

# 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 provides an accessible version of a leave form for any person paid from DJMS-AC or DJMS-RC (AGR, ADOS, Active Army, etc.)

### LeaveLog Highlights

- Accessible to anyone with a CAC
- Customizable unit hierarchy
- Leave balances pulled daily from DJMS-AC and DJMS-RC
- Optional digitally signed leave forms
- Automated email notifications
- Comprehensive reporting

### Registering New Users

In order to use the LeaveLog system, you must have an AKO account and active Common Access Card (CAC). To begin tracking your leave in the LeaveLog system, 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: 1.) If you are able to enter leave, and 2.) To which pay system LeaveLog should charge your leave.

**LeaveLog: Create an Account**

Fill out the form below to create an account.

AKO User Name: alexandra.morton

SSN: xxx-xx-6789

First Name:

Last Name:

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

Status:

4. Request permissions to the appropriate leave group. 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) permissions you are requesting (Leave Inputter, Supervisor, Approval Authority, and/or Administrator) by checking the checkbox next to each that apply. The role descriptions are as follows:

### Leave Inputter

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. Leave Inputters can only manage their own personal leave information. This role does not require approval and will automatically take effect.

### Supervisor

This role allows the user all the same permissions as a Leave Inputter. 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 Leave Inputters 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.

### 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:

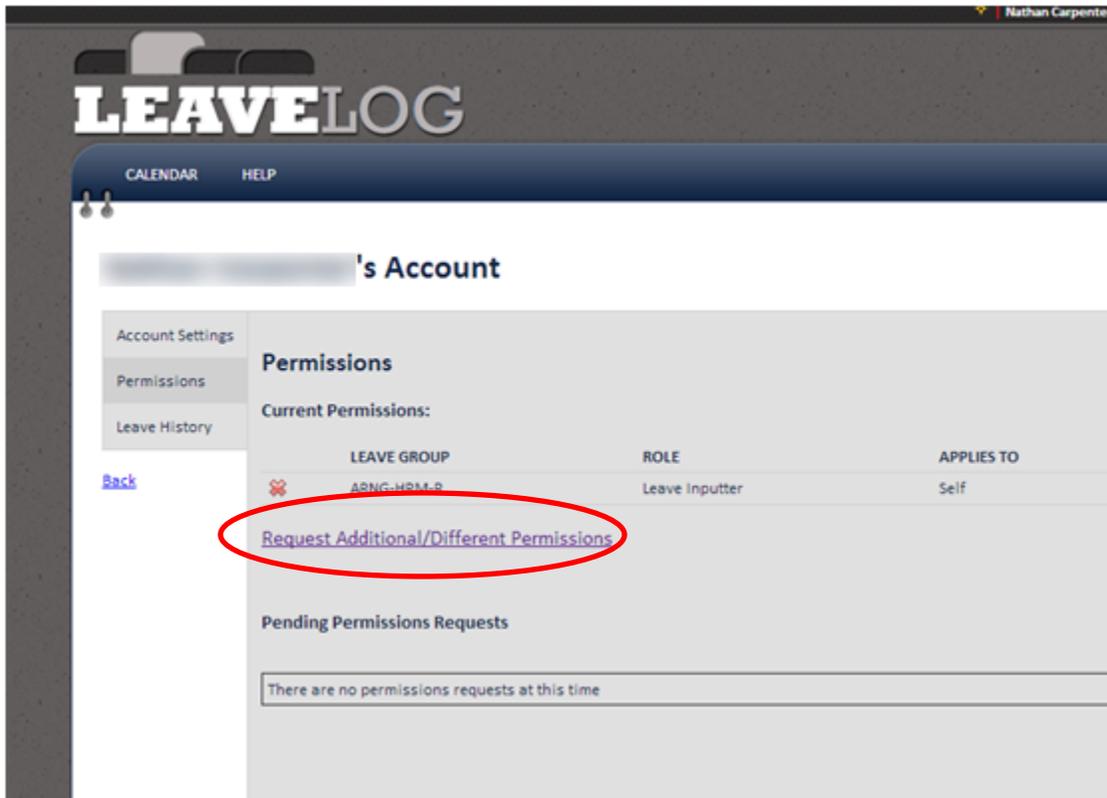
2: Select a Leave Group

3: What Role(s) are you Requesting?

ROLE	APPLIES TO	DESCRIPTION	REQUIRES APPROVAL
<input type="checkbox"/> Administrator	<input type="radio"/> Myself <input type="radio"/> Others	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	<input type="radio"/> Myself <input type="radio"/> Others	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	<input type="radio"/> Myself <input type="radio"/> Others	Can recommend, sign out and sign in leave.	This role requires approval before it is granted
<input type="checkbox"/> Leave Inputter	<input checked="" type="radio"/> Myself <input type="radio"/> Others	Can input leave for approval	Access will be granted automatically within your own site

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



4. 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.
5. Select the leave group to which you'd like to request permissions.
6. Select which role(s) you are requesting by checking the checkbox next to each that apply.
7. Finally 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

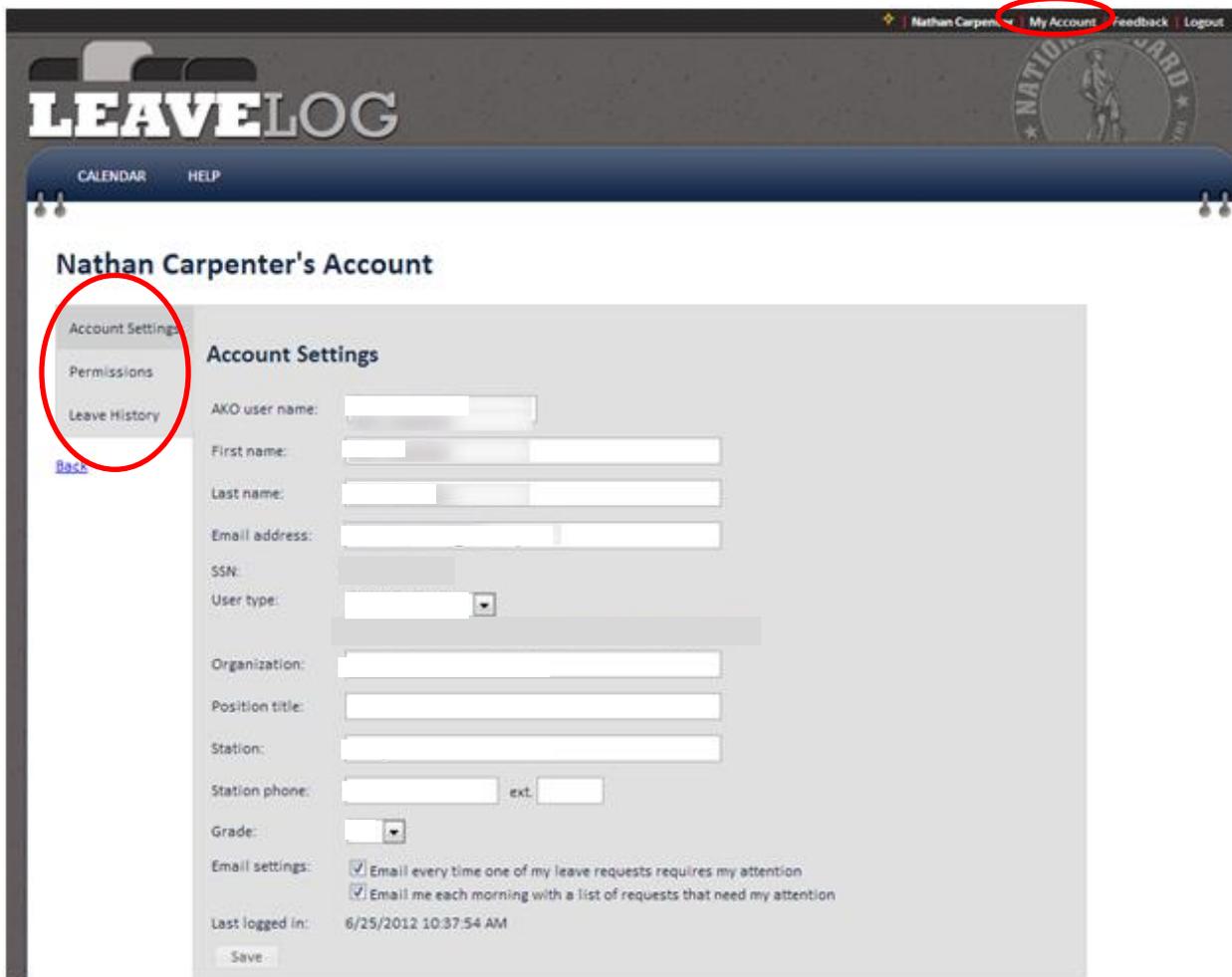
3: What Role(s) are you Requesting?

