Rehire Into Active Duty with Prior Service

Overview

Introduction	This guide provides the procedures for rehiring a Reserve member, into the Active Duty Coast Guard using Direct Access (DA).						
Rehiring into the Reserve Component	Please use: <u>Rehire-Into Reserves with Prior Service</u>						
Known Issue	State Withholdin (HOR) address a review/update t appropriate da	ng Tax (SWT) reverts back to the Hor automatically after a REHIRE. SPO's t <mark>he SWT when completing the rehir ta entries to avoid any tax issues.</mark>	ne of Record need to e and make the				
Contents							
		Торіс	See Page				
	When to Reque	<u>est a SOCS</u>	5				
	Rehiring the M	<u>ember</u>	6				
	Approving the	Rehire	24				
	Entering the No.	ew Contract	26				
	Approving the	Contract	34				
Before you begin ANY Hire or Rehire	You must first determine whether the member is already in DA. Failur to do so may cause one member to have two Empl Records or even two Rehire Separate Employee IDs. There are three places to verify this in the HR Data Shortcuts Tile: • Search by SSN (Social Security Number). • Job Data – Search by full name (this may be time consuming with						
	Personal Info	rmation – Search by full name.					
	Add Employment Instance						
	Dependent Information						
	Email Address						
	Find an Employee						
	🔚 Job Data						
	Personal Information						
	Search by SSN						

Overview, Continued

Before you	When searching by SSN, you may find the member already has an Empl
begin ANY	ID in the system.
Hire or Rehire, continued	You MUST click the GO button to search.

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



Bad Example:

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

View All												
Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
1234567	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
1234567	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

Position Numbers

Important information about position numbers:

- Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point.
- Annotate this number. It will be used later in the Rehire process (Step 14).

Overview, Continued



NOTE: Once the Rehire is complete, remember you must PCS the member to the new duty station and this is independent of the Rehire process.

SGLI/FSGLIDue to possible issues with some integrations from Reserve to ActiveRestartDuty be sure to verify the member's SGLI and FSGLI deductions haveNEWrestarted.IF it fails to restart, a help ticket must be turned into PPC to
have the deductions manual started.

Overview, Continued

Important Information

- Do not request a SOCS when conducting a rehire as part of the COVID19 Active-Duty Reintegration. See <u>REHIRE-Return to Service</u> -Active Duty Reintegration
- It is good practice to IMMEDIATELY enter the contract into DAs once the hire/rehire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath.
- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in DA, **please return to the originator (Recruiter, RPM, EPM or OPM)** to get corrected before processing the accession/rehire.
- Date of Hire/Rehire = Date of the Enlistment Contract
- **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.
- After the member is rehired, transactions to affect the following must be entered by the technician and approved by the supervisor (when required):
- Pay
- Any previous entitlements
- Tax withholdings
- Direct deposit information
- Enrollment/Election completed for benefit programs (e.g., SGLI, MGIB, Family Dental, etc.)

When to Request a SOCS

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

Reference <u>E-Mail ALSPO B/15</u>

Requirements See below for 7 reasons.

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

Rehiring the Member

Introduction	This section provides the procedures for rehiring a member with an Empl ID onto Active Duty in DA.
Before You Begin	Verify that the member has a discharge Job Data row before starting the rehire process. See: <u>Understanding Job Data</u>

Procedures See below.

Step		Action
1	Click on the HR Data Shortcuts	tile.
	HR Data Shortcuts	
	_	
2	Cale at the Dangamal Information	antion
2	Select the Personal Information	opuon.
	Add Employment Instance	
	Dependent Information	
	Email Address	
	Eind on Employee	
	JOD Data	
	Personal Information	
	Search by SSN	

Procedures,

continued

Step	Action										
3	Enter the Empl ID , check the Correct History box (Include History box is optional) and click Search										
	optional) and click Search.										
	Personal Information										
	Enter any information you have and click Search. Leave fields blank for a list of all values.										
	Find an Existing Value										
	▼ Search Criteria										
	Empl ID begins with 🗸 1234567										
	Name begins with 🗸										
	Last Name begins with 🗸										
	Second Last Name begins with 🗸										
	Alternate Character Name begins with 🗸										
	Middle Name begins with V										
	Business Unit begins with V										
	Department Set ID begins with V										
	Department begins with a										
	Department Begins with V										
	Include History Correct History Case Sensitive										
	Search Clear Basic Search 🖾 Save Search Criteria										

Procedures,

Step	Action									
4	Information fields will default to previously entered data. Click Edit Name if									
	necessary (marriage/divorce/name change). Click the Plus buttons in the Name									
	AND the Biographical History sections and update any incorrect, changed or									
	missing fields.									
	IMPORTANT: If the Birth State and Birth Location do not auto-populate, be									
	sure to enter that information (the Approving Official (AO) will get an error									
	during the approval if you don't). See Message below.									
	Biographical Details Contact Information Regional									
	Lisa Simpson Person ID 1234567									
	Name Q I I II II II II View All									
	Effective Date 02/07/2022									
	Format Type English View Name									
	Biographic Information									
	Date of Birth 09/26/1998									
	Date of Death									
	Birth Country USA Q United States									
	Birth State MA Q Massachusette									
	Birth Location Springfield Waive Data Protection									
	Biographical History Q I of 1 -> View All									
	*Effective Date 12/29/2023									
	Gender Female									
	"Highest Education Level Bachelors Level Degree									
	*Marital Status Malineo As of 12/29/2023									
	Alternate ID 768141									
	- Full-Time Student									
	▼ National ID									
	■ Q I · 1 · 1 · 1 · 1 · 1 · 1 · View All									
	*Country *National ID Type National ID Primary ID									
	USA Q Social Security Number V 123:45:6789									
	Save Return to Search Notify Refresh Add Update/Display Include History Correct History									
	Biographical Details Contact Information Regional									
	Message									
	The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.									
	Birth State is Required									

