

Hire Reserve DEPOT

Overview

Introduction

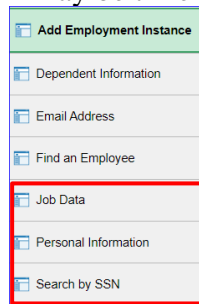
This guide provides the procedures for hiring a member into Reserve DEPOT (Direct Entry Petty Officer Training) into Direct Access (DA).

Before You Begin ANY Hire or Rehire

Before starting a hire/rehire, you must determine if 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 information:

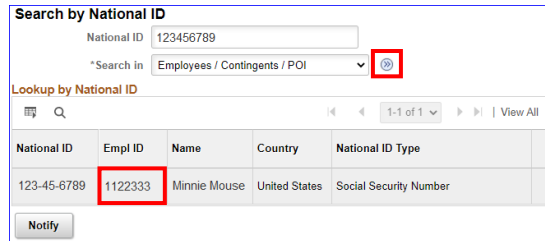
- **Search by SSN** (Social Security Number).
- Search by full name in either **Job Data** or **Personal Information** (this may be time consuming with popular surnames).



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

You **MUST** click the **GO** button to search.

NOTE: If the member already has an Empl ID, you must do a Rehire.



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

Empl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Altes 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	Altes 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 Warning

- 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 viewing a signed copy of the DD4.
 - **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.
-

DEPOT Information

For more information about this program and its requirements, see <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Training/Depot/>

Contents

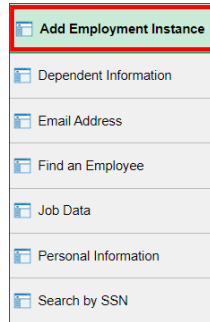
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Important Information Regarding Employee Records

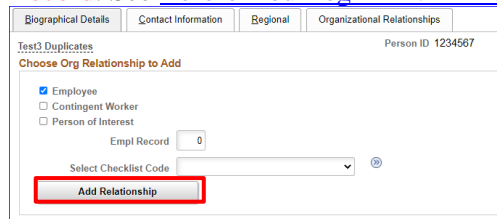
Employee Records

NOTE: If for any reason this Accession is **not completed but an Empl ID was issued and 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](#).

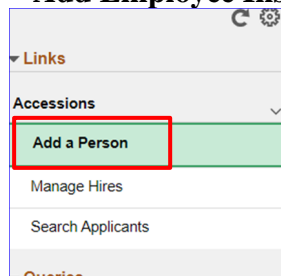


The **Add Relationship** button will give one EMPL ID **another Employee Record**. See [Before You Begin ANY Hire or Rehire Bad Example](#).

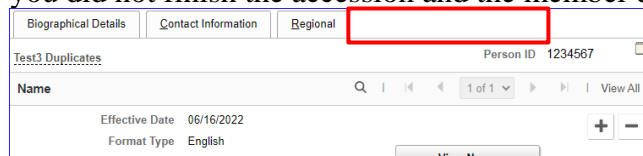


Only persons with the ability to Access someone into DA have the two links that display the **Add Relationship** button.

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



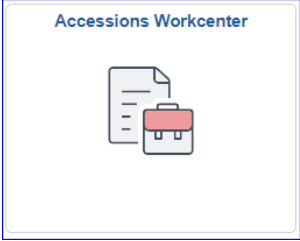
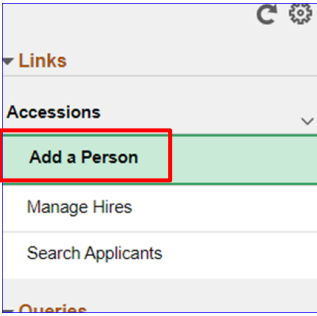
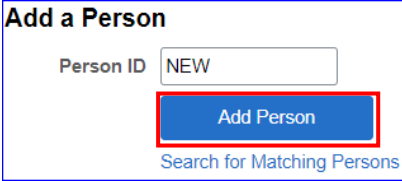
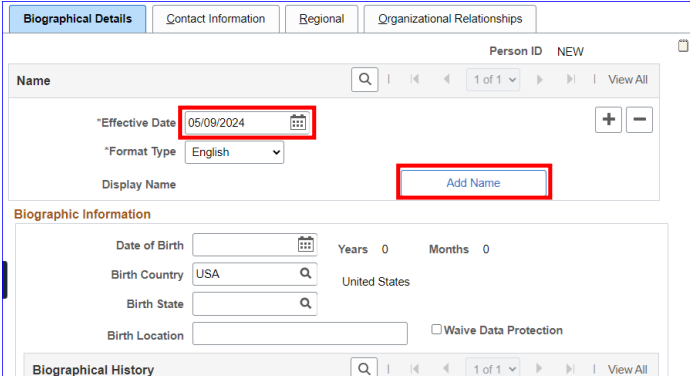
The only time you should use the Add Employee Instance link is if the **Organizational Relationships** tab is missing in Personal Information, you did not finish the accession and the member does not have Job Data.



Accessing a Member

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

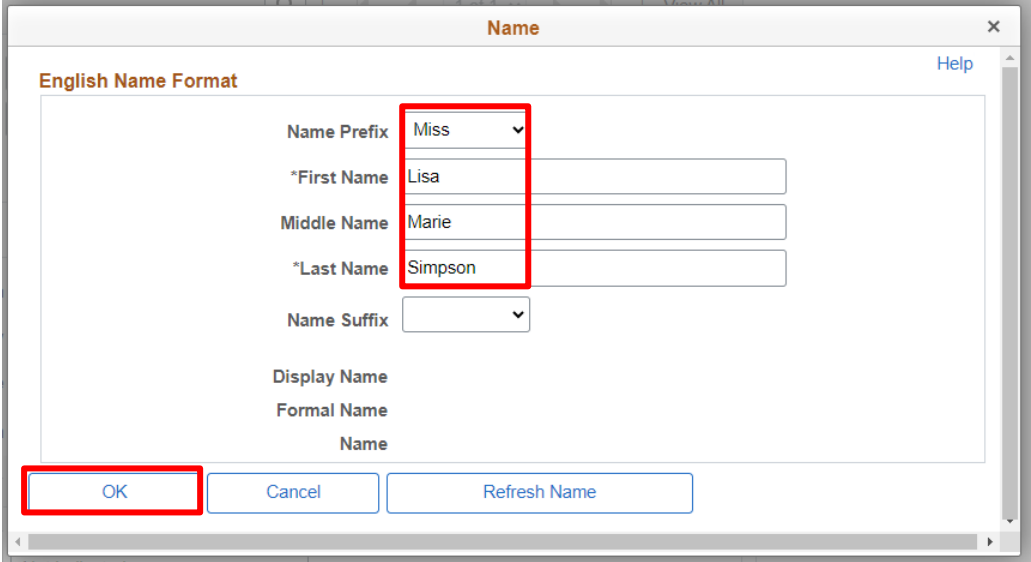
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Accessions Workcenter tile.</p> 
<p>2</p>	<p>Select the Add a Person option.</p> 
<p>3</p>	<p>The Person ID field auto-populates with NEW. Click Add Person.</p> 
<p>4</p>	<p>The Effective Date will default to the current date. Enter the appropriate date (cannot be future dated). Click Add Name.</p> 

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Accessing a Member, Continued

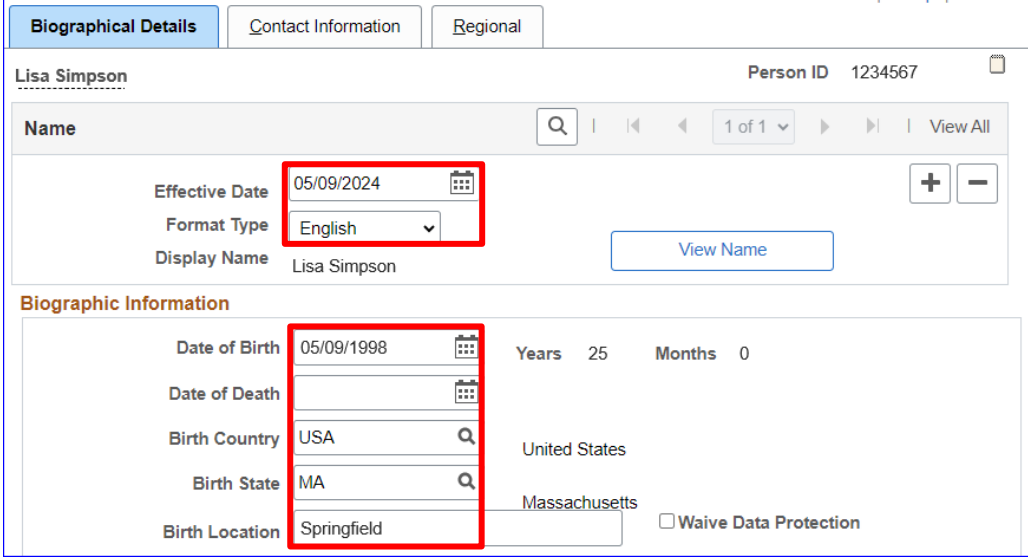
Procedures,
continued

Step	Action
5	<p>Enter the member's complete Name including 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.</p> <p>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.</p> 

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Accessing a Member, Continued

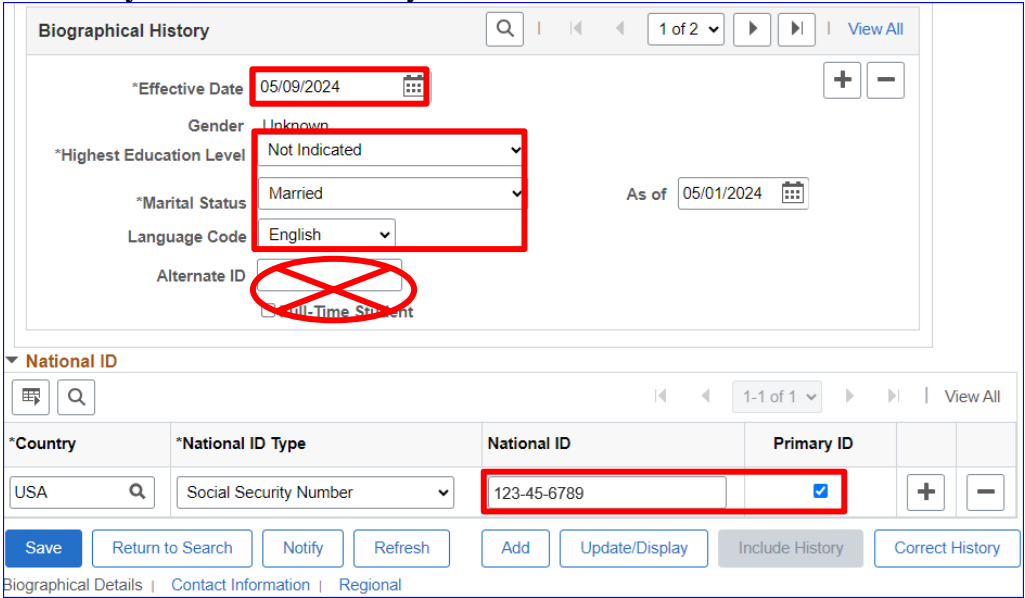

Procedures,
continued

Step	Action
6	<p>Name section:</p> <ul style="list-style-type: none"> • Effective Date – Defaults to current date. Enter the date of Accession (if necessary). • Format Type – Leave as English. <p>Biographical information section:</p> <ul style="list-style-type: none"> • 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. 

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Accessing a Member, Continued

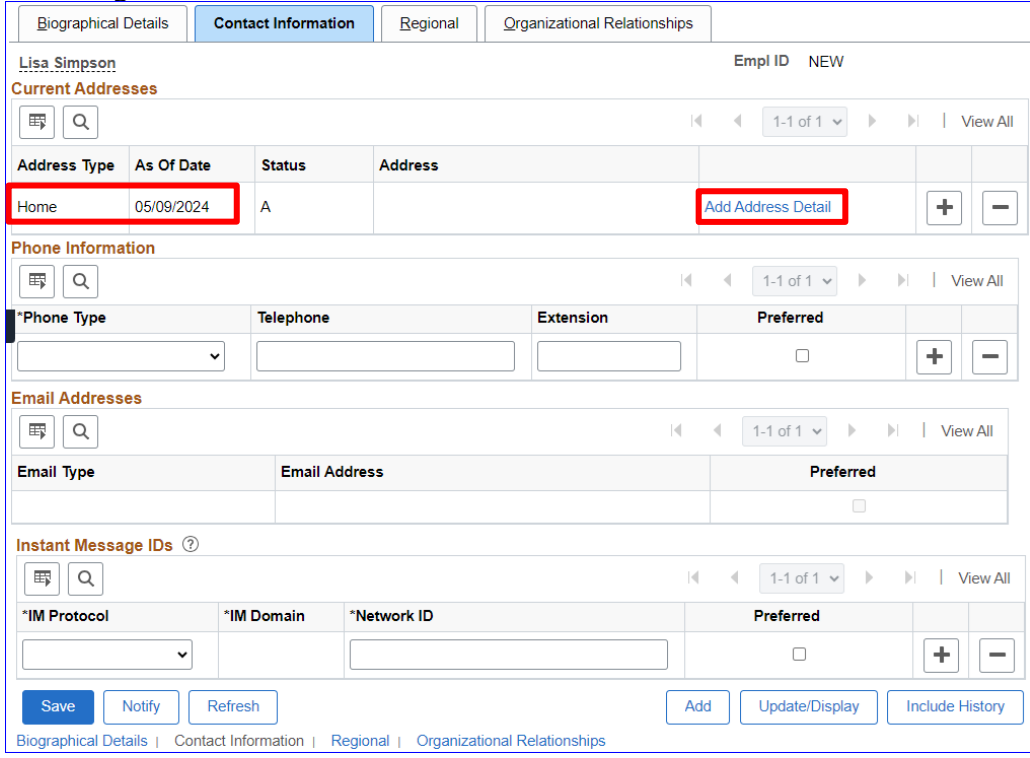
Procedures,
continued

Step	Action
7	<p>Biographical History section:</p> <ul style="list-style-type: none"> • 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/Waive Data Protection & Full-Time Student – DO NOT USE. • National ID – Enter the member’s Social Security Number. • Primary ID – Is automatically checked. 
8	<p>Select the Contact Information tab.</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
9	<p>DA defaults the first Address Type to Home and the As Of Date is the date of hire.</p> <p>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 