ROLE	APPLIES TO	DESCRIPTION	REQUIRES APPROVAL
<input type="checkbox"/> Administrator	<input type="radio"/> Myself <input checked="" type="radio"/> Others	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	<input type="radio"/> Myself <input checked="" type="radio"/> Others	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	<input type="radio"/> Myself <input checked="" type="radio"/> Others	Can recommend, sign out and sign in leave.	This role requires approval before it is granted
<input type="checkbox"/> Leave Inputter	<input checked="" type="radio"/> Myself <input type="radio"/> Others	Can input leave for approval	Access will be granted automatically within your own site

## Account Management

### Managing Your Account

To manage your account, go to the home page and 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.

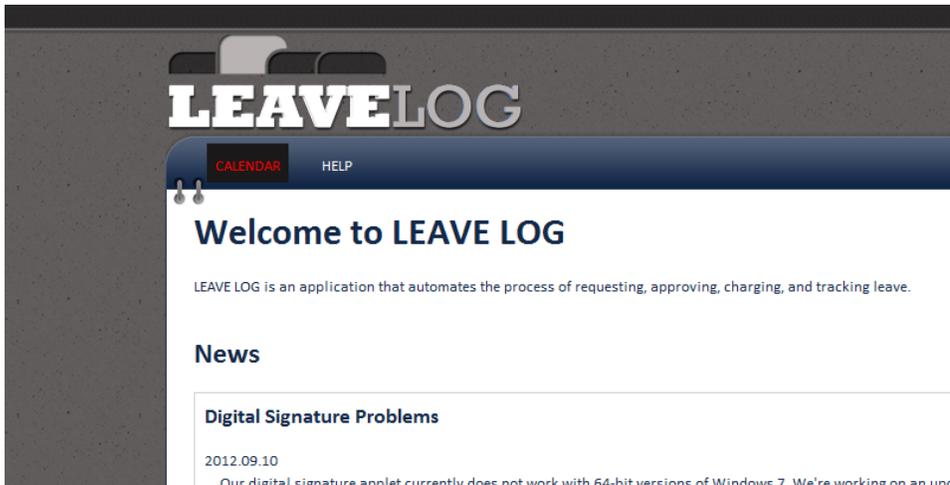
\*If your balance shows a zero, but you believe this is incorrect, check your tour dates in the applicable pay system. We only get leave dates for soldiers currently on tour according to pay. If you are not currently on tour in the correct pay system, your balance will show a zero.

## Entering Leave

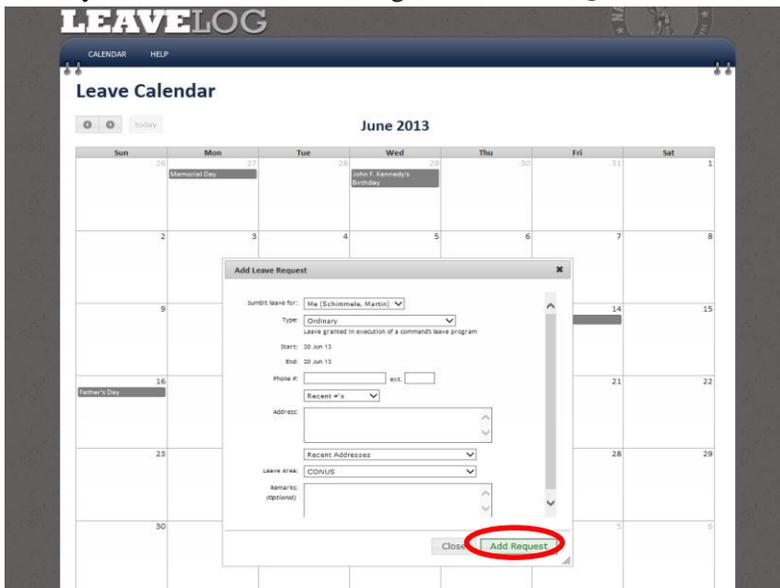
### Entering Your Own Leave Request

To enter a leave request into the system, do the following:

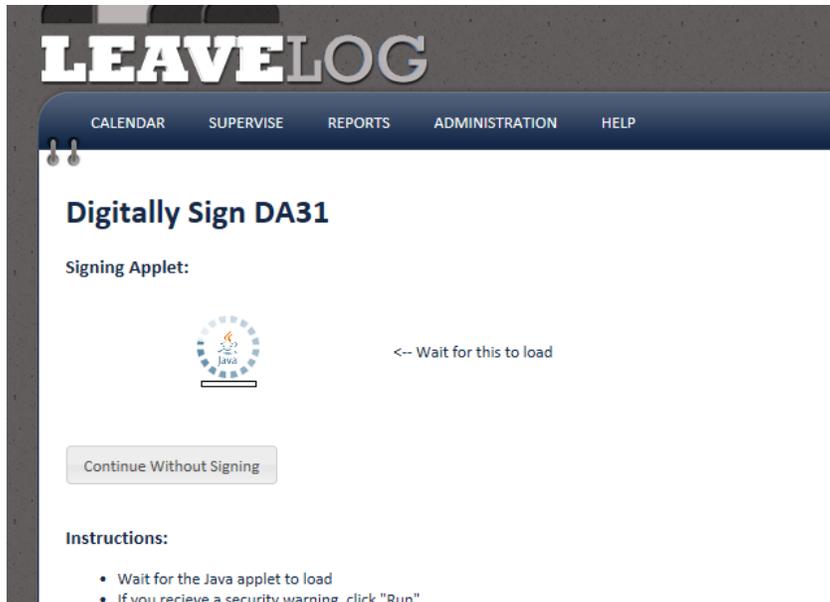
1. Click on the **CALENDAR** tab in the navigation banner.
  - If you do not see the **CALENDAR** option, you may not be assigned to a leave group. See the “Requesting Permissions to a New State/Site and/or a New Leave Group” section.



