

What is a Green Cycle Document?

A STD. 674 and/or STD. 674D requesting **time** (days and/or hours) be issued in the current pay period during days indicated as “Green Cycle” on the [Decentralized Calendar](#). If an employee has already received all possible time, 21 or 22 days, it is not a Green Cycle Document.

Example of Green Cycle Documents include:

- Time is owed in the current pay period within designated Green Cycle days.

Examples of non-Green Cycle Documents include:

- IDL 2/3 being transferred to IDL Full or EIDL with no additional **time** being owed.
- IDL or NDI being transferred to Regular with no additional **time** being owed.
- Regular time being transferred to IDL or NDI after a full warrant has issued.
- Request for salary adjustment with no additional **time** being owed.
- Request of time for any month other than the current pay period.

If a warrant is returned, do not submit a document requesting time be issued until the redeposit appears in pay history. Until this time, it is a transfer of funds which is a Special.

Document Type Definitions

Green Cycle: Document requesting **time** be issued for the current pay period within designated Green Cycle days.

Regular: Document requesting **time** be issued within the previous 12 months which is not current pay during a designated Green Cycle.

Special: Document requesting a transfer of funds or salary adjustment within the previous 12 months.

Complex: Any document requesting time be issued, transfer of funds or salary adjustment for a pay period older than 13 months.

The document type is determined by the date received and does not change once batched. Inventory is processed by document type and receipt date.

- Example: a document for the 12/2022 pay period requesting a transfer of funds uploaded 10/16/2023 would be batched as and remain a Special while in inventory. It does **not** change to Complex even after the pay period becomes older than 13 months. Do not upload inquiries for previously submitted documents as these will be deemed invalid and duplicate. Once the [weekly processing date](#) reflected is more than 10 days past the original upload for the document type, submit the original ConnectHR file upload confirmation using the [Escalation Email Instructions](#).
- For PR250 corrections mark “Amended” at the top of the document and include a copy of the PR250 notice email when uploading to ConnectHR.