

Hire Cape May from CGRC

Overview

Introduction

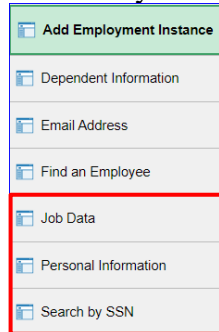
This guide provides the procedures for hiring a member in Direct Access (DA) previously entered by the Coast Guard Recruiting Command (CGRC).

Before You Begin ANY Hire or Rehire

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:

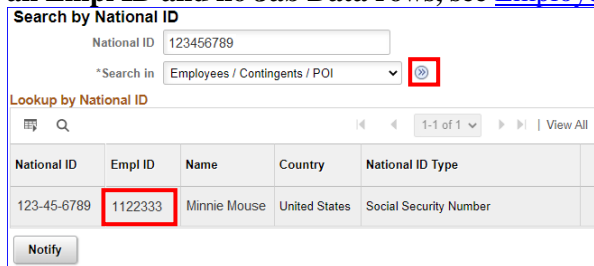
- Search by SSN (Social Security Number).
- Search by full name in either **Job Data** or **Personal Information**.



When searching by SSN, you may find the member already has an Empl ID in the system.

You MUST click the GO button to search.

NOTE: If the member already has an Empl ID, you must do a Rehire. If there is an Empl ID and no Job Data rows, see [Employee Records](#).



Bad Example: See [Employee Records](#).

Empl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Altea	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:

Empl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Altea	Ch	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for		CIVCG	00010	007800	KS0001	NOMIL
1234567	1	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for		ENLCG	00010	003333	KS0001	AD
1234567	2	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for		RETCG	00010	CGRETDEF	CGRETLOC	RETCG

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Overview, Continued

Procedural waning

- 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 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 DA, **please return to the originator (Recruiter, RPM, EPM or OPM) for correction before processing the accession/rehire.**
- Date of Hire = 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.

Contents

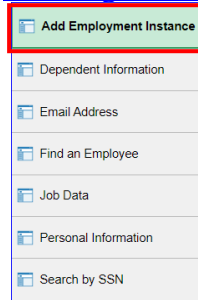
Topic	See Page
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Important Information Regarding Employee Records

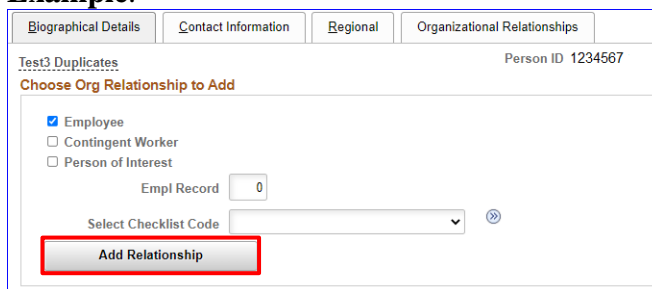
Employee Records

NOTE: If for any reason this Accession is **not completed**, an **Empl ID** was **issued** but **Job data was never entered**, use the **Add Employment Instance** option. All previous unsaved Job Data entries will need to be re-entered.

NOTE: **Do not use the Add Employment Instance** if you had **previously entered and saved anything in Job Data with an Empl ID given**. 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**.

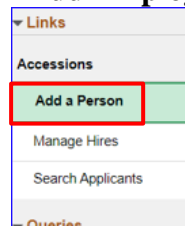


The **Add Relationship** button is the key button that can give one Employee ID **another Employee Record**. See [Before You Begin ANY Hire or Rehire](#) **Bad Example**.

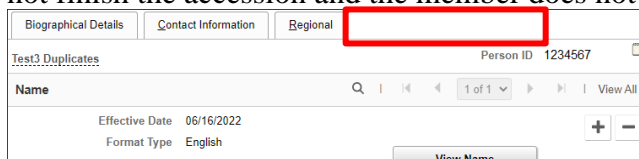


Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

- **Add a Person**
- **Add Employee Instance** (see above)



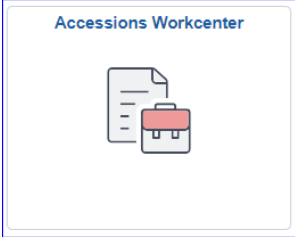
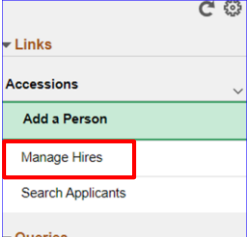
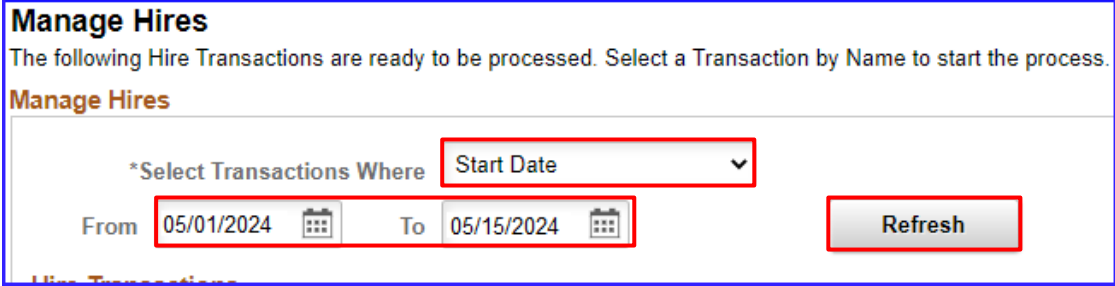

The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.



Accessing a Member

Introduction This section provides the procedures for entering a member’s data into DA for an accession.

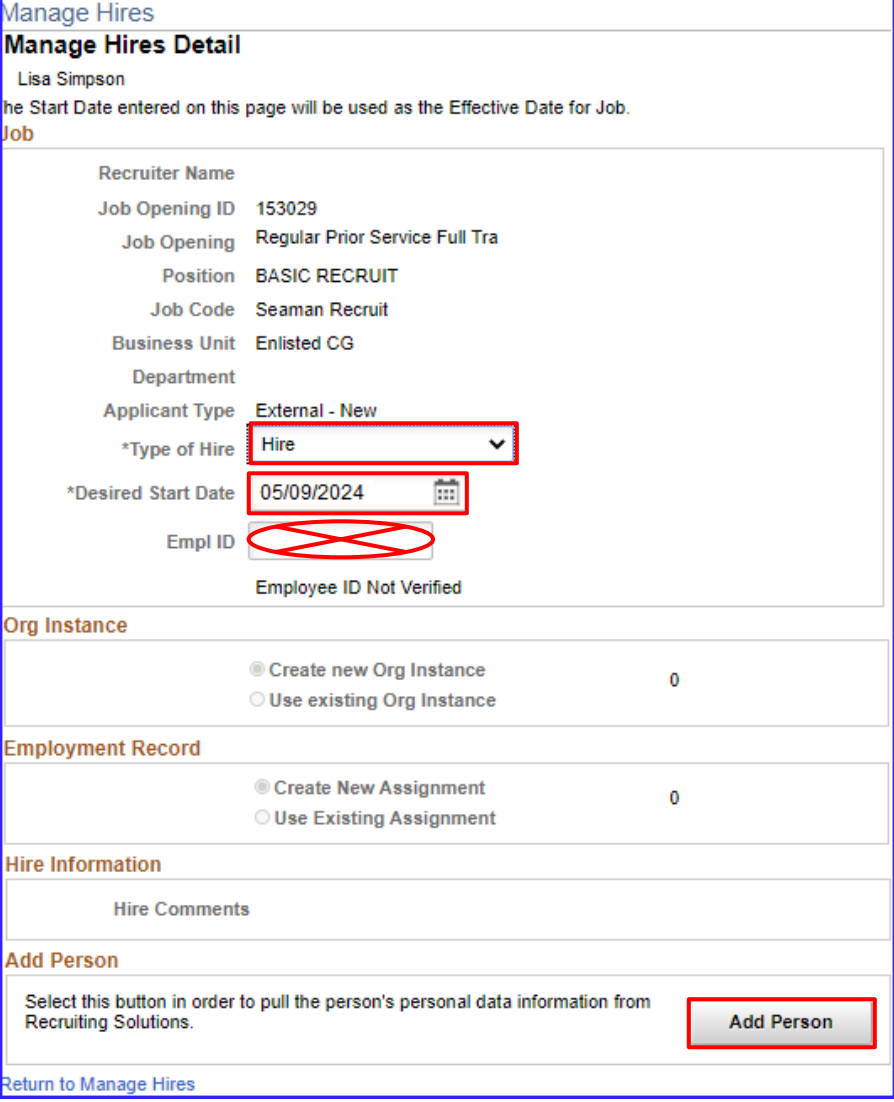
Procedures See below.

Step	Action																																													
<p>1</p>	<p>Click on the Accessions Workcenter tile.</p> 																																													
<p>2</p>	<p>Select the Manage Hires option.</p> 																																													
<p>3</p>	<p>The Manage Hires page displays a list of applicants that are ready to be processed. Leave the Select Transactions Where drop-down default to Start Date. Enter desired From and To dates and click Refresh.</p> 																																													
<p>4</p>	<p>Click the Name link of the recruit you are hiring.</p>  <table border="1" data-bbox="300 1639 1420 1939"> <thead> <tr> <th>Select</th> <th>Start Date</th> <th>Status</th> <th>Business Unit</th> <th>Name</th> <th>Person ID</th> <th>Type of Hire</th> <th>Source</th> <th>Submitted By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>05/09/2024</td> <td>Requested</td> <td>ENLCG</td> <td>Lisa Simpson</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/09/2024</td> <td>Requested</td> <td>ENLCG</td> <td>Apu Nahasapeer</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/09/2024</td> <td>Requested</td> <td>ENLCG</td> <td>Sideshow Bob</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/09/2024</td> <td>Requested</td> <td>ENLCG</td> <td>Maggie Simpson</td> <td></td> <td>Hire</td> <td>Recruiting Solutions</td> <td></td> </tr> </tbody> </table>	Select	Start Date	Status	Business Unit	Name	Person ID	Type of Hire	Source	Submitted By	<input type="checkbox"/>	05/09/2024	Requested	ENLCG	Lisa Simpson		Hire	Recruiting Solutions		<input type="checkbox"/>	05/09/2024	Requested	ENLCG	Apu Nahasapeer		Hire	Recruiting Solutions		<input type="checkbox"/>	05/09/2024	Requested	ENLCG	Sideshow Bob		Hire	Recruiting Solutions		<input type="checkbox"/>	05/09/2024	Requested	ENLCG	Maggie Simpson		Hire	Recruiting Solutions	
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Accessing a Member, Continued

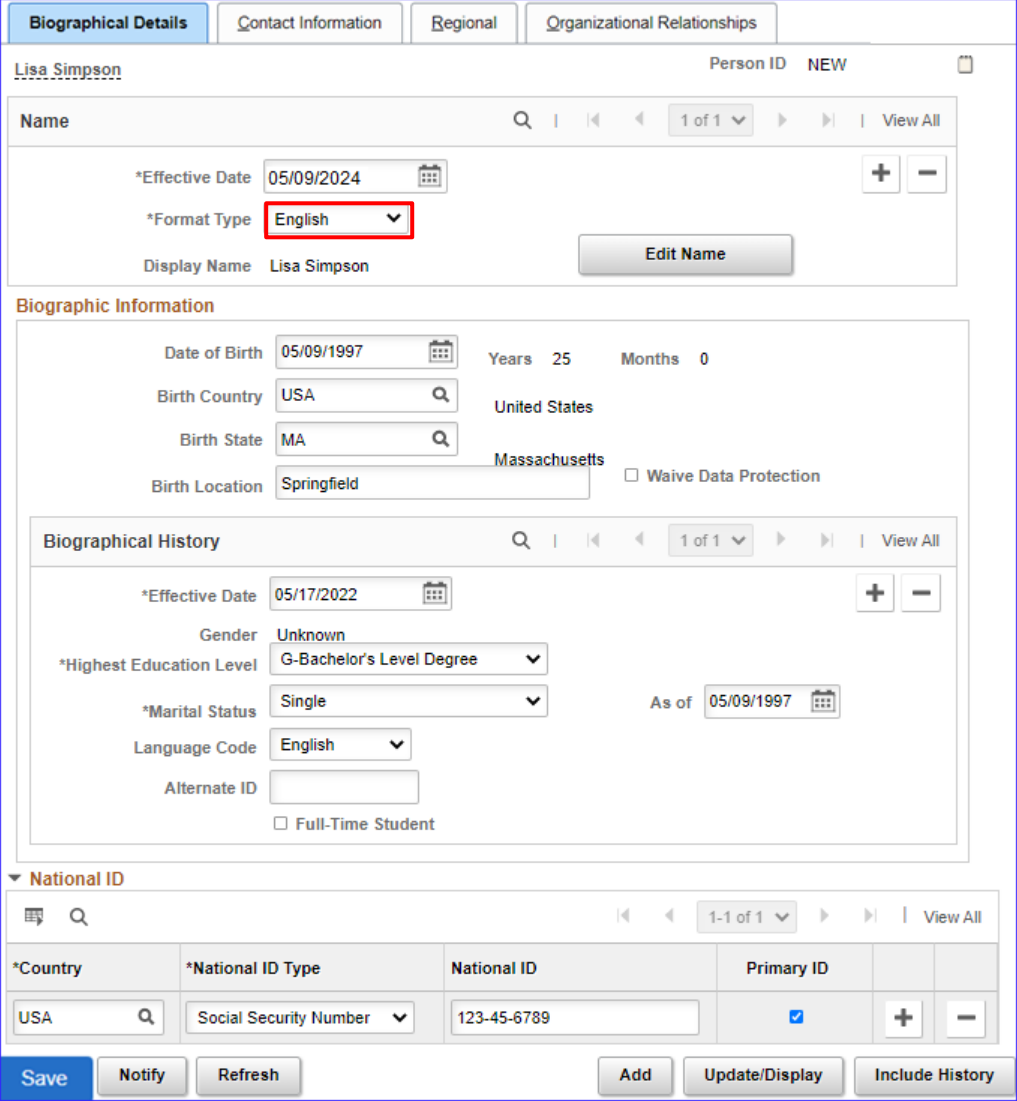

Procedures,
continued

Step	Action
5	<p>The Manage Hires Detail page displays the member’s Job information entered by the recruiter.</p> <ul style="list-style-type: none"> • Type of Hire – Should default to Hire (if not, select it from the drop-down). • Desired Start Date – Should default to the date of hire (if not, select it from the drop-down). • Empl ID – LEAVE BLANK (this will generate later). <p>Click Add Person.</p>  <p>The screenshot shows the 'Manage Hires Detail' page for Lisa Simpson. It includes fields for Recruiter Name, Job Opening ID (153029), Job Opening (Regular Prior Service Full Tra), Position (BASIC RECRUIT), Job Code (Seaman Recruit), Business Unit (Enlisted CG), Department, Applicant Type (External - New), *Type of Hire (Hire), *Desired Start Date (05/09/2024), and Empl ID (empty). There are sections for Org Instance and Employment Record, each with radio buttons for 'Create new' and 'Use existing'. A 'Hire Information' section has a 'Hire Comments' field. At the bottom, there is an 'Add Person' button and a 'Return to Manage Hires' link.</p>

