Hire – Cadet

Introduction   This guide provides the procedures for accessing a Cadet into Direct Access (DA).

**Contents**

Important Information

- **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.

- You **cannot** future date a Hire Transaction Start Date. It will not allow you to save it.

- 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 originator (Recruiter, RPM, EPM or OPM)** to get corrected before processing the accession.

- Date of Hire = Date of the Enlistment Contract or Oath of Office

- It is good practice to IMMEDIATELY enter the contract into DA once the hire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the Oath of Office and Active Duty (AD) agreement if applicable.

- **NOTE:** Upon graduation from the Academy and appointment as a commissioned officer, the service dates are defaulted to the commissioning date in Seniority Dates. A Statement of Creditable Services (SOCS) request must be sent to PPC Customer Care for those members that attended the Scholar Program (served on AD or Reserve).

Important Information Regarding Employee Records

Employee Records

NOTE: If for any reason this Accession is <mark>not completed but an Empl ID was issued</mark>, use the **Add Employment Instance** option. All previous unsaved Job Data entries will need to be re-entered.

<mark>**NOTE: Do not use the Add Employment Instance** if you had previously entered and **saved anything in Job Data with an EMPL ID given**.</mark> Any edits after the initial save will create a second Empl ID for the member. See Before You Begin ANY Hire or Rehire **Bad Example**.
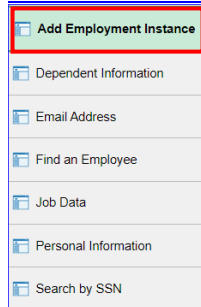
The **Add Relationship** button is the key button that can give one Employee ID another Employee Record. See Before You Begin ANY Hire or Rehire **Bad Example**.
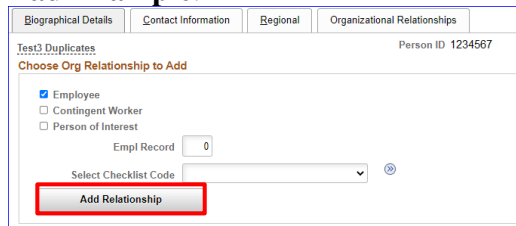
Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.
- **Add a Person**
- **Add Employee Instance (see above)**
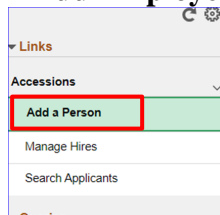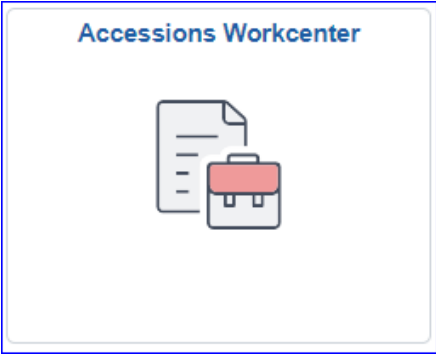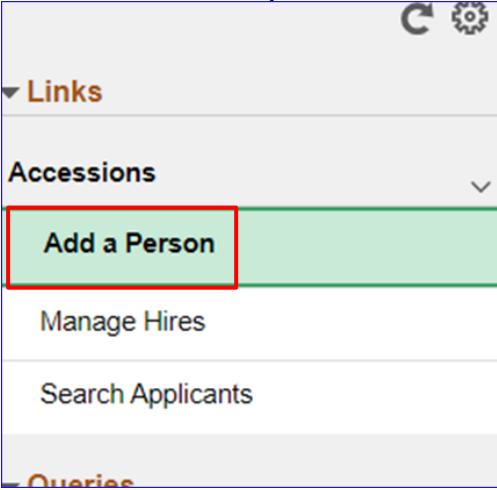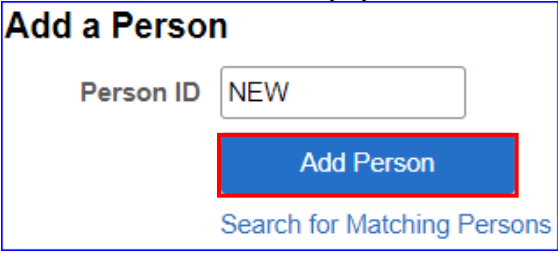
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.
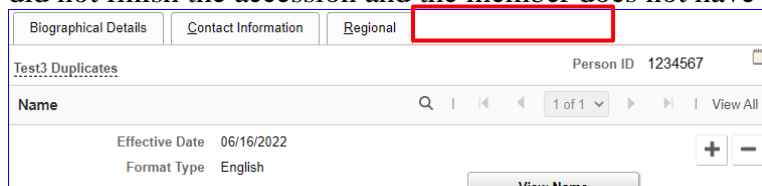
Accessing the Member into Direct Access

Introduction   This section provides the procedures for accessing the member into DA.
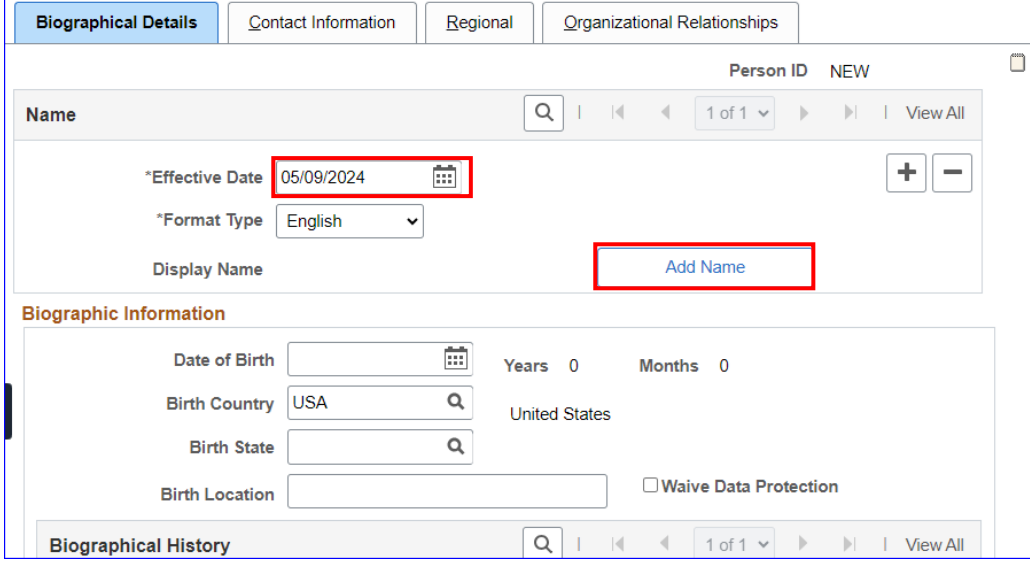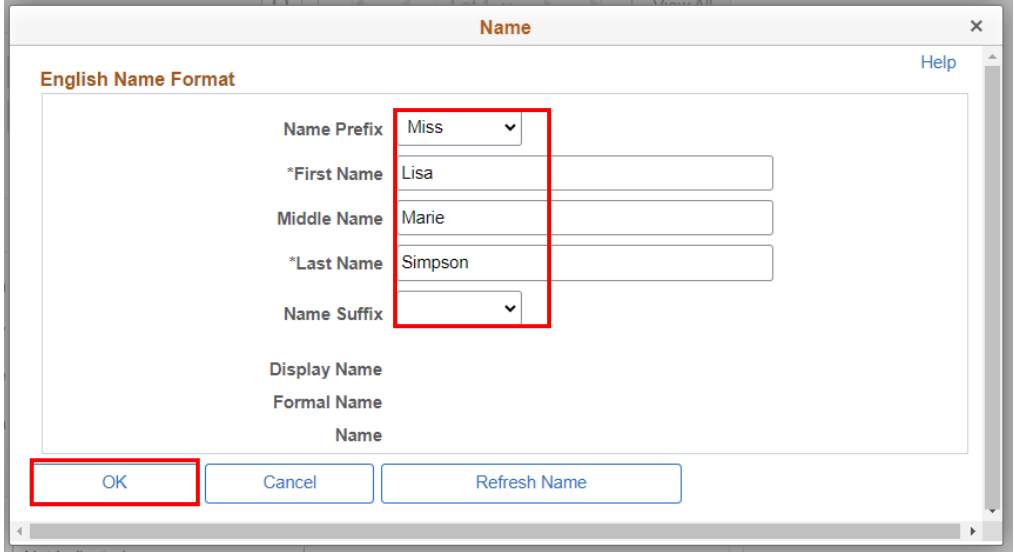
Procedure   See below.

Step	Action
1	Click on the **Accessions Workcenter** tile.
2	The **Add a Person** option will automatically display.
3	The Person ID field auto-populates with NEW. Click **Add Person**.