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Accessing a Member, Continued

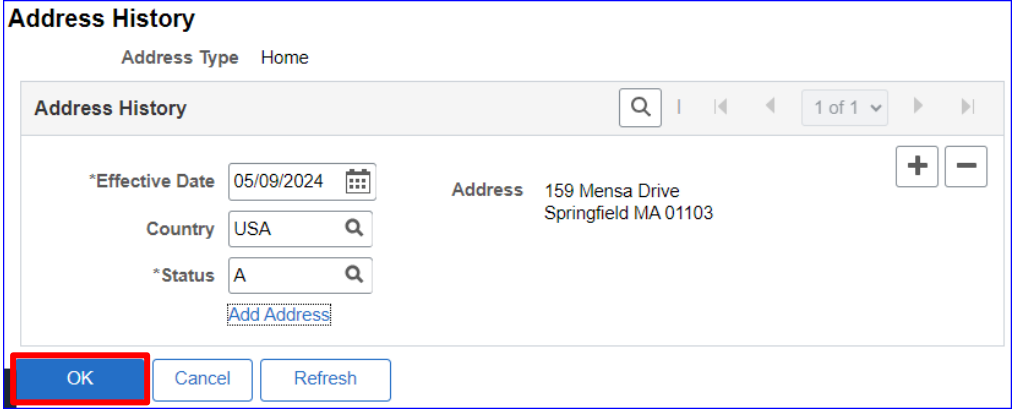
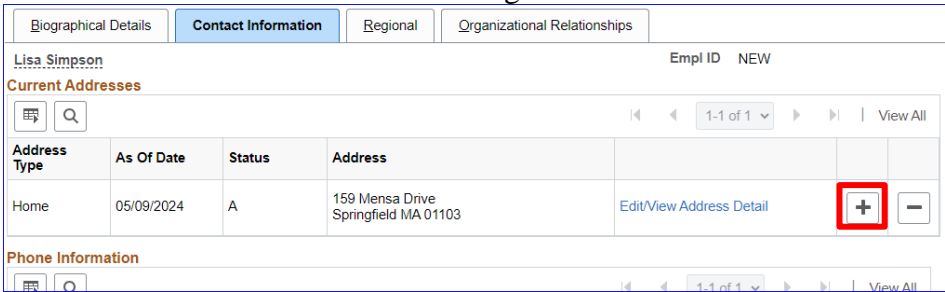
Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the Effective Date (cannot be future dated). Click Add Address.</p> <div data-bbox="336 521 1366 954" style="border: 1px solid black; padding: 5px;"> <p>Address History</p> <p>Address Type Home</p> <p>Address History 1 of 1</p> <p>*Effective Date <input type="text" value="05/09/2024"/> <input type="button" value="📅"/></p> <p>Country <input type="text" value="USA"/> <input type="button" value="🔍"/></p> <p>*Status <input type="text" value="A"/> <input type="button" value="🔍"/></p> <p style="text-align: right;"><input type="button" value="+"/> <input type="button" value="-"/></p> <p style="text-align: center;"><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>11</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="336 1339 1366 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" value=""/></p> <p>Address 3 <input type="text" value=""/></p> <p>City <input type="text" value="Springfield"/> State <input type="text" value="MA"/> <input type="button" value="🔍"/></p> <p>Postal <input type="text" value="01103"/></p> <p>County <input type="text" value=""/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

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Accessing a Member, Continued

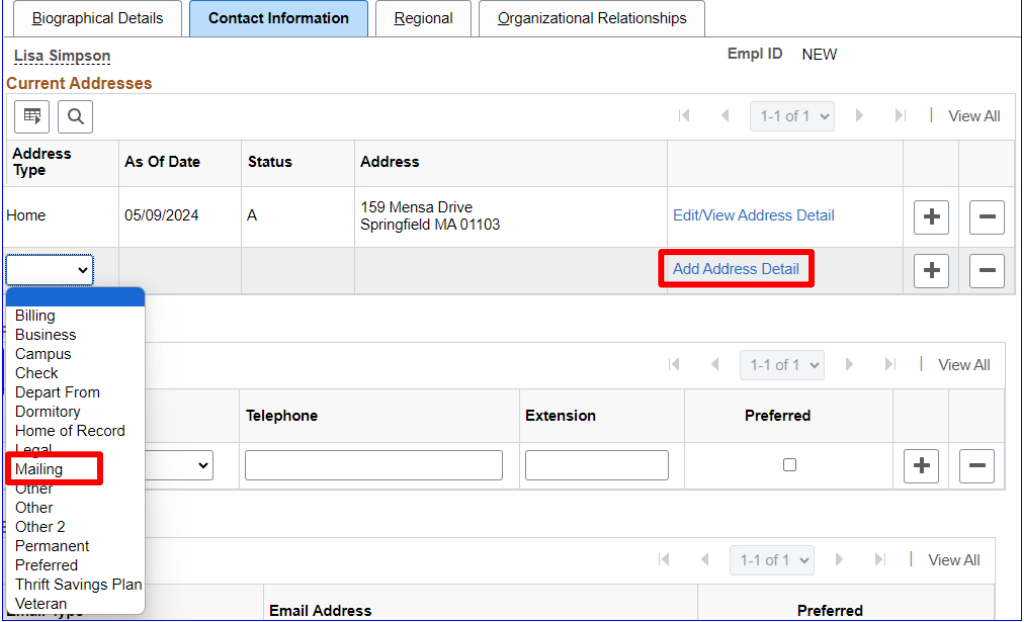
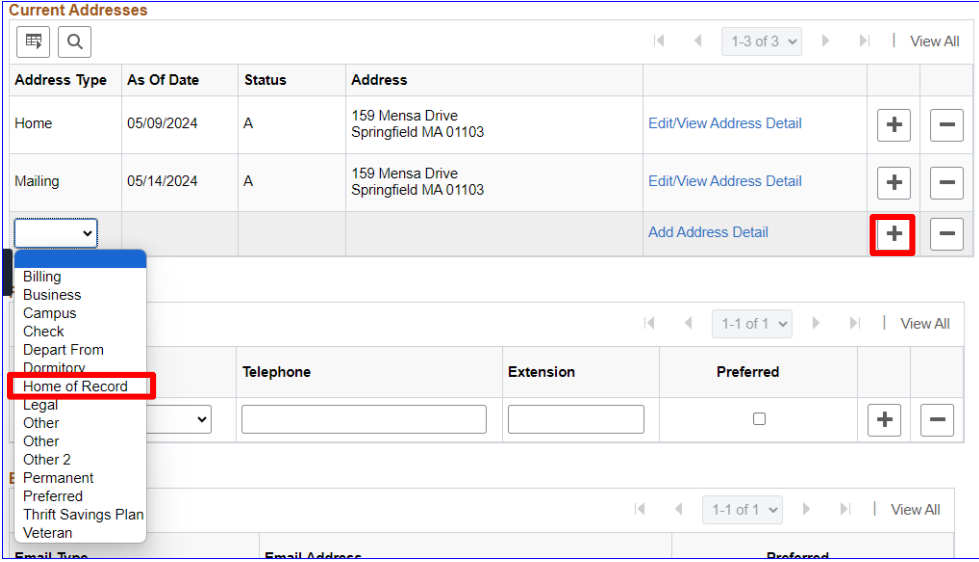
Procedures,
continued

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

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Accessing a Member, Continued

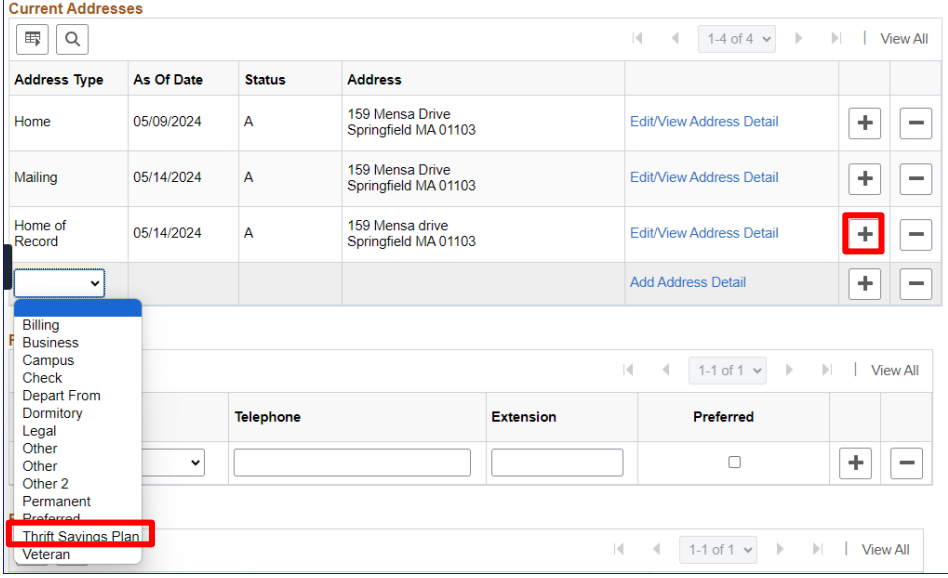
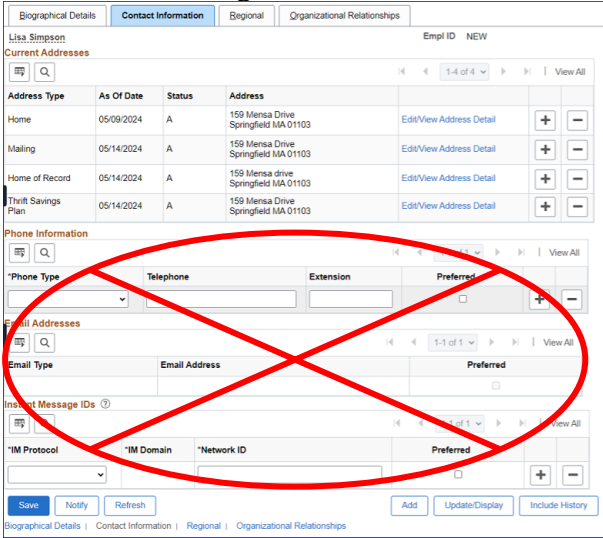
Procedures,
continued

Step	Action												
<p>14</p>	<p>Select Mailing from the Address Type drop-down and click the Add Address Detail link and repeat Steps 10 – 12.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown menu is open, listing various address types. 'Mailing' is highlighted with a red box. Below the dropdown, the 'Add Address Detail' button is also highlighted with a red box. The table below shows one existing address: Home, 05/09/2024, A, 159 Mensa Drive Springfield MA 01103.</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/09/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address	Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103				
Address Type	As Of Date	Status	Address										
Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103										
<p>15</p>	<p>Click the Plus button and repeat steps 10 - 12 to enter the Home of Record as identified on the DD4.</p>  <p>The screenshot shows the 'Current Addresses' section for Lisa Simpson. The 'Address Type' dropdown menu is open, listing various address types. 'Home of Record' is highlighted with a red box. Below the dropdown, the plus button next to the 'Add Address Detail' link is also highlighted with a red box. The table below shows two existing addresses: Home and Mailing.</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>05/09/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> </tr> <tr> <td>Mailing</td> <td>05/14/2024</td> <td>A</td> <td>159 Mensa Drive Springfield MA 01103</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address	Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103	Mailing	05/14/2024	A	159 Mensa Drive Springfield MA 01103
Address Type	As Of Date	Status	Address										
Home	05/09/2024	A	159 Mensa Drive Springfield MA 01103										
Mailing	05/14/2024	A	159 Mensa Drive Springfield MA 01103										

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Accessing a Member, Continued