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Accessing a Member, Continued

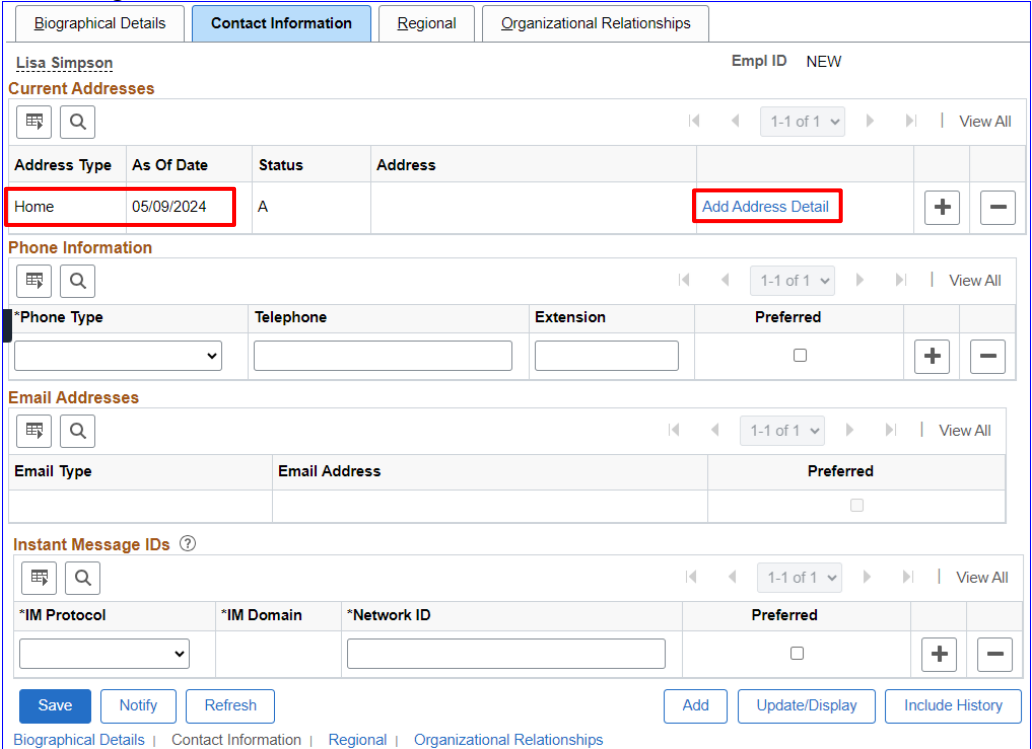
Procedures,
continued

Step	Action
6	<p>The Personal Data Biographical Details page should default with the information entered by the recruiter. If not, edit as necessary. Format Type (language) defaults to English, if not select from the drop-down.</p> 
7	<p>Select the Contact Information tab.</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action												
8	<p>DA defaults the first Address Type to <i>Home</i> and the As Of Date is the date of hire. Click the Add Address Detail link.</p> <p>NOTE: Required Address Types must include:</p> <ul style="list-style-type: none"> • Thrift Savings Plan (TSP) address • Home of record address • Mailing Address  <p>The screenshot shows the 'Contact Information' tab for a member named Lisa Simpson. The 'Current Addresses' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/09/2024</td> <td>A</td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table> <p>Below the address table are sections for 'Phone Information', 'Email Addresses', and 'Instant Message IDs', each with a search icon and pagination controls. At the bottom of the screenshot are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Include History'.</p>	Address Type	As Of Date	Status	Address			Home	05/09/2024	A		Add Address Detail	+ -
Address Type	As Of Date	Status	Address										
Home	05/09/2024	A		Add Address Detail	+ -								

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Accessing a Member, Continued

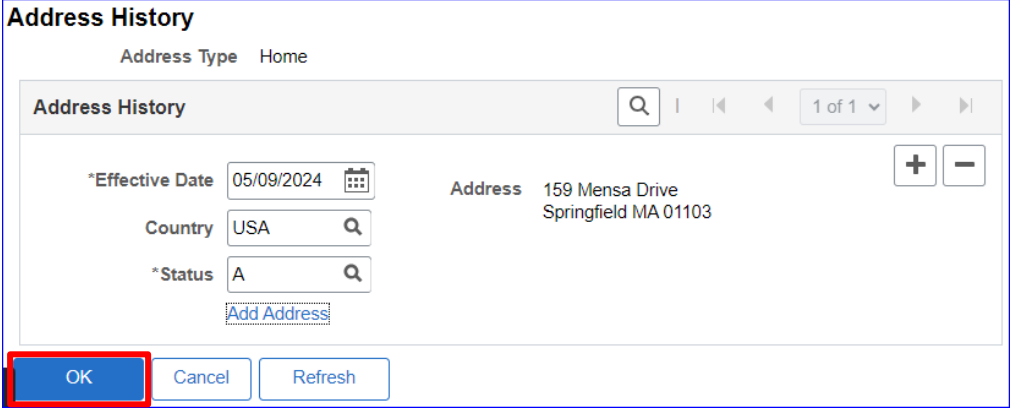
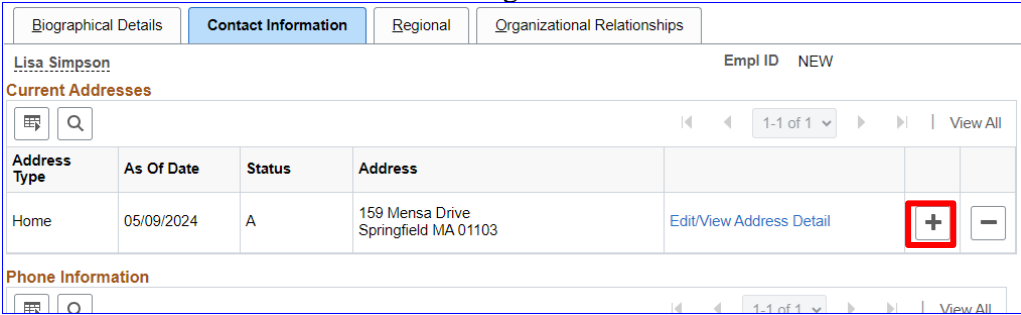
Procedures,
continued

Step	Action
<p>9</p>	<p>Enter the Effective Date (cannot be future dated). Click Add Address.</p> <div data-bbox="300 521 1329 954" style="border: 1px solid black; padding: 5px;"> <p>Address History</p> <p>Address Type Home</p> <p>Address History <input type="text"/> < << 1 of 1 >> ></p> <p>*Effective Date <input type="text" value="05/09/2024"/> <input type="calendar"/></p> <p>Country <input type="text" value="USA"/> <input type="text"/></p> <p>*Status <input type="text" value="A"/> <input type="text"/></p> <p><input type="button" value="Add Address"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> </div>
<p>10</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Address 1 – Enter the number and the street name. • Address 2 – Not Used. • Address 3 – Not Used. • City – Enter the city. • State – Enter the state. • Postal – Enter the postal zip code. • County – Enter the county (if known). <p>Click OK.</p> <div data-bbox="300 1339 1329 1816" style="border: 1px solid black; padding: 5px;"> <p>Edit Address</p> <p>Country <input type="text" value="United States"/></p> <p>Address 1 <input type="text" value="159 Mensa Drive"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Springfield"/> State <input type="text" value="MA"/> <input type="text"/></p> <p>Postal <input type="text" value="01103"/></p> <p>County <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

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Accessing a Member, Continued

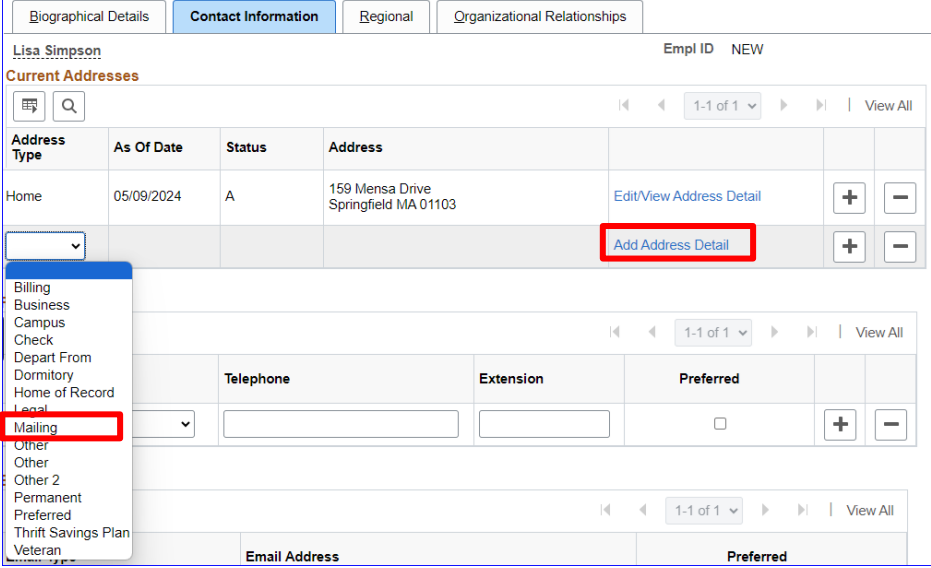
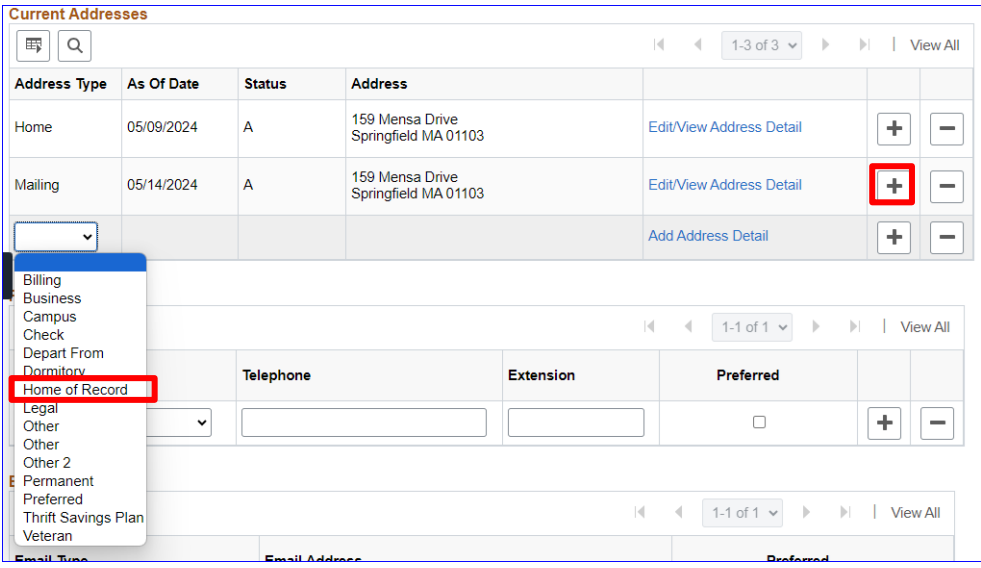
Procedures,
continued

Step	Action
11	<p>The address will display as entered. Click OK.</p> 
12	<p>Click the Plus button to add the Mailing Address.</p> 

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Accessing a Member, Continued

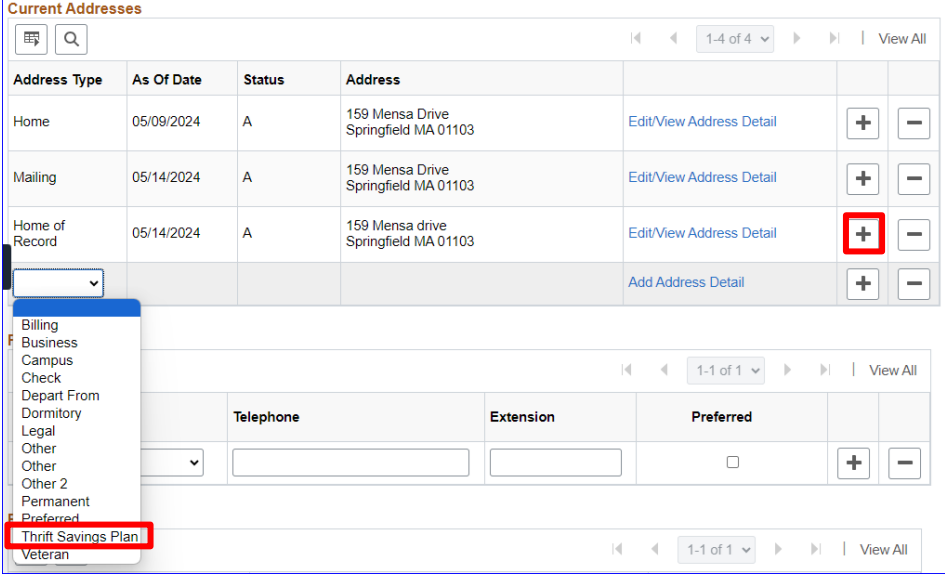
Procedures,
continued

Step	Action																								
<p>13</p>	<p>Select Mailing from the Address Type drop-down and click the Add Address Detail link and repeat Steps 9 – 11.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown menu is open, showing 'Mailing' selected. The 'Add Address Detail' button is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/09/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address			Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -					Add Address Detail	+ -						
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				Add Address Detail	+ -																				
<p>14</p>	<p>Click the Plus button and repeat steps 9 - 11 to enter the Home of Record as identified on the DD4.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Home of Record' address is added to the list. The 'Home of Record' dropdown menu is open, showing 'Home of Record' selected. The plus button next to the new address is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/09/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address			Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -	Mailing	05/14/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -					Add Address Detail	+ -
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Accessing a Member, Continued