Accessing the Member into Direct Access, Continued
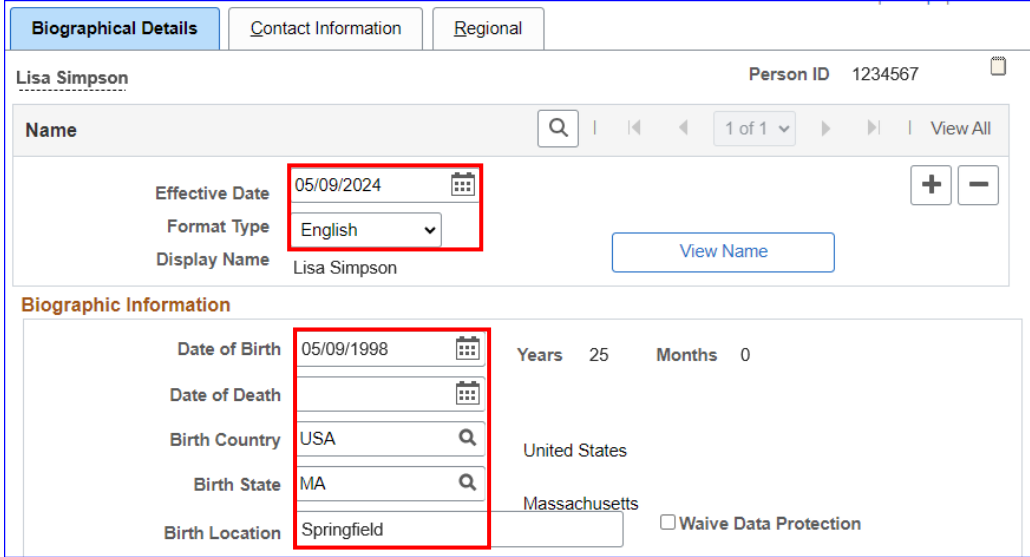
Procedure,
continued

Step	Action
4	The **Effective Date** will default to the current date. Enter the appropriate date (cannot be future dated). Click **Add Name**.
5	Enter the member's complete **Name** including the full middle name (failure to enter the full middle name will result in issues by **NOT** populating on the DD-214). When complete, click **OK**. **NOTE:** Do not use NMN for members with "No Middle Name". The government travel card will be issued with a middle name of "N" and cause denial of its use for the member. LEAVE IT BLANK.

Accessing the Member into Direct Access, Continued
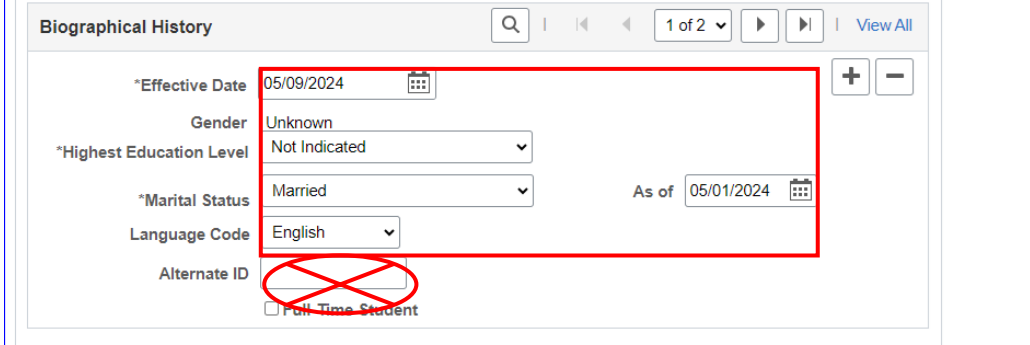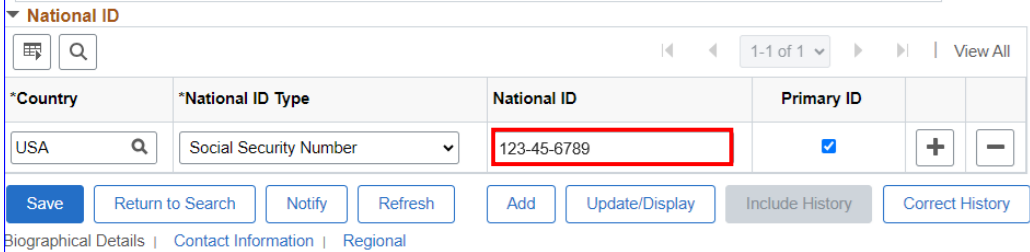
Procedure, continued

Step	Action
6	Name section: • **Effective Date** – Defaults to current date. Enter the date of Accession (if necessary). • **Format Type** – Leave as English. Biographical information section: • **Date of Birth** – Enter the member's birth date. • **Birth Country** – Defaults to USA, if different, use the lookup icon to select the correct birth country (other fields may appear/change). • **Birth State** – Enter the state where the member was born. • **Birth Location** – Enter the city/town where the member was born. **Biographical Details** | Contact Information | Regional Lisa Simpson — Person ID 1234567 **Name** — 1 of 1 — View All Effective Date 05/09/2024 Format Type English Display Name Lisa Simpson — View Name **Biographic Information** Date of Birth 05/09/1998 — Years 25 Months 0 Date of Death Birth Country USA — United States Birth State MA — Massachusetts Birth Location Springfield — ☐ Waive Data Protection

Accessing the Member into Direct Access, Continued

Procedure, continued

Step	Action
7	Biographical History section: • **Effective Date** – Must match the Effective Date above. • **Gender** – Not editable. • **Highest Education Level** – Select the education level from the drop-down. • **Marital Status** and **As of** – Select the status from the drop-down and enter the date of marriage (if applicable). • **Language Code** – Select English from the drop-down. • **Alternate ID & Full-Time Student** – DO NOT USE. • **National ID** – Enter the member's Social Security Number (with hyphens). • **Primary ID** – Is automatically checked.
8	Select the **Contact Information** tab.

Accessing the Member into Direct Access, Continued

Procedure, continued

Step	Action
9	DA defaults the first **Address Type** to *Home* and the **As Of Date** is the date of hire. Click the **Add Address Detail** link. **NOTE: Required Address Types must include:** • <mark>Thrift Savings Plan (TSP) address</mark> • Home of record address • Mailing Address

Accessing the Member into Direct Access, Continued

Procedure,
continued

Step	Action
10	Verify the **Effective Date**. Click **Add Address**.
11	• **Address 1** – Enter 15 Mohegan Ave • **Address 2** – Not Used. • **Address 3** – Not Used. • **City** – Enter New London. • **State** – Enter CT. • **Postal** – Enter 06320. • **County** – Enter the county (if known). Click **OK**.

Continued on next page

Accessing the Member into Direct Access, Continued
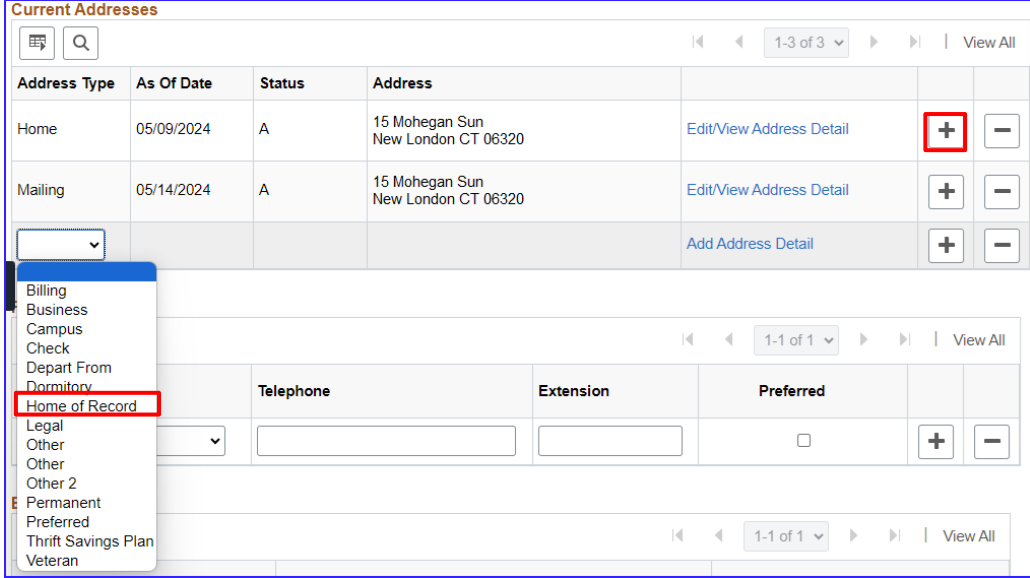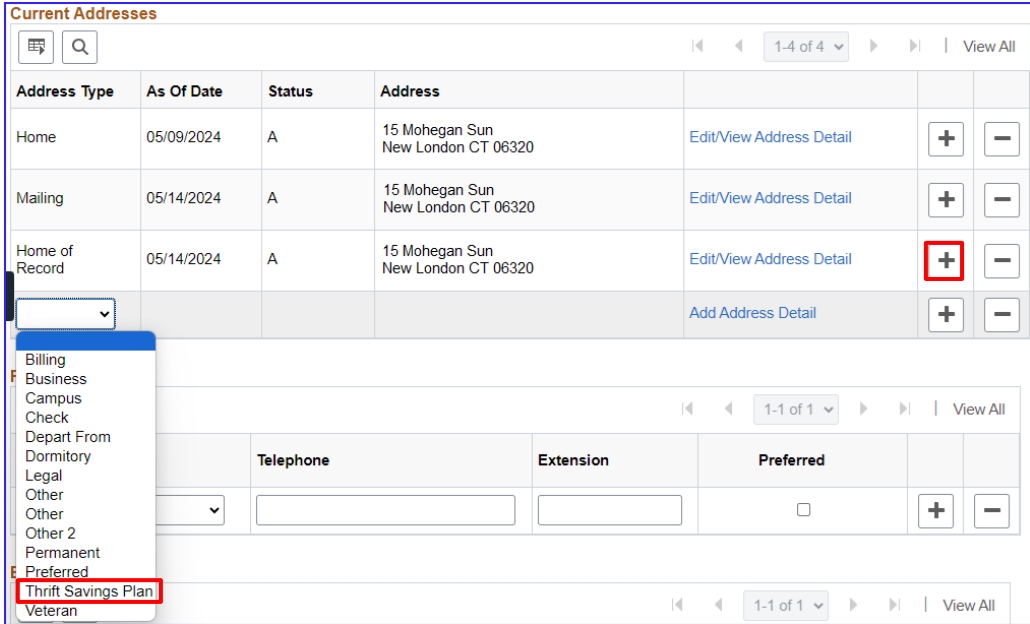
Procedure, continued

