



# Command Leave Administrator (CLA)

# Objectives



Discuss the roles and responsibilities of a CLA

# Overview



- Accessing e-Leave
- Submit e-Leave request for members
- Approve a Members e-Leave Request
- Extend a members e-Leave Request
- Recycle a Member's e-Leave Request
- Resubmit an e-Leave Request for a member
- Cancel a Member's Approved e-Leave Prior to Check out
- Check a Member Out On Leave
- Check a Member in From Leave

# Accessing e-Leave



DOD CAC AUTHENTICATION

- Command Leave Administrator ▾

Last login: 03-22-2023 10:17

**LOGON**

WEDNESDAY, MARCH 22 **ONLINE**

# Accessing e-Leave

A screenshot of the NSIPS (Navy Standard Integrated Personnel System) e-Leave interface. The interface is divided into several sections:

- Header:** "Favorites" and "Main Menu" links are visible in the top left.
- NSIPS Logo:** The logo for the Navy Standard Integrated Personnel System is prominently displayed.
- Menu:** A vertical sidebar on the left contains a "Menu" section with various options such as "My Favorites", "User Release Information", "Employee Self Service", "Electronic Service Record", "Worklist", "Reporting Tools", "ERM Security Administration", "My Profile", "DOO ID Lock Up", "NSIPS Report Manager", "Notification Inbox", "Change My Password", and "DAIR Link".
- e-Leave Home:** The main content area is titled "e-Leave Home" and is organized into three categories:
  - Setup:** Includes icons for "Dept / Div / Shop / Duty Setup", "Reviewer/Approver Mass Setup", "Civilian Profile Setup", "Member Dept/Div/Shop/Duty Setup", "Dept/Div/Shop/Duty Mass Setup", "Member Profile Mass Setup", "CLA Profile Setup", "Member Profile Setup", and "Member Profile Mass Update".
  - e-Leave:** Includes icons for "e-Leave Request", "e-Leave Extension Request", "Manage e-Leave Transactions", "e-Leave Inquiry", "e-Leave Check Out / Check In", "e-Leave Inquiry Log", "New e-Leave Request", and "Who's my CLA?".
  - Reports:** Includes icons for "e-Leave Report Log", "e-Leave Address Report", "e-Leave On Leave Report", "e-Leave Routing Time Report", "e-Leave Convalescent Childbirth Leave Report", "e-Leave Reports", "e-Leave Transaction Audit Report", "e-Leave Balances Report", "e-Leave Overdue Actions Report", "e-Leave Parental Leave Report", "e-Leave Mass Print", "e-Leave Type Report", "e-Leave Reviewer/Approver Report", and "e-Leave CLA Identified Action Report".
- Footer:** A link for "e-Leave Summary of Changes" is located at the bottom center of the main content area.

# Submit e-Leave request for members



1. Click e-Leave Request.
2. Enter a UIC. Search criteria can be further refined by adding EmplID, Name, Dept, Div, etc. NOTE: Name field is case sensitive.
3. Click Search.
4. Select the appropriate Member.
5. Complete the following sections of the e-Leave Request form:
  - Member's Information
  - Leave Request Information
  - Normal Work Schedule
  - Leave Address
  - Leave Phone
  - Ship or Station
  - Report on Expiration of Leave
  - Comments
6. Click Submit e-Leave Request. Requests can be saved by clicking Save for Later.
7. Verify Reviewer and Approver workflow. Reviewer can be added or deleted.
8. Check the checkbox to verify or certify there are sufficient funds to cover the leave.
9. Use the Lookup icon to search for a different Military Approver if needed.
10. Click Submit for Approval.
11. Click No to route for review approval unless directed to approve.

The following steps have been taken from the e-Leave JPA in NSIPS under the Training section. For more information on how to navigate to these JPA's( job performance aids) please refer to "NSIPS Navigations" PowerPoint Training

# Submit e-Leave request for members



A screenshot of the NSIPS (Navy Standard Integrated Personnel System) e-Leave Home page. The page is divided into several sections: "Setup", "e-Leave", and "Reports". The "e-Leave" section contains a grid of icons for various actions. The "New e-Leave Request" icon is highlighted with a red rectangular box. A yellow callout box with a black border points to this icon, containing the text "Select New e-leave Request". The left sidebar shows a "Menu" with various navigation options like "My Favorites", "User Release Information", and "Employee Self Service". The top of the page has "Favorites" and "Main Menu" links, and the NSIPS logo is prominently displayed.

Select New e-leave Request

# Submit e-Leave request for members



**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

emp ID begins with  
Name begins with  
UIC begins with  
Department begins with  
Division begins with  
Begin Date =  
e-Leave Request Status =  
Authorization Number begins with

Limit the number of results to (up to 300): 300

**Search** Clear Basic Search Save Search Criteria

Search Results  
300 of 349 results are displayed.