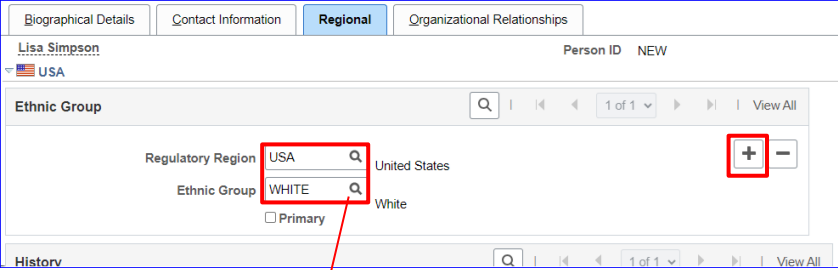
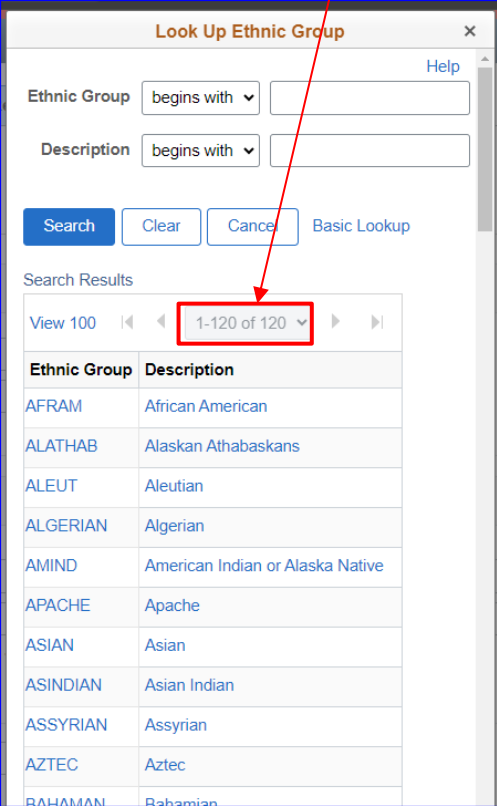
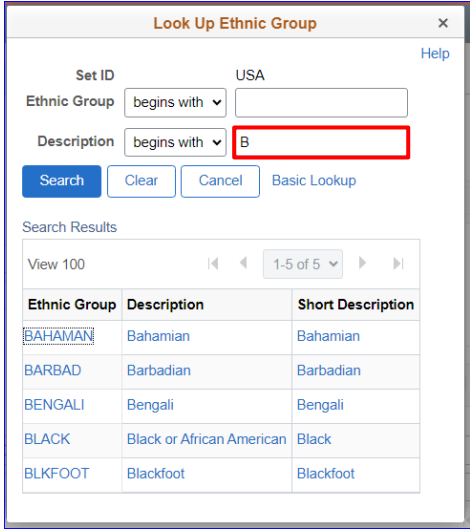
Procedures,
continued

Step	Action
<p>16</p>	<p>Click the Plus button and repeat steps 10 – 12 to enter the Thrift Savings Plan from the Address Type drop-down.</p> 
<p>17</p>	<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> 

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Accessing a Member, Continued


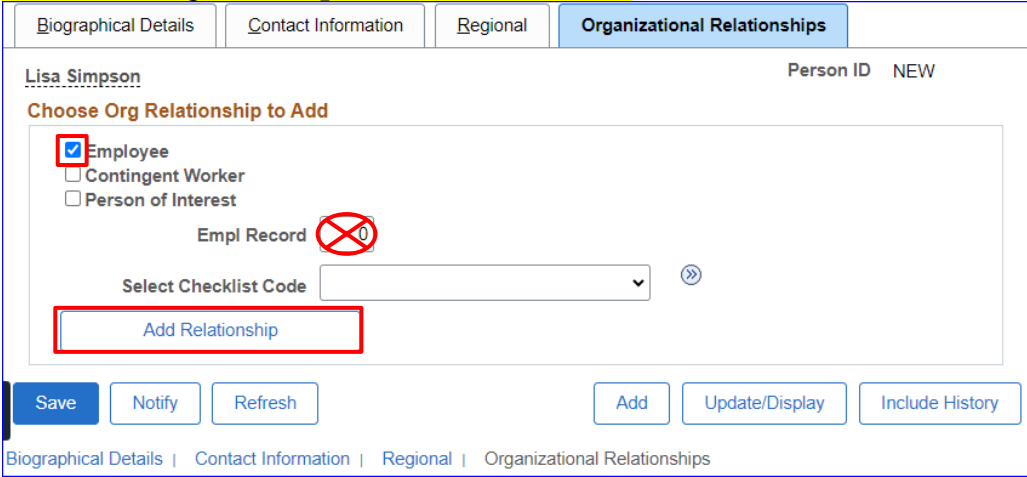
Procedures,
continued

Step	Action
18	Select the Regional tab. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Biographical Details Contact Information Regional Organizational Relationships </div>
19	<ul style="list-style-type: none"> • Regulatory Region – Ensure USA is displayed. • Ethnic Group – Click the lookup icon to select 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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div> <div style="margin-top: 10px;">  </div> <div style="margin-top: 10px;">  </div>

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Accessing a Member, Continued

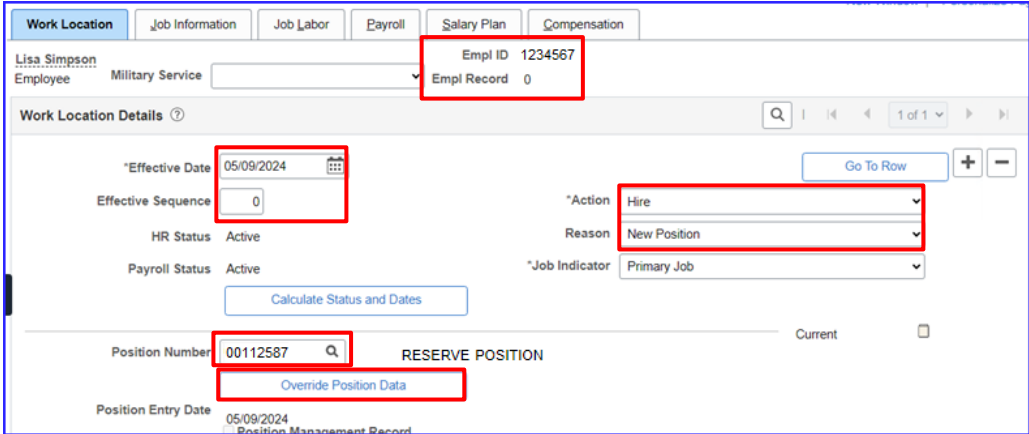
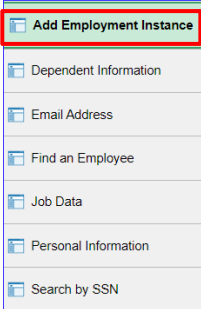
Procedures,
continued

Step	Action
20	<p>Select the Organizational Relationships tab.</p> 
21	<p>Check the Employee box and click Add Relationship.</p> <p>Do NOT change the Empl Record number ever.</p> 

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Accessing a Member, Continued

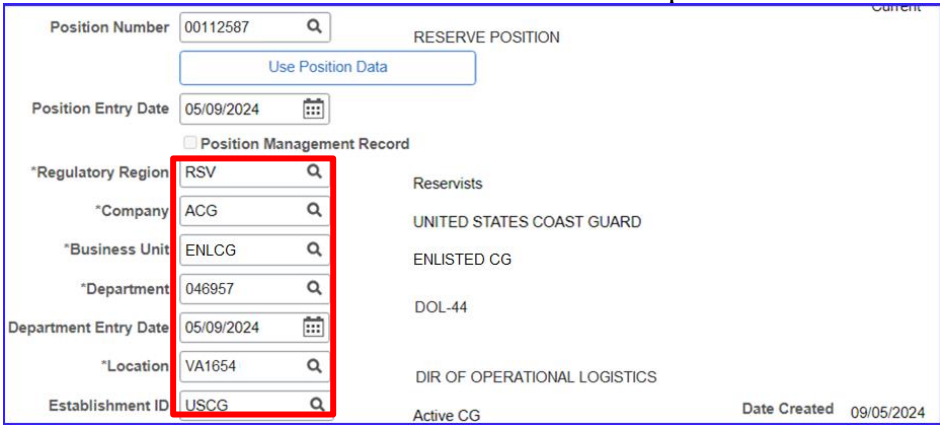
Procedures,
continued

Step	Action
22	<p>Job Data screen displays. Empl ID and Empl Record will be generated on the Work Location tab (Record this number for future reference.) See NOTES.</p> <ul style="list-style-type: none"> • Effective Date – Defaults to 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 – Select New Position from the drop-down. • Position Number – Enter 00112587 or click on the lookup icon to search for other Position Number's from the Order Issuing Authority. <p>Click the Override Position Data button.</p>  <p>NOTE: If for any reason this Accession is not completed but an Empl ID was issued, use the Add Employment Instance option. Enter the Empl ID that was issued, select Organizational Relationship tab, click Add Relationship & you will be returned to Job Data with the issued Empl ID. All previous unsaved Job Data entries will need to be re-entered.</p> <p>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. Any edits should be made using the Personal Information or Job Data links. See Employee Records.</p> 

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Accessing a Member, Continued

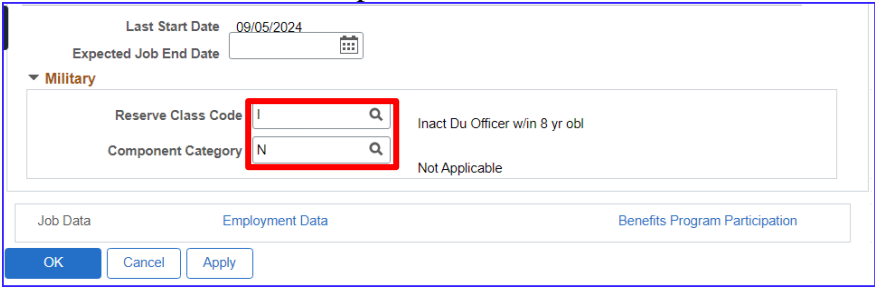
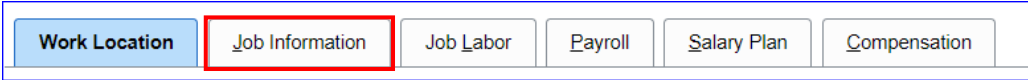
Procedures,
continued

Step	Action
23	<p>Change/update as necessary:</p> <ul style="list-style-type: none"> • Regulatory Region – Select RSV from the lookup icon. • Company – Verify ACG is displayed. • Business Unit – Select ENLCG from the lookup icon. • Department – Should default to 046957, if not select the appropriate number from the Accession authority. • Department Entry Date – Verify the date of hire. • Location –If not defaulted from the Department entered, enter VA1654. • Establishment ID – Select USCG from the lookup icon.  <p>The screenshot shows a form titled 'RESERVE POSITION' with the following fields and values:</p> <ul style="list-style-type: none"> Position Number: 00112587 Position Entry Date: 05/09/2024 *Regulatory Region: RSV *Company: ACG *Business Unit: ENLCG *Department: 046957 Department Entry Date: 05/09/2024 *Location: VA1654 Establishment ID: USCG <p>Additional text on the right side of the form includes: 'Reservists', 'UNITED STATES COAST GUARD', 'ENLISTED CG', 'DOL-44', 'DIR OF OPERATIONAL LOGISTICS', and 'Active CG'. A 'Date Created' field shows '09/05/2024'. A 'Use Position Data' button is also visible.</p>

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Accessing a Member, Continued

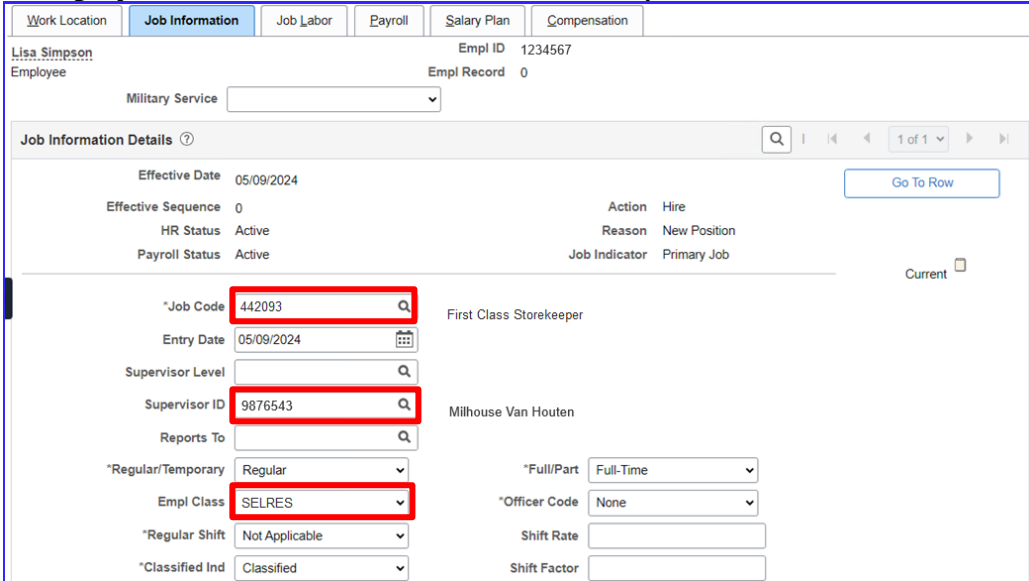
Procedures,
continued

Step	Action
24	<p>Military section for Reserve hires only:</p> <ul style="list-style-type: none"> • Reserve Class Code –select the appropriate Code from the lookup icon: <ul style="list-style-type: none"> – Inact Du Officer w/in 8 yr obl – for an Officer with no prior, or less than 8 years prior service – w/Svc Oblig not in another Clas – for a prior service Officer • Component Category <ul style="list-style-type: none"> – Select N from the lookup icon. 
25	<p>Select the Job Information tab.</p> 

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Accessing a Member, Continued