Step	Action
12	Click the **Plus** button to add the Mailing Address.
13	Select Mailing from the **Address Type** drop-down and click the **Add Address Detail** link.

Accessing the Member into Direct Access, Continued

Procedure, continued

Step	Action
14	Click the **Plus** button and repeat steps 10 & 11 to enter the **Home of Record** as identified on the DD4.
15	Click the **Plus** button and repeat steps 10 & 11 to enter the **Thrift Savings Plan** address.

Accessing the Member into Direct Access, Continued

Procedure,
continued

Step	Action
16	The **Phone Information**, **Email Addresses** and **Instant Message IDs** should be left blank (to be entered/verified by the member before academy graduation). **NOTE:** A **Business** email address is required to be able to use the forgotten password function in DA. See Personal Data Updates Member Email Address section for entering the USCG.mil address in DA.
17	Select the **Regional** tab.

Accessing the Member into Direct Access, Continued

Procedure, continued

Step	Action
18	• **Regulatory Region** – Ensure USA is displayed. • **Ethnic Group** – Click the lookup icon to select the appropriate category. Narrow the search by using the **Description** field. See below. **NOTE:** If the member claims more than one ethnic group, click the **Plus** button, and add the additional group designation.

Accessing the Member into Direct Access, Continued

Procedure,
continued

Step	Action
19	Select the **Organizational Relationships** tab.
20	Verify the **Employee** box is checked and click **Add Relationship**. Do **NOT** change the **Empl Record** number EVER.
21	The Job Data screen displays. The **Empl ID** and **Empl Record** will be generated on the Work Location tab (**Record this number for future reference.**) **See Notes.** • **Effective Date** – Defaults to the current date. This date may be future dated to reflect the actual hire date. • **Effective Sequence** – Do not change. • **Action** – Select Hire from the drop-down. • **Reason** – Verify New Position is displayed. • **Position Number** – Enter 00060344, currently for CADET & hit tab. Click the **Override Position Data** button.

Accessing the Member into Direct Access, Continued
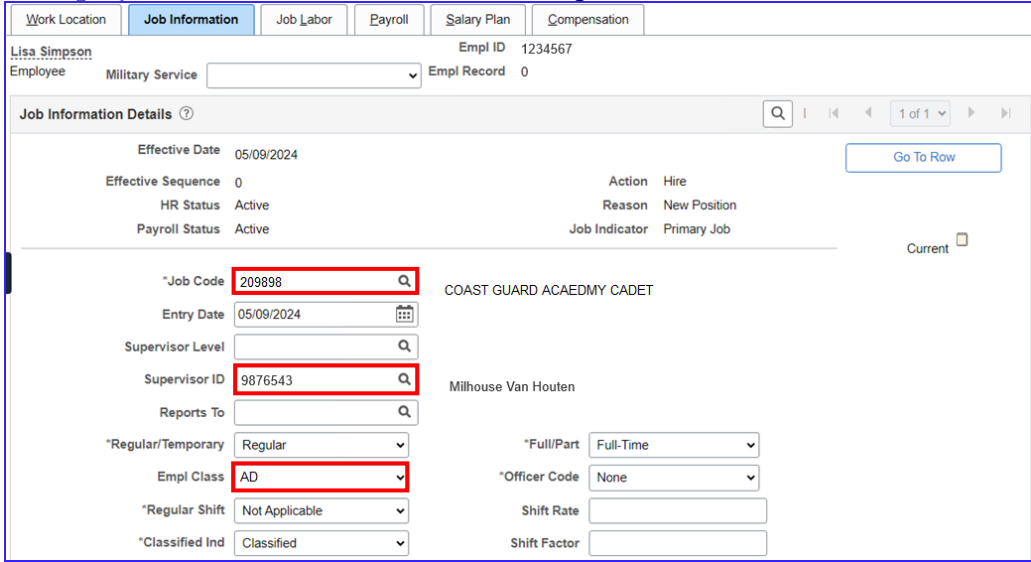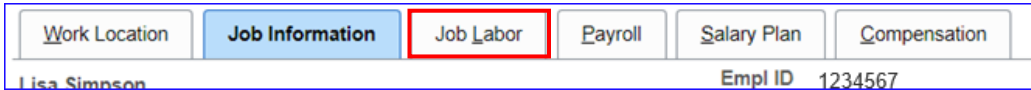
Procedure,
continued

Step	Action
22	Change/update as necessary: • **Regulatory Region** – Select AD from the lookup icon. • **Company** – Verify ACG is displayed. • **Business Unit** – Select CADCG from the lookup icon. • **Department** – Enter 004311. • **Department Entry Date** – Verify the Date of hire. • **Location** – Verify CT0004 is displayed. • **Establishment ID** – Select USCG from the lookup icon. Position Number 00060344 — COAST GUARD ACADEMY CADET Use Position Data Position Entry Date 05/09/2024 ☐ 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 05/09/2024 *Location CT0004 — CG UNITS-NEW LONDON CT Establishment ID USCG — Active CG — Date Created 05/17/2022
23	Select the Job Information tab. Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation

Accessing the Member into Direct Access, Continued
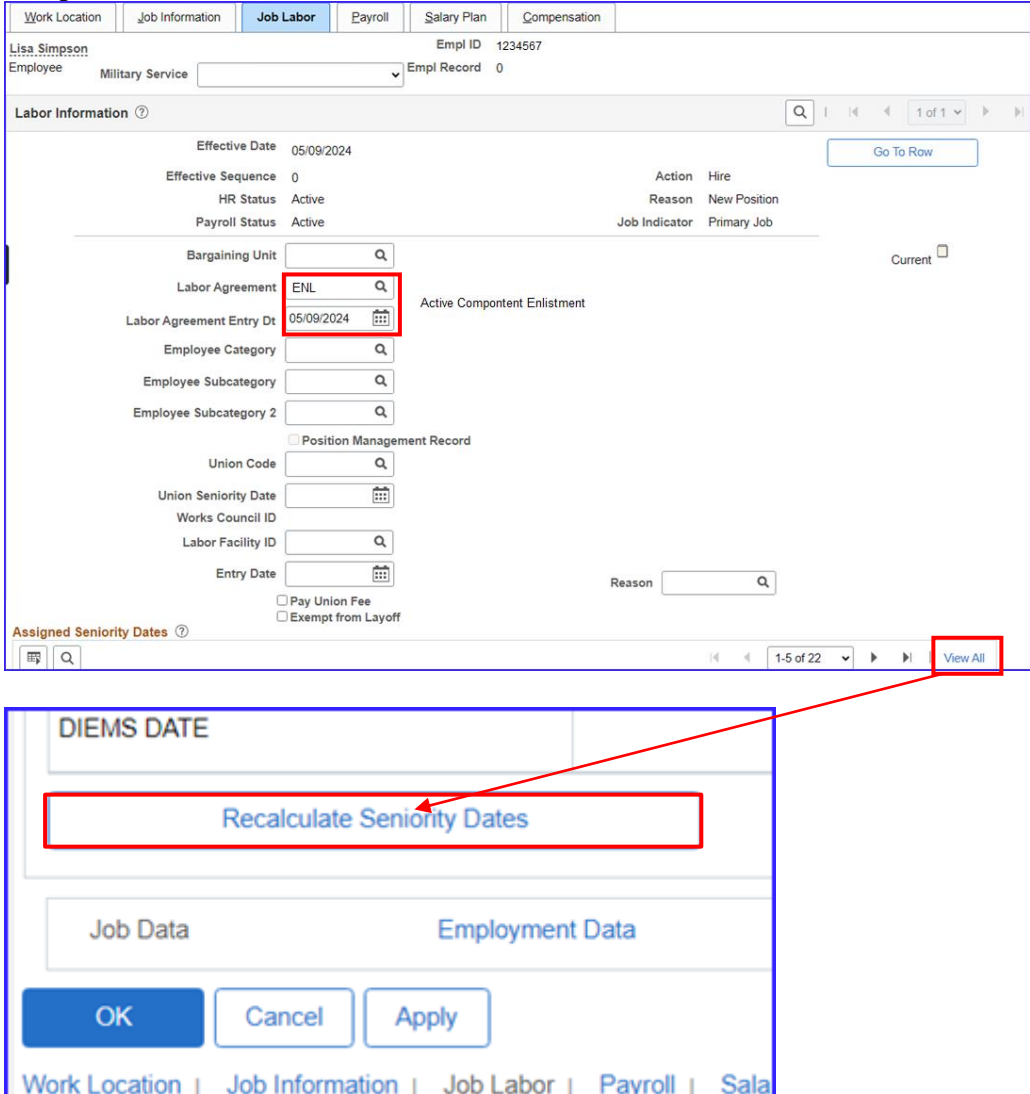
Procedure,
Continued

Step	Action
24	Only enter these three fields, **DO NOT** enter any other data fields. • **Job Code** – Enter 209898 (if not defaulted) and hit tab. • **Supervisor ID** – Enter the CGHRSUP Empl ID that approves Accessions. • **Employee Class –** Select AD from the drop-down.
25	Select the **Job Labor** tab.

Accessing the Member into Direct Access, Continued

Procedure,
continued
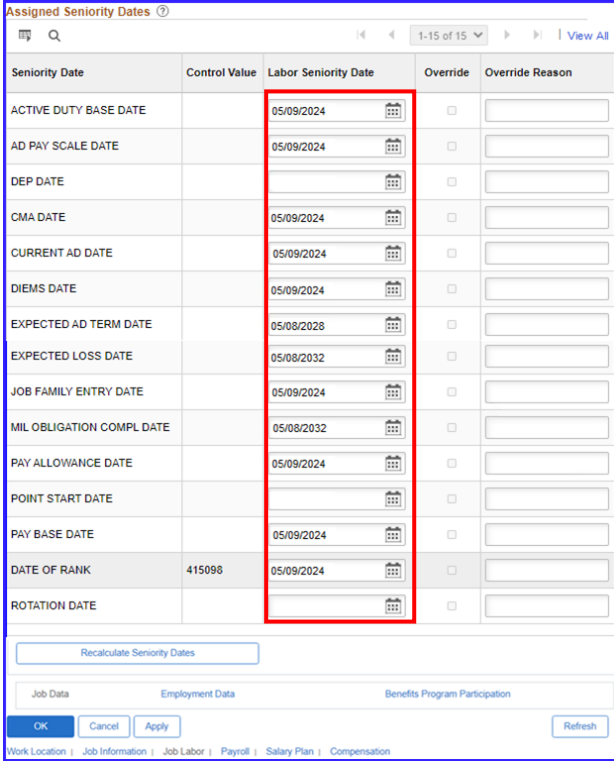
Step	Action
26	Only enter these fields, **DO NOT** enter any other data fields. • **Labor Agreement** – Select ENL from the lookup icon. • **Labor Agreement Entry Dt** – Will default to date of hire. Scroll down the page and click **View ALL** for Assigned Seniority Dates. Click **Recalculate Seniority Dates** to update the correct member type and component Service Date information.

4 December 2024

Accessing the Member into Direct Access, Continued

Procedure,
continued

Step	Action
28	Select the **Payroll** Tab.
29	**Pay Group** – Should default to *USCG STG*. Once the hire has been approved this will update to CADET. Select the **Salary Plan** tab.

Accessing the Member into Direct Access, Continued
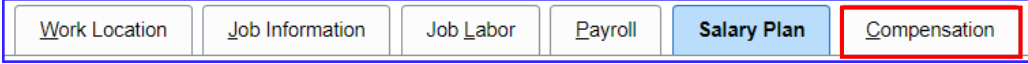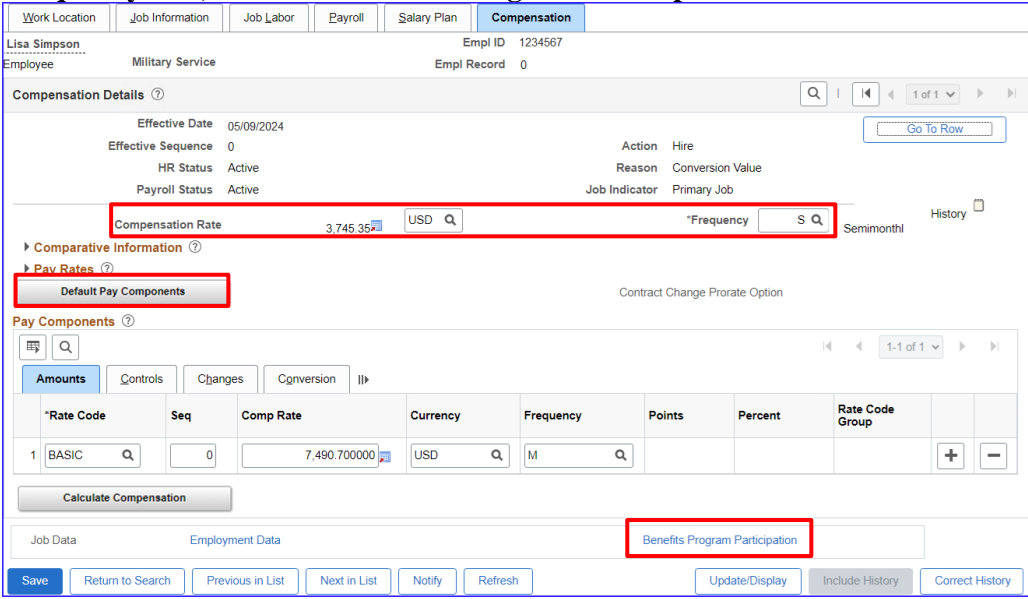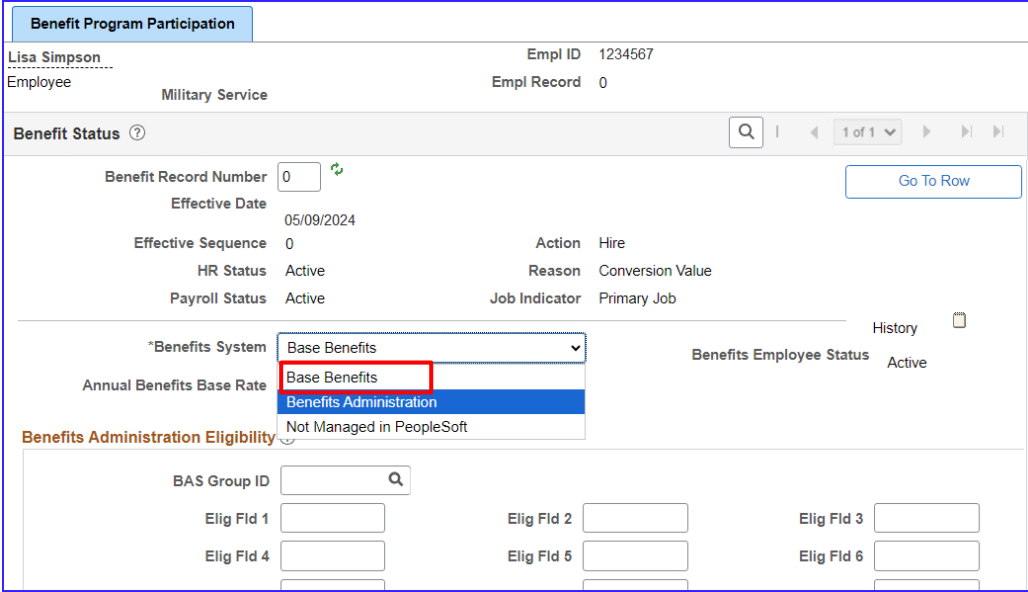
Procedure,
continued

Step	Action
30	Only enter fields as indicated. **All other fields must be left blank.** • **Salary Admin Plan** – Should default to CDT (If not, select it from the lookup icon). • **Grade** – Select CDT from the lookup icon. • **Grade Entry Date** – Should default to the date of hire. • **Step** – Enter 1 and hit tab. **NOTE:** 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 and must be fixed. **NOTE: This step is necessary for the information on the Compensation tab to populate.** • **Step Entry Date** – Will default to the date of hire. Select the **Compensation** tab.