Continued on next page

Procedures,

continued

)				Action							
Select the	Contac	et Infor	mation	ı tab.							
Biog	raphic	al Det	ails	<u>C</u> ontact	Inf	ormation	Regio				
All section necessary NOTE: R	ns shoul	ld defau <mark>d Addr</mark>	ılt with a <mark>ess Typ</mark> e	ppropriate in es must inch	nfori <mark>ude</mark>	mation. If not the Thrift Sa	, edit as <mark>avings Plan</mark>				
Click the down and	Plus ico click th	on, selection	et Thrift Address	Savings Plar Detail link.	n fro	m the Addre	ss Type dro				
Lisa Simpson Current Addresses	5					Empl ID NEW					
E Q						4 1.4 of 4 ∨	View All				
Address Type	As Of Date	Status	Address								
Home	05/09/2024	A	159 Mensa D Springfield M	rive A 01103	Edit	View Address Detail	+ -				
Mailing	05/14/2024	А	159 Mensa D Springfield M	rive A 01103	Edit/View Address Detail		+ -				
Home of Record	05/14/2024	А	159 Mensa di Springfield M	ive A 01103	Edit	View Address Detail	+ -				
Thrift Savings Plan	05/14/2024	A	159 Mensa D Springfield M	Edit/View Address Detail		+ -					
Phone Information	Phone Information										
B Q					H.	I-1 of 1 ∨ ▶ ▶	View All				
*Phone Type	1	Telephone		Extension	_	Preferred					
	~						+ -				
Email Addresses	Email Addresses										
Email Type		Email Addre	\$\$			Preferred	1 VIEW All				
Instant Message II	Ds 🕐										
R Q					М	 1-1 of 1 ∨ ▶ 	View All				
*IM Protocol	*IM Do	omain *Ne	twork ID			Preferred					
	~						+ -				
Save Notify Biographical Details	Refresh Contact Inform	nation Region	nal Organizatio	nal Relationships	Add	Update/Display	Include History				
Select the	Region	al tab.									
Select the Regional tab.											

Procedures,

			A	Action											
• Regu	latory Reg	zion – Ens	ure USA i	s displayed.											
• Ethni	c Group -	, - Click the	lookup io	on to select th	e appropr	riate category.									
Narrow the search by using the Description field. See below. Check the															
Drimo	ry box if t	his is the	g the Des member's	proforred long		w. Check the									
FIIIIa	1y 00x, 11 t		member s	preferred lang	guage.										
NOTE:	If the mer	nber clain	ns more th	an one ethnic	group, cli	ick the Plus buttor									
and add	the addition	onal grour	o designati	on.	0 17										
Click S	ave.	0 1	0												
Biographic	cal Details	ntact Information	Regional	Organizational Relation	ships										
Lisa Simps	son		-		Person ID	NEW									
USA					Personind										
Ethnic Gro	auc			Q	 1 of 1 	View All									
	Regulat	tory Region USA	ι α με	ted States		+ -									
	Et	hnic Group WH	TE Q	leu States											
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Continued on next page

Procedures,

continued

Step	Action										
9	Without leaving the screen, select th	e Job Data option.									
	Add Employment Instance										
	Dependent Information										
	Email Address										
	Find an Employee										
	🔚 Job Data										
	Personal Information										
	E Search by SSN										
10	The Work Location tab will automat Termination/Discharge Job Row w new row.	tically display. After verifying that the vas competed, click the Plus button to add a									
	Work Location Job Information Job Labor Payroll	Salary Plan Compensation									
	Employee Military Service	Empli D 1234567 Empl Record 0									
	Work Location Details ⑦	Q 1 of 12 v									
	*Effective Date 11/05/2024	Go To Row 📕 🗕									
	Effective Sequence 0	*Action Termination									
	HR Status Inactive	Reason V									
	Payroll Status Terminated	Job Indicator Primary Job									

Procedures,

continued

Action		
nter the following:		٦
Iffective Sequence – If the rehire was immediately preceded by a di	ischarge	
com the Coast Guard (Active or Reserve component) change the Effect	ctive	
equence field to the next number (e.g., change "0" to "1") because the	e	
ischarge has already created a new row in Job Data with the same effe	ective	
ate. Otherwise, leave at default of "0".		
ction – Select Rehire from the drop-down.		
Reason – Select Rehire from the drop-down.		
osition Number – Enter the appropriate position number or use the lo	ookup	
con to find the appropriate number. This Message will display, click C	OK.	
You have updated a field where more than one valid option exists for Establishment ID. (1000 1391)		
Please verify the selected Establishment ID		
 ridde fenny ne beleted Establement ib.		
OK		
ОК		
Tick Override Position Date		
OK Llick Override Position Data.		1
Lick Override Position Data.		-
Uick Override Position Data. Work Location Job Information Job Labor Empl ID 1234567 mployee Military Service Empl Record 0		
Work Location Details ⑦	if 13 💌 🕨 🕨	-
Work Location Job Information Job Labor Easyroll Salary Plan Compensation Lisa Simpson. Empl ID 1234567 mployee Military Service Empl Record 0 Nork Location Details (*) Control Information Control Information *Effective Date 11/05/2024 Empl Record Control Row	sf 13 ♥ ▶ ▶	-
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Lick Override Position Data. Work Location Job Information Job Labor Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567 mployee Military Service Empl Record 0 Nork Location Details Effective Date 11/05/2024 H Status Active Reason Rehire Rehire	f13 ▼ ▶ ▶ ₩ + -	
Work Location Job Information Job Labor Eayroll Salary Plan Compensation Lias Simpson. Empl ID 1234567 mployee Military Service Empl Record 0 Nork Location Details Image: Compensation Image: Compensation Lias Simpson. Empl Record 0 Mork Location Details Image: Compensation Image: Compensation Lias Simpson. Empl Record 0 Work Location Details Image: Compensation Image: Compensation Image: Compensation Details Image: Compensation Image: Compensation Ima		
Work Location Job Information Job Labor Payroll Salary Plan Compensation Lisa Simpson. Empl ID 1234567 mployee Military Service Empl Record 0 Nork Location Details Impl ID 1234567 Empl Record 0 Impl ID 1234567 Mork Location Details Impl ID 1234567 Effective Date 11/05/2024 Impl ID Impl ID Payroll Status Active "Action Rehire Position Number Current Current		
Vork Location Job Information Job Labor Payroll Salary Plan Compensation Lisa Simpson Empl ID 1234567 mployee Military Service Empl Record 0 Nork Location Details Impl ID 1234567 Effective Date 11/05/2024 Go To Row Effective Sequence 1 Action HR Status Active Reason Payroll Status Active "Job Indicator Position Number 0002172 NAV SIMULATOR (SCANTS) SUPPORT	f13 ▼ ▶ ▶ ₩ + − ▼ ▼	
Use Desition Data. Vork Location Job Information Job Labor Payroll Salary Plan Compensation Lias Simpson. Empl ID 1234567 mployee Military Service Empl Record 0 Nork Location Details Impl ID 1234567 Empl Record 0 Impl ID 1234567 Mork Location Details Impl ID 1234567 Impl ID 1234567 Impl ID 10 Vork Location Details Impl ID 1234567 Impl ID 10 Perfective Date 11/05/2024 Impl ID Go To Row Impl ID		
Work Location Job Information Job Labor Payroll Salary Plan Compensation Lisa Simpson. Empl ID 1234567 mployee Military Service Empl Record 0 Nork Location Details Impl ID 1234567 Empl ID 1234567 mployee Military Service Empl Record Nork Location Details Impl ID 1 Impl ID Position Data Payroll Status Active Reason Position Number 00002172 NAV SIMULATOR (SCANTS) SUPPORT Current Position Entry Date 1105/2024 Impl Position Data Position Entry Date 1105/2024 Impl Position Data Position Entry Date 1105/2024 Impl Position Management Record		

