splash page (Figure 3-37) provides links to access the SAAR form. In the System Access Authorization Request (SAAR) section, links provide access to create new User Role accounts, create Self-Service accounts, and validate and submit SAAR requests. To create a military Reviewer, Approver, or member account, use the ESR Self-Service (New Users) link.

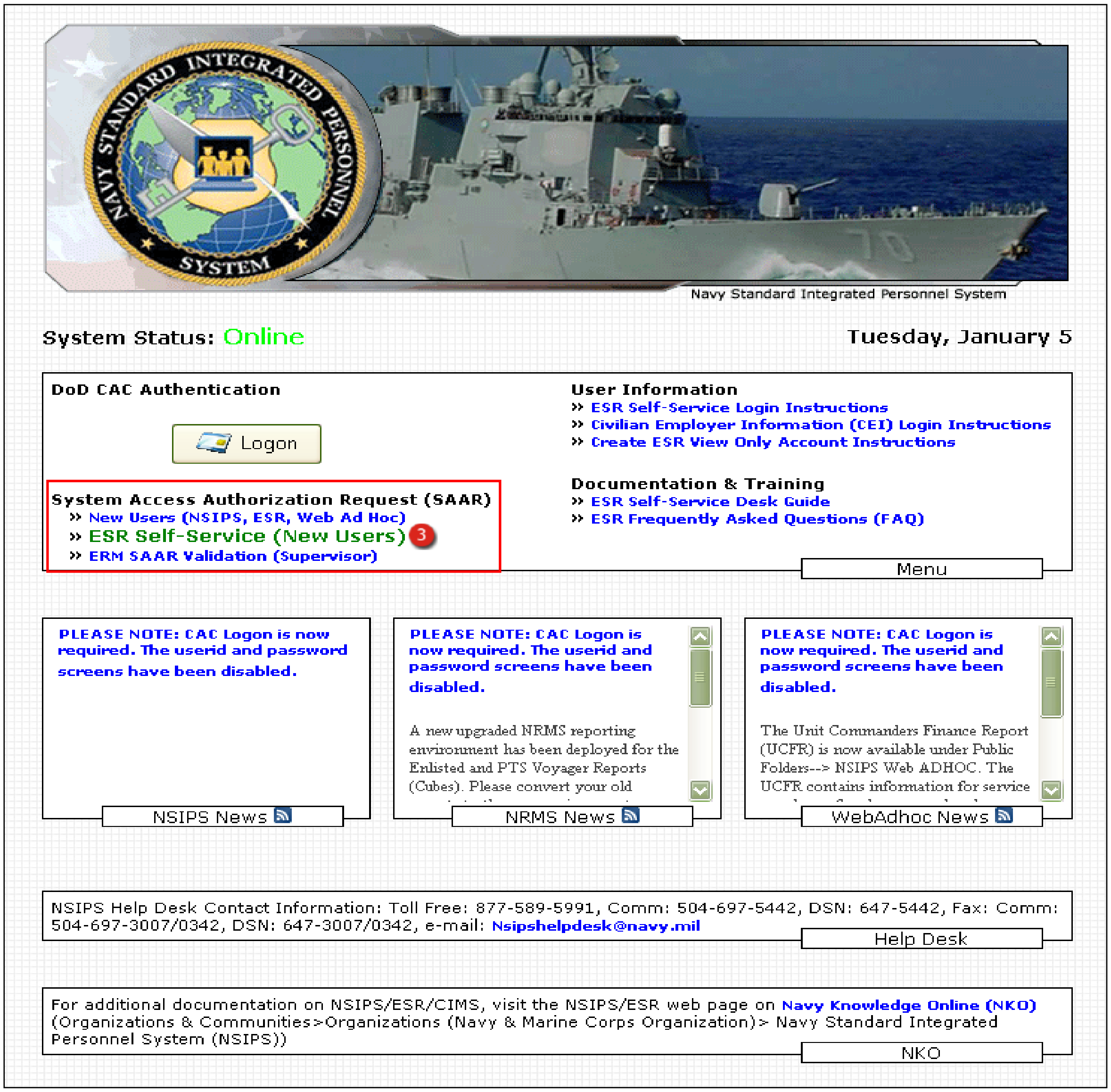


Figure 3-37–NSIPS Splash Page

3. **ESR Self-Service (New Users)** – Click the link to initiate the SAAR process. The Member Self-Service Account Request page displays to begin the SAAR account request process.

3.4.3 Member Self-Service Account Request Page

The Member Self-Service Account Request page (Figure 3-38) provides the fields to request a SAAR account to create the member's Self-Service account.

> **NOTE**: If you are not on a Navy/Marine Corp Intranet (NMCI) workstation, you will need the Department of Defense (DOD) Public Key Infrastructure (PKI) identity certificate loaded into the web browser, a Common Access Card (CAC) reader and the CAC in order to access the SAAR request web page. Contact your Local Registration Authority (LRA) for assistance. If on an NMCI workstation, use your CAC.

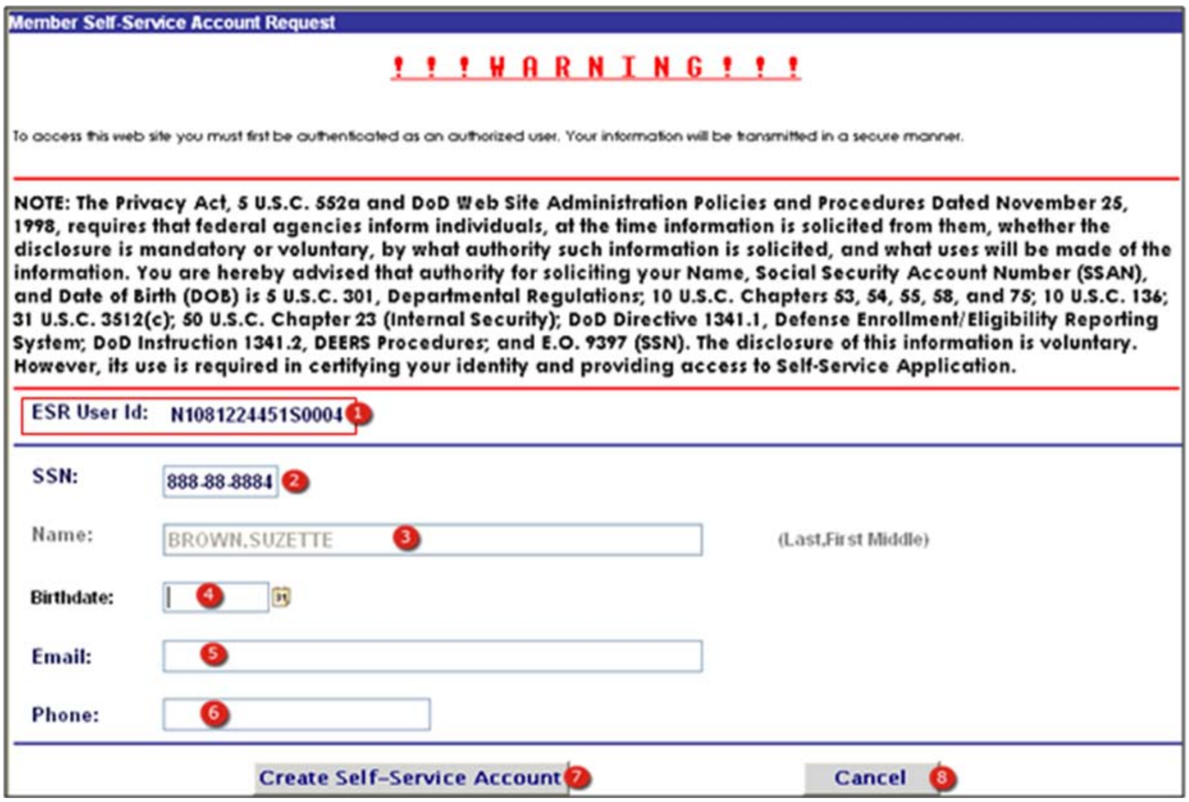


Figure 3-38–Member Self-Service Account Request Page

1. **ESR User Id** – System generated User Id used to track the SAAR account request through the review process. Write this number down and keep it for future reference.
2. **SSN** – Enter your SSN. Press the Tab key.

> **NOTE:** The Tab key initiates data verification with the database. Since this is a military member, a record exists in NSIPS. The data stored in the database automatically populates the Name field.

3. **Name** – System displays member's name based on the SSN and the database record.
4. **Birthdate** – Enter date of birth in YYYY/MM/DD format.

5. **Email** – Enter the official email address. Press the Tab key. A message window (Figure 3-39) displays confirming that the email address entered is official.

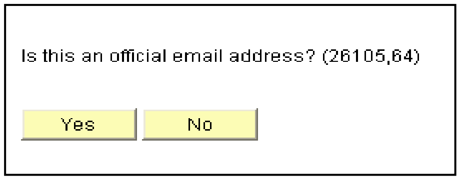


Figure 3-39–Official Email Address Confirmation

- **Yes/No** – Click Yes or No to return to the Member Self-Service Account Request page. If No was clicked, return to the Email field and enter an official email address.

6. **Phone** – Enter the official telephone number for the work location.
7. **Create Self-Service Account** – Click this button to create the account. The Self-Service Account Status message (Figure 3-40) displays confirming that the account creation was successful. To close the message, click the red X.

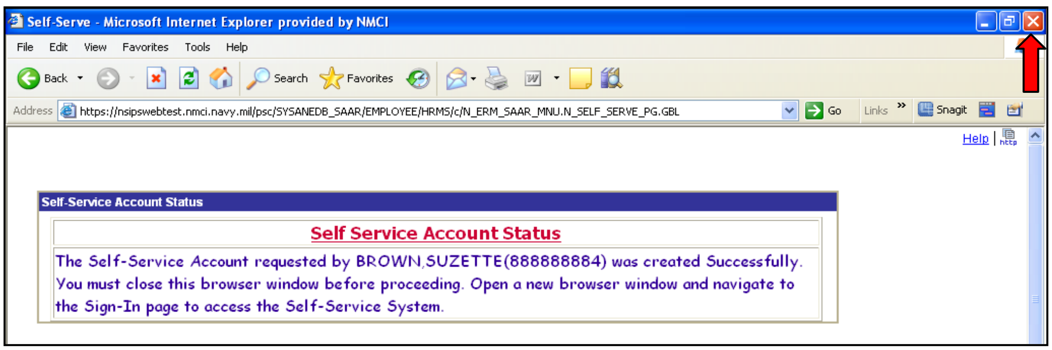


Figure 3-40–Self-Service Account Status Message

8. **Cancel** – Click the Cancel button to cancel the request and close the SAAR request. The signed out message (Figure 3-41) displays.

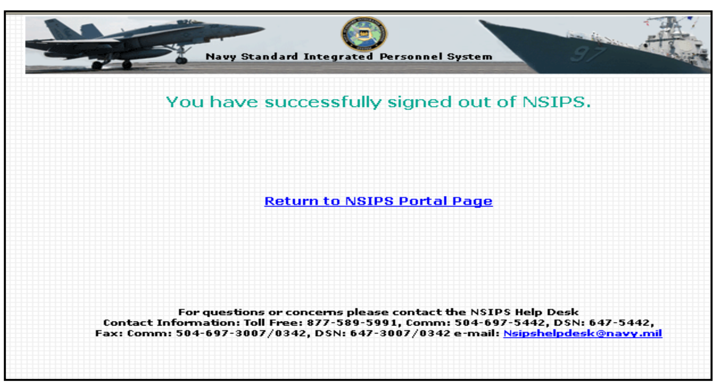


Figure 3-41–Self-Service Account Cancelation Message

Once the account is submitted, the supervisor begins the SAAR verification process. Refer to Section 3.2 for instructional details about the Supervisor verification process.

3.5 Adding a UIC Outside of the CLA's ADSN

During the initial request for the CLA account, the UICs identified are UICs within the Accounting and Disbursing Symbol Number (ADSN) for the CLA's Command. If as the CLA, you need access to UICs outside your ADSN, a modification to the SAAR is needed. The modification is completed AFTER the initial SAAR request is granted and the CLA account created.

For example, as the CLA for Norfolk, you have access to the Norfolk UICs. A sailor, attached to a San Diego UIC, needs assistance with processing his e-Leave Request. You will need access to this San Diego UIC in order to assist. Using the SAAR modification process, request access to the San Diego UIC, which is outside your command's ADSN.

To access the modification to the SAAR form, access the e-Leave Home menu from the Navy Standard Integrated Personnel System (NSIPS) Portal using your CLA User Role account.

3.5.1 Accessing e-Leave

The CLA accesses the SAAR modification feature from the ERM Menu via the NSIPS Portal. In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/. The Security Disclaimer page (Figure 3-42) displays.

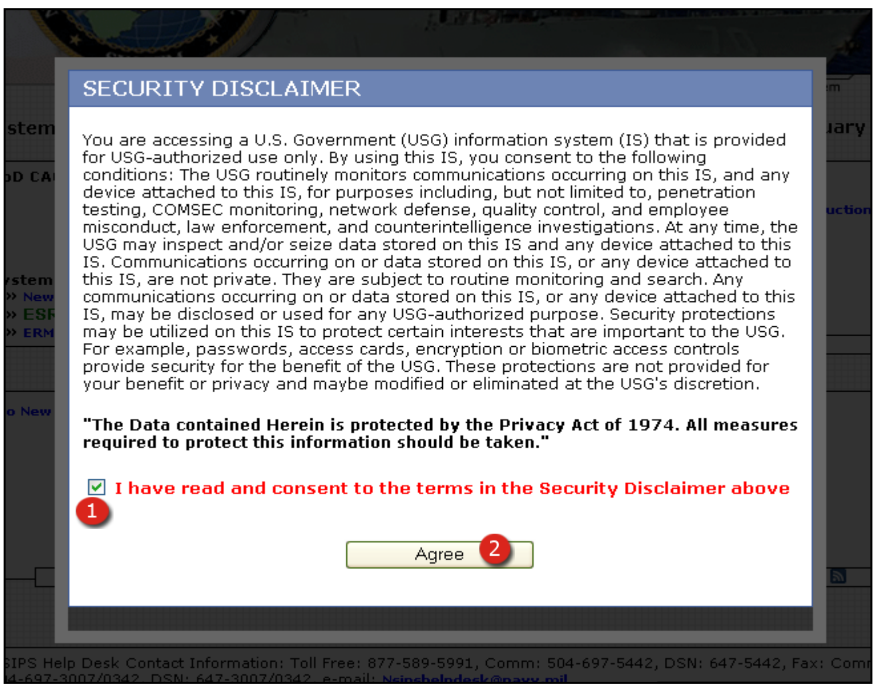


Figure 3-42–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page (Figure 3-43) displays.

3.5.2 NSIPS Splash Page

On the NSIPS Splash page (Figure 3-43) log into the NSIPS environment to access e-Leave.

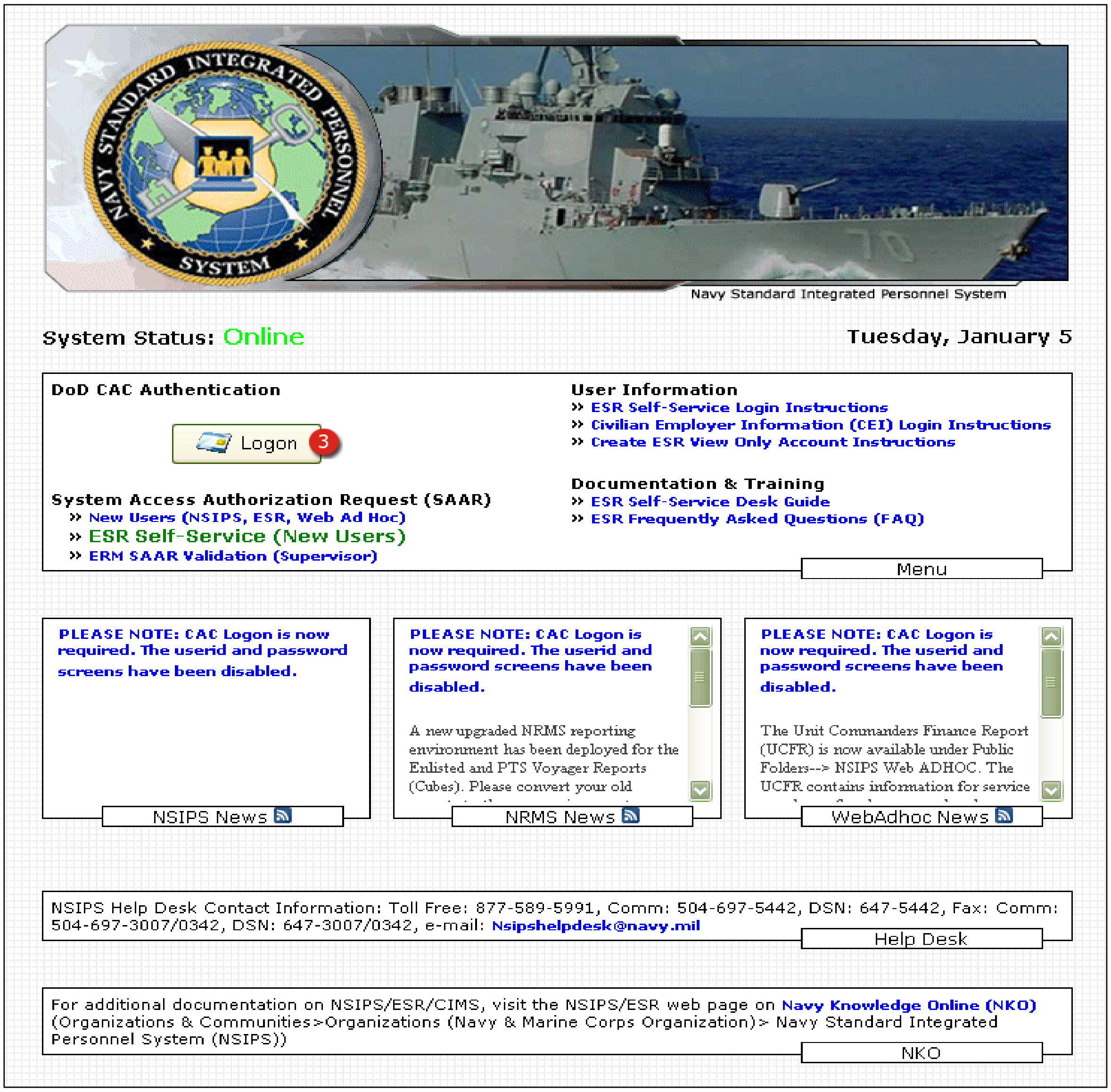


Figure 3-43–NSIPS Splash Page

3. **Logon** – Click the Logon button. The NSIPS Account List page displays.

3.5.3 NSIPS Account List Page

The NSIPS Account List page (Figure 3-44) displays all User Role User IDs assigned to you. The User Role was created using the System Access Authorization Request (SAAR) form described in Section 3.1 for military CLAs and Section 3.3 for civilian CLAs. During the SAAR process, the system-generated User ID is assigned to the user. This value is used to access e-Leave. As the CLA, select the User ID that corresponds to the Command Leave Administrator User Role (Figure 3-44).

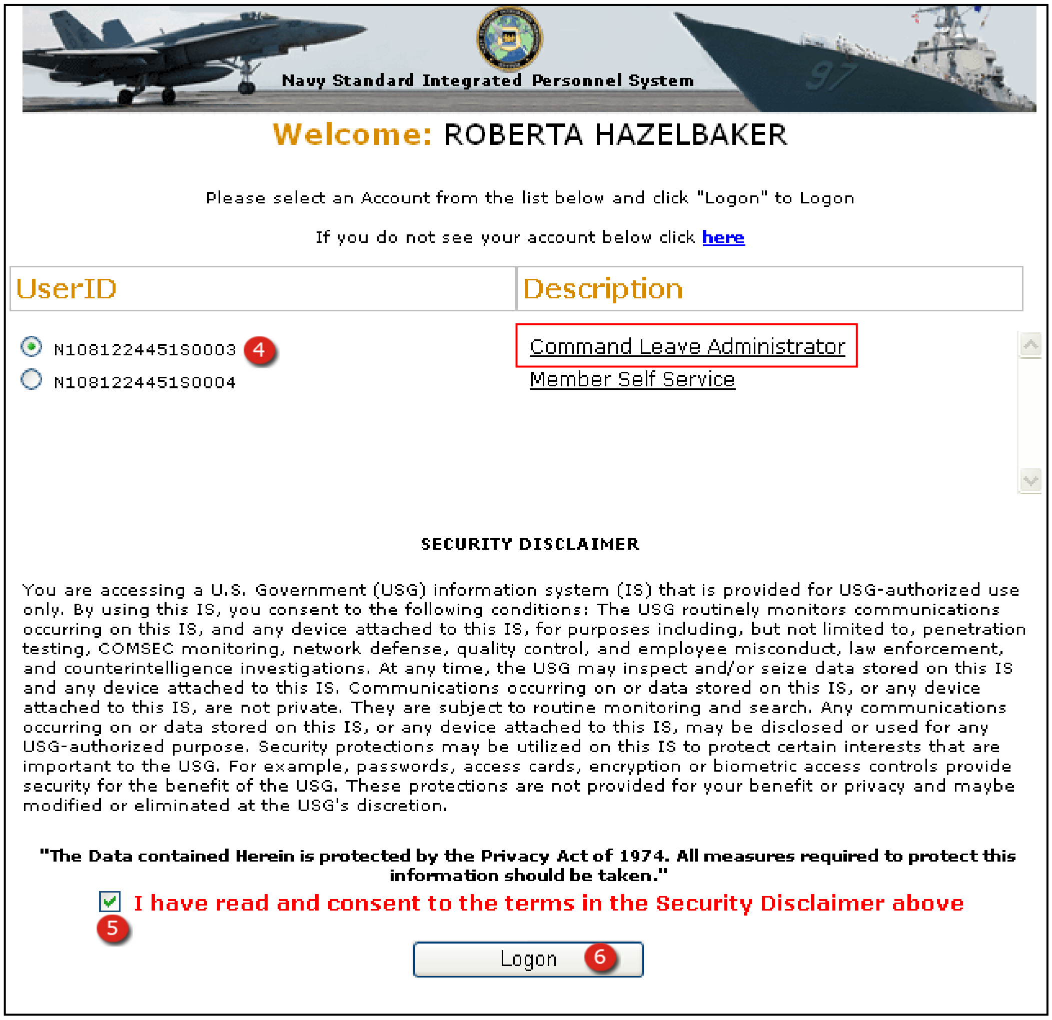


Figure 3-44–NSIPS Account List Page

4. **User ID** – Click the radio button that corresponds with the User ID associated with the task being performed. For the CLA, select the Command Leave Administrator User ID.
5. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
6. **Logon** – Click the Logon button. The ERM Menu displays.

3.5.4 ERM Menu

The ERM Menu (Figure 3-45) displays.

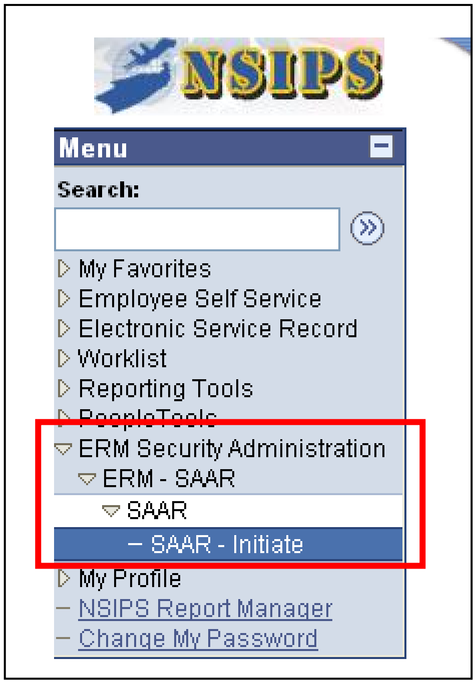


Figure 3-45–ERM Menu

Navigate to the SAAR form by selecting the following menu items:

- ERM Security Administration
- ERM – SAAR
- SAAR
- SAAR Initiate

The SAAR Initiate page displays.

3.5.5 SAAR Initiate – ERM USERS ONLY Page

The SAAR Initiate – ERM USERS ONLY page (Figure 3-46) displays. Because this is a modification to an existing SAAR request, the CLA's User Id and Name displays.

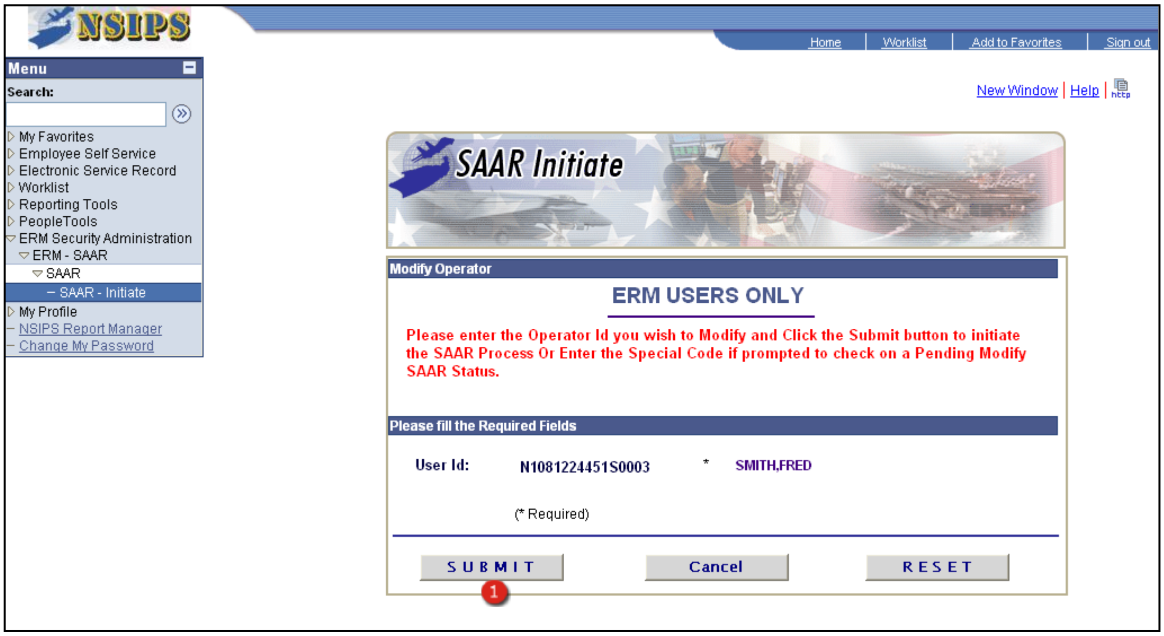


Figure 3-46–SAAR Initiate –ERM USERS ONLY Page

1. **Submit** – Click the Submit button.

The SAAR form displays with the ERM SAAR-Type section (Figure 3-47). This section defaults to Modify so the CLA can modify the list of UICs.

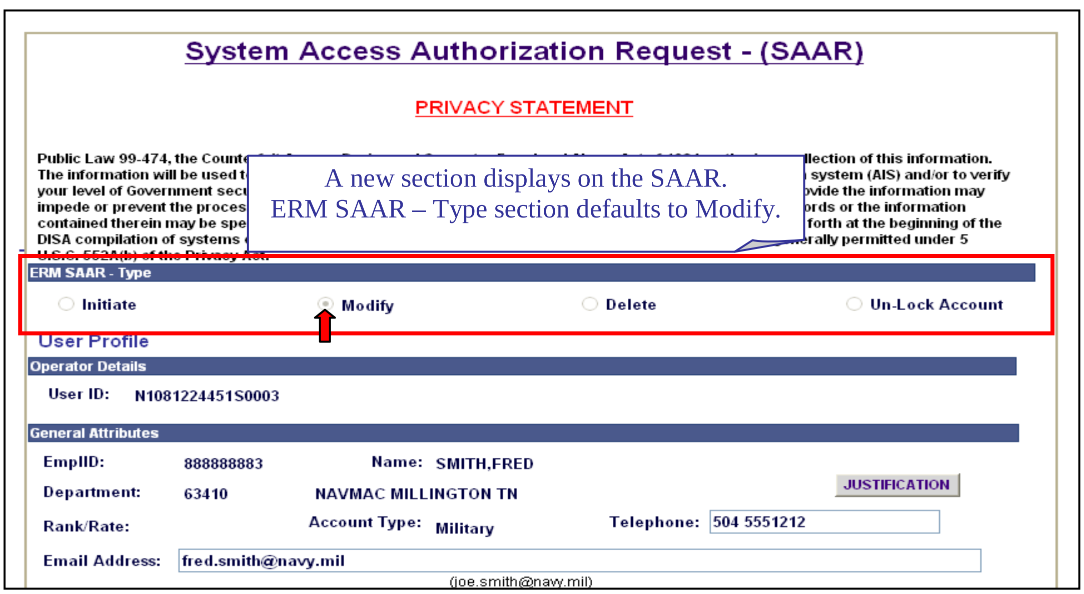


Figure 3-47–SAAR – ERM SAAR –Type Section

Scroll down to the ERM UIC Access section (Figure 3-48).

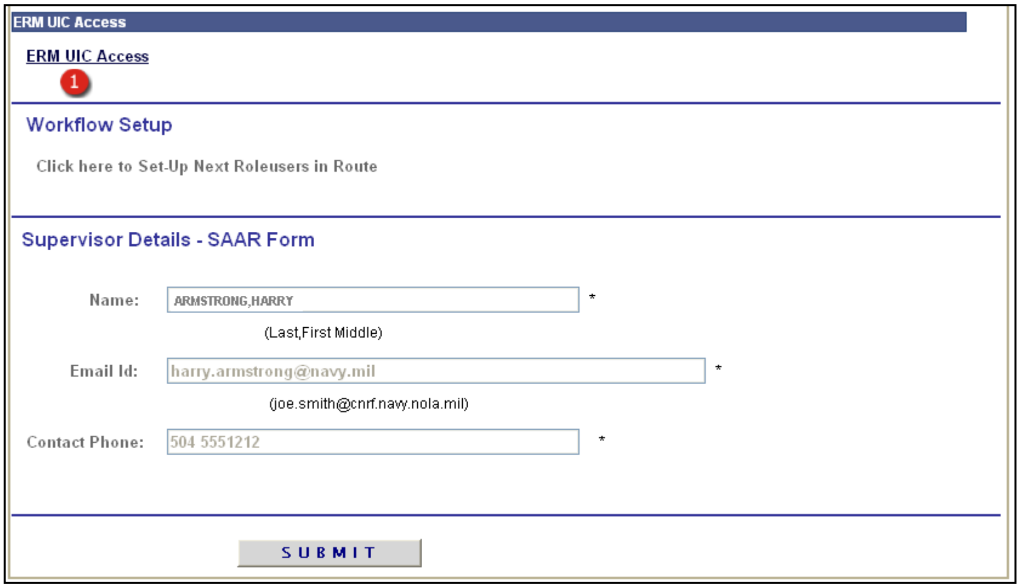


Figure 3-48–ERM UIC Access Section

1. **ERM UIC Access** – Click the ERM UIC Access link.

The Pay & Personnel Support Level UIC Access Profile page (Figure 3-49) displays. In the General UIC(s) section, the UIC assigned during the initial SAAR request display. These UICs are within the ADSN of the CLA's Command.

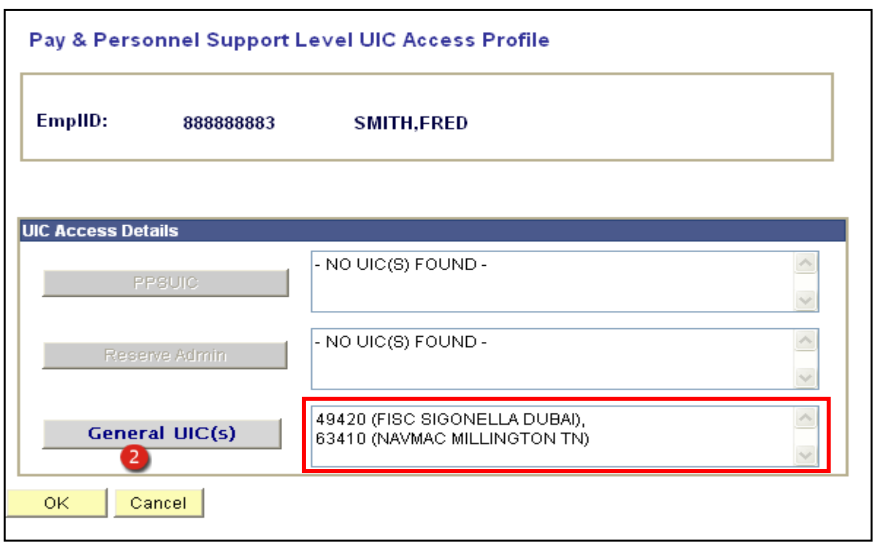


Figure 3-49–Pay & Personnel Support Level UIC Access Profile Page

2. **General UIC(s)** – Click the General UIC(s) button.

The UIC Access page (Figure 3-50) displays. The currently assigned UICs display on the page and provides the ability to delete them using the Delete a Row icon (minus sign). New UICs can be added using the Add a Row icon (plus sign). Enter the additional UICs.

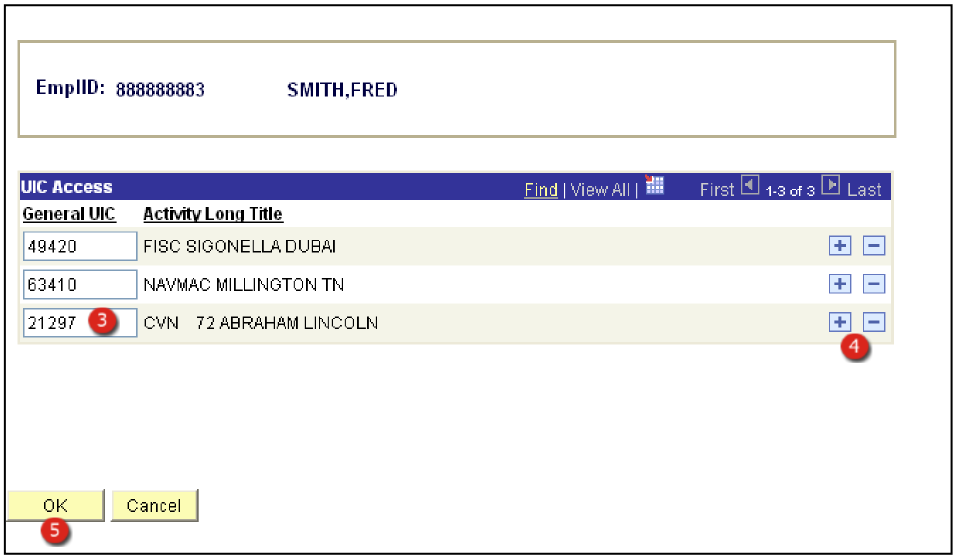


Figure 3-50–UIC Access Page

3. **General UIC** – Enter the new UIC in the General UIC field. Press the Tab key. The UIC's name displays in the Activity Long Title field.
4. **Add a Row** – Click the Add a Row (plus sign) icon to add additional UICs.
5. **OK** – Click OK.

The Pay & Personnel Support Level UIC Access Profile page (Figure 3-51) re-displays with the new UIC added.

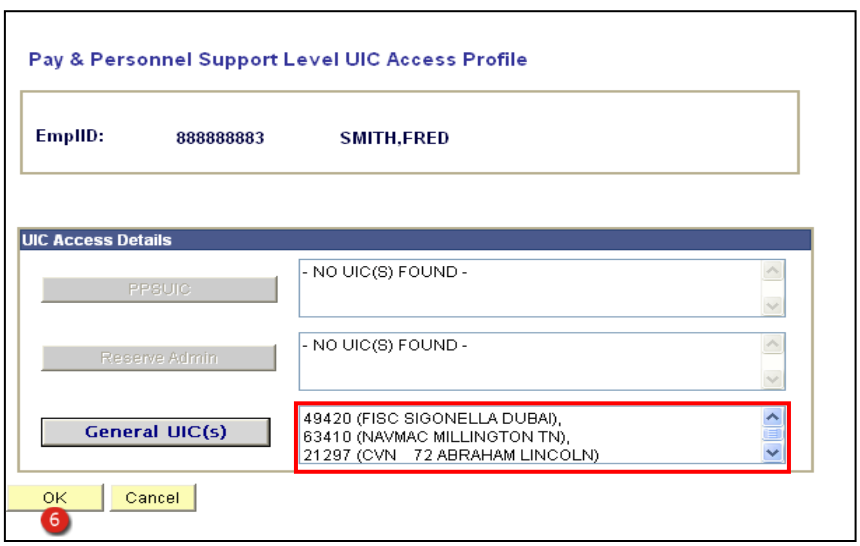


Figure 3-51–Pay & Personnel Support Level UIC Access Profile: New UIC

6. **<u>OK</u>** – Click the OK button. The SAAR Form redisplays (Figure 3-52).

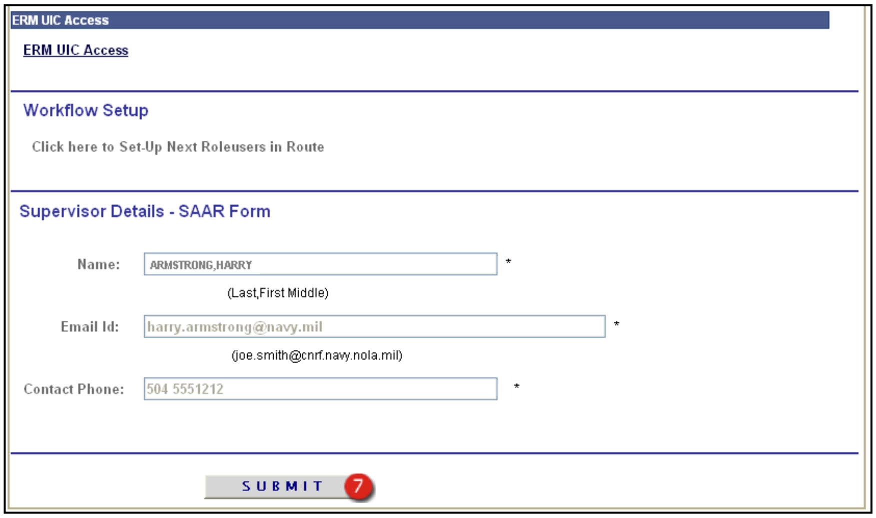
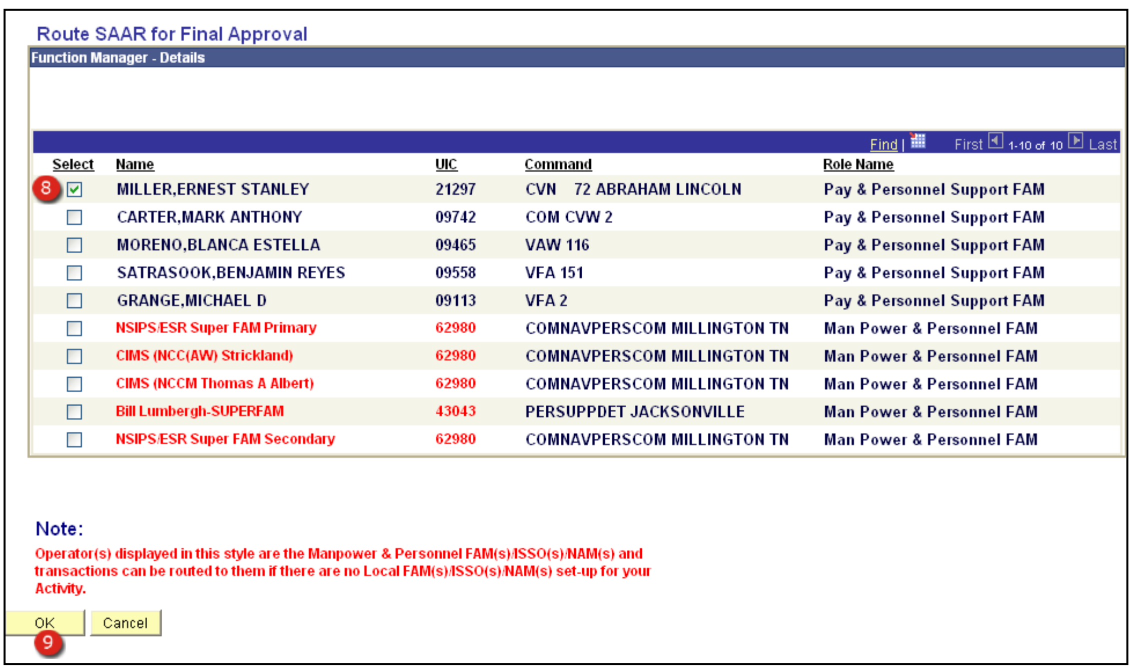


Figure 3-52– SAAR Form

7. **<u>Submit</u>** – Click the Submit button.

The Route SAAR for Final Approval page (Figure 3-53) displays. Locate the NSIPS Area Manager (NAM) for the UIC. In this example the NAM for 21297 is Miller.



Select	Name	UIC	Command	Role Name
☑	MILLER,ERNEST STANLEY	21297	CVN 72 ABRAHAM LINCOLN	Pay & Personnel Support FAM
☐	CARTER,MARK ANTHONY	09742	COM CVW 2	Pay & Personnel Support FAM
☐	MORENO,BLANCA ESTELLA	09465	VAW 116	Pay & Personnel Support FAM
☐	SATRASOOK,BENJAMIN REYES	09558	VFA 151	Pay & Personnel Support FAM
☐	GRANGE,MICHAEL D	09113	VFA 2	Pay & Personnel Support FAM
☐	NSIPS/ESR Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
☐	CIMS (NCC(AW) Strickland)	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
☐	CIMS (NCCM Thomas A Albert)	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
☐	Bill Lumbergh-SUPERFAM	43043	PERSUPPDET JACKSONVILLE	Man Power & Personnel FAM
☐	NSIPS/ESR Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM

Figure 3-53–Route SAAR for Final Approval Page

8. **<u>Select the NAM</u>** – Click the checkbox under Select that corresponds with the NAM for the UIC.

9. **<u>OK</u>** – Click OK.

The request is submitted to the NAM to finalize the account. Once finalized the CLA receives notification in an email (Figure 3-54).

```
-----Original Message-----
From: ERM_SAAR@navy.mil [mailto:ERM_SAAR@navy.mil] On Behalf Of
nsips_saar.fct@navy.mil
Sent: Friday, July 30, 2010 8:21
To: Smith, Fred
Subject: [none]

                Enterprise Record Management System - System Access
Authorization Request Form
______________________________________________________________________
___________
The SAAR Form Submitted on your behalf has been APPROVED. Please login
to your account to verify the Changes.



______________________________________________________________________
___________
NOTE: This email was generated because you submitted a SAAR Request. If
you think you received this email by mistake, please forward this email
to your ERM POC.
______________________________________________________________________
___________
```

Figure 3-54–Sample Notification email

Once the email notification is received, the added UIC(s) display on all UIC Lookup lists for this CLA.

Section Four–E-Leave Navigation and Features

4. E-LEAVE NAVIGATION AND FEATURES

This section discusses the navigation and features associated with the e-Leave application.

Navigational steps vary for each User Role. The Command Leave Administrator (CLA) accesses the application via the NSIPS application. The User Roles of Reviewer/Watch Coordinator, Approver, and member access the application via the person’s Self-Service account. Both begin by accessing the NSIPS Portal.

E-Leave is a PeopleSoft® product; therefore, it has several unique features. This section details the navigational and unique features. It details:

- Menu Navigation
- Expanding/Minimizing the Menu
- Common Icons and Buttons
- Page Feature Bar
- Search Page
- Record Navigation Buttons
- Name Format
- Calendar Icon/Window and Date Format
- Tab/Save Features: Data Verification
- Sorting Data using Column Header

4.1 Menu Navigation – CLA

The CLA accesses the e-Leave application via his/her own NSIPS account from the NSIPS Portal >> NSIPS Splash Page. The Main Navigation Menu displays on the left-side of the page. As items are selected in the left-side Menu, other options are presented on the right-side of the page (Figure 4-1). The right-side displays navigational links to access functions to establish the e-Leave environment, process e-Leave Requests, and monitor the request process via e-Leave Reports.

Figure 4-1–e-Leave Home Menu and Sub-menu Options for CLA

The navigational path on the Menu (left-side) is:

Electronic Service Record >> Electronic Service Record >> Use >> e-Leave

In this example (Figure 4-1), the e-Leave Home menu option was selected from the left-side menu. The items to the right are the sub-menu items relating to e-Leave Home. This illustrates what the military and civilian CLA User Role will see.

4.2 Menu Navigation – Reviewer, Watch Coordinator, Approver, Member (Military)

The Reviewer, Watch Coordinator, Approver, and member will access the e-Leave application through the Electronic Service Record Menu (Figure 4-2) within their Self-Service account via the NSIPS Portal. Use the e-Leave link on the menu. The e-Leave link opens the e-Leave application (Figure 4-3).

Figure 4-2–Electronic Service Record Menu and Sub-menu Options including e-Leave

The main Menu displays on the left-side of the page. As items are selected in the left-side menu, sub-menu options are presented on the right-side of the page.

After selecting e-Leave on the Electronic Service Record menu, the e-Leave Home page (Figure 4-3) displays.

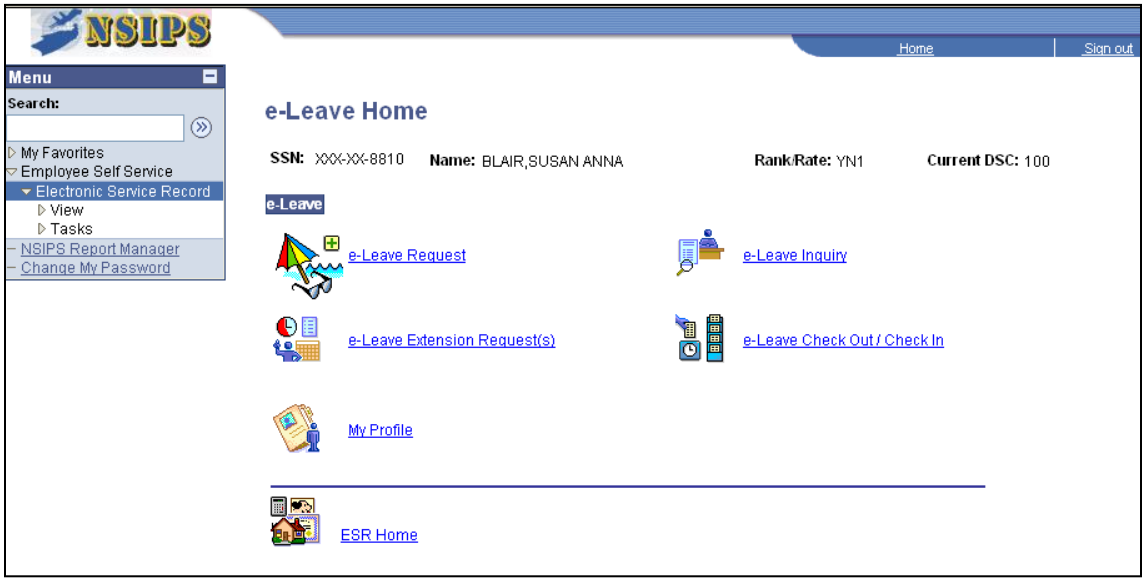


Figure 4-3–e-Leave Home Page and Sub-menu Options for Reviewer, Watch Coordinator, Approver, and Member

The navigational path on the Menu (left-side) is:

Employee Self-Service >> Electronic Service Record >> Tasks >> e-Leave

In this example (Figure 4-3), e-Leave Home option was selected in the left-side menu. The items to the right are the sub-menu items relating to e-Leave Home. This illustrates what is available to the e-Leave military Reviewer, Watch Coordinator, Approver, and member User Roles.

4.3 Menu Navigation – Reviewer, Watch Coordinator, Approver (Civilian)

For the civilian Reviewer/Watch Coordinator/Approver, the navigational path is the same as the military person. The e-Leave Home page (Figure 4-4) displays only the one link used by the civilian e-Leave Reviewer/Watch Coordinator and/or Approver to perform e-Leave tasks.

Figure 4-4–e-Leave Home Page for Civilian Reviewer/Watch Coordinator and Approver

4.4 Expanding and Minimizing the Menu

To maximize the viewing and data entry area, use the Minimize icon to minimize the menu (Figure 4-5).

Figure 4-5–Menu Minimize Icon

Use the Expand icon (Figure 4-6) to display the Menu.

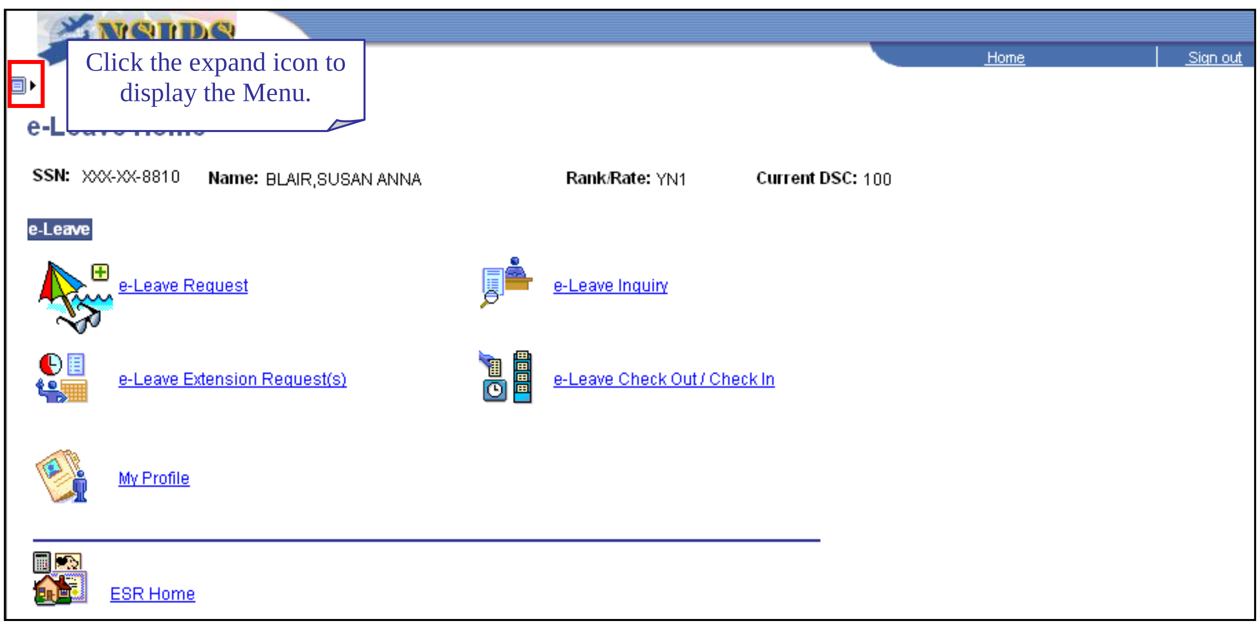


Figure 4-6–Menu Expand Icon

4.5 Common Icons and Buttons

To assist with processing e-Leave Requests, system icons and buttons provide quick ways to accomplish tasks. Icons display as they pertain to the process being accomplished. Figure 4-7 illustrates common icons and Figure 4-8 illustrates common buttons.

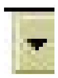
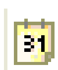
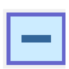
Icon	Name of Icon	Description
	Spell Check	Use this feature to check the spelling and grammar of the comments added to the e-Leave Request sections. It checks only that field.
	Lookup	Use this icon to view a list of valid values for that specific field.
	Drop-down arrow	Use this icon to view a list of valid entries for that specific field.
	Calendar	Use this icon to view a calendar to select a date. Once a date is selected it is automatically entered into the corresponding field in the correct format.
	Add a Row	Use this icon to add another row/record of data for the specific member being viewed.
	Delete a Row	Use this icon to remove a row/record of data for the specific member being viewed.
	Column Display	Use this icon to view all of the fields on one page when fields cross more than one tab.

Figure 4-7–Common Icons and Descriptions

Button	Name of Button	Description
	Select All	Use this button to select all of the options available from a list.
	De-Select All	Use this button to clear all of the selected options from a list.
	Save	Use this button to save to the database the data entered on the current page.

Figure 4-8–Common Buttons and Descriptions

4.6 Page Feature Bar

When lists of data are presented, the system provides the ability to view the data with user customized options. Figure 4-9 illustrates the options available to view long lists of data. Figure 4-10 provides a description of each option.

Figure 4-9–Page Feature Bar

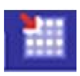
Feature	Description
Customize	Use this link to change the sort order, hide columns, or move a column's order of appearance.
Find	Use this link to locate the first occurrence of the desired search string. Using this feature will remove from the list all rows that appear before the first instance of the search string; but, will continue to display everything that occurs following it.
View All	Use this link to display all found records up to 100 records. This link displays as **View 100** if more than 100 records are located.
 **Download**	Use the Download button to download data to an excel spreadsheet. It downloads column heading and data only. It does not display the search criteria or the name of the list report generated.
	Use this feature to navigate through the list report by using the Arrow buttons to move one page at a time forward or backward. Use the **First** link to navigate to the first page of the report; while the **Last** link navigates to the last page of the report. Numbers display to identify the amount of records currently being displayed out of the total number of records found e.g., 1-5 of 13 means that 13 records were found but only records 1-5 are being displayed.

Figure 4-10–Page Feature Bar – Descriptions

4.7 Record Search Page

Some features allow for accessing existing records using the search criteria page, Find an Existing Value (Figure 4-11). The Find an Existing Value page provides search criteria fields to locate a specific record or a series of records that are within a specified range of values. It is not necessary to enter information into all fields; however, a minimum of 3 digits/characters are required in the selected search field. The more complete the entry the quicker the search. The more fields used produces a smaller list of responses.

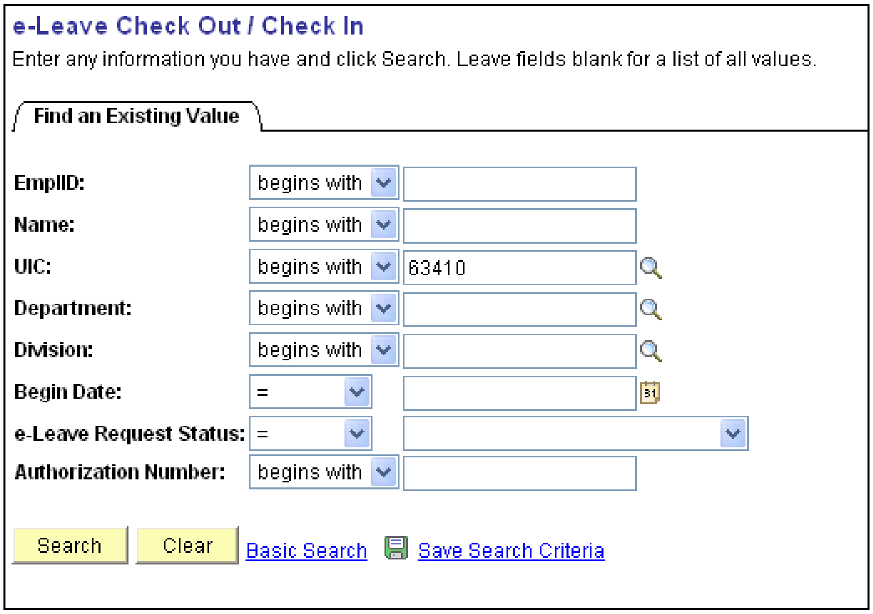


Figure 4-11–Search Page: Find an Existing Value Page

There are several options available by using the Lookup icons, Calendar icon, and drop-down arrows next to each field. Lookup icons provide a list of values available for the field. This allows for quick selection of a valid value. Calendar icon opens the calendar for date selection (Figure 4-15). Drop-down arrows provide options to set the conditions on the search criteria data (Figure 4-12).

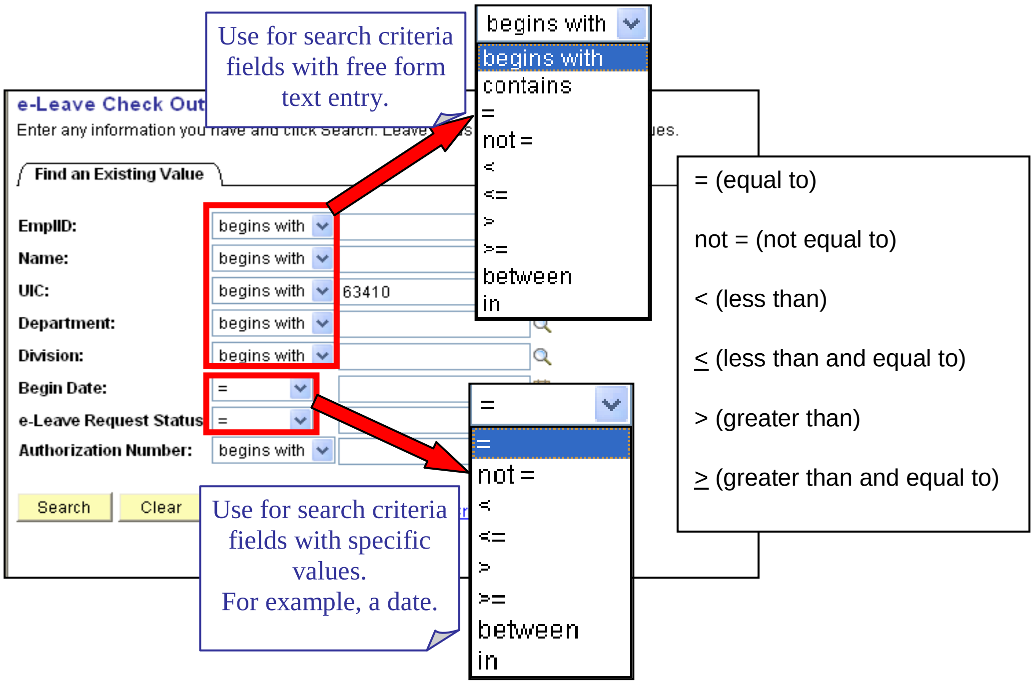


Figure 4-12–Find an Existing Value Page: Search Conditions

Not all fields will be available on all search panels within e-Leave. The search fields adjust to meet the requirements of the feature.

NOTE: The more fields that are used in the search the more restricted the search becomes, which may result in **none** or a small number of records matching the search criteria.

NOTE: Searches retrieve only those records available to the roles and permissions established for the user. For example, if the user is not associated with a particular UIC, they will not be able to access any records attached to another UIC.

Complete or partial values may be entered into the search fields. For partial values, 3-characters must be entered. When a partial value is entered the search displays a list of items matching the search criteria (Figure 4-13). Review the list to locate the exact record. Click the record's link to advance to the e-Leave function.

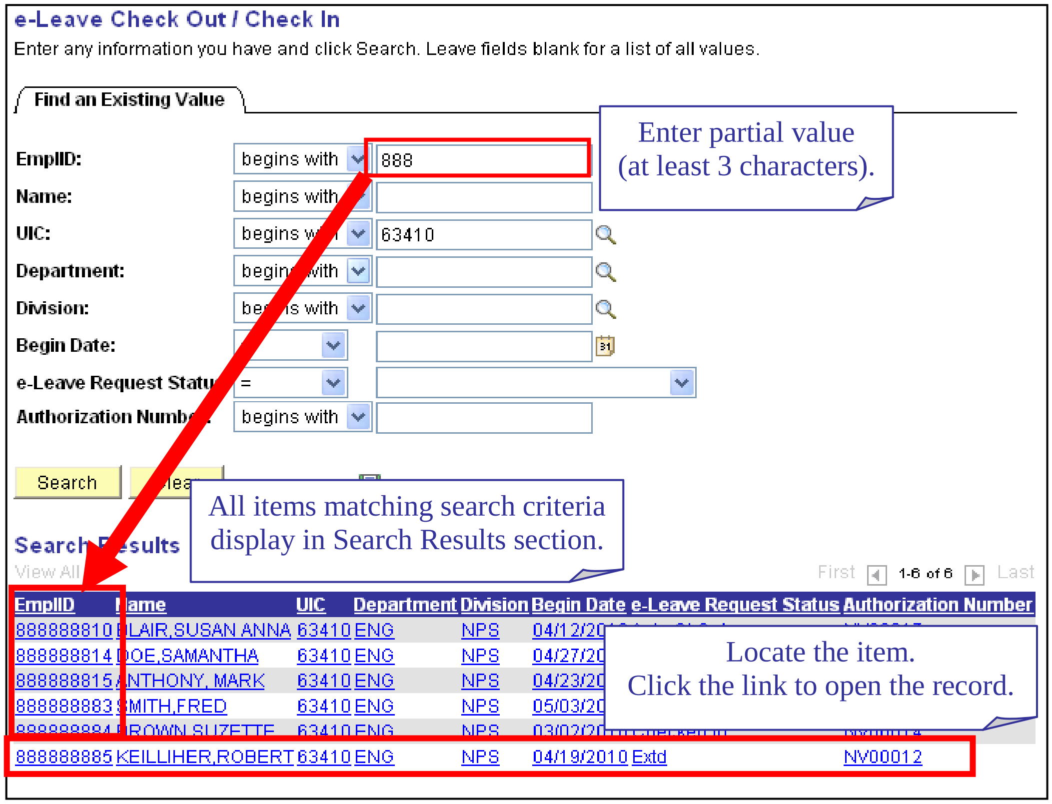


Figure 4-13–Find an Existing Value Page: Partial Search

4.8 Record Navigation Buttons

When the search result generates more than one record, the bottom of an e-Leave data entry page displays various buttons with specific actions to move quickly through the search results list. The buttons listed In Figure 4-14 are used for record navigation.

Buttons	Description
	Use this button to return to the Search Criteria page.
	Use this button to navigate through a series of records that were located during a search on the Search Criteria page. It retrieves the record previous to the one currently being viewed.
	Use this button to navigate through a series of records that were located during a search on the Search Criteria page. It retrieves the record immediately following the one currently being viewed.

Figure 4-14–Record Navigation Buttons

If the search obtained several records, these buttons allow you to go through the list of retrieved records. However, each member's record displays one at a time. Close one record before opening another.

4.9 Name Format

For e-Leave, as well as NSIPS, the name is recorded using the following format:

Last,First MI

Last name(comma)First name(space)Middle Initial. There is not a space between the last name, the comma, and the first name.

4.10 Calendar Feature/Date Format

Date specific fields have the Calendar icon for selecting the appropriate date. Clicking the Calendar icon opens the Calendar window (Figure 4-15).

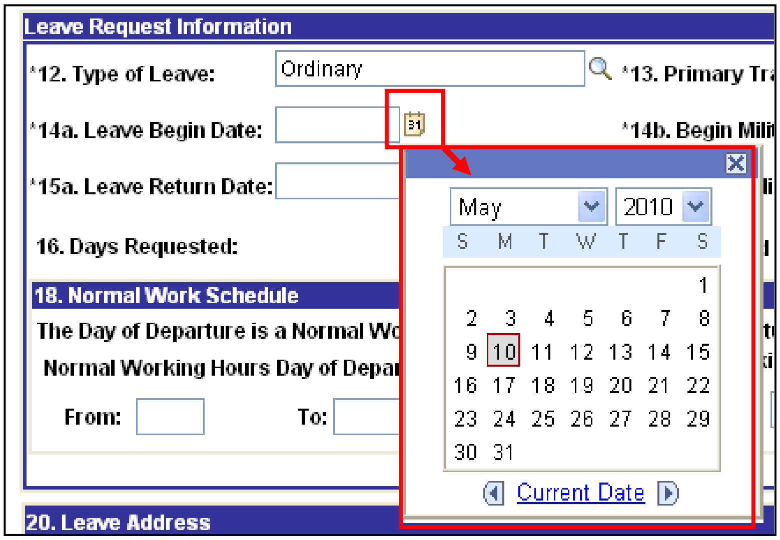


Figure 4-15–Calendar Icon and Window

On the Calendar window (Figure 4-16), each arrow displays a different result.

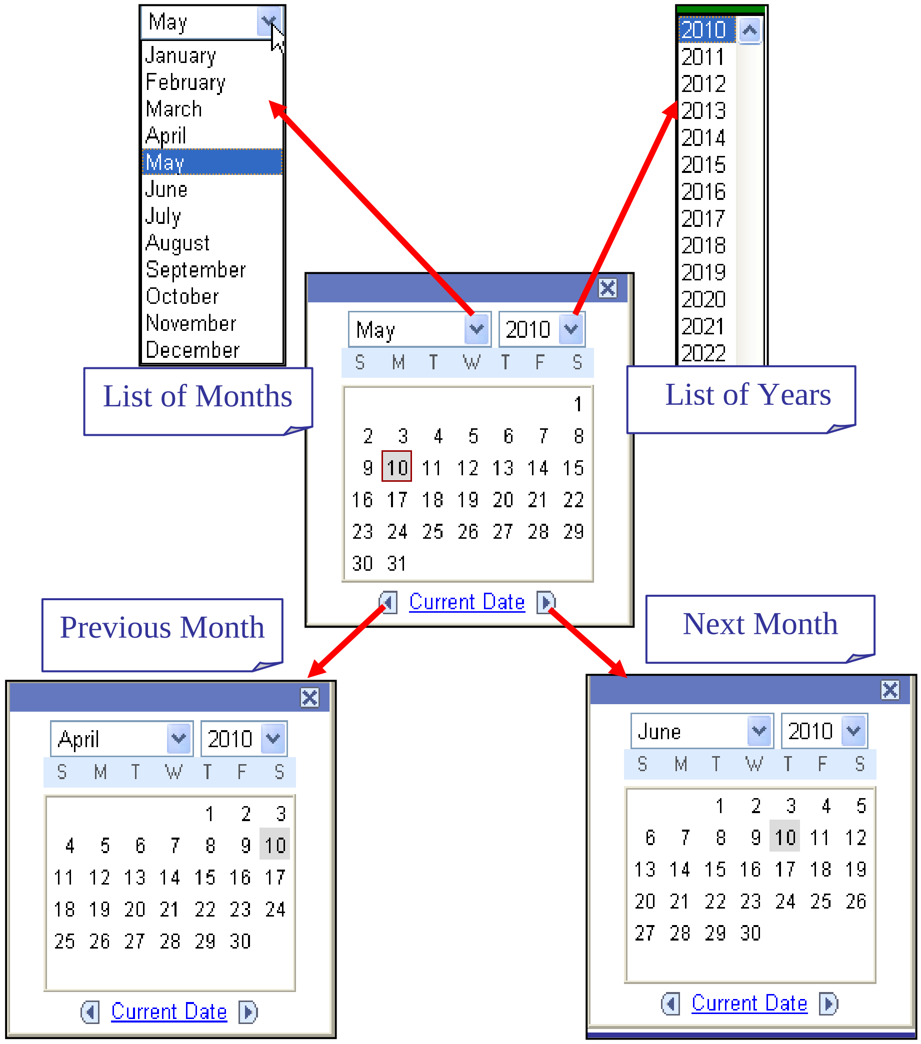


Figure 4-16–Calendar Window

The date format is MMDDYYYY for most fields except Date of Birth (Birthdate) fields where the format is YYYYMMDD.

4.11 Tab/Save Features: Data Verification

As data is entered, the system validates the data against the member's database record and rules that are programmed into e-Leave. Using the Tab key to move from field to field will initiate a validation of the data for certain fields. Fields with errors highlight in red and an error message window displays (Figure 4-17).

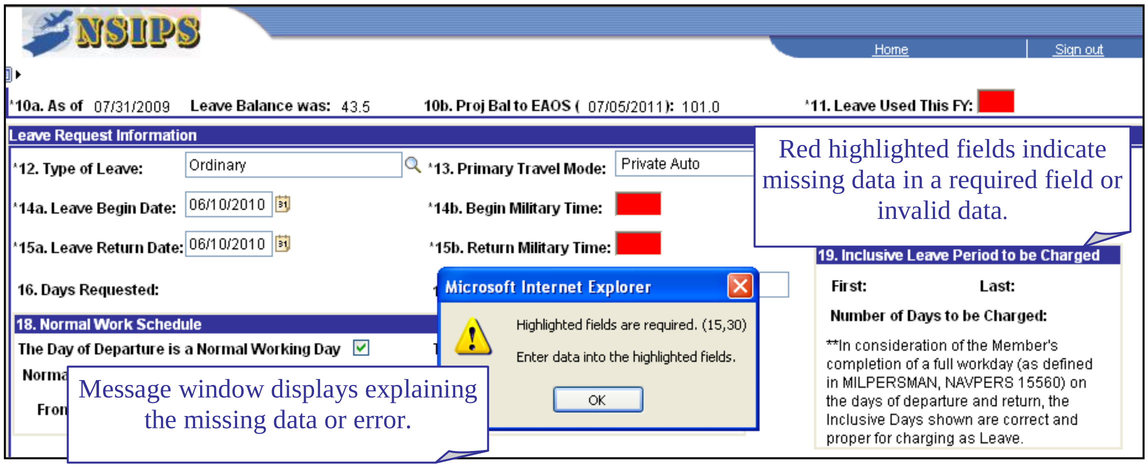


Figure 4-17–Errors in Data Entry

The Save button validates all fields; displays red highlight in fields containing missing data or errors; and displays error messages (Figure 4-17); similar to using the Tab key. The transaction will not save if there are errors in the entered data fields.

It is recommended to use the Tab key to move from field to field whenever possible to initiate field validation throughout the data entry process.

4.12 Sorting Data using Column Header

Some e-Leave pages contain tables to reflect data in rows and columns. All pages similar to Figure 4-18 can be sorted using the column headers.

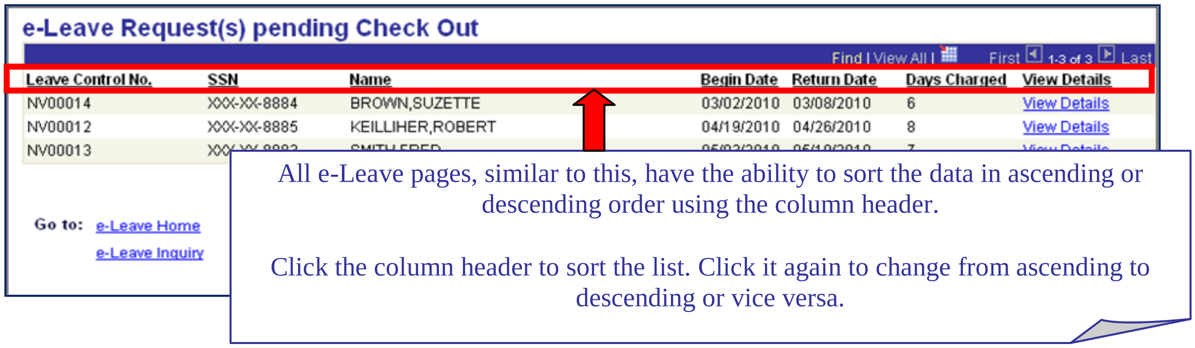


Figure 4-18–Sorting Data using Column Header

Section Five–Command Leave Administrator (CLA)

5. COMMAND LEAVE ADMINISTRATOR

Military or civilian personnel can be assigned the Command Leave Administrator (CLA) User Role. This is established using the System Access Authorization Request (SAAR) process described in Section 3 of this User Guide. The CLA is the driver of the e-Leave Request process for the Unit Identification Code (UIC). The CLA has the responsibility to establish the e-Leave environment for each UIC and manage the entire e-Leave process. The CLA has the ability to perform any task that the member, Reviewer, and Approver can perform; in addition to his/her own responsibilities. In the e-Leave environment the CLA is a "super user."

Specific responsibilities include:

- Establish the Department, Division, and Duty Section codes for each UIC (Section 5.3)
- Assigning members to the Department, Division, and Duty Section codes via a mass setup or individually (Sections 5.4 and 5.8)
- Establishing civilian Reviewers and Approvers (Section 5.5)
- Selecting military Reviewers, Watch Coordinators, and Approvers via a mass setup (Section 5.6)
- Identify the Reviewer, Watch Coordinator, Approver for each member via a mass setup or individually (Sections 5.7 and 5.9)
- Creating e-Leave Requests for members (Section 5.10)
- Creating his/her own e-Leave Request (Section 5.10)
- Monitoring the e-Leave Request process (Section 5.11)
- Processing e-Leave Request Check Out, Extensions, and Check In for members (Section 5.12, 5.13, and 5.14)
- Reporting Overseas Leave (Section 5.15)
- Monitoring e-Leave Inquiry Log files (Section 5.16)
- Managing e-Leave transactions to ensure proper posting to the member's record (Section 5.17)
- Generating e-Leave Reports (Section 5.18)
- Monitoring Automatic Check Out/Check In (Section 5.19)

Each area of responsibility is addressed in detail in the indicated Sections. Instructional steps detail the "how to" accomplish the setup and managing tasks associated with e-Leave.

5.1 Accessing e-Leave

The CLA accesses the e-Leave application via the Navy Standard Integrated Personnel System (NSIPS) Portal.

5.1.1 Accessing the NSIPS Portal

In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/. The Security Disclaimer page (Figure 5-1) displays.

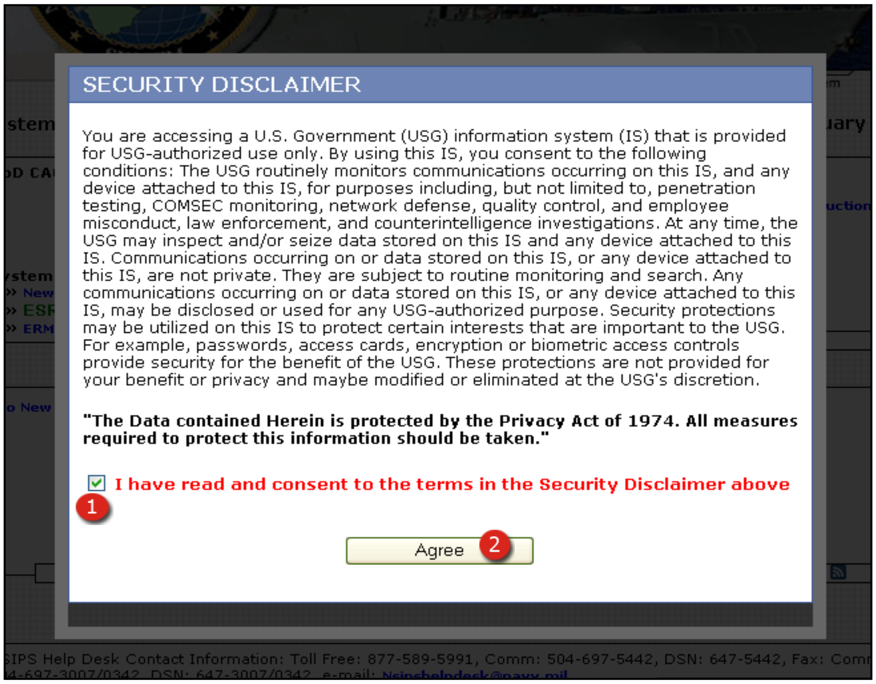


Figure 5-1–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page (Figure 5-2) displays.

5.1.2 NSIPS Splash Page

The NSIPS Splash page (Figure 5-2) provides links to access the SAAR form, view recent new releases, and log into the NSIPS environment to access e-Leave.

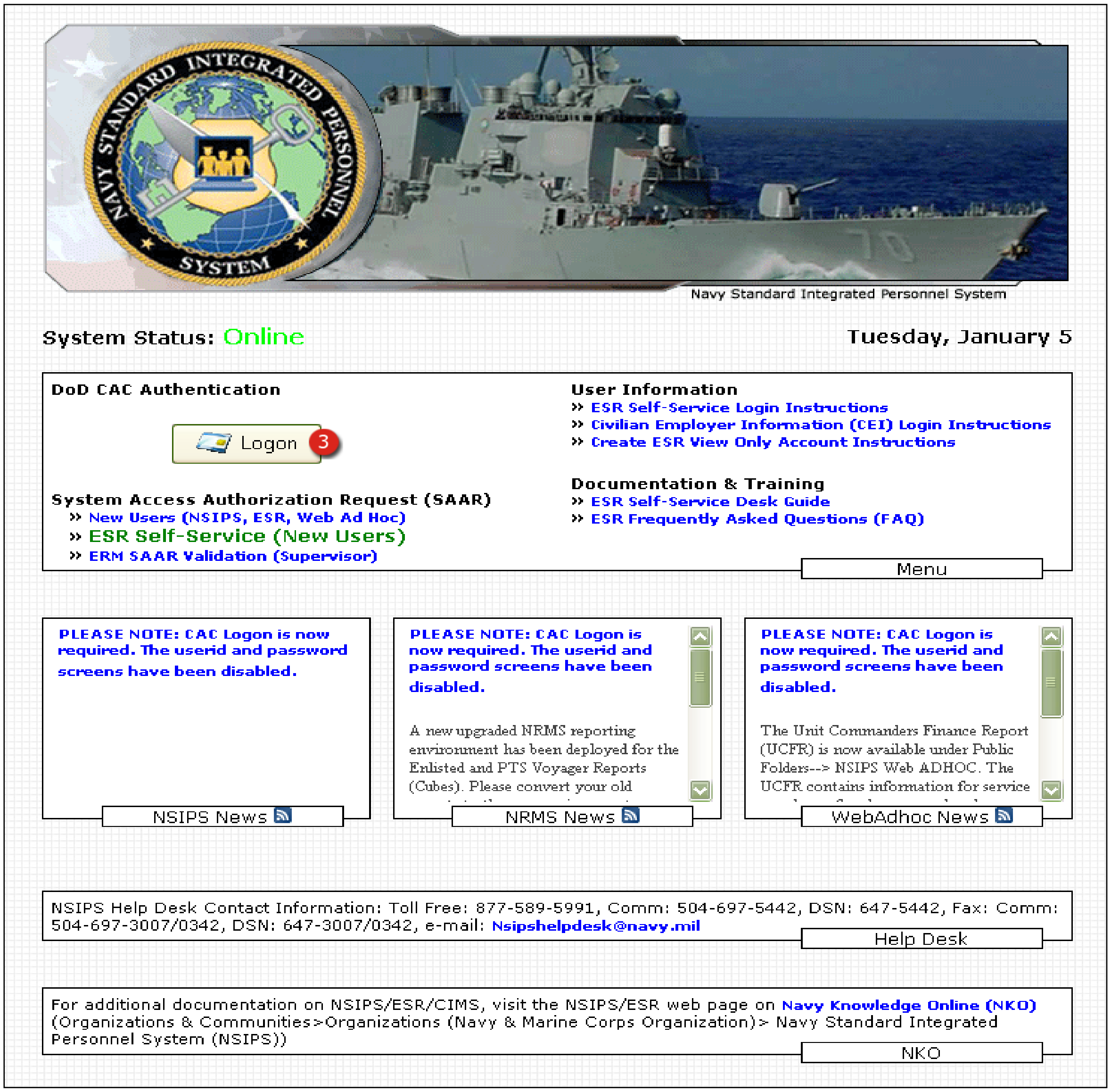


Figure 5-2–NSIPS Splash Page

3. **Logon** – Click the Logon button. The NSIPS Account List page displays.

5.1.3 NSIPS Account List Page

The NSIPS Account List page (Figure 5-3) displays all User Role User IDs assigned to you. The User Role was created using the System Access Authorization Request (SAAR) form described in Section 3. During the SAAR process, the system-generated User ID is assigned to the user. This value is used to access e-Leave.

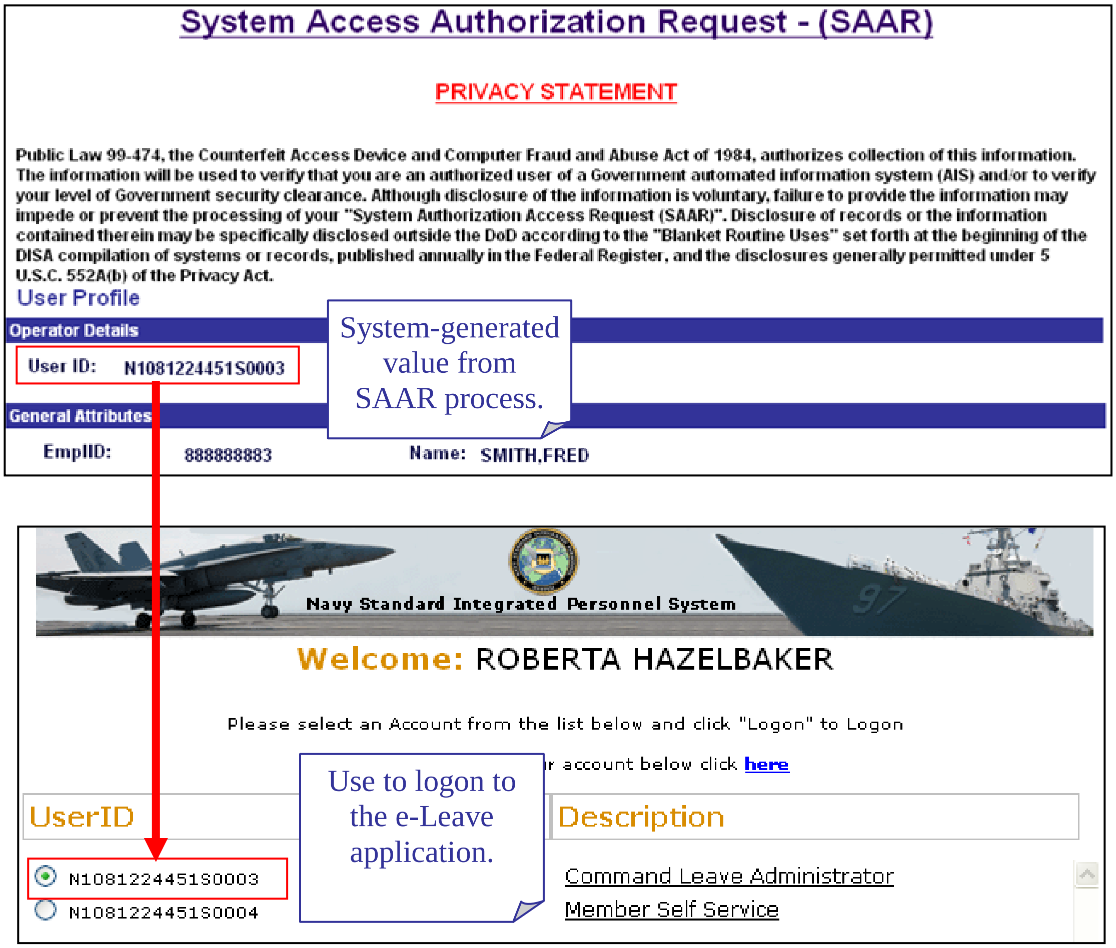


Figure 5-3–NSIPS Account List Page

As the CLA, select the User ID that corresponds to the Command Leave Administrator User Role (Figure 5-4).

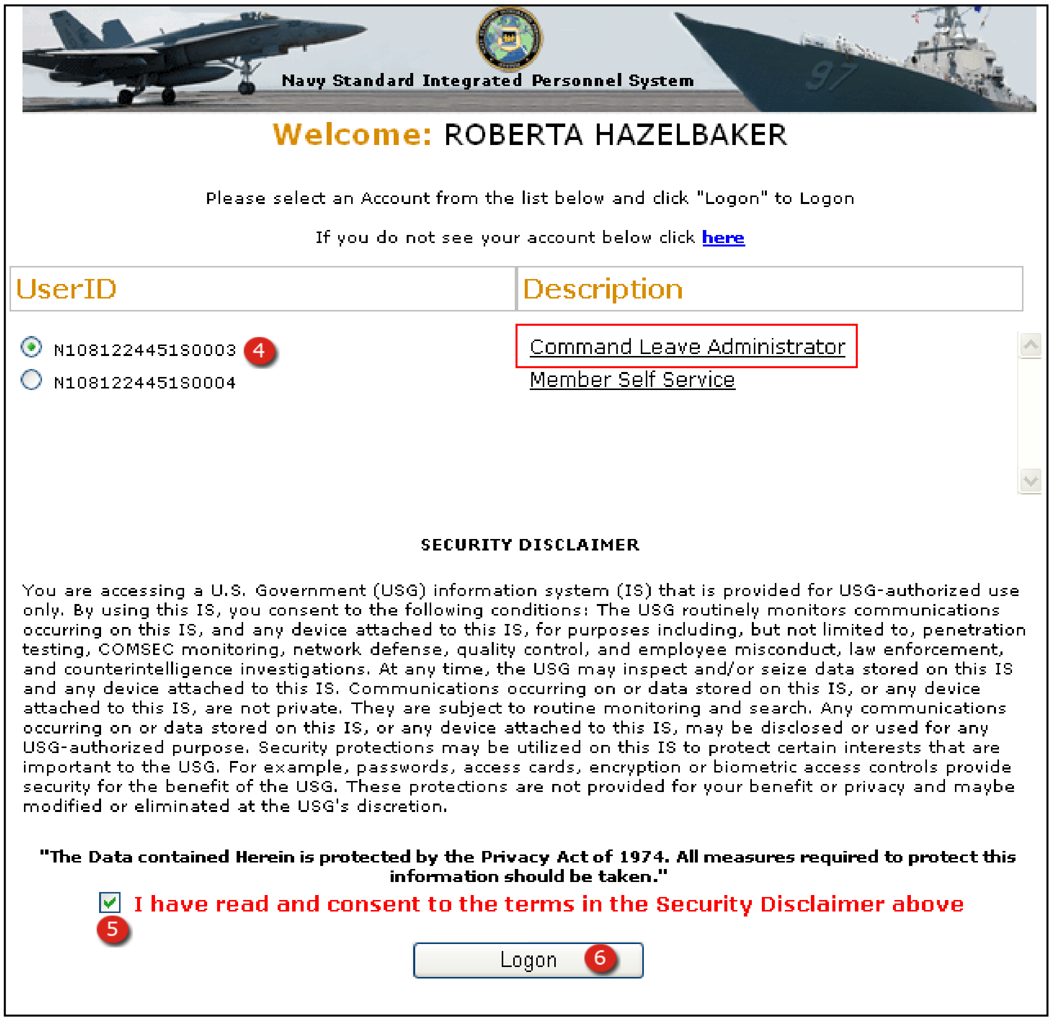


Figure 5-4–NSIPS Account List Page

4. **<u>User ID</u>** – Click the radio button that corresponds with the User ID associated with the task being performed. Select the Command Leave Administrator User ID.
5. **<u>Security Disclaimer</u>** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
6. **<u>Logon</u>** – Click the Logon button. The e-Leave Home menu displays.

5.2 E-Leave Home Menu

The e-Leave Home menu (Figure 5-5) consists of two areas. The left-hand side displays the menu items in hierarchical structure. The right-hand side displays icons/links to access various functions available to the CLA. The icons/links listed are determined by the selection made on the Menu and the role and permissions established for the CLA via the SAAR form.

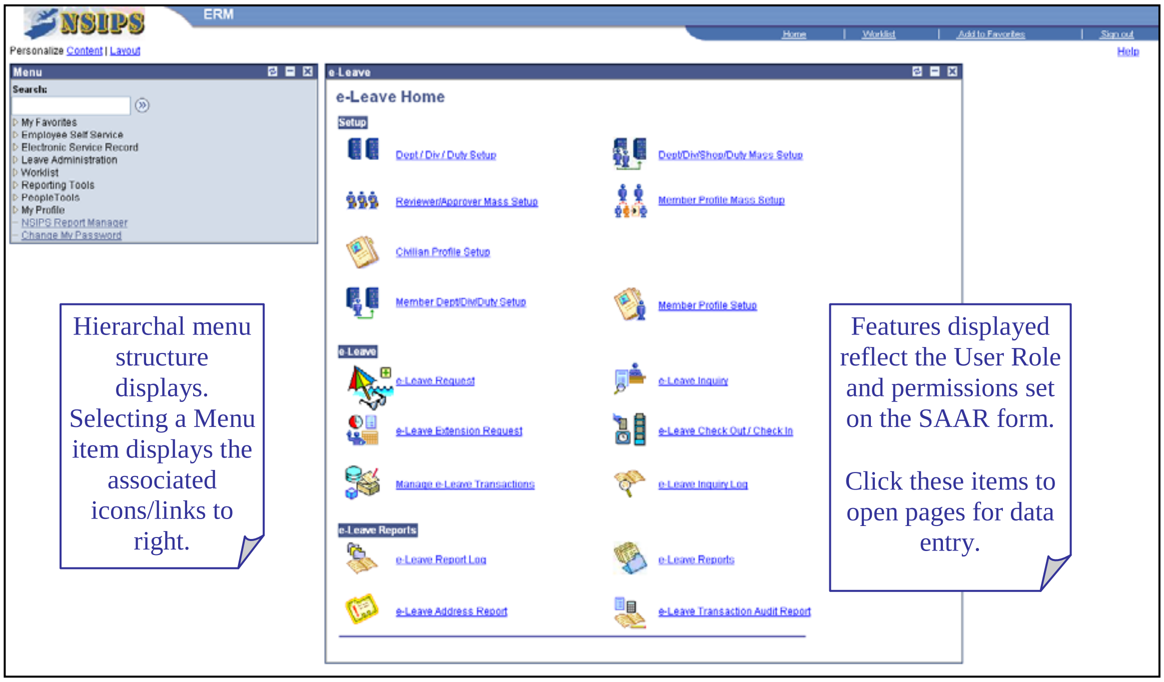


Figure 5-5–e-Leave Home Menu

Step-by-step details for processing these Command Leave Administrator features are discussed throughout Section 5.

For the CLA role, the right-side of the page is divided into three sections: Setup, e-Leave, and e-Leave Reports (Figure 5-6). These links open pages to:

- Establish the e-Leave environment for e-Leave Command hierarchy
- Assign e-Leave Request processing roles
- Create e-Leave Requests
- Monitor the e-Leave process
- Generate e-Leave Reports

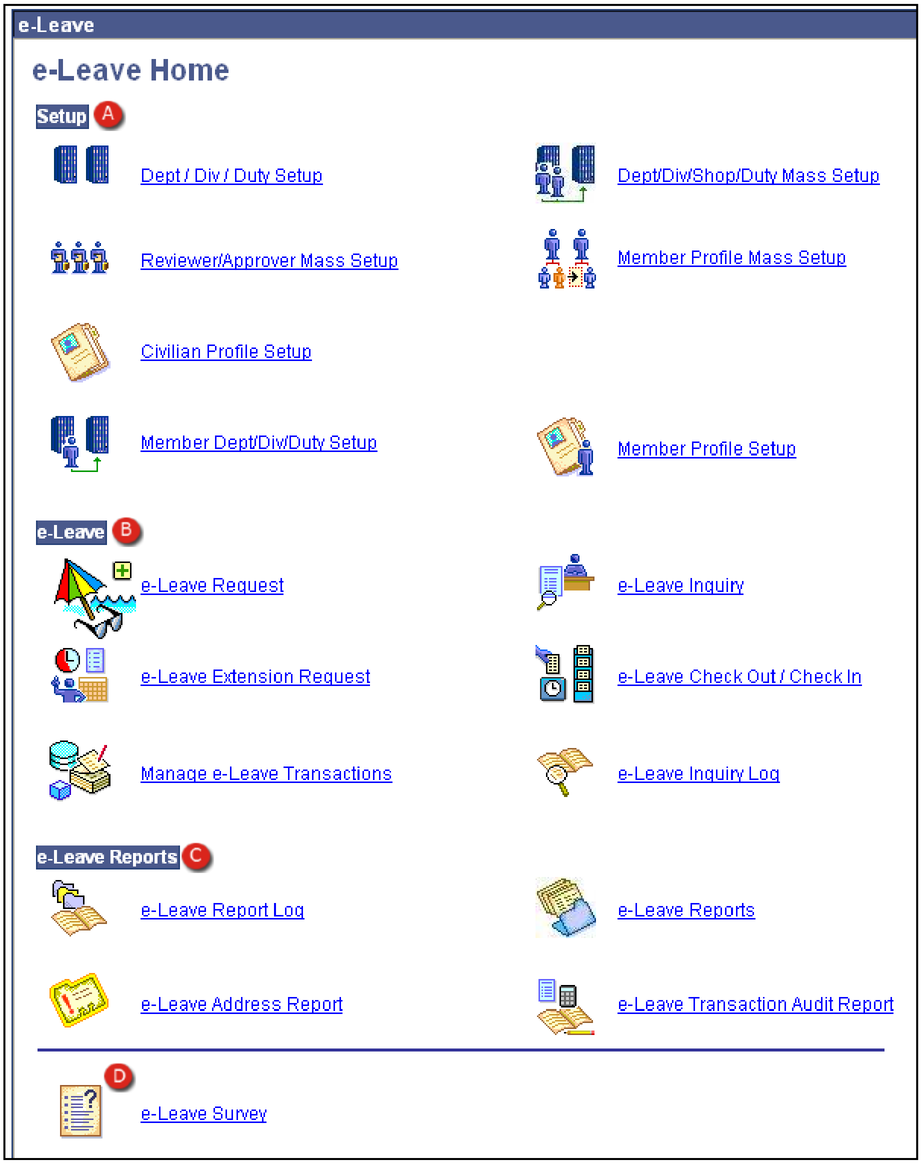


Figure 5-6–e-Leave Home Menu

A. **Setup**

The Setup section (Figure 5-7) provides the links to establish the e-Leave environment. Tasks are performed individually or in groups using Mass Setup links.

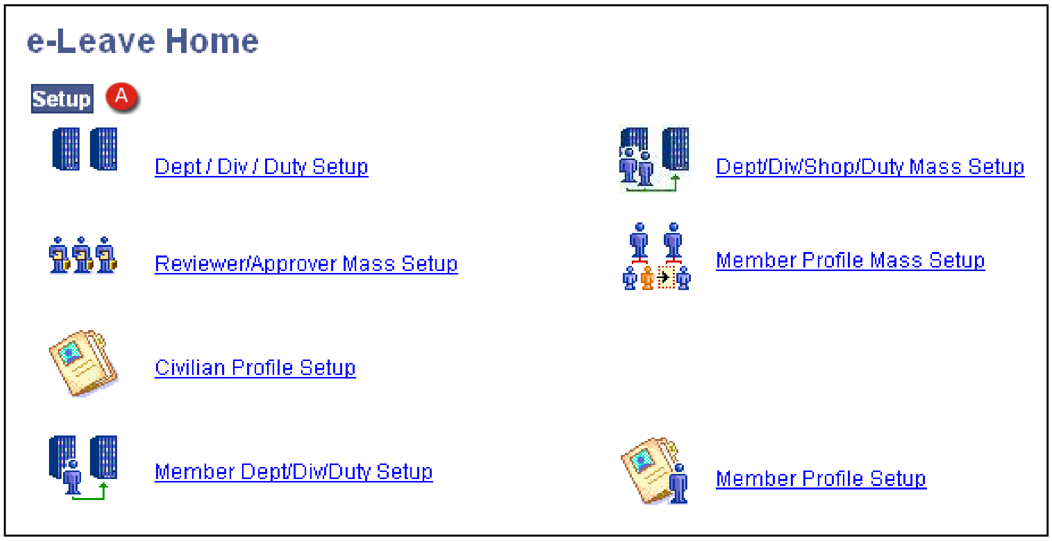


Figure 5-7–e-Leave Home Menu: Setup Section

The following provides a brief explanation of each feature.

- **Dept/Div/Duty Setup** – Establishes the Department, Division, and Duty Section codes for each assigned UIC (Refer to Sections 5.3 for details.)
- **Dept/Div/Shop/Duty Mass Setup and Member Dept/Div/Duty Setup –** Associates the Department, Division, and Duty Section to several members at one time via mass setup or on an individual basis (Refer to Sections 5.4 and 5.8 for details.)
- **Reviewer/Approver Mass Setup –** Identifies several military and/or civilian Reviewers/Watch Coordinator and Approvers for each UIC (Refer to Section 5.6 for details.)
- **Civilian Profile Setup –** Unlocks the Civilian Profile; identifies the civilian employee as a Reviewer or Approver; assigns the civilian Reviewer/Approver to the member (Refer to Sections 5.5 for details.)
- **Member Profile Mass Setup** – Establishes the member's profile and assigns the military and/or civilian Reviewer/Watch Coordinator and Approver to the member via a mass setup or on an individual basis (Refer to Sections 5.7 and 5.9 for details.)
- **Member Profile Setup** – Establishes the member's profile and assigns the military and/or civilian Reviewer/Watch Coordinator and Approver to the member via a mass setup or on an individual basis (Refer to Sections 5.7 and 5.9 for details.)

B. **e-Leave**

The e-Leave section (Figure 5-8) provides the links to create, review, approve, extend, and monitor e-Leave Requests.

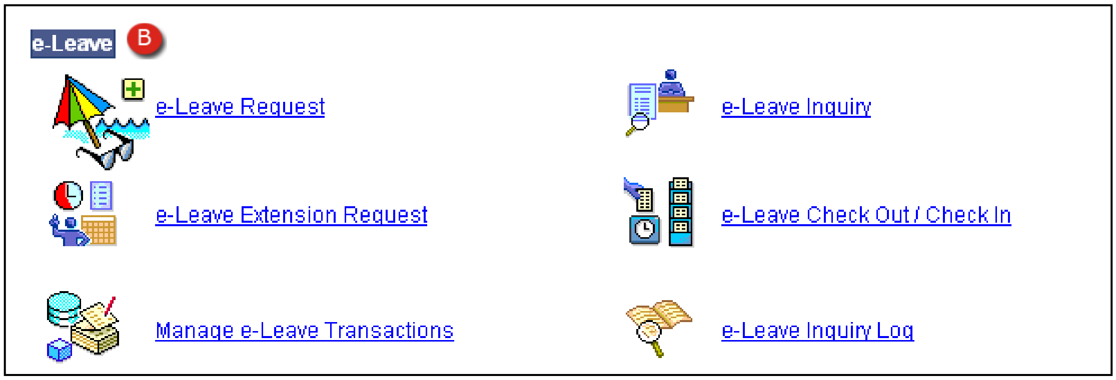


Figure 5-8–e-Leave Home Menu: e-Leave Section

The following provides a brief explanation of each feature.

- **e-Leave Request –** Creates and submits your leave request or creates and submits a leave request for the member and views a member's leave request, regardless of status (Refer to Section 5.10 for details.)

- **e-Leave Inquiry –** Reviews a summary of the e-Leave Request status and the e-Leave Inquiry Log. The status levels to review are:

  - e-Leave Request(s) pending recommendation/approval
  - e-Leave Request(s) pending Check Out
  - e-Leave Request(s) pending Check In
  - Saved e-Leave Requests
  - Disapproved/canceled e-Leave Request(s)
  - Completed e-Leave Request(s)

  Additionally, the CLA uses this link to view a summary of his/her own e-Leave Request(s). (Refer to Section 5.11 for details)

- **e-Leave Check Out/Check In –** Submits a Check Out or Check In for himself/herself and the member (Refer to Sections 5.12 and 5.14 for details.)

- **e-Leave Extension Request –** Creates and submits a leave extension for himself/herself and creates, submits, and/or approves extensions for the member (Refer to Section 5.13 for details.)

- **Manage e-Leave Transactions –** Updates (change or correct) e-Leave Requests that were previously submitted (Refer to Section 5.17 for details.)

- **e-Leave Inquiry Log –** Presents an online summary of processed leave transactions; acts as an online Leave Control Number (LCN) Log allowing for more details than the hardcopy version; and provides a link to access the original e-Leave Request (Refer to Section 5.16 for details.)

C. **e-Leave Reports**

The e-Leave Reports section (Figure 5-9) provides the links to request and generate e-Leave Reports. Currently, there are four reports.

- e-Leave Report Log
- e-Leave Reports
- e-Leave Address Report
- e-Leave Transaction Audit Report

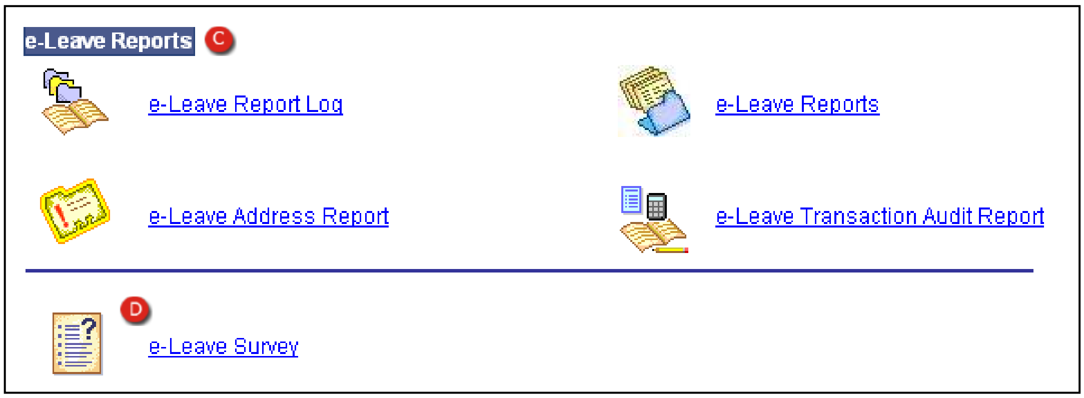


Figure 5-9–e-Leave Home Menu: e-Leave Reports Section

The following provides a brief explanation of each report.

- **e-Leave Report Log –** Provides a hardcopy report similar to the e-Leave Inquiry Log, which becomes the printed LCN Log. (Refer to Section 5.18.2 for details.)

- **e-Leave Reports –** Provides the ability to generate, save, email, and print tracking and audit reports to support the management of the Leave Program. (Refer to Section 5.18.3 for details.)

- **e-Leave Address Report** – Provides a listing of members currently checked out on leave by leave address, state, and/or country. This is used for emergency purposes to locate where personnel are while on leave. (Refer to Section 5.18.4 for details.)

- **e-Leave Transaction Audit Report** – Provides a listing of the feedback status of all leave transactions submitted to Defense Joint Military Pay System (DJMS). The report provides the option to obtain a list of all transactions or transactions that received no feedback. (Refer to Section 5.18.5 for details.)

D. **e-Leave Survey**

The e-Leave Survey link (Figure 5-9) accesses a survey for the new CLA user to provide an assessment of e-Leave training, training materials, and software.

5.3 Department/Division/Duty Section Setup

The first step in establishing the e-Leave environment is to identify the Leave Control Number (LCN) structure and setup the Command hierarchy.

The LCN is automatically assigned once the e-Leave Request is approved and tracks the request through the entire leave process. The LCN, also known as the Source Code Indicator (SCI), is specific to each e-Leave Request within a UIC. The LCN's 2 position Alpha/Alpha or Alpha/Numeric code is identified in the Letter of Designation provided to the Command Leave Administrator. The value is assigned locally to the Personnel Support Activity Detachment (PSD). After the 2-digit code is a 5-digit number generated by the system and incremented by 1 for each approved e-Leave Request.

> **NOTE:** Codes MA, SM and TZ through ZZ are not authorized for use as an LCN. These are restricted for Management Notices and (DJMS) system maintenance.

The CLA coordinates with the UIC's Career Counselor for identifying the Department, Division, and Duty Section codes for each assigned UIC. The CLA uses the Dept/Div/Duty Setup page to designate and update codes for one UIC at a time under his/her command.

After the Departments, Divisions, and Duty Sections are setup on this page, the CLA may assign the Reviewer/Watch Coordinator, Approver, and member to the appropriate Department, Division, and Duty Section within a UIC.

5.3.1 Dept/Div/Duty Setup Search

After selecting the Dept/Div/Duty Setup link on the e-Leave Home menu (Figure 5-6) the Dept/Div/Duty Setup search page (Figure 5-10) displays. On the Find an Existing Value tab, enter either the UIC or the name of the UIC to obtain the correct record.

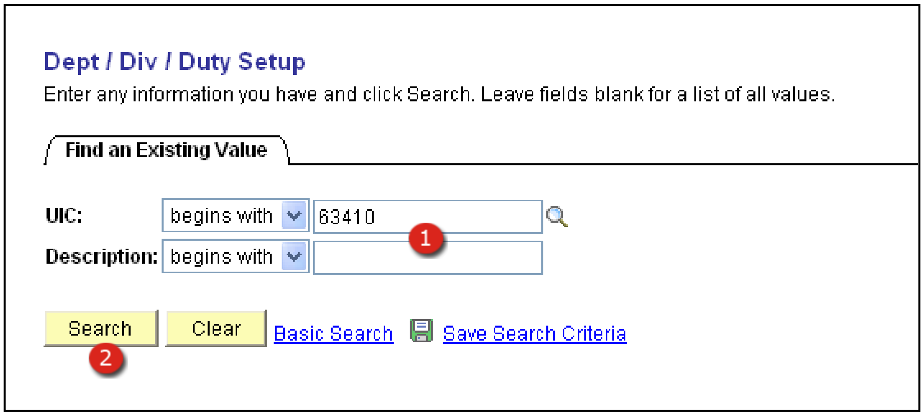


Figure 5-10–Dept/Div/Duty Setup Search Page

1. **UIC or Description** – Enter the UIC or Description in the respective fields or click the Lookup icon and select a UIC. The UIC defaults to the CLA's UIC. The Lookup icon provides a list of all UICs assigned to the CLA during the SAAR process. Any assigned UIC can be selected.

   NOTE: The Lookup button for the UIC field displays the UICs assigned during the initial SAAR process for the CLA. These UICs are within the Accounting and Disbursing Symbol Number (ADSN) for the Command. If as the CLA, you need access to UICs outside your ADSN a SAAR modification is needed. Refer to Section 3.5 for instructions on adding UICs outside the ADSN.

2. **Search** – Click the Search button to initiate a search of the database based on the criteria listed on the page.

5.3.2 Dept/Div/Duty Setup Page

The Dept/Div/Duty Setup page (Figure 5-11) displays the Department, Division, and Duty Section values currently stored in the database for the UIC. The Description field can be updated; however, the CLA coordinates with the Career Counselor prior to making changes to these values. The Department field cannot be changed. It must be deleted and reentered if a new value is needed.

The Department, Division, and Duty Section fields display codes that were established by the Career Counselor via Career Information Management System (CIMS) and stored in the NSIPS database. Department/Division/Duty Section codes cannot be changed unless coordinated with the Career Counselor for the UIC. The Department Description can be edited to meet e-Leave purposes. However, it is advisable for the CLA to work closely with the Career Counselor when making any changes to the Department/Division/Duty Section codes.

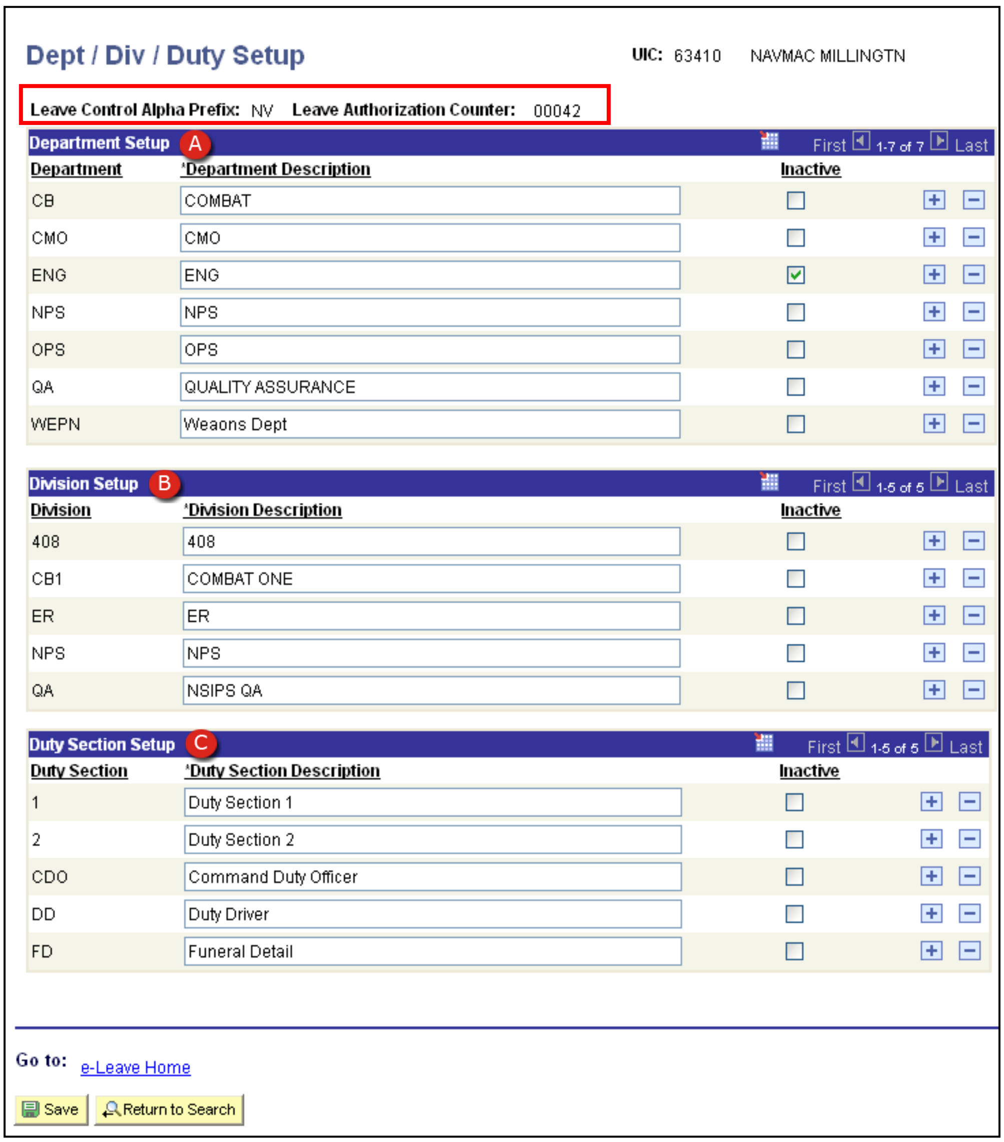


Figure 5-11–Dept/Div/Duty Setup Page

Additionally, the page provides the fields to establish the LCN via the Leave Control Alpha Prefix and the Leave Authorization Counter fields. The CLA completes this page for all assigned UICs.

Each section of the page performs the same. Rows can be added until all Departments, Divisions, and Duty Sections are recorded.

The Leave Control Number (LCN) fields establish the LCN for the UIC. It is comprised of the Leave Control Alpha Prefix and the Leave Authorization Counter value (Figure 5-12). The Leave Control Alpha Prefix is obtained from the Letter of Designation (LOD) provided to the CLA. The Leave Authorization Counter increments by one each time an e-Leave Request is approved.

Figure 5-12–Dept/Div/Duty Setup Page: UIC and LCN

1. **UIC** – System displays the UIC number and name based on the search. If this is not the correct UIC, click the Return to Search button and create a new search.
2. **Leave Control Alpha Prefix** – Enter the alpha value provided by the NSIPS Access Manager (NAM) in the LOD to represent the UIC. This value is used to create the LCN assigned to the e-Leave Request for the member in this UIC, once the request is approved.
3. **Leave Authorization Counter** – Enter 99999 as the numeric value that will be the start number for generating leave authorization numbers assigned to e-Leave Request. The system increments the value by one for each additional leave authorization number.

   NOTE: Enter 99999 so the first e-Leave Request will be number 00001. The value increments by one as each e-Leave Request is approved.

   NOTE: The Leave Control Alpha Prefix and the Leave Authorization Counter number comprise the Leave Control Number (LCN) specific to the approved e-Leave Request within the UIC.

A. **Department Setup**

The Department Setup section (Figure 5-13) provides fields to identify the different Departments within a UIC. In this section, add as many rows as needed to record all Departments. Listed Departments can be deleted using the Delete a Row icon as long as Active and/or Reserve members are not attached to the Department.

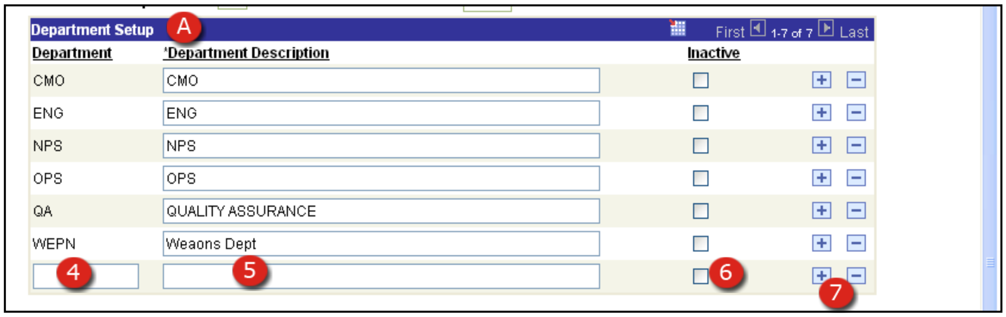


Figure 5-13–Dept/Div/Duty Setup Page: Department Setup Section

4. **<u>Department</u>** – Enter the Department code associated with the UIC.
5. **<u>Department Description</u>** – Enter a description to identify the Department.
6. **<u>Inactive (Department)</u>** – Click the checkbox if the Department is currently inactive. This allows the CLA the ability to record Departments that will be operational in the future.
7. **<u>Add a Row/Delete a Row</u>** – Click the Add a Row icon to add all the Departments associated with the UIC. A blank row displays. Repeat Steps 4-6. Click the Delete a Row icon to remove a Department row from the list.

B. **Division Setup**

The Division Setup section (Figure 5-14) provides fields to identify the different Divisions within a Department and UIC. In this section, add as many rows as needed to record all Divisions. Listed Divisions can be deleted using the Delete a Row icon as long as Active and/or Reserve members are not attached to the Division.

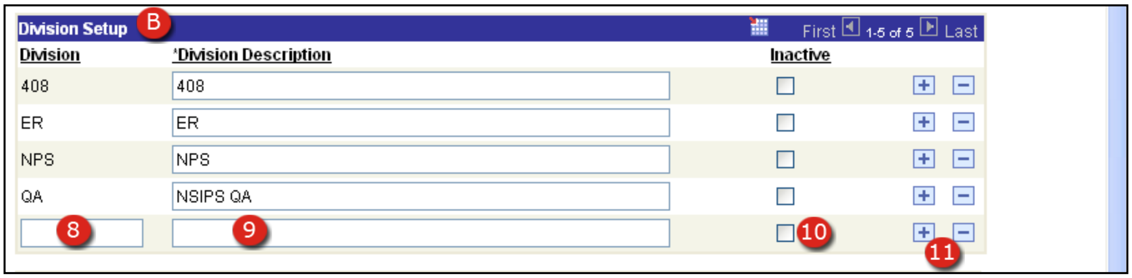


Figure 5-14–Dept/Div/Duty Setup Page: Division Setup Section

8. **Division** – Enter the Division code associate with the Department within the UIC.
9. **Division Description** – Enter a description to identify the Division.
10. **Inactive** – Click the checkbox if the Division is currently inactive. This allows the CLA the ability to record Divisions that will be operational in the future.
11. **Add a Row/Delete a Row** – Click the Add a Row icon to add all the Divisions associated with the Department and UIC. Click the Delete a Row icon to delete an entered Division.

C. Duty Section Setup

The Duty Section Setup section (Figure 5-15) provides fields to identify the different Duty Sections within a Division, Department, and UIC. In this section, add as many rows as needed to record all Duty Sections. Listed Duty Sections can be deleted using the Delete a Row icon as long as Active and/or Reserve members are not attached to the Duty Section.

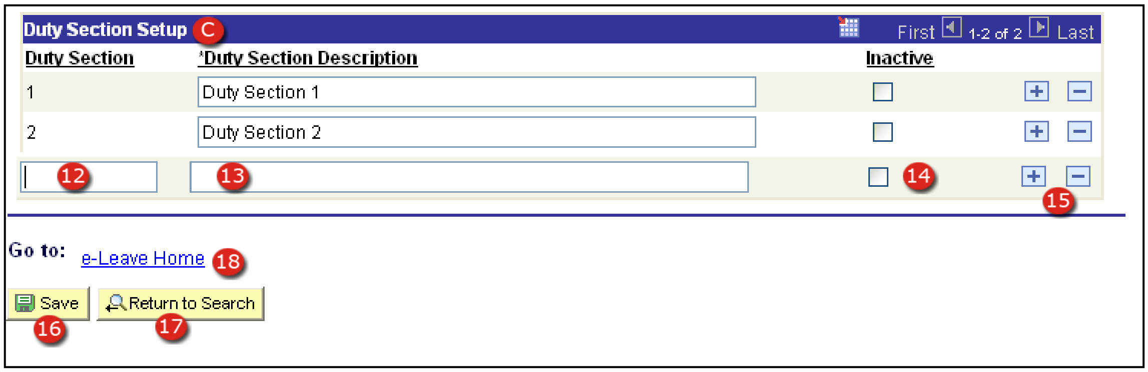


Figure 5-15–Dept/Div/Duty Setup Page: Duty Section Setup Section

12. **Duty Section** – Enter the Duty Section code associated with the Division/Department within the UIC.
13. **Duty Section Description** – Enter a description of the Duty Section.
14. **Inactive (Duty)** – Click the checkbox if the Duty Section is currently inactive. This allows the CLA the ability to record Duty Sections that will be operational in the future.
15. **Add a Row/Delete a Row** – Click the Add a Row icon to add all the Duty Sections associated with the Division/Department and UIC. Click the Delete a Row icon to delete an entered Duty Section.
16. **Save** – Click the Save button to save the entered data.
17. **Return To Search** – Click this button to return to the Search Criteria (Find an Existing Value) page. If this is clicked before Save, the entered will be cancelled.
18. **e-Leave Home** – Click this link to return to the e-Leave Home menu.

5.4 Department/Division/Shop/Duty Section Mass Setup

After the Departments, Divisions, Shop, and Duty Sections are established via the Dept/Div/Duty Setup page (Figure 5-11); the CLA assigns the corresponding Department, Division, Shop, and Duty Section to a member's profile. The Dept/Div/Shop/Duty Mass Setup page (Figure 5-16) provides the CLA the ability to assign several members to an established Department, Division, Shop, and Duty Section for a UIC under his/her Command.

> **NOTE:** For large UICs, it is recommended to assign each member's complete job location in order to properly electronically assign him/her to an e-Leave Request Reviewer and Approver. This is not a requirement of the software, but recommended.

The Dept/Div/Shop/Duty Mass Setup page (Figure 5-16) has three sections. The first section (A) provides the fields to establish the search criteria to generate the list of members. The second section (B) provides the fields to identify the new data to apply to the members' record. The last section (C) provides the list of members matching the criteria in section (A). Click the Save button to apply the data in the New Values to Apply section (B) to the members' record selected in the Select Members to be Updated section (C).

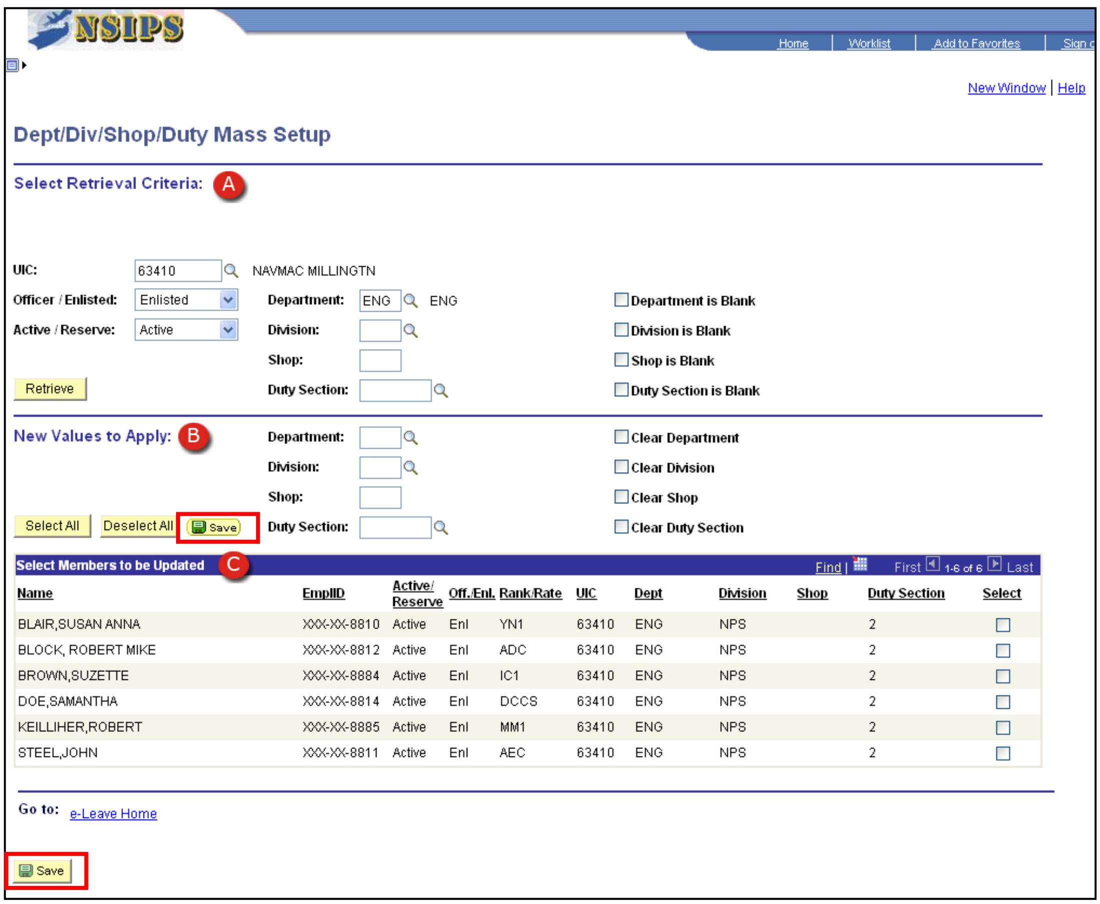


Figure 5-16–Dept/Div/Shop/Duty Mass Setup Page

NOTE: Refer to Figure 5-16. The Save button in the Select Members to be Updated section (B) works the same as the Save button in the New Values to Apply section (C). They both apply the changes to the selected members' record.

A. **Select Retrieval Criteria**

The Select Retrieval Criteria section (Figure 5-17) provides the search criteria fields to obtain multiple records. The Retrieve button initiates the database search and displays the records, matching the search criteria, in the Select Members to be Updated section (Figure 5-19). The UIC field defaults to the value on file for the CLA.

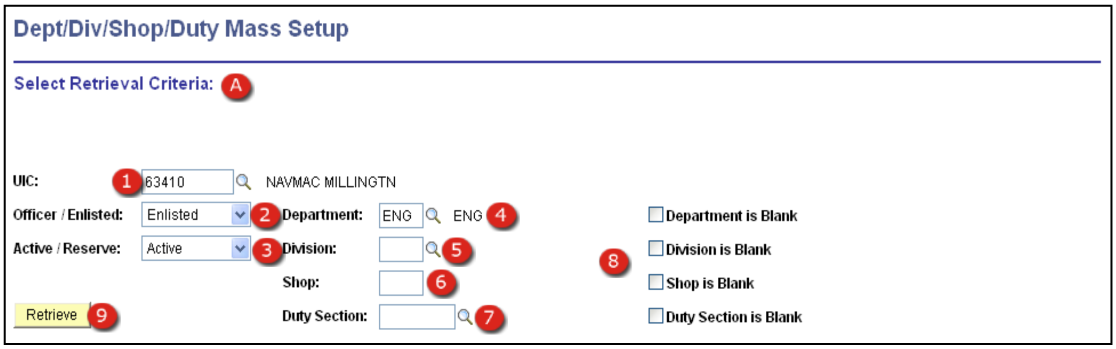


Figure 5-17–Dept/Div/Shop/Duty Mass Setup: Select Retrieval Criteria Section

1. **UIC** – System populates the field with the CLA's Command UIC. Enter a different UIC or click the Lookup button and select the UIC from the list. Press the Tab key. The name of the UIC displays to the right of the field.
2. **Officer/Enlisted** – Click the drop-down arrow and select Officer or Enlisted.
3. **Active/Reserve** – Click the drop-down arrow and select Active or Reserve.
4. **Department** – Enter the Department code or click the Lookup button and select the Department from the list. Press the Tab key. The name of the Department displays to the right of the field.
5. **Division** – Enter the Division code or click the Lookup button and select the Division from the list. Press the Tab key. The name of the Department displays to the right of the field.
6. **Shop** – Enter the Shop code for the search criteria. Press the Tab key.
7. **Duty Section** – Enter the Duty Section code or click the Lookup button and select the Duty Section from the list. Press the Tab key. The name of the Duty Section displays to the right of the field.
8. **…is Blank** – Click the appropriate checkbox to search for all members with no recorded value for Department, Division, Shop, and/or Duty Section. Select as many checkboxes as needed.
9. **Retrieve** – Click the Retrieve button to initiate the search based on the criteria set in this section. The list of members matching the criteria displays in the Select Members to be Updated section.

B. **New Value to Apply**

The New Value to Apply section (Figure 5-18) provides fields to add the new Department, Division, Shop, and/or Duty Section codes or to remove existing codes to multiple members' record. The Save button allows you to save the changes applied to the members' record. The Select All button selects all members in the list. The Deselect All button deselects all members.

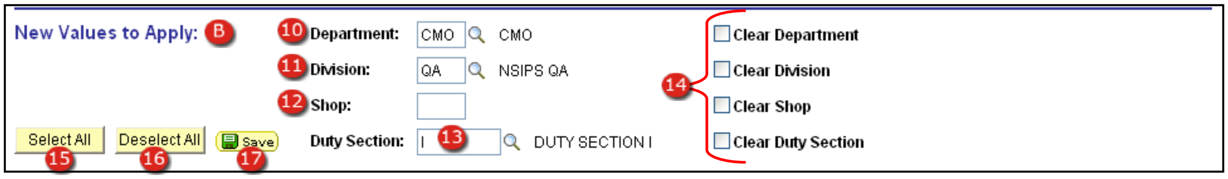
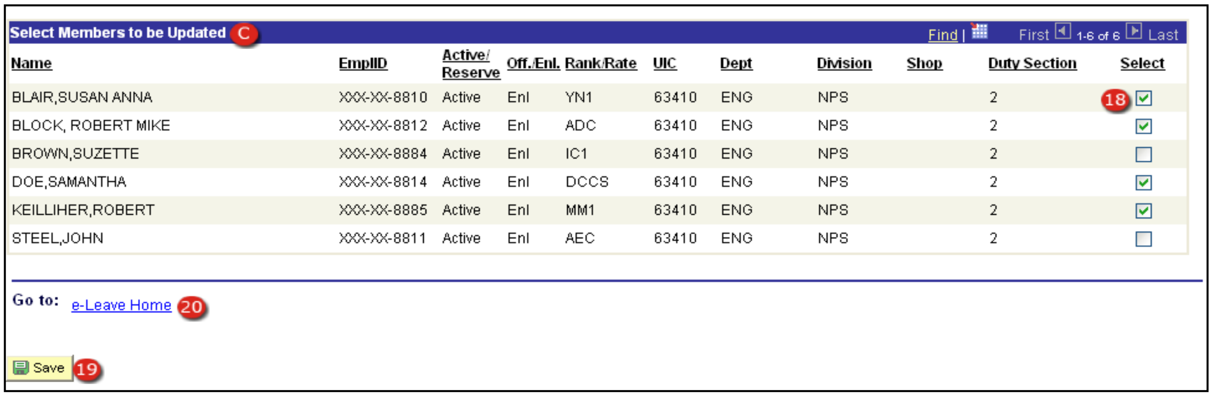


Figure 5-18–Dept/Div/Shop/Duty Mass Setup: New Values to Apply Section

10. **Department** - Enter the Department code or click the Lookup button and select the Department from the list. Press the Tab key. The name displays to the right of the field.
11. **Division** – Enter the Division code or click the Lookup button and select the Division code from the list. Press the Tab key. The name displays to the right of the field.
12. **Shop** – Enter the Shop code. Press the Tab key.
13. **Duty Section** – Enter the Duty Section code or click the Lookup button and select the Duty Section from the list. Press the Tab key. The name displays to the right of the field.
14. **Clear ….** – Click the checkbox to remove current values in the Department, Division, Shop, and/or Duty Section fields within the members' record. Select as many checkboxes as needed.
15. **Select All** – Click the Select All button to select all members in the Select Members to be Updated section. A check mark displays in all checkboxes.
16. **Deselect All** – Click the Deselect All button to deselect all members in the Select Members to be Updated section. The checkbox field is blank. This allows individual selection of members.
17. **Save** – Click the Save button to apply the requested changes to the selected members' record and save the changes to the database.