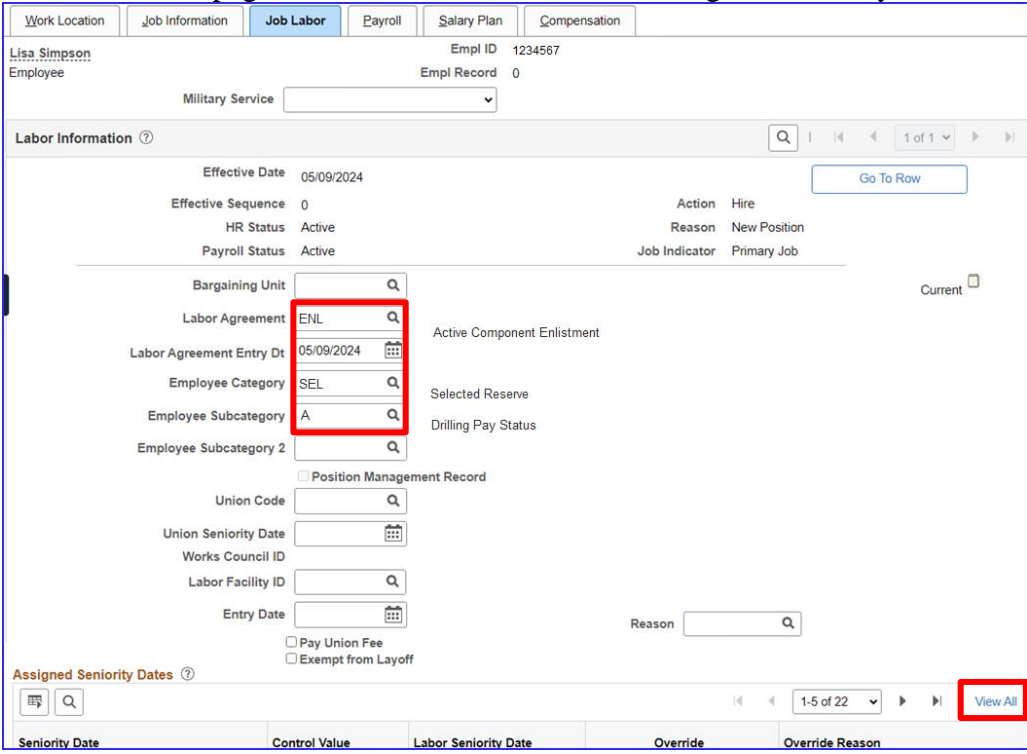
Procedures,
continued

Step	Action																		
26	<p>Only enter these three 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. • Supervisor ID – Enter the CGHRSUP Empl ID that approves Accessions. • Employee Class – Select SELRES from the drop-down.  <p>The screenshot shows the 'Job Information Details' page for Lisa Simpson. The page is divided into several sections. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the employee's name 'Lisa Simpson' and 'Employee' are displayed, along with 'Empl ID 1234567' and 'Empl Record 0'. A 'Military Service' dropdown menu is visible. The main section is titled 'Job Information Details' and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Effective Sequence</th> <th>HR Status</th> <th>Payroll Status</th> <th>Action</th> <th>Hire Reason</th> <th>New Position</th> <th>Job Indicator</th> <th>Primary Job</th> </tr> </thead> <tbody> <tr> <td>05/09/2024</td> <td>0</td> <td>Active</td> <td>Active</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table, there are several input fields and dropdown menus:</p> <ul style="list-style-type: none"> *Job Code: 442093 (highlighted with a red box) Entry Date: 05/09/2024 Supervisor Level: (empty) Supervisor ID: 9876543 (highlighted with a red box) Reports To: (empty) *Regular/Temporary: Regular *Full/Part: Full-Time Empl Class: SELRES (highlighted with a red box) *Officer Code: None *Regular Shift: Not Applicable Shift Rate: (empty) *Classified Ind: Classified Shift Factor: (empty) 	Effective Date	Effective Sequence	HR Status	Payroll Status	Action	Hire Reason	New Position	Job Indicator	Primary Job	05/09/2024	0	Active	Active					
Effective Date	Effective Sequence	HR Status	Payroll Status	Action	Hire Reason	New Position	Job Indicator	Primary Job											
05/09/2024	0	Active	Active																

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Accessing a Member, Continued

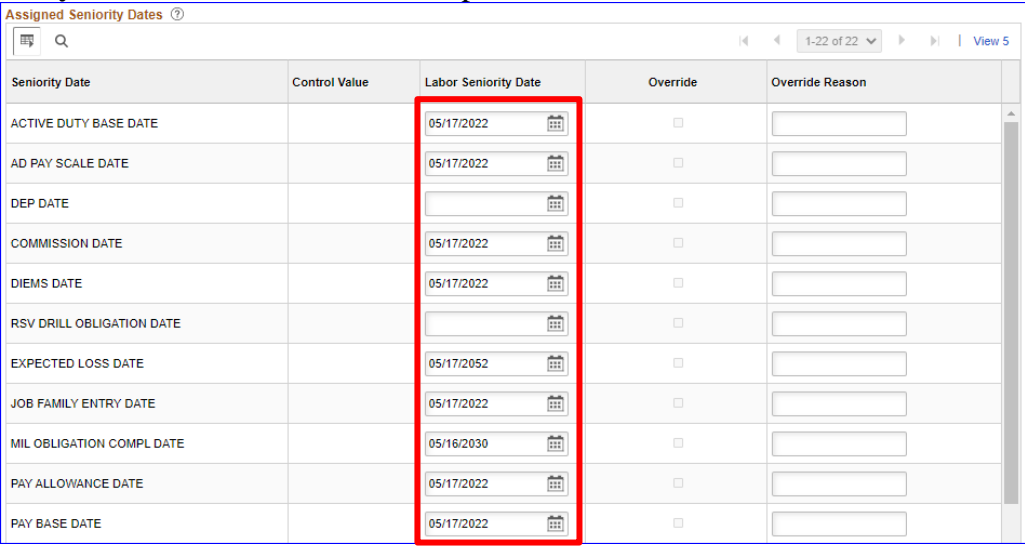
Procedures,
continued

Step	Action
27	<p>Select the Job Labor tab.</p> 
28	<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. • Employee Category – Enter SEL. • Employee Subcategory – Enter TRAYPAY Code A. <p>Scroll down the page and click View ALL for the Assigned Seniority Dates.</p> 

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Accessing a Member, Continued

Procedures,
continued

Step	Action
29	<p>Enter the following (split into 2 sections):</p> <ul style="list-style-type: none"> • Active Duty Base Date – Date of the hire • AD Pay Scale Date – Date of the hire • DEP Date – Leave blank. • Commission Date – Date of the hire • DIEMS Date – Date Initial Entry Military Service (any component) • Reserve Drill Obligation Date – Leave blank. • Expected Loss Date – 8 years from the original DIEMS date (minus 1 day) • Job Family Entry Date – Date of the hire • Mil Obligation Compl Date – 8 years from the original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date – Date of the hire • Pay Base Date – Date member departs on RSV IADT orders to OCS. 

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Accessing a Member, Continued

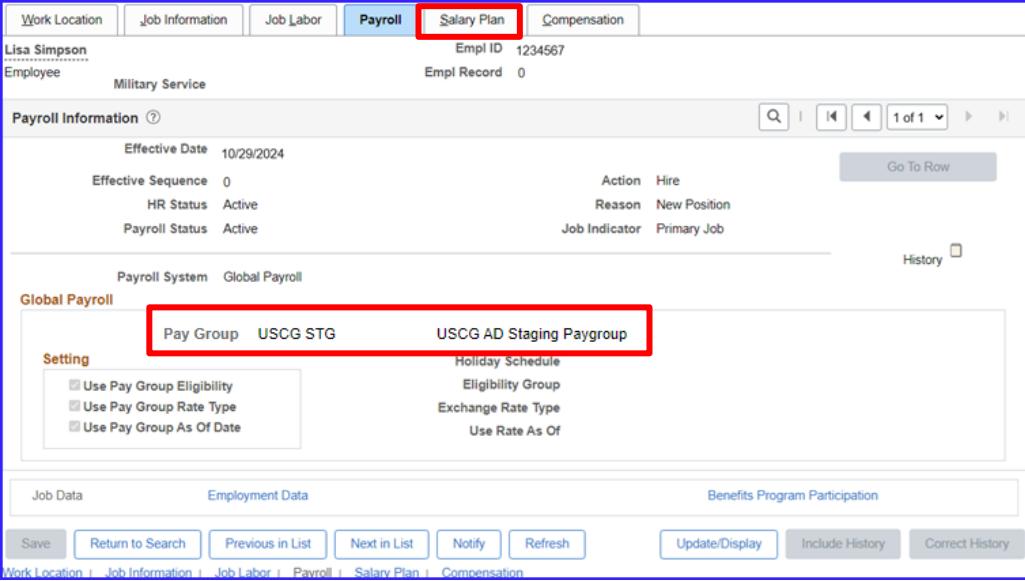
Procedures,
continued

Step	Action																																																							
<p>29 cont.</p>	<ul style="list-style-type: none"> • Date of Rank – Date of the hire • RSV Comp SBP Elect Date – Leave blank. • Rotation Date – Leave at default. • Reserve Accession Class Date – Date of the hire • Reserve Anniversary Date – Date of the hire • Reserve Eligibility Date – Date of the hire • Reserve Initiation Date – Date of the hire • Reserve Letter Date – Leave blank. • RTB Eligibility Date – Leave blank. • RTB Letter Date – Leave blank • RTB Letter Response Date – Leave blank. <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> <div style="border: 1px solid blue; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">DATE OF RANK</td> <td style="width: 15%;">000096</td> <td style="width: 15%;">05/17/2022 </td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 30%;"><input type="text"/></td> </tr> <tr> <td>RSV COMP SBP ELECT DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSRV ACCESSION CLASS DATE</td> <td></td> <td>05/17/2022 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV ANNIVERSARY DATE</td> <td></td> <td>05/17/2022 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV ELIGIBILITY DATE</td> <td></td> <td>05/17/2022 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RSV INITIATION DATE</td> <td></td> <td>05/17/2022 </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RESERVE LETTER DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB ELIGIBILITY DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB LETTER DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>RTB LETTER RESPONSE DATE</td> <td></td> <td><input type="text"/> </td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center; margin-top: 5px;"><input type="button" value="Recalculate Seniority Dates"/></p> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> Job Data Benefits Program Participation </div> <div style="margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/> <input style="float: right;" 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>	DATE OF RANK	000096	05/17/2022	<input type="checkbox"/>	<input type="text"/>	RSV COMP SBP ELECT DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	ROTATION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RSRV ACCESSION CLASS DATE		05/17/2022	<input type="checkbox"/>	<input type="text"/>	RSV ANNIVERSARY DATE		05/17/2022	<input type="checkbox"/>	<input type="text"/>	RSV ELIGIBILITY DATE		05/17/2022	<input type="checkbox"/>	<input type="text"/>	RSV INITIATION DATE		05/17/2022	<input type="checkbox"/>	<input type="text"/>	RESERVE LETTER DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB ELIGIBILITY DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB LETTER DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	RTB LETTER RESPONSE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
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RTB LETTER RESPONSE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>																																																				
<p>30</p>	<p>Select the Payroll Tab.</p> <div style="border: 1px solid blue; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div>																																																							

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Accessing a Member, Continued

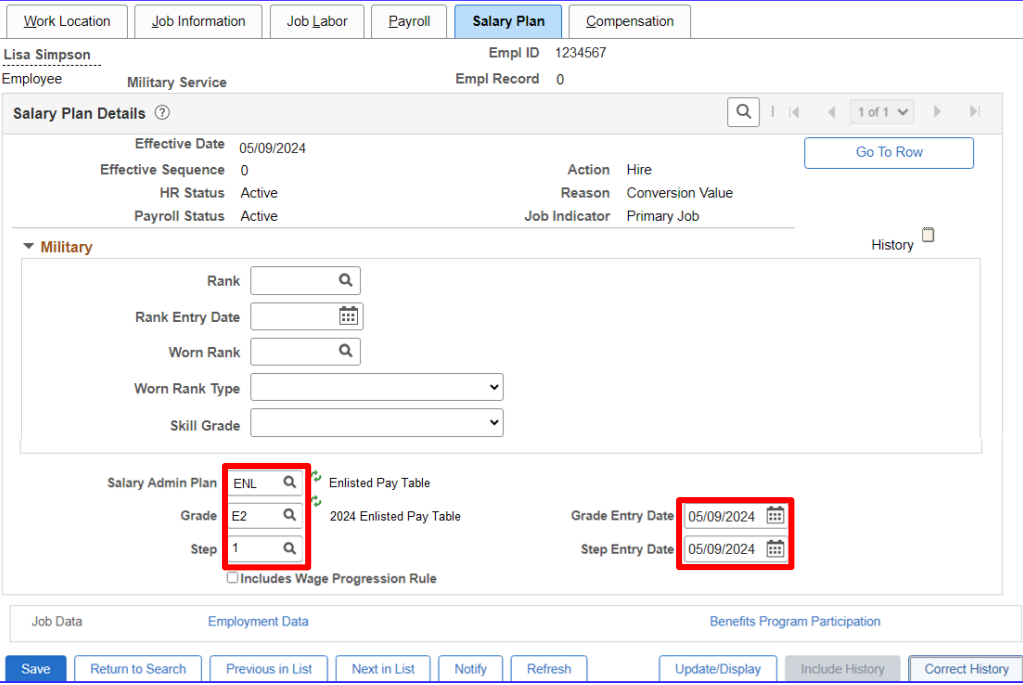
Procedures,
continued

Step	Action
31	<p>Pay Group – Should default to USCG STG. Once the hire has been approved this will update to USCG RSV (USCG Reservist).</p> <p>Select the Salary Plan tab.</p>  <p>The screenshot shows the 'Salary Plan' tab selected in the top navigation bar. Below the employee information (Lisa Simpson, Empl ID 1234567), the 'Payroll Information' section displays 'Effective Date' as 10/29/2024 and 'Payroll Status' as Active. The 'Global Payroll' section shows 'Pay Group' as 'USCG STG' and 'USCG AD Staging Paygroup' selected. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The bottom of the screen features buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.</p>