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 addition 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.



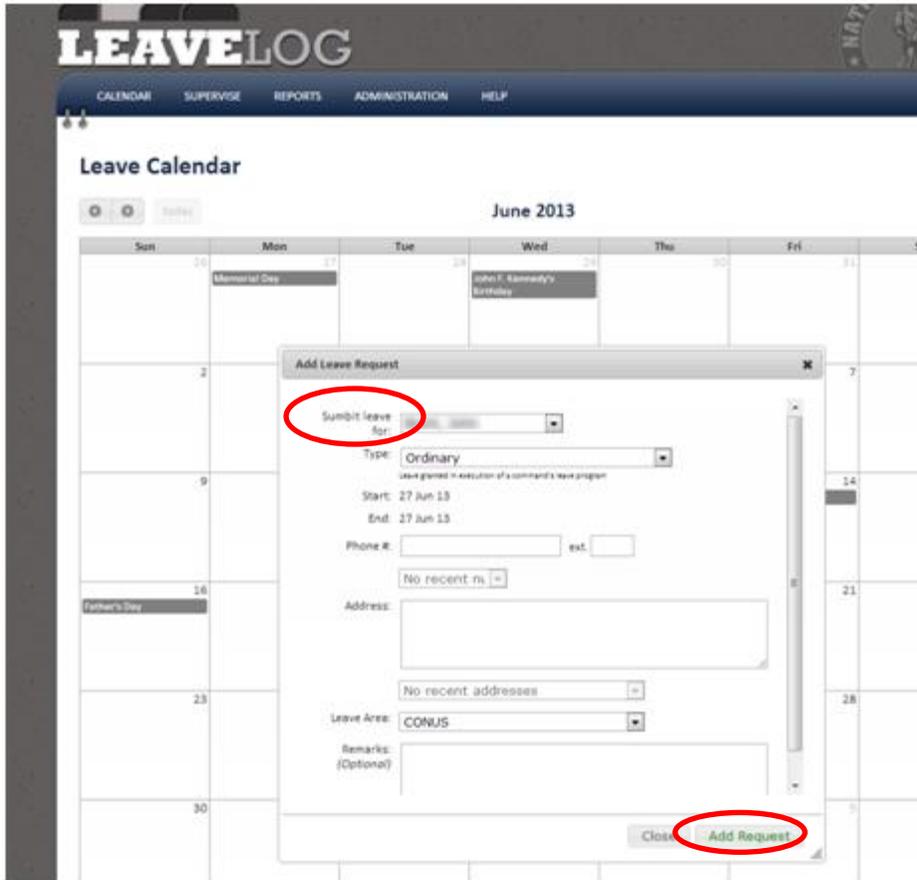
4. A blue bar with your name and type of leave should appear on the day you requested leave. If you want to request multiple days, click and drag the blue bar across the days you would like to request.
5. An email notification will be sent to the supervisors in your leave group to notify them of a pending request. A copy of this email will be sent to you.

### Entering a Leave Request for Other Users

Supervisors 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, do the following:

1. After you login, click on the **CALENDAR** tab in the navigation banner, and click on the day that this person wants to request leave.
2. When filling in the request details, you will see a drop down list labeled: "Submit Leave For."
3. Select the user for which you'd like to enter leave.
4. Fill out the rest of the form and submit just as you would your own leave request.
5. Click the **ADD REQUEST** button.



### Editing/Cancel an Existing Leave Request

To edit a leave request, do the following:

1. 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
6. 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. 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, do the following:

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.

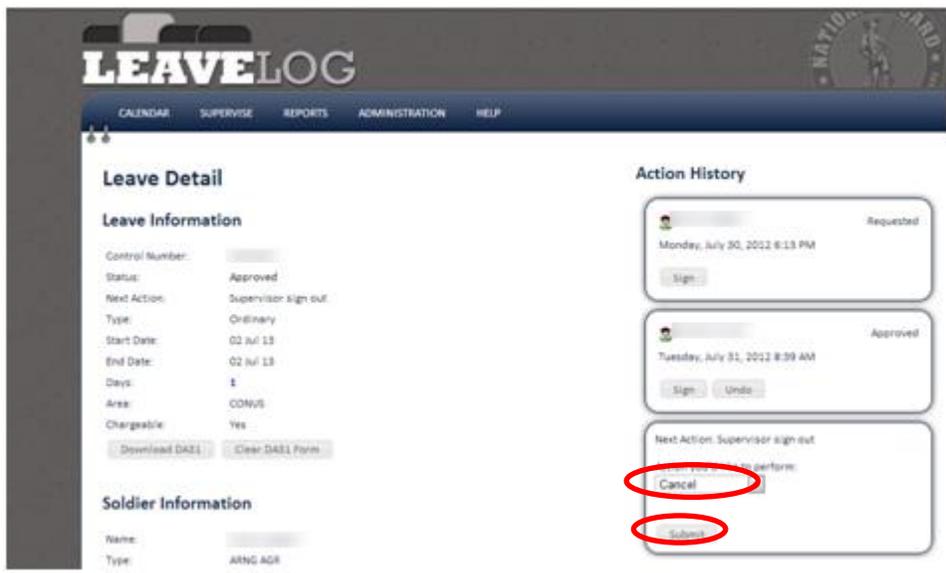
✕
**Update or Cancel Leave Request**

Status: Approved  
 Name: ██████████  
 Type: Pass  
 Start: 4 Jul 13  
 End: 4 Jul 13  
 Phone #: ██████████  
 Address: ██████████  
 Leave Area: CONUS  
 Remarks:

---

Close Edit Request View History

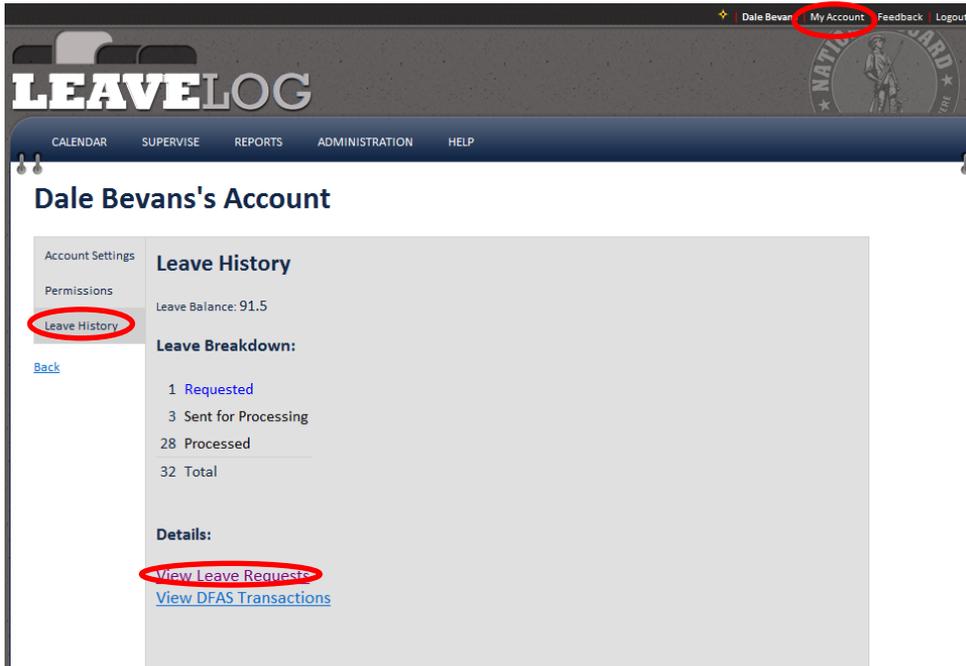
2. Under “Action History” on the right side of the screen, there is a text box where you can select the next action. Under the drop down menu, select **CANCEL**. Click the **SUBMIT** button. The leave request should no longer appear on the calendar.
  - a. If the request has already been charged in the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