C. Selected Members to be Updated

The Selected Members to be Updated section (Figure 5-19) provides the list of members matching the search criteria established in the Select Retrieval Criteria section (Figure 5-17). Use the Select checkbox to identify those members to attach the values established in the New Values to Apply section (Figure 5-18).


Select Members to be Updated C — Find | First 1-6 of 6 Last

Name	EmplID	Active/ Reserve	Off./Enl.	Rank/Rate	UIC	Dept	Division	Shop	Duty Section	Select
BLAIR,SUSAN ANNA	XXX-XX-8810	Active	Enl	YN1	63410	ENG	NPS		2	18 ☑
BLOCK, ROBERT MIKE	XXX-XX-8812	Active	Enl	ADC	63410	ENG	NPS		2	☑
BROWN,SUZETTE	XXX-XX-8884	Active	Enl	IC1	63410	ENG	NPS		2	☐
DOE,SAMANTHA	XXX-XX-8814	Active	Enl	DCCS	63410	ENG	NPS		2	☑
KEILLIHER,ROBERT	XXX-XX-8885	Active	Enl	MM1	63410	ENG	NPS		2	☑
STEEL,JOHN	XXX-XX-8811	Active	Enl	AEC	63410	ENG	NPS		2	☐

Go to: e-Leave Home 20

Save 19

Figure 5-19–Dept/Div/Shop/Duty Mass Setup: Select Members to be Updated Section

18. **Select –** Click the checkbox for the individual members to apply the change. A check mark displays in the field.

    NOTE: If you need to deselect an item, click the checkbox to remove the check mark and deselect the item.

19. **Save** – Click the Save button to apply the required changes to Department, Division, Shop, and/or Duty Section for the selected members.

20. **e-Leave Home** – Click the e-Leave Home to return to the e-Leave Home menu.

5.5 Civilian Profile Setup

Civilians working in a Command can be identified as the Command Leave Administrator, Reviewers, and/or Approvers. Joint Force personnel can be identified as Reviewers and/or Approvers. Throughout this section, the term civilian will refer to both civilian employees and Joint Force personnel.

In order for the civilian to access e-Leave, the person must create an NSIPS account. This requires the civilian to complete the SAAR form (Refer to Section 3.3). Once the SAAR is completed, the CLA can search for the civilian record via the Civilian Profile Setup: Find an Existing Value page (Figure 5-20). After accessing the page, the CLA unlocks the civilian's record and establishes the civilian as a Reviewer and/or Approver.

Figure 5-20–SAAR: User Profile Page: User ID

It is recommended to use the Name field to access the civilian's account. Enter the name in Last Name,First Name MI format.

5.5.1 Find an Existing Value Page

After selecting Civilian Profile Setup from the e-Leave Home menu (Figure 5-6), the Civilian Profile Setup: Find an Existing Value page (Figure 5-21) displays. Use this page to search for the civilian by using the Name field. Complete or partial values can be entered in the field. If a partial value is entered, a list will display matching the partial values.

Figure 5-21–Civilian Profile Setup: Find an Existing Value Page

1. **Name** – Enter the complete or partial name of the civilian.

   NOTE: It is recommended to use only one of the search fields.

2. **Search** – Click the Search button. The Civilian Profile Setup page displays.
3. **Clear** – Click the Clear button (before clicking Save) to remove entered data.

5.5.2 Civilian Profile Setup Page

Creating a civilian account within NSIPS to support e-Leave creates a unique situation. Two fields on the Civilian Profile Setup page (Figure 5-22) allow the CLA a means to control the account.

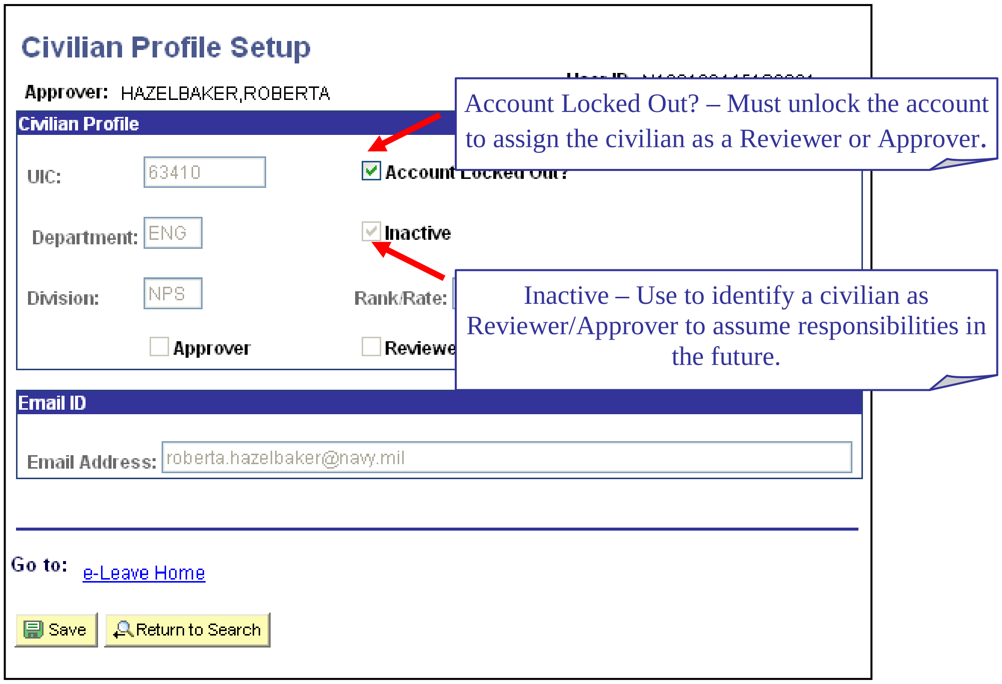


Figure 5-22–Civilian Profile Setup Page

First, when the civilian's account is created, it is placed in a "locked out" status. The CLA must access the civilian's profile and unlock the account. The CLA also has the option to assign the civilian as a Reviewer and/or Approver for future use by using the Inactive field.

5.5.3 Civilian Profile Setup Page – Account Locked

As part of the special SAAR process, the civilian record is in a locked status. In order to identify the person as a Reviewer and/or Approver, the CLA unlocks the civilian record (Figure 5-23).

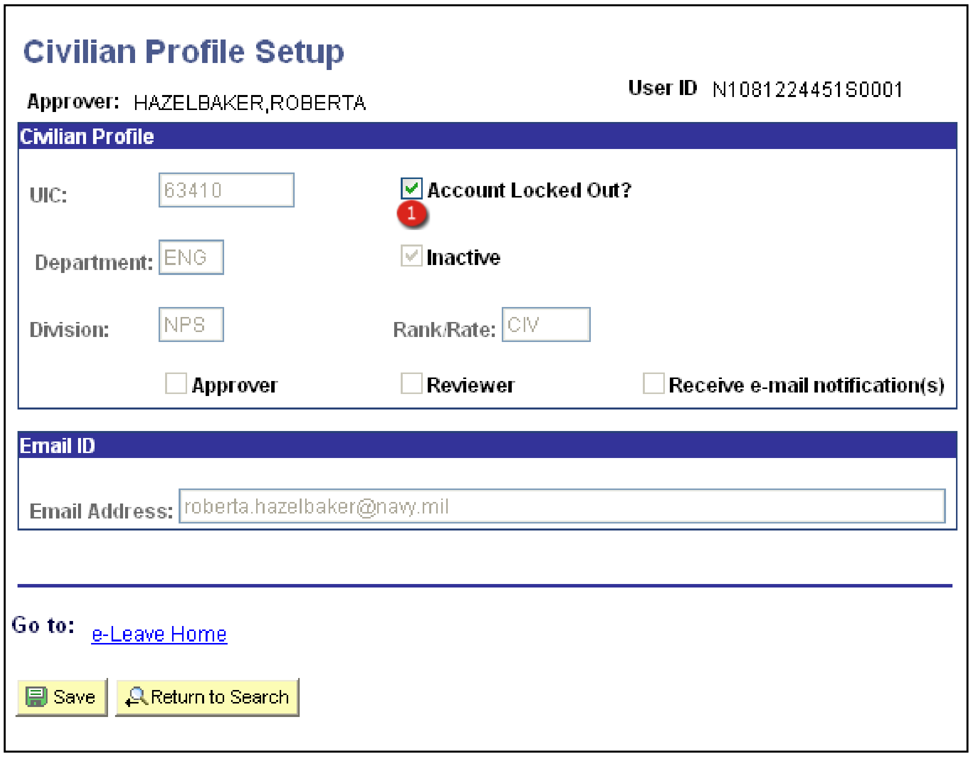


Figure 5-23–Civilian Profile Setup: Account Locked

1. **Account Locked Out?** – Click the Account Locked Out? checkbox to open the account. Once the check mark is removed all data fields become active.

5.5.4 Civilian Profile Setup Page – Active Fields

Enter the appropriate data to create the civilian member's profile (Figure 5-24) and assign the civilian as a Reviewer and/or Approver.

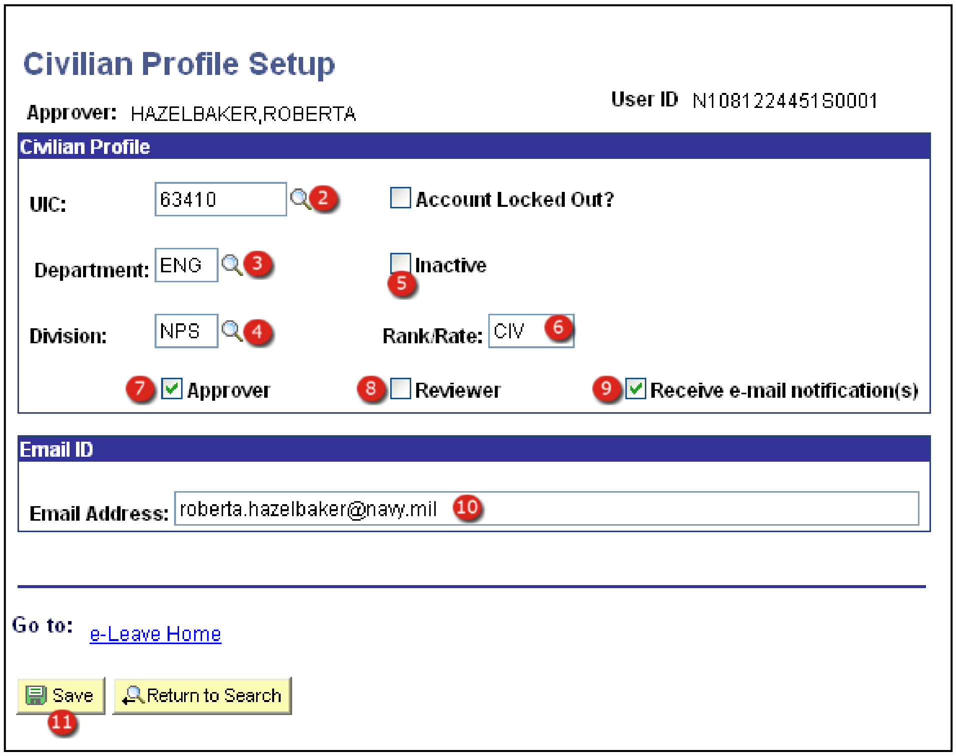


Figure 5-24–Civilian Profile Setup: Active Fields

2. **UIC** – UIC data populates from the value entered on the SAAR. Click the Lookup icon to select a different UIC.
3. **Department** – Click the Lookup icon and select the Department from the list.
4. **Division** – Click the Lookup icon and select the Division from the list.
5. **Inactive** – Click the Inactive checkbox to establish the civilian as an Approver or Reviewer for use at a later date. The civilian will not have review or approve privileges while in an Inactive state.
6. **Rate/Rank** – System displays CIV in the Rate/Rank field indicating a civilian member.
7. **Approver** – Click the Approver checkbox to give this civilian Approver privileges for the identified UIC/Department/Division.
8. **Reviewer** – Click the Reviewer checkbox to give this civilian Reviewer privileges for the identified UIC/Department/Division.
9. **Receive e-mail notification(s)** – When Approver and/or Reviewer checkbox is selected, the Receive e-mail notification(s) checkbox is also selected. This provides email notification to the Approver/Reviewer when an assigned member's e-Leave

Request is pending action. If the Approver/Reviewer does not want email notification, click the checkbox to deselect this option.

10. **Email Address** – System displays the email address based on what was entered on the SAAR form. If a different email address is needed, enter the address.
11. **Save** – Click the Save button to save the entered data and establish the civilian as an Approver and/or Reviewer.

5.6 Reviewer/Approver Mass Setup

After selecting Reviewer/Approver Mass Setup link on the e-Leave Home menu (Figure 5-6), the Reviewer/Approver Mass Setup page (Figure 5-25) displays. This page provides the ability to establish multiple e-Leave Request Reviewers and Approvers. This feature allows the CLA to quickly establish Reviewers and Approvers for all members within the same UIC.

The Reviewer/Approver Mass Setup page has two main sections. The top section provides search filters to locate members' record and the bottom section provides a list of members matching the search criteria.

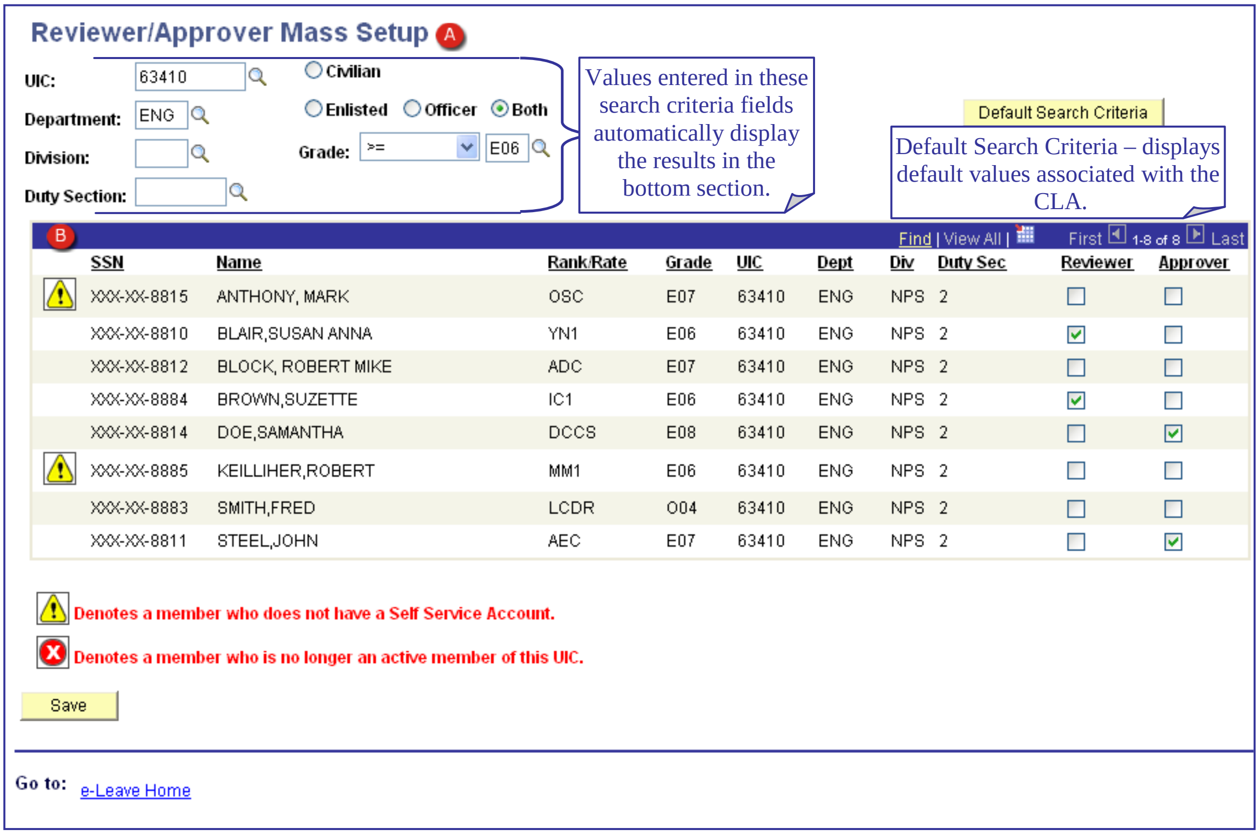


Figure 5-25–Reviewer/Approver Mass Setup Page

A. Search Filters

This section (Figure 5-26) provides fields to enter values to refine the search for members' record. The UIC and Grade fields are required fields.

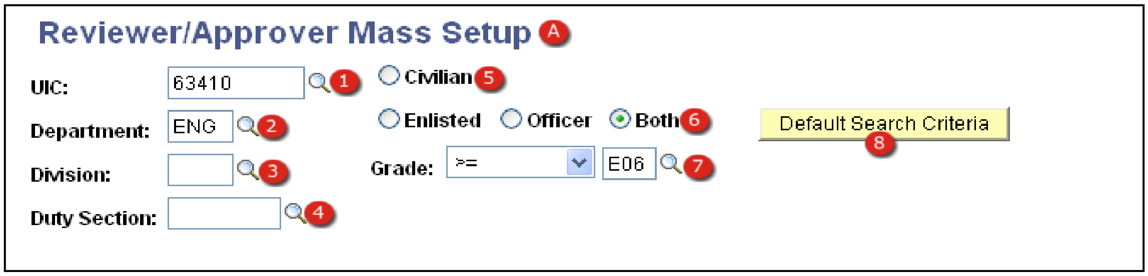


Figure 5-26–Reviewer/Approver Mass Setup: Search Filters

1. **UIC** – (Required) Enter the UIC or use the Lookup icon and select the UIC. The system defaults to the UIC of the CLA accessing the Reviewer/Approver Mass Setup page. Press the Tab key. The list (Figure 5-27) adjusts to match the criteria.
2. **Department** – Enter the Department within the UIC to refine the search for members' record. This is an optional field. Use the Lookup icon to display a list of all Departments within the UIC. Select from the list. Press the Tab key.
3. **Division** – Enter the Division within the Department to refine the search. This is an optional field. Use the Lookup icon to display a list of all Divisions within the Departments. Select from the list. Press the Tab key.
4. **Duty Section** – Enter the Duty Section within the Division to refine the search. This is an optional field. Use the Lookup icon to display a list of all Duty Sections within the Division. Select from the list. Press the Tab key.
5. **Civilian** – Click the radio button to generate a list of civilians attached to the UIC.
6. **Enlisted/Officer/Both** – Click the appropriate radio button to generate a list of enlisted members only, officer members only, or both enlisted and officer members.
7. **Grade** – (Required) Enter the Grade to refine the search to a specific grade. Use the drop-down arrow to display a list of conditions (equal to, greater than, less than, etc.). Use the Lookup icon to select the grade. The field defaults to E06 as this is the common pay grade for supervisory responsibilities. Press the Tab key.

NOTE: List of Conditions

= (equal to)
< (less than)
<=(less than and equal to)
= (equal to)
> (greater than)
>= (greater than and equal to)
begins (begins with the entered value)
contains (entered value is part of the content)
not = (not equal to)

8. **Default Search Criteria** – Click this button to default the search fields to the values associated with the CLA creating the Reviewer/Approver Mass Setup.

B. Search Results

This section (Figure 5-27) displays a list of all members matching the search criteria entered at the top of the Reviewer/Approver Mass Setup page. As each criteria is entered the list changes to meet the criteria values.

The members' SSN, Name, Rank/Rate, Grade, UIC, Department, Division, and Duty Section display. The CLA selects those members who will be Reviewers and/or Approvers. A member can be both a Reviewer and an Approver.

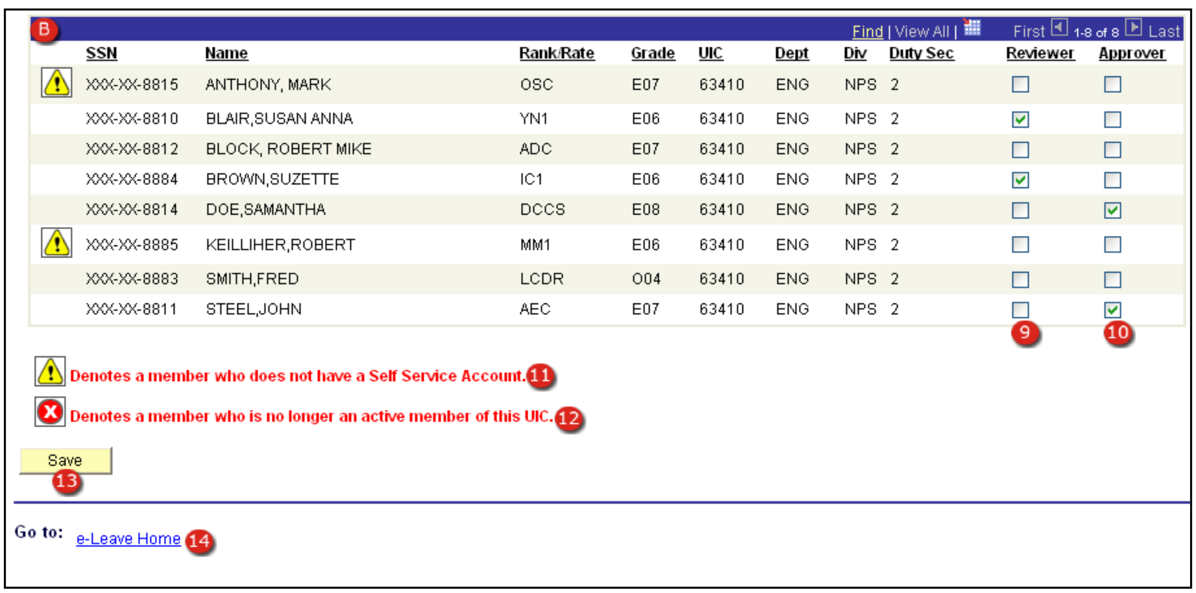


Figure 5-27–Reviewer/Approver Mass Setup: Search Results

9. **Reviewer** – Click the Reviewer checkbox to select the members who will be e-Leave Request Reviewers. More than one checkbox can be selected.

10. **Approver** – Click the Approver checkbox to select the members who will be e-Leave Request Approvers. More than one checkbox can be selected.

11. **Warning Message** – This warning message indicates that the member does not have a Self-Service account. They need a Self-Service account to review/approve a member's e-Leave Request. Remind this person to establish a Self-Service account.

12. **Warning Message** – This warning message indicates that the member is no longer active within the UIC. This member cannot be identified as a Reviewer or Approver.

13. **Save** – Click the Save button to record the entered data into the database. This will establish the members within the UIC who will be e-Leave Request Reviewers and Approvers.

14. **e- Leave Home** – Click this link to return to the e-Leave Home menu. If this link is used before the page is saved, all entered data will be cancelled.

NOTE: Reviewers and Approvers can also be established using the Civilian Profile Setup (Section 5.5) and the Member Profile Setup (Section 5.9) functions.

5.7 *Member Profile Mass Setup*

After selecting Member Profile Mass Setup link on the e-Leave Home menu (Figure 5-6) the Member Profile Mass Setup page (Figure 5-28) displays. This page allows the CLA the ability to establish the e-Leave Request military and/or civilian Reviewer, Watch Coordinator, Approver, and Primary Approver for a group of members. More than one Reviewer and Approver can be identified. Each member must have at least one Watch Coordinator and up to two identified Primary Approvers. The Reviewer and Approver can be the same person.

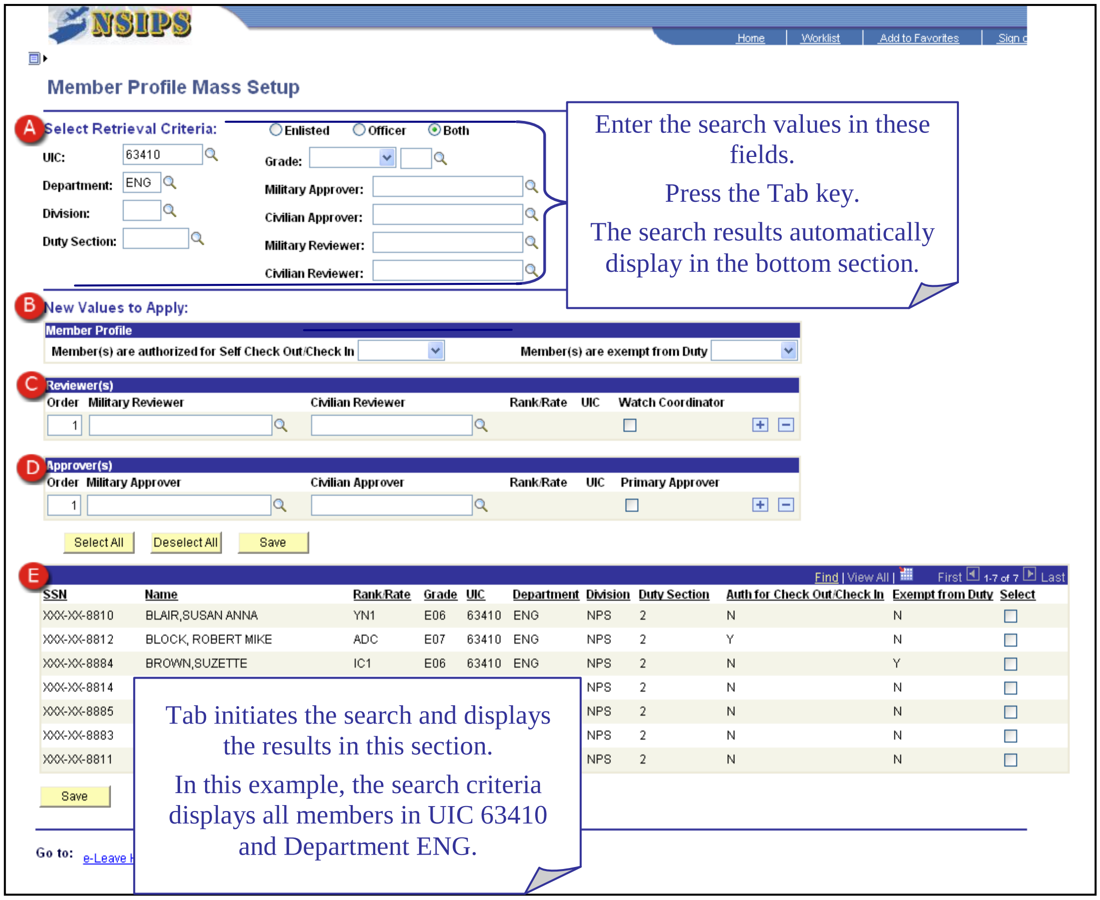


Figure 5-28–Member Profile Mass Setup Page

A. Select Retrieval Criteria

The Selection Retrieval Criteria section (Figure 5-29) provides the search criteria fields to refine the search for members' record. UIC is the only required field to initiate the search. All other fields are optional.

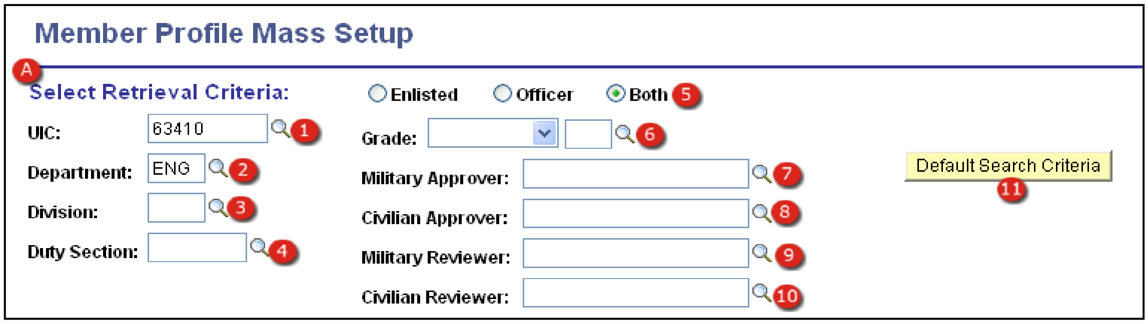


Figure 5-29–Member Profile Mass Setup: Search Retrieval Criteria Section

1. **UIC** – (Required) Enter the UIC or use the Lookup icon and select the UIC from the list of UICs assigned to the CLA. The system defaults to the UIC of the CLA accessing the Member Profile Mass Setup page. Any UIC assigned to the CLA during the SAAR process can be selected. Press the Tab key.

   NOTE: After each entry on the Selection Retrieval Criteria section, press the Tab key. This initiates a search of the database and displays the results in the results section.

2. **Department** – Enter the Department within the UIC to refine the search for members' record. Use the Lookup icon to display a list of all Departments within the UIC. Select from the list. Press the Tab key.
3. **Division** – Enter the Division within the Department to refine the search. Use the Lookup icon to display a list of all Divisions within the Departments. Select from the list. Press the Tab key.
4. **Duty Section** – Enter the Duty Section within the Division to refine the search. Use the Lookup icon to display a list of all Duty Sections within the Division. Select from the list. Press the Tab key.
5. **Enlisted/Officer/Both** – Click the appropriate radio button to create a list for only enlisted members, only officer members, or both enlisted and officer members. Press the Tab key.
6. **Grade** – Enter the grade to refine the search to a specific grade. Use the drop-down arrow to display a list of conditions (equal to, greater than, less than, etc.). Use the Lookup icon to select the grade. Press the Tab key.

7. **Military Approver** – Enter the military Approver's name or select the military Approver using the Lookup icon. This allows the CLA to generate a list of only military Approvers to review the members previously assigned to this specific Approver. Press the Tab key.
8. **Civilian Approver** – Enter the civilian Approver's name or select the civilian Approver using the Lookup icon. This allows the CLA to generate a list of only civilian Approvers to review the members previously assigned to this specific Approver. Press the Tab key.
9. **Military Reviewer** – Enter the military Reviewer's name or select the military Reviewer's name using the Lookup icon. This allows the CLA to generate a list of only military Reviewers to review the members previously assigned to this specific Reviewer. Press the Tab key.
10. **Civilian Reviewer** – Enter the civilian Reviewer's name or select the civilian Reviewer's name using the Lookup icon. This allows the CLA to generate a list of only civilian Reviewers to review the members previously assigned to this specific Reviewer. Press the Tab key.
11. **Default Search Criteria** – Click this button to default the search fields to the UIC and other values associated with the CLA.

B. New Values to Apply

The New Values to Apply section (Figure 5-30) provides the ability to set Self Check Out/Check In and/or exempt from Duty for members eligible for these conditions.

Figure 5-30–Member Profile Mass Setup: New Values to Apply Section

12. **Member(s) are authorized for Self Check Out/Check In** – Click the drop-down arrow and select either Yes or No to give selected members the ability to self check out and check in.
13. **Member(s) are exempt from Duty** – Click the drop-down arrow and select either Yes or No to indicate if the selected members are exempt from Duty.

NOTE: If a member is exempt from duty; a Watch Coordinator is not selected.

C. Reviewer(s)

The Reviewer(s) section (Figure 5-31) provides the fields to enter all Reviewers for the members selected in the search results section. Military and/or Civilian Reviewers are identified in this section.

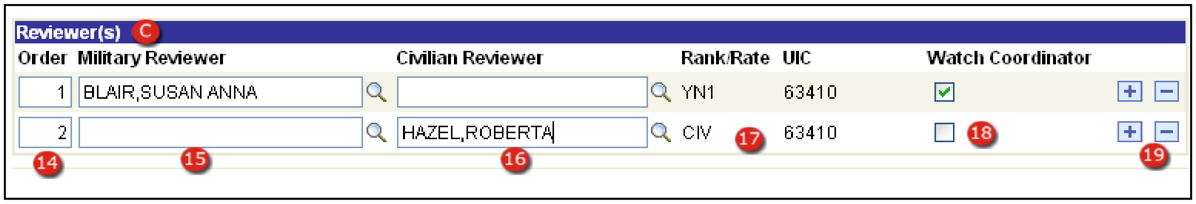


Figure 5-31–Member Profile Mass Setup: Reviewer(s) Section

14. **<u>Order</u>** – System automatically increments the list of Reviewers as they are added.
15. **<u>Military Reviewer</u>** – Enter the name of the military Reviewer or click the Lookup icon to select the Reviewer from the list. The list of Reviewers established on the Reviewer/Approver Mass Setup page (Figure 5-32) displays.

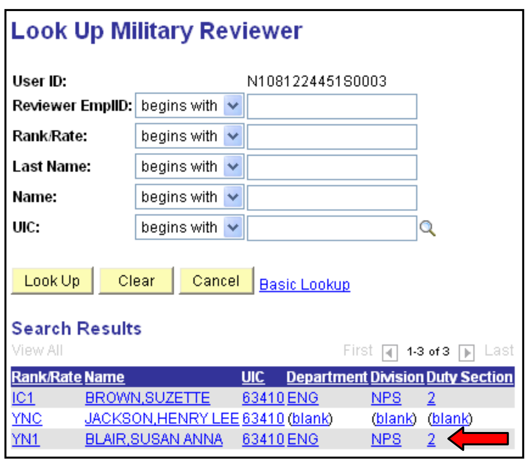


Figure 5-32–Look Up Military Reviewer List

Select the Reviewer from the Search Results list. The value populates in the Military Reviewer field.

16. **<u>Civilian Reviewer</u>** - Enter the name of the civilian Reviewer or click the Lookup icon to select the civilian Reviewer from the list.
17. **<u>Rank/Rate and UIC</u>** – Data reflected in these fields correspond to the corporate data stored for the member selected in the Military Reviewer or Civilian Reviewer columns. CIV is listed for civilians.
18. **<u>Watch Coordinator</u>** – Click the checkbox to identify those Reviewers who will be identified as Watch Coordinators. One Watch Coordinator must be assigned to each member who is not exempt from duty.

19. **Add/Delete a Row** – Use these icons to add additional Reviewers or delete existing Reviewers. Click the plus (+) icon to add a new row and repeat steps 14-18. The numbers in the Order field will increment by one as each new row is added. Click the minus (-) icon to delete an existing Reviewer. Continue adding and deleting rows until the list reflects the Reviewers identified for the UIC.

    NOTE: Once the list is complete, verify that the numbers in the Order column are sequential. Adjust numbers accordingly.

D. Approver(s)

The Approver(s) section (Figure 5-33) provides the fields to enter all Approvers for the members listed in the search results section. Military and/or Civilian Approvers are identified in this section. Up to two Approvers can be identified as Primary Approvers.

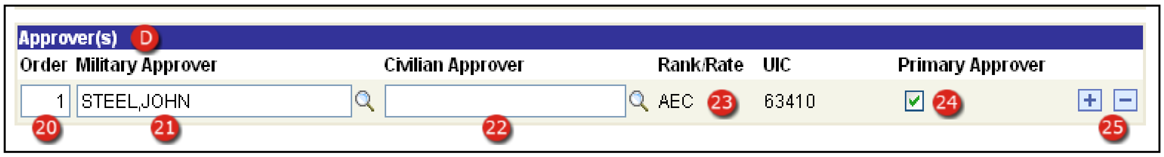
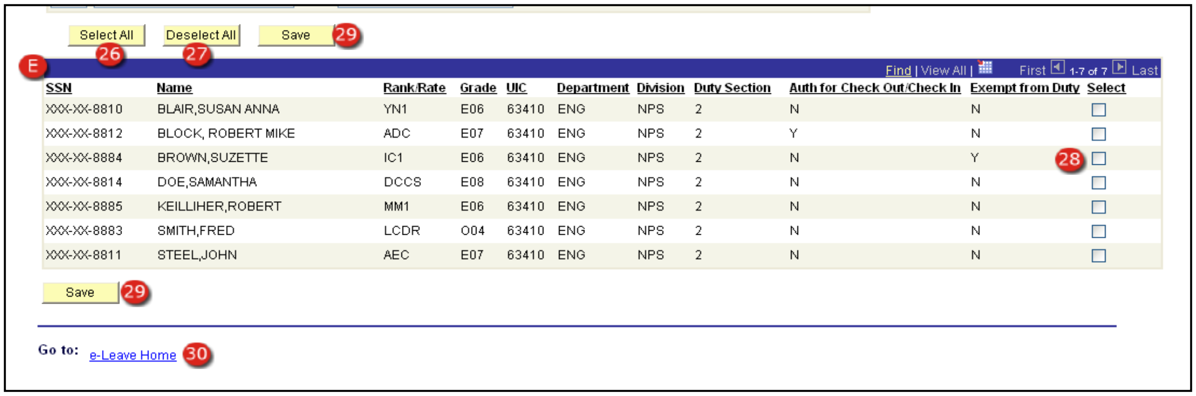


Figure 5-33–Member Profile Mass Setup: Approver(s) Section

20. **Order** – System automatically increments the list of Approvers as they are added.
21. **Military Approver** – Enter the name of the military Approver or click the Lookup icon to select the Approver from the list.
22. **Civilian Reviewer** – Enter the name of the civilian Approver or click the Lookup icon to select the civilian Approver from the list.
23. **Rank/Rate and UIC** – Data reflected in this field corresponds to the corporate data stored for the member selected in the Military Approver or Civilian Approver columns. CIV is listed for civilians.
24. **Primary Approver** – Click the checkbox to identify the Approver who will be identified as the Primary Approver.
25. **Add/Delete a Row** – Use these icons to add additional Approvers or delete existing Approvers. Click the plus (+) icon to add a new row and repeat steps 20-24. The numbers in the Order field will increment by one as each new row is added. Click the minus (-) icon to delete an existing Approver. Continue adding and deleting rows until the list reflects the Approvers identified for the UIC. Adjust the values in the Order field.

E. Search Results

This section (Figure 5-34) displays a list of members resulting from the search criteria in the Select Retrieval Criteria section (Figure 5-29). The table displays the member's SSN, Name, Rank/Rate, Grade, UIC, Department, Division, and Duty Section. At this point, associate the members in the list with the identified Reviewers and Approvers (Figures 5-31 and 5-33) by using the Select All/Deselect All buttons and/or the Select checkboxes.



SSN	Name	Rank/Rate	Grade	UIC	Department	Division	Duty Section	Auth for Check Out/Check In	Exempt from Duty	Select
XXX-XX-8810	BLAIR,SUSAN ANNA	YN1	E06	63410	ENG	NPS	2	N	N	☐
XXX-XX-8812	BLOCK, ROBERT MIKE	ADC	E07	63410	ENG	NPS	2	Y	N	☐
XXX-XX-8884	BROWN,SUZETTE	IC1	E06	63410	ENG	NPS	2	N	Y	☐
XXX-XX-8814	DOE,SAMANTHA	DCCS	E08	63410	ENG	NPS	2	N	N	☐
XXX-XX-8885	KEILLIHER,ROBERT	MM1	E06	63410	ENG	NPS	2	N	N	☐
XXX-XX-8883	SMITH,FRED	LCDR	O04	63410	ENG	NPS	2	N	N	☐
XXX-XX-8811	STEEL,JOHN	AEC	E07	63410	ENG	NPS	2	N	N	☐

Figure 5-34–Member Profile Mass Setup: Search Results List

26. **Select All** – Click the Select All button to mass select all members on the list. A check mark displays in the Select checkbox for all members.
27. **Deselect All** – Click the Deselect All button to deselect all members removing the check mark from the Select checkboxes. This allows for the individual selection of members.
28. **Select** – Click the checkbox in the Select column next to the member's row to select individual members. A check mark indicates the member's e-Leave Request will be reviewed and approved by the members listed in the Reviewers and Approvers section.

    NOTE: If the checkbox is selected, click the checkbox to deselect. This removes the check mark.

29. **Save** – Click the Save button to save the entered data. The Save button at the top of the list and at the bottom perform the same action.
30. **e-Leave Home** – Click this link to return to the e-Leave Home menu. If this is done before the Save button is clicked, all entered data will be cancelled.

5.7.1 Reviewer/Approver – Special Condition

A person cannot be their own Reviewer or Approver; therefore, the member cannot be selected on the Mass Setup page (Figure 5-35). An error message displays indicating that you cannot make someone their own Reviewer/Approver.

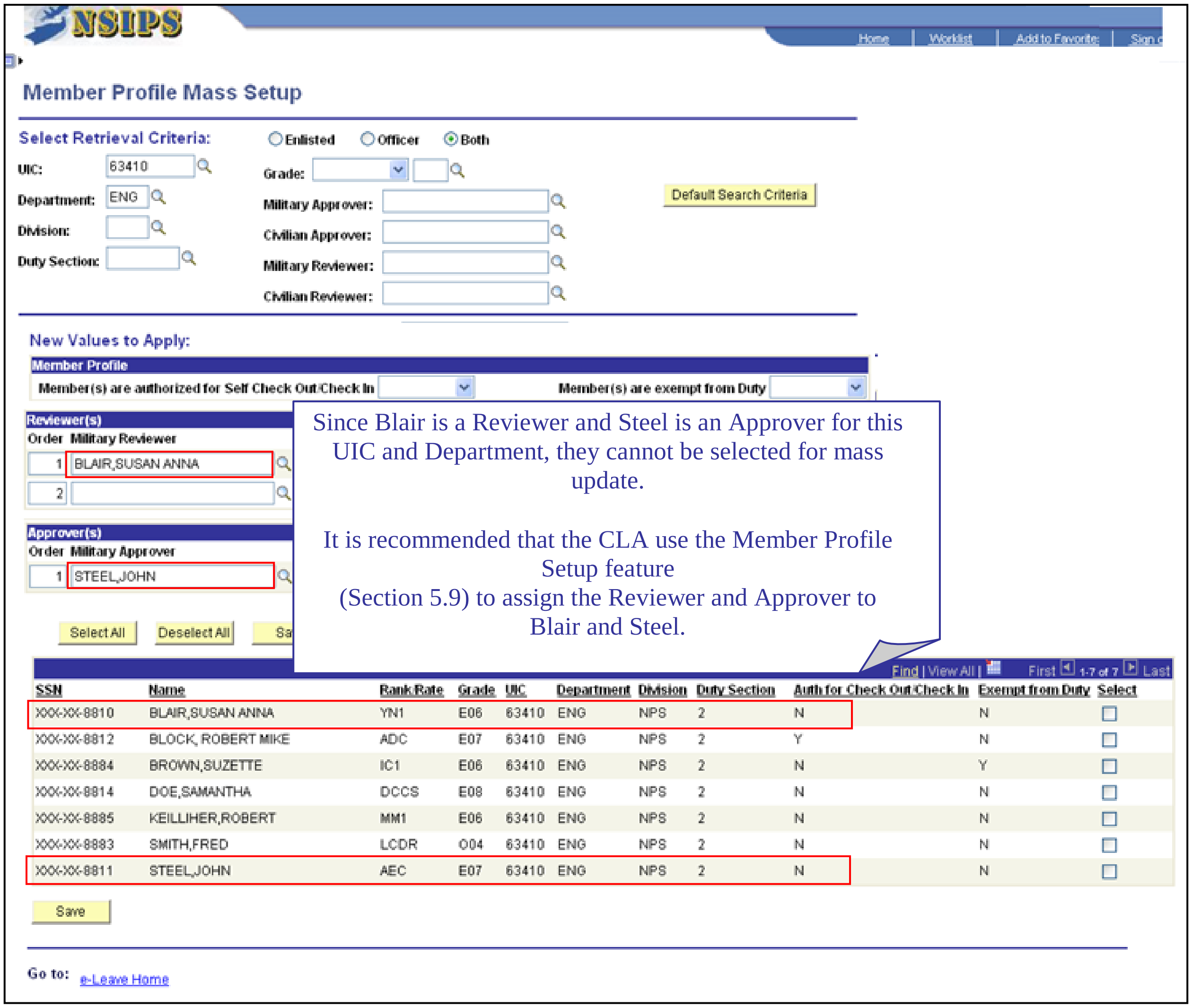


Figure 5-35–Member Profile Mass Setup: Special Condition

5.8 *Member Department/Division/Duty Setup*

The Member Dept/Div/Duty Setup page allows the CLA the ability to establish an individual member's Department, Division, Shop, and Duty Section codes. Use this feature to establish job location for one member at a time.

> **NOTE:** For large UICs, it is recommended to assign each member's complete job location in order to properly electronically assign him/her to an e-Leave Request Reviewer and Approver.

After selecting the menu option for Member Dept/Div/Duty Setup from the e-Leave Home menu (Figure 5-6); the Find an Existing Value page displays.

5.8.1 Member Dept/Div/Duty Setup: Find an Existing Value Page

Use the Member Dept/Div/Duty Setup: Find an Existing Value page (Figure 5-36) to search the database for a specific record. Use the EmplID or Name field to search for one specific member. Search for several members using the UIC, Department, or Division fields.

In this example, search for all members in UIC 63410. The first record matching the criteria displays on the Member Dept/Div/Duty Setup page.

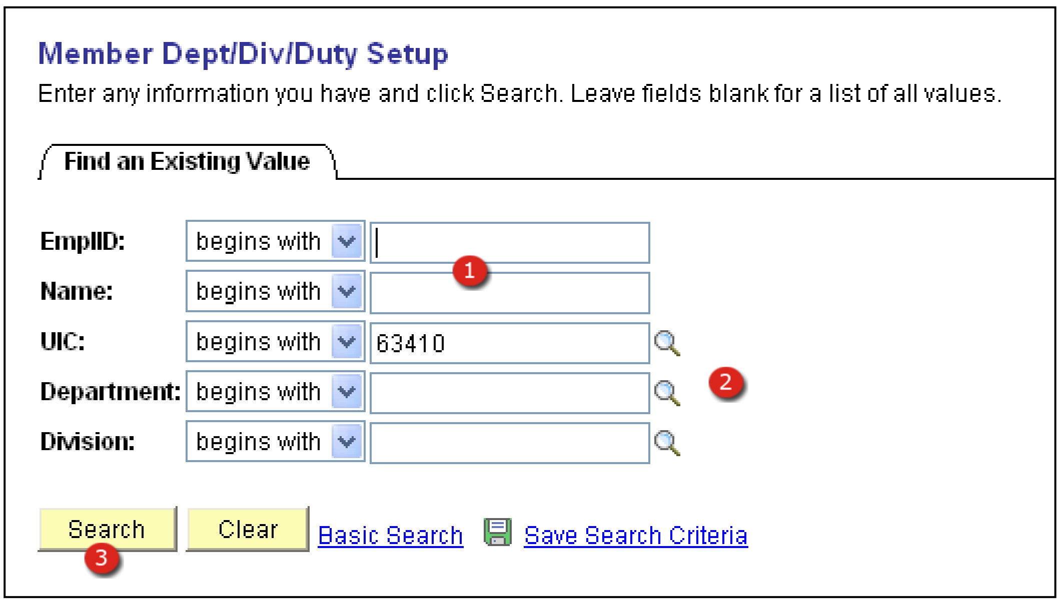


Figure 5-36–Member Dept/Div/Duty Setup: Find an Existing Value

1. **EmplID or Name** – Enter the member's SSN or Name.
2. **UIC, Department, and/or Division** – Enter the member's UIC, Department, and/or Division or click the Lookup icon and select from the list.
3. **Search** – Click the Search button. The Member Dept/Div/Duty Setup page displays.

5.8.2 Member Dept/Div/Duty Setup Page

The Member Dept/Div/Duty Setup page (Figure 5-37) records the member's job location. Since the search criteria was the UIC; all members in the UIC will display one at a time. The first member in the UIC displays first. The SSN, Name, Rank/Rate, and Current Duty Status Code (DSC) displays based on corporate data. If the member was not previously assigned, then the fields are blank.

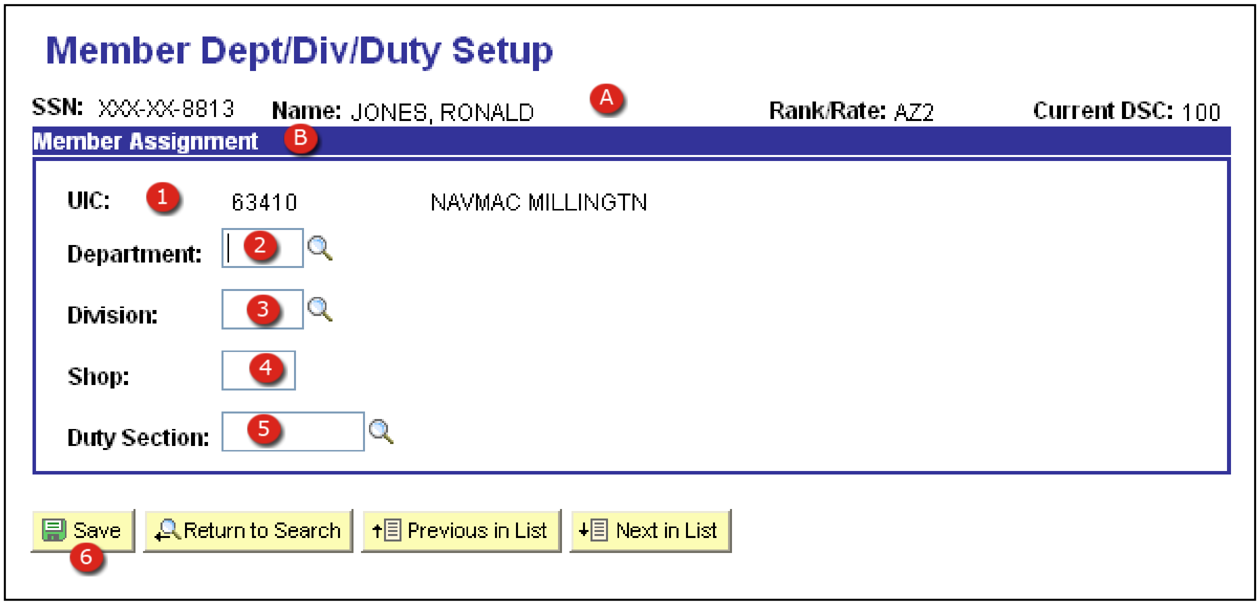


Figure 5-37–Member Dept/Div/Duty Setup Page

A. **Member Demographic Data**

The SSN, Name, Rank/Rate, and Current DSC display based on the search filter used on the Find an Existing Value page. If this is not the correct person, click the Return to Search button to return to the Find an Existing Value page to search for a different member.

B. **Member Assignment**

Record the appropriate data in the Member Assignment section.

1. **UIC** – System displays the UIC based on the search criteria in the Find an Existing Value page. The abbreviated name of the UIC displays to the right of the number value.
2. **Department** – Enter the member's Department or use the Lookup icon to select the Department. Press the Tab key. The name displays to the right of the field.
3. **Division** – Enter the member's Division or click the Lookup icon and select the Division. Press the Tab key. The name displays to the right of the field.
4. **Shop** – Enter the member's Shop designated number. Press the Tab key.
5. **Duty Section** – Enter the member's Duty Section or click the Lookup icon and select the Duty Section. Press the Tab key. The name displays to the right of the field.

6. **Save** – Click the Save button to record the data to the database.

If the selection criteria used the UIC, Department, and/or Division on the Find an Existing Value page, several members' record were retrieved. To process through the list of members, use the Previous in List and Next in List buttons displayed at the bottom of the page (Figure 5-38).

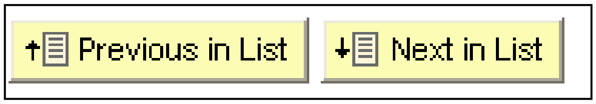


Figure 5-38–Previous/Next in List Buttons

NOTE: Each member record is updated individually.

5.9 Member Profile Setup

The Member Profile Setup page performs the same action as the Member Profile Mass Setup page (Section 5.7). The main difference is this page establishes the Reviewer(s) and Approver(s) for one member at a time rather than for several members in a mass setup. Use this page to assign the Reviewers/Approvers for the member if the member was not assigned using the mass setup, if a new member checks on board, or if an individual changes work assignments within the Command.

> **NOTE:** It is recommended to use the Member Profile Mass Setup (Section 5.7) to establish the Reviewers and Approvers for large UICs. Smaller UICs can use the Member Profile Mass Setup or the Member Profile Setup and individually establish the member(s) Reviewers and Approvers.

This page establishes the e-Leave Request Reviewer, Watch Coordinator, Approver, and Primary Approver for the individual member. More than one Reviewer and Approver can be identified. Each member must have at least one Watch Coordinator (if not exempt from duty) and up to two identified Primary Approvers.

Additionally, this page allows you to set the member as Authorized for Self Check Out/Check In, and Exempt from Duty.

5.9.1 Member Profile Setup: Find an Existing Value Page

After selecting Member Profile Setup link on the e-Leave Home menu (Figure 5-6), the Member Profile Setup: Find an Existing Value page (Figure 5-39) displays.

On the Find an Existing Value page, use the EmplID and Name fields to locate one member's record. Use the UIC, Department, and Division to locate multiple records. Since this is not a mass setup feature, you will assign the Reviewer/Approver individually to each member.

The UIC defaults to the CLA's Command UIC. Use the Lookup icons to select the UIC, Department, and Division. In this example, we are looking for one member; therefore, the member's SSN is entered in the EmplID field.

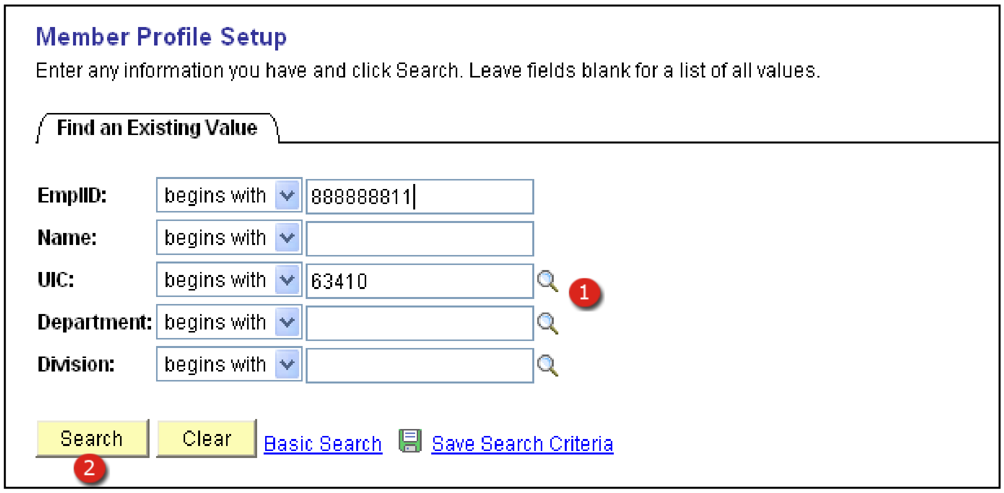


Figure 5-39–Member Profile Setup: Find an Existing Value Page

1. **Search Criteria Fields** – Enter the value in the appropriate field to establish the search criteria.
2. **Search** – Click the Search button to initiate the database search to locate the record matching the criteria. The Member Profile Setup page displays.

5.9.2 Member Profile Setup Page: Special Conditions

There are a few unique options available on the Member Profile Setup page.

5.9.2.1 Identification of Reviewer/Watch Coordinator/Approver

In this example (Figure 5-40), AEC John Steel was established as an Approver for UIC 63410, ENG Department, NPS Division, and Duty Section 2 on the Reviewer/Approver Mass Setup page. When Reviewer/Watch Coordinator and/or Approver is selected the Receive e-mail notification check box is also selected.

As the CLA, you can select or deselect the Reviewer/Watch Coordinator and/or Approver checkbox to assign or unassign the role to the member.

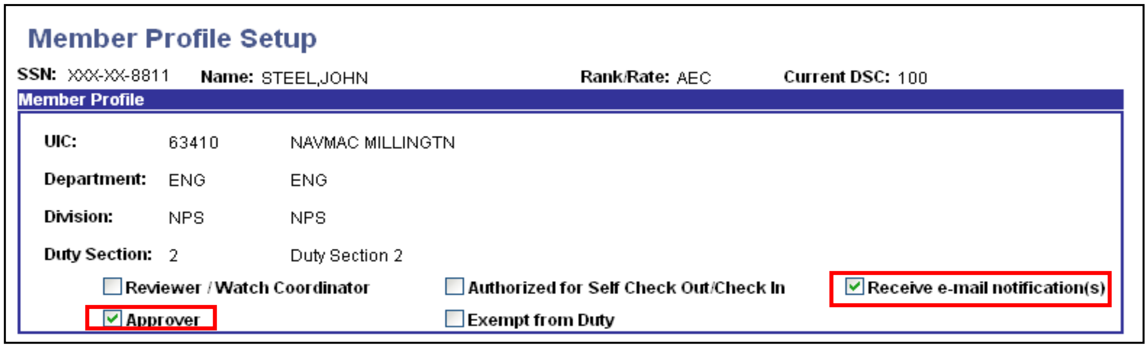


Figure 5-40–Member Profile Setup: Identified Reviewer/Approver

5.9.2.2 Exempt from Duty Option

The Member Profile Setup page provides the option to designate members who are exempt from duty (Figure 5-41). If a member is exempt from duty; then, a Watch Coordinator is not needed.

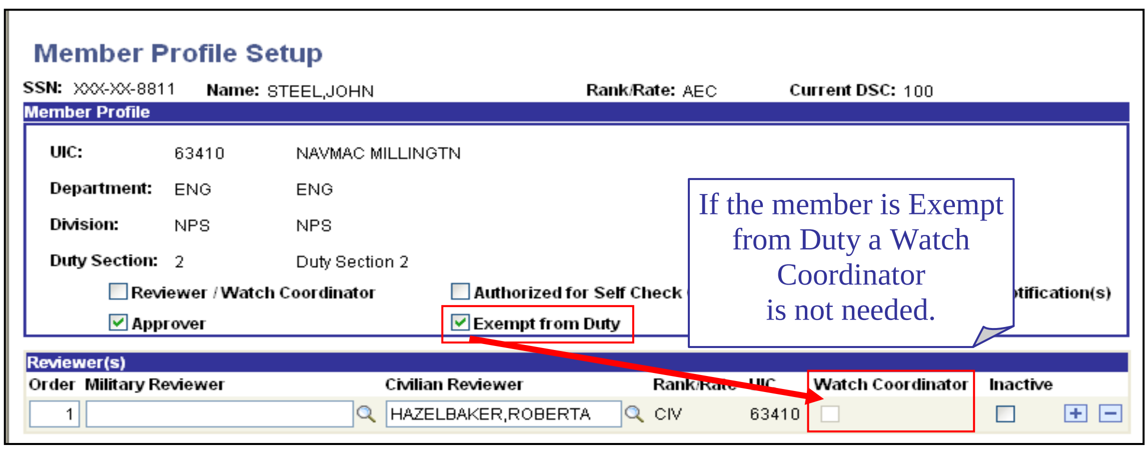


Figure 5-41–Member Profile Setup Page: Exempt from Duty Option

5.9.2.3 Authorized for Self Check Out/Check In Option

The Member Profile Setup page provides the option to allow members to perform a self Check Out and Check In (Figure 5-42). When the member checks out or checks in, the e-Leave Request in this status goes to the CLA to provide a final approval of the Check Out/Check In. If the member is authorized for Self Check Out/Check In, the e-Leave Request in a Checked Out/Checked In status does not go to the CLA for final approval.

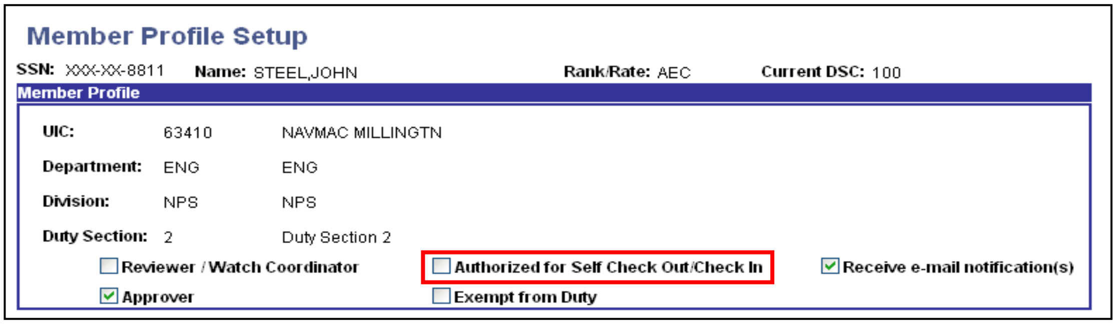


Figure 5-42–Member Profile Setup Page: Authorized for Self Check Out/In

5.9.2.4 Alert Message

When completing the Member Profile Setup page for a member, if the member does not have a Self-Service account, the Alert message displays at the top of the Member Profile Setup page (Figure 5-43). It is recommended that you notify the member and remind him/her to complete the Self-Service account. The e-Leave Request process requires a Self-Service account to access, create, review, approve, and manage leave requests.

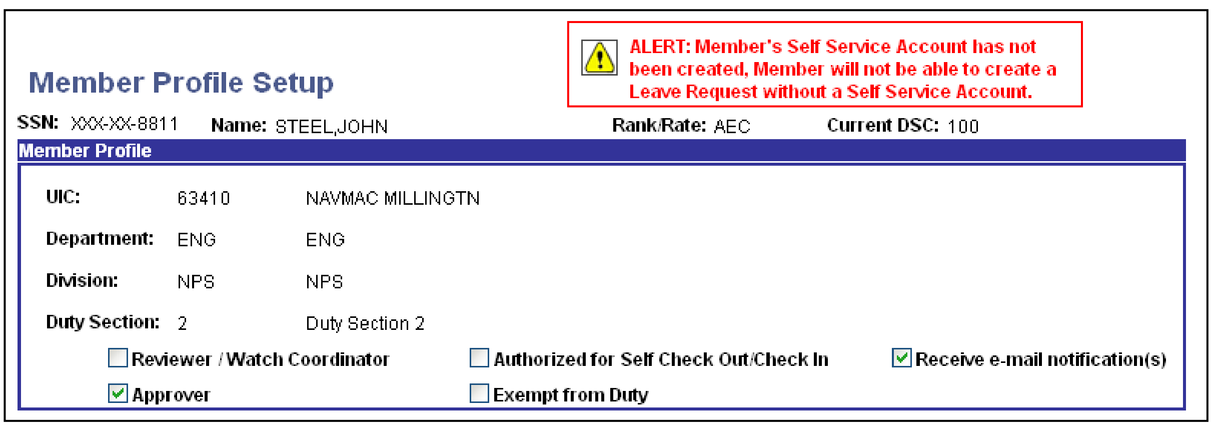


Figure 5-43–Member Profile Setup Page: Alert Message

5.9.3 Member Profile Setup Page

The Member Profile Setup page (Figure 5-44) provides the fields to establish the Reviewer(s) and Approver(s) for the member's e-Leave Requests. The Reviewer and Approver Lookup icon displays the list of Reviewers and Approvers established for this UIC, Department, Division, and Duty Section.

NOTE: The Reviewers and Approvers are established via the Civilian Profile Setup (Section 5.5), Reviewer/Approver Mass Setup (Section 5.6), and this function, Member Profile Setup.

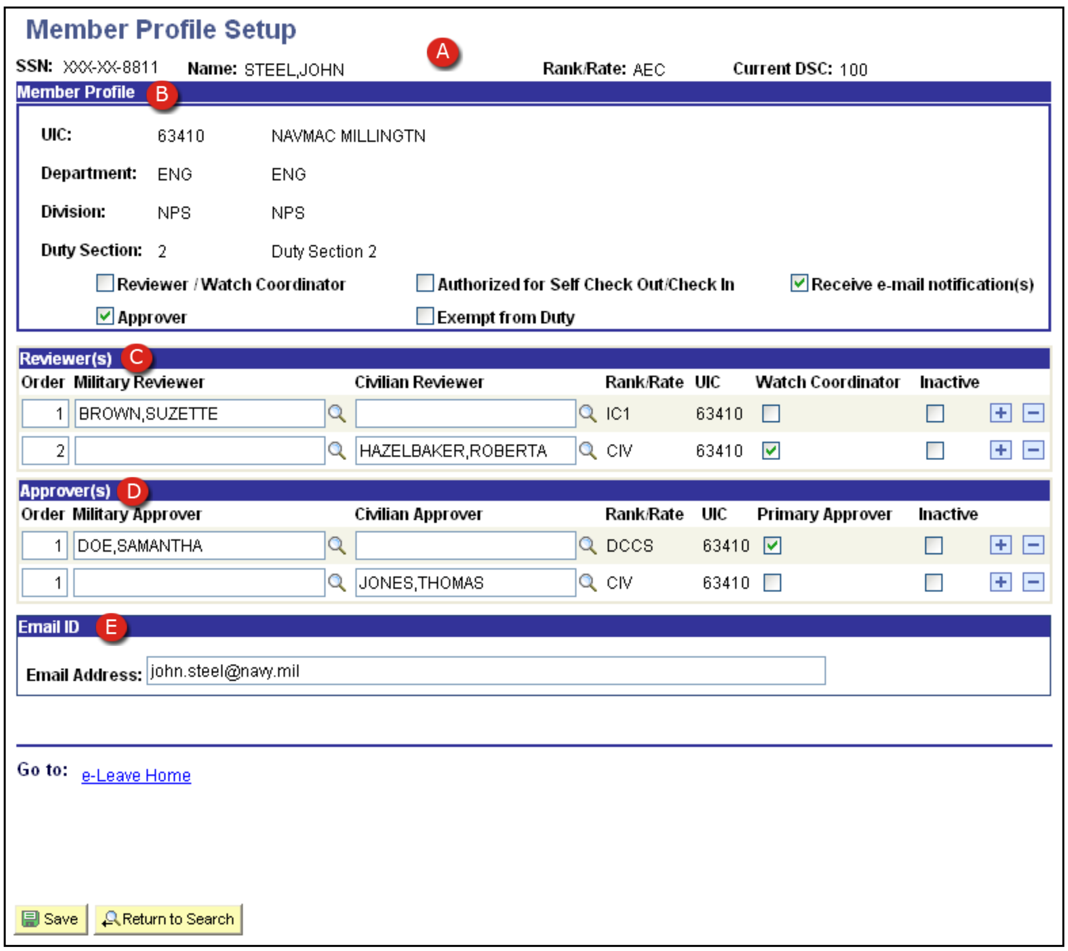


Figure 5-44–Member Profile Setup Page

A. **Member Demographic**

This section (Figure 5-44) displays the member's SSN, Name, Rank/Rate, and Current DSC.

B. **Member Profile**

The Member Profile section (Figure 5-45) displays the member's UIC, Department, Division, and Duty Section recorded on the Member Department/Division/Duty Setup page. If fields are blank, return to the Member Department/Division/Duty Setup page and enter the values.

If the member was identified as a Reviewer/Watch Coordinator and/or Approver on the Reviewer/Approver Mass Setup page; the corresponding fields are selected. In this example AEC Steel is an Approver.

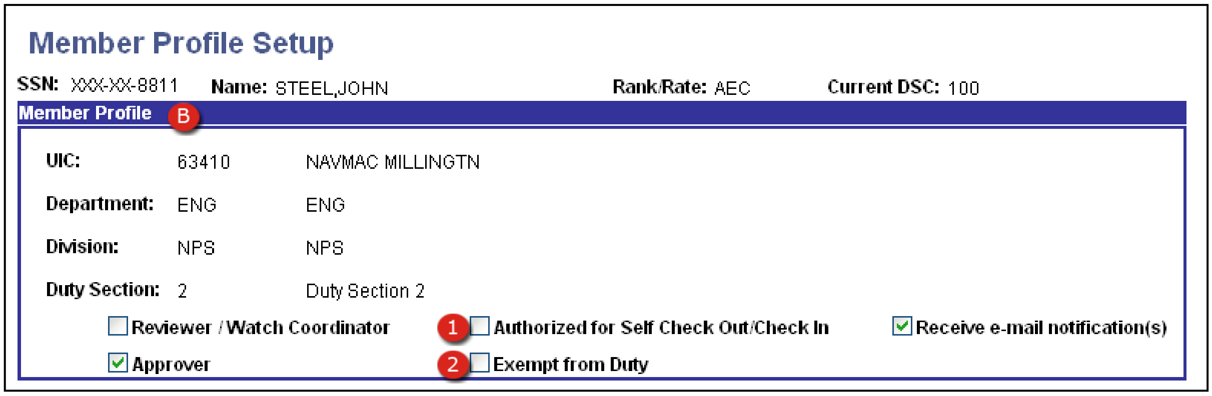


Figure 5-45–Member Profile Setup Page: Member Profile Section

1. **<u>Authorized for Self Check Out/Check In</u>** – Click this checkbox if the member is authorized for self Check Out/In.
2. **<u>Exempt from Duty</u>** – Click this checkbox if the member is exempt from duty.

C. **Reviewer(s)**

Use the Reviewer(s) section (Figure 5-46) to identify the military and/or civilian Reviewers who will review this member's e-Leave Requests.

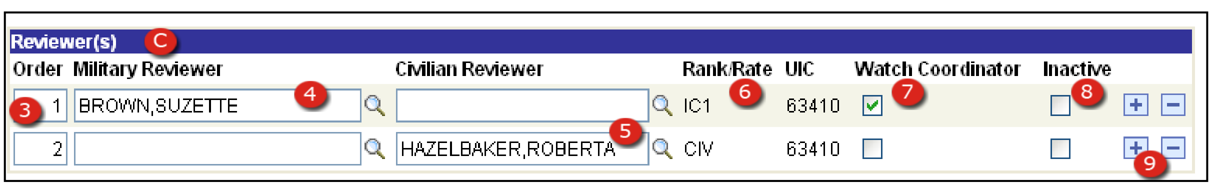


Figure 5-46–Member Profile Setup Page: Reviewer(s) Section

3. **<u>Order</u>** – System sequentially numbers the list of Reviewers as they are added. To change the order, delete the current number value and enter the new number value.
4. **<u>Military Reviewer</u>** – Click the Lookup icon and select the military Reviewer's name or enter the Reviewer's name.
5. **<u>Civilian Reviewer</u>** – Click the Lookup icon and select the civilian Reviewer's name or enter the Reviewer's name.

6. **Rank/Rate and UIC** – System displays the military or civilian Reviewer's Rank/Rate and UIC stored in the database. CIV displays in the Rank/Rate field for the civilian Reviewer.
7. **Watch Coordinator** – Click the checkbox to indicate the Reviewer is also a Watch Coordinator. Every member must have a Watch Coordinator, unless the member is exempt from duty.
8. **Inactive** – Click the checkbox if the Reviewer is inactive. This allows the CLA to set future Reviewers.
9. **Add/Delete a Row** – Use these icons to add additional Reviewers or delete existing Reviewers. Click the plus (+) icon to add a new row and repeat steps 3-8. The number in the Order field will increment by one as each new row is added. Click the minus (-) icon to delete an existing Reviewer. Continue adding and deleting rows until the list reflects the Reviewers identified for the member. Adjust the number value in the Order field if needed to keep a sequential order.

D. **Approver(s)**

Use the Approver(s) section (Figure 5-47) to identify the military and/or civilian Approvers who will approve this member's e-Leave Requests.

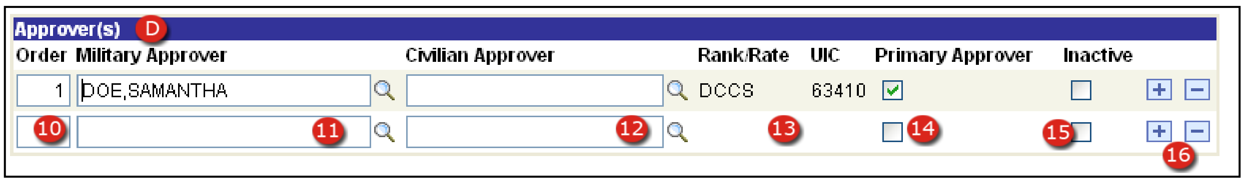


Figure 5-47–Member Profile Setup Page: Approver(s) Section

10. **Order** – System sequentially numbers the list of Approvers as they are added. To change the order, delete the current number value and enter the new number value.
11. **Military Approver** – Click the Lookup icon and select the military Approver's name or enter the Approver's name.
12. **Civilian Approver** – Click the Lookup icon and select the civilian Approver's name or enter the Approver's name.
13. **Rank/Rate and UIC** – System populates the selected military or civilian Approver's Rank/Rate and UIC stored in the database. CIV displays in the Rank/Rate field for the civilian Approver.
14. **Primary Approver** – Click the checkbox to indentify the member's Primary Approver. Up to two Approvers can be selected as Primary Approvers.
15. **Inactive** – Click the checkbox if the Approver is inactive. This allows the CLA to set future Approvers.
16. **Add/Delete a Row** – Use these icons to add additional Approvers or delete existing Approvers. Click the plus (+) icon to add a new row and repeat steps 10-15. The numbers in the Order field will increment by one as each new row is added. Click the

minus (-) icon to delete an existing Approver. Continue adding and deleting rows until the list reflects the Approvers identified for the UIC. Adjust the number value in the Order field if needed to keep a sequential order.

E. Email ID

The Email ID section (Figure 5-48) displays the member's or civilian's official email address. The email address populates from the email address recorded on the SAAR form. If the member's email address has changed since the SAAR was completed, correct this field. This email address is used to support e-Leave Request email notifications.

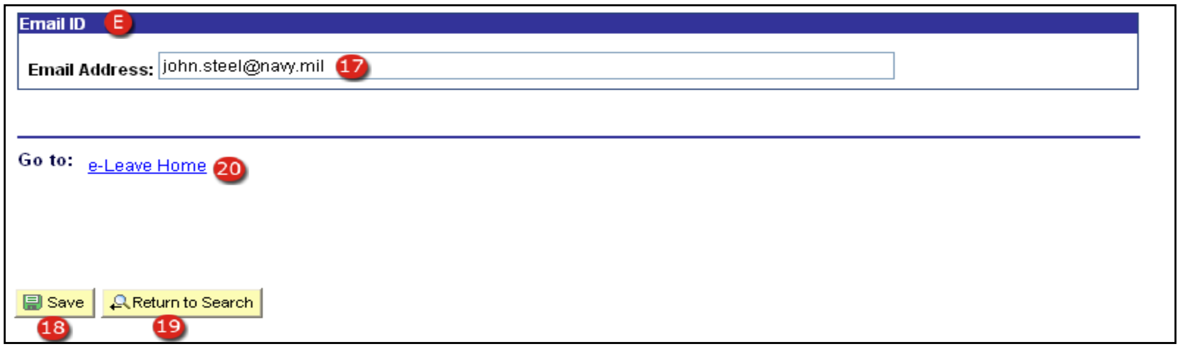


Figure 5-48–Member Profile Setup Page: Email ID Section

17. **Email Address** – System displays the member's official email address entered on the SAAR. If blank or no longer valid, enter the member's official military email address.
18. **Save** – Click the Save button to save the entered data to the database.
19. **Return to Search** – Click the Return to Search button to return to the Find an Existing Value page to search for another member. If this is done before Save, the entered data is cancelled.
20. **e-Leave Home** – Click this link to return to the e-Leave Home menu. If this is done before Save, the entered data is cancelled.

5.10 E-Leave Request

The e-Leave Request page is used by the CLA to record leave for a member who is not able to complete his/her own e-Leave Request via the Self-Service account. The CLA can also use this page to create his/her own e-Leave Request. Detailed information about the input of the e-Leave Request via the Self-Service account by the member is covered in Section 9.

The CLA accesses the e-Leave Home menu (Figure 5-49) and selects the e-Leave Request link.

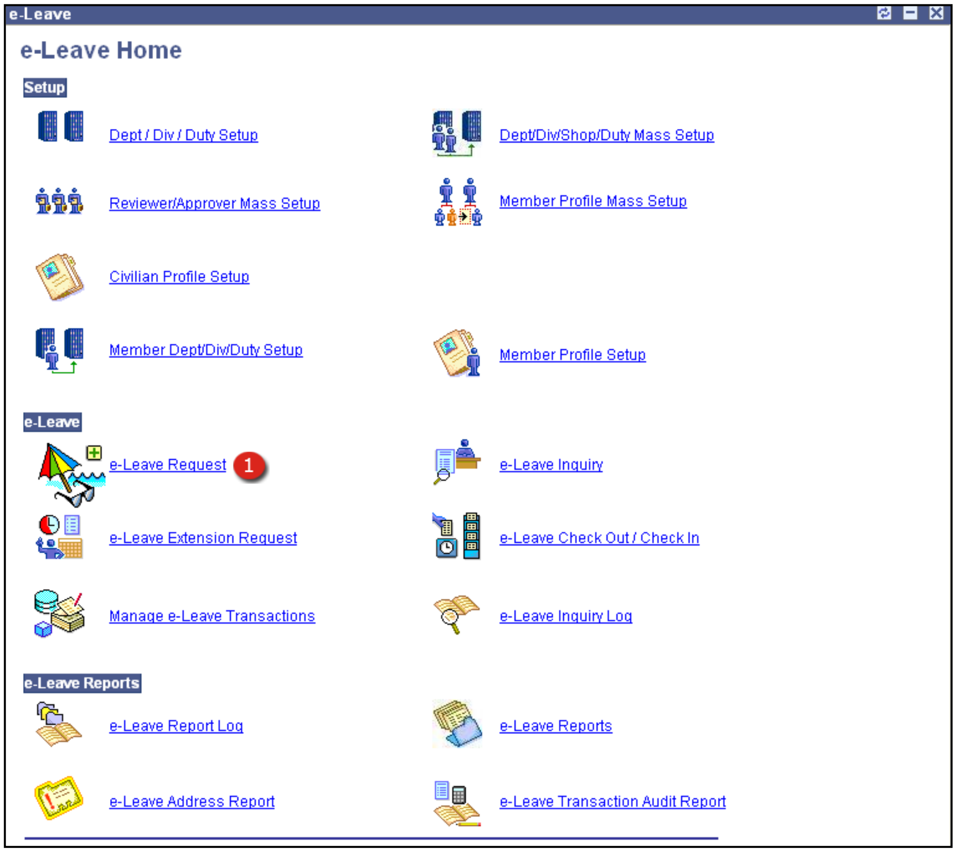


Figure 5-49–e-Leave Home Menu

1. **e-Leave Request** – Click the e-Leave Request link.

5.10.1 E-Leave Request – Find an Existing Value Page

After selecting e-Leave Request from the e-Leave Home menu, the e-Leave Request: Find an Existing Value page (Figure 5-50) displays. Use this page to search for the member's record to create a new e-Leave Request or to retrieve an existing e-Leave Request. The Begin Date, e-Leave Request Status, and Authorization Number fields are used to open existing e-Leave Requests. The other fields are used to create new e-Leave Requests.

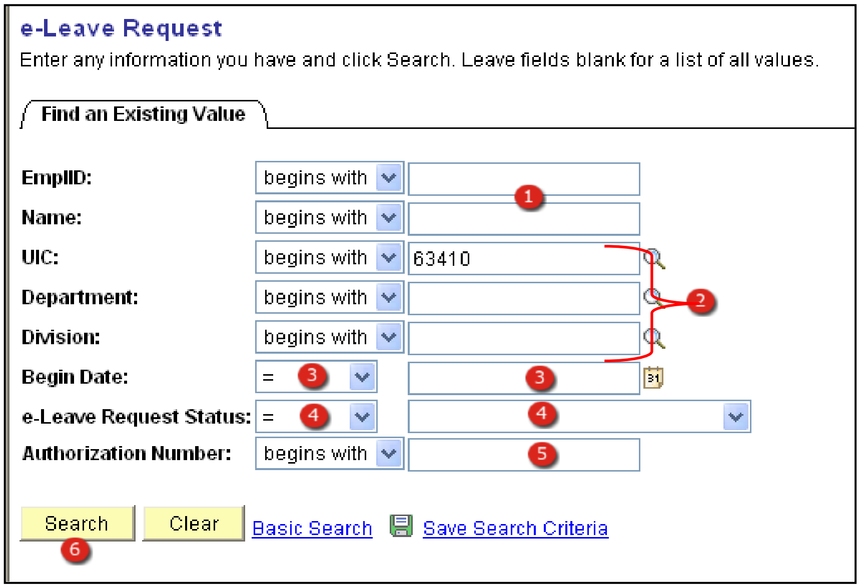


Figure 5-50–e-Leave Request: Find an Existing Value Page

1. **EmplID or Name** – Enter the SSN in the EmplID field or enter the member's name in the Name field to create the e-Leave Request for a single member.
2. **UIC, Department, and/or Division** – Enter the value or click the Lookup icon and select a value from the drop-down list to obtain several members' record. The records display one at a time. Use these search options if you need to request leave for several members in the same UIC, Department, and/or Division.

   NOTE: The UIC field defaults to the CLA's Command UIC.
3. **Begin Date** – Enter the leave Begin Date to locate the members requesting the start of leave on a specific date. Click the operation drop-down arrow and select the appropriate operation (equal to, greater than, less than, etc). Click the Calendar icon to select the appropriate date.

4. **<u>e-Leave Request Status</u>** – Use this field to search for e-Leave Requests based on the specific status. Figure 5-51 lists the Status options. Click the operation drop-down arrow and select the appropriate operation (equal to, greater than, less than, etc). Click the drop-down arrow and select the appropriate Status.

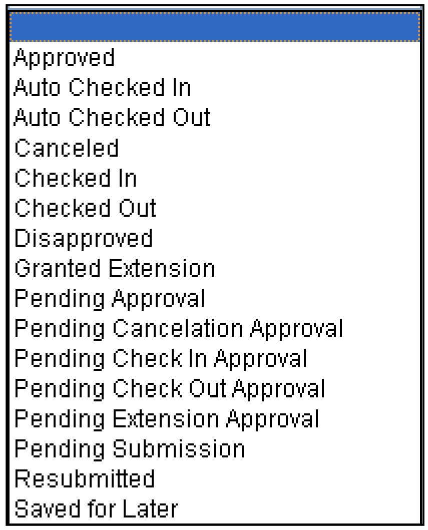


Figure 5-51–e-Leave Request Status Options

5. **<u>Authorization Number</u>** – Enter the Leave Control Number. This retrieves only one e-Leave Request.

6. **<u>Search</u>** – Click the Search button to initiate the database search based on the search criteria entered on this page.

5.10.2 Creating Member's e-Leave Request

The CLA can create an e-Leave Request for a member. The CLA begins by accessing the member's record using the e-Leave Request – Find an Existing Value Page (Figure 5-52).

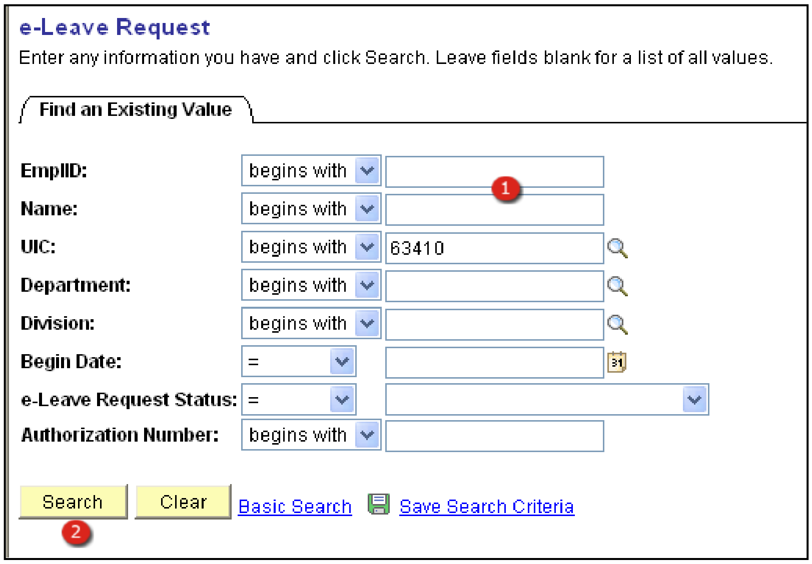


Figure 5-52–e-Leave Request: Find an Existing Value Page

1. **EmplID or Name** – Enter the member's SSN in the EmplID field or enter the member's name in the Name field to create the e-Leave Request for a single member.
2. **Search** – Click the Search button to initiate the database search based on the search criteria entered on this page.

5.10.3 E-Leave Request for Member Page

The e-Leave Request for Member page (Figure 5-53) displays. It lists the name of the member based on the Find an Existing Value page search. In this example the e-Leave Request is for Member MM1 Robert Kelliher.

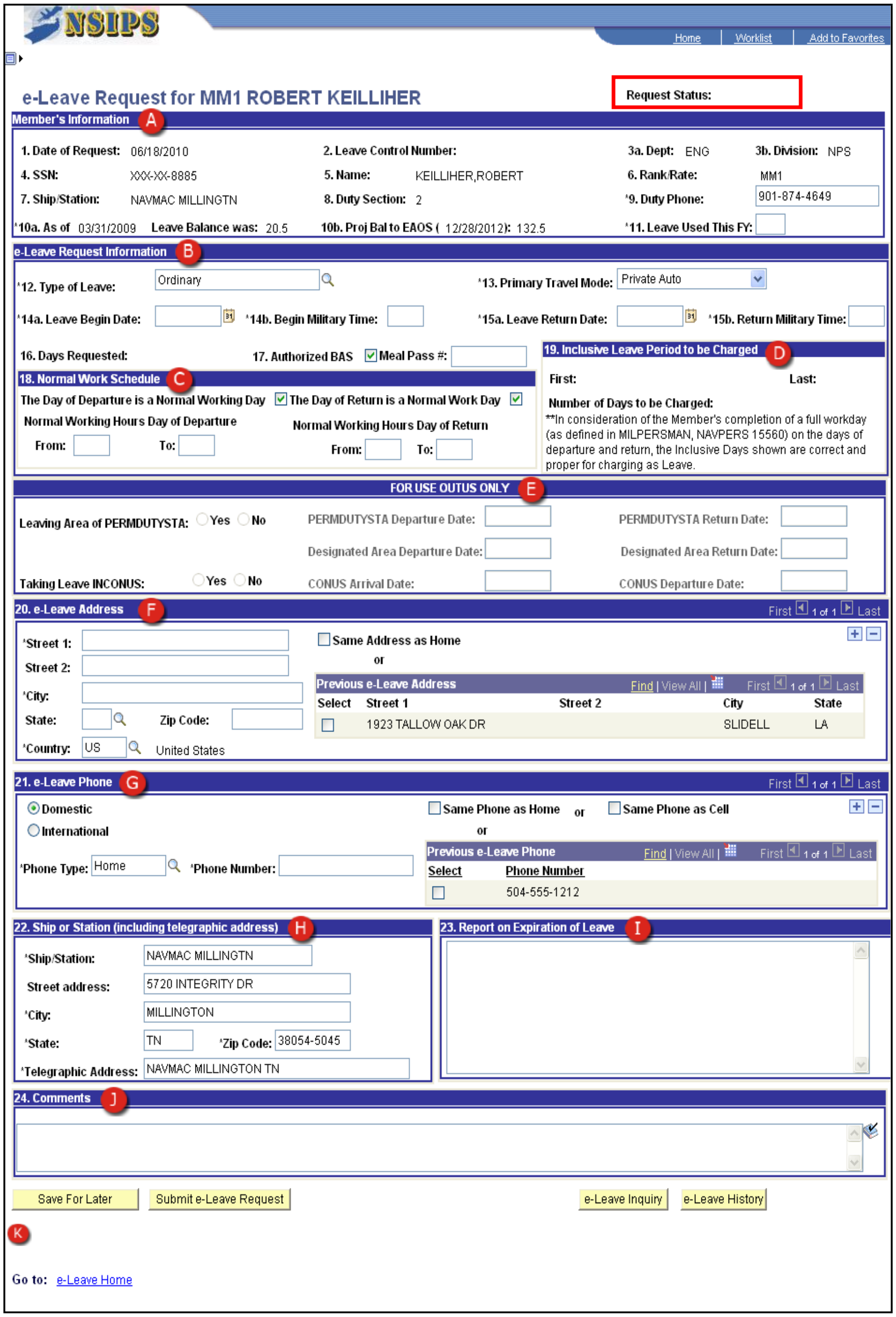


Figure 5-53–e-Leave Request for Member

The **Request Status** field at the top of the page indicates the status of the e-Leave Request. A blank field indicates this is the initial creation of the e-Leave Request. As the e-Leave Request moves through the process this field changes to reflect the current status.

Some data fields are populated by data stored in the member's record in the database. Other fields require data entry specific to the member's leave request.

A. **Member's Information**

The Member's Information section (Figure 5-54) displays data from the member's database record.

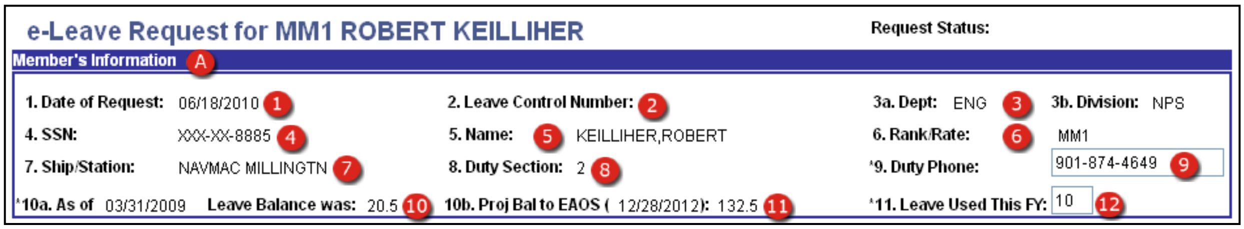


Figure 5-54–e-Leave Request for Member: Member's Information Section

1. **Date of Request** – System displays the system date as the initial date of this e-Leave Request.
2. **Leave Control Number** – System displays the Leave Control Number after the e-Leave Request is approved. This number becomes the tracking number for the e-Leave Request. This field remains blank until the request is approved.
3. **Dept/Division** – System displays the member's Department and Division as recorded on the Member Department/Division/Duty Setup page.
4. **SSN** – System displays the member's SSN. Verify the SSN and Name to ensure the correct member record was obtained. If not, return to the Find an Existing Value page and search for the correct member.
5. **Name** – System displays the member's name based on the search criteria. Verify the Name and SSN to ensure the correct member record was obtained.
6. **Rank/Rate** – System displays the member's Rank or Rate.
7. **Ship/Station** – System displays the name of the UIC.
8. **Duty Section** – System displays the member's Duty Section recorded on the Member Department/Division/Duty Setup page.
9. **Duty Phone** – Enter the member's work phone number.
10. **As of/Leave Balance was** – System displays the last date the member's leave balance was calculated in the **As of** field. The actual remaining leave balance is reflected in the **Leave Balance was** field. These values are obtained from the monthly report obtained from the pay system.

NOTE: If the field is blank, enter the values reflected on the member's most recent Leave and Earnings Statement (LES).

11. **Proj Bal to EAOS** – System displays the projected value illustrating the amount of leave remaining for the enlisted member to their End of Active Obligated Service (EAOS) date.

    NOTE: In this example, the Proj Bal to EAOS field displays 12/28/2012:132.5. This means that it is projected that Kelliher has 132.5 days of leave remaining until his EAOS of December 28, 2014.

12. **Leave Used This FY** – (Required) Enter the value to indicate the number of leave days the member used this Fiscal Year (FY). This value is obtained from the member's most current LES.

B. **Leave Request Information**

The Leave Request Information section (Figure 5-55) documents the type of leave, begin date and time, and end date and time for the requested leave.

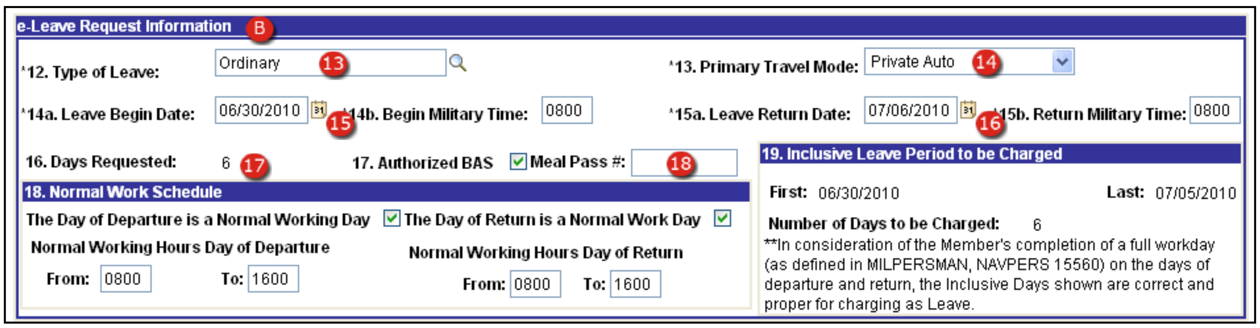


Figure 5-55–e-Leave Request for Member: Leave Request Information Section

13. **Type of Leave** – Click the Lookup icon and select the type of leave. The field defaults to Ordinary leave which is Regular leave.

    NOTE: For details about the different types of leave, refer to Appendix C of this User Guide or the Military Personnel Manual (MILPERSMAN).

14. **Primary Travel Mode** – Click the drop-down arrow and select the mode of travel the member will use on leave.

15. **Leave Begin Date/Begin Military Time** – Enter the date the leave will begin in the Leave Begin Date field or click the Calendar icon to select the date. Enter the military time the leave will begin in the Begin Military Time field.

16. **Leave Return Date/Return Military Time** – Enter the planned date the leave will end in the Leave Return Date field or click the Calendar icon and select the date. Enter the military time the leave will end in the Return Military Time field.

17. **Days Requested** – System calculates the number of days requested based on the value in the Leave Begin Date field and the Leave Return Date field.

18. **Authorized BAS/Meal Pass #** - Click the checkbox to indicate that Basic Allowance for Subsistence (BAS) is authorized for the enlisted member's leave. If BAS is authorized, enter the meal pass number in the Meal Pass # field.

C. Normal Work Schedule

The Normal Work Schedule section (Figure 5-56) identifies if the first day of leave and/or last day of leave are considered a normal work day.

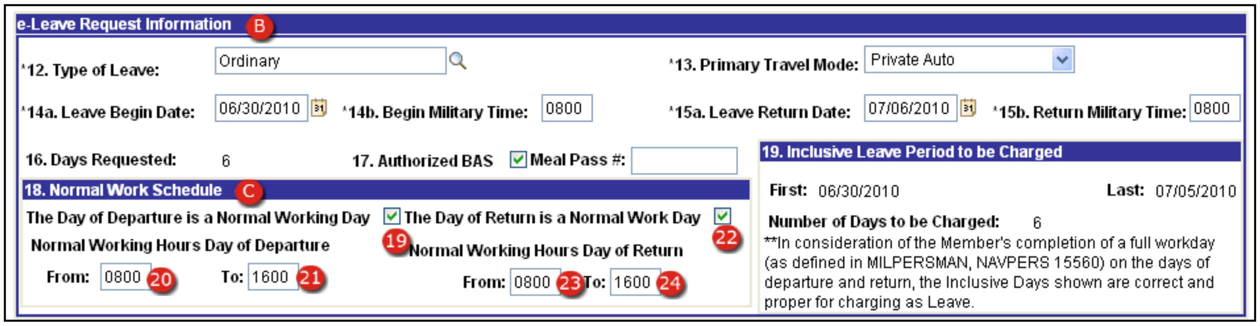


Figure 5-56–e-Leave Request for Member: Normal Work Schedule Section

19. **The Day of Departure is a Normal Working Day** – Click the checkbox if the first day of leave is considered a normal work day. The From and To fields display.
20. **Normal Working Hours Day of Departure: From** – Enter the military time for the start of a normal work day for the beginning day of leave.
21. **Normal Working Hours Day of Departure: To** – Enter the military time for the end of a normal work day for the beginning day of leave.
22. **The Day of Return is a Normal Working Day** – Click the checkbox if the last day of leave is considered a normal work day. The From and To fields display.
23. **Normal Working Hours Day of Return: From** – Enter the military time for the start of a normal work day for the last day of leave.
24. **Normal Working Hours Day of Return: To** – Enter the military time for the end of a normal work day for the last day of leave.

D. **Inclusive Leave Period to be Charged**

The Inclusive Leave Period to be Charged section (Figure 5-57) details the inclusive period of leave. The system records the actual begin and return dates (entered in section B) and the total number of days charged (based on selections in section C). The Number of Days to be Charges is calculated based on the values entered in sections B and C.

NOTE: The Inclusive Leave Period is calculated based on the values entered in the Normal Work Schedule section (C). If leave commences or expires on a day of duty, these days are not charged as leave provided the departure or return time is not within normal working hours. If leave commences or expires on a non-workday, that day is not chargeable as leave unless both day of departure and day of return fall on a non-workday, in which case one of those days must be charged. Detailed guidance on charging leave is contained in the Military Personnel Manual (MILSPERSMAN).

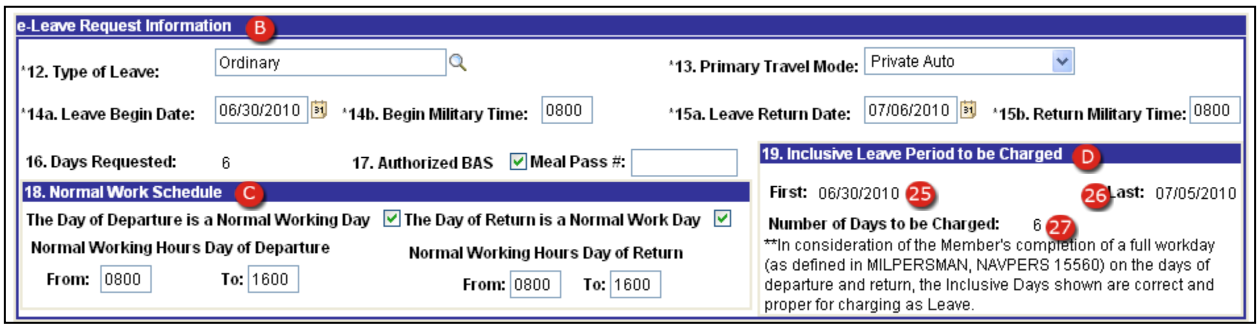


Figure 5-57–e-Leave Request for Member: Inclusive Leave Period to be Charged Section

25. **<u>First</u>** – System displays the actual start date to charge for the member's leave.
26. **<u>Last</u>** – System displays the actual end date to charge for the member's leave.
27. **<u>Number of Days to be Charged</u>** – System calculates the actual number of days charged as leave based on the values reflected in the First and Last fields.

E. FOR USE OUTUS ONLY

The FOR USE OUTUS ONLY section (Figure 5-58) provides fields to record unique details when the member is stationed at an overseas site. When the member is attached to an overseas UIC, these fields become active. In this example, Kelliher is attached to a Continental United States (CONUS) UIC; therefore, these fields are not available.

Details about recording leave for a member attached to an overseas UIC are described in Section 5.15.

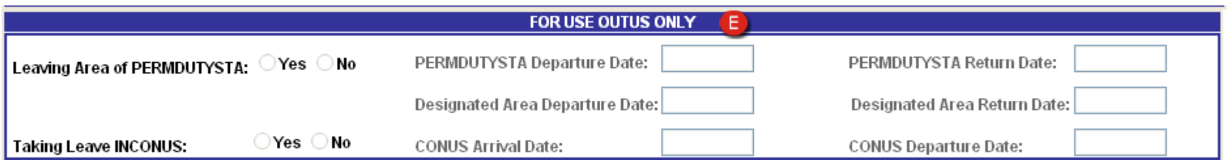


Figure 5-58–e-Leave Request for Member: Inclusive Leave Period to be Charged Section

F. Leave Address

The Leave Address section (Figure 5-59) provides the member's address where they will be while on leave. There are three options.

- **Same Address as Home** – click the checkbox to populate the address fields with the Home address stored in the NSIPS database
- **Previous e-Leave Address** – all prior leave address are listed in this area with a checkbox for selection – click the appropriate checkbox to populate the address fields with an address that was previously recorded for leave
- **Street, City, State, Zip Code** – enter in the address in the appropriate fields if the leave address is not the home address or previously recorded in leave requests

Figure 5-59–e-Leave Request for Member: Leave Address Section

28. **<u>Same Address as Home</u>** – Click this checkbox if the member is going to be at the home address during the leave period. This will populate the address fields with the member's home address that is reflected in the NSIPS database. If the member does not have an address in the database the following error message (Figure 5-60) displays:

Figure 5-60–Address not on file Message

29. **<u>Previous e-Leave Address</u>** – Review the list and click the checkbox that corresponds to a previous leave address. Once the checkbox is selected, the address populates the address fields as shown in Figure 5-61.

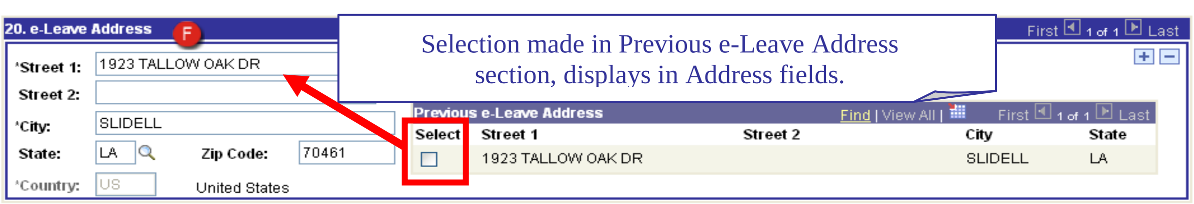


Figure 5-61–Previous e-Leave Address Option

If the e-Leave address is different from the Home Address or Previous e-Leave Address, then complete the following fields in Figure 5-62.

Figure 5-62–e-Leave Request for Member: Leave Address Section (continued)

30. **<u>Street 1 and Street 2</u>** – Enter the Street address in the Street 1 field. Use Street 2 field for apartment number or additional street address details.
31. **<u>City</u>** – Enter the City were the member will be while on leave.
32. **<u>State</u>** – Enter the State where the member will be while on leave.
33. **<u>Zip Code</u>** – Enter the Zip Code where the member will be while on leave.
34. **<u>Country</u>** – System displays US for United States. If the member is going to a different country, click the Lookup icon and select the appropriate country. The name of the country displays to the right of the field.

    NOTE: If the Country is not US, the State field does not display.

35. **<u>Add/Delete a Row</u>** – Use these icons to add other leave addresses if the member is planning on visiting numerous locations or delete a Leave Address row. Click the plus (+) icon to add a new row; then enter the data. Click the minus (-) icon to delete an existing Leave Address row.

G. e-Leave Phone

The e-Leave Phone section (Figure 5-63) reflects the phone number where the member can be contacted during leave. There are four options to recording the phone number.

- **Same Phone as Home** – Click this checkbox to populate the Phone Number field with the Home phone number that is stored in the NSIPS database

- **Same Phone as Cell** – Click this checkbox to populate the Phone Number field with the Cell phone number that is stored in the NSIPS database

- **Previous e-Leave Phone** – All prior leave phone numbers are listed in this area with a checkbox for selection – click the appropriate checkbox to populate the phone fields with a phone number that was previously recorded for leave

- **Phone Type, Phone Number** – Select the type of phone number and enter the phone number in the appropriate

- **Phone Carrier –** If Cellular was selected as the Phone Type, the Phone Carrier field displays. Select the cellular carrier from the drop-down list.

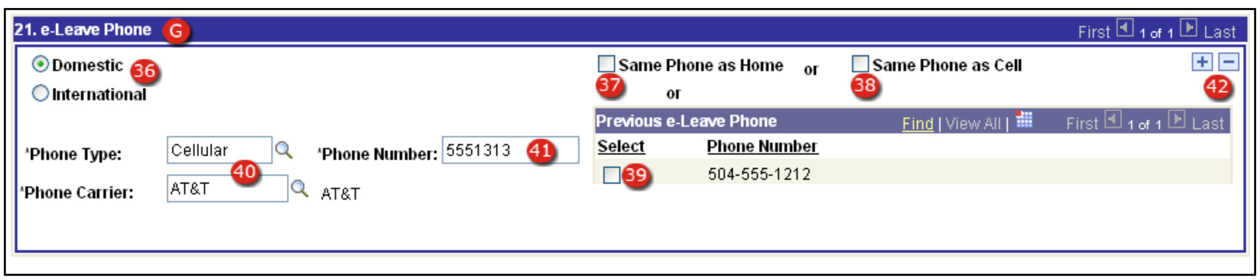


Figure 5-63–e-Leave Request for Member: Leave Phone Section

36. **<u>Domestic Phone or International</u>** – Click the appropriate radio button to indicate if the phone number is a domestic or an international phone number.
37. **<u>Same Phone as Home</u>** – Click the Same Phone as Home checkbox to populate the Phone Type and Phone Number fields with the member's home phone number.
38. **<u>Same Phone as Cell</u>** – Click the Same Phone as Cell checkbox to populate the Phone Type and Phone Number fields with the member's cell phone number.
39. **<u>Previous e-Leave Phone</u>** – Review the list and click the checkbox that corresponds to a previous leave phone number. Once the checkbox is selected, the phone number populates the Phone Type and Phone Number fields.

If the e-Leave phone number is different from the Home Phone, Cell Phone, or Previous e-Leave Phone, then complete the following fields in Figure 5-63.

40. **<u>Phone Type/Phone Carrier</u>** – Click the Lookup icon and select the type of phone number that corresponds with the phone number for the member while on leave. If

Cellular is selected, the Phone Carrier field displays. Use the Lookup icon to select the cellular phone carrier.

41. **Phone Number** – Enter the member's phone number to use while he/she is on leave.
42. **Add/Delete a Row** – Use these icons to add additional phone numbers for the member or delete a previously entered phone number row. Click the plus (+) icon to add a new row; then enter the data. Click the minus (-) icon to delete an existing Leave Phone row.

H. Ship or Station (including telegraphic address)

The Ship or Station section (Figure 5-64) displays the member's current Duty Station location and address. This UIC and Administration data comes from what is recorded in the NSIPS database; however, it can be changed.

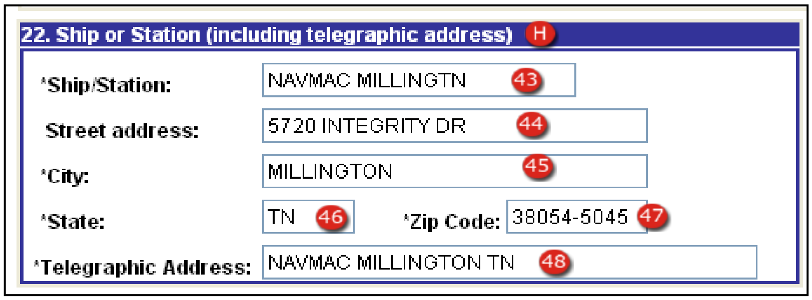


Figure 5-64–e-Leave Request for Member: Ship or Station Section

43. **Ship Station** – Verify and update the abbreviated Duty Station name.
44. **Street address** – Verify and update the street address of the member's Duty Station.
45. **City** – Verify and update the city where the Duty Station is located.
46. **State** – Verify and update the state where the Duty Station is located.
47. **Postal Code** – Verify and update the zip code for the Duty Station.
48. **Telegraphic Address** – Verify and update the full name of the Duty Station including the city and state.

I. Report on Expiration of Leave

The Report on Expiration of Leave section (Figure 5-65) provides a text box to enter any details about when the leave request expires. If upon expiration of leave, the member is to report to a location other than that reflected in Ship or Station section (Figure 5-64); this section provides a text box to enter that information.

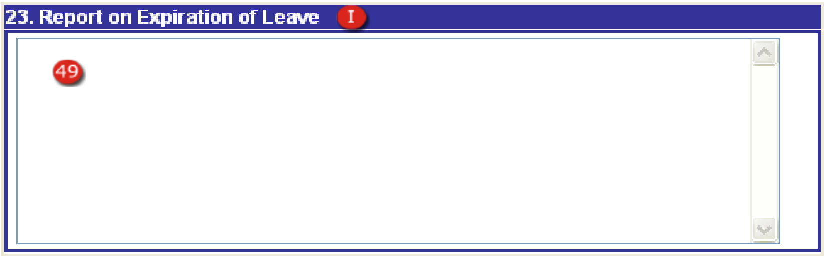


Figure 5-65–e-Leave Request for Member: Report on Expiration of Leave Section

49. **Report on Expiration of Leave** – Enter text that details where the member is to report when the leave is over. Only complete this field if the report location is no listed in the Ship or Station section (Figure 5-64).

J. Comments

The Comments section (Figure 5-66) provides a text box to record any comments relating to the e-Leave Request, member, or status of the e-Leave Request. Use the Spell Check icon to initiate a spelling and grammar check of the entered comments.

Figure 5-66–e-Leave Request for Member: Comments Section

50. **Comments** – Enter appropriate comments pertaining to the member and this e-Leave Request. Comments remain with the leave request throughout its lifecycle.
51. **Spell Check Icon** – Click the Spell Check icon to initiate a spelling check of the entered text in the Comments section.
52. **Save for Later** – Click the Save for Later button to place the e-Leave Request on hold. This allows the CLA to verify the details before saving and submitting the request.
53. **Submit e-Leave Request** – Click the Submit e-Leave Request button to save and submit the entered data. This starts the e-Leave Request through the leave review/approval process.

54. **e-Leave Inquiry** – Click the e-Leave Inquiry button to open the e-Leave Inquiry menu. This menu provides options to view the e-Leave Request through the process. Refer to Section 5.11 for complete details about the e-Leave Inquiry feature.

55. **e-Leave History** – Click this button to display a list of all previously created e-Leave Requests. This button opens a new window as shown in Figure 5-67. To close the window, click the X in the upper right corner of the window.

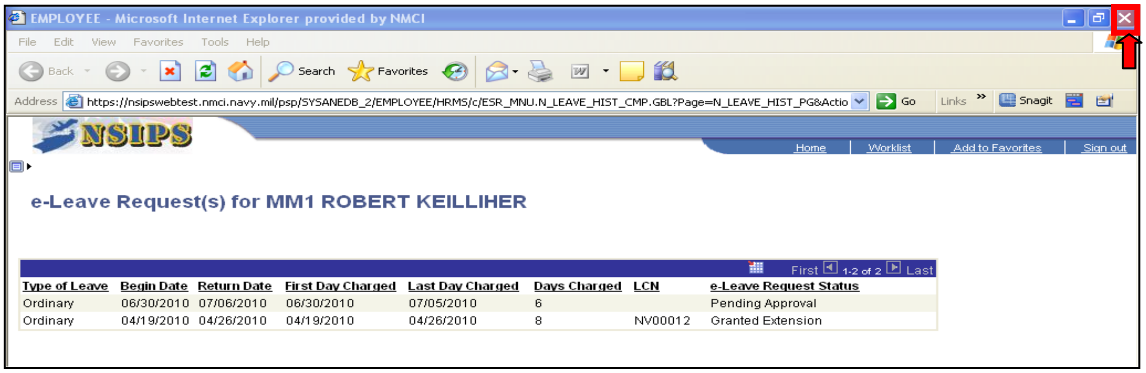


Figure 5-67–e-Leave Request for Member: e-Leave History Window

5.10.4 Submit for Approval

After the e-Leave Request is completed. Review the entered data and submit the request for review by clicking the Submit for Approval button (Figure 5-68).

Figure 5-68–e-Leave Request for Member: Submit e-Leave Request Button

The Submit for Approval section (Figure 5-69) displays. This section provides the Reviewers and Approvers identified for the member. The listed Reviewers/Approvers were identified by the CLA using the Reviewer/Approver Mass Setup page (Figure 5-24). Reviewers and Approvers can be added or deleted from the list. Additionally, this section provides a certification statement about travel expenses for leave. Read the certify statement.

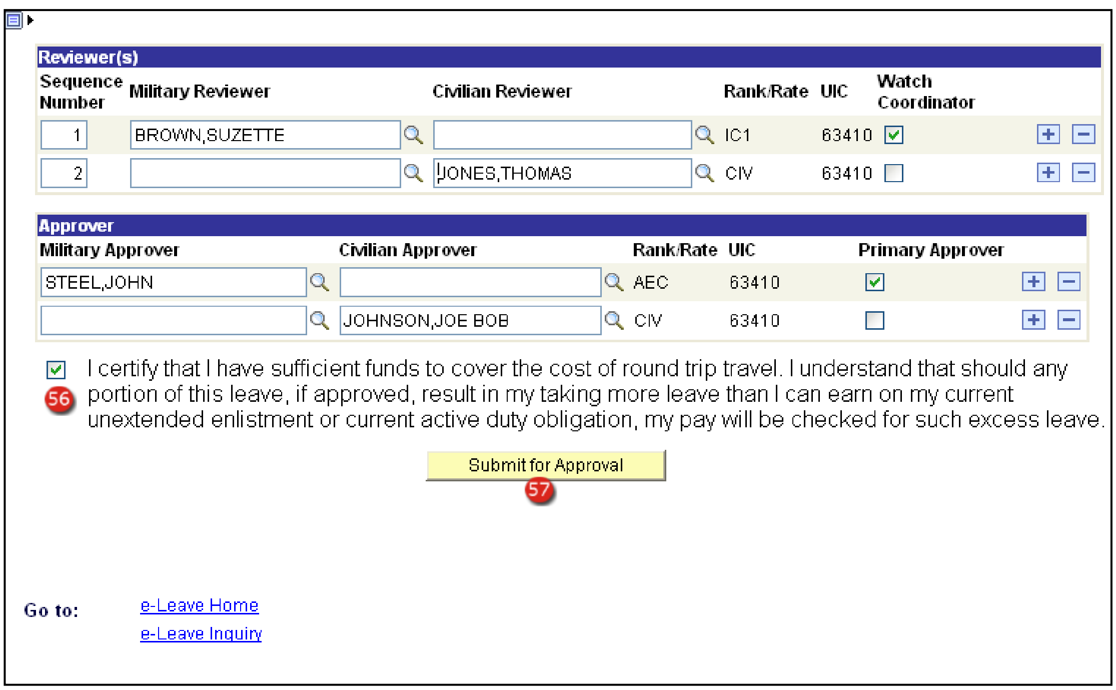


Figure 5-69–e-Leave Request for Member: Submit for Approval Page

56. **Certify Statement** – Click the checkbox to indicate you have read and agree with the statement.
57. **Submit for Approval** – Click the Submit for Approval button.

The e-Leave request is submitted for review and approval. Since, the CLA completed this for the member an approval request message (Figure 5-70) displays. This message provides the CLA the ability to approve this leave request or send the request through the Reviewer/Approver workflow process.

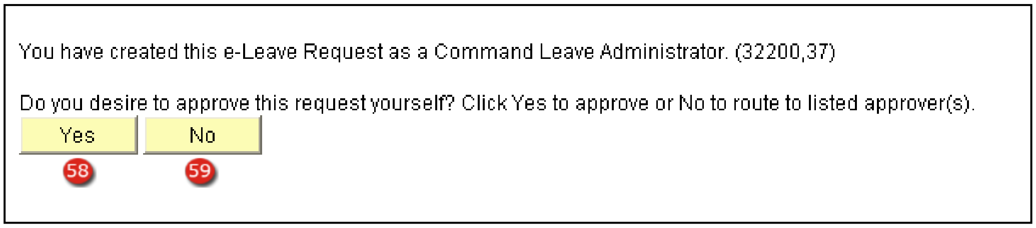


Figure 5-70–e-Leave Request for Member: Approval Request Message

58. **<u>Approval Request Message: Yes</u>** – Click Yes to approve the e-Leave Request. A message (Figure 5-71) displays indicating the e-Leave Request was approved.

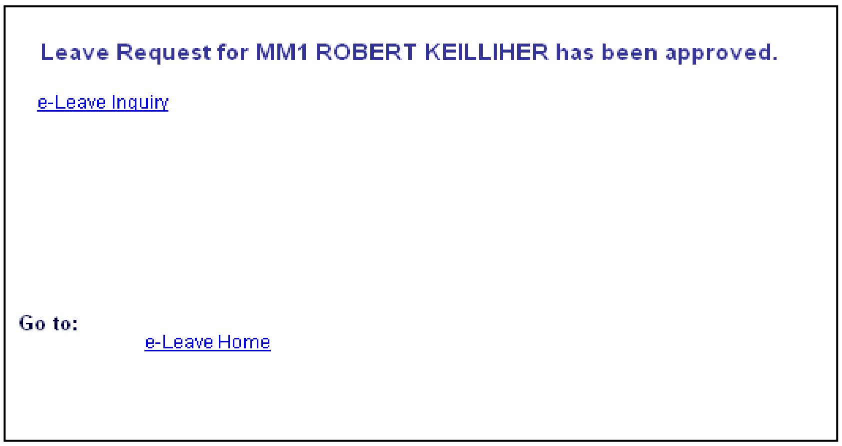


Figure 5-71–Approval Request Message: Yes Results

59. **<u>Approval Request Message: No</u>** – Click No to send the e-Leave Request through the normal review/approval process. A message (Figure 5-72) displays indicating the e-Leave Request was submitted for approval.

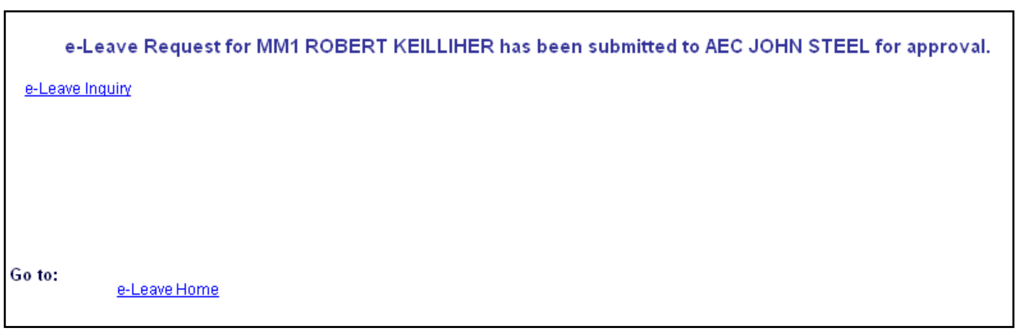


Figure 5-72–Approval Request Message: No Results

5.11 E-Leave Inquiry

The CLA is responsible for monitoring and managing all e-Leave Requests associated with the assigned UICs. The e-Leave Inquiry link on the e-Leave Home menu (Figure 5-6), opens the My e-Leave Request(s) page (Figure 5-73). This page provides links for the CLA to easily access member's requests and monitor his/her own e-Leave requests through the leave process from pending to final Check In.

A. **Status Details**

The top section (Figure 5-73) provides a list of all your e-Leave Requests. It provides specific details about the requested leave conditions and the status within the leave review/approval process. The View Details link opens the original e-Leave Request in read-only format.

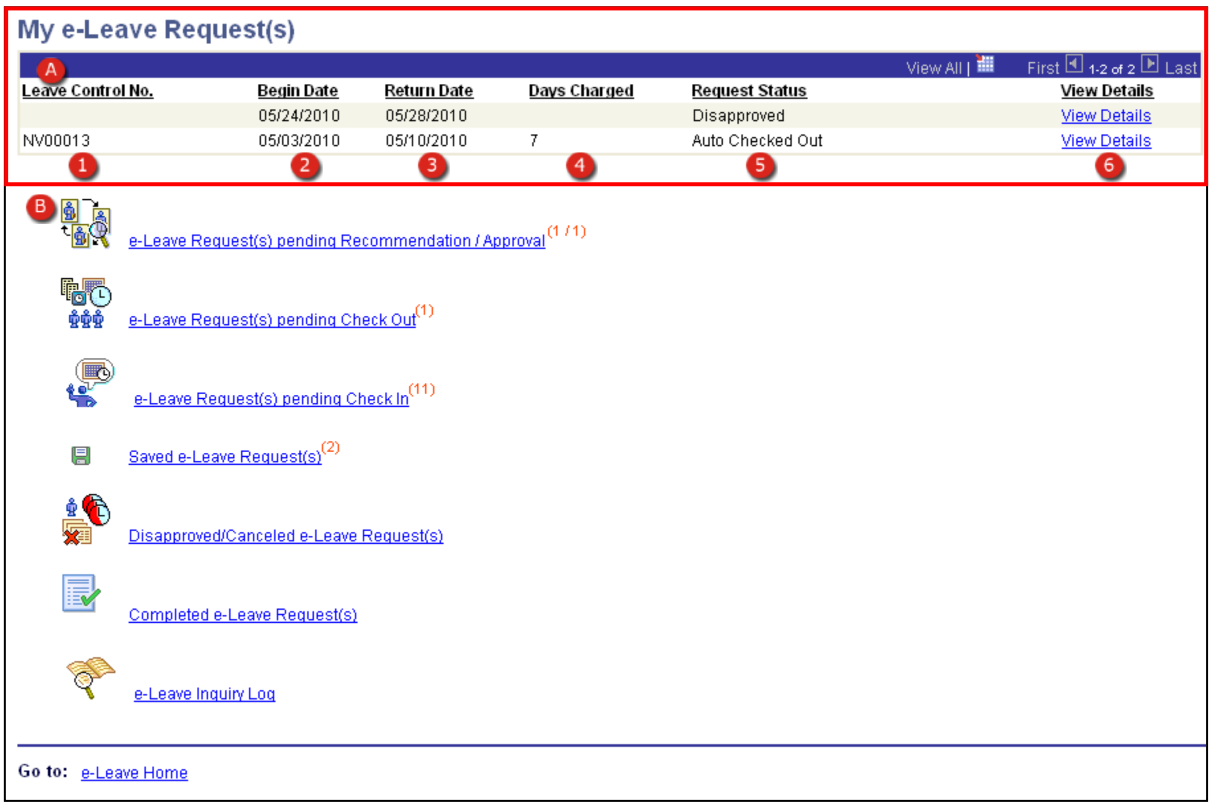


Figure 5-73–My e-Leave Request(s): Personal Leave Requests

1. **Leave Control No (Number)** – System-generated value displays once the e-Leave Request is approved. The Leave Control Number is used to track the leave through the process.

   NOTE: The Leave Control Number is comprised of an alpha value representing the UIC and a numeric value sequentially increased by the system for each approved e-Leave Request. It is established on the Dept/Div/Duty Setup page.

2. **Begin Date** – System displays the start date for the leave that was recorded on the original e-Leave Request in the Leave Begin Date field.
3. **Return Date** – System displays the end date for the leave that was recorded on the original e-Leave Request in the Leave Return Date field.
4. **Days Charged** – System displays the total number of planned charged leave days calculated based on working day status from the Leave Begin Date and Leave Return Date fields data.
5. **Request Status** – System displays the status of the e-Leave Request. As the request goes through the process this field changes to reflect the actual status, for example, Pending, Pending Review, Pending Approval, Approved, Check Out, Check In, etc.
6. **View Details** – Click this link to open a read-only copy of the original e-Leave Request for the member.

B. **e-Leave Inquiry Links**

This section (Figure 5-74) of the My e-Leave Request(s) page displays a list of links to access the e-Leave Request for monitoring, reconciling, and processing. Each of these will be explained in detail in other sections of this User Guide.

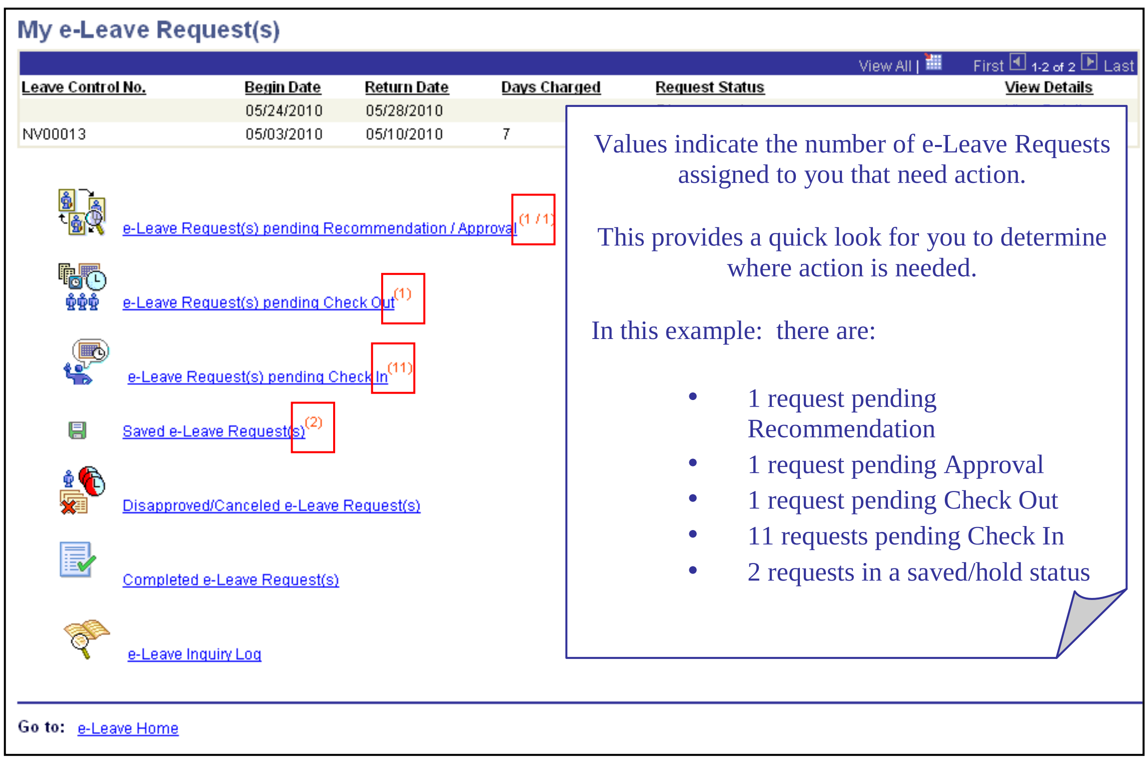


Figure 5-74–My e-Leave Request(s): Number of Requests

The following provides a brief explanation and the table associated with each link in the e-Leave Inquiry link section (Figure 5-75). Also referenced is the Section in this User Guide where detailed instructions are located.

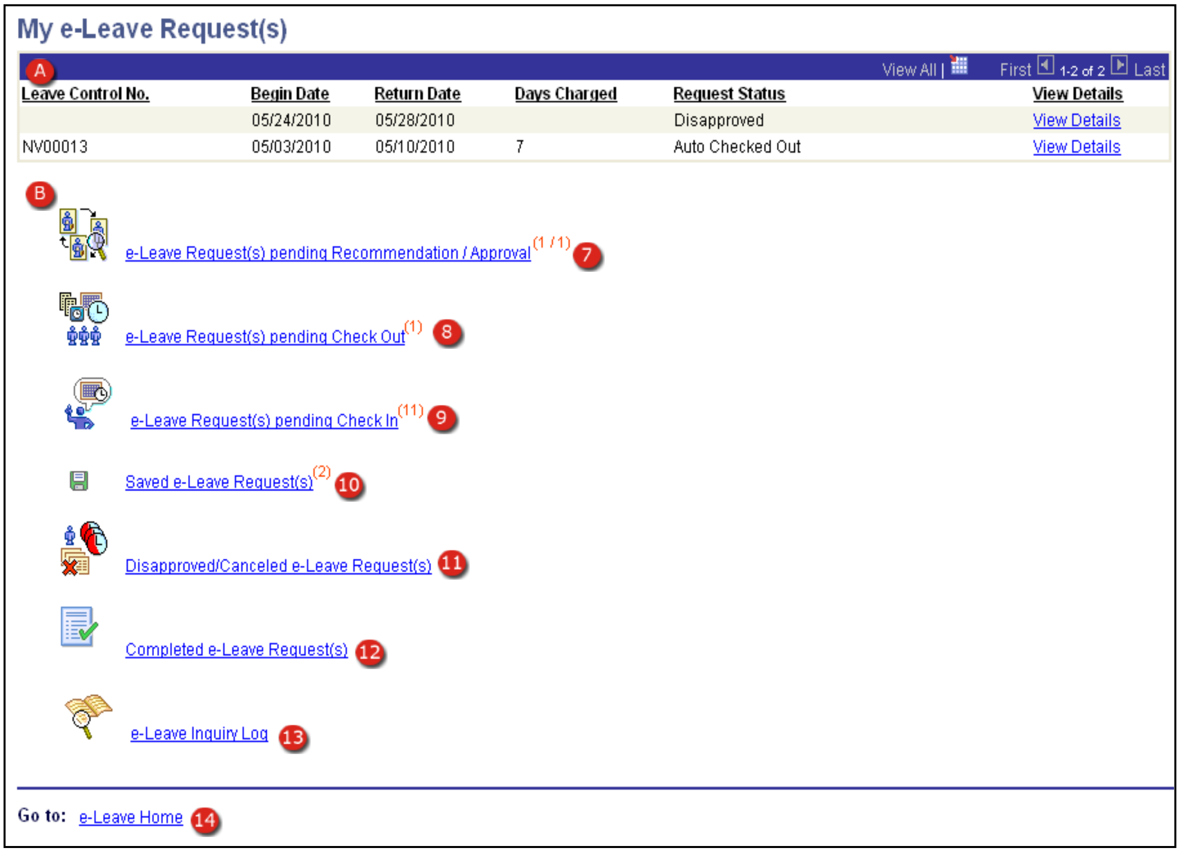


Figure 5-75–My e-Leave Request(s): Inquiry Links

7. **e-Leave Request(s) pending Recommendation/Approval** – Click this link to view a list of original e-Leave Request(s) submitted by members in the UIC which are pending recommendation or approval (Figure 5-76). Refer to Section 6 for details about the Recommendation (Reviewer) process and Section 7 for details about the Approval (Approver) process.