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Accessing a Member, Continued

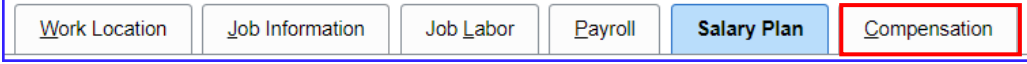
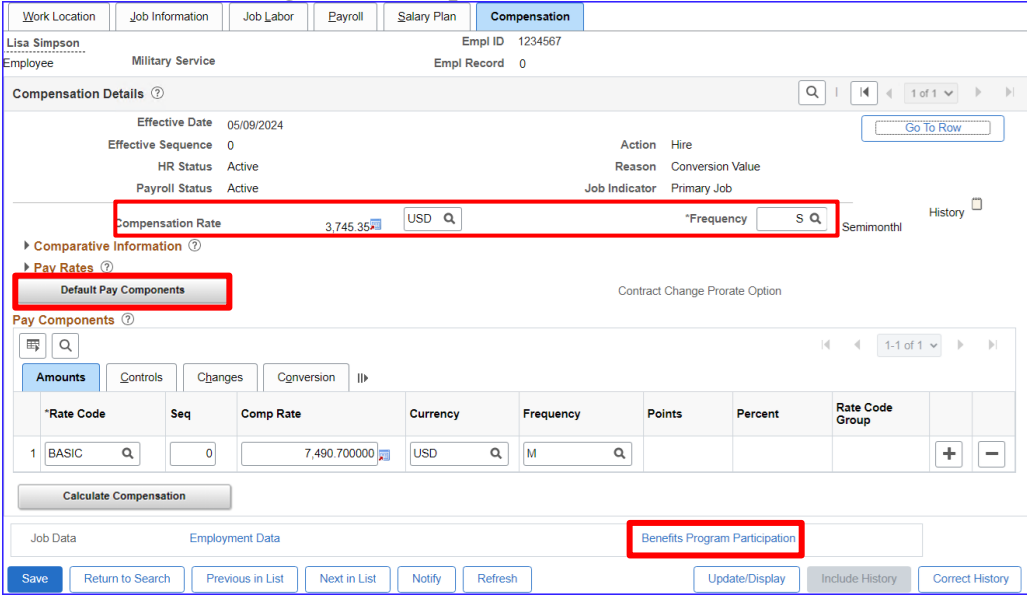
Procedures,
continued

Step	Action
32	<p>Only enter fields as indicated. All other fields must be left blank.</p> <ul style="list-style-type: none"> • Salary Admin Plan – Should default to ENL. (If not, select it from the lookup icon). • Grade – Defaults to the Pay Grade based on the Job Code entered on the Job Information Tab. If the member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. • Grade Entry Date – Should default to the date of hire. • Step – Enter 1 and hit Tab. <p>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.</p> <p>NOTE: This step is necessary for the information on the Compensation tab to populate.</p> <ul style="list-style-type: none"> • Step Entry Date – Will default to the date of hire. 

Continued on next page

Accessing a Member, Continued

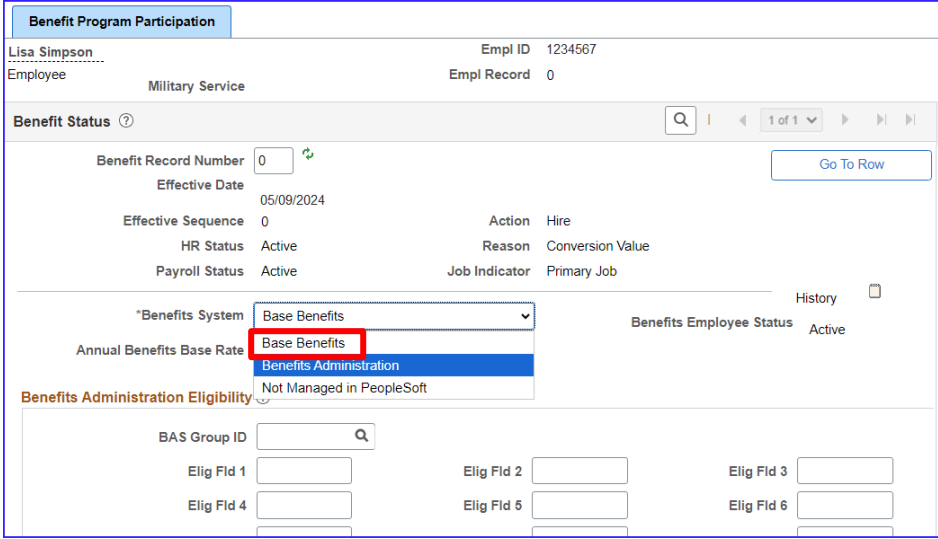
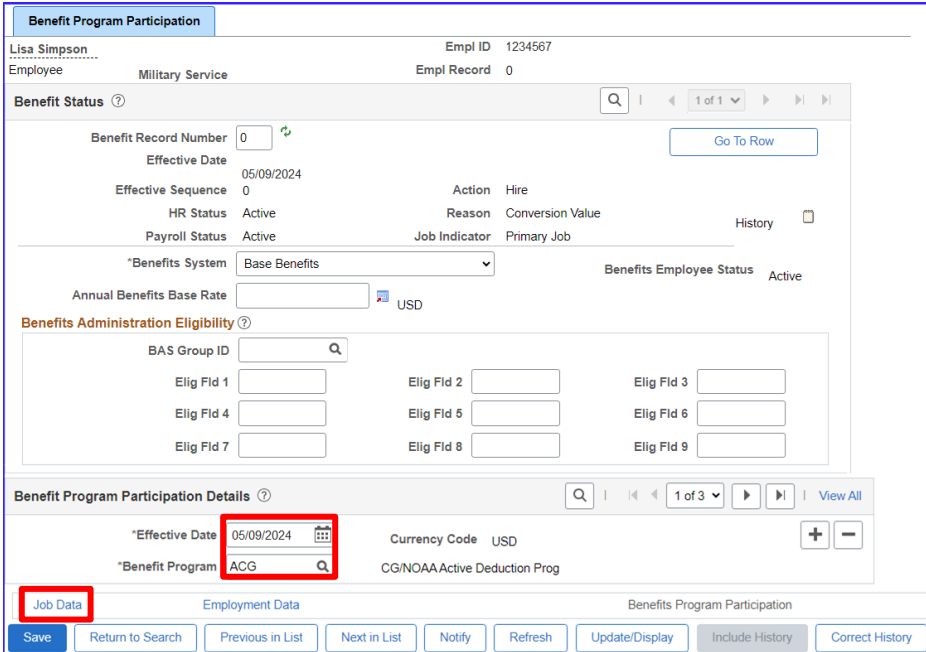
Procedures,
continued

Step	Action
33	<p>Select the Compensation tab.</p> 
34	<p>Click Default Pay Components (this updates the Compensation Rate and Frequency data). Click the Benefits Program Participation link.</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
<p>35</p>	<p>Benefits System – Select Base Benefits from the drop-down.</p> 
<p>36</p>	<ul style="list-style-type: none"> • 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. <p>Click the Job Data link.</p> 

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action																																																																																																																																										
37	<p>To submit, click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Work Location</td> <td style="background-color: #e0e0e0;">Job Information</td> <td style="background-color: #e0e0e0;">Job Labor</td> <td style="background-color: #e0e0e0;">Payroll</td> <td style="background-color: #e0e0e0;">Salary Plan</td> <td style="background-color: #e0e0e0;">Compensation</td> </tr> <tr> <td colspan="2">Lisa Simpson</td> <td colspan="4">Empl ID 1234567</td> </tr> <tr> <td colspan="2">Employee</td> <td colspan="2">Military Service</td> <td colspan="2">Empl Record 0</td> </tr> <tr> <td colspan="6"> Work Location Details 1 of 1 </td> </tr> <tr> <td colspan="2">*Effective Date 05/09/2024</td> <td colspan="4" style="text-align: right;">Go To Row + -</td> </tr> <tr> <td>Effective Sequence 0</td> <td colspan="2">*Action Hire</td> <td colspan="3">Reason Conversion Value</td> </tr> <tr> <td>HR Status Active</td> <td colspan="2">*Job Indicator Primary Job</td> <td colspan="3"></td> </tr> <tr> <td>Payroll Status Active</td> <td colspan="5"></td> </tr> <tr> <td>Position Number 00112587</td> <td colspan="2">RESERVE POSITION</td> <td colspan="3">History</td> </tr> <tr> <td colspan="6" style="text-align: center;">Use Position Data</td> </tr> <tr> <td>Position Entry Date 05/09/2024</td> <td colspan="5">Position Management Record</td> </tr> <tr> <td>*Regulatory Region RSV</td> <td colspan="2">Reservists</td> <td colspan="3">UNITED STATES COAST GUARD</td> </tr> <tr> <td>Company ACG</td> <td colspan="2">Officer CG</td> <td colspan="3"></td> </tr> <tr> <td>*Business Unit OFFCG</td> <td colspan="2">DOL-44</td> <td colspan="3"></td> </tr> <tr> <td>*Department 046957</td> <td colspan="2">DIR OF OPERATIONAL LOGISTICS</td> <td colspan="3"></td> </tr> <tr> <td>Department Entry Date 05/09/2024</td> <td colspan="2">Active CG</td> <td colspan="3">Date Created 05/16/2024</td> </tr> <tr> <td>*Location VA1654</td> <td colspan="5"></td> </tr> <tr> <td>Establishment ID USCG</td> <td colspan="5"></td> </tr> <tr> <td>Last Start Date 05/09/2024</td> <td colspan="5"></td> </tr> <tr> <td>Expected Job End Date</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">Job Data</td> <td colspan="2">Employment Data</td> <td colspan="2">Benefits Program Participation</td> </tr> <tr> <td>Save</td> <td>Return to Search</td> <td>Previous in List</td> <td>Next in List</td> <td>Notify</td> <td>Refresh</td> </tr> <tr> <td colspan="3"></td> <td>Update/Display</td> <td>Include History</td> <td>Correct History</td> </tr> </table> </div>	Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Lisa Simpson		Empl ID 1234567				Employee		Military Service		Empl Record 0		Work Location Details 1 of 1						*Effective Date 05/09/2024		Go To Row + -				Effective Sequence 0	*Action Hire		Reason Conversion Value			HR Status Active	*Job Indicator Primary Job					Payroll Status Active						Position Number 00112587	RESERVE POSITION		History			Use Position Data						Position Entry Date 05/09/2024	Position Management Record					*Regulatory Region RSV	Reservists		UNITED STATES COAST GUARD			Company ACG	Officer CG					*Business Unit OFFCG	DOL-44					*Department 046957	DIR OF OPERATIONAL LOGISTICS					Department Entry Date 05/09/2024	Active CG		Date Created 05/16/2024			*Location VA1654						Establishment ID USCG						Last Start Date 05/09/2024						Expected Job End Date						Job Data		Employment Data		Benefits Program Participation		Save	Return to Search	Previous in List	Next in List	Notify	Refresh				Update/Display	Include History	Correct History
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Accessing a Member, Continued

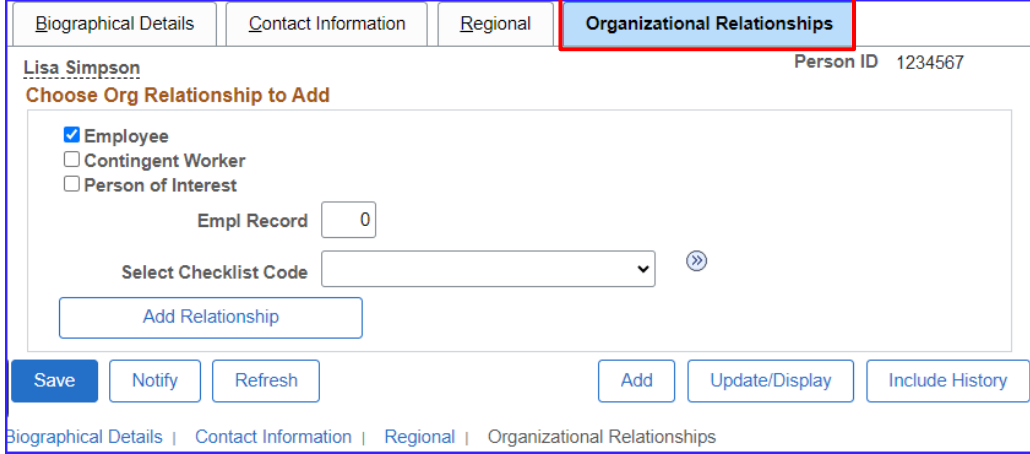
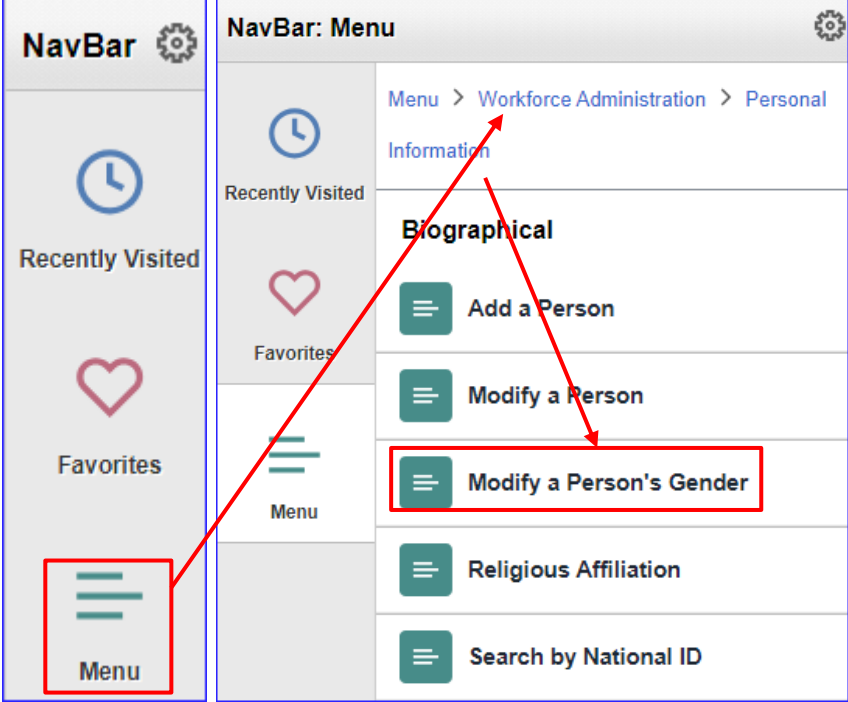
Procedures,
continued