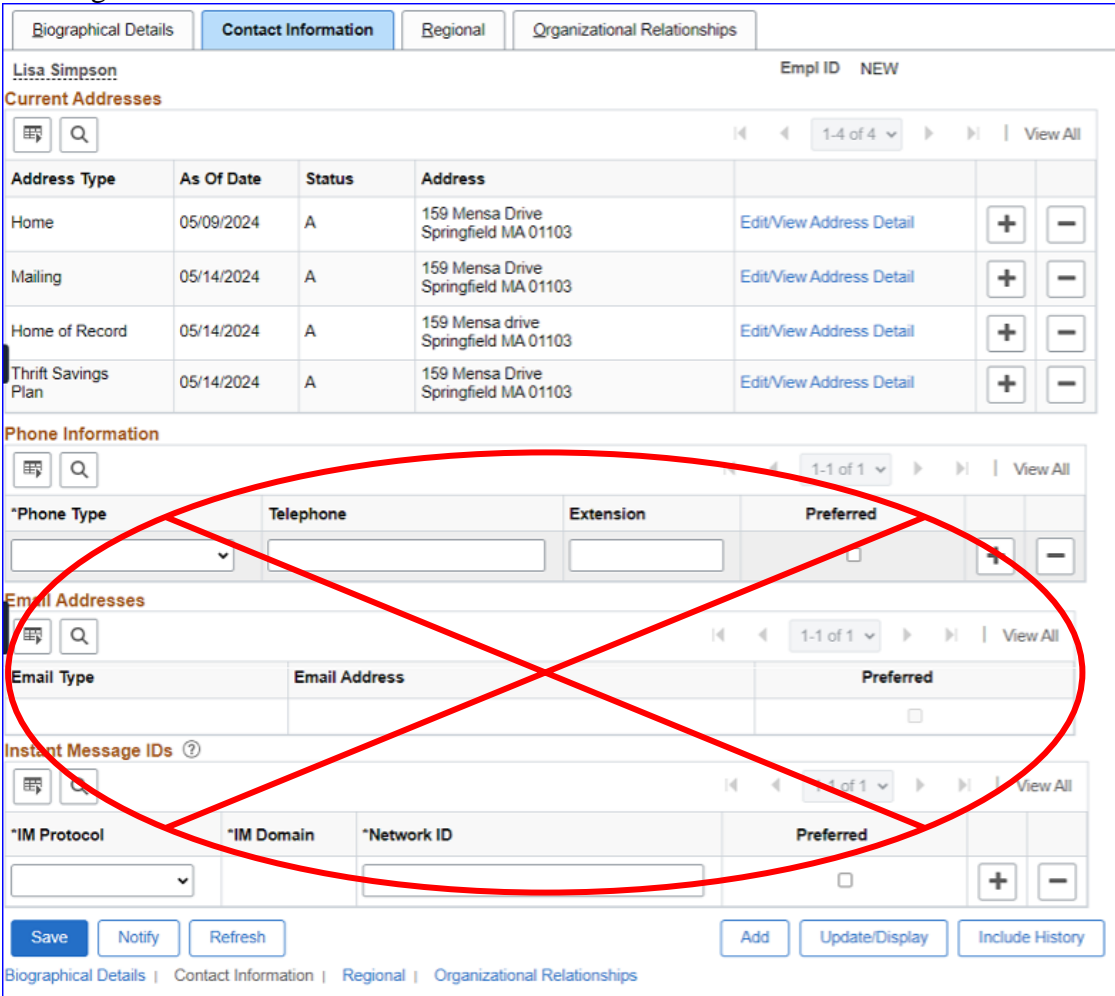

Procedures,
continued

Step	Action																																										
15	<p data-bbox="300 488 1380 562">Click the Plus button and repeat steps 9 – 11 to enter the Thrift Savings Plan from the Address Type drop-down. Thrift Savings Plan is a mandatory address.</p>  <p data-bbox="300 562 1249 1133"> Current Addresses <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/09/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Home of Record</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa drive Springfield MA 01103</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>+ -</td> <td></td> </tr> </tbody> </table> </p>	Address Type	As Of Date	Status	Address			Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -	Mailing	05/14/2024	A	159 Mensa Drive Springfield MA 01103	Edit/View Address Detail	+ -	Home of Record	05/14/2024	A	159 Mensa drive Springfield MA 01103	Edit/View Address Detail	+ -					Add Address Detail	+ -		Telephone	Extension	Preferred						<input type="checkbox"/>	+ -	
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Accessing a Member, Continued

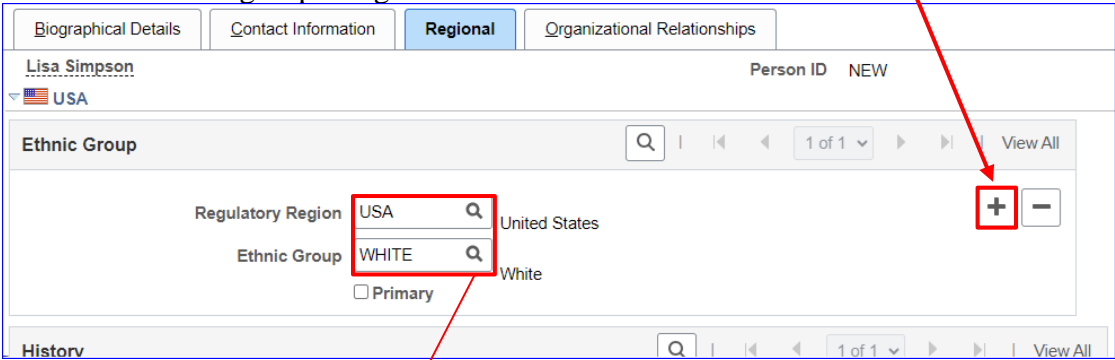
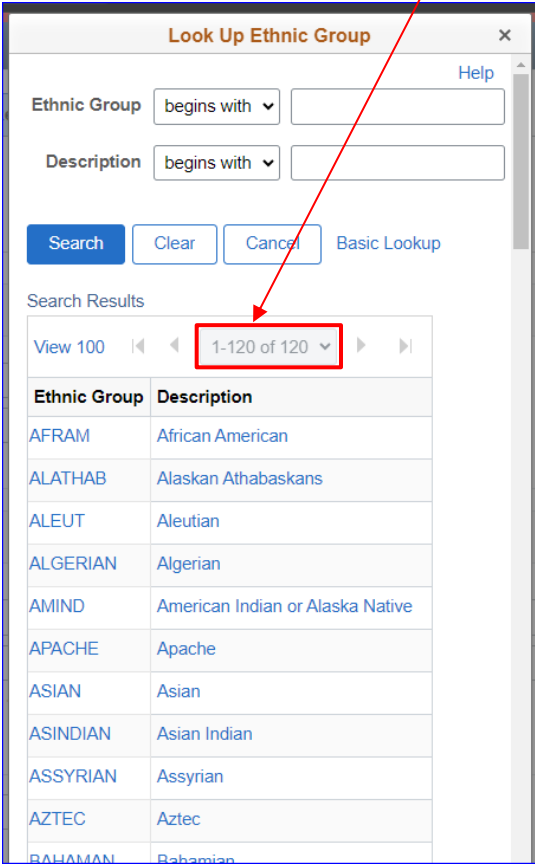
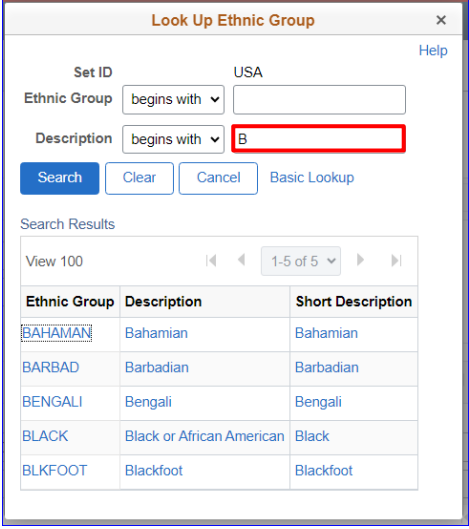
Procedures,
continued

Step	Action
16	<p>The Phone Information, Email Addresses and Instant Message IDs should be left blank (to be entered/verified by the member before academy graduation).</p> <p>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.</p> 
17	<p>Select the Regional tab.</p> 

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Accessing a Member, Continued


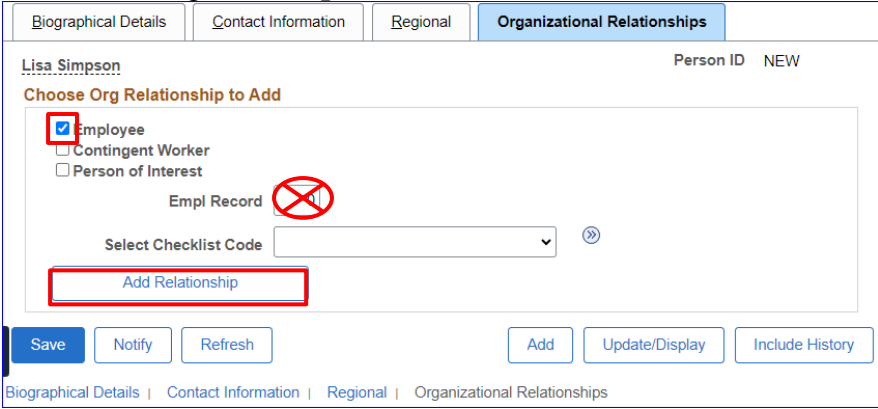
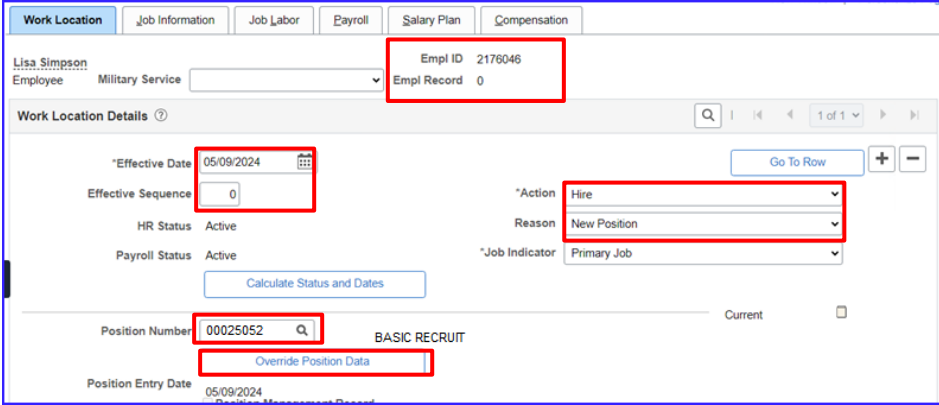
Procedures,
continued

Step	Action
18	<ul style="list-style-type: none"> • 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. <p>NOTE: If the member claims more than one ethnic group, click the Plus button, and add the additional group designation.</p>   

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Accessing a Member, Continued

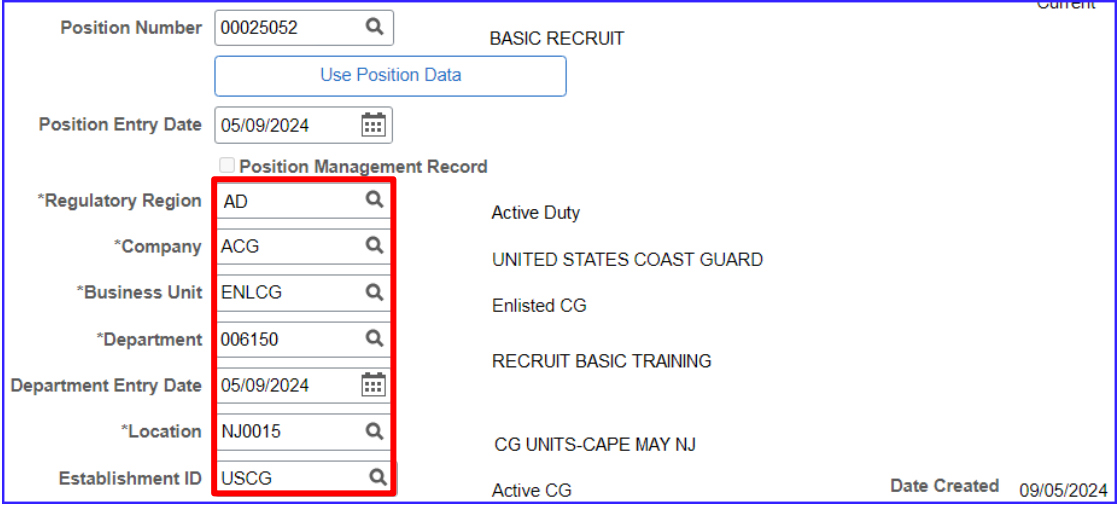
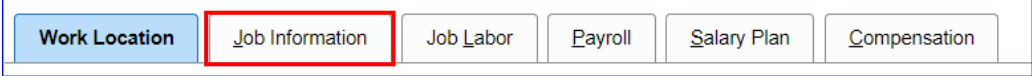
Procedures,
continued

Step	Action
19	<p>Select the Organizational Relationships tab.</p> 
20	<p>Verify the Employee box is checked and click Add Relationship.</p> <p>Do NOT change the Empl Record number ever.</p> 
21	<p>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.</p> <p>Effective Date – Defaults to the current date. This date may be future dated to reflect the actual hire date.</p> <p>Effective Sequence – Do not change.</p> <p>Action – Select Hire from the drop-down.</p> <p>Reason – Select New Position from the drop-down.</p> <p>Position Number – Should default to 00025052 for Basic Recruit or click on the lookup icon to search for other Position Number’s from the Order Issuing Authority.</p> <p>Click the Override Position Data button.</p> 

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Accessing a Member, Continued

