

LeaveLog User Guide

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Introduction

About LeaveLog

LeaveLog is a system that automates the process of requesting, approving, charging, and tracking leave. It's currently used to track leave for Army National Guard AGR and ADOS in almost every state and the Title 10 force. It's also used to track the leave of some Active Army personnel.

LeaveLog Highlights

- Accessible to anyone with a CAC and an AKO account
- Customizable unit hierarchy
- Daily updates of leave balances from DJMS-AC and DJMS-RC
- Daily processing of leave to both DJMS-AC and DJMS-RC
- Optional digitally signed leave forms
- Email notifications
- Comprehensive reporting

Registering In LeaveLog

In order to use LeaveLog, you must have an AKO account and active Common Access Card (CAC). To begin tracking your leave do the following:

1. From a computer with a CAC reader, navigate to LeaveLog:
<https://ftsmcs.ngb.army.mil/protected/LeaveLog/>
2. If you have not previously been registered, the system will read the SSN on your CAC and find your record in HRM's AGR pay extracts or TAPDB-G. If you are not in either of these databases, enter the rest of your information.
3. Select the correct user type. This will determine if you are able to enter leave, and if you are to which pay system LeaveLog should charge your leave. Click the **CREATE ACCOUNT** button.

LeaveLog: Create an Account

Fill out the form below to create an account.

AKO User Name:

SSN:

First Name:

Last Name:

Email Address: * This address will be used for system notifications only

Status:

Create Account

4. Next you will be asked to request permissions to a leave group. If you will use the system to submit leave this will determine who will supervise and approve your leave.
5. Select a state/site in the drop down list. This will filter the available leave groups.

6. Select a leave group by clicking on the name of the group.
7. Select which role(s) you are requesting (Manage My Own Leave, Manage Leave For Others, Supervisor, Approval Authority, and/or Administrator) by checking the checkbox next to each that apply. The role descriptions are as follows:

Manage My Own Leave

This role allows the user to enter a leave request, edit an existing request, request a leave extension, view a specific leave form in PDF format, and view remaining leave balance. Manage My Own Leave users can only manage their own personal leave information. This role does not require approval and will automatically take effect.

Manage Leave for Others

This role allows the user to add, update, and track leave for others in their specified group, and all groups that fall under that group.

Supervisor

This role allows the user all the same permissions as a Manage My Own Leave user. In addition, they can recommend, sign out/in, and edit leave for other users. LeaveLog also allows them to enter leave requests and view reports for other users that they supervise. Supervisors can add/remove Manage My Own Leave users and/or new Supervisors to a leave group. This role requires approval from an Administrator before taking effect.

Approval Authority

This role is basically the same as a Supervisor. However, a Supervisor must be marked as an Approval Authority to actually Approve/Deny leave for users in their leave group. This role requires approval from an Administrator before taking effect.

Convalescent Leave Approver

This role allows the same permissions as an Approval Authority. In addition, this user can approve convalescent leave.

Administrator

This role allows the user all the same permissions as an Approval Authority. In addition, they can make changes to the leave group they administer. They can also create new leave groups and move groups around in the hierarchy under the group they administer. This role requires approval from an existing Administrator before taking effect.

8. Click the **REQUEST PERMISSIONS** button. An email will be sent to the supervisor(s) of the groups you selected, to notify them of a pending request.

Request Permissions to a Leave Group

1: Select a State/Site:

2: Select a Leave Group

3: What Role(s) are you Requesting?

| ROLE | DESCRIPTION | REQUIRES APPROVAL |
|--|--|---|
| <input type="checkbox"/> Administrator | Can perform all duties of the Administrator and Supervisor as well as being able to create new leave groups under this one | This role requires approval before it is granted |
| <input type="checkbox"/> Approval Authority | Can perform all the duties of a supervisor as well as being able to approve leave and leave group transfers | This role requires approval before it is granted |
| <input type="checkbox"/> Supervisor | Can recommend, sign out and sign in leave. | This role requires approval before it is granted |
| <input type="checkbox"/> Manage My Own Leave | Add, update, and track your own leave | Access will be granted automatically within your own site |
| <input type="checkbox"/> Convalescent Leave Approver | Can do everything an approval authority can do with the addition of convalescent leave | This role requires approval before it is granted |
| <input type="checkbox"/> Manage Leave for Others | Add, update, and track leave for others in the specified group and groups that fall under it | This role requires approval before it is granted |

[Request Permissions](#) [Cancel](#)

Requesting Permissions to a New State/Site and/or a New Leave Group

1. Click on **MY ACCOUNT** located on the top right of the screen.

My Account | Feedback | Logout

LEAVELOG

CALENDAR SUPERVISE REPORTS ADMINISTRATION HELP

Welcome to LEAVE LOG

LEAVE LOG is an application that automates the process of requesting, approving, charging, and tracking leave.

2. Click on **PERMISSIONS** located on the left of the screen. Click on the **REQUEST ADDITIONAL/DIFFERENT PERMISSIONS** link.



3. Your current state/site will be selected by default. If you are requesting permissions in a different state (ISTs for example) select a different state/site.
4. Select the leave group to which you'd like to request permissions.
5. Select which role(s) you are requesting by checking the checkbox next to each that apply.
6. Click the **REQUEST PERMISSIONS** button. An email will be sent to the supervisor(s) of the groups you selected to notify them of a pending request.
(Some roles may not require a request. If that is the case, your request will be automatically approved and take effect immediately.)

Request Permissions to a Leave Group

1: Select a State/Site:

2: Select a Leave Group

- 38TH Troop Command - A2NTPCMD
 - 1-207th AVN BN - A2NAVNBN
 - CO A 1-207th AVN - WYKKA0
 - CO B 1-207th AVN - WYKKB0
 - CO D 1-207th AVN - WYKKD0
 - CO E 1-207th AVN - WYKKE0
 - CO F 1-207th AVN - WYEZAA
 - HHC 1-207th AVN - WYKXCT0
 - S1 AVN
 - S3 AVN
 - S4 AVN
 - 103rd CST
 - 38th TROOP COMMAND
 - 49th GMD -- Headquarters Battery
 - 49th GMD -- A Company
 - 1st Platoon -- A Company
 - 2nd Platoon -- A Company
 - 3rd Platoon -- A Company
 - Headquarters Platoon

3: What Role(s) are you Requesting?

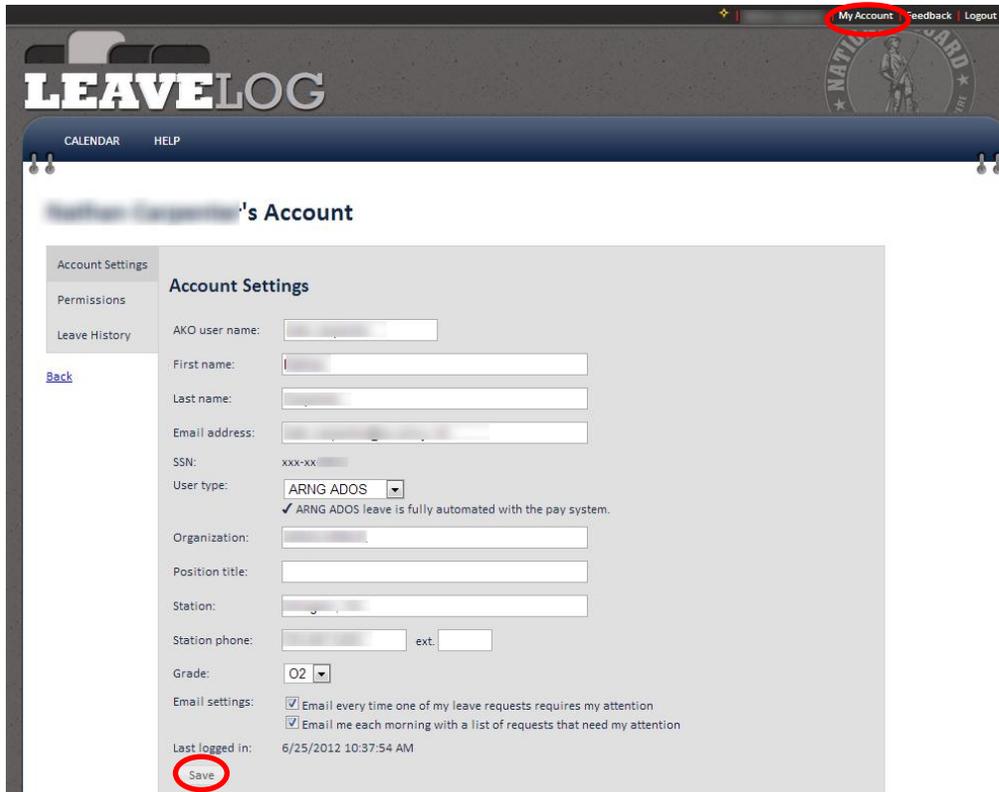
| ROLE | DESCRIPTION | REQUIRES APPROVAL |
|--|---|---|
| <input type="checkbox"/> Administrator | Can perform all duties of the Administrator and Supervisor as well as being able to create new leave groups under this one. | This role requires approval before it is granted |
| <input type="checkbox"/> Approval Authority | Can perform all the duties of a supervisor as well as being able to approve leave and leave group transfers | This role requires approval before it is granted |
| <input type="checkbox"/> Supervisor | Can recommend, sign out and sign in leave. | This role requires approval before it is granted |
| <input type="checkbox"/> Manage My Own Leave | Add, update, and track your own leave | Access will be granted automatically within your own site |
| <input type="checkbox"/> Convalescent Leave Approver | Can do everything an approval authority can do with the addition of convalescent leave | This role requires approval before it is granted |
| <input type="checkbox"/> Manage Leave for Others | Add, update, and track leave for others in the specified group and groups that fall under it | This role requires approval before it is granted |

Account Management

Managing Your Account

To manage your account:

1. From the LeaveLog homepage, click on **MY ACCOUNT** located in the top right corner of the screen. Three links will appear on the left side of the page.



Account Settings

This is the option you see when first opening this page. It contains your personal account information. Make changes as necessary and click **SAVE**.

Permissions

This option breaks down all permissions you have in LeaveLog. You will see a list of the permissions you currently have, a link that allows you to request additional permissions to other groups, and any pending requests for permissions you may have. You can remove your own permissions or permissions requests if they are no longer valid.

Leave History

This option displays your current leave balance, a summary of all leave you have entered into the system, and links to view both your individual leave requests and DFAS transaction history. Leave balances are refreshed daily. They are direct extracts of the leave master tables in DJMS-AC and RC.

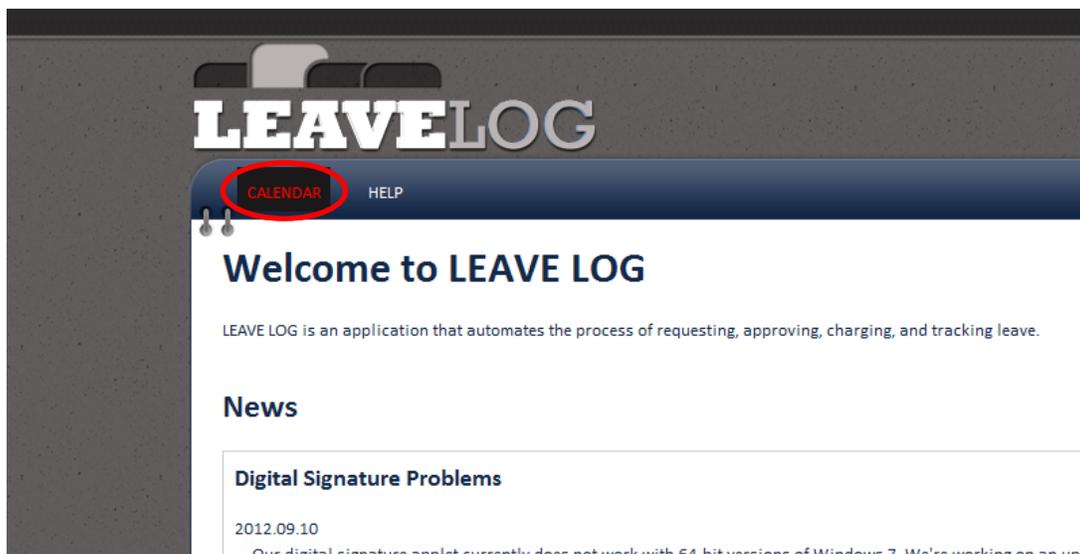
*If your balance shows a zero, but you believe this is incorrect, check your tour dates in the applicable pay system. We only get leave dates for soldiers currently on tour according to pay. If you are not currently on tour in the correct pay system, your balance will show a zero.

