13 July 2023

REHIRE - CADET

Overview

Introduction	This guide provides the procedures for rehiring a CADET in Direct Access (DA).

|	
Known Issue	<mark>If an error message is received upon clicking Save</mark>, contact PPC Customer Care to have the Cadet's password reset. Cadet rehires may not be able to be saved unless the **Cadet's password is reset by PPC first**. <mark>ONLY</mark> contact PPC Customer Care once this error has occurred <mark>NOT before</mark>.
	If the **Job Code** number does not match the **Grade Step** – An error message is received when the SPO is trying to approve the hire/rehire and must be returned to the pay tech to be fixed.
	<mark>State Withholding Tax (SWT) reverts back to the Home of Record (HOR) automatically after a REHIRE. **SPO's need to review/update the SWT when completing the rehire and make the appropriate data entries to avoid any tax issues.**</mark>

Before You Begin ANY Hire or Rehire	Before starting a hire/rehire, you must first determine whether the member is already in the system. Failure to do so may cause one member to have two Empl Records or even two separate Employee IDs.
	There are three places to verify this in the HR Data Shortcuts tile:
	• **Search by SSN** (Social Security Number).
	• Search by full name in either **Job Data** or **Personal Information** (this may be time consuming with popular surnames).
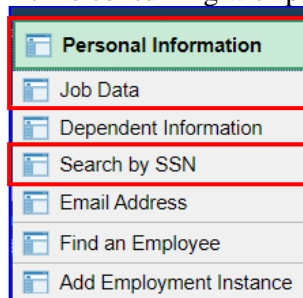
When searching by SSN, you may find the member already has an **Empl ID** in the system:
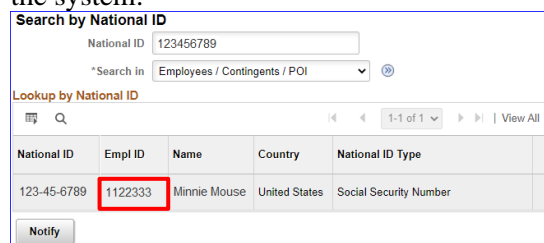
Overview, Continued

Before You Begin ANY Hire or Rehire (cont)	**NOTE:** If the member already has an Empl ID, **you must do a Rehire.** **Bad Example:**

Empl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Alter Ch	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD
1234567	1	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD

Good Example:

Search Results

View All   1-3 of 3

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
123456	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
123456	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
123456	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

Important Information	- It is good practice to IMMEDIATELY enter the contract into Direct Access once the hire/rehire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath. - Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in Direct Access, **please return to the originator (Recruiter, RPM, EPM or OPM)** to get corrected before processing the accession/rehire. - Date of Hire/Rehire = Date of the Enlistment Contract **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.

After the member is rehired, transactions to effect the following must be entered by the technician and approved by the supervisor (when required):

- Pay
- Any previous entitlements
- Tax withholdings
- Direct deposit information
- Enrollment/Election completed for benefit programs (e.g. SGLI, MGIB, Family Dental, etc.)

Continued on next page

Overview, Continued

**Position
Numbers**

Important information about position numbers:

- Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point.
- Annotate this number. It will be used later in the Rehire process (Step 14).
- The current path is: NavBar icon > Menu > Recruiting > Assignments > Reports > **Positions at a Department**.

NOTE: Once the Rehire is complete, remember you must PCS the member to the new duty station and restart any entitlements. These are independent of the Rehire process.

Contents

When to Request a SOCS

Introduction   This section provides the information for when a Statement of Creditable Service (SOCS) is required by the Advancements Branch (ADV) at the Pay & Personnel Center (PPC).

Reference   E-Mail ALSPO B/15

Requirements   See below for 7 reasons why a SOCS is required.
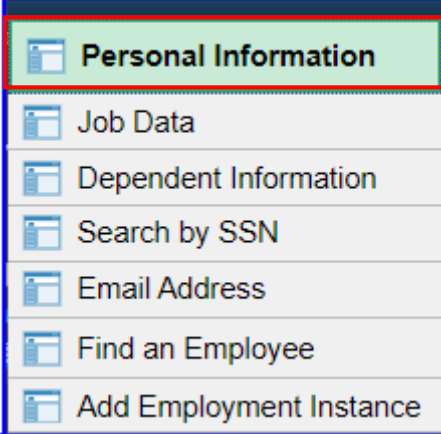
Number	Reason
1	The member's service dates are **incorrect**: • Active Duty Base Date (ADBD) • Pay Entry Base Date (PEBD) • Date of Initial Entry into Military Service (DIEMS)
2	The member is enlisting (or being assessed as an officer) and has prior service in **another branch of service**.
3	The member is enlisting (or being assessed as an officer) and has prior Coast Guard or Coast Guard Reserve service with a **break in service**.
4	The member is a Coast Guard reservist with **greater than 15 years** of total combined active service who is considering extended active duty (Retirement Sanctuary Rule).
5	The member is a Coast Guard reservist who is integrating into the regular **Active Duty** Coast Guard.
6	A member graduates from the Academy with an appointment as a commissioned officer and the member attended the **Scholar Program** (served on active duty or reserve) prior to being hired as a Cadet.
7	A member **dis-enrolls** from the Academy and returns to enlisted status.

Rehire a CADET

Introduction	This section provides the procedures for re-entering a CADET into DA and is used **ONLY** for CADETS that had previously been issued an Employee ID number.

Information	All entries are to be entered as directed in this section. All other fields are to be left at default or left blank. ==Verify that the member has a **discharge Job Data row** before starting the rehire process.== See: Understanding Job Data

Procedures	See below.

Step	Action
1	Click on the **HR Data Shortcuts** tile. **HR Data Shortcuts**
1.5	The **Personal Information** option will open as the default. Personal Information Job Data Dependent Information Search by SSN Email Address Find an Employee Add Employment Instance

Rehire a CADET, Continued
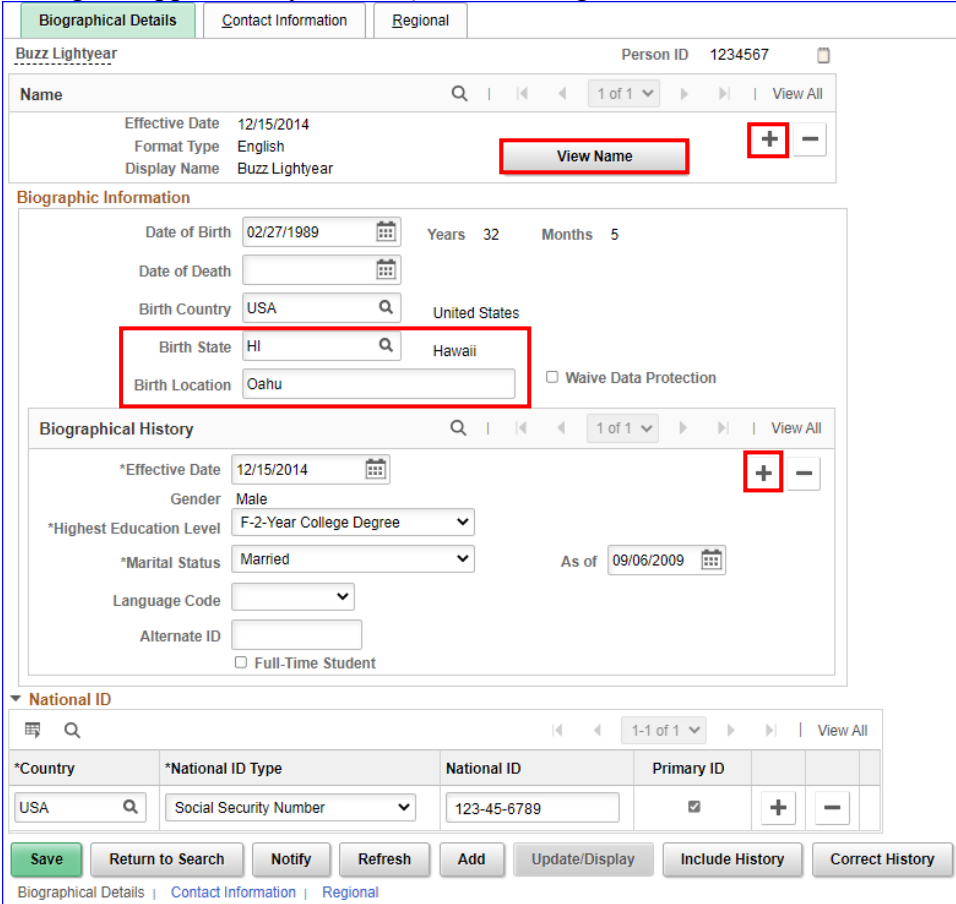
Procedures,
continued