View All First 1-100 of 300 Last

| Empl ID | Name | UIC     | Department | Division | Begin Date | e-Leave Request Status | Authorization Number |
|---------|------|---------|------------|----------|------------|------------------------|----------------------|
|         |      | HRSC    | (blank)    |          | 03/17/2022 | Cancelled              |                      |
|         |      | HRSC    | (blank)    |          | 04/08/2022 | Cancelled              |                      |
|         |      | HRSC    | (blank)    |          | 04/29/2022 | Auto Cklin             |                      |
|         |      | HRSC    | (blank)    |          | 06/10/2022 | Auto Cklin             |                      |
|         |      | HRSC    | (blank)    |          | 07/01/2022 | Auto Cklin             |                      |
|         |      | HRSC    | (blank)    |          | 11/03/2022 | Auto Cklin             |                      |
|         |      | HRSC    | (blank)    |          | 12/09/2022 | Auto Cklin             |                      |
|         |      | HRSC    | (blank)    |          | 02/13/2023 | Cancelled              |                      |
|         |      | HRSC    | (blank)    |          | 02/13/2023 | Auto Cklin             |                      |
|         |      | HRSC    | (blank)    |          | 03/10/2023 | Auto Cklin             |                      |
|         |      | HRSC    | (blank)    |          | 03/24/2023 | Approved               |                      |
|         |      | HRSC    | (blank)    |          | 05/16/2023 | Approved               |                      |
|         |      | HRSC    | (blank)    |          | 05/31/2023 | Approved               |                      |
|         |      | HRSC    | (blank)    |          | (blank)    | (blank)                |                      |
|         |      | (blank) | (blank)    |          | (blank)    | (blank)                |                      |

Search criteria can be further refined by adding

- UIC
- EmpID(SSN)
- Name(field is case sensitive)
- Dept
- Div

Select Search

Select the appropriate members name.

# Submit e-Leave request for members



Blocks 1-10e will auto populate in accordance to the members Profile information.

Block 9-ensure this is up to date, this block can change for a multitude of reasons

| e-Leave Request for            |                                          | Request Status:                      |                      |                         |
|--------------------------------|------------------------------------------|--------------------------------------|----------------------|-------------------------|
| <b>Member's Information</b>    |                                          |                                      |                      |                         |
| 1. Date of Request: 03/22/2023 | 2. Leave Control Number:                 | 3a. Dept: HRSC                       | 3b. Division:        | 3c. Shop:               |
| 4. SSN:                        | 5. Name:                                 | 6. Rank/Rate: PS1                    |                      |                         |
| 7. Ship/Station: MNCC          | 8. Duty Section: DS 8                    | *9. Duty Phone: <input type="text"/> |                      |                         |
| As of 03/22/23                 | 10a. Bal Last FY: +059.5                 | 10b. Earned This FY: 15.0            | 10c. Used This FY: 8 | 10d. Current Bal: 066.5 |
| 11. Leave Sold: 0.0            | 10e. Proj Bal to EAOS ( 07/27/26): 166.5 |                                      |                      |                         |
| Email Address                  |                                          |                                      |                      |                         |

Block 10c- Shows the number of leave days used this FY

10d- shows your current leave balance

10e-shows the number of leave day the member will earn by there EAOS

# Submit e-Leave request for members



**e-Leave Request Information**

\*12a. Type of Leave:   12b. Pre-Staged Leave   \*13. Primary Travel Mode:

\*14a. Leave Begin:   \*14b. Begin Military Time:  \*15a. Leave Return Date:   \*15b. Return Military Time:

16a. Days Requested:  17. Authorized BAS:  Meal Pass #:

**18. Normal Work Schedule**

The Day of Departure is a Normal Working Day:  The Day of Return is a Normal Working Day:   
Normal Working Hours Day of Departure From:  To:   
Normal Working Hours Day of Return From:  To:

**19. Inclusive Leave Period to be Charged / Reported**

First:  Last:   
Number of Days to be Charged / Reported:   
\*\*In consideration of the Member's completion of a full workday (as defined in MILPERSMAN, NAVPERS 15560) on the days of departure and return, the Inclusive Days shown are correct and proper for charging as Leave.

12a-select the appropriate leave request type by selecting the magnifying glass  
13-the primary travel mode  
14a-15b- simply fill in time and date the member is requesting to take  
18-ensure you fill out the correct working hours as this can change how many days the member is charged based on his request date/time.  
19-will give you the dates and the number of days charged per the information filled out in the previous blocks

# Submit e-Leave request for members



**FOR USE OUTUS ONLY**

Leaving Area of PERMDUTY STA:  Yes  No      PERMDUTY STA Departure Date:       PERMDUTY STA Return Date:   
Designated Area Departure Date:       Designated Area Return Date:   
Taking Leave INCONUS:  Yes  No      CONUS Arrival Date:       CONUS Departure Date:

**20. e-Leave Address** First 1 of 1 Last

\*Street 1:        Same Address as Home      20.a. Accompanied by Family Member(s)?  + -  
Street 2:   
\*City:   
State:        Zip Code:    
\*Country:        United States

**Previous e-Leave Address** Find | View All | First 1 of 1 Last

| Select                   | Street 1 | Street 2 | City | State | Country |
|--------------------------|----------|----------|------|-------|---------|
| <input type="checkbox"/> |          |          |      |       | US      |

**FOR USE OF OUTUS ONLY**-only use if leave is outside of the US only.

20e- will have the members address already established in there ESR. Can be automatically selected by selecting the box labeled “previous e-Leave address” or by manually entering a new leave address.