   NOTE: If the member's information is highlighted yellow, it indicates that no action has occurred by the Reviewer or Approver in three days since submission. If highlighted red, no action has occurred in five days since submission.

e-Leave Request(s) pending Recommendation

Find | View All | First 1-4 of 4 Last

SSN	Name	Submitted Date	Reviewer	Begin Date	View Details
XXX-XX-XX18	RAMOS,ANNA MARIE	01/08/2010	MEYER,SHANNON A	01/10/2010	View Details
XXX-XX-XX19	MARTIN,RYAN CRAIG	03/01/2010	MITCHUM,STANLEY WAYNE	02/26/2010	View Details
XXX-XX-XX20	BANKS,ERICA NICOLE	03/02/2010	MITCHUM,STANLEY WAYNE	03/01/2010	View Details
XXX-XX-XX21	CORDER,ASHLEY MARIE	03/02/2010	ALFONSO,ALFONSO AQUINO	03/06/2010	View Details

e-Leave Request(s) pending Approval

Find | View All | First 1 of 1 Last

SSN	Name	Submitted Date	e-Leave Request Status	Approver	Begin Date	View Details
XXX-XX-XX22	BRYAN,COLEMAN JACKSON JR	03/01/2010	Pending Extension Approval	CORDER,ASHLEY MARIE	02/20/2010	View Details

Go to: e-Leave Home
e-Leave Inquiry

Figure 5-76–e-Leave Request(s) pending Recommendation

   NOTE: To sort the table in a different order, click the column header and sort in ascending or descending order.

8. **e-Leave Request(s) pending Check Out** – Click this link to view a list of approved e-Leave Request ready for the Check Out process (Figure 5-77). Notice the **Leave Control No** displays as these items have been approved. Click the **View Details** link to access the original e-Leave Request. Refer to Section 5.12 for instructional details about the Check Out process.

e-Leave Request(s) pending Check Out

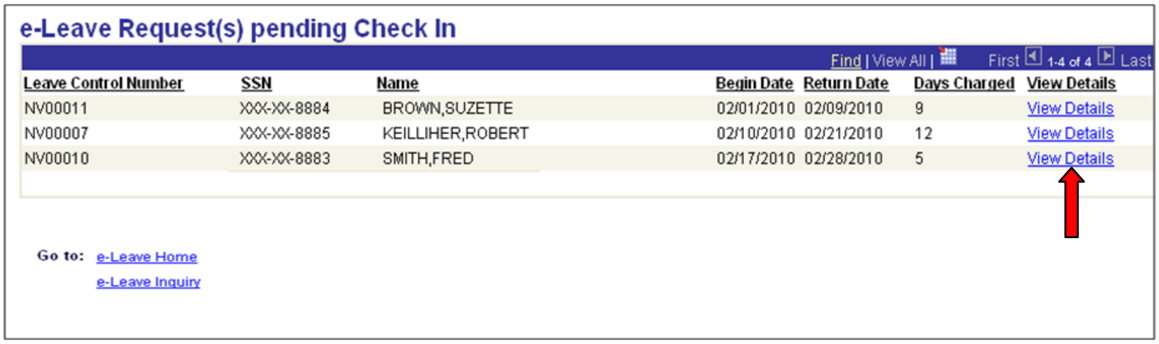
Find | View All | First 1-3 of 3 Last

Leave Control No.	SSN	Name	Begin Date	Return Date	Days Charged	View Details
NV00014	XXX-XX-8884	BROWN,SUZETTE	03/02/2010	03/08/2010	6	View Details
NV00012	XXX-XX-8885	KEILLIHER,ROBERT	04/19/2010	04/26/2010	8	View Details
NV00013	XXX-XX-8883	SMITH,FRED	05/03/2010	05/10/2010	7	View Details

Go to: e-Leave Home
e-Leave Inquiry

Figure 5-77–e-Leave Request(s) pending Check Out

9. **<u>e-Leave Request(s) pending Check In</u>** – Click this link to view a list of e-Leave Requests that are in a Check Out status to review and check the member back in off of leave (Figure 5-78). Click the **View Details** link to access the original e-Leave Request. Refer to Section 5.14 for instructional details about the Check In process.



e-Leave Request(s) pending Check In

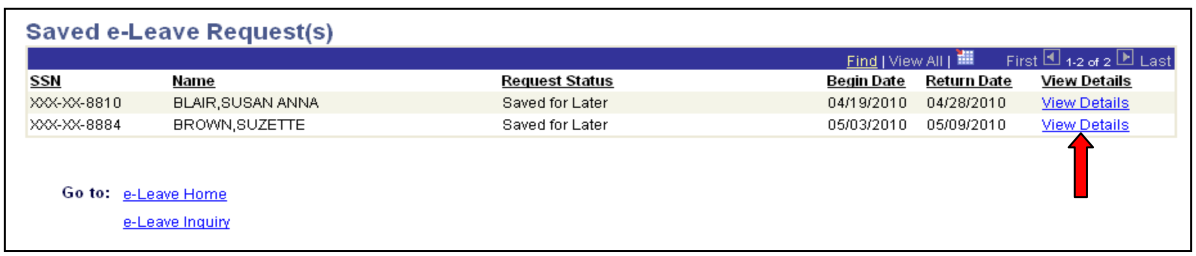
Find | View All | First 1-4 of 4 Last

Leave Control Number	SSN	Name	Begin Date	Return Date	Days Charged	View Details
NV00011	XXX-XX-8884	BROWN,SUZETTE	02/01/2010	02/09/2010	9	View Details
NV00007	XXX-XX-8885	KEILLIHER,ROBERT	02/10/2010	02/21/2010	12	View Details
NV00010	XXX-XX-8883	SMITH,FRED	02/17/2010	02/28/2010	5	View Details

Go to: e-Leave Home
e-Leave Inquiry

Figure 5-78–e-Leave Request(s) pending Check In

10. **<u>Saved e-Leave Request(s)</u>** – Click this link to view a list of saved e-Leave Requests that have not been submitted (Figure 5-79). On the Saved e-Leave Request(s) page, click the **View Details** link to access the original e-Leave Request. Review the content and determine the final disposition (submit or cancel).



Saved e-Leave Request(s)

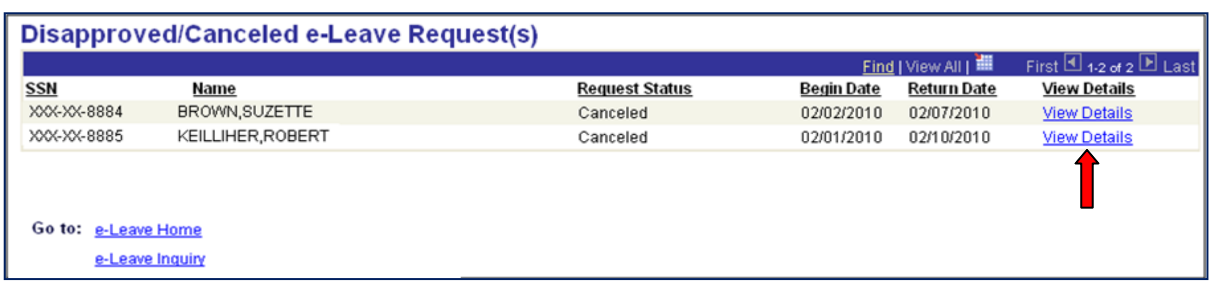
Find | View All | First 1-2 of 2 Last

SSN	Name	Request Status	Begin Date	Return Date	View Details
XXX-XX-8810	BLAIR,SUSAN ANNA	Saved for Later	04/19/2010	04/28/2010	View Details
XXX-XX-8884	BROWN,SUZETTE	Saved for Later	05/03/2010	05/09/2010	View Details

Go to: e-Leave Home
e-Leave Inquiry

Figure 5-79–Saved e-Leave Request(s)

11. **<u>Disapproved/Cancelled e-Leave Requests(s)</u> –** Click this link to view a list of disapproved and cancelled e-Leave Request (Figure 5-80). On the Disapproved/Cancelled e-Leave Request page, click the **View Details** link to access the original e-Leave Request.



Disapproved/Canceled e-Leave Request(s)

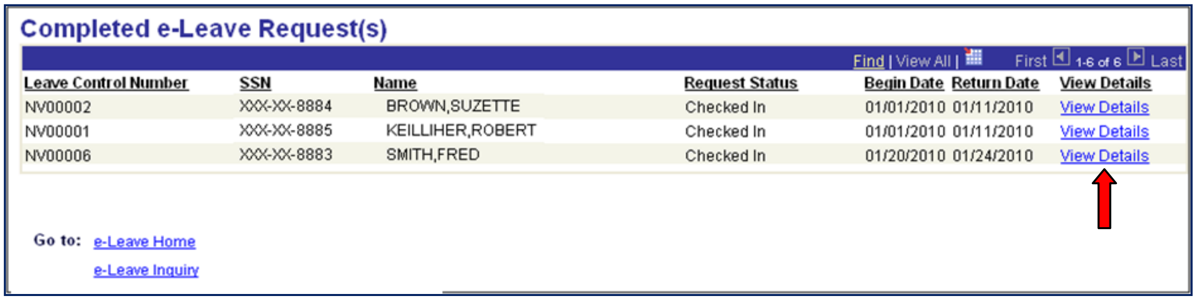
Find | View All | First 1-2 of 2 Last

SSN	Name	Request Status	Begin Date	Return Date	View Details
XXX-XX-8884	BROWN,SUZETTE	Canceled	02/02/2010	02/07/2010	View Details
XXX-XX-8885	KEILLIHER,ROBERT	Canceled	02/01/2010	02/10/2010	View Details

Go to: e-Leave Home
e-Leave Inquiry

Figure 5-80–Disapproved/Cancelled e-Leave Request(s)

12. **<u>Completed e-Leave Request(s)</u>** – Click this link to view a list of e-Leave Requests that have been checked in (Figure 5-81). Click the **View Details** link to access the original e-Leave Request.



Completed e-Leave Request(s)

Find | View All | First 1-6 of 6 Last

Leave Control Number	SSN	Name	Request Status	Begin Date	Return Date	View Details
NV00002	XXX-XX-8884	BROWN,SUZETTE	Checked In	01/01/2010	01/11/2010	View Details
NV00001	XXX-XX-8885	KEILLIHER,ROBERT	Checked In	01/01/2010	01/11/2010	View Details
NV00006	XXX-XX-8883	SMITH,FRED	Checked In	01/20/2010	01/24/2010	View Details

Go to: e-Leave Home

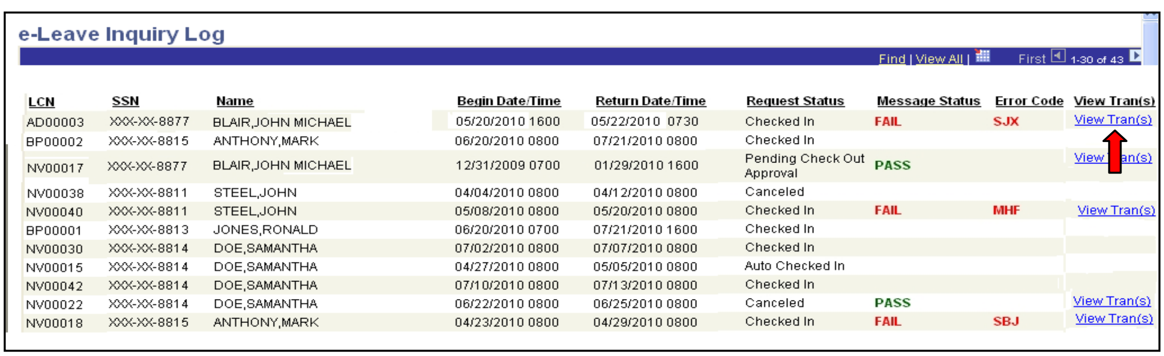
e-Leave Inquiry

Figure 5-81–Completed e-Leave Request(s)

13. **<u>e-Leave Inquiry Log</u>** – Click this link to view a list showing the status of the e-Leave Request transaction (Figure 5-82). It illustrates a Pass/Fail/Interim status as it goes through the process to final posting in the corporate database and final charging of leave to the member's account. It displays the member's e-Leave Requests that are saved, submitted, and completed. The Message Status values reflect:

- **Pass** – Transaction successfully posts/charged to the member's account (green text)
- **Fail** – Transaction does not successfully post/charge – an error code displays indicating the problem (red text)
- **Interim** – Transaction is waiting for end date to post/charge member's account (blue text)

NOTE: The highlighted red row indicates that the transaction has failed and further investigation is needed.



e-Leave Inquiry Log

Find | View All | First 1-30 of 43

LCN	SSN	Name	Begin Date/Time	Return Date/Time	Request Status	Message Status	Error Code	View Tran(s)
AD00003	XXX-XX-8877	BLAIR,JOHN MICHAEL	05/20/2010 1600	05/22/2010 0730	Checked In	FAIL	SJX	View Tran(s)
BP00002	XXX-XX-8815	ANTHONY,MARK	06/20/2010 0800	07/21/2010 0800	Checked In			
NV00017	XXX-XX-8877	BLAIR,JOHN MICHAEL	12/31/2009 0700	01/29/2010 1600	Pending Check Out Approval	PASS		View Tran(s)
NV00038	XXX-XX-8811	STEEL,JOHN	04/04/2010 0800	04/12/2010 0800	Canceled			
NV00040	XXX-XX-8811	STEEL,JOHN	05/08/2010 0800	05/20/2010 0800	Checked In	FAIL	MHF	View Tran(s)
BP00001	XXX-XX-8813	JONES,RONALD	06/20/2010 0700	07/21/2010 1600	Checked In			
NV00030	XXX-XX-8814	DOE,SAMANTHA	07/02/2010 0800	07/07/2010 0800	Checked In			
NV00015	XXX-XX-8814	DOE,SAMANTHA	04/27/2010 0800	05/05/2010 0800	Auto Checked In			
NV00042	XXX-XX-8814	DOE,SAMANTHA	07/10/2010 0800	07/13/2010 0800	Checked In			
NV00022	XXX-XX-8814	DOE,SAMANTHA	06/22/2010 0800	06/25/2010 0800	Canceled	PASS		View Tran(s)
NV00018	XXX-XX-8815	ANTHONY,MARK	04/23/2010 0800	04/29/2010 0800	Checked In	FAIL	SBJ	View Tran(s)

Figure 5-82–e-Leave Inquiry Log

On the e-Leave Inquiry Log page, click the **View Tran(s)** link to view more specific details about the transaction. The e-Leave Transaction(s) Log page (Figure 5-83) displays. It is important to reconcile all "Fail" transactions. Appendix B lists the common error codes and a brief description.

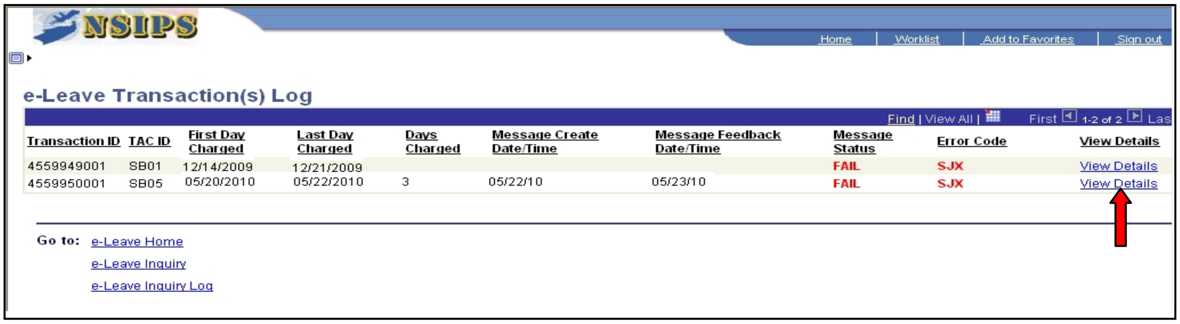


Figure 5-83–e-Leave Transaction(s) Log

The View Details link access the e-Leave Check Out/Check In page that corresponds to this transaction.

5.12 E-Leave Check Out/Check In: Check Out

The e-Leave Check Out/Check In page provides the ability to check a member out to begin the requested leave and the ability to check the member back in once leave is completed. This section focuses on the **Check Out** process. Section 5.14 focuses on the Check In process.

5.12.1 E-Leave Check Out/Check In: Find an Existing Value Page

After selecting e-Leave Check Out/Check In link on the e-Leave Home menu (Figure 5-6), the e-Leave Check Out/Check In: Find an Existing Value page (Figure 5-84) displays. This page provides the ability to search for a single member's record or a list of members' record to complete the Check Out process for e-Leave Requests.

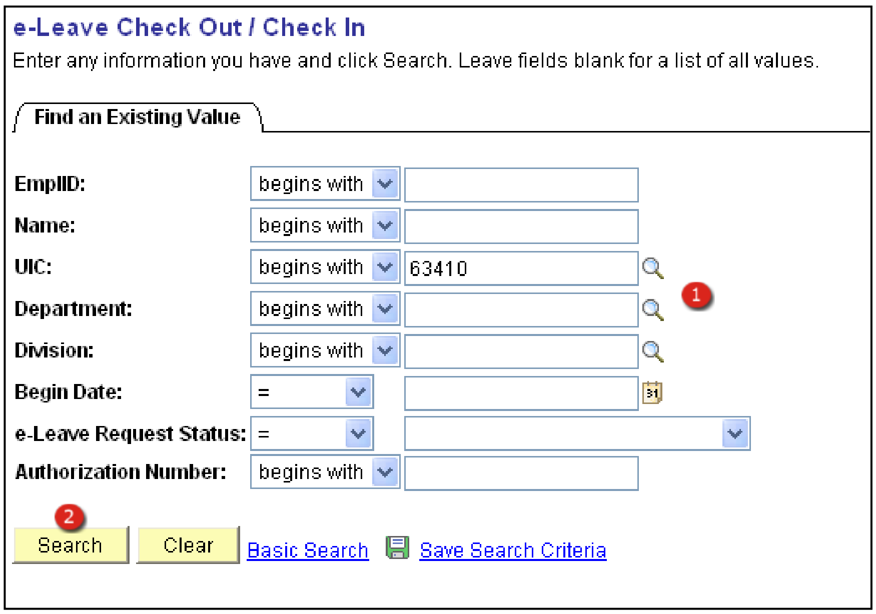


Figure 5-84–e-Leave Check Out/ Check In: Find an Existing Value Page

1. **Search Criteria Options** – Enter or select the search criteria.
   - **EmplID, Name, and/or Authorization Number –** Use these selection options to display one member's e-Leave Request.
   - **UIC, Department, Division, Begin Date, and/or e-Leave Request Status –** Use these selection options to obtain a list of all members' e-Leave Requests matching the selection criteria. Each member's record displays one at a time.
2. **Search** – Click the Search button to initiate the search of the database to locate the member(s) record matching the identified selection criteria.

5.12.2 E-Leave Request for (Member) – Request Status: Approved

The member's original e-Leave Request page displays. In order to perform a Check Out on the member, the e-Leave Request Status must be "Approved." Notice in this example, the Approved status is listed at the top of the page in the **Request Status** field (Figure 5-85). An Approved status indicates that the e-Leave Request passed the Reviewer and the Approver process.

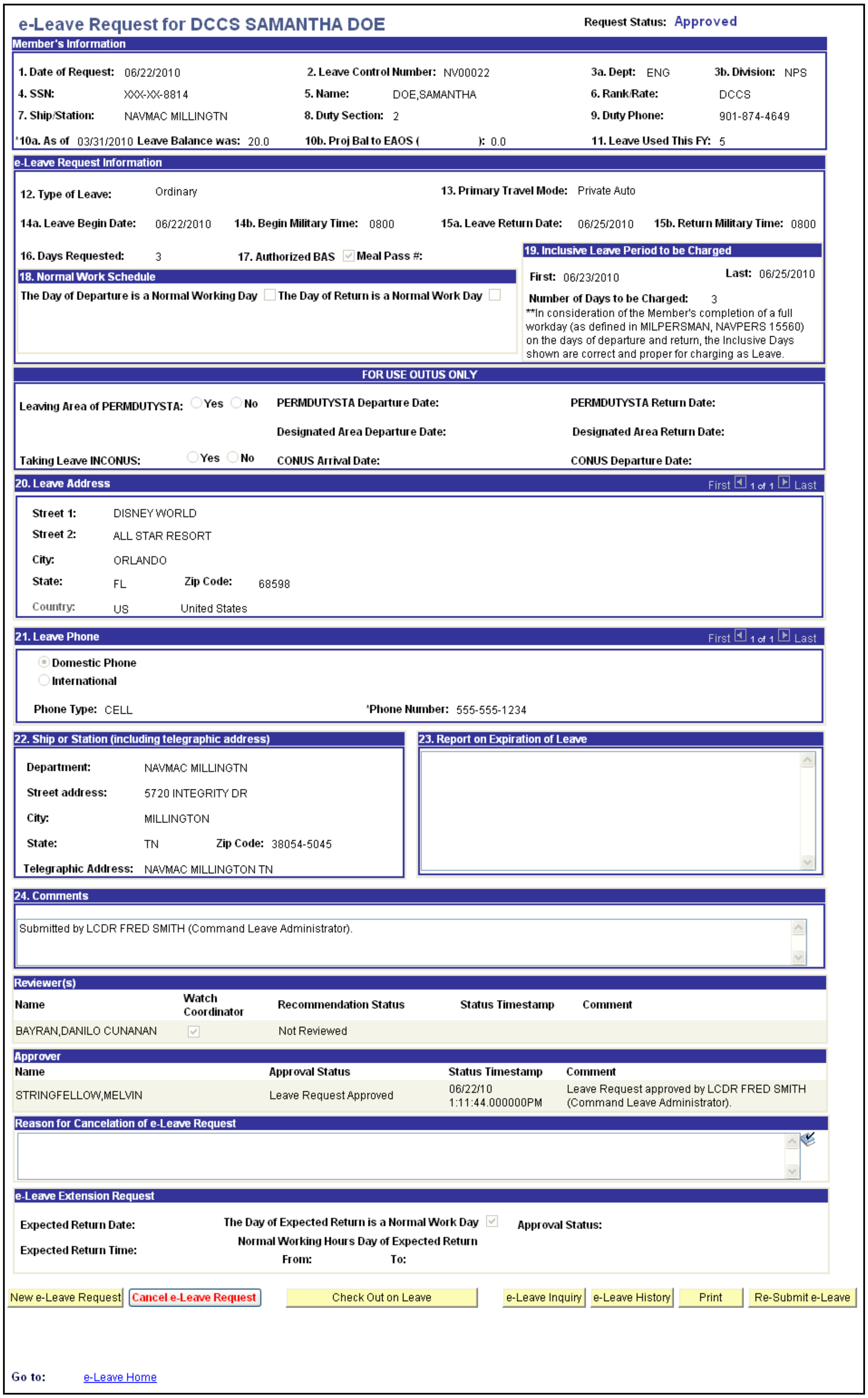
Figure 5-85–e-Leave Request for (member): Request Status - Approved

At this point, the original e-Leave Request is a read-only page. Data reflected here was entered on the original e-Leave Request form created by the member via the Self-Service account or by the CLA, on behalf of the member, via the e-Leave Request menu option. Refer to Section 5.10 for details about each section and data fields on the e-Leave Request form.

Additional sections have been added at the bottom of the original e-Leave Request (Figure 5-86). These are:

- Reviewer(s)
- Approver(s)
- Reason for Cancellation of e-Leave Request
- e-Leave Extension Request

To record the Check Out, scroll to the bottom of the e-Leave Request form to locate the Check Out on Leave button (Figure 5-86).



e-Leave Request for DCCS SAMANTHA DOE

Request Status: Approved

Member's Information

1. Date of Request: 06/22/2010 | 2. Leave Control Number: NV00022 | 3a. Dept: ENG | 3b. Division: NPS
4. SSN: XXX-XX-8814 | 5. Name: DOE,SAMANTHA | 6. Rank/Rate: DCCS
7. Ship/Station: NAVMAC MILLINGTN | 8. Duty Section: 2 | 9. Duty Phone: 901-874-4649
'10a. As of 03/31/2010 Leave Balance was: 20.0 | 10b. Proj Bal to EAOS ( ): 0.0 | 11. Leave Used This FY: 5

e-Leave Request Information

12. Type of Leave: Ordinary | 13. Primary Travel Mode: Private Auto
14a. Leave Begin Date: 06/22/2010 | 14b. Begin Military Time: 0800 | 15a. Leave Return Date: 06/25/2010 | 15b. Return Military Time: 0800
16. Days Requested: 3 | 17. Authorized BAS | Meal Pass #:

18. Normal Work Schedule

The Day of Departure is a Normal Working Day | The Day of Return is a Normal Work Day

19. Inclusive Leave Period to be Charged

First: 06/23/2010 | Last: 06/25/2010

Number of Days to be Charged: 3

**In consideration of the Member's completion of a full workday (as defined in MILPERSMAN, NAVPERS 15560) on the days of departure and return, the Inclusive Days shown are correct and proper for charging as Leave.

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No | PERMDUTYSTA Departure Date: | PERMDUTYSTA Return Date:
Designated Area Departure Date: | Designated Area Return Date:
Taking Leave INCONUS: Yes No | CONUS Arrival Date: | CONUS Departure Date:

20. Leave Address First 1 of 1 Last

Street 1: DISNEY WORLD
Street 2: ALL STAR RESORT
City: ORLANDO
State: FL | Zip Code: 68598
Country: US United States

21. Leave Phone First 1 of 1 Last

Domestic Phone
International
Phone Type: CELL | 'Phone Number: 555-555-1234

22. Ship or Station (including telegraphic address)

Department: NAVMAC MILLINGTN
Street address: 5720 INTEGRITY DR
City: MILLINGTON
State: TN | Zip Code: 38054-5045
Telegraphic Address: NAVMAC MILLINGTON TN

23. Report on Expiration of Leave

24. Comments

Submitted by LCDR FRED SMITH (Command Leave Administrator).

Reviewer(s)

Name	Watch Coordinator	Recommendation Status	Status Timestamp	Comment
BAYRAN,DANILO CUNANAN		Not Reviewed		

Approver

Name	Approval Status	Status Timestamp	Comment
STRINGFELLOW,MELVIN	Leave Request Approved	06/22/10 1:11:44.000000PM	Leave Request approved by LCDR FRED SMITH (Command Leave Administrator).

Reason for Cancelation of e-Leave Request

e-Leave Extension Request

Expected Return Date: | The Day of Expected Return is a Normal Work Day | Approval Status:
Expected Return Time: | Normal Working Hours Day of Expected Return From: To:

New e-Leave Request | Cancel e-Leave Request | Check Out on Leave | e-Leave Inquiry | e-Leave History | Print | Re-Submit e-Leave

Go to: e-Leave Home

Figure 5-86–e-Leave Request for (member)

A. **Reviewer(s)**

The Reviewer(s) section (Figure 5-87) lists the person(s) who were assigned to review the e-Leave Request. It provides the Reviewer's Name, if they are a Watch Coordinator, Recommended Status, the date and time the status was recorded, and any Comments. In this example, the Reviewer did not review the e-Leave Request.

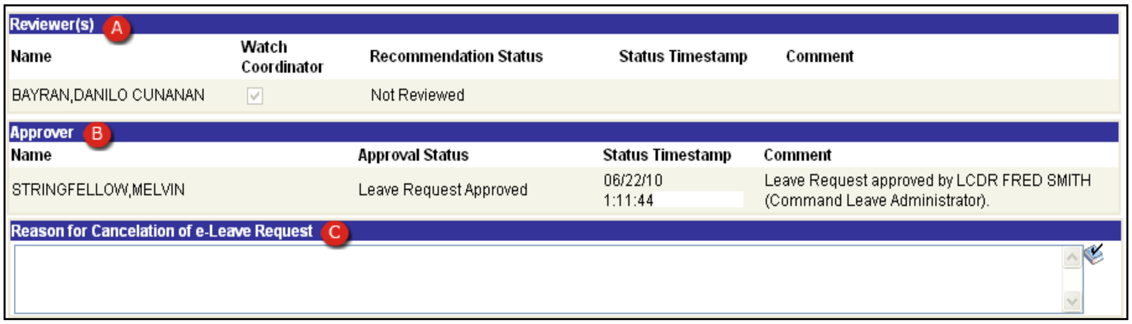


Figure 5-87–e-Leave Request for (member): Additional Sections

B. **Approver**

The Approver section (Figure 5-87) lists the person who was assigned to approve the e-Leave Request. It provides the Approver's Name, Approval Status, Timestamp the status was recorded, and any Comments. In this example, the leave request was approved on 04/19/10 at 11:51. The system-generated comment indicates the person who approved the request.

C. **Reason for Cancellation of e-Leave Request**

The Reason for Cancellation of e-Leave Request section (Figure 5-87) provides a free form text box to explain why the e-Leave Request was cancelled after it was approved. Use the Spell Check icon to spell check the entered text. Remember, only the Approver or CLA can cancel an e-Leave Request after it is approved.

D. **e-Leave Extension Request**

The e-Leave Extension Request section (Figure 5-88) displays details if the member had to extend leave. The system populates these fields with data that was entered on the original e-Leave Extension Request. Refer to Section 5.13 for instructional details about completing the extension request.

- **Expected Return Date –** System displays the planned return date.
- **Expected Return Time –** System displays the planned return time.
- **The Day of Expected Return is a Normal Work Day –** If the return day is a day of work, select this checkbox.
- **Normal Working Hours Day of Expected Return –** System displays the **From** time and **To** time to indicate the hours for the work day.
- **Approval Status –** System reflects the approval status for the requested extension.

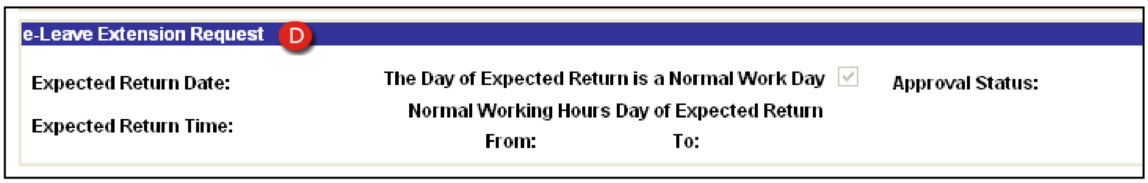


Figure 5-88–e-Leave Request for (member): e-Leave Extension Request

E. Action Buttons and Link

The bottom section (Figure 5-89) displays action buttons and link to navigate to different pages and/or take action on the data reflected on the e-Leave Request page in an Approved status for Check Out processing.

1. **Check Out on Leave** – Click the Check Out on Leave button to check the member out of the Command and into a leave status. This button accesses the e-Leave Check Out/Check In for (member) page. Refer to Section 5.12.3 for instructional details.
2. **New e-Leave Request** – Click the New e-Leave Request button to create a new leave for the member. This opens a blank e-Leave Request page.
3. **Cancel e-Leave Request** – Click the Cancel e-Leave Request button to cancel this leave request. For all cancellations, record an explanation in the **Reason for Cancellation of e-Leave Request** field. Provide specific details about the cancellation. This is used if the leave is not going to be taken.
4. **e-Leave Inquiry** – Click the e-Leave Inquiry button to access the My e-Leave Inquiry feature to process the e-Leave Request through the leave process for the member as for yourself. Refer to Section 5.11 for instructional details.
5. **e-Leave History** – Click the e-Leave History link to open a list of all previously submitted and currently submitted e-Leave Requests.
6. **Print** – Click the Print button to print a copy of the e-Leave Request (NAVCOMPT Form 3065). Refer to Section 10 for an example of the NAVCOMPT FORM 3065 Parts 1 and 2.
7. **Re-Submit e-Leave** – Click the Re-Submit e-Leave button to resubmit an e-Leave Request that is in a Pending Approval or Approved Status. This allows you to correct information previously submitted on a leave request.
8. **e-Leave Home** – Click the e-Leave Home link to access the e-Leave Home menu. If this link is clicked before the Check Out on Leave button is clicked, the e-Leave Request will close and the status remains as “Approved.” The member is not checked out.

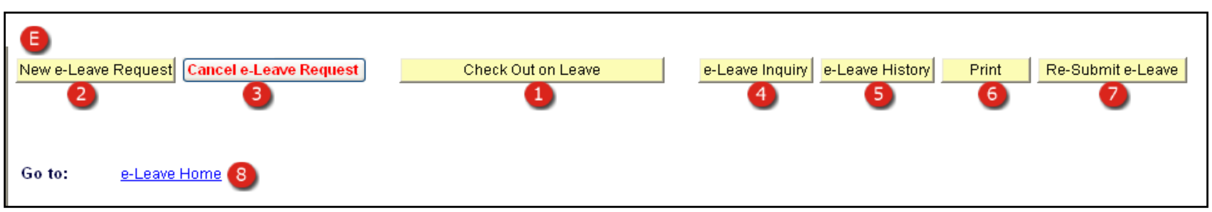


Figure 5-89–e-Leave Request for (member): Action Buttons and Link

To check the member out on leave:

1. **Check Out on Leave** – Click the Check Out on Leave button.

5.12.3 E-Leave Check Out/Check In for (member) Page

Once the Check Out on Leave button is selected, the e-Leave Check Out/Check In for (member) page (Figure 5-90) displays. This page provides the ability to record the actual date and time to check a member out to begin leave and check a member back in to end the leave period.

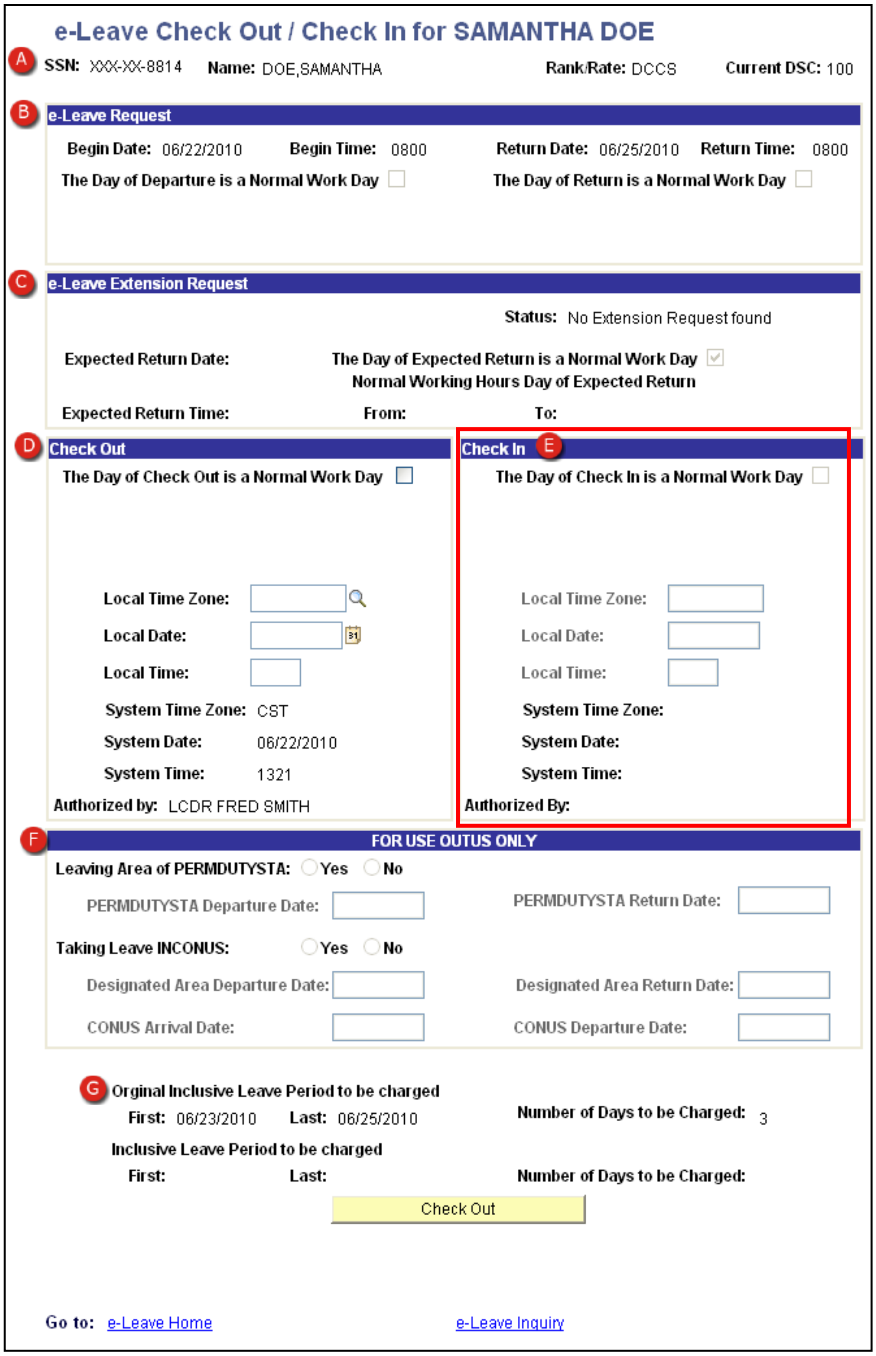


Figure 5-90–e-Leave Check Out/ Check In for (member)

Notice, the Check In fields are inactive (grey). They become active after the Check Out occurs.

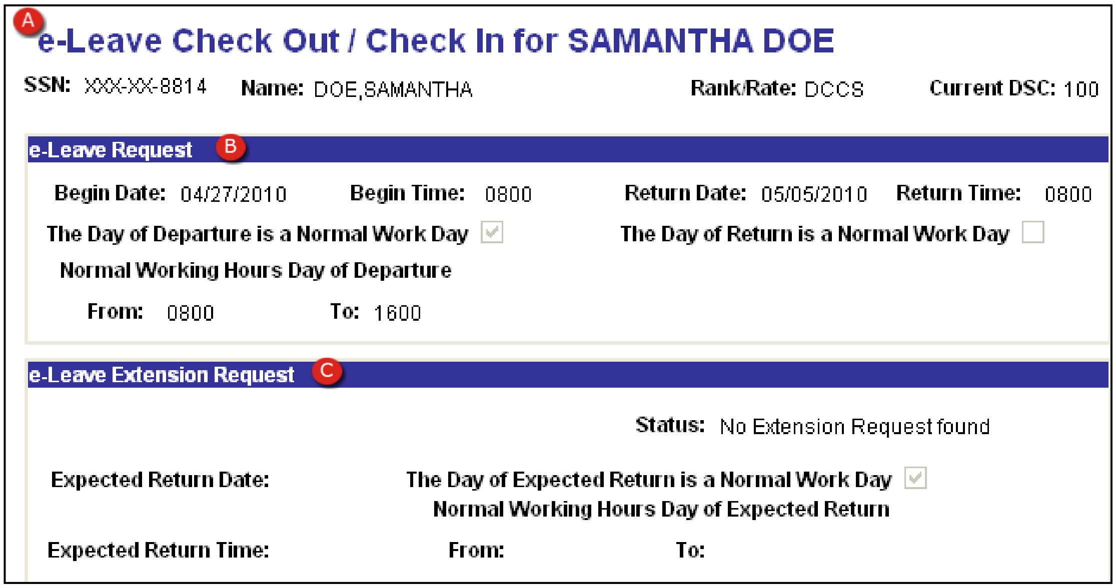


Figure 5-91–e-Leave Check Out/Check In for (member) (continued)

A. **Member Demographics**

This section (Figure 5-91) lists the member's SSN, Name, Rank/Rate, and Current DSC. The values listed here are based on the search criteria entered on the Find an Existing Value page. Verify that this is the correct member.

B. **e-Leave Request**

The e-Leave Request section (Figure 5-91) provides details about the leave. The system updates the fields with the values entered on the original e-Leave Request form.

C. **e-Leave Extension Request**

The e-Leave Extension Request section (Figure 5-91) provides information about any extension requested to deviate from the original e-Leave Request. The system populates the fields with the data entered from the e-Leave Extension Request page. Refer to Section 5.13 for instructional details.

D. Check Out

The Check Out section (Figure 5-92) provides the fields to complete the Check Out process placing the member on leave.

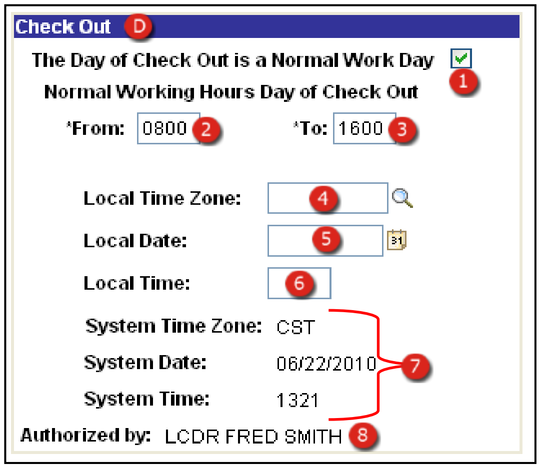


Figure 5-92–e-Leave Check Out/ Check In: Check Out Section

1. **The Day of Check Out is a Normal Work Day** – Click this checkbox if the first day of leave is considered a normal work day.
2. **Normal Working Hours Day of Check Out: From** – Enter the begin time in the From field that is the start time for the day's working hours. This is completed if the first day of leave is considered a normal work day.
3. **Normal Working Hours Day of Check Out: To** – Enter the end time in the To field that is the end time for the day's working hours. This is completed if the first day of leave is considered a normal work day.
4. **Local Time Zone** – Enter the time zone of the location where the Check Out is being processed or click the Lookup icon and select the appropriate time zone.
5. **Local Date** – Enter the date of the location where the Check Out is being processed or click the Calendar icon and select the appropriate date.
6. **Local Time** – Enter the military time when the Check Out is being processed.
7. **System Values** – System displays the system-related time zone, date, and time where the server is located. The server for e-Leave is located in the Central Standard Time (CST) time zone for shore Commands. For ships the system values will reflect where the ship's server is located.
8. **Authorized by** – Once the Check Out is saved, the system displays the name of the individual who recorded the Check Out. The following conditions are:
   - **Self Check Out –** If the member is authorized for Self-Check Out.
   - **CLA's Name –** If the member is not authorized for Self-Check Out, the CLA's Name with (CLA) added displays.

- **Auto Check Out –** If the member is checked out automatically by the system, Auto Check Out displays in the field

E. **Check In**

The Check In section (Figure 5-93) is completed when the member returns from leave and is ready to be checked back into the Command. Refer to Section 5.14 for instructional details. The data fields detail the day, time, and time zone where the Check In occurs and if the day of Check In is considered a normal work day.

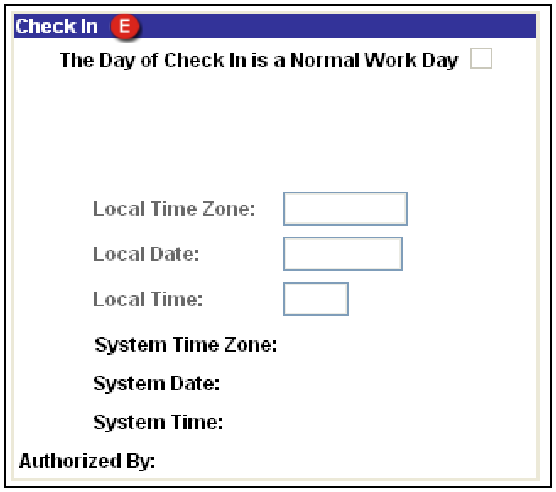


Figure 5-93–e-Leave Check Out/ Check In: Check In Section

F. **Inclusive Leave Periods**

The Inclusive Leave Period section (Figure 5-94) provides details about the inclusive dates and leave days based on the planned leave period. The system populates these fields based on the details in the original e-Leave Request form and the values entered in the Check Out section (Figure 5-92).

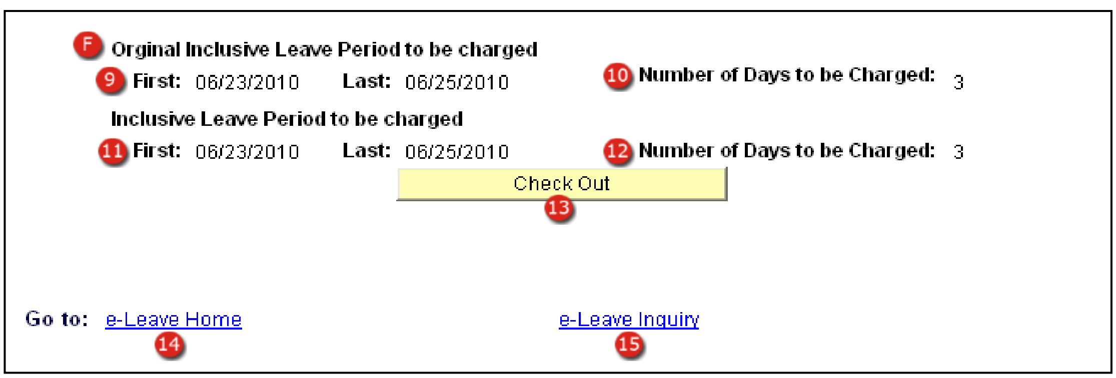


Figure 5-94–e-Leave Check Out/ Check In: Inclusive Leave Period Section

9. **<u>Original Inclusive Leave Period to be charged</u>** – System displays the planned inclusive dates for the leave period based on the original e-Leave Request. The **First**

field lists the first charged day of leave and the **Last** field lists the last day of charged leave.

10. **Number of Days to be Charged** – System displays the calculated number of planned days charged for the original leave period based on working day status for the Leave Begin Date and Leave Return Date on the original e-Leave Request form.
11. **Inclusive Leave period to be charged** – System displays the **actual** leave dates. The **First** field lists the actual leave charged start date for the leave period and the **Last** field lists the actual leave charged end date for the leave upon Check In. This includes all approved extensions.
12. **Number of Days to be Charged** – System displays the calculated number of **actual** days charged for the leave period based on the actual dates recorded in the Inclusive Leave Period to be charged First/Last fields.
13. **Check Out** – Click the Check Out button to place the member in a leave status. A confirmation message (Figure 5-95) displays.
14. **e-Leave Home** – Click this link to return to the Home menu. If this is clicked before the Check Out, the member is not checked out.
15. **e-Leave Inquiry** – Click this link to access the e-Leave Inquiry page.

5.12.4 E-Leave Check Out Confirmation

Once the Check Out button is clicked, a confirmation message (Figure 5-93) displays indicating that the member's e-Leave Request for Check Out was successfully completed.

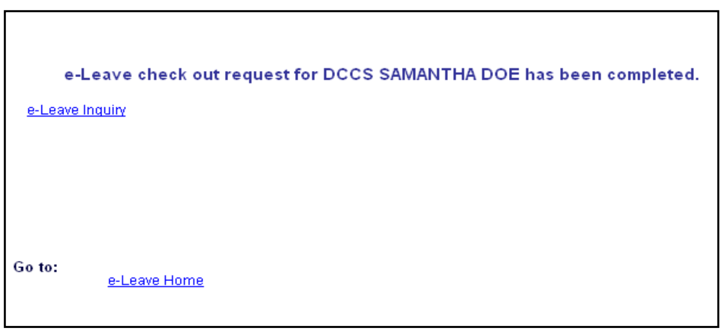


Figure 5-95–e-Leave Request for (member) completed Message

NOTE: Upon accessing the e-Leave Request, the Request Status field now reflects Checked Out as illustrated in Figure 5-96.

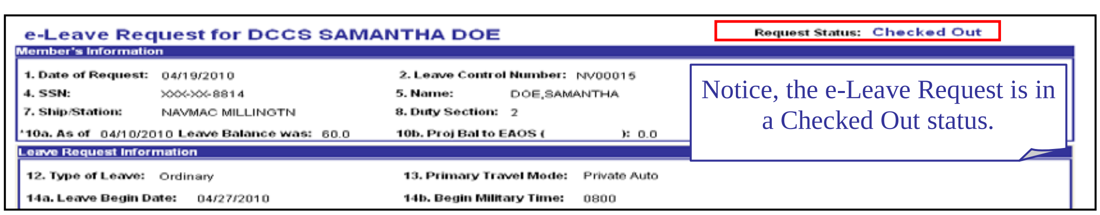


Figure 5-96–e-Leave Request(s) for (member): Checked Out Status

5.13 E-Leave Extension Request

The e-Leave Extension Request page provides the ability for the member to extend his/her leave once the member is checked out and on leave. If the member is unable to request the extension via the Self-Service account; the CLA can create the extension for the member via the e-Leave Extension Request option on the menu.

5.13.1 E-Leave Extension Request: Find an Existing Value Page

After selecting e-Leave Extension Request link on the e-Leave Home menu (Figure 5-6), the e-Leave Extension Request: Find an Existing Value page (Figure 5-97) displays. This page provides the ability to search for a single member's record or a list of members' record to complete an extension request to extend leave for a member currently checked out.

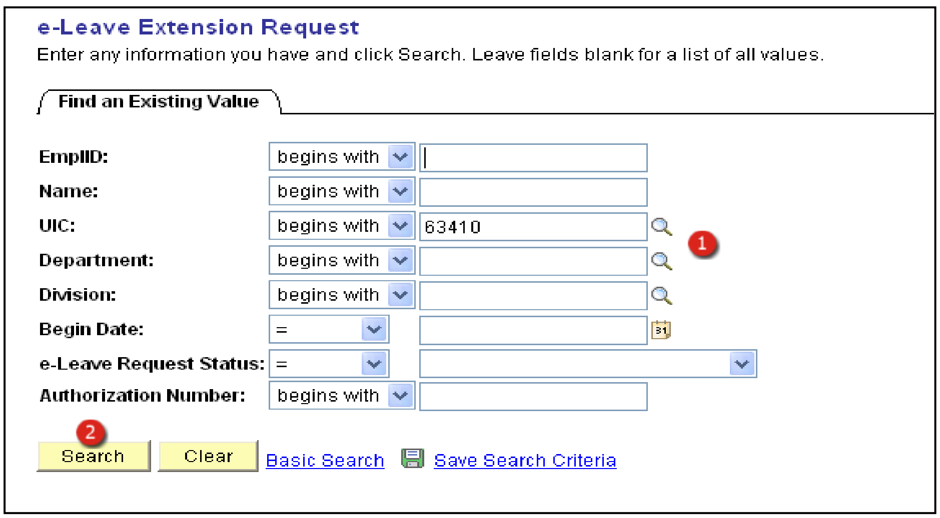


Figure 5-97–e-Leave Extension Request: Find an Existing Value Page

1. **Search Criteria Options** – Enter or select the search criteria.
   - **EmplID, Name, and/or Authorization Number** – Use these selection options to display one member's e-Leave Request that is in a Check Out status.
   - **UIC, Department, Division, Begin Date, and/or e-Leave Request Status** – Use these selection options to obtain a list of all members' e-Leave Requests in a Check Out status. Each member's record displays one at a time
2. **Search** – Click the Search button to initiate the search of the database to locate the member(s) record matching the identified selection criteria.

5.13.2 E-Leave Extension Request for (member)

The e-Leave Extension Request for (member) page (Figure 5-98) provides the fields to request an extension for leave. It is used after the member is checked out and needs to remain on leave longer than initially indicated on the original e-Leave Request form.

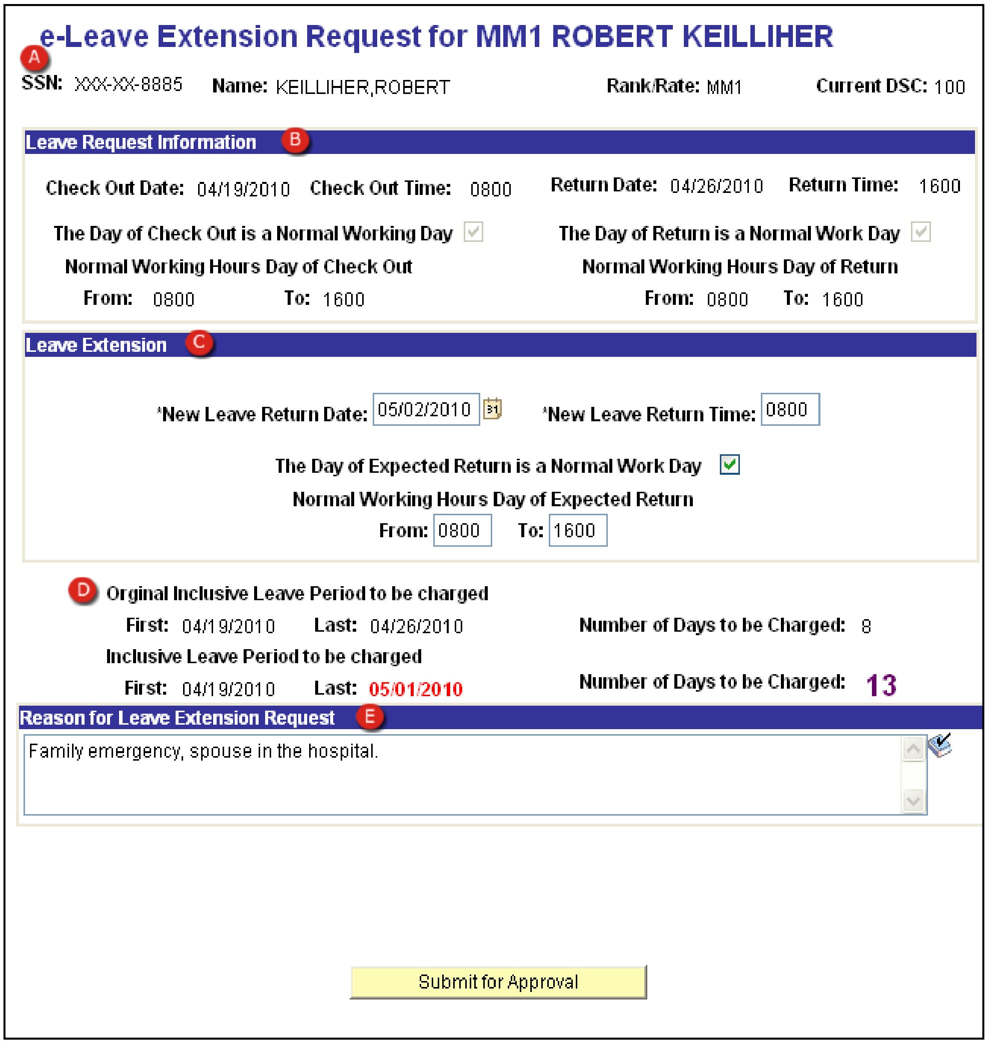


Figure 5-98–e-Leave Extension Request for (member)

A. **Member Demographics**

This section (Figure 5-98) provides the member's SSN, Name, Rank/Rate, and Current DSC. Verify that this is the correct member's record.

B. **Leave Request Information**

The Leave Request Information section (Figure 5-98) provides system related data associated with the original e-Leave Check Out page. Refer to Section 5.12 for details about each field.

C. Leave Extension

The Leave Extension section (Figure 5-99) provides the fields to enter the details about the requested extension.

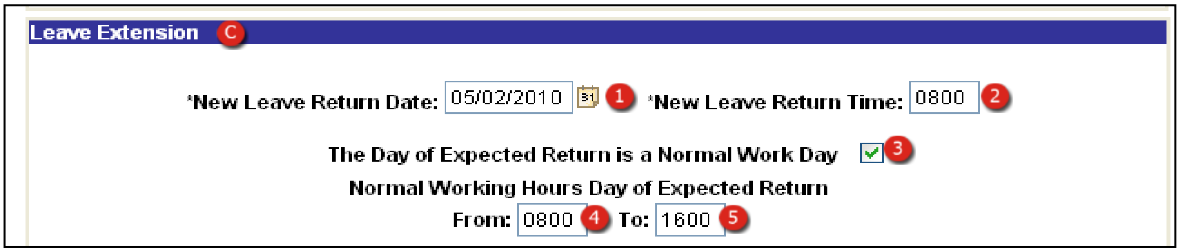


Figure 5-99–e-Leave Extension Request for (member): Leave Extension Section

1. **New Leave Return Date** – Enter the new anticipated leave return date or click the Calendar icon and select the appropriate date.
2. **New Leave Return Time** – Enter the anticipated return in military time to reflect when the member plans to return.
3. **The Day of Expected Return is a Normal Work Day** – Click this checkbox if the return day will be counted as a day of work.
4. **Normal Working Hours Day of Expected Return: From** – Enter the working hours associated with the Command where the member is returning from leave. The From field contains the start time for the working day.
5. **Normal Working Hours Day of Expected Return: To** – Enter the working hours associated with the Command where the member is returning from leave. The To field contains the end time for the working day.

D. **Inclusive Leave Period**

The Inclusive Leave Period to be charged section (Figure 5-100) displays all the planned final values associated with the leave. This includes any changes to the Check In date due to the recorded dates in the Leave Extension section. The system displays the values based on previous data entry and system calculations. It consists of two items:

- **Original Inclusive Leave Period to be charged** – Displays the begin date, end date, and calculated number of charged leave days based on the Check Out
- **Inclusive Leave Period to be charged** – Displays the begin date, end date, and calculated number of charged leave days based on the Check Out and approved extensions.

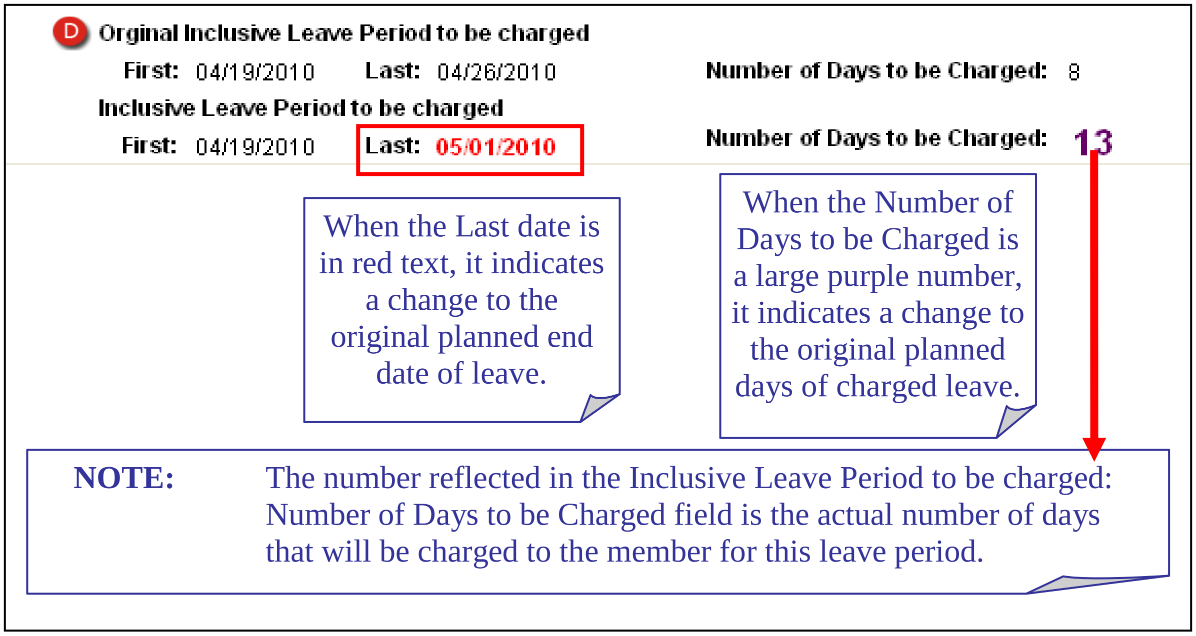


Figure 5-100–e-Leave Extension Request for (member): Inclusive Leave Period

It is important to ensure the days to be charged are correct (Figure 5-101). If the value reflected is incorrect, check the dates and the Normal working hours fields entered on the e-Leave Extension Request.

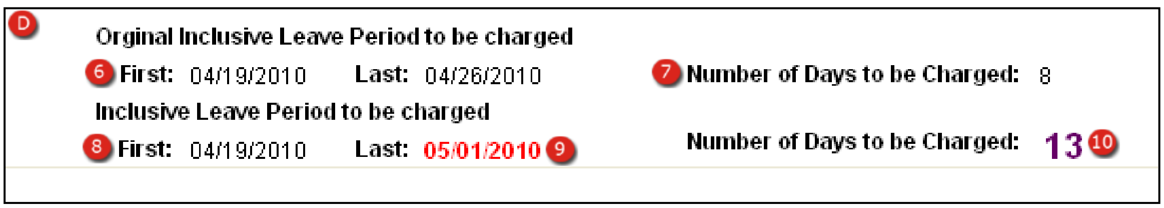


Figure 5-101–e-Leave Extension Request for (member): Inclusive Leave Period (continued)

6. **Original Inclusive Leave Period to be charged: First/Last** – System displays the charged days for leave with the **First** field reflecting the first chargeable leave date and the **Last** field reflecting the end date of chargeable leave.
7. **Number of Days to be Charged** – System calculates the total number of days to charge for leave based on the original dates reflected in the Original Inclusive Leave Period to be charged First and Last fields.
8. **Inclusive Leave Period to be charged: First** – System displays the first day charged as leave for this leave period.
9. **Inclusive Leave Period to be charged: Last** – System displays the last day charged as leave for this leave period. If there is a change due to an extension the date displays in red text.
10. **Number of Days to be Charged** – System calculates the total number of days to charge for leave based on the new dates reflected in the Inclusive Leave Period to be charged First/Last fields and the Normal Work Day status. This value (a large purple number) reflects the original days of leave to be charged plus the new days added due to the extension.

E. Reason for Leave Extension Request

The Reason for Leave Extension Request section (Figure 5-102) provides a text box to record the reason the member needs to extend leave. An explanation is required.

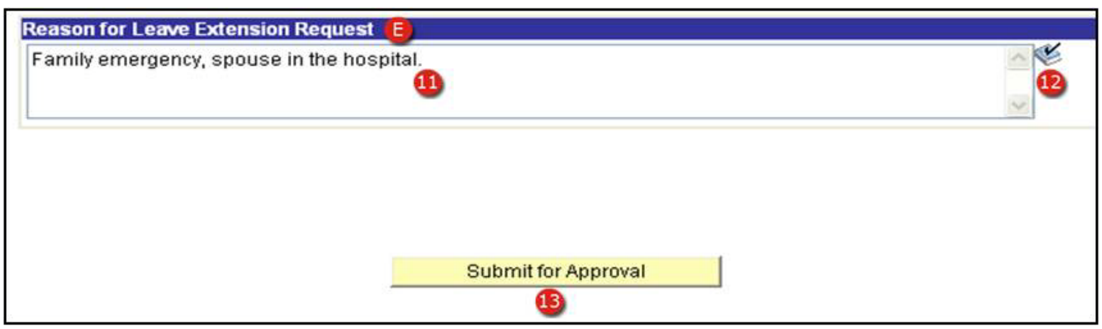


Figure 5-102–e-Leave Extension Request for (member): Reason for Leave Extension Section

11. **Reason for Leave Extension Request: Text Box** – (Required) Enter the reason the member has requested the leave extension.
12. **Spell Check Icon** – Click the spell check icon to initiate a check on the content entered in the text box.
13. **Submit for Approval** – Click the Submit for Approval button to save the data and send the extension into the review/approval process. Leave extensions must follow the same steps as the initial e-Leave Request for review and approval. The confirmation message (Figure 5-103) displays.

NOTE: An extension does not require Reviewer recommendation. The same Approver who approved the original e-Leave Request can approve or disapprove the extension or the CLA can complete the approval process.

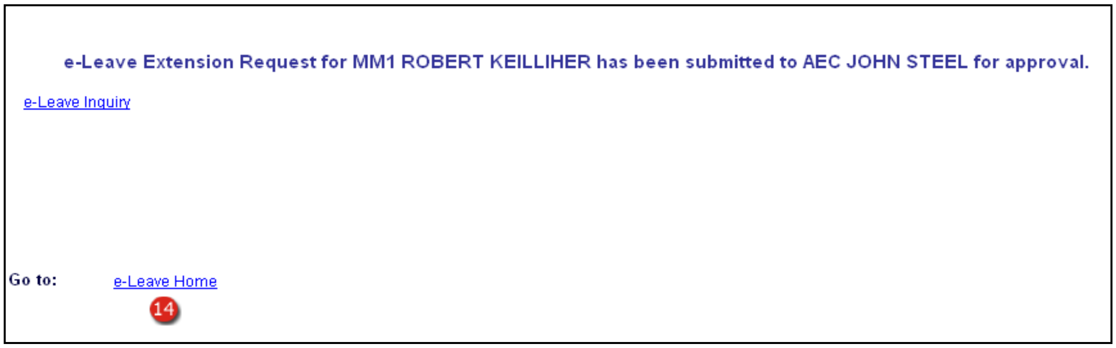


Figure 5-103–e-Leave Extension Request Confirmation Message

The confirmation message indicates who is identified as the approver for this member's e-Leave Extension Requests. In this case, AEC John Steel accesses the extension and approves or disapproves the request. Refer to Section 7 for the steps the Approver takes to approve/disapprove an extension.

NOTE: If more than one Approver is identified for the member, the confirmation message displays the Approver listed first on the member's profile.

5.13.3 Accessing the Extension to Approve or Disapprove (CLA)

The CLA can create the e-Leave Extension Request for the member and approve/disapprove it. There are two ways the CLA can access the member's e-Leave Extension Request to complete the approval process (Figure 5-104).

- Using the e-Leave Extension Request option on the e-Leave Home menu (A)
- Using the e-Leave Inquiry option on the e-Leave Home menu (B)

Figure 5-104–e-Leave Home Menu

A. e-Leave Extension Request Option

As the CLA, you can access the member's e-Leave Extension Request via the e-Leave Extension Request option on the e-Leave Home menu (Figure 5-105). This link opens the Find an Existing Value page to search for the member's record.

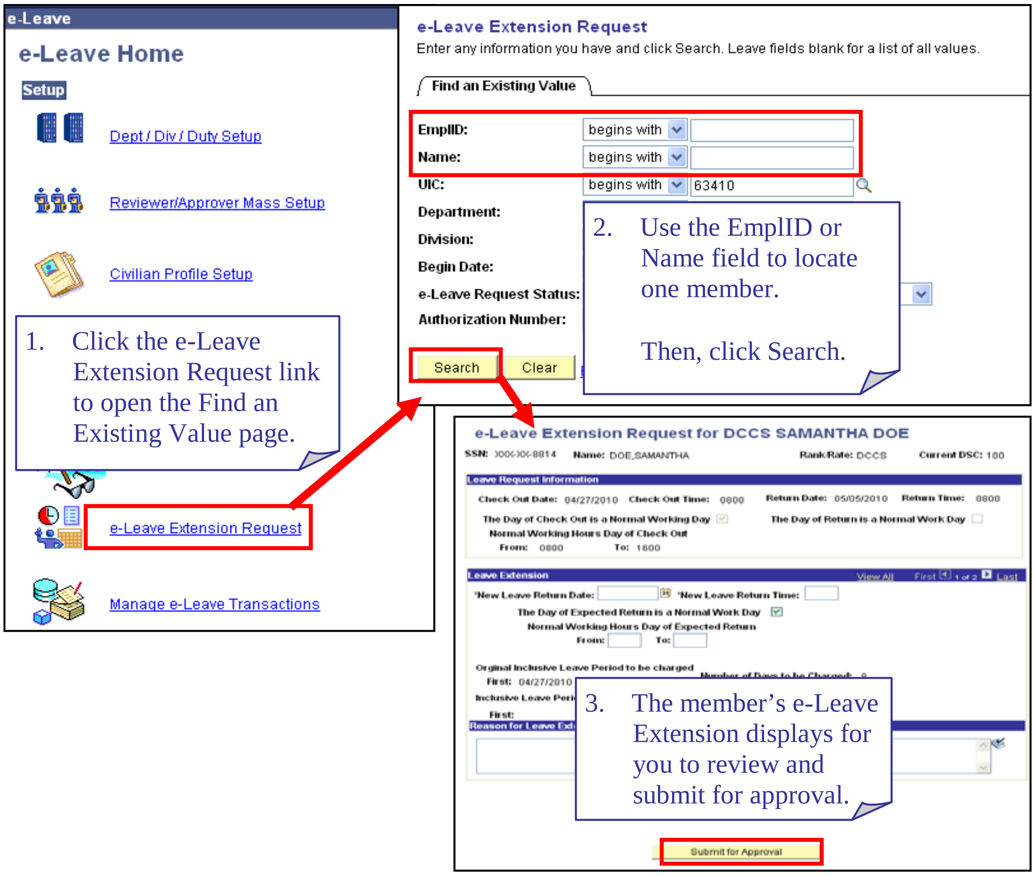


Figure 5-105–Accessing e-Leave Extension Request from e-Leave Extension Request Link

If you need to find one member, this is the recommended approach. If you want to see if you have other items to work other than just this extension, then use the e-Leave Inquiry option on the e-Leave Home menu.

B. e-Leave Inquiry Option

As the CLA, if you need to review additional leave request along with this e-Leave Extension Request, the recommended approach is to use the e-Leave Inquiry link on the e-Leave Home menu (Figure 5-104). This link opens the My e-Leave Request(s) page (Figure 5-106).

Figure 5-106–e-Leave Extension Request Search Page

5.13.4 Accessing the e-Leave Extension Request

To access your list of e-Leave Requests to take action on, use the e-Leave Inquiry link on the e-Leave Home menu (Figure 5-107).

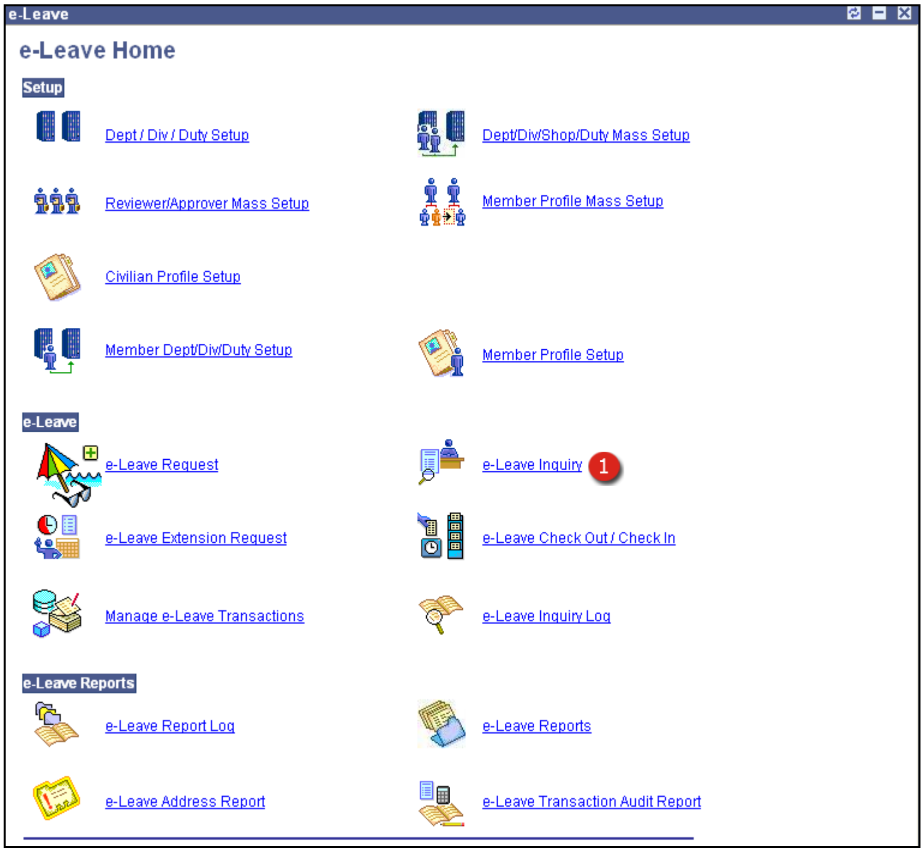
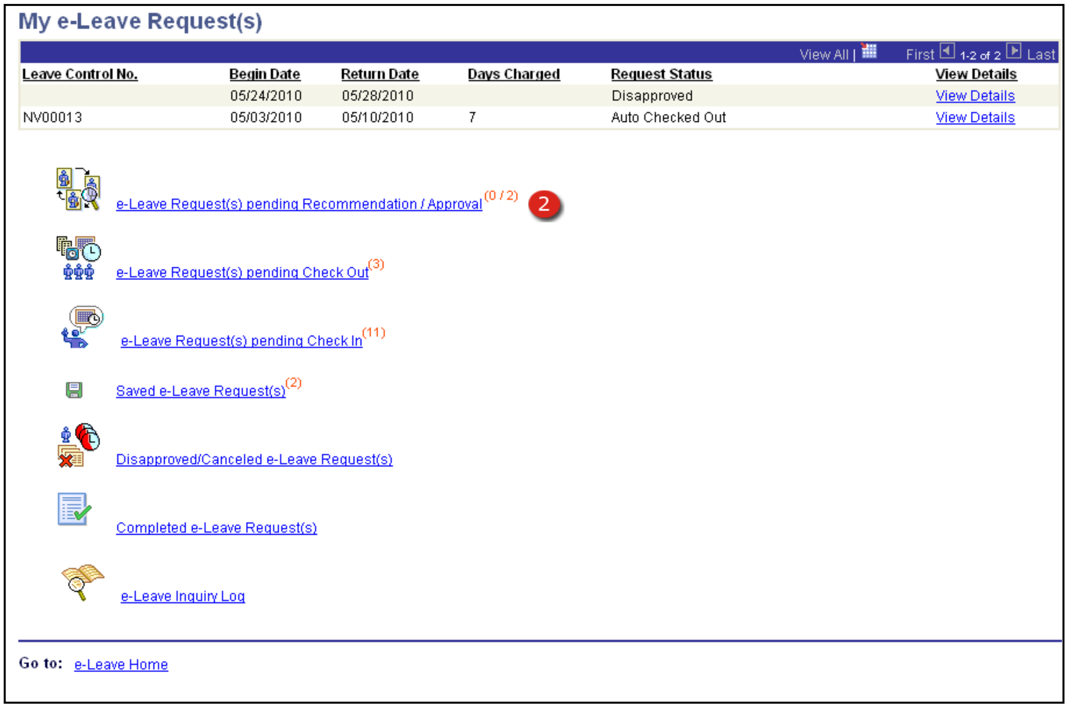


Figure 5-107–e-Leave Home Menu

1. **e-Leave Inquiry** – Click the e-Leave Inquiry link. The My e-Leave Request(s) page displays (Figure 5-108).

NOTE: The value (0/2) to the right of the link indicates that you have 0 request pending recommendation and 2 request pending approval.


My e-Leave Request(s)

View All | First 1-2 of 2 Last

Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
	05/24/2010	05/28/2010		Disapproved	View Details
NV00013	05/03/2010	05/10/2010	7	Auto Checked Out	View Details

e-Leave Request(s) pending Recommendation / Approval (0 / 2) 2

e-Leave Request(s) pending Check Out (3)

e-Leave Request(s) pending Check In (11)

Saved e-Leave Request(s) (2)

Disapproved/Canceled e-Leave Request(s)

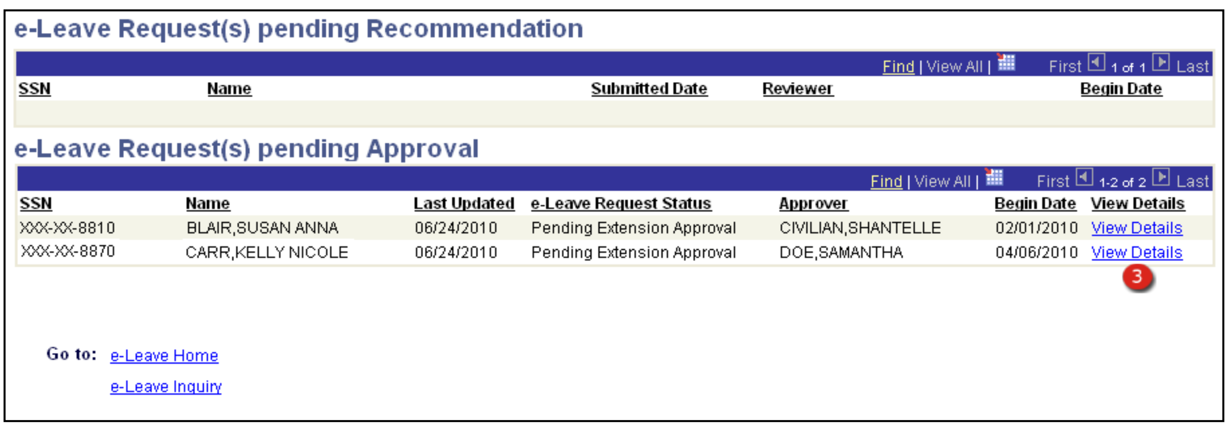
Completed e-Leave Request(s)

e-Leave Inquiry Log

Go to: e-Leave Home

Figure 5-108–e-Leave Request(s) Page

2. **e-Leave Request(s) pending Recommendation/Approval** – Click the link to access the list of e-Leave Requests pending Recommendation/Approval (Figure 5-109).


e-Leave Request(s) pending Recommendation

Find | View All | First 1 of 1 Last

SSN	Name	Submitted Date	Reviewer	Begin Date

e-Leave Request(s) pending Approval

Find | View All | First 1-2 of 2 Last

SSN	Name	Last Updated	e-Leave Request Status	Approver	Begin Date	View Details
XXX-XX-8810	BLAIR,SUSAN ANNA	06/24/2010	Pending Extension Approval	CIVILIAN,SHANTELLE	02/01/2010	View Details
XXX-XX-8870	CARR,KELLY NICOLE	06/24/2010	Pending Extension Approval	DOE,SAMANTHA	04/06/2010	View Details

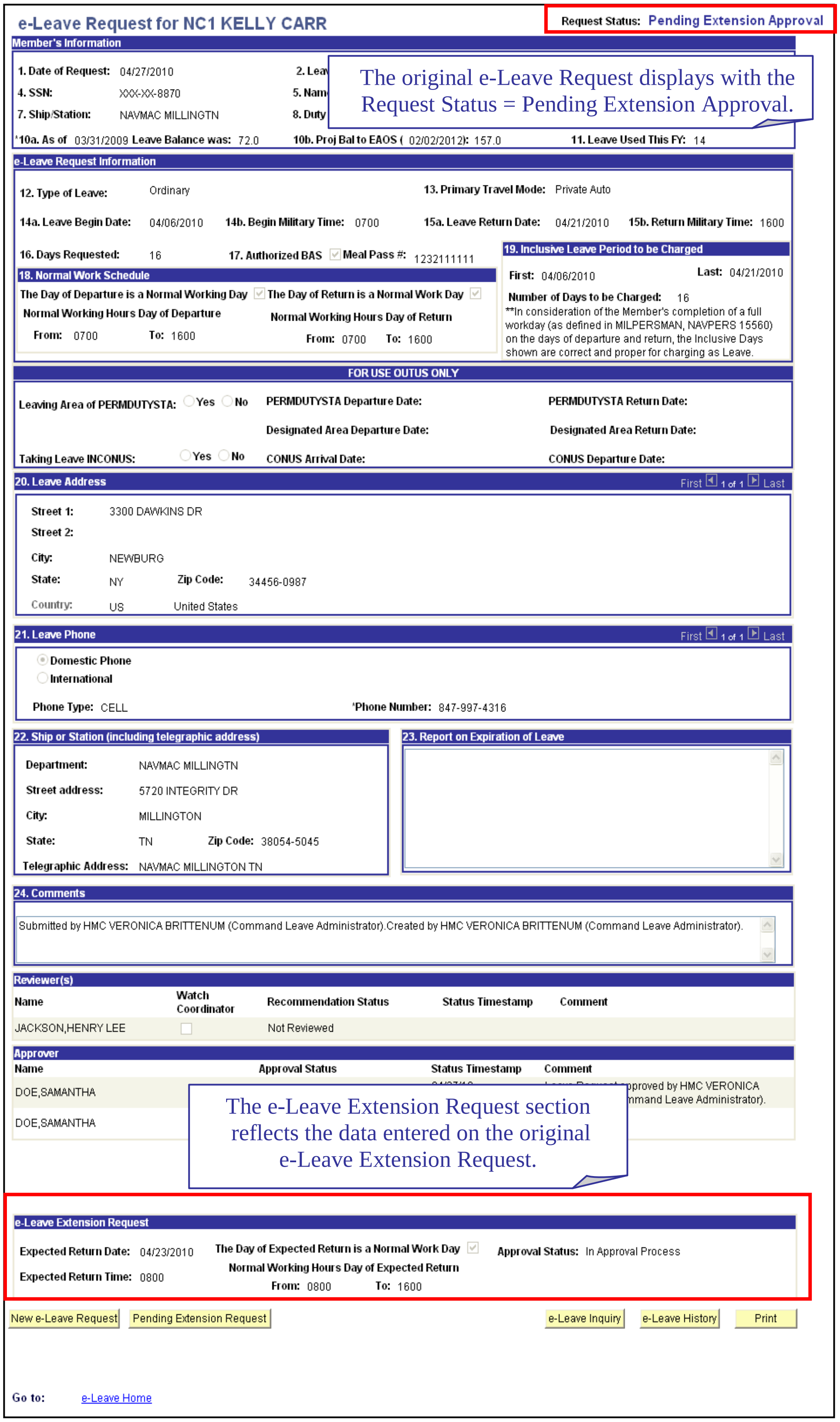
3

Go to: e-Leave Home

e-Leave Inquiry

Figure 5-109–e-Leave Request(s) Pending Approval

3. **View Details** – Click the View Details link associated with the extension. The original e-Leave Request for (member) (Figure 5-110) displays.



e-Leave Request for NC1 KELLY CARR

Request Status: Pending Extension Approval

The original e-Leave Request displays with the Request Status = Pending Extension Approval.

Member's Information

1. Date of Request: 04/27/2010
4. SSN: XXX-XX-8870
7. Ship/Station: NAVMAC MILLINGTN
*10a. As of 03/31/2009 Leave Balance was: 72.0 10b. Proj Bal to EAOS (02/02/2012): 157.0 11. Leave Used This FY: 14

e-Leave Request Information

12. Type of Leave: Ordinary 13. Primary Travel Mode: Private Auto
14a. Leave Begin Date: 04/06/2010 14b. Begin Military Time: 0700 15a. Leave Return Date: 04/21/2010 15b. Return Military Time: 1600
16. Days Requested: 16 17. Authorized BAS Meal Pass #: 1232111111

18. Normal Work Schedule
The Day of Departure is a Normal Working Day The Day of Return is a Normal Work Day
Normal Working Hours Day of Departure From: 0700 To: 1600
Normal Working Hours Day of Return From: 0700 To: 1600

19. Inclusive Leave Period to be Charged
First: 04/06/2010 Last: 04/21/2010
Number of Days to be Charged: 16
**In consideration of the Member's completion of a full workday (as defined in MILPERSMAN, NAVPERS 15560) on the days of departure and return, the Inclusive Days shown are correct and proper for charging as Leave.

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No PERMDUTYSTA Departure Date: PERMDUTYSTA Return Date:
Designated Area Departure Date: Designated Area Return Date:
Taking Leave INCONUS: Yes No CONUS Arrival Date: CONUS Departure Date:

20. Leave Address First 1 of 1 Last

Street 1: 3300 DAWKINS DR
Street 2:
City: NEWBURG
State: NY Zip Code: 34456-0987
Country: US United States

21. Leave Phone First 1 of 1 Last

Domestic Phone
International
Phone Type: CELL *Phone Number: 847-997-4316

22. Ship or Station (including telegraphic address)

Department: NAVMAC MILLINGTN
Street address: 5720 INTEGRITY DR
City: MILLINGTON
State: TN Zip Code: 38054-5045
Telegraphic Address: NAVMAC MILLINGTON TN

23. Report on Expiration of Leave

24. Comments

Submitted by HMC VERONICA BRITTENUM (Command Leave Administrator).Created by HMC VERONICA BRITTENUM (Command Leave Administrator).

Reviewer(s)

Name	Watch Coordinator	Recommendation Status	Status Timestamp	Comment
JACKSON,HENRY LEE		Not Reviewed		

Approver

Name	Approval Status	Status Timestamp	Comment
DOE,SAMANTHA			...pproved by HMC VERONICA ...mmand Leave Administrator).
DOE,SAMANTHA			

The e-Leave Extension Request section reflects the data entered on the original e-Leave Extension Request.

e-Leave Extension Request

Expected Return Date: 04/23/2010 The Day of Expected Return is a Normal Work Day Approval Status: In Approval Process
Expected Return Time: 0800 Normal Working Hours Day of Expected Return From: 0800 To: 1600

New e-Leave Request | Pending Extension Request | e-Leave Inquiry | e-Leave History | Print

Go to: e-Leave Home

Figure 5-110–Original e-Leave Request reflecting Extension Data

Review the data and scroll to the bottom of the page (Figure 5-111).

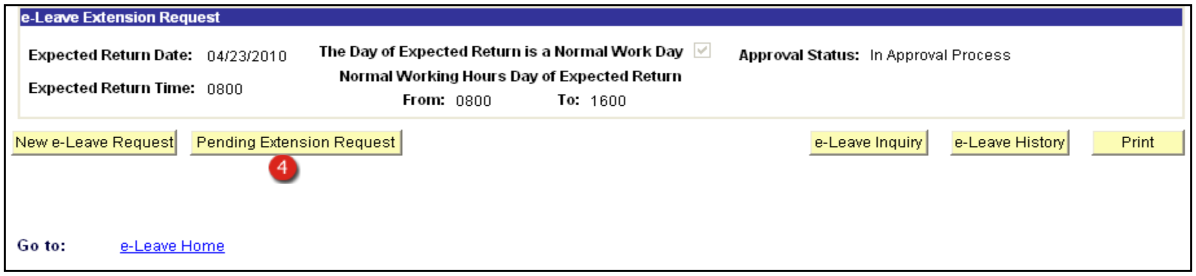


Figure 5-111–Original e-Leave Request reflecting Extension Data

4. **Pending Extension Request** – Click the Pending Extension Request button to access the original e-Leave Extension Request (Figure 5-112).

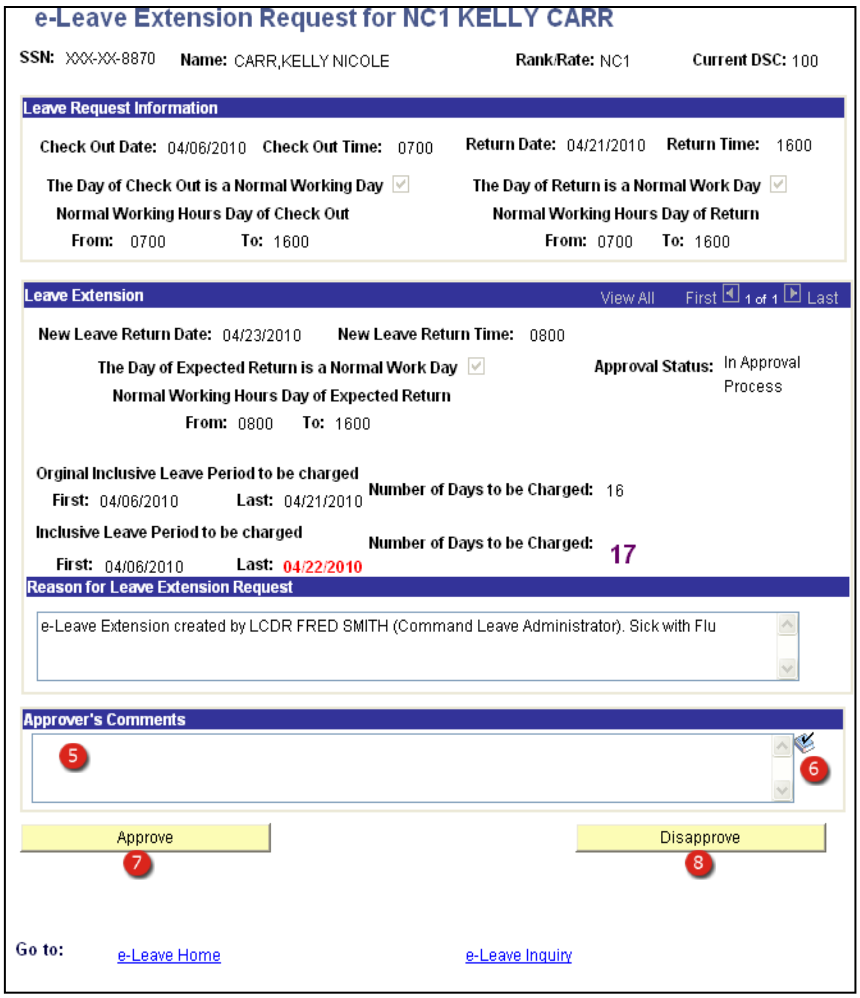


Figure 5-112–Original e-Leave Extension Request

5. **Approver's Comments** – Enter appropriate comments. This field is optional for approved extension requests and required for disapproved extension requests.

6. **<u>Spell Check Icon</u>** – Click the icon to spell check the entered text.
7. **<u>Approve</u>** – Click the Approve button to approve the extension request. An approved confirmation message (Figure 5-113) displays.

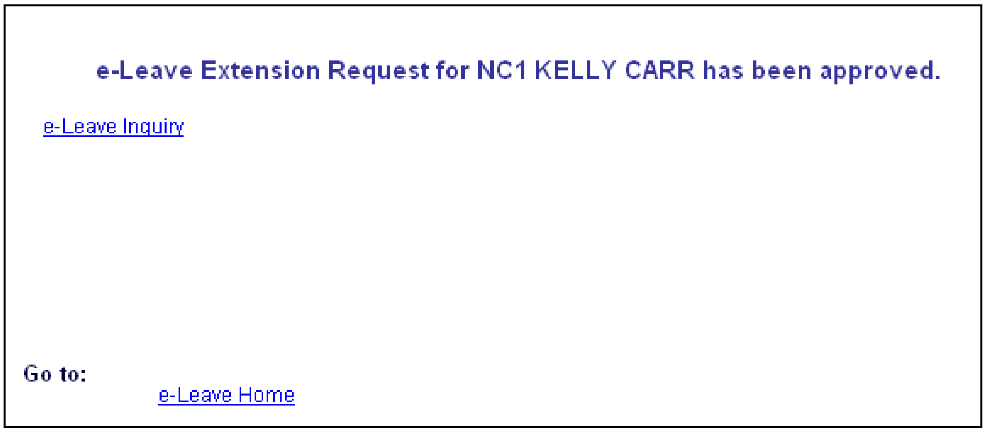


Figure 5-113–e-Leave Extension Request Approved Confirmation Message

8. **<u>Disapprove</u>** – Click the Disapprove button to disapprove the extension request. An explanation must be entered in the Approver's Comments section. A disapproved confirmation message (Figure 5-114) displays.

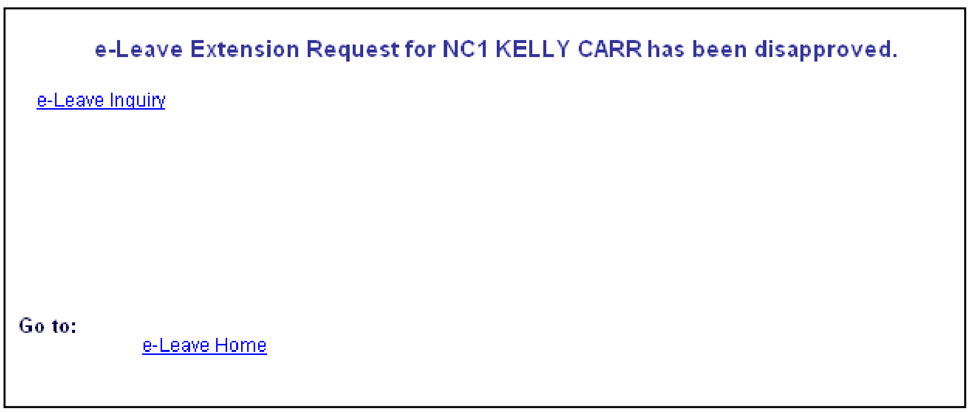


Figure 5-114–e-Leave Extension Request Disapproved Confirmation Message

NOTE: Ensure that the member is aware the extension request was disapproved before the leave is continued beyond the original end date.

5.14 E-Leave Check Out/Check In: Check In Process

When the member's leave is completed, the member must be checked back into the Command using the Check In process. As the CLA, you can check a member back in from leave. The Check In uses the same page that was used for the Check Out.

Once the member is checked back in from leave, the system sends the e-Leave Transaction to the Navy pay system.

5.14.1 Accessing E-Leave Check In

There are two ways the CLA can access the member's e-Leave Request to check the member back in from leave. Both methods begin on the e-Leave Home menu (Figure 5-115).

- Use e-Leave Check Out/Check In on the e-Leave Home menu (A)
- Use e-Leave Inquiry on the e-Leave Home menu (B)

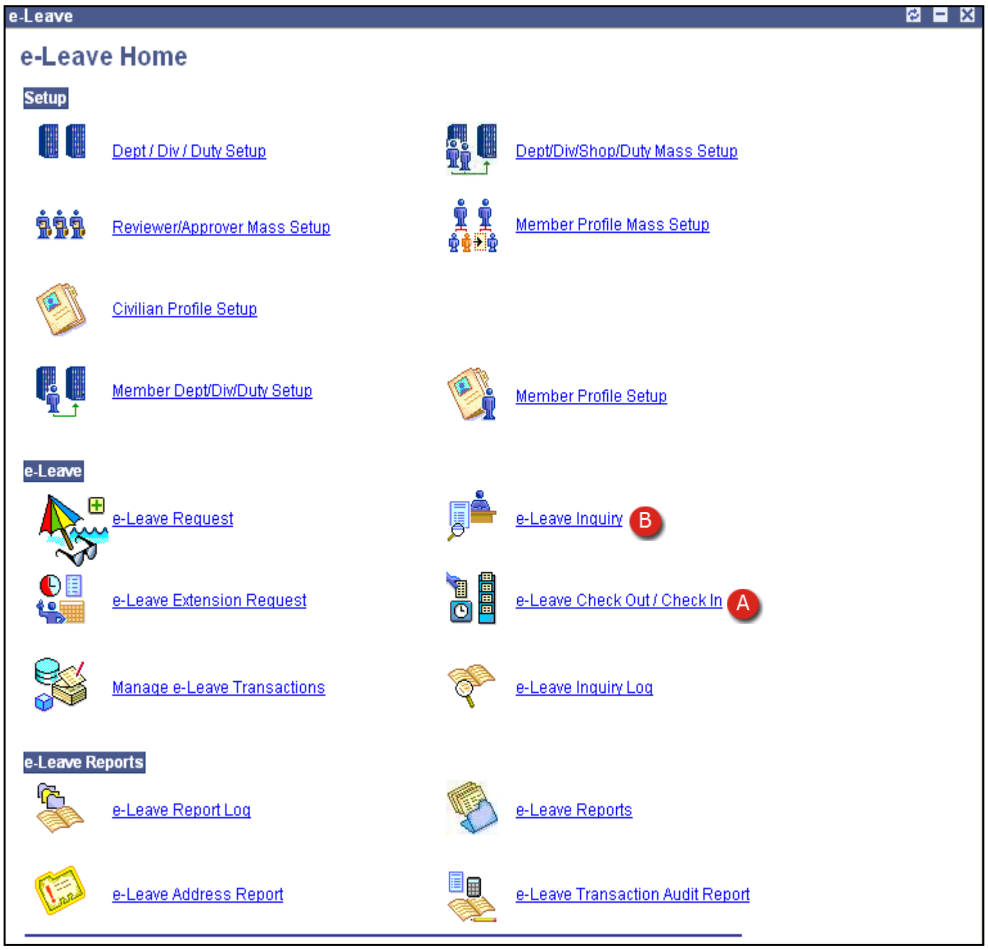


Figure 5-115–e-Leave Home Menu

A. **e-Leave Check Out/Check In Option**

After selecting e-Leave Check Out/Check In link on the e-Leave Home menu (Figure 5-115), the e-Leave Check Out/Check In: Find an Existing Value page (Figure 5-116) displays. This page provides the search criteria to locate a single member's record or a list of members' record to check members back in after the leave is completed.

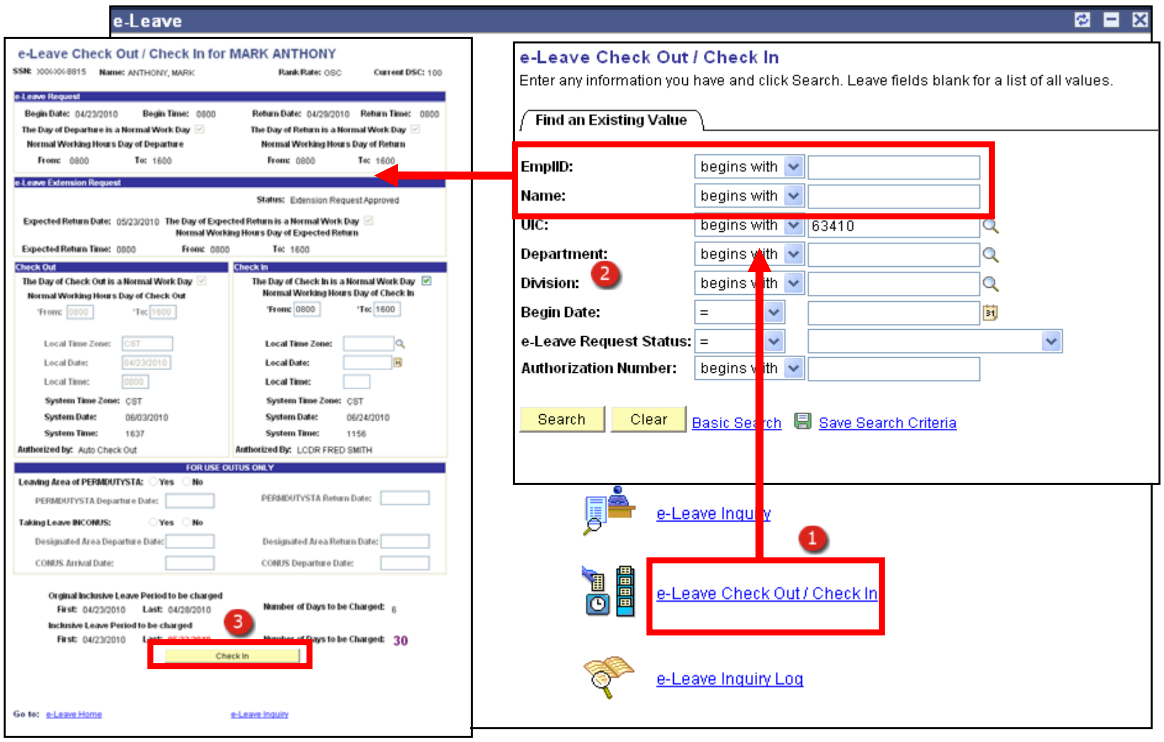


Figure 5-116–Accessing e-Leave Check Out/Check In from e-Leave Check Out/Check In Link

1. **e-Leave Home Menu** – Click the e-Leave Check Out/Check In link on the e-Leave Home menu. The Find an Existing Value page displays.
2. **Find an Existing Value Page** – Enter the member's EmplID or Name on the e-Leave Check Out/Check In Find an Existing Value page. Then, click the Search button. The e-Leave Check Out/Check In for (member) page displays.
3. **e-Leave Check Out/Check In for (member) Page** – Click the Check In button to check the member back in from leave.

If you need to find one member, this is the recommended approach. If you want to see if you have other items to work other than just this Check In, then use the e-Leave Inquiry option on the e-Leave Home menu.

B. e-Leave Inquiry Option

As the CLA, if you need to review additional leave requests along with this Check In, the recommended approach is to use the e-Leave Inquiry link on the e-Leave Home menu (Figure 5-117).

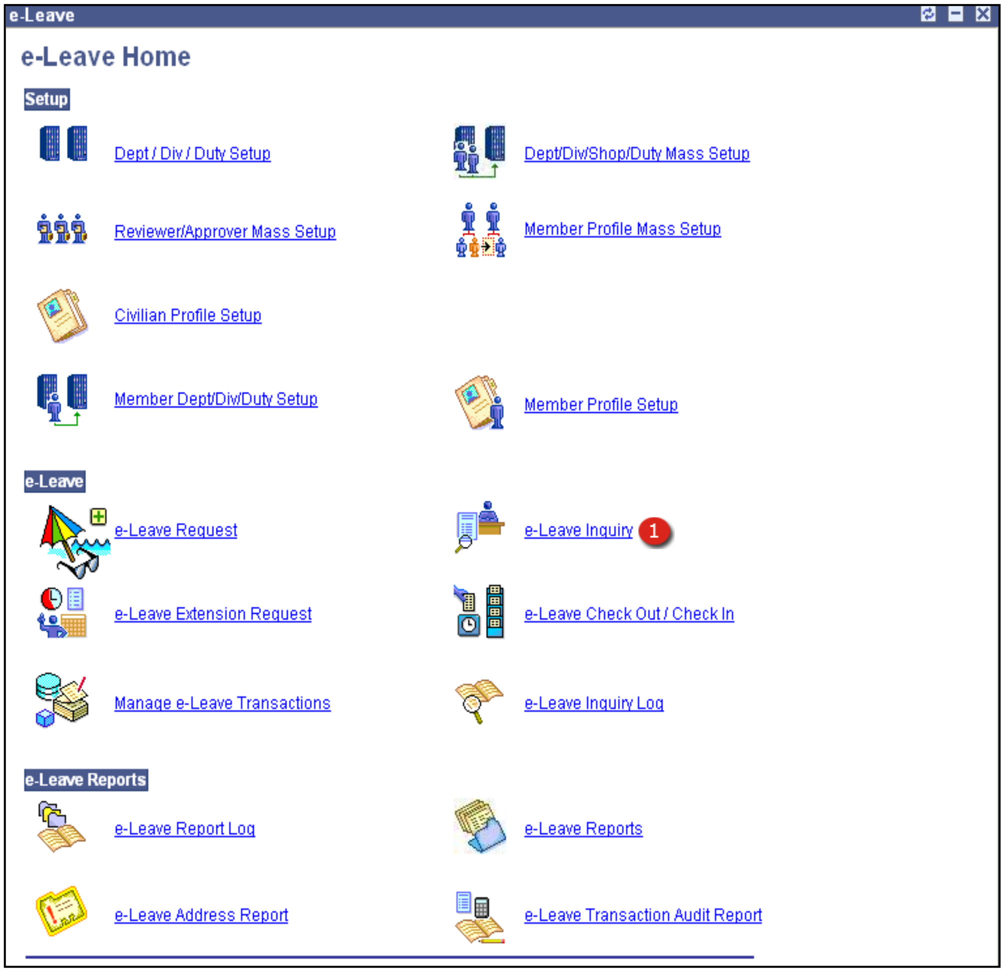


Figure 5-117–e-Leave Home Menu

1. **e-Leave Inquiry** – Click the e-Leave Inquiry link. The My e-Leave Request(s) page (Figure 5-118) displays.

Figure 5-118–My e-Leave Request(s) Page

2. **e-Leave Request(s) pending Check In** – Click this link to access the list of requests on the e-Leave Request(s) pending Check In page (Figure 5-119) that need to be checked in.

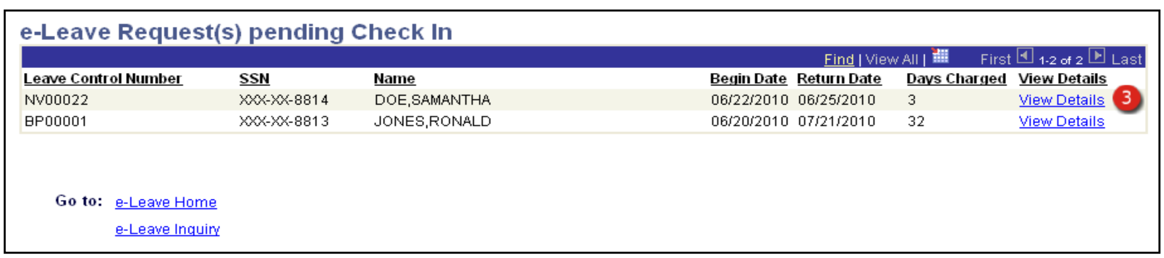


Figure 5-119–e-Leave Request(s) pending Check In Page

3. **View Details** – Click the View Details link associated with the extension. The original e-Leave Request for (member) (Figure 5-120) displays.

In this example, Doe,Samantha View Detail link was selected on the e-Leave Request(s) pending Check In page (Figure 5-119). DCCS Doe's original e-Leave Request displays with the Request Status = Checked Out. Scroll to the bottom of the page (Figure 5-120) to begin the Check In process.

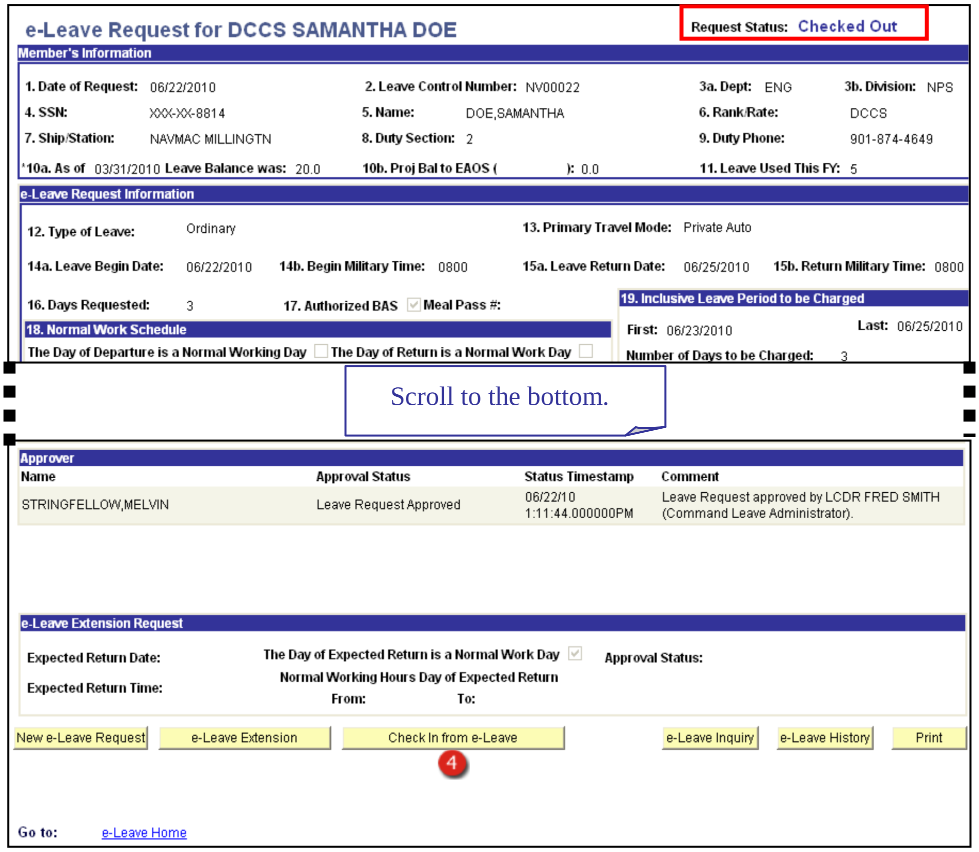
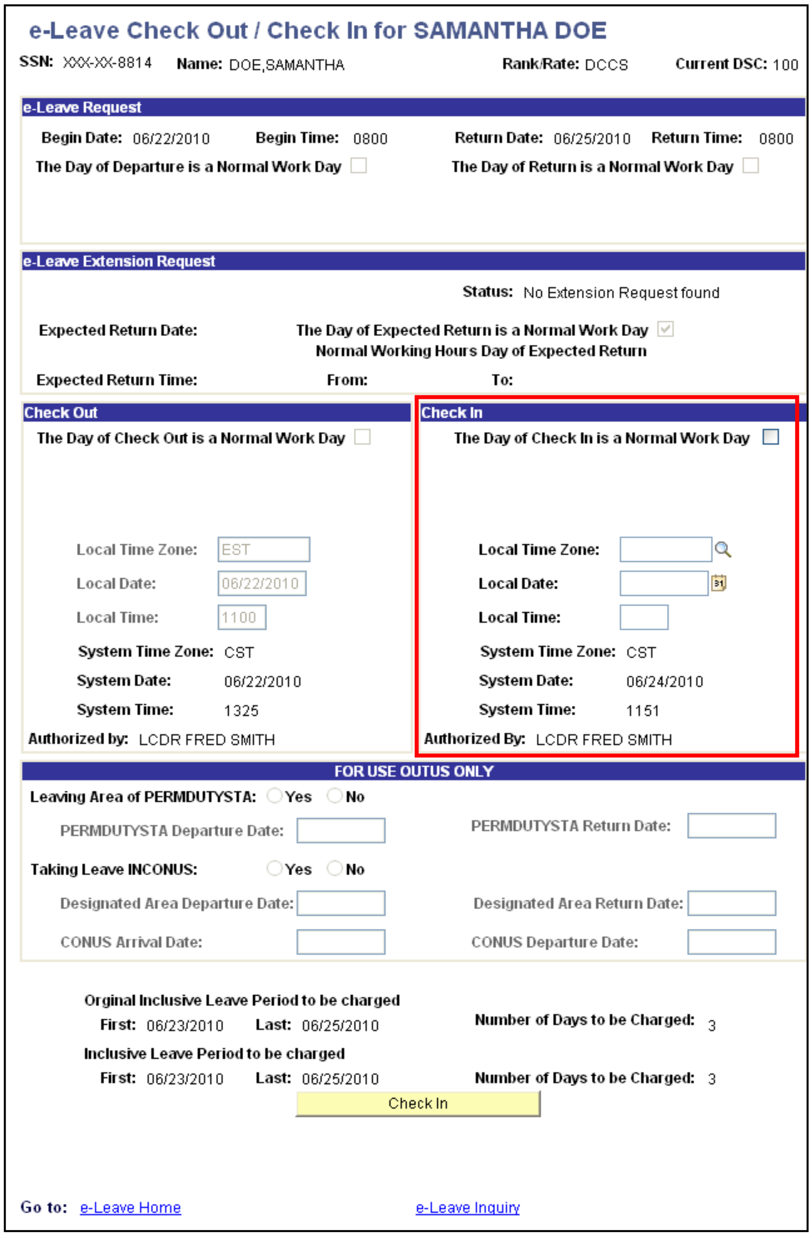


Figure 5-120–Original e-Leave Request(s) for (member)

4. **<u>Check In from e-Leave</u>** – Click the Check In from e-Leave button. The e-Leave Check Out/Check In for (member) page (Figure 5-121) displays.



e-Leave Check Out / Check In for SAMANTHA DOE

SSN: XXX-XX-8814 Name: DOE,SAMANTHA Rank/Rate: DCCS Current DSC: 100

e-Leave Request

Begin Date: 06/22/2010 Begin Time: 0800 Return Date: 06/25/2010 Return Time: 0800

The Day of Departure is a Normal Work Day The Day of Return is a Normal Work Day

e-Leave Extension Request

Status: No Extension Request found

Expected Return Date: The Day of Expected Return is a Normal Work Day

Normal Working Hours Day of Expected Return

Expected Return Time: From: To:

Check Out

The Day of Check Out is a Normal Work Day

Local Time Zone: EST

Local Date: 06/22/2010

Local Time: 1100

System Time Zone: CST

System Date: 06/22/2010

System Time: 1325

Authorized by: LCDR FRED SMITH

Check In

The Day of Check In is a Normal Work Day

Local Time Zone:

Local Date:

Local Time:

System Time Zone: CST

System Date: 06/24/2010

System Time: 1151

Authorized By: LCDR FRED SMITH

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No

PERMDUTYSTA Departure Date: PERMDUTYSTA Return Date:

Taking Leave INCONUS: Yes No

Designated Area Departure Date: Designated Area Return Date:

CONUS Arrival Date: CONUS Departure Date:

Orginal Inclusive Leave Period to be charged

First: 06/23/2010 Last: 06/25/2010 Number of Days to be Charged: 3

Inclusive Leave Period to be charged

First: 06/23/2010 Last: 06/25/2010 Number of Days to be Charged: 3

Check In

Go to: e-Leave Home e-Leave Inquiry

Figure 5-121–e-Leave Check Out/ Check In for (member) Page

The e-Leave Check Out/Check In for (member) page is the same page used for the Check Out. The data reflected was entered in the original Check Out. The Check In fields are active.

5.14.2 E-Leave Check Out/Check In: Check In Process

Once the member is checked out, the Check In section of the e-Leave Check Out/Check In for (member) page (Figure 5-122) becomes active. This page provides the ability to record the actual date and time to check a member back into the Command once the leave is over. This page is identical to the page used to check the member out to begin leave.

The only section available for data entry is the Check In section. All other sections are read-only.

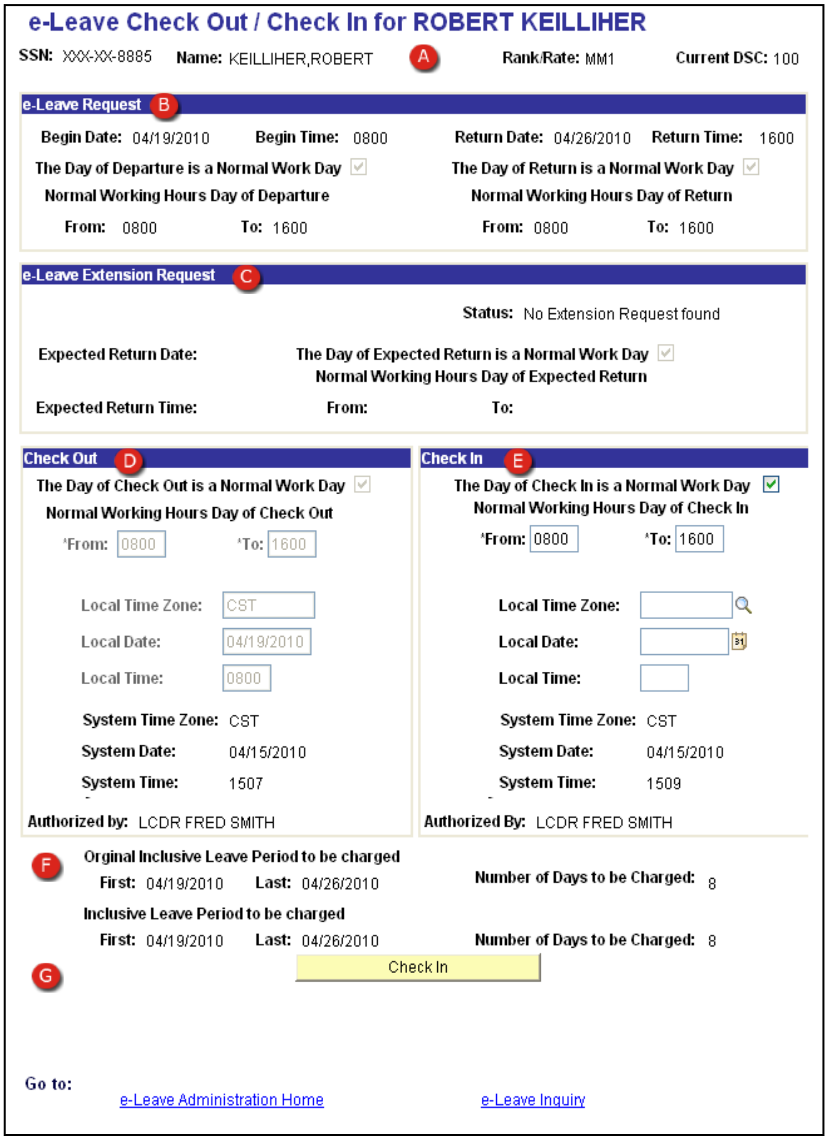


Figure 5-122–e-Leave Check Out / Check In: Check In Process

A. **Member Demographics**

This section (Figure 5-122) lists the member's SSN, Name, Rank/Rate, and Current DSC. Verify that you have the correct member.

B. **e-Leave Request**

The e-Leave Request section (Figure 5-123) provides details about the leave based on the values entered on the original e-Leave Request form. Refer to Section 5.10 for instructional details about creating the e-Leave Request.

Figure 5-123–e-Leave Check Out/Check In: e-Leave Request Section

C. **e-Leave Extension Request**

The e-Leave Extension Request section (Figure 5-124) provides information about any extensions requested to deviate from the original e-Leave Request. The system populates the fields with the data entered from the e-Leave Extension Request page. Refer to Section 5.13 for instructional details to complete the extension.

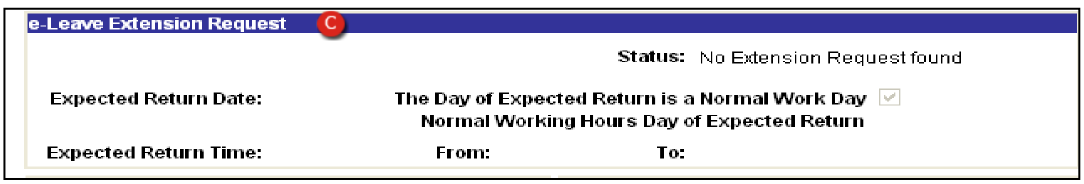


Figure 5-124–e-Leave Check Out/Check In: e-Leave Extension Request Section

D. **Check Out**

The Check Out section (Figure 5-125) provides the data entered during the Check Out process that placed the member in a leave status. Refer to Section 5.12 for instructional details to complete the Check Out.

Figure 5-125–e-Leave Check Out/Check In: Check Out Section

E. **Check In**

The Check In section (Figure 5-126) is completed when the member returns from leave and is ready to be checked back into the Command. The data fields detail the day, time, and time zone where the Check In occurs and if the day of Check In is considered a normal work day.

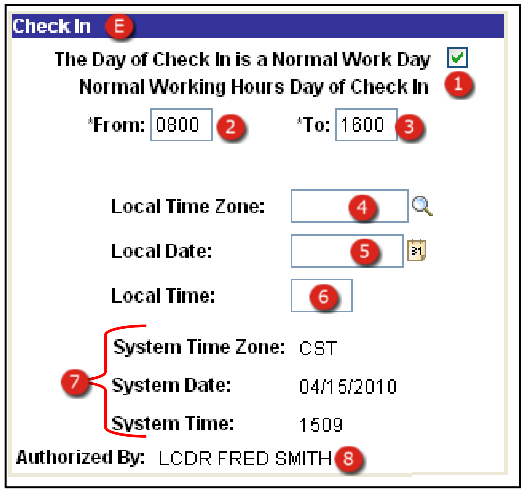


Figure 5-126–e-Leave Check Out/Check In: Check In Section

1. **<u>The Day of Check In is a Normal Work Day</u>** – Click this checkbox if the last day of leave is considered a normal work day. The **From** and **To** fields display.
2. **<u>Normal Working Hours Day of Check In: From</u>** – Enter the begin time in the From field that is the start time for the day's working hours. This is completed if the last day of leave is considered a normal work day.
3. **<u>Normal Working Hours Day of Check In: To</u>** – Enter the end time in the To field that is the end time for the day's working hours. This is completed if the last day of leave is considered a normal work day.
4. **<u>Local Time Zone</u>** – Enter the time zone of the location where the Check In is being processed or click the Lookup icon and select the appropriate time zone.
5. **<u>Local Date</u>** – Enter the date when the Check In is being processed or click the Calendar icon and select the appropriate date.
6. **<u>Local Time</u>** – Enter the military time when the Check In is being processed.
7. **<u>System Values</u>** – System-related values display in the time zone, date, and time fields. This is based on the location of the server. For shore-based Commands, the server is located in the Central Standard Time (CST). For ships, it will be located where the ship is located.
8. **<u>Authorized by</u>** – Once the Check Out is saved, the system displays the name of the individual who recorded the Check Out. The following conditions are:
   - **Self Check Out –** If the member is authorized for Self-Check Out.

- **CLA's Name** – If the member is not authorized for Self-Check Out, the CLA's Name with (CLA) added displays.
- **Auto Check Out** – If the member is checked out automatically by the system, Auto Check Out displays in the field.

F. Inclusive Leave Periods

This section (Figure 5-127) provides details about the inclusive dates and leave days based on the anticipated leave period. The system displays the Original Inclusive Leave Period fields based on the details in the original e-Leave Request form. The Inclusive Leave Period fields display the values entered in the Check Out and Check In sections of this page and reflect approved extensions.

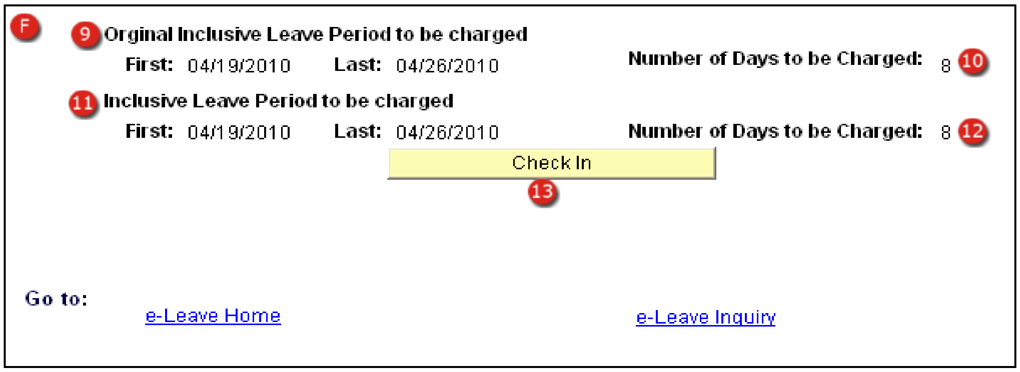


Figure 5-127–e-Leave Check Out/Check In: Inclusive Leave Periods

9. **<u>Original Inclusive Leave Period to be charged</u>** – System displays the original inclusive dates for the leave period entered on the e-Leave Request. The **First** field lists the first charged leave day for the leave period and the **Last** field lists the last charged day for the leave period.
10. **<u>Number of Days to be Charged</u>** – System calculates the number of days charged for the leave period.
11. **<u>Inclusive Leave period to be charged</u>** – System displays the **actual** charged leave dates including any extensions or early leave returns. The **First** field lists the actual first charged leave date for the leave period. The **Last** field lists the actual last charged day of leave.
12. **<u>Number of Days to be Charged</u>** – System calculates number of **actual** days charged for the leave period based on the actual dates recorded in the Inclusive Leave Period to be charged First/Last fields.
13. **<u>Check In</u>** – Click the Check In button to check the member back into the Command once the leave is completed. A confirmation message displays.

5.14.3 Charging of Leave

The Inclusive Leave Period to be charged section on the bottom of the Check In page displays the exact number of days that will be charged to the member's account for the recorded leave period. This value takes into account any approved extension to the original e-Leave Request and if the member returned early.

Figure 5-128 illustrates the example of the leave period not changing from the original dates entered on the e-Leave Request. The values in the Original Inclusive Leave Period and the Inclusive Leave Period are the same. In this example, 8 days were projected to be charged and 8 days are charged. Verify that this is correct before clicking the Check In button.

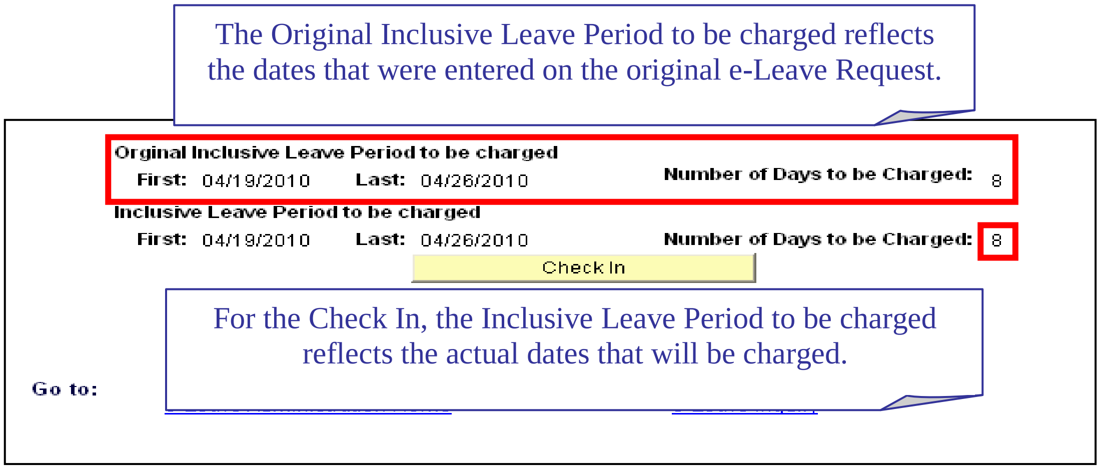


Figure 5-128–e-Leave Check In: Inclusive Leave Periods

Figure 5-129 illustrates the example of the original leave period being extended by several days. The new return date in the Last field displays in red. The Number of Days to be Charged displays larger than the other text and in purple. These indicate there was a change from the original. What is listed in large purple text is the number of days that will actually be charged. Verify that this is correct before clicking the Check In button.

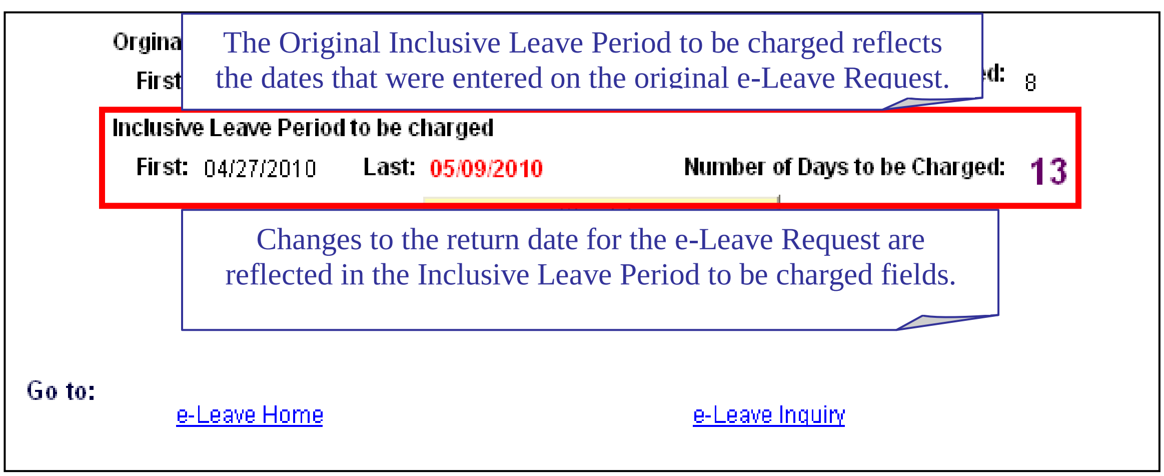


Figure 5-129–e-Leave Check In: Inclusive Leave Periods: Reflect Changes

5.15 Reporting Leave from an Overseas Site

If the unit's UIC (Location Code) indicates the Command is outside the continental United States, including Alaska and Hawaii (OUTUS) and the member's leave period is greater than 30 days, the FOR USE OUTUS ONLY fields are used.