Step	Action
2	Enter the **Empl ID** and click **Search**. **Personal Information** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** | Add a New Value ▼ Search Criteria Empl ID — begins with ▾ — 1234567 Name — begins with ▾ Last Name — begins with ▾ Second Last Name — begins with ▾ Alternate Character Name — begins with ▾ Middle Name — begins with ▾ Business Unit — begins with ▾ Department Set ID — begins with ▾ 🔍 Department — begins with ▾ 🔍 ☐ Include History ☑ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search Save Search Criteria Find an Existing Value | Add a New Value

Rehire a CADET, Continued
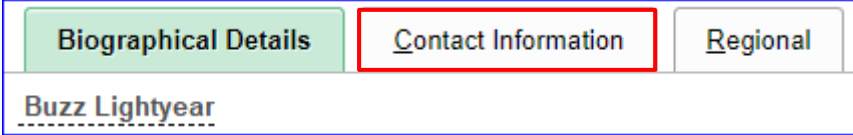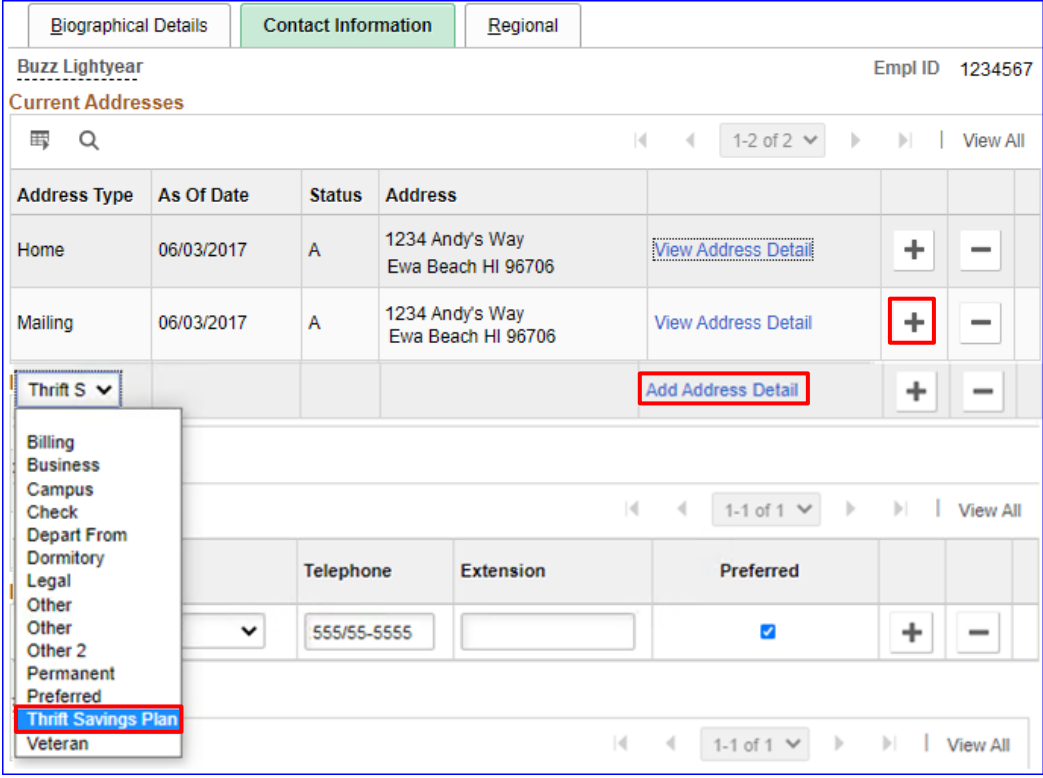
Procedures,
continued

Step	Action
3	Information fields will default to previously entered data. Click **View Name** if necessary (marriage/divorce/name change). Click the **Plus** buttons in the Name AND the Biographical History sections and update any incorrect, changed or missing fields. **IMPORTANT:** If the **Birth State** and **Birth Location** do not auto-populate, be sure to enter that information (the Approving Official (AO) will get an error during the approval if you don't). See Message below.

Rehire a CADET, Continued

Procedures, continued

Step	Action
4	Select the **Contact Information** tab.
5	All sections should default with appropriate information. If not, edit as necessary. **NOTE: Required Address Types must include the Thrift Savings Plan (TSP) address**. Click the **Plus** icon, select Thrift Savings Plan from the **Address Type** drop-down and click the **Add Address Detail** link.
6	Select the **Regional** tab.

Rehire a CADET, Continued
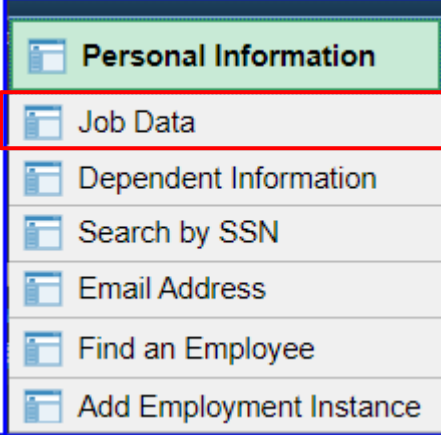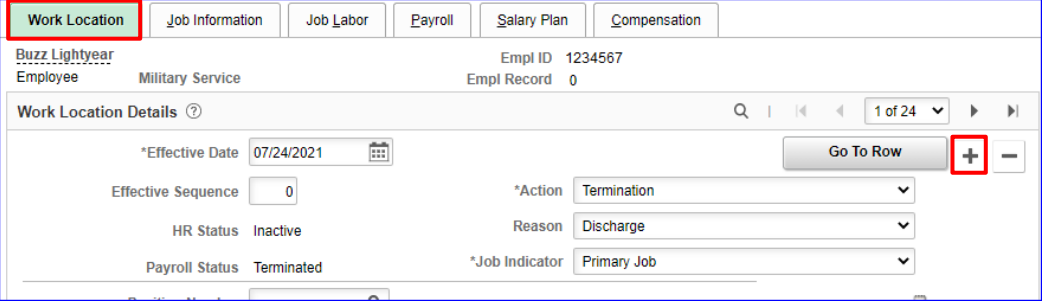
Procedures, continued

Step	Action
7	Verify the **Ethnic Group** or use the lookup icon and select the appropriate category.
	NOTE: If the member identifies with another ethnic group, check the **Primary** box for the current group, click the **Plus** button and select the other option. Click **Save**.

***Do not use the **WHITE** link for the Ethnic Group, always select the **1** link (per the programmers).
Must select the **X** or **Y** link for the Hispanic Ethnic Category.

Rehire a CADET, Continued

Procedures,
continued

Step	Action
8	Without leaving the screen, select the **Job Data** option. **Personal Information** **Job Data** **Dependent Information** **Search by SSN** **Email Address** **Find an Employee** **Add Employment Instance**
9	The **Work Location** tab will automatically display for your member. After verifying that the Termination/Discharge Job Row was competed, click the **Plus** button to add a new row (this example is a member with no break in service). Work Location · Job Information · Job Labor · Payroll · Salary Plan · Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Work Location Details 1 of 24 *Effective Date 07/24/2021 Go To Row + − Effective Sequence 0 *Action Termination HR Status Inactive Reason Discharge Payroll Status Terminated *Job Indicator Primary Job