20.a.-select if accompanied by family member(s) as applicable using the drop down arrow

# Submit e-Leave request for members



21. e-Leave Phone First 1 of 1 Last

Domestic  International

Same Phone as Home  Same Phone as Cell

\*Phone Type:  \*Phone Number:

**Previous e-Leave Phone** Find | View All | First 1-2 of 2 Last

| Select                   | Phone Type | Phone Number |
|--------------------------|------------|--------------|
| <input type="checkbox"/> | Home       |              |
| <input type="checkbox"/> | Cellular   |              |

22. Ship or Station (including telegraphic address)

\*Ship/Station:

Street address:

\*City:

\*State:  \*Zip Code:

\*Telegraphic Address:

23. Report on Expiration of Leave

250 characters remaining

24. Comments (Max of 400 characters)

Save For Later Submit e-Leave Request e-Leave Inquiry e-Leave History

21e- either manually enter or select a phone number under “previous e-Leave Phone” section

22-will consist of your ship or stations address. This is automatically filled out in accordance to the members NSIPS profile

24-Must be filled out prior to submitting ex: “respectfully requesting to take leave for the time period above to attend the NCAA tournament”

\*\*\*Once all fields have been properly populated simply select “submit e-Leave request”\*\*\*

# Submit e-Leave request for members



| Reviewer(s)     |                      |                      |                      |           |     |                      |                                     |
|-----------------|----------------------|----------------------|----------------------|-----------|-----|----------------------|-------------------------------------|
| Sequence Number | Military Reviewer    | Civilian Reviewer    | Email Address        | Rank/Rate | UIC | Title/Position       | Watch Coordinator                   |
| 1               | <input type="text"/> | <input type="text"/> | <input type="text"/> | EMNC      |     | <input type="text"/> | <input checked="" type="checkbox"/> |
| 2               | <input type="text"/> | <input type="text"/> | <input type="text"/> | PSC       |     | <input type="text"/> | <input type="checkbox"/>            |
| 3               | <input type="text"/> | <input type="text"/> | <input type="text"/> | PSCM      |     | <input type="text"/> | <input type="checkbox"/>            |

| Approver        |                      |                      |                      |           |     |                      |                                     |
|-----------------|----------------------|----------------------|----------------------|-----------|-----|----------------------|-------------------------------------|
| Sequence Number | Military Approver    | Civilian Approver    | Email Address        | Rank/Rate | UIC | Title/Position       | Primary Approver                    |
| 1               | <input type="text"/> | <input type="text"/> | <input type="text"/> | CDR       |     | <input type="text"/> | <input checked="" type="checkbox"/> |

I certify that I have sufficient funds to cover the cost of round trip travel. I understand that should any portion of this leave, if approved, result in my taking more leave than I can earn on my current unextended enlistment or current active duty obligation, my pay will be checked for such excess leave.

The members reviewer list is also self populated from how the service members profile was initially set up.

Ensure a watch coordinator is selected  
And use the “+” or “-” button to add additional personnel for routing or to delete personnel from routing.

Ensure a Primary approver is selected under the “Approver” section and check the acknowledgment block at the bottom of the section.

Select “Submit for Approval” when all fields have been filled.

# Submit e-Leave request for members



Message

You have created this e-Leave Request as a Command Leave Administrator. (32200,37)

Do you desire to approve this request yourself? Click Yes to approve or No to route to listed approver(s).

This message will always populate when submitting a leave request for another member.

Select “yes” only if you intended to completely bypass the routing

Select “no” to route through the personnel listed on the leave request.

# Approve a Members e-Leave Request



In addition to submitting e-Leave Requests for personnel, the CLA is also capable of approving a Member's e-Leave Request. The CLA will approve leave ONLY when directed, otherwise the e-Leave Request is to follow the established routing chain.

## Procedure

1. Click e-Leave Inquiry.
2. Click e-Leave Request(s) pending Recommendation/Approval.
3. Click View Details for the appropriate e-Leave Request.
4. In the Approver's Comments section, enter a comment describing direction for approving the e-Leave Request and click Approve.
5. View verification.

The following steps have been taken from the e-Leave JPA in NSIPS under the Training section. For more information on how to navigate to these JPA's( job performance aids) please refer to "NSIPS Navigations" PowerPoint Training

# Approve a Members e-Leave Request



A screenshot of the NSIPS (Navy Integrated Personnel System) e-Leave Home page. The page is divided into several sections: "Setup", "e-Leave", and "Reports". The "e-Leave" section contains a grid of icons for various functions. The "e-Leave Inquiry" icon, which shows a magnifying glass over a document, is highlighted with a red rectangular box. A yellow callout box with a black border points to this icon, containing the text "Click e-Leave Inquiry." The left sidebar shows a "Menu" with various system navigation options. The top of the page displays the NSIPS logo and "Main Menu" links.

Click e-Leave Inquiry.

# Approve a Members e-Leave Request



**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

EmpID begins with

Name begins with

UIC begins with

Department begins with

Division begins with

Begin Date =

e-Leave Request Status =

Authorization Number begins with

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Search criteria can be further refined by adding

- UIC
- EmpID(SSN)
- Name(field is case sensitive)
- Dept
- Div

Select Search

# Approve a Members e-Leave Request



My e-Leave Request(s)

View All | [Print] | [Refresh] First 1-10 of 89 Last

| Leave Control No. | Begin Date | Return Date | Days Charged / Reported | Request Status   | Type of Leave | View Details                 |
|-------------------|------------|-------------|-------------------------|------------------|---------------|------------------------------|
|                   | 09/01/2023 | 09/01/2023  | 1                       | Pending Approval | Ordinary      | <a href="#">View Details</a> |
|                   | 08/17/2023 | 08/18/2023  | 2                       | Pending Approval | Ordinary      | <a href="#">View Details</a> |
|                   | 07/26/2023 | 07/28/2023  | 3                       | Pending Approval | Ordinary      | <a href="#">View Details</a> |
|                   | 06/26/2023 | 06/26/2023  | 1                       | Pending Approval | Ordinary      | <a href="#">View Details</a> |
|                   | 06/19/2023 | 06/24/2023  | 5                       | Pending Approval | Ordinary      | <a href="#">View Details</a> |
|                   | 06/08/2023 | 06/09/2023  | 2                       | Pending Approval | Ordinary      | <a href="#">View Details</a> |
|                   | 05/24/2023 | 05/26/2023  | 3                       | Pending Approval | Ordinary      | <a href="#">View Details</a> |
|                   | 03/22/2023 | 03/22/2023  | 1                       | Pending Approval | Ordinary      | <a href="#">View Details</a> |
| MN00246           | 03/13/2023 | 03/17/2023  | 5                       | Auto Checked In  | Ordinary      | <a href="#">View Details</a> |
| MN00202           | 12/19/2022 | 12/22/2022  | 4                       | Auto Checked In  | Ordinary      | <a href="#">View Details</a> |