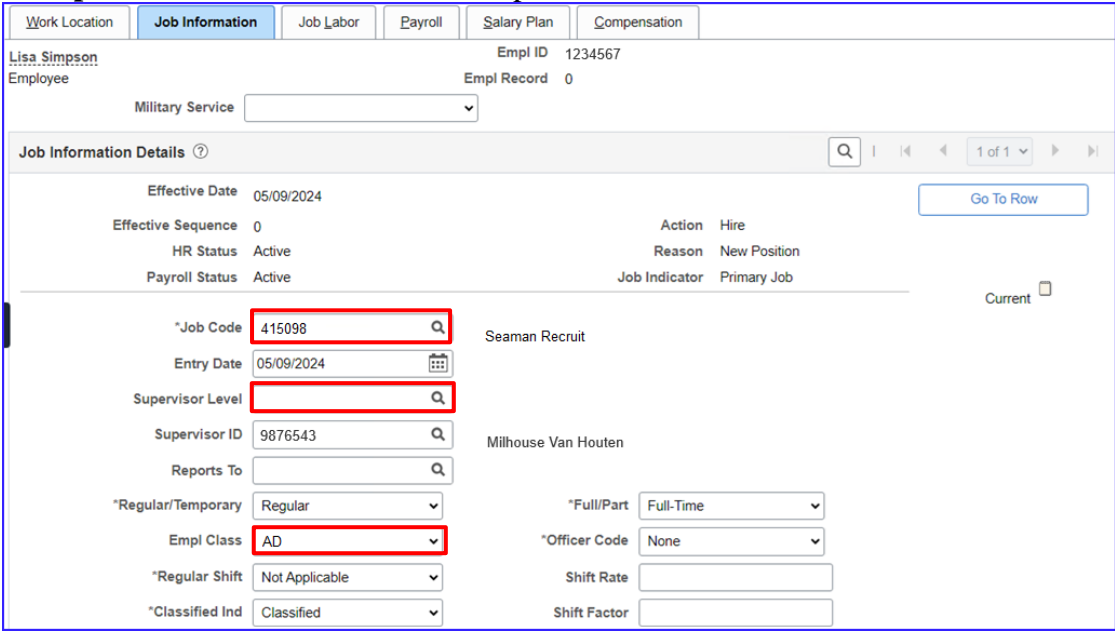
Procedures,
continued

Step	Action
22	<p>Change/update as necessary:</p> <ul style="list-style-type: none"> • Regulatory Region – Select AD from the lookup icon. • Company – Verify ACG is displayed. • Business Unit – Select ENLCG from the lookup icon. <p>Department – Should default to 006150, if not select the appropriate number from the Accession authority.</p> <ul style="list-style-type: none"> • Department Entry Date – Verify the date of hire. • Location –If not defaulted from the Department entered, enter NJ0015. • Establishment ID – Select USCG from the lookup icon. 
23	<p>Select the Job Information tab.</p> 

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Accessing a Member, Continued


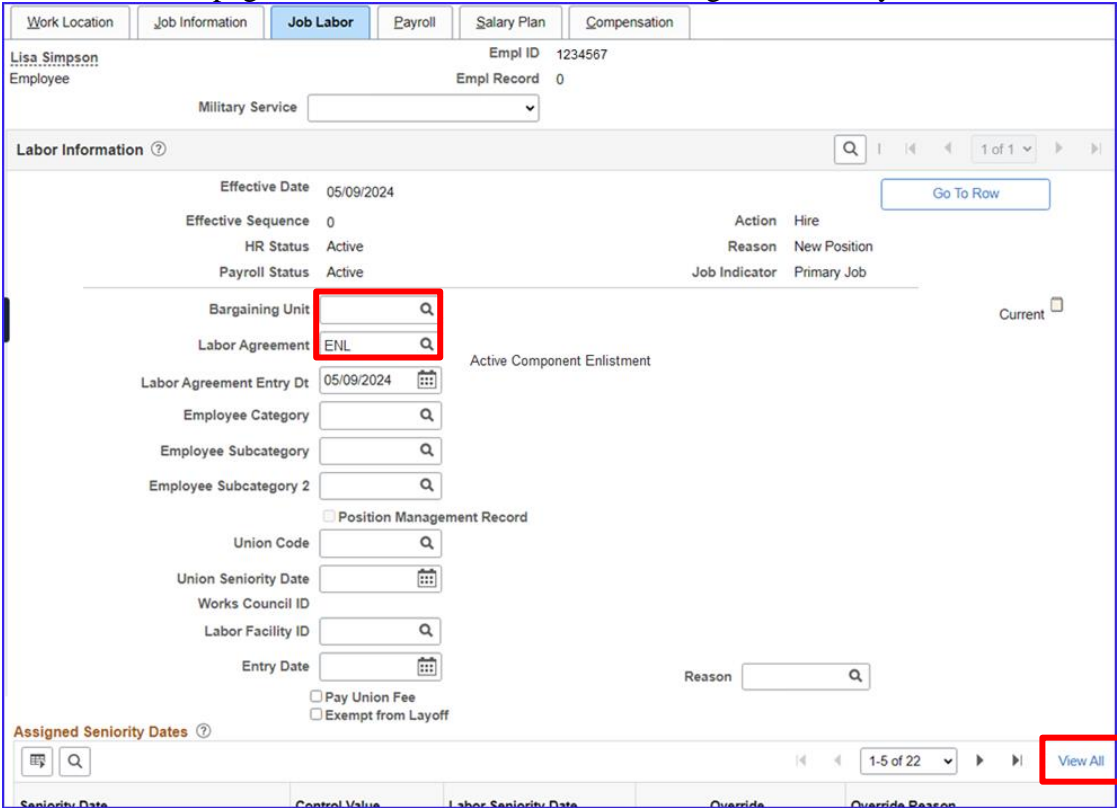
Procedures,
continued

Step	Action
24	<p>Only enter these two fields, DO NOT enter any other data fields.</p> <ul style="list-style-type: none"> • Job Code – Select the appropriate code (if not defaulted) and hit tab. NOTE: Take note of the Job Code number, it will be used on Step 31 of the Salary Plan tab (415098 = E1, 415097 = E2 and 415096 = E3). • Supervisor ID – Enter the CGHRSUP Empl ID that approves Accessions. • Empl Class – Select AD from the drop-down.  <p>The screenshot shows the 'Job Information Details' page for Lisa Simpson. The page includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Job Information tab is active. The page displays the employee's name, Empl ID (1234567), and Empl Record (0). The Job Information Details section shows the following fields:</p> <ul style="list-style-type: none"> Effective Date: 05/09/2024 Effective Sequence: 0 HR Status: Active Payroll Status: Active *Job Code: 415098 (highlighted with a red box) Entry Date: 05/09/2024 Supervisor Level: (highlighted with a red box) Supervisor ID: 9876543 Reports To: (highlighted with a red box) *Regular/Temporary: Regular Empl Class: AD (highlighted with a red box) *Regular Shift: Not Applicable *Classified Ind: Classified Action: Hire Reason: New Position Job Indicator: Primary Job *Full/Part: Full-Time *Officer Code: None Shift Rate: (empty) Shift Factor: (empty)

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
25	<p>Select the Job Labor tab.</p> 
26	<p>Only enter these fields, DO NOT enter any other data fields.</p> <ul style="list-style-type: none"> • Labor Agreement – Select ENL from the lookup icon. • Labor Agreement Entry Dt – Will default to the date of hire. <p>Scroll down the page and click View ALL for the Assigned Seniority Dates.</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action																																								
27	<p>Verify the default dates were entered correctly (shown in two steps). All other fields must be left blank.</p> <ul style="list-style-type: none"> • Active Duty Base Date – Date of the hire or Oath of Office 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). • AD Pay Scale Date – Date of the hire or Oath of Office • 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 PAYMAN for correct date per situation) • Current AD Date – Date of the hire or Oath of Office • DIEMS Date – Date Initial Entry Military Service (any component), should match the DEP Date if they did the DEP (as shown here), otherwise it is the Date of the Enlistment Contract. • Expected AD Term Date – Term of the AD contract minus 1 day <div data-bbox="300 1055 1342 1621" style="border: 1px solid blue; padding: 5px;"> <p>Assigned Seniority Dates 1-15 of 15 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Seniority Date</th> <th style="width: 10%;">Control Value</th> <th style="width: 25%;">Labor Seniority Date</th> <th style="width: 10%;">Override</th> <th style="width: 20%;">Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>05/09/2024 </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td>05/09/2024 </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td><input type="text"/> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td>05/09/2024 </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>05/09/2024 </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>05/09/2024 </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>05/08/2028 </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	AD PAY SCALE DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	DEP DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	CMA DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	CURRENT AD DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	DIEMS DATE		05/09/2024	<input type="checkbox"/>	<input type="text"/>	EXPECTED AD TERM DATE		05/08/2028	<input type="checkbox"/>	<input type="text"/>
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EXPECTED AD TERM DATE		05/08/2028	<input type="checkbox"/>	<input type="text"/>																																					

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Accessing a Member, Continued

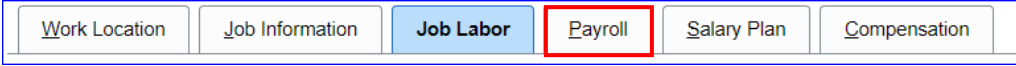
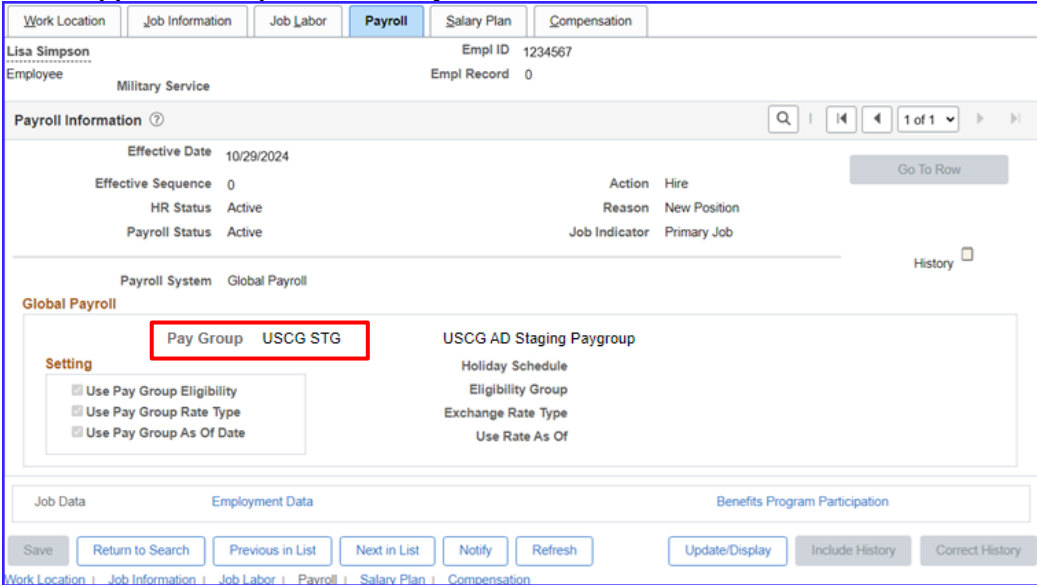
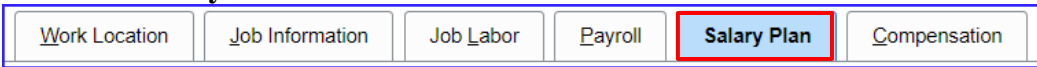
Procedures,
Continued

Step	Action																																																
<p>27 Cont.</p>	<ul style="list-style-type: none"> • Expected Loss Date – 8 years from DIEMS (minus 1 day) • Job Family Entry Date – Date of the Enlistment Contract • Mil Obligation Compl Date – 8 years from DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date – Date of the Enlistment Contract • Point Start Date (Reserves only) - Date the member departs on RSV IADT orders to Basic Training NOTE: It defaults to the date of the Enlistment Contract. • Pay Base Date – Date of the Enlistment Document (DD Form 4/1 or 4/3 if delayed enlistment) or date member departs on RSV IADT orders to Basic Training • Date of Rank – Date of the Enlistment Contract • Rotation Date – LEAVE BLANK <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">EXPECTED LOSS DATE</td> <td style="width: 15%;"></td> <td style="width: 20%;">05/08/2032</td> <td style="width: 10%; text-align: center;"></td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>05/09/2024</td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>05/08/2032</td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>05/09/2024</td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td>05/09/2024</td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>05/09/2024</td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td>415098</td> <td>05/09/2024</td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td></td> <td style="text-align: center;"></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Recalculate Seniority Dates"/> </p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Job Data Employment Data Benefits Program Participation </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/> <input type="button" value="Refresh"/> </div> <p style="font-size: small; margin-top: 5px;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </p> </div>	EXPECTED LOSS DATE		05/08/2032		<input type="checkbox"/>		JOB FAMILY ENTRY DATE		05/09/2024		<input type="checkbox"/>		MIL OBLIGATION COMPL DATE		05/08/2032		<input type="checkbox"/>		PAY ALLOWANCE DATE		05/09/2024		<input type="checkbox"/>		POINT START DATE		05/09/2024		<input type="checkbox"/>		PAY BASE DATE		05/09/2024		<input type="checkbox"/>		DATE OF RANK	415098	05/09/2024		<input type="checkbox"/>		ROTATION DATE				<input type="checkbox"/>	
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Accessing a Member, Continued

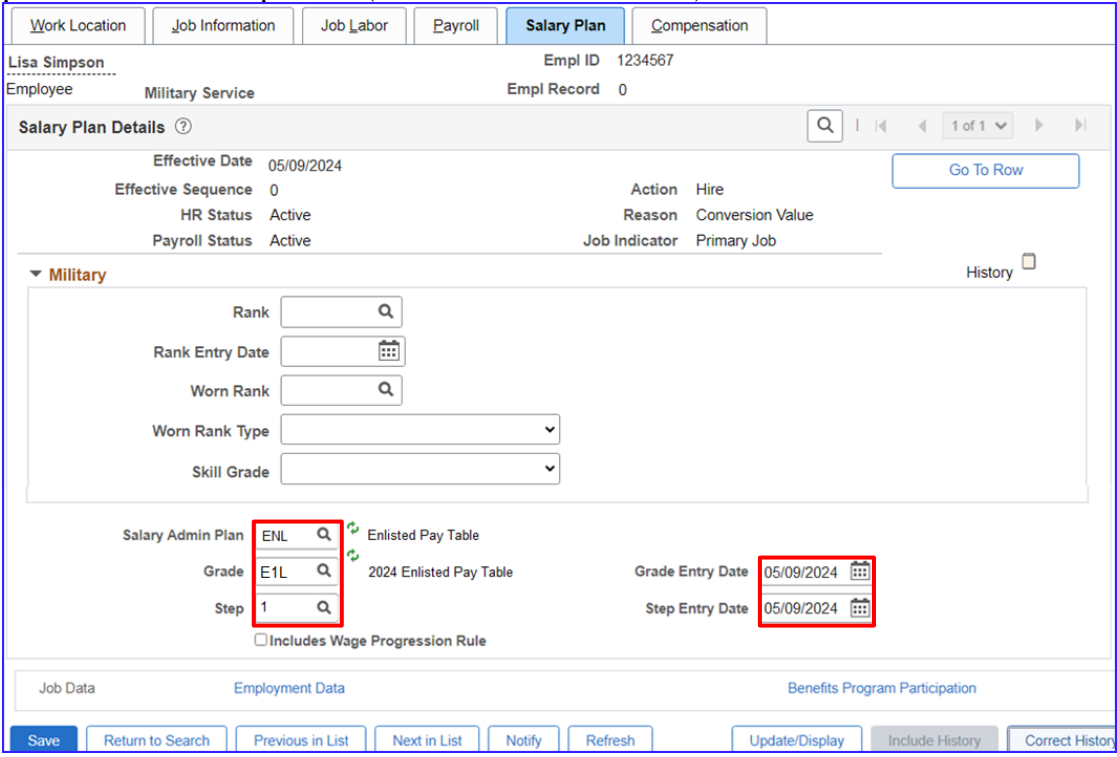
Procedures,
continued

Step	Action
28	<p>Select the Payroll Tab.</p> 
29	<p>Pay Group – Should default to <i>USCG STG</i>. Once the hire has been approved this will update to USCG Active Duty.</p> <p>NOTE: DO NOT click OK or Apply unless prompted. It will not allow the pay record of the applicant to update correctly.</p> 
30	<p>Select the Salary Plan tab.</p> 