Procedures,

continued

Step			Actio	n			
12	Verify the information updated after entering the Position Number. If not, correct						
	with the appropriate information below:						
	Regulatory Regi	ion – Select	AD from th	e lookup	icon.		
	• Company – Sele	ct ACG from	n the lookup	o icon			
	• Business Unit –	Select ENL	CG (or appre	opriate un	it, if not def	aulted from the	
	Department enter	red).					
	• Department – S	elect the app	ropriate nur	nber from	the rehire a	uthority.	
	• Department Ent	try Date – V	erify the da	te of the s	signed Enlist	tment Contract.	
	• Location – Selec	t the approp	riate numbe	r, if not d	efaulted from	m the	
	Department enter	red.					
	• Establishment I	D – If not de	faulted, sele	ect USCG	from the lo	okup icon.	
	Position Number	00002172 Q		IULATOR (SCANT	(S) SUPPORT	Current	
		Use Pos	tion Data				
	Position Entry Date	11/05/2024					
		Position Managen	nent Record				
	*Regulatory Region	AD Q	Active D	uty			
	Company	ACG	UNITED	STATES COAST	GUARD		
	Department	Enlisted CG					
	Department	14/05/2024	SECTOR	PUGET SOUND			
	Department Entry Date						
	E cocation	WA1213 Q	BASE SE	EATTLE			
	Establishment ID	USCG Q	Active C	G		Date Created 11/07/2024	
	Last Start Date	11/05/2024]				
	Military		J				
	Reserve Class Co	de	Q				
12	Salaat the Joh Inf	mation tak					
15	Select the Job Int).				
	Work Location	ob Information	Job <u>L</u> abor	<u>P</u> ayroll	<u>S</u> alary Plan	<u>C</u> ompensation	
	l						

Procedures,

Step	Action					
14	Enter data for these three fields only:					
 Job Code – Select the appropriate code from the lookup icon and ver the Grade Step for the correct Salary Plan in Step 22. IMPORTANT: If the Job Code number does not match the Grade Step Step Step Step Step Step Step Ste						
	Step 22, the AO will get an error during the approval. See Message below.					
	 Supervisor ID – Enter the CGHRSUP Empl ID that approves Rehires or use the lookup icon. Empl Class – Select AD from the drop-down. 					
	NOTE: Standard Hours will default to 40. Do not change.					
	*Job Code 000098 Q Ensign					
	Entry Date 11/05/2024					
	Supervisor Level Q					
	Supervisor ID 1234567 Q					
	*Regular/Temporary Regular * Full/Part Full-Time					
	Empl Class AD V *Officer Code None V					
	*Regular Shift Not Applicable Shift Rate					
	*Classified Ind Classified Shift Factor					
	Standard Hours ⑦					
	Standard Hours					
	Adds to FTE Actual Count?					
	Contract Number ③					
	Contract Number					
	Message					
	The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.					
	Grade does not match Jobcode Grade					
	OK					
15	Select the Job Labor tab.					
	Work Location Job Information Job Labor Payroll Salary Plan Compensation					
	Lisa Simpson Empl ID 1234567					

Continued on next page

Procedures,

				Ac	ction				
Enter t	he following	g:							
• Labo	or Agreeme	nt – De	efaults	s to curr	ent Labo	or agree	ment.		
• Labo	or Agreeme	nt Ent	ry Dt	– Ensur	e it disp	lays the	e date	of the	rehire.
SCTOIL Work Locatio	Jown the pa	Job Labor	Pavroll	Salary Plan	Compensation	signed	Senio	rity D	ates.
Lisa Simpson				Empl ID 1	234567				
Employee	Military Service		~	Empl Record 0					
Labor Inform	ation ⑦							Q	€ € 1 of 1 ♥
-	Effectiv	e Date 11/05/2	024						Go To Row
	Effective Seq	uence 0				Action	Rehire		
	HR	Status Active				Reason	Rehire		
	Payroll	Status Active				Job Indicator	Primary Job		
	Bargainin	g Unit	Q						Current
	Labor Agre	ement ENL	۹	Astin Compos	tent Enlistment				
	Labor Agreement Er	try Dt 11/05/2	024 🗰	Active Compon	tent Enilstment				
	Employee Ca	egory	Q						
	Employee Subca	tegory	Q						
	Employee Subcate	gory 2	Q						
			ion Manager	nent Record					
	Union	Code	Q						
	Union Seniorit	y Date	(iiii)						
	Works Cou	ncil ID							
	Labor Fac	ility ID	Q						
	Entr	y Date				Reason	0	1	
		Pay Un Exemp	ion Fee from Layoff				~		
Assigned Ser	niority Dates ⑦								_
B Q							14 4	1-5 of 22	View A