Accessing the Member into Direct Access, Continued
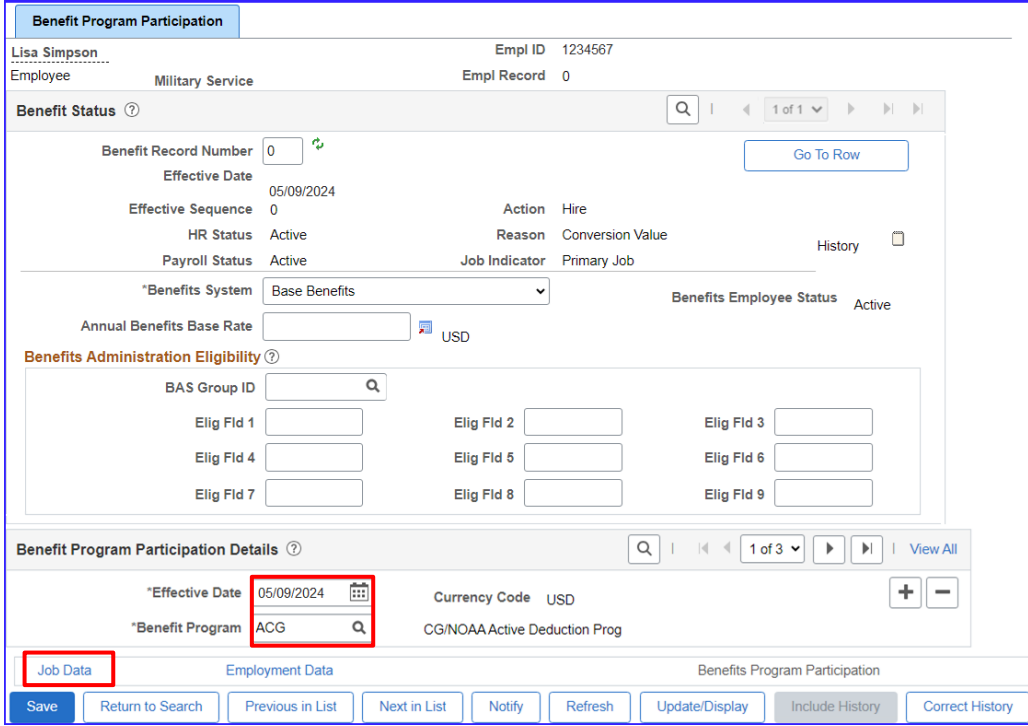
Procedure,
continued

Step	Action
31	Select the **Compensation** tab.
32	Click **Default Pay Components** (this updates the **Compensation Rate** and **Frequency** data). Click the **Benefits Program Participation** link.
33	**Benefits System** – Select Base Benefits from the drop-down.

Accessing the Member into Direct Access, Continued
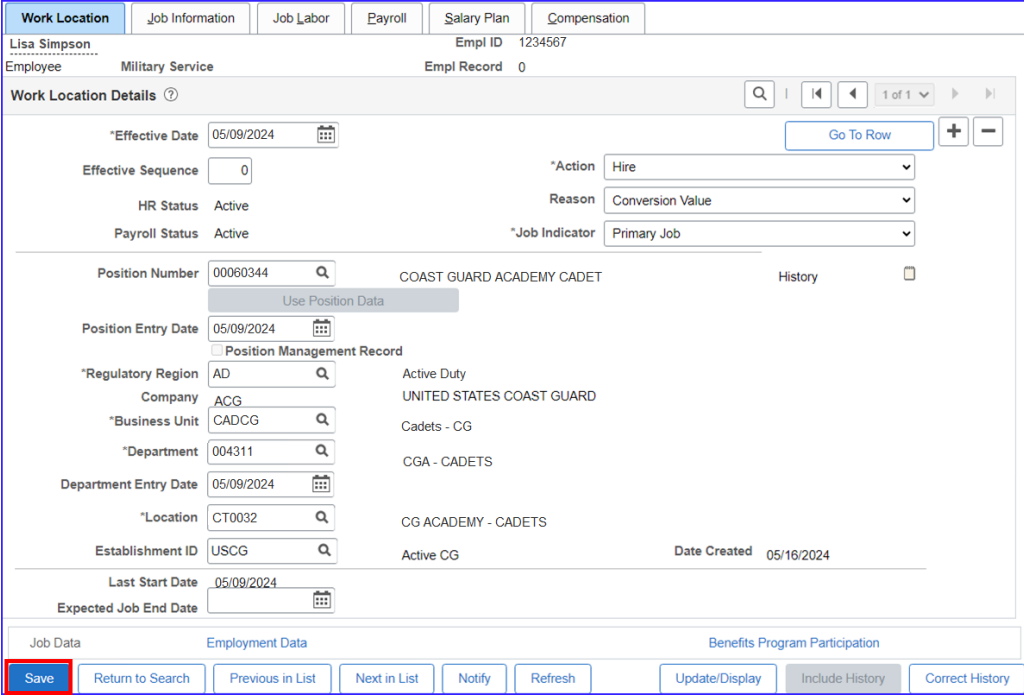
Procedure,
continued

Step	Action
34	Only enter fields as indicated. **All other fields must be left blank.** • **Effective Date** – If completing the Job Data AFTER the effective date of hire, change the date to the date of hire. • **Benefit Program** – Select ACG from the lookup icon. Click the **Job Data** link.

Accessing the Member into Direct Access, Continued

Procedure,
continued

Step	Action
35	To submit, click **Save**.

Accessing the Member into Direct Access, Continued

Procedure,
continued

Step	Action
36	Several Messages will display (randomly ordered). Click **OK** for each one (wait for the "processing-circle-of-death" to finish).

Warning -- Head count of 1366 exceeds maximum head count of 0 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 -- Compensation Frequency has been updated. (1010,264)

Compensation Frequency has been updated.

OK   Cancel

Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)

A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.

If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.

OK   Cancel

JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)

OK

Accessing the Member into Direct Access, Continued

Procedure,
continued

Step	Action
37	After a successful completion you will be returned to the **Organizational Relationships** tab. Return to the DA home page.
38	If you have the roles to add the member's gender, navigate to the NavBar icon > **Menu** > **Workforce Administration drop-down arrow** > Personal Information > Biographical > **Modify a Person's Gender**. If you do not have the roles, a PPC help ticket must be entered to have this information added.

Accessing the Member into Direct Access, Continued
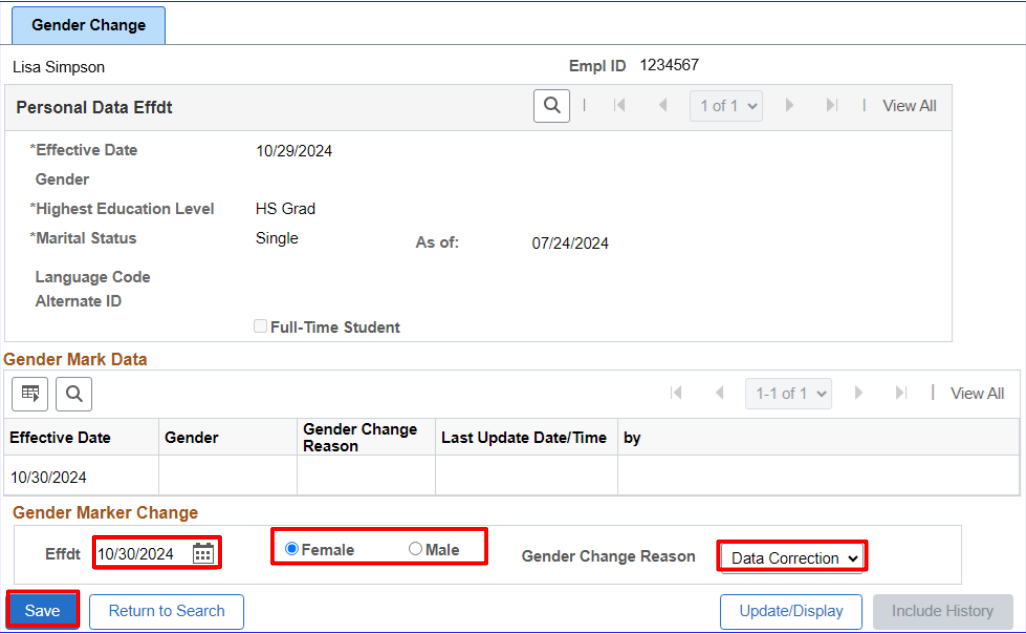
Procedure,
continued

Step	Action
39	Enter the **Empl ID** and click **Search**. The Include History box is already checked. **Personal Gender Change** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing 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 ☐ Case Sensitive [Search] [Clear] Basic Search 🗗 Save Search Criteria

Accessing the Member into Direct Access, Continued

Procedure,
continued

Step	Action
40	The Gender Change tab will display. <mark>The Gender Marker Change **Effdt** must be the day after your date of entry. This date cannot be backdated.</mark> Select the appropriate **Gender** radio button and select Data Correction from the **Gender Change Reason** drop-down (used for entering a new member's gender OR to correct an incorrect gender). **NOTE: DO NOT USE Gender Marker Change** – Used to modify a member who has followed established COMDT Policy and is physically changing genders. Click **Save**.
41	Now showing 1 of 2 rows.