5.15.1 e-Leave Request

To activate the overseas related fields (Figure 5-130) for data entry, the following conditions must apply:

- Command is an OUTUS UIC
- Leave is greater than 30 days
- Yes is selected for Leaving Area of PERMDUTYSTA (Permanent Duty Station)
- Yes is selected for Taking Leave INCONUS (Inside the Continental United States)

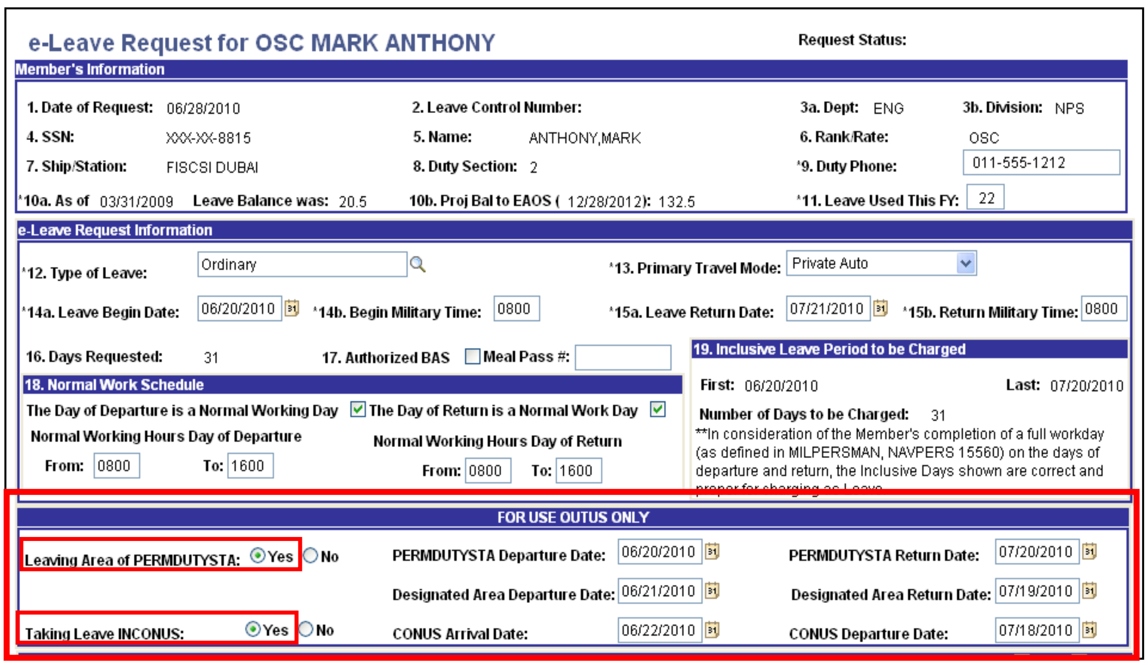


Figure 5-130–e-Leave Request for (member): Overseas Reporting

In the FOR USE OUTUS ONLY section, the date fields display the dates based on the entries made in the Leave Begin Date field and the Leave Return Date field (Figure 5-131).

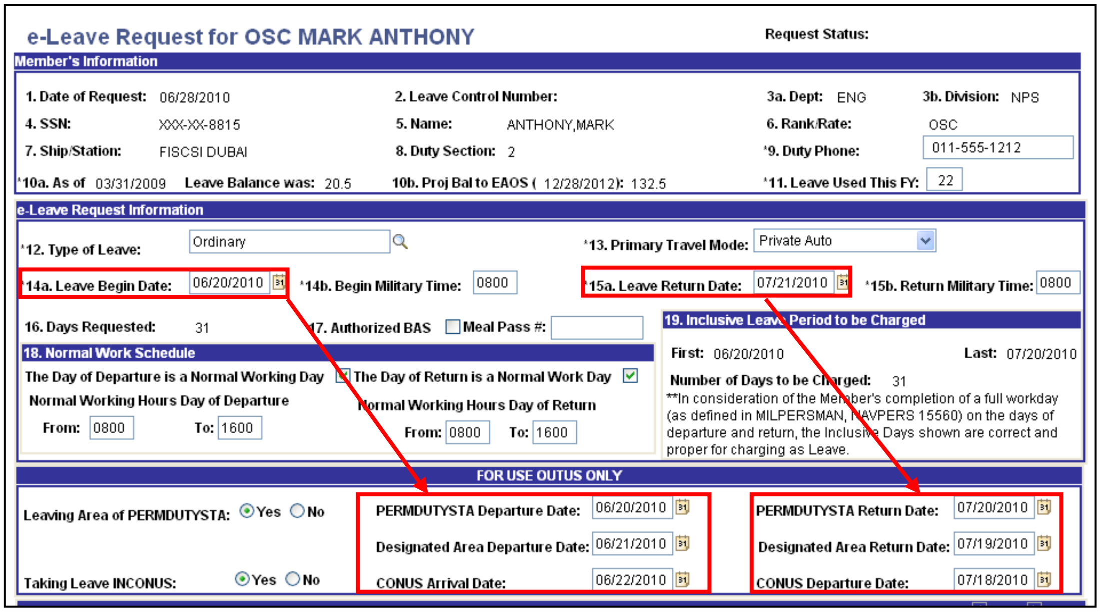


Figure 5-131–e-Leave Request for (member): Field Relationship

The date fields in the FOR USE OUTUS ONLY section (Figure 5-132) can be edited if needed to reflect the actual leave conditions for the member.

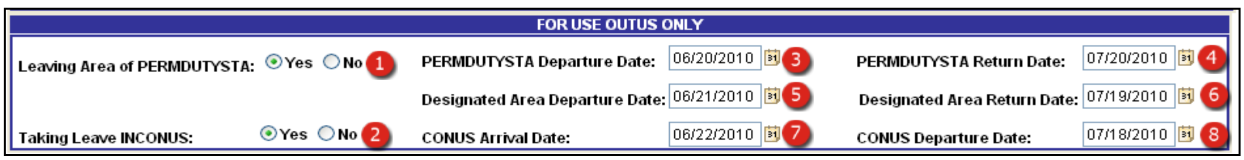


Figure 5-132–e-Leave Request for (member): FOR USE OUTUS ONLY Section

1. **Leaving Area of PERMDUTYSTA** – Click Yes if the member is leaving his/her Permanent Duty Station area. Click No if the member is not leaving the Permanent Duty Station area.
2. **Taking Leave INCONUS** – Click Yes if the member is taking the leave INCONUS. Click No if the member is not taking leave INCONUS. If yes, the remaining date fields become active for data entry.
3. **PERMDUTYSTA Departure Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.
4. **PERMDUTYSTA Return Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.
5. **Designated Area Departure Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.

6. **Designated Area Return Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.

   NOTE: The values in the Designated Area fields are based on the duty station and not the country.

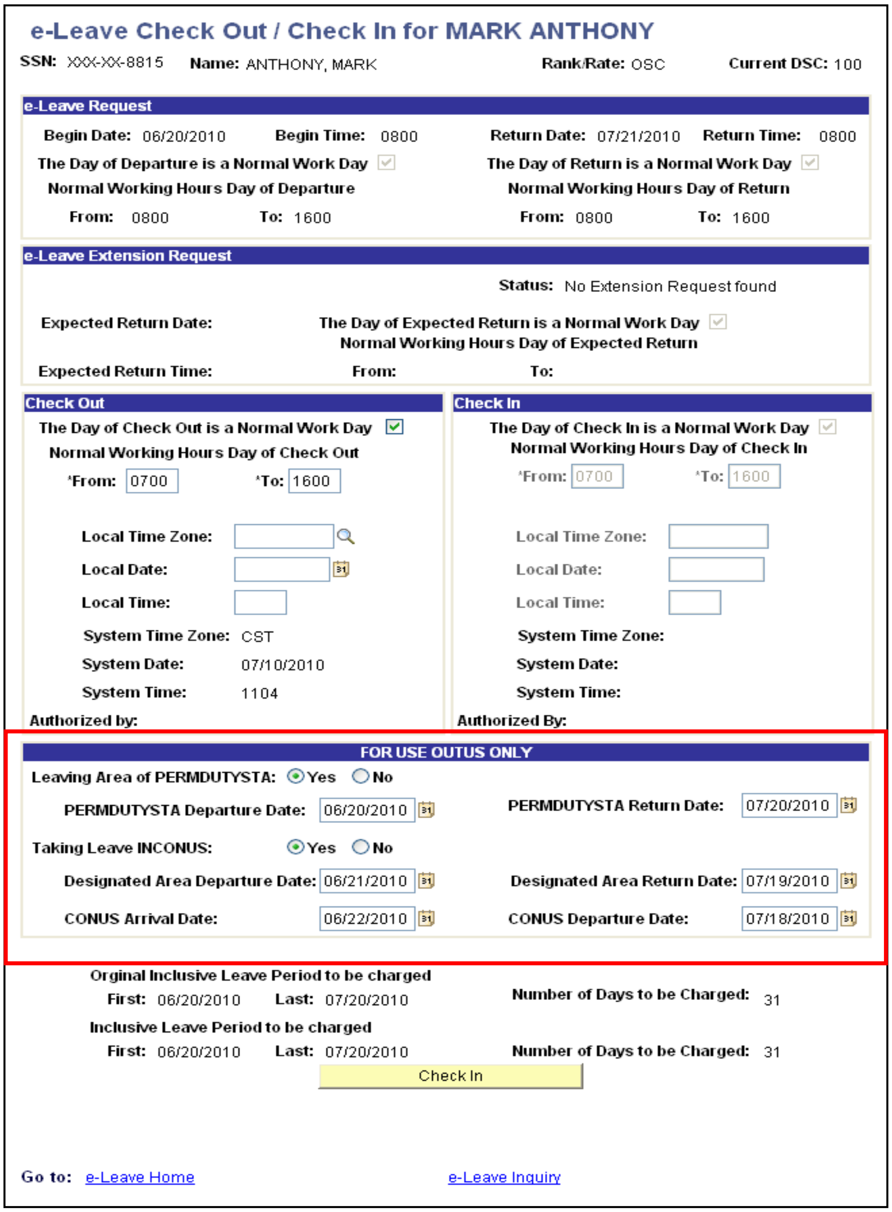
7. **CONUS Arrival Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.

8. **CONUS Departure Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.

The entries made on the e-Leave Request documenting Overseas leave follow the same process as all other recorded data for e-Leave. The Overseas fields reflect on the Check Out, Extension, and Check In pages.

5.15.2 Check Out from Overseas Location

Data entry for a Check Out from an overseas location is similar to checking out from a CONUS location. The fields are the same and the data for the Check Out fields are the same. The fields in the FOR OUTUS USE ONLY section (Figure 5-133) are active for update if necessary. The data entry for these fields is the same as described in Section 5.15.1.



e-Leave Check Out / Check In for MARK ANTHONY

SSN: XXX-XX-8815 Name: ANTHONY, MARK Rank/Rate: OSC Current DSC: 100

e-Leave Request

Begin Date: 06/20/2010 Begin Time: 0800 Return Date: 07/21/2010 Return Time: 0800

The Day of Departure is a Normal Work Day — The Day of Return is a Normal Work Day

Normal Working Hours Day of Departure — From: 0800 To: 1600

Normal Working Hours Day of Return — From: 0800 To: 1600

e-Leave Extension Request

Status: No Extension Request found

Expected Return Date: — The Day of Expected Return is a Normal Work Day

Normal Working Hours Day of Expected Return

Expected Return Time: From: To:

Check Out

The Day of Check Out is a Normal Work Day

Normal Working Hours Day of Check Out

*From: 0700 *To: 1600

Local Time Zone:

Local Date:

Local Time:

System Time Zone: CST

System Date: 07/10/2010

System Time: 1104

Authorized by:

Check In

The Day of Check In is a Normal Work Day

Normal Working Hours Day of Check In

*From: 0700 *To: 1600

Local Time Zone:

Local Date:

Local Time:

System Time Zone:

System Date:

System Time:

Authorized By:

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No

PERMDUTYSTA Departure Date: 06/20/2010 PERMDUTYSTA Return Date: 07/20/2010

Taking Leave INCONUS: Yes No

Designated Area Departure Date: 06/21/2010 Designated Area Return Date: 07/19/2010

CONUS Arrival Date: 06/22/2010 CONUS Departure Date: 07/18/2010

Orginal Inclusive Leave Period to be charged

First: 06/20/2010 Last: 07/20/2010 Number of Days to be Charged: 31

Inclusive Leave Period to be charged

First: 06/20/2010 Last: 07/20/2010 Number of Days to be Charged: 31

Check In

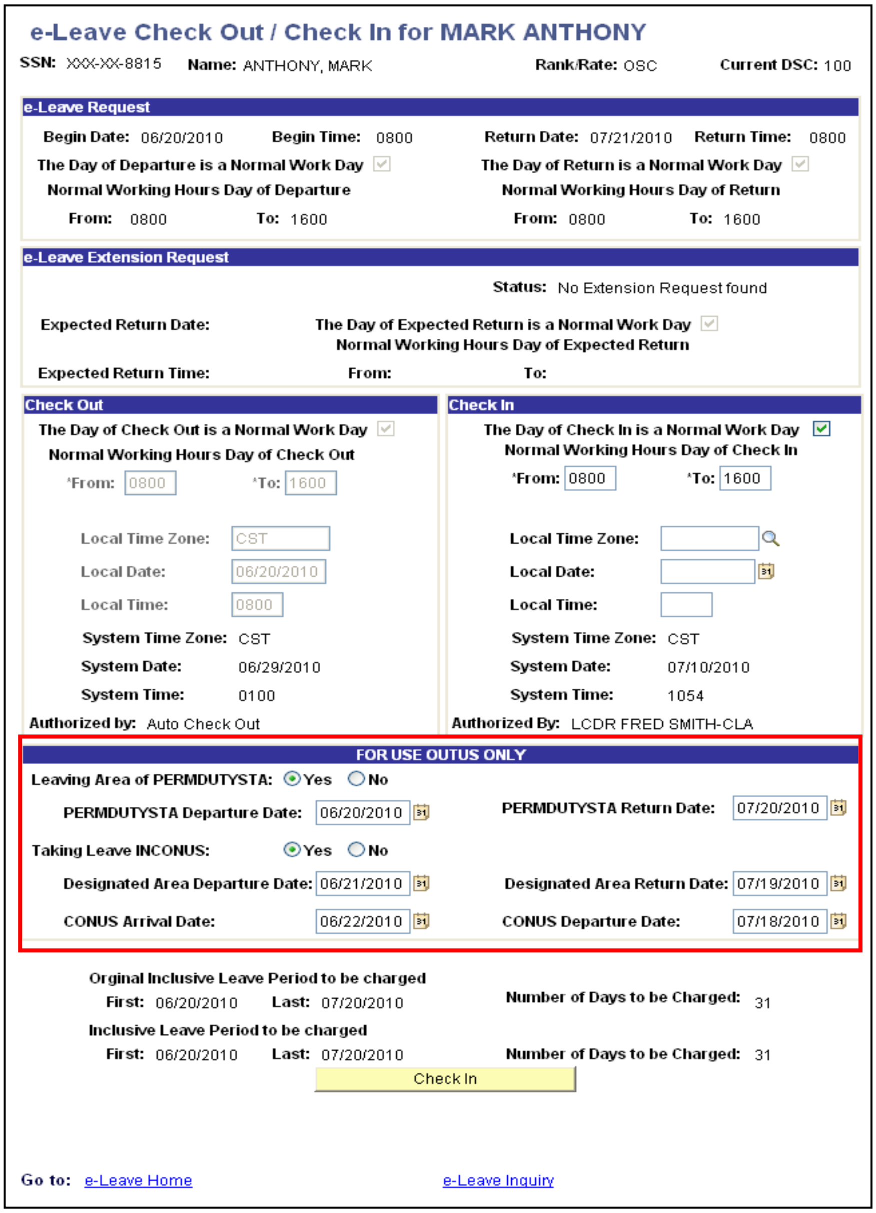
Go to: e-Leave Home e-Leave Inquiry

Figure 5-133–e-Leave Check Out/Check In for (member): FOR USE OUTUS ONLY

For details about processing a Check Out and a description of each Check Out field, refer to Section 5.12.

5.15.3 Check In from Overseas Location

Data entry for a Check In from an overseas location is similar to checking in from a CONUS location. The fields are the same and the data for the Check In fields are the same (Figure 5-134). The fields in the FOR OUTUS USE ONLY section are active for update if necessary. The data entry for these fields is the same as described in Section 5.15.1.



e-Leave Check Out / Check In for MARK ANTHONY

SSN: XXX-XX-8815 Name: ANTHONY, MARK Rank/Rate: OSC Current DSC: 100

e-Leave Request

Begin Date: 06/20/2010 Begin Time: 0800 Return Date: 07/21/2010 Return Time: 0800

The Day of Departure is a Normal Work Day The Day of Return is a Normal Work Day

Normal Working Hours Day of Departure Normal Working Hours Day of Return

From: 0800 To: 1600 From: 0800 To: 1600

e-Leave Extension Request

Status: No Extension Request found

Expected Return Date: The Day of Expected Return is a Normal Work Day

Normal Working Hours Day of Expected Return

Expected Return Time: From: To:

Check Out

The Day of Check Out is a Normal Work Day

Normal Working Hours Day of Check Out

*From: 0800 *To: 1600

Local Time Zone: CST

Local Date: 06/20/2010

Local Time: 0800

System Time Zone: CST

System Date: 06/29/2010

System Time: 0100

Authorized by: Auto Check Out

Check In

The Day of Check In is a Normal Work Day

Normal Working Hours Day of Check In

*From: 0800 *To: 1600

Local Time Zone:

Local Date:

Local Time:

System Time Zone: CST

System Date: 07/10/2010

System Time: 1054

Authorized By: LCDR FRED SMITH-CLA

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No

PERMDUTYSTA Departure Date: 06/20/2010 PERMDUTYSTA Return Date: 07/20/2010

Taking Leave INCONUS: Yes No

Designated Area Departure Date: 06/21/2010 Designated Area Return Date: 07/19/2010

CONUS Arrival Date: 06/22/2010 CONUS Departure Date: 07/18/2010

Orginal Inclusive Leave Period to be charged

First: 06/20/2010 Last: 07/20/2010 Number of Days to be Charged: 31

Inclusive Leave Period to be charged

First: 06/20/2010 Last: 07/20/2010 Number of Days to be Charged: 31

Check In

Go to: e-Leave Home e-Leave Inquiry

Figure 5-134–e-Leave Check Out/Check In for (member): FOR USE OUTUS ONLY

For details about processing a Check In and a description of each Check In field, refer to Section 5.14

5.16 E-Leave Inquiry Log

The e-Leave Inquiry Log page provides details for the CLA about the status of leave transactions for all members. It shows the Leave Control Number (LCN) generated for tracking purposes; the message status; and error codes, if the transaction fails to post in the corporate database. The LCN is created and associated with the e-Leave Request once the request is approved.

The CLA uses this log to monitor if the leave transaction passes, fails, or is in an interim status. If the transaction fails; "Fail" displays in the Message Status column in red text and an error code displays in the Error Code column. The CLA must take action on all failed transactions to determine why they failed and what needs to be done to resubmit. Transactions with the Message Status of "Interim" display in blue text. An error code describing the situation displays. Determine the reason and if appropriate take action. Error codes and suggested actions are developed by Defense Finance and Accounting Service (DFAS) and provided to Commands. Appendix B provides a listing of error codes and recommended actions to support the e-Leave process.

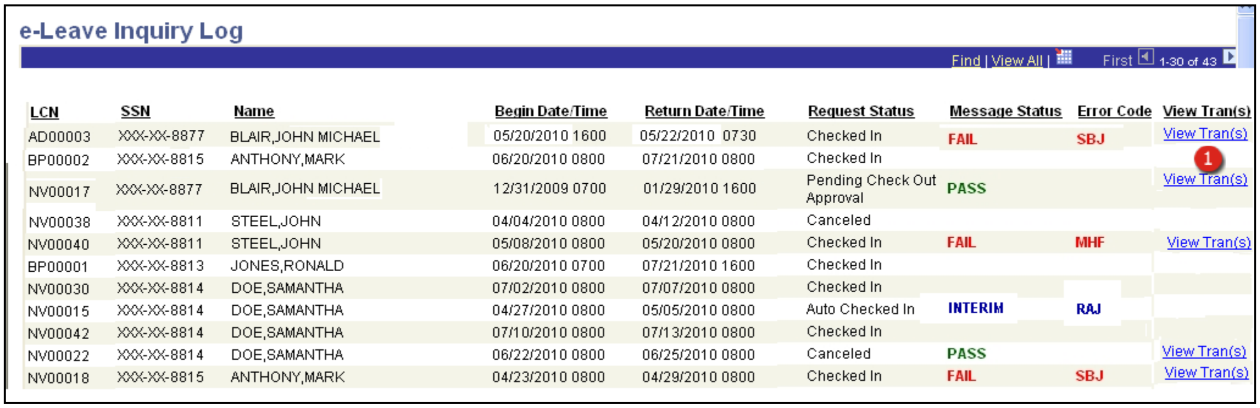
NOTE: Feedback on transactions is not immediate. The process runs during a pre-determined timeframe, usually 2-3 days. Therefore, action is not recommended until after five days to allow time for the transaction to recycle and attempt to post. After the five days, check the error code action list to determine what action is required. If the feedback is not received after 5 days, research to determine if you should resubmit the transaction through Manage e-Leave Transactions (Section 5.17).

5.16.1 E-Leave Inquiry Log Page

After selecting e-Leave Inquiry Log link on the e-Leave Home menu (Figure 5-107); the e-Leave Inquiry Log page (Figure 5-135) displays. The e-Leave Inquiry Log provides the following information:

- **LCN** – System-generated Leave Control Number used to track the e-Leave Request from Approval through the remaining process. This value is system assigned after the e-Leave Request is approved. The CLA establishes this value for each UIC on the Dept/Div/Duty Mass Setup page.
- **SSN** – System displays the member's SSN.
- **Name** – System displays the member's name.
- **Begin Date/Time** - System displays the leave start date and start time that was recorded on the e-Leave Request or the Check Out page.
- **Return Date/Time** – System displays the leave end date and end time that was recorded on the e-Leave Request or the Check In page.
- **Request Status** – System displays the current status of the e-Leave Request.
- **Message Status** – System displays the status of transactions.
  - "Fail" (**red text**) – indicates the transaction failed to transmit or apply properly to the member's database record
  - "Pass" (**green text**) – indicates the transaction passed and the data applied properly to the member's database record
  - "Interim (**blue text**) – indicates the transaction is recycling in an attempt to obtain a status of "Pass"
  - "Blank" – indicates the transaction is pending feedback
- **Error Code** – System displays the reason the transactions failed or are in an interim status. Refer to Appendix B for error code details.

Columns can be sorted in ascending or descending order by clicking the column header.



e-Leave Inquiry Log

Find | View All | First 1-30 of 43

LCN	SSN	Name	Begin Date/Time	Return Date/Time	Request Status	Message Status	Error Code	View Tran(s)
AD00003	XXX-XX-8877	BLAIR,JOHN MICHAEL	05/20/2010 1600	05/22/2010 0730	Checked In	FAIL	SBJ	View Tran(s)
BP00002	XXX-XX-8815	ANTHONY,MARK	06/20/2010 0800	07/21/2010 0800	Checked In			1
NV00017	XXX-XX-8877	BLAIR,JOHN MICHAEL	12/31/2009 0700	01/29/2010 1600	Pending Check Out Approval	PASS		View Tran(s)
NV00038	XXX-XX-8811	STEEL,JOHN	04/04/2010 0800	04/12/2010 0800	Canceled			
NV00040	XXX-XX-8811	STEEL,JOHN	05/08/2010 0800	05/20/2010 0800	Checked In	FAIL	MHF	View Tran(s)
BP00001	XXX-XX-8813	JONES,RONALD	06/20/2010 0700	07/21/2010 1600	Checked In			
NV00030	XXX-XX-8814	DOE,SAMANTHA	07/02/2010 0800	07/07/2010 0800	Checked In			
NV00015	XXX-XX-8814	DOE,SAMANTHA	04/27/2010 0800	05/05/2010 0800	Auto Checked In	INTERIM	RAJ	
NV00042	XXX-XX-8814	DOE,SAMANTHA	07/10/2010 0800	07/13/2010 0800	Checked In			
NV00022	XXX-XX-8814	DOE,SAMANTHA	06/22/2010 0800	06/25/2010 0800	Canceled	PASS		View Tran(s)
NV00018	XXX-XX-8815	ANTHONY,MARK	04/23/2010 0800	04/29/2010 0800	Checked In	FAIL	SBJ	View Tran(s)

Figure 5-135–e-Leave Inquiry Log

1. **<u>View Tran(s)</u>** – Click the View Tran(s) link to access a list of transactions associated with this LCN. The e-Leave Transaction(s) Log page displays (Figure 5-136).

5.16.2 E-Leave Transaction(s) Log Page

The e-Leave Transaction Log page (Figure 5-136) provides additional information about the leave transaction.

- **Transaction ID** – System generated unique transaction identification number used to track the transaction through NSIPS to the corporate system.
- **TAC ID** – Format identification or Transaction Identification (TAC ID) denoting the type of leave transaction being submitted to Defense Joint Military Service-Active Duty (DJMS-AC). TAC ID beginning with SB indicates that the transaction refers to a leave transaction.
- **First Day Charged** – System displays the first date of charged leave.
- **Last Day Charged** – System displays the last date of charged leave.
- **Days Charged** – System calculates the total number of charged leave days to charge the member’s record.
- **Message Create Date-Time** – System displays the system date and time when the transaction message was created and recorded on the Transaction Log.
- **Message Feedback Date-Time** – System displays the system date and time when feedback was provided for the transaction message.
- **Message Status** – System indicates if the transaction message has a status of Pass, Fail, Interim, or pending feedback (blank).
- **Error Code** – For failed and interim messages, the system provides the error code documenting the reason why the transaction Message Status is “Fail” or “Interim.” Refer to Appendix B for error code details. Use the Manage e-Leave Transactions to reconcile failed and interim transactions.

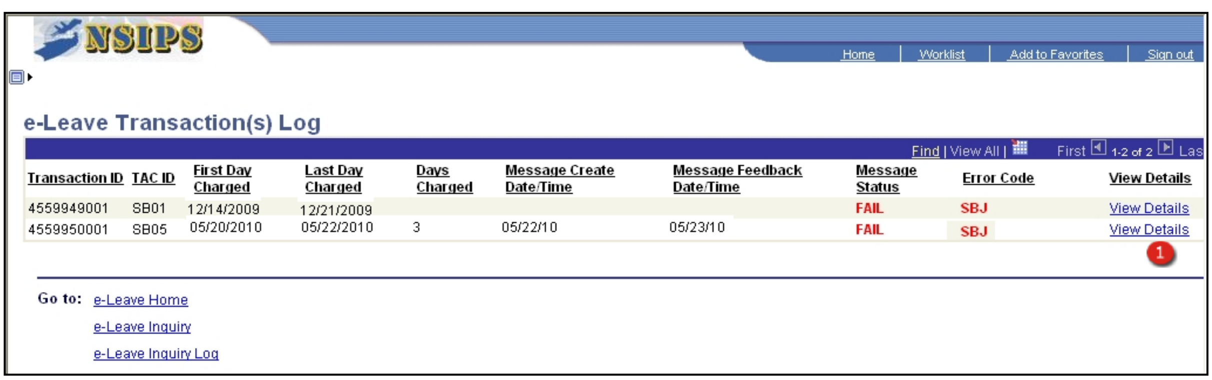


Figure 5-136–e-Leave Transaction(s) Log

1. **View Details** – Click this link to view a read-only copy of the e-Leave Request.

5.17 Manage E-Leave Transactions

The Manage e-Leave Transactions function provides the ability to monitor and manage leave transactions.

5.17.1 Manage E-Leave Transactions – Find an Existing Value Page

Begin by selecting the Manage e-Leave Transactions link on the e-Leave Home menu (Figure 5-137).

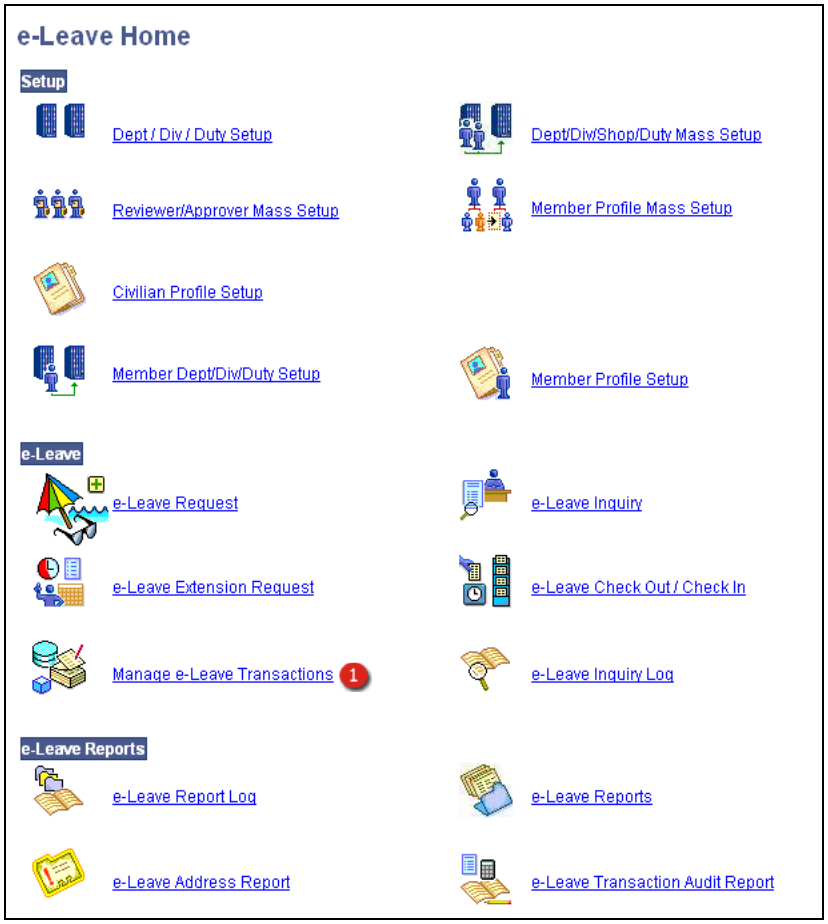


Figure 5-137–e-Leave Home: Manage e-Leave Transactions

1. **Manage e-Leave Transactions** – Click the Manage e-Leave Transactions link on the e-Leave Home menu.

The Manage e-Leave Transactions: Find an Existing Value page (Figure 5-138) displays. This page provides the search criteria to locate a single member's record or a list of members' record to manage leave transactions through the leave process.

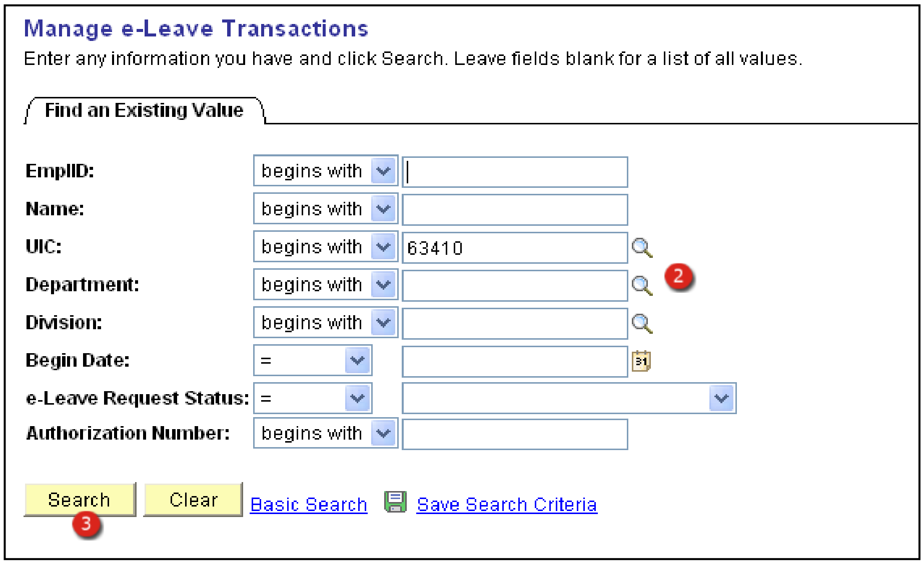


Figure 5-138–Manage e-Leave Transactions: Find an Existing Value Page

2. **Search Criteria Options** – Enter or select the search criteria.
   - **EmplID, Name, and/or Authorization Number –** Use any of the selection options to display one member's Manage e-Leave Transactions page.
   - **UIC, Department, Division, Begin Date, and/or e-Leave Request Status –** Use any of the selection options to display a list of members' that match the criteria.
3. **Search** – Click the Search button to initiate the search of the database to locate the member(s) record matching the identified selection criteria.

5.17.2 E-Leave Transaction for (member)

The e-Leave Transaction for (member) page (Figure 5-139) allows the CLA to control the action on individual leave transactions. It provides the ability to Start, Stop, Report, Correct, or Cancel any leave transaction already originated via the e-Leave Request process. The data provided on this page reflects the action that will be applied to the member's leave account and impact the member's pay under certain circumstances.

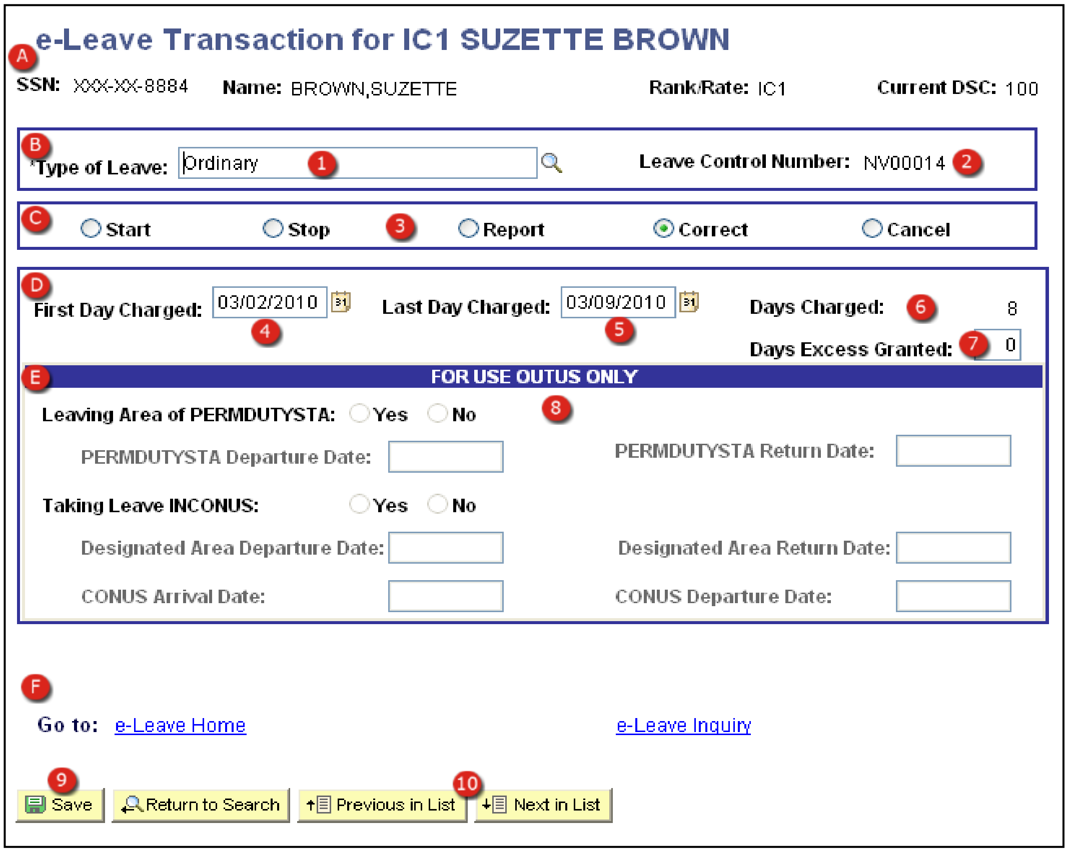


Figure 5-139–e-Leave Transaction for (member)

A. **Member Demographics**

This section (Figure 5-139) lists the member's SSN, Name, Rank/Rate, and Current DSC. Verify that this is the correct record.

B. **Leave Identifiers**

The Leave Identifiers section (Figure 5-139) provides fields to identify the type of leave and the Leave Control Number. This number provides the tracking number for the e-Leave Request.

1. **Type of Leave** – Click the Lookup icon and select the appropriate leave type from the drop-down list. Refer to Appendix C for a description of the various leave types.

2. **<u>Leave Control Number</u>** – System generates the Leave Control Number that corresponds to the e-Leave Request for this member. The number is issued once the e-Leave Request is approved. Use this number to track the leave through the Check Out/Check In process.

C. **Transaction Actions**

The Transaction Actions section (Figure 5-140) provides transaction action options for the leave transaction. These actions relate to the Defense Finance and Account System (DFAS) File Identification (FID) or Transaction Code Identification (TAC ID) of SBxx.

NOTE: Review the e-Leave Inquiry Log (Section 5.16) to verify the feedback on a leave transaction before submitting another transaction for the same leave period.

Figure 5-140–e-Leave Transaction: Action Options Section

3. **<u>Action Options</u>** – Click the appropriate action option for the leave transaction.

- **Start** – Use to report the start period of leave where the leave return date is in the future. The e-Leave Request automatically generates the Start action based on the leave begin date (for example – the start leave transaction failed while the member is still on leave, resubmit the start leave). (SB01)

- **Stop** – Use to close an open Appellate Leave (Leave Type = R) period (a leave period that was started but not stopped). In e-Leave this action is only used when a member is on Appellate Leave and returns from leave before the Leave Return Date originally recorded on the e-Leave Request (for example – a member on Appellate Leave returns to command prior to expiration of the approved leave period). (SB02)

- **Report** – Use to report a completed period of leave where the leave return date is equal to or less than the current date (for example – a member checked back in early from a period of leave; or if the Start/SB01 failed and leave was not charged use Report to correct the situation). (SB03)

- **Correct** – Use to report the correction of a leave period that was previously reported and posted to the member's Master Military Pay Account (MMPA) (for example – a member took leave, but was charged for more or less days than they actually used). (SB05)

- **Cancel** – Use to cancel a period of leave that was erroneously reported and posted to the member's MMPA (for example – a member charged for a period of leave that was never taken). (SB06)

D. **Leave Days Charged**

This section (Figure 5-141) displays the actual dates for the first day and last day that are charged for the leave period. Based on these actual leave charge dates the system calculates the total number of charged days.

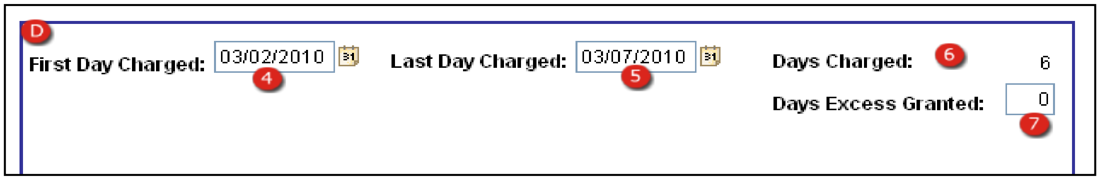


Figure 5-141–e-Leave Transaction: Leave Days Charged Section

4. **First Day Charged** – Enter the date that reflects the first day of charged leave or click the Calendar icon and select the date.
5. **Last Day Charged** – Enter the date that reflects the last day of charged leave or click the Calendar icon and select the date.
6. **Days Charged** – System calculates the total number of charged leave days for the leave period. This value is calculated based on working day status from the dates entered in the First Day Charged date field and the Last Day Charged date field.
7. **Days Excess Granted** – Enter excess leave days needed to support this leave period.

NOTE: Excess leave is taking leave resulting in a minus leave balance. Days Excess Granted-Excess Leave is leave granted in excess of earned leave and advance leave when a member is not entitled to pay and allowances. A minus leave balance is considered excess leave at the time of discharge, first extension of an enlistment or separation from active duty, desertion, or death. The pay and allowances received while on excess leave are checked from a member's pay account once the member returns from leave, or when excess leave is determined. In those cases where a determination of amount days excess has been made, days will be entered in this field; however it cannot exceed 60 days.

E. FOR USE OUTUS ONLY

The FOR USE OUTUS ONLY section (Figure 5-142) displays details about taking leave from an overseas site. If the UIC is an overseas UIC, data would reflect in these fields. For details about the fields, refer to Section 5.19.

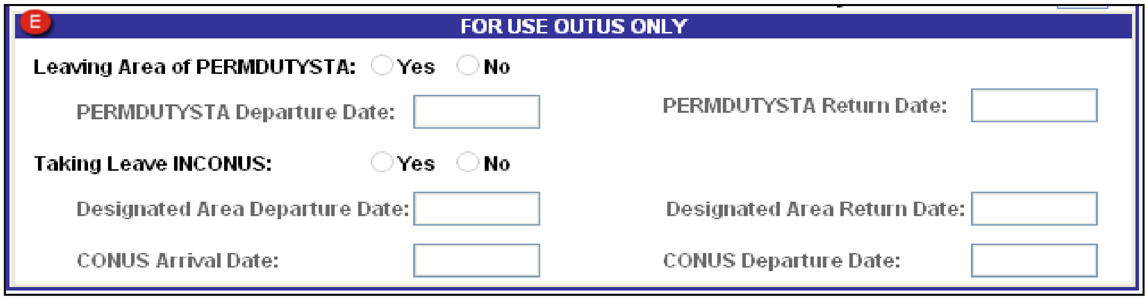


Figure 5-142–e-Leave Transaction: OUTUS Fields

F. Action Buttons and Icons

The bottom of the e-Leave Transaction for (member) page (Figure 5-143) provides the Save button to record the entered data to the member's database record.

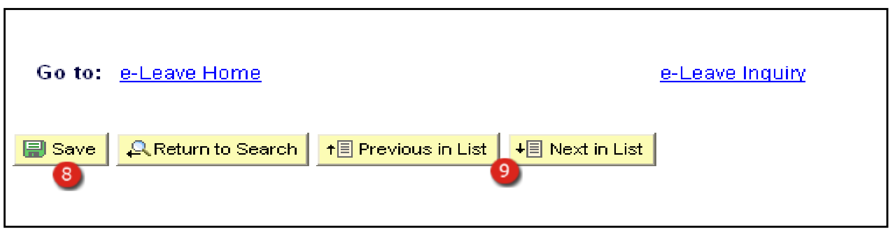


Figure 5-143–e-Leave Transaction: Option Buttons

8. **Save** – Click the Save button to initiate the leave transaction option selected on this page.

   NOTE: Depending upon the state of the member's leave request and the transaction option selected, messages may display. Read and respond to the messages.

9. **Previous in List/Next in List** – Click these buttons to view the next member's record in the list. The list is generated from using the UIC, Department, Division, Begin Date, and e-Leave Request Status search criteria fields on the Manage e-Leave Transactions: Find an Existing Value page (Figure 5- 138).

5.18 E-Leave Reports

To help manage the leave process within a Command, several programmed report formats are established in e-Leave. The reports are generated by the CLA. At the time of this User Guide publication, the following reports are available through e-Leave:

- e-Leave Report Log (Section 5.18.2)
- e-Leave Reports (Section 5.18.3)
- e-Leave Address Report (Section 5.18.4)
- e-Leave Transaction Audit Report (Section 5.18.5)

The steps to generate all e-Leave Reports are identical. The following list details a high-level look at generating an e-Leave Report. The steps are:

1. Search for existing report criteria or create new report criteria
2. Update or establish report selection criteria (unique for each type of report)
3. Run the report selection criteria
4. Initiate the scheduling of the report (Process Scheduler)
5. View the report schedule through the Process Monitor
6. Verify the Report List
7. View report details
8. View the final report .PDF file

The steps are described in detail in Section 5.18.2.

5.18.1 Accessing e-Leave Reports

As with all CLA functions, e-Leave Reports are accessed via the NSIPS Portal. Navigate to the e-Leave Home menu (Figure 5-144).

Figure 5-144–e-Leave Home Menu: e-Leave Reports Section

E-Leave Reports comprise the third section on the e-Leave Home menu. The following sections detail the specific search criteria and output for each report.

5.18.2 E-Leave Reports: e-Leave Report Log

E-Leave tracks and records all approved e-Leave Requests using the Leave Control Number (LCN). The e-Leave Report Log is an online version of the LCN Log. The e-Leave Report Log can be generated as often as needed to track and monitor leave action within a Command.

Report generation begins by accessing an existing report search criteria or establishing a new report criteria. On the e-Leave Home menu (Figure 5-145), select the e-Leave Report Log link.

Figure 5-145–e-Leave Home Menu: e-Leave Report Log

1. **e-Leave Report Log** – Click the e-Leave Report Log link. The Find an Existing Value page displays.

5.18.2.1 E-Leave Report Log: Find an Existing Value Page

After selecting e-Leave Report Log link on the e-Leave Home menu (Figure 5-145), the e-Leave Report Log: Find an Existing Value page (Figure 5-146) displays. This page provides the search criteria to locate an existing report using the report's Run Control Identification (ID) number. Use this option to retrieve existing report criteria.

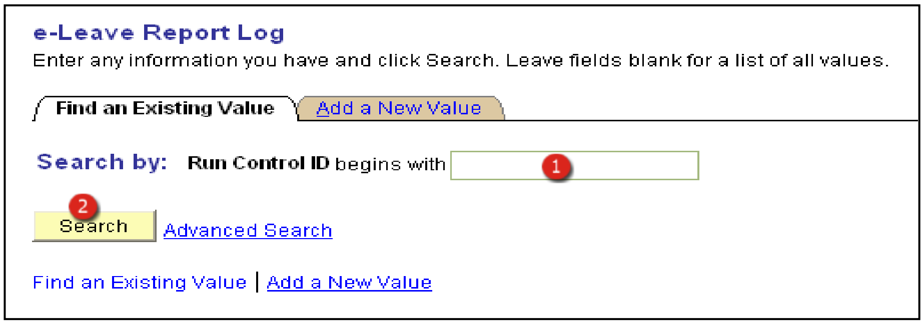


Figure 5-146–e-Leave Report Log: Find an Existing Value Page

1. **Search by: Run Control ID begins with** – Enter a partial or complete Run Control ID for the report.
2. **Search** – Click the Search button to initiate the search. The e-Leave Report Log Selection Criteria page displays (Figure 5-148).

   NOTE: If you enter a partial value, a list matching the partial value displays. Select the correct item from the list.

5.18.2.2 E-Leave Report Log: Add a New Value Page

The e-Leave Report Log: Add a New Value page (Figure 5-147) provides the ability to create new report criteria. When creating a new report, enter a Run Control ID value that will clearly identify the report's search criteria or results.

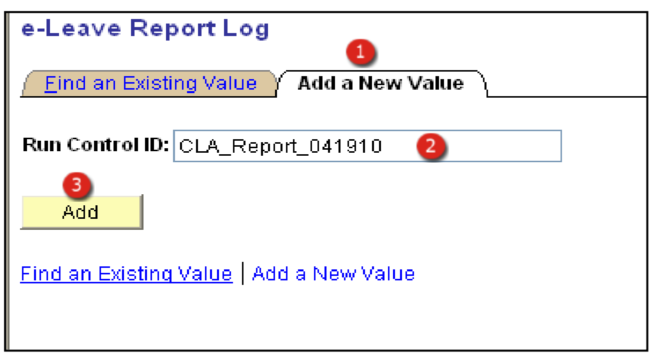


Figure 5-147–e-Leave Report Log: Add a New Value Page

1. **Add a New Value** – Click the Add a New Value tab to access this page.
2. **Run Control ID** – Create a new Run Control ID and enter it into the field.
3. **Add** – Click the Add button. The e-Leave Report Log Selection Criteria page displays.

5.18.2.3 E-Leave Report Log: Report Selection Criteria Page

The e-Leave Report Log: Report Selection Criteria page (Figure 5-148) displays the options for report selection. If an existing report was selected; then the fields will contain data. Verify the data and make any necessary changes. If a new report is being created; enter the appropriate data.

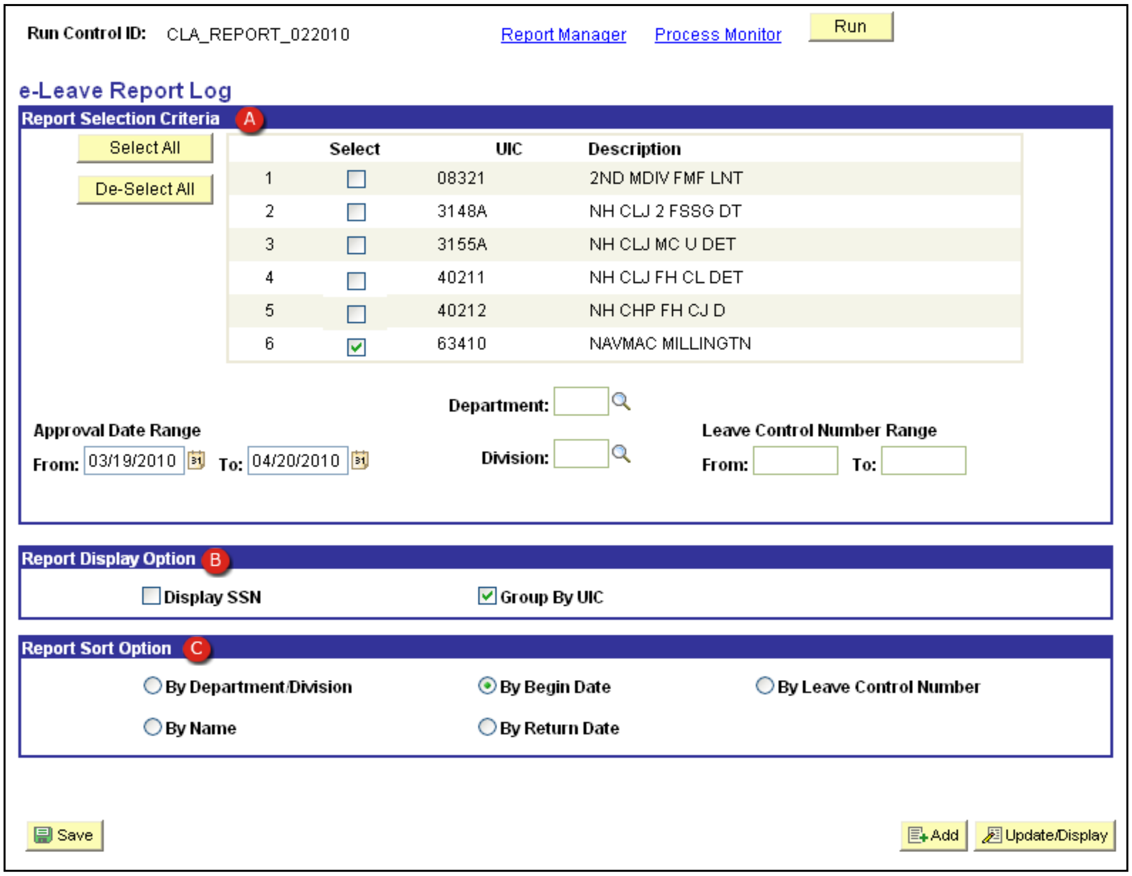


Figure 5-148–e-Leave Report Log: Report Selection Criteria Page

A. Report Selection Criteria

The Report Selection Criteria section (Figure 5-149) provides selection criteria options. Select or enter the appropriate data to support the type of report required. The selection criteria can be saved to use the criteria again to generate another report. The criteria must be saved before the report is run. Once the report is run all selection criteria values are deleted.

NOTE: The UICs listed in the Report Selection Criteria section depict all UICs assigned to the CLA.

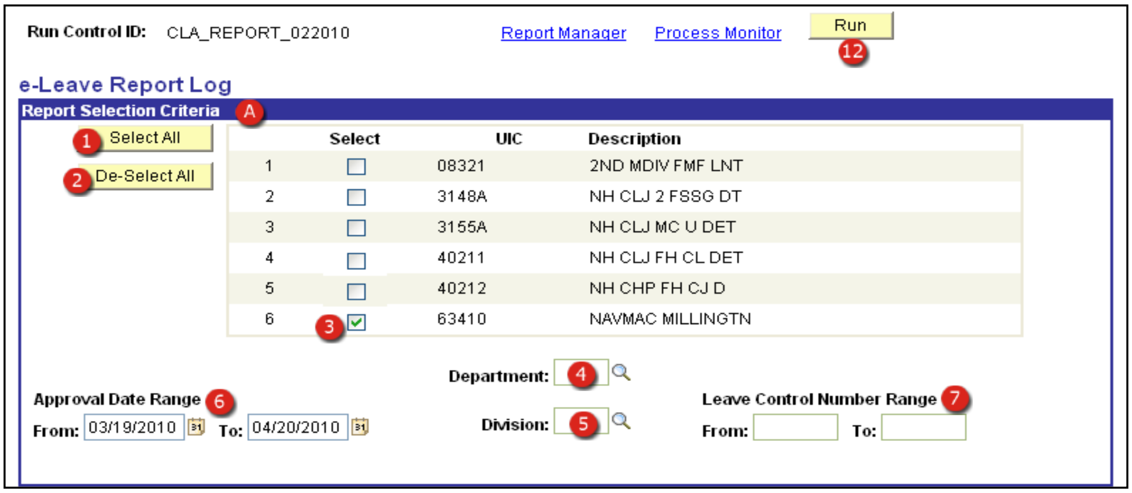


Figure 5-149–e-Leave Report Log: Report Selection Criteria Section

1. **<u>Select All</u>** – Click the Select All button to select all UICs listed in the Report Selection Criteria section. A check mark displays in all checkboxes.
2. **<u>De-Select All</u>** – Click the De-Select All button to deselect all UICs. The select fields will be blank. This allows for selecting the UICs individually.
3. **<u>Select</u>** – Click the checkbox next to each UIC required for the report. After selecting the UIC, the Department and Division fields display.
4. **<u>Department</u>** – Enter the Department or click the Lookup icon and select the Department from the drop-down list. Only one Department can be selected. Leave the field blank if you want all Departments reflected in the report.
5. **<u>Division</u>** – Enter the Division or click the Lookup icon and select the Division from the drop-down list. Only one Division can be selected. Leave the field blank if you want all Divisions reflected in the report.
6. **<u>Approval Date Range</u>** – Enter the start date in the **From** field and the end date in the **To** field to generate a report listing all e-Leave Requests approved within the date range. This generates a report for a specific date range.
7. **<u>Leave Control Number Range</u>** – Enter the Leave Control Number range using the **From** field as the start LCN range and the **To** field for the end LCN range. This produces a report for a specific range of Leave Control Numbers.

B. **Report Display Option**

The Report Display Option section (Figure 5-150) determines what and how the report will display. The report can display with or without SSN and can be grouped by UIC.

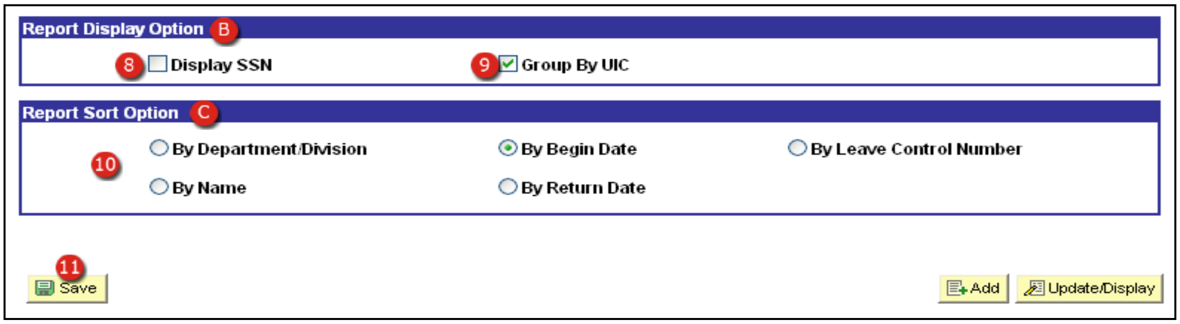


Figure 5-150–e-Leave Report Log: Report Display Option and Report Sort Option Sections

8. **Display SSN** – Click the checkbox to have the report display the member's SSN. If SSNs are not needed for the report; leave this field blank. The default is to not display the SSNs for Personal Identifiable Information (PII) purposes.
9. **Group By UIC** – Click the checkbox to have the report data grouped by UIC. If this is not necessary; leave the field blank.

C. **Report Sort Option**

The Report Sort Option section (Figure 5-150) controls the way the report is sorted. Only one selection can be made. The options are:

- By Department/Division
- By Name
- By Begin Date
- By Return Date
- By Leave Control Number

10. **Report Sort Option** – Click the appropriate radio button to select the method of sort for the report.
11. **Save** – Click the Save button to save the report criteria for future use. This must be done before the report is run.

Once saved, the report can be run. Return to the top of the e-Leave Log: Report Selection Criteria page (Figure 5-151).

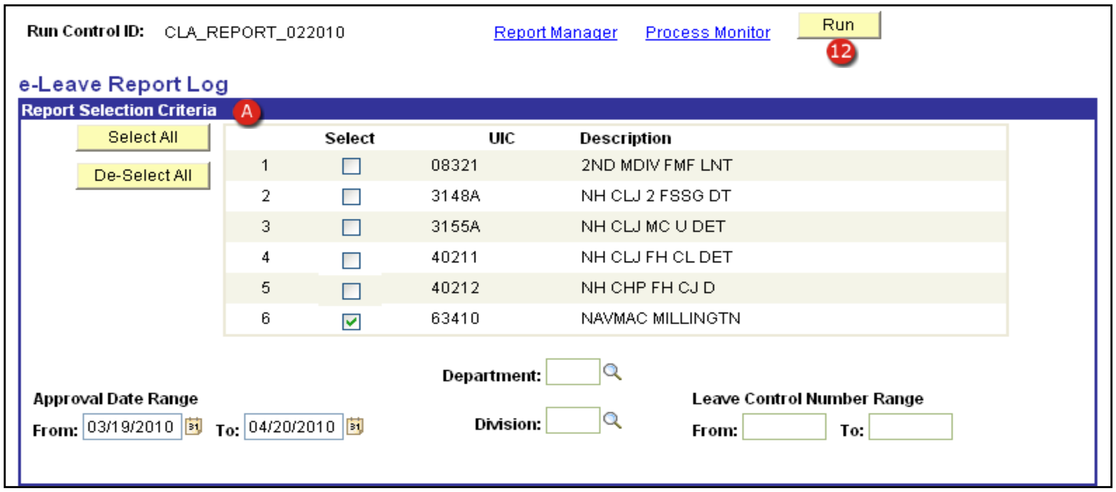


Figure 5-151–e-Leave Report Log: Report Selection Criteria Page

12. **<u>Run</u>** – Click the Run button to initiate the search based on the criteria selected on this page. The Process Scheduler Request page displays.

5.18.2.4 Process Scheduler Request

The Process Scheduler Request page (Figure 5-152) provides the fields to schedule the report and determine the type of format for the final product.

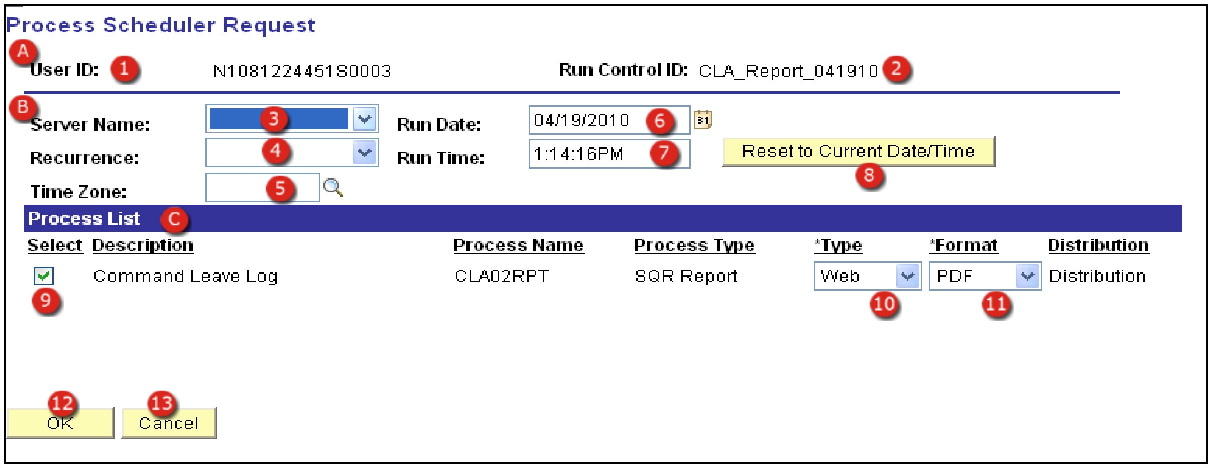


Figure 5-152–Process Scheduler Request

A. **Identification Data**

This section (Figure 5-152) provides who requested the report (User ID) and what report was requested (Run Control ID).

1. **User ID** – System displays the User ID for the member who requested the report.
2. **Run Control ID** – System displays the Run Control ID associated with the report criteria selected on the Report Selection Criteria page. The Run Control ID was selected or created on the Find an Existing Value/Add a New Value page. Verify that this is the correct report to process.

B. **Schedule Request**

This section (Figure 5-153) provides fields to determine where and when the report will run. If it is a long report or will require an extensive search of the database; schedule the report to run during off hours.

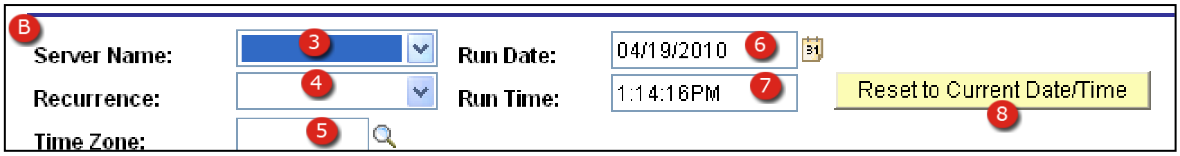


Figure 5-153–Process Scheduler Request: Schedule Request Section

3. **<u>Server Name</u>** – Click the drop-down arrow and select the server. If the system is connected to only one server, the field can be left blank.
4. **<u>Recurrence</u>** – Click the drop-down arrow and select a recurrence condition. Use this if the report needs to run on a regular basis, for example daily, monthly, weekly, etc.
5. **<u>Time Zone</u>** – Click the Lookup icon and select the Time Zone the report is needed. The system Time Zone is the location of the database where the report data will be generated. It may not be the Time Zone of the local site requesting the report. The system Time Zone is Central Standard Time (CST). If you need the report to run by a specific time, be sure to set the correct Time Zone.
6. **<u>Run Date</u>** – Enter the date or click the Calendar icon and select the date that the report will run. Use this field to schedule future reports. The date defaults to the current day.
7. **<u>Run Time</u>** – Enter the time for the report to run. The time defaults to the current system time.
8. **<u>Reset to Current Date/Time</u>** – Click this button to reset the Run Date and Run Time fields to the current system date and time.

C. Process List

The Process List section (Figure 5-154) lists the requested report, identifies tracking values, and the report format.

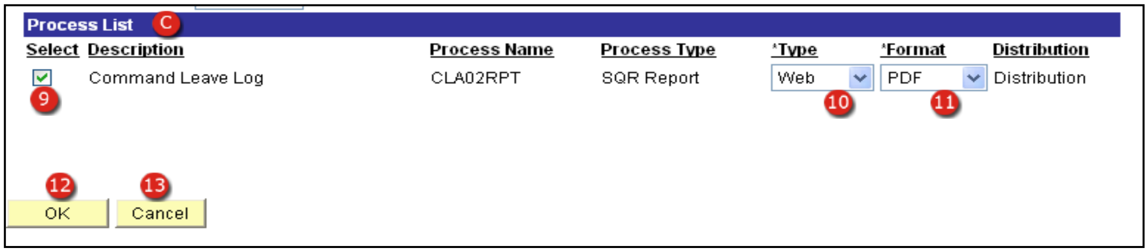


Figure 5-154–Process Scheduler Request: Process List Section

- **Description** – System displays the name of the type of report being generated.
- **Process Name** – System displays the name of the report.
- **Process Type** – System indicates the type of report being generated. In this example, the report is a SQR Report.
- **Distribution** – System indicates how the report will be distributed based on the Format. This is a PeopleSoft® delivered feature.

9. **Select** – Click the checkbox for the report(s) to generate.
10. **Type** – System defaults to Web, which is the only Type available.
11. **Format** – Click the drop-down arrow and select the report format. System defaults to PDF, which is the recommended format.
12. **OK** – Click OK to save the schedule and initiate the generation of the report. The e-Leave Report Log: Report Selection Criteria page (Figure 5-155) displays with the Process Instance number used to track the report.
13. **Cancel** – Click Cancel to delete the entered data. The e-Leave Report Log: Report Selection Criteria page displays and the report is not generated.

5.18.2.5 E-Leave Report Log: Process Instance

The e-Leave Report Log page re-displays with the Process Instance number listed at the top (Figure 5-155). This indicates that the report has been scheduled. Use the Report Manager link to view the schedule details and access the generated report.

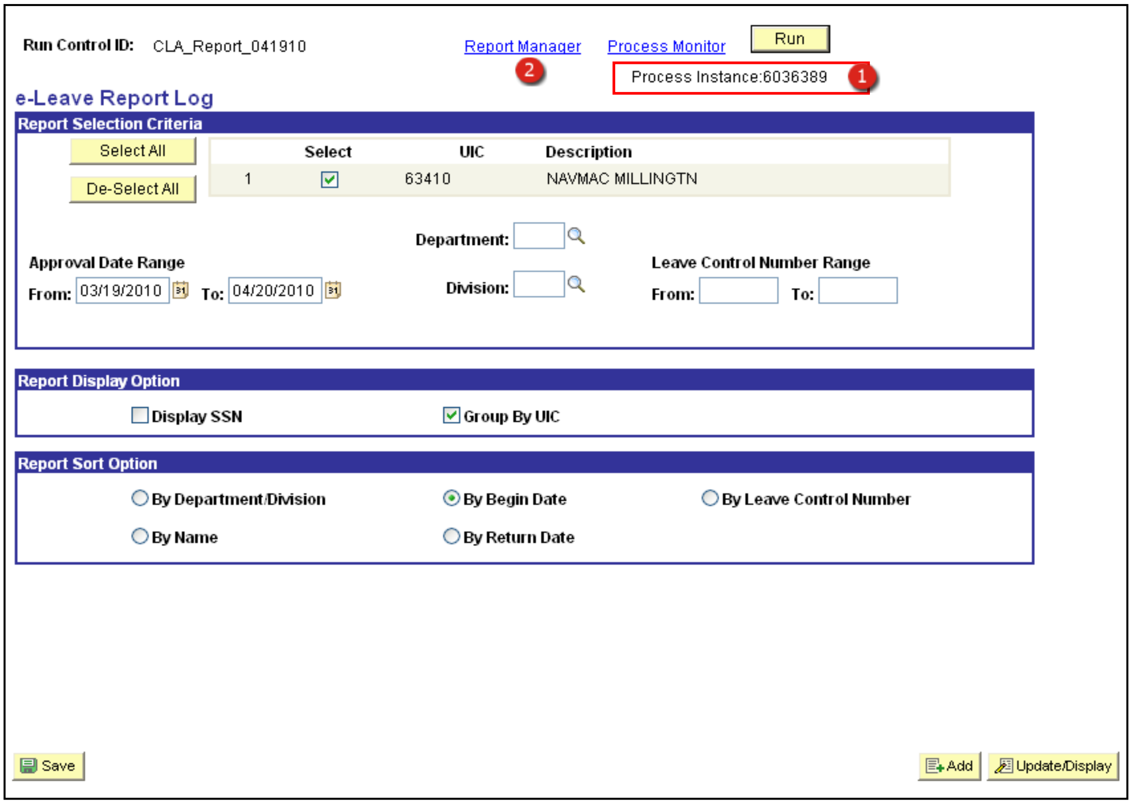


Figure 5-155–e-Leave Report Log: Process Instance

1. **Process Instance** – System-generated number indicating the report was scheduled. Use this value to track the report through the process.
2. **Report Manager** – Click the Report Manager link to access the Reports List page to view the report.

5.18.2.6 Report List Page

The Report List page (Figure 5-156) provides the ability to search the Report List section for specific reports and to view the report once it is generated. System defaults to Operator reports; which are the reports most commonly available to the CLA.

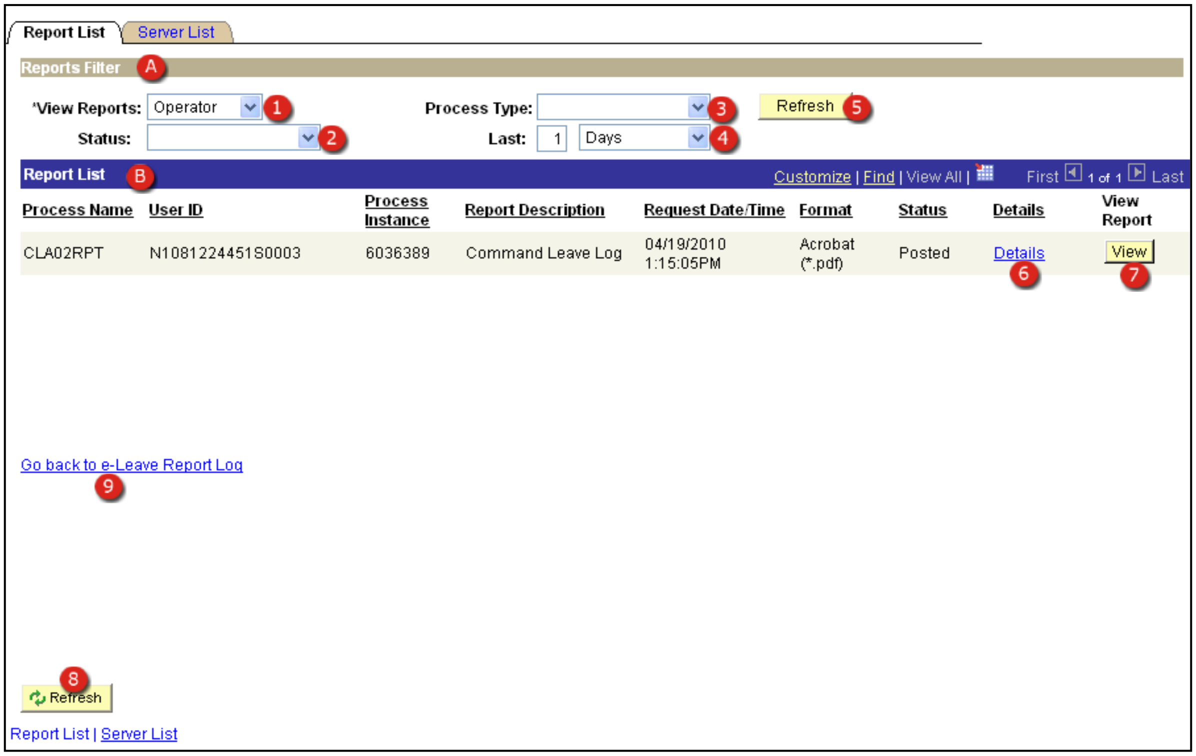


Figure 5-156–Report List Page

A. **Reports Filter**

The Reports Filter section (Figure 5-156) provides fields to narrow the Report List.

1. **View Reports** – System defaults to Operator; which are the reports most commonly available to the CLA.
2. **Status** – Click the drop-down arrow and select the report status type. This displays a list of all reports matching that status.
3. **Process Type** – Click the drop-down arrow and select the type of report process for example, SQR Report type. To obtain all requested reports leave blank.
4. **Last** – Enter a numeric value in the first field and select a value from the drop-down arrow to determine how far in the past for the Report List. In this example, all reports from one day ago or yesterday to the current date display.
5. **Refresh** – Click the Refresh button to adjust the Report List to match the identified criteria entered in the Reports Filter section.

B. **Report List**

The Report List section (Figure 5-157) lists all reports that match the selection criteria recorded in the Reports filter section. This section contains the following system populated data:

- **Process Name** – Reflects the name of the process obtained from the Process Scheduler Request page.
- **User ID** – Reflects the name of the person initiating the report request.
- **Process Instance** – Reflects the Process Instance number assigned to the report after the report was successfully run.
- **Report Description** – Reflects the name of the report as listed on the Process Scheduler Request page.
- **Request Date/Time** – Reflects the date and time the report was requested as listed on the Process Scheduler Request page.
- **Format** – Identifies the format in which the report will display. In most cases, the default is a .pdf format. This reflects the selection made on the Process Scheduler Request page.
- **Status** – Reflects the status of the report request. In this example, "Posted" indicates that the report is ready for viewing.

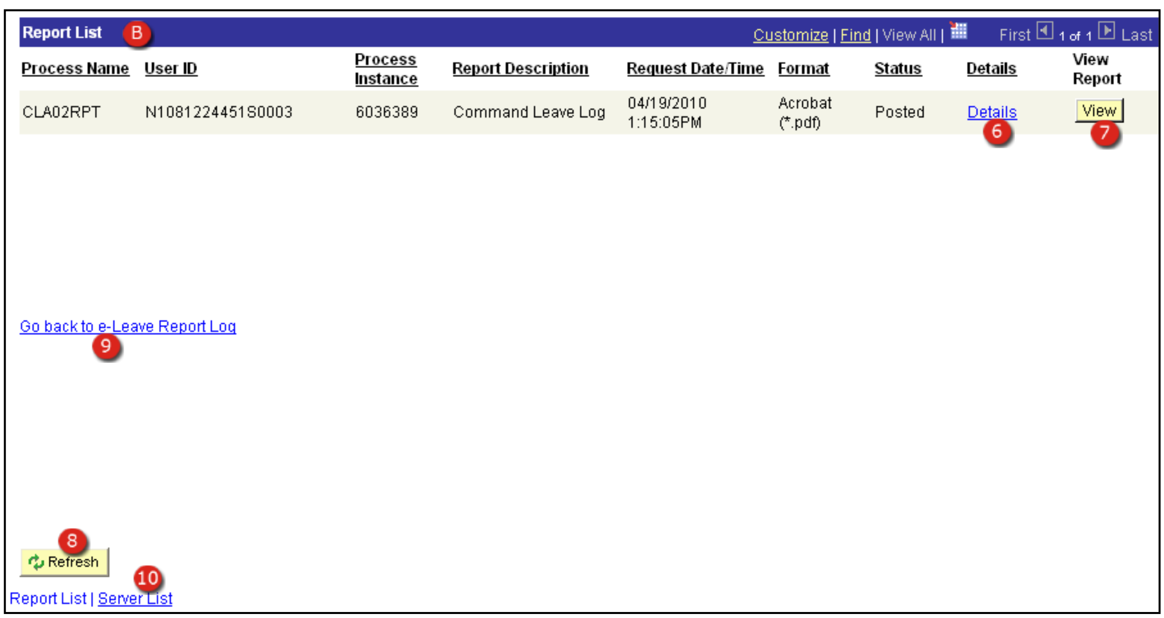


Figure 5-157–Report List Page: Report List Section

6. **<u>Details</u>** – Click the Details link to view the Report Detail page providing specific details about the report request status. This is used to troubleshoot problems with report generation.
7. **<u>View Report</u>** – Click the View Report button to view the final report. The Report Detail page displays (Figure 5-158).
8. **<u>Refresh</u>** – Click the Refresh button to refresh the screen. If the listed report does not have "Posted" as the Status; it means the system is still processing the report request. The system will not automatically update this page once it is open; therefore, the Refresh button refreshes the page with system-related updates. This may need to be done several times before "Posted" reflects in the Status field.
9. **<u>Go back to e-Leave Report Log</u>** – Click this link to return to the e-Leave Report Log (Figure 5-148).
10. **<u>Server List</u>** – Click the link (at the bottom of the page) to access the second page in this group, the Server List page. This page displays a list of servers used to run reports. Use this page to view where the requested report is being run; if more than one server exists.

5.18.2.7 Report Detail Page

The View button under the View Report column on the Report List page (Figure 5-157) displays the Report Detail page (Figure 5-158). This page provides the link to open the final report. In the File List section, use the file name with the .PDF link. There are several sections to this page; however, the only area that is important to the CLA is the File List section. This is where the .PDF file link that opens the report is located.

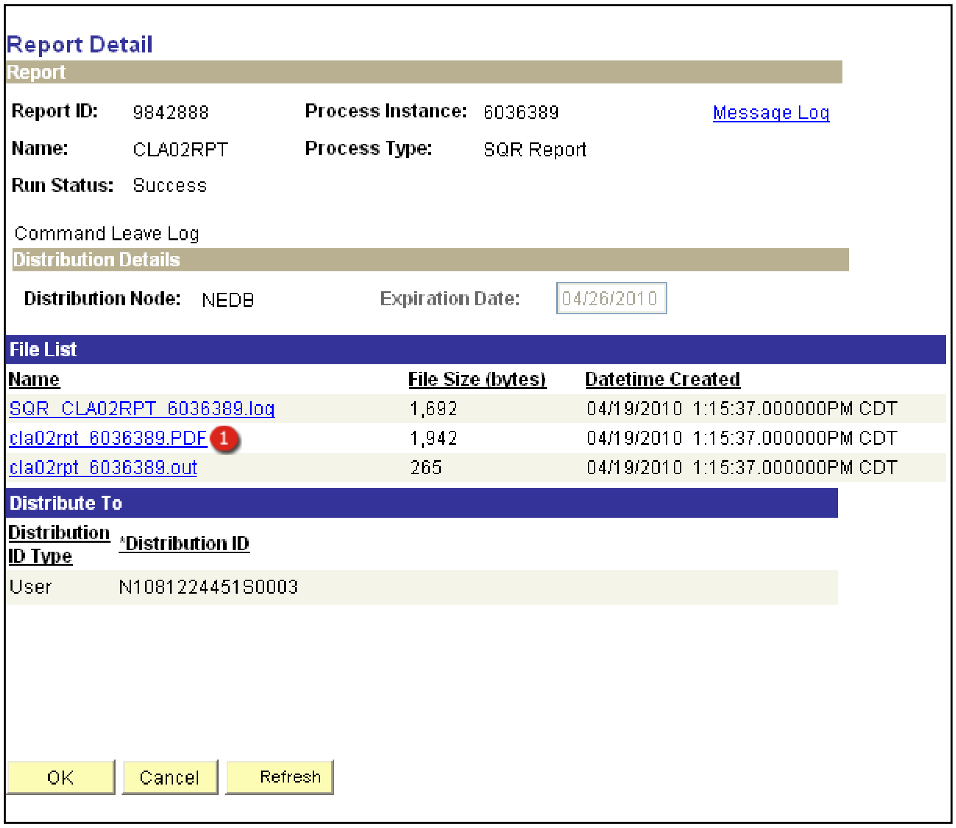
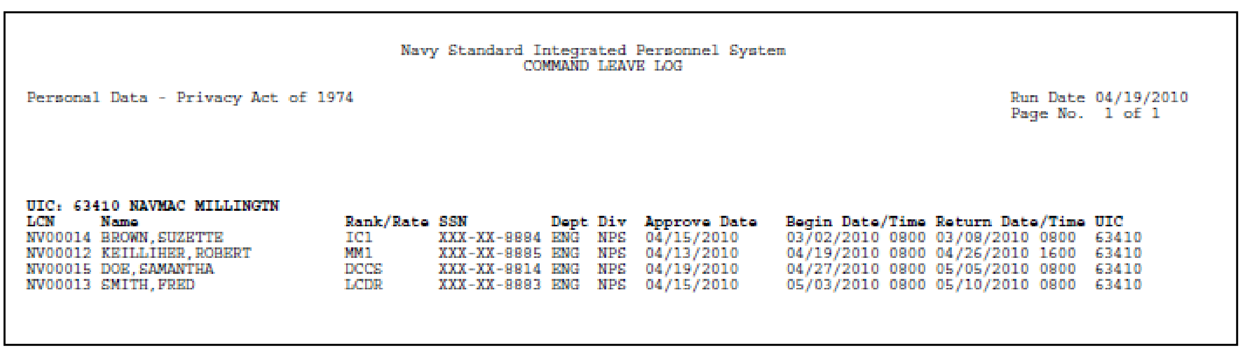


Figure 5-158–Report Detail

1. **<u>Name</u>** – Locate the report name with the extension .PDF. Click the link. The report (Figure 5-159) displays. The PDF format of the report can be saved, printed, and emailed.



Navy Standard Integrated Personnel System
COMMAND LEAVE LOG

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UIC: 63410 NAVMAC MILLINGTN

LCN	Name	Rank/Rate	SSN	Dept	Div	Approve Date	Begin Date/Time	Return Date/Time	UIC
NV00014	BROWN, SUZETTE	IC1	XXX-XX-8884	ENG	NPS	04/15/2010	03/02/2010 0800	03/08/2010 0800	63410
NV00012	KEILLIHER, ROBERT	MM1	XXX-XX-8885	ENG	NPS	04/13/2010	04/19/2010 0800	04/26/2010 1600	63410
NV00015	DOE, SAMANTHA	DCCS	XXX-XX-8814	ENG	NPS	04/19/2010	04/27/2010 0800	05/05/2010 0800	63410
NV00013	SMITH, FRED	LCDR	XXX-XX-8883	ENG	NPS	04/15/2010	05/03/2010 0800	05/10/2010 0800	63410

Figure 5-159–Sample e-Leave Report Log/Command Leave Log

5.18.3 E-Leave Reports: E-Leave Reports

To help manage the leave process within a Command, several programmed report formats are established in e-Leave Administration. The reports are generated by the CLA. Reports are available for certain status within the e-Leave Request process. For example, reports are available for:

- Pending Approval
- Currently Checked Out
- Late Check Out
- Late Check In
- Pending Check Out
- Pending Check In

An option exists to obtain all reports in one report identified as the Consolidated Report.

The steps to obtaining e-Leave Reports are identical to generating the e-Leave Report Log. The steps are:

1. Search for existing report criteria or create new report criteria (Sections 5.18.2.1 and 5.18.2.2)
2. Establish report selection criteria (Section 5.18.2.3)
3. Run the report selection criteria (Section 5.18.2.3)
4. Initiate the scheduling of the report (Process Scheduler) (Section 5.18.2.4)
5. View the report schedule through the Process Monitor (Section 5.18.2.5)
6. Verify the Report List (Section 5.18.2.6)
7. View report details (Section 5.18.2.7)
8. View the final report PDF file (Section 5.18.2.7)

Refer to the Sections listed for details on each step.

The main difference is in establishing the selection criteria.

5.18.3.1 Accessing e-Leave Reports: e-Leave Reports Option

As with all CLA functions, e-Leave Reports are accessed via the NSIPS Portal. Navigate to the e-Leave Home menu (Figure 5-160).

Report generation begins by accessing an existing report search criteria or establishing a new report criteria. On the e-Leave Home menu (Figure 5-160), select the e-Leave Reports link.

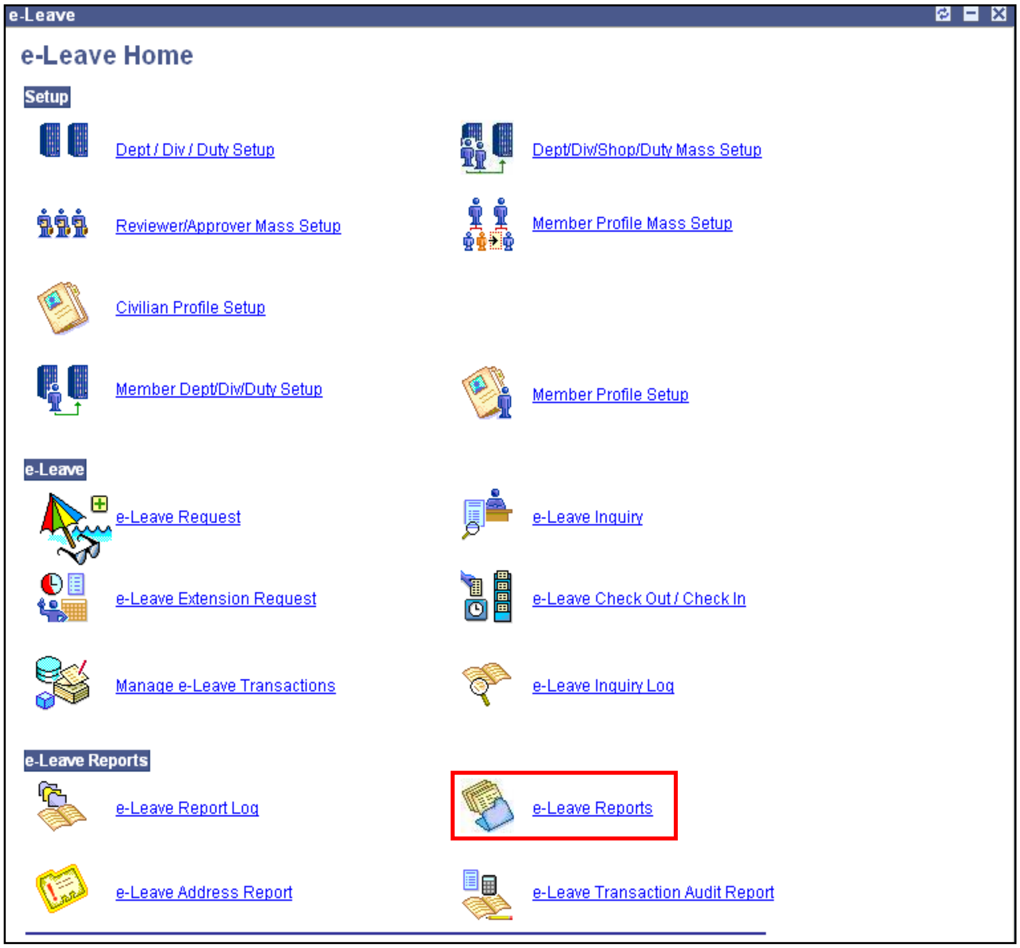


Figure 5-160–e-Leave Home Menu: e-Leave Reports

5.18.3.2 E-Leave Reports: Report Selection Criteria

After completing the Find an Existing Value page (to access an existing report criteria) or Add a New Value (creating a new report criteria); the e-Leave Reports: Report Selection Criteria page (Figure 5-161) displays. This page displays the options for:

- Selecting the Report Type
- Identifying the Report Selection Criteria
- Selecting the Report Display Option
- Establishing the Report Sort Option

If an existing report was selected; then the fields display the search criteria data associated with the report. Verify the data and make any necessary changes. If a new report is being created; enter the appropriate data.

The Consolidated Report option provides a report with all available e-Leave Request status conditions. Click the Consolidated Report checkbox to select all checkboxes in the Report Type section. This generates one report with all e-Leave Request status conditions. If individual reports are needed, do not use the Consolidated Report checkbox. Use the individual checkboxes for the specific e-Leave Request status conditions.

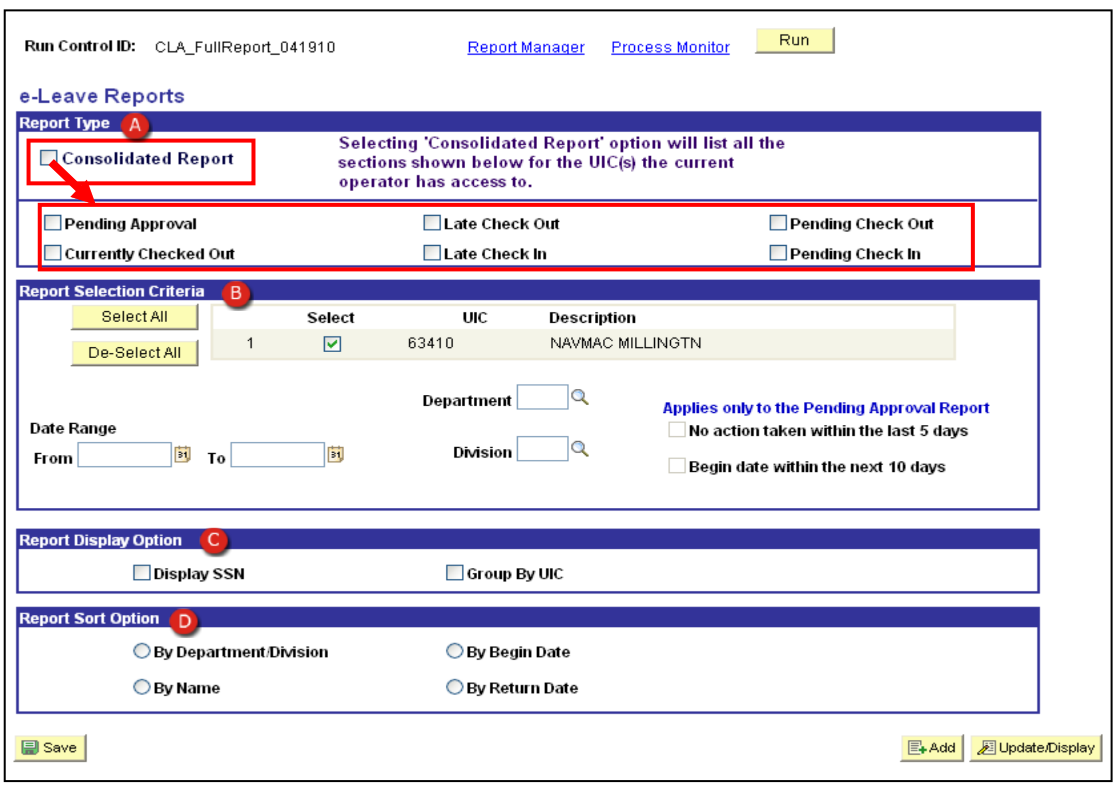


Figure 5-161–e-Leave Reports: Report Criteria Page

A. Reports Type

The Report Type section (Figure 5-162) provides the ability to generate one type of e-Leave Request status condition or select the Consolidated Report option to generate a report will all status conditions.

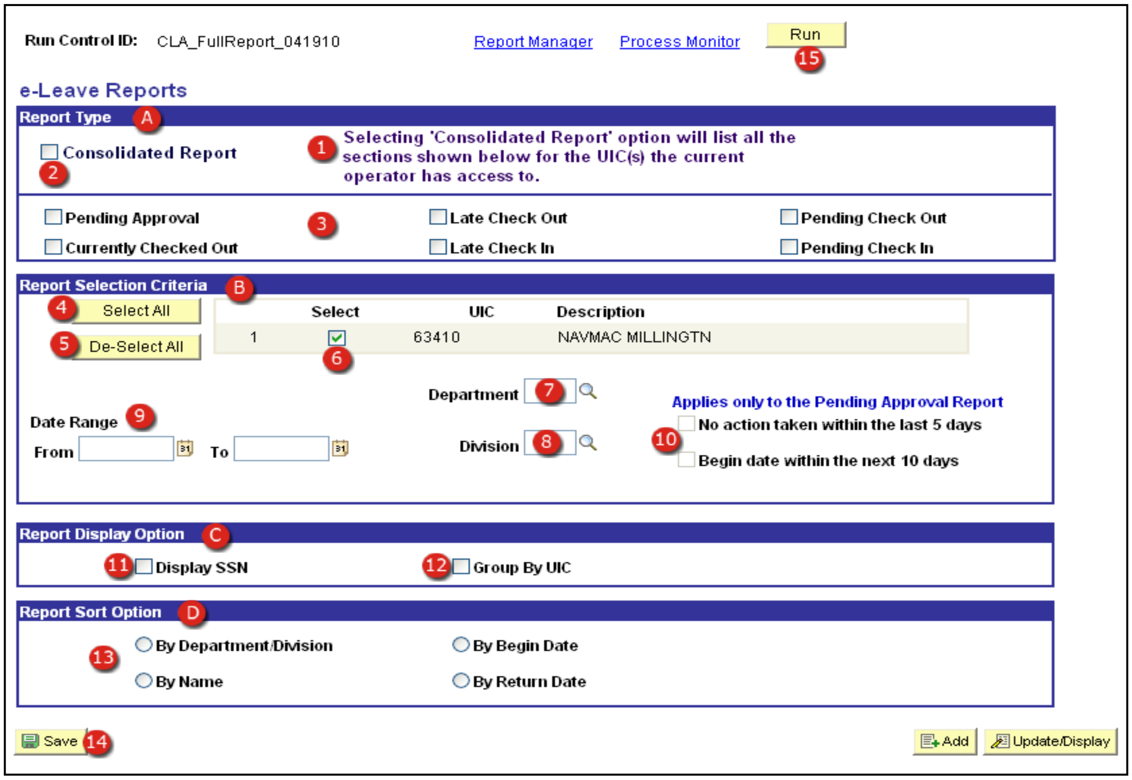


Figure 5-162–e-Leave Reports: Report Type Section

1. **<u>Message Banner</u>** – Review the message banner to obtain information about a Consolidated Report.
2. **<u>Consolidated Report</u>** – Click this checkbox to generate one report for all e-Leave Request status conditions.
3. **<u>Consolidated Report Selection Criteria</u>** – Click the checkbox(es) to generate individual reports for each type of e-Leave Request status condition. More than one checkbox can be selected. Select:
   - Pending Approval
   - Currently Checked Out
   - Late Check Out
   - Late Check In
   - Pending Check Out
   - Pending Check In

B. Report Selection Criteria

The Report Selection Criteria section (Figure 5-163) provides selection criteria options. Select or enter the appropriate data to support the type of report required. The UICs listed reflect the UICs assigned to the CLA. Once the UIC is selected the Department and Division fields display.

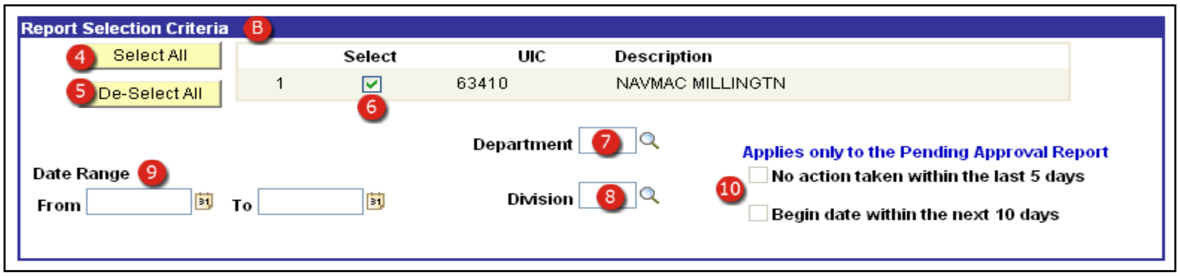


Figure 5-163–e-Leave Reports: Report Selection Criteria Section

4. **Select All –** Click the Select All button to select all UIC listed in the Report Selection Criteria section. A check mark displays in all checkboxes.
5. **De-Select All** – Click the De-Select All button to deselect all UICs. The select fields will be blank. This allows for selecting the UICs individually.
6. **Select** – Click the checkbox next to each UIC required for the report.
7. **Department** – Enter the Department or click the Lookup icon and select the Department from the drop-down list. Only one Department can be selected.
8. **Division** – Enter the Division or click the Lookup icon and select the Division from the drop-down list. Only one Division can be selected.
9. **Date Range** – Enter the start date in the From field and the end date in the To field to generate a report listing all e-Leave Requests approved within the date range. This generates a report for a specific date range.
10. **Applies only to the Pending Approval Report –** Provides the options to generate a report for all e-Leave Requests that are in a pending approval status. Also provides CLA's the ability to requests pending approval where for 5 days no action has been taken and/or the Begin Date of leave is within the next 10 days. This allows the CLA a quick way to see if the Reviewers and Approvers are performing their duties properly and to anticipate the workload within the next 10 days. These fields are active only if the Pending Approval option is selected in the Report Type section (Figure 5-162).

C. **Report Display Option**

The Report Display Option section (Figure 5-164) determines what and how the report will display. The report can display with or without SSN and can be grouped by UIC.

Figure 5-164–e-Leave Reports: Report Display Option Section

11. **Display SSN** – Click the checkbox to have the report display the member's SSN. If SSNs are not needed for the report; leave this field blank.
12. **Group By UIC** – Click the checkbox to have the report data grouped by UIC. If this is not necessary; leave the field blank.

D. Report Sort Option

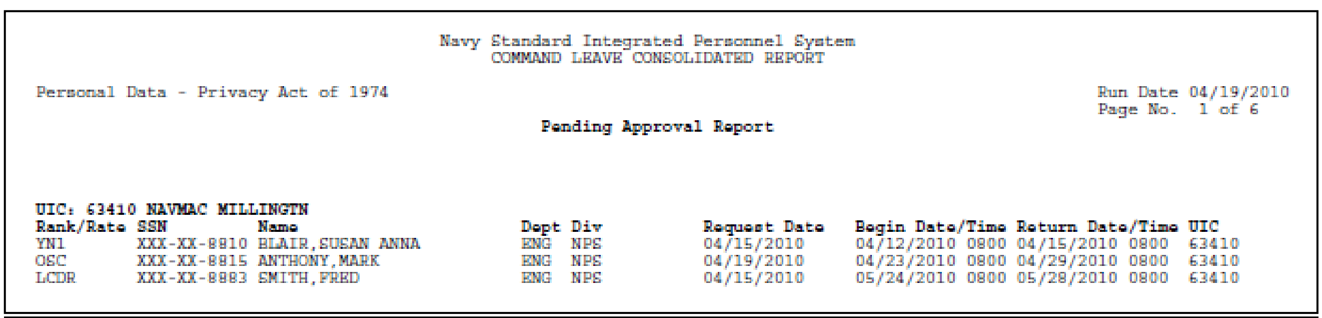
The Report Sort Option section (Figure 5-165) controls the way the report is sorted. Only one selection can be made. The options are:

- By Department/Division
- By Name
- By Begin Date
- By Return Date

Figure 5-165–e-Leave Reports: Report Sort Option Section

13. **Report Sort Option** – Click the radio button to sort the report by Department/Division, Name, Begin Date, or Return Date. Select only one option.
14. **Save** – Click the Save button to save the criteria. This stores the report criteria for future use in running the same type of report. Be sure the filename reflects the type of report.
15. **Run** – Click the Run button (Figure 5-162) to initiate the search based on the criteria selected on this page. The Process Scheduler Request page displays.

Continue following the steps to process the e-Leave Report as described in Sections 5.18.2.4 through 5.18.2.7. Once the report is generated it displays as shown in Figure 5-166. Refer to Section 10.2 for a sample of the complete Command Leave Consolidated Report.



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Pending Approval Report

UIC: 63410 NAVMAC MILLINGTN

Rank/Rate	SSN	Name	Dept	Div	Request Date	Begin Date/Time	Return Date/Time	UIC
YN1	XXX-XX-8810	BLAIR,SUSAN ANNA	ENG	NPS	04/15/2010	04/12/2010 0800	04/15/2010 0800	63410
OSC	XXX-XX-8815	ANTHONY,MARK	ENG	NPS	04/19/2010	04/23/2010 0800	04/29/2010 0800	63410
LCDR	XXX-XX-8883	SMITH,FRED	ENG	NPS	04/15/2010	05/24/2010 0800	05/28/2010 0800	63410

Figure 5-166–Sample Report/Command Leave Consolidated Report

5.18.4 E-Leave Reports: e-Leave Address Report

The e-Leave Address Report provides a listing of all existing e-Leave Requests by address, state, and country. This is used in emergency situations to quickly locate where personnel are located on leave.

As with all e-Leave Reports, begin on the e-Leave Home menu (Figure 5-167) and select the e-Leave Address Report link.

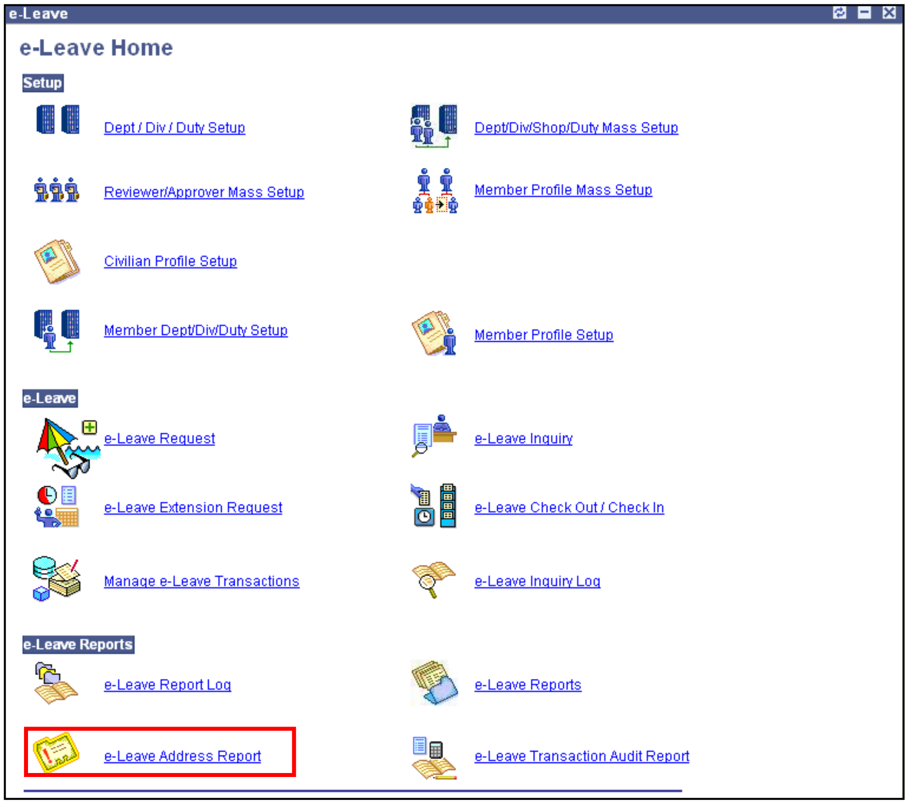


Figure 5-167–e-Leave Home Menu: e-Leave Address Report Link

The steps to obtaining e-Leave Address Report are identical to generating the e-Leave Report Log. The steps are:

1. Search for existing report criteria or create new report criteria (Section 5.18.2.1 and 5.18.2.2)
2. Establish report selection criteria (Section 5.18.2.3)
3. Run the report selection criteria (Section 5.18.2.3)
4. Initiate the scheduling of the report (Process Scheduler) (Section 5.18.2.4)
5. View the report schedule through the Process Monitor (Section 5.18.2.5)
6. Verify the Report List (Section 5.18.2.6)

7. View report details (Section 5.18.2.7)

8. View the final report PDF file (Section 5.18.2.7)

Refer to the Sections listed for details on each step.

The main difference is in establishing the selection criteria.

5.18.4.1 E-Leave Address Report: Report Selection Criteria

After completing the Find an Existing Value page (to access an existing report criteria) or Add a New Value (creating a new report criteria), the e-Leave Address Report Selection Criteria page (Figure 5-168) displays. This page displays the options for displaying:

- Country/State
- Foreign Countries
- All Leave Addresses

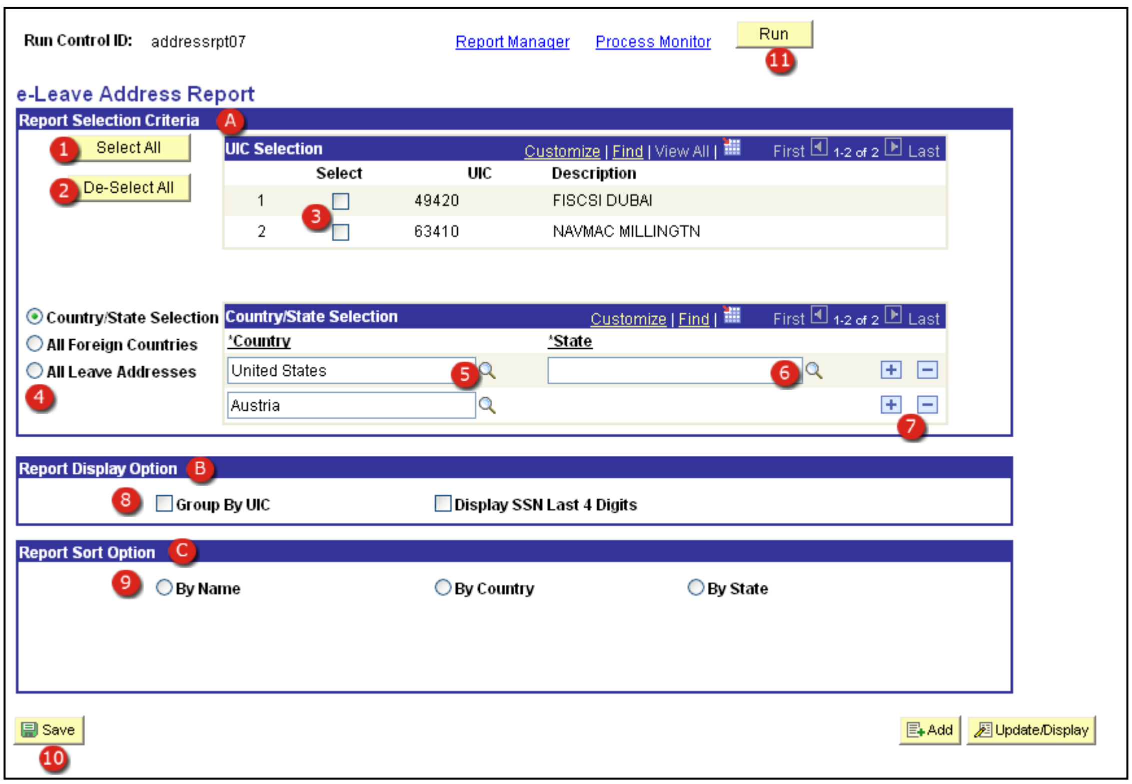


Figure 5-168–e-Leave Address Report: Report Selection Criteria Page

A. **Report Selection Criteria**

The Report Selection Criteria section (Figure 5-169) provides selection criteria options. Select or enter the appropriate data to support the type of report required. The UICs listed reflect the UICs assigned to the CLA.

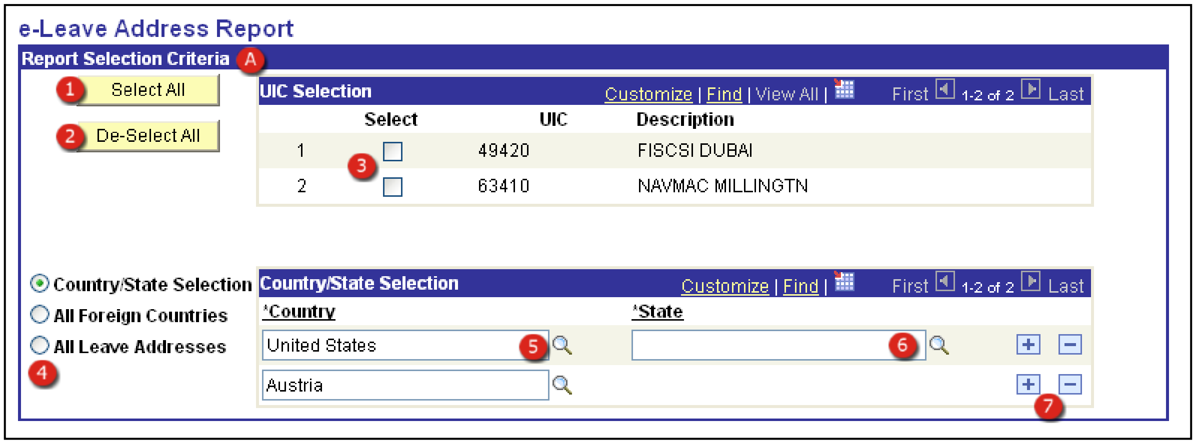


Figure 5-169–e-Leave Address Report: Report Selection Criteria Section

1. **Select All** – Click the Select All button to select all UIC listed in the Report Selection Criteria section. A check mark displays in all checkboxes.
2. **De-Select All** – Click the De-Select All button to deselect all UICs. The select fields will be blank. This allows for selecting the UICs individually.
3. **Select** – Click the checkbox next to each UIC required for the report.
4. **Report Conditions** – Select the radio button to generate a report with the following conditions:
   - Country/State Selection
   - All Foreign Countries
   - All Leave Addresses (both foreign and domestic)

   NOTE: After selecting Country/State Selection, the Country field displays. If United States is selected as the Country, the State field displays. Notice that for Austria, the State field does not apply.
5. **Country** – Enter the Country name or click the Lookup icon and select the Country. If United States is selected, the State field displays (Figure 5-169).
6. **State** – Enter the State or click the Lookup icon and select the State.
7. **Add a Row/Delete a Row** – Click the Add a Row icon (+) to add additional Country search criteria. Click the Delete a Row icon (-) to delete a listed Country.

B. **Report Display Option**

The Report Display Option section (Figure 5-170) determines what and how the report will display. The report can be grouped by UIC and/or the last four digits of the SSN.

Figure 5-170–e-Leave Address Report: Report Display Option Section

8. **Group By UIC/Display SSN Last 4 Digits** – Click the checkbox(es) to have the report grouped by the UIC and/or by the member's last four digits of the SSN. If SSNs are not needed for the report; leave this field blank.

C. **Report Sort Option**

The Report Sort Option section (Figure 5-171) controls the way the report is sorted. Only one selection can be made. The options are:

- By Name
- By Country
- By State

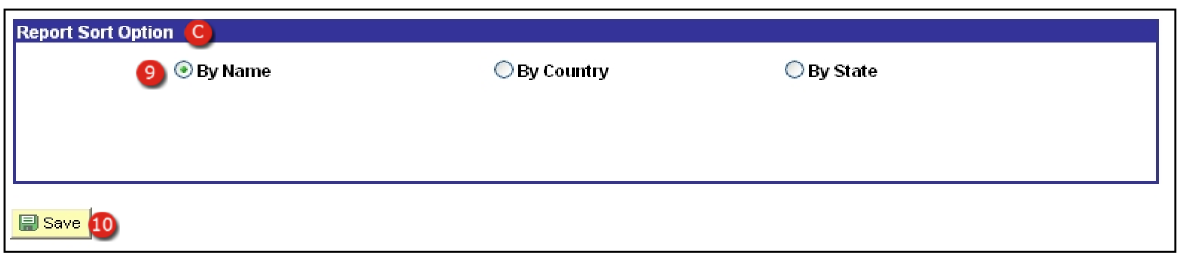


Figure 5-171–e-Leave Address Report: Report Sort Option Section

9. **Report Sort Option** – Click the radio button to sort the report by Name, Country, or State. Select only one option.
10. **Save** – Click the Save button to save the criteria. This stores the report criteria for future use in running the same type of report. Be sure the filename reflects the type of report.

NOTE: If you want to save the report criteria, this must be done before the report is run or the entered criteria will be deleted.

To complete the selection criteria and set up the report generation conditions, return to the top of the Report Criteria page (Figure 5-172) and click the Run button.

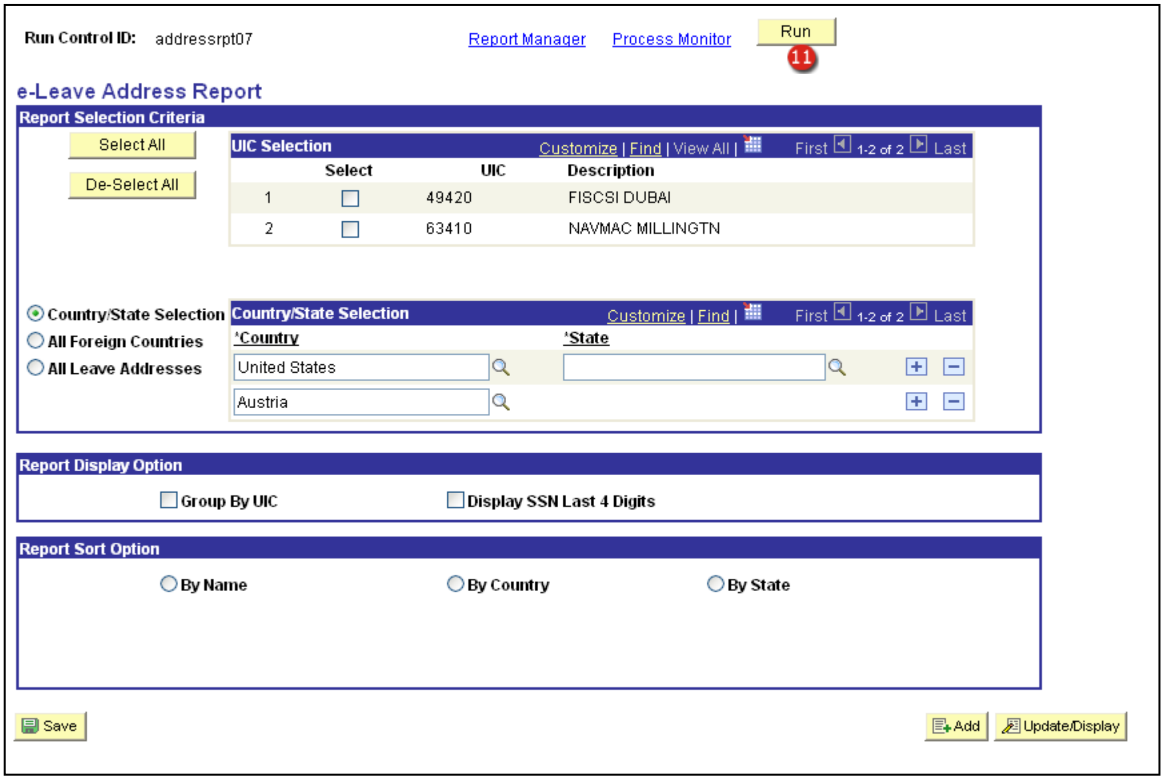
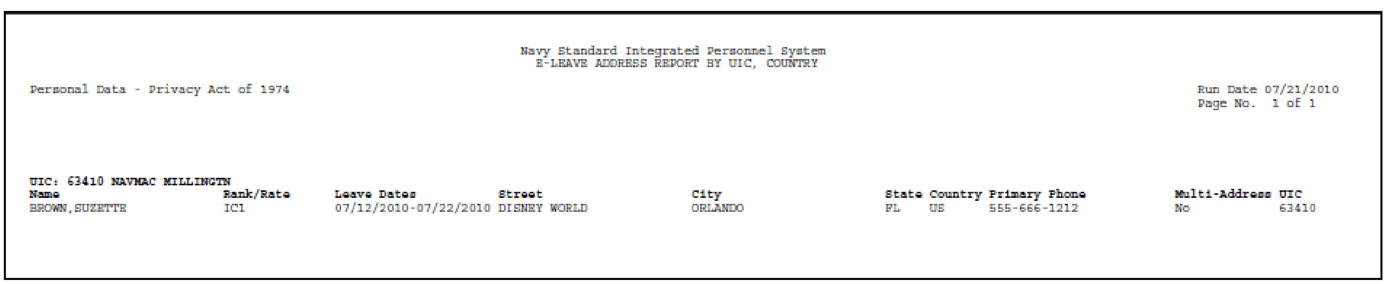


Figure 5-172–e-Leave Address Report: Report Selection Criteria Page

11. **Run** – Click the Run button to initiate the search based on the criteria selected on this page. The Process Scheduler Request page displays.

Continue following the steps to process the e-Leave Address Report as described in Sections 5.18.2.4 through 5.18.2.7. Once the report is generated it displays as shown in Figure 5-173.



Navy Standard Integrated Personnel System
E-LEAVE ADDRESS REPORT BY UIC, COUNTRY

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UIC: 63410 NAVMAC MILLINGTN

Name	Rank/Rate	Leave Dates	Street	City	State	Country	Primary Phone	Multi-Address	UIC
BROWN,SUZETTE	IC1	07/12/2010-07/22/2010	DISNEY WORLD	ORLANDO	FL	US	555-666-1212	No	63410

Figure 5-173–e-Leave Address Report: Sample Report

5.18.5 E-Leave Reports: e-Leave Transaction Audit Report

The e-Leave Transaction Audit Report is a listing of feedback status for all transactions submitted to DJMS. This is used to help identify transactions that may need further action to post properly to the member's account.

As with all e-Leave Reports, begin on the e-Leave Home menu (Figure 5-174) and select the e-Leave Transaction Audit Report link.

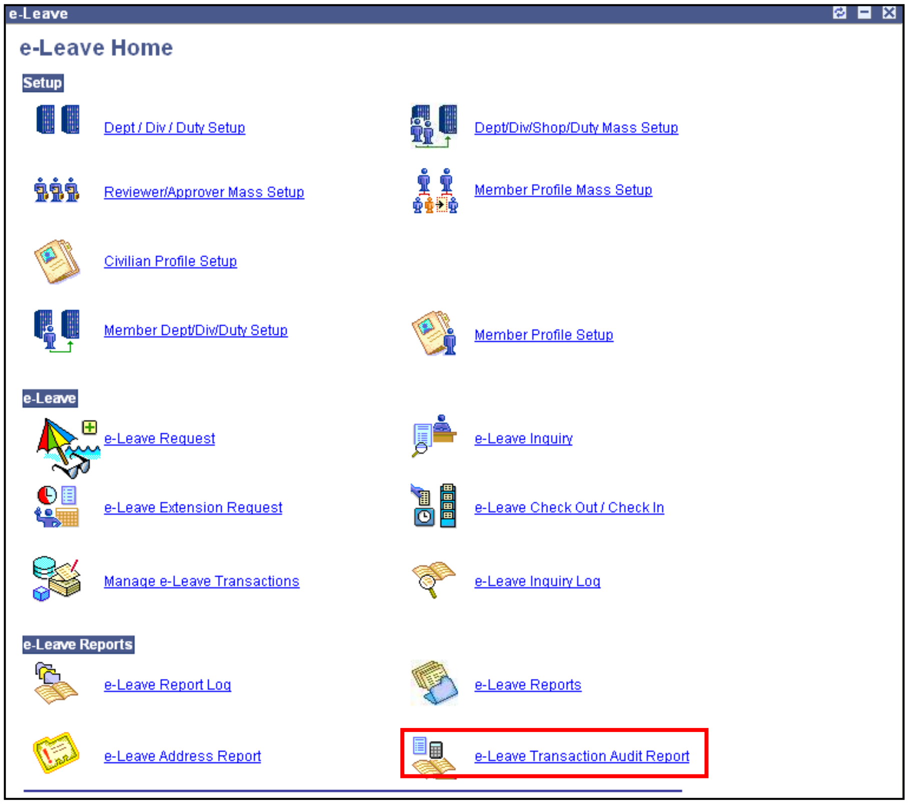


Figure 5-174–e-Leave Home Menu: e-Leave Transaction Audit Report Link

The steps to obtaining e-Leave Transaction Audit Report are identical to generating the e-Leave Report Log. The steps are:

1. Search for existing report criteria or create new report criteria (Section 5.18.2.1 and 5.18.2.2)
2. Establish report selection criteria (Section 5.18.2.3)
3. Run the report selection criteria (Section 5.18.2.3)
4. Initiate the scheduling of the report (Process Scheduler) (Section 5.18.2.4)
5. View the report schedule through the Process Monitor (Section 5.18.2.5)
6. Verify the Report List (Section 5.18.2.6)

7. View report details (Section 5.18.2.7)

8. View the final report PDF file (Section 5.18.2.7)

Refer to the Sections listed for details on each step.

The main difference is in establishing the selection criteria.

5.18.5.1 E-Leave Transaction Audit Report: Report Selection Criteria

After completing the Find an Existing Value page (to access an existing report criteria) or Add a New Value (creating a new report criteria), the e-Leave Transaction Audit Report Selection Criteria page (Figure 5-175) displays. This page displays the options for displaying:

- All Transactions
- Transactions with No Feedback

The e-Leave Transaction Audit Report pulls data by:

- Leave Control Number Range
- Transaction Create Date Range
- Feedback Date Range

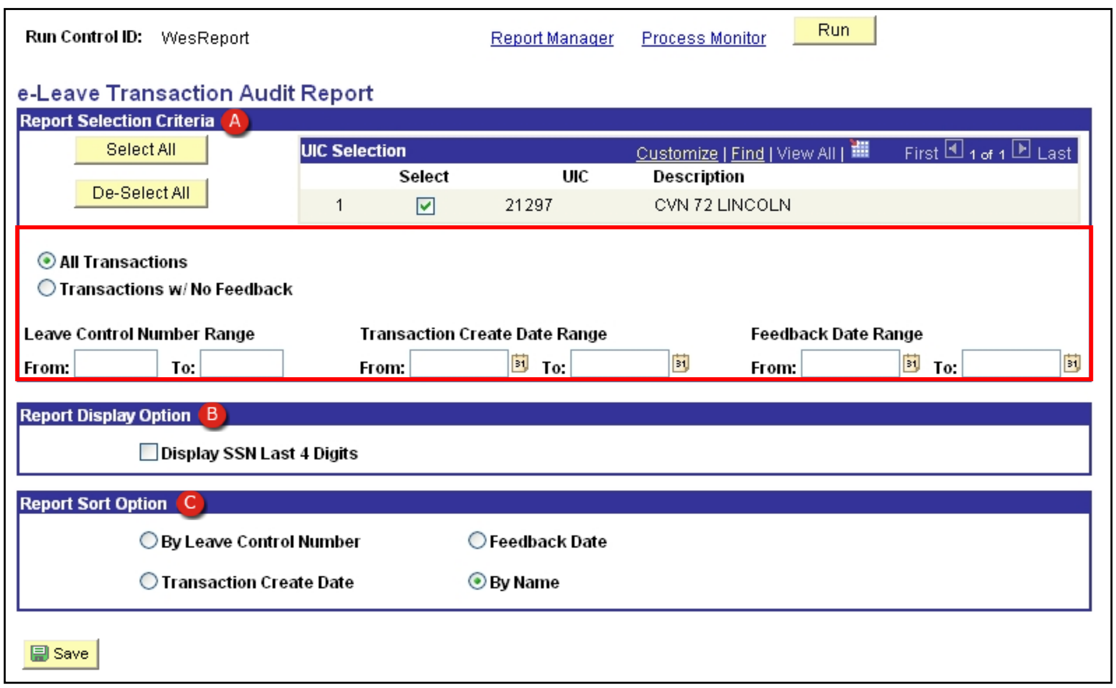


Figure 5-175–e-Leave Transaction Audit Report: Report Selection Criteria Page

A. **Report Selection Criteria**

The Report Selection Criteria section (Figure 5-176) provides selection criteria options. Select or enter the appropriate data to support the type of report required. The UICs listed reflect the UICs assigned to the CLA.

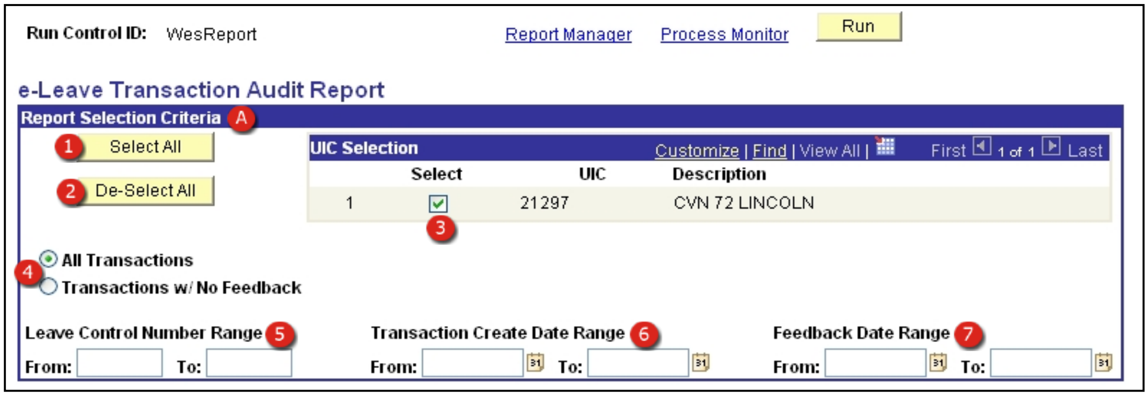


Figure 5-176–e-Leave Transaction Audit Report: Report Selection Criteria Section

1. **Select All** – Click the Select All button to select all UIC listed in the Report Selection Criteria section. A check mark displays in all checkboxes.
2. **De-Select All** – Click the De-Select All button to deselect all UICs. The select fields will be blank. This allows for selecting the UICs individually.
3. **Select** – Click the checkbox next to each UIC required for the report.
4. **All Transactions/Transactions w/No Feedback** – Select the radio button to generate a report with all transactions or just the transactions that do not have feedback.
5. **Leave Control Number Range** – Enter the number to begin the LCN range in the **From** field and the ending LCN number in the **To** field. The report will list all transactions in the LCN range.
6. **Transaction Create Date Range** – Enter the start date in the **From** field and the end date in the **To** field to generate a report listing all transactions created within the date range.
7. **Feedback Date Range** – Enter the start date in the **From** field and the end date in the **To** field to generate a report listing all transactions within a specific date range where feedback was generated.

NOTE: At least one of the Range fields must be completed. The more fields completed the narrower the search.

B. **Report Display Option**

The Report Display Option section (Figure 5-177) determines what and how the report will display. The report can display with or without the last four digits of the SSN.

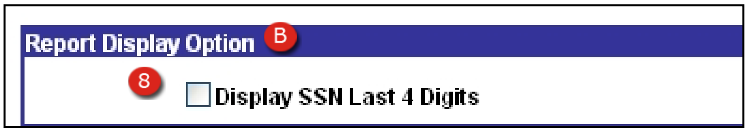


Figure 5-177–e-Leave Transaction Audit Report: Report Display Option Section

8. **Display SSN Last 4 Digits** – Click the checkbox to have the report display the member's last four digits of the SSN. If SSNs are not needed for the report; leave this field blank.

C. **Report Sort Option**

The Report Sort Option section (Figure 5-178) controls the way the report is sorted. Only one selection can be made. The options are:

- By Leave Control Number
- By Transaction Create Date
- By Feedback Date
- By Name

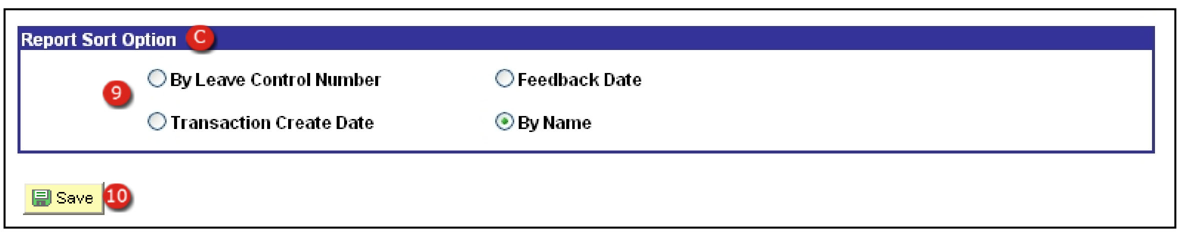


Figure 5-178–e-Leave Transaction Audit Report: Report Sort Option Section

9. **Report Sort Option** – Click the radio button to sort the report by Leave Control Number, Transaction Create Date, Feedback Date, or Name. Select only one option.
10. **Save** – Click the Save button to save the criteria. This stores the report criteria for future use in running the same type of report. Be sure the filename reflects the type of report.

NOTE: If you want to save the report criteria, this must be done before the report is run or the entered criteria will be deleted.