Continued on next page

Procedures,

continued

		Action		
the original hire dates	will displa Date fields	y. Click Recalcula	te Senior	ity Dates to op
Assigned Seniority Dates ⑦	Date Heids	•		
≡, Q		III III	1-15 of 15	✓ I View
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		05/09/2024		
AD PAY SCALE DATE		05/09/2024		
DEP DATE				
CMA DATE		05/09/2024		
CURRENT AD DATE		05/09/2024		
DIEMS DATE		05/09/2024		
EXPECTED AD TERM DATE		05/08/2028		
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	415098	05/09/2024		
ROTATION DATE		iii		
Recalculate Seniority D	lates			
Job Data Em	ployment Data	Bene	fits Program Par	ticipation
OK Cancel Apply]			Refre
Work Location Job Information Job	Labor Payroll	Salary Plan Compensation		

Procedures,

continued

Step			Action					
18	This step is shown in two halves. Verify and update the following:							
	• Point Start Date – (ADV) (see NOTE)	Leave at c	lefault, this date	may only b	e adjusted by PPC			
	Active Duty Base	Date						
	– Without a break i	n service, v	verify Enlistmer	nt Contract d	lates.			
	– With a break in se	ervice, ente	er the date of rel	nire.				
	Reservist known	<i>issue</i> -canno	ot leave blank, s	ee NOTE.				
	• AD Pay Scale Date	e – Date of	the Enlistment	Contract or	the date of the rehire.			
	• Dep Date – Delaye	d Entry Pr	ogram date only	populates i	f they spent time in			
	delayed entry. Othe	erwise, it w	vill be blank.					
	• Commission Date	– See Chap	pter 3 of the <u>CO</u>	AST GUAR	RD PAY MANUAL,			
	COMDTINST M72	<u>220.29D</u> fo	r the correct dat	te per situati	on.			
	• Current AD Date	– Date of r	ehire OR leave	as is withou	t a break in service.			
	• DIEMS Date – Da	te Initial E	ntry Military Se	ervice (any c	omponent), should			
	match the DEP Dat	e if they di	d the DEP. If no	o DEP, then	this should be the			
	date the member ex	ecutes/sigi	ns their initial E	nlistment Co	ontract/document or			
	an Oath of Office.	n Data T	Common of the AD	a a un truc a truciu	una 1 dars (f ar			
	• Expected AD Terr	• Expected AD Term Date – Term of the AD contract minus 1 day (for						
	• Expected Loss Dat	to Term	noie.	the signed F	Enlistment Contract			
	(minus 1 day) or the	e DIEMS I	Date whichever	is greater	Amstinent Contract			
	(initials i day) of th			is greater.				
	NOTE: If rehiring w	ith a breal	k in service OR	a reservist	going on active			
	duty, use the date of	rehire and	request a SOCS	through PP	C Customer Care.			
	Adjustments will take	e place via	the SOCS proc	ess. See Wh	en to Request a			
	SOCS (Or see E-Mail Assigned Seniority Dates ⁽²⁾	I ALSPO E	<u>(15).</u>					
	I Q			М	1-15 of 15 ▶ ▶ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■			
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason			
	POINT START DATE		02/02/2023					
	ACTIVE DUTY BASE DATE		02/07/2022					
	AD PAY SCALE DATE		11/05/2024					
	DEP DATE			2				
	COMMISSION DATE							
	CURRENT AD DATE		02/07/2022					
	DIEMS DATE		02/07/2022					
	EXPECTED AD TERM DATE		11/04/2027					
	EXPECTED LOSS DATE		11/04/2054					

Procedures,

continued

Step			Actio	n		
18 (cont)	• Job Family I	E ntry Date – T	he date the i	nember f ly Entry I	irst became ra	ated in their previous Job
current rating, use the existing Job Family Entry Date from the						
	• Mil Obligati	on Compl Date	e – 8 vears f	rom origi	nal DIEMS d	ate (minus 1
	day) unless p	rior discharge a	uthorized u	nder an aj	oproved prog	ram (i.e.,
	VOLSEP).		6.4 1.		• • • • • •	. 1 1 .
	• Pay Allowan service.	ce Date – Date	of the renir	e OR leav	e as is witho	ut a break in
	• Pay Base Da	te (PBD) – Dat	e of the rehi	re or if re	hiring withou	it a break in
	service use th	e existing PBD	from the pr	evious Jo	b row (See N	OTE).
	Date of Ran	x (DOR) – Date	e of the rehind	re or if re	hiring withou	t a break in
	service use th	e existing DOR	from the p	revious Jo	ob row.	
	• Rotation Dat	$\mathbf{te} - \mathbf{Date}$ of the	rehire			
	NOTE: If rehi	ring with a hre a	ak in servic	e OR a r e	servist going	y on active
	duty, use the d	ate of rehire and	d request a S	SOCS thr	ough PPC Cu	stomer Care.
	Adjustments w	ill take place vi	a the SOCS	process.	See When to	Request a
	SOCS (or see I	E-Mail ALSPO	B /15).			
	JOB FAMILY ENTRY DATE		11/05/2024	iii		
	MIL OBLIGATION COMPL DATE		02/06/2030			
	PAY ALLOWANCE DATE		11/05/2024			
	PAY BASE DATE		02/07/2022			
	DATE OF RANK	000098	11/05/2024			
	ROTATION DATE		11/05/2024			
Recalculate Seniority Dates						
	Job Data	Employment Data			Benefits Program Participation	on
	Save Return to Search	Notify				
					Update/Display Inc	Correct History
10	Calast the Dr					
19	Select the Payl	oll tab.				
	Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
	Lice Simpson				Empl ID 1	234567