Continued on next page

Accessing a Member, Continued

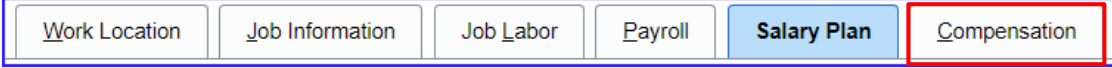
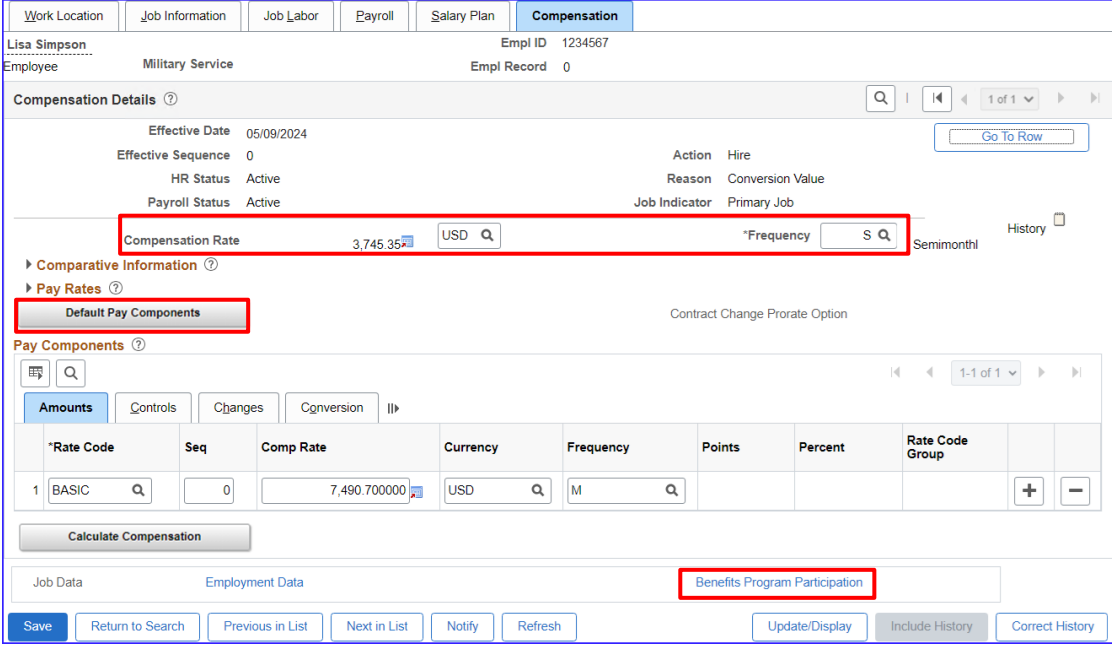
Procedures,
continued

Step	Action
31	<p>Only enter fields as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Salary Admin Plan – Enter ENL or select it from the lookup icon. • Grade – Enter the appropriate Pay Grade based on the Job Code entered on the Job Information tab in Step 24 (415098 = E1, 415097 = E2 and 415096 = E3). NOTE: E1L is used for all E1 personnel with < 4 months of service. • Grade Entry Date – Should default to the date of hire. • Step – 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 hire. <p>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).</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
32	<p>Select the Compensation tab.</p> 
33	<p>Click Default Pay Components. Ensure the Compensation Rate and Frequency data is updated.</p> <p>Click the Benefits Program Participation link.</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
<p>34</p>	<p>Only enter fields as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Benefits System – Select Base Benefits from the drop-down. • Effective Date – If completing the Job Data AFTER the effective date of hire, change the date to the date of hire. • Benefit Program – Enter or select ACG from the lookup icon. <p>Click the Job Data link.</p> <div data-bbox="300 730 1420 1514" style="border: 1px solid black; padding: 5px;"> <p>Benefit Program Participation</p> <p>Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0</p> <p>Benefit Status 1 of 1</p> <p>Benefit Record Number <input type="text" value="0"/> Go To Row</p> <p>Effective Date 05/09/2024</p> <p>Effective Sequence 0 Action Hire</p> <p>HR Status Active Reason Conversion Value History</p> <p>Payroll Status Active Job Indicator Primary Job</p> <p>*Benefits System Base Benefits Benefits Employee Status Active</p> <p>Annual Benefits Base Rate <input type="text"/> USD</p> <p>Benefits Administration Eligibility</p> <p>BAS Group ID <input type="text"/></p> <p>Elig Fld 1 <input type="text"/> Elig Fld 2 <input type="text"/> Elig Fld 3 <input type="text"/></p> <p>Elig Fld 4 <input type="text"/> Elig Fld 5 <input type="text"/> Elig Fld 6 <input type="text"/></p> <p>Elig Fld 7 <input type="text"/> Elig Fld 8 <input type="text"/> Elig Fld 9 <input type="text"/></p> <p>Benefit Program Participation Details 1 of 3 View All</p> <p>*Effective Date 05/09/2024 Currency Code USD</p> <p>*Benefit Program ACG CG/NOAA Active Deduction Prog</p> <p>Job Data Employment Data Benefits Program Participation</p> <p>Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History</p> </div>

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
35	<p>To submit, click Save.</p> <p>The screenshot displays the 'Work Location' tab for Lisa Simpson (Empl ID 1234567). The interface includes several sections: 'Work Location Details' with fields for Effective Date (05/09/2024), Effective Sequence (0), HR Status (Active), and Payroll Status (Active); 'Position Information' with Position Number (00025052), Position Entry Date (05/09/2024), and Position Management Record; 'Regulatory Information' with Regulatory Region (ENLCG), Company (ACG), Business Unit (OFFCG), Department (006150), Department Entry Date (05/09/2024), Location (NJ0015), and Establishment ID (USCG); and 'Dates' with Last Start Date (05/09/2024) and Expected Job End Date. The 'Action' dropdown is set to 'Hire' and the 'Reason' dropdown is set to 'Conversion Value'. The 'Job Indicator' is set to 'Primary Job'. At the bottom, the 'Save' button is highlighted with a red box, indicating the required action to submit the changes.</p>

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Accessing a Member, Continued

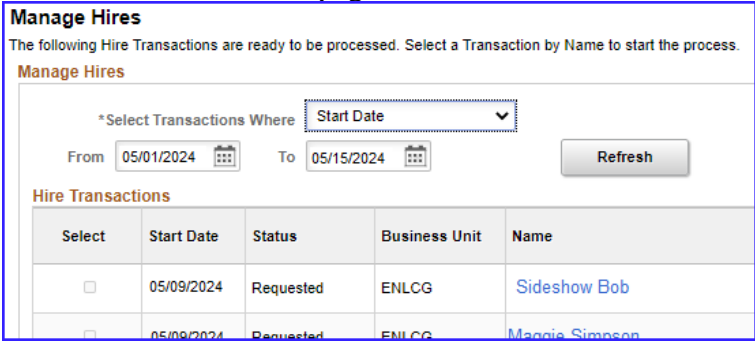
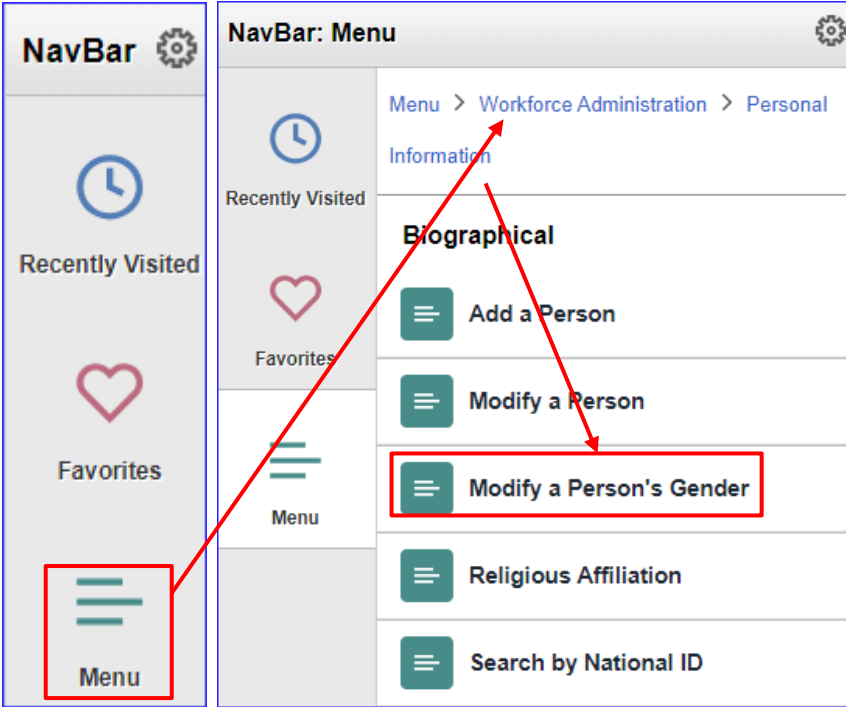
Procedures,
continued

Step	Action
36	<p>Several Messages will display (randomly ordered). Click OK for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="300 562 1334 763" style="border: 1px solid gray; padding: 5px;"> <p>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.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="300 797 1042 1021" style="border: 1px solid gray; padding: 5px;"> <p>Warning -- Compensation Frequency has been updated. (1010,264) Compensation Frequency has been updated.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="300 1055 1334 1267" style="border: 1px solid gray; padding: 5px;"> <p>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.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="300 1301 1086 1503" style="border: 1px solid gray; padding: 5px;"> <p>JOB DATA CMP EMPLID :1234567 COMPANY ACG ACTION HIR (0,0)</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
37	<p>If you get more error messages, take note, you will remain on the Job Data screen, and changes will need to be made.</p> <p>After a successful completion, you will be returned to the Manage Hires screen. Return to the DA Home page.</p> 
38	<p>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.</p> <p>If you do not have the roles, a PPC help ticket must be entered to have this information added.</p> 

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Accessing a Member, Continued

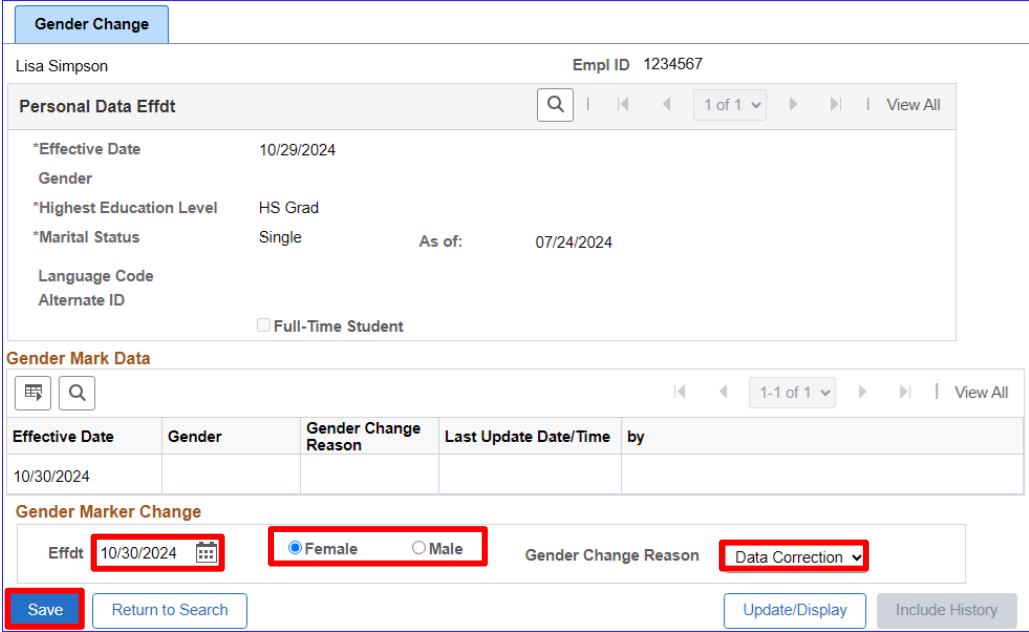

Procedures,
continued

Step	Action
39	<p>Enter the Empl ID and click Search. The Include History box is already checked.</p> <div data-bbox="300 524 1334 1491" style="border: 1px solid black; padding: 10px;"> <p>Personal Gender Change Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>

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Accessing a Member, Continued

Procedures,
continued

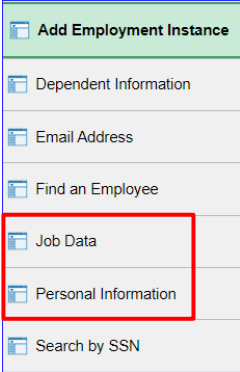
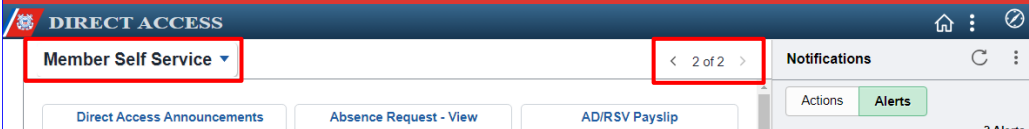
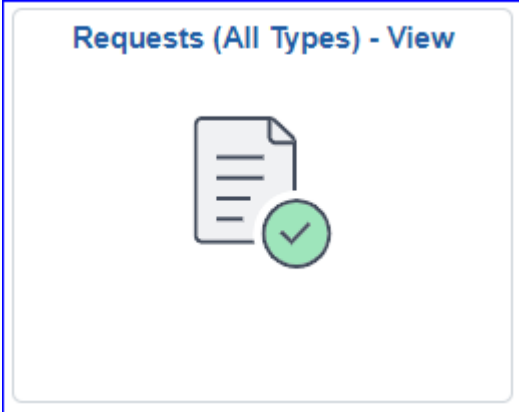
Step	Action
<p>40</p>	<p>The Gender Change tab will display. The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be backdated.</p> <p>Select the appropriate Gender radio button and select Data Correction from the Gender Change Reason drop-down (used for entering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

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.