Continued on next page

Rehire a CADET, Continued
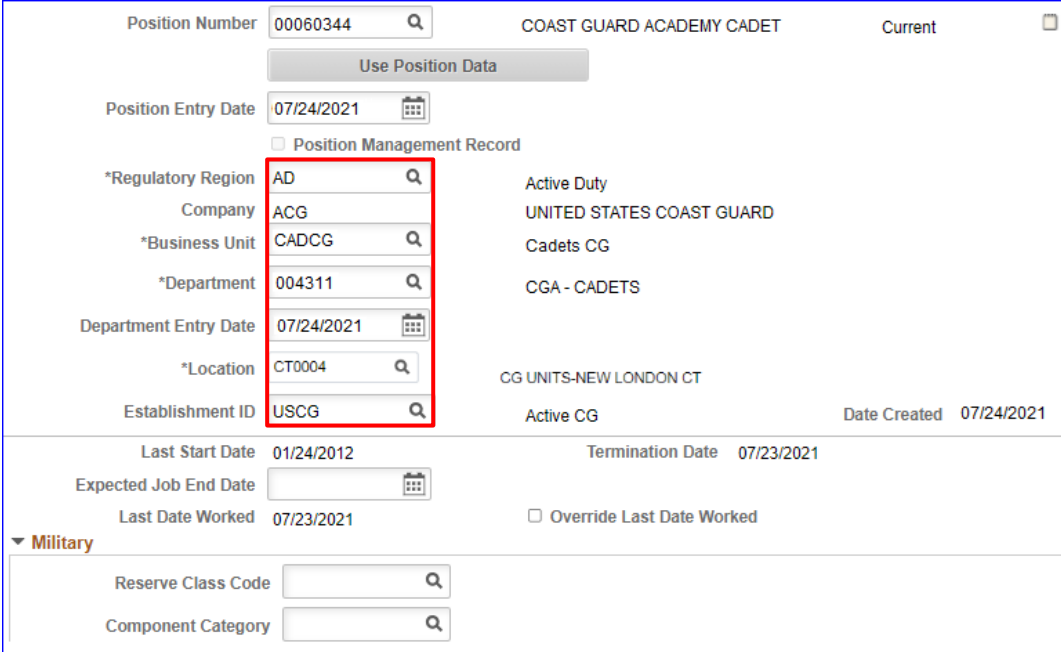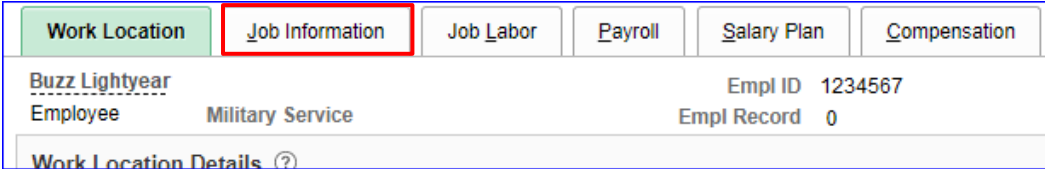
Procedures,
continued

Step	Action
10	Enter the following: • **Effective Sequence** – If the rehire was **immediately preceded by a discharge** from the Coast Guard (Active or Reserve component) change the Effective Sequence field to the next number (E.g., change "0" to "1") because the discharge has already created a new row in Job Data with the same effective date. Otherwise, leave at default of "0". • **Action** – Select Rehire from the drop-down. • **Reason** – Select Rehire from the drop-down. • **Position Number** – Enter 00060344 for Cadet. Click **Override Position Data**. ![Work Location screen showing Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation tabs. Buzz Lightyear, Employee, Military Service, Empl ID 1234567, Empl Record 0. Work Location Details 1 of 25. Effective Date 07/24/2021, Effective Sequence 1, HR Status Inactive, Payroll Status Terminated, Position Number 00060344 COAST GUARD ACADEMY CADET Current. Action Rehire, Reason Rehire, Job Indicator Primary Job. Override Position Data button.]

Rehire a CADET, Continued
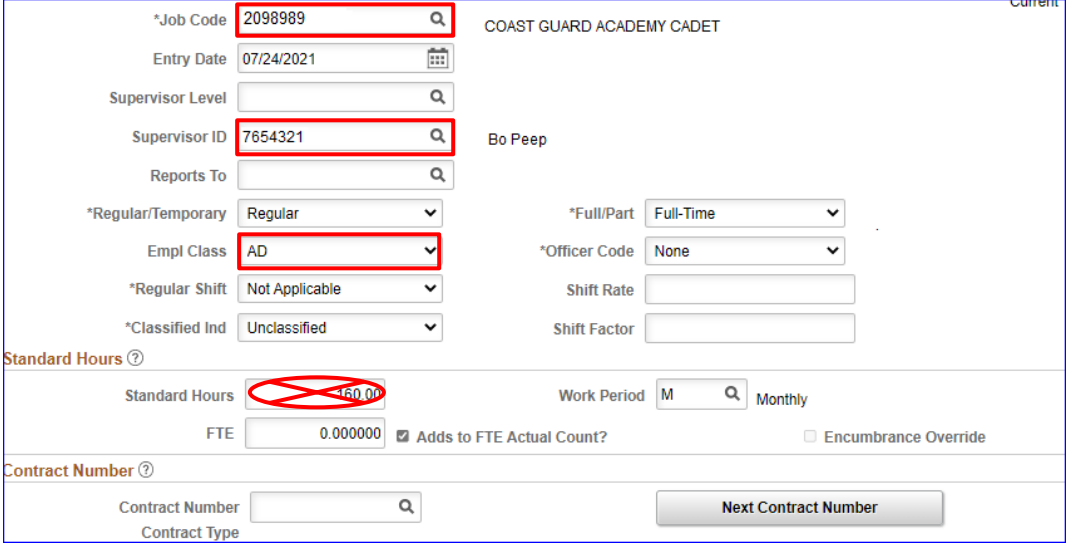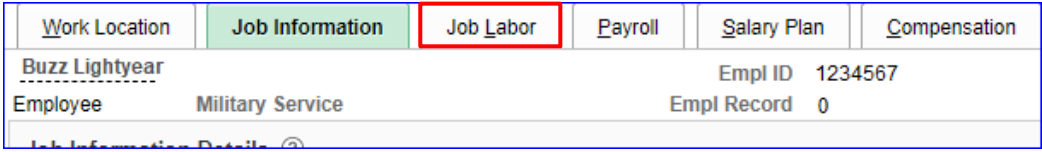
Procedures, continued

Step	Action
11	Verify the information updated after entering the Position Number. If not, correct with the appropriate information below: • **Regulatory Region** – Select AD from the lookup icon. • **Company** – Select ACG from the lookup icon • **Business Unit** – Select CADCG • **Department** – Select 004311. • **Department Entry Date** – Verify the date of the signed Enlistment Contract. • **Location** – Select the appropriate number (CT0004), if not defaulted from the Department entered. • **Establishment ID** – If not defaulted, select USCG from the lookup icon. Position Number 00060344 COAST GUARD ACADEMY CADET Current Use Position Data Position Entry Date 07/24/2021 ☐ Position Management Record *Regulatory Region AD Active Duty Company ACG UNITED STATES COAST GUARD *Business Unit CADCG Cadets CG *Department 004311 CGA - CADETS Department Entry Date 07/24/2021 *Location CT0004 CG UNITS-NEW LONDON CT Establishment ID USCG Active CG Date Created 07/24/2021 Last Start Date 01/24/2012 Termination Date 07/23/2021 Expected Job End Date Last Date Worked 07/23/2021 ☐ Override Last Date Worked ▼ Military Reserve Class Code Component Category
12	Select the **Job Information** tab. Work Location Job Information Job Labor Payroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Work Location Details ⓘ