Select the appropriate members leave by selecting “view details” blue hyperlink

NOTE: ensure you verify the members dates to ensure you selected the correct e-Leave request time period

# Approve a Members e-Leave Request



**22. Ship or Station (including telegraphic address)**

Department:  
Street address:  
City:  
State: TN Zip Code:  
Telegraphic Address:

**23. Report on Expiration of Leave**

250 characters remaining

**24. Comments (Max of 400 characters)**

Respectfully request to take leave and go home to visit family and adjust braces. I do not have duty for the days requested.

**Reviewer(s)**

| Name | Watch Coordinator                   | Recommendation Status | Status Timestamp    | Comment |
|------|-------------------------------------|-----------------------|---------------------|---------|
|      | <input checked="" type="checkbox"/> | Recommended           | 03/14/23 8:33:34AM  |         |
|      | <input type="checkbox"/>            | Recommended           | 03/20/23 11:12:34AM |         |
|      | <input type="checkbox"/>            | Recommended           | 03/14/23 7:20:18AM  |         |

**Approver**

| Name | Approval Status | Status Timestamp | Comment |
|------|-----------------|------------------|---------|
|      | Pending         |                  |         |
|      | Pending         |                  |         |

**Approver's Comments (Max of 400 characters)**

**e-Leave Extension Request**

Expected Return Date: The Day of Expected Return is a Normal Work Day:  Approval Status:  
Normal Working Hours Day of Expected Return  
Expected Return Time: From: To:

[Reassign Approver](#) [Recycle to Member](#) [Cancel e-Leave](#) [Approve](#) [Disapprove](#) [e-Leave Inquiry](#) [e-Leave History](#) [Print](#) [Attachments](#)

Scroll to the bottom of the page and you will be able to select from the following options:

- Reassign Approver
- Recycle to Member
- Cancel e-Leave
- Approve
- Disapprove

Any option will require you to put fill out the comments section.

# Recycle, Cancel and Approve



**Recycling-**When recycling an e-Leave Request, a justification for why the request is being recycled is mandatory. The system will not allow you to continue until the justification is entered. The Sailor will then have the opportunity to make changes and resubmit the request for approval.

**Cancel e-leave-**When cancelling an e-Leave Request, a justification for the cancellation is mandatory. The system will not allow you to continue until the justification is entered. Only a CLA or the requestor can cancel an e-Leave Request.

**Approve-**In addition to submitting e-Leave Requests for personnel, the CLA is also capable of approving a Member's e-Leave Request. The CLA will approve leave **ONLY** when directed, otherwise the e-Leave Request is to follow the established routing chain.

The steps to do any of these actions will follow the same as the ones covered previously when approving a members Leave. For a step by step please visit the NSIPS's JPA's (job performance aids) section. Please refer to "NSIPS Navigations" PowerPoint Training on how to reach the NISPS JPA's section on the N7 SharePoint portal

# Resubmit an e-Leave Request for a member



The CLA can modify an approved request when changes need to be made. When resubmitting a request, you must enter information into the Comment section to explain why the request was changed and resubmitted. Resubmitting will require an e-Leave to be rerouted and approved even if the leave request was already approved prior to resubmitting.

The resubmission option will only populate after the member has been approved to go on leave.

24. Comments (Max of 400 characters)

Reviewer(s)

| Name | Watch Coordinator        | Recommendation Status | Status Timestamp | Comment |
|------|--------------------------|-----------------------|------------------|---------|
|      | <input type="checkbox"/> |                       |                  |         |

Approver

| Name | Approval Status        | Status Timestamp   | Comment |
|------|------------------------|--------------------|---------|
|      | Leave Request Approved | 02/27/23 3:09:30PM |         |

Reason for Cancellation of e-Leave Request (Max of 400 characters)

e-Leave Extension Request

Expected Return Date:      The Day of Expected Return is a Normal Work Day:       Approval Status:

Expected Return Time:      Normal Working Hours Day of Expected Return

From:      To:

New e-Leave    **Resubmit e-Leave**    Cancel e-Leave    Check Out on Leave    e-Leave Inquiry    e-Leave History    Print    Attachments

# Reassign Approver



**e-Leave Extension Request**

|                       |                     |
|-----------------------|---------------------|
| Expected Return Date: | The Day of Expected |
| Expected Return Time: | Normal Working H    |
|                       | Return              |
|                       | From:               |

**Reassign Approver**   **Recycle to Member**   **Cancel e-Leave**

Message

Are you sure you would like to reassign this e-Leave Request to another Approver? (32200,164)

Reassigning an approver/reviewer will result in existing approvers/reviewers being overridden and unable to approve or disapprove this e-Leave Request.

When reassigning an approver simply select "Reassign Approver".



