

CAPPS Desk Aid

## Military Leave Fiscal Year-End Process

**Note:** This Desk Aid was written to the specifications of CAPPS Central Agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Military Leave Fiscal Year-End Process

## Overview

Eligible employees can carry forward up to a maximum of 45 days or 360 hours unused military leave hours from one federal fiscal year (October through September) to the next. The **Military Leave Fiscal Year-End Process** inserts the MLTYX time reporting code on the timesheet as of Sept. 30 for removal of military leave in excess of 360 hours. The process must be run in the new federal fiscal year (after Sept. 30).

**Note:** If the **Military Leave Fiscal Year-End Process** is performed prior to Oct. 1, it processes the previous federal fiscal year.

## Processing Military Leave

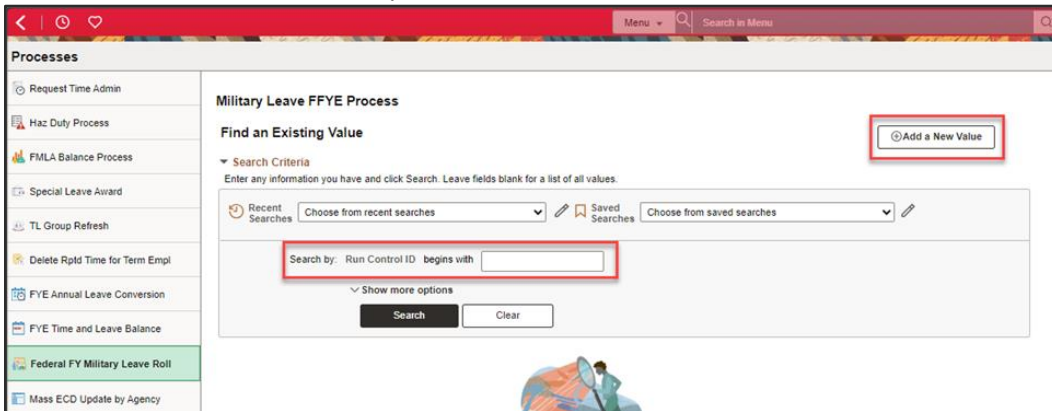
Ensure all military leave was entered on the appropriate employee’s timesheet.

### Navigation

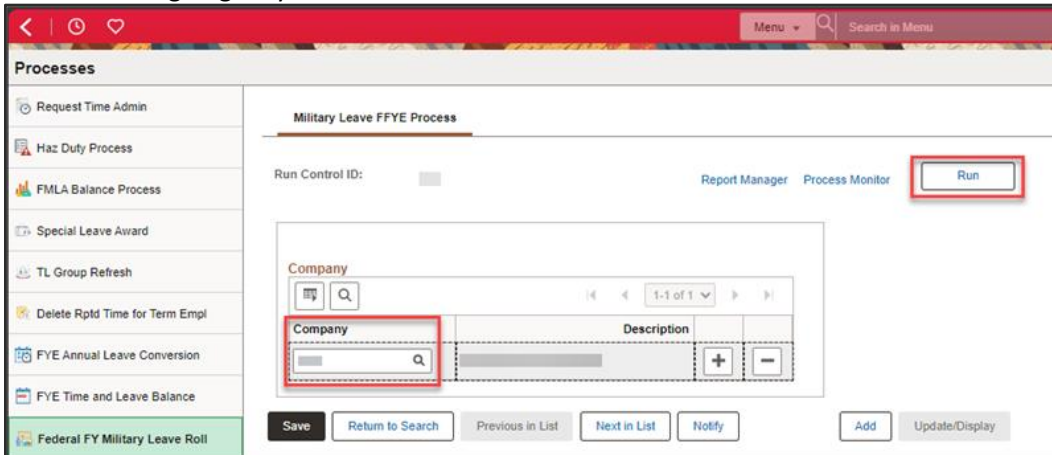
**NavBar:** Menu, Time and Labor, Process Time, Federal FY Military Leave Roll

To enter military leave, you must:

1. Search for an existing RUN CONTROL ID
- or–
- Select **Add a New Value** to set up a new **Run Control ID**.

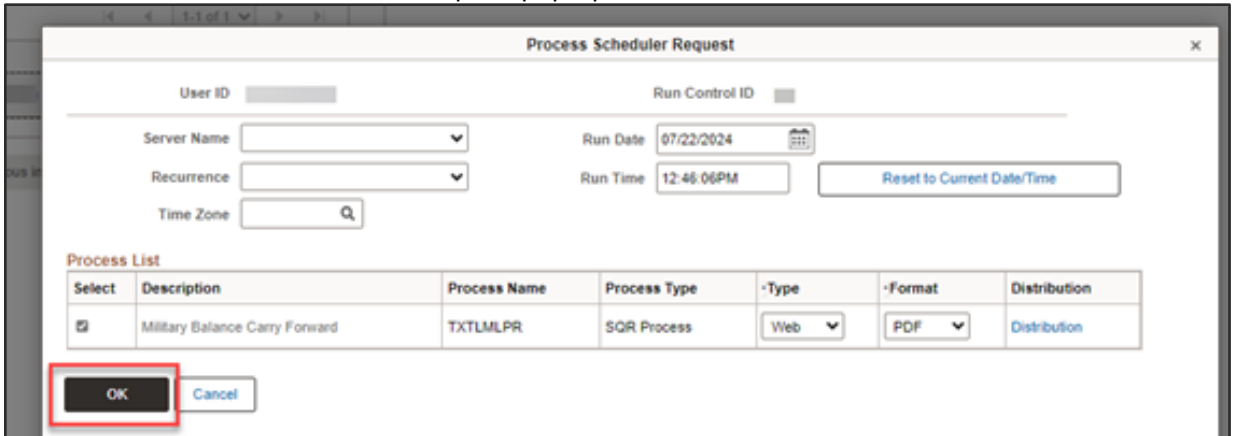


2. Enter the 3-digit agency number in the COMPANY field.

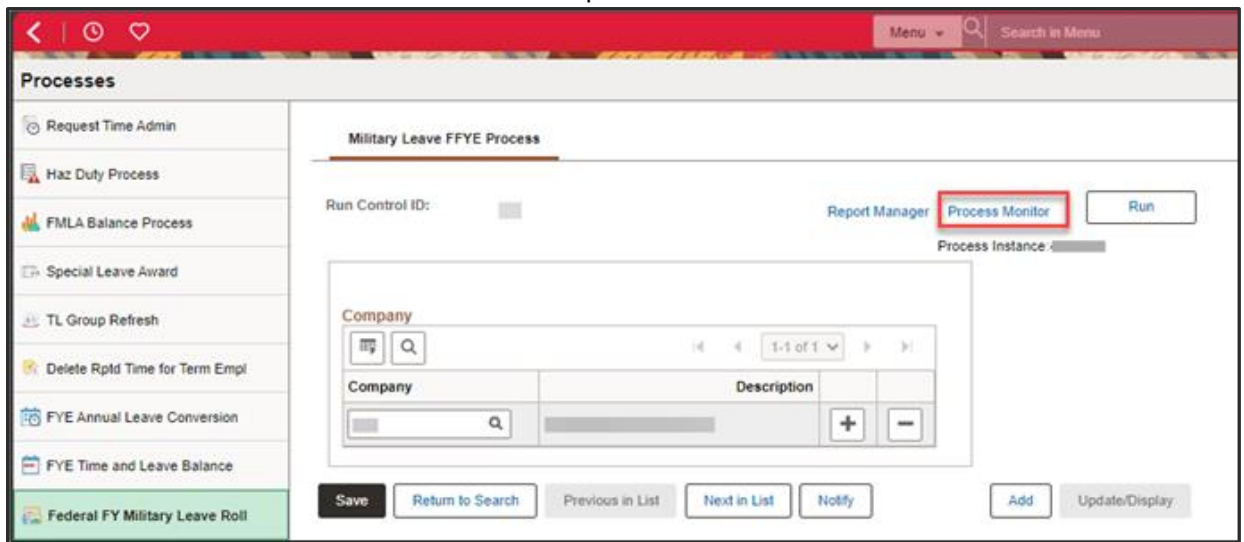


3. Select **Run**.

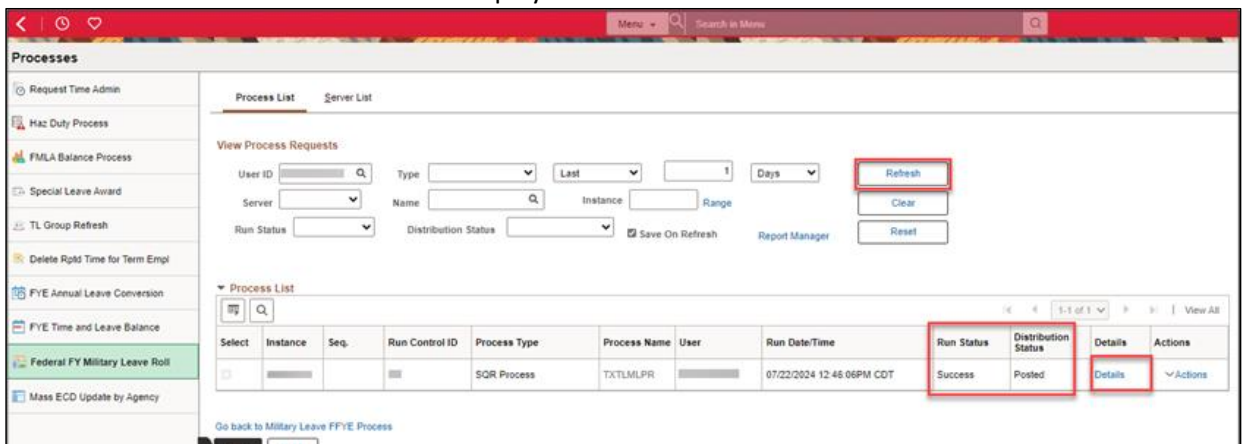
- Select **OK** in the *Process Scheduler Request* pop-up window.



- Select **Process Monitor** to view the status of the process.



- Select **Refresh** until the RUN STATUS displays **Success** and DISTRIBUTION STATUS indicates **Posted**.



- Select **Details** once **Success** and **Posted** displays.

8. Select **View Log/Trace** in the *Process Details* pop-up window.

**Process Detail**

**Process**

Instance: [Redacted] Type: SQR Report  
 Name: TXTLMLRP Description: Military Leave FFYE Report  
 Run Status: Success Distribution Status: Posted

**Run**

Run Control ID: [Redacted]  
 Location: Server  
 Server: HCMMNT11  
 Recurrence: [Redacted]

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content  Restart Request