Step	Action
38	<p data-bbox="336 495 1375 562">Several Messages will display (randomly ordered). Click OK for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="336 562 1370 763" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="355 595 1053 618">Warning -- Head count of 1366 exceeds maximum head count of 0 for position. (1000,156)</p> <p data-bbox="355 629 1350 674">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> <div data-bbox="759 685 999 730" style="text-align: center;"> <input data-bbox="759 685 890 730" type="button" value="OK"/> <input data-bbox="890 685 999 730" type="button" value="Cancel"/> </div> </div> <div data-bbox="336 786 1080 1010" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="355 819 1031 842">Warning -- Compensation Frequency has been updated. (1010,264)</p> <p data-bbox="355 864 807 887">Compensation Frequency has been updated.</p> <div data-bbox="560 920 863 976" style="text-align: center;"> <input data-bbox="560 920 724 976" type="button" value="OK"/> <input data-bbox="724 920 863 976" type="button" value="Cancel"/> </div> </div> <div data-bbox="336 1032 1370 1256" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="355 1066 1094 1088">Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)</p> <p data-bbox="355 1099 1350 1122">A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.</p> <p data-bbox="355 1133 1046 1155">If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <div data-bbox="743 1178 983 1223" style="text-align: center;"> <input data-bbox="743 1178 874 1223" type="button" value="OK"/> <input data-bbox="874 1178 983 1223" type="button" value="Cancel"/> </div> </div> <div data-bbox="336 1279 1125 1469" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="355 1312 1070 1335">JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)</p> <div data-bbox="639 1368 807 1424" style="text-align: center;"> <input data-bbox="639 1368 807 1424" type="button" value="OK"/> </div> </div>

Continued on next page

Accessing a Member, Continued

Procedures,
continued

Step	Action
39	<p>After a successful completion you will return to the Organizational Relationships tab. Return to DA home page.</p> 
40	<p>If you have 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.</p> 

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Accessing a Member, Continued

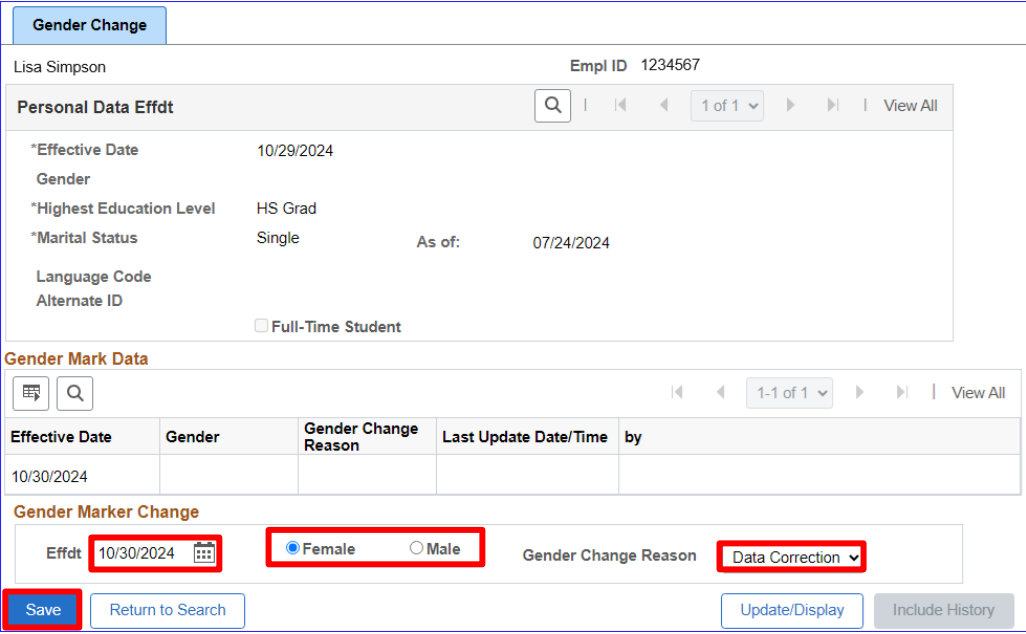

Procedures,
continued

Step	Action
41	<p>Enter the Empl ID and click Search. The Include History box is already checked.</p> <div data-bbox="344 562 1370 1527" style="border: 1px solid blue; 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; border: 1px solid blue; background-color: #ADD8E6; padding: 5px; width: fit-content; margin: 0 auto;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Name <input type="text" value="begins with"/></p> <p>Last Name <input type="text" value="begins with"/></p> <p>Second Last Name <input type="text" value="begins with"/></p> <p>Alternate Character Name <input type="text" value="begins with"/></p> <p>Middle Name <input type="text" value="begins with"/></p> <p>Business Unit <input type="text" value="begins with"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="button" value="Q"/></p> <p>Department <input type="text" value="begins with"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p style="display: flex; justify-content: space-between; align-items: center;"> Search Clear Basic Search Save Search Criteria </p> </div>

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Accessing a Member, Continued

Procedures,
continued

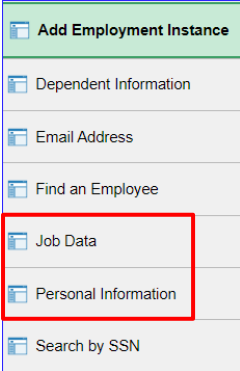
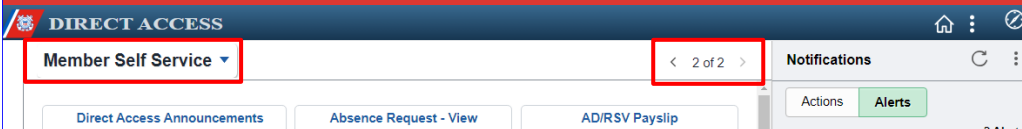
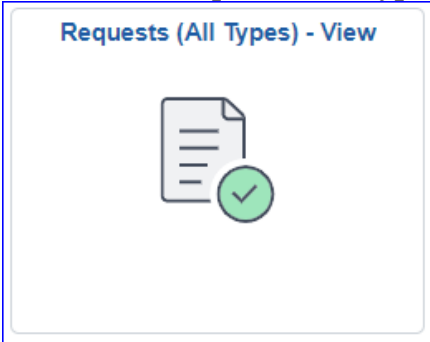
Step	Action
42	<p>The Gender Change tab will display. The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be backdated.</p> <p>Select the appropriate Gender radio button and select Data Correction from the Gender Change Reason drop-down (used for entering a new member's 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> 
43	<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 search by filling in 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>5</p>	<p>Click the Approve/Deny link for the accession you are approving.</p>

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Approving an Accession, Continued

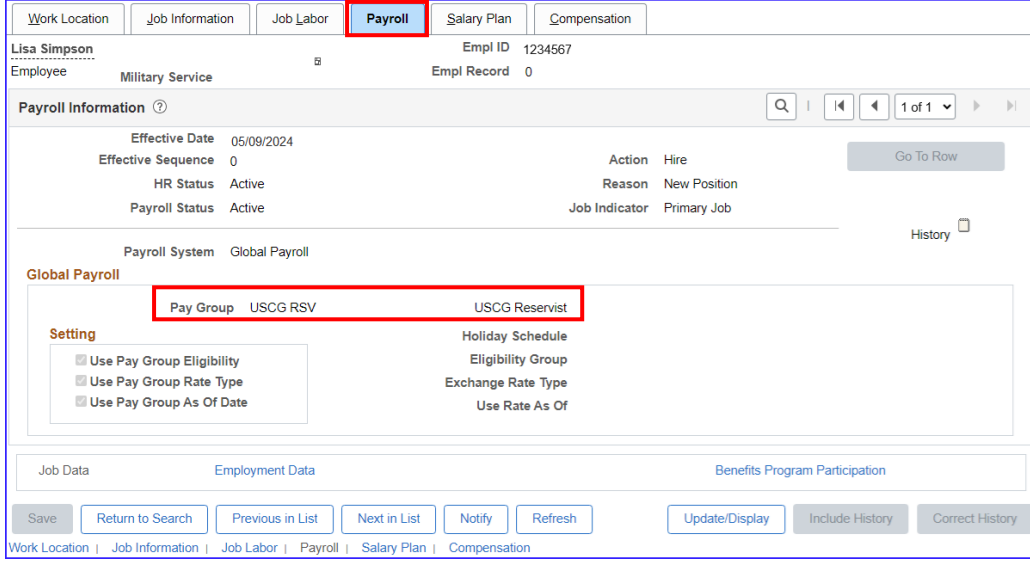
Procedures,
continued

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="338 562 1369 1346" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Approval/SOD for Accessions</p> <p>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> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p> Milhouse Van Houten Initial Approve Action Request</p> </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="338 1440 1369 1861" 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> <p>Request Status: Approved View/Hide Comments</p> <p>One Approval Level</p> <p style="background-color: #e0ffe0; padding: 2px;">Approved</p> <p> Milhouse Van Houten Initial Approve Action Request 10/29/2024 7:58 PM</p> <p>Comments</p> <p>Milhouse Van Houten at 10/29/24 - 7:58 PM</p> </div>

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Approving an Accession, Continued


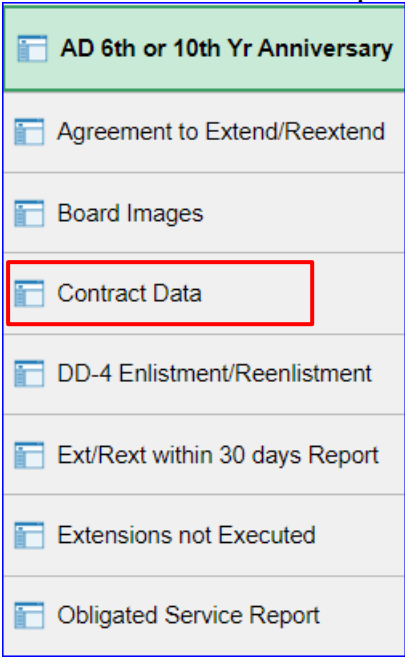
Procedures,
continued

Step	Action
8	<p>Return to the Job Data Payroll tab to confirm the members Pay Group has changed to USCG RSV 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' and 'Employee ID 1234567', the 'Payroll Information' section displays 'Effective Date: 05/09/2024', 'Effective Sequence: 0', 'HR Status: Active', and 'Payroll Status: Active'. The 'Global Payroll' section shows 'Pay Group: USCG RSV' and 'USCG Reservist' highlighted with a red box. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date', all of which are checked. The bottom navigation bar shows 'Payroll' as the active tab.</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

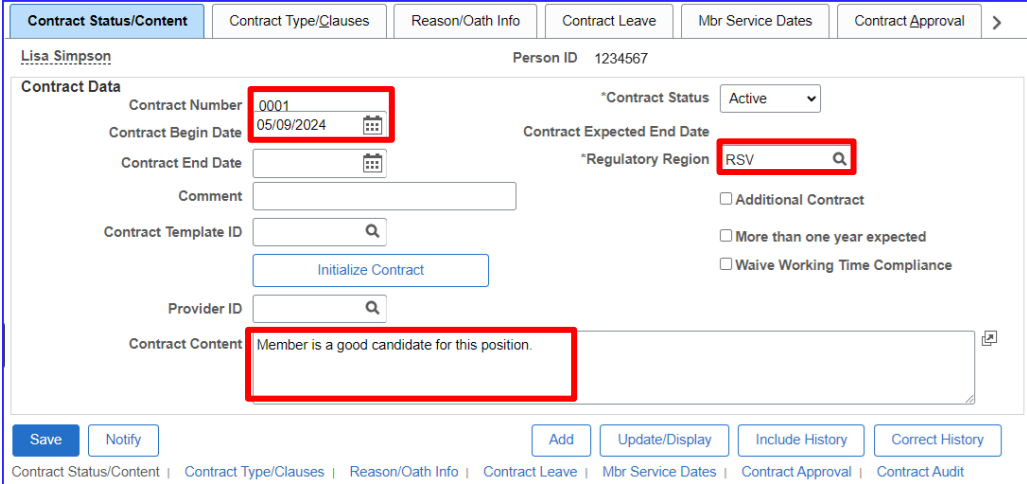
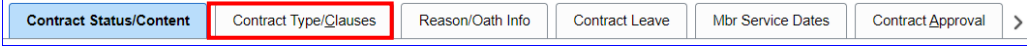
Procedures,
continued

