

PCS Absence Request Change

1. You will build all PCS leave as a PCS leave event:

Cancel

Lookup

Search for: ABSENCE TYPE

Search Criteria

Show Operators

Category 1 (begins with)

Search Clear

Search Results

5 rows

Category 1

01-CHARGEABLE
02-NON-CHARGEABLE
03-ADMINISTRATIVE
04-PARENTAL
05-PCS EVENTS

2. Example: Report date 07/15/2024. PCS event Absence start 06/01/2024 End 07/14/2024

ABSENCES

Status	Initial
ABSENCE TYPE	05-PCS EVENTS
ABSENCE REASON	01-PCS ENTRIES
*BEGIN DATE	06/01/2024
END DATE	07/14/2024

3. ***Absence 1 Reason: House hunting begin date: 06/01/2024 & End Date 06/10/2024**

***Absence 2 Reason: PCS ABSENCE begin date 06/11/2024 & End date 07/14/2024**

PCS Entries Guidelines:

- The "BEGIN DATE" & "END DATE" fields are used to capture the entire date range from the time the **Member departs their current duty station until the day before they arrive at their new duty station.**
- In the "Additional Information" below, two Absence Reasons may be entered on this page by a HR Specialist or Member for PCS Entries. (NOTE: Only one is required)
- Please use ONLY "Absence 1 Reason" and "Absence 2 Reason" to capture the different absences being used by the Member during this PCS move.
 - All Absences must be contiguous (if multiple absences are entered) and the first Absence must start on the "BEGIN DATE" of the PCS Entries and the last Absence must end on the "END DATE" of the PCS Entries.
 - If any of the Birth/Non-Birth/Adoption/Foster Reasons are used, the Child's Birthdate field is required.
 - If an Adoption or Foster Reason is used, the Adopt/Foster Date field is required.

- Calculation of travel time can be found in JTR, par. 060206: <https://www.detravel.dod.mil/>
- Distance of travel can be calculated using Defense Table of Official Distance (DTOD): <https://dtod.transport.m>

Additional Information

*Supervisor Id	<input type="text"/>	Absence 2 Reason	PCS ABSENCE
*Related Assignment	<input type="text"/>	Absence 2 Sub-Reason	<input type="text"/>
*Contact Name	<input type="text"/>	Absence 2 Begin Date	06/11/2024
*Contact Phone	<input type="text"/>	Absence 2 End Date	07/14/2024
*Leave Address	<input type="text"/>	Absence 3 Reason	<input type="text"/>
*Geoloc Code	<input type="text"/>	Absence 3 Sub-Reason	<input type="text"/>
*Absence 1 Reason	HOUSE HUNTING	Absence 3 Begin Date	<input type="text"/>
Absence 1 Sub-Reason	<input type="text"/>	Absence 3 End Date	<input type="text"/>
Absence 1 Begin Date	06/01/2024	Child's Birthdate	<input type="text"/>
*Absence 1 End Date	06/10/2024	Adopt/Foster Date	<input type="text"/>

ents

4. This entry will create the individual Absences once approved (It will show as three different entries total. The entire event, the individual house hunting leave, and the individual PCS absence). If a change needs to occur to any of the Absences, the change should be made to the event entry. The individual Absences will update once the changes are approved.

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Benefits, Field Duty, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID

Q

Entry Type

ABSENCES

Entry ID

Status

Add

Search

Clear

8 rows

	Empl ID ↑↓	Name ↑↓	Earn/Deduct ID ↑↓	Instance ↑↓	Category 1 ↑↓	Category 2 ↑↓	Category 3 ↑↓	Begin Date ↑↓	End Date ↑↓	Status ↑↓	Prior Status ↑↓
	0003696303		2648906	1	05-PCS EVENTS	PCS ABSENCE		03/01/2024	04/09/2024	Approved	
	0003696303		2648905	1	05-PCS EVENTS	HOUSE HUNTING		02/20/2024	02/29/2024	Approved	
	0003696303		2648904	1	05-PCS EVENTS	01-PCS ENTRIES		02/20/2024	04/09/2024	Approved	

Travel Information Authorized travel dates are strictly dependent on distance and mode of travel

- Calculation of travel time can be found in JTR, par. 050205:
<https://www.defensetravel.dod.mil/>
- Distance of travel can be calculated using Defense Table of Official Distance (DTOD):
<https://dtod.transport.mil/>