Procedures,

continued

Step	Action					
20	The Pay Group should default to USCG STG (Staging). Once approved, this will update to USCG AD.					
	Work Location Job Information Job Labor Payroll Salary Plan Compensation					
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0					
	Payroll Information ⑦ Q 1 of 13 v)					
	Effective Date 11/05/2024 Go To Row Effective Sequence 1 Action Rehire					
	HR Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job Current					
	Payroll System Global Payroll Global Payroll Pay Group USCG STA USCG Staging Paygroup Setting Holiday Schedule CGWIDE CG Wide Holiday Schedule Use Pay Group Eligibility Eligibility Group Use Pay Group As Of Date Use Rate As Of					
	Job Data Employment Data Benefits Program Participation					
	Save Return to Search Notify Refresh Update/Display Include History Correct History Work Location Job Information Job Labor Payroll Salary Plan Compensation					
21	Select the Salary Plan tab.					
	Work Location Job Information Job Labor Payroll Salary Plan Compensation					

Procedures,

continued

Step	Action
22	Enter the following:
	• Salary Admin Plan – Verify it defaults to ENL. Correct, if necessary.
	• Grade – Defaults to the Pay Grade based on the Job Code entered on the Job
	Information Tab (Step 14). 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 rehire
	• Sten _ Leave at default without a break in service or enter 1 and hit Tab
	NOTE: This step is necessary for the information on the Compensation
	tob to populate
	tab to populate.
	• Step Entry Date – will default to the date of renire. If reniring without a
	break in service, use the existing Step Entry Date from the previous job row.
	NOTE: Submit a request to PPC Customer Care for a Statement of Creditable
	Service (SOCS) in the case of prior military service. Any necessary adjustments
	will take place via the SOCS process (see E-Mail AI SPO $B/15$)
	Work Location Job Information Job Labor Pavroll Salary Plan Compensation
	Lisa Simpson Empl ID 1234567
	Employee Military Service Empl Record 0
	Salary Plan Details ⑦ Q I I 4 4 I of 1 v V V
	Effective Date 11/05/2024 Go To Row
	HR Status Active Reason Conversion Value
	Payroll Status Active Job Indicator Primary Job
	Rank Q
	Rank Entry Date
	Worn Rank Q
	Worn Rank Type
	Skill Grade
	Salary Admin Plan ENL Q
	Grade E2 Q 2024 Enlisted Pay Table Grade Entry Date 11/05/2024 III
	Includes Wage Progression Rule
	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
23	Click on the Compensation tab.
	Work Location Lob Information Lob Labor Payroll Calory Plan Componention

Procedures,

Step	Action
24	Click on the Default Pay Components button. This will automatically update
	the Compensation Rate data.
	···· ·····
	Click the Benefits Program Participation link.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0
	Compensation Details 🕐 🔍 🗌 🗐 🗍
	Effective Date 11/05/2024 Effective Sequence 1 Action Rehire HR Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job
	Comparative Information ⑦ Pay Rates ⑦ Default Pay Components Contract Change Prorate Option
	Pay Components ①
	Amounts Controls Changes Conversion III
	"Rate Code Seq Comp Rate Currency Frequency Points Percent Group
	1 BASIC Q 0 3,826.20000 J USD Q M Q + -
	Calculate Compensation
	Job Data Employment Data Benefits Program Participation
	Save Return to Search Notify Refresh Update/Display Include History Correct History
	vvork Location Job Information Job Labor Payroli Salary Plan Compensation

Continued on next page

Procedures,

Step	Action									
25	Enter the following:									
	• Benefits System – Ensure Base Benefits is selected.									
	• Effective Date – If you are completing the Job Data AFTER the effective date									
	of the rehire, you need to change the date to the date of rehire.									
	• Benefit Program – If not defaulted, click the lookup icon and select ACG.									
	Click the Job Data link.									
	Benefit Program Participation									
	Lisa Simpson Empl ID 1234567									
	Employee Military Service Employee 0									
	Benefit Record Number 0 Go To Row									
	Effective Sequence 1 Action Rehire									
	HR Status Active Reason Rehire									
	Payroll Status Active Job Indicator Primary Job Current									
	*Benefits System Base Benefits Benefits Employee Status Active									
	Annual Benefits Base Rate USD									
	Benefits Administration Eligibility ③									
	BAS Group ID Q									
	Elig Fld 1 Elig Fld 2 Elig Fld 3									
	Elig Fld 4 Elig Fld 5 Elig Fld 6									
	Benefit Program Participation Details ⑦ Q I II II View All									
	*Effective Date 11/05/2024 📰 Currency Code USD									
	*Benefit Program ACG Q									
	Job Data Employment Data Benefits Program Participation									
	Save Return to Search Notify Refresh Update/Display Include History Correct History									
26	Scroll to the bottom of the Work Location tab and click Save.									
	Last Start Date Active CG Date Created									
	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									
	1									

Continued on next page

Procedures,

Step	Action
27	Several Messages will display. Click OK on each one (wait for the "processing- circle-of-death" to finish).
	Warning Head count of 2 exceeds maximum head count of 1 for position. (1000,156) When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is. OK Cancel
	Warning FTE was changed and no change was made to Standard Hours or Work Period. (1500, 121) You have changed the FTE field without making a corresponding change to the Standard Hours field or Work Period field; these fields generally need to be changed together. OK Cancel
28	Now proceed to Entering the New Contract to complete the rehire process. The rehire must be approved prior to the contract being entered.
	NOTE: Officers do not RELAD and do not require a new contract to be added in DA. Officers are terminated and rehired into the SELRES per their TEMP SEP agreement.

Approving the Rehire

Introduction	This section provides the procedures for approving a Rehire in DA.
Information	The Auditor/Approver cannot be the same person who entered the rehire.

Procedures See below.