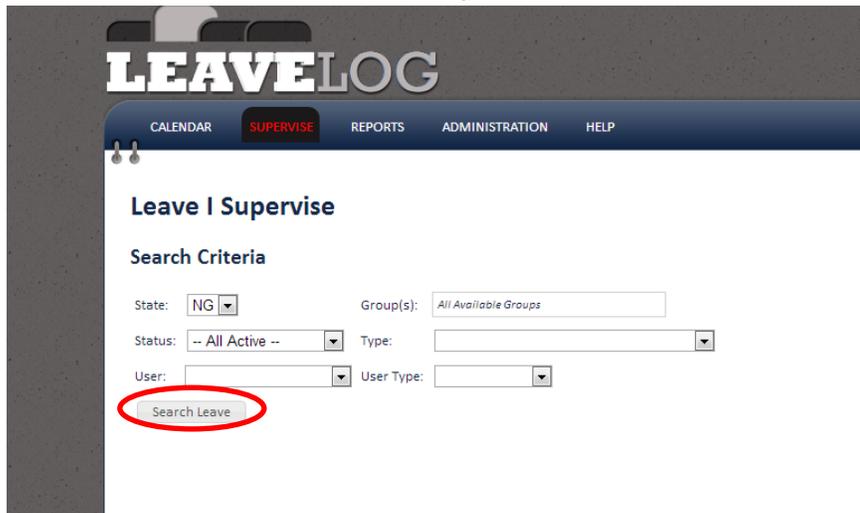


## Supervising and Approving Leave

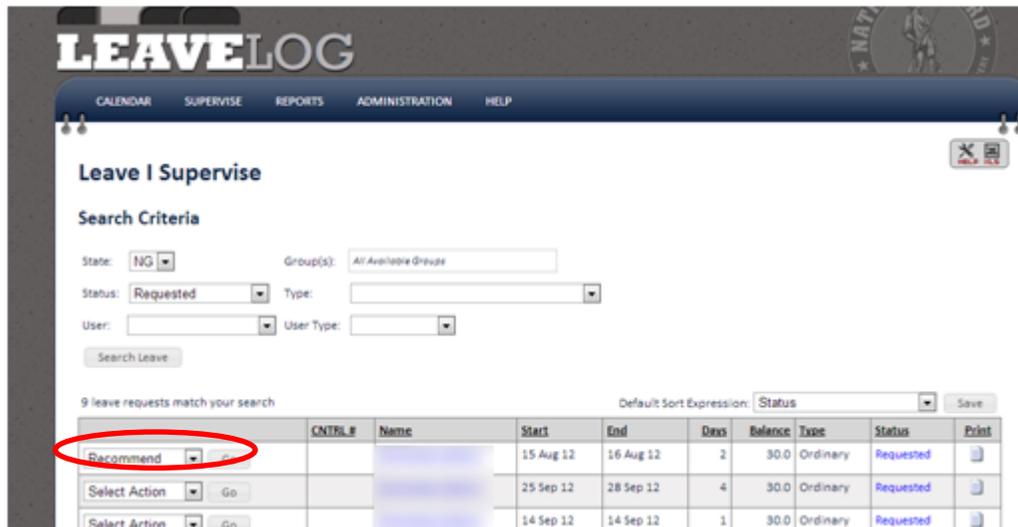
### Recommending a Leave Request for Approval

To recommend/deny a pending leave request do the following:

1. 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.
3. Click the **SEARCH LEAVE** button.
4. 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**.
5. Click the **GO** button. Selecting this action will automatically perform the action.



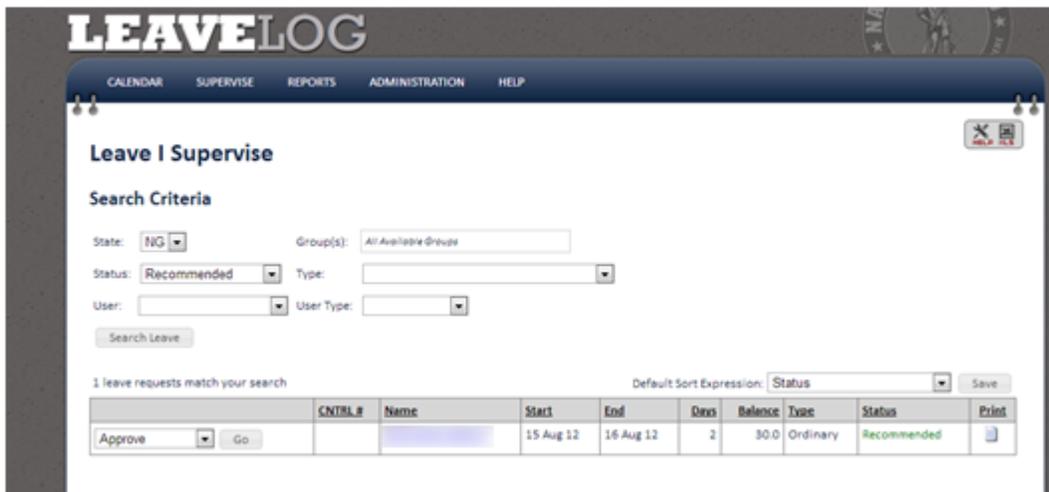
If this leave request requires a digital signature you will be directed to the digital signing page. Follow the steps on the screen to digitally sign the leave form.

6. An email will be sent to the Leave Inputter 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 Leave Inputter can be signed out. To approve leave, an Approval Authority must do the following:

1. 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.
3. Click the **SEARCH LEAVE** button
4. 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**.
5. Click the **GO** button



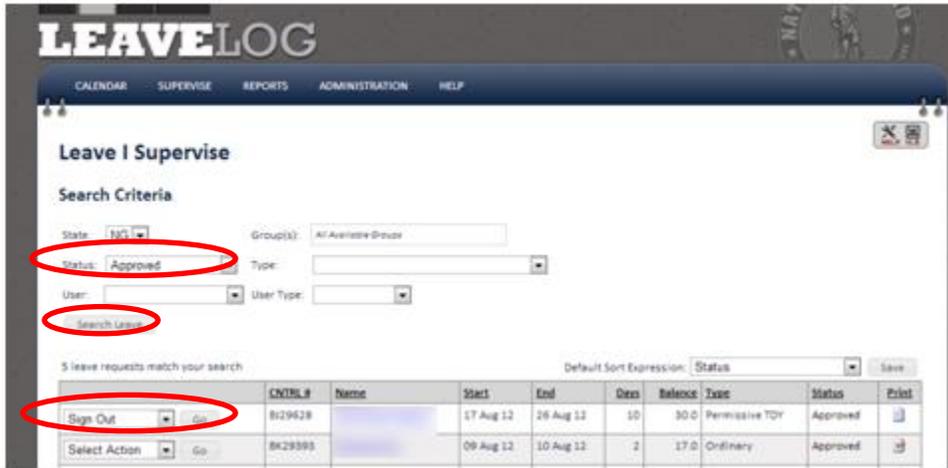
If this leave request requires a digital signature you will be directed to the digital signing page. Follow the steps on the screen to digitally sign the form.