To complete the selection criteria and set up the report generation conditions, return to the top of the Report Criteria page (Figure 5-179) and click the Run button.

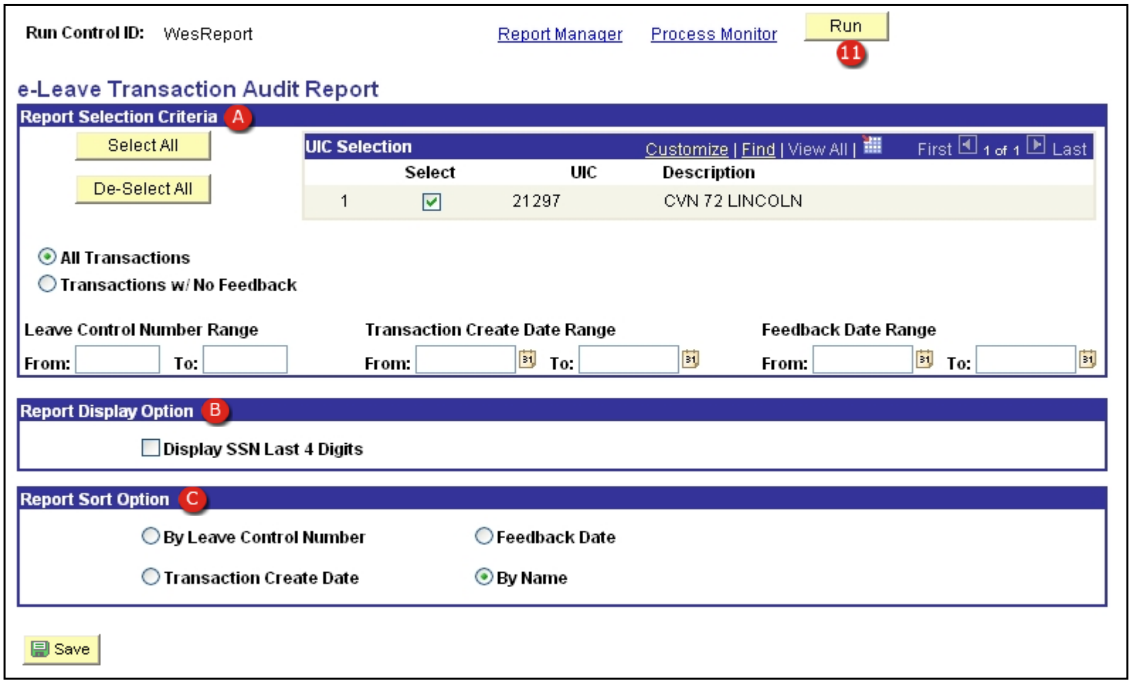
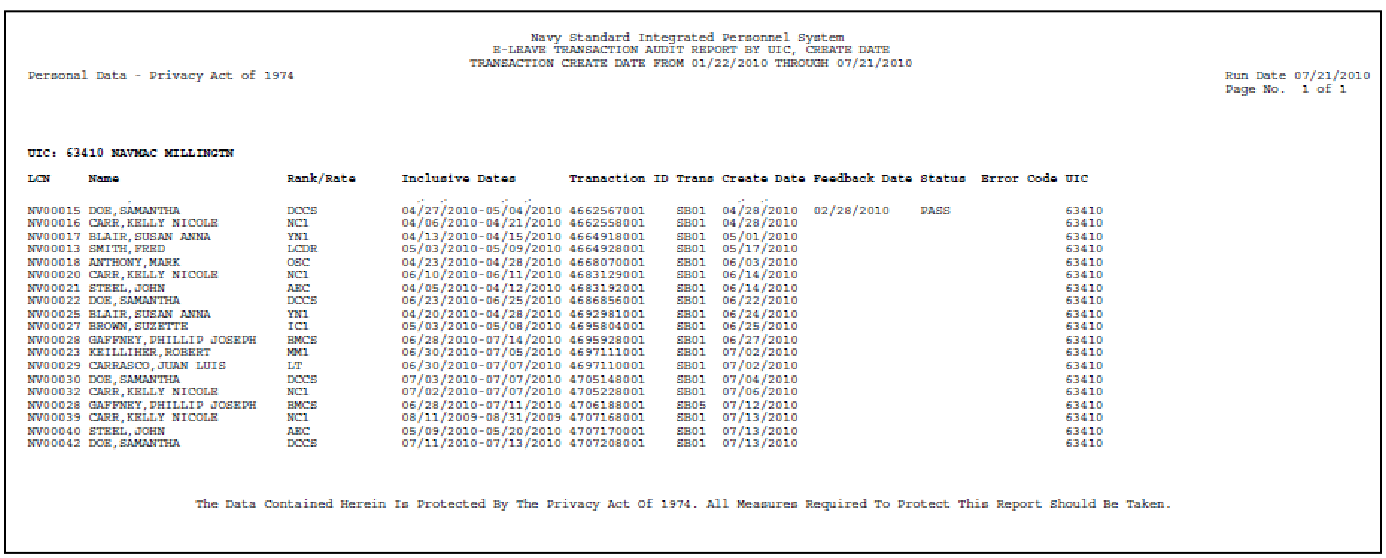


Figure 5-179–e-Leave Transaction Audit Report: Report Selection Criteria Page

11. **<u>Run</u>** – Click the Run button to initiate the search based on the criteria selected on this page. The Process Scheduler Request page displays.

Continue following the steps to process the e-Leave Transaction Audit Report as described in Sections 5.18.2.4 through 5.18.2.7. Once the report is generated it displays as shown in Figure 5-180.



Navy Standard Integrated Personnel System
E-LEAVE TRANSACTION AUDIT REPORT BY UIC, CREATE DATE
TRANSACTION CREATE DATE FROM 01/22/2010 THROUGH 07/21/2010

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Run Date 07/21/2010
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UIC: 63410 NAVMAC MILLINGTN

LCN	Name	Rank/Rate	Inclusive Dates	Transaction ID	Trans	Create Date	Feedback Date	Status	Error Code	UIC
NV00015	DOE,SAMANTHA	DCCS	04/27/2010-05/04/2010	4662567001	SB01	04/28/2010	02/28/2010	PASS		63410
NV00016	CARR,KELLY NICOLE	NC1	04/06/2010-04/21/2010	4662558001	SB01	04/28/2010				63410
NV00017	BLAIR,SUSAN ANNA	YN1	04/13/2010-04/15/2010	4664918001	SB01	05/01/2010				63410
NV00013	SMITH,FRED	LCDR	05/03/2010-05/09/2010	4664928001	SB01	05/17/2010				63410
NV00018	ANTHONY,MARK	OSC	04/23/2010-04/28/2010	4668070001	SB01	06/03/2010				63410
NV00020	CARR,KELLY NICOLE	NC1	06/10/2010-06/11/2010	4683129001	SB01	06/14/2010				63410
NV00021	STEEL,JOHN	AEC	04/05/2010-04/12/2010	4683192001	SB01	06/14/2010				63410
NV00022	DOE,SAMANTHA	DCCS	06/23/2010-06/25/2010	4686856001	SB01	06/22/2010				63410
NV00025	BLAIR,SUSAN ANNA	YN1	04/20/2010-04/28/2010	4692981001	SB01	06/24/2010				63410
NV00027	BROWN,SUZETTE	IC1	05/03/2010-05/08/2010	4695804001	SB01	06/25/2010				63410
NV00028	GAFFNEY,PHILLIP JOSEPH	BMCS	06/28/2010-07/14/2010	4695928001	SB01	06/27/2010				63410
NV00023	KEILLIHER,ROBERT	MM1	06/30/2010-07/05/2010	4697111001	SB01	07/02/2010				63410
NV00029	CARRASCO,JUAN LUIS	LT	06/30/2010-07/07/2010	4697110001	SB01	07/02/2010				63410
NV00030	DOE,SAMANTHA	DCCS	07/03/2010-07/07/2010	4705148001	SB01	07/04/2010				63410
NV00032	CARR,KELLY NICOLE	NC1	07/02/2010-07/07/2010	4705228001	SB01	07/06/2010				63410
NV00028	GAFFNEY,PHILLIP JOSEPH	BMCS	06/28/2010-07/11/2010	4706188001	SB05	07/12/2010				63410
NV00039	CARR,KELLY NICOLE	NC1	08/11/2009-08/31/2009	4707168001	SB01	07/13/2010				63410
NV00040	STEEL,JOHN	AEC	05/09/2010-05/20/2010	4707170001	SB01	07/13/2010				63410
NV00042	DOE,SAMANTHA	DCCS	07/11/2010-07/13/2010	4707208001	SB01	07/13/2010				63410

The Data Contained Herein Is Protected By The Privacy Act Of 1974. All Measures Required To Protect This Report Should Be Taken.

Figure 5-180–e-Leave Transaction Audit Report: Sample Report

5.19 Automatic Check Out/Check In

E-Leave will automatically check a member out on leave or in from leave under certain conditions. The conditions are:

- **Check Out –** If the member does not Check Out using the e-Leave Check Out/Check In process and the Leave Begin Date is one day less than the system date; then the system will automatically check the member out on leave.

- **Check In –** If the member returns from leave and does not Check In using the e-Leave Check Out/Check In process; the system will automatically check the member back in from leave when the e-Leave Return Date or the approved e-Leave Extension Return Date is less than CST date minus 3 days.

NOTE: If the member has a request Pending Extension Approval and the original Leave Return Date is past the current date, the system will Not check the member back in from leave. The system accepts the Expected Return Date from the e-Leave Extension Request as the new Leave Return Date even if the extension has not completed the approval process.

When you, as the CLA, or the member allows the system to perform automatic Check Out and/or Check In the Request Status reflects "Auto Checked Out" or "Auto Checked In" as shown on the Completed e-Leave Request(s) page (Figure 5-181).

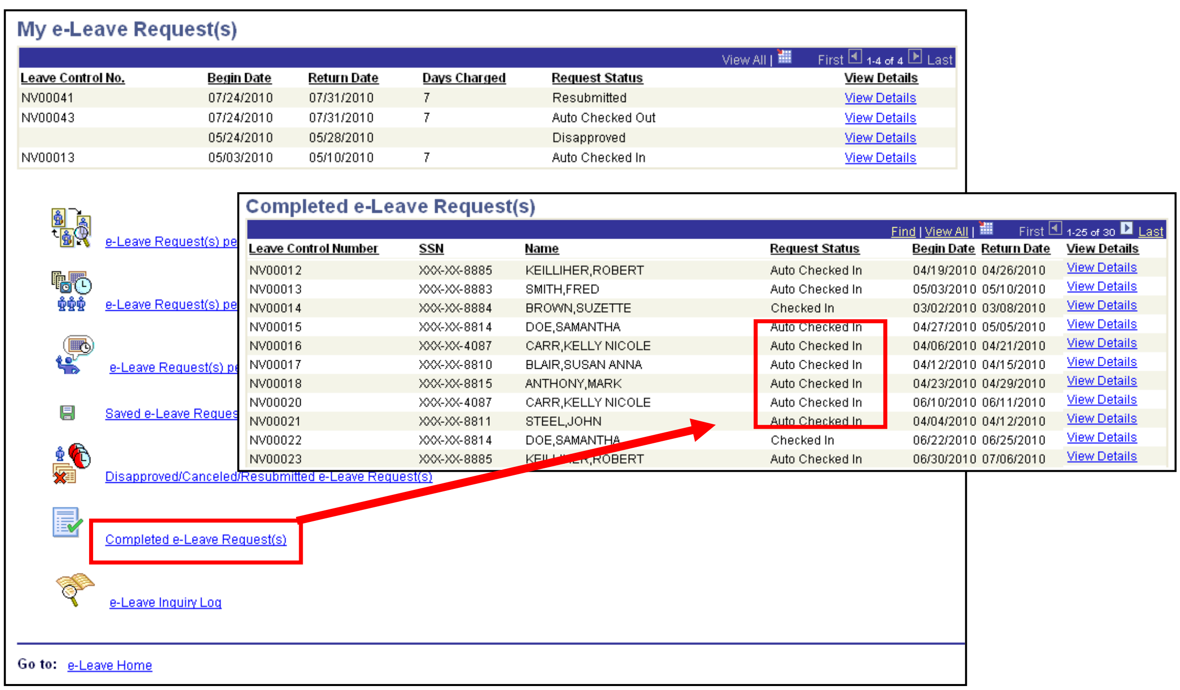


Figure 5-181–Illustration of Request Status: Auto Checked In

The Request Status on the e-Leave Request will also indicate “Auto Checked Out” or “Auto Checked In” (Figure 5-182).

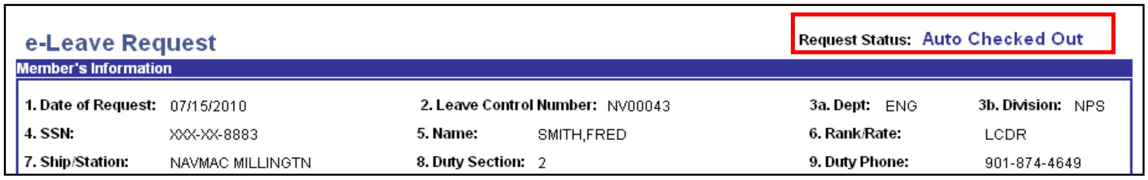


Figure 5-182–Illustration of Request Status: Auto Checked Out

To verify if your own personal e-Leave Requests were automatically checked out or in, access My e-Leave Requests (Figure 5-183) via the e-Leave Inquiry feature.

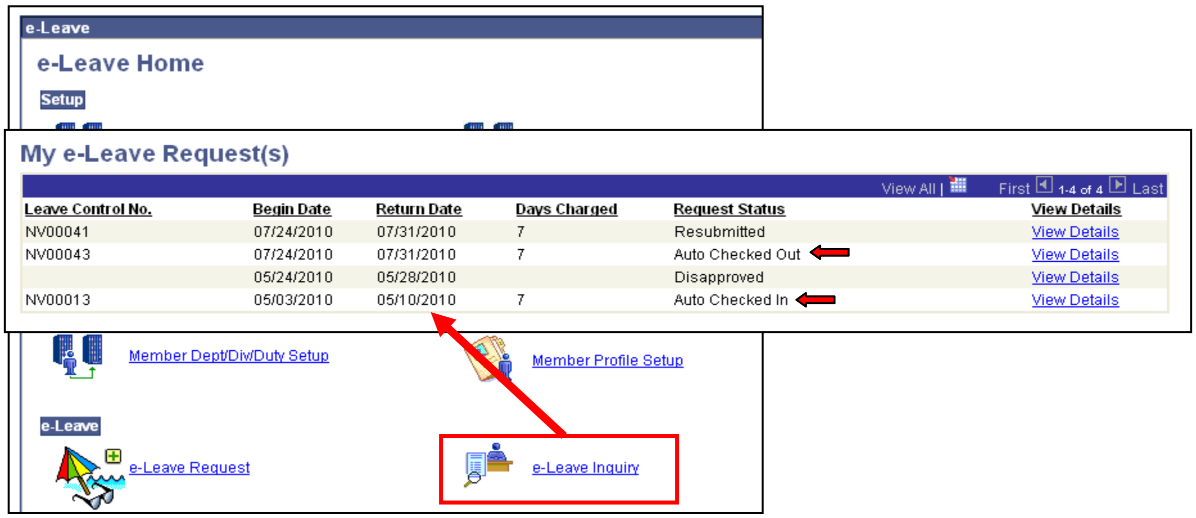


Figure 5-183–My e-Leave Request(s): Auto Checked Out and Auto Checked In items

It is important to ensure any changes to the Leave Begin Date are adjusted using the Re-submit feature to ensure Auto Check Out begins the correct charging of leave. If the Leave Return Date needs adjusting, complete the e-Leave Extension Request in a timely manner so Auto Check In does not occur before the extension is requested.

5.20 Additional Actions on a Member's e-Leave Request

As the CLA there are two other actions you can take on a member's e-Leave Request. These are:

- Cancelling e-Leave Requests
- Resubmitting e-Leave Requests

5.20.1 Cancelling e-Leave Requests

If the requested leave needs to be cancelled, the member and or CLA, on behalf of the member, can be cancelled. After the Leave Control Number is assigned to an approved e-Leave Request; it must be approved by the Approver and/or CLA after it is cancelled. The member can initiate the cancellation and the Approver and/or CLA finalizes the cancellation process by approving the cancellation request. The CLA can cancel the e-Leave Request without member action. If the e-Leave Request does not have a Leave Control Number assigned, it does not go through the approval process.

Access the e-Leave Request as described in Section 5.12 and use the Cancel e-Leave Request button (Figure 5-184) at the bottom of the original e-Leave Request for (member) page.

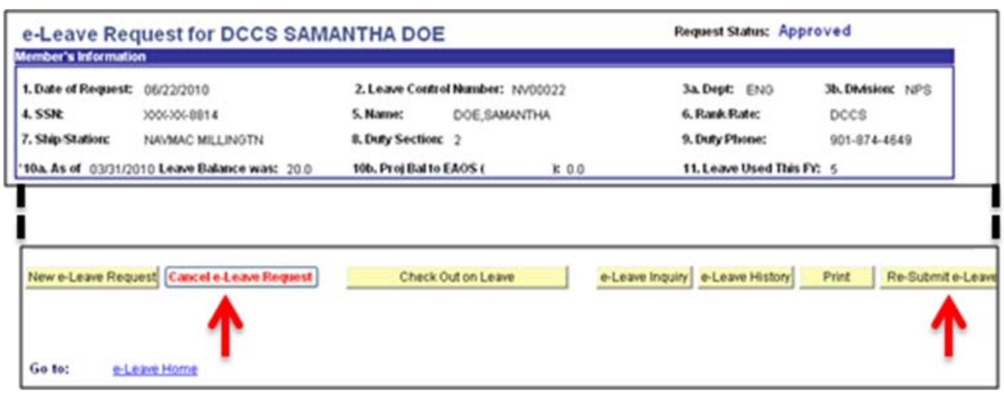


Figure 5-184–Buttons for Cancellation and Resubmission

5.20.2 Resubmitting e-Leave Requests

If the member needs to make a change to the original e-Leave Request, it can be resubmitted with the change. The CLA can resubmit the request on behalf of the member.

Access the e-Leave Request as described in Section 5.12, make the necessary changes, and use the Re-Submit e-Leave button (Figure 5-184) at the bottom of the original e-Leave Request for (member) page.

5.21 Additional Information on the NSIPS Splash Page

The NSIPS Splash page (Figure 5-185) provides additional information to support both the NSIPS application and e-Leave. On this page view updates and obtain online training and instructional manuals.

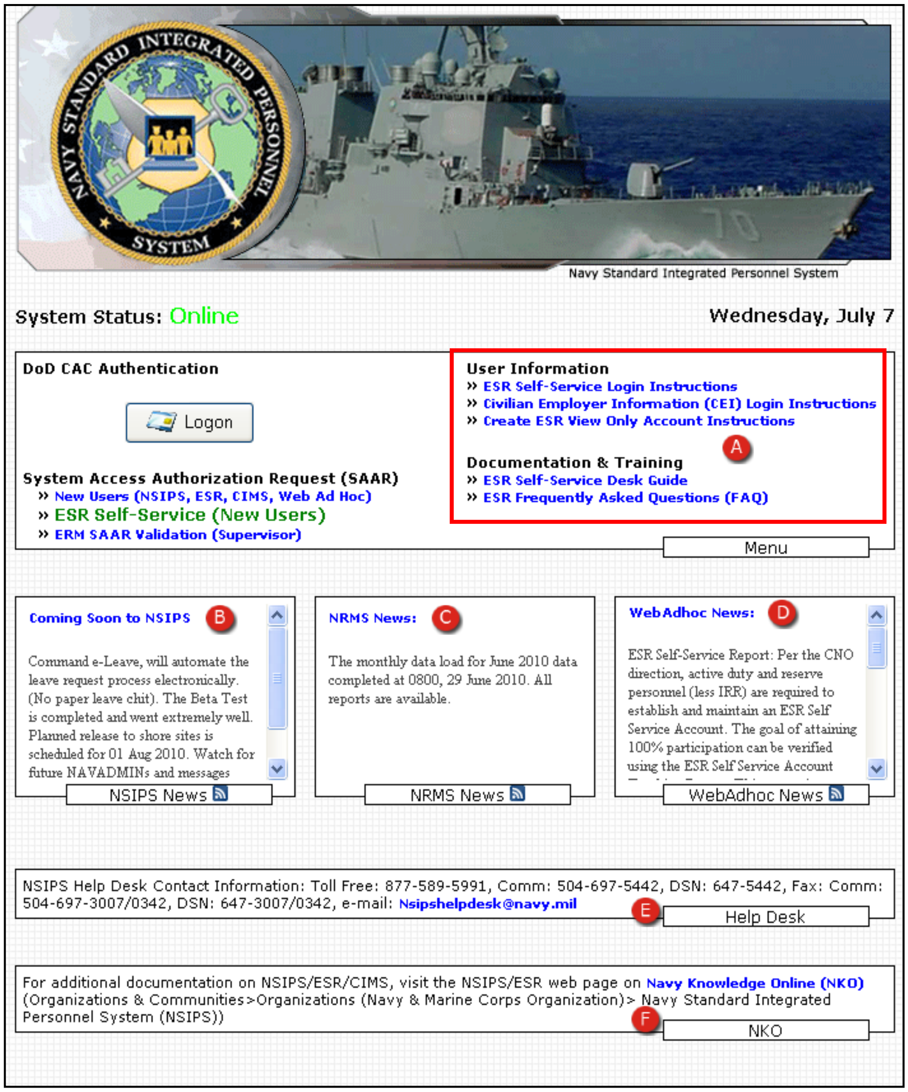


Figure 5-185–NSIPS Splash Page

The following provides a brief explanation of each additional section on the NSIPS Splash page, that was not previously explained.

A. **User Information/Documentation & Training**

This section (Figure 5-185) provides links to access instructions and details Civilian Employer Information, and Electronic Service Record (ESR) accounts and log in procedures.

B. **NSIPS News**

This section (Figure 5-185) provides upcoming details about the NSIPS program.

C. **NRMS News**

This section (Figure 5-185) provides updates about the Navy Reserve Management System (NRMS).

D. **WebAdhoc News**

This section (Figure 5-185) provides report information relating to NSIPS and ESR Self-Service features.

E. **Help Desk**

This section (Figure 5-185) lists the phone numbers and email address if issues arise in processing e-Leave.

F. **NKO**

Additional training and support for e-Leave is located on the Navy Knowledge Online (NKO) network (Figure 5-185).

Section Six–Military Reviewer and Watch Coordinator

6. MILITARY REVIEWER AND WATCH COORDINATOR

To support the e-Leave Request process, the Command Leave Administrator (CLA) designates who the military Reviewer and/or Watch Coordinator will be for a given UIC; then, assigns specific members within the UIC to each Reviewer/Watch Coordinator.

The member creates the e-Leave Request and submits it for review. After the e-Leave Request is created and submitted, the e-Leave Reviewer and/or Watch Coordinator accesses, reviews, and recommends or not recommends the e-Leave Request. After recommended/not recommended by the Reviewer, the request is accessed by the Approver for final disposition action. The Reviewer/Watch Coordinator can only recommend/not recommend a member's e-Leave Request. They cannot cancel or approve e-Leave Requests.

This section focuses on the steps the Reviewer/Watch Coordinate must take to perform the duties of Reviewer in terms of reviewing, recommending, or not recommending a member's e-Leave Request.

As a member you will create and monitor your own e-Leave Request via your Self-Service account. Details about processing and monitoring your own e-Leave Request are described in Section 8. Refer to this section for step-by-step instructions.

The Reviewer/Watch Coordinator accesses the member's e-Leave Request via his/her Self-Service account from the Navy Standard Integrated Personnel System (NSIPS) Portal.

When you access your Self-Service account, if you have e-Leave Request items to review a message notification (Figure 6-1) displays indicating the number pending your recommendation.

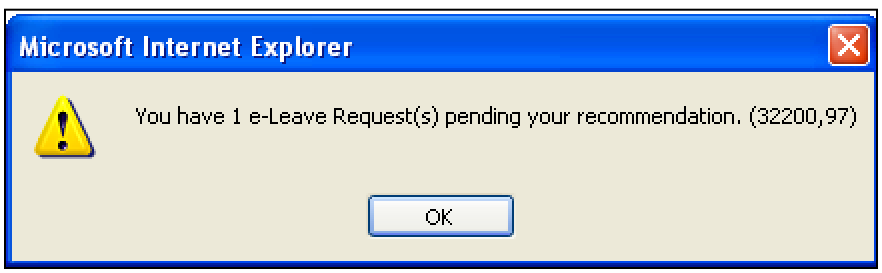


Figure 6-1–Message Notification

NOTE: The Reviewer/Watch Coordinator creates his/her own e-Leave Request as a member using the Self-Service account. Refer to Section 9 for instructional details about completing the e-Leave Request, Check Out process, e-Leave Extension Request, and Check In process as a member.

6.1 *Accessing e-Leave (Reviewer/Watch Coordinator)*

The Reviewer/Watch Coordinator accesses e-Leave from his/her Self-Service account. The process begins by accessing the NSIPS Portal.

6.1.1 Accessing the NSIPS Portal

In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/. The Security Disclaimer page (Figure 6-2) displays.

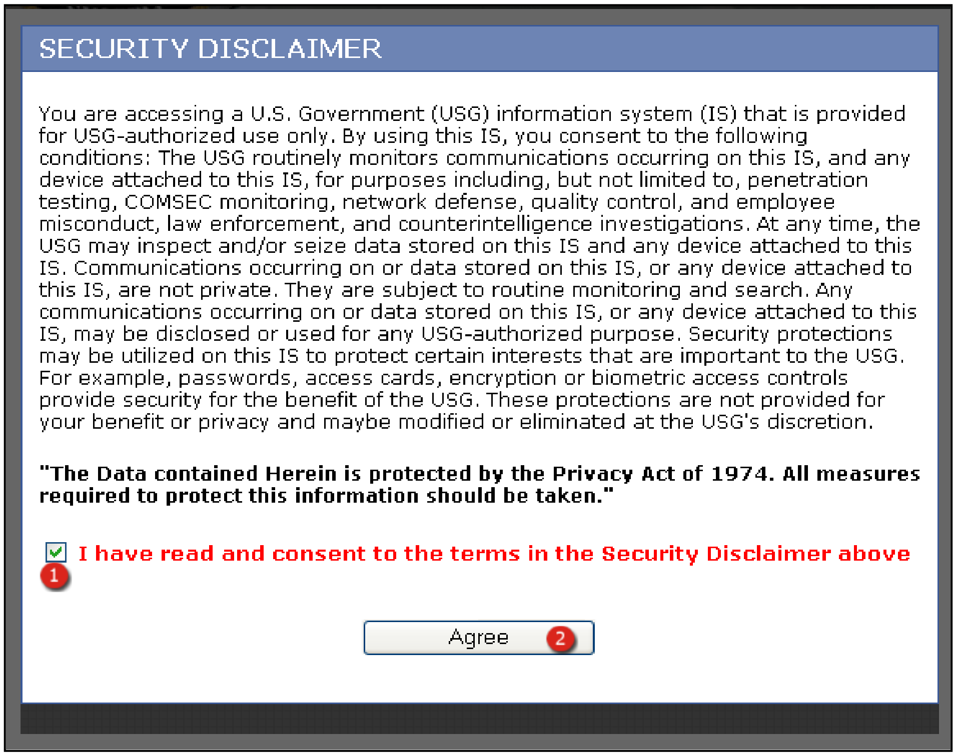


Figure 6-2–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

6.1.2 NSIPS Splash Page Description

The NSIPS Splash page (Figure 6-3) provides links to access the SAAR form, view updates, obtain online training and instructional manuals, and log into the NSIPS environment to access the Self-Service account and e-Leave.

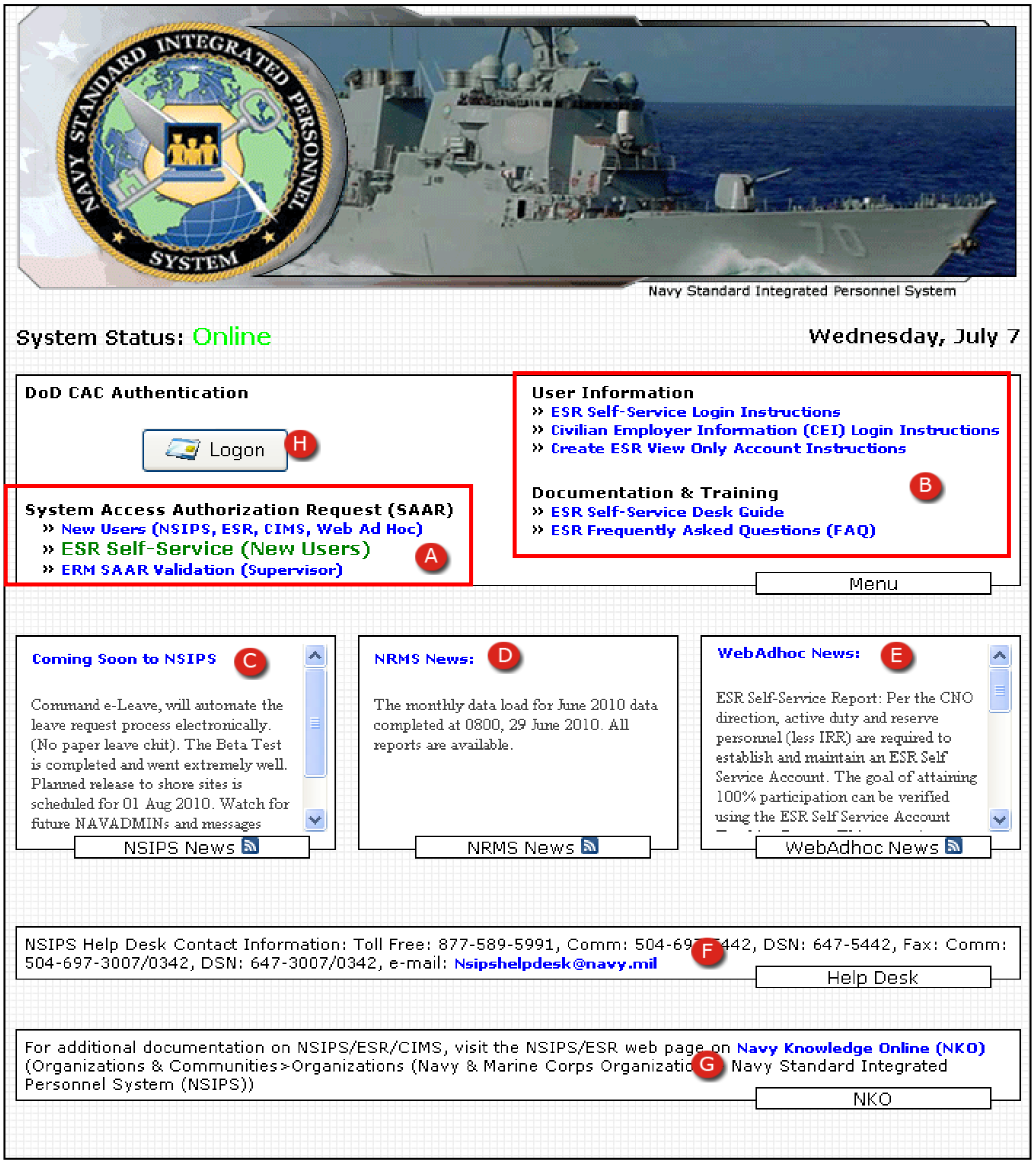


Figure 6-3–NSIPS Splash Page

The following provides a brief explanation of each section on the NSIPS Splash page.

A. **System Access Authorization Request (SAAR)**

This section (Figure 6-3) provides the links to access the SAAR form to create and validate e-Leave User Roles and User Accounts for both NSIPS access and Self-Service account access.

B. **User Information/Documentation & Training**

This section (Figure 6-3) provides links to access instructions and details Civilian Employer Information, and Electronic Service Record (ESR) accounts and log in procedures.

C. **NSIPS News**

This section (Figure 6-3) provides upcoming details about the Navy Standard Integrated Personnel System (NSIPS) program.

D. **NRMS News**

This section (Figure 6-3) provides updates about the Navy Reserve Management System (NRMS).

E. **WebAdhoc News**

This section (Figure 6-3) provides report information relating to NSIPS and ESR Self-Service features.

F. **Help Desk**

This section (Figure 6-3) lists the phone numbers and email address if issues arise in processing e-Leave.

G. **NKO**

Additional training and support for e-Leave is located on the Navy Knowledge Online (NKO) network (Figure 6-3).

H. **Logon**

Your Common Access Card (CAC) is required to access e-Leave. Use the Logon button (Figure 6-4) to access your list of NSIPS application logons to access e-Leave via the NSIPS application or Self-Service account.

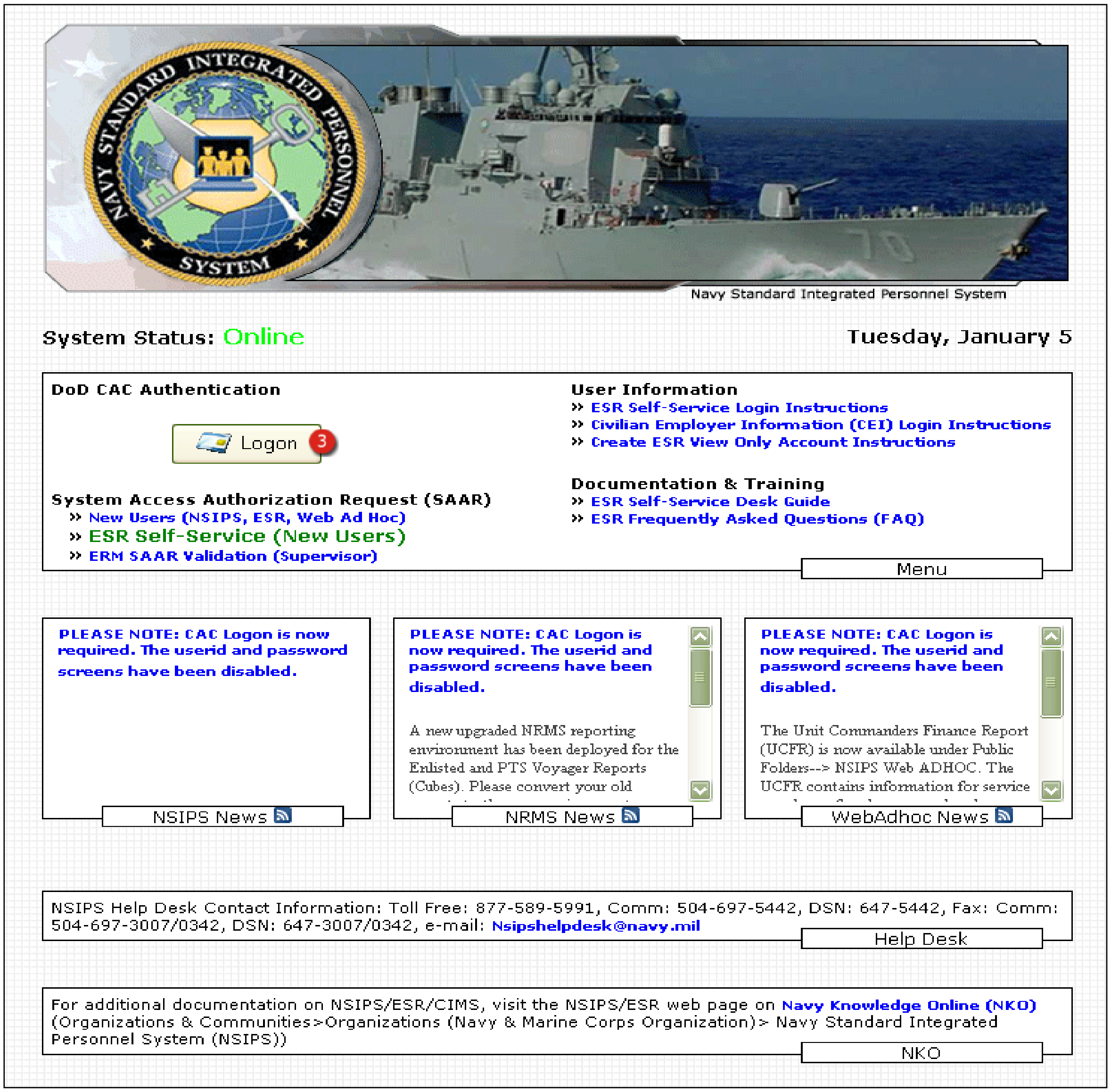


Figure 6-4–NSIPS Splash Page

3. **Logon** – Click the Logon button. The NSIPS Account List page displays.

6.1.3 NSIPS Account List Page

The NSIPS Account List page (Figure 6-5) displays all User Roles User IDs assigned to you. The User Role was created using the System Access Authorization Request (SAAR) form described in Section 3. During the SAAR process, the system-generated User ID was assigned.

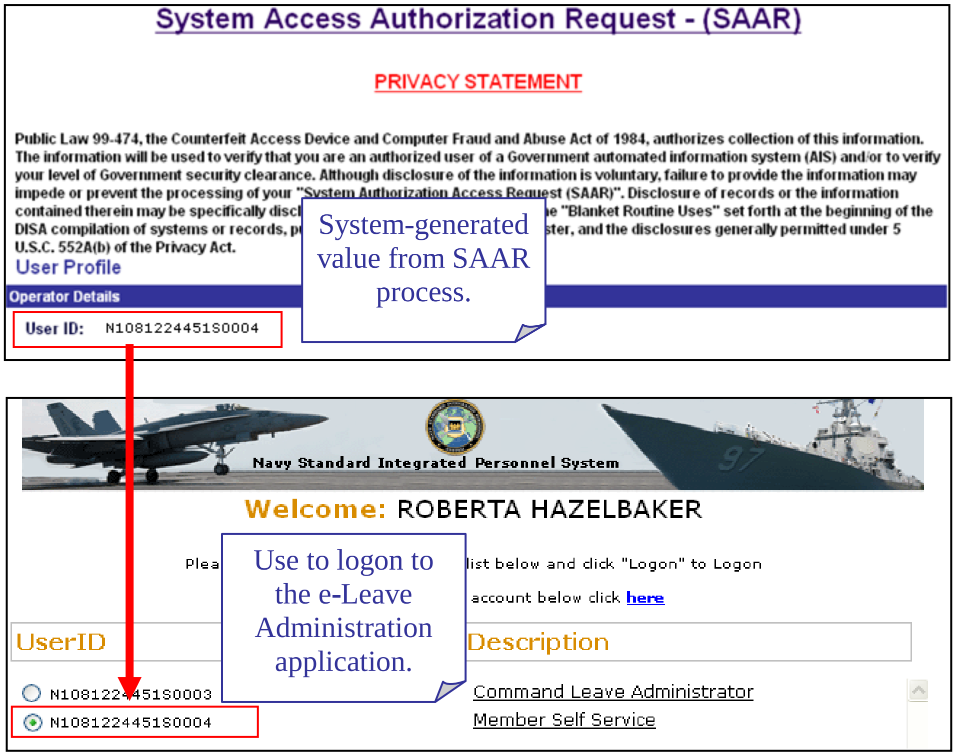


Figure 6-5–SAAR Generated User ID

If you have more than one NSIPS account; select the account that is associated with your Self-Service account. It is listed as Member Self Service (Figure 6-6). E-Leave is accessed via the Self-Service account.

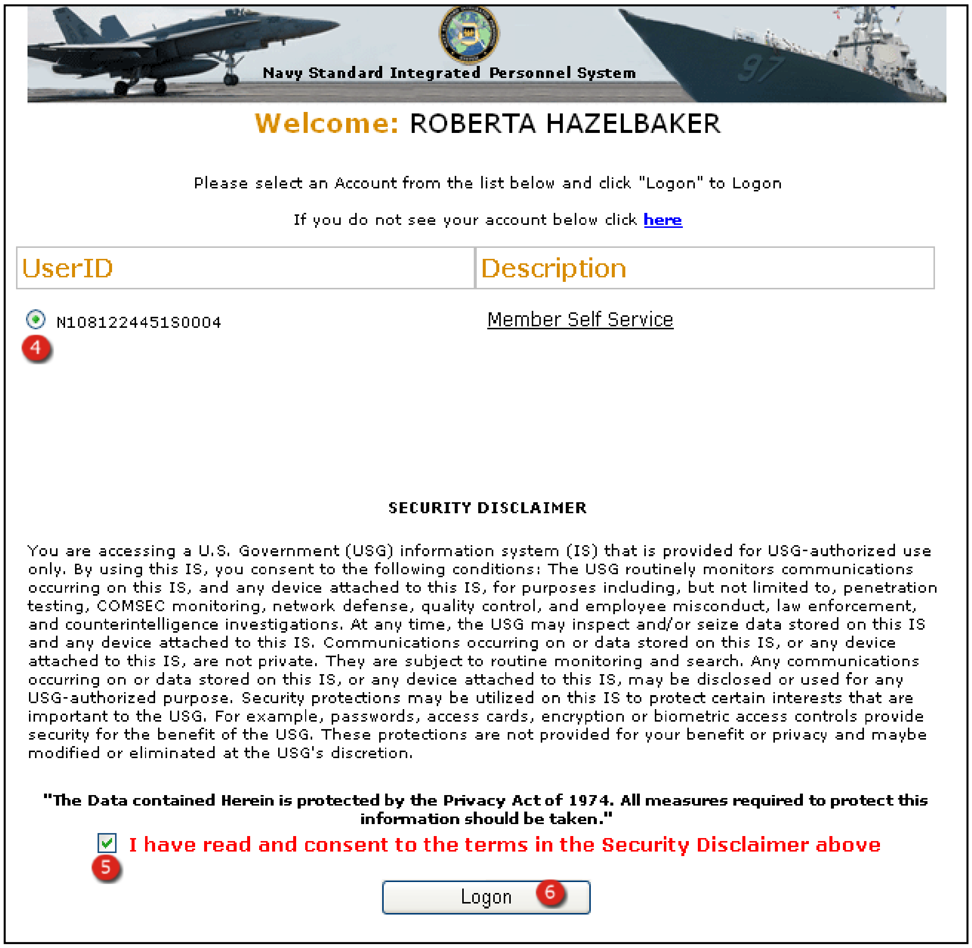


Figure 6-6–NSIPS Account List Page

4. **User ID** – Click the User ID that corresponds to your Self-Service account (Member Self Service).
5. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
6. **Logon** – Click the Logon button. The ESR Home Page: Electronic Service Record displays (Figure 6-7).

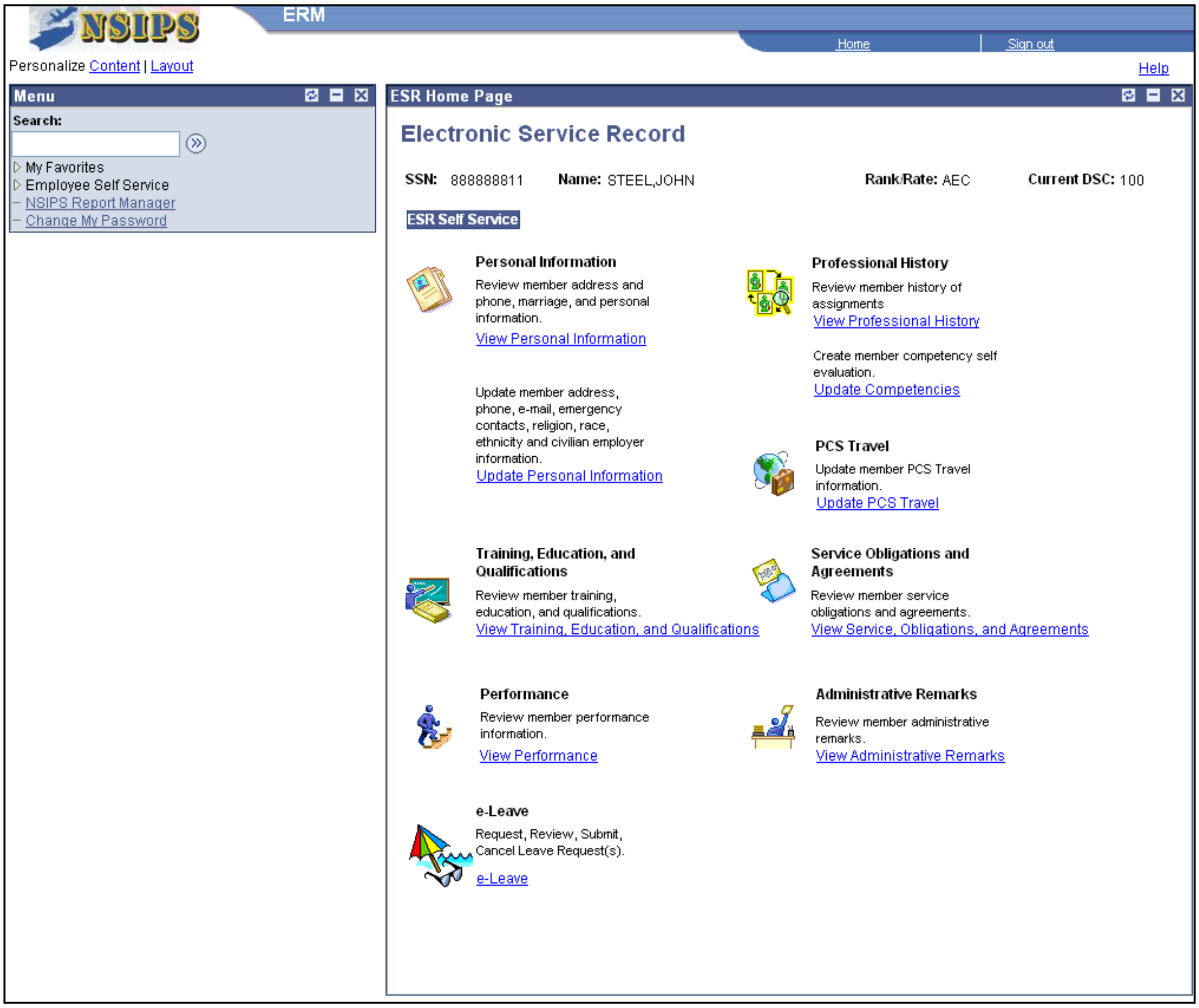


Figure 6-7– ERM: ESR Home Page: Electronic Service Record Page

The ESR Home Page: Electronic Service Record page has two sections, the left-side (Menu) is a hierarchical display of application features. The right-side (ESR Home Page) provides icon links to the application features. You can navigate to the features from either side of the page.

If your system presents only the left-side, you will need to customize the view. Refer to Section 6.1.4 for details. If your system looks like Figure 6-7, continue with Section 6.1.5.

6.1.4 Customize ESR Home Page Menu Structure

When you access the Self-Service menu if it looks like Figure 6-8 and you would like to have the icon links illustrated in Figure 6-7 for navigation; you will need to customize the menu structure. The following steps detail customizing the menu.

Figure 6-8– ERM Menu – No Icon Links

1. **Content** – Click the Contents link. The Personalized Content page (Figure 6-9) displays.

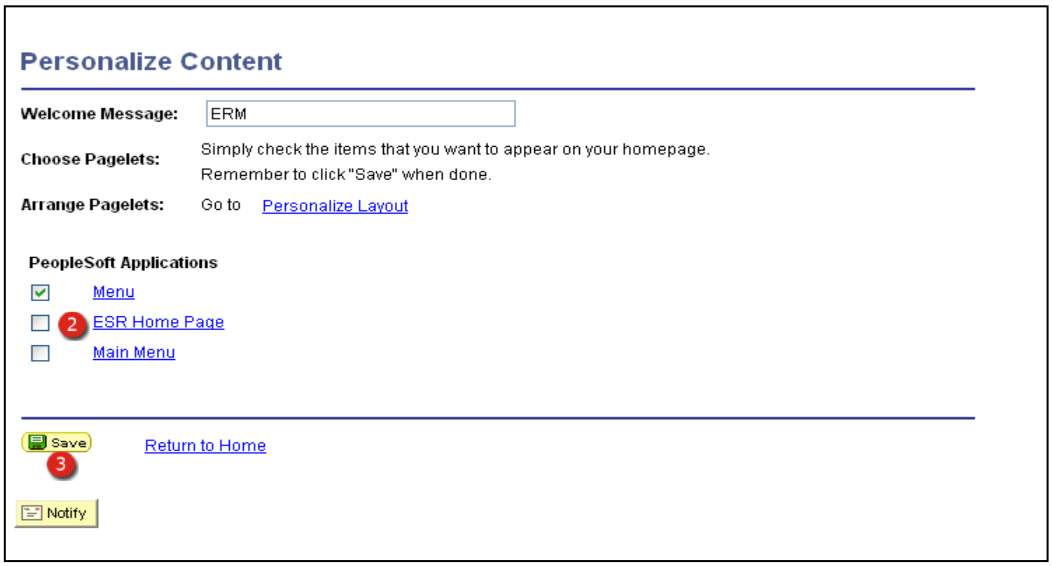


Figure 6-9–Personalize Content Page

2. **ESR Home Page** – Click the ESR Home Page checkbox.
3. **Save** – Click the Save button. The ERM Menu page displays with the ESR Home Page below the Menu section (Figure 6-10).

If you like this layout (Figure 6-10), no further action is needed. If you want the ESR Menu Page to display to the right of the Menu; then, access the Layout feature.

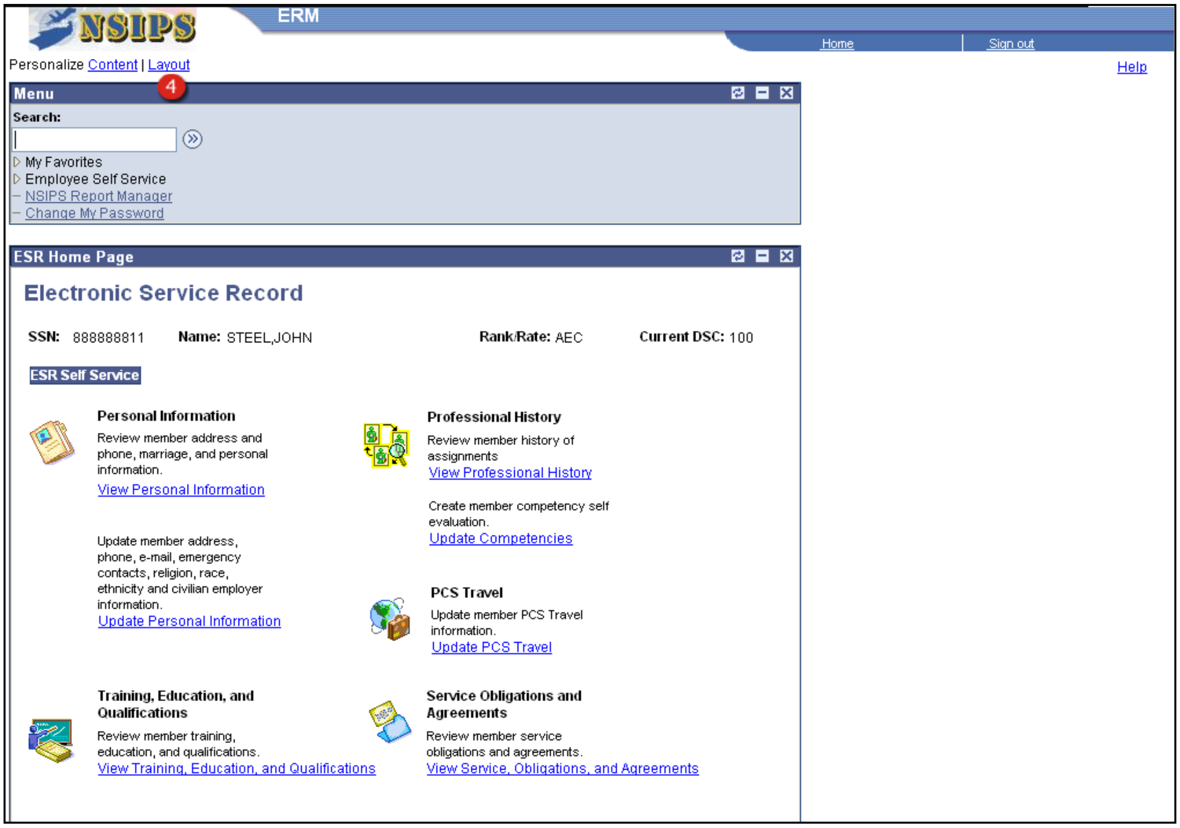


Figure 6-10–ERM Menu with ESR Home Page Below

4. **<u>Layout</u>** – Click the Layout link. The Personalized Layout page (Figure 6-11) displays.

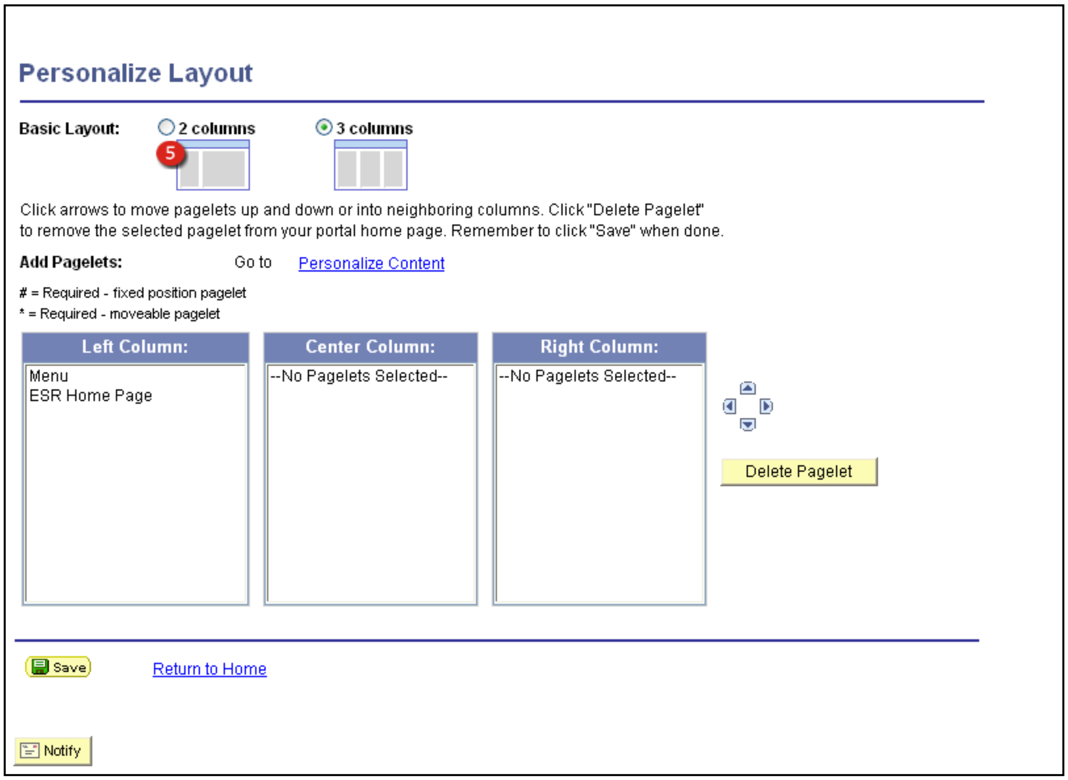


Figure 6-11–Personalized Layout Page: 3 Columns

5. **Basic Layout: 2 Columns** – Click the 2 columns radio button. The Personalized Layout page redisplays with only two columns (Figure 6-12).

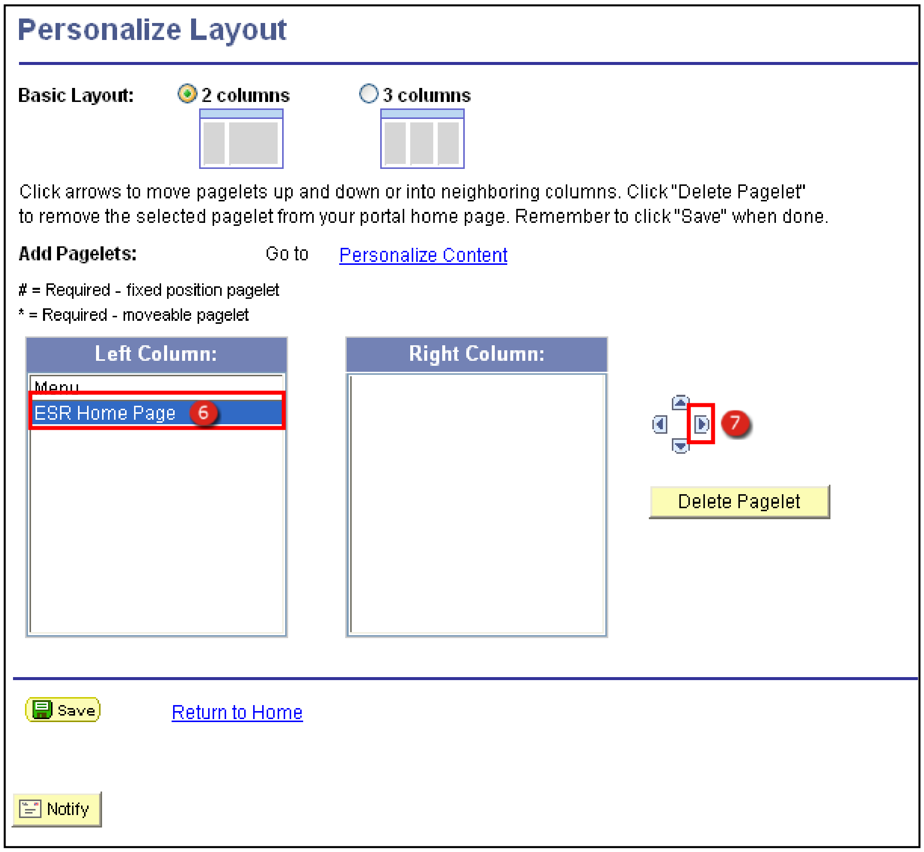


Figure 6-12–Personalized Layout Page: 2 Columns

6. **<u>ESR Home Page</u>** – Click ESR Home Page in the Left Column. The item highlights.
7. **<u>Right Arrow</u>** – Click the right arrow. ESR Home Page displays in the Right Column (Figure 6-13).

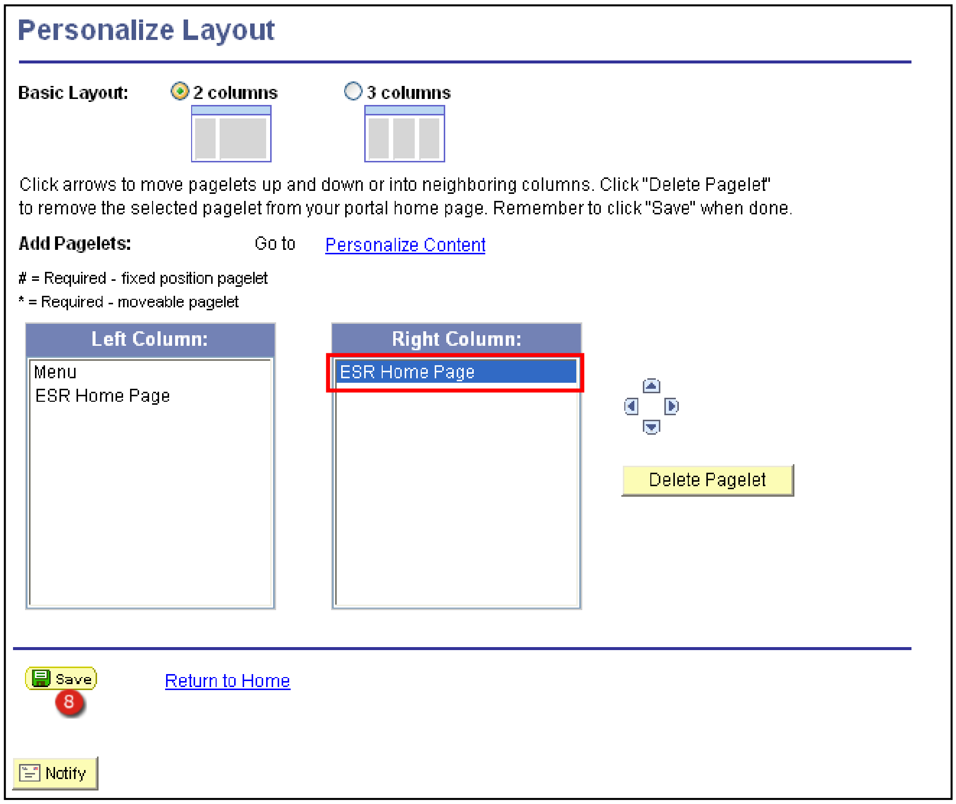


Figure 6-13–Personalized Layout Page: ESR Home Page in Right Column

8. **<u>Save</u>** – Click the Save button. The ERM:ESR Home Page displays with the menu in two columns (Figure 6-14).

Figure 6-14–EMR: ESR Home Page

6.1.5 Accessing e-Leave Home Page

The ESR Home Page (Figure 6-15) provides links to access military and personal information and a link to access e-Leave to process e-Leave Requests. The Reviewer/Watch Coordinator accesses the e-Leave Home page from the ESR Home Page.

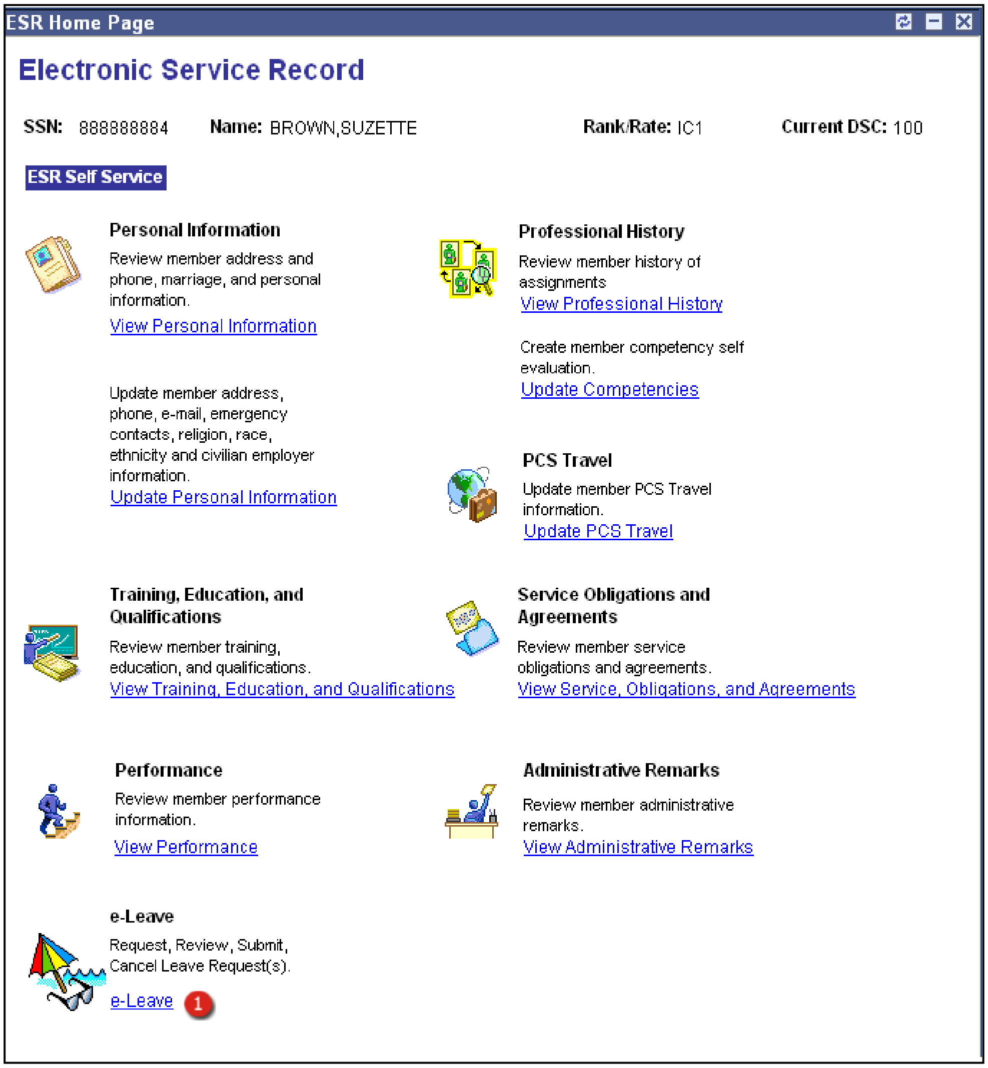


Figure 6-15–ESR Home Page: Electronic Service Record

1. **<u>e-Leave</u>** – Click the e-Leave link to access the e-Leave Home page.

6.2 E-Leave Home Page

The e-Leave Home page (Figure 6-16) consists of two areas. The left-hand side displays the menu items in hierarchical structure. The right-hand side displays icons/links to access various functions to support e-Leave. The links and process actions are determined by the SAAR form and determined by what the CLA established for the Reviewer/Watch Coordinator. To learn more about what the CLA did to establish the Reviewer/Watch Coordinator refer to Section 5.6.

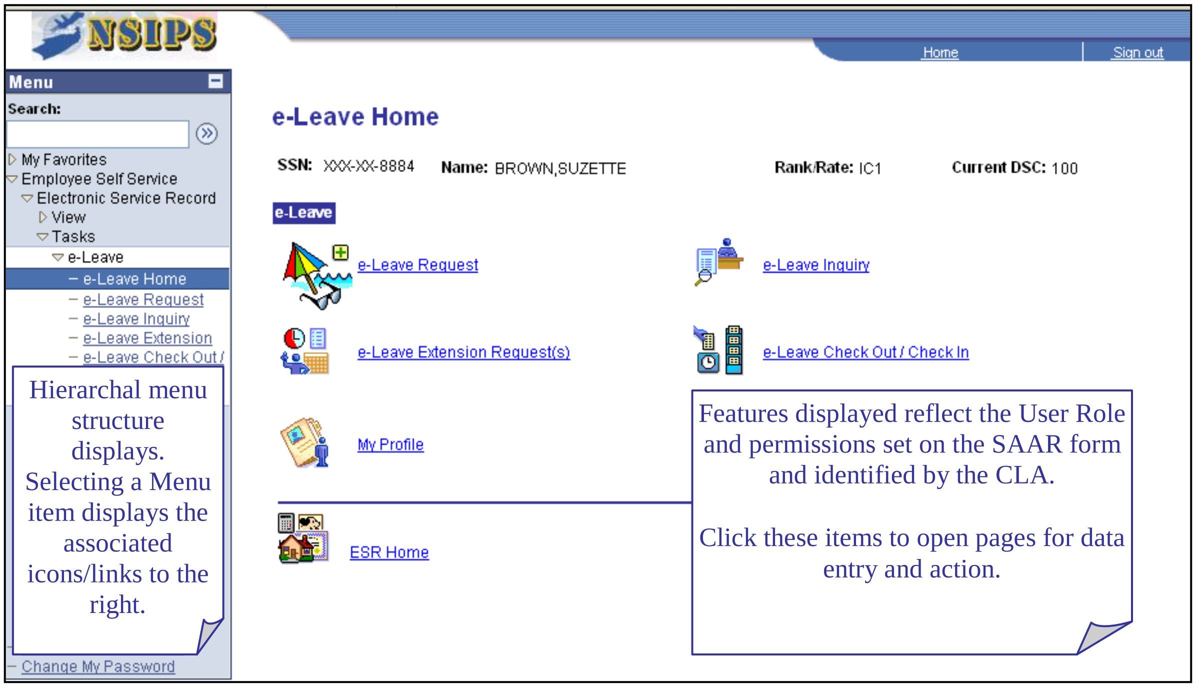


Figure 6-16–e-Leave Home Menu Structure

Use the e-Leave Inquiry link on the e-Leave Home page (Figure 6-17) to access, process, and manage e-Leave Requests for those members who are assigned to you, the military Reviewer and/or Watch Coordinator.

From this page you can also create your own e-Leave Request using the e-Leave Request link. You can also manage your own requests through the leave process using the e-Leave Inquiry, e-Leave Extension Requests, e-Leave Check Out/Check In links.

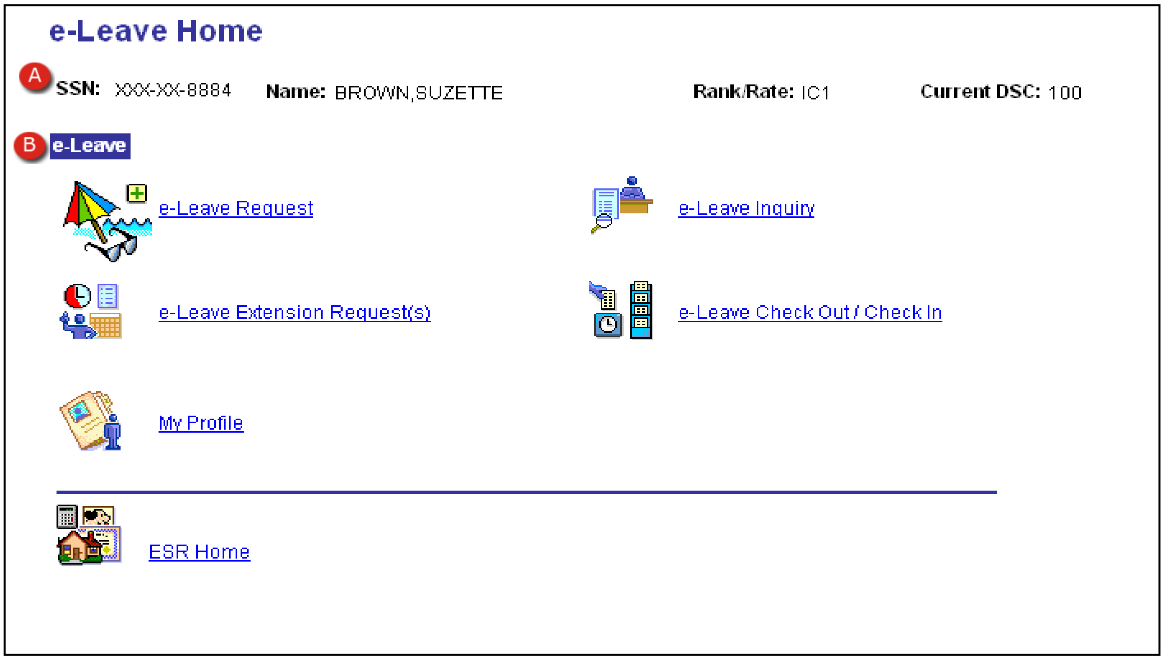


Figure 6-17–e-Leave Home Page (Reviewer and Watch Coordinator)

A. **Member Demographics**

This section (Figure 6-17) displays the SSN, Name, Rank/Rate and Current Duty Status Code (DSC) of the member logged in. In this example, the member is the Reviewer/Watch Coordinator.

B. **e-Leave**

This section (Figure 6-18) provides the link to access the e-Leave Request form and links to manage the e-Leave Request process for the Reviewer/Watch Coordinator. It provides the ability for the Reviewer/Watch Coordinator to:

- Process his/her own personal e-Leave Request including initial creation, Check Out, extension, and Check In
- Monitor his/her own e-Leave Request as it go through the review and approval process

- Perform the steps to recommend or not recommend a member's e-Leave Request for all members assigned to him/her

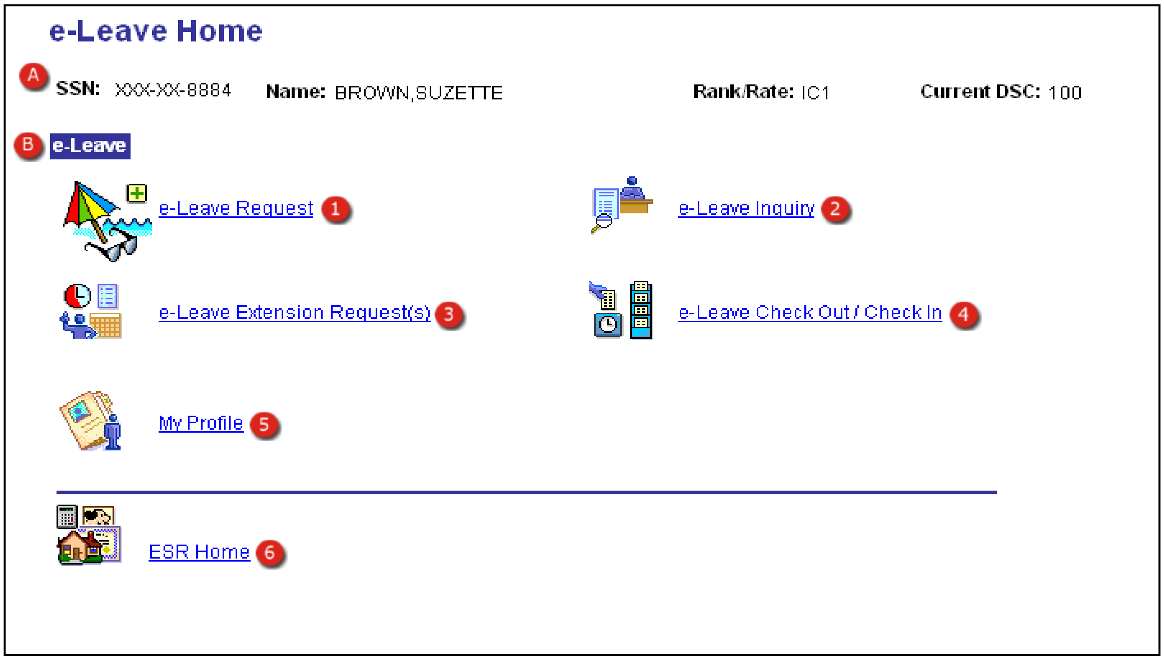


Figure 6-18–e-Leave Home Page (Reviewer and Watch Coordinator)

1. **e-Leave Request** – Click this link to access the e-Leave Request form. The Reviewer/Watch Coordinator uses this form to create his/her own e-Leave Request.
2. **e-Leave Inquiry** – Click this link to view the My e-Leave Requests/e-Leave Request Pending my Recommendations page. The Reviewer/Watch Coordinator uses this link to access his/her personal e-Leave Request to view the status and to review members' e-Leave Requests pending recommendation. The Reviewer/Watch Coordinator will recommend or not recommend a member's leave request.
3. **e-Leave Extension Request(s)** – Click this link to view the status of your own e-Leave Extension Requests.
4. **e-Leave Check Out/Check In** – Click this link to view the status of your own e-Leave Check Out/Check In requests.
5. **My Profile** – Click this link to view your own profile. The Reviewer/Watch Coordinator uses this link to view what roles the CLA has assigned to him/her. On this page, he/she can also designate who the Reviewer/Watch Coordinator will be for his/her own e-Leave Request. The Reviewer/Watch Coordinator cannot designate who the Approver will be; only the CLA can assign Approvers.
6. **ESR Home** – Click this link to return to the ESR Home Page (Figure 6-15).

For details about completing your own e-Leave Request, e-Leave Extension Request, and e-Leave Check Out/Check In process, refer to Section 9.

The next section, Section 6.3, details the step the Reviewer/Watch Coordinate must take to perform the Reviewer duties in terms of reviewing, recommending, or not recommending a member's e-Leave Request using the e-Leave Inquiry link on the e-Leave Home page.

6.3 E-Leave Inquiry

After selecting e-Leave Inquiry from the e-Leave Home menu, the My e-Leave Request(s) page (Figure 6-19) displays. This page is divided into two sections:

- My e-Leave Request(s)
- e-Leave Request(s) Pending my Recommendation

In the My e-Leave Request(s) section, the Reviewer/Watch Coordinator views a list of his/her own e-Leave Requests providing the ability to monitor the status. Before starting leave, use this list to verify that the leave request was approved.

The e-Leave Request(s) Pending my Recommendation Section provides a list of members' e-Leave Request the Reviewer/Watch Coordinator is responsible for reviewing.

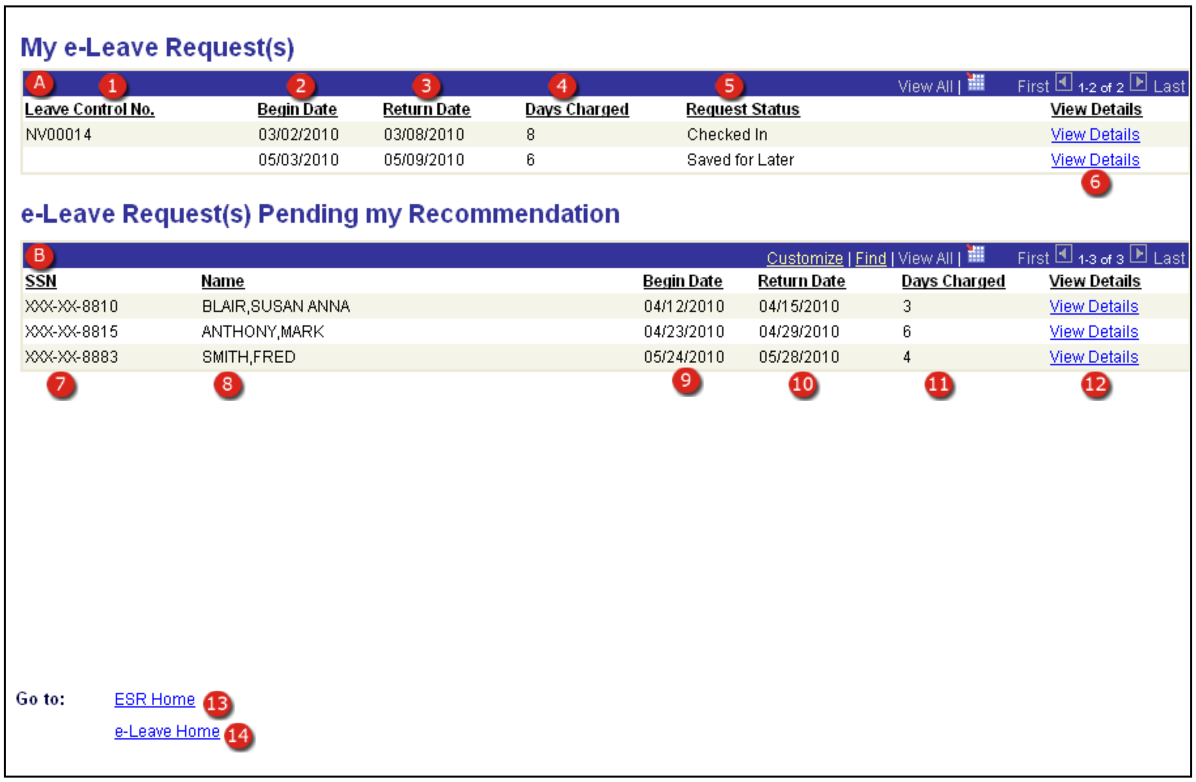
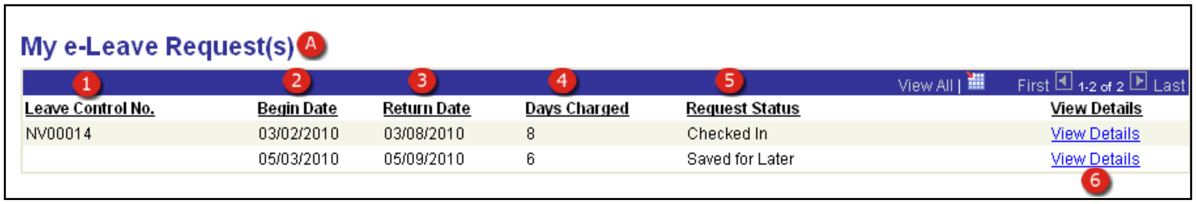


Figure 6-19–e-Leave Inquiry: My e-Leave Request(s) Page (Reviewer and Watch Coordinator)

A. My e-Leave Request(s) Section

The My e-Leave Request(s) section (Figure 6-20) displays the Reviewer/Watch Coordinator's own personal e-Leave Requests.



Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
NV00014	03/02/2010	03/08/2010	8	Checked In	View Details
	05/03/2010	05/09/2010	6	Saved for Later	View Details

Figure 6-20–My e-Leave Request(s) Section

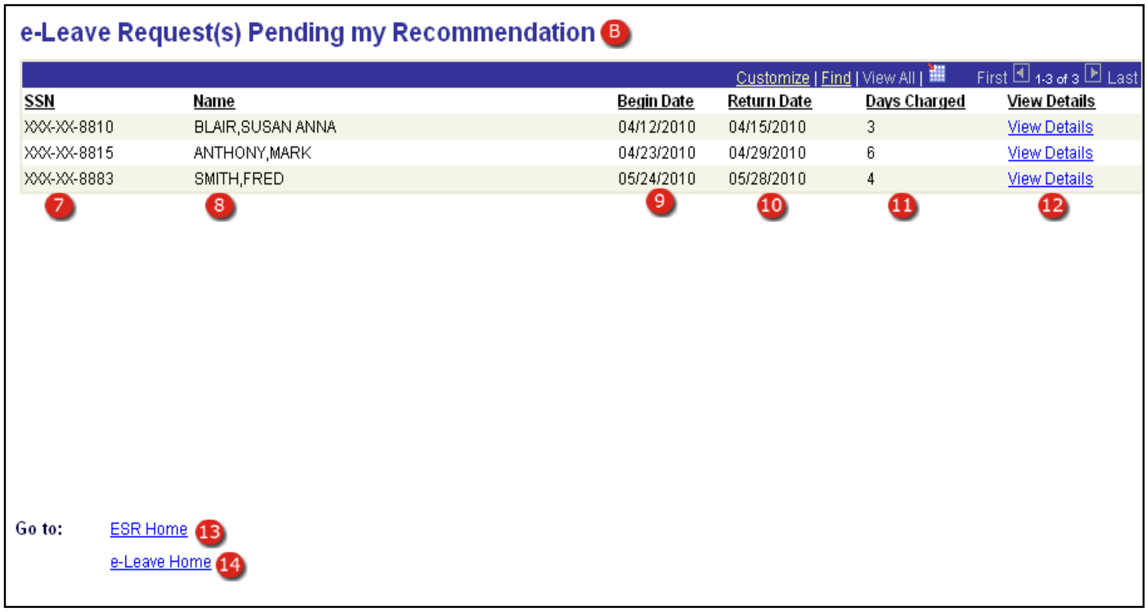
1. **Leave Control No** – System generates this number to track the e-Leave Request. The Leave Control Number is assigned to the e-Leave Request once the leave is approved.

   NOTE: The CLA creates the Leave Control Number (LCN) during the setup process. A two digit alpha code is identified for the UIC. This comprises the first two digits of the LCN. The remaining values represent the sequence numbering for this e-Leave Request within the identified UIC.

2. **Begin Date** – System displays the start date of leave entered on the original e-Leave Request.
3. **Return Date** – System displays the end date of leave entered on the original e-Leave Request.
4. **Days Charged** – System displays the number of leave days charged based on working day status for the Begin Date and Return Date recorded on the original e-Leave Request.
5. **Request Status** – System displays the e-Leave Request status as it goes through the leave process. This field indicates the current status of the e-Leave Request. For example, Pending Review, Pending Approval, Approved, Disapproved, Cancelled, Checked Out, Checked In, Extension Pending, etc.
6. **View Details** – Click this link to view the original e-Leave Request form that was submitted.

B. e-Leave Request(s) Pending my Recommendation Section

The e-Leave Request(s) Pending my Recommendation section (Figure 6-21) displays all e-Leave Request that the Reviewer/Watch Coordinator is responsible for reviewing. E-Leave Requests submitted by the member displays on this list. These requests are in a pending status awaiting the review. The Reviewer/Watch Coordinator accesses each e-Leave Request from this section using the View Details link and performs the required review action.



e-Leave Request(s) Pending my Recommendation B

Customize | Find | View All | First 1-3 of 3 Last

SSN	Name	Begin Date	Return Date	Days Charged	View Details
XXX-XX-8810	BLAIR,SUSAN ANNA	04/12/2010	04/15/2010	3	View Details
XXX-XX-8815	ANTHONY,MARK	04/23/2010	04/29/2010	6	View Details
XXX-XX-8883	SMITH,FRED	05/24/2010	05/28/2010	4	View Details
7	8	9	10	11	12

Go to: ESR Home 13
e-Leave Home 14

Figure 6-21–e-Leave Request(s) Pending my Recommendation Section

7. **SSN** – System displays the SSN of the member who has requested the leave.
8. **Name** – System displays the name of the member who has requested the leave.
9. **Begin Date** – System displays the leave start date from the member's e-Leave Request.
10. **Return Date** – System displays the leave end date from the member's e-Leave Request.
11. **Days Charged** – System calculates the number of leave days charged based on working day status for the Begin Date and Return Date recorded on the member's original e-Leave Request.
12. **View Details** – Click this link to view the member's actual e-Leave Request form.
13. **ESR Home** – Click this link to return to the ESR Home Page (Figure 6-15).
14. **e-Leave Home** – Click this link to return to the e-Leave Home page (Figure 6-16).

6.4 Reviewing a Member's e-Leave Request

The Reviewer and/or Watch Coordinator is responsible for validating the content of the member's e-Leave Request and taking action to Recommend or Not Recommend the e-Leave Request.

6.4.1 Accessing the Member's E-Leave Request

After accessing the e-Leave Home page and selecting the e-Leave Inquiry link, the e-Leave Request(s) Pending my Recommendation section (Figure 6-22) displays the e-Leave Requests to review. Use the View Details link to access each member's e-Leave Request to review and take action on the request.

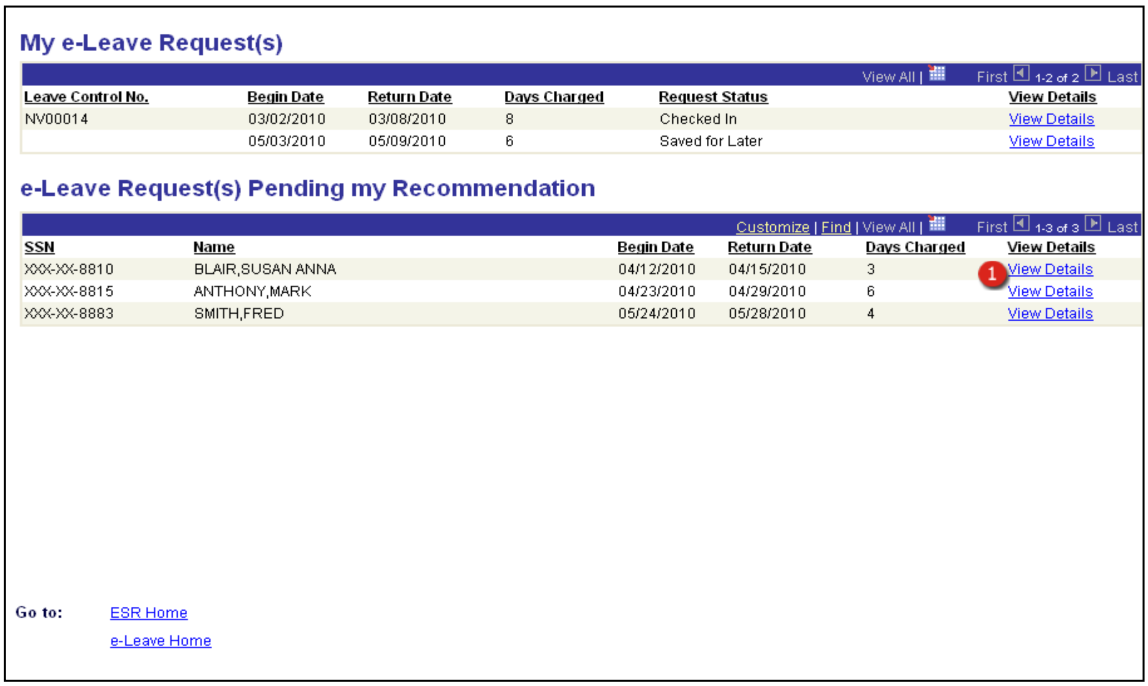


Figure 6-22–e-Leave Request(s) Pending my Recommendation Section

1. **View Details** – Click the View Details link to open the member's e-Leave Request. In this example, the View Details for Blair, Susan Anna is selected.

6.4.2 Reviewing the Member's e-Leave Request

In this example, YN1 Susan Anna Blair's e-Leave Request was selected. The original e-Leave Request (Figure 6-23) opens. Refer to Section 9.5 for specific detail about each field on the e-Leave Request. Notice that the e-Leave Request status is Pending Approval.

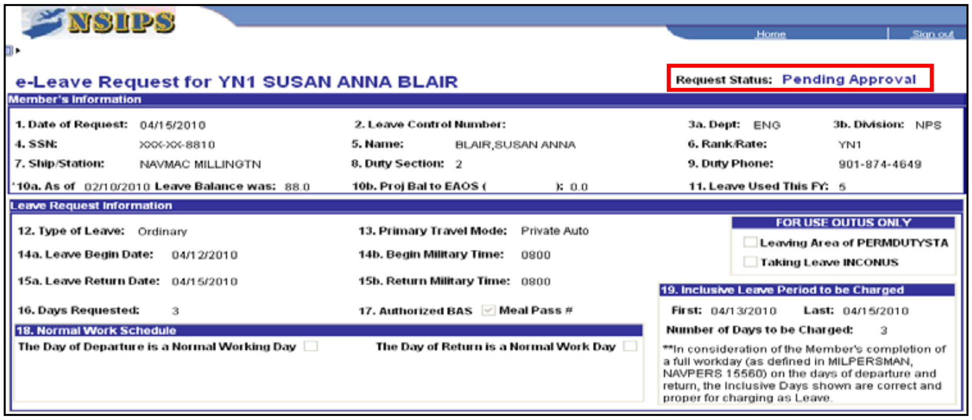


Figure 6-23–e-Leave Request for (member)

As the Reviewer/Watch Coordinator, verify that the member is eligible to take the requested leave and that the leave will not interfere with required duties. After the leave data is reviewed, scroll to the bottom of the e-Leave Request (Figure 6-24).

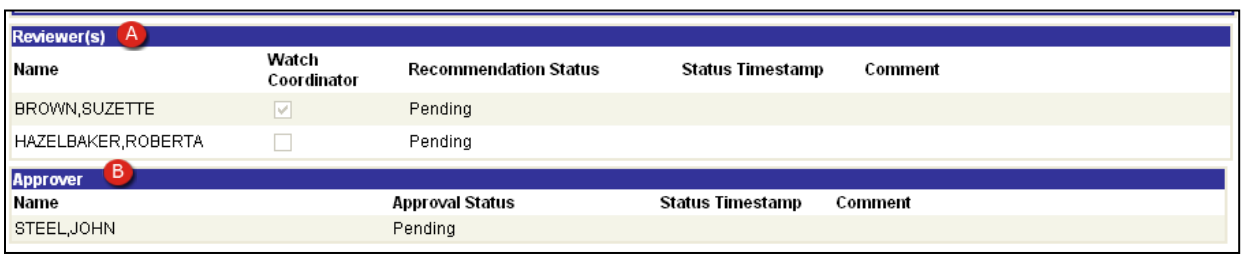
Figure 6-24–e-Leave Request for (member): Bottom Section

The bottom of the original e-Leave Request contains sections that identify who is responsible for reviewing and approving the member's e-Leave Request.

A. **Reviewer(s)**

The Reviewer(s) section (Figure 6-25) displays the list of Reviewers and Watch Coordinator identified by the CLA. The listed Reviewers are responsible for reviewing this member's e-Leave Request and determining if the request is recommended or not recommended. The section also provides the following information:

- **Watch Coordinator –** indicates that the Reviewer is identified as the member's Watch Coordinator when the checkbox is selected
- **Recommendation Status –** indicates the status of the e-Leave Request; in this example the request is in a "Pending" status
- **Status Timestamp –** reflects the date and time the e-Leave Request was recommended or not recommended by the Reviewer/Watch Coordinator
- **Comment –** reflects any comments entered on the e-Leave Request by the Reviewer/Watch Coordinator; provides the member with information as to why the request was not recommended



Reviewer(s) A

Name	Watch Coordinator	Recommendation Status	Status Timestamp	Comment
BROWN,SUZETTE	☑	Pending		
HAZELBAKER,ROBERTA	☐	Pending		

Approver B

Name	Approval Status	Status Timestamp	Comment
STEEL,JOHN	Pending		

Figure 6-25–e-Leave Request for (member): Reviewer(s) and Approver Sections

B. **Approver**

The Approver section (Figure 6-25) displays the list of Approvers identified by the CLA. The listed Approvers are responsible for approving this member's e-Leave Requests. The section also provides the Approval Status, Status Timestamp, and any Comments entered on the original e-Leave Request by the Approver.

C. **Reviewer's Comments**

The Reviewer's Comments section (Figure 6-26) allows for free-form text providing details about the e-Leave Request. Comments are required if the leave is not recommended. Comments are optional if the leave is recommended.

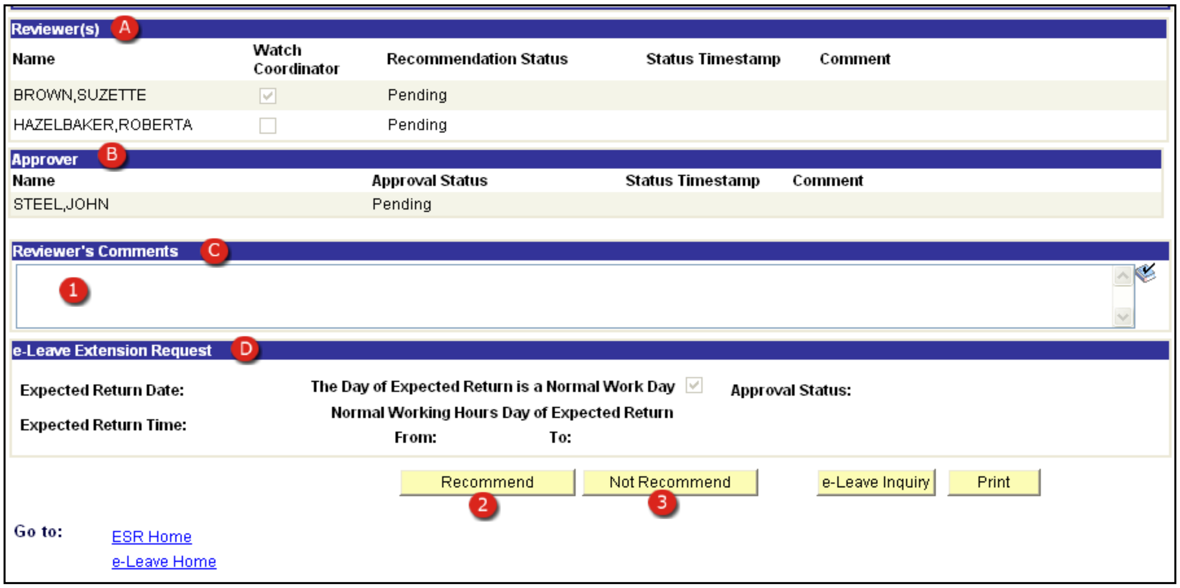


Figure 6-26–e-Leave Request for (member): Reviewer's Action

1. **Reviewer's Comments** – Enter appropriate comments for the e-Leave Request. Comments are required if the leave is not recommended. Use the Spell Check icon to check the spelling of the entered text.

D. **e-Leave Extension Request**

If the member requested an extension the request is completed on the e-Leave Extension Request page. The data entered on that page reflects in the e-Leave Extension Request section (Figure 6-26) of the original e-Leave Request.

2. **Recommend** – Click the Recommend button to accept the member's leave request. A confirmation message (Figure 6-27).displays indicating the Approver.

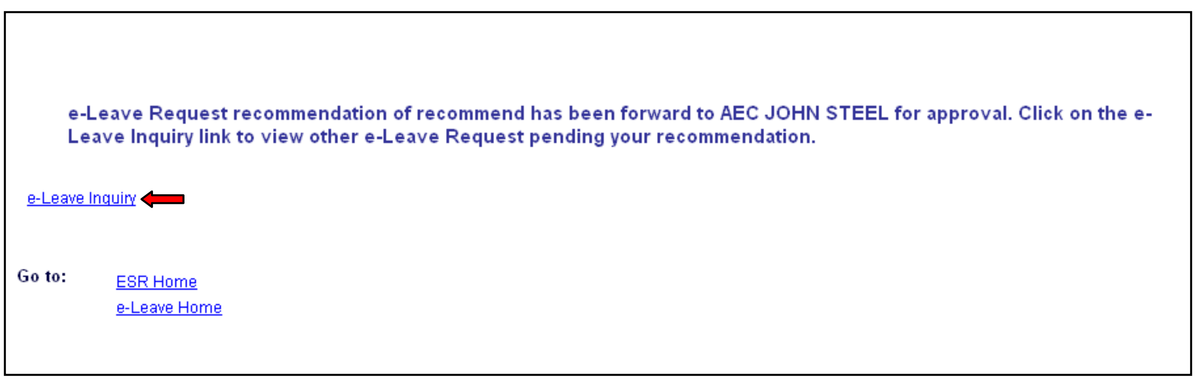


Figure 6-27–Recommend Confirmation Message

The message indicates who will receive the request next for approval and instructions to return to the e-Leave Inquiry feature to continue processing e-Leave Requests.

3. **<u>Not Recommend</u>** – Click the Not Recommend button if you do not recommend the approval of the member's leave request. A not recommended confirmation message(Figure 6-28) displays.

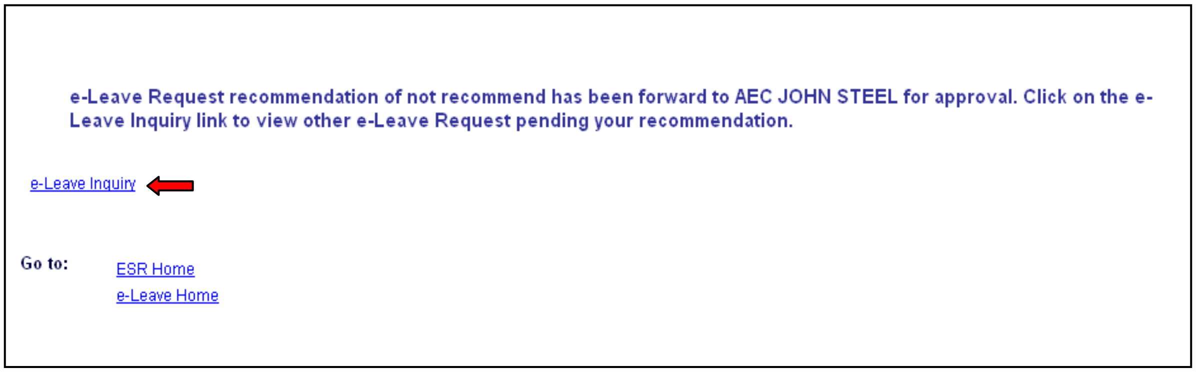


Figure 6-28–Not Recommend Confirmation Message

The message indicates the Approver for the request and instructions to return to the e-Leave Inquiry feature to continue processing e-Leave Requests.

The following explains the additional actions buttons located at the bottom of the e-Leave Request page (Figure 6-29).

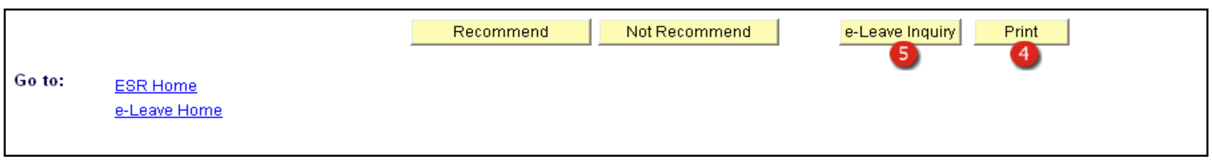


Figure 6-29–Additional Action Buttons

4. **<u>Print</u>** – Click the Print button to print a copy of this e-Leave Request. The NAVCOMPT Form 3065 prints with the data recorded on this e-Leave Request.
5. **<u>e-Leave Inquiry</u>** – Click the e-Leave Inquiry button to return to the My e-Leave Request(s) page (Figure 6-22). If this is selected before Recommend or Not Recommend buttons are selected the e-Leave will remain in a "Pending" status.

Continue processing all listed e-Leave Requests. It is recommended that you check this link periodically during the day to ensure a timely review of all members' e-Leave Requests.

6.5 *Popup and Email Notifications*

There are two ways in which you will be notified that e-Leave Requests are pending your recommendation. The pop-up notification message (Figure6-30) that displays when you access your Self-Service account and an e-mail notification that is sent to the email address on file for you in the NSIPS database.

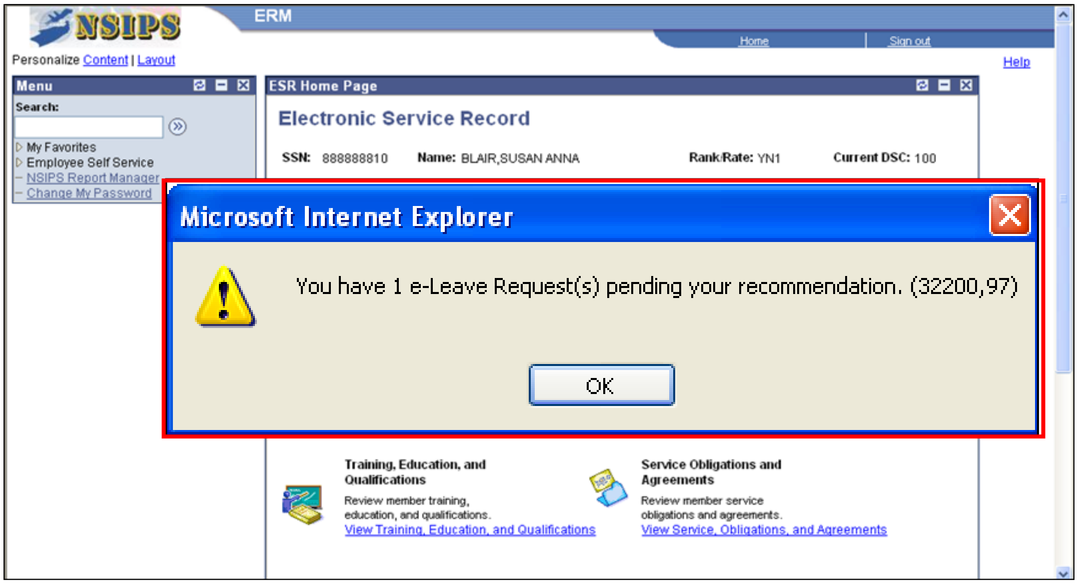


Figure 6-30–Popup Notification

When the CLA identified you as a Reviewer/Watch Coordinator, the Receive e-mail notification option was selected. If you do not want to receive email notifications each time an e-Leave Request is pending your recommendation, access the My Profile page (Figure 6-32) and deselect the e-mail notification checkbox. To access My Profile, navigate to the e-Leave Home page (Figure 6-31).

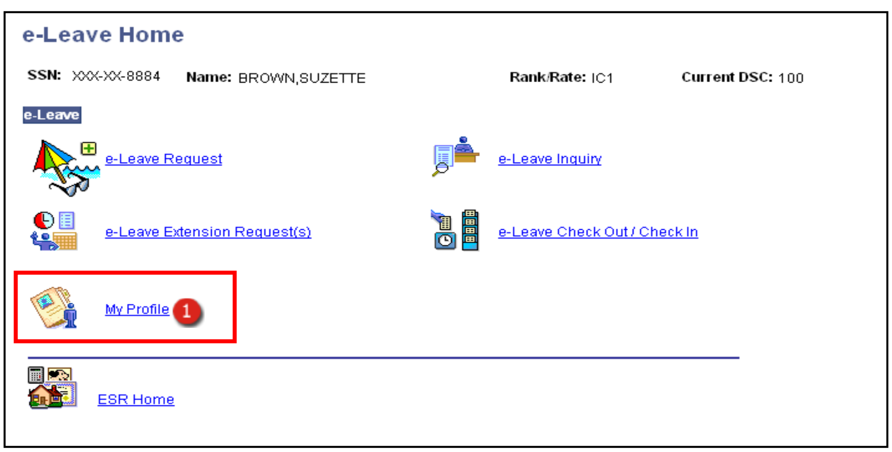


Figure 6-31–e-Leave Home: My Profile Link

1. **<u>My Profile</u>** – Click the My Profile link. The My Profile page (Figure 6-32) displays.

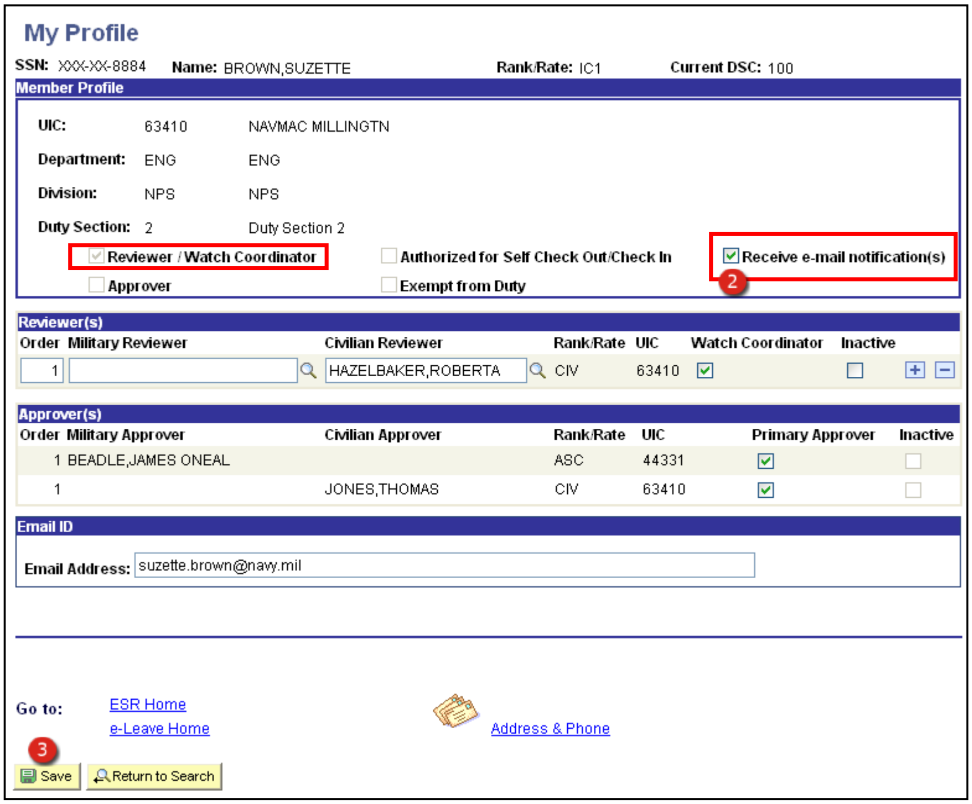


Figure 6-32–My Profile Page

2. **Receive e-mail notification(s)** – Click the checkbox to deselect it.
3. **Save** – Click the Save button.

You will no longer receive e-mail notifications when a member submits an e-Leave Request for you to recommend/not recommend.

Section Seven–Military Approver

7. MILITARY APPROVER

The e-Leave Approver Role User supports e-Leave Request processing as part of the e-Leave application. To support the e-Leave Request process, the Command Leave Administrator (CLA) designates who the Approvers will be for a given UIC; then assigns specific members within the UIC to each Approver.

The e-Leave review process begins when the member creates the e-Leave Request and submits it for review. After the Reviewer/Watch Coordinator reviews and recommends/not recommends the member's e-Leave Request, the Approver takes final disposition action on the member's e-Leave Request. The Approver can approve, disapprove, or cancel the member's e-Leave Request. The Approver has the authority to approve/disapprove a member's e-Leave Request without Reviewer action.

As an Approver, you access the member's e-Leave Request via your Self-Service account. This section, Section 7, details the step-by-step instructions to perform the tasks associated with the e-Leave Approver.

When you access your Self-Service account, if you have e-Leave Request items to approve a message notification (Figure 7-1) displays indicating the number pending your approval.

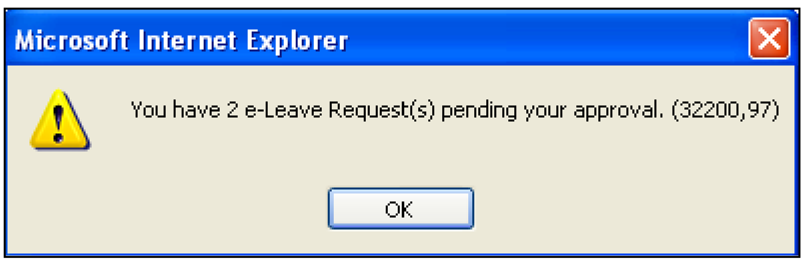


Figure 7-1–Message Notification

NOTE: The Approver creates his/her own e-Leave Request as a member using the Self-Service account. Refer to Section 9 for instructional details about completing the e-Leave Request, Check Out process, e-Leave Extension Request, and Check In process as a member.

7.1 *Accessing e-Leave (Approver)*

The Approver accesses the e-Leave application from his/her Self-Service account. The process begins by accessing the NSIPS Portal.

7.1.1 Accessing the NSIPS Portal

In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/. The Security Disclaimer page (Figure 7-2) displays.

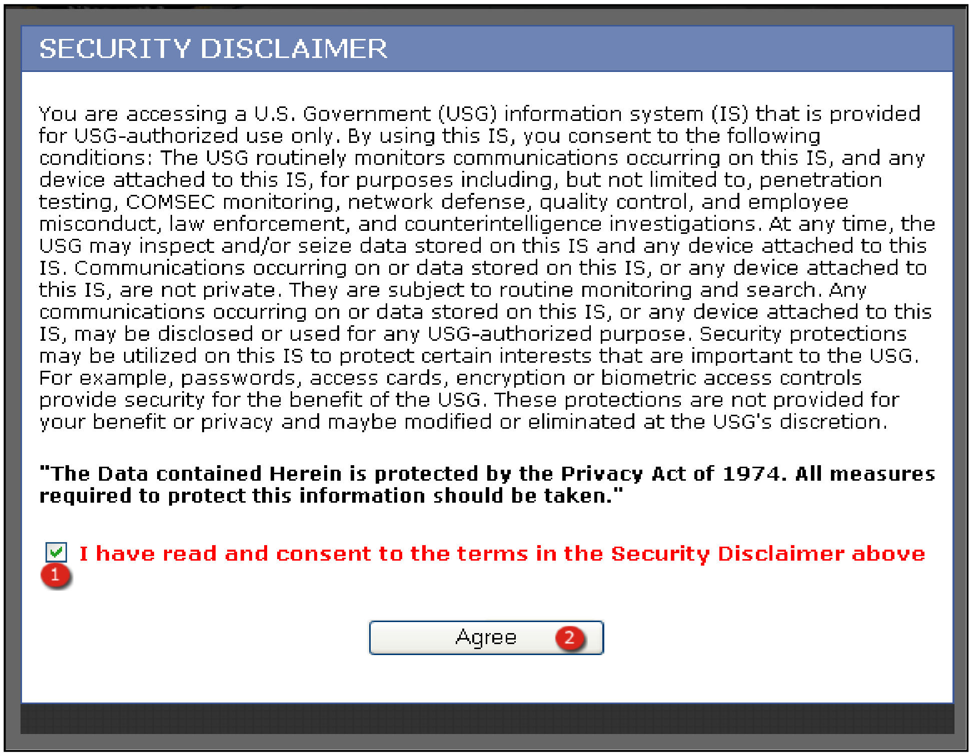


Figure 7-2–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

7.1.2 NSIPS Splash Page

The NSIPS Splash page (Figure 7-3) provides links to access the SAAR form, view updates, obtain online training and instructional manuals, and log into the NSIPS environment to access the Self-Service account and e-Leave.

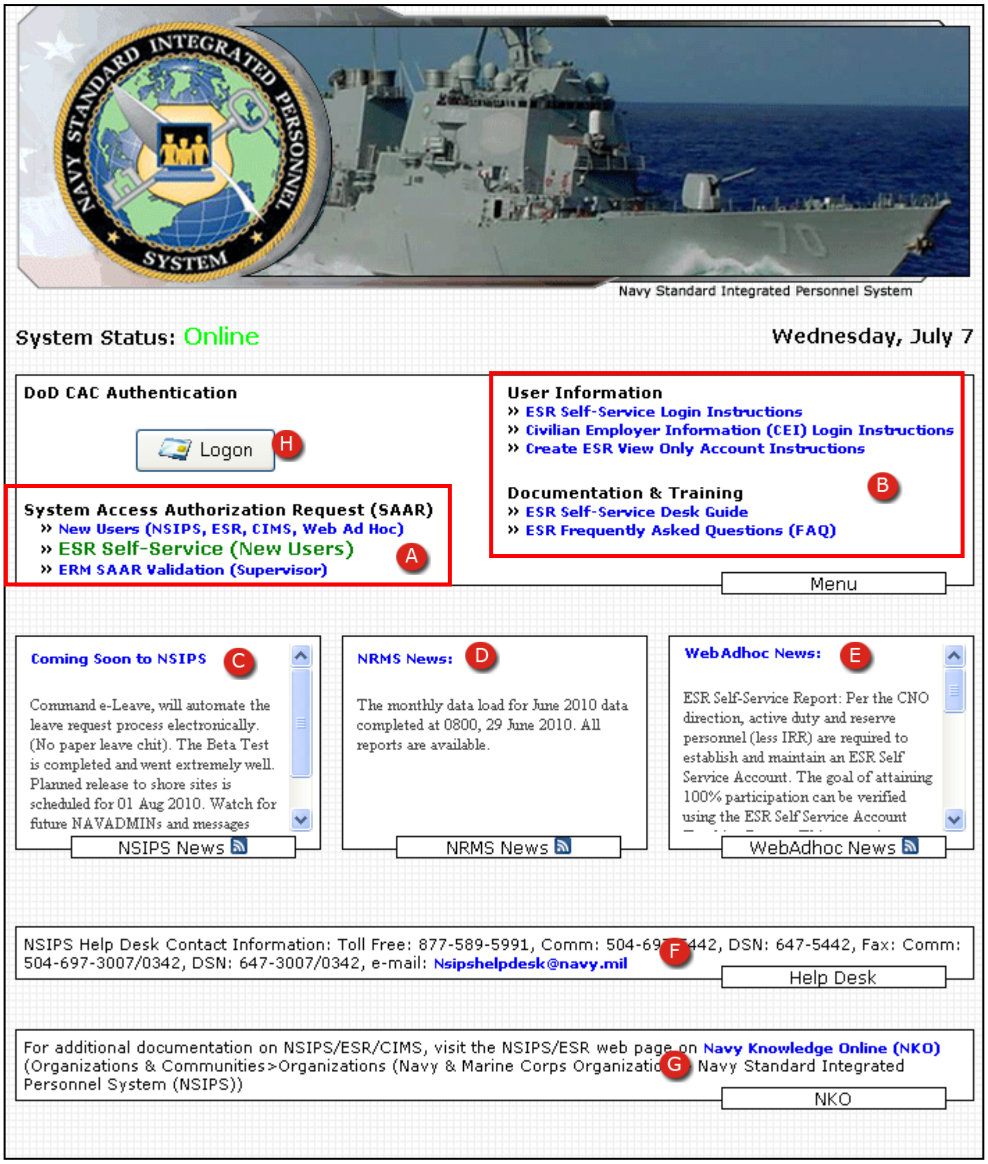


Figure 7-3–NSIPS Splash Page

The following provides a brief explanation of each section on the NSIPS Splash page.

A. **System Access Authorization Request (SAAR)**

This section (Figure 7-3) provides the links to access the SAAR form to create and validate e-Leave User Roles and User Accounts for both NSIPS access and Self-Service account access.

B. **User Information/Documentation & Training**

This section (Figure 7-3) provides links to access instructions and details Civilian Employer Information, and Electronic Service Record (ESR) accounts and log in procedures.

C. **NSIPS News**

This section (Figure 7-3) provides upcoming details about the Navy Standard Integrated Personnel System (NSIPS) program.

D. **NRMS News**

This section (Figure 7-3) provides updates about the Navy Reserve Management System (NRMS).

E. **WebAdhoc News**

This section (Figure 7-3) provides report information relating to NSIPS and ESR Self-Service features.

F. **Help Desk**

This section (Figure 7-3) lists the phone numbers and email address if issues arise in processing e-Leave.

G. **NKO**

Additional training and support for e-Leave is located on the Navy Knowledge Online (NKO) network (Figure 7-3).

H. **Logon**

Your Common Access Card (CAC) is required to access e-Leave. Use the Logon button (Figure 7-4) to access your list of NSIPS application logons to access e-Leave via the NSIPS application or Self-Service account.

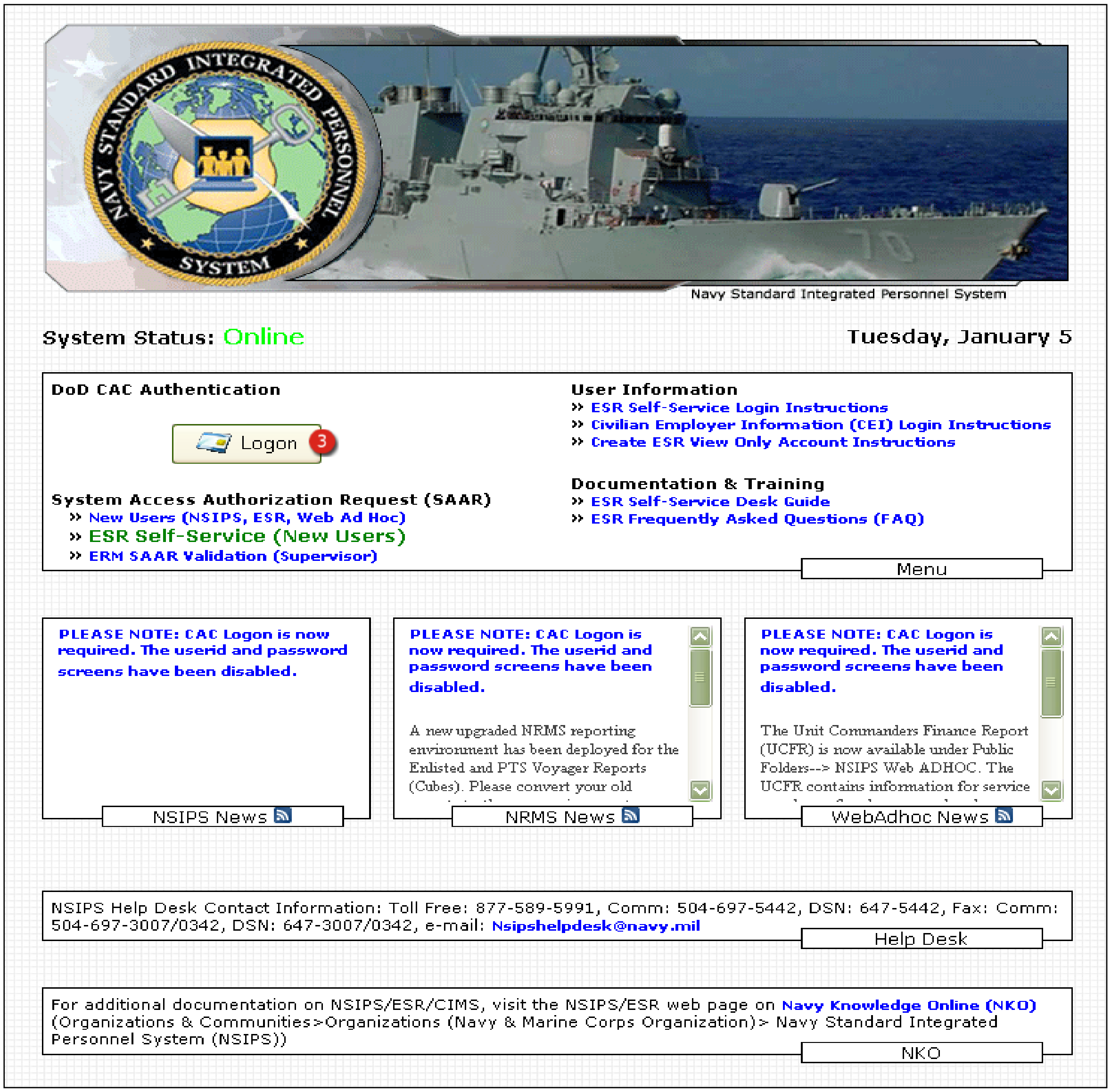


Figure 7-4–NSIPS Splash Page

3. **Logon** – Click the Logon button. The NSIPS Account List page displays.

7.1.3 NSIPS Account List Page

The NSIPS Account List page (Figure 7-5) displays all User Roles User IDs assigned to you. The User Role was created using the SAAR form described in Section 3. During the SAAR process, the system-generated User ID was assigned.

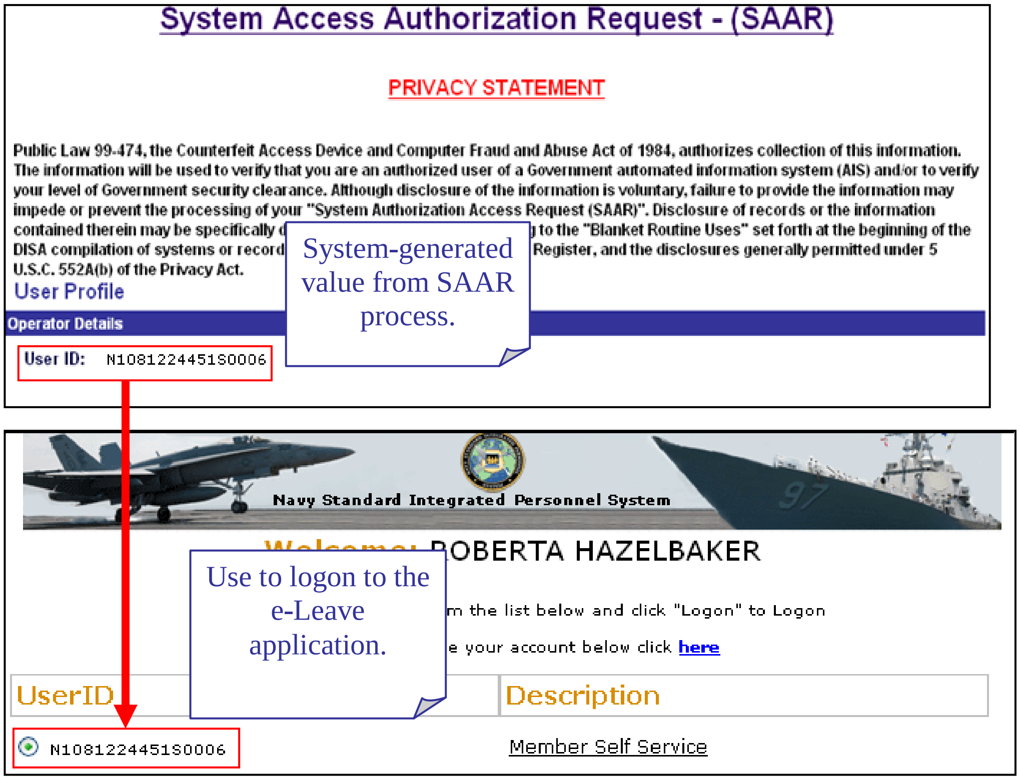


Figure 7-5–SAAR Generated User ID

If you have more than one NSIPS accounts; select the account that is associated with your Self-Service account. It is listed as Member Self Service (Figure 7-6). E-Leave is accessed via the Self-Service account.

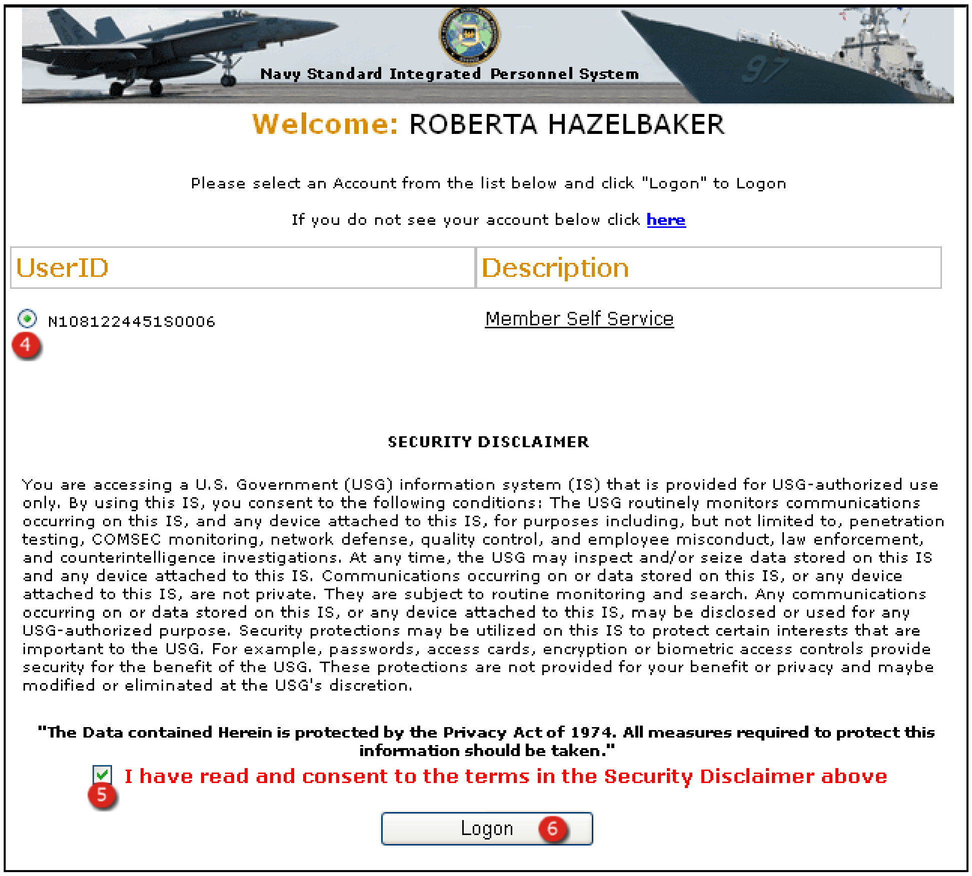


Figure 7-6–NSIPS Account List Page

4. **<u>User ID</u>** – Click the User ID that corresponds to your Self-Service account (Member Self Service).
5. **<u>Security Disclaimer</u>** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
6. **<u>Logon</u>** – Click the Logon button. The ESR Home Page: Electronic Service Record (Figure 7-7) displays.