The following message will appear stating that all reviewer recommendations and approvals will be overridden and must be resubmitted for approval again

# Extend a members e-Leave Request



When extending leave, the system will display the updated number of days taken in red. Also, prior to the extension being submitted, a justification for the extension is mandatory. The system will not allow you to continue until a justification is entered. Only the Sailor or the CLA can request to extend e-Leave Requests.

## Procedure

1. Click e-Leave Extension Request.
2. Select or enter search criteria and click Search.
3. Click the appropriate e-Leave Request.
4. Complete the e-Leave extension request form, entering new leave return date, time, and reason for the extension.
5. Click Submit for Approval and click NO, unless directed to approve.
6. View verification.

**NOTE:** The member must request an extension  
**NOTE:** Pay attention to days charged when the e-Leave is extended.

The screenshot shows a web form for extending a leave request. It is divided into several sections:

- Leave Request Information:** Displays the current leave details: Check Out Date: 03/20/2023, Check Out Time: 0700, Return Date: 03/25/2023, Return Time: 2359. It also includes checkboxes for "The Day of Check Out is a Normal Working Day" and "The Day of Return is a Normal Work Day", both of which are checked. Below these are "Normal Working Hours Day of Check Out" (From: 0800 To: 1600) and "Normal Working Hours Day of Return" (From: 0800 To: 1600).
- Leave Extension:** Contains a "View All" link and pagination "First 1 of 1 Last". It has input fields for "\*New Leave Return Date:" and "\*New Leave Return Time:". Below these is a checkbox for "The Day of Expected Return is a Normal Work Day" (checked) and "Normal Working Hours Day of Expected Return" (From: To:).
- Summary:** Shows "Original Inclusive Leave Period to be charged" (First: 03/20/2023, Last: 03/25/2023, Number of Days to be Charged / Reported: 6) and "Inclusive Leave Period to be charged" (First: Last: Number of Days to be Charged / Reported: 0).
- Reason for Leave Extension Request (Max of 400 characters):** A large text area for providing justification.
- Submit for Approval:** A button at the bottom of the form.

# Check a Member Out / In On Leave



Two transactions that CLAs are also able to perform are checking Members in and out from leave. When performing these tasks, there are certain aspects of the system to be aware of:

- The relationship between working hours and From and To times
- The difference in days requested and days charged
- Notification of review and approval

The working hours entered when submitting the e-Leave Request and the From and To fields on the Check Out/Check In screen must be identical. Entering the wrong times in these fields can cause extra leave to be charged. If there is a difference in the number of days requested and the number of days to be charged, the system will notify the CLA. The CLA will also receive notification that a Member does not have Check Out or Check In authority.

e-Leave Requests with overdue CLA actions for approving Member Check Out and Check In will be done automatically by NSIPS within five working days from Member's manually submitted Check Out or Check In date. CLAs can find any Check Out or Check In awaiting CLA approval via e-Leave Inquiry, and then clicking e-Leave Request Pending Approval. CLAs can then view details on those e-Leave Requests which are indicated by "Pending Check Out or Pending Check In and Approve time and date if correct".

# Check a Member Out / In On Leave



## My e-Leave Request(s)

View All | [Print] | [Grid] | First 1-10 of 58 Last

| Leave Control No. | Begin Date | Return Date | Days Charged / Reported | Request Status  | Type of Leave | View Details                 |
|-------------------|------------|-------------|-------------------------|-----------------|---------------|------------------------------|
| DH00381           | 03/09/2020 | 03/13/2020  | 5                       | Auto Checked In | Ordinary      | <a href="#">View Details</a> |
| DH00384           | 03/06/2020 | 03/06/2020  | 1                       | Auto Checked In | Ordinary      | <a href="#">View Details</a> |
| DH00379           | 02/14/2020 | 02/14/2020  |                         | Cancelled       | Ordinary      | <a href="#">View Details</a> |
| DH00358           | 01/02/2020 | 01/03/2020  | 2                       | Auto Checked In | Ordinary      | <a href="#">View Details</a> |
| DH00356           | 12/26/2019 | 12/27/2019  | 2                       | Auto Checked In | Ordinary      | <a href="#">View Details</a> |
| DH00284           | 08/26/2019 | 08/30/2019  | 5                       | Auto Checked In | Ordinary      | <a href="#">View Details</a> |
| DH00268           | 07/08/2019 | 07/12/2019  | 5                       | Auto Checked In | Ordinary      | <a href="#">View Details</a> |
| DH00258           | 05/20/2019 | 05/23/2019  | 3                       | Auto Checked In | Ordinary      | <a href="#">View Details</a> |
| DH00224           | 03/11/2019 | 03/15/2019  | 5                       | Auto Checked In | Ordinary      | <a href="#">View Details</a> |
| DH00235           | 03/01/2019 | 03/01/2019  |                         | Cancelled       | Ordinary      | <a href="#">View Details</a> |



e-Leave Request(s) pending Recommendation / Approval (47 / 18)



e-Leave Request(s) pending Check Out (1)



e-Leave Request(s) pending Check In (98)



Saved/Recycled/Resubmitted e-Leave Request(s) (68)



Disapproved/Cancelled e-Leave Request(s)



Completed e-Leave Request(s)



e-Leave Inquiry Log

Select either of the following depending on the action:

- E-Leave Request(s) pending Check out
- E-Leave Request(s) pending Check in

# Check a Member Out / In On Leave



## e-Leave Request(s) pending Check Out

| Leave Control No. | Empl ID | Name | Begin Date | Return Date | Type of Leave | Days Charged / Reported | View Details                 |
|-------------------|---------|------|------------|-------------|---------------|-------------------------|------------------------------|
| DH00667           |         |      | 03/23/2023 | 03/23/2023  | Ordinary      | 1                       | <a href="#">View Details</a> |