Step	Action
3	<p>Click the Add a New Value tab.</p> <div data-bbox="341 495 1038 1084" style="border: 1px solid black; padding: 5px;"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Contract Number <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="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> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p> Find an Existing Value Add a New Value </p> </div>
4	<p>Enter the Empl ID and the Contract Number (First Contract = 0001). Click Add.</p> <div data-bbox="341 1196 916 1592" style="border: 1px solid black; padding: 5px;"> <p>Update Contracts</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>*Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>*Contract Number <input type="text" value="001"/></p> <p><input type="button" value="Add"/></p> <p> Find an Existing Value Add a New Value </p> </div>

Continued on next page

Entering Contract Data, Continued

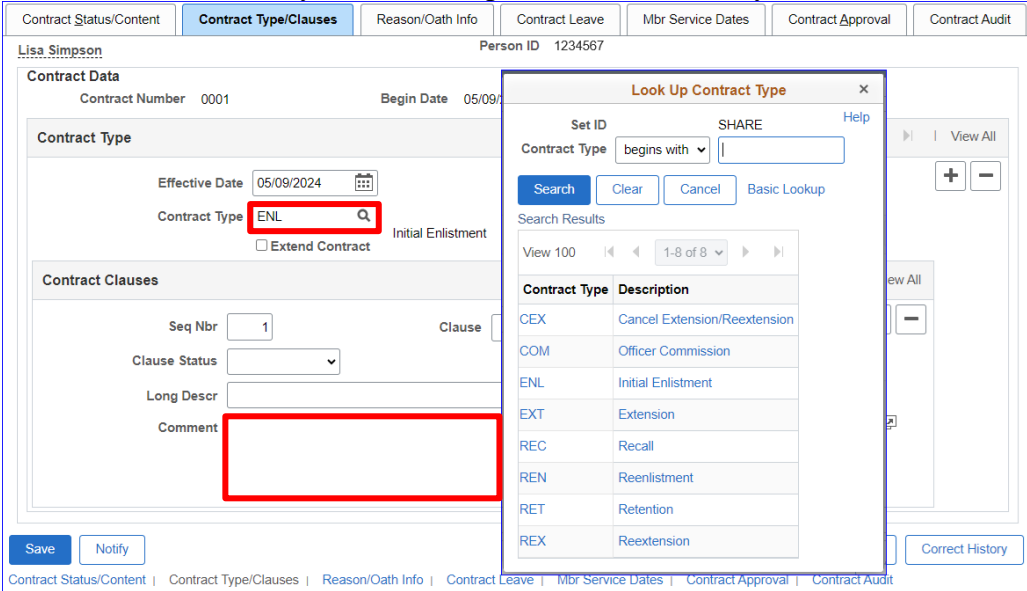

Procedures,
continued

Step	Action
<p>5</p>	<p>The Contract Status/Content tab displays with the Contract Number (Ex. 0001).</p> <ul style="list-style-type: none"> • Contract Begin Date – Verify it is the date of hire. • Regulatory Region – Select from the lookup icon (in this case RSV). • Contract Content – A statement is required. 
<p>6</p>	<p>Select the Contract Type/Clauses tab.</p> 

Continued on next page

Entering Contract Data, Continued

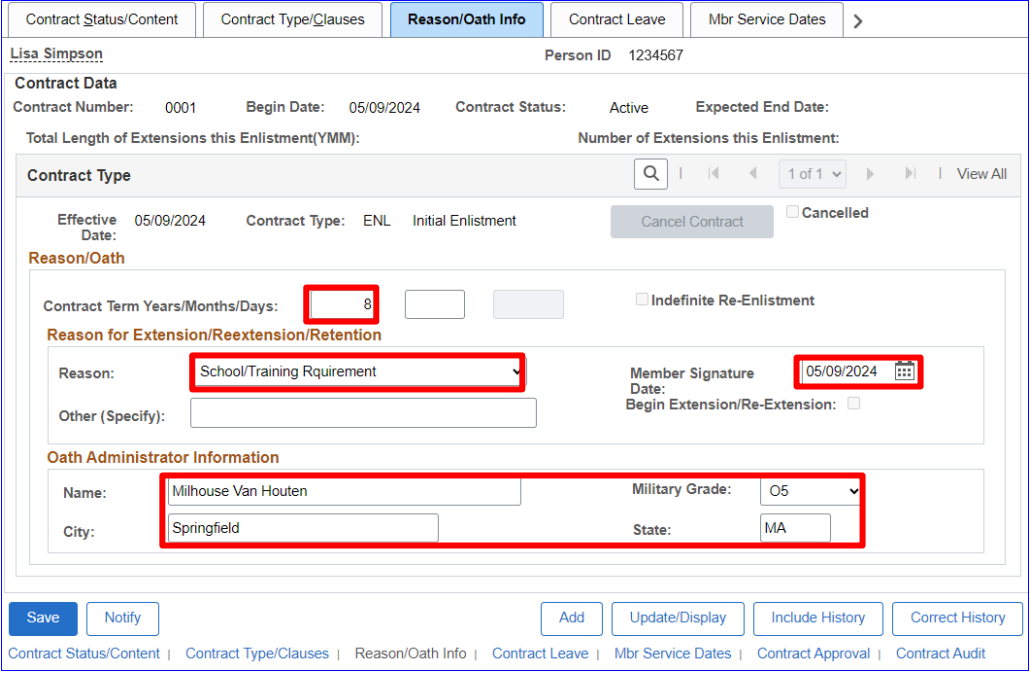
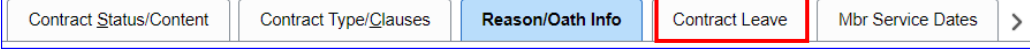
Procedures,
continued

Step	Action
<p>7</p>	<p>Enter only these fields:</p> <ul style="list-style-type: none"> • Contract Type – Select ENL from the drop-down. • Comment – Enter any contractual specific reasons (if any). 
<p>8</p>	<p>Select the Reason/Oath Info tab.</p> 

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Entering Contract Data, Continued

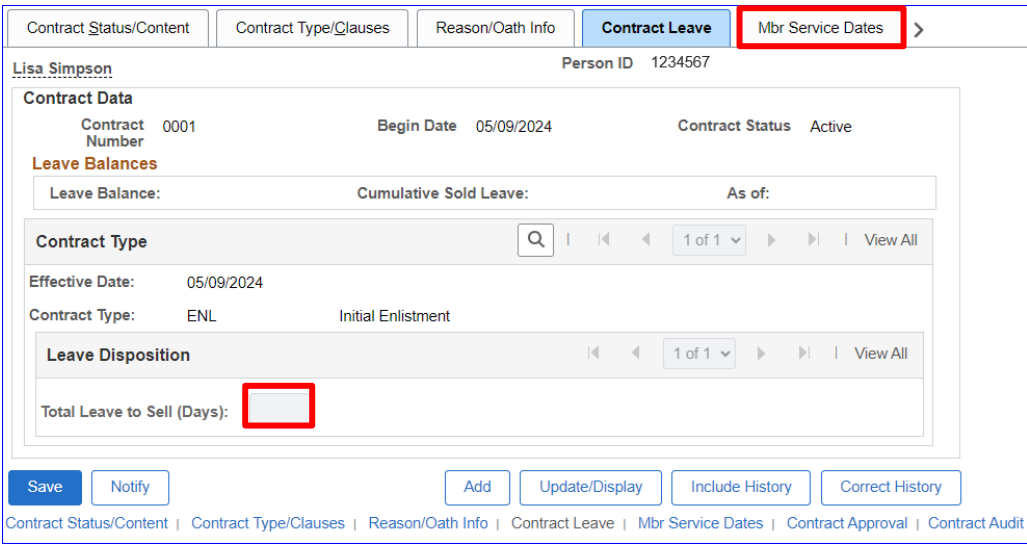
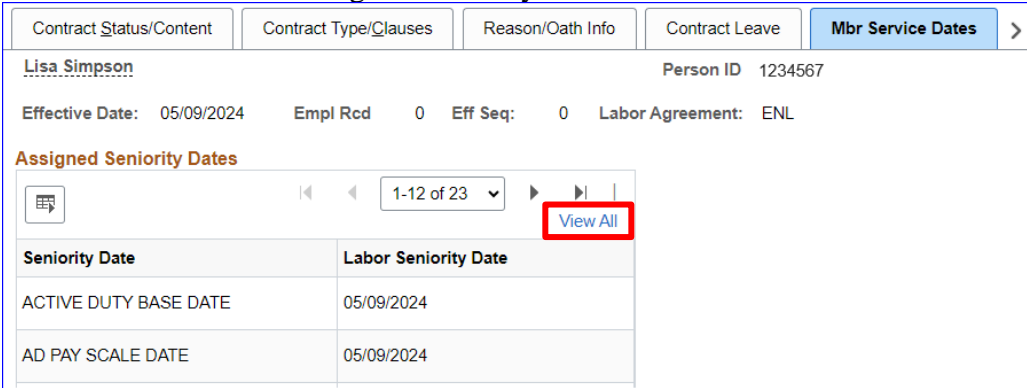
Procedures,
continued

Step	Action
<p>9</p>	<p>Enter only these fields:</p> <ul style="list-style-type: none"> • Contract Term Years/Months/Days – Enter the contract term (in this example 30 years for non-prior service). Should you be accessing a member whose contract term will place them past their 60th birthday, use the appropriate number of whole years and then submit a Customer Care ticket to PPC for adjustment of the Expected AD Term Date and the Loss Date. • Reason – Select Request of Individual from the drop-down. • 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. 
<p>10</p>	<p>Select the Contract Leave tab.</p> 

Continued on next page

Entering Contract Data, Continued

Procedures,
continued

Step	Action						
<p>11</p>	<p>Total Leave to Sell (Days) – Greyed out for new hires.</p> <p>Select the Mbr Service Dates tab.</p>  <p>The screenshot shows the 'Mbr Service Dates' tab selected. Under 'Contract Data', the contract number is 0001 and the begin date is 05/09/2024. The 'Leave Balances' section shows 'Leave Balance' and 'Cumulative Sold Leave'. The 'Contract Type' is ENL (Initial Enlistment). The 'Leave Disposition' section shows 'Total Leave to Sell (Days):' followed by a greyed-out input field highlighted with a red box. Navigation buttons like 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History' are visible at the bottom.</p>						
<p>12</p>	<p>Click View All on the Assigned Seniority Dates.</p>  <p>The screenshot shows the 'Assigned Seniority Dates' section. It includes a table with 'Seniority Date' and 'Labor Seniority Date' columns. The 'View All' button is highlighted with a red box. The table shows 'ACTIVE DUTY BASE DATE' and 'AD PAY SCALE DATE' both set to 05/09/2024.</p> <table border="1" data-bbox="339 1429 973 1579"> <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
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

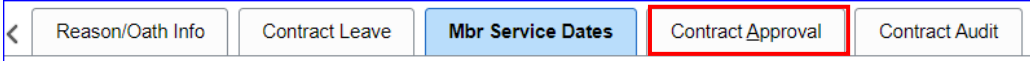
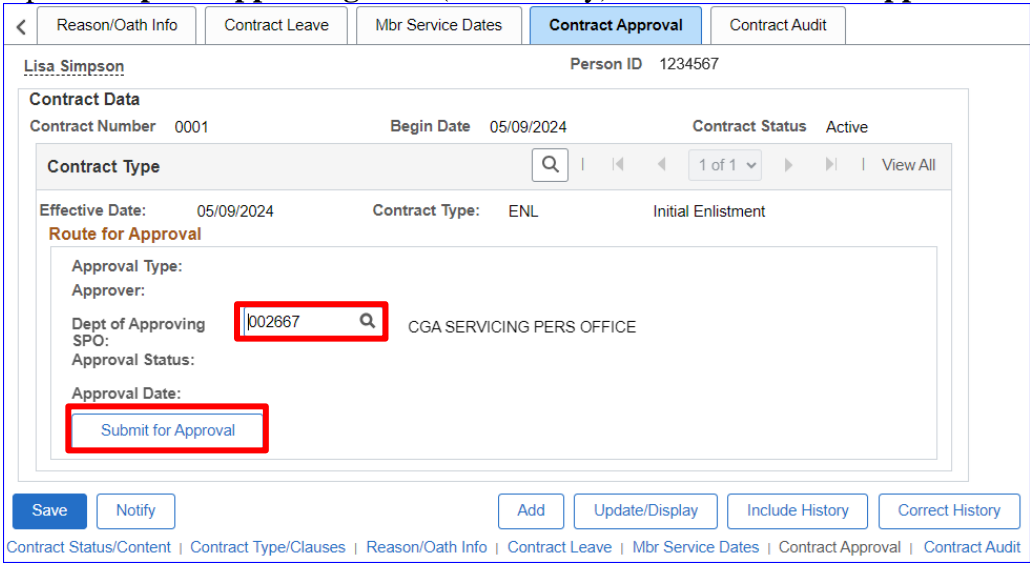
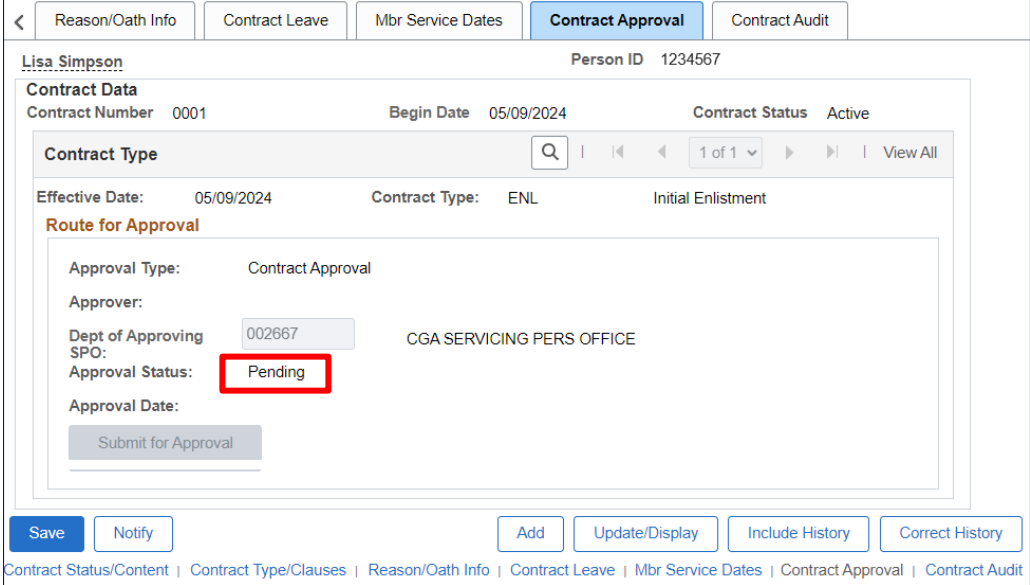
Procedures,
continued