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Rehire a CADET, Continued
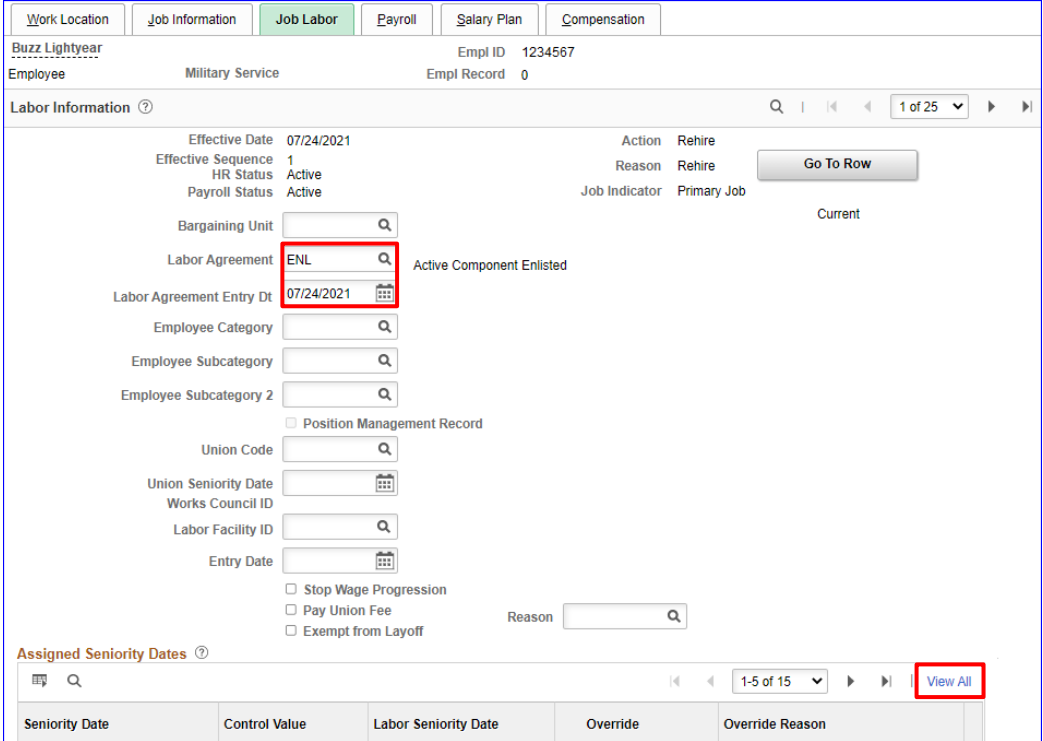
Procedures,
continued

Step	Action
13	Enter data for these three fields only: • **Job Code** – Enter 209898, if not auto-populated, and hit the tab key. **IMPORTANT:** If the **Job Code** number does not match the Grade Step in Step 22, the AO will get an error during the approval. See Message below. • **Supervisor ID** – Enter the CGHRSUP Empl ID that approves Rehires or use the lookup icon. • **Empl Class** – Select AD from the drop-down. **NOTE: Standard Hours** will default to either 160 or 240. **Do not change.** *Job Code* 2098989 COAST GUARD ACADEMY CADET Current Entry Date 07/24/2021 Supervisor Level Supervisor ID 7654321 Bo Peep Reports To *Regular/Temporary Regular *Full/Part Full-Time Empl Class AD *Officer Code None *Regular Shift Not Applicable Shift Rate *Classified Ind Unclassified Shift Factor Standard Hours Standard Hours 160.00 Work Period M Monthly FTE 0.000000 ☑ Adds to FTE Actual Count? ☐ Encumbrance Override Contract Number Contract Number Next Contract Number Contract Type **Message** The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval. Grade does not match Jobcode Grade OK
14	Select the **Job Labor** tab. Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Job Information Details

Rehire a CADET, Continued

Procedures,
continued

Step	Action
15	Enter the following: • **Labor Agreement** – Defaults to current Labor agreement. • **Labor Agreement Entry Dt** – Ensure it displays the date of the rehire. Scroll down the page and click **View All** for Assigned Seniority Dates.

Rehire a CADET, Continued

Procedures, continued

Step	Action
16	The original hire dates will display. Click **Recalculate Seniority Dates** to open all Assigned Seniority Date fields.

Assigned Seniority Dates ⑦

| | | | 1-15 of 15 ▼ | | View 5 |

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	
ACTIVE DUTY BASE DATE		01/24/2012 📅	☑		
AD PAY SCALE DATE			☐		
DEP DATE			☐		
CMA DATE		01/24/2012 📅	☑		
CURRENT AD DATE		01/24/2012 📅	☑		
DIEMS DATE		12/01/2011 📅	☑		
EXPECTED AD TERM DATE		07/23/2021 📅	☑		
EXPECTED LOSS DATE		07/23/2021 📅	☑		
JOB FAMILY ENTRY DATE		03/16/2012 📅	☑		
MIL OBLIGATION COMPL DATE		11/30/2019 📅	☑		
PAY ALLOWANCE DATE		01/24/2012 📅	☑		
POINT START DATE		08/02/2016 📅	☑		
PAY BASE DATE		01/24/2012 📅	☑		
DATE OF RANK	455394	07/01/2017 📅	☑		
ROTATION DATE		07/01/2021 📅	☑		

Recalculate Seniority Dates

Rehire a CADET, Continued

Procedures,
continued

Step	Action
17	This step is shown in two halves. Verify and update the following: • **Active Duty Base Date** – Without a break in service, verify Enlistment Contract dates. – With a break in service, enter the date of rehire. Reservist *known issue*-cannot leave blank, see **NOTE**. • **AD Pay Scale Date** – Date of rehire • **DEP Date** – Delayed Entry Program date only populates if they spent time in delayed entry. Otherwise, it will be blank. • **CMA Date** – See Chapter 3 of the COAST GUARD PAY MANUAL, COMDTINST M7220.29D for the correct date per situation. • **Current AD Date** – Date of rehire OR leave as is without a break in service. • **DIEMS Date** – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP. If no DEP, then this should the date the member executes/signs their initial Enlistment Contract/document or an Oath of Office. • **Expected AD Term Date** – 6 years from rehire accession minus 1 day • **Expected Loss Date** – Term of Service from the signed Enlistment Contract (minus 1 day) or the DIEMS Date whichever is greater. **NOTE:** If rehiring with a **break in service** OR a **reservist going on active duty**, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15).

Rehire a CADET, Continued

Procedures,
continued

Step	Action
17 (cont)	• **Job Family Entry Date** – Date of rehire • **Mil Obligation Compl Date** – 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e., VOLSEP). • **Pay Allowance Date** – Date of the rehire OR leave as is without a break in service. • **Points Start Date** – Leave at default, this date may only be adjusted by PPC (ADV) (see **NOTE**). • **Pay Base Date (PBD)** – Date of the rehire or if rehiring without a break in service use the existing PBD from the previous Job row. • **Date of Rank (DOR)** – Date of the rehire or if rehiring without a break in service use the existing DOR from the previous Job row. • **Rotation Date** – Date of the rehire **NOTE:** If rehiring with a **break in service** OR a **reservist going on active duty**, use the date of rehire and request a SOCS through PPC Customer Care. Adjustments will take place via the SOCS process. See When to Request a SOCS (or see E-Mail ALSPO B/15). JOB FAMILY ENTRY DATE — 03/16/2012 MIL OBLIGATION COMPL DATE — 11/30/2019 PAY ALLOWANCE DATE — 01/24/2012 POINT START DATE — 08/02/2016 PAY BASE DATE — DATE OF RANK — 452595 — 07/01/2017 ROTATION DATE — 07/24/2021 Recalculate Seniority Dates
18	Select the **Payroll** Tab. Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0

Rehire a CADET, Continued

Procedures,
continued

Step	Action
19	The **Pay Group** should default to USCG STG (Staging). Once approved, this will update to USCG AD.
20	Select the **Salary Plan** tab.

Rehire a CADET, Continued
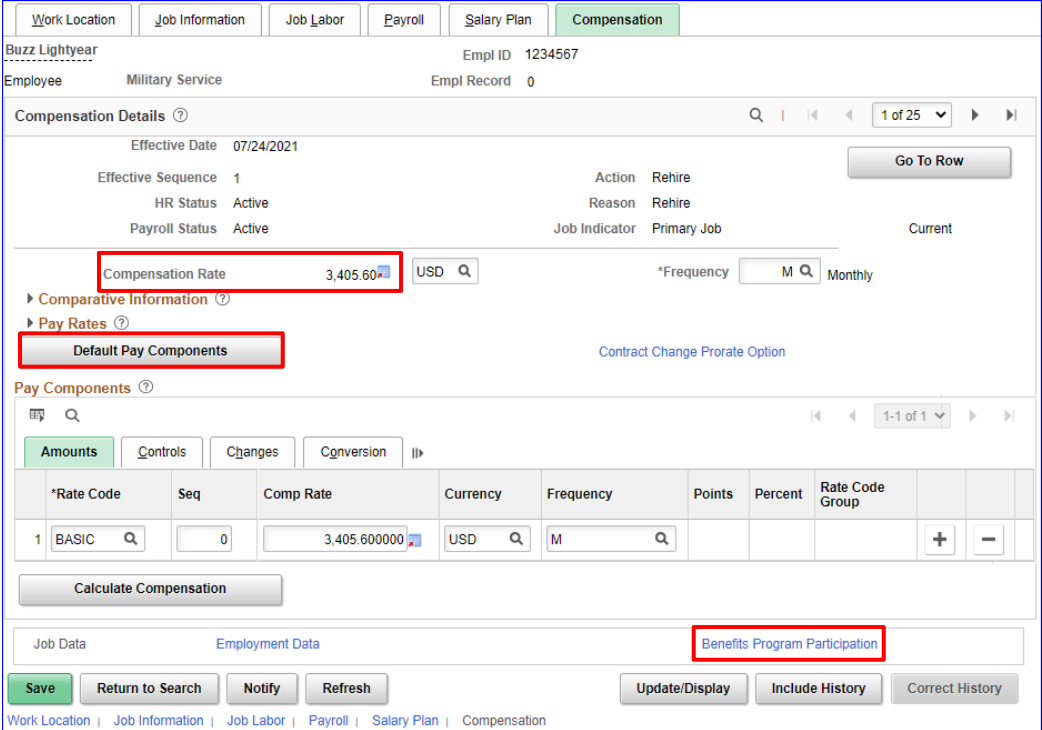
Procedures, continued