Select "View Details"

## e-Leave Extension Request

Expected Return Date:      The Day of Expected Return is a Normal Work Day:       Approval Status:  
Expected Return Time:      Normal Working Hours Day of Expected  
Return  
From:      To:

New e-Leave

[Resubmit e-Leave](#)

[Cancel e-Leave](#)

[Check Out on Leave](#)

[e-Leave Inquiry](#)

[e-Leave History](#)

[Print](#)

[Attachments](#)

Select "Check Out on Leave"

# Check a Member Out / In On Leave



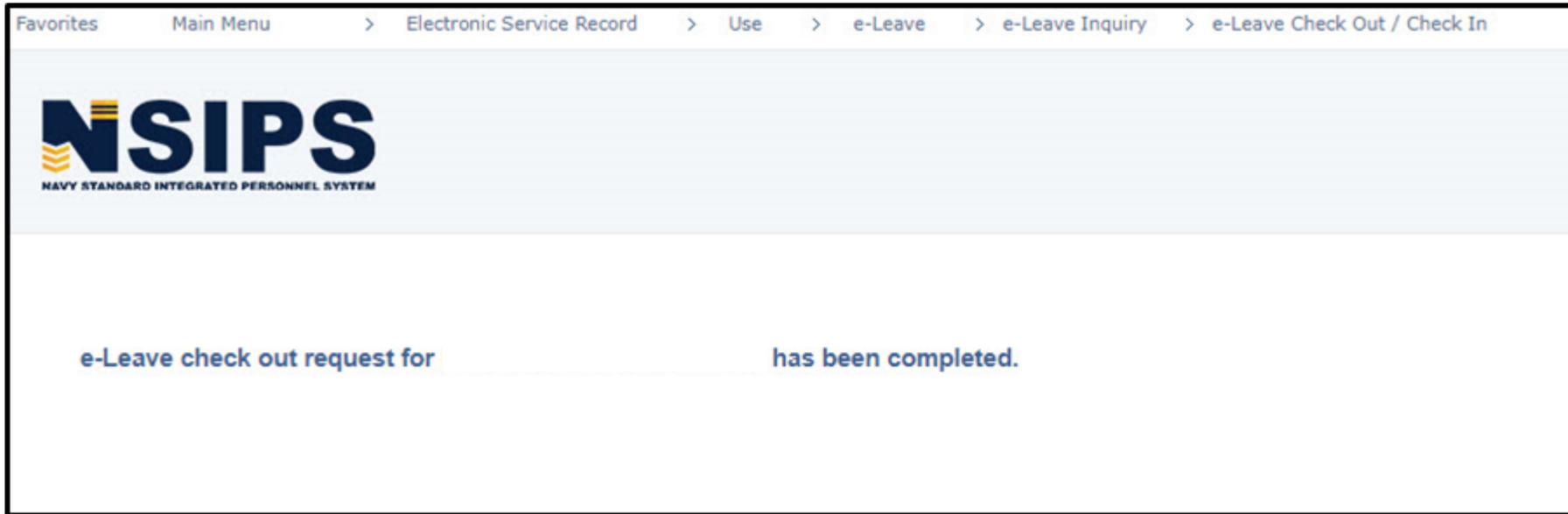
| Check Out                                                                                                                                                                                                                                                                                                              | Check In                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> The Day of Check Out is a Normal Work Day:<br>Normal Working Hours Day of Check Out<br>*From: 0800 *To: 1600<br>Local Time Zone: CST<br>Local Date: 03/23/2023<br>Local Time: 0800<br>System Time Zone: CST<br>System Date: 03/23/2023<br>System Time: 1416<br>Authorized by: -CLA | <input type="checkbox"/> The Day of Check In is a Normal Work Day:<br>Normal Working Hours Day of Check In<br>*From: 0800 *To: 1600<br>Local Time Zone:<br>Local Date:<br>Local Time:<br>System Time Zone:<br>System Date:<br>System Time:<br>Authorized By: |
| <b>FOR USE OUTUS ONLY</b>                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                              |
| Leaving Area of PERMDUTYSTA: <input type="radio"/> Yes <input type="radio"/> No<br>PERMDUTYSTA Departure Date:                                                                                                                                                                                                         | PERMDUTYSTA Return Date:                                                                                                                                                                                                                                     |
| Taking Leave INCONUS: <input type="radio"/> Yes <input type="radio"/> No<br>Designated Area Departure Date:                                                                                                                                                                                                            | Designated Area Return Date:                                                                                                                                                                                                                                 |
| CONUS Arrival Date:                                                                                                                                                                                                                                                                                                    | CONUS Departure Date:                                                                                                                                                                                                                                        |
| Comments (Max of 400 characters)<br>training                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                              |
| Original Inclusive Leave Period to be charged<br>First: 03/23/2023 Last: 03/23/2023 Number of Days to be Charged / Reported: 1<br>Inclusive Leave Period to be charged<br>First: 03/23/2023 Last: 03/23/2023 Number of Days to be Charged / Reported: 1                                                                |                                                                                                                                                                                                                                                              |
| <b>Check Out</b>                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                              |

Under either the Check out or Check in side depending on the scenario simply fill in the information needed while keeping in mind the information discussed in slide 24.