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

## Signing a Leave Inputter Out/In for Leave

You can sign a soldier out for leave within 1 day of the leave start. To sign a soldier 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.
3. Click the **SEARCH LEAVE** button.
4. 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**.
5. 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.

6. 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 Leave Inputter 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 Leave Inputter 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 Leave Inputter to notify them that they have been signed in. You will receive a copy of this email.

### Adding an Extension for a Leave Inputter

If a Leave Inputter 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 Leave Inputter. To add an extension for a Leave Inputter, 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.
3. Click the **SEARCH LEAVE** button
4. 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 REQUEST**.
5. Click the **GO** button
6. On the form select an extension date, and add comments regarding the extension.

**LEAVELOG**

CALENDAR SUPERVISE REPORTS ADMINISTRATION HELP

### Add Extension

Extension Date  
2012-08-07

Comments:

Save [Cancel](#)

7. 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.
8. 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, 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 **SIGNED OUT** from the status drop down list.
3. Click the **SEARCH LEAVE** button
4. 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.
5. 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.

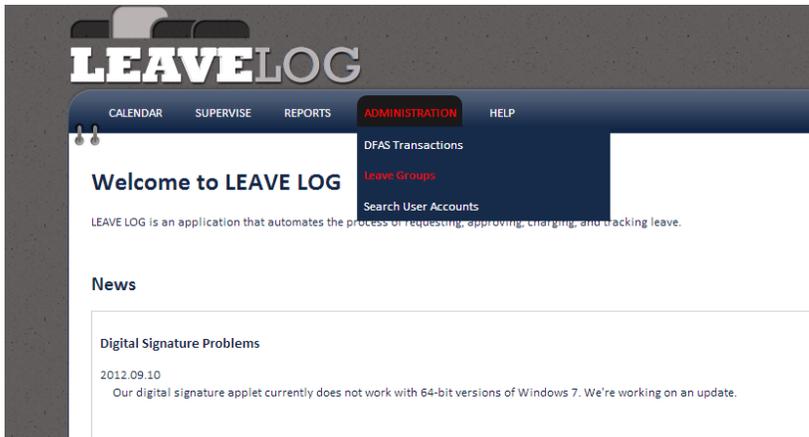
If this leave request requires a digital signature you will be directed to the digital signing page. Follow the steps on the screen to digitally sign the leave form.

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

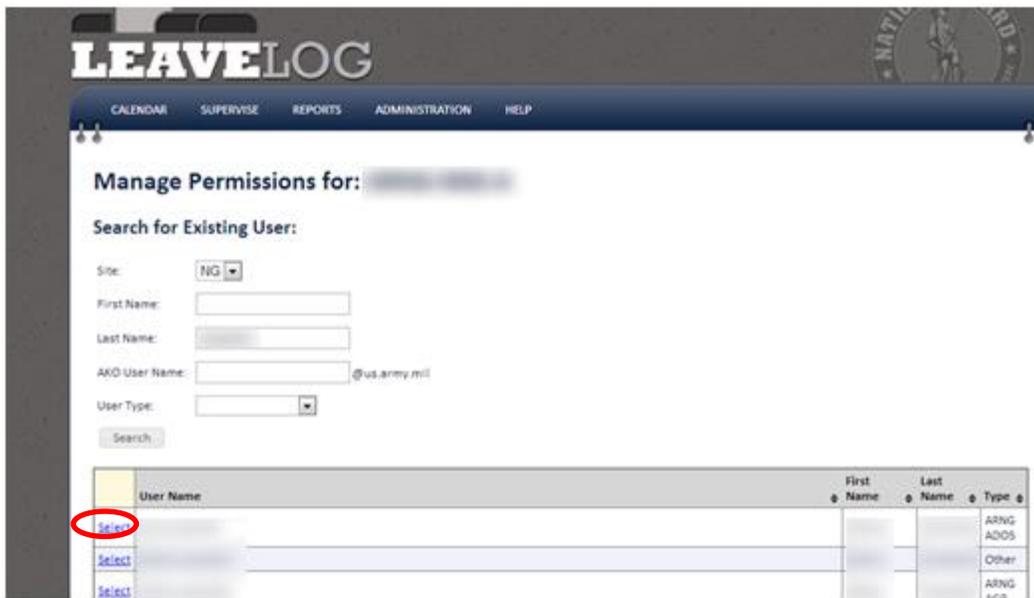
### Adding/Removing a User from Your Leave Group

To add/remove a Leave Inputter from a leave group, do the following:

1. Hover over the **ADMINISTRATION** tab in the navigation banner.
2. Click on **LEAVE GROUPS**.



3. Find the leave group you would like to modify and click **VIEW** next to the name.
4. To add someone, click the **ADD USER** button above the list of people.
5. 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.

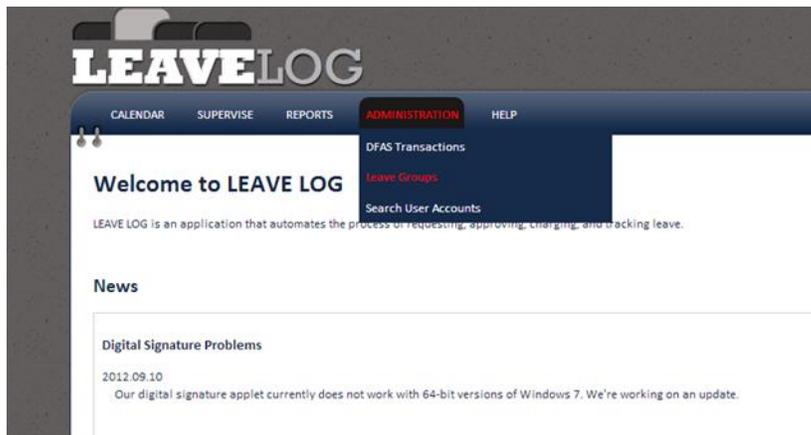


6. A list of the four permission roles will appear. Select the check box next to the appropriate role for the user. Click **SAVE ROLES**.