Approving an Accession
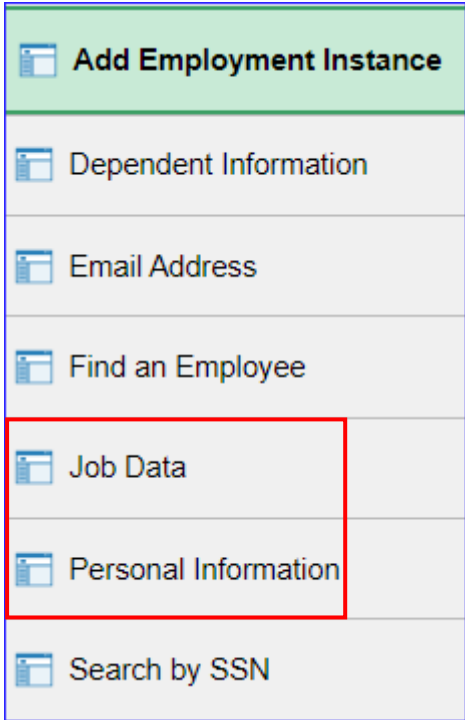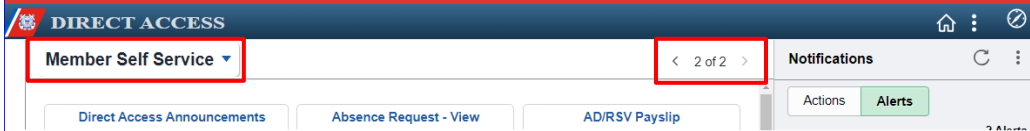
Introduction   This section provides the procedures for approving an Accession in DA.

Information   • SPO Auditor/PAO user access is required to approve an accession.
• The approver cannot be the same person who entered the accession. The member will **NOT be paid** until the accession transaction is approved (remains in the staging Pay Group), the contract is entered and then the contract is approved.
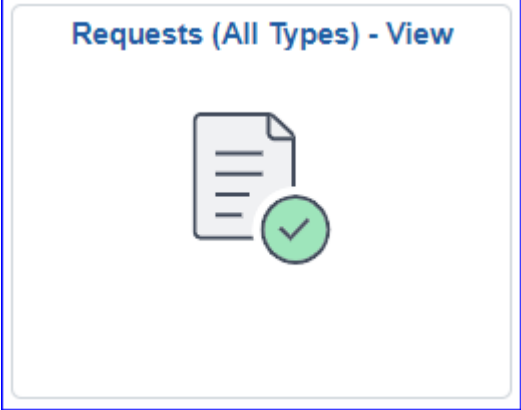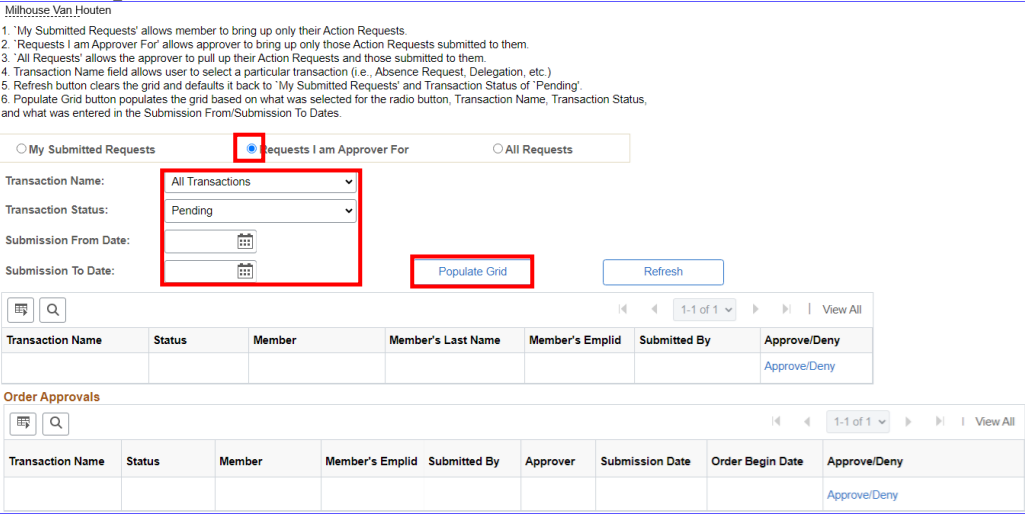
Procedure   See below.

Step	Action
1	Before approving the accession, review/audit the information by clicking on the **Job Data** and the **Personal Information** options. Add Employment Instance Dependent Information Email Address Find an Employee Job Data Personal Information Search by SSN
2	Navigate to **Member Self Service** via the drop-down or by page **arrows**. DIRECT ACCESS Member Self Service ▼ 2 of 2 Notifications Direct Access Announcements Absence Request - View AD/RSV Payslip Actions Alerts

Approving an Accession, Continued

Procedure, continued

Step	Action
3	Click on the **Requests (All Types) - View** tile.
4	Select the **Requests I am Approver For** radio button. You may narrow the search by filling in the **Transaction Name**, **Status** and **Dates**. Click **Populate Grid**.
5	Click the **Approve/Deny** link for the accession you are approving.

4 December 2024

Approving an Accession, Continued
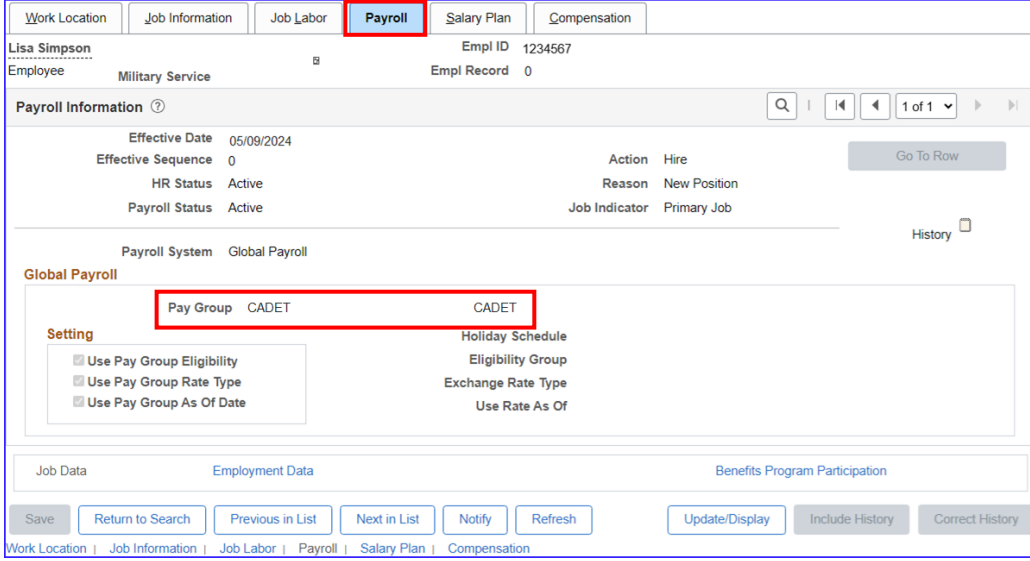
Procedure, continued

Step	Action
6	Enter any needed **Comments** and select either **Approve** or **Deny** (deny returns the accession to the HRS user). **Action Request** Approval/SOD for Accessions **Van Houten, Milhouse** • Review hire data in the Request Information box. • To approve a Hire Request, press the Approve button. • To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. • After a Hire Request has been approved, data will be pushed to DA 8.0. **Request Details** Employee ID: 1234567 **Request URL** Click here to view additional request information. **Request Approvers** Approver: 9876543 Milhouse Van Houten Comment: Approve Deny **Accessions Hire Approval** Accession Hire Request:Pending One Approval level Pending Milhouse Van Houten Initial Approve Action Request
7	Once **Approved**, the buttons will be greyed out after the system saves the approval. Click the X to close the page. Approve Deny **Accessions Hire Approval** Request Status:Approved View/Hide Comments One Approval Level Approved ✔ Milhouse Van Houten Initial Approve Action Request 10/29/2024 7:58 PM Comments Milhouse Van Houten at 10/29/24 - 7:58 PM