**Date/Time**

Request Created On: 07/22/2024 12:58:41PM CDT  
 Run Anytime After: 07/22/2024 12:58:23PM CDT  
 Began Process At: 07/22/2024 12:59:02PM CDT  
 Ended Process At: 07/22/2024 12:59:15PM CDT

**Actions**

[Parameters](#) [Transfer](#)  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

OK Cancel

9. Select the **.pdf file** under the **File List** section on the *View Log/Trace* details page.

**View Log/Trace**

**Report**

Report ID: [Redacted] Process Instance: [Redacted] Message Log  
 Name: TXTLMLRP Process Type: SQR Report  
 Run Status: Success

Military Leave FFYE Report

**Distribution Details**

Distribution Node: PSREPORTS Expiration Date: 08/21/2024

**File List**

Name	File Size (bytes)	Datetime Created
SQR_TXTLMLRP_4890497.log	2,343	07/22/2024 12:59:15.549423PM CDT
txtmlrp_4890497.out	8	07/22/2024 12:59:15.549423PM CDT
txtmlrp_4890497_1.PDF	2,720	07/22/2024 12:59:15.549423PM CDT

**Distribute To**

Distribution ID Type: [Redacted] Distribution ID: [Redacted]

User: [Redacted]

Return

Once selected, the report displays in a new tab.