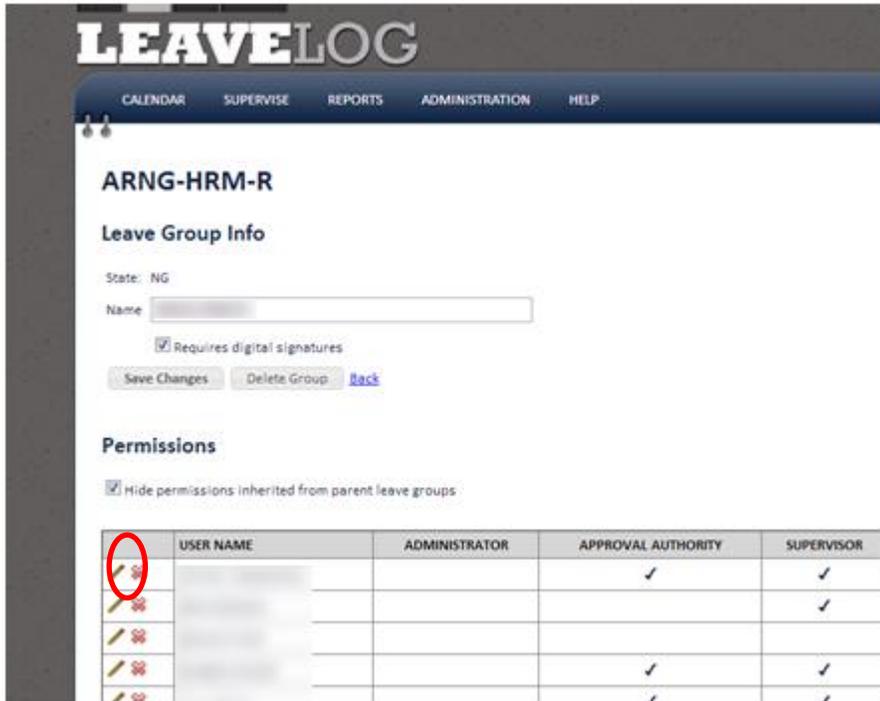


To remove a Leave Inputter, do the following:

1. Hover over the **ADMINISTRATION** tab in the navigation banner.
2. Click on **LEAVE GROUPS**.



3. Find the leave group you would like to modify and click **VIEW** next to the name.
4. 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.



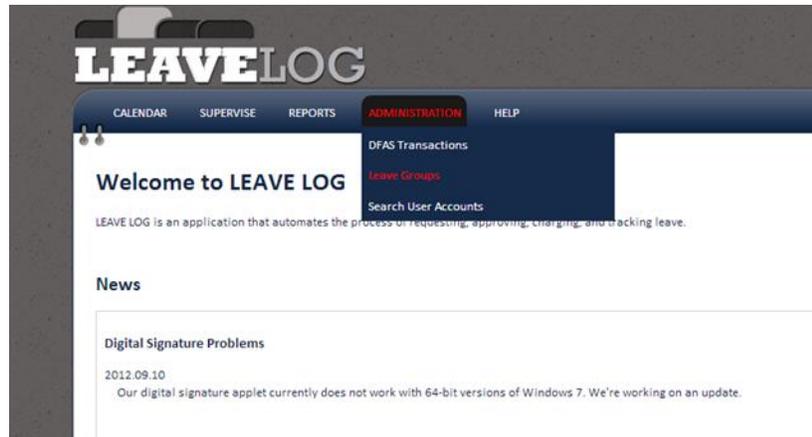
## Administration

### The Leave Group Hierarchy

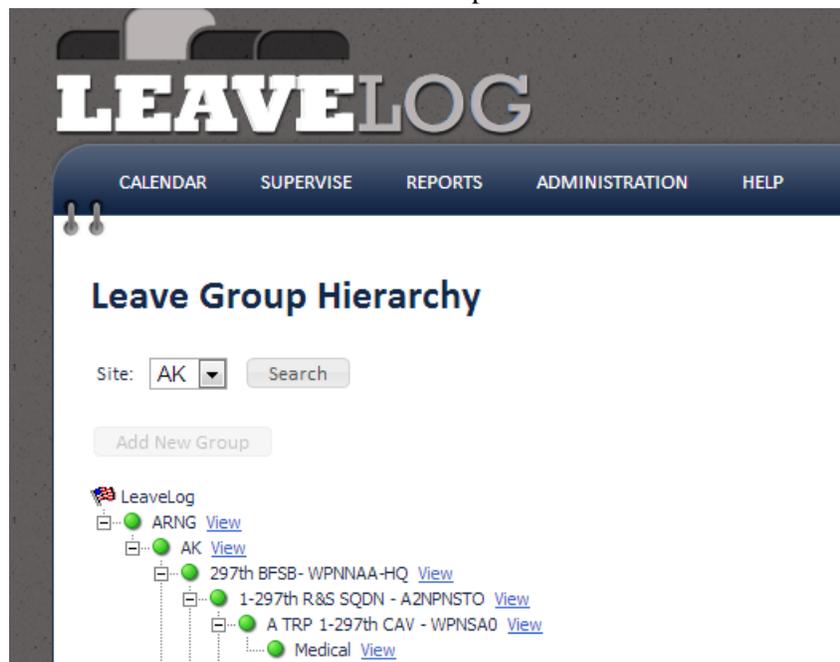
The leave group hierarchy is an organizational structure. Leave groups can be nested under each other to create a tree. Permissions for Users who are Administrators, Approval Authorities and or Supervisors cascade down to “child” groups. This means that if GroupA is the “parent” of GroupB, and I am a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

1. Hover over the **ADMINISTRATION** tab in the navigation banner.
2. Click on **LEAVE GROUPS**.



3. Click and hold the green ball next to the name of the leave group you would like to move.
4. Drag the green ball and release it on the group you would like to be the group's parent.
5. 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.



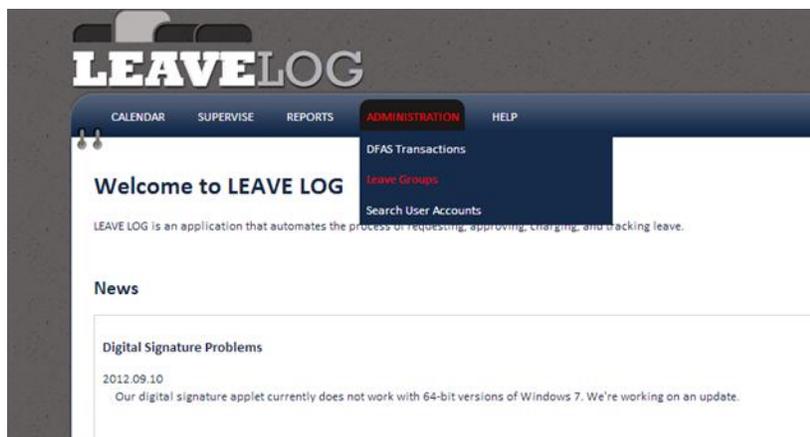
Email notifications are only sent to direct members of the leave group in which the leave was entered. If a user enters leave in a child group, the supervisors in the parent group do not get notified.