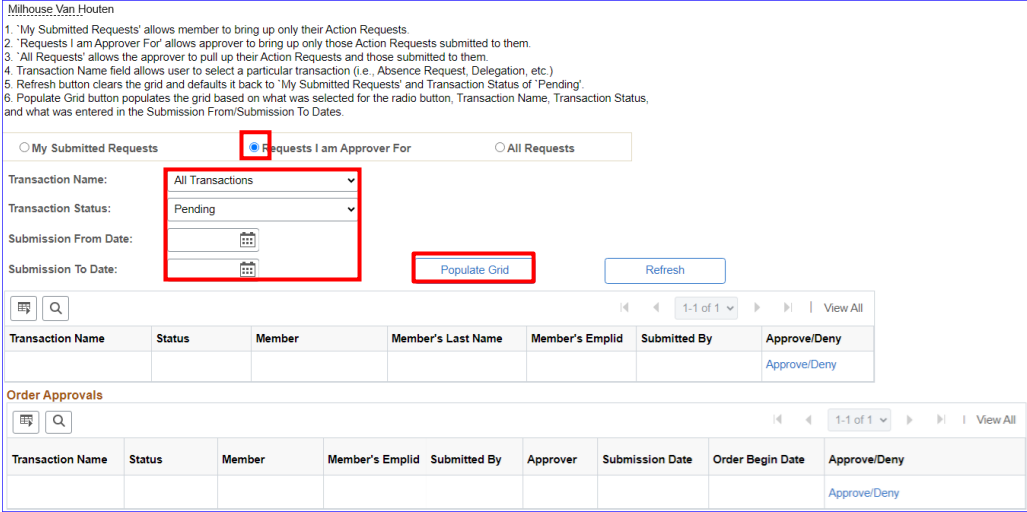
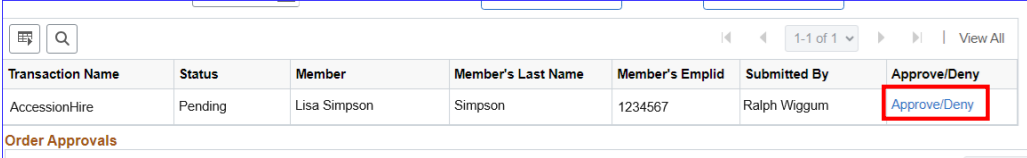
Procedures See below.

Step	Action
1	<p>Before approving the accession, review/audit the information by clicking on the Personal Information and the Job Data options.</p> 
2	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
3	<p>Click on the Requests (All Types) - View tile.</p> 

Continued on next page

Approving an Accession, Continued

Procedures, continued

Step	Action																																
<p>4</p>	<p>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.</p>  <p><small>Milhouse Van Houten</small></p> <ol style="list-style-type: none"> 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. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions</p> <p>Transaction Status: Pending</p> <p>Submission From Date: [Calendar Icon]</p> <p>Submission To Date: [Calendar Icon]</p> <p>Populate Grid Refresh</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table> <p>Order Approvals</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Submitted By	Approve/Deny							Approve/Deny	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny									Approve/Deny
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<p>5</p>	<p>Click the Approve/Deny link for the accession you are approving.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>Ralph Wiggum</td> <td>Approve/Deny</td> </tr> </tbody> </table> <p>Order Approvals</p>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Submitted By	Approve/Deny	AccessionHire	Pending	Lisa Simpson	Simpson	1234567	Ralph Wiggum	Approve/Deny																		
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Approving an Accession, Continued

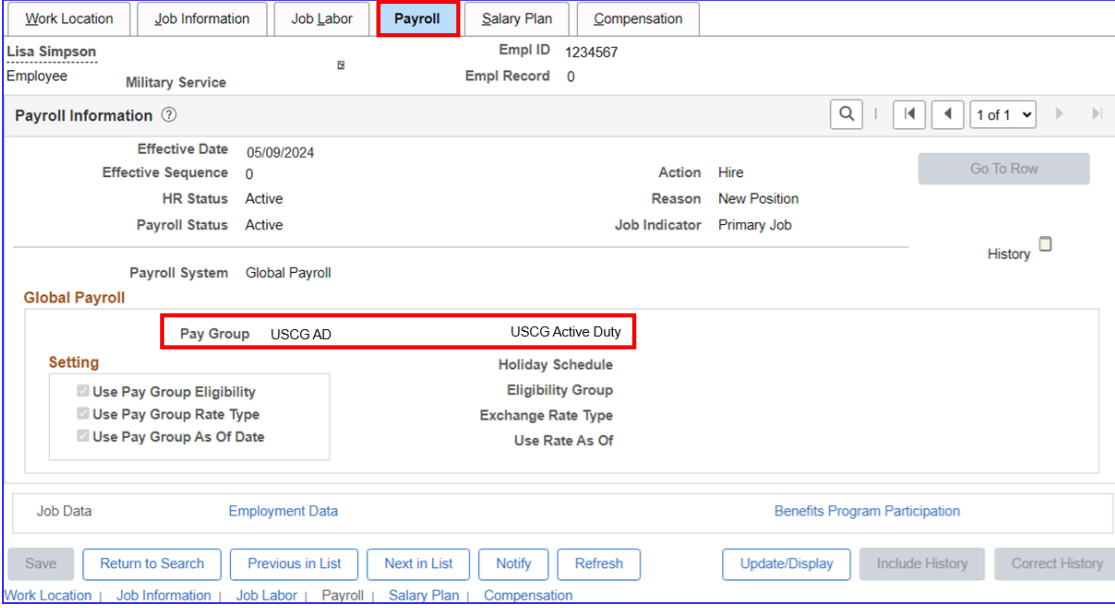
Procedures,
continued

Step	Action
6	<p>Enter any needed Comments and select either Approve or Deny (deny returns the accession to the HRS user).</p> <div data-bbox="300 562 1332 1346" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Approval/SOD for Accessions Van Houten, Milhouse...</p> <ul style="list-style-type: none"> 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. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 9876543 Milhouse Van Houten</p> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input style="border: 2px solid red;" type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p> Milhouse Van Houten Initial Approve Action Request</p> </div> </div>
7	<p>Once Approved, the buttons will be greyed out after the system saves the approval. Click the X to close the page.</p> <div data-bbox="300 1458 1332 1877" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <p>Accessions Hire Approval</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Status: Approved View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid green; padding: 5px; background-color: #e0ffe0;"> <p>Approved</p> <p> Milhouse Van Houten Initial Approve Action Request 10/29/2024 7:58 PM</p> </div> <p>Comments</p> <p>Milhouse Van Houten at 10/29/24 - 7:58 PM</p> </div> </div>

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Approving an Accession, Continued


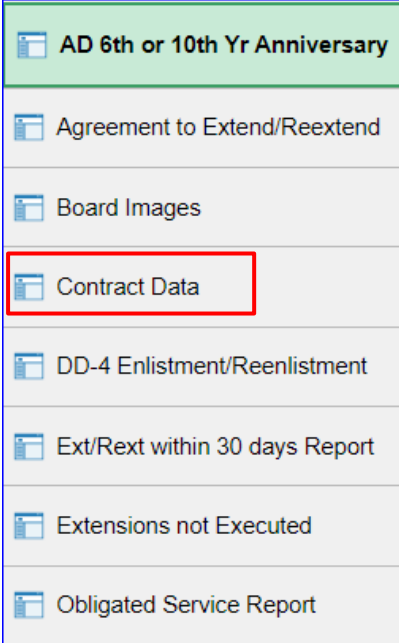
Procedures,
continued

Step	Action
8	<p>Return to the Job Data Payroll tab to confirm the members Pay Group has changed to USCG Active Duty and repeat the process for the next accession.</p>  <p>The screenshot shows the 'Payroll' tab selected in the top navigation bar. Below the employee name 'Lisa Simpson', the 'Payroll Information' section displays: Effective Date 05/09/2024, Effective Sequence 0, HR Status Active, Payroll Status Active, Action Hire, Reason New Position, Job Indicator Primary Job, and Payroll System Global Payroll. The 'Global Payroll' section shows 'Pay Group' set to 'USCG AD' and 'USCG Active Duty'. The 'Setting' section includes three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The bottom navigation bar shows 'Work Location Job Information Job Labor Payroll Salary Plan Compensation'.</p>

Entering Contract Data

Introduction This section provides the procedures for entering Contract Data for a recruit in DA.

Procedures See below.

Step	Action
1	<p>Click on the Career Management tile.</p> 
2	<p>Select the Contract Data option.</p> 

Continued on next page

Entering Contract Data, Continued


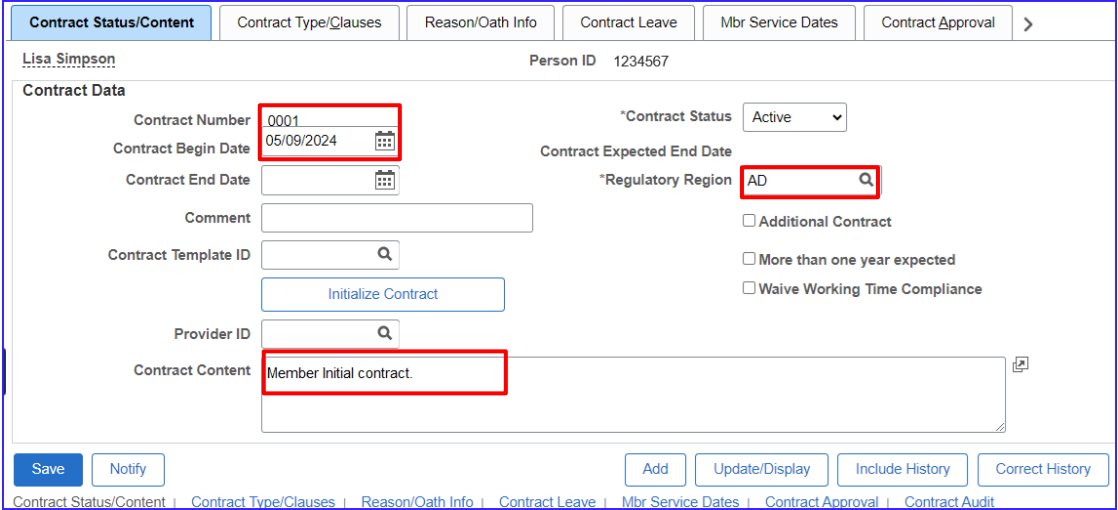
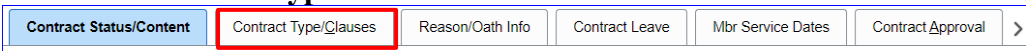
Procedures,
continued

Step	Action
3	<p>Click the Add a New Value tab.</p> <div data-bbox="300 488 1420 1444" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <p>▼ Search Criteria</p> <div style="margin-bottom: 5px;"> Empl ID begins with ▼ <input style="width: 150px;" type="text"/> 🔍 </div> <div style="margin-bottom: 5px;"> Contract Number begins with ▼ <input style="width: 150px;" type="text"/> </div> <div style="margin-bottom: 5px;"> Name begins with ▼ <input style="width: 150px;" type="text"/> </div> <div style="margin-bottom: 5px;"> Last Name begins with ▼ <input style="width: 150px;" type="text"/> </div> <div style="margin-bottom: 5px;"> Second Last Name begins with ▼ <input style="width: 150px;" type="text"/> </div> <div style="margin-bottom: 5px;"> Alternate Character Name begins with ▼ <input style="width: 150px;" type="text"/> </div> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Search Clear Basic Search Save Search Criteria </div> <p> Find an Existing Value Add a New Value </p> </div>

Continued on next page

Entering Contract Data, Continued

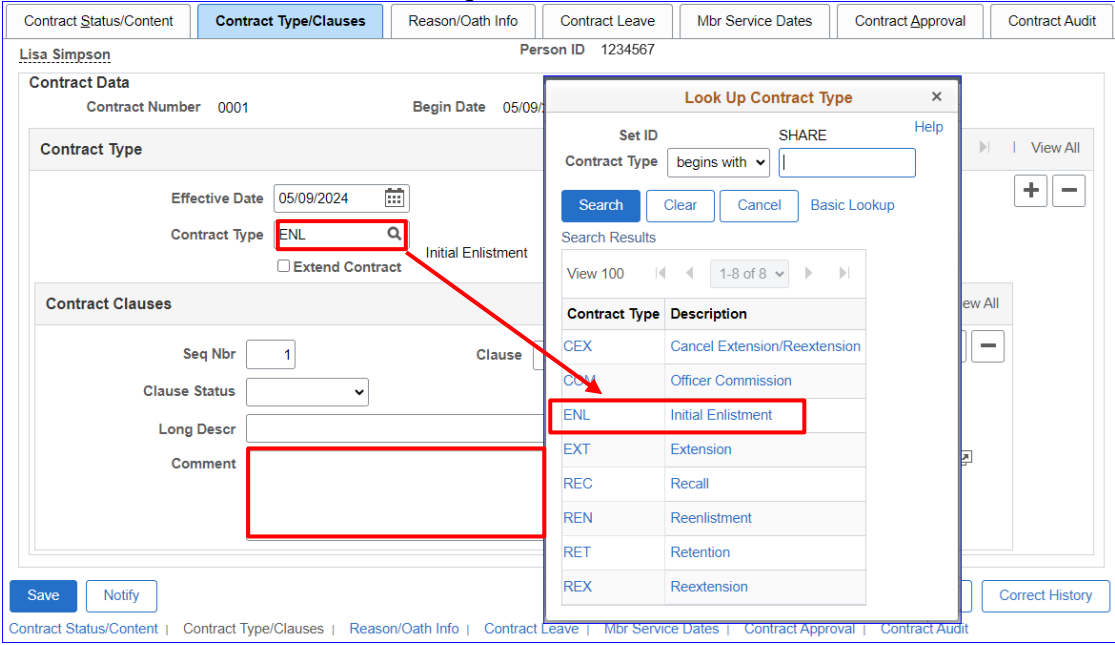

Procedures,
continued

Step	Action
4	<p>Enter the Empl ID and the Contract Number (Ex. 0001). Click Add.</p> 
5	<p>The Contract Status/Content tab displays with the Contract Number (Ex. 0001).</p> <ul style="list-style-type: none"> • Contract Begin Date – Ensure it is the date of hire. • Regulatory Region – Change to AD, if not defaulted. • Contract Content – Enter “MEMBER INITIAL CONTRACT”. 
6	<p>Select the Contract Type/Clauses tab.</p> 

