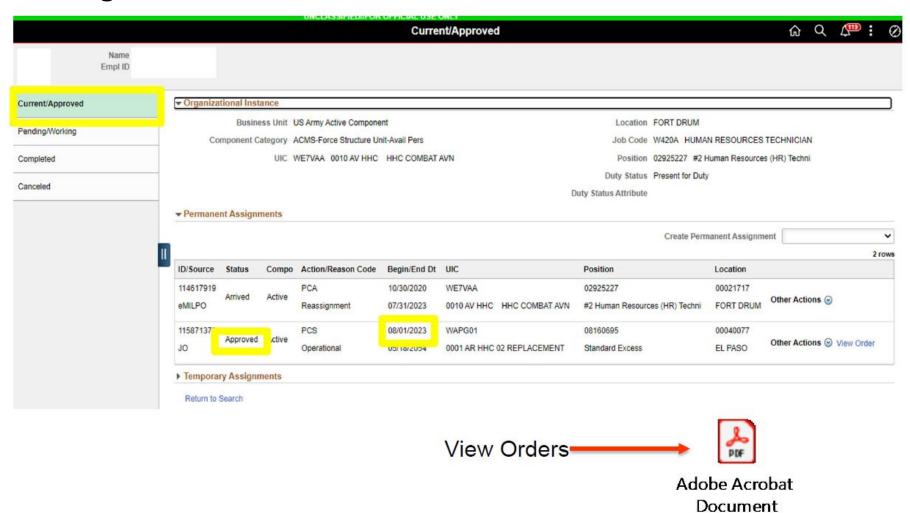
Absence Request



 Service member has an approved assignment with a report date of 1 August 2023



Absence Request (without House Hunting Absence)

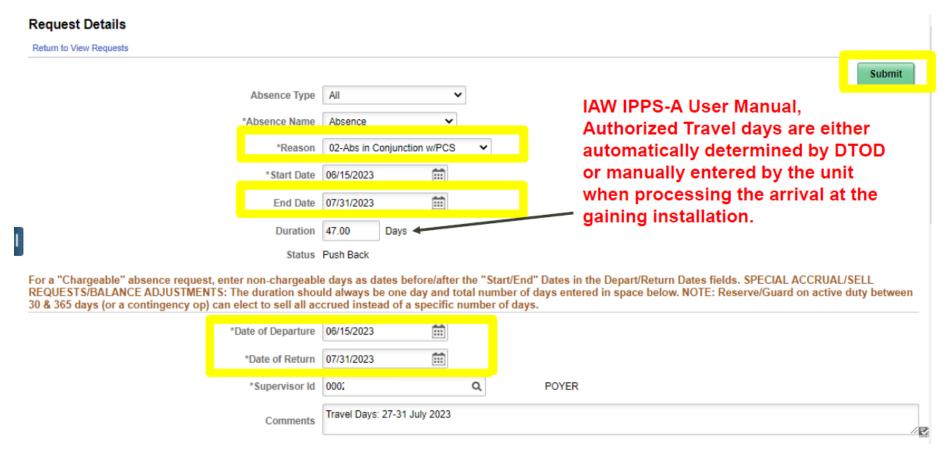


 User, via Self-Service, will navigate to the Absence Request tile and submit for an Absence Request in Conjunction with PCS



Absence Request (without House Hunting Absence)





- In the above example, it appears as if the Service member will be charged 47 days, however, during the arrival
 process, the ATD will automatically calculate based on losing and gaining unit zip codes. In the event the days need
 to be adjusted, the in-transit grid will allow the HR Pro to adjust, as necessary prior to processing the absence
 through DJMS.
- It is not necessary to annotate the ATD in the comments because it's automatically calculated, but you may do so as shown in the above example. It is optional.
- · Absence may only require unit commander approval (pending unit SOP/policies

Absence Request (with House Hunting Absence)

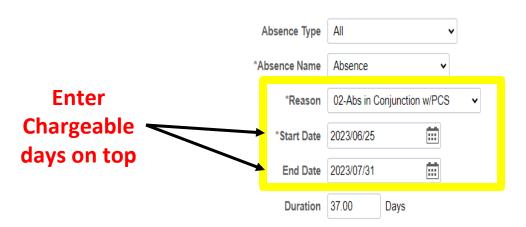


 User, via Self-Service, will navigate to the Absence Request tile and submit for an Absence Request in Conjunction with PCS



Absence Request (with House Hunting Absence)







For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.



- **Reminder**: Authorized Travel Days (ATD) will be automatically determined by Defense Table of Official Distance (DTOD) or manually entered by the unit when processing the arrival. The 37 chargeable days in the example above will adjust upon arrival to gaining unit.
- Absence may only require unit commander approval (pending unit SOP/policies).

Absence Request (with House Hunting Absence)



Request Details Return to View Requests Submit Absence Type *Absence Name Administrative Absence *Reason 01-House Hunting Start Date | 2023/06/15 ::: 2023/06/24 Duration 10.00 Days Check Eliaibility For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields, SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days. Q POYER *Supervisor Id Attached is my house hunting leave for PCS Comments

- Enter the House Hunting dates as shown above.
- House Hunting must be entered before the absence in conjunction with PCS period and must be included inside the entire absence period annotated as shown in the previous slide.
- Ensure the proper authority approves the House Hunting. Must be a commander LTC(O-5) or higher.

Absence Request Errors



The Start and End Dates of your absence are overlapping with existing absence. Please modify your Start and/or End Date.

You must forecast this absence before submitting.

Duration 10.00 Days

Check Eligibility View Eligibility Details



- Start and end date error means another absence is currently occupying the same dates. Fix the dates in the other absence before continuing with this one.
- Forecast error means you must click the "Check Eligibility" button. Then click the "View Eligibility Details" to see if there is an error.
- If you get no PCS assignment found, then you must put your PCS absence end date to 1 day prior to your PCS orders report date.