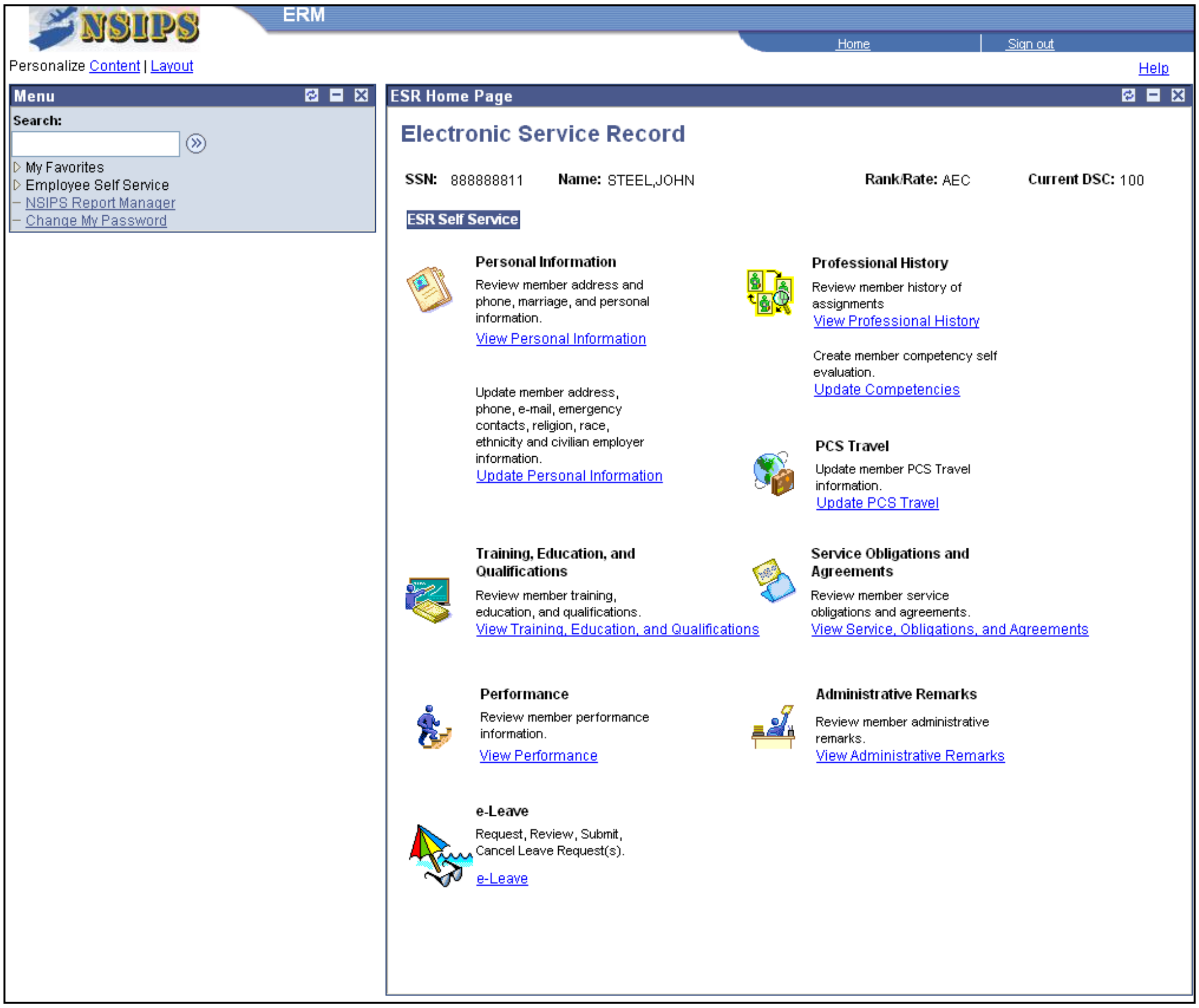


Figure 7-7–ERM: ESR Home Page: Electronic Service Record Page

The ESR Home Page: Electronic Service Record page has two sections, the left-side (Menu) is a hierarchical display of application features. The right-side (ESR Home Page) provides icon links to the application features. You can navigate to the features from either side of the page.

If your system presents only the left-side, you will need to customize the view. Refer to Section 7.1.4 for details. If your system looks like Figure 7-7, continue with Section 7.1.5.

7.1.4 Customize ESR Home Page Menu Structure

When you access the Self-Service menu if it looks like Figure 7-8 and you would like to have the icon links illustrated in Figure 7-7 for navigation; you will need to customize the menu structure. The following steps detail customizing the menu.

Figure 7-8– ERM Menu – No Icon Links

1. **Content** – Click the Content link. The Personalized Content page (Figure 7-9) displays.

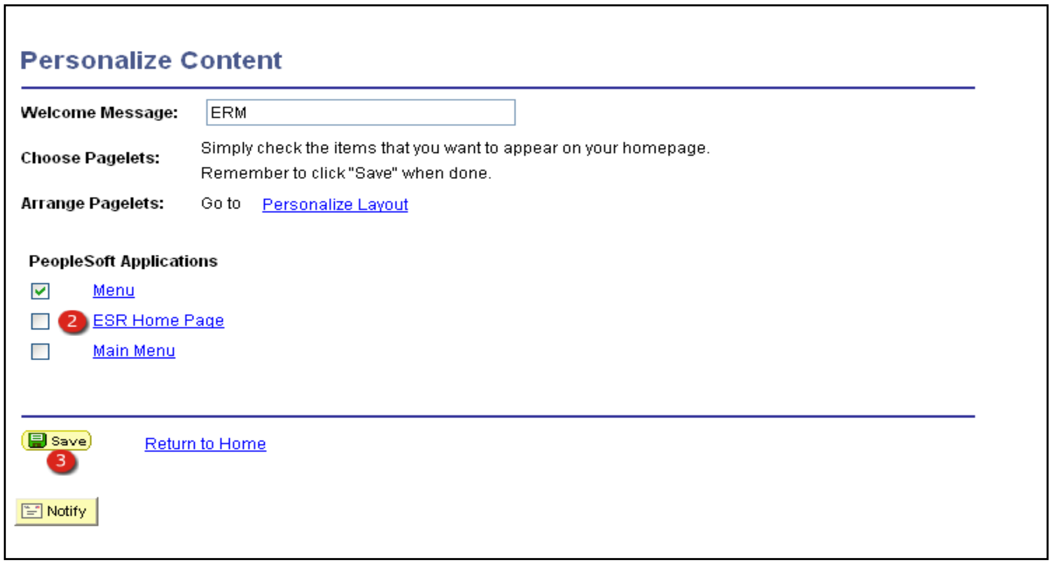


Figure 7-9–Personalize Content Page

2. **ESR Home Page** – Click the ESR Home Page checkbox.
3. **Save** – Click the Save button. The ERM Menu page displays with the ESR Home Page below the Menu section (Figure 7-10).

If you like this layout (Figure 7-10), no further action is needed. If you want the ESR Menu Page to display to the right of the Menu; then, access the Layout feature.

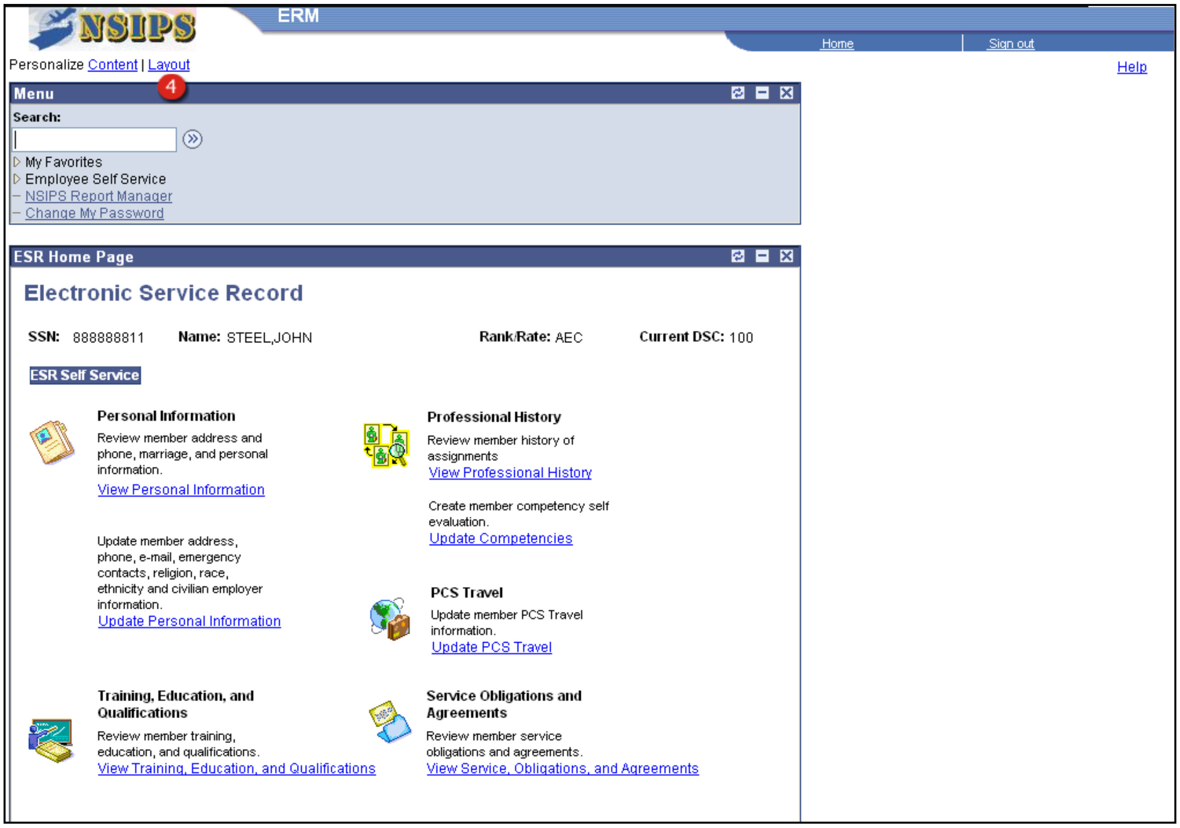


Figure 7-10–ERM Menu with ESR Home Page Below

4. **<u>Layout</u>** – Click the Layout link. The Personalized Layout page (Figure 7-11) displays.

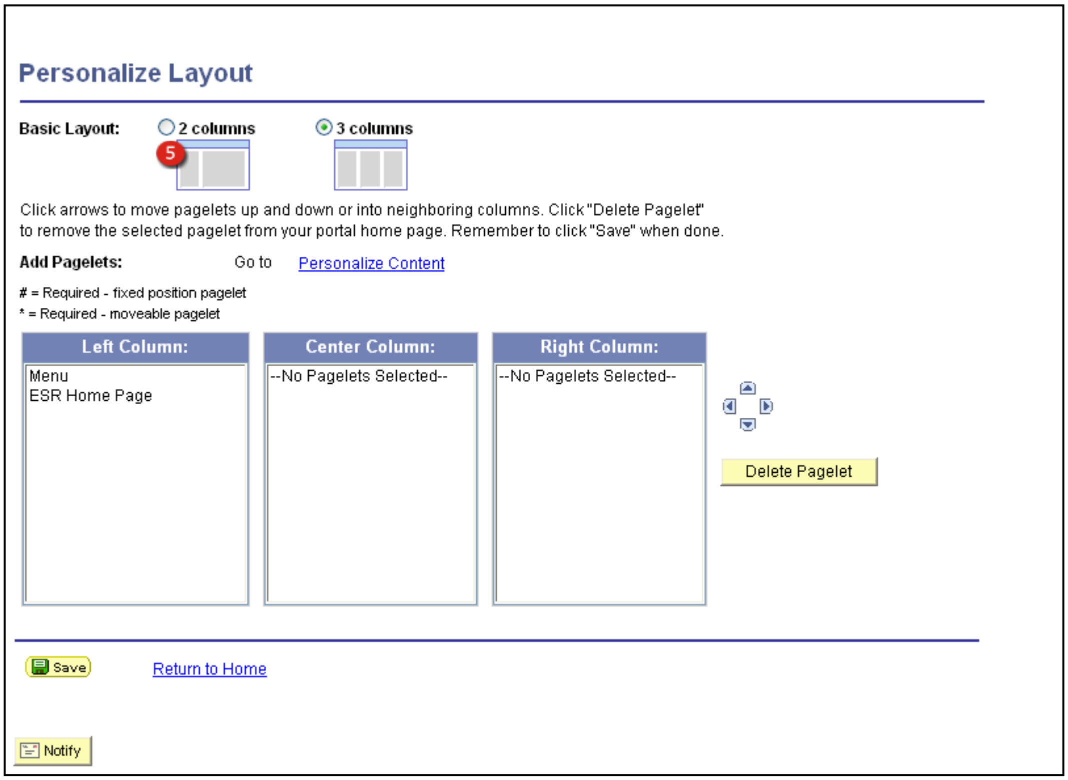


Figure 7-11–Personalized Layout Page: 3 Columns

5. **<u>Basic Layout: 2 Columns</u>** – Click the 2 columns radio button. The Personalized Layout page redisplays with only two columns (Figure 7-12).

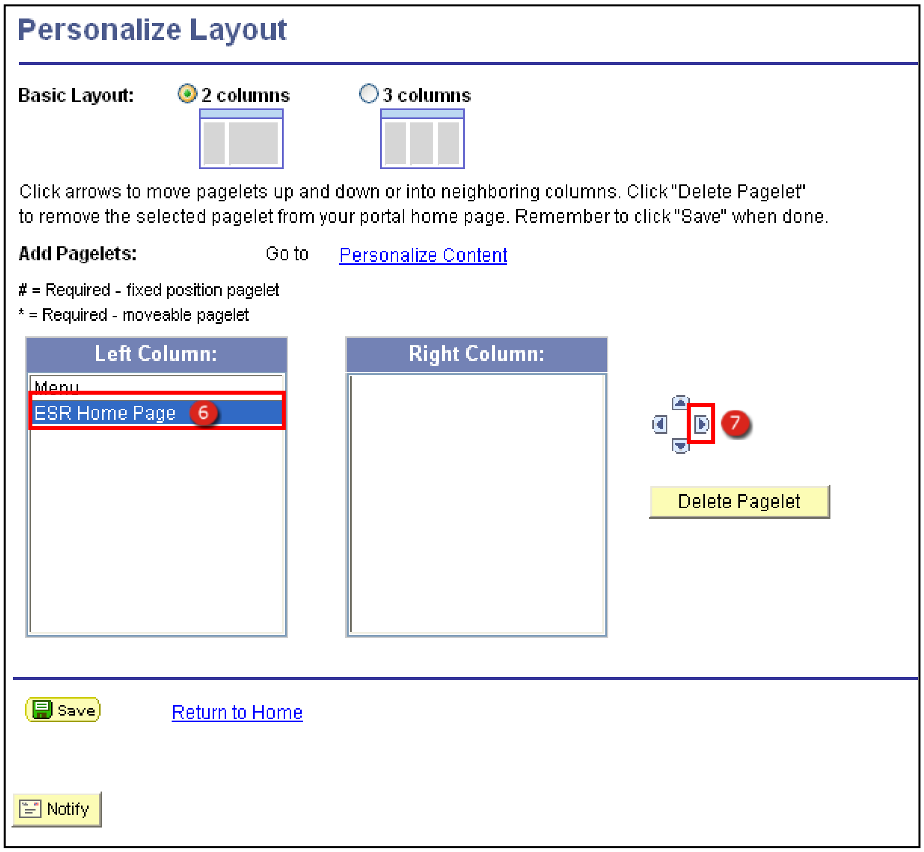


Figure 7-12–Personalized Layout Page: 2 Columns

6. **ESR Home Page** – Click ESR Home Page in the Left Column. The item highlights.
7. **Right Arrow** – Click the right arrow. ESR Home Page displays in the Right Column (Figure 7-13).

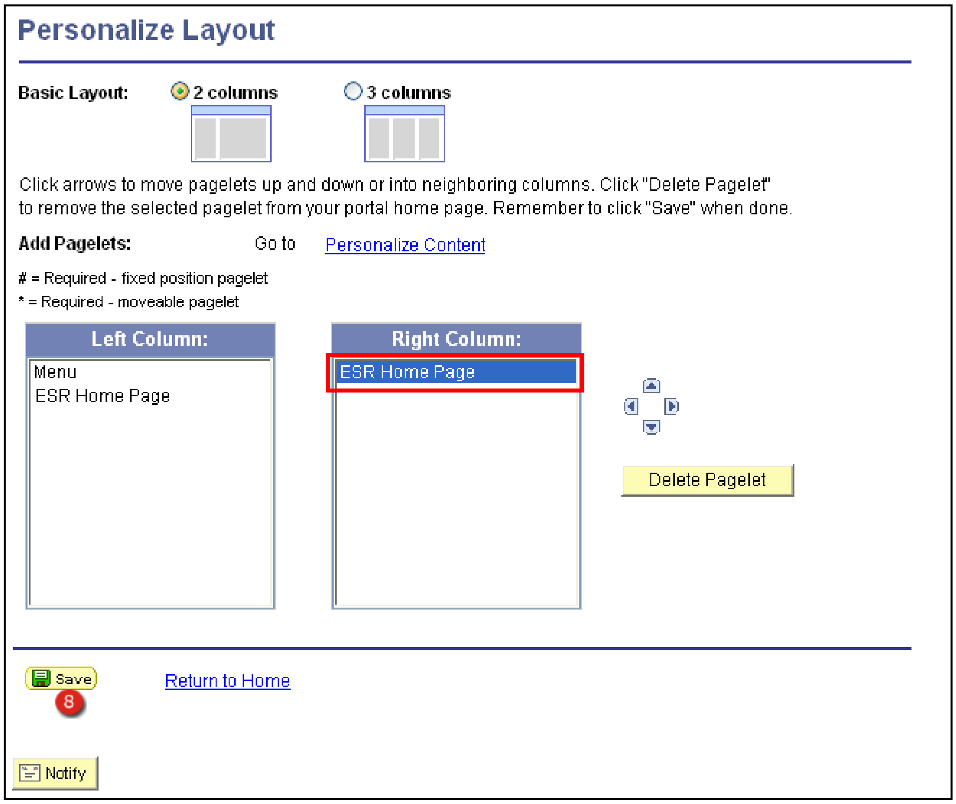


Figure 7-13–Personalized Layout Page: ESR Home Page in Right Column

8. **<u>Save</u>** – Click the Save button. The ERM: ESR Home Page displays with the menu in two columns (Figure 7-14).

Figure 7-14–EMR: ESR Home Page

7.1.5 Accessing e-Leave Home Page

The ESR Home Page (Figure 7-15) displays. This page provides demographic information, personal and military-related information, and a link to access e-Leave to process e-Leave Requests. The Approver accesses the e-Leave Home page from the e-Leave link on the ESR Home Page.

Figure 7-15–ESR Home Page: Electronic Service Record

1. **e-Leave** – Click the e-Leave link to access the e-Leave Home page.

7.2 E-Leave Home Page

The e-Leave Home page (Figure 7-16) consists of two areas. The left-hand side displays the menu items in hierarchical structure. The right-hand side displays icons/links to access various functions to support e-Leave. The links and process actions are determined by the SAAR form and determined by what the CLA established for the Approver. To learn more about what the CLA did to establish the Approver's account refer to Section 5.6.

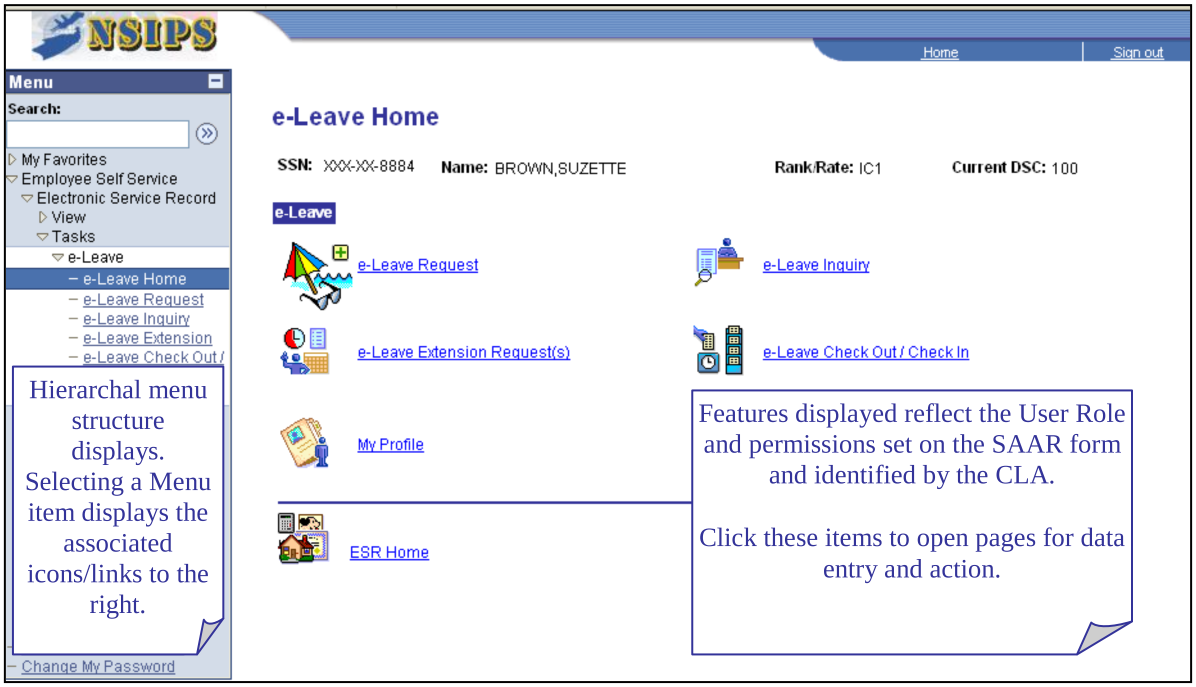


Figure 7-16–e-Leave Home Menu Structure

On the e-Leave Home page (Figure 7-17), the e-Leave Inquiry link provides the Approver with the links to access, process, and manage e-Leave Requests for assigned members. From this page, the Approver can also create his/her own e-Leave Request (e-Leave Request link) and manage his/her own requests (e-Leave Inquiry, e-Leave Extension Requests, and e-Leave Check Out/Check In).

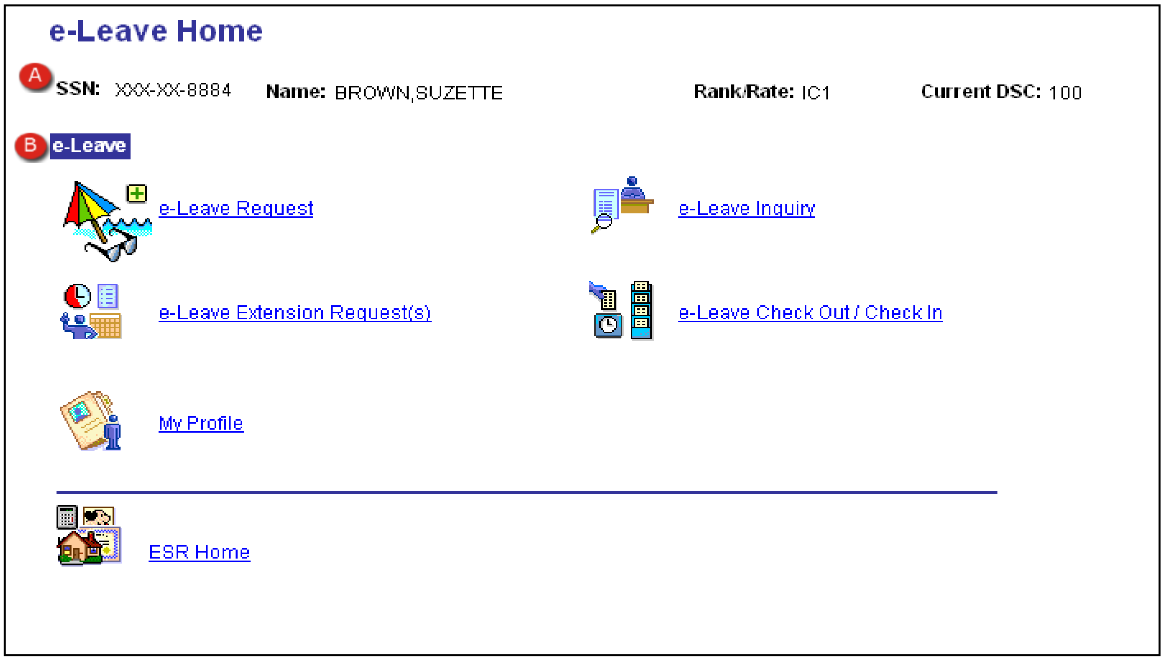


Figure 7-17–e-Leave Home Page (Approver)

A. **Member Demographics**

This section (Figure 7-17) displays the SSN, Name, Rank/Rate and Current Duty Status Code (DSC) of the member logged in. In this example, the member is the Approver.

B. **e-Leave**

The e-Leave section (Figure 7-18) provides the link to access the e-Leave Request form and links to manage the e-Leave Request process for the Approver. It provides the ability for the Approver to:

- Process his/her own personal e-Leave Request including initial creation, Check Out, extension, and Check In
- Monitor his/her own e-Leave Request as it goes through the review and approval process
- Perform the steps to approve, disapprove, or cancel a member's e-Leave Request for all assigned members

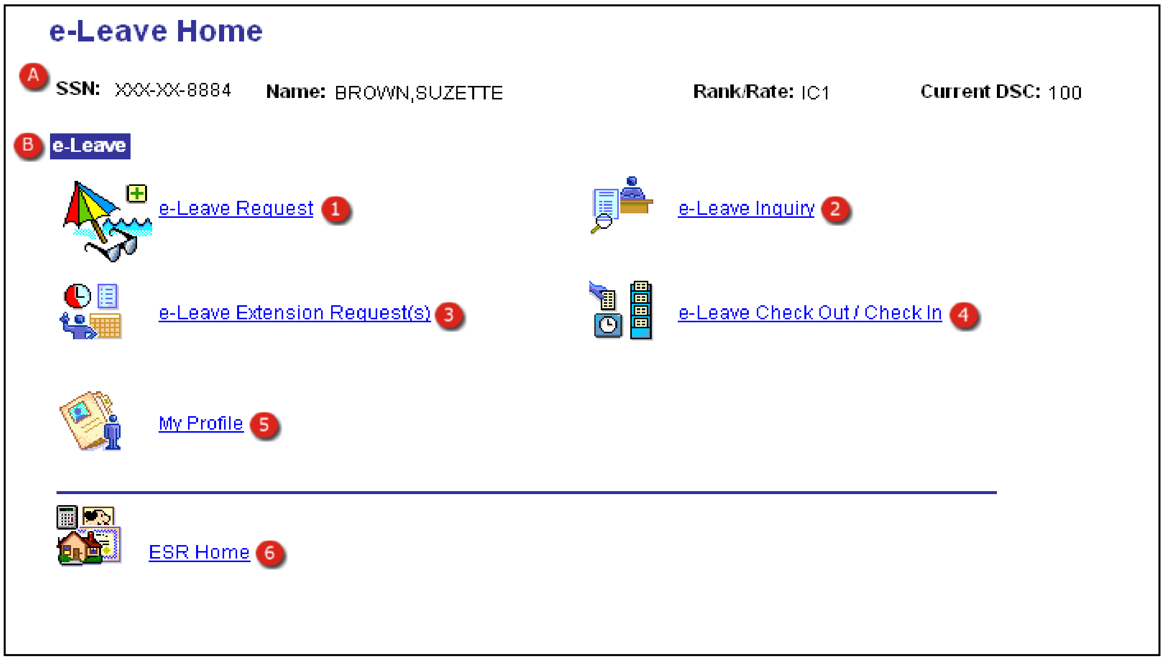


Figure 7-18–e-Leave Home Page (Approver)

1. **e-Leave Request** – Click this link to access the e-Leave Request form. The Approver uses this form to create his/her own e-Leave Request or to access a member's submitted e-Leave Request for review. (Refer to Section 9.)
2. **e-Leave Inquiry** – Click this link to view the My e-Leave Requests/e-Leave Request(s) Pending my Approvals page. The Approver uses this link to access his/her personal e-Leave Request to view the status and to review members' e-Leave Requests pending approval.
3. **e-Leave Extension Request(s)** – Click this link to view your e-Leave Extension Requests.
4. **e-Leave Check Out/Check In** – Click this link to review your e-Leave Check Out/Check In requests.
5. **My Profile** – Click this link to view the profile established by the CLA for you, the Approver.
6. **ESR Home** – Click this link to return to the ESR Home Page.

The next sections, Section 7.3 and 7.4, details the step the Approver must take to perform e-Leave Request tasks in terms of reviewing, approving and disapproving a member's e-Leave Request using the e-Leave Inquiry link on the e-Leave Home page. Section 7.5 details the steps to cancel a member's e-Leave Request.

7.3 E-Leave Inquiry

After selecting e-Leave Inquiry from the e-Leave Home page, the My e-Leave Request(s) page (Figure 7-19) displays. This page is divided into two sections:

- My e-Leave Request(s)
- e-Leave Request(s) Pending my Approval

In the My e-Leave Request(s) section, the Approver views a list of his/her own e-Leave Requests providing the ability to monitor the status. Before starting leave, use this list to verify that the leave request was approved.

The e-Leave Request(s) Pending my Approval section provides a list of members' e-Leave Request the Approver is responsible for reviewing and approving/disapproving.

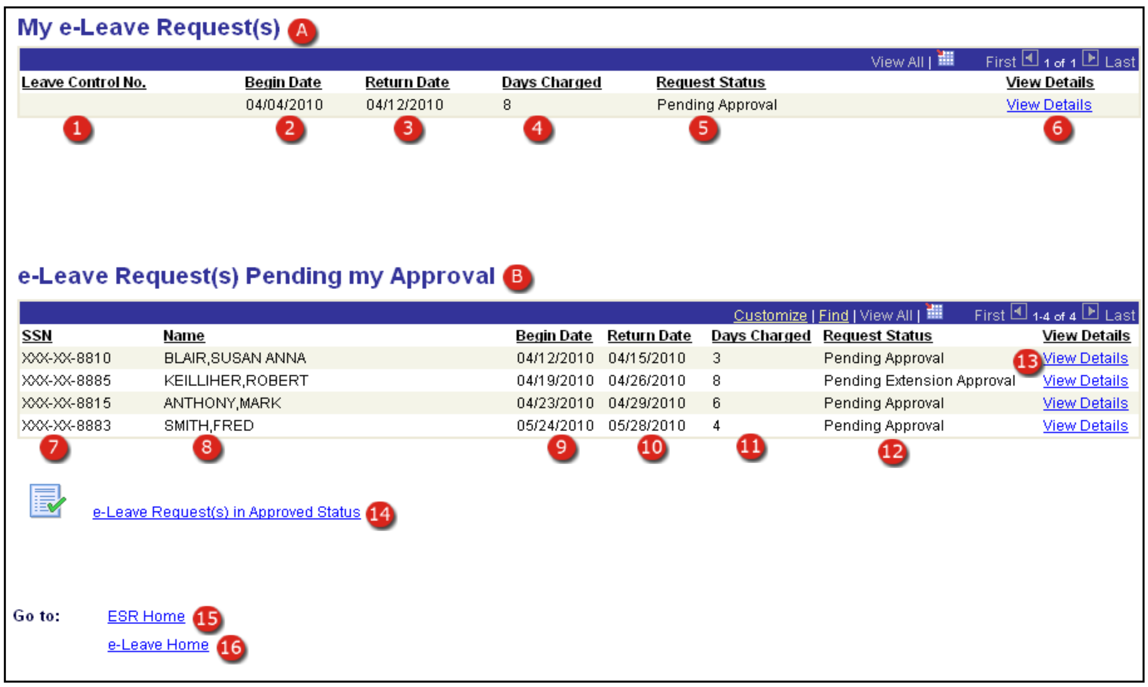


Figure 7-19–e-Leave Inquiry Page (Approver)

A. **My e-Leave Request(s)**

The My e-Leave Request(s) section (Figure 7-20) displays the Approver's personal e-Leave Requests.

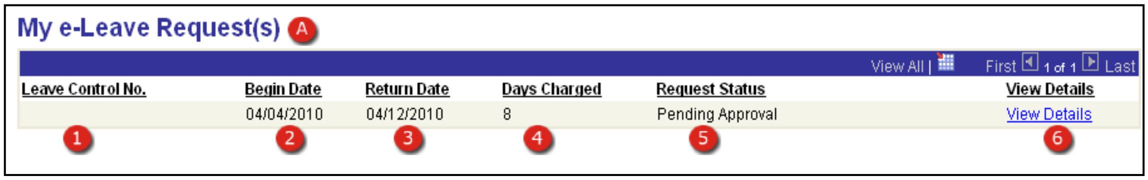


Figure 7-20–e-Leave Inquiry Page – My e-Leave Request(s) Section

1. **Leave Control No** – System generates this number to track the e-Leave Request. The Leave Control Number is assigned to the e-Leave Request once the request is approved.

   NOTE: The CLA creates the Leave Control Number (LCN) during the setup process. A two digit alpha code is identified for the UIC. This comprises the first two digits of the LCN. The remaining values represent the sequence numbering for this e-Leave Request within the identified UIC.

2. **Begin Date** – System displays the start date of leave entered on the original e-Leave Request.

3. **Return Date** – System displays the end date of leave entered on the original e-Leave Request.

4. **Days Charged** – System calculates the number of leave days charged based on working day status for the Begin Date and Return Date recorded on the original e-Leave Request.

5. **Request Status** – System displays the e-Leave Request status as it goes through the leave process. This field indicates the current status of the e-Leave Request. For example, Pending Review, Pending Approval, Approved, Disapproved, Cancelled, Checked Out, Checked In, Extension Pending, etc.

6. **View Details** – Click this link to view the original e-Leave Request form that was submitted by you and/or reviewed by the Reviewer/Watch Coordinator.

B. e-Leave Request(s) Pending my Approval

The e-Leave Request(s) Pending my Approval section (Figure 7-21) displays all e-Leave Request that the Approver is responsible for reviewing. E-Leave Requests submitted by the member displays on this list. These requests are in a pending status awaiting the review of the Approver. The Approver accesses each e-Leave Request from this section using the View Details link and performs the required review action.

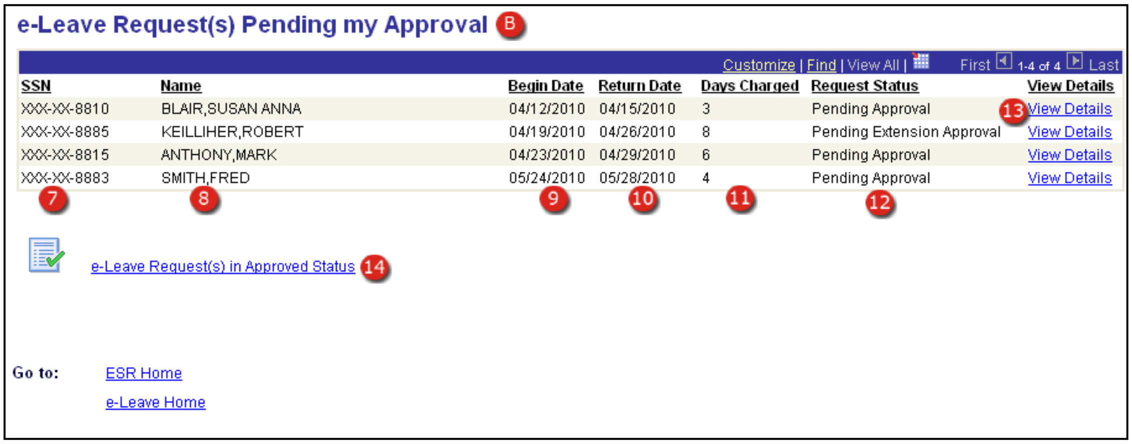
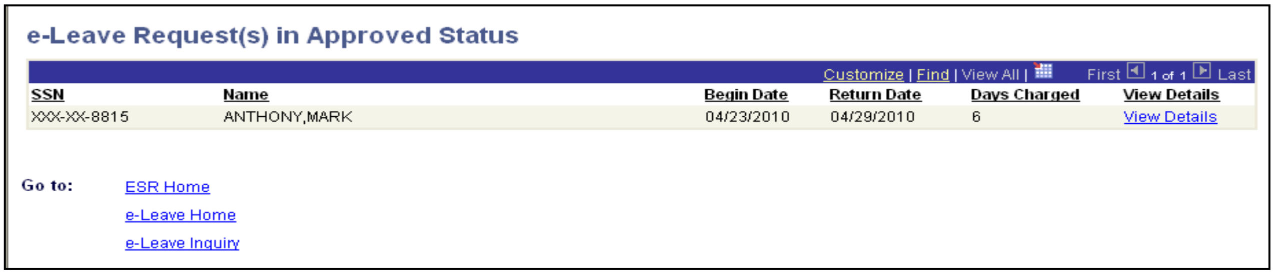


Figure 7-21–e-Leave Inquiry Page: e-Leave Request(s) Pending My Approval Section

7. **SSN** – System displays the SSN of the member who has requested leave.
8. **Name** – System displays the name of the member who has requested leave.
9. **Begin Date** – System displays the leave start date from the member's e-Leave Request.
10. **Return Date** – System displays the leave end date from the member's e-Leave Request.
11. **Days Charged** – System calculates the number of leave days charged based on working day status for the Begin Date and Return Date recorded on the member's original e-Leave Request.
12. **Request Status** – System displays the e-Leave Request status as it goes through the leave process. This field indicates the current status of the e-Leave Request. For example, Pending Review, Pending Approval, Approved, Disapproved, Cancelled, Checked Out, Checked In, Extension Pending, etc.
13. **View Details** – Click this link to view the member's original e-Leave Request form that was submitted by the member and/or reviewed by the Reviewer/Watch Coordinator.
14. **e-Leave Request(s) in Approved Status** – Click this link to open the page listing all Approved e-Leave (Figure 7-22).



e-Leave Request(s) in Approved Status

Customize | Find | View All | First 1 of 1 Last

SSN	Name	Begin Date	Return Date	Days Charged	View Details
XXX-XX-8815	ANTHONY,MARK	04/23/2010	04/29/2010	6	View Details

Go to: ESR Home

e-Leave Home

e-Leave Inquiry

Figure 7-22–e-Leave Request(s) in Approved Status Page

Once the Approver approves the members' e-Leave Requests, the request displays on the e-Leave Request(s) in Approved Status page. This page lists all leave requests that have not been checked out. Once the Check Out occurs, the item is removed from this list.

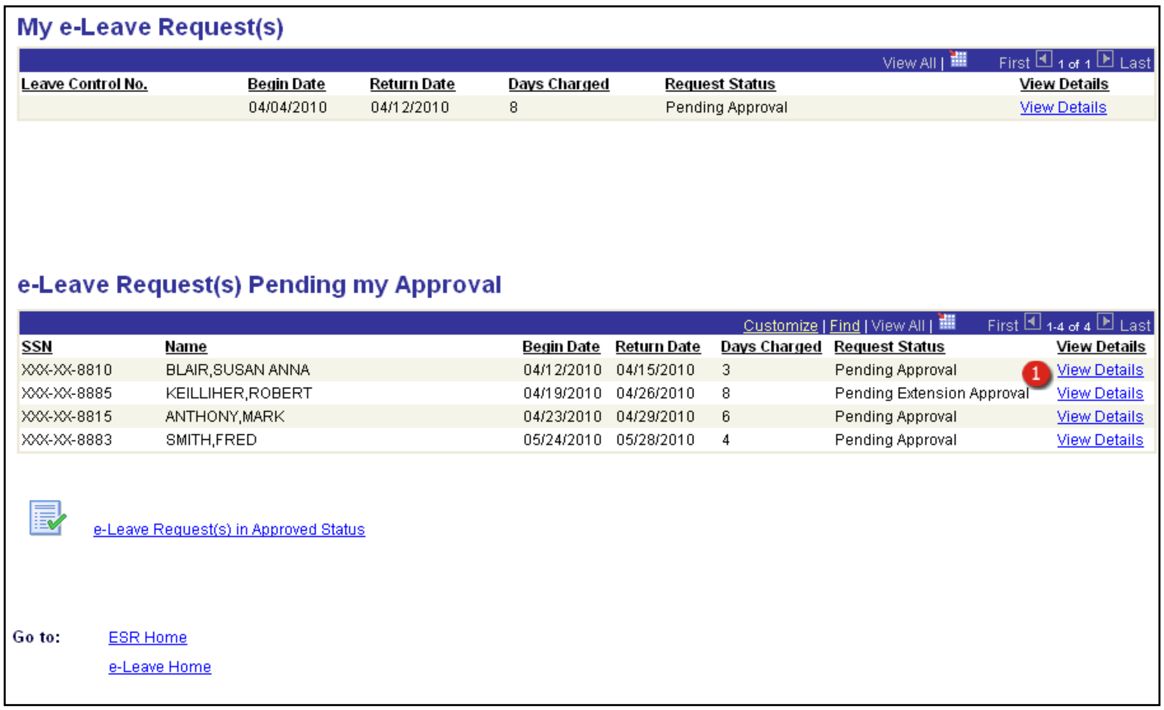
.

7.4 Approving/Disapproving a Member's e-Leave Request

The Approver is responsible for validating the content on the member's e-Leave Request and taking action to Approve, Disapprove, or Cancel the e-Leave Request. After the Approver approves the member's e-Leave Request, the Leave Control Number is assigned by the system and the member is able to Check Out on or after the identified Leave Begin Date.

7.4.1 Accessing the Member's E-Leave Request

After accessing the e-Leave Home page and selecting the e-Leave Inquiry link, the e-Leave Request(s) Pending my Approval section (Figure 7-23) displays the e-Leave Requests to review. Use the View Details link to access each member's e-Leave Request to review and take action on the request.



My e-Leave Request(s)

View All | First 1 of 1 Last

Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
	04/04/2010	04/12/2010	8	Pending Approval	View Details

e-Leave Request(s) Pending my Approval

Customize | Find | View All | First 1-4 of 4 Last

SSN	Name	Begin Date	Return Date	Days Charged	Request Status	View Details
XXX-XX-8810	BLAIR,SUSAN ANNA	04/12/2010	04/15/2010	3	Pending Approval	1 View Details
XXX-XX-8885	KEILLIHER,ROBERT	04/19/2010	04/26/2010	8	Pending Extension Approval	View Details
XXX-XX-8815	ANTHONY,MARK	04/23/2010	04/29/2010	6	Pending Approval	View Details
XXX-XX-8883	SMITH,FRED	05/24/2010	05/28/2010	4	Pending Approval	View Details

e-Leave Request(s) in Approved Status

Go to: ESR Home

e-Leave Home

Figure 7-23–e-Leave Request(s) Pending my Approval Section

1. **View Details** – Click the View Details link to open the member's e-Leave Request. In this example, the View Details for Blair,Susan Anna is selected.

7.4.2 Approving/Disapproving the Member's e-Leave Request

After the request is selected via View Details (in this example, YN1 Susan Anna Blair) the original e-Leave Request opens as a read-only file. Refer to Section 9.5 for specific detail about each field on the e-Leave Request. Notice that the e-Leave Request status is Pending Approval (Figure 7-24).

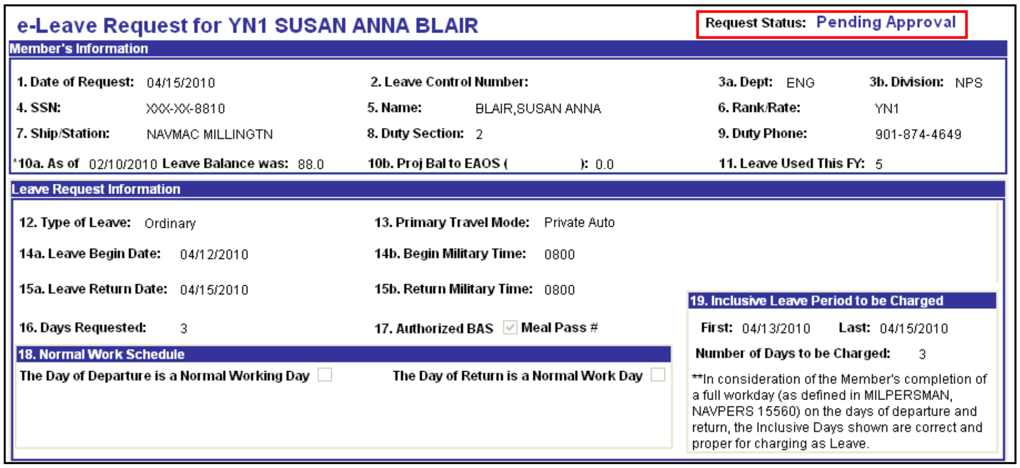


Figure 7-24–e-Leave Request for (member): Pending Approval

After the leave data is reviewed, scroll to the bottom of the e-Leave Request (Figure 7-25).

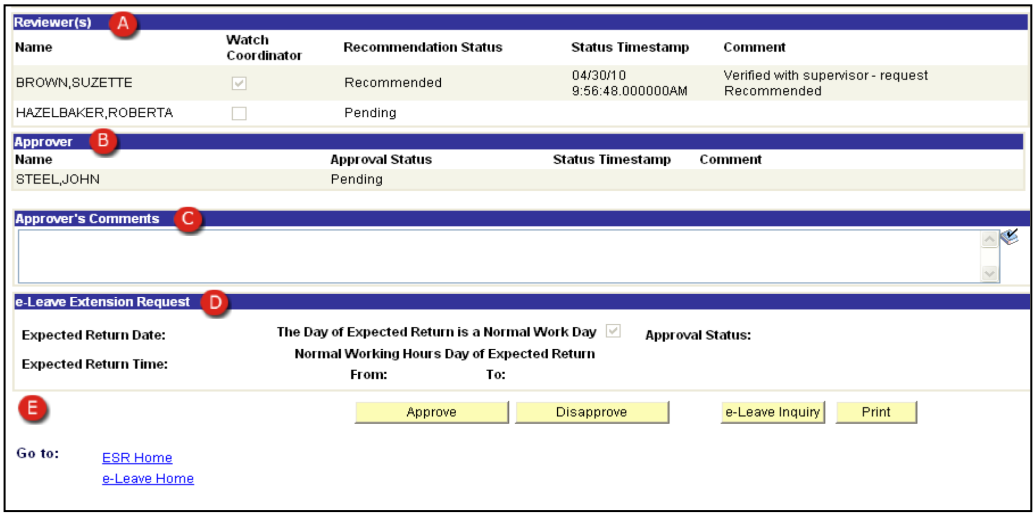


Figure 7-25–e-Leave Request for (member): Bottom Section

The bottom of the original e-Leave Request contains sections that identify who is responsible for reviewing and approving the member's e-Leave Request.

A. **Reviewer(s)**

The Reviewer(s) section (Figure 7-26) displays the list of Reviewers and Watch Coordinator identified by the CLA. The listed Reviewers are responsible for reviewing this member's e-Leave Requests and determining if the request is recommended or not recommended. The section also provides the Approval Status, Status Timestamp, and any Comments entered on the original e-Leave Request by the Reviewer.

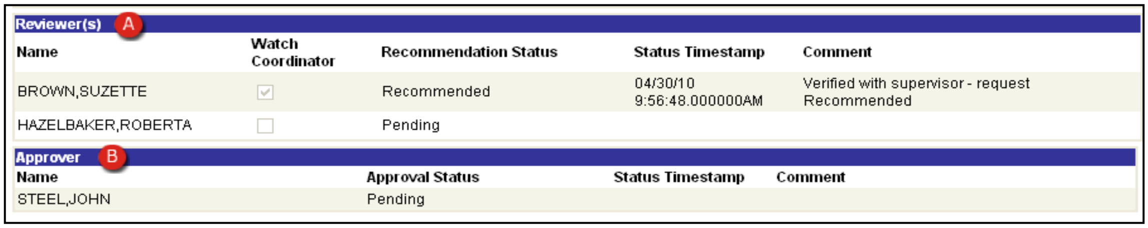


Figure 7-26–e-Leave Request for (member): Reviewer(s) and Approver Sections

B. **Approver**

The Approver section (Figure 7-26) displays the list of Approvers identified by the CLA. The listed Approver is responsible for approving this member's e-Leave Requests. The section also provides the following information:

- **Approval Status –** indicates the status of the e-Leave Request; in this example the request is in a "Pending" status
- **Status Timestamp –** reflects the date and time the e-Leave Request was approved or disapproved by the Approver
- **Comment –** reflects any comments entered on the e-Leave Request by the Approver; provides the member with information as to why the request was not recommended

C. **Approver's Comments**

The Approver's Comments section (Figure 7-27) allows for free-form text providing details about the e-Leave Request. Comments are required if the leave is disapproved or cancelled. Comments are optional if the leave is approved.

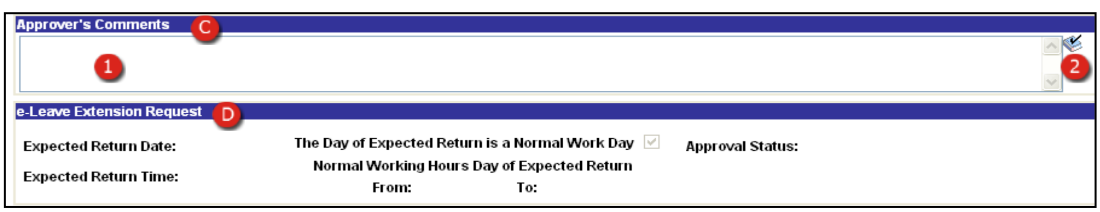


Figure 7-27–e-Leave Request for (member): Approver's Section and e-Leave Extension Request Sections

1. **<u>Approver's Comments</u>** – Enter appropriate comments for the e-Leave Request. Comments are required if the leave is disapproved or cancelled.
2. **<u>Spell Check</u>** – Use the Spell Check icon to check the spelling and grammar of the entered text.

D. e-Leave Extension Request

If the member requested an extension the request is completed on the e-Leave Extension Request page. The data entered on that page reflects in the e-Leave Extension Request section (Figure 7-27) of the original e-Leave Request. As the Approver, you need to verify this request as well.

E. Action Buttons

The buttons on the bottom of the e-Leave Request page (Figure 7-28) reflect the action options required by the Approver.

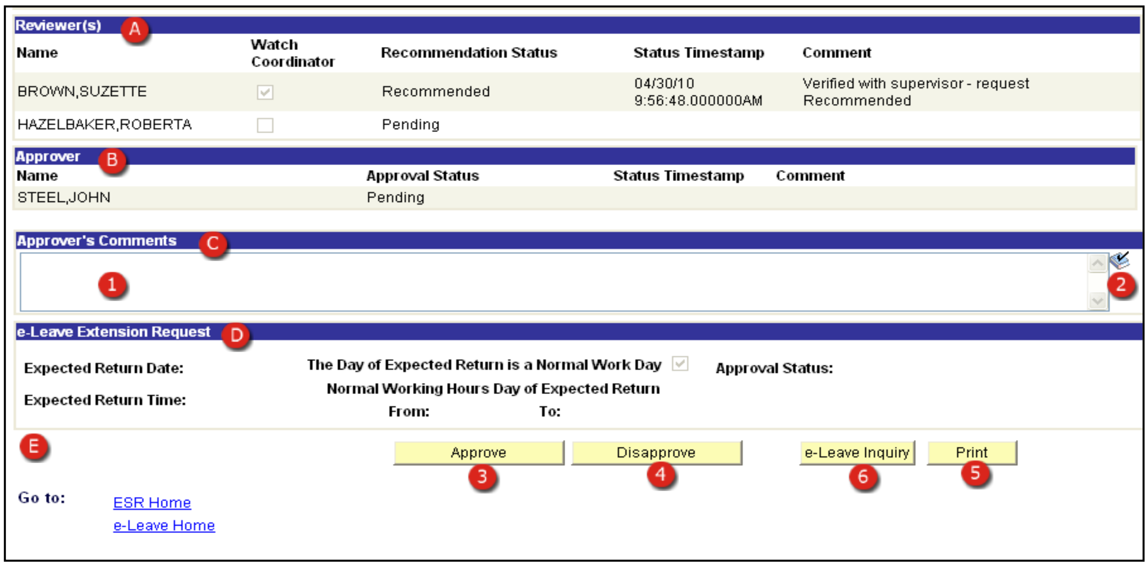


Figure 7-28–e-Leave Request for (member): Action Buttons

3. **<u>Approve</u>** – Click the Approve button to approve the member's leave request. This action option assigns the Leave Control Number and the member is approved to Check Out on the designated Leave Begin Date. A confirmation message displays (Figure 7-29).

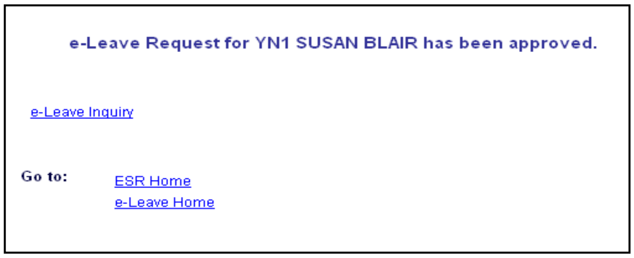


Figure 7-29–Approve Confirmation Message

4. **Disapprove** – Click the Disapprove button if member's leave request is not approved. A confirmation message displays (Figure 7-30).

Figure 7-30–Disapproved Confirmation Message

5. **Print** – Click the Print button to print a copy of this e-Leave Request. The NAVCOMPT Form 3065 prints reflecting the data recorded on this e-Leave Request.
6. **e-Leave Inquiry** – Click the e-Leave Inquiry button to return to the My e-Leave Request(s) page (Figure 7-23). If this is selected before Approved or Disapproved buttons are selected the e-Leave Request will remain in a "Pending" status.

Continue processing all listed e-Leave Requests. It is recommended that you check this link periodically during the day to ensure a timely review of all members' e-Leave Requests.

7.5 Cancelling an e-Leave Request

When an approved e-Leave Request must be cancelled, the member may begin the process by opening the submitted e-Leave Request and cancelling it. The request then goes to the Approver for final acceptance of the cancellation request. However, the Approver can cancel the member's e-Leave Request without the member beginning the process.

The Approver accesses his/her My e-Leave Request page (Figure 7-31) via the e-Leave Inquiry link on the e-Leave Home menu. In the e-Leave Request(s) Pending my Approval section, locate the entry with the Request Status of "Pending Cancellation Approval." Use the View Details link to access the original e-Leave Request in a pending cancellation status.

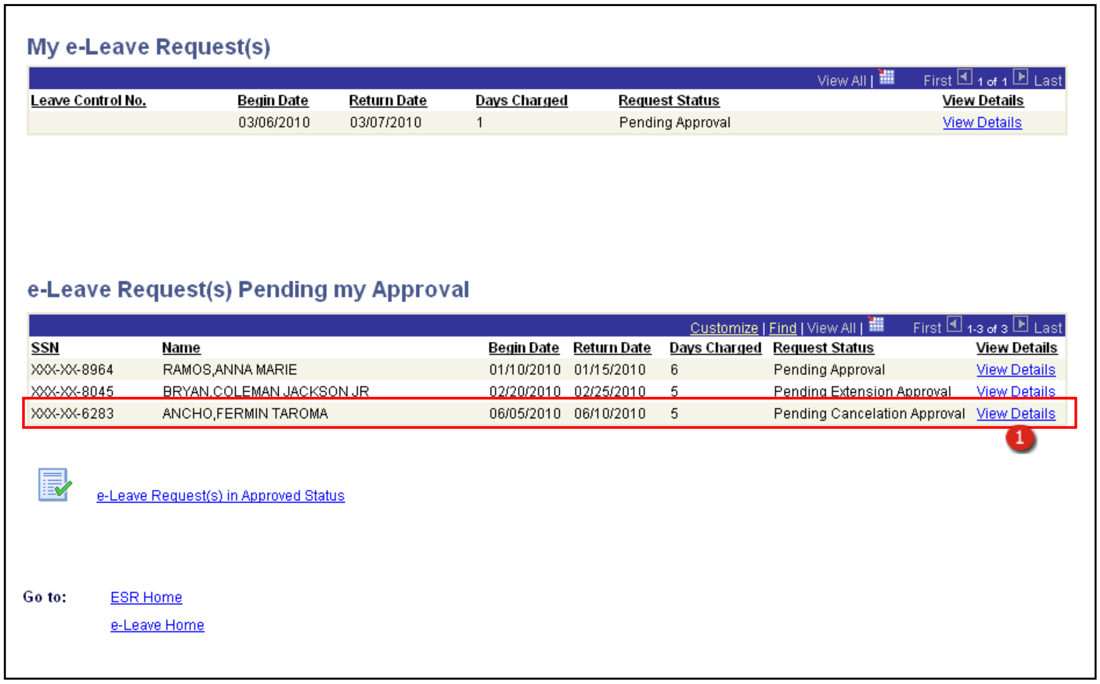


Figure 7-31–My e-Leave Request Page

1. **View Details** – Click the View Details link to access the member's e-Leave Request in a cancelled status.

The member's e-Leave Request in a pending cancelled status displays. Scroll to the bottom of the page (Figure 7-32) to complete the cancellation process.

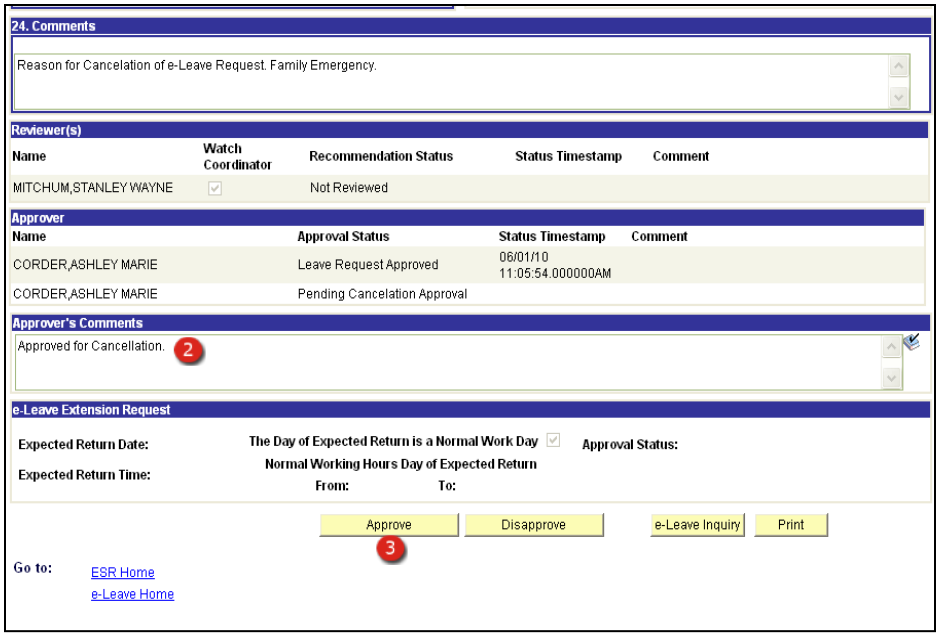


Figure 7-32–Member's e-Leave Request – Cancelled Status

2. **Approver's Comments** – (Required) Enter comments in the Approver's Comments field.
3. **Approve** – Click the Approve button to approve the cancellation request. A confirmation message (Figure 7-33) displays indicating the e-Leave Request was cancelled.

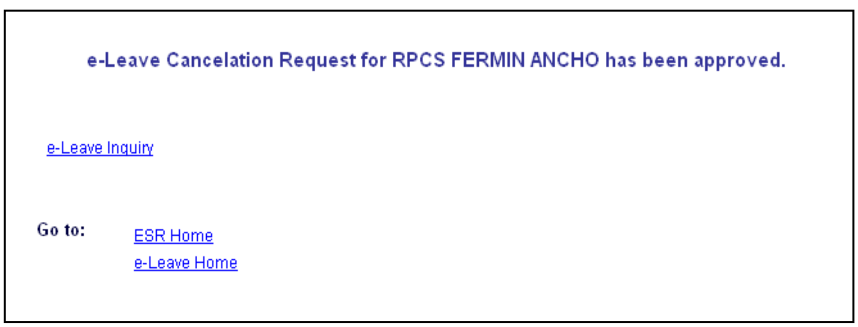


Figure 7-33–Cancellation Confirmation Message

7.6 Popup and Email Notifications

There are two ways in which you will be notified that e-Leave Requests are pending your approval. The pop-up notification message (Figure 7-34) that displays when you access your Self-Service account and an e-mail notification that is sent to the email address established on the SAAR form.

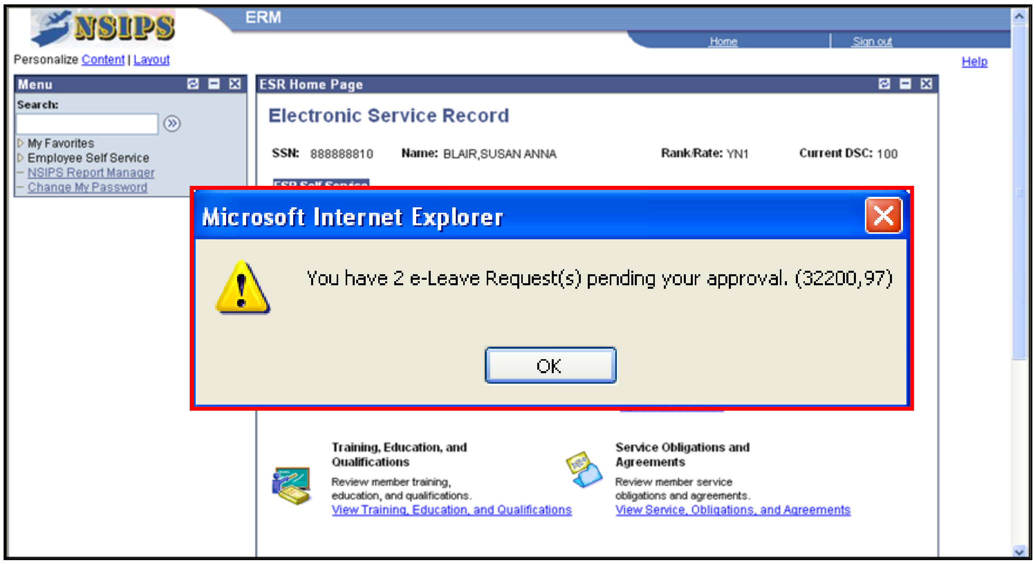


Figure 7-34–Popup Notification

When the CLA identified you as a Reviewer/Watch Coordinator, the Receive e-mail notification option was selected. If you do not want to receive email notifications each time an e-Leave Request is pending your recommendation, access the My Profile page (Figure 7-36) and deselect the e-mail notification checkbox. To access My Profile, navigate to the e-Leave Home page (Figure 7-35).

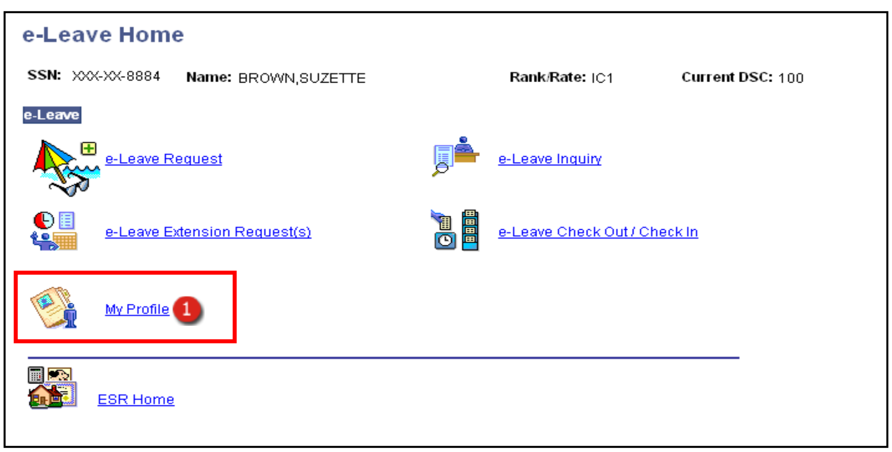


Figure 7-35–e-Leave Home: My Profile Link

1. **<u>My Profile</u>** – Click the My Profile link. The My Profile page (Figure 7-36) displays.

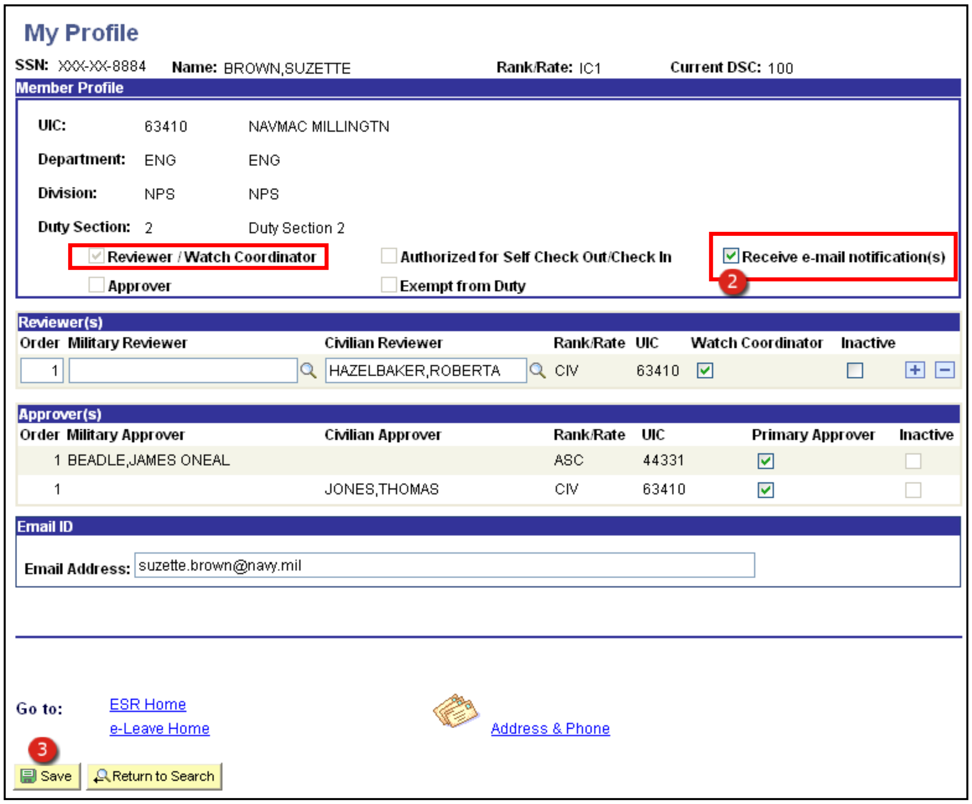


Figure 7-36–My Profile Page

2. **<u>Receive e-mail notification(s)</u>** – Click the checkbox to deselect it. The check mark is removed.
3. **<u>Save</u>** – Click the Save button.

You will no longer receive e-mail notifications when a member submits an e-Leave Request for you to recommend/not recommend.

Section Eight–Civilian Reviewers and Approvers

8. CIVILIAN REVIEWERS AND APPROVERS

The Command Leave Administrator (CLA) can identify civilians at the Command to perform the e-Leave tasks of Reviewer and Approver. Their responsibilities are identical to the military Reviewers and Approvers. The only difference is in the way the civilian Reviewer and Approver logs on to e-Leave. He/she logs on in the same manner as the CLA beginning on the Navy Standard Integrated Personnel System (NSIPS) Portal.

8.1 Accessing e-Leave

The civilian Reviewer and Approver accesses the e-Leave application via the NSIPS Portal.

8.1.1 Accessing the NSIPS Portal

In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/. The Security Disclaimer page (Figure 8-1) displays.

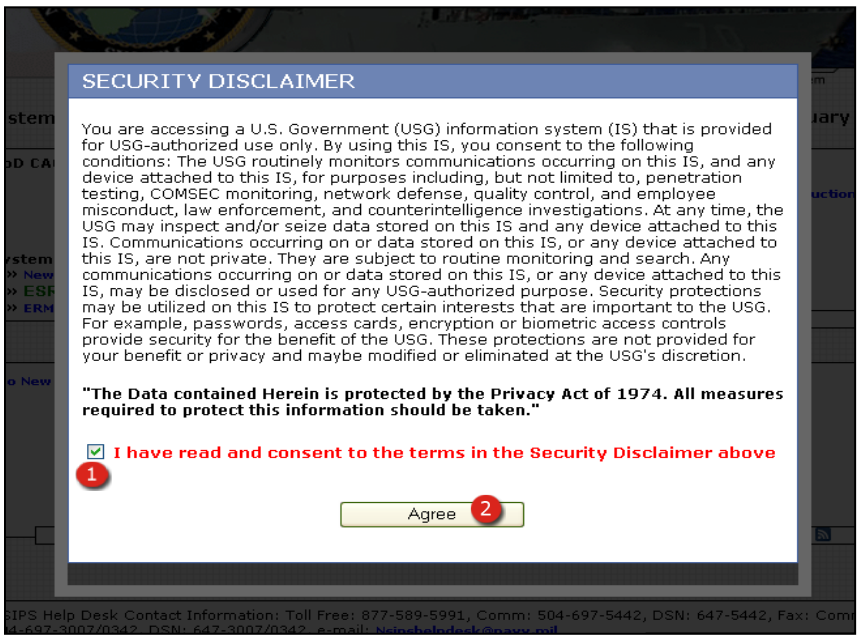


Figure 8-1–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page (Figure 8-2) displays.

8.1.2 NSIPS Splash Page

The NSIPS Splash page (Figure 8-2) provides links to access the SAAR form, view recent new releases, and log into the NSIPS environment to access e-Leave.

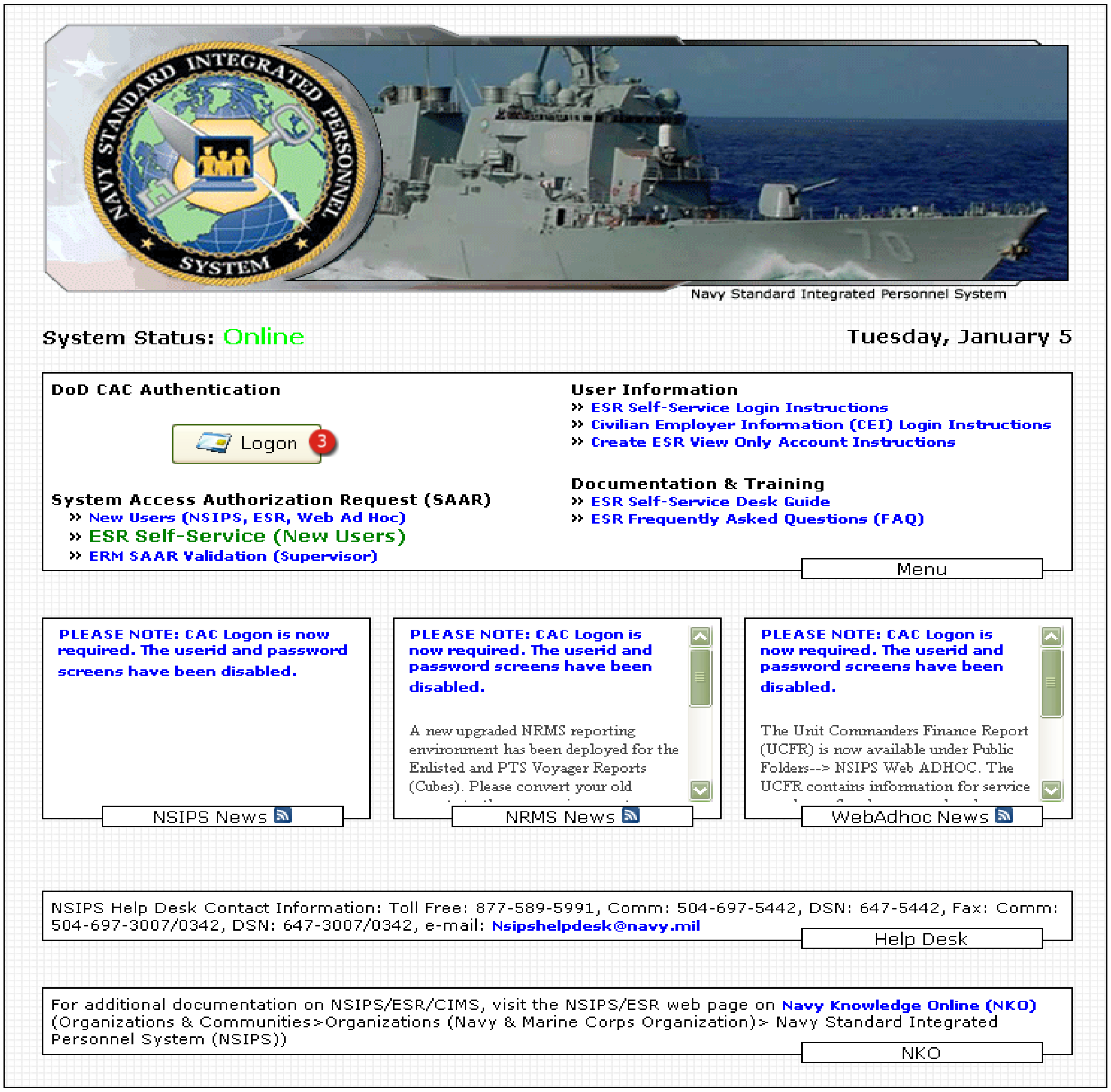


Figure 8-2–NSIPS Splash Page

3. **Logon** – Click the Logon button. The NSIPS Account List page displays.

8.1.3 NSIPS Account List Page

The NSIPS Account List page (Figure 8-3) displays all User Role User IDs assigned to you. The User Role was created using the System Access Authorization Request (SAAR) form described in Section 3.3. During the SAAR process, the system-generated User ID is assigned to the user. This value is used to access e-Leave.

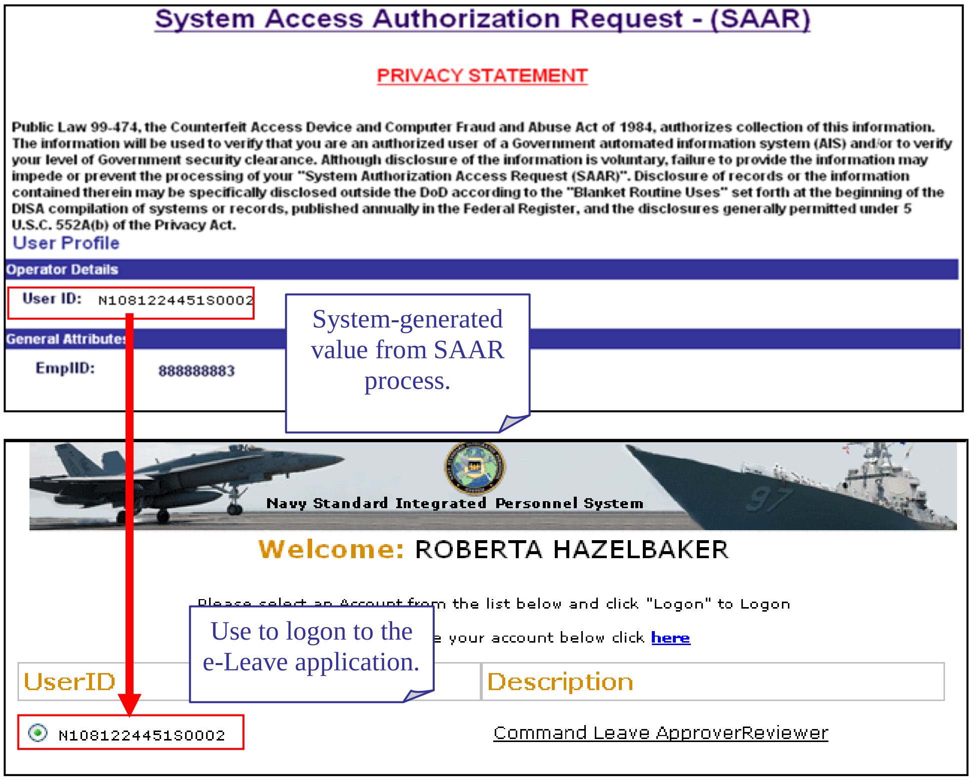


Figure 8-3–NSIPS Account List Page

As the civilian Reviewer/Approver, select the User ID that corresponds to the Command Leave Approver/Reviewer User Role (Figure 8-4).

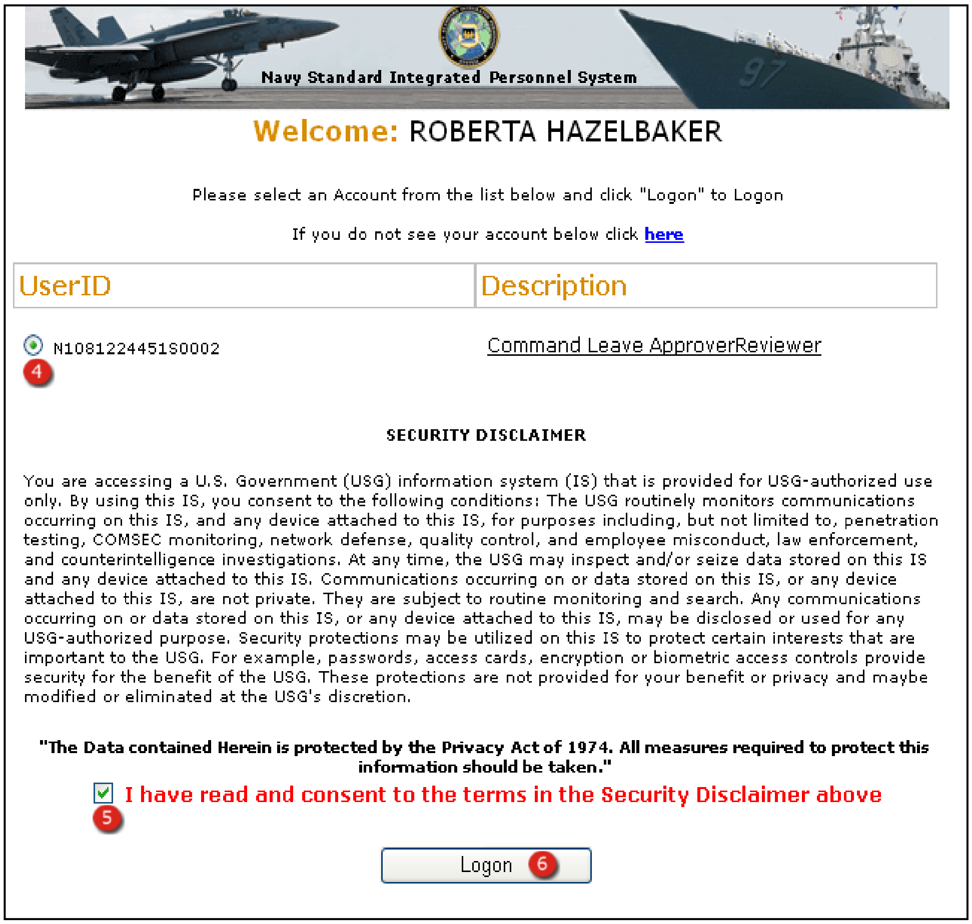


Figure 8-4–NSIPS Account List Page

4. **User ID** – Click the radio button that corresponds Command Leave Approver/Reviewer.
5. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
6. **Logon** – Click the Logon button. The e-Leave Home page (Figure 8-5) displays.

Figure 8-5–ERM: e-Leave Home Page

The e-Leave Home page has two sections, the left-side (Menu) is a hierarchical display of the application features. The right-side (e-Leave Home) provides the link to the e-Leave application. You can navigate to the e-Leave features from either side of the page.

If the screen presents only the left-side, you will need to customize the view. Refer to Section 8.1.4 for customization details. If the screen looks like Figure 8-5, you do not need to perform the customization steps. Go to Section 8.2 to continue.

8.1.4 Customize ESR Home Page Menu Structure

When you access the ERM: e-Leave Menu if it looks like Figure 8-6 and you would like to have the icon links illustrated in Figure 8-5 for navigation; you will need to customize the menu structure. The following steps detail customizing the menu.

Figure 8-6–ERM Menu: No Icon Links

1. **Content** – Click the Contents link. The Personalized Content page (Figure 8-7) displays.

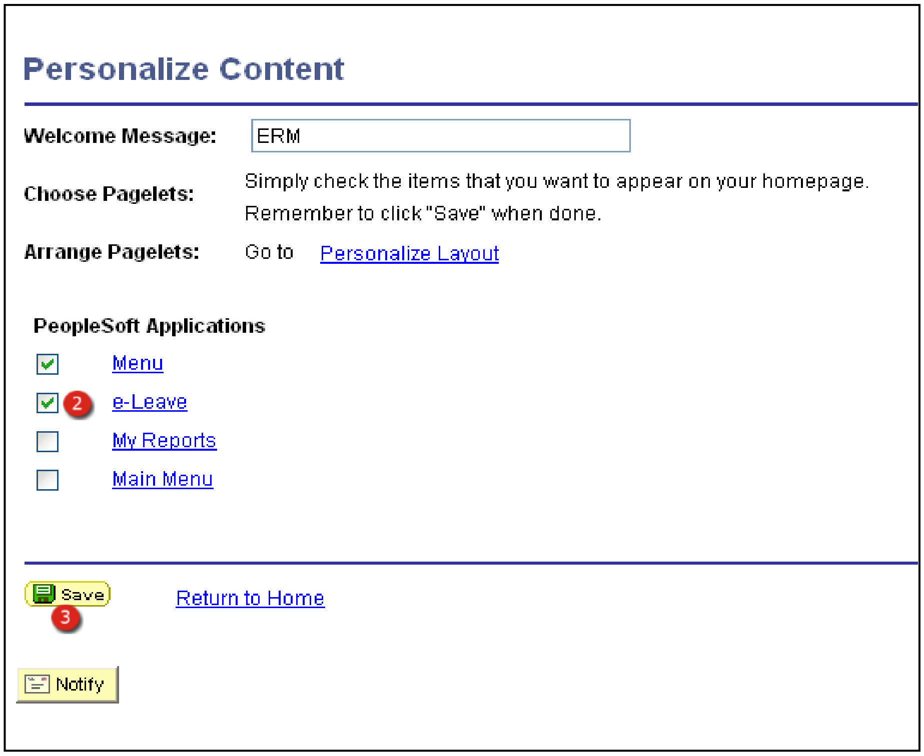


Figure 8-7–Personalize Content Page

2. **e-Leave** – Click the e-Leave checkbox.
3. **Save** – Click the Save button. The ERM Menu page displays with the e-Leave Home page below the Menu section (Figure 8-8).

If you like this layout (Figure 8-8), no further action is needed. If you want the e-Leave Home page to display to the right of the Menu; then, access the Layout feature.

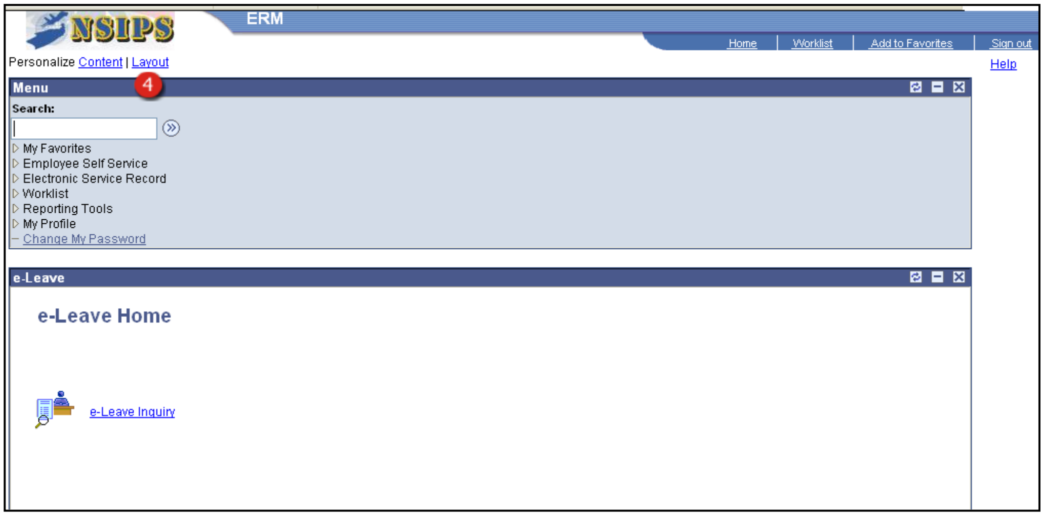


Figure 8-8–ERM Menu with ESR Home Page Below

4. **Layout** – Click the Layout link. The Personalized Layout page (Figure 8-9) displays.

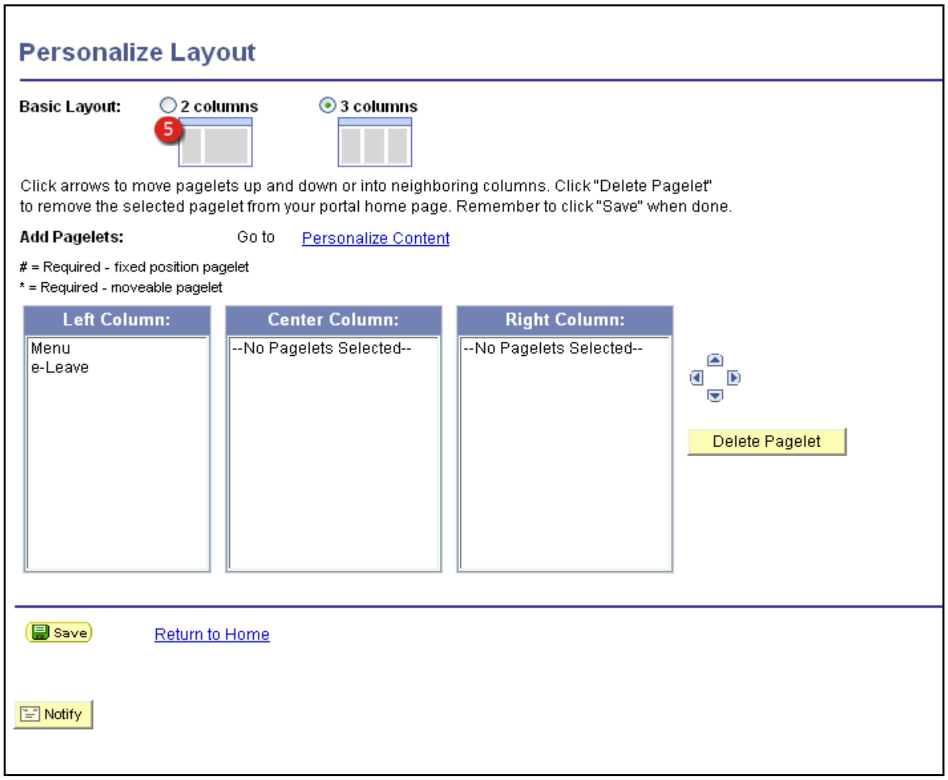


Figure 8-9–Personalized Layout Page: 3 Columns

5. **Basic Layout: 2 Columns** – Click the 2 columns radio button. The Personalized Layout page redisplays with only two columns (Figure 8-10).

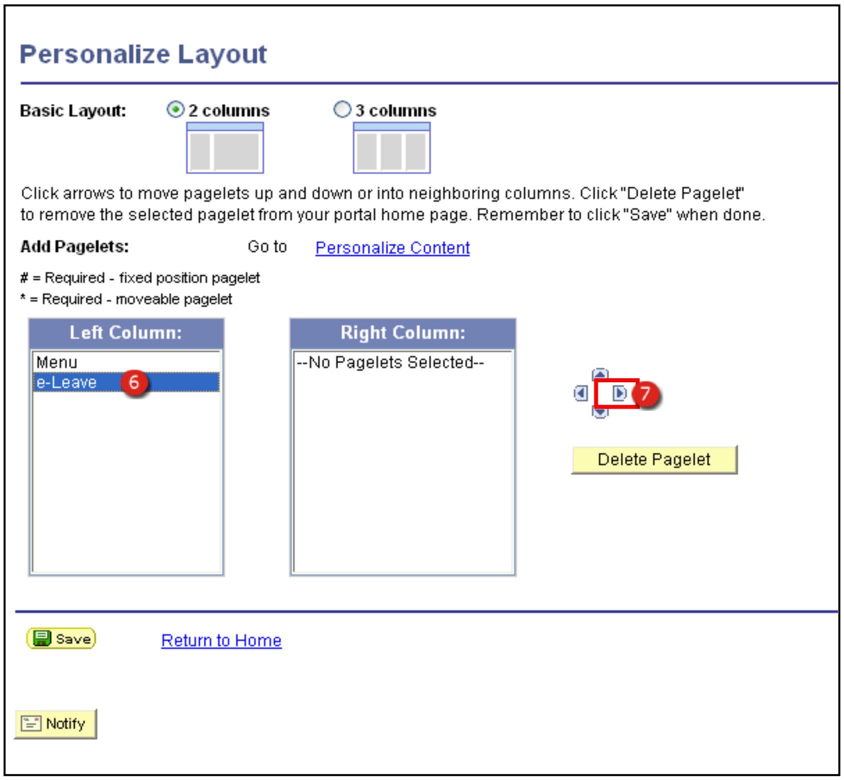


Figure 8-10–Personalized Layout Page: 2 Columns

6. **e-Leave** – Click e-Leave in the Left Column. The item highlights.
7. **Right Arrow** – Click the right arrow. E-Leave displays in the Right Column (Figure 8-11).

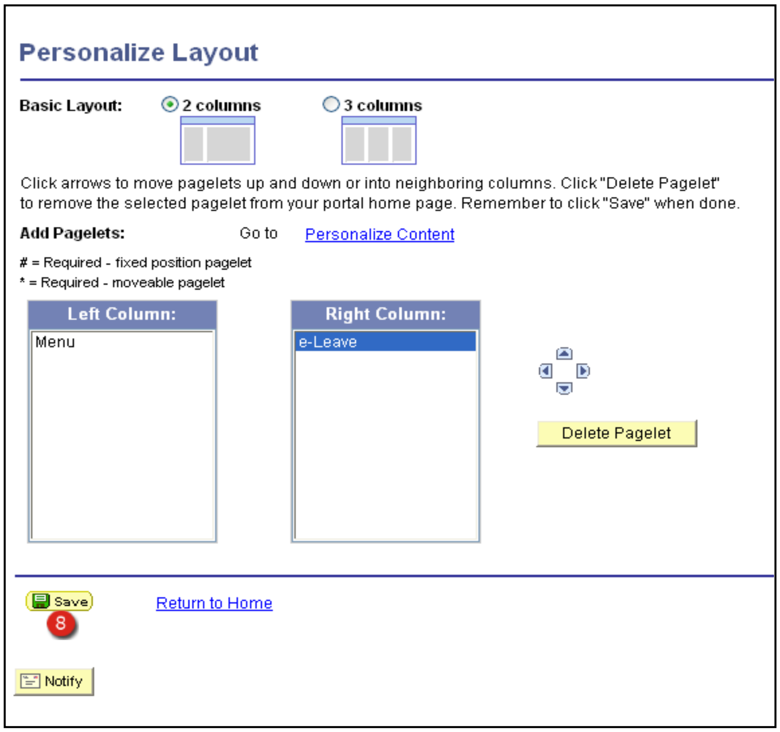


Figure 8-11–Personalized Layout Page: ESR Home Page in Right Column

8. **<u>Save</u>** – Click the Save button. The ERM Menu page displays in two columns with the e-Leave Home page on the right (Figure 8-12).

Figure 8-12–ERM: e-Leave Home Page

8.2 Reviewing e-Leave Requests (Civilian)

The civilian Reviewer accesses the member's e-Leave Request and either Recommends or Not Recommends the requested leave. The Reviewer begins by signing on to the system. Upon log on a pop-up notification (Figure 8-13) displays indicating if the Reviewer has e-Leave Requests pending recommendation.

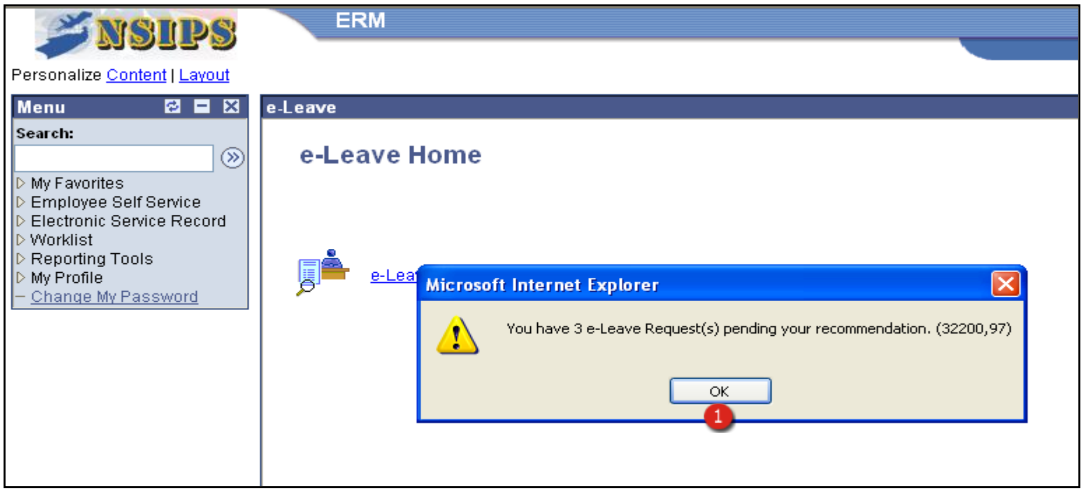


Figure 8-13–Reviewer's Notification Message

1. **OK** – Click OK to close the notification message. The e-Leave Home page (Figure 8-14) displays.

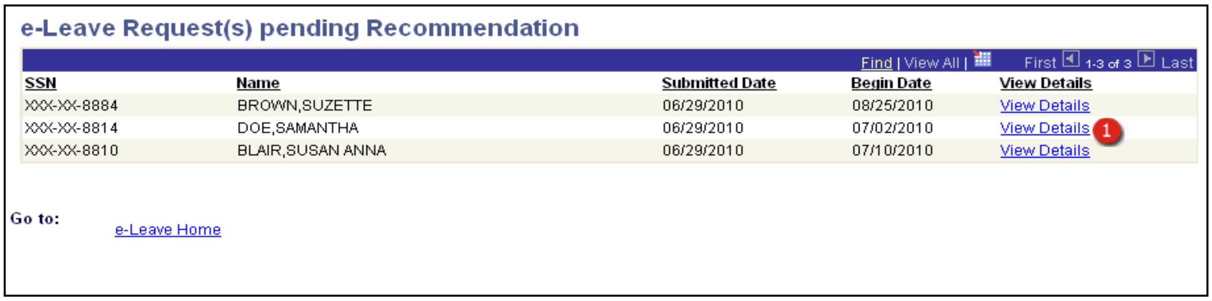
Figure 8-14–e-Leave Home Page

2. **e-Leave Inquiry** – Click the e-Leave Inquiry link to access the list of items pending recommendation.

8.2.1 Processing the e-Leave Request (Recommend)

The e-Leave Inquiry link for the civilian Reviewer displays the e-Leave Request(s) pending Recommendation (Figure 8-15). This page lists all members' e-Leave Requests needing your review and recommendation. The member's SSN, Name, date the request was submitted, and the date the leave will begin display. Use the View Details link to access the member's e-Leave Request.

> **NOTE:** Click the column header to sort the list in ascending or descending order.



e-Leave Request(s) pending Recommendation

Find | View All | First 1-3 of 3 Last

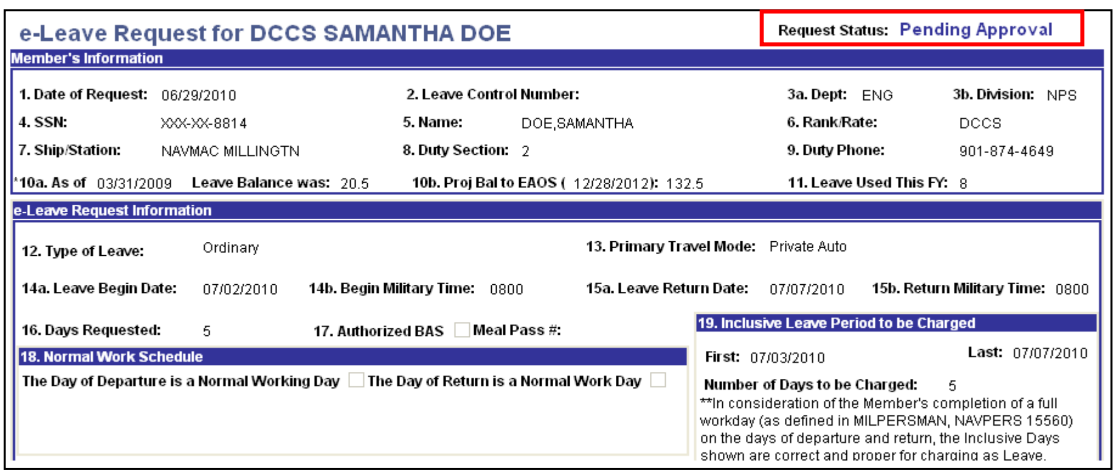
SSN	Name	Submitted Date	Begin Date	View Details
XXX-XX-8884	BROWN,SUZETTE	06/29/2010	08/25/2010	View Details
XXX-XX-8814	DOE,SAMANTHA	06/29/2010	07/02/2010	View Details 1
XXX-XX-8810	BLAIR,SUSAN ANNA	06/29/2010	07/10/2010	View Details

Go to: e-Leave Home

Figure 8-15–e-Leave Request(s) pending Recommendation List

1. **View Details** – Click the View Details link to access the member's e-Leave Request.

In Figure 8-15, the View Details link associated with Doe, Samantha was selected. DCCS Samantha Doe's e-Leave Request (Figure 8-16) displays. Notice, the Request Status is Pending Approval.



e-Leave Request for DCCS SAMANTHA DOE
Request Status: Pending Approval

Member's Information

1. Date of Request: 06/29/2010 | 2. Leave Control Number: | 3a. Dept: ENG | 3b. Division: NPS
4. SSN: XXX-XX-8814 | 5. Name: DOE,SAMANTHA | 6. Rank/Rate: DCCS
7. Ship/Station: NAVMAC MILLINGTN | 8. Duty Section: 2 | 9. Duty Phone: 901-874-4649
*10a. As of 03/31/2009 Leave Balance was: 20.5 | 10b. Proj Bal to EAOS (12/28/2012): 132.5 | 11. Leave Used This FY: 8

e-Leave Request Information

12. Type of Leave: Ordinary | 13. Primary Travel Mode: Private Auto
14a. Leave Begin Date: 07/02/2010 | 14b. Begin Military Time: 0800 | 15a. Leave Return Date: 07/07/2010 | 15b. Return Military Time: 0800
16. Days Requested: 5 | 17. Authorized BAS | Meal Pass #:

18. Normal Work Schedule
The Day of Departure is a Normal Working Day | The Day of Return is a Normal Work Day

19. Inclusive Leave Period to be Charged
First: 07/03/2010 | Last: 07/07/2010
Number of Days to be Charged: 5
**In consideration of the Member's completion of a full workday (as defined in MILPERSMAN, NAVPERS 15560) on the days of departure and return, the Inclusive Days shown are correct and proper for charging as Leave.

Figure 8-16–e-Leave Request for (member) Page: Top of Page

Scroll to the bottom of the page to view the Reviewer's section.

The bottom of the e-Leave Request page (Figure 8-17) displays the fields to identify the Reviewers and Approvers for this e-Leave Request.

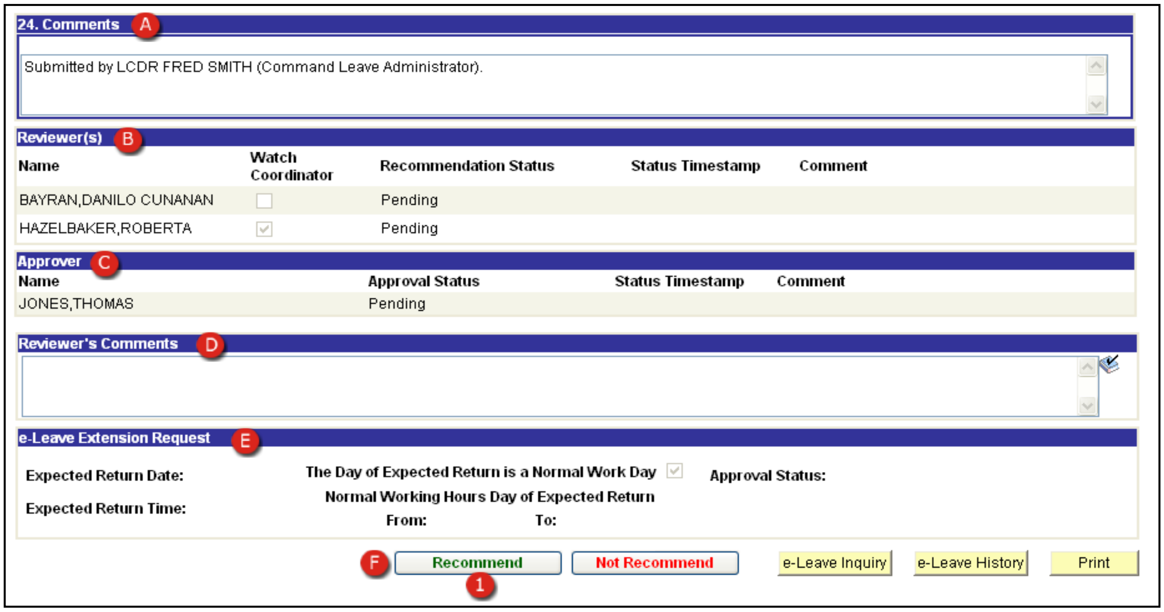


Figure 8-17–e-Leave Request for (member) Page: Bottom of Page

A. **Comments**

The Comments section identifies who submitted the e-Leave Request. In this example, the e-Leave Request was created and submitted by the CLA on behalf of the member.

B. **Reviewer(s)**

The Reviewer(s) section lists all Reviewers, both military and civilian, assigned to the member by the CLA. Any of the listed Reviewers can review and Recommend/Not Recommend the request.

C. **Approver**

The Approver section lists all Approvers, both military and civilian, assigned to the member by the CLA. Any of the listed Approvers can Approve/Disapprove the request.

D. **Reviewer’s Comments**

The Reviewer’s Comments text box provides a field for the Reviewer to add any comments about the member or leave request. It is important to note that the comments will remain with the leave request. For all Not Recommended requests, an explanation is required.

E. E-leave Extension Request

This section displays data completed on the e-Leave Extension Request page.

F. Recommend/Not Recommend

The civilian Reviewer determines if the leave request is acceptable for the member to take. If the leave is acceptable, click the Recommend button (Figure 8-18). If the leave is not acceptable enter an explanation in the Reviewer's Comment section and select the Not Recommend button. Recommend and Not Recommended requests are reviewed and approved by the Approver once the Reviewer has completed his/her action.

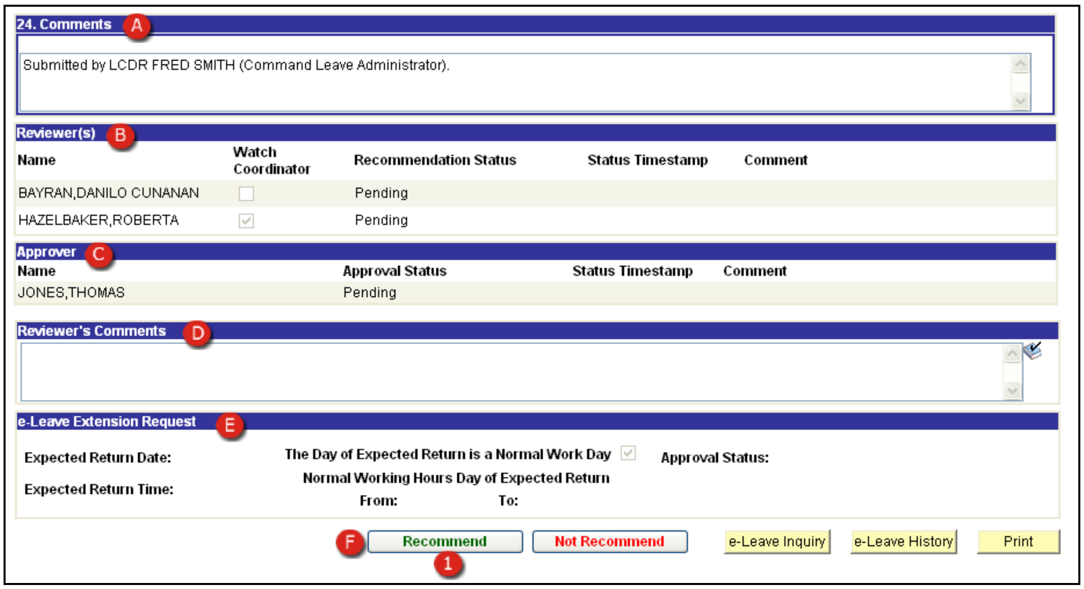


Figure 8-18–e-Leave Request for (member) Page: Bottom of Page

1. **Recommend** – Click the Recommend button. A confirmation message (Figure 8-19) displays the Approver assigned to this e-Leave Request.

At this point, use the e-Leave Inquiry link to continue reviewing e-Leave Requests.

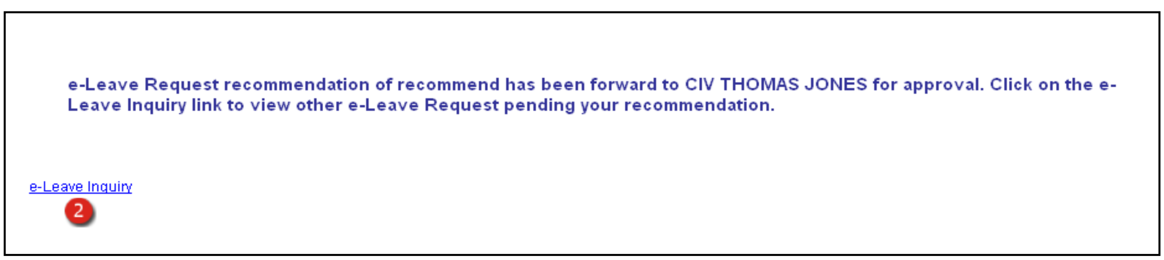


Figure 8-19–Recommend Confirmation Message

2. **e-Leave Inquiry** – Click the e-Leave Inquiry link. The e-Leave Request(s) pending Recommendation page (Figure 8-15) displays.

8.2.2 Not Recommending Leave

If it is determined the member cannot take the requested leave, the Reviewer uses the Not Recommend feature. Access the e-Leave request from the e-Leave Inquiry link on the e-Leave Home page as described in section 8.2. Once the e-Leave Request for (member) displays, scroll to the bottom of the page (Figure 8-20).

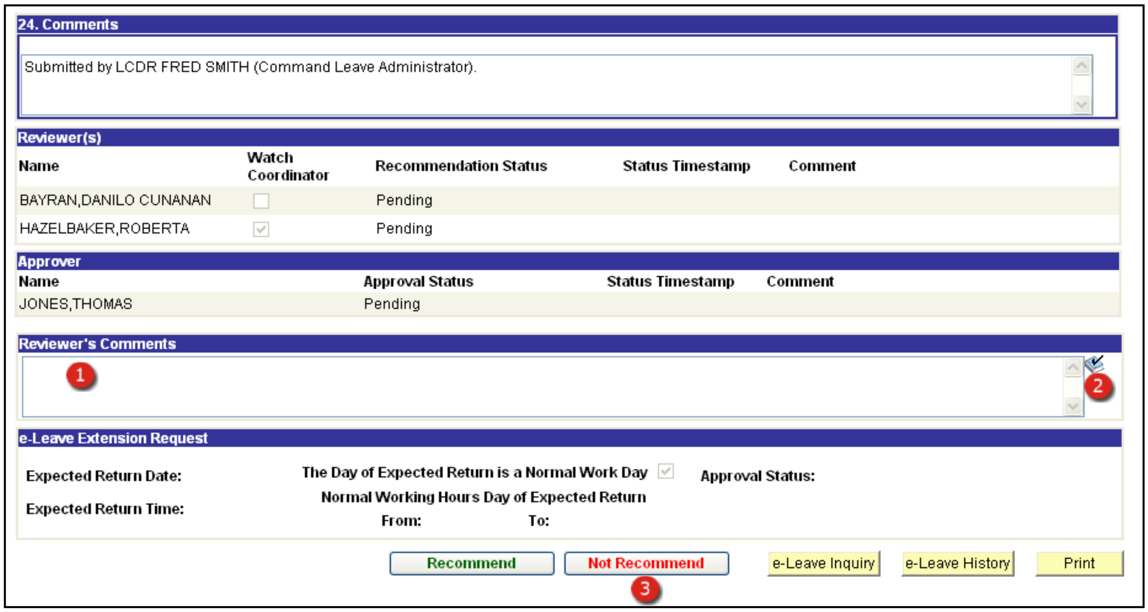


Figure 8-20–e-Leave Request for (member) Page: Bottom of Page

1. **<u>Reviewer's Comments</u>** – (Required) Enter an explanation why the e-Leave Request is not recommended.
2. **<u>Spell Check Icon</u>** – Use the Spell Check icon to check the grammar and spelling of the text.

   NOTE: The text entered in the Reviewer's Comments section remain with the e-Leave Request.

3. **<u>Not Recommend</u>** – Click the Not Recommend button. A confirmation message (Figure 8-21) displays the Approver for this e-Leave Request.

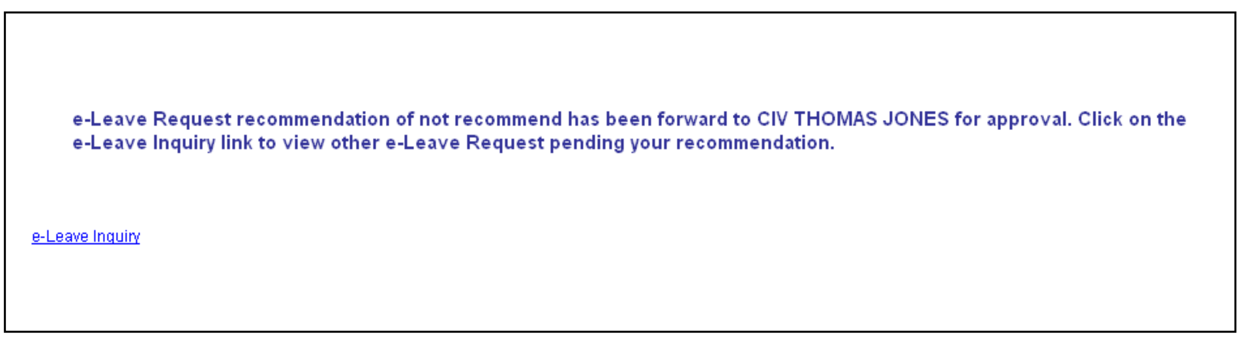


Figure 8-21–Not Recommend Confirmation Message

8.3 Approving e-Leave Requests (Civilian)

The civilian Approver accesses the member's e-Leave Request and either approves or disapproves the requested leave. The Approver begins by signing on to the system. Upon log on, a pop-up notification (Figure 8-22) displays indicating if the Approver has e-Leave Requests pending approval.

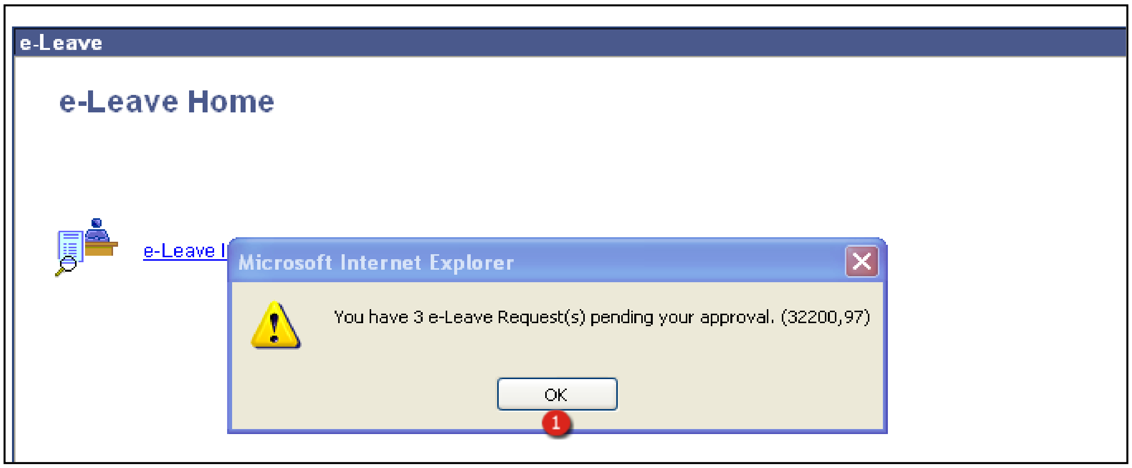


Figure 8-22–Approver Notification Message

1. **OK** – Click the OK button. The e-Leave Home page (Figure 8-23) displays.

Figure 8-23–e-Leave Home Page

2. **e-Leave Inquiry** – Click the e-Leave Inquiry link.

8.3.1 Processing the e-Leave Request (Approve)

The e-Leave Inquiry link for the civilian Approver displays the e-Leave Request(s) pending Approval (Figure 8-24). This page lists all members' e-Leave Requests needing approval. The member's SSN, Name, date the request was submitted, and the date the leave will begin display. Use the View Details link to access the member's e-Leave Request.

NOTE: Click the column header to sort the list in ascending or descending order.

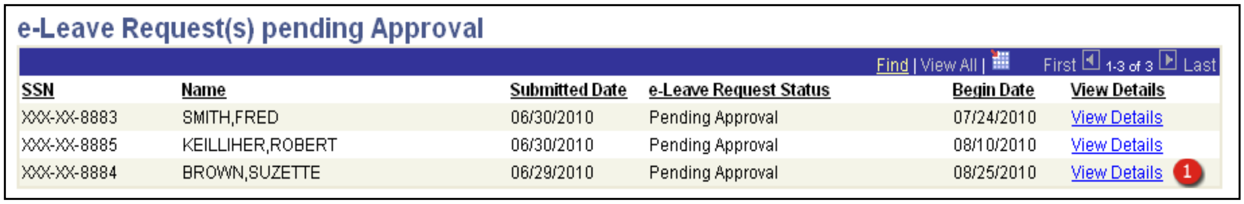


Figure 8-24–e-Leave Request(s) pending Approval List

1. **View Details** – Click the View Details link to access the member's e-Leave Request.

In Figure 8-24, the View Details link associated with Brown,Suzette was selected. The e-Leave Request for Brown displays. Scroll to the bottom of the page (Figure 8-25) to Approve the request.

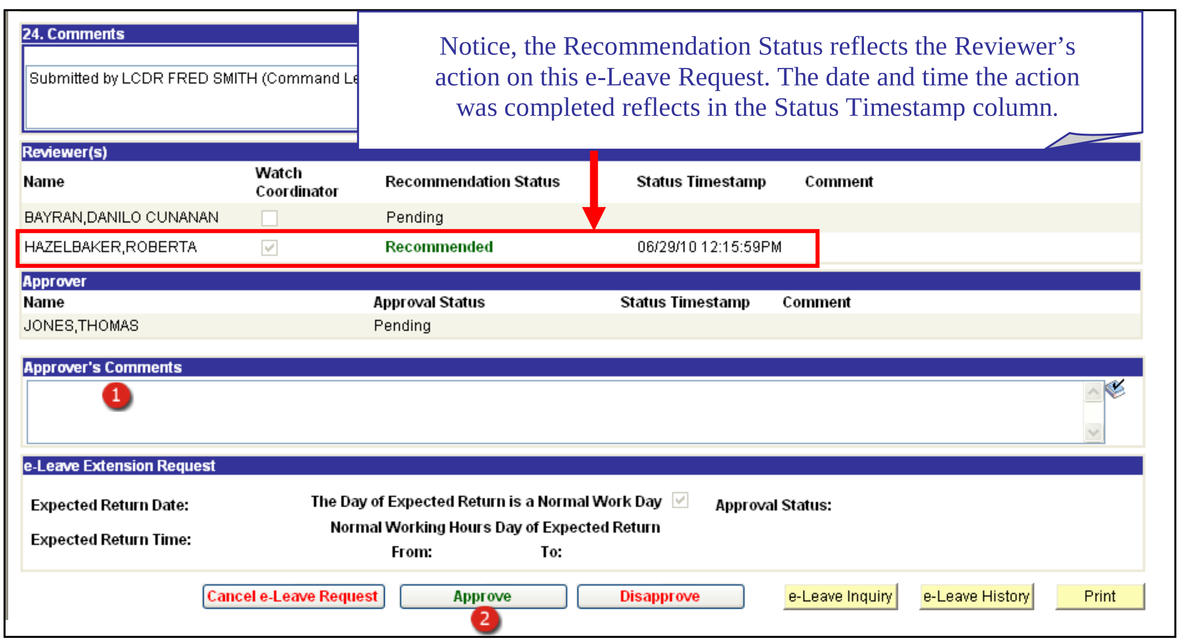


Figure 8-25– e-Leave Request for (member) Page: Bottom of Page

1. **Approver's Comments** – Enter appropriate comments for this leave request. This field is not required for approved requests. It is required for disapproved requests.
2. **Approve** – Click the Approve button to approve this e-Leave Request. A confirmation message (Figure 8-26) displays.

At this point, use the e-Leave Inquiry link to continue approving/disapproving e-Leave Requests.

Figure 8-26–Approve Confirmation Message

3. **e-Leave Inquiry**– Click the e-Leave Inquiry link. The e-Leave Request(s) pending Approval page (Figure 8-24) displays.

Upon approval, the e-Leave Request is assigned a Leave Control Number (LCN) and the member can officially Check Out on the leave Begin Date listed on the e-Leave Request.

8.3.2 Disapproving Leave

If it is determined the member cannot take the requested leave, the Approver must Disapprove the leave request. Access the e-Leave request from the e-Leave Inquiry link on the e-Leave Home page. Once the e-Leave Request for (member) displays, scroll to the bottom of the page (Figure 8-27).

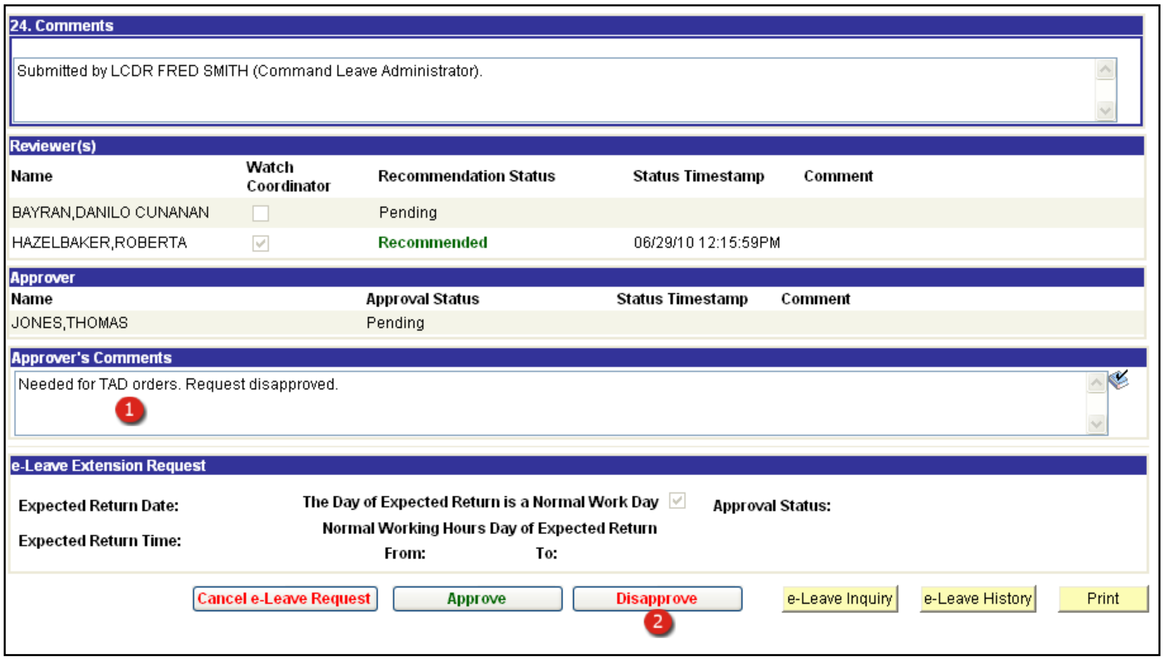


Figure 8-27–e-Leave Request for (member) Page: Bottom of Page

1. **<u>Approver's Comments</u>** – (Required) Enter appropriate comments for this leave request. Use the Spell Check icon to check the grammar and spelling. The comments remain with the e-Leave Request.
2. **<u>Disapprove</u>** – Click the Disapprove button to disapprove this e-Leave Request. A confirmation message (Figure 8-28) displays documenting that the request was disapproved.

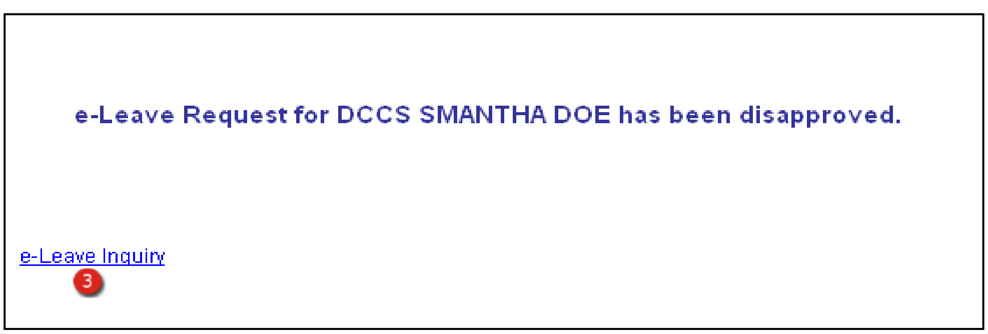


Figure 8-27–Disapprove Confirmation Message

8.3.3 Cancelling e-Leave Request

After the e-Leave Request is approved and the LCN assigned, the leave request can be cancelled by the member, the CLA, or the Approver. If the member cancels the e-Leave Request, the Approver or CLA must access the request and Approve the cancellation request. The Approver and/or the CLA can initiate the cancellation of a member's leave. Once the cancellation is approved, the e-Leave Request is cancelled.

Use the same steps described in Section 8.3 to navigate to the e-Leave Request. Scroll to the bottom of the page (Figure 8-29) and use the Cancel e-Leave Request button.

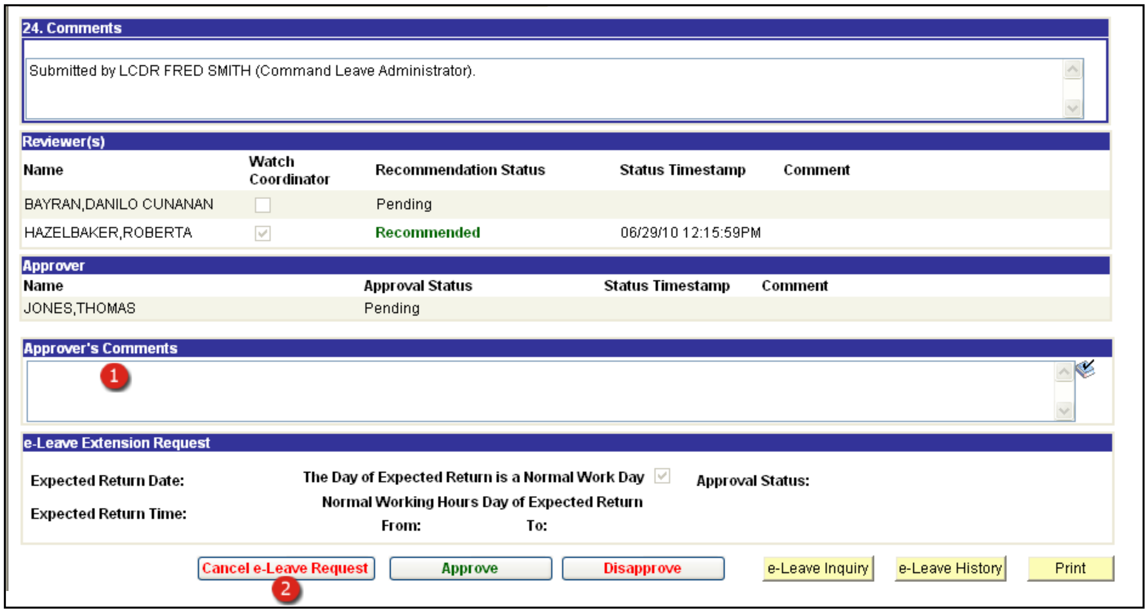


Figure 8-29– e-Leave Request for (member) Page: Bottom of Page

1. **<u>Approver's Comments</u>** – (Required) Enter appropriate comments for this leave request. Use the Spell Check icon to check the grammar and spelling. The comments remain with the e-Leave Request.
2. **<u>Cancel e-Leave Request</u>** – Click the Cancel e-Leave Request button to cancel this e-Leave Request. A confirmation message displays documenting that the request was cancelled.

8.4 *User Role of Both Reviewer and Approver*

The civilian can assume the role of both Reviewer and Approver. The step to process e-Leave Requests is identical. The difference is on the e-Leave Recommendation/Approve page (Figure 8-30).

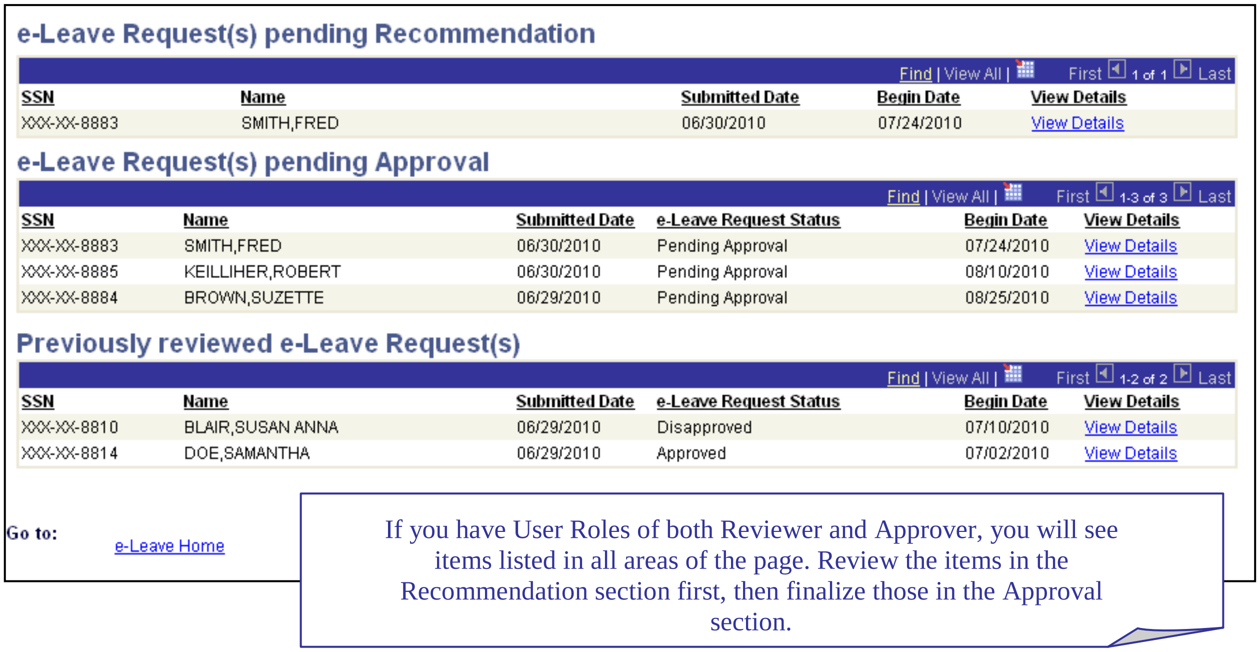


Figure 8-30–e-Leave Request for (member) Page: Bottom of Page

The Previously reviewed e-Leave Request lists the items that you have taken action on.

8.5 Popup and Email Notifications

There are two ways in which you will be notified that e-Leave Requests are pending your approval. The pop-up notification message (Figure 8-31) that displays when you access the Self-Service account and an e-mail notification that is sent to the email address established on the SAAR form.