Entering Leave

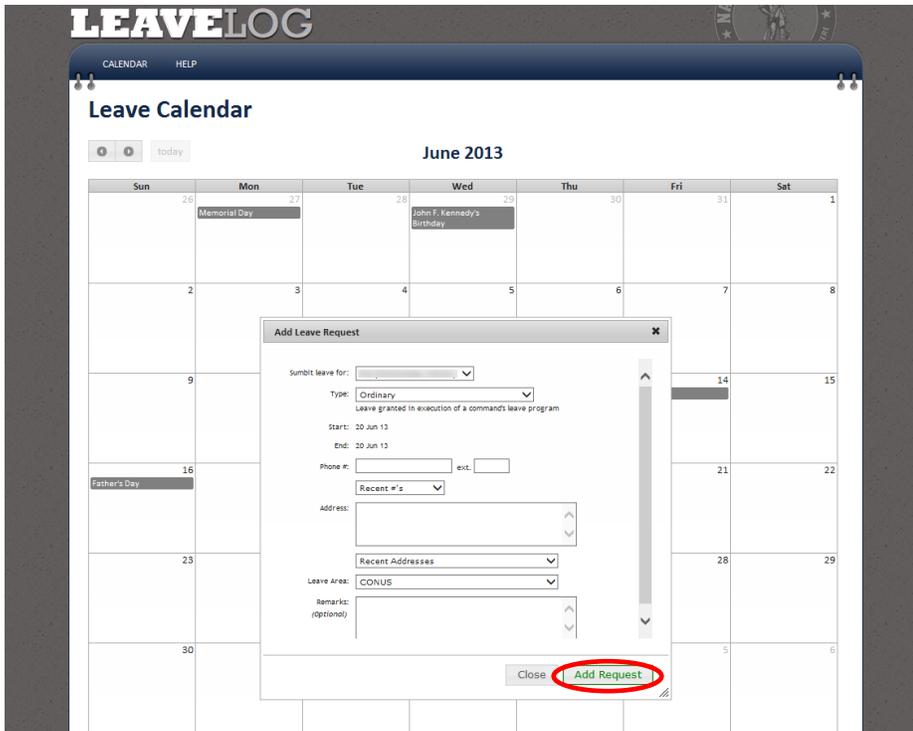
Entering Your Own Leave Request

To enter a leave request into the system:

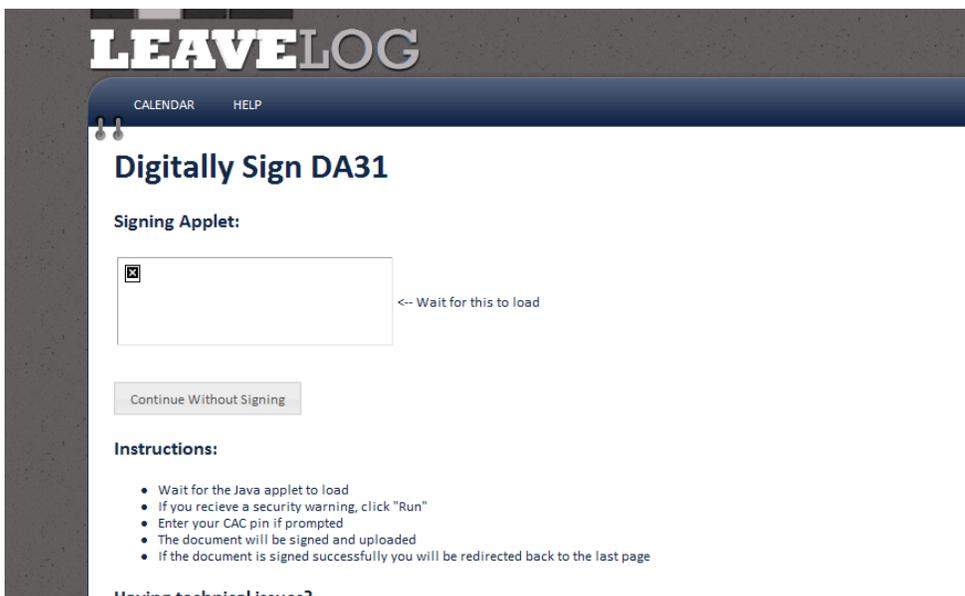
1. From the LeaveLog homepage, click on the **CALENDAR** tab in the navigation banner.
 - If you do not see the **CALENDAR** option, you may not be assigned to a leave group. See the “Requesting Permissions to a New State/Site and/or a New Leave Group” section.



2. You will see a calendar. Click on the day for which you would like to request leave. A window will open requesting that you enter some additional information. Fill out the information on the form.
3. When you are finished, click the green **ADD REQUEST** button.



If it is required that you digitally sign this request, you will be directed to another page that handles digital signatures.



4. A blue bar with your name and type of leave should appear on the day you requested leave. If you want to request multiple days, click and drag the blue bar across the days you would like to request.

- An email notification will be sent to the supervisors in your leave group to notify them of a pending request. A copy of this email will be sent to you. You will receive notification once it has been approved or denied. The blue bar will turn green once it has been approved.

Entering a Leave Request for Other Users

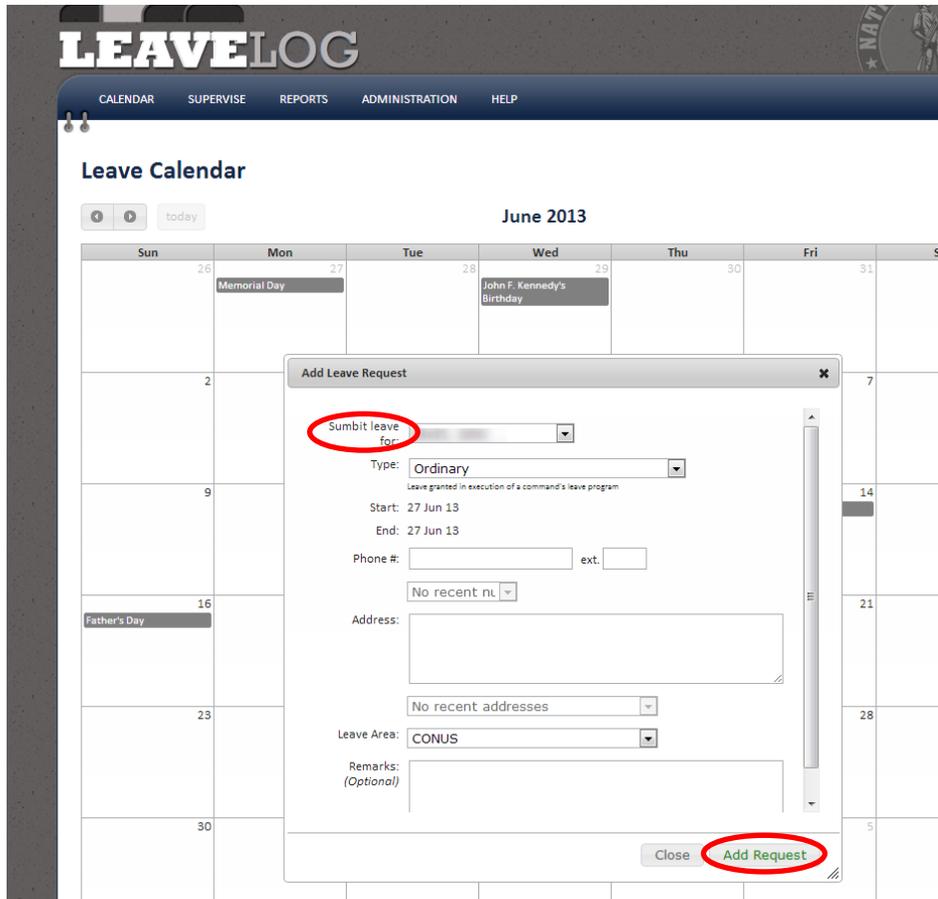
Manage Leave for Others users, Supervisors, Convalescent Leave Approvers and Approval Authorities may enter leave for the users they supervise. This should only be done if the user going on leave is unavailable or unable to enter leave themselves.

To enter leave for someone else:

- After you login, click on the **CALENDAR** tab in the navigation banner, and click on the day that this person wants to request leave.



- When filling in the request details, you will see a drop down list labeled: "Submit Leave For." Select the user for which you'd like to enter leave.
- Fill out the rest of the form and submit just as you would your own leave request. Click the **ADD REQUEST** button.



Editing/Cancel an Existing Leave Request

To edit a leave request:

1. From the LeaveLog homepage, click on the **CALENDAR** tab in the navigation banner.



2. Existing leave will show up on the calendar as blue bars that overlay the days requested. They will have the name of the user on leave and the type of leave displayed on them.
3. To change the start date of the request, click on the left border of the blue bar and drag it back until you reach the new start date.
4. To change the end date of the request click on the right border of the blue bar and drag it forward to the new end date.
5. You can click and drag the bar to a completely new date if leave was requested for the wrong day

- To change other details of the request, click on the middle of the blue bar. A box will open displaying the details of the request. Click the **EDIT REQUEST** button.

The screenshot shows a modal dialog box titled "Ordinary" with a close button (X) in the top right corner. The dialog contains the following information:

- Status: Requested
- Name: [Redacted]
- Type: Ordinary
- Start: 2 Aug 13
- End: 2 Aug 13
- Phone #: [Redacted]
- Address: [Redacted]
- Leave Area: CONUS
- Remarks:

At the bottom of the dialog, there are three buttons: "Close", "Edit Request" (which is circled in red), and "View History".

- Change the details of the leave and click the **SAVE LEAVE REQUEST** button.