 Review the information in Job Data before approving the transaction. Navigate to Member Self Service via the drop-down or by page arrows. Image: Direct Access Announcements Absence Request - View AD/RSV Payslip Click on the Requests (All Types) - View tile. Requests (All Types) - View 	C :: 3.4
 2 Navigate to Member Self Service via the drop-down or by page arrows. INECT ACCESS Member Self Service Direct Access Announcements Absence Request - View AD/RSV Payslip Actions Alerts Alerts 3 Click on the Requests (All Types) - View tile. Requests (All Types) - View 	: Ø C :
 2 Navigate to Member Self Service via the drop-down or by page arrows. Image: Direct Access Announcements Absence Request - View AD/RSV Payslip 3 Click on the Requests (All Types) - View tile. Requests (All Types) - View 	: 0 C : 24
3 Click on the Requests (All Types) - View tile.	: Ø C :
Member Self Service Notifications Direct Access Announcements Absence Request - View AD/RSV Payslip Actions Alerts 3 Click on the Requests (All Types) - View tile. Requests (All Types) - View Image: Click on the Request (All Types) - View Image: Click on the Request (All Types) - View	C ::
3 Click on the Requests (All Types) - View tile. Requests (All Types) - View	7 Alloria
3 Click on the Requests (All Types) - View tile. Requests (All Types) - View	7 Alexa
3 Click on the Requests (All Types) - View tile. Requests (All Types) - View	
Requests (All Types) - View the.	
Requests (All Types) - View	
A Salast the Decreast Level American Formatic hotten War many more than	(1 , ,
4 Select the Requests I am Approver For radio button. You may narrow t	ine ulata
search by mining in the Transaction Name, Status and Dates. Click Pop	ulate
GITU. Milhouse Van Houten	
1. '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.	
My Submitted Requests	
Transaction Name: All Transactions	
Transaction Status: Pending	
Submission From Date:	
Submission To Date: Populate Grid Refr	esh

Approving the Rehire, Continued

Procedures,

Step				Action			
5	Click the Ap	prove/I)eny link fo	or the rehire y	ou are appro	oving.	
	I Q				(↓ 1-1 of 1 ∨ 	▶ ▶ View All
	Transaction Name	Status	Member	Member's Last Nam	e Member's Emplid	Submitted By	Approve/Deny
	AccessionHire	Pending	Lisa Simpson	Simpson	1234567	Ralph Wiggum	Approve/Deny
	Order Approvals						· · · · · · · · · · · · · · · · · · ·
6	Enter any ne the Rehire to	eded Co the HR	mments an S user).	nd select eithe	er Approve	or Deny (deny returns
	Action Reque	St OD for Acc	ossions				
	Van Houten, M	JD 101 ACC	263310113				
	Review I To appro To deny After a H	hire data in th ive a Hire Re a Hire Reque lire Request h	e Request Inform quest, press the A st, enter a comme nas been approve	ation box. ,pprove button. ent and press the Den d, data will be pushed	y button. A Notificati I to DA 8.0.	on will be sent to	o the originator.
	Request Det	ails					
	Employee	ID: 12	34567				
	Request UR	L					
	Click here to vie	ew additional rec	uest information.				
	Request App	provers					
	Approver	: 98	376543		Ν	/lilhouse Van Ho	uten
	Comment:						
			Deny				
	Accessions H		ai aueet:Pending				
	One Approval leve		quest.Fending				
	Pending Milhous Initial App	se Van Houte prove Action Reque	n est				
7		wed the	buttons w	ill be graved	out Click the	e X to clos	se the page
,	Once Appro	veu, me	outions w	in de greyeu (Jut. Chek th		se the page.
	Approve		Deny				
	Accessions Hir	e Approva	1	~			
	Reques	t Status <mark>tAp</mark>	proved	(Diew)	/Hide Comments		
	Approved Milhous Initial Appr 11/05/2024	e Van Houter ove Action Reques	l st				
	Comme	nts					
	Milhouse	Van Houten	at 11/05/24 - 7:58	B PM			

Entering the New Contract

Introduction This section provides the procedures for completing a new Rehire contract for a member in DA.

Procedures	See below.

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

Procedures,

Step	Action
3	Enter the Empl ID, verify the Include History box is checked and click
	Search.
	Update Contracts
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	▼ Search Criteria
	Empl ID begins with V 1234567 Q
	Contract Number begins with 🗸
	Name begins with 🗸
	Last Name begins with 🖌
	Second Last Name begins with V
	Alternate Character Name begins with 🗸
	Include History Correct History Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
	Find an Existing Value Add a New Value
4	All previous contracts entered into the system will be listed. If the member has
•	only one contract, the contract will open automatically.
	Search Results
	VIEW AUI
	1234567 (blank) 0001 Lisa Simpson (blank) Simpson (blank) 02/07/2022 (blank) 02/07/2022

Continued on next page

Procedures,

Step	Action						
5	Select the Add a New Value tab.						
	Update Contracts						
	Enter any information you have and click Search. Leave fields blank for a list of all values.						
	Find an Existing Value Add a New Value						
	▼ Search Criteria						
	Empl ID begins with 🗙 🖸						
6	Enter the Emplity and the next sequential Contract Number remaining						
0	Enter the Empl ID and the next sequential Contract Number , remaining						
	Undate Contracte						
	opuale contracts						
	Eind an Existing Value Add a New Value						
	*Empl ID 1234567 Q						
	*Contract Number 0002						
	Add						
	Find an Existing Value Add a New Value						
7	The Contract Status/Content tab displays with the new Contract Number .						
	• Contract Begin Date – Defaults to current date, ensure it is the date of rehire.						
	• Regulatory Region – Enter or select AD from the lookup icon.						
	• Contract Content – A statement is required.						
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval >						
	Contract Data						
	Contract Number 0002 "Contract Status Active ~						
	Contract End Date Regulatory Region AD Q						
	Comment Additional Contract						
	Contract Template ID Q OMore than one year expected						
	Initialize Contract						
	Provider ID Q						
	Contract Content Member is a good candidate for this position.						
	Save Notify Add Update/Display Include History Correct History						
	Contract Status/Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit						

