

Automated DJMS-RC Leave Transactions

ARNG Leave Tracking System

ARNG-HRM-R

Summary of Changes

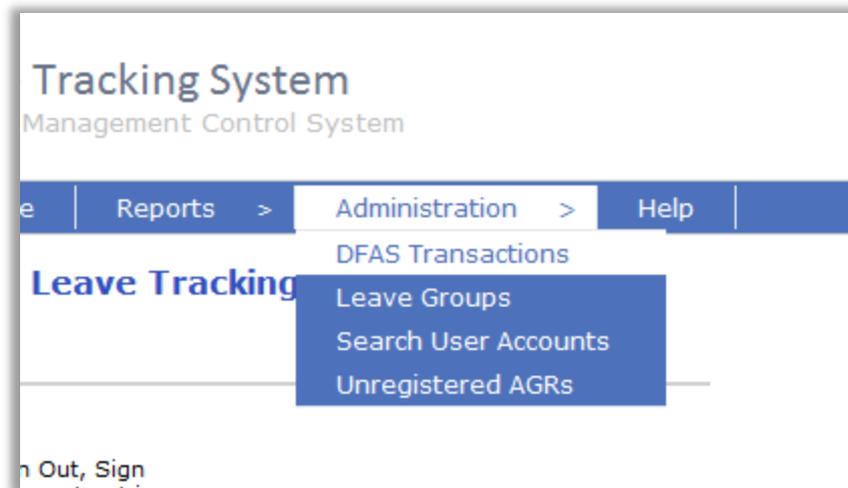
- The ARNG Leave Tracking System now has the capability to process leave for ADOS Soldiers
- This new capability will reduce the amount of workload required to process ADOS leave
- This capability does not impact any of the existing features of the system.

Summary of Changes

- Any future leave entered for ADOS Soldiers will be processed according to the following rules:
 - If a soldier has sufficient balance to cover the leave taken, their leave will process automatically.
 - If a soldier has insufficient balance to cover the leave taken, their leave will stay in a "hold" status. The state leave administrator can manually release transactions in a hold status through a tool in the ARNG Leave Tracking system
 - All leave in the "hold" status will be charged automatically 3 days prior to the end of the soldier's current tour.
 - Any reserve component leave entered before the go live date (18 NOV 2011) can be manually released by a state leave administrator through a tool in the ARNG Leave Tracking system

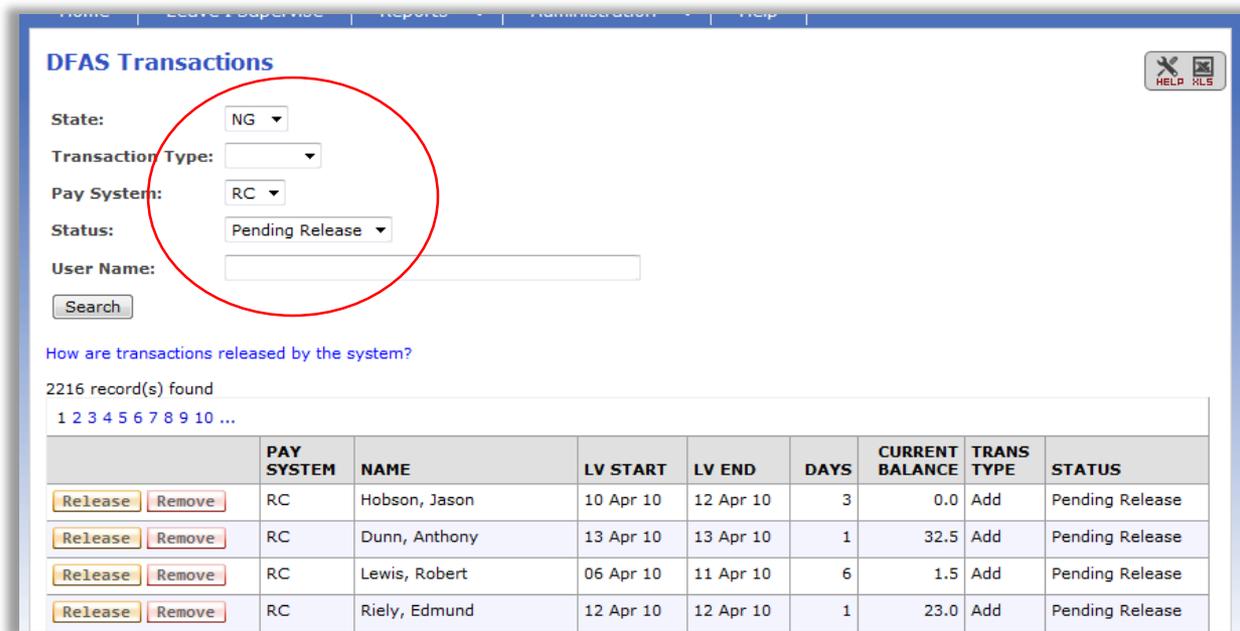
Releasing a Transaction that has Been Held