Edit Leave

Leave Information

Name:

Status: [Requested](#)

Next action: Recommendation/approval

Type:

Start date:

End Date:

Remarks (Will be displayed in remarks section of DA31):

On leave Contact Information:

Phone #: - ext.

xxx-xxx-xxxx

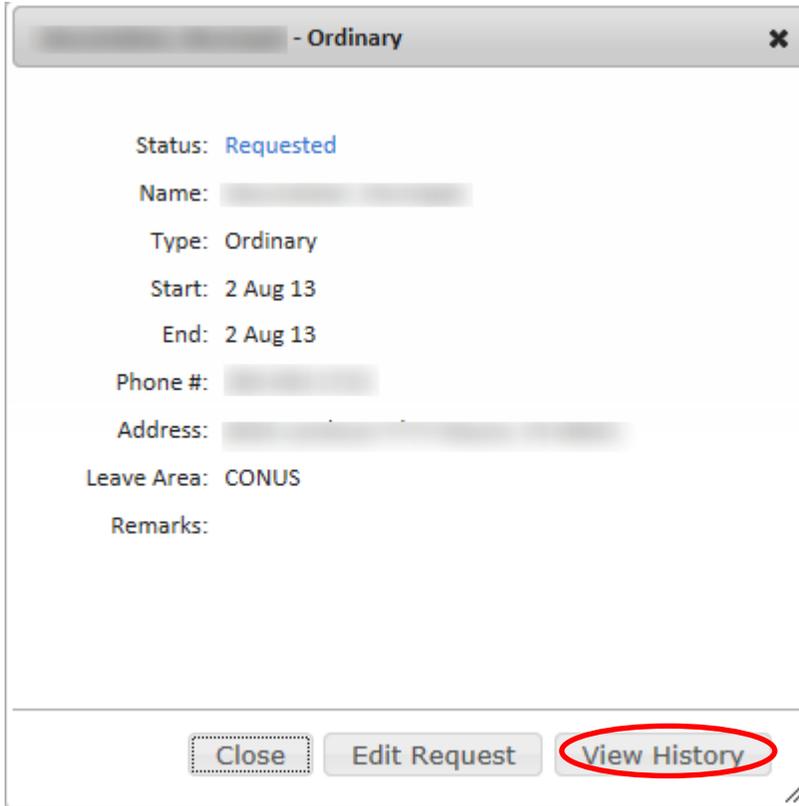
Address:

Leave Area:

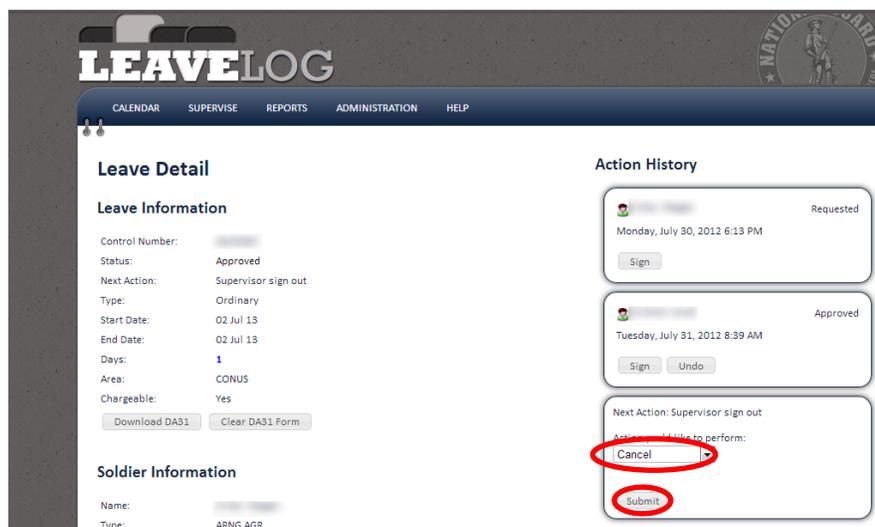
Comments about this update:

To cancel a leave request:

1. Click on the middle of the blue bar of the leave you wish you cancel. A box will open displaying the details of the request. Click the **VIEW HISTORY** button.



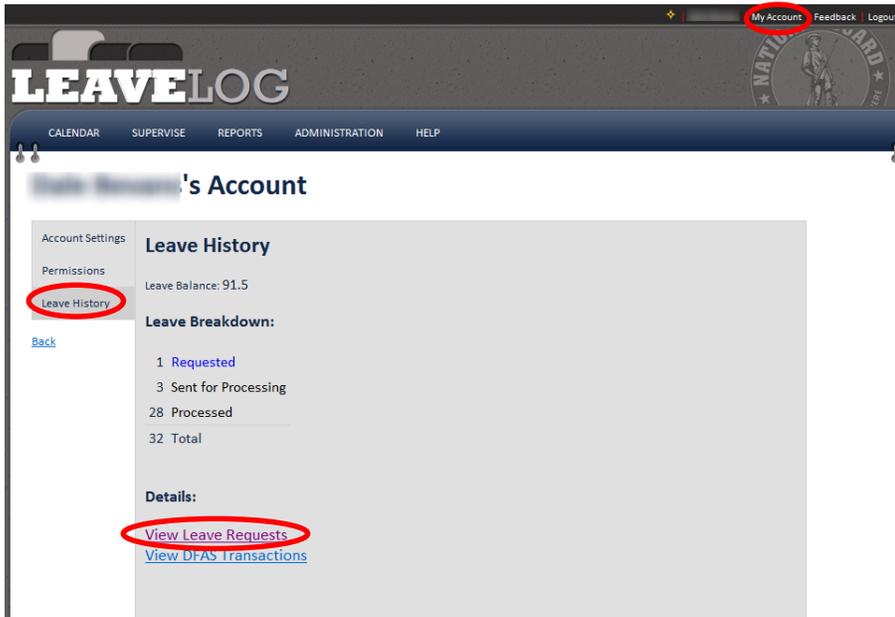
2. Under “Action History” on the right side of the screen, there is a text box where you can select the next action. Under the drop down menu, select **CANCEL**. Click the **SUBMIT** button. The leave request should no longer appear on the calendar.
 - a. If the request has already been charged in the pay system another transaction will be sent to recover the days of leave.



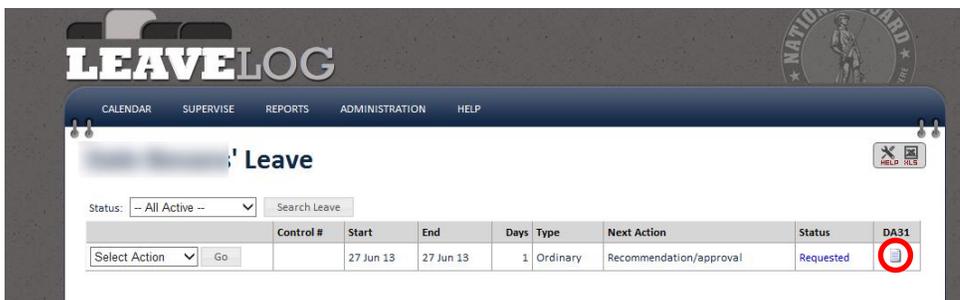
Viewing a Leave Form in PDF format

LeaveLog automatically generates a leave form in PDF format for every requested leave. To view the leave form, do the following:

1. Click on **MY ACCOUNT** in the top right corner of the page.
2. Click on **LEAVE HISTORY**.
3. Click the **VIEW LEAVE REQUEST** link.



4. Under the last column, labeled “Print,” click on the paper icon next to the leave form you would like to view. The version of the leave form in PDF format should automatically begin to download.



Supervising and Approving Leave

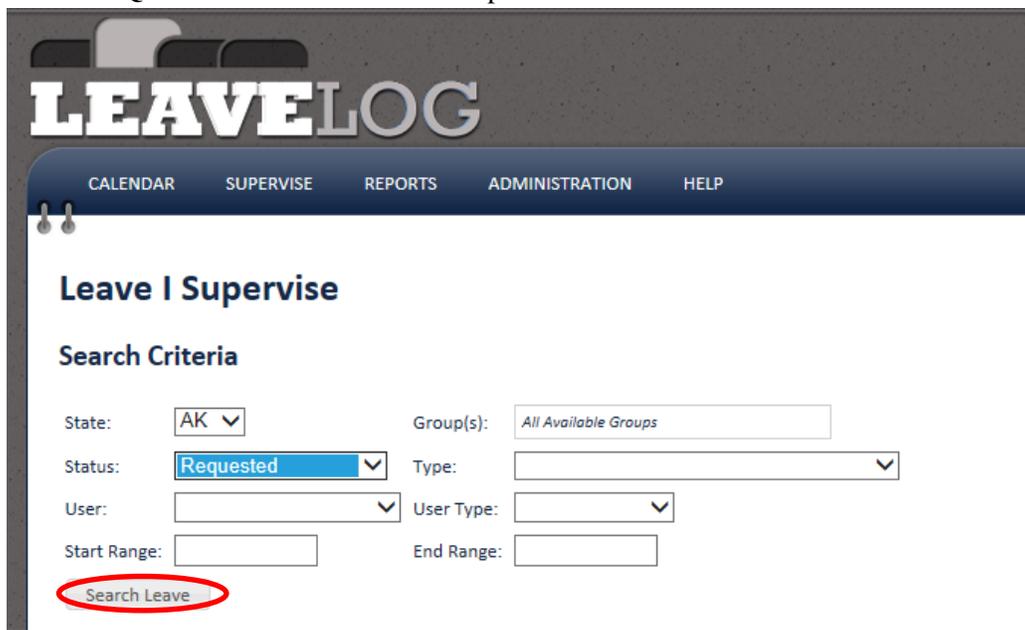
Recommending a Leave Request for Approval

To recommend/deny a pending leave request:

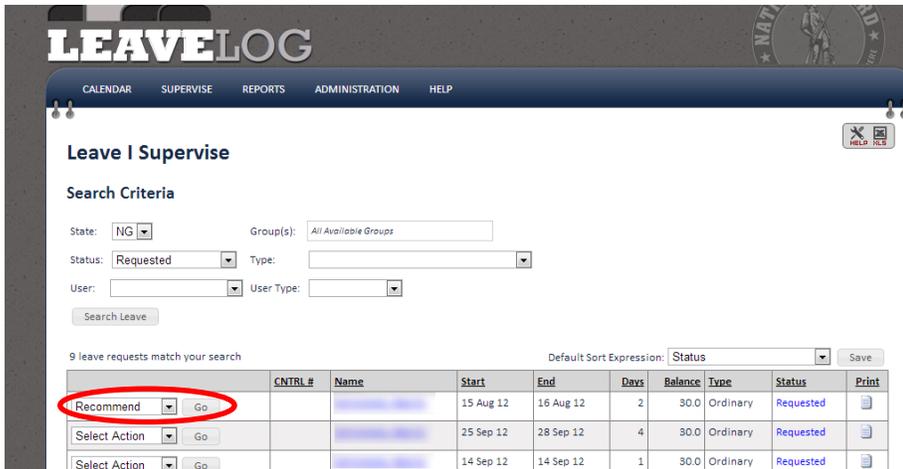
1. From the LeaveLog homepage, click the **SUPERVISE** tab in the navigation banner.



2. You can narrow your search by selecting different filter criteria at the top of the page. In this case select **REQUESTED** from the status drop down list. Click the **SEARCH LEAVE** button.



3. Find the leave request you would like to recommend for approval, and in the drop down list that appears at the left of the row, select either **RECOMMEND** or **DENY**. Click the **GO** button. Selecting this action will automatically perform the action.



If this leave request requires a digital signature you will be directed to the digital signing page. Follow the steps on the screen to digitally sign the leave form.

- An email will be sent to the user who entered the request. You will also receive a copy of this email.