Step	Action
21	Enter the following: • **Salary Admin Plan** – Defaults to CDT. If not, use the lookup icon & select CDT. • **Grade** – Select CDT from the lookup icon. • **Grade Entry Date** – Should default to the date of rehire. • **Step** – Leave at default without a break in service or enter 1 and hit **Tab**. **NOTE: This step is necessary for the information on the Compensation tab to populate.** • **Step Entry Date** – Will default to the date of rehire. If rehiring without a break in service, use the existing Step Entry Date from the previous job row. **NOTE:** Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see E-Mail ALSPO B/15).
22	Select the **Compensation** Tab.

Rehire a CADET, Continued
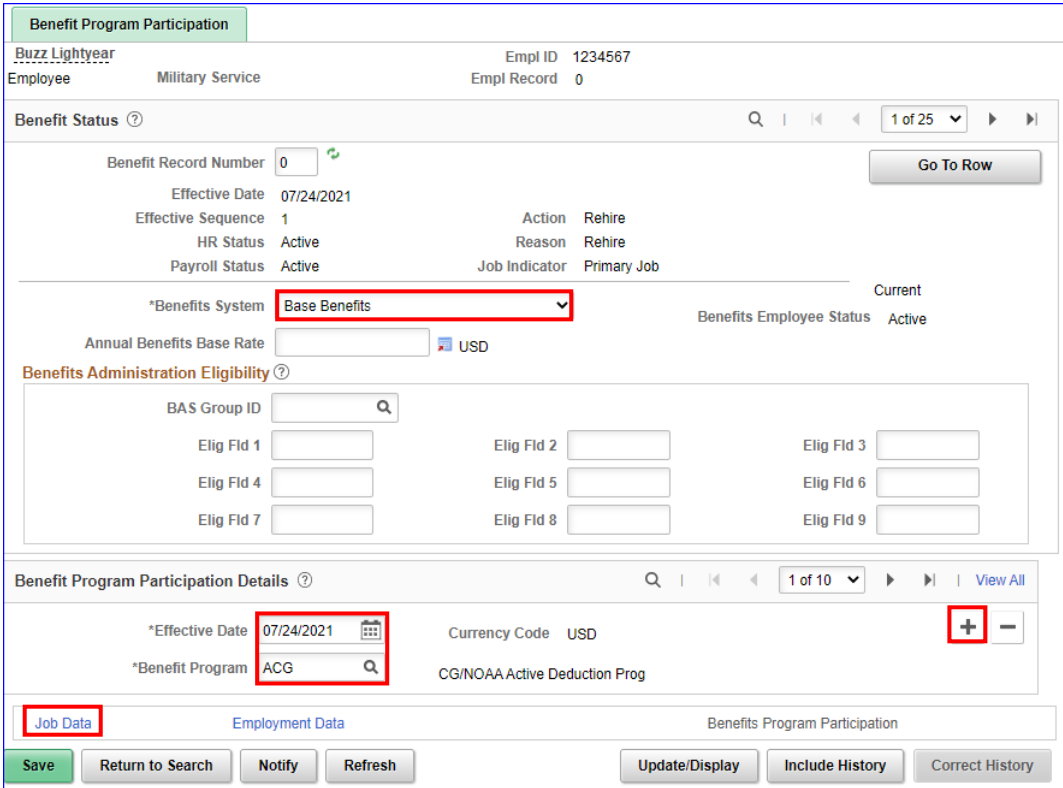
Procedures,
continued

Step	Action
23	Click on the **Default Pay Components** button. This will automatically update the **Compensation Rate** data. Click the **Benefits Program Participation** link.

Rehire a CADET, Continued

Procedures, continued

Step	Action
24	• **Benefits Systems** – Select Base Benefits from the drop-down. Under the Benefits Program Participation Details section, click the **Plus** button to add a new row. • **Effective Date** – Enter the date of rehire. • **Benefit Program** – Select ACG from the lookup icon. Click the **Job Data** link.

Rehire a CADET, Continued

Procedures, continued

Step	Action
25	Click **Save**.

Rehire a CADET, Continued

Procedures,
continued
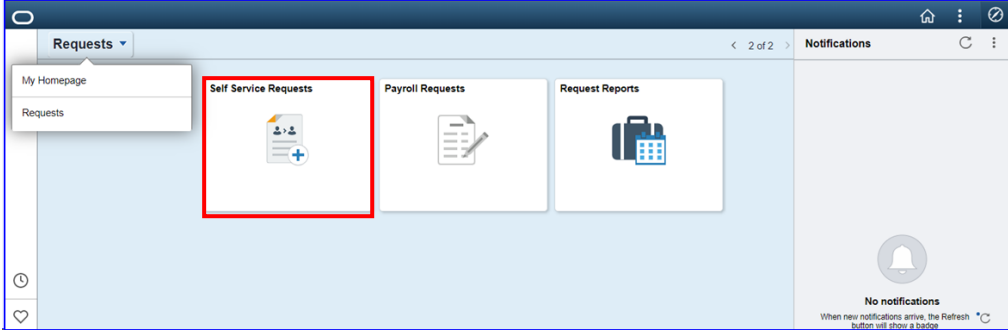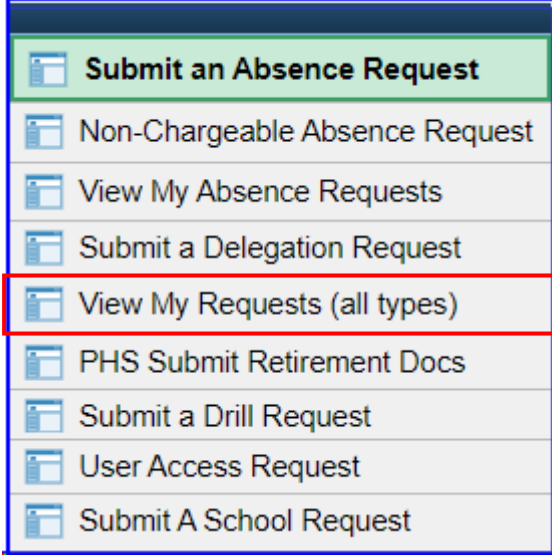
Step	Action
26	Several Messages will display. Click **OK** for all and wait for the spinning-wheel-of-death to complete the process.
	Warning -- Head count of 2 exceeds maximum head count of 1 for position. (1000,156)
	When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.
	OK Cancel
	Warning -- FTE was changed and no change was made to Standard Hours or Work Period. (1500,121)
	You have changed the FTE field without making a corresponding change to the Standard Hours field or Work Period field; these fields generally need to be changed together.
	OK Cancel
27	Now proceed to CADET Rehire Contract to complete the rehire process. The rehire accession must be approved by the SPO prior to the contract being entered.

Approving a CADET Rehire

Introduction   This section provides the procedures for approving a CADET rehire.

Information   The Auditor/Approver cannot be the same person who entered the rehire.

Procedures   See below.