Continued on next page

Procedures,

continued

Step	Action							
8	Select the Cont	ract Type/	Clauses ta	ab.				
	Contract Status/Content	Contract Type/C	lauses Reaso	on/Oath Info	Contrac	t Leave	Mbr Service Dates	Contract Approval
								···
9	Enter the follow	ving:						
	Contract Type	be – Select	the approp	oriate ty	pe fro	om the l	ookup icor	n (Ex. REN).
	• Comment – I	Enter any co	ontractual	specifi	c reaso	ons (if r	necessary).	
	Contract Status/Content	Contract Type/Clauses	Reason/Oath	Info Contr	act Leave	Mbr Service	Dates Contract	Approval Contract Audit
	Lisa Simpson			Person ID	1234567			
	Contract Data Contract Number	0002	Begin Date	11/05/:		Look Up Co	ntract Type	×
	Contract Type				Set ID		SHARE	Help
	Effort	ive Date 11/05/2024		Con	tract Type	begins with V		+ -
	Contra	act Type REN	Q	Sear	Search Clear Cancel Basic Lookup			
		Extend Co	Initial Enlist	ment View	/ 100	 1-8 of 8 	✓ ▶ ▶	
	Contract Clauses				tract Type	Description		ew All
	Seq	Nbr 1	ai:	use CEX	(Cancel Extensio	on/Reextension	
	Clause Sta	itus 🗸 🗸		COM	1 (Officer Commiss	sion	
	Long De	escr]	ENL		Initial Enlistment	t	
	Comn	ient		EXT	I	Extension		₽
				REC		Recall	1	
				REN		Retention		
	Sava			REX	1	Reextension		
	Contract Status/Content Cont	ract Type/Clauses Re	eason/Oath Info C	ontract Leave	Mbr Service	e Dates Con	tract Approval Contr	act Audit
			· · ·					
10	Select the Reas	on/Oath In	fo tab.					
	Contract Status/Content	ontract Type/Clauses	Reason/Oath Info	Contract Lea	ave Mbr	Service Dates	Contract Approval	Contract Audit

Procedures,

continued

Step	Action					
11	Enter the following:					
	• Contract Term Years/Months/Days – Enter the contract term.					
	• Reason – Select an option from the drop-down. IAW Enlistments					
	Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, this					
	field needs to reflect the actual reason for the service obligation.					
	• Member Signature Date – Enter the date the contract was signed.					
	• Name – Enter the name of the Oath Administrator					
	• Military Grade Enter the rank of the Oath Administrator					
	• City Must be the place of initial enligtment unless there is a break in service					
	• City – Must be the place of initial emistinent unless there is a break in service (like this exemple)					
	(Incours example).					
	• State – Iviust de the place of initial enlistment unless there is a break in					
	service.					
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates					
	Lisa Simpson Person ID 1234567					
	Contract Number: 0002 Begin Date: 11/05/2024 Contract Status: Active Expected End Date:					
	Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:					
	Contract Type Q I d d 1 of 1 v b b View All					
	Effective 11/05/2024 Contract Type: REN Reenlistment Cancel Contract Cancelled Date: Reason/Oath					
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment					
	Reason: Expiration of Enlistment Member Signature 11/05/2024					
	Date: Begin Extension/Re-Extension:					
	Other (Specify):					
	Oath Administrator Information					
	Name: Milhouse Van Houten Military Grade: 05 -					
	City: Springfield State: MA					
	Save Notify Add Update/Display Include History Correct History					
	Reason and Signature date are required for Reenlistment. (30010,28)					
	Please ensure appropriate reason and signature date are entered for the contract.					
	ОК					

Procedures,

continued

Step	Action							
12	Select the Contract Leave tab.							
	Contract Status/Content	Contract Type/Clause	es Reason/Oath	Info	Contract I	Leave	Mbr Servi	ce Dates >
	·							· · · · ·
13	Total Leave to S	Sell (Days) – If a	applicable, en	ter the	e numb	er of	days for	leave to
	sell as outlined ir	n current policy.						
	Contract Status/Content	Contract Type/ <u>C</u> lauses	Reason/Oath Info	Contra	act Leave	Mbr Se	ervice Dates	>
	Lisa Simpson		Pe	rson ID	1234567			
	Contract Data Contract 0002 Number	Begi	n Date 11/05/2024		Contrac	t Status	Active	
	Leave Balances							
	Leave Balance:	Cumula	tive Sold Leave:		A	s of:		
	Contract Type		QI		1 of 1 💉	•	▶ View	All
	Effective Date: 11/0	5/2024						
	Contract Type: REN	N Reenlistme	ent					
	Leave Disposition			4	1 of 1 🗸	► 1	View Al	1
	Total Leave to Sell (Days	s):						
	Save Notify		Add Updat	e/Display	Include	e History	Correct H	listory
	Contract Status/Content Cor	ntract Type/Clauses Reaso	n/Oath Info Contract L	eave N	Mbr Service Da	ates Co	ontract Approva	I Contract Audit
14	Select the Mbr S	ervice Dates ta	b					
	Contract Status/Content	Contract Type/Claus	es Reason/Oath	Info	Contract	Leave	Mbr Servi	ce Dates >
15	Click View All o	n the Assigned	Seniority Date	es.				
	Contract Status/Content	Contract Type/Clause	es Reason/Oath I	nfo	Contract Le	ave	Mbr Service	Dates >
	Lisa Simpson				Person ID	1234567	7	
	Effective Date: 11/05/20	24 Empl Rcd () Eff Seq: 0	Labor A	greement:	REN		
	Assigned Seniority Dates							
		I I I-12	2 of 23 🗸 🕨 📕					
			View	All				
	Seniority Date	Labor Ser	niority Date					
	ACTIVE DUTY BASE DAT	E 11/05/2024						
	AD PAY SCALE DATE	11/05/2024						
l	l.							

Procedures,

continued

Step	Action					
16	Confirm the Labor Seniority Dates set during the Rehire process are correct. If					
	not, return to Job I	Data and verify	the dates were e	entered corr	ectly.	
	Assigned Seniority Dates ⑦			L.	4 45-645	N N I Novel
	EF Q			I.	1-15 01 15 🗸	P PI I View 5
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	•
	POINT START DATE		02/02/2023			
	ACTIVE DUTY BASE DATE		02/07/2022			
	AD PAY SCALE DATE		11/05/2024			
	DEP DATE		()			
	COMMISSION DATE					
	CURRENT AD DATE		02/07/2022			
	DIEMS DATE		02/07/2022			
	EXPECTED AD TERM DATE		11/04/2027			
	EXPECTED LOSS DATE		11/04/2054			
	JOB FAMILY ENTRY DATE		11/05/2024			
	MIL OBLIGATION COMPL DATE		02/06/2030			
	PAY ALLOWANCE DATE		11/05/2024			
	PAY BASE DATE		02/07/2022	2		
	DATE OF RANK	000098	11/05/2024			
	ROTATION DATE		11/05/2024			
	Recalculate Seniority Date	s				
	Job Data Employ	ment Data		Benefits Progra	m Participation	
	Save Return to Search Noti	fy Refresh				
				Update/Disp	lay Include Histor	Correct History
17	Select the Contrac	et Approval ta	ıb.			
	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Ap	proval C	Contract Audit
		·				