Continued on next page

Entering Contract Data, Continued

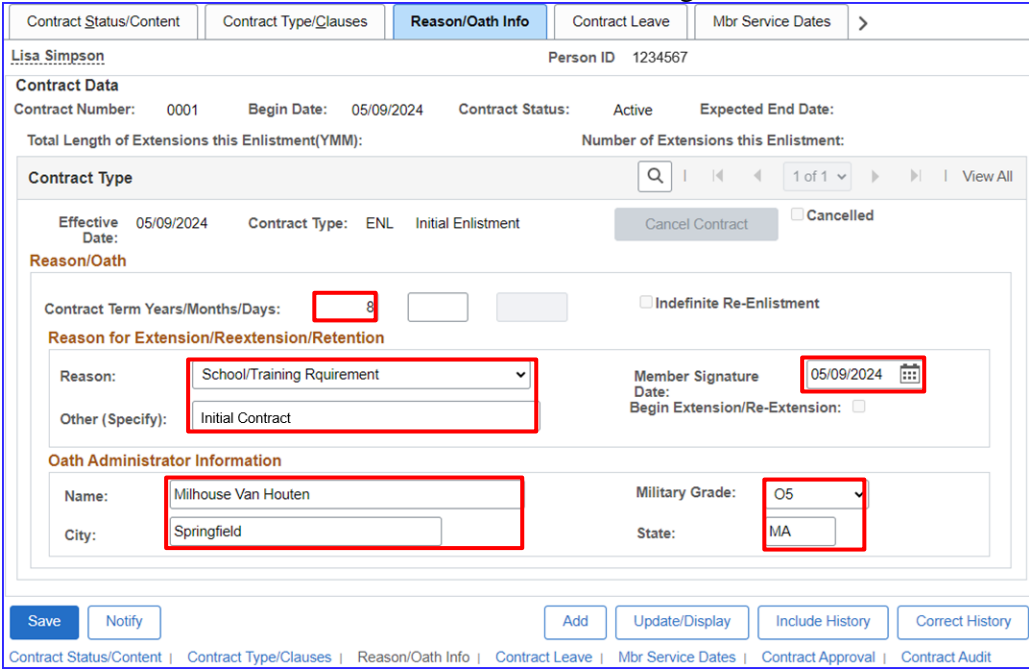
Procedures,
continued

Step	Action
<p>7</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Contract Type – Select the ENL from the lookup icon. • Comment – A statement is not required. 
<p>8</p>	<p>Select the Reason/Oath Info tab.</p> 

Continued on next page

Entering Contract Data, Continued

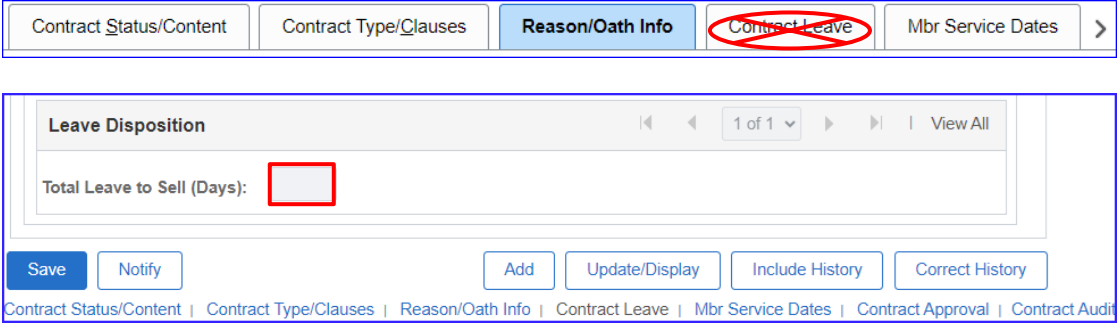
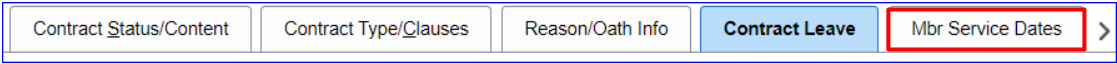
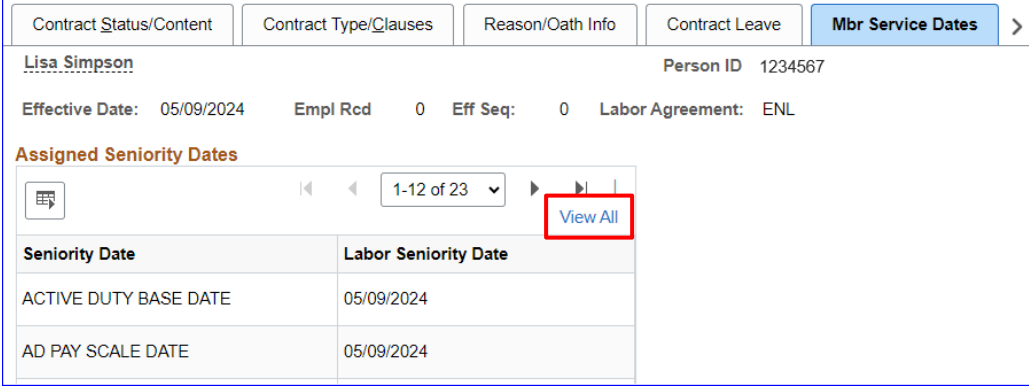
Procedures,
continued

Step	Action
9	<p>Enter the following:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term (Ex. – 6 years). • Reason – Leave blank (There is no reference IAW the Enlistments, Evaluations, and Advancements, COMDTINST M1000.2C. See list below). • Other (Specify) – Enter “Initial Contract”. • Member Signature Date – Enter the date the contract was signed. • Name – Enter the name of the Oath Administrator. • Military Grade – Enter the rank of the Oath Administrator. • City – Enter the City in which the contract was signed. • State – Enter the State in which the contract was signed.  <p>The screenshot shows the 'Reason/Oath Info' tab of the contract entry form. The 'Contract Term Years/Months/Days' field is set to 8. The 'Reason' dropdown is set to 'School/Training Requirement'. The 'Other (Specify)' field contains 'Initial Contract'. The 'Member Signature Date' is set to 05/09/2024. The 'Oath Administrator Information' section shows the name 'Milhouse Van Houten', city 'Springfield', and military grade 'O5'. The state is set to 'MA'. At the bottom, a list of reasons for extension is displayed, with 'Request of Individual' circled in red.</p>

Continued on next page

Entering Contract Data, Continued

Procedures,
continued

Step	Action						
<p>10</p>	<p>Skip the Contract Leave tab. Total Leave to Sell (Days) is greyed out for Recruit hires.</p> 						
<p>11</p>	<p>Select the Mbr Service Dates tab.</p> 						
<p>12</p>	<p>Click View All on the Assigned Labor Seniority Dates section.</p>  <table border="1" data-bbox="316 1285 938 1429"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td>05/09/2024</td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td>05/09/2024</td> </tr> </tbody> </table>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	05/09/2024	AD PAY SCALE DATE	05/09/2024
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Entering Contract Data, Continued

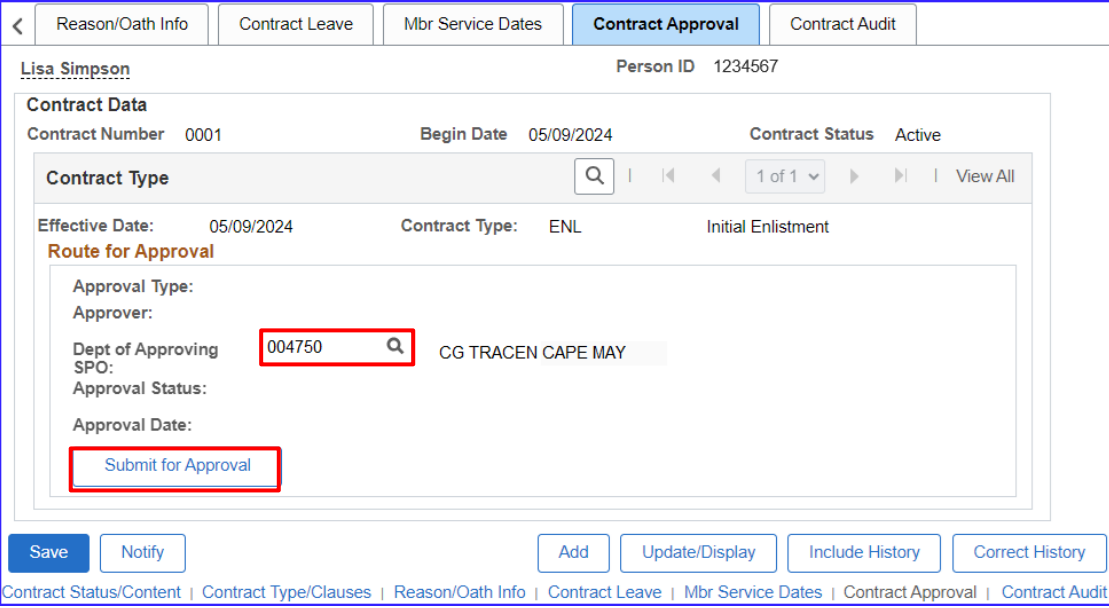
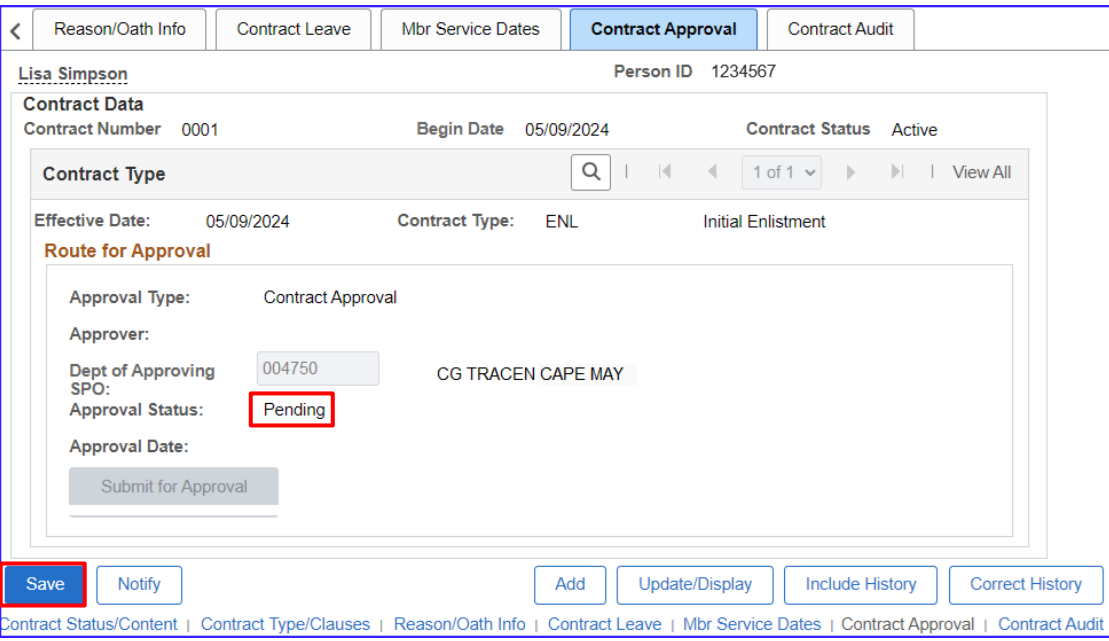
Procedures,
continued

Step	Action																																																
<p>13</p>	<p>Confirm the Labor Seniority Dates set during the Accession process are correct. If not, return to Job Data and verify the dates were entered correctly.</p> <div data-bbox="300 555 954 1659"> <p>Assigned Seniority Dates</p> <p>1-23 of 23 View 12</p> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Labor Seniority Date</th> </tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>05/09/2024</td></tr> <tr><td>AD PAY SCALE DATE</td><td>05/09/2024</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td></td></tr> <tr><td>DIEMS DATE</td><td>05/09/2024</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td></td></tr> <tr><td>EXPECTED LOSS DATE</td><td>05/08/2032</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>05/09/2024</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>05/08/2032</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>05/09/2024</td></tr> <tr><td>POINT START DATE</td><td></td></tr> <tr><td>PAY BASE DATE</td><td>05/09/2024</td></tr> <tr><td>DATE OF RANK</td><td>05/09/2024</td></tr> <tr><td>RSV COMP SBP ELECT DATE</td><td></td></tr> <tr><td>ROTATION DATE</td><td></td></tr> <tr><td>RSRV ACCESSION CLASS DATE</td><td>05/09/2024</td></tr> <tr><td>RSV ANNIVERSARY DATE</td><td>05/09/2024</td></tr> <tr><td>RSV ELIGIBILITY DATE</td><td>05/09/2024</td></tr> <tr><td>RSV INITIATION DATE</td><td>05/09/2024</td></tr> <tr><td>RESERVE LETTER DATE</td><td></td></tr> <tr><td>RTB ELIGIBILITY DATE</td><td></td></tr> <tr><td>RTB LETTER DATE</td><td></td></tr> <tr><td>RTB LETTER RESPONSE DATE</td><td></td></tr> </tbody> </table> <p>Save Notify Add Update/Display Include History Correct History</p> <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p> </div>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	05/09/2024	AD PAY SCALE DATE	05/09/2024	DEP DATE		CMA DATE		DIEMS DATE	05/09/2024	RSV DRILL OBLIGATION DATE		EXPECTED LOSS DATE	05/08/2032	JOB FAMILY ENTRY DATE	05/09/2024	MIL OBLIGATION COMPL DATE	05/08/2032	PAY ALLOWANCE DATE	05/09/2024	POINT START DATE		PAY BASE DATE	05/09/2024	DATE OF RANK	05/09/2024	RSV COMP SBP ELECT DATE		ROTATION DATE		RSRV ACCESSION CLASS DATE	05/09/2024	RSV ANNIVERSARY DATE	05/09/2024	RSV ELIGIBILITY DATE	05/09/2024	RSV INITIATION DATE	05/09/2024	RESERVE LETTER DATE		RTB ELIGIBILITY DATE		RTB LETTER DATE		RTB LETTER RESPONSE DATE	
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<p>14</p>	<p>Click the Arrow.</p> <div data-bbox="300 1727 1422 1783"> <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates ></p> </div>																																																
<p>15</p>	<p>Select the Contract Approval tab.</p> <div data-bbox="300 1850 1406 1912"> <p>Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p> </div>																																																

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Entering Contract Data, Continued