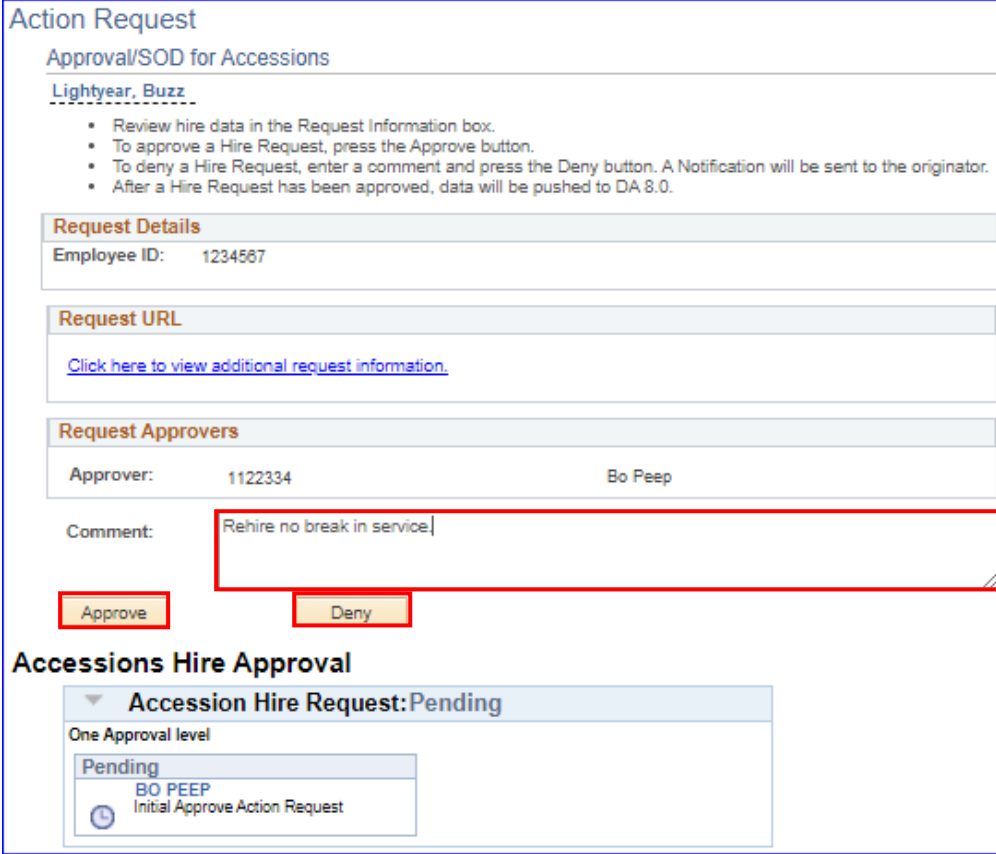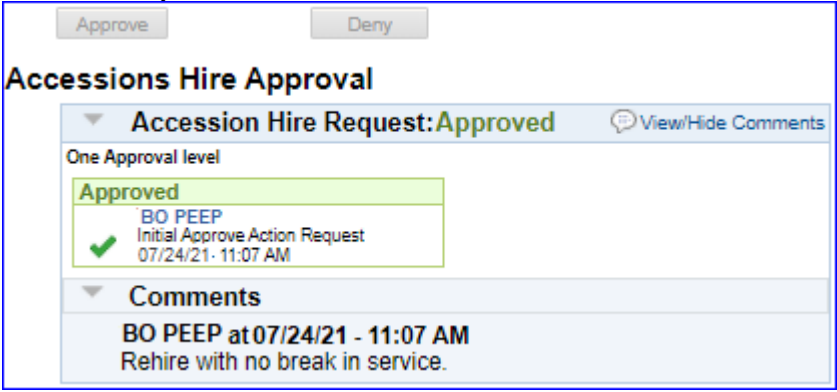| Step	Action
1	Review the rehire process prior to approval. Review the information in **Job Data** before approving the transaction.
2	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.
2.5	Select the **View My Requests (all types)** option.

Approving a CADET Rehire, Continued

Procedures,
continued

Step	Action
3	Select the **Requests I am Approver For** radio button. You may narrow search results using any of the fields and click **Populate Grid**.
4	Click the **Approve/Deny** link for the rehire accession you are approving.

Continued on next page

Approving a CADET Rehire, Continued
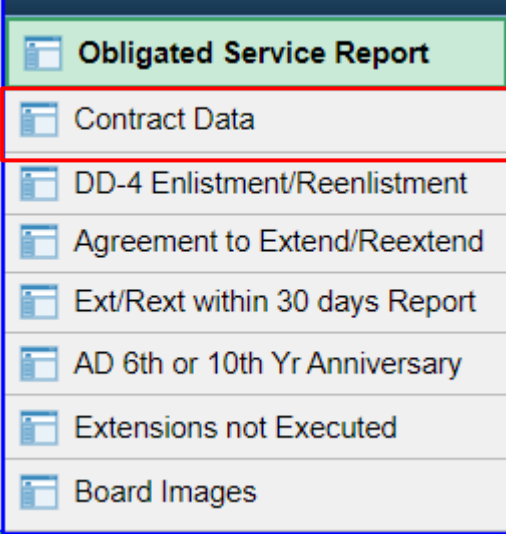
Procedures,
continued

Step	Action
5	Enter any necessary **Comments** and click either **Approve** or **Deny**.
6	Whether approved or denied, the buttons will be greyed out and the system saves the request.

CADET Rehire Contract

Introduction   This section provides the procedures for completing the contract of a rehired CADET in DA.

Procedures   See below.

Step	Action
1	Click on the **Career Management** tile. Career Management
1.5	Select the **Contract Data** option. Obligated Service Report Contract Data DD-4 Enlistment/Reenlistment Agreement to Extend/Reextend Ext/Rext within 30 days Report AD 6th or 10th Yr Anniversary Extensions not Executed Board Images

CADET Rehire Contract, Continued
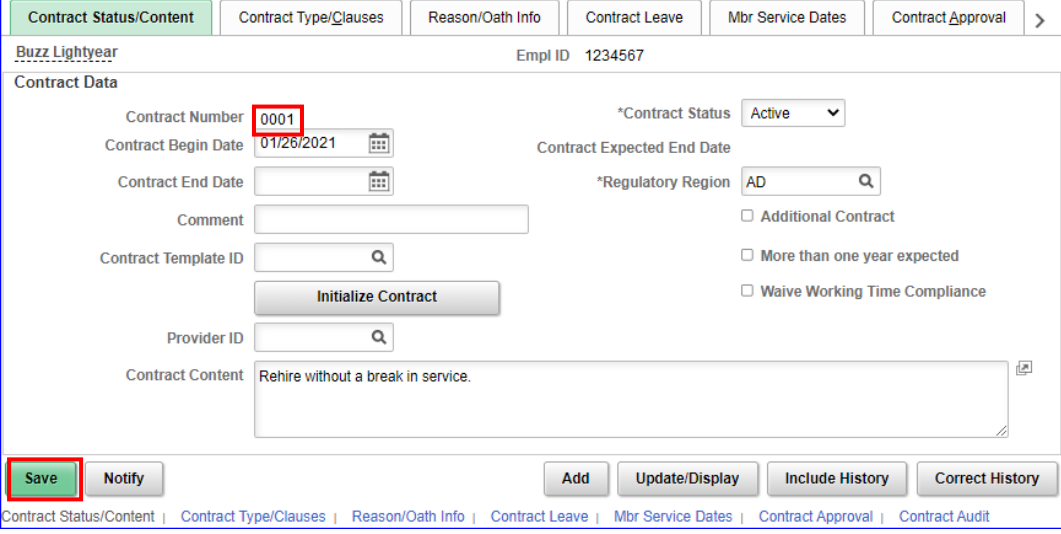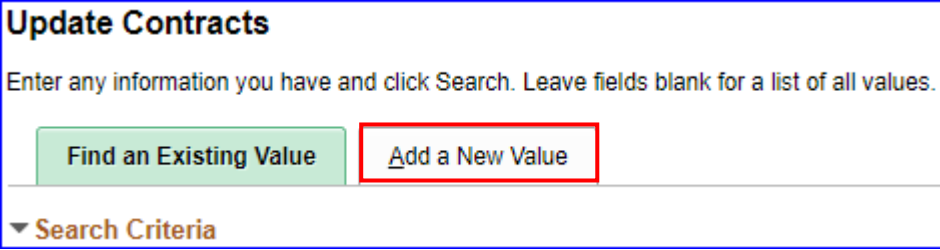
Procedures,
continued