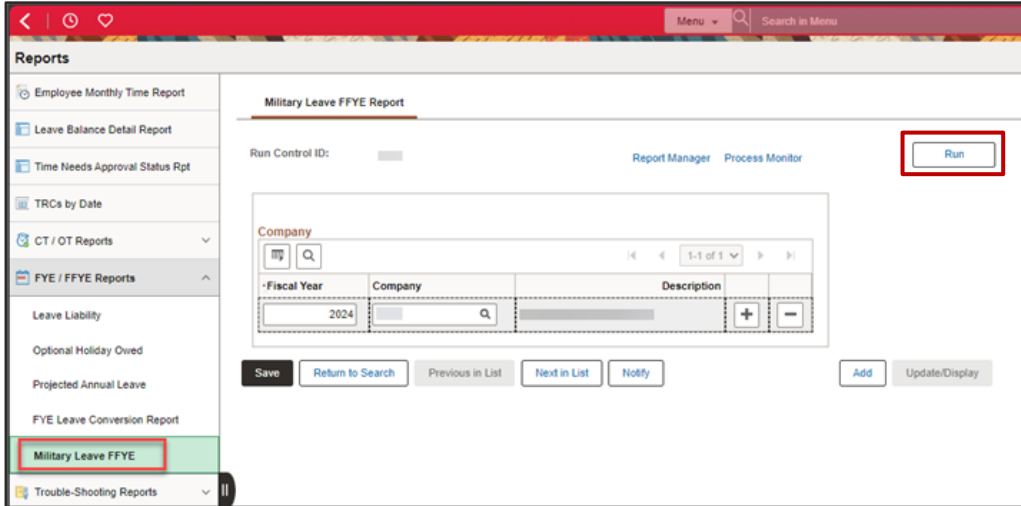
## Viewing the Military Leave Report

### Navigation

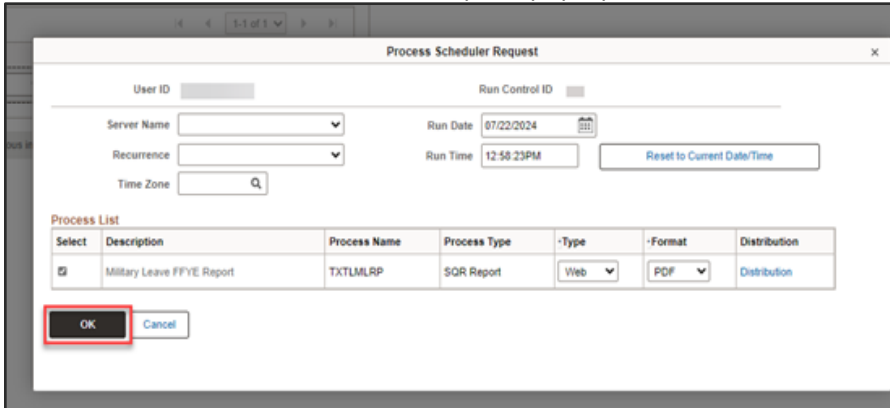
**Dashboard:** Time and Labor; **Tile:** Reports, FYE/FFYE Reports, Military Leave FFYE Report

To view the military leave that has been processed, you must:

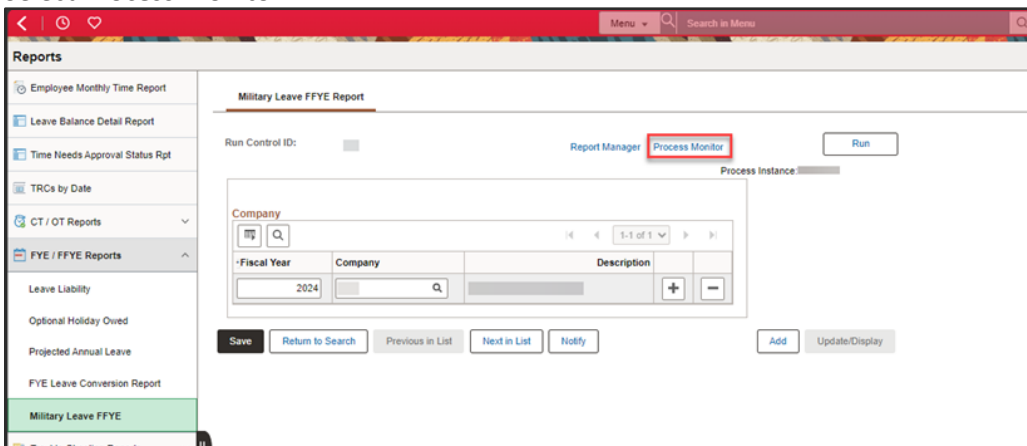
1. Select **Run**.