Procedures,

Step	Action				
18	Verify the Dept of Approving SPO is correct and click Submit for Approval				
	to be routed to the approving SPO. Click Save.				
	K Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit				
	Lisa Simpson Person ID 1234567				
	Contract Data Contract Number 0002 Begin Date 11/05/2024 Contract Status Active				
	Contract Type Q I I I View All				
	Effective Date: 11/05/2024 Contract Type: REN Reenlistment Route for Approval				
	Approval Type: Contract Approval Approver: Dept of Approving 02667 Q CGA SERVICING PERS OFFICE SPO:				
	Approval Status: Approval Date: Submit for Approval				
	Save Notify Add Update/Display Include History Correct History Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit				
19	The Submit for Approval button will be greyed out and the Approval Status				
	Will display reliaing. K Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit				
	Lisa Simpson Person ID 1234567				
	Contract Data Begin Date 11/05/2024 Contract Status Active				
	Contract Type Q I I I I View All				
	Effective Date: 11/05/2024 Contract Type: REN Reenlistment Route for Approval				
	Approval Type: Contract Approval Approver:				
	Dept of Approving 002667 CGA SERVICING PERS OFFICE SPO: Approval Status: Pending Approval Date: Submit for Approval				
	Save Notify Add Update/Display Include History Correct History Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit				

Approving the 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.				

Procedures See below.

Step	Action							
1	Navigate to Member Self Service via the drop-down or by page arrows .							
	/≝ DIRECT ACCESS ☆ : ∅							
	Member Self Service Notifications C							
	Direct Access Announcements Absence Request - View AD/RSV Payslip Actions Alerts							
2	Click on the Requests (All Types) - View tile.							
	Requests (All Types) - View							
	=							

Approving the Contract, Continued

Procedures,

continued

Step	Action									
3	Select the Requests I am Approver For radio button. To narrow the search, select Contract Approval from the Transaction Name drop-down. Click Populate Grid . View My Action Requests									
	Milhouse Van Houten 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 S and what was entered in the Submission From/Submission To Dates.						tion Status,			
	OMy Sub Transaction Transaction Submission	omitted Name: Status: From D	Requests	Contract Approv Pending	Requests	I am Approv	er For	⊖ AII F	Requests	
	Submission	To Date	:			Рор	oulate Grid]	Refr	esh
4	Click the	e Apj	prove/E	Deny link	for the c	ontract	you are a	approving	• 1-3 of 3 ♀ ▶	▶ View All
	Transaction Name Contract Approval Contract Approval Contract Approval	StatusPendingPendingPending	Member Lisa Simpson Maggie Simpson Bart Simpson	Member's Last Name Simpson Simpson Simpson	Member's Emplid 1234567 1112223 1122334	Member's Deptid 004750 002338 044032	Submitted By Ralph Wiggum Rod Flanders Rod Flanders	Approver Milhouse Van Houten Milhouse Van Houten Milhouse Van Houten	Submission Date 2024/05/14 2024/05/09 2024/05/09	Approve/Deny Approve/Deny Approve/Deny Approve/Deny

Approving the Contract, Continued

Procedures,

continued

Step	Action								
5	Enter Comments a	and click Approve or	Deny (deny return	s the contract to the					
	HRS user).		• • •						
	Action Request								
	Contract Approval								
	Simpson,Lisa Marie								
	 Please verify the contract data and leave disposition information. If Changes are needed, enter details about changes in the Comments field. Click Approve or Deny button 								
	Request Details								
	Contract Number:	0002	Contract Type:	REN					
	Contract Status:	A	Contract Effdt:	11/05/2024					
	Contract Begin Dt:	11/05/2024							
	Expected End Dt:	11/04/2032							
	Get Details								
	Request Information	n							
	Contract Term:	8 Years	Mbr Signature Date:	11/05/2024					
	Reason:	Expiration of Enlistment	SRB Entitlement:						
	Num Extensions:	0	EXT Tour Length:						
	Expect AD TermDt:		Expected Loss Date:	11/04/2032					
	Leave Balance:	0	Cumulative Sold:	0					
	Total Leave Sell:								
	Comment:								
	Approve	Deny							
6	The contract is Ap	proved and the mem	ber is fully accesse	d into the Coast					
	Guard with pay.								
	Contract Appro	oval							
	Contra	ct Approval:Approv	ed 🤅	View/Hide Comments					
	One Level Approv	al							
	Approved								
	✓ Milhous ✓ Contract A 11/05/24	e Van Houten opprovers 12-21 PM							
	Comme	ents	4						
	System	+ 44/05/04 - 12:17 DM							
	No Comm	ents.							

Approving the Contract, Continued

Procedures,

Step	Action						
7	Once approved, return to the Payroll tab in Job Data to verify the member is in						
	the Active Duty Pay Group.						
	Work Location Job Information Job Labor Payroll Salary Plan Compensation						
	Liss Simpson Empl ID 1234567 Employee Military Service Empl Record 0						
	Payroll Information ⑦ Q I I of 1 v > >						
	Effective Date 11/05/2024 Effective Sequence 0 Action Hire Go To Row						
	HR Status Active Reason New Position						
	History						
	Payroll System Global Payroll Global Payroll						
	Pay Group USCG AD USCG Active Duty						
	Setting Holiday Schedule						
	Use Pay Group Eligibility Eligibility Group						
	Use Pay Group Rate Type Exchange Rate Type Use Pay Group As Of Date Use Rate As Of						
	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 Work Location Job Information Job Labor Pavroll Salary Plan Compensation						
0	Ensure DCS Orders are correlated by the UDS tech if analised le						
ð	Ensure PCS Orders are completed by the HRS tech, if applicable.						
	NEW – Ensure SGLI and FSGLI deductions are occurring for the member. If						
	not, a help ticket must be sent to PPC for a manual restart.						