### Managing Leave Groups

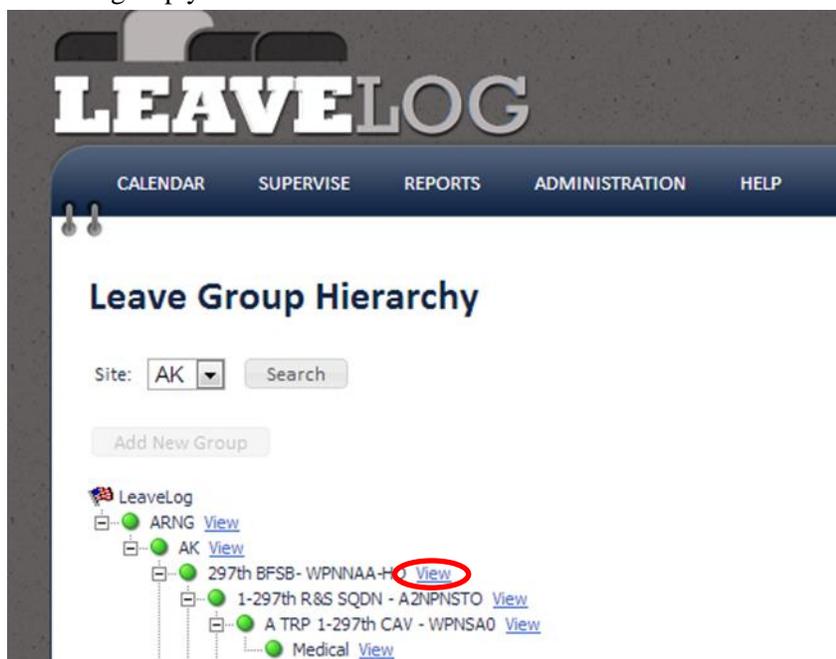
A leave group is a grouping of users. A user is assigned to a leave group in conjunction with a permissions role. Example: John Smith is a Supervisor for the 135<sup>th</sup> BCT leave group.

To edit a leave group, do the following:

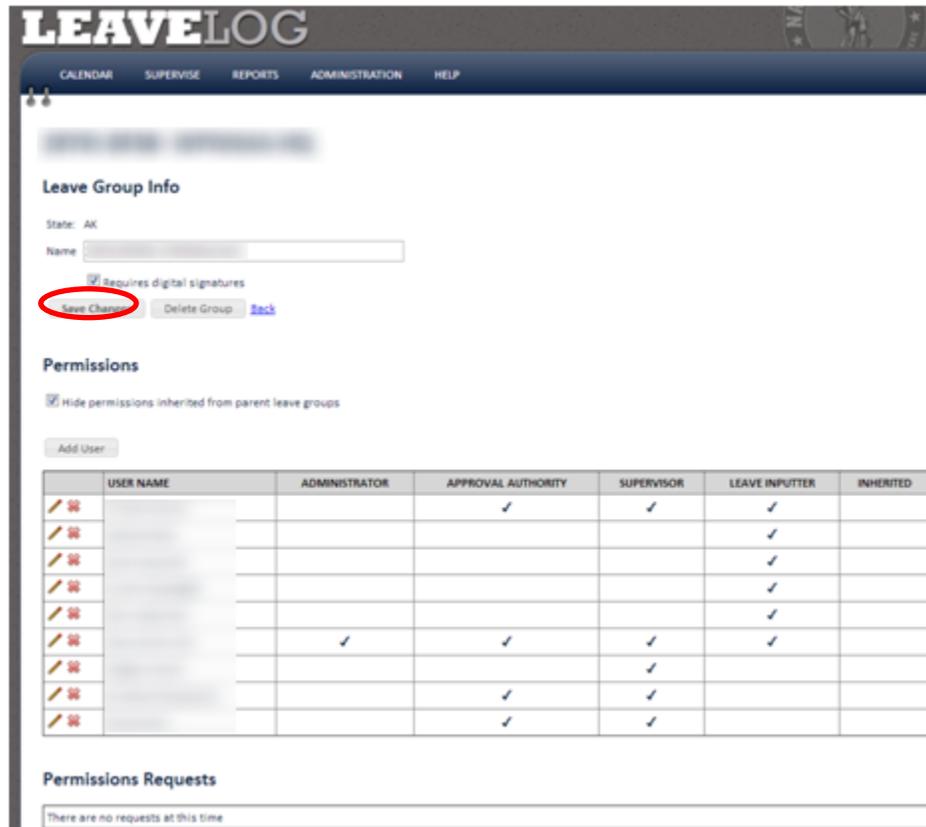
1. Hover over the **ADMINISTRATION** tab in the navigation banner.
2. Click on **LEAVE GROUPS**.



- Find the group you want to edit and click the **VIEW** button next to its name.

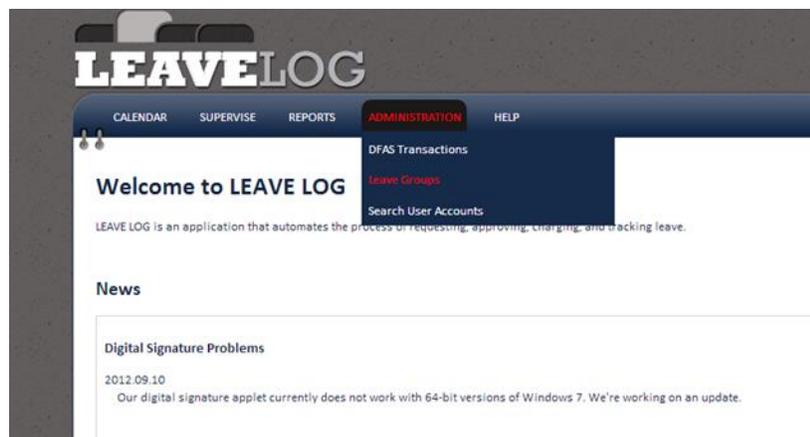


- From here, you can edit the group name, add users, remove users, view permission requests, and delete the group. Make changes as necessary, then click the **SAVE CHANGES** button.

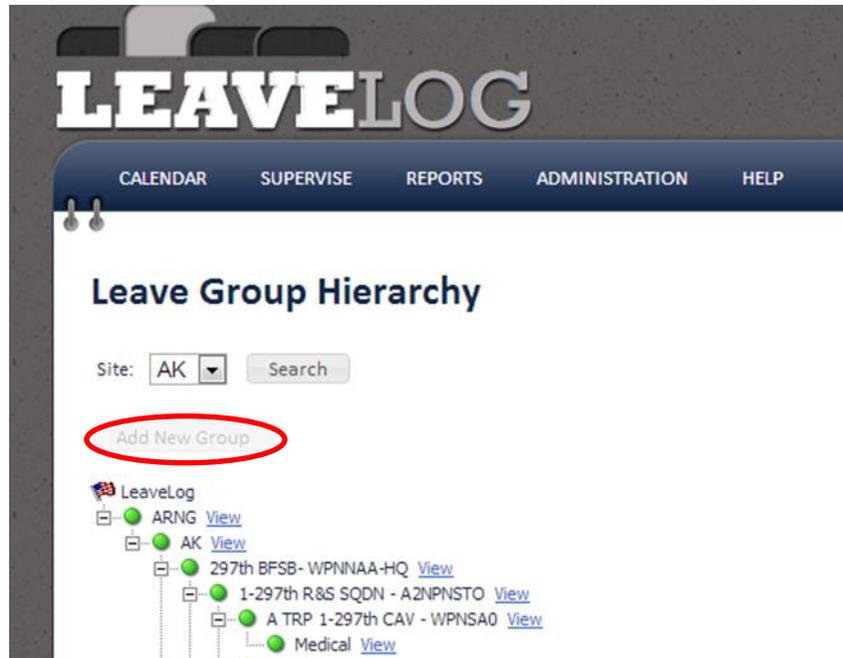


To add a leave group, do the following:

1. Hover over the **ADMINISTRATION** tab in the navigation banner
2. Click on **LEAVE GROUPS**.



3. Click the name of the group you'd like to create the new group under. If you have the appropriate permissions, the **ADD NEW GROUP** button will become active. Click that button.