Approving an Accession, Continued
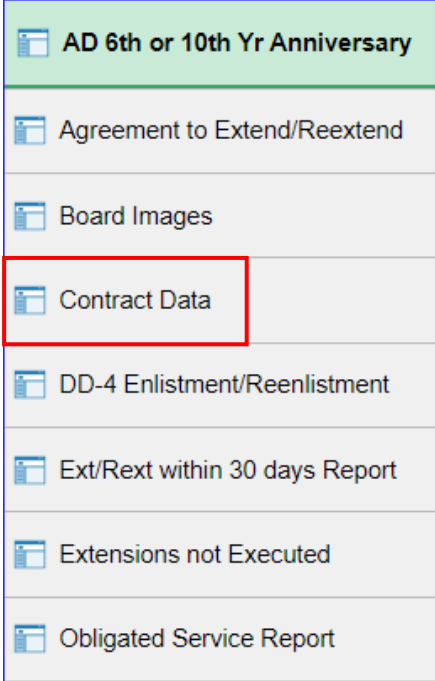
Procedure,
continued

Step	Action
8	Return to the Job Data **Payroll** tab to confirm the members **Pay Group** has changed to CADET and repeat the process for the next accession.

Entering Contract Data

Introduction   This section provides the procedures for completing the contract of a member (in this example with no prior service) in DA.

Procedure   See below.

Step	Action
1	Click on the **Career Management** tile.
2	Select the **Contract Data** option.

Entering Contract Data, Continued

Procedure, continued
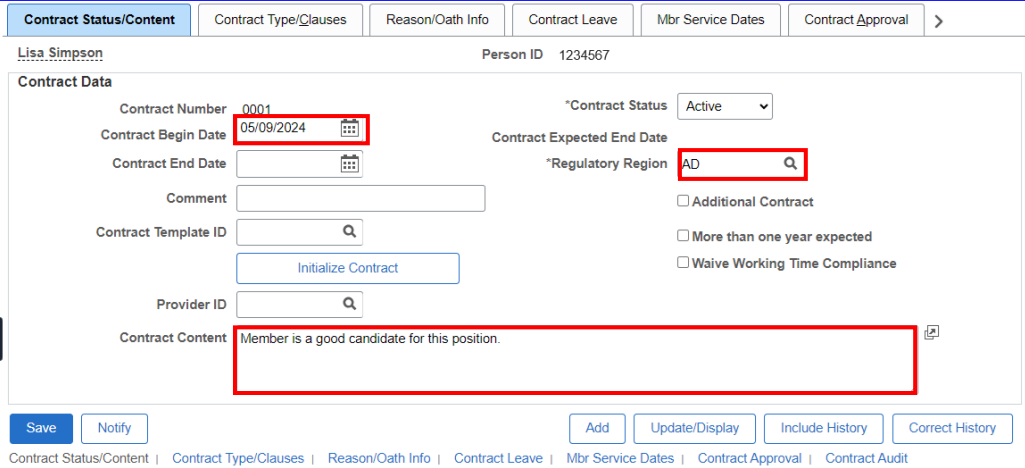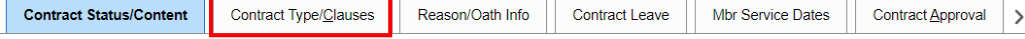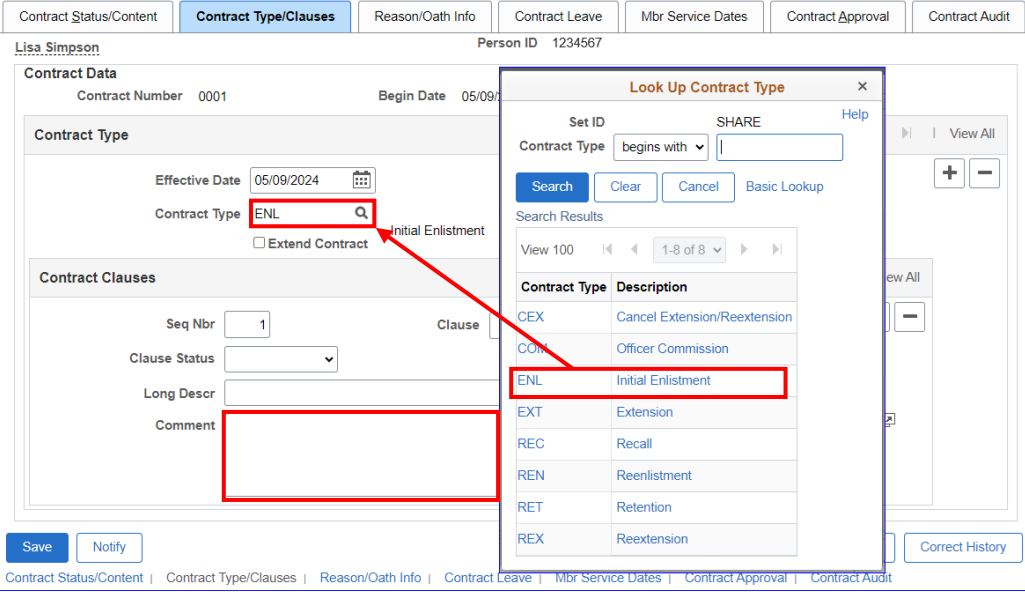
Step	Action
3	Select the **Add a New Value** tab.
4	Enter the **Empl ID** and the **Contract Number** (Ex. 0001). Click **Add**.

Entering Contract Data, Continued

Procedure, continued

Step	Action
5	The Contract Status/Content tab displays with the **Contract Number** (Ex. 0001). • **Contract Begin Date** – Ensure it is the date of hire. • **Regulatory Region** – Change to the appropriate region (in this case AD). • **Contract Content** – A statement is required.
6	Select the **Contract Type/Clauses** tab.
7	• **Contract Type** – Select ENL from the lookup icon. • **Comment** – Enter any contractual specific reasons.

Entering Contract Data, Continued
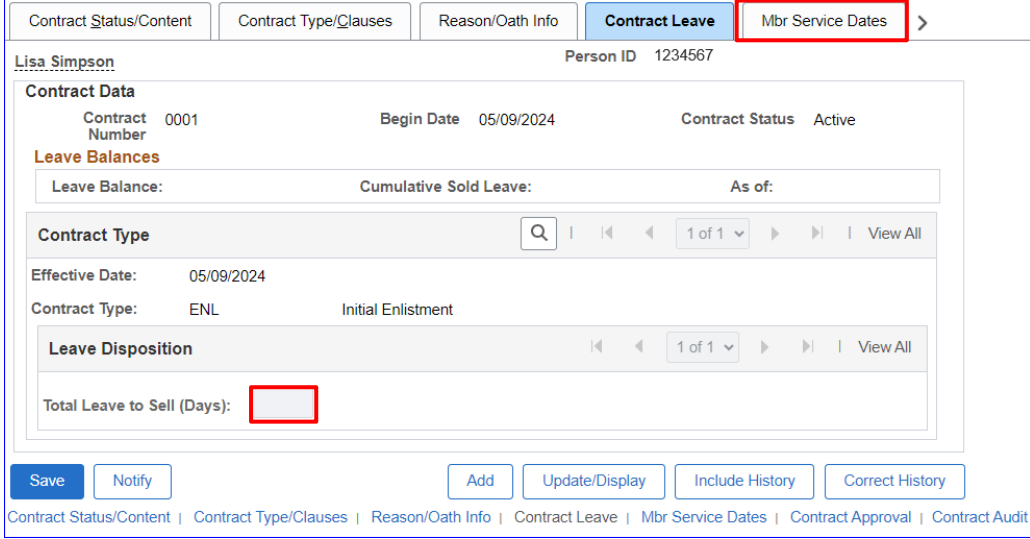
Procedure,
continued

Step	Action
8	Select the **Reason/Oath Info** tab.
9	• **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, <mark>this field needs to reflect the actual reason for the service obligation</mark>. • **Member Signature Date** – Enter the date the contract was signed. • **Name** – Enter the appropriate name of the Oath Administrator (can be a Notary, Court Clerk or Judge). • **Military Grade** – Enter the rank of the Oath Administrator (leave blank if non-military). • **City** – Enter the City in which the contract was signed. • **State** – Enter the State in which the contract was signed.
10	Select the **Contract Leave** tab.