Comments must be entered

Select either the Check out or Check in option at the bottom

# Check a Member Out / In On Leave



The following notification will populate

# Generate and View e-Leave Balances Report



The e-Leave Balances Report is available to the CLA and Approver and contains leave data for the requested UIC(s).

The data can be gathered for Enlisted Members and/or Officers within a particular UIC. You are able to narrow the results by designating a particular Department, Division, Duty Section, or Shop.

When you run a Leave Balance Report, select the 'Print Legend' option to include a page that identifies all of the acronyms that are used within the report.

# Generate and View e-Leave Balances Report



The screenshot shows the NSIPS e-Leave Home page. On the left is a 'Menu' sidebar with options like 'My Favorites', 'User Release Information', 'Employee Self Service', 'Electronic Service Record', 'Worklist', 'Reporting Tools', 'ERM Security Administration', and 'My Profile'. The main content area is titled 'e-Leave Home' and contains three sections: 'Setup', 'e-Leave', and 'Reports'. The 'Reports' section includes various report icons, with 'e-Leave Balances Report' highlighted by a red box. Other reports include 'e-Leave Report Log', 'e-Leave Address Report', 'e-Leave On Leave Report', 'e-Leave Routing Time Report', 'e-Leave Convalescent Childbirth Leave Report', 'e-Leave Summary of Changes', 'e-Leave Inquiry', 'e-Leave Check Out / Check In', 'e-Leave Inquiry Log', 'e-Leave Reports', 'e-Leave Transaction Audit Report', 'e-Leave Overdue Actions Report', 'e-Leave Parental Leave Report', 'e-Leave Mass Print', 'e-Leave Type Report', 'e-Leave Reviewer/Approver Report', and 'e-Leave CLA Identified Action Report'.

Click e-Leave Routing Time Report

# Generate and View e-Leave Balances Report



Favorites Main Menu > Electronic Services

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

e-Leave Balances Report

\*Run Control ID

Click the Add a New Value tab  
enter a Run Control ID, and click  
Add.

Click Add.

# Generate and View e-Leave Balances Report



**e-Leave Balances Report**

Report Selection Criteria

Select All De-Select All

|   | Select                              | UIC   | Description      |
|---|-------------------------------------|-------|------------------|
| 1 | <input type="checkbox"/>            | 33474 |                  |
| 2 | <input type="checkbox"/>            | 3500B | TSC DET AFLOAT W |
| 3 | <input type="checkbox"/>            | 40065 | PSD AFLOAT EAST  |
| 4 | <input type="checkbox"/>            | 40389 | PAYPER SUPCTR    |
| 5 | <input checked="" type="checkbox"/> | 40396 | TSC DET BAHRAIN  |

Enter/ Select the Reports Selection Criteria including UIC(s)

Enlisted  
 Officer  
 Both

Grade

Department:  Duty Section:

Division:  Shop:

Report Display Option

Group By UIC  Print Legend

Report Sort Option

By Department  Shop  
 By Division  By Duty Section

Go to: [e-Leave Home](#)

Save

The bottom of the screen allows you to select the options you would like the report to filter by

# Generate and View e-Leave Balances Report



Favorites Main Menu > Electronic Service Record > Use > e-Leave > Reports > e-Leave B

Run Control ID balance Report Manager **Run**

e-Leave Balances Report

Select "Run" at the top of the page

Process Scheduler Request

User ID Run Control ID balance

Server Name [v] Run Date 03/23/2023 [i]

Recurrence [v] Run Time 2:57:20PM [Reset to Current Date/Time]

Time Zone [Q]

| Select                              | Description             | Process Name | Process Type | *Type   | *Format        | Distribution |
|-------------------------------------|-------------------------|--------------|--------------|---------|----------------|--------------|
| <input checked="" type="checkbox"/> | e-Leave Balances Report | CLA09RPT     | SQR Report   | Web [v] | <b>PDF</b> [v] | Distribution |

**OK** Cancel

Select how you would like to generate your report. PDF is usually the desired format

Select "OK"

# Generate and View e-Leave Balances Report



**Menu**

- My Favorites
- User Release Information
- Employee Self Service
- Electronic Service Record
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- DOD ID Look Up
- NSIPS Report Manager**
- Notification Inbox
- Change My Password
- DMR Link

Return to the main menu and select "NSIPS Report Manager"

Favorites Main Menu > NSIPS Report Manager

## NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Report List Server List

Reports Filter

\*View Reports: Operator Process Type: Refresh

Status: Last: 1 Days

Report List Personalize Find View All First 1-2 of 2 Last

| Process Name | User ID | Process Instance | Report Description      | Request DateTime     | Format          | Run Status | Status | Details | View Report |
|--------------|---------|------------------|-------------------------|----------------------|-----------------|------------|--------|---------|-------------|
| CLA09RPT     |         | 36768477         | e-Leave Balances Report | 03/23/2023 2:59:11PM | Acrobat (*.pdf) | Success    | Posted | Details | View        |
| CLA09RPT     |         | 36768464         | e-Leave Balances Report | 03/23/2023 2:35:31PM | Acrobat (*.pdf) | Success    | Posted | Details | View        |

Once your report post select "View"

# Generate and View e-Leave Balances Report



Navy Standard Integrated Personnel System  
E-LEAVE BALANCES REPORT

Personal Data - Privacy Act of 1974

Run Date 03/23/2023  
Page No. 1 of 1

UIC: 00000 TSC DET NAVY

| Name | Rate/Rank | UIC   | Dept | Div | Shop | Duty Sec | BF-BAL | ERND | USED | CR-BAL | LV-PD | AS OF DATE |
|------|-----------|-------|------|-----|------|----------|--------|------|------|--------|-------|------------|
|      | LT        | 00000 |      |     |      |          | 58.5   | 20.0 | 18   | 60.5   | 30.0  | 04/27/2022 |

**Section 1**  
Name:  
Last name,  
First name  
middle name

**Section 2**  
Rate/Rank

**Section 3**  
The following information comes from the members profile in NSIPS:

- UIC
- Dept
- Div
- Shop

**Section 4**

- BF-BAL-
- ERND-Leave earned by member this FY
- Used-Leave days used
- CR-BAL-Current leave balance
- LV-PD-Leave Paid
- AS OF DATE- The information shown is applicable as of this day

The Data Contained Herein Is Protected By The Privacy Act Of 1974. All Measures Required To Protect This Report Should Be Taken.