4. 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.
5. 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.

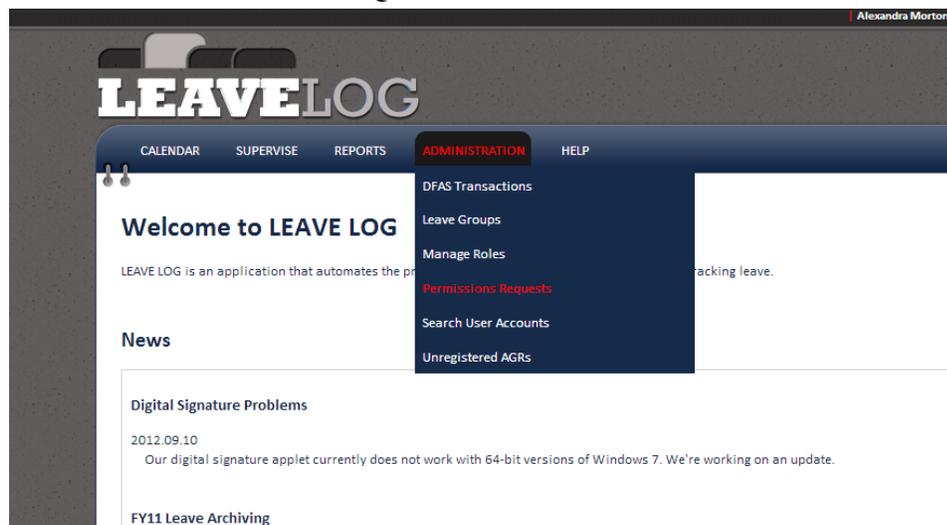
- ARNG-RMC-F sends LeaveLog a list of rejections from the previous day. Transactions that are rejected are marked “Rejected” in LeaveLog and the rejection code is added to the comments of the leave request.
- ARNG-RMC-F only sends LeaveLog DJMS-RC rejections. They do not send a list of which transactions 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.

## 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, and Administrators may approve/deny these permissions requests from users in their leave group(s).

To review a permissions request, do the following:

1. Hover over the **ADMINISTRATION** tab in the navigation banner.
2. Click on **PERMISSIONS REQUESTS**.



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

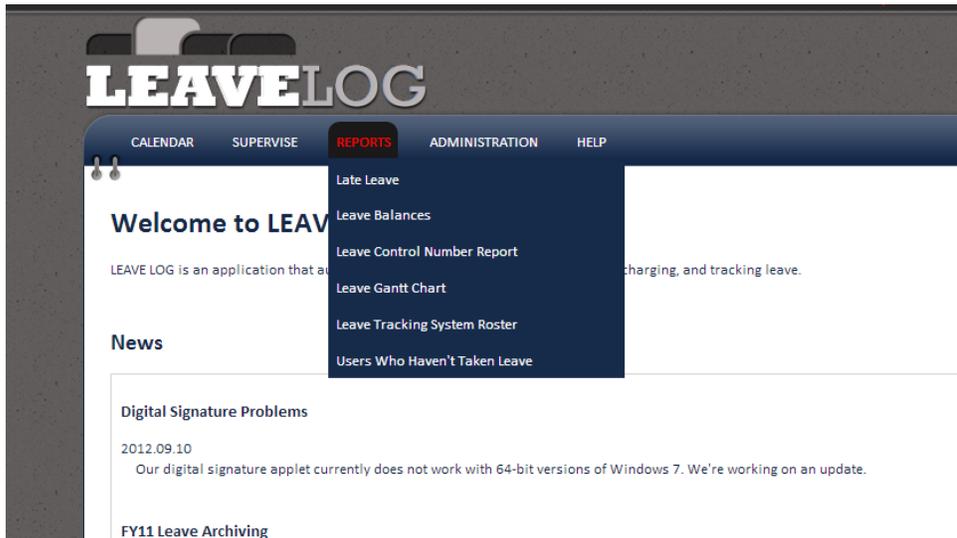


## Viewing Leave Reports

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

To locate these reports, do the following:

1. Hover over the **REPORTS** tab in the navigation banner, and 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 Leave Inputter 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 Leave Inputters 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

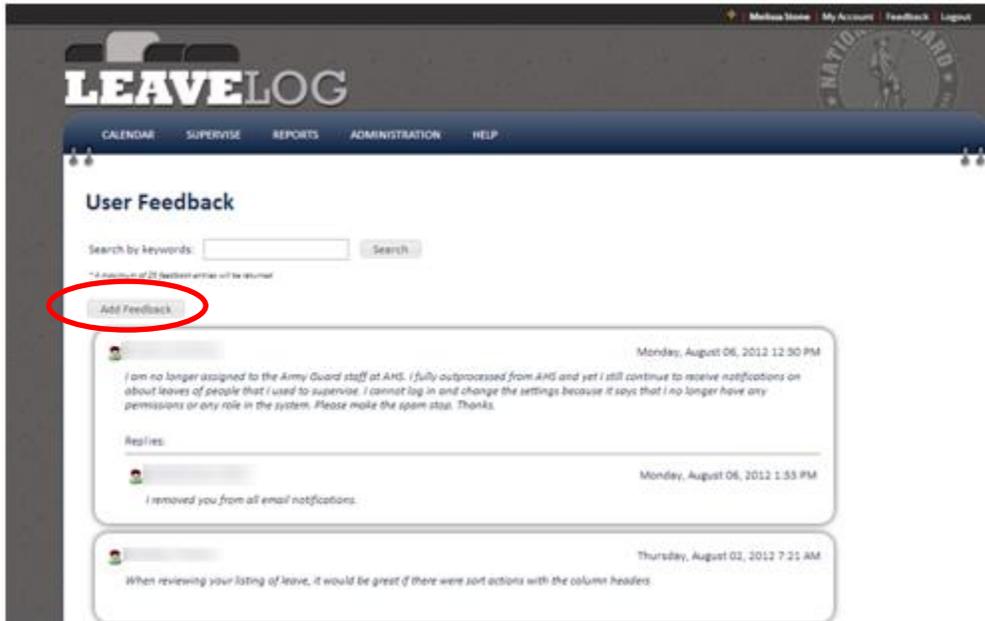
- DJMS-AC
  - Automated leave processing for any user paid from DJMS-AC (Active Army, Active Army Guard, etc)
  - Leave balances are downloaded from the leave master tables in DJMS-AC daily and displayed in LeaveLog
  - Leave transactions are batched and sent to ARNG-RMC-F daily. ARNG-RMC-F uploads the 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, do the following:

1. Click on **FEEDBACK** located in the top right corner of the screen.
2. Click the **ADD FEEDBACK** button.
3. Type your feedback in the Comments section. Click the **SAVE** button.



4-3.

## Terms and Definitions

- Leave Status<sup>2</sup>:
  - 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