Entering Contract Data, Continued

Procedure,
continued

Step	Action
11	**Total Leave to Sell (Days)** – Greyed out for new hires. Select the **Mbr Service Dates** tab.
12	Click **View All** on the Assigned Seniority Dates section.

Entering Contract Data, Continued

Procedure,
continued

Step	Action
13	Confirm **Labor Seniority Dates** set during the Accession process are correct. If not, return to Job Data and fix any incorrect dates.
14	Select the **Contract Approval** tab.

Entering Contract Data, Continued

Procedure,
continued

Step	Action
15	Verify **Dept of Approving SPO**. Click **Submit for Approval**.
16	The **Approval Status** updates to Pending and the contract will be routed to the Approving SPO.

Approving a Contract

Introduction	This section provides the procedures for approving a contract.

Information	• SPO Auditor/PAO user access is required to approve a contract. • The approver cannot be the same person who entered the contract. • The member will **NOT be paid** until the contract is entered and then approved

Procedure	See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**.
2	Click on the **Requests (All Types) - View** tile.
3	Select the **Requests I am Approver For** radio button. **Transaction Name** – Select Contract Approval from the drop-down. You may narrow the search by filling in the **Status** and **Dates**. Click **Populate Grid**.

Approving a Contract, Continued

Procedure,
continued

Step	Action
4	Click the **Approve/Deny** link for the contract you are approving.
5	Enter **Comments** and click **Approve** or **Deny** (deny returns the contract to the HRS user).
6	The contract is approved, and the member is fully accessed into the Coast Guard with pay.

BAH and Direct Deposit

Introduction   This section provides the procedures for ensuring the member is receiving Basic Allowance for Housing (BAH) and that their direct deposit has been set up to receive pay.

Information   Once the hire, the contract and the BAH are approved, <mark>then direct deposit **must** be entered</mark>.

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.
2	Select the **Housing Allowance** option.

BAH and Direct Deposit, Continued
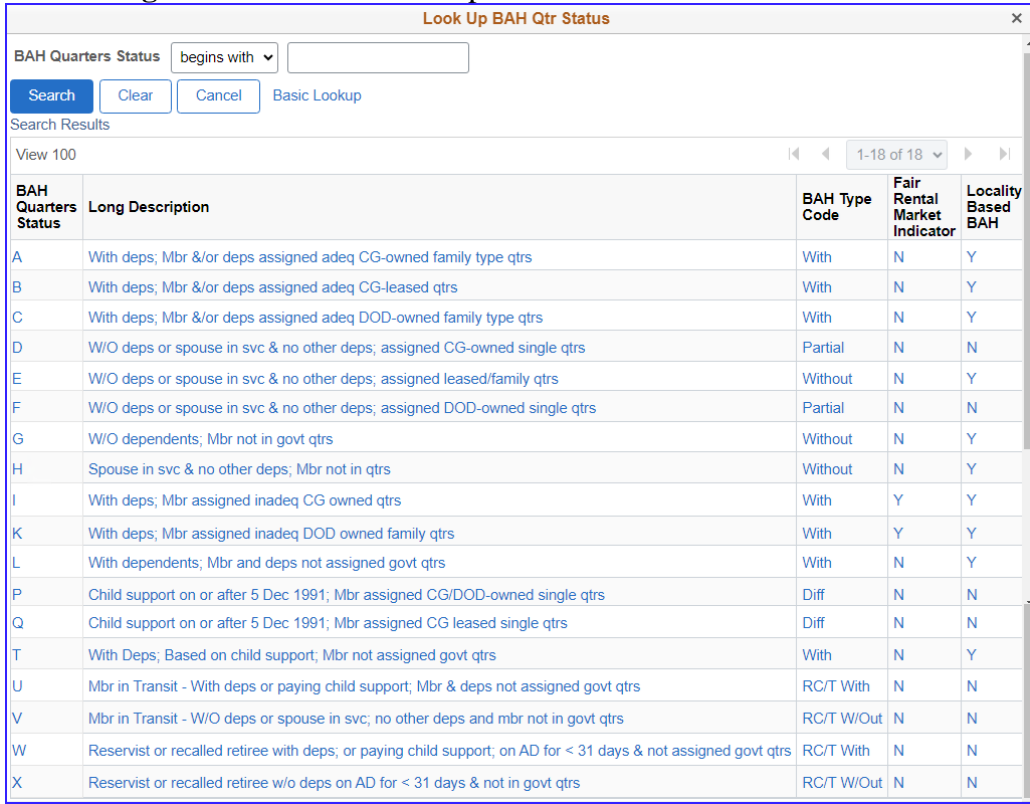
Procedure,
continued

Step	Action
3	Enter the **Empl ID** and click **Search**. **Housing Allowance** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria Empl ID — begins with — 1234567 Empl Record — = — 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

Continued on next page

BAH and Direct Deposit, Continued

Procedure,
continued

Step	Action
4	Follow the Basic Allowance for Housing (BAH) guide for starting BAH, keeping the following in mind: • For married members, ensure **dependents** are entered in DA prior to starting a BAH row. • BAH With cannot be entered without eligible dependents. • Pay special attention to a recruit that is **married member to member**, to ensure that BAH With is only being paid as authorized. • For recruits authorized BAH With, utilize the zip code on the dependency worksheet, vice the recruit's contract. • Recruits are authorized BAH, not OHA. • If dependents live somewhere that **BAH does not exist**, recruits will receive Unit BAH With. • Check zip codes for CONUS/OCONUS COLA where applicable. • Married reservists are entitled to BAH With. • Single reservists will be authorized BAH Without Depn **ONLY if they have a lease agreement** in their recruit packet.

Look Up BAH Qtr Status

BAH Quarters Status [begins with ▼] [ ]

[Search] [Clear] [Cancel] [Basic Lookup]

Search Results

View 100 |◀ ◀ 1-18 of 18 ▼ ▶ ▶|

BAH Quarters Status	Long Description	BAH Type Code	Fair Rental Market Indicator	Locality Based BAH
A	With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs	With	N	Y
B	With deps; Mbr &/or deps assigned adeq CG-leased qtrs	With	N	Y
C	With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs	With	N	Y
D	W/O deps or spouse in svc & no other deps; assigned CG-owned single qtrs	Partial	N	N
E	W/O deps or spouse in svc & no other deps; assigned leased/family qtrs	Without	N	Y
F	W/O deps or spouse in svc & no other deps; assigned DOD-owned single qtrs	Partial	N	N
G	W/O dependents; Mbr not in govt qtrs	Without	N	Y
H	Spouse in svc & no other deps; Mbr not in qtrs	Without	N	Y
I	With deps; Mbr assigned inadeq CG owned qtrs	With	Y	Y
K	With deps; Mbr assigned inadeq DOD owned family qtrs	With	Y	Y
L	With dependents; Mbr and deps not assigned govt qtrs	With	N	Y
P	Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs	Diff	N	N
Q	Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs	Diff	N	N
T	With Deps; Based on child support; Mbr not assigned govt qtrs	With	N	Y
U	Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs	RC/T With	N	N
V	Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs	RC/T W/Out	N	N
W	Reservist or recalled retiree with deps; or paying child support; on AD for < 31 days & not assigned govt qtrs	RC/T With	N	N
X	Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs	RC/T W/Out	N	N

BAH and Direct Deposit, Continued

Procedure, continued

Step	Action
5	When completed, click **Save**.
6	Without leaving the screen, select the **Direct Deposit** option. **NOTE:** If you do leave the screen and then go back in, you will need to enter the member's Empl ID and hit search in the next step.

BAH and Direct Deposit, Continued

Procedure,
continued

Step	Action
7	Click **Add Direct Deposit**. **EFT/Direct Deposit** Lisa Simpson **Pay Distribution Instructions** 1-1 of 1 Status · Effective Date · Payment Method · Bank Name · Account Number · [Edit] [Add Direct Deposit] [Return to Search]
8	Enter the following: • **Account Type** – Select from the drop-down. • **Routing Number** – Enter the appropriate data. • **Account Number** – Enter the appropriate data. Click **Save**. **EFT/Direct Deposit** Lisa Simpson **Distribution Instruction Details** Distribution Method: Bank Transfer · Effective Date: 05/09/2024 *Account Type: Checking *Routing Number: 256074974 · (Be sure to verify; this must be 9 digits) *Account Number: 9999999999999 · (Limited to 17 characters; no spaces) Bank Name: Navy Federal Credit Union [Save] Return to Summary [Return to Search]
9	The Pay Distributions Instructions will display with the new data. **EFT/Direct Deposit** Lisa Simpson **Pay Distribution Instructions** 1-1 of 1 Status · Effective Date · Payment Method · Bank Name · Account Number Current · 05/09/2024 · Bank Transfer · Navy Federal Credit Union (256074974) · 9999999999999 · [Edit] [Return to Search]