Step	Action
2	Enter the **Empl ID** and click **Search**. **Update Contracts** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Add a New Value ▼ Search Criteria Empl ID begins with ▾ 1234567 🔍 Contract Number begins with ▾ Name begins with ▾ Last Name begins with ▾ Second Last Name begins with ▾ Alternate Character Name begins with ▾ ☑ Include History ☐ Correct History ☐ Case Sensitive **Search** **Clear** Basic Search Save Search Criteria Find an Existing Value	Add a New Value

CADET Rehire Contract, Continued
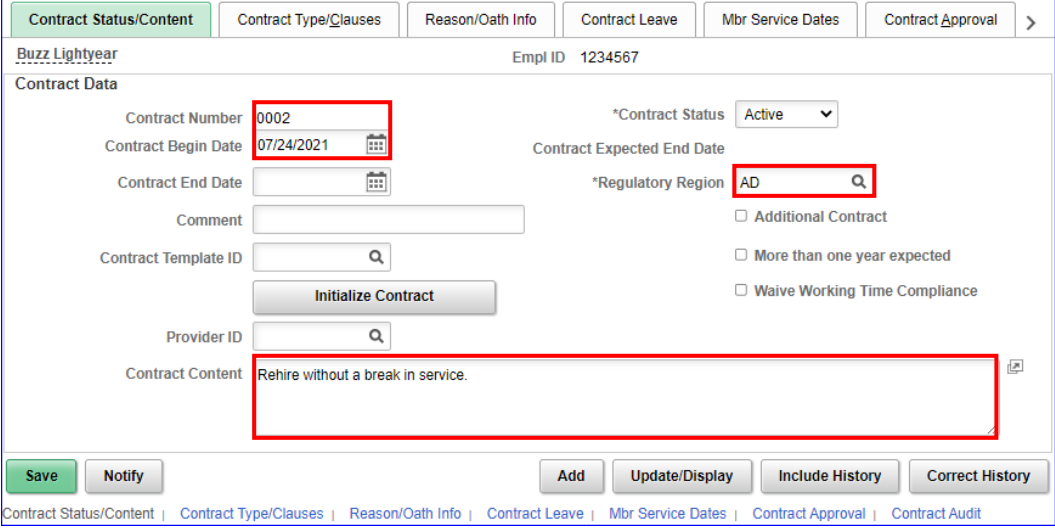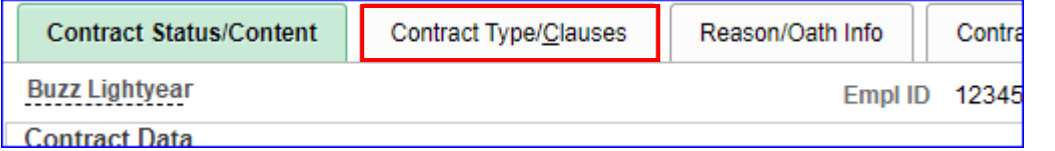
Procedures,
continued

Step	Action
3	The Contract Status/Content tab will display with the current **Contract Number**. Click **Save**.
4	Select the **Add a New Value** tab.
5	Verify the **Empl ID** and the next sequential **Contract Number** (Ex. 0002), remaining consistent with the number of zeros used previously. Click **Add**.

CADET Rehire Contract, Continued
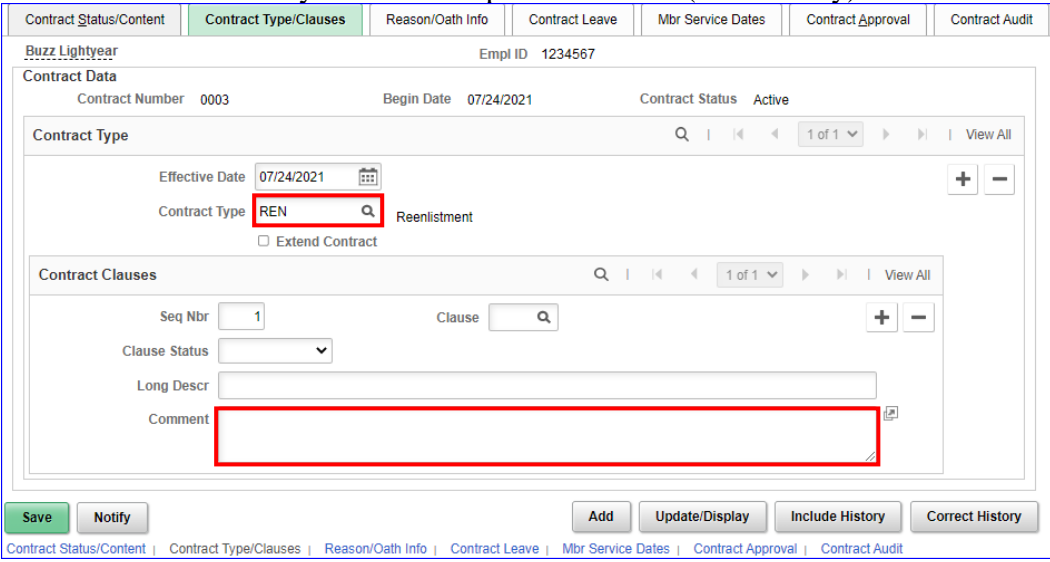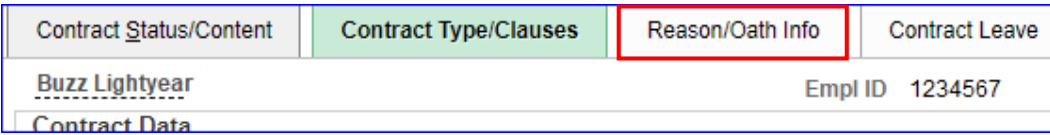
Procedures,
continued

Step	Action
6	The Contract Status/Content tab displays with the new **Contract Number** (Ex. 0002). • **Contract Begin Date** – Defaults to current date, ensure it is the date of rehire. • **Regulatory Region** – Enter or select AD from the lookup icon. • **Contract Content** – A statement is required. Contract Status/Content · Contract Type/Clauses · Reason/Oath Info · Contract Leave · Mbr Service Dates · Contract Approval Buzz Lightyear Empl ID 1234567 Contract Data Contract Number 0002 *Contract Status Active Contract Begin Date 07/24/2021 Contract Expected End Date Contract End Date *Regulatory Region AD Comment ☐ Additional Contract Contract Template ID ☐ More than one year expected [Initialize Contract] ☐ Waive Working Time Compliance Provider ID Contract Content Rehire without a break in service. [Save] [Notify] [Add] [Update/Display] [Include History] [Correct History] Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	Contract Audit
7	Select the **Contract Type/Clauses** tab. Contract Status/Content	**Contract Type/Clauses**	Reason/Oath Info	Contra Buzz Lightyear Empl ID 12345 Contract Data

CADET Rehire Contract, Continued

Procedures,
continued

Step	Action
8	• **Contract Type** – Select the appropriate type from the lookup icon. • **Comment** – Enter any contractual specific reasons (if necessary).
9	Select the **Reason/Oath Info** tab.