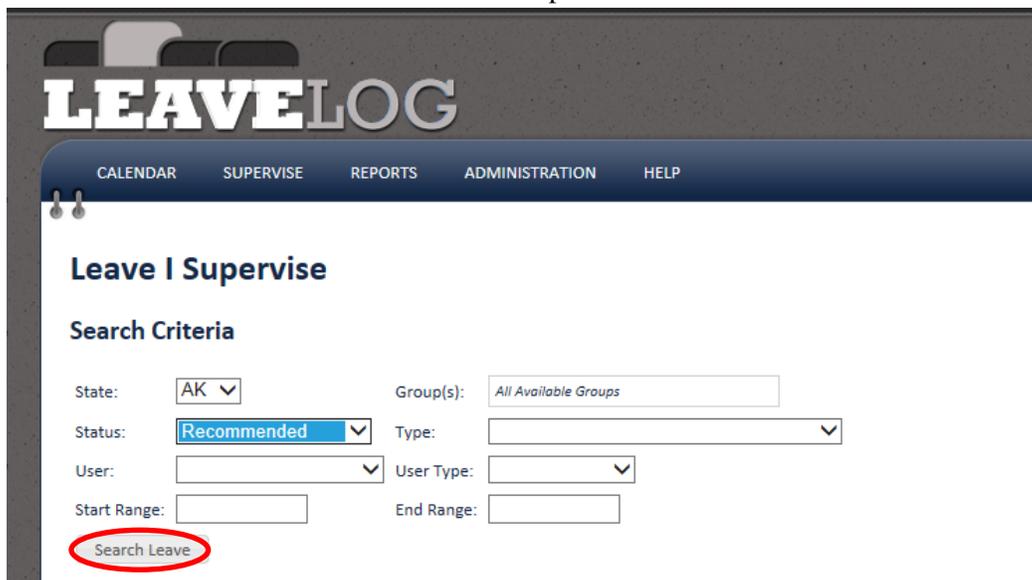
Approving a Leave Request

After the request has been recommended for approval by a Supervisor, the leave must be approved by an Approval Authority before the Manage My Own Leave user can be signed out. To approve leave, an Approval Authority must do the following:

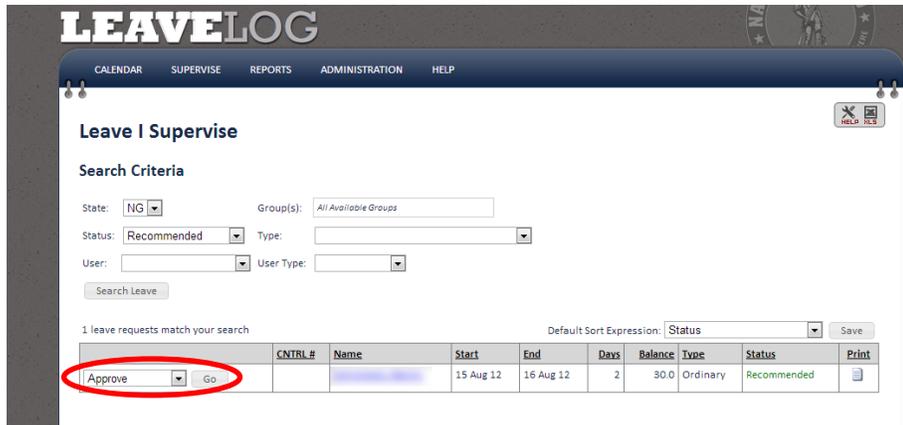
1. From the LeaveLog homepage, click the **SUPERVISE** tab in the navigation banner.



2. You can narrow your search by selecting different filter criteria at the top of the page. In this case select **RECOMMENDED** from the status drop down list. Click the **SEARCH LEAVE** button



3. Find the leave request that you would like to approve, and in the drop down list that appears at the left of the row select **APPROVE** or **DENY**.
4. Click the **GO** button



If this leave request requires a digital signature you will be directed to the digital signing page. Follow the steps on the screen to digitally sign the form.

5. An email will be sent to the user letting them know that their leave has been approved/denied. You will also receive a copy of this email.

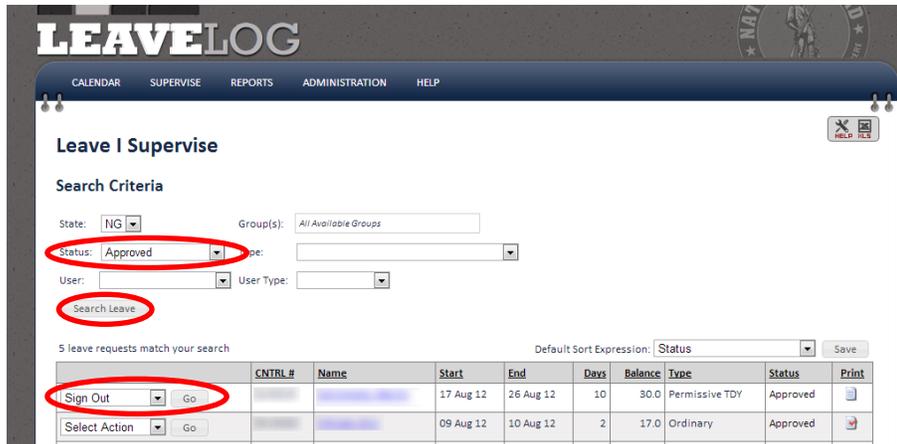
Signing a User Out/In for Leave

You can sign a Manage My Own Leave user out for leave within 1 day of the leave start. To sign a user out for leave, do the following:

1. Click on **SUPERVISE** in the navigation banner.



2. You can narrow your search by selecting different filter criteria at the top of the page. In this case select **APPROVED** from the status drop down list. Click the **SEARCH LEAVE** button.
3. Find the leave request you would like to sign out, and in the drop down list that appears at the left of the row select **SIGN OUT**.
4. Click the **GO** button



If this leave request requires a digital signature you will be directed to the digital signing page. Follow the steps on the screen to digitally sign the leave form.

5. An email will be sent to the user to notify them that they have been signed out. You will receive a copy of this email.

To sign a user in from leave:

1. Follow the same procedure, except select **SIGN IN** in the drop down list at the left of the row. If this leave request requires a digital signature you will be directed to the digital signing page. Follow the steps on the screen to digitally sign the leave form.
***Please note that if you sign a user in early (before the end date marked on the request) the end date of the request will be changed to the date you signed the soldier in. If this is chargeable leave the number of days charged will change.**
2. An email will be sent to the user to notify them that they have been signed in. You will receive a copy of this email.

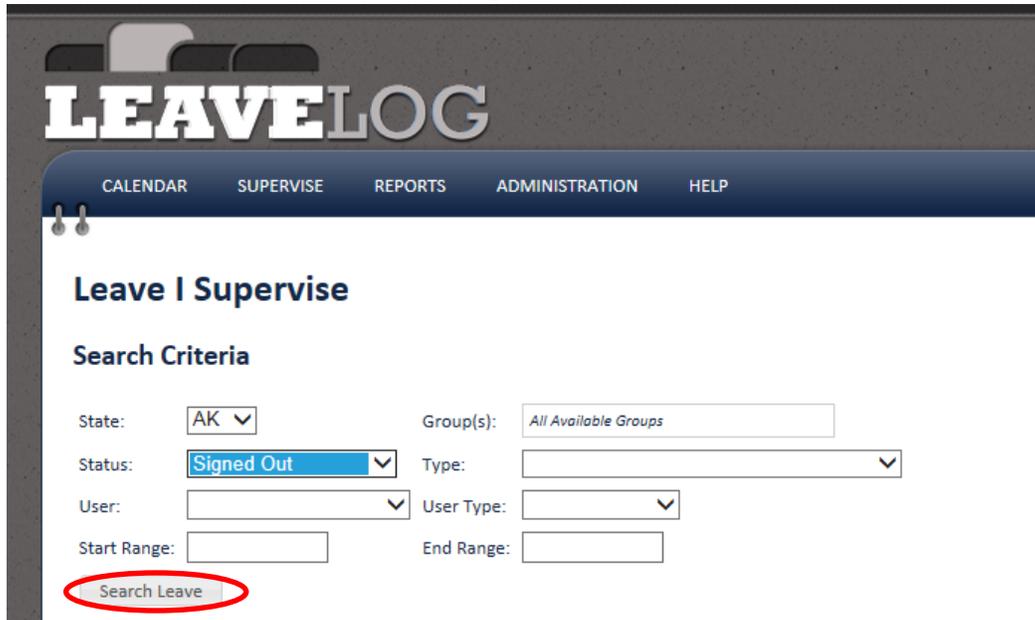
Adding an Extension for a User

If a Manage Your Own Leave user is on leave and needs an extension to their leave, but is unable to access the Leave Log system, you have the ability to add in an extension for that user. To add an extension for a user, do the following:

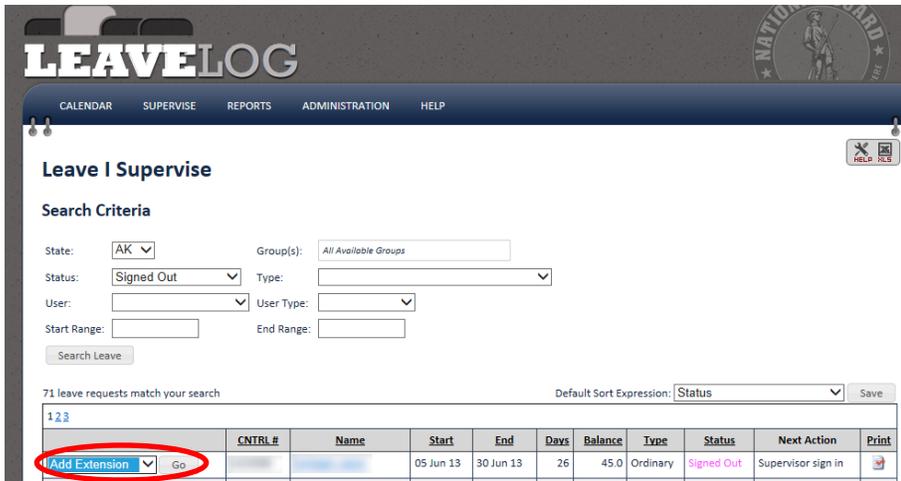
1. Click on **SUPERVISE** in the navigation tab.



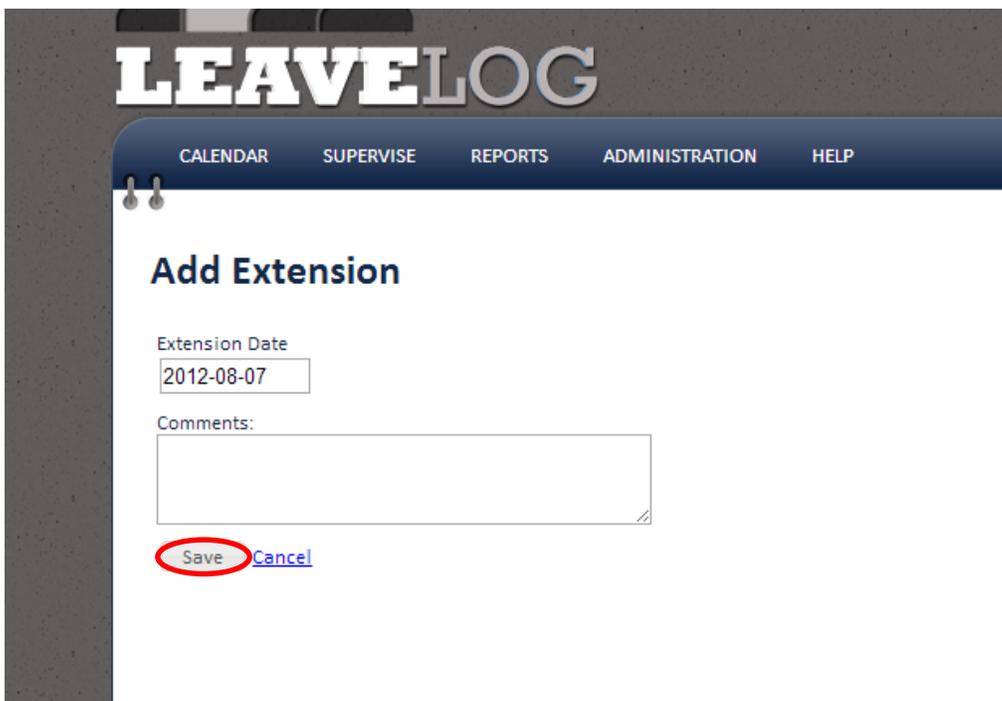
2. You can narrow your search by selecting different filter criteria at the top of the page. In this case select **SIGNED OUT** from the status drop down list. Click the **SEARCH LEAVE** button



3. Find the leave request you would like to add an extension request for, and in the drop down list that appears at the left of the row select **ADD EXTENSION**. Click the **GO** button.



4. On the form select an extension date, and add comments regarding the extension. When you have completed the form, click the **SAVE** button. This will send an email to you letting you know that there is an extension request pending for your approval. Make sure to approve the request by following the steps to review an extension request.