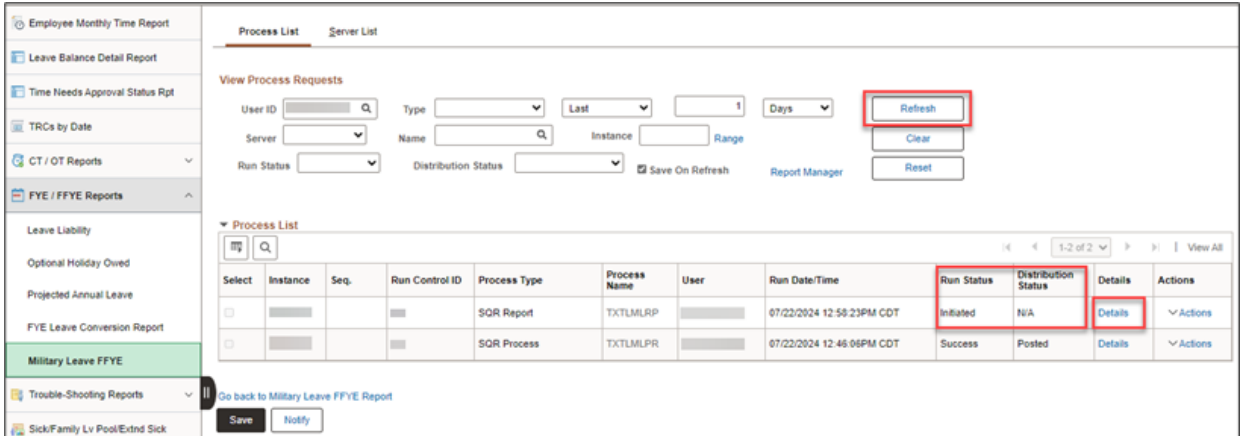
2. Select **OK** on the *Process Scheduler Request* pop-up window.



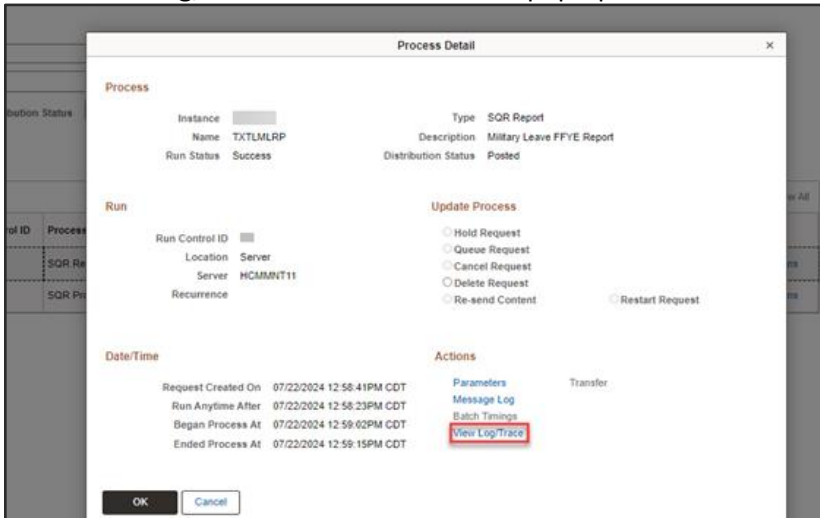
3. Select **Process Monitor**.



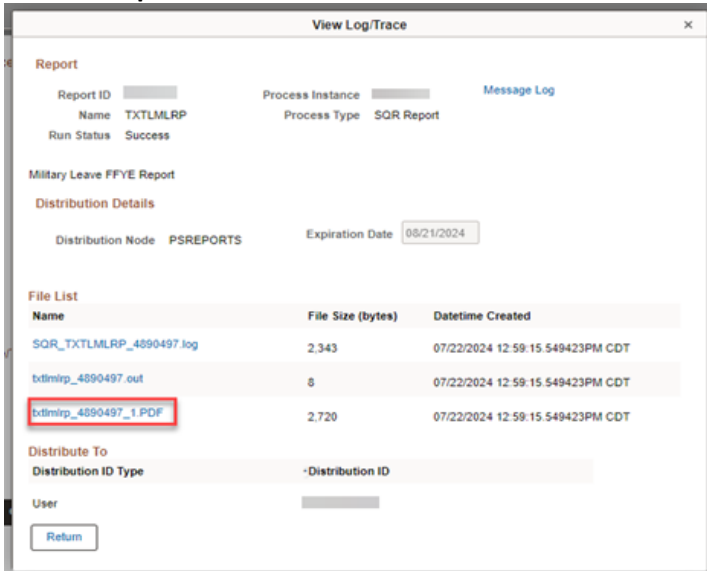
4. Select **Refresh** until the RUN STATUS displays **Success** and DISTRIBUTION STATUS indicates **Posted**.



5. Select the **Details** link.
6. Select **View Log/Trace** in the *Process Detail* pop-up window.



7. Select the **.pdf file** under the **File List** section on the *View Log/Trace* pop-up window.



Once selected, the report displays in a new tab.

## Revision History

Date	Description of Change	Changed By
Aug. 23, 2024	Initial release.	M. Lambert