# Command Leave Administrator (CLA)



This concludes the basics of a CLA. Future trainings will cover the following:

- Generate and View e-Leave Inquiry Log
- Correct or Cancel e-leave Transactions After Erroneously Charged
- Generate and View e-Leave Balances Report
- Generate and View e-Leave Routing Time Report
- Generate and View e-Leave Transaction Audit Report
- Assign/Edit Reviewers/Approvers/Watch Coordinators to Multiple Sailors
- Remove Reviewer/Approver Privileges

Members are encouraged to look through the JPA's in NSIPS for any step by step guidance on current and future trainings and taskers.

The JPA's found in NSIPS will give you step by step instructions on navigating all reports in all roles within the CLA spectrum.

Please refer to the "NSIPS Navigation" training on how to locate JPA's found in NSIPS

# OPS Alert 006-23



## NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N7: 006-23

**PROCEDURE UPDATE: PARENTAL LEAVE UPDATE**  
Release Date: 3/29/2023      Effective Date: IMMEDIATELY

**BLUF:** Changes have been made in Navy Standard Integrated Personnel System (NSIPS), release 1.4.27.2 to comply with the new Navy guidelines (Directive-type Memorandum 23-01) expanding the Military Parental Leave Program. NSIPS e-Leave options for parental leave have been updated as described below.

**NOTE:** Units not upgraded to 1.4.27.2, such as NSIPS AFLOAT, should continue to comply with NAVADMIN 008/23 guidance.

**DISCUSSION:** Primary Caregiver Leave (PCL), Secondary Caregiver Leave (SCL), and Maternity Convalescent Leave (MCL) have been **removed** from "Type of Leave" in block 12a of the e-leave request and replaced with Parental LV-Long Term Foster, Parental Leave-Adoption, and Parental Leave-Birth.

**Parental Leave – Adoption** (code AL) is a 12-week (84 day), non-chargeable leave period available to Service members after the adoption of a child or children. This leave may be taken in increments of no less than 7 days and will expire one year after qualifying event, unless otherwise extended. Upon selection of Adoption leave, the minor child date of placement must be entered.

**Parental Leave – Birth** (code BL) is a 12-week (84 day), non-chargeable leave period granted to all Service members after the birth of a child or children. This leave may be taken in increments of no less than 7 days and will expire one year after qualifying event, unless otherwise extended. Upon selection of Parental Leave - Birth, the child's date of birth must be entered.

**Parental LV- Long Term Foster** (code LTF) (84 day), non-chargeable leave period that will be granted to all Service members who foster a child or children. This leave may be taken in increments of no less than 7 days and will expire one year after qualifying event, unless otherwise extended. Upon selection of Parental Leave - Long Term Foster, the minor child's date of placement must be entered.

**Note:** Convalescent Childbirth was added to block 12a for tracking/statistical purposes. It is not part of the Military Parental Leave Program. As this is non-chargeable leave and is recommended in writing by the healthcare provider for medical conditions related to childbirth; Convalescent Childbirth leave must be approved by the unit commander.

# Best Practices



- Ensure you read all notes and instructor notes if you are going over this power point on your own
- Use the JPA's in NSIPS for step by step instructions on a vast majority of scenarios and generating report instructions
- Pay close attention when checking in/out a member for leave as the information submitted could potentially affect how many days the member is being charged. Checking a member in our out of leave is usually done in instances where the members leave dates differ from the dates already approved. To avoid having to do manual check in and out's for everyone at your command ensure all member select to automatically check in/out option under there member self service profile in NSIPS. The steps to this can also be obtained in the JPA's found in NSIPS
- Ensure that if you are downloading any PowerPoints for any reason, to regularly check the N7 SharePoint to ensure you have the most up to date training material and additional training versions



# Questions?

# References



- NISPS- [https://www.nsips.navy.mil/nsipsclo\\_landing/index.html](https://www.nsips.navy.mil/nsipsclo_landing/index.html)
- NSIPS E-Leave Job Performance Aids(JPA)-  
[https://www.nsips.navy.mil/nsipsclo\\_landing/documents/e-Leave/content/home.htm](https://www.nsips.navy.mil/nsipsclo_landing/documents/e-Leave/content/home.htm)
- CPPA Resources- <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>
- CPPA Handbook-  
<https://www.mynavyhr.navy.mil/Portals/55/Support/PayPers/CPCResources/CPPA%20HANDBOOK%2016NOV22.pdf?ver=t7vZcrRENIDdOX8aGV8-bw%3d%3d>
- OPS Alerts- [Navy Pay and Personnel Support Center - NPPSC OPS ALERTS - All Documents \(sharepoint-mil.us\)](#)



**This concludes the  
Command Leave Administrator(CLA) Basic Training.**

**Thank you for your participation!**