Procedures,
continued

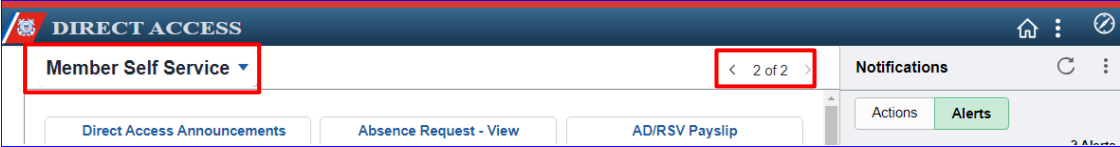
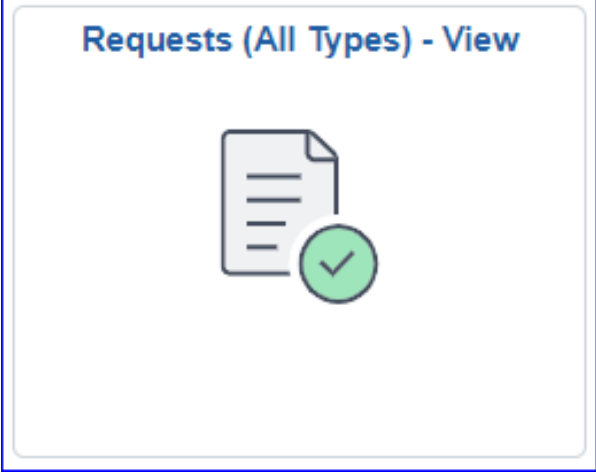
Step	Action
<p>16</p>	<p>Verify the Dept of Approving SPO. Click Submit for Approval. NOTE: Once the contract is approved, the recruit will be fully accessed into the Coast Guard with pay.</p>  <p>The screenshot shows the 'Contract Approval' interface for Lisa Simpson (Person ID 1234567). The 'Contract Data' section includes Contract Number 0001, Begin Date 05/09/2024, and Contract Status Active. The 'Route for Approval' section shows: <ul style="list-style-type: none"> Approval Type: (empty) Approver: (empty) Dept of Approving SPO: 004750 (highlighted with a red box) Approval Status: (empty) Approval Date: (empty) The 'Submit for Approval' button is highlighted with a red box. </p>
<p>17</p>	<p>The Approval Status updates to Pending and the contract will be routed to the Approving SPO. Click Save.</p>  <p>The screenshot shows the 'Contract Approval' interface after the status change. The 'Route for Approval' section now shows: <ul style="list-style-type: none"> Approval Type: Contract Approval Approver: (empty) Dept of Approving SPO: 004750 Approval Status: Pending (highlighted with a red box) Approval Date: (empty) The 'Submit for Approval' button is now disabled. The 'Save' button is highlighted with a red box. </p>

Approving a Contract

Introduction This section provides the procedures for approving a 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.
 - The member will **NOT be paid** until the contract is entered and then approved.

Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 

Continued on next page

Approving a Contract, Continued

Procedures,
continued

Step	Action																																								
3	<p>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.</p> <div data-bbox="300 528 1401 1043" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>Milhouse Van Houten</p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <div style="margin-top: 10px;"> <p>Transaction Name: Contract Approval ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text" value=""/> </p> <p>Submission To Date: <input type="text" value=""/> </p> <div style="display: flex; justify-content: flex-end; gap: 20px; margin-top: 10px;"> Populate Grid Refresh </div> </div> </div>																																								
4	<p>Click the Approve/Deny link for the contract you are approving.</p> <div data-bbox="300 1122 1417 1301" style="border: 1px solid blue; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Lisa Simpson</td> <td>Simpson</td> <td>1234567</td> <td>004750</td> <td>Ralph Wiggum</td> <td>Milhouse Van Houten</td> <td>2024/05/14</td> <td style="border: 1px solid red;">Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Maggie Simpson</td> <td>Simpson</td> <td>1112223</td> <td>002338</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td>Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Bart Simpson</td> <td>Simpson</td> <td>1122334</td> <td>044032</td> <td>Rod Flanders</td> <td>Milhouse Van Houten</td> <td>2024/05/09</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Contract Approval	Pending	Lisa Simpson	Simpson	1234567	004750	Ralph Wiggum	Milhouse Van Houten	2024/05/14	Approve/Deny	Contract Approval	Pending	Maggie Simpson	Simpson	1112223	002338	Rod Flanders	Milhouse Van Houten	2024/05/09	Approve/Deny	Contract Approval	Pending	Bart Simpson	Simpson	1122334	044032	Rod Flanders	Milhouse Van Houten	2024/05/09	Approve/Deny
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Approving a Contract, Continued

Procedures,
continued


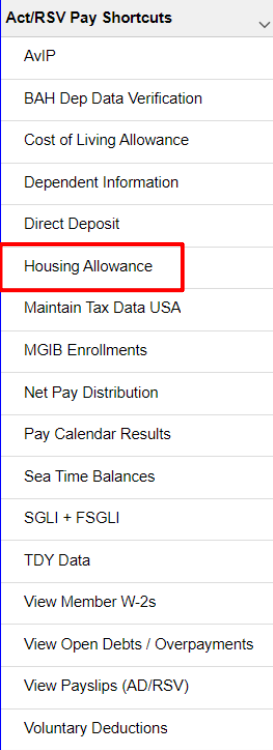
Step	Action																				
5	<p>Enter Comments and click Approve or Deny (deny returns the contract to the HRS user).</p> <div data-bbox="272 562 1422 1503" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Contract Approval</p> <p><u>Simpson,Lisa Marie</u></p> <ol style="list-style-type: none"> 1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button <p>Request Details</p> <table border="1" data-bbox="325 790 1410 956"> <tr> <td>Contract Number: 0001</td> <td>Contract Type: ENL</td> </tr> <tr> <td>Contract Status: A</td> <td>Contract Effdt: 05/09/2024</td> </tr> <tr> <td>Contract Begin Dt: 05/09/2024</td> <td></td> </tr> <tr> <td>Expected End Dt: 05/08/2032</td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <table border="1" data-bbox="325 1059 1406 1319"> <tr> <td>Contract Term: 8 Years</td> <td>Mbr Signature Date: 05/09/2024</td> </tr> <tr> <td>Reason: School/Training Requirement</td> <td>SRB Entitlement:</td> </tr> <tr> <td>Num Extensions: 0</td> <td>EXT Tour Length:</td> </tr> <tr> <td>Expect AD TermDt:</td> <td>Expected Loss Date: 05/08/2032</td> </tr> <tr> <td>Leave Balance: 0</td> <td>Cumulative Sold: 0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> </tr> </table> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p>Approve Deny</p> </div>	Contract Number: 0001	Contract Type: ENL	Contract Status: A	Contract Effdt: 05/09/2024	Contract Begin Dt: 05/09/2024		Expected End Dt: 05/08/2032		Contract Term: 8 Years	Mbr Signature Date: 05/09/2024	Reason: School/Training Requirement	SRB Entitlement:	Num Extensions: 0	EXT Tour Length:	Expect AD TermDt:	Expected Loss Date: 05/08/2032	Leave Balance: 0	Cumulative Sold: 0	Total Leave Sell:	
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Expect AD TermDt:	Expected Loss Date: 05/08/2032																				
Leave Balance: 0	Cumulative Sold: 0																				
Total Leave Sell:																					
6	<p>The contract is Approved, and the member is fully accessed into the Coast Guard. To ensure the member's pay is correct, proceed to the next section.</p> <div data-bbox="272 1599 1035 1906" style="border: 1px solid blue; padding: 5px;"> <p>Contract Approval</p> <p>Contract Approval: Approved View/Hide Comments</p> <p>One Level Approval</p> <div data-bbox="325 1704 657 1787" style="border: 1px solid green; padding: 2px;"> <p>Approved</p> <p>Milhouse Van Houten Contract Approver 05/14/24 - 12:21 PM</p> </div> <p>Comments</p> <p>System at 05/14/24 - 12:17 PM No Comments.</p> </div>																				

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, **then direct deposit must be entered.**

Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to the Act/RSV Pay Shortcuts section and select the Housing Allowance option.</p> 

Continued on next page

BAH and Direct Deposit, Continued

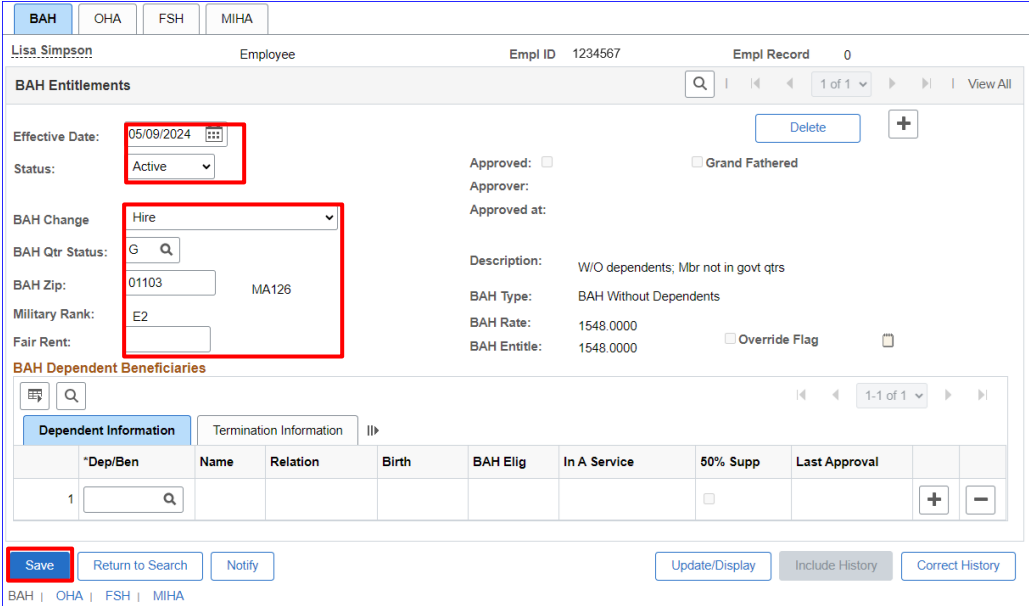
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Search. Include History is automatically checked.</p> <div data-bbox="300 521 1198 1458" style="border: 1px solid black; padding: 10px;"> <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center; border: 1px solid blue; padding: 2px;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>

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BAH and Direct Deposit, Continued


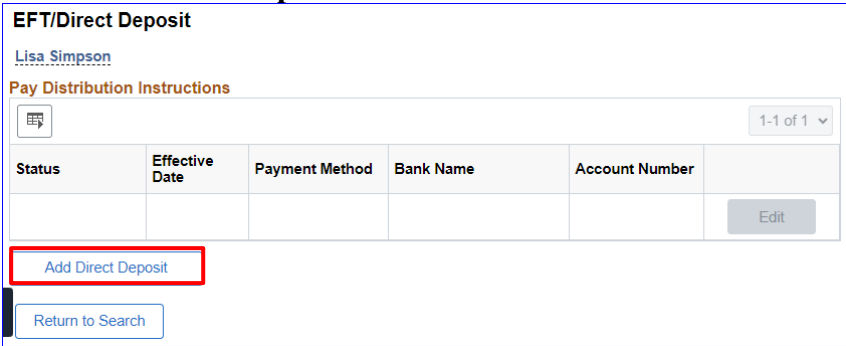
Procedures,
continued

Step	Action
4	<p>Follow the Basic Allowance for Housing (BAH) guide for starting BAH, keeping the following in mind:</p> <ul style="list-style-type: none"> • 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 Cape May 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. <p>Click Save.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Lisa Simpson (Employee ID 1234567). The form includes the following fields and values:</p> <ul style="list-style-type: none"> Effective Date: 05/09/2024 Status: Active BAH Change: Hire BAH Qtr Status: G BAH Zip: 01103 Military Rank: E2 BAH Rate: 1548.0000 BAH Type: BAH Without Dependents BAH Entitle: 1548.0000 <p>A table for 'BAH Dependent Beneficiaries' is also visible, with columns for Dep/Ben, Name, Relation, Birth, BAH Elig, In A Service, 50% Supp, and Last Approval. The 'Save' button is highlighted in red.</p>

Continued on next page

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
5	<p>Without leaving the screen, select the Direct Deposit option.</p>  <p>The screenshot shows a dropdown menu titled "Act/RSV Pay Shortcuts" with a list of options. The "Direct Deposit" option is highlighted with a red rectangular box. Other options include AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Housing Allowance, Maintain Tax Data USA, MGIB Enrollments, Net Pay Distribution, Pay Calendar Results, Sea Time Balances, SGLI + FSGLI, TDY Data, View Member W-2s, View Open Debts / Overpayments, View Payslips (AD/RSV), and Voluntary Deductions.</p>
6	<p>Click Add Direct Deposit.</p>  <p>The screenshot shows the "EFT/Direct Deposit" form for user Lisa Simpson. It includes a "Pay Distribution Instructions" section with a table. The table has columns for Status, Effective Date, Payment Method, Bank Name, and Account Number. Below the table is an "Add Direct Deposit" button, which is highlighted with a red rectangular box. There is also an "Edit" button and a "Return to Search" button.</p>

Continued on next page

BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action												
8	<p>Enter the following:</p> <ul style="list-style-type: none"> • Account Type – Select from the drop-down. • Routing Number – Enter the appropriate data. • Account Number – Enter the appropriate data. <p>Click Save.</p> <div data-bbox="304 714 1370 1283" style="border: 1px solid black; padding: 5px;"> <p>EFT/Direct Deposit</p> <p>Lisa Simpson</p> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer Effective Date: 05/16/2024</p> <p>*Account Type: Checking ▼</p> <p>*Routing Number: 314074269 (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: 999999999999999 (Limited to 17 characters; no spaces)</p> <p>Bank Name: USAA FEDERAL SAVINGS BANK</p> <p style="text-align: center;">Save</p> <p style="text-align: center;">Return to Summary</p> <p style="text-align: center;">Return to Search</p> </div>												
9	<p>The Pay Distributions Instructions will display with the new data.</p> <div data-bbox="304 1359 1377 1709" style="border: 1px solid black; padding: 5px;"> <p>EFT/Direct Deposit</p> <p>Lisa Simpson</p> <p>Pay Distribution Instructions</p> <p>☰ 1-1 of 1 ▼</p> <table border="1" data-bbox="304 1532 1366 1635"> <thead> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Future</td> <td>05/16/2024</td> <td>Bank Transfer</td> <td>USAA FEDERAL SAVINGS BANK (314074269)</td> <td>999999999999999</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table> <p style="text-align: center;">Return to Search</p> </div>	Status	Effective Date	Payment Method	Bank Name	Account Number		Future	05/16/2024	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	999999999999999	Edit
Status	Effective Date	Payment Method	Bank Name	Account Number									
Future	05/16/2024	Bank Transfer	USAA FEDERAL SAVINGS BANK (314074269)	999999999999999	Edit								