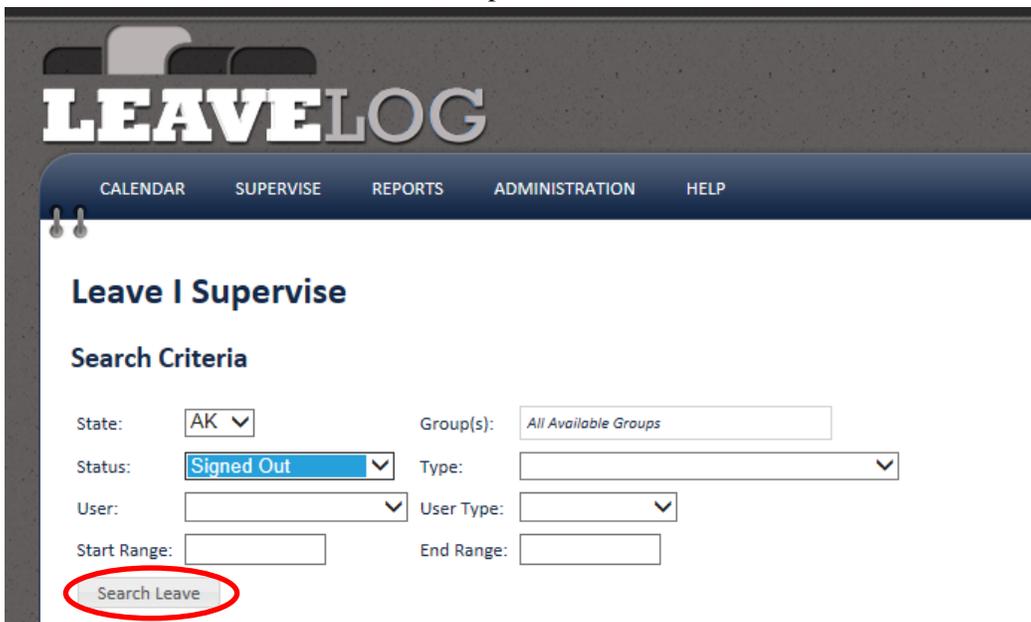
Reviewing an Extension Request

To review an extension request that either another user or yourself has put in for approval:

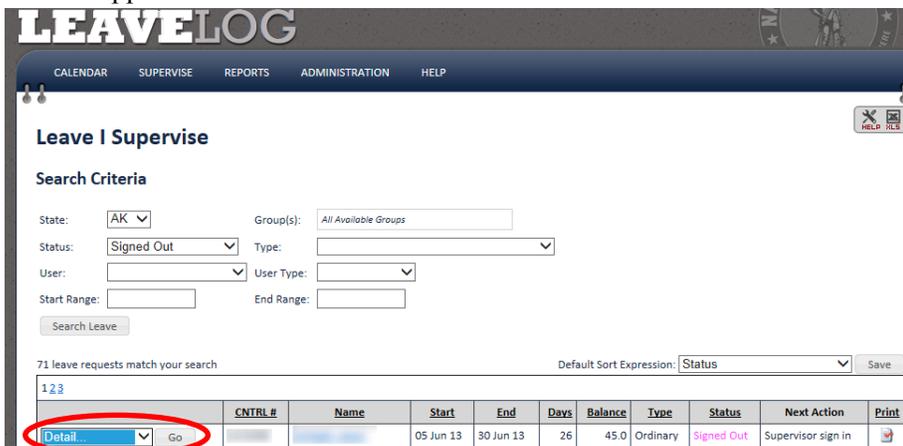
1. From the LeaveLog homepage, click on **SUPERVISE** in the navigation banner.



- You can narrow your search by selecting different filter criteria at the top of the page. In this case select **SIGNED OUT** from the status drop down list. Click the **SEARCH LEAVE** button.



- Find the leave request that has an extension that you would like to review, and in the drop down list that appears at the left of the leave's row select **DETAIL** and click the **GO** button.



- At the bottom of the Leave Detail page, there will be a list of extensions created for this leave. You may choose to **APPROVE**, **DENY**, **REMOVE** or **UPDATE** the extension with the drop down menu to the left of each extension's row. Click the **GO** button.

Leave Detail

Leave Information

Control Number: [Redacted]
 Status: **Signed Out**
 Next Action: Extension pending?
 Type: Terminal
 Start Date: 30 Jul 12
 End Date: 10 Aug 12
 Days: **12**
 Area: CONUS
 Chargeable: Yes

Download DA31 Clear DA31 Form

Soldier Information

Name: [Redacted]
 Type: [Redacted]
 Organization: [Redacted]
 Station: [Redacted]
 Station Phone #: [Redacted]
 Leave Balance: 0
 E-Mail Soldier & Supervisors: [Redacted]

On Leave Contact Information

Phone #: [Redacted]
 Address: [Redacted]

Extensions

| | END DATE | DAYS | NEXT ACTION | STATUS |
|--------------|-----------|------|-------------------|-----------|
| Approve [Go] | 11 Aug 12 | 0 | Awaiting Approval | Requested |

Back

Action History

Requested
 Thursday, July 19, 2012 7:35 PM
 Sign

Recommended
 Monday, July 23, 2012 11:21 AM
 Sign

Approved
 Tuesday, July 24, 2012 11:22 AM
 Sign

Signed Out
 Monday, July 30, 2012 11:54 AM
 Sign Undo

Next Action: Extension pending?
 Action you'd like to perform:
 Select Action [v]
 Submit

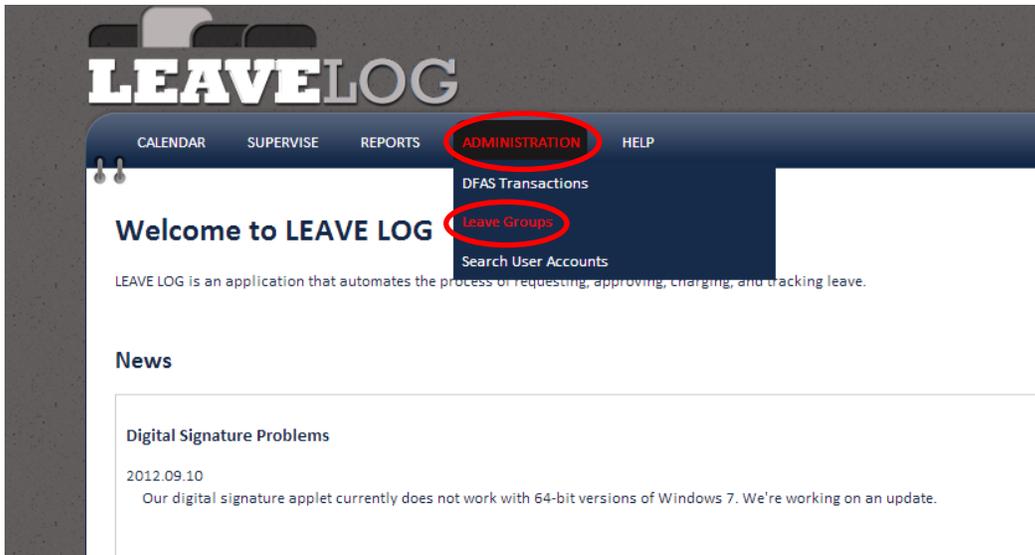
If this leave request requires a digital signature you will be directed to the digital signing page. Follow the steps on the screen to digitally sign the leave form.

- An email will be sent to the user to notify them that the extension has been approved or denied. You will receive a copy of this email.

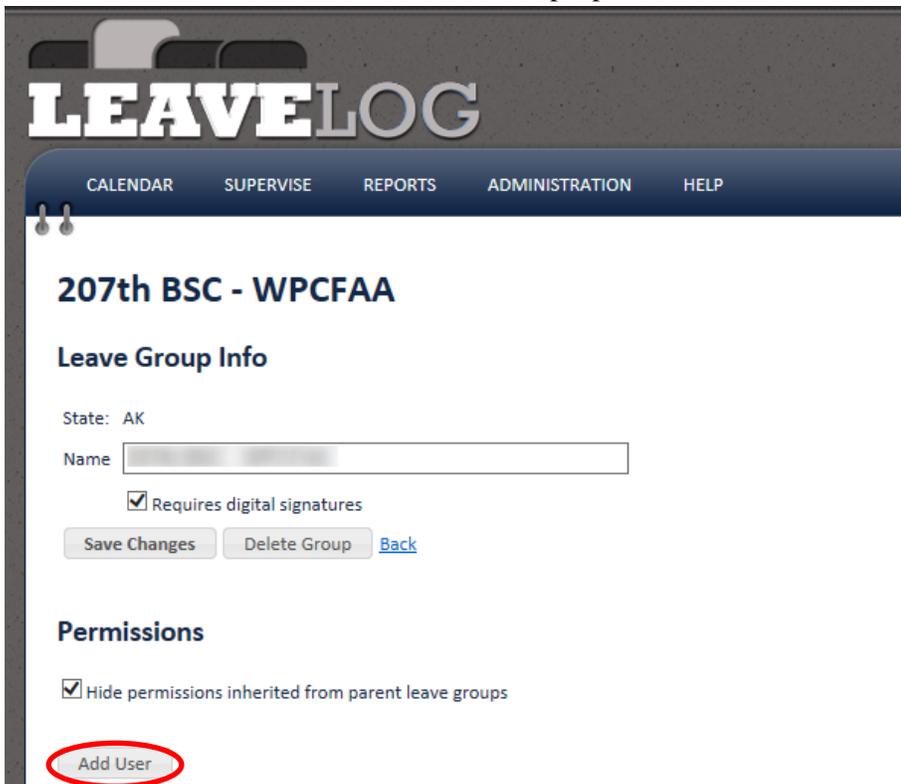
Adding/Removing a User from Your Leave Group

To add/remove a Manage Your Own Leave user from a leave group:

- From the LeaveLog homepage, hover over the **ADMINISTRATION** tab in the navigation banner. Click on **LEAVE GROUPS**.



2. Double click the on leave group you would like to add a user to.
3. Click the **ADD USER** button above the list of people.



4. Enter in search criteria. A list of users that match your search criteria will come up. Once you find the correct user, click the **SELECT** button next to their name.

Manage Permissions for: 207th BSC - WPCFAA

Search for Existing User:

Site:

First Name:

Last Name:

AKO User Name: @us.army.mil

User Type:

| | User Name | First Name | Last Name | Type |
|---------------------------------------|-----------|------------|-----------|-----------|
| <input type="button" value="Select"/> | | | | ARNG ADOS |
| <input type="button" value="Select"/> | | | | ARNG ADOS |

5. A list of the four permission roles will appear. Select the check box next to the appropriate role for the user. Click **SAVE ROLES**.