- If a transaction is held back for any reason a system administrator can release them manually one at a time.
- Step 1: Go to the DFAS Transaction Page:



Releasing a Transaction that has Been Held

- Step 2: Use the filters to find the transaction you'd like to release



The screenshot shows the DFAS Transactions web application interface. At the top, there is a navigation menu with links for Home, Leave Experience, Reports, Administration, and Help. The main heading is "DFAS Transactions". On the right side, there are icons for "HELP" and "XLS".

The search filters are as follows:

- State: NG
- Transaction Type: (empty dropdown)
- Pay System: RC
- Status: Pending Release
- User Name: (empty text box)

A red circle highlights the "State", "Transaction Type", "Pay System", and "Status" dropdown menus.

Below the filters is a "Search" button. Underneath, there is a link "How are transactions released by the system?".

The search results show "2216 record(s) found" and a pagination control "1 2 3 4 5 6 7 8 9 10 ...".

	PAY SYSTEM	NAME	LV START	LV END	DAYS	CURRENT BALANCE	TRANS TYPE	STATUS
Release Remove	RC	Hobson, Jason	10 Apr 10	12 Apr 10	3	0.0	Add	Pending Release
Release Remove	RC	Dunn, Anthony	13 Apr 10	13 Apr 10	1	32.5	Add	Pending Release
Release Remove	RC	Lewis, Robert	06 Apr 10	11 Apr 10	6	1.5	Add	Pending Release
Release Remove	RC	Riely, Edmund	12 Apr 10	12 Apr 10	1	23.0	Add	Pending Release

Releasing a Transaction that has Been Held

- Step 3: Click the “Release” button

The screenshot displays the DFAS Transactions web application. At the top, there is a navigation menu with links for Home, Leave Request, Reports, Administration, and Help. The main heading is "DFAS Transactions". Below this, there are several filter fields: State (NG), Transaction Type (empty), Pay System (RC), Status (Pending Release), and User Name (empty). A Search button is located below these filters. A link "How are transactions released by the system?" is present. Below the link, it states "2216 record(s) found" and provides pagination options "1 2 3 4 5 6 7 8 9 10 ...". The main content is a table with columns: PAY SYSTEM, NAME, LV START, LV END, DAYS, CURRENT BALANCE, TRANS TYPE, and STATUS. Each row has "Release" and "Remove" buttons. The "Release" button for the second row (Anthony Dunn) is circled in red.

	PAY SYSTEM	NAME	LV START	LV END	DAYS	CURRENT BALANCE	TRANS TYPE	STATUS
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Release Remove	RC	Riely, Edmund	12 Apr 10	12 Apr 10	1	23.0	Add	Pending Release

Questions

- For questions about this change please contact the [FTSMCS Development Team](#)