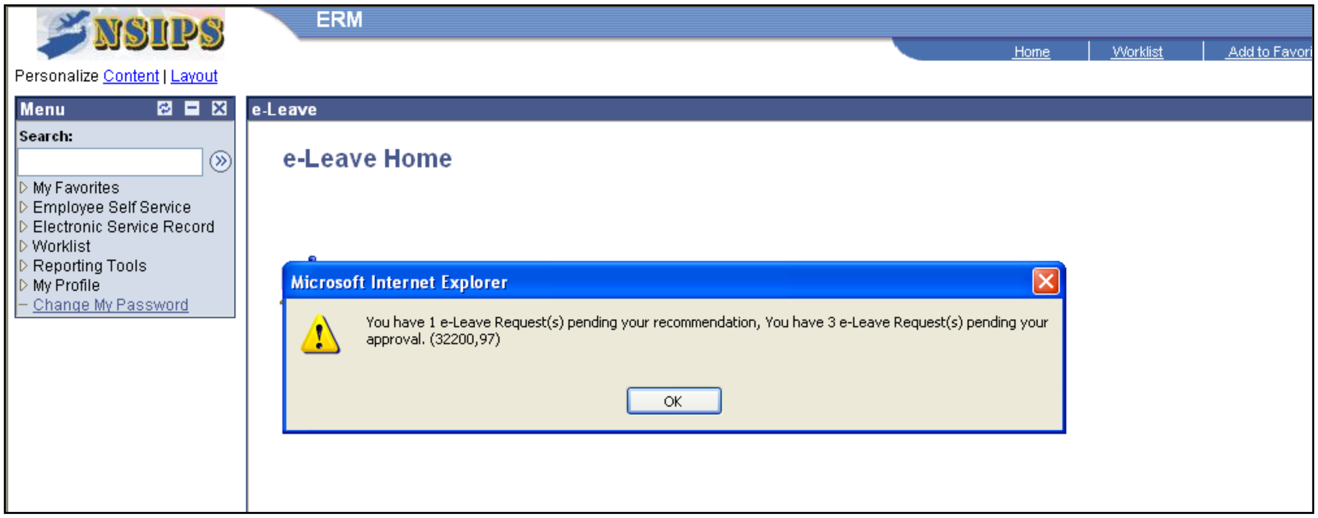


Figure 8-31–Popup Notification

NOTE: If you are both a Reviewer and Approver, the popup notification will let you know how may e-Leave Requests you need to access as a Reviewer and how many as an Approver.

When the CLA identified you as a Reviewer/Watch Coordinator and/or Approver, the Receive e-mail notification option was selected. If you do not want to receive email notifications each time an e-Leave Request is pending your action, contact the CLA and ask him/her to deselect this option.

Section Nine–Member

9. MEMBER

The e-Leave application is used by all Navy members to create and submit e-Leave Requests. Once the request is approved, the member can use the e-Leave application to Check Out, create an e-Leave Extension, and Check In.

To support e-Leave Request processing, the Command Leave Administrator (CLA) establishes the environment and identifies military and civilian Reviewers/Watch Coordinators and Approvers for each member's e-Leave Request. For military Reviewers and Approvers to create and submit their own e-Leave Requests, they perform the task as a member.

To perform the duties of Reviewer refer to Section 6 and for Approver duties refer to Section 7.

This section discusses the steps the member takes to create, update, and manage his/her own e-Leave Request via the member's Self-Service account.

9.1 Accessing e-Leave

The member accesses the e-Leave application via the Navy Standard Integrated Personnel System (NSIPS) Portal. The member will need to have a Common Access Card (CAC).

9.1.1 Accessing the NSIPS Portal

In the Internet Explorer window, navigate to https://nsips.nmci.navy.mil/. The Security Disclaimer page (Figure 9-1) displays.

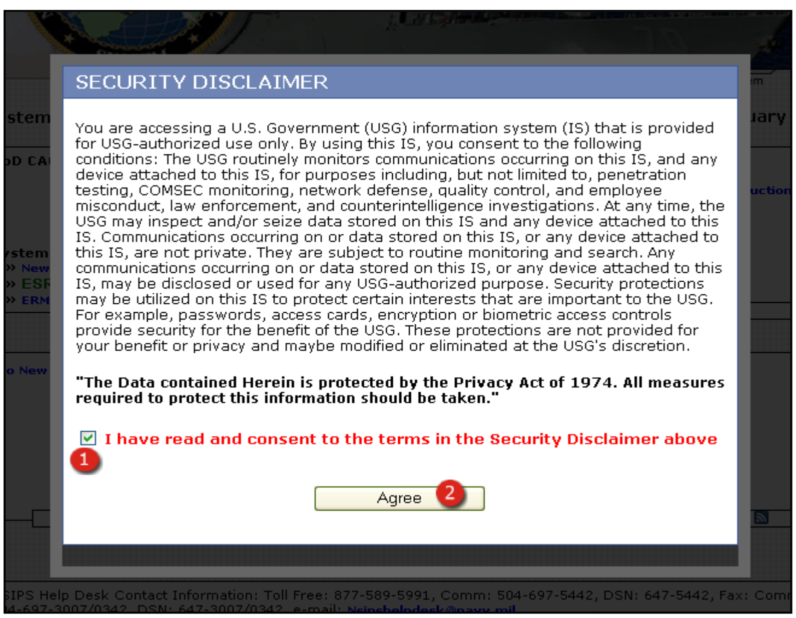


Figure 9-1–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

9.1.2 NSIPS Splash Page

The NSIPS Splash page (Figure 9-2) provides links to access the SAAR form, view updates, obtain online training and instructional manuals, and log into the NSIPS environment to access the Self-Service account and e-Leave.

Figure 9-2–NSIPS Splash Page

The following provides a brief explanation of each section in the NSIPS Splash page.

A. **System Access Authorization Request (SAAR)**

This section (Figure 9-2) provides the links to access the SAAR form to create and validate e-Leave User Roles and User Accounts for both NSIPS access and Self-Service account access.

B. **User Information/Documentation & Training**

This section (Figure 9-2) provides links to access instructions; details about Civilian Employer Information and Electronic Service Record (ESR) accounts; and login procedures.

C. **NSIPS News**

This section (Figure 9-2) provides upcoming details about the NSIPS program.

D. **NRMS News**

This section (Figure 9-2) provides updates about the Navy Reserve Management System (NRMS).

E. **WebAdhoc News**

This section (Figure 9-2) provides report information relating to NSIPS and ESR Self-Service features.

F. **Help Desk**

This section (Figure 9-2) lists the phone numbers and email address if issues arise in processing e-Leave.

G. **NKO**

Additional training and support for e-Leave is located on the Navy Knowledge Online (NKO) network (Figure 9-2).

H. **Logon**

Your Common Access Card (CAC) is required to access e-Leave. Use the Logon button (Figure 9-3) to access your list of NSIPS application logons to access e-Leave via the NSIPS application or Self-Service account.

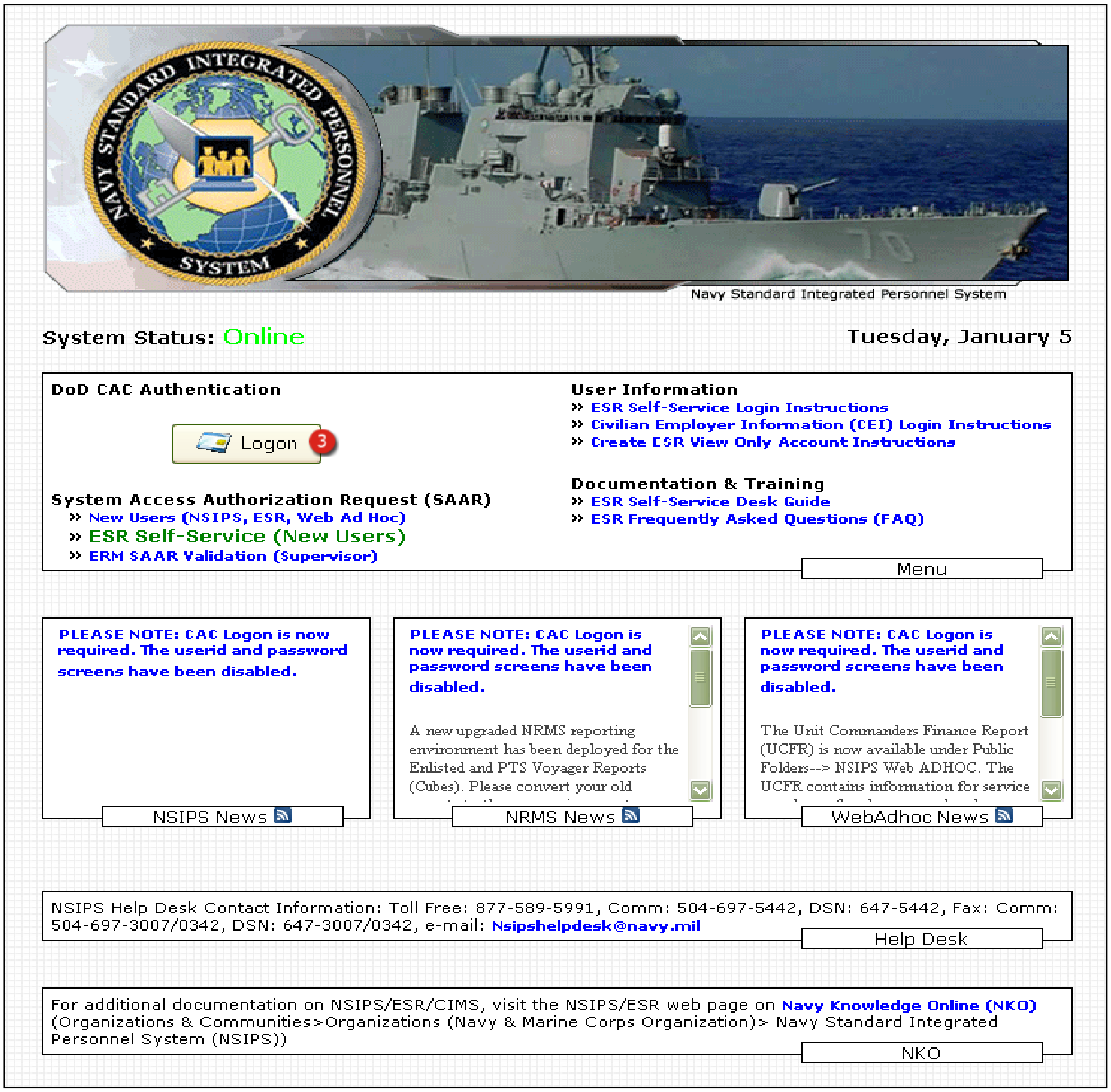


Figure 9-3–NSIPS Splash Page

3. **Logon** – Click the Logon button. The NSIPS Account List page displays.

9.1.3 NSIPS Account List Page

The NSIPS Account List page (Figure 9-4) displays all User Role User IDs assigned to you. The User Role was created using the System Access Authorization Request (SAAR) form described in Section 3.4. During the SAAR process, the system-generated User ID is assigned to the user. This value is used to access the member’s Self-Service account.

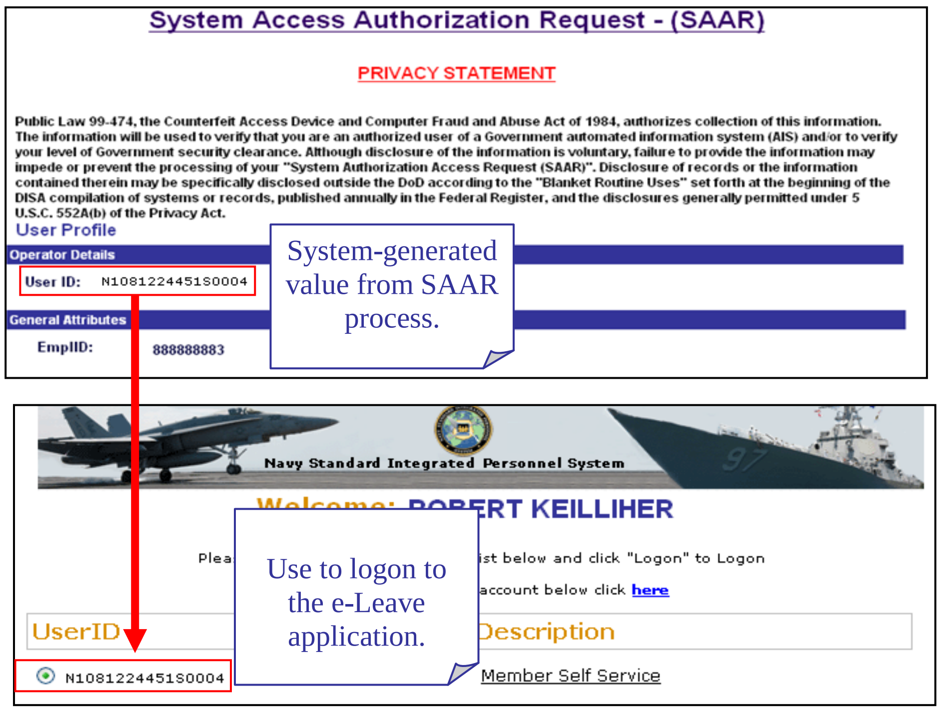


Figure 9-4–User ID SAAR Generation

As the member, sign in using the User ID that corresponds to your Self-Service User Role, identified as Member Self Service (Figure 9-5).

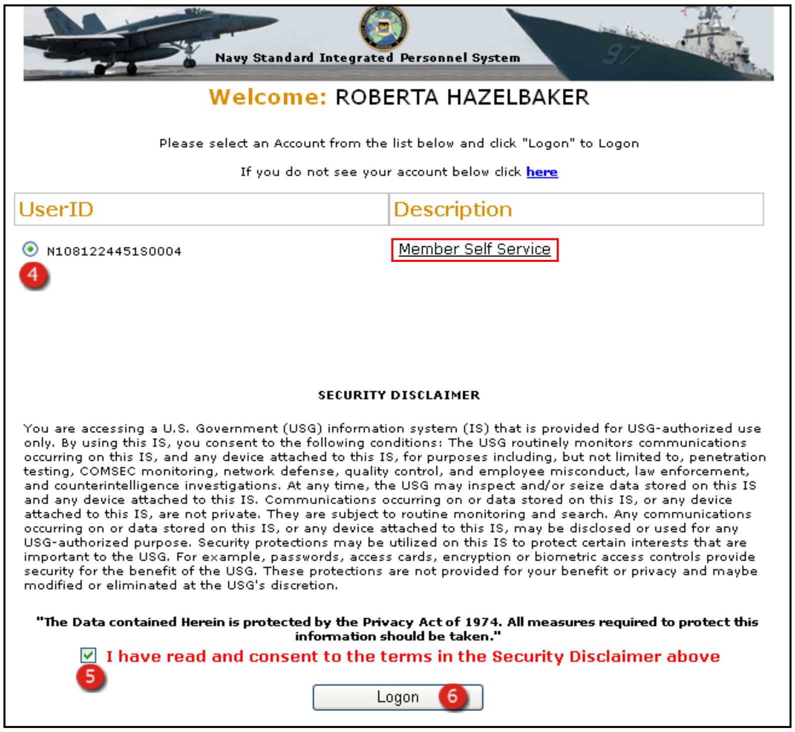


Figure 9-5–NSIPS Account List Page

4. **User ID** – Click the radio button that corresponds with the User ID associated with the task being performed. In this example, the Member Self Service User ID is selected.
5. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
6. **Logon** – Click the Logon button. The ESR Home Page: Electronic Service Record page (Figure 9-6) displays.

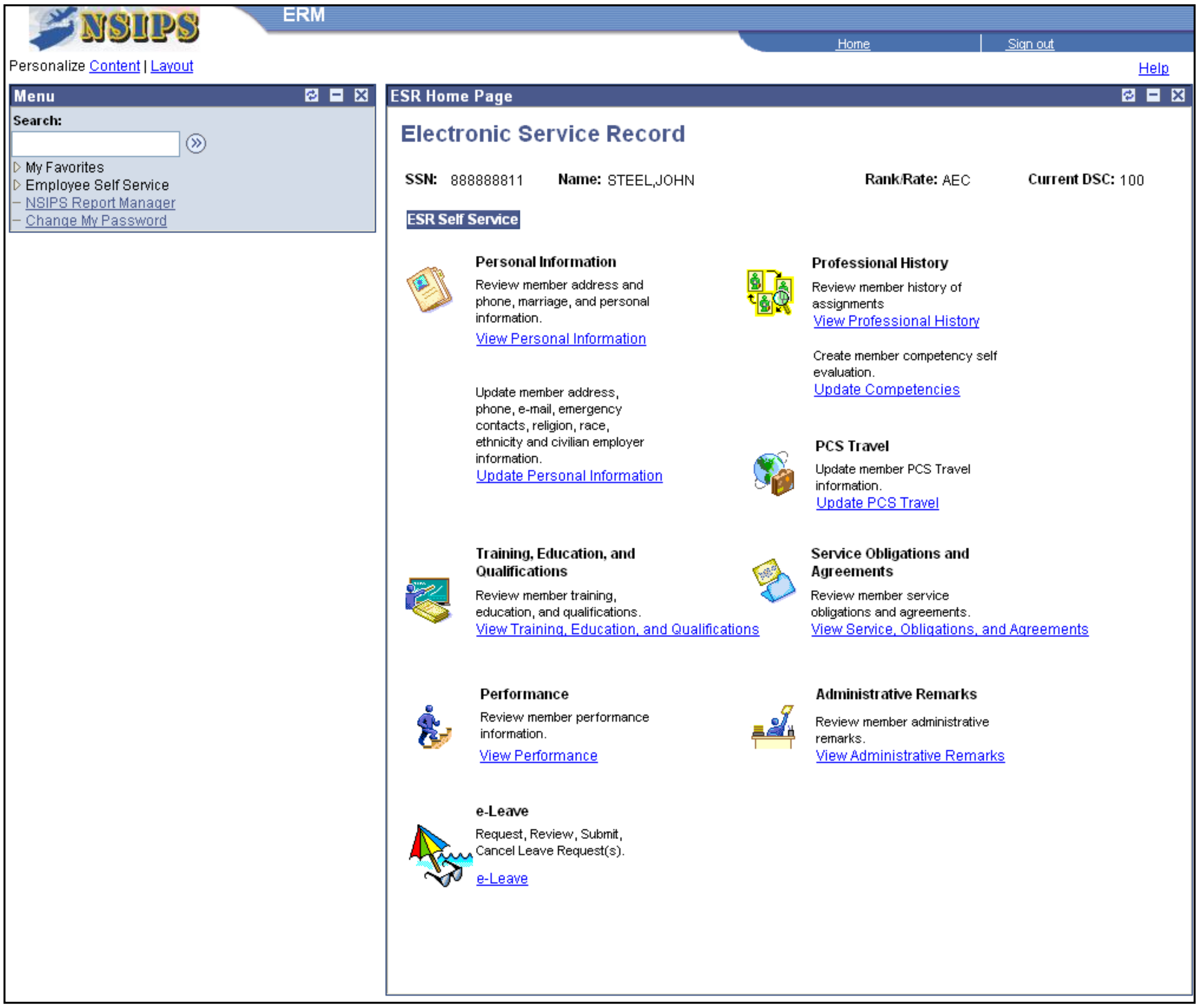


Figure 9-6– ERM – ESR Home Page: Electronic Service Record Page

The ESR Home Page: Electronic Service Record page has two sections, the left-side (Menu) is a hierarchical display of application features. The right-side (ESR Home Page) provides icon links to the application features. You can navigate to the features from either side of the page.

If your system presents only the left-side, you will need to customize the view. Refer to Section 9.1.4 for details. If your system presents the view illustrated in Figure 9-6, skip to Section 9.2 to continue.

9.1.4 Customize ESR Home Page Menu Structure

When you access the Self-Service menu if it looks like Figure 9-7 and you would like to have the icon links illustrated in Figure 9-6 for navigation; you will need to customize the menu structure. The following steps detail customizing the menu.

Figure 9-7– ERM Menu: No Icon Links

1. **<u>Content</u>** – Click the Contents link. The Personalized Content page (Figure 9-8) displays.

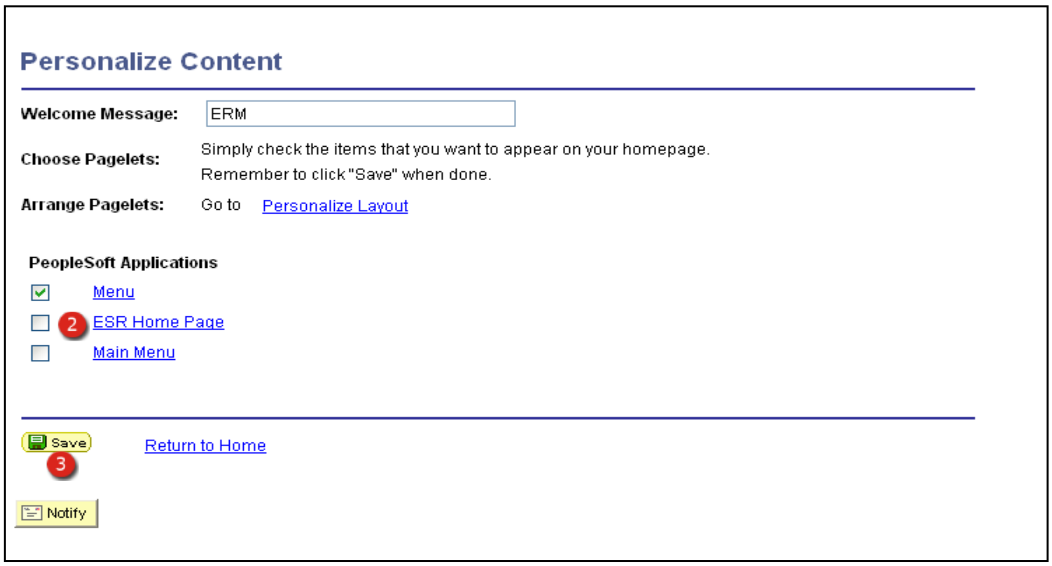


Figure 9-8–Personalize Content Page

2. **<u>ESR Home Page</u>** – Click the ESR Home Page checkbox.
3. **<u>Save</u>** – Click the Save button. The ERM Menu page displays with the ESR Home Page below the Menu section (Figure 9-9).

If you like this layout (Figure 9-9), no further action is needed. If you want the ESR Menu Page to display to the right of the Menu; then, access the Layout feature.

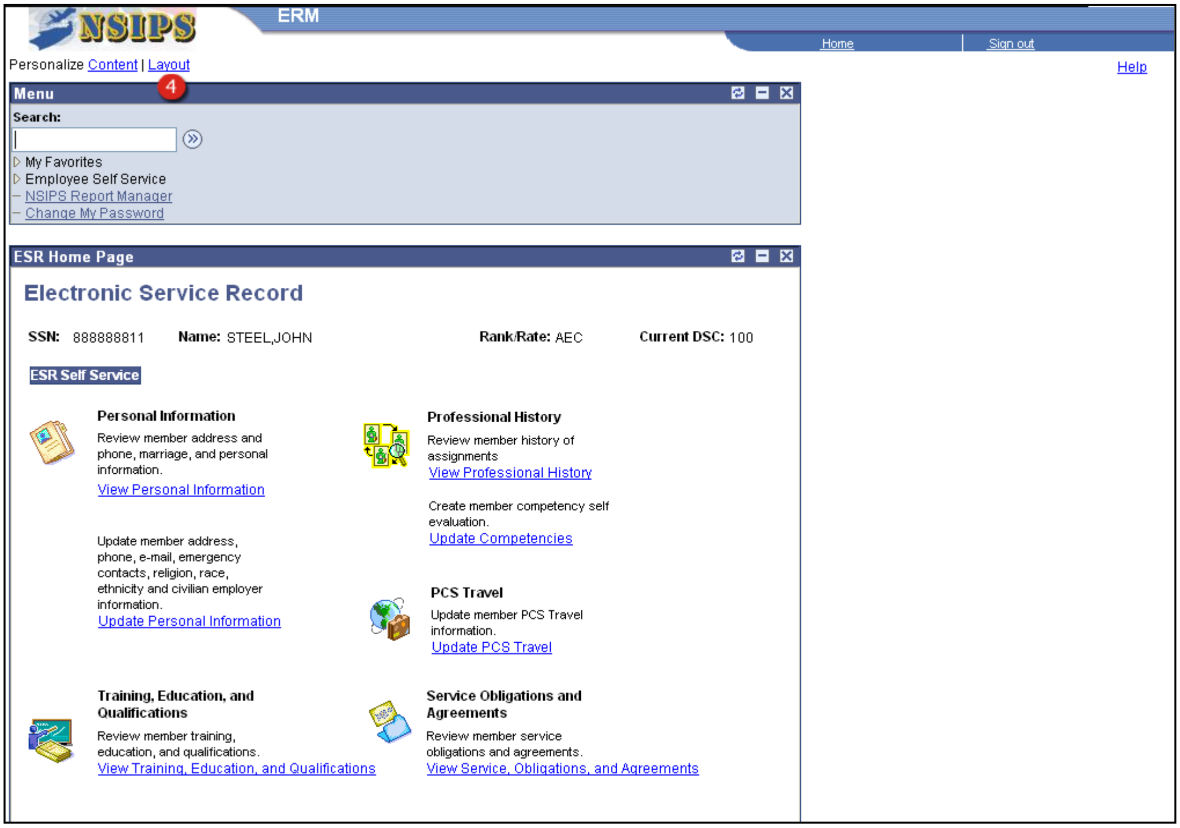


Figure 9-9–ERM Menu with ESR Home Page Below

4. **Layout** – Click the Layout link. The Personalized Layout page (Figure 9-10) displays.

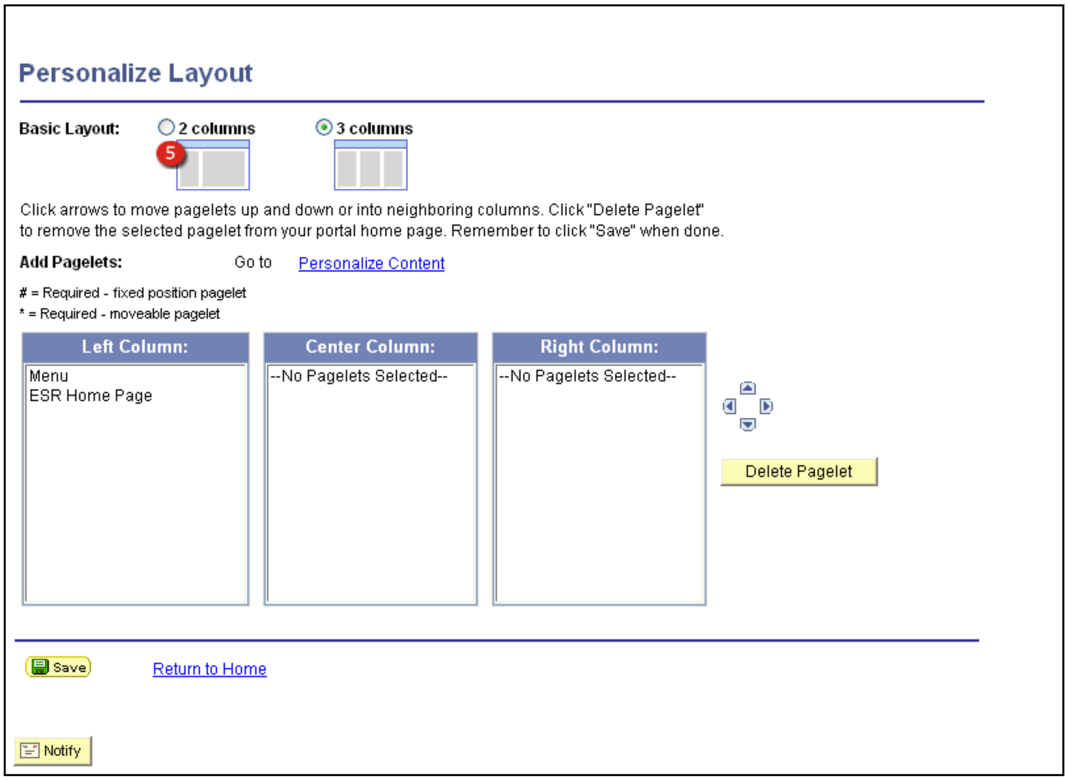


Figure 9-10–Personalized Layout Page: 3 Columns

5. **Basic Layout: 2 Columns** – Click the 2 columns radio button. The Personalized Layout page redisplays with only two columns (Figure 9-11).

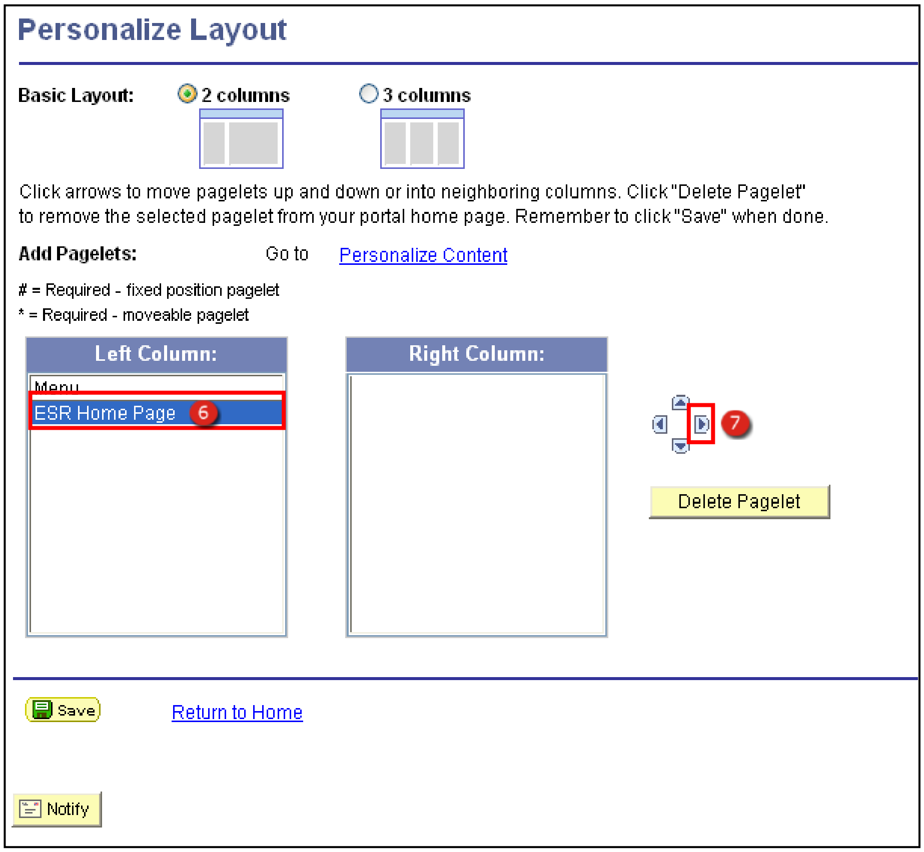


Figure 9-11–Personalized Layout Page: 2 Columns

6. **ESR Home Page** – Click ESR Home Page in the Left Column. The item highlights.
7. **Right Arrow** – Click the right arrow. ESR Home Page displays in the Right Column (Figure 9-12).

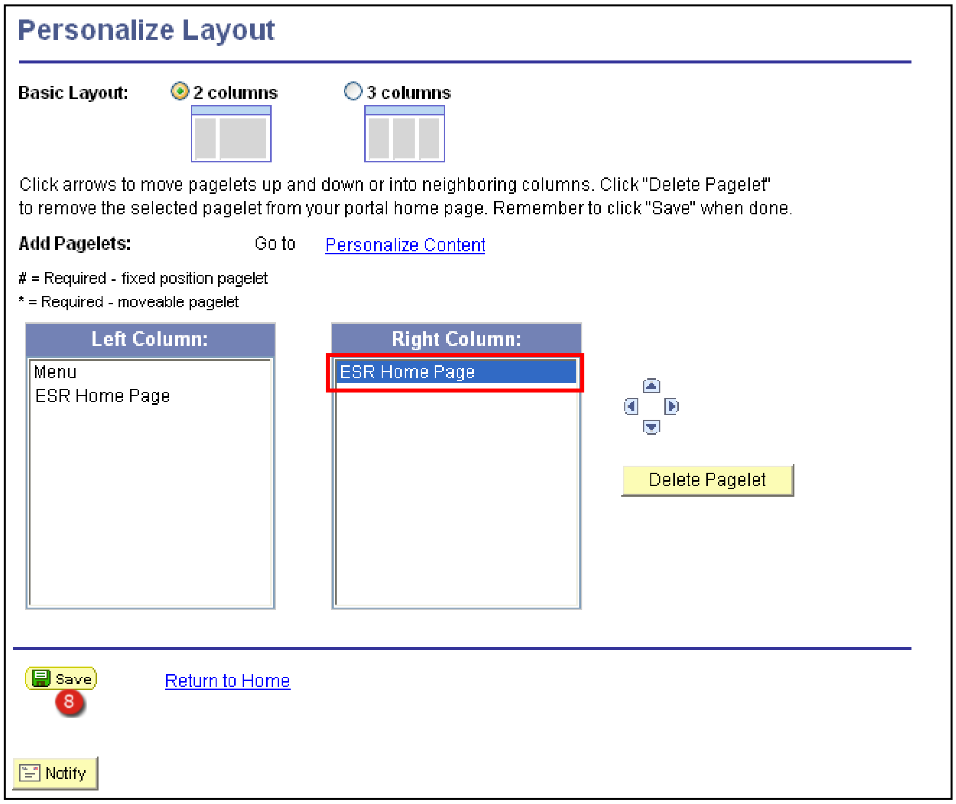


Figure 9-12–Personalized Layout Page: ESR Home Page in Right Column

8. **Save** – Click the Save button. The ERM: ESR Home Page displays with the menu in two columns (Figure 9-13).

Figure 9-13–EMR: ESR Home Page

9.2 ESR Home Page – Electronic Service Record

The ESR Home Page – Electronic Service Record (Figure 9-14) displays links to the member's demographic, personal, and military information. It includes the link to access the e-Leave application via the e-Leave link.

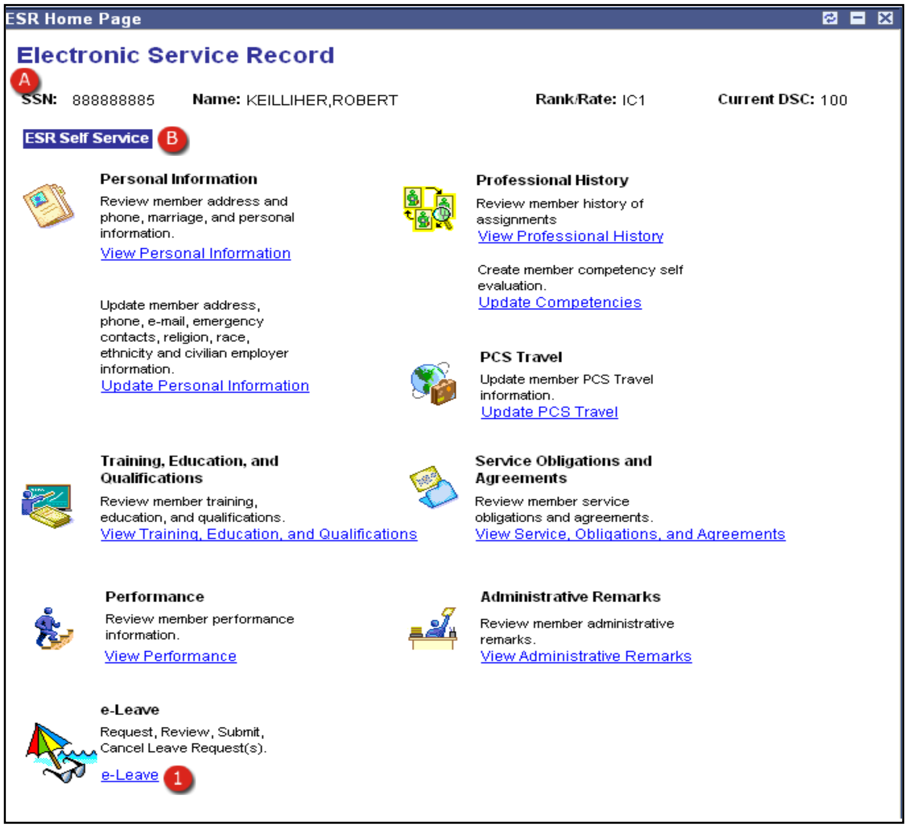


Figure 9-14–ESR Home Page: Electronic Service Record

A. **Member Demographics**

The top of the page (Figure 9-14) displays the member's SSN, Name, Rank or Rate, and Current Duty Status Code (DSC).

B. **ESR Self-Service**

The ESR Self-Service section (Figure 9-14) provides links to access the member's personal and military related information. For the e-Leave Request process, the e-Leave link opens the e-Leave Home page.

1. **e-Leave** – Click the e-Leave link.

9.3 E-Leave Home Page

After selecting the e-Leave link from the ESR Home Page, the e-Leave Home page (Figure 9-15) displays. This page provides links to quickly access the e-Leave Request at various phases of the leave process. This provides a quick method to track the leave request through its entire life cycle. Under e-Leave Home your SSN, Name, Rank or Rate, and Current DSC display.

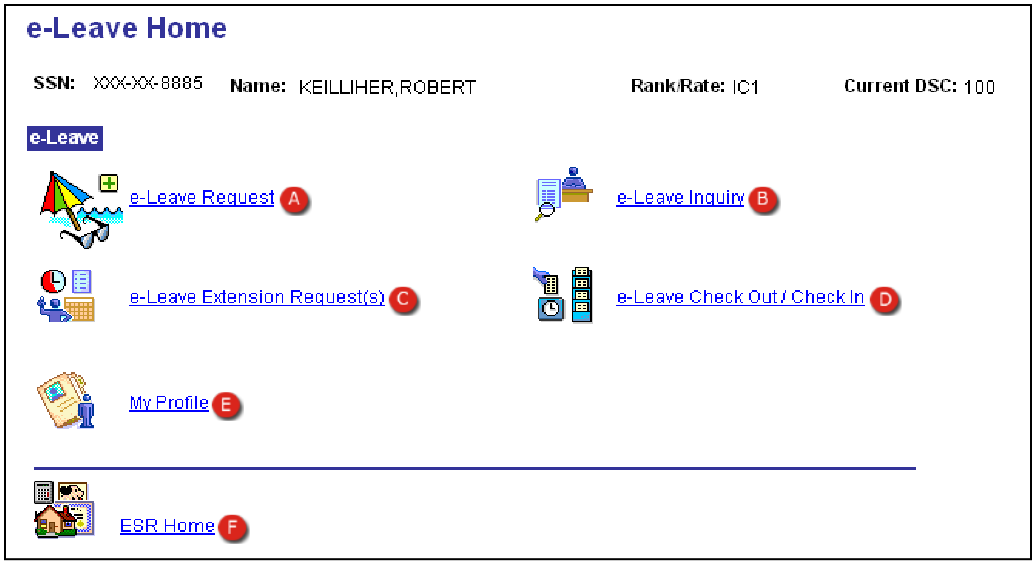


Figure 9-15–e-Leave Home Page (Member)

The following provides a brief description of each e-Leave feature and the Section where instructional steps are described.

A. **e-Leave Request**

This link opens the e-Leave Request page to record leave requests and submit the requests electronically for review and approval. Refer to Section 9.5.

B. **e-Leave Inquiry**

This link opens the My e-Leave Request(s) page which displays a high-level synopsis of the requested leave. It also displays the status condition. This is a quick and easy way to track your leave requests. Refer to Section 9.7.

C. **e-Leave Extension Request(s)**

This link opens the e-Leave Extension Request(s) page which displays a list of all extensions requested, approved, disapproved, cancelled, and completed. Refer to Section 9.11.

D. **e-Leave Check Out/Check In**

This link opens the e-Leave Check Out/Check In page which displays a list of all e-Leave Requests in an Approved (waiting Check Out) status and those in a Checked Out (waiting Check In) status. Refer to Sections 9.10 and 9.12.

E. **My Profile Link**

This link opens the page to view the profile assigned to you by the CLA. As part of the e-Leave setup process, the CLA assigns each member to a Department/Division/Duty Section within the UIC. The member is also assigned the role as Reviewer/Approver and other options available. Refer to Section 9.4.

F. **ESR Home Link**

Use this link to return to the ESR Home Page (Figure 9-14).

9.4 My Profile Link

On the e-Leave Home page (Figure 9-16), the My Profile link opens the profile assigned to you, the member, by the CLA during the e-Leave setup process.

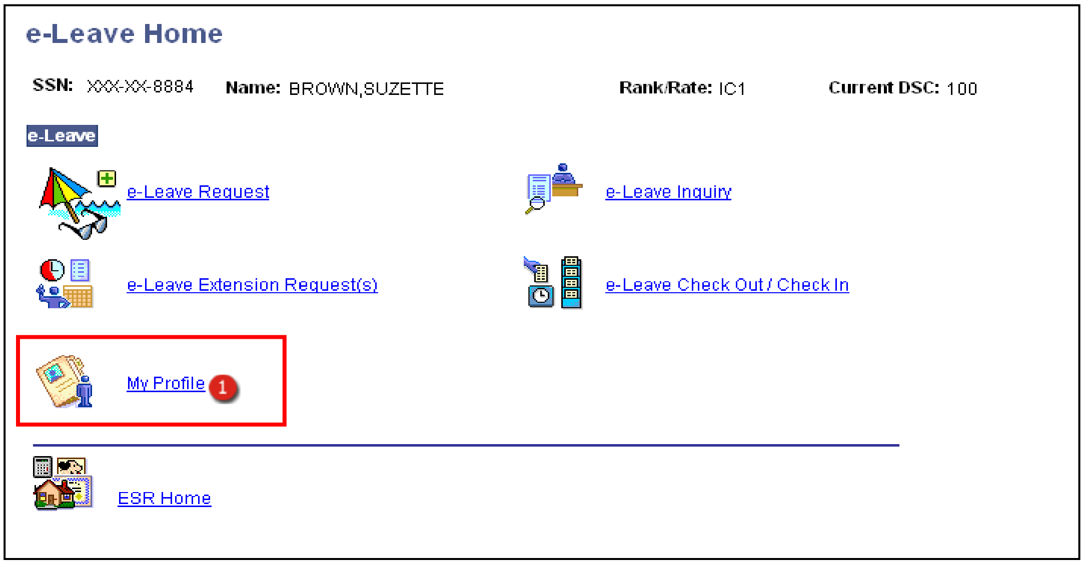


Figure 9-16–e-Leave Home Page: My Profile

1. **My Profile** – Click the My Profile link.

The My Profile page (Figure 9-17) displays. It lists the Department/Division/Duty Section for the UIC that was assigned to the member. Also, it displays what roles the CLA has assigned to the member. The member can also designate who his/her Watch Coordinator is on this page.

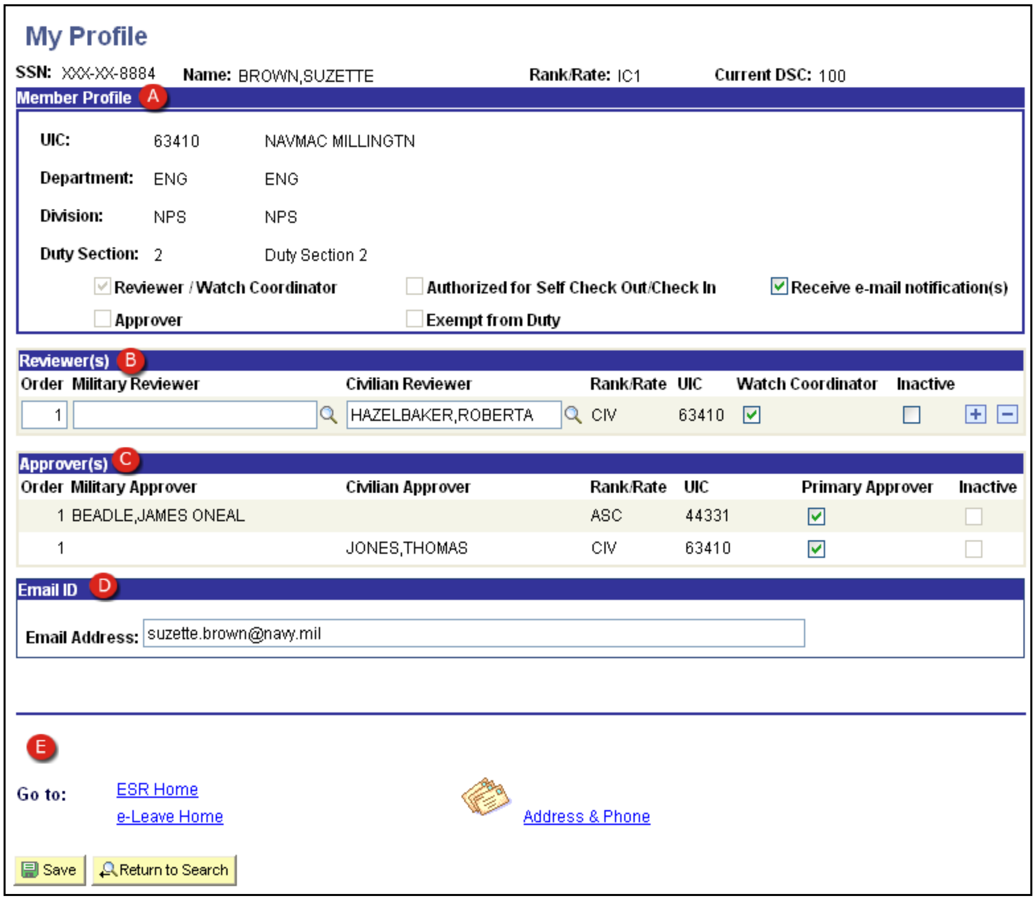


Figure 9-17–My Profile

A. **Member Profile**

The Member Profile section (Figure 9-17) provides details about the member as established by the CLA during the setup of the e-Leave environment. The member's UIC, Department, Division, and Duty Section display. In this example, the member, IC1 Brown, is assigned to the ENG Department, NPC Division, Duty Section 2 for UIC 63410.

If the CLA identified the member as a Reviewer/Watch Coordinator and/or Approver during the e-Leave Setup process (Section 5.6) the corresponding checkboxes will be selected. In this example, IC1 Brown was identified as a Reviewer/Watch Coordinator. The Receive e-mail notification checkbox defaults to selected (a check mark displays in the checkbox).

Several other options are available for the member as depicted in Figure 9-18.

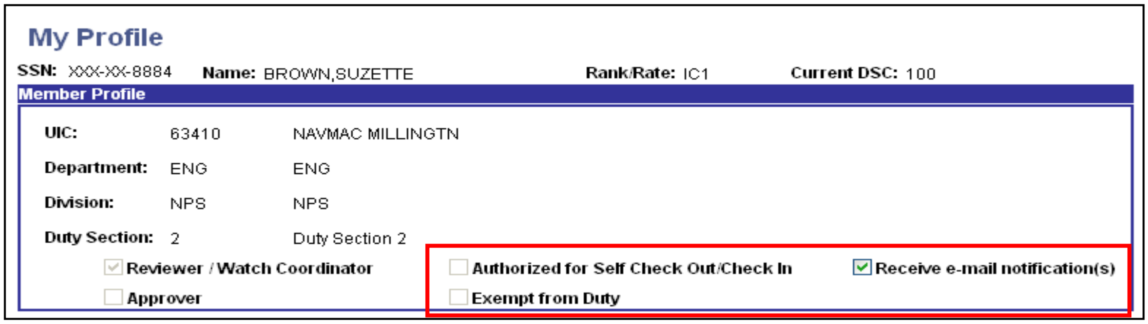


Figure 9-18–My Profile: Options

- **Authorize for Self Check Out/Check In** – This indicates that after the member checks out or checks in the e-Leave Check Out/Check In does not go to the CLA for final acceptance.

- **Exempt From Duty** – This indicates that the member does not need a Watch Coordinator assigned as the member is exempt from duty.

- **Receive e-mail notification(s)** – As a Reviewer/Approver, you have the option to obtain e-mail notifications when you have a member's e-Leave Request to process.

NOTE: The default value for e-mail notification is selected. If you do not want e-mail notifications, click the checkbox to deselect thus removing the check mark.

All data listed on the My Profile page were identified by the CLA during the setup process for the member.

B. **Reviewer(s)**

The Reviewer(s) section (Figure 9-19) lists the Reviewers/Watch Coordinator assigned by the CLA to the member. The Reviewer can be military or civilian. Using the Add a Row icon (+), the member can add additional Reviewers. Using the Delete a Row icon (-), the member can remove Reviewers. The Watch Coordinator is identified with a check in the Watch Coordinator checkbox. A Watch Coordinator is not needed if the member is exempt from duty.

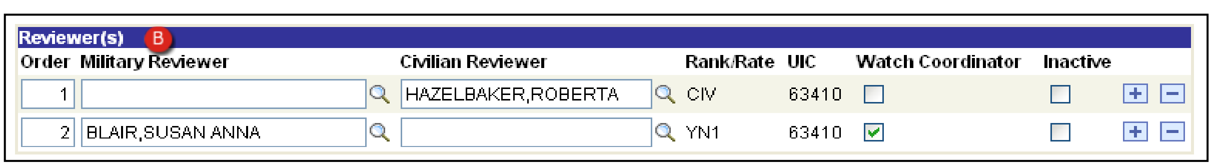
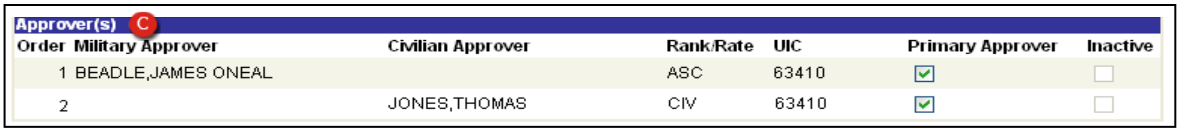


Figure 9-19–My Profile: Reviewer(s) Section

In this example, IC1 Brown has two Reviewers assigned by the CLA. YN1 Blair is identified as the Watch Coordinator.

C. Approver(s)

The Approver(s) section (Figure 9-20) lists the Approvers assigned by the CLA to the member. The Approver can be military or civilian. Only the CLA can assign Approvers. The Primary Approver is identified.



Approver(s) C

Order	Military Approver	Civilian Approver	Rank/Rate	UIC	Primary Approver	Inactive
1	BEADLE,JAMES ONEAL		ASC	63410	☑	☐
2		JONES,THOMAS	CIV	63410	☑	☐

Figure 9-20–My Profile: Approver(s) Section

In this example, the CLA identified two Approvers for IC1 Brown. If multiple Approvers are listed, the member can select up to two Approvers as Primary Approvers.

D. Email ID

The Email ID section (Figure 9-21) lists the member’s official email address that was entered on the original e-Leave Request. The official email address can be changed. If changed a confirmation message displays asking if the email address is official.

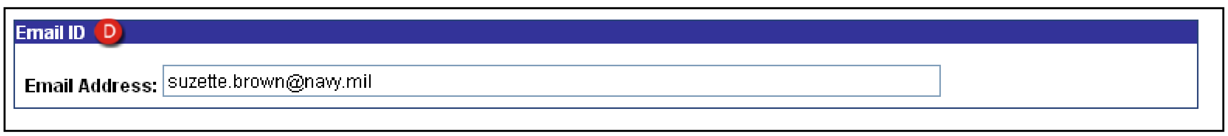


Figure 9-21–My Profile: Email ID Section

Verify that this email address is correct as this is the address where e-Leave email notifications will be sent.

E. Action Links and Buttons

At the bottom of the My Profile page (Figure 9-22), the links and buttons help finalize actions on the page.

- **ESR Home** – Opens the ESR Home Page
- **e-Leave Home** – Opens the e-Leave Home page
- **Save** – Click this button to save any changes made to the My Profile page

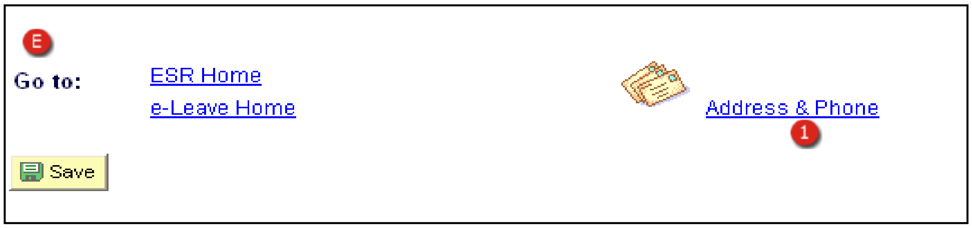


Figure 9-22–My Profile: Action Links and Buttons

1. **Address & Phone** – Click the Address & Phone link to open the member's personal data page that details the addresses and phone numbers stored in the NSIPS database for the member.

A new window opens and displays the member's Address and Phone page (Figure 9-23).

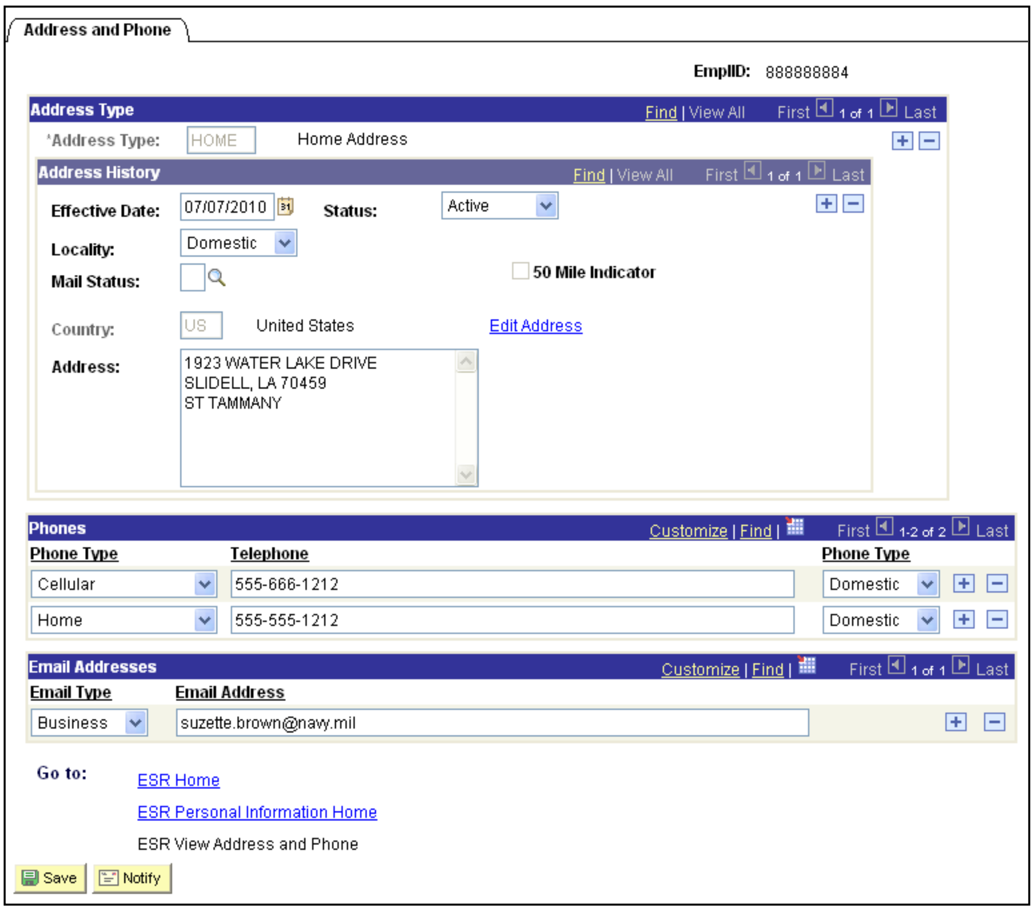


Figure 9-23–Address and Phone Page

All fields on this page can be edited. Use the Add a Row icon (+) to add additional addresses, phone numbers, and email addresses. Use the Delete a Row icon (-) to delete rows of information. Be sure to use the Save button if any changes are made to this page.

9.5 Creating the e-Leave Request

The e-Leave Request page is used by the member to create his/her e-Leave Request via the Self-Service account. If the member is unable to access the e-Leave Request through Self-Service; the CLA can create the e-Leave Request for the member.

The CLA accesses the e-Leave Request via the e-Leave feature within NSIPS. For details about the CLA's role in creating a member's e-Leave Request refer to Section 5.10.

After selecting the e-Leave Request link on the e-Leave Home page (Figure 9-24) the e-Leave Request page (Figure 9-25) displays.

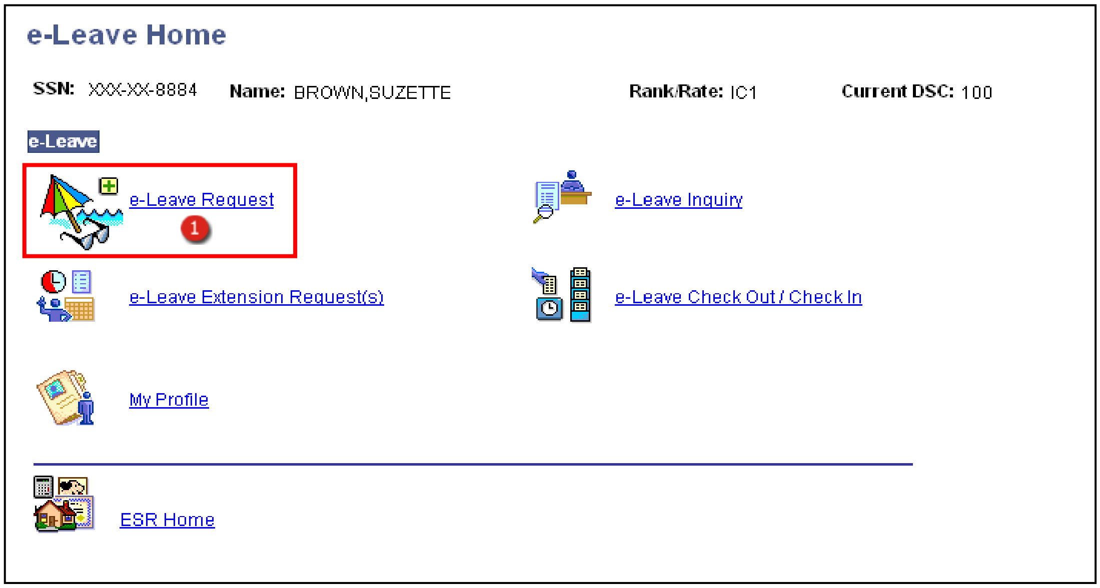
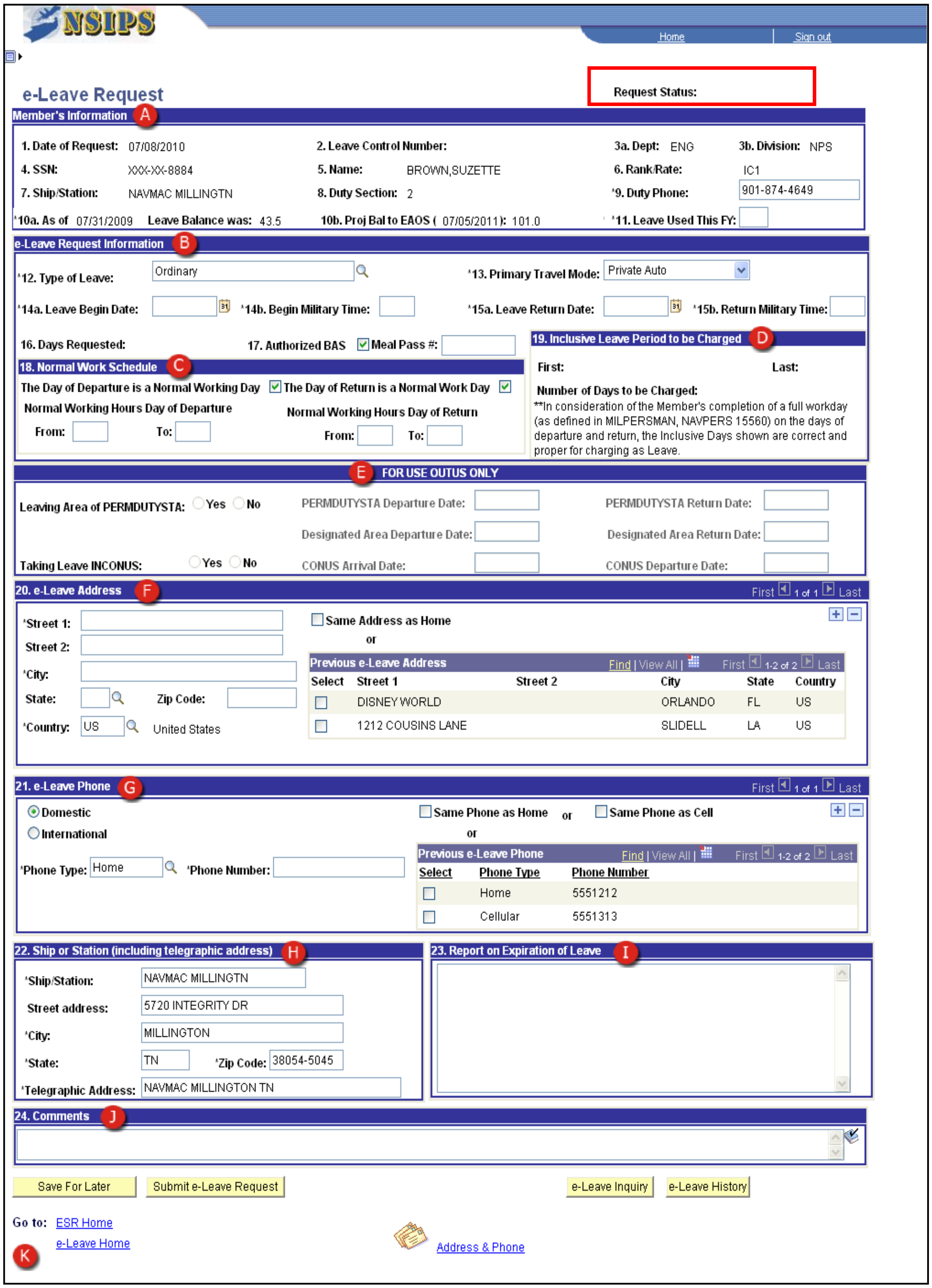


Figure 9-24–e-Leave Home: e-Leave Request Link

The **Request Status** field at the top of the e-Leave Request page (Figure 9-25) indicates the status of the e-Leave Request. This field changes as the e-Leave Request goes through the leave process. A blank field indicates this is the initial creation of the e-Leave Request. As the e-Leave Request moves through the process from creation, Submitted, Pending, Pending Review, Reviewed, Pending Approval, Approved, Check Out, Check In, etc.; this field changes to reflect the current status.

Some data fields are populated by data stored in the member's record in the database. Other fields require data entry specific to the member's e-Leave Request.



NSIPS
Home | Sign out

e-Leave Request

Request Status:

Member's Information A

1. Date of Request: 07/08/2010 2. Leave Control Number: 3a. Dept: ENG 3b. Division: NPS
4. SSN: XXX-XX-8884 5. Name: BROWN,SUZETTE 6. Rank/Rate: IC1
7. Ship/Station: NAVMAC MILLINGTN 8. Duty Section: 2 *9. Duty Phone: 901-874-4649
*10a. As of 07/31/2009 Leave Balance was: 43.5 10b. Proj Bal to EAOS (07/05/2011): 101.0 *11. Leave Used This FY:

e-Leave Request Information B

*12. Type of Leave: Ordinary *13. Primary Travel Mode: Private Auto
*14a. Leave Begin Date: *14b. Begin Military Time: *15a. Leave Return Date: *15b. Return Military Time:
16. Days Requested: 17. Authorized BAS Meal Pass #:

18. Normal Work Schedule C

The Day of Departure is a Normal Working Day The Day of Return is a Normal Work Day
Normal Working Hours Day of Departure Normal Working Hours Day of Return
From: To: From: To:

19. Inclusive Leave Period to be Charged D

First: Last:
Number of Days to be Charged:
**In consideration of the Member's completion of a full workday (as defined in MILPERSMAN, NAVPERS 15560) on the days of departure and return, the Inclusive Days shown are correct and proper for charging as Leave.

E FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No PERMDUTYSTA Departure Date: PERMDUTYSTA Return Date:
Designated Area Departure Date: Designated Area Return Date:
Taking Leave INCONUS: Yes No CONUS Arrival Date: CONUS Departure Date:

20. e-Leave Address F First 1 of 1 Last

*Street 1: Same Address as Home
Street 2: or
*City:
State: Zip Code:
*Country: US United States

Previous e-Leave Address Find | View All | First 1-2 of 2 Last

Select	Street 1	Street 2	City	State	Country
	DISNEY WORLD		ORLANDO	FL	US
	1212 COUSINS LANE		SLIDELL	LA	US

21. e-Leave Phone G First 1 of 1 Last

Domestic Same Phone as Home or Same Phone as Cell
International or
*Phone Type: Home *Phone Number:

Previous e-Leave Phone Find | View All | First 1-2 of 2 Last

Select	Phone Type	Phone Number
	Home	5551212
	Cellular	5551313

22. Ship or Station (including telegraphic address) H

*Ship/Station: NAVMAC MILLINGTN
Street address: 5720 INTEGRITY DR
*City: MILLINGTON
*State: TN *Zip Code: 38054-5045
*Telegraphic Address: NAVMAC MILLINGTON TN

23. Report on Expiration of Leave I

24. Comments J

Save For Later | Submit e-Leave Request | e-Leave Inquiry | e-Leave History

Go to: ESR Home
e-Leave Home
Address & Phone
K

Figure 9-25–e-Leave Request Page: Member

The following provides details about each section of the e-Leave Request form and the data to enter in each field.

A. Member's Information

The Member's Information section (Figure 9-26) displays data from the member's database record.

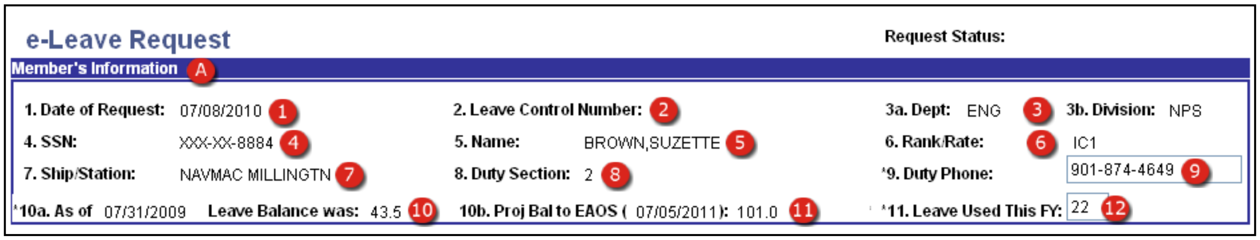

e-Leave Request
Request Status:
Member's Information A
1. Date of Request: 07/08/2010 1
2. Leave Control Number: 2
3a. Dept: ENG 3 3b. Division: NPS
4. SSN: XXX-XX-8884 4
5. Name: BROWN,SUZETTE 5
6. Rank/Rate: 6 IC1
7. Ship/Station: NAVMAC MILLINGTN 7
8. Duty Section: 2 8
*9. Duty Phone: 901-874-4649 9
*10a. As of 07/31/2009 Leave Balance was: 43.5 10
10b. Proj Bal to EAOS (07/05/2011): 101.0 11
*11. Leave Used This FY: 22 12

Figure 9-26–e-Leave Request: Member's Information Section

1. **<u>Date of Request</u>** – System displays the system date as the initial date the e-Leave Request is created.
2. **<u>Leave Control Number</u>** – System displays the Leave Control Number after the e-Leave Request is approved. This number becomes the tracking number for the e-Leave Request. This field remains blank until the request is approved.
3. **<u>Dept/Division</u>** – System displays the Department and Division as recorded on the Member Department/Division/Duty Setup page by the CLA. This is optional information and may not display.
4. **<u>SSN</u>** – System displays the member's SSN.
5. **<u>Name</u>** – System displays the member's name.
6. **<u>Rank/Rate</u>** – System displays the member's current Rank or Rate.
7. **<u>Ship/Station</u>** – System displays the member's current duty station or full name of the UIC.
8. **<u>Duty Section</u>** – System displays the duty section that was recorded on the Member Department/Division/Duty Setup page by the CLA. This is optional information and may not display.
9. **<u>Duty Phone</u>** – Verify or enter the work phone number. The duty phone number on file populates this field.
10. **<u>As of/Leave Balance was</u>** – System displays the last date the leave balance was calculated in the **As of** field. The actual remaining leave balance is reflected in the **Leave Balance was** field. These values are based on a monthly report obtained from the pay system.

    NOTE: If the field is blank, enter the values reflected on the member's most recent Leave and Earnings Statement (LES).

11. **Proj Bal to EAOS** – System displays the End of Obligated Service (EAOS) date and the leave balance projected for enlisted members from the current date to the EAOS date.

    NOTE: In this example, the Projected Balance to EAOS field displays 07/05/2011:101.0. This means that there are 101 leave days projected to the EAOS date of July 5, 2011.

12. **Leave Used This FY** – (Required) Enter the value to indicate the number of leave days used during this Fiscal Year (FY). Obtain this value from the most current LES.

B. **Leave Request Information**

The Leave Request Information section (Figure 9-27) documents the type of leave, begin date and time, and end date and time for the requested leave.

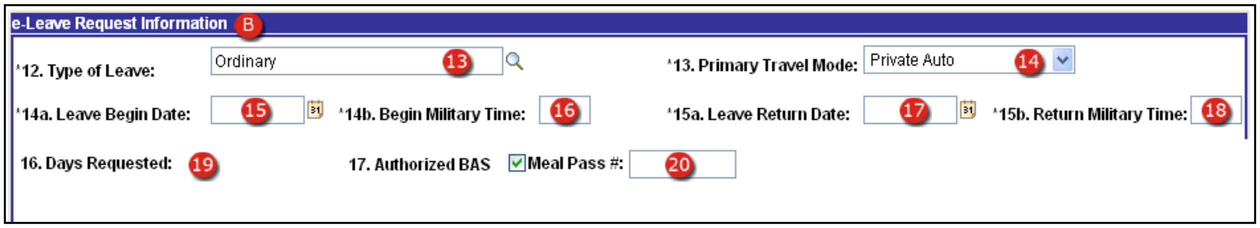


Figure 9-27–e-Leave Request: e-Leave Request Information Section

13. **Type of Leave** – Click the Lookup icon and select the type of leave. The field defaults to Ordinary which is Regular leave.

    NOTE: For details about the Type of Leave options, refer to Appendix C of this User Guide or the Military Personnel Manual (MILPERSMAN).

14. **Primary Travel Mode** – Click the drop-down arrow and select the mode of travel used on leave.

15. **Leave Begin Date** – Enter the date the leave will begin in the Leave Begin Date field or click the Calendar icon to select the date.

16. **Begin Military Time** –Enter the military time the leave will begin in the Begin Military Time field.

17. **Leave Return Date** – Enter the planned date the leave will end in the Leave Return Date field or click the Calendar icon and select the date.

18. **Return Military Time** –Enter the military time the leave will end in the Return Military Time field.

19. **Days Requested** – System calculates the number of days requested based on the value in the Leave Begin Date field and the Leave Return Date field.

20. **Authorized BAS/Meal Pass #** - Click the checkbox to indicate that Basic Allowance for Subsistence (BAS) is authorized for the enlisted member's leave. If BAS is authorized, enter the meal pass number in the Meal Pass # field.

C. Normal Work Schedule

The Normal Work Schedule section (Figure 9-28) identifies if the first day of leave and/or last day of leave is considered a normal work day.

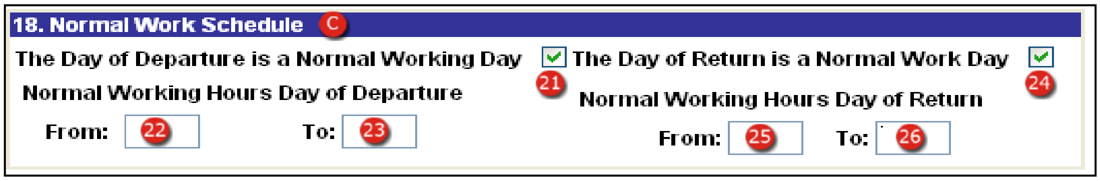


Figure 9-28–e-Leave Request: Normal Work Schedule Section

21. **The Day of Departure is a Normal Working Day** – Click the checkbox if the first day of leave is considered a normal work day. The From and To fields display.
22. **Normal Working Hours Day of Departure: From** – Enter the military time for the start of a normal work day for the beginning day of leave.
23. **Normal Working Hours Day of Departure: To** – Enter the military time for the end of a normal work day for the beginning day of leave.
24. **The Day of Return is a Normal Working Day** – Click the checkbox if the last day of leave is considered a normal work day. The From and To fields display.
25. **Normal Working Hours Day of Return: From** – Enter the military time for the start of a normal work day for the last day of leave.
26. **Normal Working Hours Day of Return: To** – Enter the military time for the end of a normal work day for the last day of leave.

D. Inclusive Leave Period to be Charged

The Inclusive Leave Period section details the inclusive period of leave as depicted in Figure 9-29. The system records the actual Leave Begin and Return dates entered in the Leave Request Information section (B) and the total number of days charged based on selections made in the Normal Work Schedule section (C). The Number of Days to be Charged (D) is calculated based on the values entered in the Leave Begin Date and Leave End Date fields (B) and the Normal Work Schedule section (C).

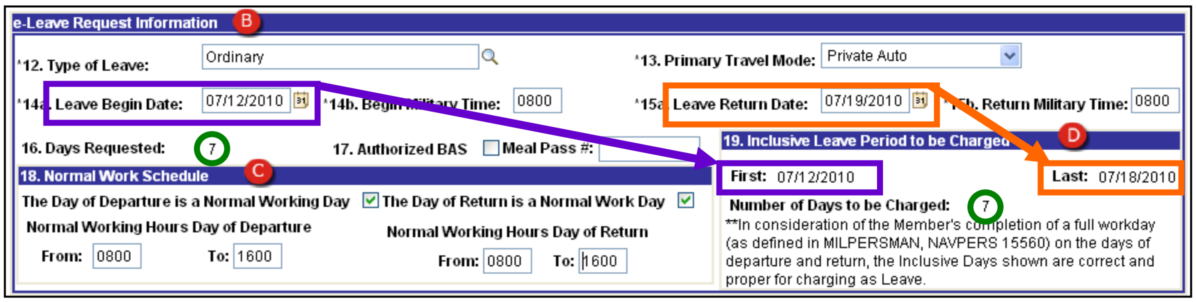


Figure 9-29–e-Leave Request: Calculation of Inclusive Leave Period

NOTE: The Inclusive Leave Period is calculated based on the values entered in the Normal Work Schedule section (C). If leave commences or expires on a day of duty, these days are not charged as leave provided the departure or return time is not within normal working hours. If leave commences or expires on a non-workday, that day is not chargeable as leave unless both day of departure and day of return fall on a non-workday, in which case one of those days must be charged. Detailed guidance on charging leave is contained in the Military Personnel Manual (MILSPERSMAN). The e-Leave application calculates the number of days to charge based on these conditions.

The fields in the Inclusive Leave Period to be Charged section (Figure 9-30) are populated by the system based on values previously entered in other fields.

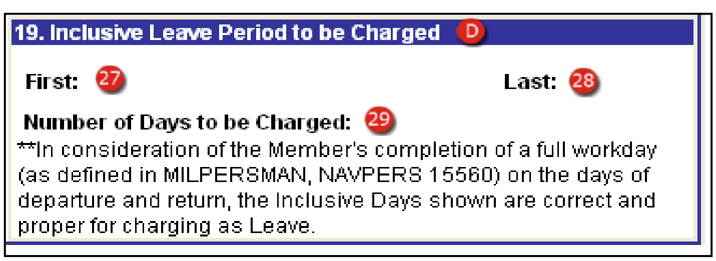


Figure 9-30–e-Leave Request: Inclusive Leave Period to be Charged Section

27. **First** – System displays the actual start date to charge for the leave based on the value entered in the Leave Begin Date field.
28. **Last** – System displays the actual end date to charge for the leave based on the value entered in the Leave Return Date field.

29. **<u>Number of Days to be Charged</u>** – System calculates the actual number of days charged for leave based on the values reflected in the First and Last fields (Figure 9-30).

E. FOR USE OUTUS ONLY

The FOR USE OUTUS ONLY section (Figure 9-31) provides fields to record unique details when the member is stationed at an overseas site. When the member is attached to an overseas UIC, these fields become active. In this example, the member is attached to a Continental United States (CONUS) UIC; therefore, these fields are not available.

Details about recording leave for a member attached to an overseas UIC are described in Section 9.13.

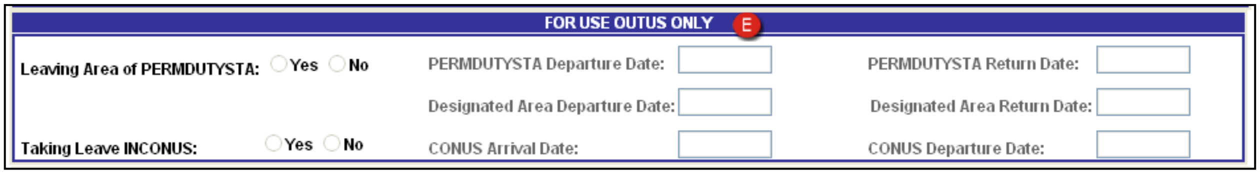


Figure 9-31–e-Leave Request for Member: FOR USE OUTUS ONLY Section

F. Leave Address

The Leave Address section (Figure 9-32) provides the address where you will be while on leave. There are three options for entering the address.

- **Same Address as Home** – Click the checkbox to populate the address fields with the Home address stored in the NSIPS database
- **Previous e-Leave Address** – All prior leave addresses for the past year are listed in this area with a checkbox for selection – click the appropriate checkbox to populate the address fields with an address that was previously recorded for leave
- **Street, City, State, Zip Code** – Enter in the address in the appropriate fields if the leave address is not the home address or previously recorded in leave requests

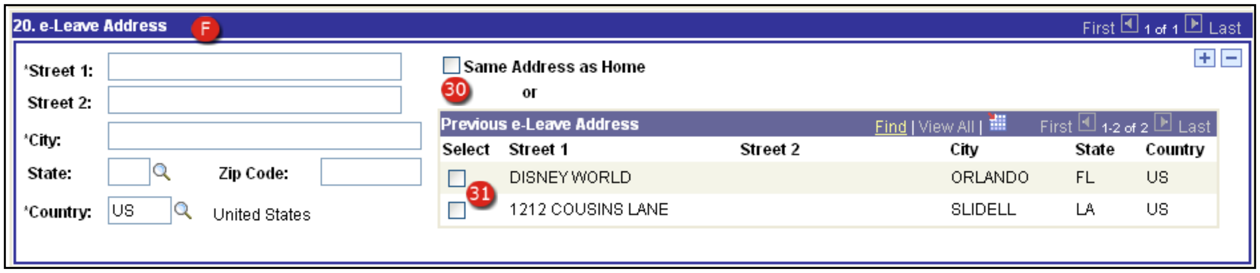


Figure 9-32–e-Leave Request: Leave Address Section

30. **Same Address as Home** – Click this checkbox if the leave is going to be at the home address during the leave period. This populates the address fields with the home address that is reflected in the NSIPS database. If the address is not recorded in the database, an error message displays.
31. **Previous e-Leave Address** – Review the list and click the checkbox that corresponds to a previous leave address. Once the checkbox is selected, the address populates the address fields as shown in Figure 9-33.

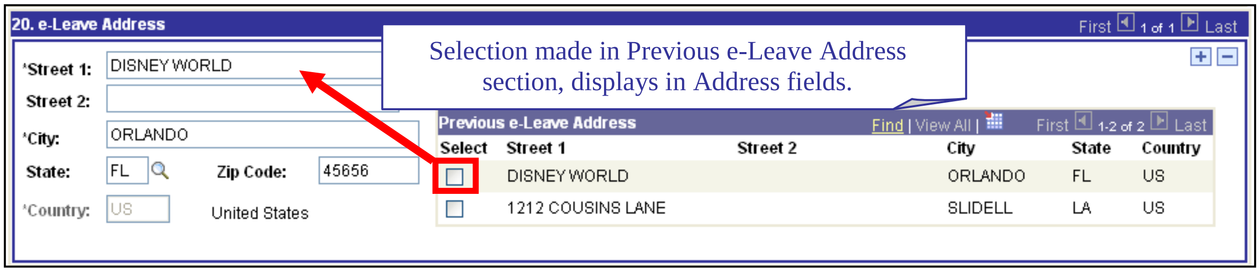


Figure 9-33–e-Leave Address Section: Previous e-Leave Address

If the e-Leave address is different from the Home Address or Previous e-Leave Address, then complete the following fields as shown in Figure 9-34.

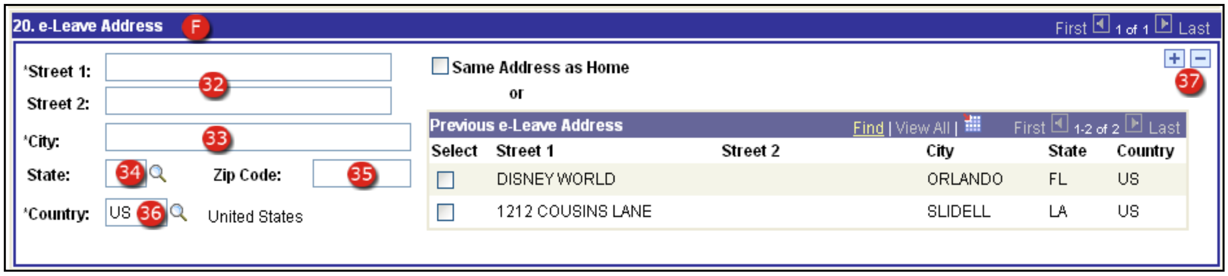


Figure 9-34–e-Leave Request: e-Leave Address Section

32. **Street 1 and Street 2** – Enter the Street address in the Street 1 field. Use Street 2 field for apartment number or additional street address details.
33. **City** – Enter the City while on leave.
34. **State** – Enter the State while on leave.
35. **Zip Code** – Enter the Zip Code while on leave.
36. **Country** – System displays US for United States. If the leave is going to be in a different country, click the Lookup icon and select the appropriate country. The name of the country displays to the right of the field.

    NOTE: If the Country is not US the State field is unavailable.

37. **Add a Row/Delete a Row** – Use these icons to add other leave addresses if numerous locations comprise the leave period or delete a Leave Address row. Click the plus (+) icon to add a new row; then enter the data. Click the minus (-) icon to delete an existing Leave Address row.

G. e-Leave Phone

The e-Leave Phone section (Figure 9-35) reflects the phone number where you can be contacted during leave. There are four options to recording the phone number.

- **Same Phone as Home** – Click this checkbox to populate the Phone Number field with the home phone number that is stored in the NSIPS database
- **Same Phone as Cell** – Click this checkbox to populate the Phone Number field with the cell phone number that is stored in the NSIPS database
- **Previous e-Leave Phone** – All prior leave phone numbers are listed in this area with a checkbox for selection – click the appropriate checkbox to populate the phone fields with a phone number that was previously recorded for leave
- **Phone Type, Phone Number** – Select the type of phone number and enter the phone number in the appropriate field
- **Phone Carrier** – If Cellular was selected as the Phone Type the Phone Carrier field displays. Select the cellular phone carrier from the Lookup list

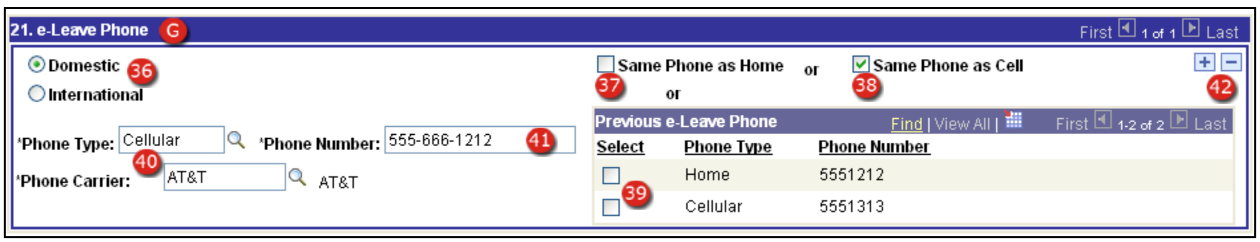


Figure 9-35–e-Leave Request: e-Leave Phone Section

38. **Same Phone as Home** – Click the Same Phone as Home checkbox to populate the Phone Type and Phone Number fields with the member's home phone number.
39. **Same Phone as Cell** – Click the Same Phone as Cell checkbox to populate the Phone Type and Phone Number fields with the member's cell phone number.
40. **Previous e-Leave Phone** – Review the list and click the checkbox that corresponds to a previous leave phone number. Once the checkbox is selected, the phone number populates the Phone Type and Phone Number fields

If the e-Leave phone number is different from the Home Phone, Cell Phone, or Previous e-Leave Phone, then complete the following fields as shown in Figure 9-35.

41. **Domestic Phone or International** – Click the appropriate radio button to indicate if the phone number is a domestic or an international phone number.
42. **Phone Type/Phone Carrier** – Click the Lookup icon and select the type of phone number that corresponds with the phone number while on leave. If selecting Cellular,

enter the carrier in the **Phone Carrier** field or use the Lookup icon and select the cellular phone carrier.

43. **Phone Number** – Enter the phone number to use while on leave.
44. **Add/Delete a Row** – Use these icons to add additional phone numbers or delete a previously entered phone number row. Click the plus (+) icon to add a new row; then enter the data. Click the minus (-) icon to delete an existing Leave Phone row.

H. **Ship or Station (including telegraphic address)**

The Ship or Station section (Figure 9-36) displays the member's current Duty Station location and address. This UIC and Administration data comes from what is recorded in the NSIPS database; however, it can be changed.

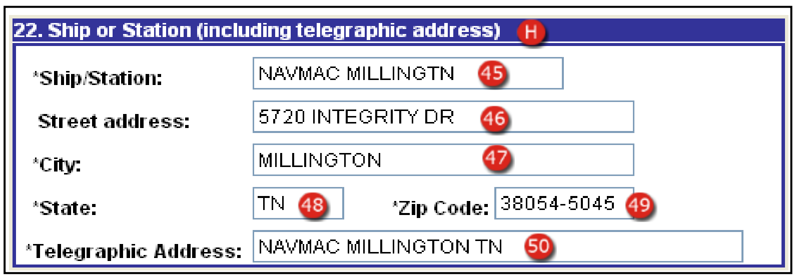


Figure 9-36–e-Leave Request: Ship or Station Section

45. **Ship Station** – Verify or update the abbreviated duty station name.
46. **Street address** – Verify or update the street address of the duty station.
47. **City** – Verify or update the city where the duty station is located.
48. **State** – Verify or update the state where the duty station is located.
49. **Postal Code** – Verify or update the zip code for the duty station.
50. **Telegraphic Address** – Verify or update the full name of the duty station including the city and state.

I. Report on Expiration of Leave

The Report on Expiration of Leave section (Figure 9-37) provides a text box to enter any details about when the leave request expires. If upon expiration of leave, the member is to report to a location other than that reflected in Ship or Station section (Figure 9-36), this section provides a text box to enter that information.

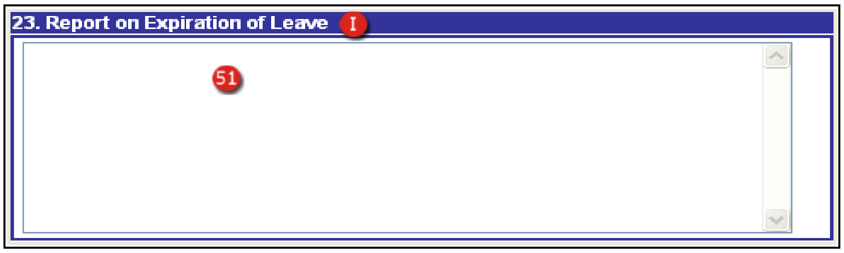


Figure 9-37–e-Leave Request: Report on Expiration of Leave Section

51. **Report on Expiration of Leave** – Enter text that details where you are to report when your leave is over. Only complete this field if you will report to a location other than the one listed in the Ship or Station section (Figure 9-36).

J. Comments

The Comments section (Figure 9-38) provides a text box to record any comments relating to the e-Leave Request, the member, or the status of the e-Leave Request. Use the Spell Check icon to initiate a spelling and grammar check of the entered comments.

Figure 9-38–e-Leave Request – Comments Section

52. **Comments** – Enter appropriate comments pertaining to this e-Leave Request. Comments remain with the leave request.
53. **Spell Check Icon** – Click the Spell Check icon to initiate a spelling and grammar check of the entered text in the Comments section.

K. Action Buttons and Links

This area (Figure 9-39) provides the action buttons to finalize the e-Leave Request and links to navigate from the e-Leave Request page.

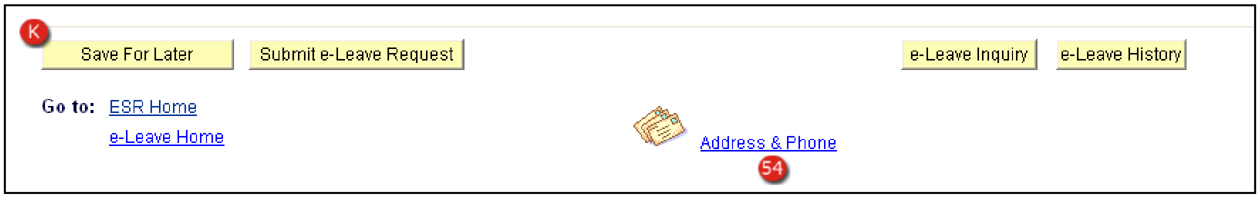


Figure 9-39–e-Leave Request: Address & Phone Link

54. **<u>Address & Phone</u>** – Click the Address & Phone link to display the current address and phone number that is on file. This opens in a separate window (Figure 9-40). Use the page to add or update the current address and phone numbers; then click the Save button. Changes made to this page and saved will reflect in the NSIPS database.

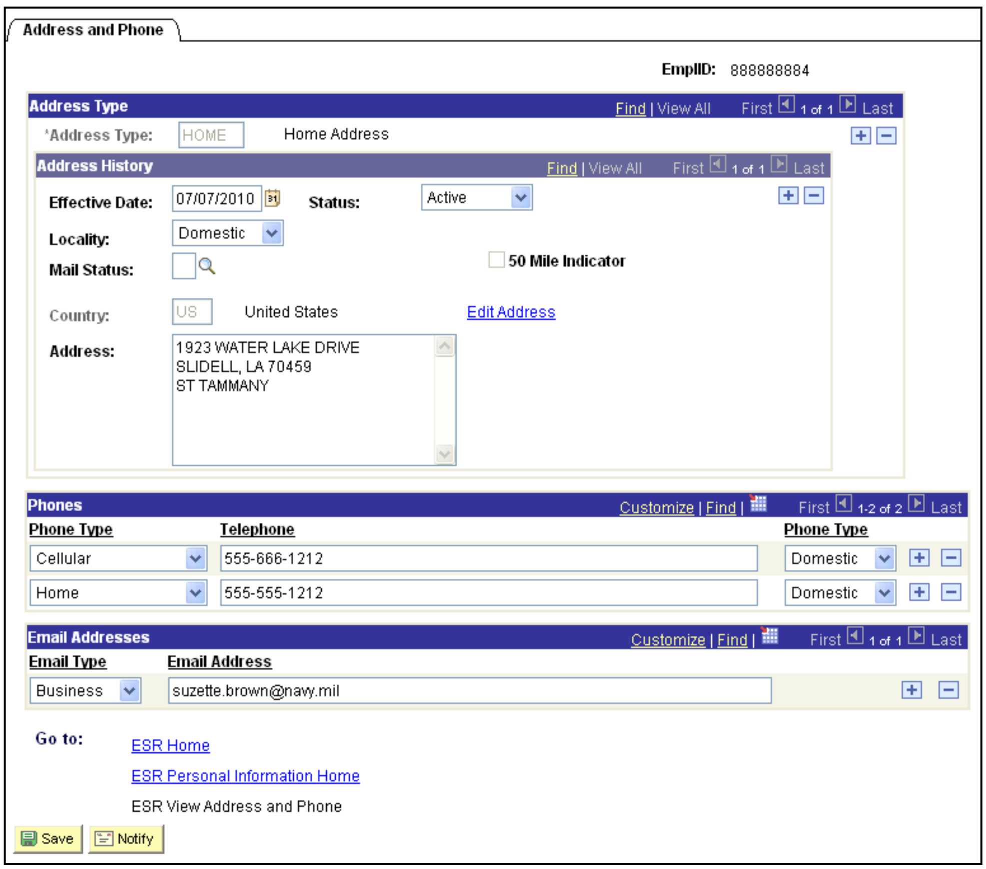


Figure 9-40–Address and Phone Window

The buttons on the e-Leave Request page (Figure 9-41) provide the ability for the request to be saved for later review or submitted for approval. The e-Leave Inquiry and e-Leave History buttons access a separate window to track past, current, and future e-Leave Requests.

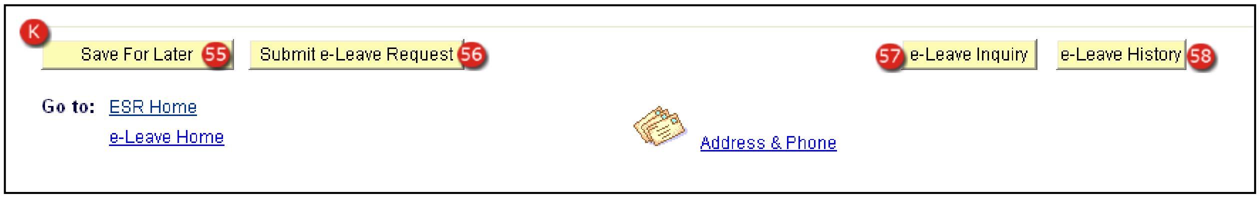


Figure 9-41–e-Leave Request: Action Buttons

55. **Save for Later** – Click the Save for Later button to place the e-Leave Request on hold. This allows you to verify the details before saving and submitting the request.
56. **Submit e-Leave Request** – Click the Submit e-Leave Request button to save and submit the entered data. This starts the e-Leave Request through the leave review/approval process. The Reviewer(s)/Approver section displays. Refer to Section 9.6 for details.
57. **e-Leave Inquiry** – Click the e-Leave Inquiry button to open the My e-Leave Request(s) page (Figure 9-42). This page provides a list of all e-Leave Requests, identified by their status. Refer to Section 9.7 for complete details about the e-Leave Inquiry feature.

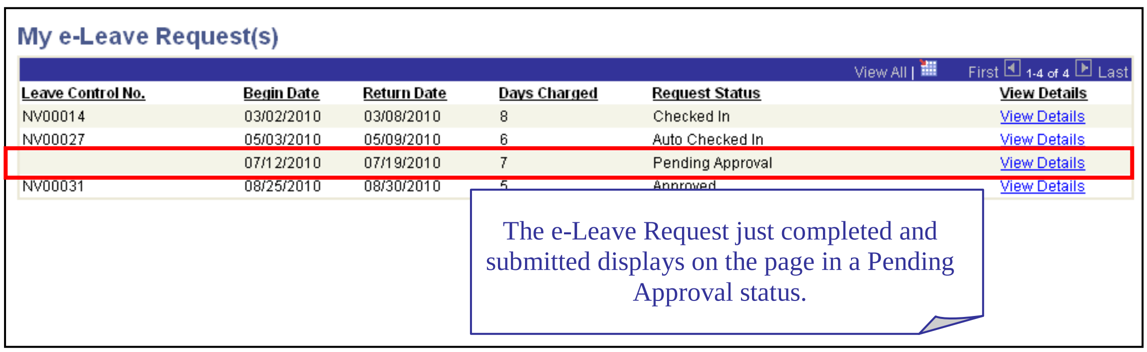
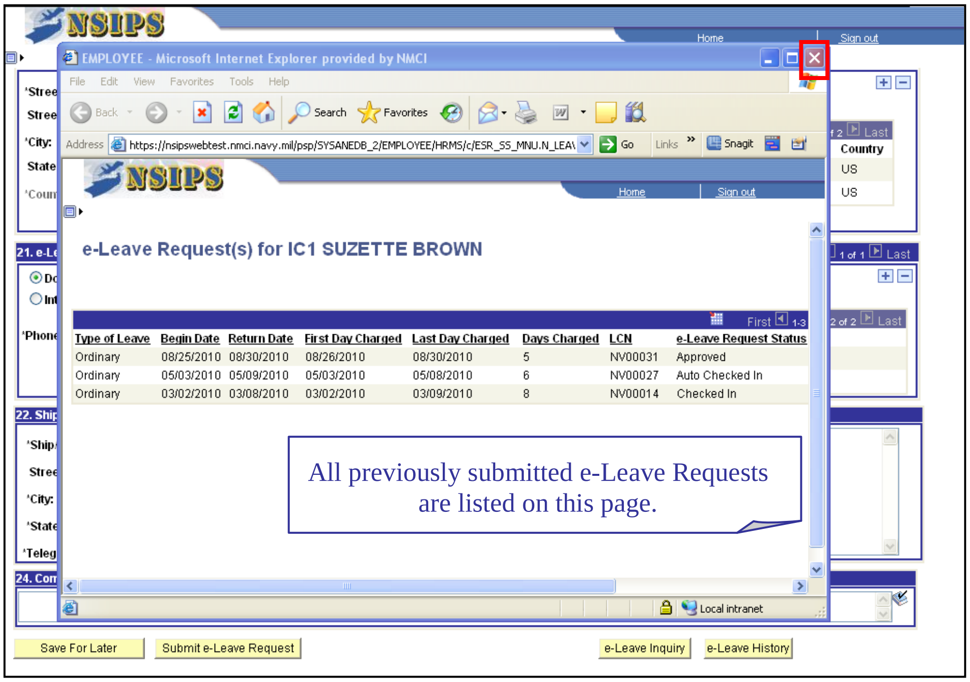


Figure 9-42–e-Leave Inquiry – My e-Leave Request(s) Page

58. **e-Leave History** – Click the e-Leave History button to open a separate window listing all previously requested e-Leave Requests (Figure 9-43). To close the window, click the "X" in the upper right corner of the window.



Type of Leave	Begin Date	Return Date	First Day Charged	Last Day Charged	Days Charged	LCN	e-Leave Request Status
Ordinary	08/25/2010	08/30/2010	08/26/2010	08/30/2010	5	NV00031	Approved
Ordinary	05/03/2010	05/09/2010	05/03/2010	05/08/2010	6	NV00027	Auto Checked In
Ordinary	03/02/2010	03/08/2010	03/02/2010	03/09/2010	8	NV00014	Checked In

Figure 9-43–e-Leave History

The remaining links (Figure 9-44) access the menus to support e-Leave and the Self-Service function. Clicking these before using the Save For Later or Submit e-Leave Request button will delete any data entered into the fields and the e-Leave Request will not be saved.

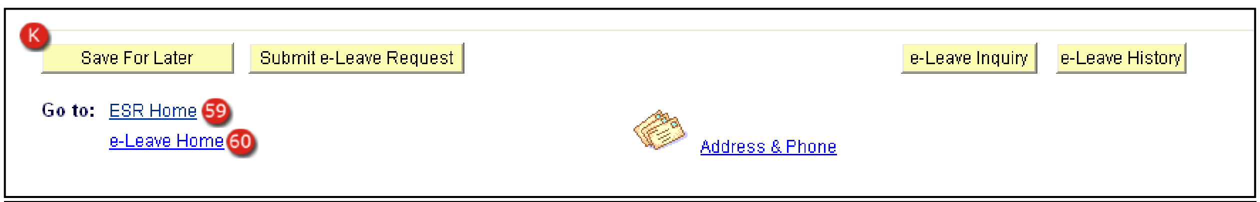


Figure 9-44–e-Leave Request – Menu Links

59. **ESR Home** – Click the ESR Home link to return to the ESR Home Page: Electronic Service Record menu (Figure 9-14). If this is clicked before the e-Leave request is Saved for Later or submitted, all entered data is lost.

60. **e-Leave Home** – Click the e-Leave Home link to return to the e-Leave Home page (Figure 9-24). If this is clicked before the e-Leave request is Saved for Later or submitted, all entered data is lost.

9.6 Reviewer(s)/Approver Sections

Once the e-Leave Request is completed and the Submit e-Leave Request button is clicked, the Reviewer(s) and Approver sections (Figure 9-45) display. The Reviewers and Approvers listed reflect what the CLA assigned to you and any changes you may have made on the My Profile page. You can add or delete Reviewers on this page. Only the CLA can update the list of Approvers. Once these are established, submit the e-Leave Request for review/approval.

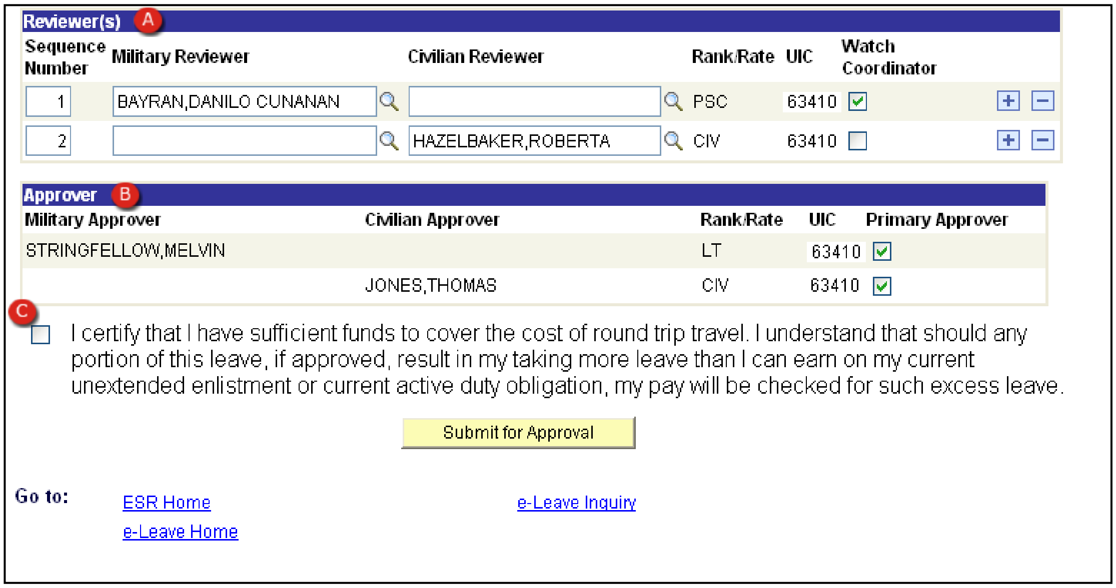


Figure 9-45–e-Leave Request: Reviewer(s)/Approver Page

A. **Reviewer(s) Section**

This Reviewer(s) section (Figure 9-46) lists the assigned Reviewer(s) identified by the CLA during the setup process or by you on the My Profile page. The Add a New Row/Delete a Row icon allows the addition of another Reviewer or removal of a current one. Be sure that at least one Reviewer is a Watch Coordinator, unless you are exempt from duty. All Reviewers listed will have the ability to access and review your e-Leave Request.

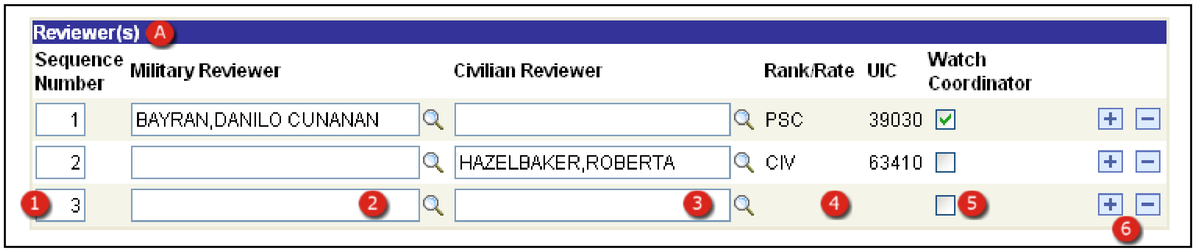


Figure 9-46–e-Leave Request: Reviewer(s) Section

1. **<u>Sequence Number</u>** – System increments the value by one each time a new Reviewer is added.
2. **<u>Military Reviewer</u>** – System displays the name of the Military Reviewer identified by the CLA. To add a new military Reviewer, enter the name or click the Lookup button and select from the drop-down list.
3. **<u>Civilian Reviewer</u>** – System displays the name of the Civilian Reviewer identified by the CLA. To add a new civilian Reviewer, enter the name or click the Lookup button and select from the drop-down list.
4. **<u>Rank/Rate and UIC</u>** – System displays the Rate or Rank and UIC of the Reviewer. CIV displays in the Rank/Rate field for Civilian Reviewers.
5. **<u>Watch Coordinator</u>** – System indicates the Reviewer is a Watch Coordinator by displaying a check in the checkbox. This was established by the CLA. If you want to change the Watch Coordinator, click the corresponding checkbox.
6. **<u>Add/Delete Reviewer(s)</u>** – Click the Add a New Row/Delete a Row icon to add or delete Reviewers. If adding a new Reviewer, complete the data entry fields.

B. **Approver**

The Approver section (Figure 9-47) lists the Approvers assigned to review and approve your e-Leave Requests. This list cannot be changed by the member. Only the CLA can assign Approver(s) to members. The Military or Civilian Approver's Name, Rank/Rate, and UIC display. Several Approvers can be listed; however, only the ones identified as Primary Approvers will be able to obtain the e-Leave Request for approval. Up to two Approvers can be identified as Primary Approvers. You have the ability to change the Primary Approver for your e-Leave Request on this page.

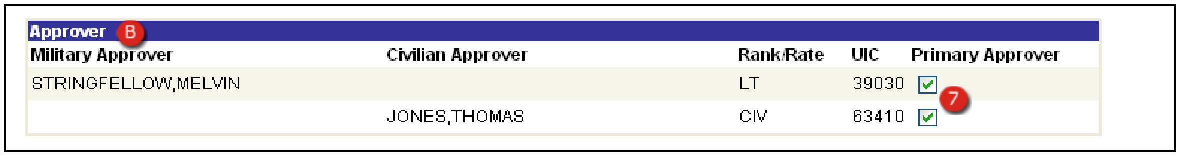


Figure 9-47–e-Leave Request: Approver Section

7. **<u>Primary Approver</u>** – Click this checkbox to indicate that the Approver is the Primary Approver.

C. **Submit for Approval**

This section (Figure 9-48) provides an understanding statement about the leave and the button to submit the e-Leave Request for approval.

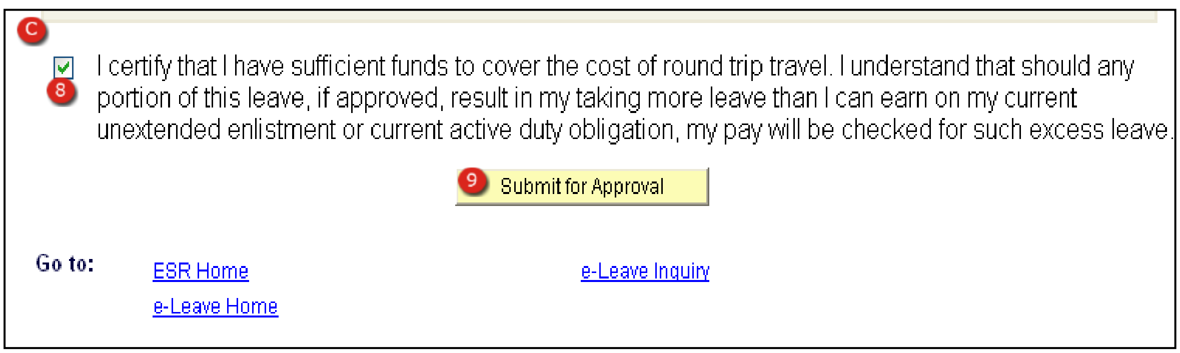


Figure 9-48–e-Leave Request: Submit for Approval

8. **<u>Certify Statement</u>** – Click the checkbox to acknowledge an understanding about the funds for leave.

9. **<u>Submit for Approval</u>** – Click the Submit for Approval button to submit this e-Leave Request for review and approval. This sends an electronic notification to the Reviewer and Approver that the e-Leave Request was submitted. The system displays a confirmation message (Figure 9-49) indicating the request was submitted.

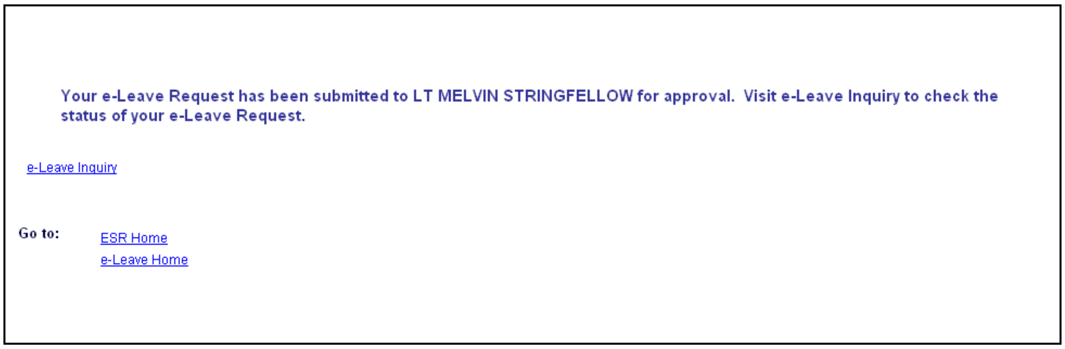


Figure 9-49–e-Leave Request: Confirmation of Submission

NOTE: The Approver's name listed on the confirmation message is the first person listed on the Approver list (Figure 9-47). This does not mean that only this person has access to the e-Leave Request. All Reviewers and the identified Primary Approvers listed for this member, have access to the request.

The military Reviewer and Approver assigned to this member accesses the e-Leave Request via his/her Self-Service account. The civilian Reviewer and Approver access the member's e-Leave Request via the NSIPS application. The Reviewer recommends or not recommends the e-Leave Request. Action is then taken by the Approver. The Approver will either approve or disapprove the request. Once approved, the Leave Control Number (LCN) is assigned by the system and the member can Check Out on leave. As the member, it is recommended that you ensure your e-Leave Request was approved BEFORE departing on leave.

To track your e-Leave Request to ensure it is approved before your Leave Begin Date, use the e-Leave Inquiry link. This link opens the My e-Leave Request(s) page. Refer to Section 9-7 for details.

Once the e-Leave Request is submitted for approval, it becomes a read-only file. If any changes are needed to the original request Re-submit the e-Leave Request (Section 9.9). If you are not going on leave, cancel the e-Leave Request (Section 9.8).

9.7 E-Leave Inquiry

The e-Leave Inquiry feature provides the ability to monitor and track the progress of e-Leave Request as they go through the review and approval process. From the e-Leave Home page (Figure 9-50); select the e-Leave Inquiry link.

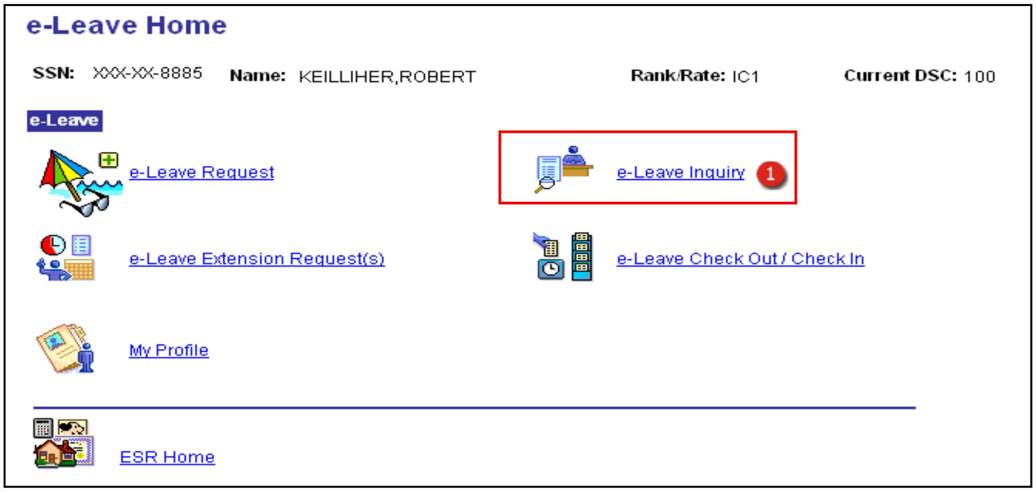
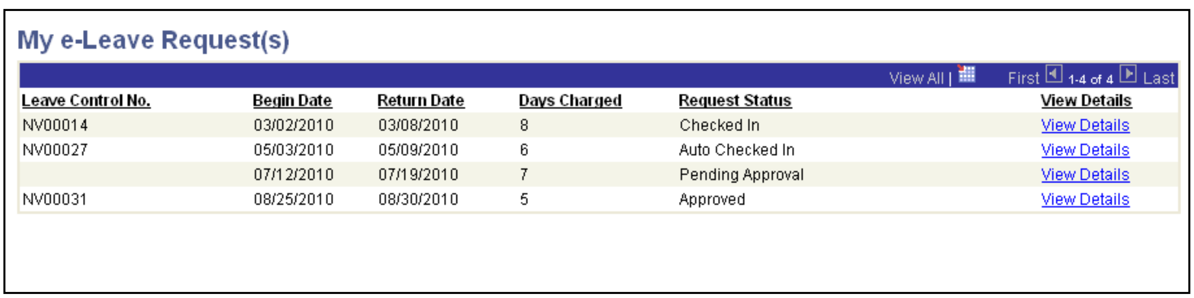


Figure 9-50–e-Leave Home Page

1. **e-Leave Inquiry** – Click the e-Leave Inquiry link to access the My e-Leave Request(s) page (Figure 9-51).



My e-Leave Request(s)

View All | First 1-4 of 4 Last

Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
NV00014	03/02/2010	03/08/2010	8	Checked In	View Details
NV00027	05/03/2010	05/09/2010	6	Auto Checked In	View Details
	07/12/2010	07/19/2010	7	Pending Approval	View Details
NV00031	08/25/2010	08/30/2010	5	Approved	View Details

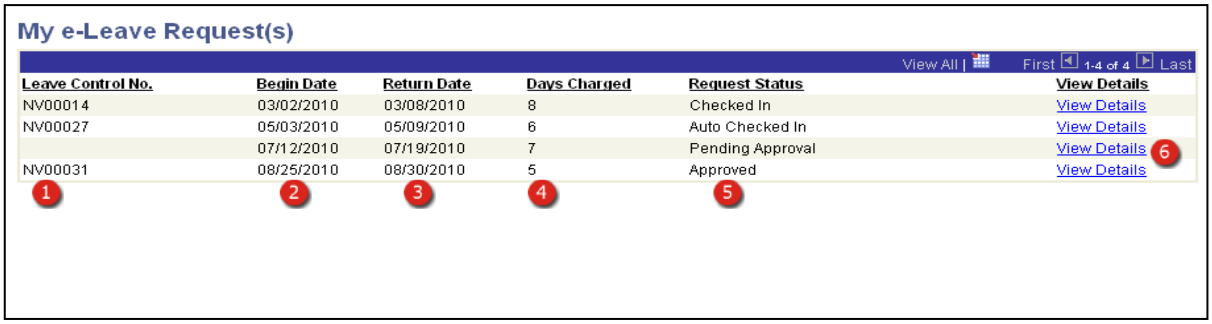
Figure 9-51–e-Leave Inquiry: My e-Leave Request(s) Page

My e-Leave Request(s) page (Figure 9-51) lists all leave requests created by the you, the member, or created by the CLA on your behalf.

The View Details link opens the original e-Leave Request in a read-only format. The list can be sorted by clicking the column header. For example to find all Approved e-Leave Requests, click the “Request Status” column header to group the requests by status.

Once the leave request goes through the process; the buttons on the bottom of the original e-Leave Request change allowing you to perform appropriate tasks for the status level of the e-Leave Request. For example, when the leave request is Approved, the Check Out on Leave button displays at the bottom of the e-Leave Request. Each available button and option for processing e-Leave is discussed throughout the remaining Sections in this User Guide.

The following details the columns on the My e-Leave Request(s) page (Figure 9-52).



Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
NV00014	03/02/2010	03/08/2010	8	Checked In	View Details
NV00027	05/03/2010	05/09/2010	6	Auto Checked In	View Details
	07/12/2010	07/19/2010	7	Pending Approval	View Details
NV00031	08/25/2010	08/30/2010	5	Approved	View Details

Figure 9-52–My e-Leave Request(s)

1. **Leave Control No (Number)** – System displays the value created once the e-Leave Request is approved.

   NOTE: The CLA creates the Leave Control Number (LCN) during the setup process. A two digit alpha/numeric code is identified for the UIC. This comprises the first two digits of the LCN. The remaining values represent the sequence numbering for this e-Leave Request within the identified UIC.

   NOTE: E-Leave Requests that are in a Pending Approval status will not have an LCN assigned until after it is approved.

2. **Begin Date** – System displays the planned start date of the leave as entered on the e-Leave Request form.
3. **Return Date** – System displays the planned end date of the leave as entered on the e-Leave Request form.
4. **Days Charged** – System calculates the number of leave days charged based on working day status for the Begin Date and Return Date recorded on the e-Leave Request.
5. **Request Status** – System displays the current status of the e-Leave Request as it goes through the leave process.
6. **View Details** – Click this link to view the original e-Leave Request form that was submitted. The original e-Leave Request in a view only format (Figure 9-53) displays. In this example, the Pending Approval status displays.

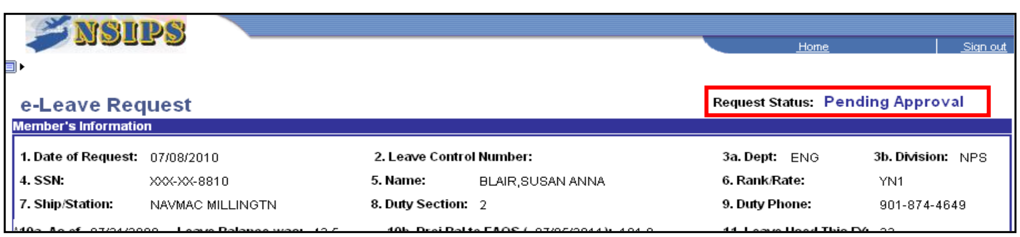


Figure 9-53–Original e-Leave Request: Pending Approval

9.8 Cancelling e-Leave Requests

After the e-Leave Request is created, it can be cancelled. The process differs if the request is in a Pending Approval status or an Approved status.

Before the e-Leave Request is approved, the member initiates and cancels the request.

After the e-Leave Request is approved and the LCN assigned, cancellation of the leave request can be completed by the member, CLA, or the Approver. If the member begins the cancellation process, the request goes to the Approver and CLA for approval of the cancellation request. If the Approver or CLA cancels the e-Leave Request, it is cancelled and does not need to go through an approval process.

> **NOTE:** For both approved and pending approval requests, if the member cannot access the system to cancel the e-Leave Request, the CLA can access the member's request and cancel it.

9.8.1 Cancel Before Approval

If the e-Leave Request is created by the member and Saved for Later or Pending Approval before it is approved, the member simply accesses the e-Leave Request and cancels it.

Begin by accessing the e-Leave Home page (Figure 9-54).

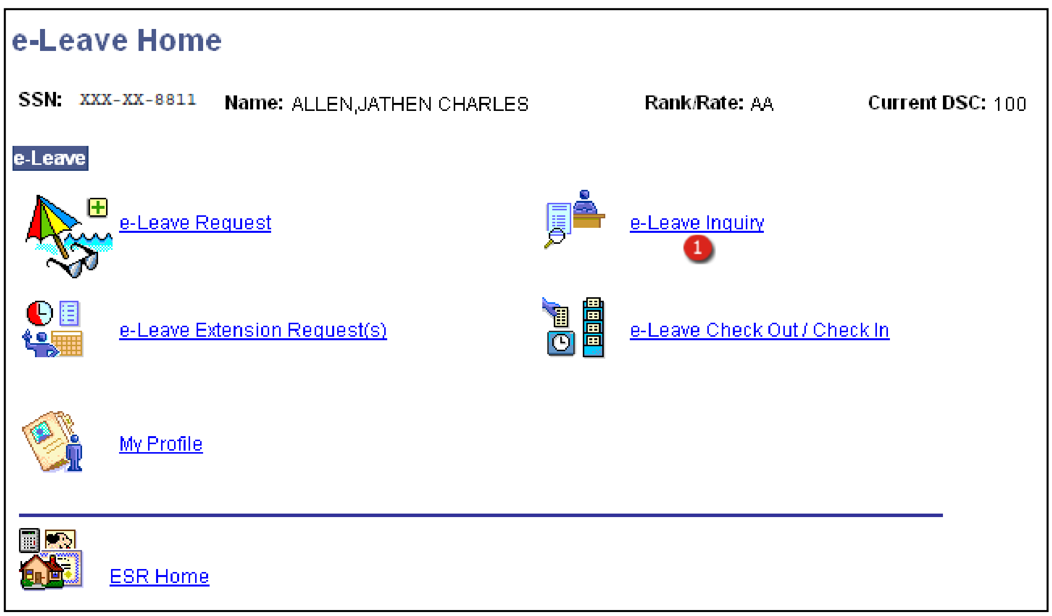


Figure 9-54–Cancellation Process: e-Leave Home Page

1. **e-Leave Inquiry** – Click the e-Leave Inquiry link. The My Leave Request(s) page displays.

The My Leave Request(s) page (Figure 9-55) lists all e-Leave Requests created by the member or created for the member by the CLA. Search for the leave request that needs to be cancelled.

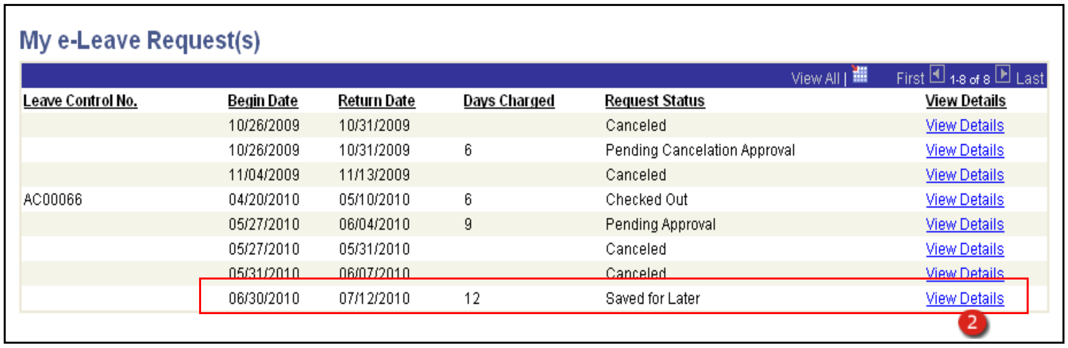


Figure 9-55–Cancellation : My e-Leave Request(s) Page

2. **View Details** – Click the View Details link for the request that needs cancelling. The original e-Leave Request opens.

Verify that this is the correct e-Leave Request and scroll to the bottom of the page (Figure 9-56).

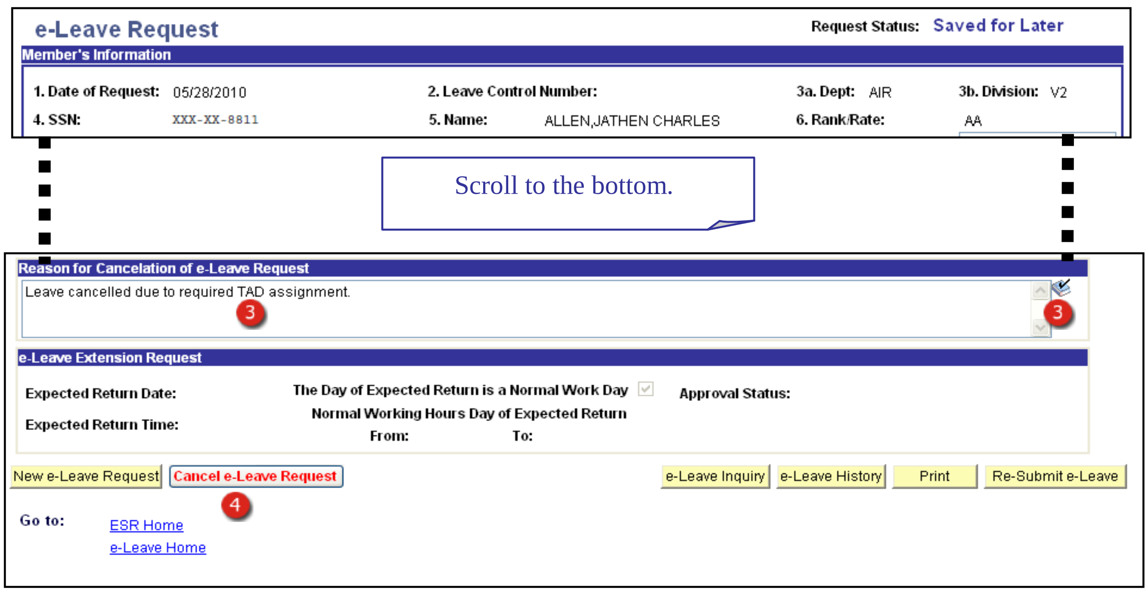


Figure 9-56–Cancellation Process: e-Leave Request

3. **Comments** – (Required) Enter an explanation for the cancellation in the Comments field. Use the Spell Check icon to check the spelling and grammar of the text.
4. **Cancel e-Leave Request** – Click the Cancel e-Leave Request button. A message window (Figure 9-57) displays.

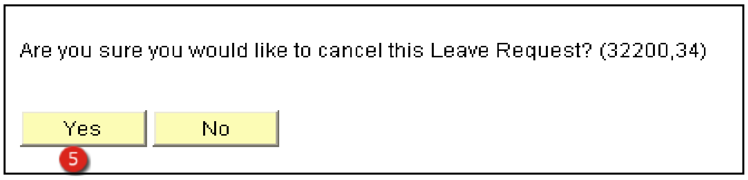


Figure 9-57–Cancellation Process: Message Window

5. **Yes** – Click Yes. The cancellation confirmation message (Figure 9-58) displays.

Figure 9-58–Cancellation Process: Cancellation Confirmation Message

9.8.2 Cancel After Approval

Once the request is approved by the Approver and a Leave Control Number issued, a request must be submitted to cancel the e-Leave Request. The cancellation request is approved by the Approver and/or CLA.

The member performs the same steps that were described in Section 9.8.1 to cancel an e-Leave Request before it is approved. The difference is the final confirmation message (Figure 9-59) indicating the next person in the workflow process to review/approve the cancellation request.

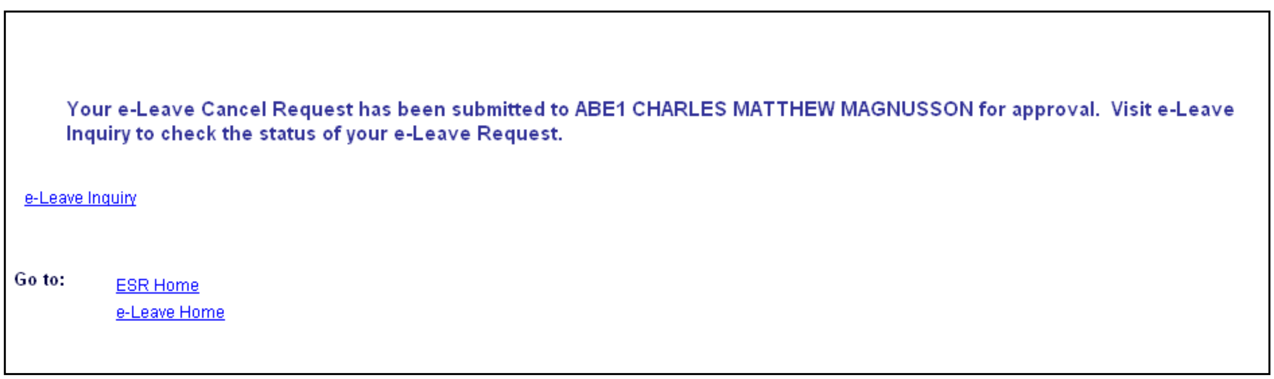


Figure 9-59–Cancellation Process:
Confirmation Message for Cancelling Approved Requests

NOTE: The CLA and/or Approver can initiate the cancellation of a member's e-Leave Request.