Manage Permissions for: 297th BFSB HQ S1

User name:

Last name:

First name:

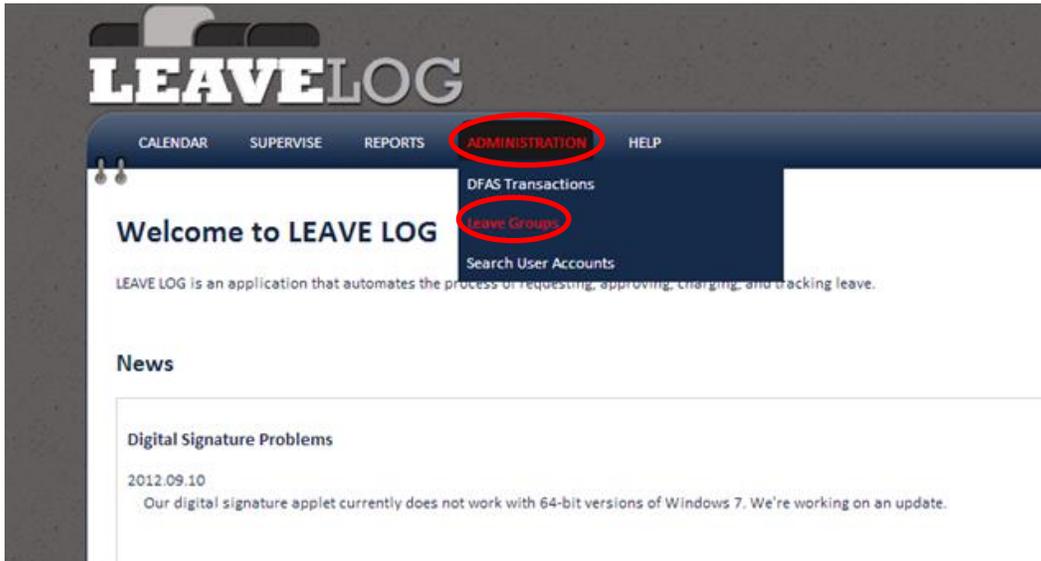
Roles

| Role | Description |
|--|--|
| <input type="checkbox"/> Manage My Own Leave | Add, update, and track your own leave |
| <input type="checkbox"/> Supervisor | Can recommend, sign out and sign in leave. |
| <input type="checkbox"/> Manage Leave for Others | Add, update, and track leave for others in the specified group and groups that fall under it |
| <input type="checkbox"/> Approval Authority | Can perform all the duties of a supervisor as well as being able to approve leave and leave group transfers |
| <input type="checkbox"/> Convalescent Leave Approver | Can do everything an approval authority can do with the addition of convalescent leave |
| <input type="checkbox"/> Administrator | Can perform all duties of the Administrator and Supervisor as well as being able to create new leave groups under this one |

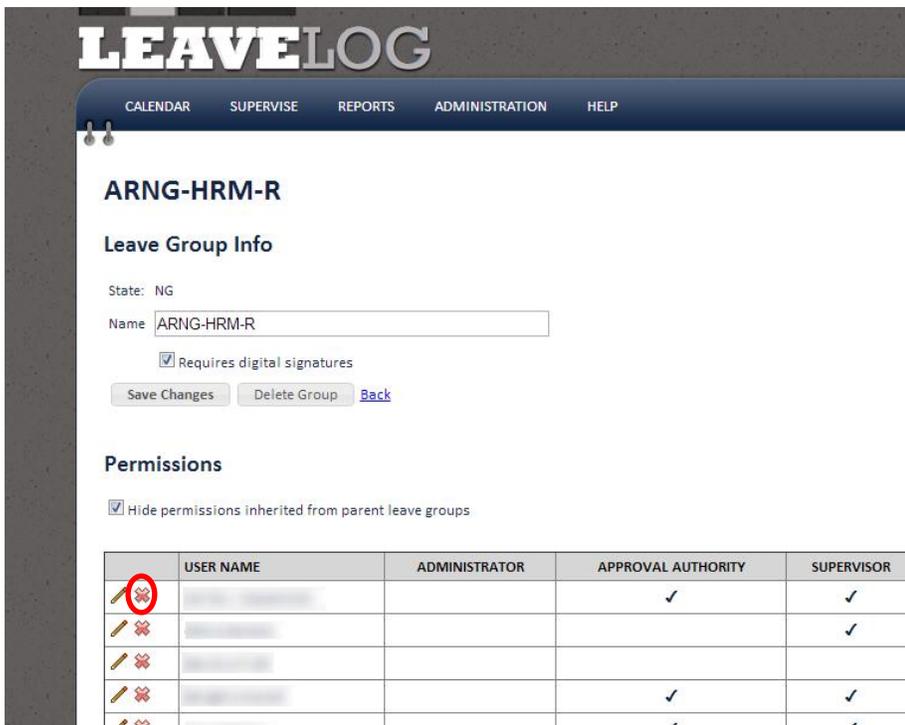
[Cancel](#)

To remove a user:

1. From the LeaveLog homepage, hover over the **ADMINISTRATION** tab in the navigation banner. Click on **LEAVE GROUPS**.



2. Double click the on leave group you would like to remove a user from.
3. A list of all users in this group will appear. Click the red **X** button to the left of the user's name that you wish to remove.



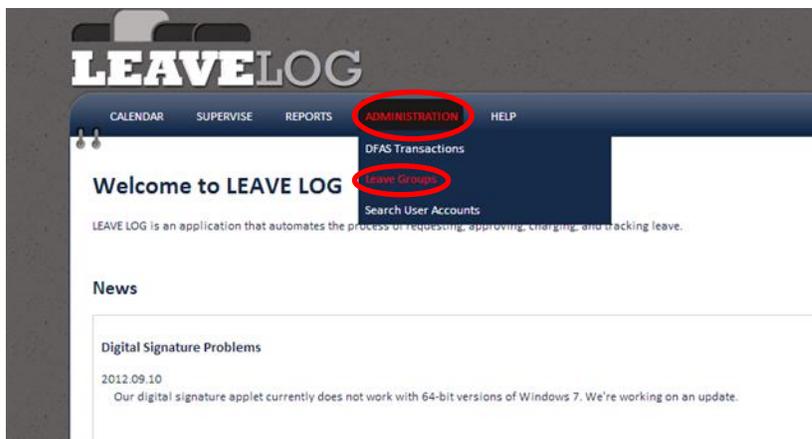
Administration

The Leave Group Hierarchy

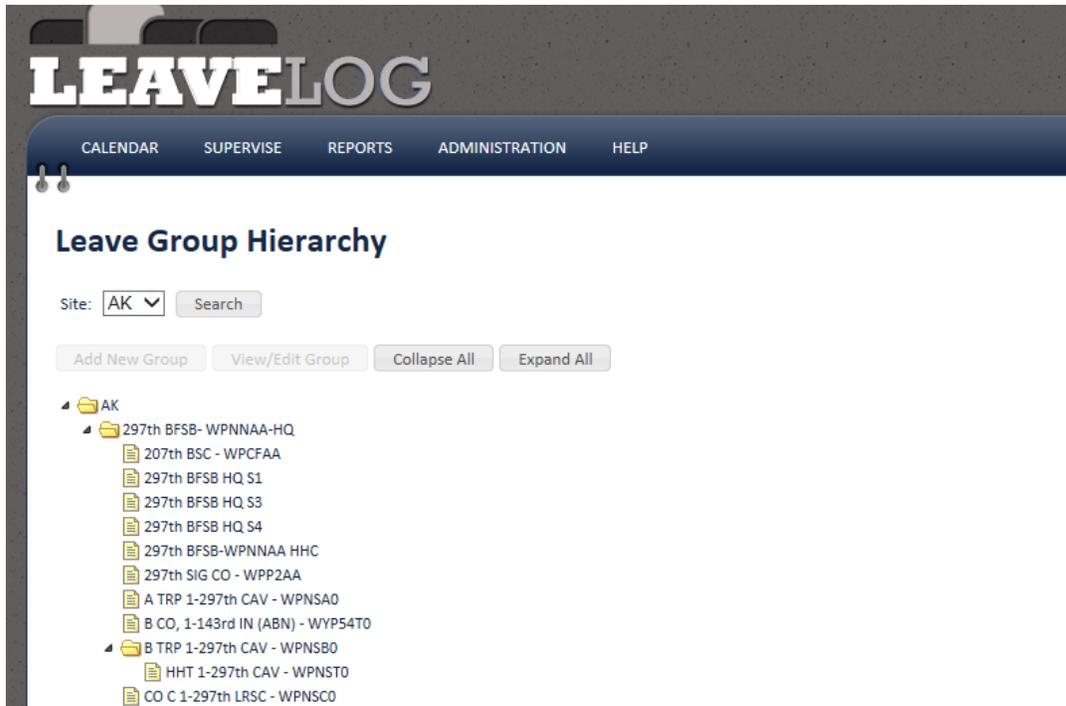
The leave group hierarchy is an organizational structure. Leave groups can be nested under each other to create a tree. Permissions for Users who are Administrators, Approval Authorities and or Supervisors cascade down to “child” groups. This means that if GroupA is the “parent” of GroupB, and I am a Supervisor in GroupA, I can also supervise Users in GroupB. Users who are Administrators for a leave group can create and move child leave groups.

To move a group in the hierarchy:

1. From the LeaveLog homepage, hover over the **ADMINISTRATION** tab in the navigation banner. Click on **LEAVE GROUPS**.



2. Select the leave group you would like to move. Click and drag the group to the appropriate place.
3. You can move groups one at a time, or you can move a whole section of groups and the structure will be maintained in the new position.



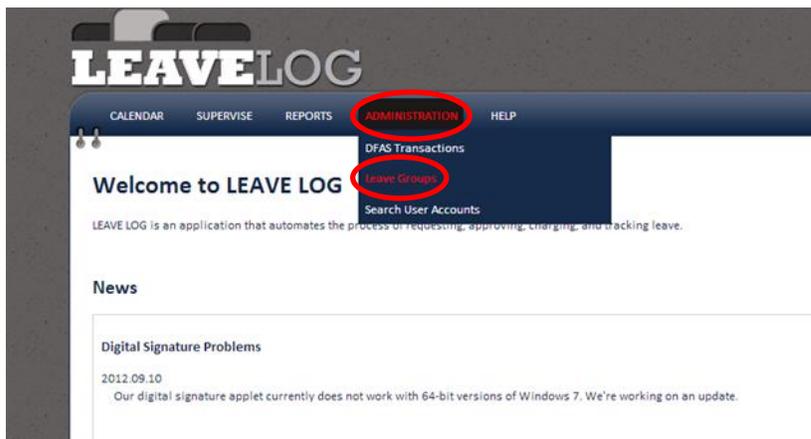
Email notifications are only sent to direct members of the leave group in which the leave was entered. If a user enters leave in a child group, the supervisors in the parent group do not get notified.

Managing Leave Groups

A leave group is a grouping of users. A user is assigned to a leave group in conjunction with a permissions role. Example: John Smith is a Supervisor for the 135th BCT leave group.

To edit a leave group:

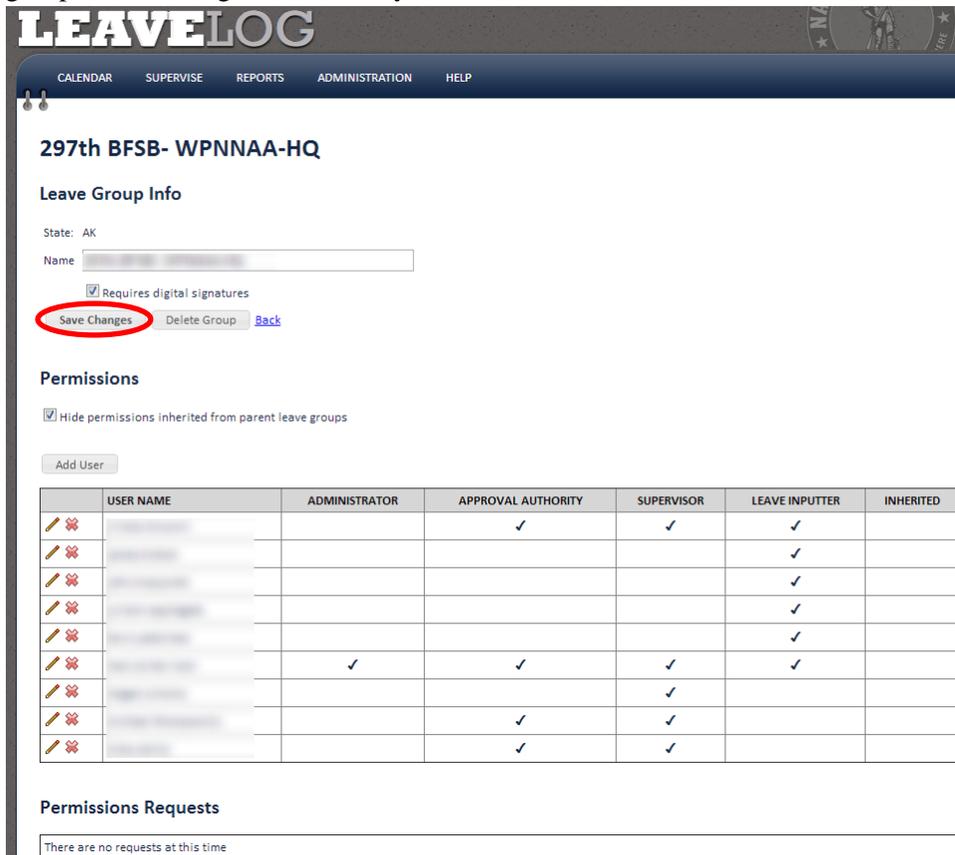
1. From the LeaveLog homepage, hover over the **ADMINISTRATION** tab in the navigation banner. Click on **LEAVE GROUPS**.