Step	Action																																																
<p>13</p>	<p>Verify 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="339 562 943 1581" style="border: 1px solid #ccc; padding: 5px;"> <p>Assigned Seniority Dates</p> <p>1-23 of 23 View 12</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Seniority Date</th> <th style="width: 60%;">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> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="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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Entering Contract Data, Continued

Procedures,
continued

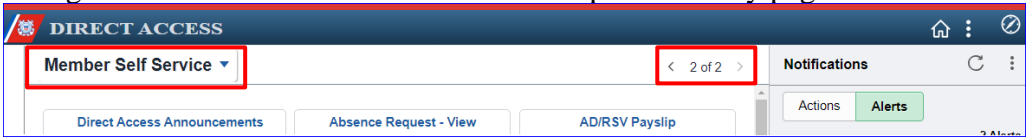
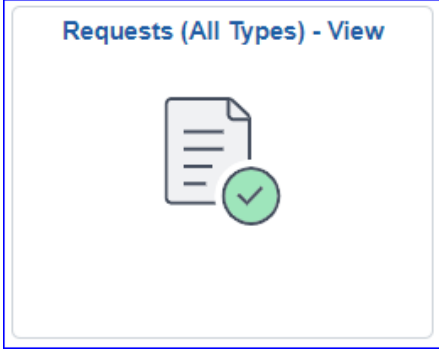
Step	Action
14	<p>Select the Contract Approval tab.</p> 
15	<p>Update Dept of Approving SPO (if necessary). Click Submit for Approval.</p> 
16	<p>The Approval Status updates to Pending and the contract will be routed to the Approving SPO.</p> 

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	Navigate to Member Self Service via the drop-down or by page arrows . 
2	Click on the Requests (All Types) - View tile. 

Continued on next page

Approving a Contract, Continued

Procedures,
continued

Step	Action																																								
<p>3</p>	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in Transaction Name, Status and Dates. Click Populate Grid.</p> <div data-bbox="338 564 1370 1048" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>Milhouse Van Houten</p> <p>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> <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: Contract Approval ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: [Calendar Icon]</p> <p>Submission To Date: [Calendar Icon]</p> <p style="text-align: right;"> Populate Grid Refresh </p> </div>																																								
<p>4</p>	<p>Click the Approve/Deny link for the Contract you are approving.</p> <div data-bbox="338 1115 1370 1283" 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="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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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Continued on next page

Approving a Contract, Continued

Procedures,
continued



Step	Action																				
5	<p>Enter any needed Comments and select either Approve or Deny (returns it to the HRS user).</p> <div data-bbox="339 562 1369 1406" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Contract Approval</p> <p>Simpson, Lisa Marie</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="387 768 1361 913"> <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="387 1010 1361 1238"> <tr> <td>Contract Term: 8 Years</td> <td>Mbr Signature Date: 05/09/2024</td> </tr> <tr> <td>Reason: School/Training Rquirement</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><input style="border: 2px solid red;" type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="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 Rquirement	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:	
Contract Number: 0001	Contract Type: ENL																				
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Total Leave Sell:																					
6	<p>Once Approved, the buttons will be greyed out after the system saves the approval. To ensure the member's pay is correct, proceed to the next section.</p> <div data-bbox="339 1507 1369 1921" 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="419 1653 858 1753" style="border: 1px solid green; padding: 2px;"> <p style="background-color: #e0ffe0; margin: 0;">Approved</p> <p style="margin: 0;">Milhouse Van Houten</p> <p style="margin: 0;">Contract Approvers</p> <p style="margin: 0;">05/14/24 - 12:21 PM</p> </div> <p>Comments</p> <p>System at 05/14/24 - 12:17 PM</p> <p>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
<p>1</p>	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
<p>2</p>	<p>Scroll to the Act/RSV Pay Shortcuts section and select the Housing Allowance option.</p> 

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BAH and Direct Deposit, Continued

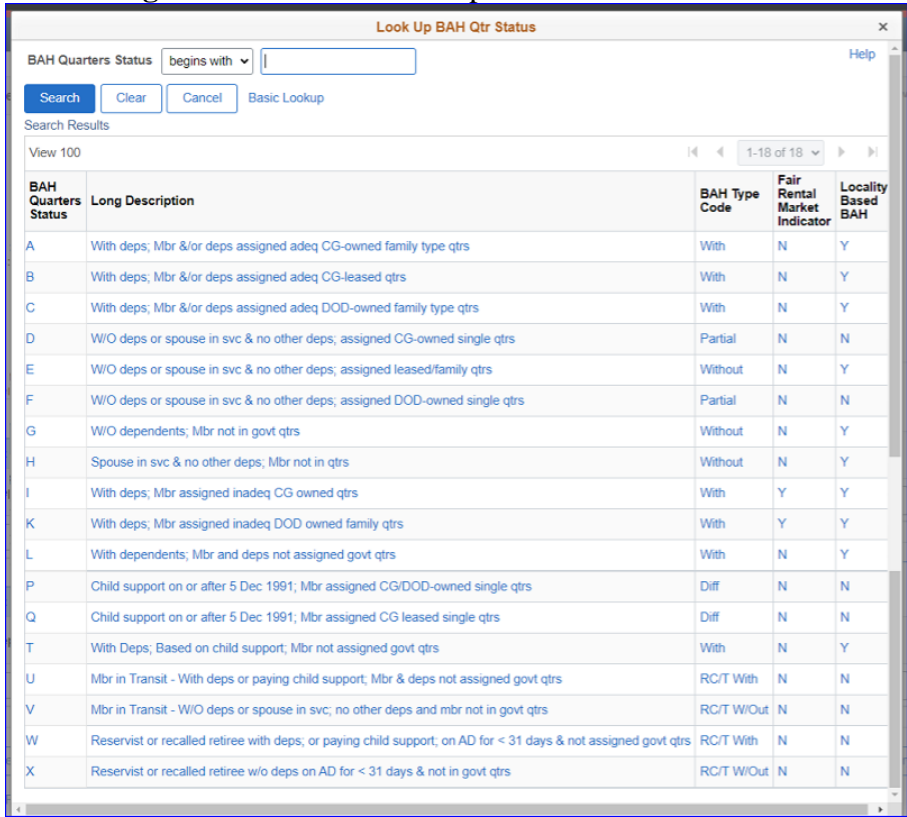
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Search. Include History is automatically checked.</p> <div data-bbox="336 521 1240 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>

Continued on next page

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 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.  <table border="1" data-bbox="336 1093 1246 1906"> <caption>Look Up BAH Qtr Status</caption> <thead> <tr> <th>BAH Quarters Status</th> <th>Long Description</th> <th>BAH Type Code</th> <th>Fair Rental Market Indicator</th> <th>Locality Based BAH</th> </tr> </thead> <tbody> <tr><td>A</td><td>With deps, Mbr &/or deps assigned adeq CG-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>B</td><td>With deps, Mbr &/or deps assigned adeq CG-leased qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>C</td><td>With deps, Mbr &/or deps assigned adeq DOD-owned family type qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>D</td><td>W/O deps or spouse in svc & no other deps, assigned CG-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>E</td><td>W/O deps or spouse in svc & no other deps, assigned leased/family qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>F</td><td>W/O deps or spouse in svc & no other deps, assigned DOD-owned single qtrs</td><td>Partial</td><td>N</td><td>N</td></tr> <tr><td>G</td><td>W/O dependents; Mbr not in govt qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>H</td><td>Spouse in svc & no other deps, Mbr not in qtrs</td><td>Without</td><td>N</td><td>Y</td></tr> <tr><td>I</td><td>With deps; Mbr assigned inadeq CG owned qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>K</td><td>With deps; Mbr assigned inadeq DOD owned family qtrs</td><td>With</td><td>Y</td><td>Y</td></tr> <tr><td>L</td><td>With dependents; Mbr and deps not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>P</td><td>Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>Q</td><td>Child support on or after 5 Dec 1991; Mbr assigned CG leased single qtrs</td><td>Diff</td><td>N</td><td>N</td></tr> <tr><td>T</td><td>With Deps; Based on child support; Mbr not assigned govt qtrs</td><td>With</td><td>N</td><td>Y</td></tr> <tr><td>U</td><td>Mbr in Transit - With deps or paying child support; Mbr & deps not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>V</td><td>Mbr in Transit - W/O deps or spouse in svc; no other deps and mbr not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> <tr><td>W</td><td>Reservist or recalled retiree with deps, or paying child support, on AD for < 31 days & not assigned govt qtrs</td><td>RC/T With</td><td>N</td><td>N</td></tr> <tr><td>X</td><td>Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs</td><td>RC/T W/Out</td><td>N</td><td>N</td></tr> </tbody> </table>	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; 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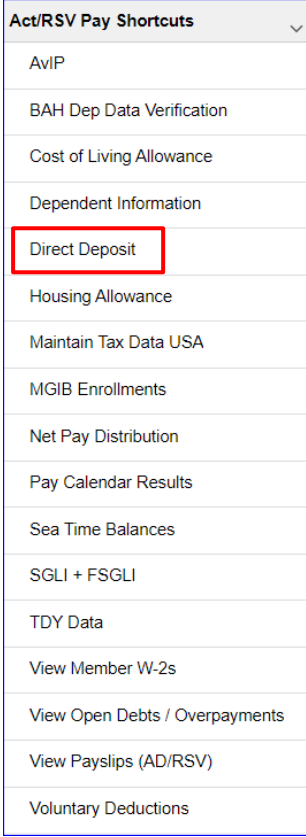
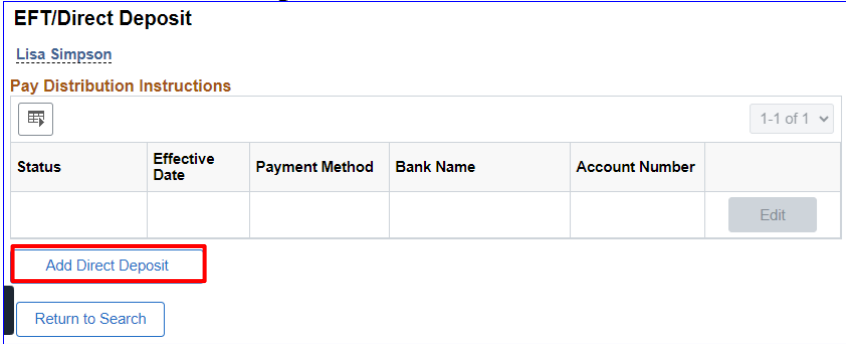
Procedures,
continued

Step	Action																
5	<p data-bbox="336 495 715 524">When completed, click Save.</p> <div data-bbox="336 524 1370 1128"> <p data-bbox="336 524 1370 555">BAH OHA FSH MIHA</p> <p data-bbox="336 562 1370 593">Lisa Simpson Employee Empl ID 1234567 Empl Record 0</p> <p data-bbox="336 600 1370 631">BAH Entitlements</p> <p data-bbox="336 638 1370 672">Effective Date: 05/09/2024</p> <p data-bbox="336 678 1370 712">Status: Active</p> <p data-bbox="336 719 1370 752">BAH Change: Hire</p> <p data-bbox="336 759 1370 792">BAH Qtr Status: G</p> <p data-bbox="336 799 1370 833">BAH Zip: 01103 MA126</p> <p data-bbox="336 840 1370 873">Military Rank: E2</p> <p data-bbox="336 880 1370 913">Fair Rent:</p> <p data-bbox="336 920 1370 954">BAH Dependent Beneficiaries</p> <table border="1" data-bbox="336 960 1370 1041"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="336 1070 1370 1104">Save Return to Search Notify Update/Display Include History Correct History</p> <p data-bbox="336 1111 1370 1128">BAH OHA FSH MIHA</p> </div>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1							
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BAH and Direct Deposit, Continued

Procedures,
continued

Step	Action
<p>6</p>	<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 option "Direct Deposit" 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, MGB 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>
<p>7</p>	<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												
<p>8</p>	<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="341 712 1203 1173" 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: 9999999999999 (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>												
<p>9</p>	<p>The Pay Distributions Instructions will display with the new data.</p> <div data-bbox="341 1249 1203 1532" 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" style="width: 100%; border-collapse: collapse;"> <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>9999999999999</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)	9999999999999	Edit
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