9.9 Resubmit e-Leave Request

The Resubmit e-Leave Request feature allows you to make changes to a leave request that is pending approval or approved. This includes if you decide you want to check out a day earlier than what is recorded on the approved e-Leave Request, you will need to resubmit the request with the new date. To access the e-Leave Request, use the e-Leave Inquiry link on the e-Leave Home page (Figure 9-60).

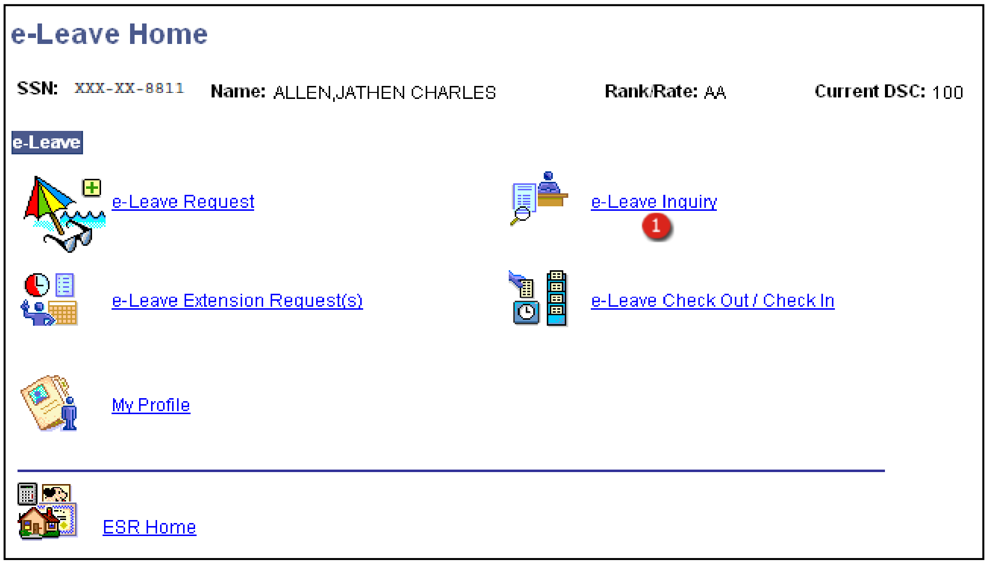
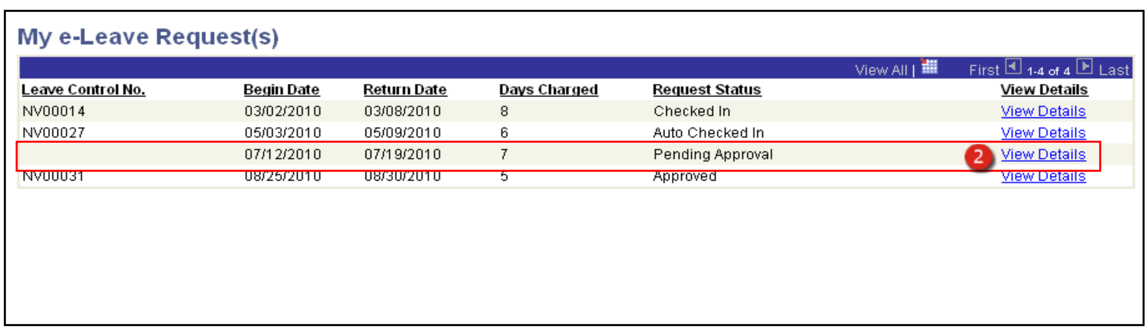


Figure 9-60–e-Leave Home Page

1. **e-Leave Inquiry** – Click the e-Leave Inquiry link. The My e-Leave Request(s) page (Figure 9-61) displays.



My e-Leave Request(s)

View All | First 1-4 of 4 Last

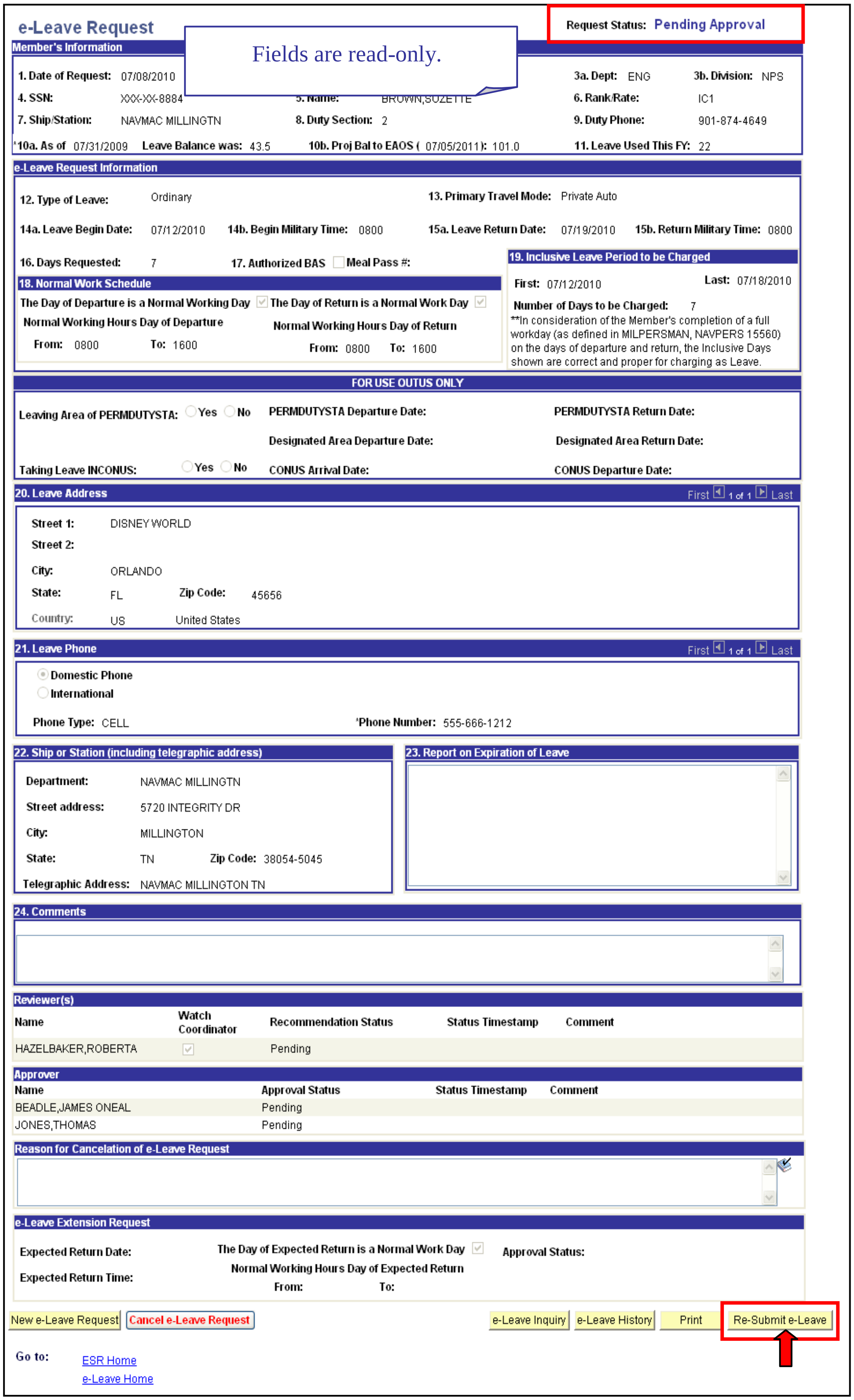
Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
NV00014	03/02/2010	03/08/2010	8	Checked In	View Details
NV00027	05/03/2010	05/09/2010	6	Auto Checked In	View Details
	07/12/2010	07/19/2010	7	Pending Approval	2 View Details
NV00031	08/25/2010	08/30/2010	5	Approved	View Details

Figure 9-61–My e-Leave Request(s) Page

Search the list to locate the e-Leave Request that needs a change.

2. **View Details** – Click the View Details link that corresponds with the e-Leave Request that needs to be changed and resubmitted. In this example, the request with the status of Pending Approval is selected.

The original e-Leave Request as a view only file displays (Figure 9-62). The Re-Submit e-Leave button displays at the bottom of the page.



e-Leave Request

Request Status: Pending Approval

Fields are read-only.

Member's Information

1. Date of Request: 07/08/2010 | 3a. Dept: ENG | 3b. Division: NPS

4. SSN: XXX-XX-8884 | 5. Name: BROWN,SUZETTE | 6. Rank/Rate: IC1

7. Ship/Station: NAVMAC MILLINGTN | 8. Duty Section: 2 | 9. Duty Phone: 901-874-4649

10a. As of 07/31/2009 Leave Balance was: 43.5 | 10b. Proj Bal to EAOS (07/05/2011): 101.0 | 11. Leave Used This FY: 22

e-Leave Request Information

12. Type of Leave: Ordinary | 13. Primary Travel Mode: Private Auto

14a. Leave Begin Date: 07/12/2010 | 14b. Begin Military Time: 0800 | 15a. Leave Return Date: 07/19/2010 | 15b. Return Military Time: 0800

16. Days Requested: 7 | 17. Authorized BAS | Meal Pass #:

18. Normal Work Schedule

The Day of Departure is a Normal Working Day | The Day of Return is a Normal Work Day

Normal Working Hours Day of Departure From: 0800 To: 1600

Normal Working Hours Day of Return From: 0800 To: 1600

19. Inclusive Leave Period to be Charged

First: 07/12/2010 Last: 07/18/2010

Number of Days to be Charged: 7

**In consideration of the Member's completion of a full workday (as defined in MILPERSMAN, NAVPERS 15560) on the days of departure and return, the Inclusive Days shown are correct and proper for charging as Leave.

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No | PERMDUTYSTA Departure Date: | PERMDUTYSTA Return Date:

Designated Area Departure Date: | Designated Area Return Date:

Taking Leave INCONUS: Yes No | CONUS Arrival Date: | CONUS Departure Date:

20. Leave Address — First 1 of 1 Last

Street 1: DISNEY WORLD

Street 2:

City: ORLANDO

State: FL Zip Code: 45656

Country: US United States

21. Leave Phone — First 1 of 1 Last

Domestic Phone

International

Phone Type: CELL | *Phone Number: 555-666-1212

22. Ship or Station (including telegraphic address)

Department: NAVMAC MILLINGTN

Street address: 5720 INTEGRITY DR

City: MILLINGTON

State: TN Zip Code: 38054-5045

Telegraphic Address: NAVMAC MILLINGTON TN

23. Report on Expiration of Leave

24. Comments

Reviewer(s)

Name	Watch Coordinator	Recommendation Status	Status Timestamp	Comment
HAZELBAKER,ROBERTA		Pending		

Approver

Name	Approval Status	Status Timestamp	Comment
BEADLE,JAMES ONEAL	Pending		
JONES,THOMAS	Pending		

Reason for Cancelation of e-Leave Request

e-Leave Extension Request

Expected Return Date: | The Day of Expected Return is a Normal Work Day | Approval Status:

Expected Return Time: | Normal Working Hours Day of Expected Return From: To:

New e-Leave Request | Cancel e-Leave Request | e-Leave Inquiry | e-Leave History | Print | Re-Submit e-Leave

Go to: ESR Home

e-Leave Home

Figure 9-62–Original e-Leave Request(s) in Pending Approval Status

You will need to scroll to the bottom of the page to locate the Re-Submit button as illustrated in Figure 9-63. A reason for the re-submit is required. Use the Reason for Cancellation of e-Leave Request field. Once the request is re-submitted, this field changes to Reason for Re-submission of e-Leave.

Figure 9-63–Original e-Leave Request(s): Bottom of Page

1. **<u>Reason for Cancelation of e-Leave Request</u>** – (Required) Enter the reason you need to re-submit this e-Leave Request. Use the Spell Check icon to check the spelling and grammar of the entered text. The contents recorded in this field remain with the e-Leave Request.
2. **<u>Re-Submit e-Leave</u>** – Click the Re-Submit e-Leave button. A message window (Figure 9-64) displays.

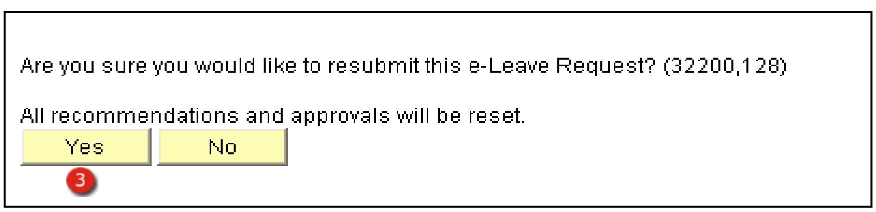


Figure 9-64–Resubmit Confirmation Message Window

3. **<u>Yes</u>** – Click Yes.

The original e-Leave Request (Figure 9-65) displays with the Pending Submission status and all data fields are available for update.

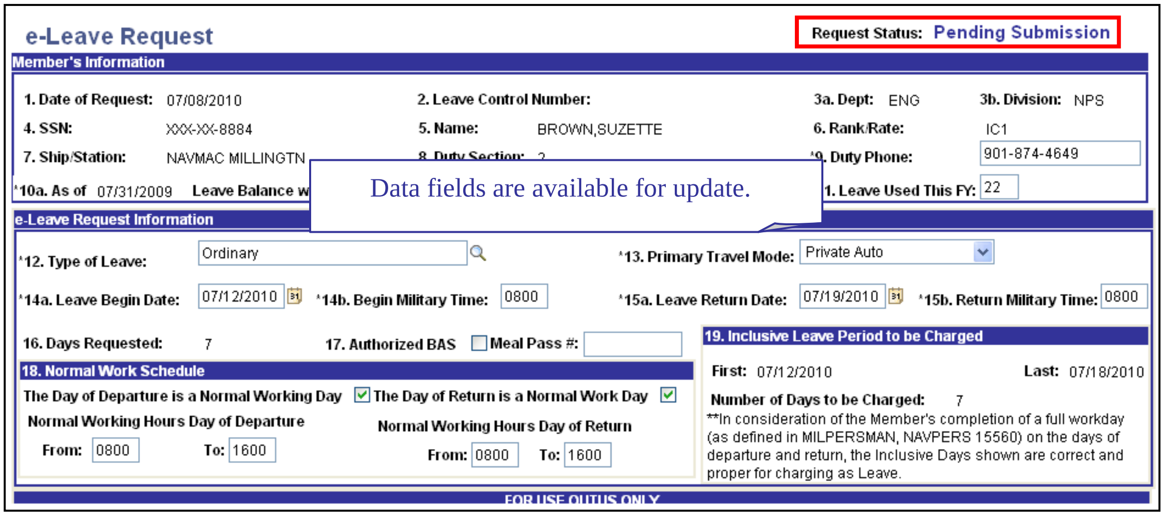


Figure 9-65–Original e-Leave Request: Pending Submission

You will not need to reenter all leave data, just locate the field(s) that need updating and make the change in that field. Then, resubmit the e-Leave Request.

To illustrate this process, the Leave Return Date on the original e-Leave Request needs to be changed. On the original leave request the Leave Return Date is 07/19/2010, requesting a total of 7 days of leave (Figure 9-66).

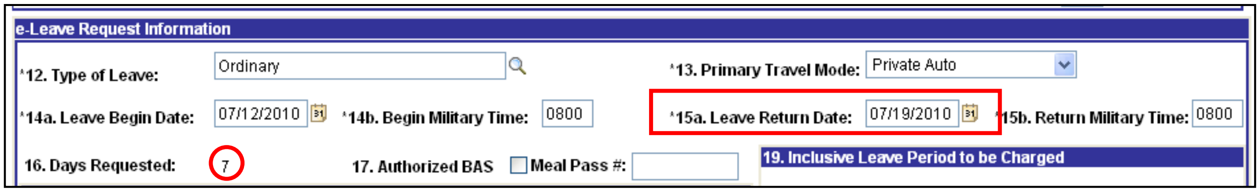


Figure 9-66–Original e-Leave Request: e-Leave Request Information Section: Original Data

The new Leave Return Date is 07/22/2010. Edit the Leave Return Date to reflect this date. The system recalculates the Days Requested and updates that field to reflect the date change. The Days Requested reflects 10 days of leave (Figure 9-67). Since this is the only change needed, all other fields remain the same.

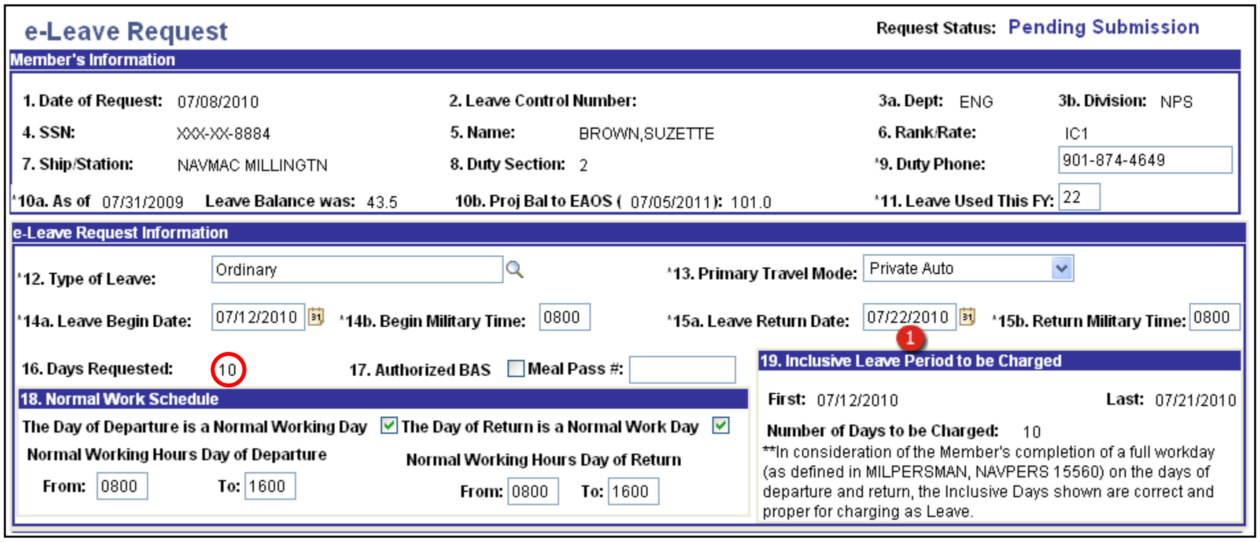


Figure 9-67–e-Leave Request: e-Leave Request Information Section: Updated Data

1. **Leave Return Date** – Enter the new date or click the Calendar icon and select the date.

NOTE: All fields on the e-Leave Request are available for update.

Complete all fields that need changing and scroll to the bottom of the page (Figure 9-68). In the Comments field, the comments entered on the Re-submit request (Figure 9-63) reflect in this field indicating that the member is resubmitting the e-Leave Request and the reason for the resubmit.

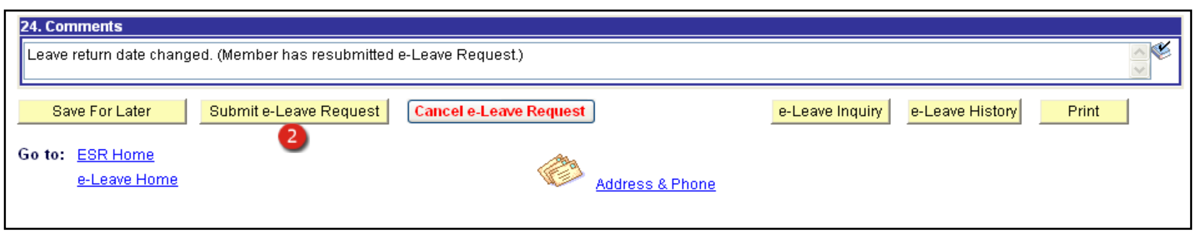


Figure 9-68–e-Leave Request: Bottom of Page

2. **Submit e-Leave Request** – Click the Submit e-Leave Request button.

At this point, the resubmitted e-Leave Request follows the same process as the original e-Leave Request. If the request is Pending Approval or Approved, it will need to be reviewed by the Reviewer and approved by the Approver before the member can Check Out on leave. After clicking the Submit e-Leave Request button the Reviewer(s)/Approver section (Figure 9-69) displays. As with the original e-Leave Request, you can make changes to the list of Reviewers and select the Primary Approver.

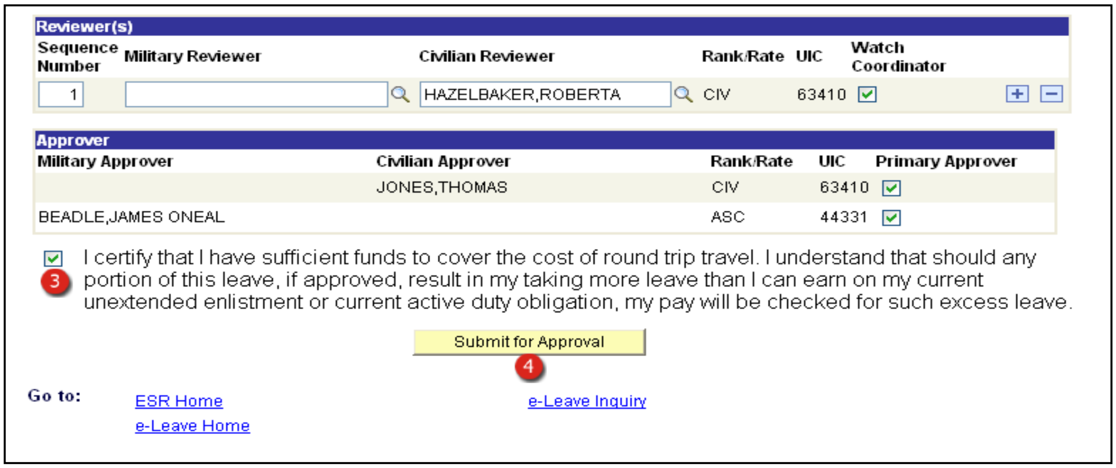


Figure 9-69–e-Leave Request: Reviewer(s)/Approver Section

3. **Certify Statement** – Click the certify statement checkbox.
4. **Submit for Approval** – Click the Submit for Approval button. The confirmation message (Figure 9-70) displays.

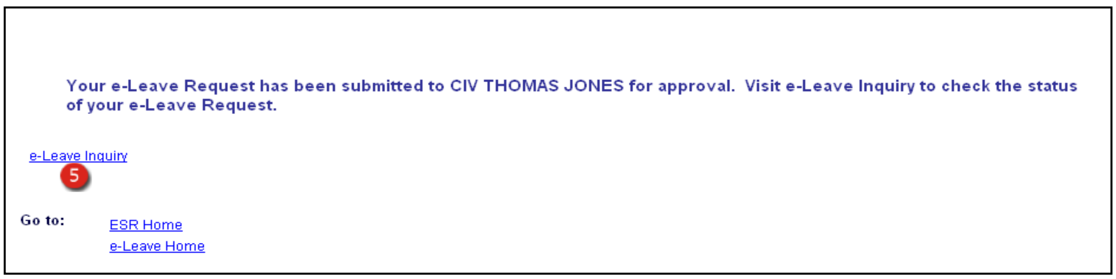


Figure 9-70–e-Leave Request: Confirmation Message

The Reviewers and Approvers will be notified that this resubmitted e-Leave Request is pending their action. You can track the request via the e-Leave Inquiry feature.

5. **e-Leave Inquiry** – Click the e-Leave Inquiry link to access the My e-Leave Request(s) page (Figure 9-71).

My e-Leave Request(s)

View All | First 1-6 of 6 Last

Leave Control No.	Begin Date	Return Date	Days Charged	Request Status		View Details
NV00014	03/02/2010	03/08/2010	8	Checked In		View Details
NV00027	05/03/2010	05/09/2010	6	Auto Checked In		View Details
	07/12/2010	07/22/2010	10	Pending Approval	**Resubmitted**	View Details
	07/12/2010	07/19/2010	7 **Original**	Resubmitted		View Details
	07/26/2010	07/28/2010	2	Saved for Later		View Details
NV00031	08/25/2010	08/30/2010	5	Approved		View Details

Figure 9-71–e-Leave Inquiry: My e-Leave Request Page

The original e-Leave Request is listed with the Request Status of Resubmitted. The new re-submitted e-Leave Request is listed with the Request Status of Pending Approval and reflects the re-submitted dates.

9.10 Creating E-Leave Check Out

Once the e-Leave Request is approved, the member can Check Out. E-Leave provides two methods to Check Out on leave.

- Manual Check Out via the e-Leave application
- Automatic Check Out

For manual Check Out, the member accesses his/her Self-Service account and navigates to the e-Leave Home page. On the e-Leave Home page (Figure 9-72), select the e-Leave Check Out/Check In link to access the Check Out page.

Automatic Check Out occurs when the Leave Begin Date is one day less than the system date; the e-Leave system will automatically check the member out on leave.

> **NOTE:** Verify that the e-Leave Request was approved before checking out or before the Leave Begin Date is the current date.

If the member is unable to access the e-Leave Check Out through Self-Service; the CLA can create the e-Leave Check Out for the member. For details about the CLA's role in checking out a member refer to Section 5.12.

9.10.1 Accessing the e-Leave Request for Check Out

On the ESR Home Page select the e-Leave link. The e-Leave Home page (Figure 9-72) displays.

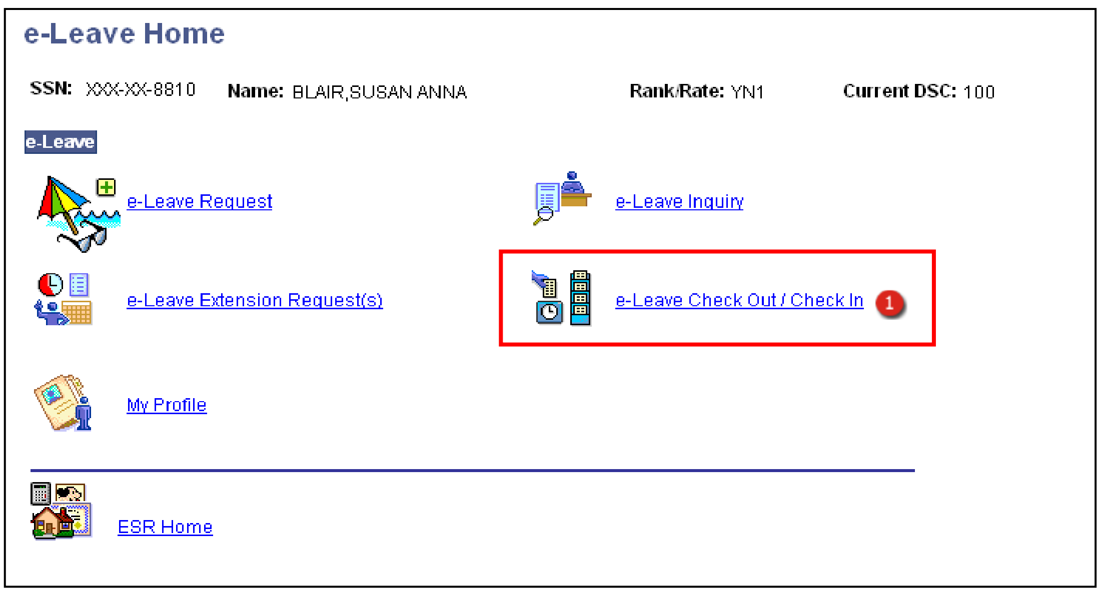
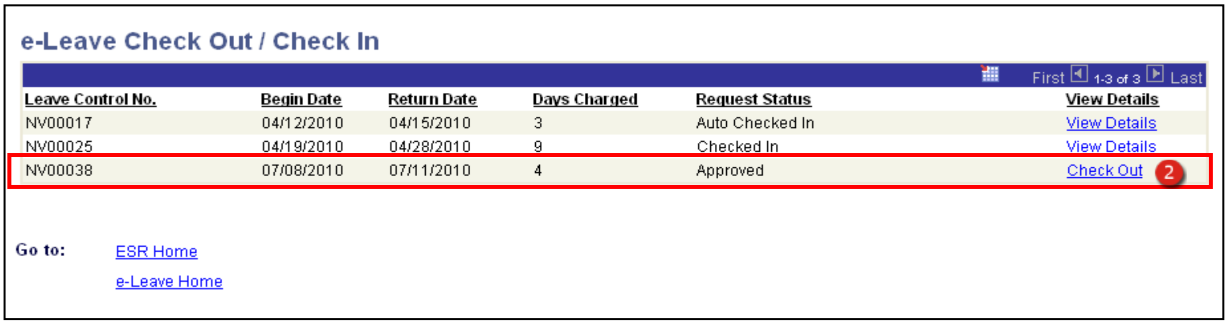


Figure 9-72–e-Leave Home Page

1. **e-Leave Check Out/Check In** – Click the e-Leave Check Out/Check In link. The e-Leave Check Out/Check In list (Figure 9-73) displays.

The e-Leave Check Out/Check In list displays e-Leave Requests that are approved and ready for Check Out; currently checked out and ready for Check In; and/or currently checked in. For this example, locate the e-Leave Request that is Approved.

When the e-Leave Request is in a Request Status of Approved, the View Details link reflects Check Out.


e-Leave Check Out / Check In

First 1-3 of 3 Last

Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
NV00017	04/12/2010	04/15/2010	3	Auto Checked In	View Details
NV00025	04/19/2010	04/28/2010	9	Checked In	View Details
NV00038	07/08/2010	07/11/2010	4	Approved	Check Out 2

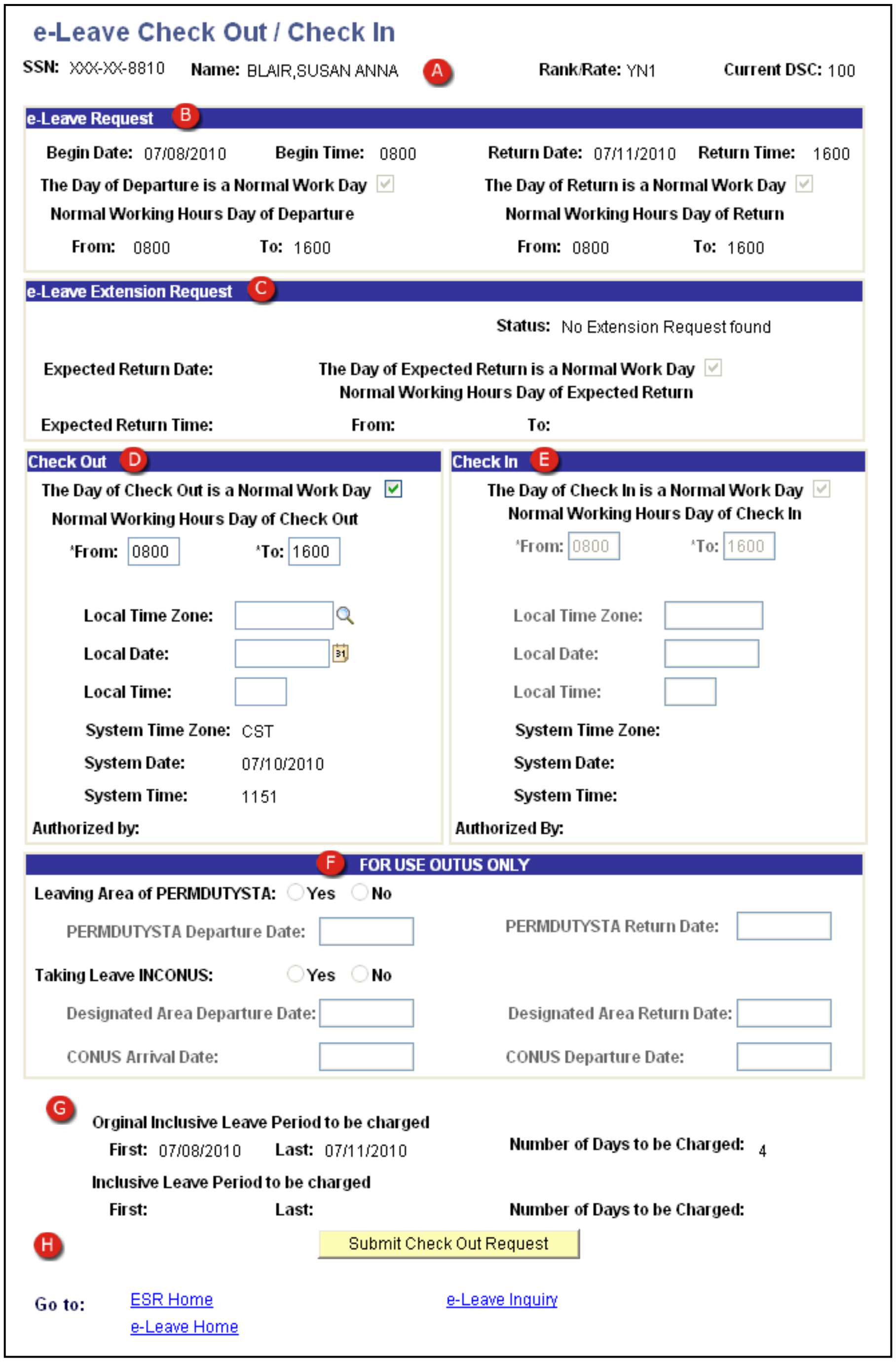
Go to: ESR Home
e-Leave Home

Figure 9-73–e-Leave Check Out/Check In List

2. **Check Out** – Click the Check Out link under View Details. The e-Leave Check Out/ Check In page (Figure 9-74) displays.

9.10.2 e-Leave Check Out/Check In Page

The e-Leave Check Out/Check In page (Figure 9-74) is used to check a member out on leave and check a member back in from leave. The Check In fields are not available until after the Check Out is processed. The Check Out records the actual date and time you are checking out.



e-Leave Check Out / Check In

SSN: XXX-XX-8810 Name: BLAIR,SUSAN ANNA A Rank/Rate: YN1 Current DSC: 100

e-Leave Request B

Begin Date: 07/08/2010 Begin Time: 0800 Return Date: 07/11/2010 Return Time: 1600

The Day of Departure is a Normal Work Day The Day of Return is a Normal Work Day

Normal Working Hours Day of Departure Normal Working Hours Day of Return

From: 0800 To: 1600 From: 0800 To: 1600

e-Leave Extension Request C

Status: No Extension Request found

Expected Return Date: The Day of Expected Return is a Normal Work Day

Normal Working Hours Day of Expected Return

Expected Return Time: From: To:

Check Out D

The Day of Check Out is a Normal Work Day

Normal Working Hours Day of Check Out

*From: 0800 *To: 1600

Local Time Zone:

Local Date:

Local Time:

System Time Zone: CST

System Date: 07/10/2010

System Time: 1151

Authorized by:

Check In E

The Day of Check In is a Normal Work Day

Normal Working Hours Day of Check In

*From: 0800 *To: 1600

Local Time Zone:

Local Date:

Local Time:

System Time Zone:

System Date:

System Time:

Authorized By:

F FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No

PERMDUTYSTA Departure Date: PERMDUTYSTA Return Date:

Taking Leave INCONUS: Yes No

Designated Area Departure Date: Designated Area Return Date:

CONUS Arrival Date: CONUS Departure Date:

G Orginal Inclusive Leave Period to be charged

First: 07/08/2010 Last: 07/11/2010 Number of Days to be Charged: 4

Inclusive Leave Period to be charged

First: Last: Number of Days to be Charged:

H Submit Check Out Request

Go to: ESR Home e-Leave Inquiry

e-Leave Home

Figure 9-74–e-Leave Check Out/Check In Page

A. **Member Demographics**

This section (Figure 9-74) lists the member's SSN, Name, Rank/Rate, and Current DSC.

B. **e-Leave Request**

The e-Leave Request section (Figure 9-74) provides details about the leave. The system updates the fields with the values entered on the original e-Leave Request. If data needs to be changed, this request must be resubmitted. Refer to Section 9.9 for details about the Re-submit process.

C. **e-Leave Extension Request**

The e-Leave Extension Request section (Figure 9-74) provides information about any extensions requested after the Check Out that deviates from the original e-Leave Request. The system populates the fields with the data entered from the e-Leave Extension Request page. Refer to Section 9.11 for details about recording extensions.

D. **Check Out**

The Check Out section (Figure 9-74) is completed when the member is ready to check out on leave. The data fields detail the day, time, and time zone where the Check Out occurs and if the day of Check Out is considered a normal work day.

E. **Check In**

The Check In section (Figure 9-74) is completed when the member returns from leave and is ready to be checked back into the Command. The data fields detail the day, time, and time zone where the Check In occurs and if the day of Check In is considered a normal work day. Refer to Section 9.12 for details about the Check In process.

F. **FOR USE OUTUS ONLY**

The FOR USE OUTUS ONLY section (Figure 9-74) provides fields to record unique details when the member is stationed at an overseas site. When the member is attached to an overseas UIC, these fields become active. The data in this section on the Check Out page displays what was recorded on the original e-Leave Request. In this example, the member is attached to a Continental United States (CONUS) UIC; therefore, these fields are not available. Details about recording leave for a member attached to an overseas UIC are described in Section 9.13.

G. **Inclusive Leave Period to be Charged**

System populates the original inclusive leave period dates (reflected from the original e-Leave Request) and the final dates based on the original request and any extensions (Figure 9-74).

H. **Action Links and Buttons**

The bottom of the page displays action links to navigate back to the menus and the Submit Check Out Request button. This button submits the Check Out for approval.

The following steps detail the data required to process the Check Out.

9.10.3 Processing the Check Out

After the e-Leave Request is approved, you can officially check out on leave. If you want to check out using the e-Leave Check Out process, access the e-Leave Check Out/Check In page as described in Section 9.10.1. The e-Leave Check Out/Check In page (Figure 9-74) displays. Complete the Check Out section (Figure 9-75).

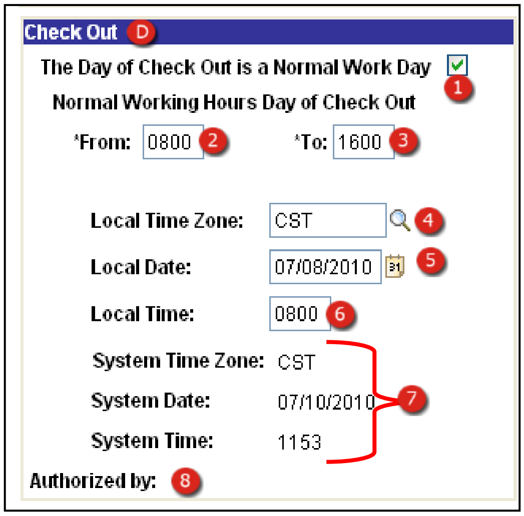


Figure 9-75–e-Leave Check Out/Check In Page: Check Out Section

1. **<u>The Day of Check Out is a Normal Work Day</u>** – These fields display what was recorded on the original e-Leave Request. Changes should not be necessary; however, if needed the fields can be edited. The From and To fields display once the checkbox is selected.
2. **<u>Normal Working Hours Day of Check Out: From</u>** – Verify and update (if required) the begin time in the From field reflecting the start time for the day's working hours. This was completed on the original e-Leave Request if the first day of leave is considered a normal work day.
3. **<u>Normal Working Hours Day of Check Out: To</u>** – Verify and update (if required) the end time in the To field reflecting the end time for the day's working hours. This is completed if the last day of leave is considered a normal work day.
4. **<u>Local Time Zone</u>** – Enter the time zone of the location where the Check Out is being processed or click the Lookup icon and select the appropriate time zone.
5. **<u>Local Date</u>** – Enter the date of the location where the Check Out is being processed or click the Calendar icon and select the appropriate date.

6. **Local Time** – Enter the time when the Check Out is being processed.
7. **System Values** – System displays system-related values based on where the server for e-Leave is located. It is located in the Central Standard Time (CST) time zone for shore Commands. For ships the system values will reflect where the ship's server is located.
   - **Time Zone –** System-related time zone of the Check Out request
   - **System Date** – System-related date of the Check Out request
   - **System Time** – System displays the system-related time of the Check Out request
8. **Authorized by** – Once the Check Out is saved, the system displays the name of the individual who recorded the Check Out. The following conditions are:
   - **Self Check Out –** If the member is authorized for Self-Check Out.
   - **CLA's Name –** If the member is not authorized for Self-Check Out, the CLA's Name with (CLA) added displays.
   - **Auto Check Out –** If the member is checked out automatically by the system, Auto Check Out displays in the field.

The Inclusive Leave Period section (Figure 9-76) provides a summary of the planned and actual leave dates and leave days charged.

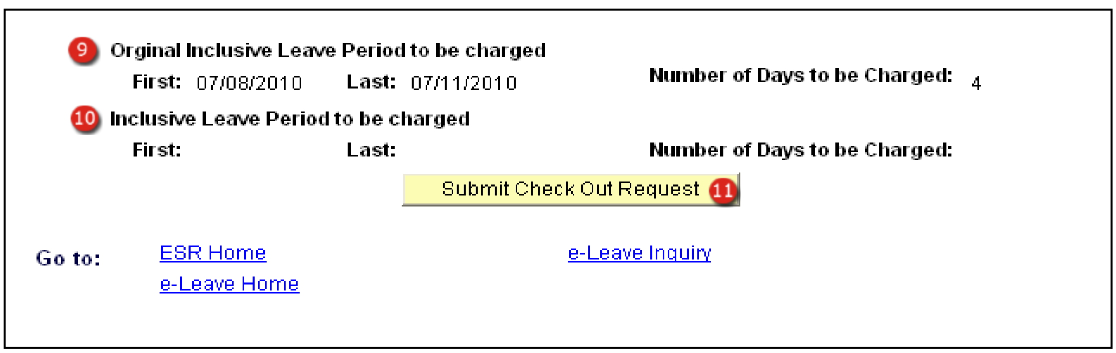


Figure 9-76–e-Leave Check Out/Check In Page: Inclusive Leave Period Section

9. **Original Inclusive Leave Period to be charged** – System displays the planned dates associated with the original begin and end date of the leave request.
   - **First –** Begin Date of the original e-Leave Request
   - **Last** – End Date of the original e-Leave Request
   - **Number of Days to be Charged** – System calculates the number of planned leave days charged based on working day status for the Leave Begin Date and Leave Return Date recorded on the member's original e-Leave Request

10. **Inclusive Leave Period to be Charged** – System displays the **actual** leave dates. The **First** field lists the actual leave charged start date for the leave period and the **Last** field lists the planned leave charged end date based on the e-Leave Request. For details about the way the Inclusive Leave Period is calculated, refer to Section 9.11.1.
11. **Submit Check Out Request** – After fields are completed, click this button to submit the Check Out. A confirmation page (Figure 9-77) displays indicating the Check Out was submitted to the CLA for approval.

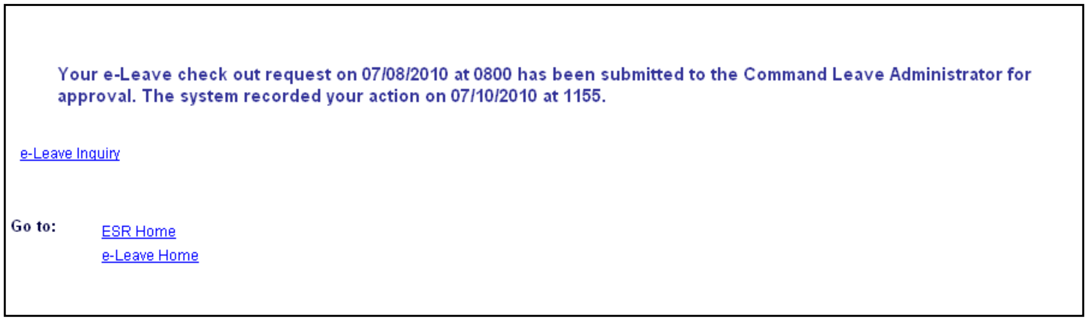


Figure 9-77–e-Leave Check Out Submitted Confirmation Message

The Check Out requests, that are not authorized for Self Check Out, go to the CLA (Command Leave Administrator) for final review and approval.

NOTE: The message contains the actual system recorded time of the Check Out, which could differ from what the member indicates on the Check Out request.

9.10.4 Additional Check Out Conditions

There are two special conditions involving the Check Out process. These are:

- Authorized for Self Check Out
- Automatic Check Out

9.10.4.1 Authorized for Self Check Out

If you are authorized for Self Check Out/Check In, when you submit the e-Leave Check Out; the CLA does not approve the request. You are simply checked out. Authorization for Self Check Out was established on your My Profile page (Figure 9-78) during the e-Leave setup by the CLA.

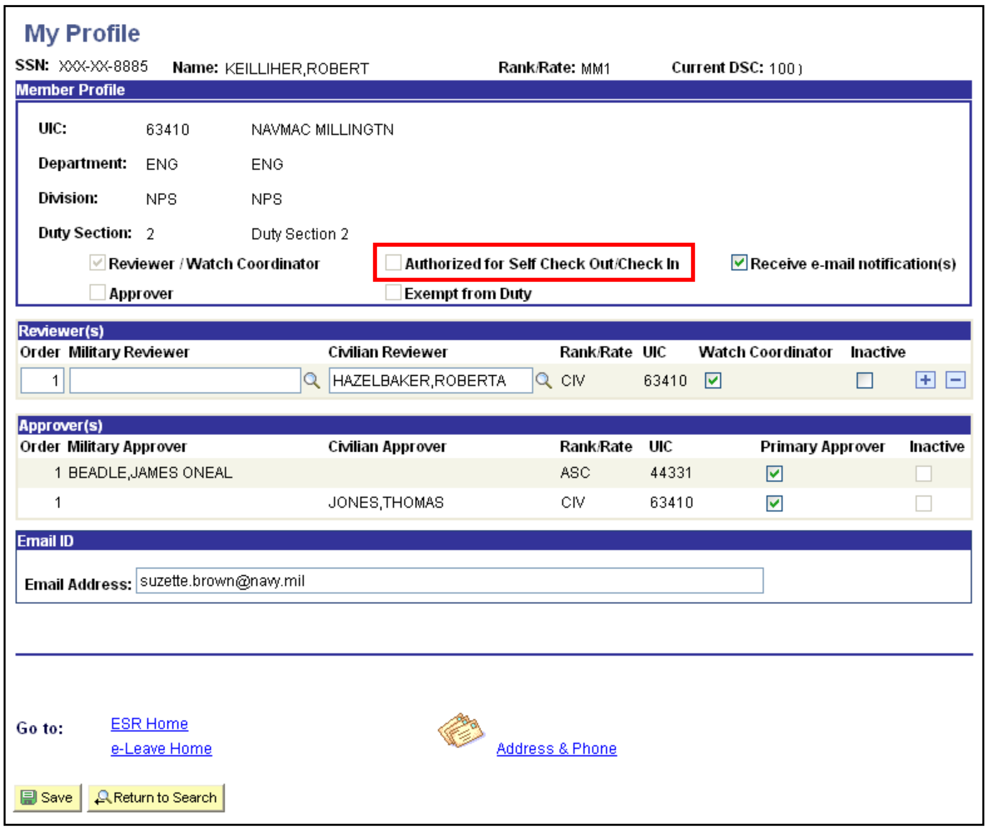


Figure 9-78–My Profile: Authorized for Self Check Out/Check In

9.10.4.2 Automatic Check Out

The e-Leave application allows for automatic Check Out. If the Leave Begin Date is one day less than the Central Standard Time date, you will automatically be checked out by the system. If you decided not to take the approved leave, be sure to process a cancellation of the e-Leave Request (Section 9.8) before the Leave Begin Date becomes the current date. If you decide not to take the leave and you do not cancel the approved leave, the system will automatically check you out and leave will be charged to your account.

9.11 <u>Creating E-Leave Extension Request</u>

Once the member is checked out on leave and needs to extend the leave period, the e-Leave Extension Request page is used. This page provides the ability to request an extension to allow the member to extend his/her leave once checked out and on leave. If the member is unable to request the extension via the Self-Service account; the CLA can create the extension for the member via the e-Leave Extension Request.

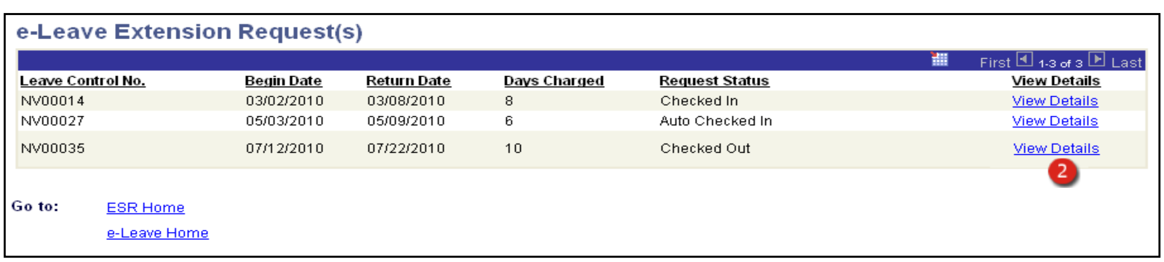
9.11.1 Accessing the e-Leave Extension Request Page

To create the extension via Self-Service, click the e-Leave Extension Request link on the e-Leave Home page (Figure 9-79).

Figure 9-79–e-Leave Home Page

1. **<u>e-Leave Extension Request</u>** – Click the e-Leave Extension Request link. The e-Leave Extension Request page (Figure 9-80) displays.

The e-Leave Extension Request(s) page (Figure 9-80) provides information about leave requests in a checked out and checked in status. The page lists the Leave Control No (Number) assigned to the e-Leave Request once it was approved; the Begin Date and Return Date entered on the original e-Leave Request; the calculated number of days charged based on the Begin and Return Dates; the Request Status; and the View Details link. The Views Detail link accesses the e-Leave Extension Request form to record the new Leave Return Date and a reason for the extension.



e-Leave Extension Request(s)

First 1-3 of 3 Last

Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
NV00014	03/02/2010	03/08/2010	8	Checked In	View Details
NV00027	05/03/2010	05/09/2010	6	Auto Checked In	View Details
NV00035	07/12/2010	07/22/2010	10	Checked Out	View Details

2

Go to: ESR Home
e-Leave Home

Figure 9-80–e-Leave Extension Requests

2. **<u>View Details</u>** – Click the View Details link that corresponds with the Checked Out e-Leave Request that needs an extension. The e-Leave Extension Request page (Figure 9-81) displays.

The e-Leave Extension Request page contains information populated from the original e-Leave Request and data entry fields to update the Leave Return Date and Time. An explanation for the extension request is required.

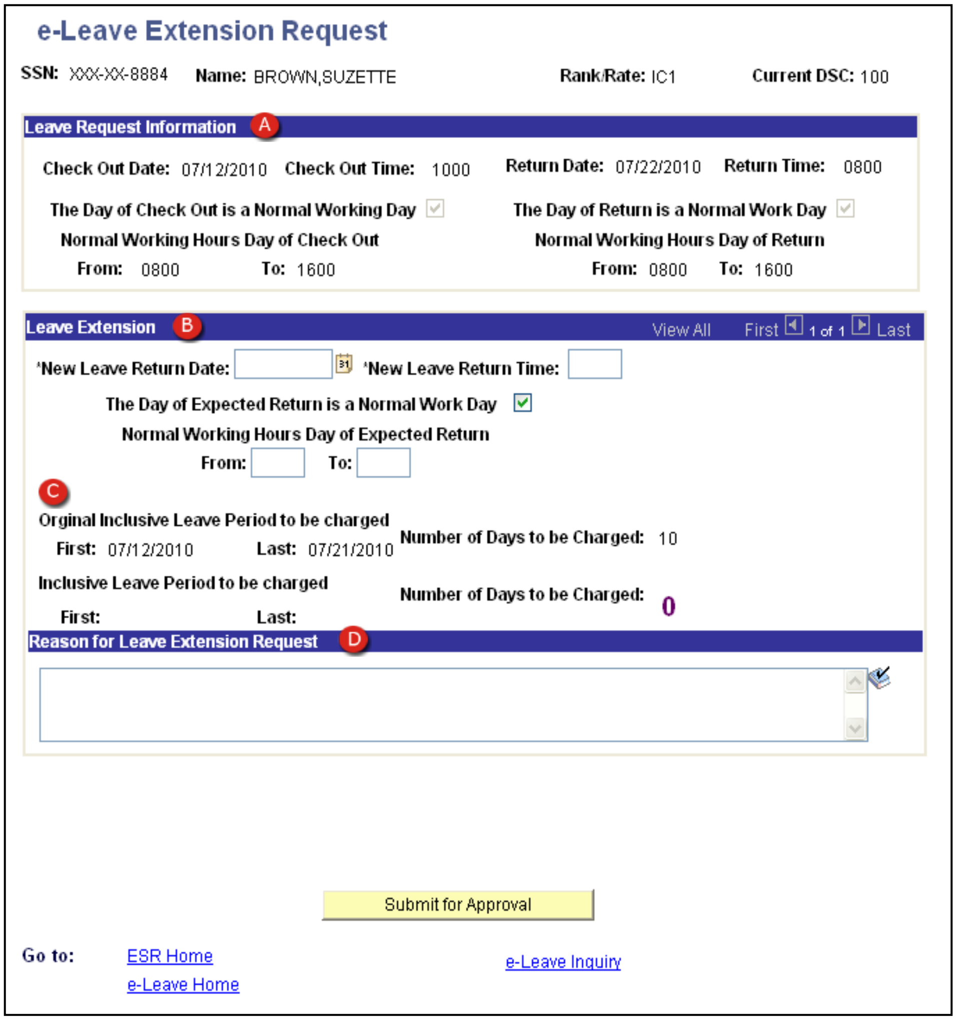


Figure 9-81–e-Leave Extension Request

A. **Leave Request Information**

The system displays the data that was previously submitted on the original e-Leave Request and the Check Out page in the Leave Request Information section (Figure 9-81).

B. **Leave Extension**

The Leave Extension section (Figure 9-81) provides the data entry fields to record the requested extension Return Date and Return Time.

C. Inclusive Leave Period

The Inclusive Leave Period section (Figure 9-82) displays all the planned final values associated with the leave. This includes any changes to the Check In date due to the recorded dates in the Leave Extension section. The system displays the values based on previous data entry and system calculations. It consists of two items:

- **Original Inclusive Leave Period to be charged –** Displays the begin date, end date, and calculated number of planned charged leave days based on the Check Out
- **Inclusive Leave Period to be charged –** Displays the begin date, end date, and calculated number of actual charged leave days based on the Check Out and approved extensions.

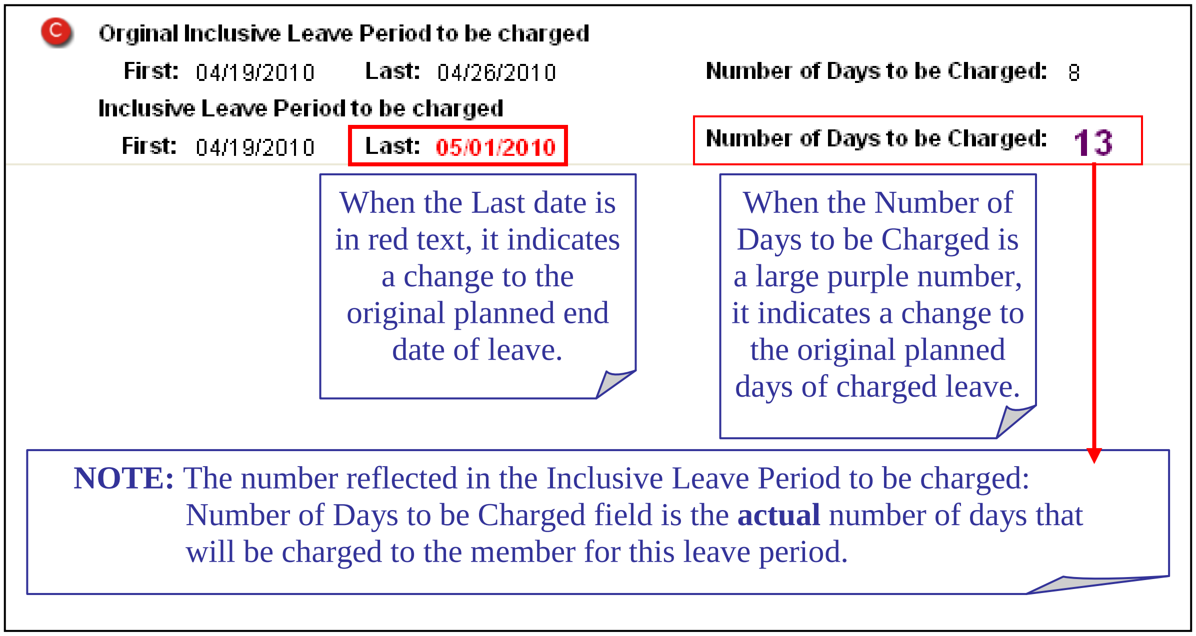


Figure 9-82–e-Leave Extension Request for (member):Inclusive Leave Period

It is important to ensure the days to be charged are correct. If the value reflected is incorrect, check the dates and the Normal working hours fields entered on the e-Leave Extension Request.

D. Reason for Leave Extension Request

A reason is required explaining why the extension is necessary. Enter the reason in the Reason for Leave Extension Request field (Figure 9-83).

Figure 9-83–e-Leave Extension Request: Reason for Leave Extension Request

9.11.2 Creating the e-Leave Extension Request

After clicking the View Details link on the e-Leave Extension Request(s) page (Figure 9-80) , the e-Leave Extension Request page (Figure 9-81) displays. This page provides the ability to request an extension to the original leave. It is required that a reason is entered in the Reason for Leave Extension Request section.

In the Leave Extension section (Figure 9-84), record the data to reflect the requested extension.

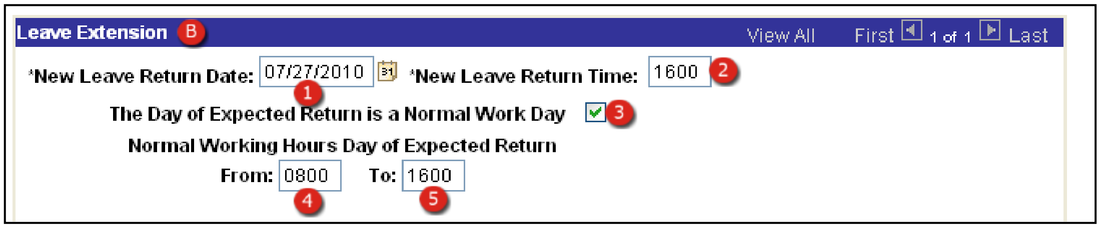


Figure 9-84–e-Leave Extension Request: Leave Extension Section

1. **New Leave Return Date** – Enter the new leave return date or click the Calendar icon and select the date.
2. **New Leave Return Time** – Enter the new leave return time.
3. **The Day of Expected Return is a Normal Work Day** – Click this checkbox if the last day of leave is considered a normal work day.
4. **Normal Working Hours Day of Expected Return: From** – Enter the begin time in the From field that is the start time for the day's working hours. This is completed if the last day of leave is considered a normal work day.
5. **Normal Working Hours Day of Expected Return: To** – Enter the end time in the To field that is the end time for the day's working hours. This is completed if the last day of leave is considered a normal work day.

Figure 9-85 illustrates the relationship between the dates reflected from the original e-Leave Request in the Leave Request Information section (A) and the newly recorded date in the Leave Extension section (B) with the reflected dates in the Inclusive Leave Period section (C).

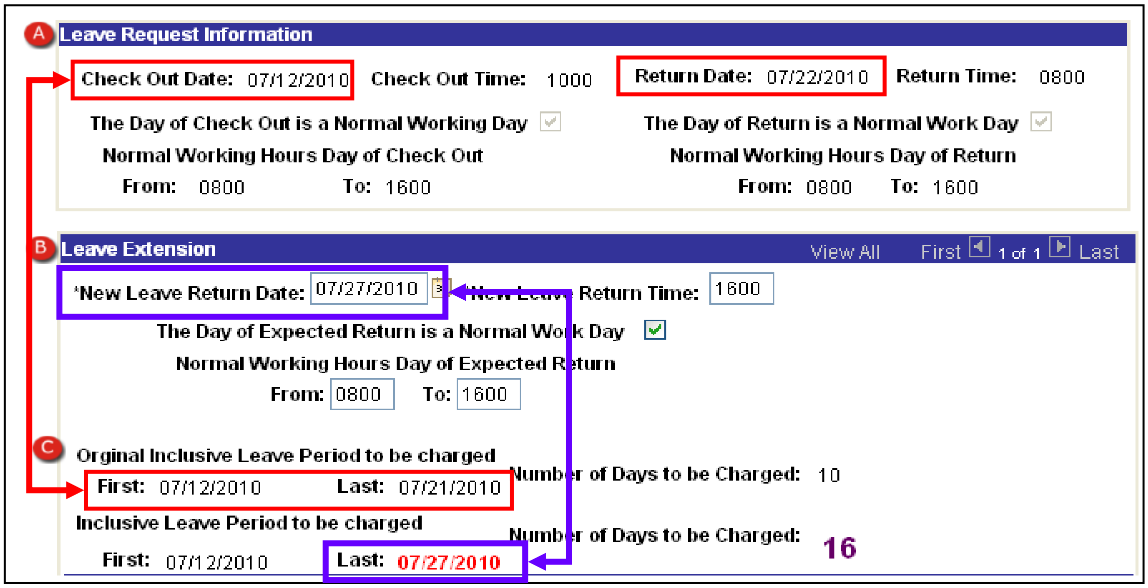


Figure 9-85–e-Leave Extension Request: Inclusive Leave Period

In the Inclusive Leave Period section (Figure 9-86) it is important to ensure the Number of Days to be Charged (large purple text) is the correct value as this will be charged. If the value reflected is incorrect, check the dates and the Normal working hours fields entered on the e-Leave Extension Request.

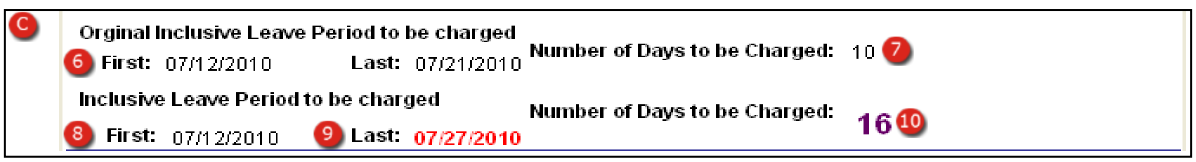


Figure 9-86–e-Leave Extension Request: Inclusive Leave Period (continued)

6. **Original Inclusive Leave Period to be charged: First/Last** – System displays the charged days for leave with the First field reflecting the first chargeable leave date and the Last field reflecting the end date of chargeable leave.
7. **Number of Days to be Charged** – System calculates the total number of days to charge for leave based on the original dates reflected in the Original Inclusive Leave Period to be charged First and Last fields.
8. **Inclusive Leave Period to be charged: First** – System displays the first day charged as leave for this leave period.
9. **Inclusive Leave Period to be charged: Last** – System displays the last day charged as leave for this leave period. If there is a change due to an extension the date displays in red text.

10. **<u>Number of Days to be Charged</u>** – System calculates the total number of days to charge for leave based on the new dates reflected in the Inclusive Leave Period to be charged First/Last fields and the Normal Work Day status. This value (a large purple number) reflects the original days of leave to be charged plus the new days added due to the extension.

A reason is required explaining why the extension is necessary. Enter the reason in the Reason for Leave Extension Request field (Figure 9-87).

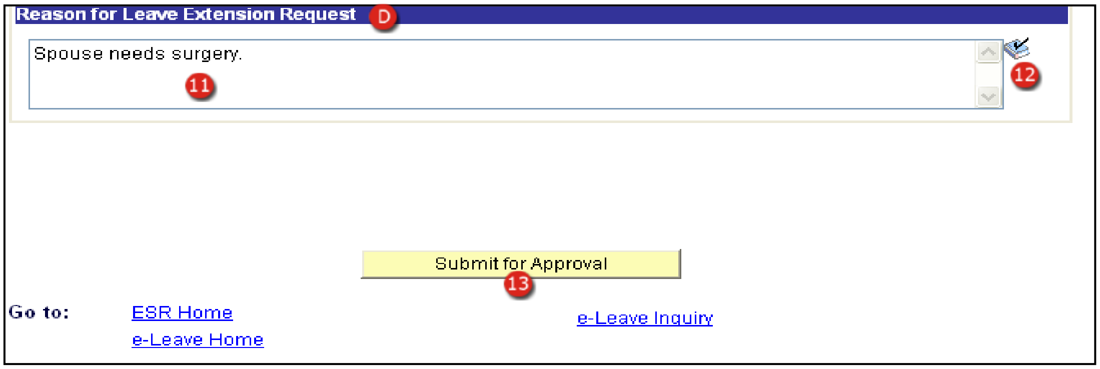


Figure 9-87–e-Leave Extension Request: Reason for Leave Extension Request

11. **<u>Reason for Leave Extension Request</u>** – (Required) Enter a reason for the leave extension request.
12. **<u>Spell Check Icon</u>** – Click the spell check icon to initiate a grammar and spelling check of the entered text. Comments entered remain with the e-Leave Extension Request.
13. **<u>Submit For Approval</u>** – Click this button to submit the extension data for approval. The confirmation message (Figure 9-88) indicating the request was submitted displays.

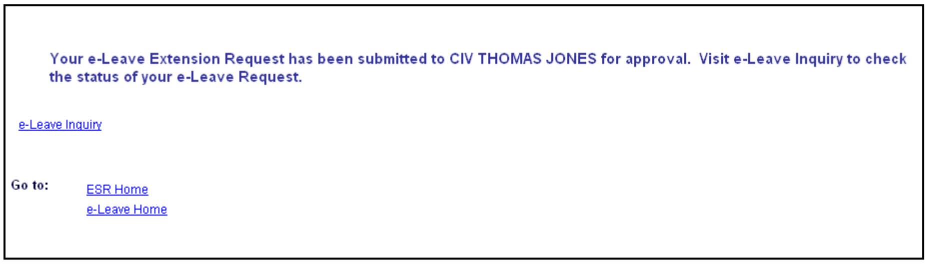


Figure 9-88–e-Leave Extension Request Submitted Confirmation Message

The confirmation message indicates the request was forwarded to the member's Approver for action. After approved by the member's designated Approver, track the request through the normal Check In process.

NOTE: If more than one Approver is listed, both will receive the member's e-Leave Extension Request for action. The confirmation message displays the name of the first Approver on the member's My Profile list. Both the Approver and/or the CLA can approve the member's e-Leave Extension Request.

9.12 <u>Creating E-Leave Check In</u>

After the original leave period or extension period is completed, the member may check back in using the e-Leave Check In feature or allow Automatic Check In to process.

Automatic Check In occurs 72 hours after the original Return Date on the original e-Leave Request or after the Expected Return Date on the e-Leave Extension Request.

The e-Leave Check Out/Check In page is used by the member to manually Check In. This is done via the member's Self-Service account. If the member is unable to access the e-Leave Check Out/Check In page through Self-Service; the CLA can process the e-Leave Check In for the member. The CLA accesses the e-Leave Request Check In via the e-Leave feature within NSIPS. For details about the CLA's role in checking in a member refer to Section 5.14.

Once the member checks back in from leave, the system sends the e-Leave Transaction to the Defense Joint Military System-Active Duty (DJMS-AC).

9.12.1 Accessing the e-Leave Request for Check In

As with processing the Check Out, the member accesses the e-Leave Check Out/Check In page via the e-Leave Check Out/Check In link on the e-Leave Home page (Figure 9-89).

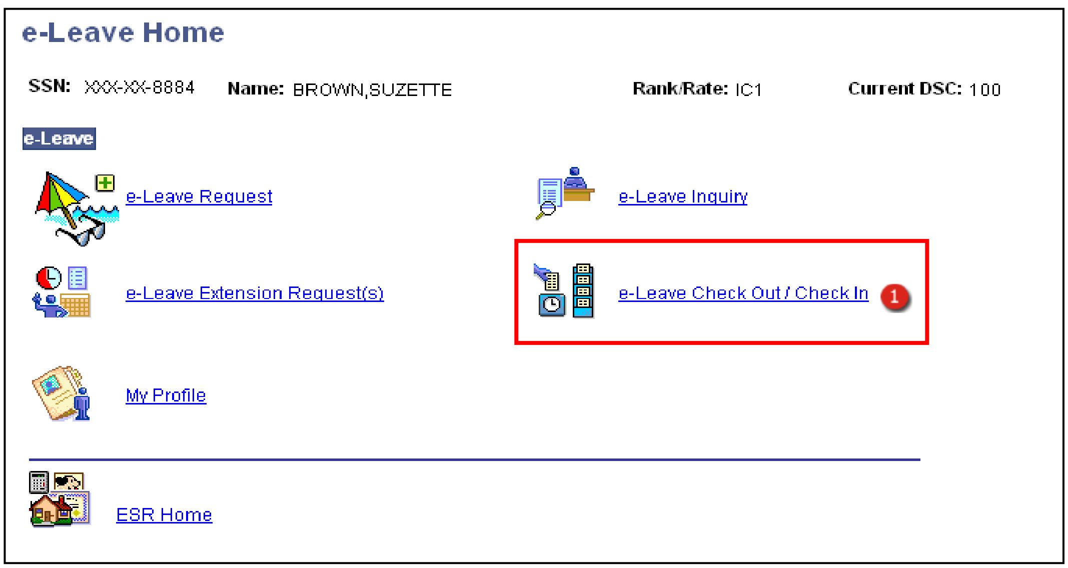
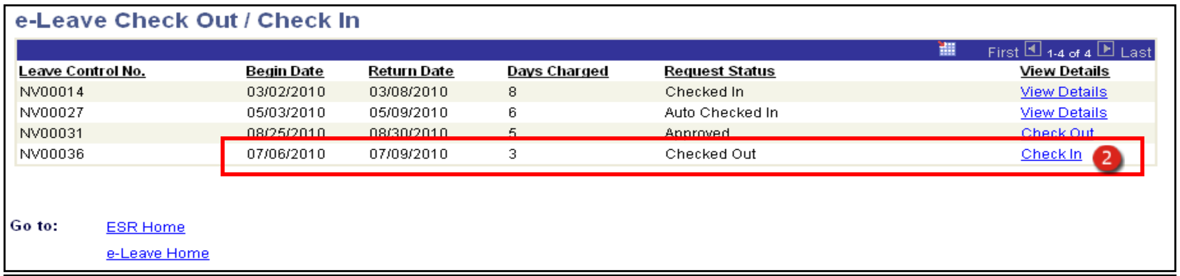


Figure 9-89–e-Leave Home Page

1. **<u>e-Leave Check Out/Check In</u>** – Click the e-Leave Check Out/Check In link. The e-Leave Check Out/Check In list (Figure 9-90) displays.

The e-Leave Check Out/Check In list displays e-Leave Requests that are approved and ready for Check Out; currently checked out and ready for Check In; and/or currently checked in. For this example, locate the e-Leave Request that is due for Check In on July 9, 2010.

Notice the Request Status is Checked Out and the View Details link indicates Check In. This means the e-Leave Check Out/Check In page will display.


e-Leave Check Out / Check In

First 1-4 of 4 Last

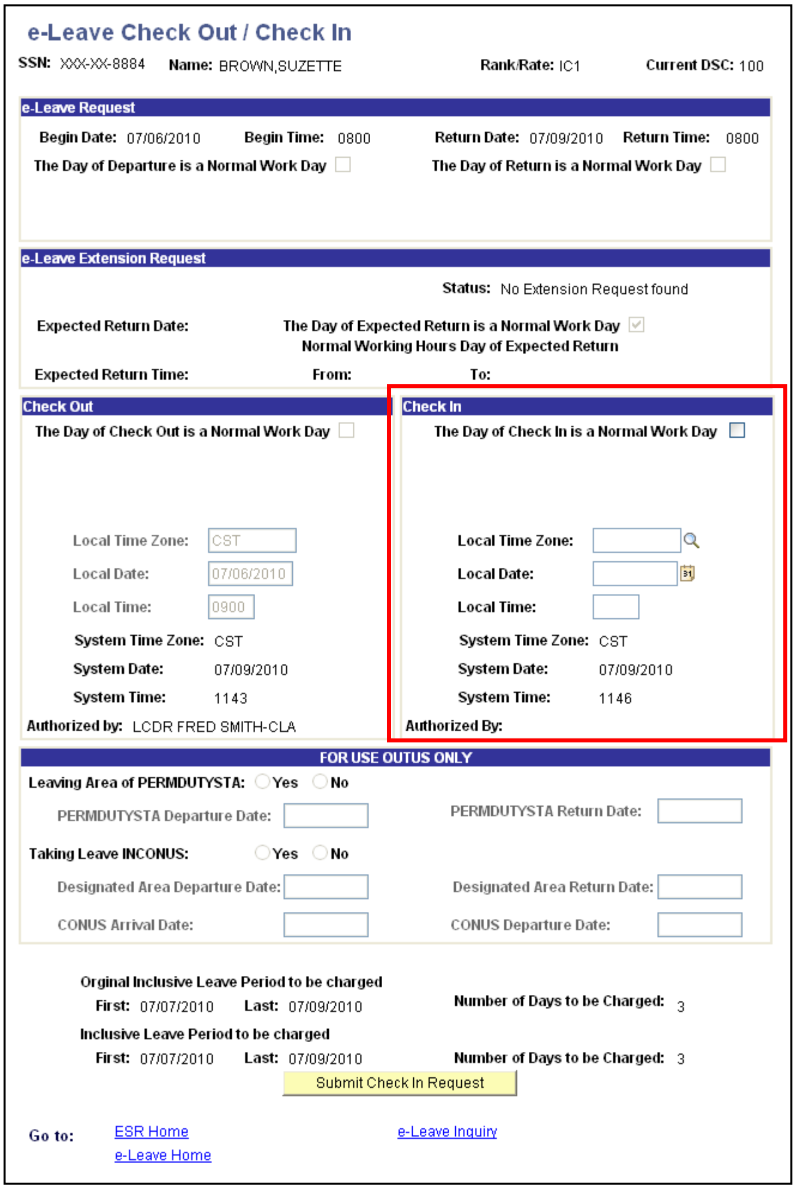
Leave Control No.	Begin Date	Return Date	Days Charged	Request Status	View Details
NV00014	03/02/2010	03/08/2010	8	Checked In	View Details
NV00027	05/03/2010	05/09/2010	6	Auto Checked In	View Details
NV00031	08/25/2010	08/30/2010	5	Approved	Check Out
NV00036	07/06/2010	07/09/2010	3	Checked Out	Check In 2

Go to: ESR Home

e-Leave Home

Figure 9-90–e-Leave Check Out/Check In List

2. **Check In** – Click the Check In link in the View Details column that is associated with the e-Leave Request to check back in from leave. The e-Leave Check Out/Check In page (Figure 9-91) displays.



e-Leave Check Out / Check In

SSN: XXX-XX-8884 Name: BROWN,SUZETTE Rank/Rate: IC1 Current DSC: 100

e-Leave Request

Begin Date: 07/06/2010 Begin Time: 0800 Return Date: 07/09/2010 Return Time: 0800

The Day of Departure is a Normal Work Day The Day of Return is a Normal Work Day

e-Leave Extension Request

Status: No Extension Request found

Expected Return Date: The Day of Expected Return is a Normal Work Day

Normal Working Hours Day of Expected Return

Expected Return Time: From: To:

Check Out

The Day of Check Out is a Normal Work Day

Local Time Zone: CST

Local Date: 07/06/2010

Local Time: 0900

System Time Zone: CST

System Date: 07/09/2010

System Time: 1143

Authorized by: LCDR FRED SMITH-CLA

Check In

The Day of Check In is a Normal Work Day

Local Time Zone:

Local Date:

Local Time:

System Time Zone: CST

System Date: 07/09/2010

System Time: 1146

Authorized By:

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No

PERMDUTYSTA Departure Date: PERMDUTYSTA Return Date:

Taking Leave INCONUS: Yes No

Designated Area Departure Date: Designated Area Return Date:

CONUS Arrival Date: CONUS Departure Date:

Orginal Inclusive Leave Period to be charged

First: 07/07/2010 Last: 07/09/2010 Number of Days to be Charged: 3

Inclusive Leave Period to be charged

First: 07/07/2010 Last: 07/09/2010 Number of Days to be Charged: 3

Submit Check In Request

Go to: ESR Home e-Leave Inquiry

e-Leave Home

Figure 9-91–e-Leave Check Out/Check In: Active Check In Fields

The e-Leave Check Out/Check In page reflects the data entered on the original e-Leave Request and the data entered during the Check Out process. The Check In fields are active. Record the data in the Check In section to check back in from leave. Refer to Section 9.10.2 for a description of each section on the e-Leave Check Out/Check In page.

9.12.2 Processing e-Leave Check In

After the e-Leave Check Out/Check In page is accessed, the fields in the Check In section (Figure 9-92) are completed.

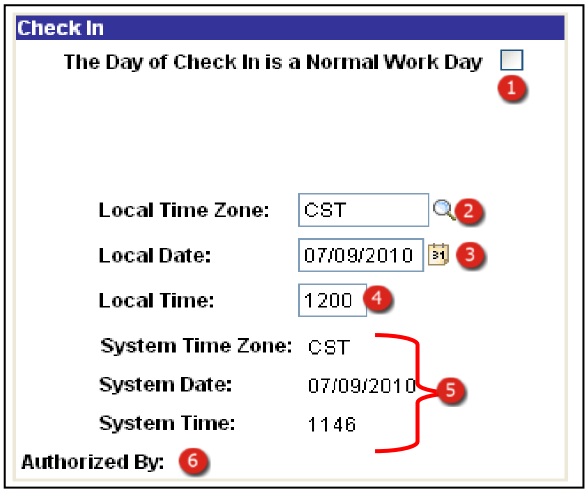


Figure 9-92–e-Leave Check Out/Check In Page: Check In Section

1. **The Day of Check In is a Normal Work Day** – Click this checkbox if the last day of leave is considered a normal work day. The field auto-populates based on if it was selected on the original e-Leave Request. If selected, the **From** and **To** fields display below. In this example, the Leave Return Date is not considered a Normal Work Day.
2. **Local Time Zone** – Enter the time zone of the location where the Check In is being processed or click the Lookup icon and select the appropriate time zone.
3. **Local Date** – Enter the date where the Check In is being processed or click the Calendar icon and select the appropriate date.
4. **Local Time** – Enter the time when the Check In is being processed.
5. **System Values** – System displays system-related values based on where the server is located. For shore-based UICs the server is located in Central Standard Time (CST). For ship-based UICs the server is located where the ship is located.
   - **Time Zone** – System-related time zone of the Check In request.
   - **System Date** – System-related date of the Check In request.
   - **System Time** – System-related time of the Check In request.
6. **Authorized by** – Once the Check In is saved, the system displays the name of the individual who recorded the Check In. If the member is authorized for Self Check In, it reflects Self Check In. If the member is not authorized for Self Check In, the CLA's name displays. If the member is automatically checked in by the system, Auto Check In displays.

Scroll to the bottom of the page (Figure 9-93).

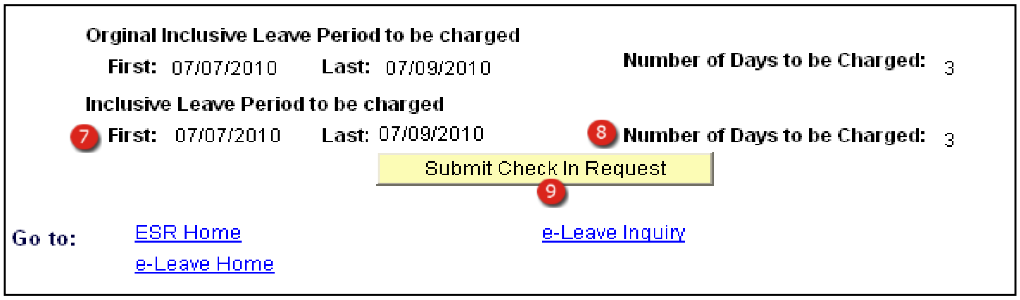


Figure 9-93–e-Leave Check Out/Check In Page: Inclusive Leave Period Section

7. **Inclusive Leave Period to be charged (First/Last)** – System displays the actual begin and end date of the leave request. The Last field reflects any extensions approved and taken for this leave period.
8. **Inclusive Leave Period to be charged (Number of Days to be charged)** – System calculates the total number of leave days charged based on working day status for the Begin Date and Return Date based on the dates recorded on the e-Leave Check Out/Check In page.
9. **Submit Check In Request** – After fields are completed, click the Submit Check In Request button to check back in. A confirmation message (Figure 9-94) displays indicating the Check In request was submitted to the CLA (Command Leave Administrator) for approval.

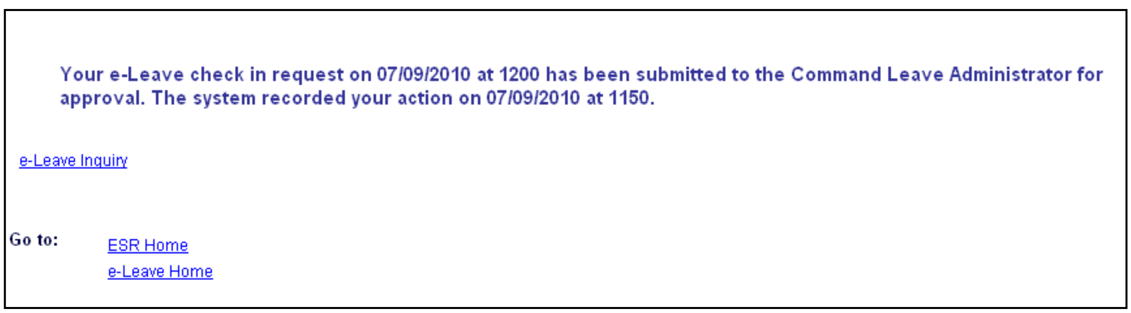


Figure 9-94–e-Leave Check In Submitted Confirmation Message

NOTE: The message contains the actual system recorded time of the Check In, which could differ from what the member indicates on the Check In request.

9.12.3 Additional Check In Conditions

There are two special conditions involving the Check In process. These are:

- Authorized for Self Check In
- Automatic Check In

9.12.3.1 Authorized for Self Check In

If you are authorized for Self Check Out/Check In, when you submit the e-Leave Check In; the CLA does not approve the request. You are simply checked in. Authorization for Self Check In was established on your My Profile page (Figure 9-95) during the e-Leave setup by the CLA.

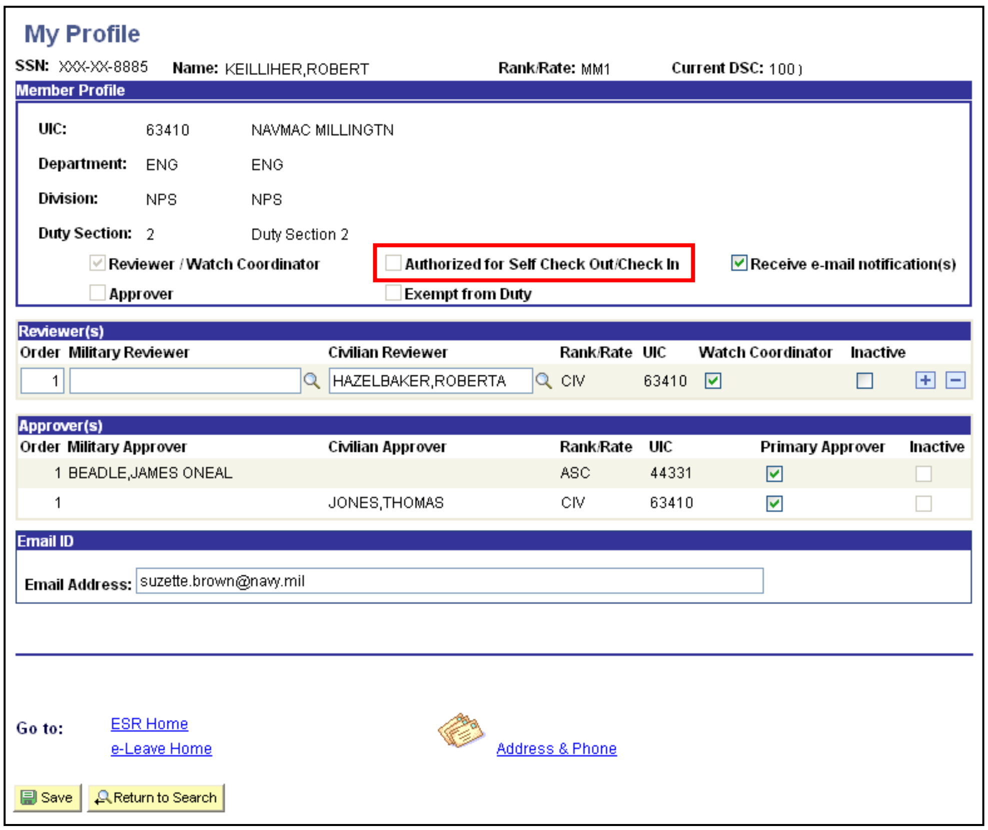


Figure 9-95–My Profile: Authorized for Self Check Out/Check In

9.12.3.2 Automatic Check In

The e-Leave application allows for automatic Check In. If the Leave Return Date is 3 days less than the Central Standard Time system date, you will automatically be checked back in by the system. If you need to extend the leave period, be sure to process an e-Leave Extension Request (Section 9.11) before the Leave Return Date becomes the current date. The system will not perform automatic Check In as long as the extension is in a Pending Extension status. Once the extension is Approved, automatic Check In can occur.

9.13 Reporting Leave from an Overseas Site

If the unit's UIC (Location Code) indicates the Command is outside the continental United States, including Alaska and Hawaii (OUTUS) and the member's leave period is greater than 30 days, the FOR USE OUTUS ONLY fields are used.

9.13.1 e-Leave Request

To activate the overseas related fields (Figure 9-96) for data entry, the following conditions must apply:

- Command is an OUTUS UIC
- Leave is greater than 30 days
- Yes is selected for Leaving Area of PERMDUTYSTA (Permanent Duty Station)
- Yes is selected for Taking Leave INCONUS (Inside the Continental United States)

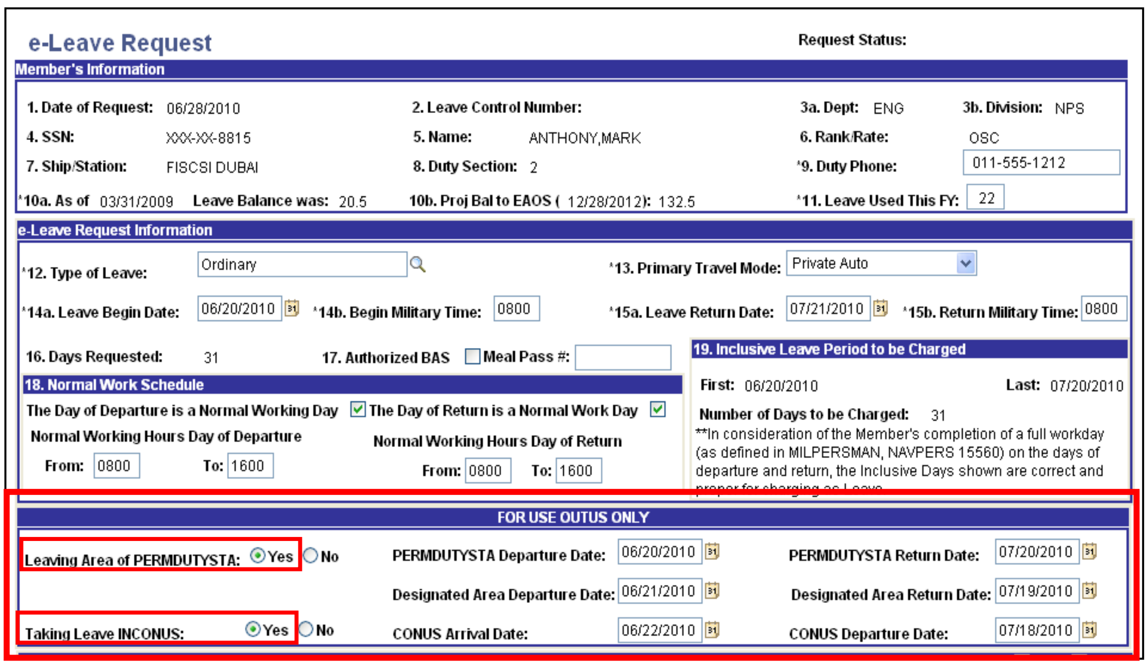


Figure 9-96–e-Leave Request for (member): Overseas Reporting

In the FOR USE OUTUS ONLY section, the date fields display the dates based on the entries made in the Leave Begin Date field and the Leave Return Date field (Figure 9-97).

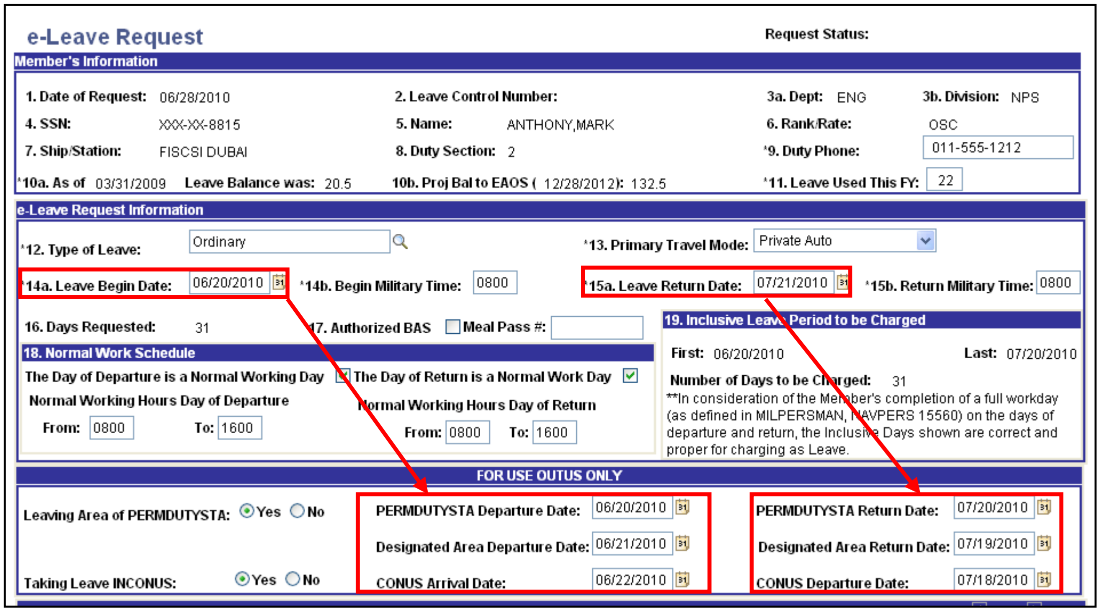


Figure 9-97–e-Leave Request: Field Relationship

The date fields in the FOR USE OUTUS ONLY section (Figure 9-98) can be edited if needed to reflect the actual leave conditions for the member.

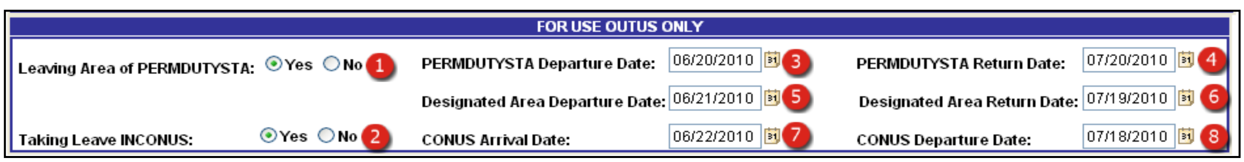


Figure 9-98–e-Leave Request: FOR USE OUTUS ONLY Section

1. **Leaving Area of PERMDUTYSTA** – Click Yes if the member is leaving his/her Permanent Duty Station area. Click No if the member is not leaving the Permanent Duty Station area.
2. **Taking Leave INCONUS** – Click Yes if the member is taking the leave INCONUS. Click No if the member is not taking leave INCONUS. If yes, the remaining date fields become active for data entry.
3. **PERMDUTYSTA Departure Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.
4. **PERMDUTYSTA Return Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.
5. **Designated Area Departure Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.

6. **Designated Area Return Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.

   NOTE: The values in the Designated Area fields are based on the duty station and not the country.

7. **CONUS Arrival Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.

8. **CONUS Departure Date** – Verify the date and make any necessary adjustments by clicking the Calendar icon and selecting the date.

The entries made on the e-Leave Request documenting Overseas leave follow the same process as all other recorded data for e-Leave. The Overseas fields reflect on the Check Out, Extension, and Check In pages.

9.13.2 Check Out from Overseas Location

Data entry for a Check Out from an overseas location is similar to checking out from a CONUS location. The fields are the same and the data for the Check Out fields are the same. The fields in the FOR OUTUS USE ONLY section (Figure 9-99) are active for update if necessary. The data entry for these fields is the same as described in Section 9.13.1.

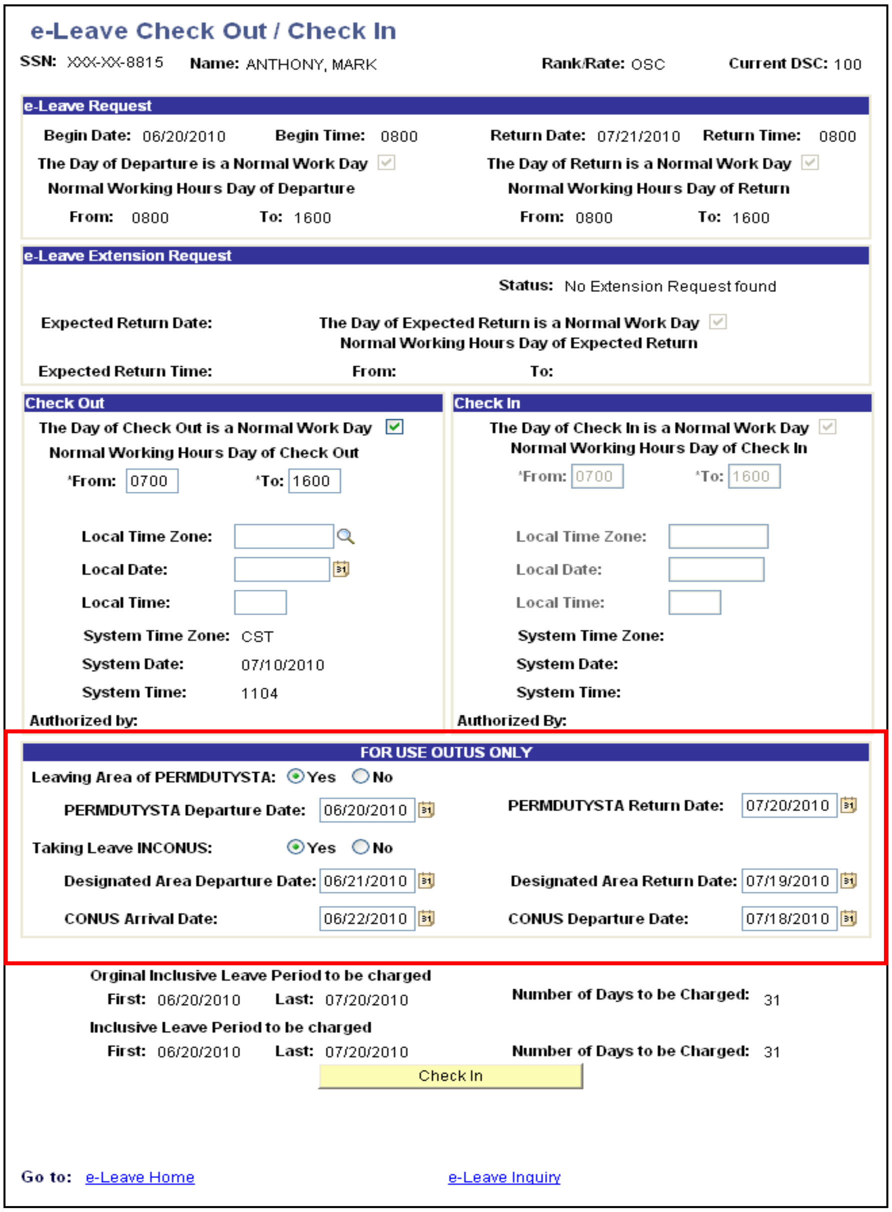
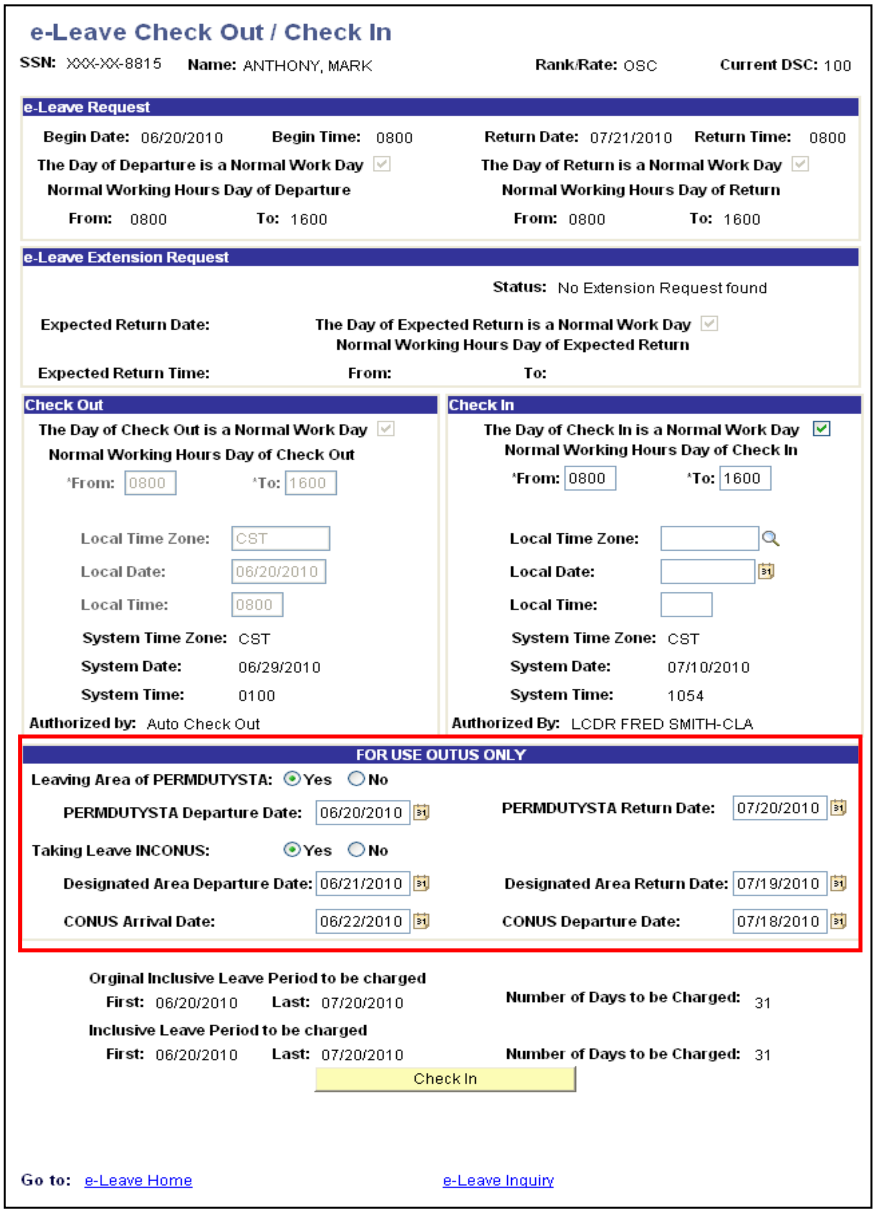


Figure 9-99–e-Leave Check Out/Check In: FOR USE OUTUS ONLY Section

For details about processing a Check Out and a description of each Check Out field, refer to Section 9.10.

9.13.3 Check In from Overseas Location

Data entry for a Check In from an overseas location is similar to checking in from a CONUS location. The fields are the same and the data for the Check In fields are the same (Figure 9-100). The fields in the FOR OUTUS USE ONLY section are active for update if necessary. The data entry for these fields is the same as described in Section 9.13.1.


e-Leave Check Out / Check In

SSN: XXX-XX-8815 Name: ANTHONY, MARK Rank/Rate: OSC Current DSC: 100

e-Leave Request

Begin Date: 06/20/2010 Begin Time: 0800 Return Date: 07/21/2010 Return Time: 0800

The Day of Departure is a Normal Work Day ☑ The Day of Return is a Normal Work Day ☑

Normal Working Hours Day of Departure — From: 0800 To: 1600

Normal Working Hours Day of Return — From: 0800 To: 1600

e-Leave Extension Request

Status: No Extension Request found

Expected Return Date: The Day of Expected Return is a Normal Work Day ☑

Normal Working Hours Day of Expected Return

Expected Return Time: From: To:

Check Out

The Day of Check Out is a Normal Work Day ☑

Normal Working Hours Day of Check Out

*From: 0800 *To: 1600

Local Time Zone: CST

Local Date: 06/20/2010

Local Time: 0800

System Time Zone: CST

System Date: 06/29/2010

System Time: 0100

Authorized by: Auto Check Out

Check In

The Day of Check In is a Normal Work Day ☑

Normal Working Hours Day of Check In

*From: 0800 *To: 1600

Local Time Zone:

Local Date:

Local Time:

System Time Zone: CST

System Date: 07/10/2010

System Time: 1054

Authorized By: LCDR FRED SMITH-CLA

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: (•) Yes ( ) No

PERMDUTYSTA Departure Date: 06/20/2010 PERMDUTYSTA Return Date: 07/20/2010

Taking Leave INCONUS: (•) Yes ( ) No

Designated Area Departure Date: 06/21/2010 Designated Area Return Date: 07/19/2010

CONUS Arrival Date: 06/22/2010 CONUS Departure Date: 07/18/2010

Orginal Inclusive Leave Period to be charged

First: 06/20/2010 Last: 07/20/2010 Number of Days to be Charged: 31

Inclusive Leave Period to be charged

First: 06/20/2010 Last: 07/20/2010 Number of Days to be Charged: 31

Check In

Go to: e-Leave Home e-Leave Inquiry

Figure 9-100–e-Leave Check Out/Check In: FOR USE OUTUS ONLY Section

For details about processing a Check In and a description of each Check In field, refer to Section 9.12.

Section Ten–e-Leave Logs, Reports, and Form Samples

10. E-LEAVE LOGS, REPORTS, AND FORM SAMPLES

The following section displays samples of the Command Leave Log, e-Leave Reports, and the NAVCOMPT Form 3065.

10.1 Command Leave Log

The Command Leave Log provides a listing of all e-Leave Requests generated for a specific UIC (Figure 10-1). This report displays:

- **LCN –** Leave Control Number assigned to the e-Leave Request once the request is approved. This is used to track the e-Leave Request through the leave process
- **Member's Name, Rank/Rate, SSN, Department, Division, and UIC –** member demographic data
- **Approve Date –** Date the e-Leave Request was approved
- **Begin Date/Time –** Start date and time of the leave recorded on the Check Out
- **Return Date/Time –** Return date and time of the leave recorded on the Check In

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UIC: 63410 NAVMAC MILLINGTN

LCN	Name	Rank/Rate	SSN	Dept	Div	Approve Date	Begin Date/Time	Return Date/Time	UIC
KA00013	HAZELBAKER,ROBERTA	GSCM	XXX-XX-8811	TST	01	05/27/2010	05/11/2010 0800	05/17/2010 0800	63410
KA00014	HAZELBAKER,ROBERTA	GSCM	XXX-XX-8811	TST	01	05/27/2010	05/19/2010 0800	05/22/2010 1600	63410
KA00012	KELLIHER,ROBERT	ADC	XXX-XX-8815	TST	01	05/27/2010	05/27/2010 0800	05/28/2010 0800	63410
KA00015	SMITH,FRED	AZ2	XXX-XX-8813	TST	01	05/27/2010	05/03/2010 0800	05/10/2010 0800	63410

Figure 10-1–Command Leave Log

10.2 Command Leave Consolidated Report

The Command Leave Consolidated Report details the status of e-Leave Requests for a specific UIC. The report sorts by e-Leave Request Status (Pending Approval, Currently Checked Out, Late Check Out, Late Check In, Pending Check Out, and Pending Check In). Each status displays on its own page. Figure 10-2 displays an example of the report listing all e-Leave Requests for each status identified for the UIC.

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Pending Approval Report

No Data Found for UIC(s) selected.

The Consolidated Report displays each type on a separate page.

If data does not exist for one type the "No data found…" message displays.

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Currently Checked Out Report

Rank/Rate	**SSN**	**Name**	**Dept**	**Div**	**LCN**	**Request Date**	**Begin Date/Time**	**Return Date/Time**	**UIC**
ADC	XXX-XX-8815	KELLIHER,ROBERT	TST	01	KA00012	05/27/2010	05/27/2010 0800	05/28/2010 0800	63410
AZ2	XXX-XX-8813	SMITH,FRED	TST	01	KA00015	05/27/2010	05/03/2010 0800	05/10/2010 0800	63410

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Late Check Out Report

Rank/Rate	**SSN**	**Name**	**Dept**	**Div**	**LCN**	**Request Date**	**Begin Date/Time**	**Return Date/Time**	**UIC**
GSCM	XXX-XX-8811	HAZELBAKER,ROBERTA	TST	01	KA00013	05/27/2010	05/11/2010 0800	05/17/2010 0800	63410

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Late Check In Report

Rank/Rate	**SSN**	**Name**	**Dept**	**Div**	**LCN**	**Request Date**	**Begin Date/Time**	**Return Date/Time**	**UIC**
AZ2	XXX-XX-8813	SMITH,FRED	TST	01	KA00015	05/27/2010	05/03/2010 0800	05/10/2010 0800	63410

Navy Standard Integrated Personnel System
COMMAND LEAVE CONSOLIDATED REPORT

Personal Data - Privacy Act of 1974

Run Date 05/27/2010
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Pending Check Out

Rank/Rate	**SSN**	**Name**	**Dept**	**Div**	**LCN**	**Request Date**	**Begin Date/Time**	**Return Date/Time**	**UIC**
GSCM	XXX-XX-8811	HAZELBAKER,ROBERTA	TST	01	KA00013	05/27/2010	05/11/2010 0800	05/17/2010 0800	63410

Navy Standard Integrated Personnel System
COMMAND LEAVE CONSOLIDATED REPORT

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Pending Check In

No Data Found for UIC(s) selected.

Figure 10-2–Command Leave Consolidated Report

10.3 E-Leave Address Report

The e-Leave Address Report (Figure 10-3) provides a list of leave locations for members. The report searches for members by Country and State, Foreign Countries only, or all leave addresses. It is used to track where members are located for emergency recall or information purposes.

Navy Standard Integrated Personnel System
E-LEAVE ADDRESS REPORT BY UIC, COUNTRY

Personal Data - Privacy Act of 1974

Run Date 07/21/2010
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UIC: 63410 NAVMAC MILLINGTN

Name	Rank/Rate	Leave Dates	Street	City	State	Country	Primary Phone	Multi-Address	UIC
BROWN, SUZETTE	IC1	07/12/2010-07/22/2010	DISNEY WORLD	ORLANDO	FL	US	555-666-1212	No	63410

Figure 10-3–e-Leave Address Report

10.4 E-Leave Transaction Audit Report

The e-Leave Transaction Audit Report (Figure 10-4) lists the feedback status of all leave requests. It provides a listing of all transactions or transactions that have not received feedback. This report allows you to quickly monitor the transaction status of each leave request as the actual leave days are charged to the member's record.

Navy Standard Integrated Personnel System
E-LEAVE TRANSACTION AUDIT REPORT BY UIC, CREATE DATE
TRANSACTION CREATE DATE FROM 01/22/2010 THROUGH 07/21/2010

Personal Data - Privacy Act of 1974

Run Date 07/21/2010
Page No. 1 of 1

UIC: 63410 NAVMAC MILLINGTN

LCN	Name	Rank/Rate	Inclusive Dates	Tranaction ID	Trans	Create Date	Feedback Date	Status	Error Code	UIC
NV00015	DOE, SAMANTHA	DCCS	04/27/2010-05/04/2010	4662567001	SB01	04/28/2010	02/28/2010	PASS		63410
NV00016	CARR, KELLY NICOLE	NC1	04/06/2010-04/21/2010	4662558001	SB01	04/28/2010				63410
NV00017	BLAIR, SUSAN ANNA	YN1	04/13/2010-04/15/2010	4664918001	SB01	05/01/2010				63410
NV00013	SMITH, FRED	LCDR	05/03/2010-05/09/2010	4664928001	SB01	05/17/2010				63410
NV00018	ANTHONY, MARK	OSC	04/23/2010-04/28/2010	4668070001	SB01	06/03/2010				63410
NV00020	CARR, KELLY NICOLE	NC1	06/10/2010-06/11/2010	4683129001	SB01	06/14/2010				63410
NV00021	STEEL, JOHN	ABC	04/05/2010-04/12/2010	4683192001	SB01	06/14/2010				63410
NV00022	DOE, SAMANTHA	DCCS	06/23/2010-06/25/2010	4686856001	SB01	06/22/2010				63410
NV00025	BLAIR, SUSAN ANNA	YN1	04/20/2010-04/28/2010	4692981001	SB01	06/24/2010				63410
NV00027	BROWN, SUZETTE	IC1	05/03/2010-05/08/2010	4695804001	SB01	06/25/2010				63410
NV00028	GAFFNEY, PHILLIP JOSEPH	BMCS	06/28/2010-07/14/2010	4695928001	SB01	06/27/2010				63410
NV00023	KEILLIHER, ROBERT	MM1	06/30/2010-07/05/2010	4697111001	SB01	07/02/2010				63410
NV00029	CARRASCO, JUAN LUIS	LT	06/30/2010-07/07/2010	4697110001	SB01	07/02/2010				63410
NV00030	DOE, SAMANTHA	DCCS	07/03/2010-07/07/2010	4705148001	SB01	07/04/2010				63410
NV00032	CARR, KELLY NICOLE	NC1	07/02/2010-07/07/2010	4705228001	SB01	07/06/2010				63410
NV00028	GAFFNEY, PHILLIP JOSEPH	BMCS	06/28/2010-07/11/2010	4706188001	SB05	07/12/2010				63410
NV00039	CARR, KELLY NICOLE	NC1	08/11/2009-08/31/2009	4707168001	SB01	07/13/2010				63410
NV00040	STEEL, JOHN	ABC	05/09/2010-05/20/2010	4707170001	SB01	07/13/2010				63410
NV00042	DOE, SAMANTHA	DCCS	07/11/2010-07/13/2010	4707208001	SB01	07/13/2010				63410

The Data Contained Herein Is Protected By The Privacy Act Of 1974. All Measures Required To Protect This Report Should Be Taken.

Figure 10-4–e-Leave Transaction Audit Report

10.5 Leave Request/Authorization – NAVCOMPT Form 3065

Once the e-Leave Request is submitted, the printed version displays in the NAVCOMPT Form 3065 format. Figures10-5 and 10-6 illustrate pages 1 and 2 of the 3065.

LEAVE REQUEST/AUTHORIZATION
NAVCOMPT FORM 3065

SEE REVERSE FOR PRIVACY ACT STATEMENT

1. DATE OF REQUEST **2010-02-12**	2.FOR ADMIN USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO. **LEAVE CONTROL NO.**		
3. SSN XXX-XX-8815	4. NAME *(Last, First, MI)* ANTHONY, MARK		5. RANK/RATE **CWO2**
6. SHIP/STATION **2ND MDIV FMF LNT**	7. DEPT/DIV	8. DUTY SECTION	9. DUTY PHONE **910-451-1844**
	FOR USE OUTUS ONLY		
10. TYPE OF LEAVE **Ordinary**	11a. Leaving Area of P E R M D U T Y S T A **No** 11b. Taking Leave I N C O N U S **No**		12. TRAVEL MODE **Private Auto**
13. DAYS REQUESTED **2**	14. FROM(Hour,Date) (YYMMDD) **0800,100201**	15. TO(Hour,Date) (YYMMDD) **1600,100203**	16. NORMAL WORKING HOURS DAY OF DEPARTURE FROM:**0000** TO:**0000**
17. LEAVE BALANCE **75** DAYS AS OF **2009-03-31**	18. LEAVE USED THIS FY **2**	19. AUTHORIZED BAS **Yes** MEAL PASS NO.	DAY OF RETURN FROM:**0000** TO:**0000**
20. LEAVE PHONE **(Home) 619-934-6406**			
21. LEAVE ADDRESS **3921 TIM STREET** **BONITA CA US 91902**			

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.

SIGNATURE OF APPLICANT

22.RECOMMENDATION	REVIEWING OFFICER'S NAME AND SIGNATURE	DATE
Pending	**LCDR BEHIL,MATTHEW JOSEPH**	
23.APPROVAL	APPROVING OFFICER'S NAME AND SIGNATURE	DATE
Pending	**LTJG BROWN,TERRY JOSEPH**	

24. COMMENTS/REMARKS
Submitted by CWO2 ROBERT WRIGHT (Command Leave Administrator).

25. SHIP OR STATION (Including telegraphic address)	26. REPORT ON EXPIRATION OF LEAVE TO *(If other than block 25)*
2ND MDIV FMF LNT **BOX 20003** **CAMP LEJEUNE NC 28542-0003** **CG SECOND MARDIV**	

DEPARTED ON LEAVE		RETURN FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (YYMMDD)	28a. HOUR	28b. DATE (YYMMDD)	29a. HOUR	29b. DATE (YYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. OOD'S SIGNATURE	

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.	30. INCLUSIVE LEAVE PERIOD TO BE CHARGED	FIRST: (YY)	(MM)	(DD)	LAST: (YY)	(MM)	(DD)	31. NO. OF DAYS
		10	**02**	**02**	**10**	**02**	**03**	**2**

I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE	32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE	33. CERTIFYING OFFICER'S SIGNATURE

Figure 10-5–NAVCOMPT FORM 3065 (Page 1)

IMPORTANT NOTICE !!	THIS IS YOUR "OFFICIAL" LEAVE AUTHORIZATION. DO NOT DESTROY OR LOSE!

1. Leave is granted subject to immediate recall, therefore maintain communication with your leave address. Keep this leave authorization in your possession at all times. In the event of a general recall, individual orders may not be issued. Inform your commanding officer of permanent change of leave address.

2. Save sufficient money or obtain round-trip ticket to insure you have return transportation. Keep yourself informed of transportation schedules and weather conditions through your return route and make sufficient allowances for normal delays.

3. While it is desirable to tell the public about your Navy, do not discuss any subject unless you are certain it is unclassified. If you are asked to participate in a press conference, talk to reporters, or speak over the radio or television on matters pertaining to the naval service, and you are not certain that all your remarks are unclassified, consult with and obtain guidance of the commanding officer of the nearest naval unit prior to participation.

4. Cooperate with Military or Air Police, Shore Patrol, and civil authorities at all times. You are subject to orders of your superior officers in all branches of the U.S. Armed Forces. Be an outstanding *Navy ambassador* at all times.

5. If necessary to request an extension of leave, communicate with your commanding officer. SINCE YOU NEED POSITIVE APPROVAL FOR REMAINING ABSENT BEYOND THE TIME ORIGINALLY AUTHORIZED, IF NO REPLAY IS RECEIVED YOU MUST CONSIDER YOUR REQUEST NOT APPROVED.

6. In case of serious illness or injury incurred while on leave which requires medical attention or hospitalization, report facts to your commanding officer. If in the immediate vicinity of a naval activity, such as recruiting station or naval station, advise them of your condition and status. You are advised that costs incident to hospitalization or medical treatment received at other than Federal medical activities (Army, Air Force, Public Health Service, or Veterans' Administration) may be defrayed by the Navy Department in EMERGENCY cases only.

7. In the event that conditions beyond your control indicate late return to the command to which you are ordered to report, obtain written evidence from transportation agency or others (physician, military or civil police, recruiting station, etc.) for consideration by your commanding officer.

8. Request leave sufficiently in advance to allow processing via official channels. Leave is computed as follows: The day of departure on leave, shall be counted as a day of duty, except when leave commences prior to the end of the normal workday; the day of return from leave shall be counted as a day of leave, except when such return is made at or before commencement of your normal workday in which case it shall be counted as a day of duty.

OPERATION DRIVESAFE REMINDER

Statistics show the major causes of motor vehicle accidents are attributable to:

Excessive speed
Intoxicating liquor, and
Driving while fatigued or sleepy.

PLAN YOUR TRIP CAREFULLY. Be sure you allow yourself sufficient travel time and keep your travel to a minimum during hours of darkness.

PRIVACY ACT STATEMENT

FOR

NAVCOMPT FORM 3065 **LEAVE REQUEST / AUTHORIZATION**

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL 93-579) which require that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. AUTHORITY: Title 10 and 37 USC

2. PRINCIPAL PURPOSE(S): To authorize military leave of absence.

3. ROUTINE USE(S): To deduct leave taken from member's accrued leave balance. To pay leave rations to enlisted members.

4. MANDATORY OR VOLUNTARY DISCLOSURE: Voluntary. If the member does not request a specific period of leave and furnish his leave address, leave is not granted.

Figure 10-6–NAVCOMPT FORM 3065 (Page 2)

APPENDIX A–ACRONYMS AND ABBREVIATIONS

ACRONYMS AND ABBREVIATIONS	
ADSN	Accounting and Disbursing Symbol Number
BAS	Basic Allowance for Subsistence
CAC	Common Access Card
CIMS	Career Information Management System
CIV	Civilian
CO	Commanding Officer
COTS	Commercial Off-the Shelf
CST	Central Standard Time
DEPT	Department
DEPTID	Department Identification or Unit Identification Code
DFAS	Defense Finance and Accounting Service
DIV	Division
DJMS	Defense Joint Military Pay System
DJMS-AC	Defense Joint Military Pay System – Active Component
DoD	Department of Defense
DSC	Duty Status Code
EAOS	Expiration Active Obligated Service
e-Leave	Electronic-Leave
EmplID	Employee Identification (reflects member's Social Security Number)
ERM	Enterprise Record Management
ESR	Electronic Service Record
FAM	Functional Area Manager
FID	Format Identifier
FY	Fiscal Year
HR	Human Resource
ID Id	Identification Number

ACRONYMS AND ABBREVIATIONS	
INCONUS	Inside the Continental United States, including Alaska and Hawaii
LCN	Leave Control Number
LES	Leave and Earning Statement
LOD	Letter of Designation
LRA	Local Registration Authority
MI	Middle Initial
MILPERSMAN	Military Personnel Manual
MMPA	Master Military Pay Account
NAM	NSIPS Access Manager
NAVCOMPT	Navy Comptroller
NMCI	Navy Marine Corp Intranet
NSIPS	Navy Standard Integrated Personnel System
OCONUS	Outside the Continental United States
Oprid	Operator Identification Number
PERM DUTY STA	Permanent Duty Station
PII	Personally Identifiable Information
PKI	Public Key Infrastructure
Proj.	*Projected*
PSD	Personnel Support Activity Detachment
SAAR	System Access Authorization Request (NSIPS usage)
SBxx	Leave Status Code where “xx” is a numeric value
SCI	Source Code Indicator
SQR	Sequel
SSN	Social Security Number
TAC ID	Transaction Identification
UIC	Unit Identification Code
US	United States
YN1	Yeomen First Class

APPENDIX B–ERROR CODES AND DESCRIPTIONS

The e-Leave Inquiry Log provides the CLA with the Message Status of “Pass,” “Fail,” or “Interim” for each e-Leave Request transaction. If the e-Leave Request transaction failed or is in an interim state, an error code displays to indicate the type of error and action to take. Table B-1 provides Error Codes associated with a failed transaction and the DFAS description of the code. Table B-2 provides the Error Codes associated with interim transactions and the DFAS description of the code.

Table-B-1–DFAS Fail Error Codes and Descriptions

Error Code	DFAS Description
BER	MORE THAN ONE MATCHING HISTORY BR FOUND. RESEARCH AND DELETE BAD BR ENTRY.
BES	CAN ONLY BE ONE OPEN BT WITH DEPRT-ZONE 000000 RESEARCH
BLJ	MEMBER IN TAX EXEMPT ZONE. LV TYPE INVALID
CBL	REQUIRED HISTORY ENTRY NOT PRESENT--DETERMINE REASON FOR SUBMISSION
MAC	DATE(S) BEFORE IAS HISTORY
MAL	TRANSACTION PERTAINS TO SEPARATED MEMBER
MAN	NO OPEN BR ENTRY FOUND. RESEARCH AND ADJUST
MAO	LV PERIOD BEFORE LUMP SUM LEAVE SETTLEMENT DATE
MHE	DATE-START-LV AFTER DOS.
MHF	DATE-START-LEAVE Before DOS Leave and LEAVE-STOP-DATE After DOS.
MSO	FISCAL YEAR BR ENTRY NOT PRESENT ON MMPA
MUX	TRANSACTION IS ON A SEPARATED MEMBER WHO IS IN DEBT-TRANSACTION MUST BE PROCESSED BY 3891
SBB	LEAVE-AUTHORIZATION-NUMBER IS INVALID OR DOES NOT MATCH MMPA.
SBH	LEAVE-AUTHORIZATION-NUMBER (T) LEAVE-AUTHORIZATION-NUMBER (M) - DO NOT MATCH.
SBJ	TRANSACTION CANNOT PROCESS. OVERLAPS WITH PRIOR STATS-DETRMT.
SBK	TRANSACTION CANNOT PROCESS. CONFLICTS WITH CURRENT STATS-DETRMT
SBL	EXCEEDS # OF LEAVE TRANSACTIONS ON SUSPENSE FILE
SBM	DUPLICATE LEAVE-AUTHORIZATION-NUMBER USED.
SBP	MIL-LV-TYPE AND GRADE INCMPTBL

Table-B-1–DFAS Fail Error Codes and Descriptions	
Error Code	**DFAS Description**
SBT	DATE-RETRN-LV WRONG
SCB	MIL-LEAVE-TYPE wrong.
SCC	DATE-ARV-CONUS/DATE-ARV-OS/LEAVE-AREA INCMPTBL
SCK	DATE-DEPRT-PDS/DATE-RTRN-PDS/CALENDAR-DATE INCMPTBL
SCM	DATE-DEPRT-PDS/DATE-ARV-CONUS/DATE-ARV-OS INCMPTBL
SCP	LV-DAYS-GRANTED/ACTN-INDCTR INCMPTBL
SCW	DATE-DEPRT-DSGD-AREA/DATE-RTRN-DSGD-AREA INCMPTBL
SDG	LEAVE-AREA/MIL-TYPE/TRAIL-CARD-IND INCMPTBL
SDH	LEAVE-AUTHORIZATION-NUMBER (T)/LEAVE-AUTHORIZATION-NUMBER (M) Match
SEA	REQUIRED FL HISTORY ENTRY NOT PRESENT
SFA	CANNOT PROCESS TERMINAL LEAVE TRANSACTION – MEMBER NOT ON STATION (SA STATUS)
SFE	CONUS DATES/EMERGENCY LEAVE DATES INCMPTBL
SGG	MIL LV TYPE H CANNOT BE GRANTED TO MBR STATIONED IN THE US
SGL	NB-ENTRY (S) HAS OVERLAPPING DATES
SGM	DATE DEPART LV GREATER THEN DOS DATE
SGT	NEW SB01 RECYCLED TO DOS DATE + 1 DAY
SMA	MEMBER PROJECTED TO SEPARATE, LEAVE TYPE 3 NOT AUTHORIZED.
STT	MBR IN A SUSPENDED STATUS
SVC	BAD DATA IN BR ENTRY(S). RESEARCH, CORRECT, & RESUBMIT BR05.
UBA	EFF-DATE (T)/EAD-DATE (M) INCMPTBL
VEF	OPEN MMPA ENTRY WITH COMPTR-PROCS-CNTRL-CODE 9. 42 42 ENTRY MISSING.
ZAJ	SVC-MBR-SSAN DOES NOT MATCH ANY MMPA
ZAN	NAME-PERS-1ST-FIVE DOES NOT MATCH MMPA
ZBD	REJECTED FOR DFAS INTERVENTION. TAKE NO ACTION
ZBV	AFO-SOURCE-INPUT INVLD
ZBX	FORMAT-ID NOT FOUND ON MMPA IAS HISTORY. FOR SH/SG TRANS-HIST LB, LC, LE,MD, AND/OR SA ENTRY (IES) MISSING.
ZFE	TRANS REJECTED BECAUSE NO OPEN ENTRY FOUND ON MMPA

Table-B-2–DFAS Interim Error Codes and Descriptions	
Error Code	**DFAS Description**
RAC	TRANSACTION RECYCLED: FROZEN MMPA
RAJ	TRANSACTION RECYCLED BECAUSE OF TEMPORARY PROGRAM PROBLEMS
RAS	TRANS RECYCLED TO ALLOW TU TRANS TO PROCESS
RAU	TRANSACTION RECYCLED TO COME IN ON EFFECTIVE DATE
RBD	TRANS RECYCLED TO DOS PLUS 11 DAYS. MD TRANS RECYCLED 3 TIMES AT 7 DAY INTERVALS AWAITING SEP/REENL PROCESSING
RBL	TRANSACTION RECYCLED – ARRIVED OUT OF SEQUENCE
REI	TRANSACTION RECYCLED TO COME IN ON EFFECTIVE DATE START OF LEAVE
REJ	TRANSACTION RECYCLED TO COME IN ON EFFECTIVE DATE RETURN OF LEAVE
REK	TRANSACTION RECYCLED, SB01 WOULD CREATE OVERLAPPING NB ENTRIES
RTA	TRANS RECYCLED TO ALLOW REGULAR EXTENSION/REENLISTMENT TO PROCESS

APPENDIX C–DESCRIPTION OF LEAVE TYPE

The following table describes the Type of Leave used in e-Leave.

Table-C-1-Type of Leave	
Name in e-Leave	**Description**
Adoption	Adoption Leave is a period of authorized absence granted to a member who adopts a child under certain circumstances. Adoption Leave is not chargeable to a member's leave account.
Appellate	Leave granted to members who have been tried by courts-martial and sentenced to an unsuspended punitive discharge or dismissal.
Convalescent	A period of authorized absence granted to persons while under medical care which is part of the care and treatment prescribed for a member's recuperation or convalescence. Convalescent Leave is not chargeable to a member's leave account. Also referred to as Maternity and Sick Leave.
Education Leave of Absence	Leave granted to officer members authorized an educational leave of absence.
Emergency	Leave granted for a personal or family emergency requiring the member's presence. It is chargeable to the member's Leave account.
EXOS (Extension Overseas)	Leave granted to enlisted members in certain specialties who extend their tour of duty at designated overseas duty stations. Also referred to as Overseas Tour Extension Incentive Program (OTEIP) Leave.
Graduation	Leave granted to Naval Academy graduates immediately after graduation and before reporting to their first duty station. Graduation Leave is not chargeable to a member's leave account.
Officer Teaching Under Scholarship	Leave granted to officers teaching under a scholarship.
Officer in Academic	Leave granted to officers on academic absence.
Ordinary	Authorized absence of a member from a place of duty. Also referred to as Regular or Annual Leave. Includes leave taken under the Environmental and Morale (EML) Leave Program.
Paternity	A 10 day period of authorized absence granted to a member whose wife gives birth to a child. Paternity Leave is not chargeable to a member's leave account.

Table-C-1-Type of Leave	
Name in e-Leave	**Description**
Recruiter Assistance Program	Recruiter Assistance Program Leave allows Sailors to report to the nearest Recruiting Station to their hometowns for 12 days to assist local recruiters by relating their Navy experiences to their peers. Recruiter Assistance Program Leave is not chargeable to a members Leave account. Also referred to as Hometown Area Recruiting Assistance Program (HARP) Leave.
Reenlistment	Leave granted to enlisted members in conjunction with a reenlistment.
Separation/Retirement	Leave granted to members prior to separation, transfer to the Fleet Reserve, or retirement. Also referred to as Terminal Leave.
Preparatory School-Service Academy Terminal Leave	Leave granted to midshipmen candidates between graduation from the Naval Academy Preparatory School (NAPS) and entrance into the Naval Academy.