2. Select the group you wish to edit. Click the **VIEW/EDIT GROUP** button. (This button will not become active if you do not have the appropriate permissions.)

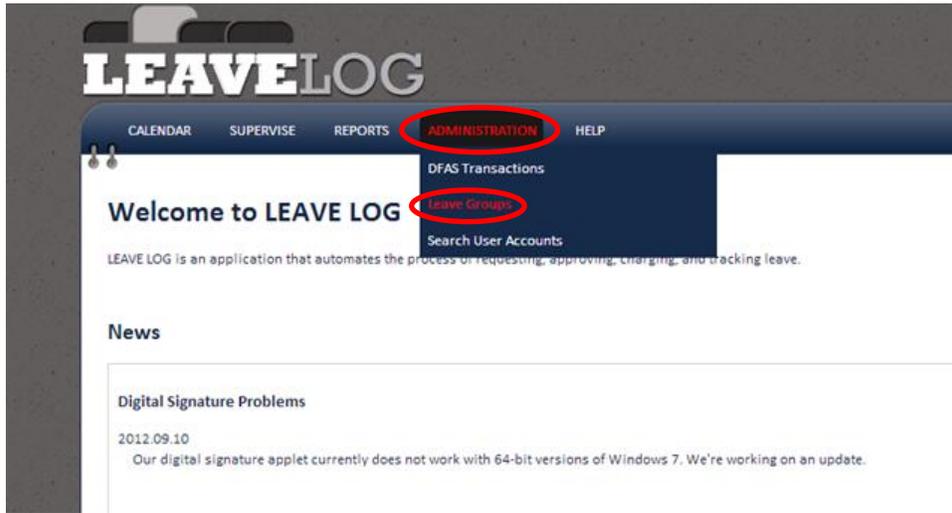


- You can edit the group name, add users, remove users, view permission requests, and delete the group. Make changes as necessary, then click the **SAVE CHANGES** button.

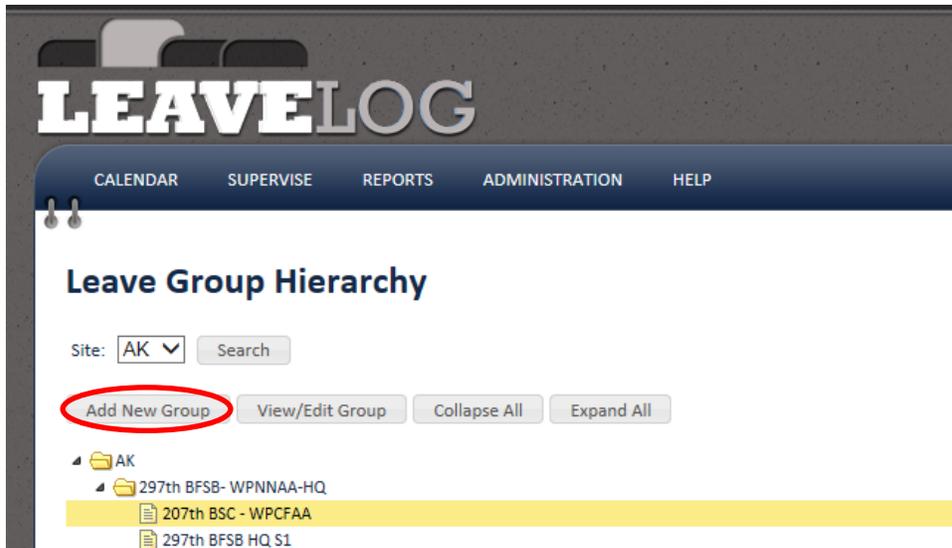


To add a leave group:

1. From the LeaveLog homepage, hover over the **ADMINISTRATION** tab in the navigation banner. Click on **LEAVE GROUPS**



2. Select the group you'd like to create the new group under. Click the **ADD NEW GROUP** button. (This button will not become active if you do not have the appropriate permissions.)



3. A panel will open that displays the parent group, a text box for you to enter the name of the new group, and a checkbox for requiring digital signatures.
4. Fill out the form and click the **SAVE** button.

View DFAS Transactions

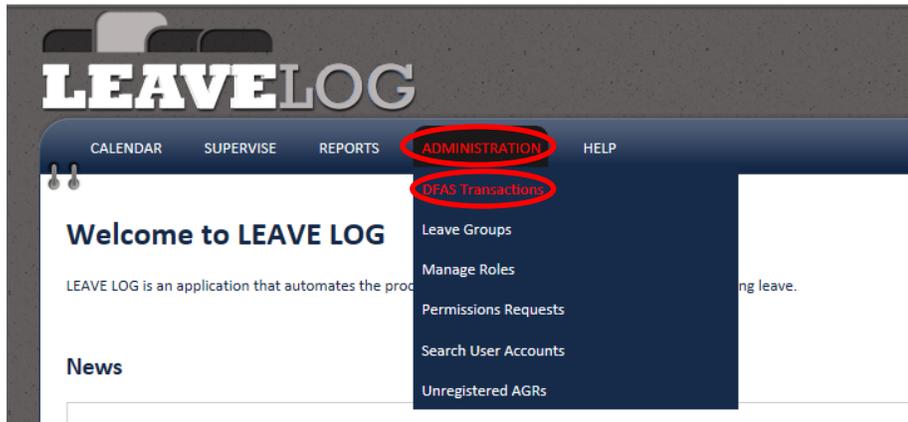
A DFAS transaction is generated when a user is signed in from leave.

- Transaction types:
 - Record leave: This is the type of transaction that is generated when a user is first charged leave. It lets the pay system know who took leave and for what dates.
 - Update leave: If a leave request is changed after it has already been processed by the pay system LeaveLog will generate an update transaction to fix the record in the pay system.
 - Remove leave: If a leave is cancelled after it has been processed, LeaveLog will generate a cancellation transaction to recover the days of leave that were originally processed.
- DJMS-AC:
 - Transactions are added to a batch and sent to ARNG-RMC-F on a daily basis. ARNG-RMC-F typically processes them every three days.
 - ARNG-RMC-F sends LeaveLog a report after a batch has been processed that details which transactions processed successfully, which were recycled, and which rejected. LeaveLog processes this report and marks the requests “Processed” or “Rejected”. Recycled transactions are ignored; they will show up on the next report. Rejected transactions come with an error description which is placed in the comments of the request.
- DJMS-RC:
 - Transactions are sent to ARNG-RMC-F and uploaded into DJMS-RC on a daily basis.
 - ARNG-RMC-F sends LeaveLog a list of rejections from the previous day. Transactions that are rejected are marked “Rejected” in LeaveLog and the rejection code is added to the comments of the leave request.
 - ARNG-RMC-F only sends LeaveLog DJMS-RC rejections. They do not send a list of which transactions processed successfully. Because of this, LeaveLog cannot automatically mark leave for soldiers in DJMS-RC as “Processed”. Leave for soldiers in DJMS-RC must be manually marked “Processed” by an administrator in the state.
 - LeaveLog cannot assume that if a request does not show up on the rejection list that it has processed successfully. Transactions can be recycled by the pay system to be processed at a later time. There have also been cases where files were not uploaded into DJMS-RC by ARNG-RMC-F in a timely manner. If a file is never uploaded, it will not create

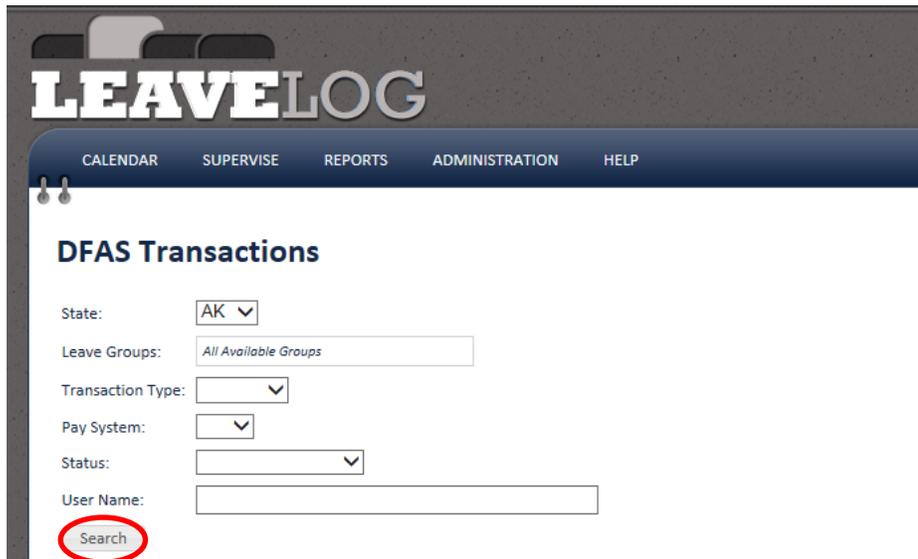
rejections. LeaveLog would see no rejections and mark the requests as processed when in fact the entire file had not been uploaded.

To view DFAS transactions:

1. From the LeaveLog homepage, hover over the **ADMINISTRATION** tab in the navigation banner. Click the **DFAS TRANSACTION** link.



2. Enter in search criteria for the DFAS transaction you would like to view. Click the **SEARCH** button.

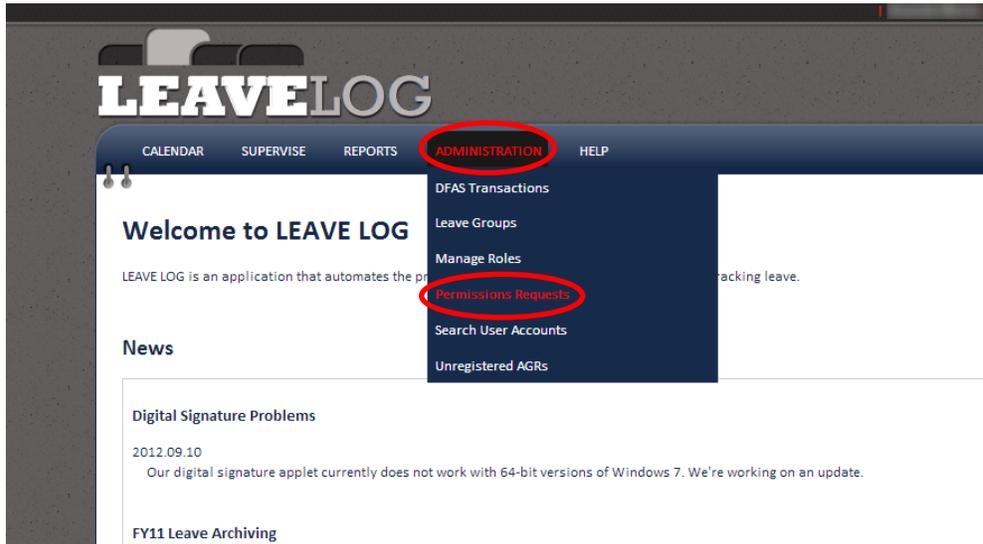


Approving/Removing Permissions Requests

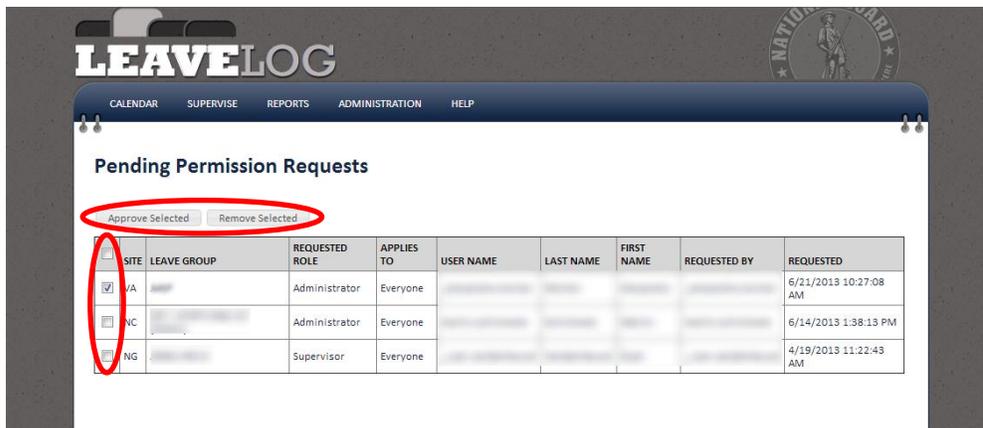
Users may request permissions roles to any leave group in the system regardless of state. This allows users to handle their own Interstate Transfers (ISTs). (Within-state moves do not require a request and take effect immediately.) Supervisors, Approval Authorities, Convalescent Leave Approvers, and Administrators may approve/deny these permissions requests from users in their leave group(s).