CADET Rehire Contract, Continued

Procedures,
continued

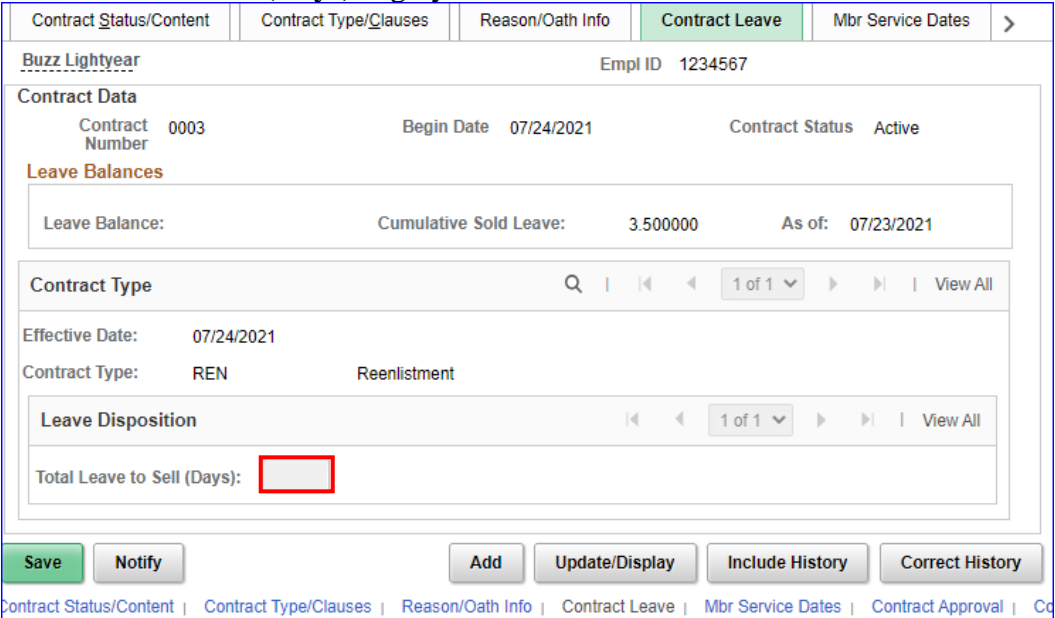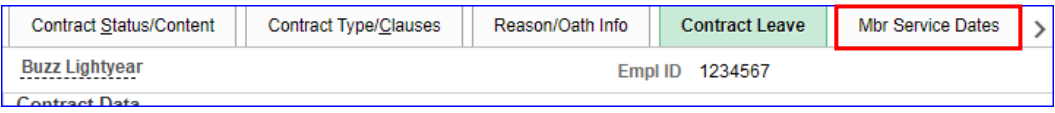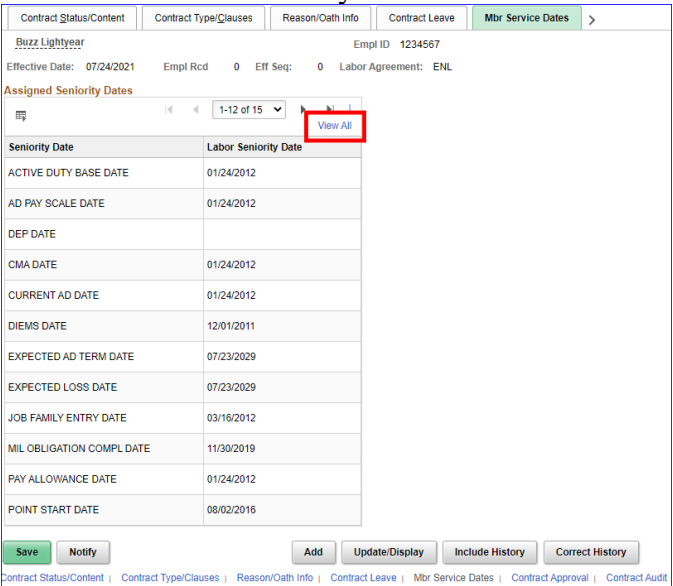| Step	Action
10	Enter the following: • **Contract Term Years/Months/Days** – Enter the contract term. • **Reason** – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, **this field needs to reflect the actual reason for the service obligation**. • **Member Signature Date** – Enter the date of the rehire (the date the contract was signed). • **Name** – Enter the name of the Oath Administrator. • **Military Grade** – Select the Oath Administrator's rank from the drop-down. • **City and State** – Enter the city and state for the Oath Administrator. Contract Status/Content Contract Type/Clauses **Reason/Oath Info** Contract Leave Mbr Service Dates > Buzz Lightyear Empl ID 1234567 **Contract Data** Contract Number: 0003 Begin Date: 07/24/2021 Contract Status: Active Expected End Date: Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment: **Contract Type** Q ◀ 1 of 1 ▾ ▶ ▶▶ View All Effective Date: 07/24/2021 Contract Type: REN Reenlistment Cancel Contract ☐ Cancelled **Reason/Oath** Contract Term Years/Months/Days: 6 ☐ Indefinite Re-Enlistment **Reason for Extension/Reextension/Retention** Reason: Expiration of Enlistment ▾ Member Signature Date: 07/24/2021 📅 Other (Specify): Begin Extension/Re-Extension: ☐ **Oath Administrator Information** Name: Potato Head Military Grade: O4 ▾ City: Pizza Planet State: LA Save Notify Add Update/Display Include History Correct History Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval	Contract Audit
11	Select the **Contract Leave** tab. Contract Status/Content Contract Type/Clauses Reason/Oath Info **Contract Leave** Mbr Service Buzz Lightyear Empl ID 1234567 Contract Data

CADET Rehire Contract, Continued

Procedures,
continued

Step	Action
12	**Total Leave to Sell (Days)** is greyed out for CADET rehires.
13	Select the **Mbr Service Dates** tab.
14	Click on **View All** to verify all of the dates concur with accession rehire dates.

Continued on next page

CADET Rehire Contract, Continued
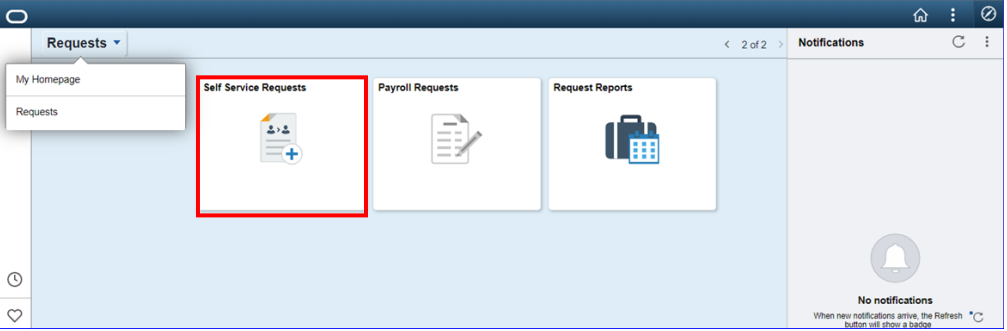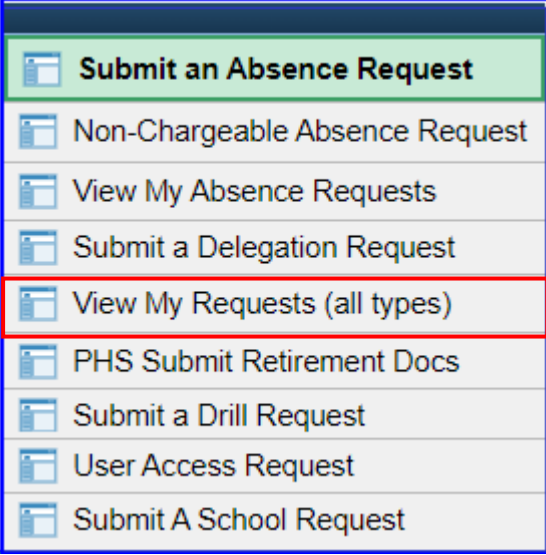
Procedures,
continued

Step	Action
15	Select the **Contract Approval** tab.
16	Enter 002361 for **Dept of Approving SPO** and click **Submit for Approval**.

Approving a CADET Rehire Contract

Introduction   This section provides the procedures for approving a CADET rehire contract in DA.

Information   SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the contract.

Procedures   See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.
1.5	Select the **View My Requests (all types)** option.

Approving a CADET Rehire Contract, Continued

Procedures,
continued

Step	Action
2	Select the **Requests I am Approver For** radio button. You may narrow search results using any of the **fields** and click **Populate Grid**. View My Action Requests Bo Peep 1. `My Submitted Requests' allows member to bring up only their Action Requests.   2. `Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. `All Requests' allows the approver to pull up their Action Requests and those submitted to them.   4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)   5. Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ○ My Submitted Requests　　● Requests I am Approver For　　○ All Requests Transaction Name: All Transactions Transaction Status: Pending Submission From Date: Submission To Date: Populate Grid　　Refresh

Approving a CADET Rehire Contract, Continued

Procedures,
continued

Step	Action
3	Click the **Approve/Deny** link for the contract you are approving.
4	Enter a mandatory **Comment** and select either **Approve** or **Deny**. **NOTE:** Selecting Deny returns the contract to the HRS user.
5	Once **approved**, the member is fully accessed into the Coast Guard with pay.