To review a permissions request:

1. From the LeaveLog homepage, hover over the **ADMINISTRATION** tab in the navigation banner. Click on **PERMISSIONS REQUESTS**.



2. Check the checkbox next to the request(s) you'd like to approve or remove.
3. Click the **APPROVE SELECTED** or **REMOVE SELECTED** button above the list

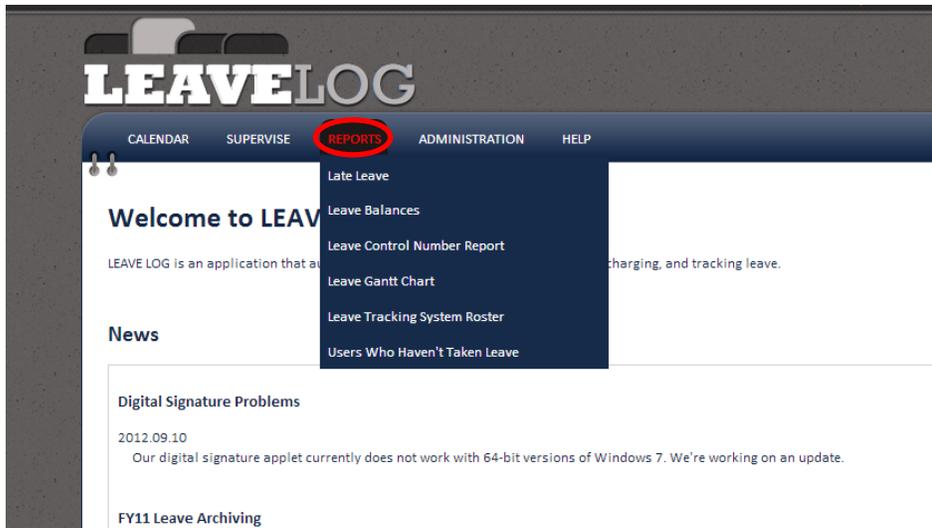


Viewing Leave Reports

For Supervisors, Approval Authorities, Convalescent Leave Approvers, and Administrators, there are a few prepackaged reports in LeaveLog to help you report leave.

To locate these reports:

1. From the LeaveLog homepage, hover over the **REPORTS** tab in the navigation banner. Select the report you want to view.



Late Leave

This report shows all Users that are still actively signed out, when they are supposed to have already signed back in. There is a moveable gray bar labeled “Days Late” that allows you to select the number of days late you wish to view. Example- show all leave that is signed out, but should have been signed in 20 days ago.

Leave Balances

The leave balance report displays leave balances for individual users. You can filter the report by state, leave group(s), pay system the user is paid from, and the number of days left in a balance. The leave balances are imported daily from DJMS-AC and DJMS-RC. LeaveLog does not change the balances at any point. Changes to the leave balances must be made via transactions on their respective pay systems. **This report is refreshed every hour, so leave group moves or changed in the number of leave days in the queue this FY or awaiting export to DFAS may not show up immediately.**

- Columns:
 - Name
 - Leave Group – the leave group the user is currently assigned to
 - Pay System – AC/RC
 - BASD – Basic Active Service Date. This date is pulled from ARNG-HRM’s latest copy of TAPDB-G
 - Tour End – Only for users in DJMS-RC. Downloaded daily with the balances
 - Balance
 - In Queue This FY – Leave that is in LeaveLog, but has not been taken. Planned leave.
 - Awaiting DFAS Export – Leave that has been completed in LeaveLog but has not been sent for processing yet.

Leave Control Number Report (Leave Log)

This report shows every leave request that has been assigned a leave control number in your state, ordered numerically. This report is intended to be a replacement for the DA form 4179 (Leave Control Log).

Leave Gantt Chart

This report shows a graphical representation of all active leave during a given time. It shows time horizontally and displays a colored bar during the period of time the Manage Your Own Leave user is on leave. Any leave that is in the approved, signed out, returned, signed in, or DFAS processed status will show on this report.

Organization Roster

This report displays all users in your state. It shows who the Administrators are, what groups have been set up, and Supervisors and Manage Your Own Leave users in each group.

Users Who Haven't Taken Leave

This report allows you to enter a date and see who has not taken leave since that date.

Appendix

System Interfaces

- DJMS-AC
 - Automated leave processing for any user paid from DJMS-AC (Active Army, Active Army Guard, etc)
 - Leave balances are downloaded from the leave master tables in DJMS-AC daily and displayed in LeaveLog
 - Leave transactions are batched and sent to ARNG-RMC-F daily. ARNG-RMC-F uploads the transactions into DJMS-AC daily as well
- DJMS-RC
 - Automated leave processing for any soldier paid from DJM-RC (MDAY, ADOS, etc)
 - Leave balances are downloaded from the leave master tables in DJMS-RC daily and displayed in LeaveLog
 - Leave transactions are batched and sent to ARNG-RMC-F daily. ARNG-RMC-F uploads the transactions into DJMS-RC daily as well
- HRMS
 - Title 10 users who are on leave are sent to the Human Resource Management System (HRMS) daily.

Feedback

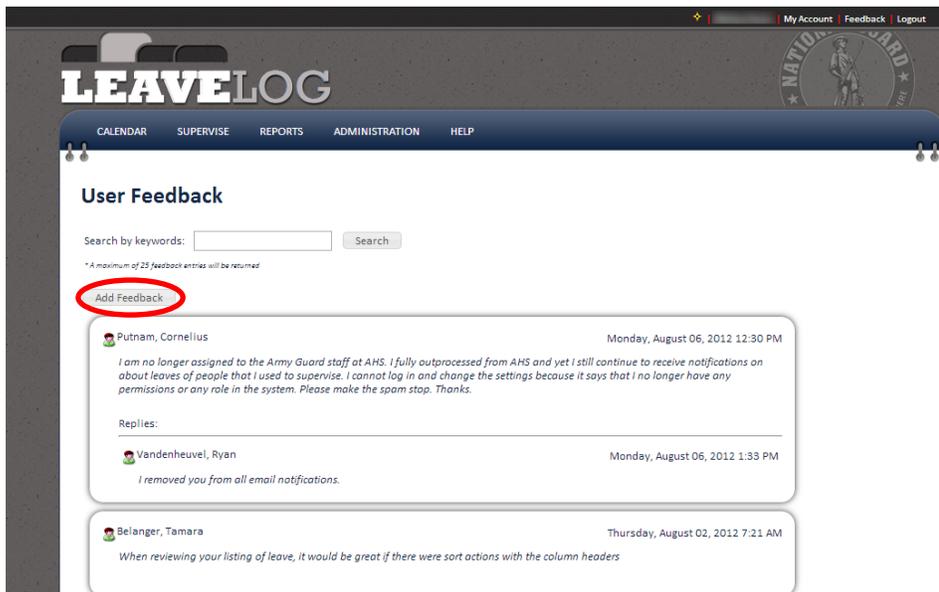
All users have the option to provide feedback for the LeaveLog site. All feedback comments are emailed directly to the development team.

To leave feedback:

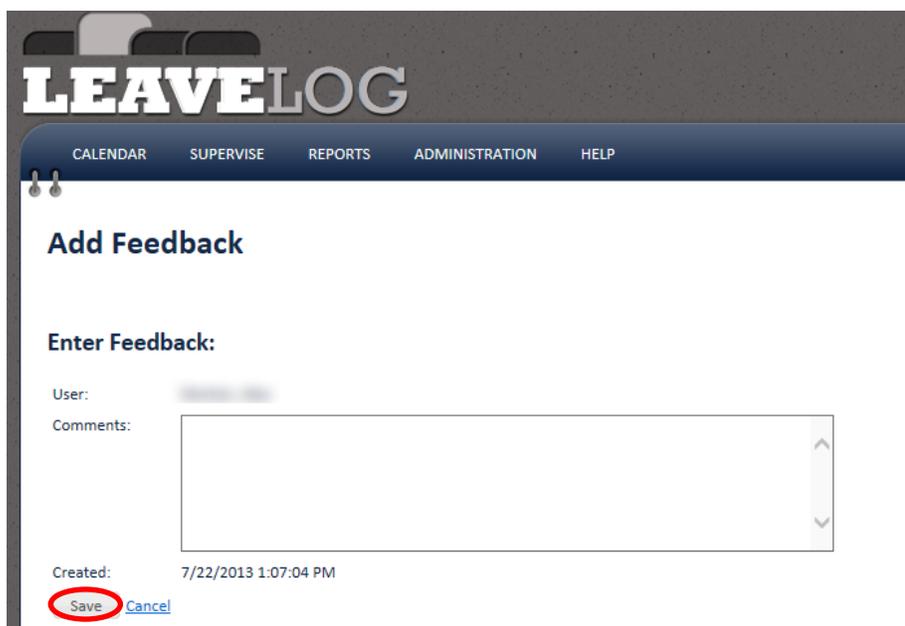
1. Click on **FEEDBACK** located in the top right corner of the screen.



Click the **ADD FEEDBACK** button.



Type your feedback in the “Comments” section. Click the **SAVE** button.



Terms and Definitions

- Leave Status:
 - Request – Leave is awaiting recommendation or approval
 - Recommended – Leave has been recommended by a Supervisor and is awaiting approval from an Approval Authority
 - Approved – Leave has been approved by an Approval Authority and can be signed out up to 3 days prior to the start date.
 - Signed Out – A Supervisor or Approval Authority has signed the user out on leave.
 - Signed In – A Supervisor or Approval Authority has signed the user in from leave. LeaveLog will now generate a pay transaction is applicable
 - Denied – Leave can be denied by a supervisor or approval authority. Denied leave cannot have actions performed on it
 - Cancelled – Leave has been cancelled by the person who requested it. Cancelled leave cannot have actions performed on it.
 - Awaiting Processing – Leave transaction has been sent to ARNG-RMC-F for upload into DJMS-AC/RC.
 - Processed –
 - DJMS-AC: Leave Log has confirmed that the leave transaction has been processed successfully into the pay system
 - DJMS-RC: An Administrator has manually marked the leave as processed
 - Rejected – A leave transaction was uploaded into the pay system but was not successfully processed. See leave action history for rejection description
 - Recycled – A leave transaction was uploaded into the pay system but was not successfully processed. The pay system will try to process the leave again at a later time.
- DJMS-AC – Defense Joint Military Pay System – Active Component
- DJMS-RC – Defense Joint Military Pay System – Reserve Component
- DFAS – Defense Finance and Accounting Services
- FTSMCS – Full Time Support Management Control System
- CAC – Common Access Card. Needed along with a CAC reader and an AKO account to access LeaveLog