OCS – Hire to IRR Overview

IntroductionThis guide provides the procedures for accessing a member into Officer
Candidate School (OCS). The member must be hired into the Individual
Ready Reserve (IRR) before the member's orders can be entered.

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

- You **cannot** future date a Hire Transaction Start Date. It will not allow you to save it.
- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in Direct Access, **please return to originator (Recruiter, RPM, EPM or OPM)** to get corrected before processing the accession.
- Date of Hire = Date of the Enlistment Contract or Oath of Office
- It is good practice to IMMEDIATELY enter the contract into Direct Access once the hire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the Oath of Office and Active Duty agreement if applicable.

Important Information Regarding Employee Records

EmployeeNOTE: If for any reason this Accession is not completed but an Empl ID wasRecordsissued 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 <u>Before</u> <u>You Begin ANY Hire or Rehire</u> **Bad Example**. Any edits should be made using the Personal Information or Job Data links.

Personal Information
🔚 Job Data
Dependent Information
Search by SSN
Email Address
Find an Employee
Add Employment Instance

The Add Relationship button is the key button that can give one Employee ID another Employee Record. See <u>Before You Begin ANY Hire or Rehire</u> Bad Example.

Biographical Details	Contact Information	Regional	Organizational Relationships	
est3 Duplicates hoose Org Relation	ship to Add		Person ID 12345	67
 Employee Contingent Wor Person of Intered 	ker •st			
Em	pl Record 0			
Select Chec	klist Code		~ ≫	
Add Relat	ionship			

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)

Search Applicants
Hire Applicant
TAdd a Person

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.

Biographical Details	Cont	act Information	Regional											
Test3 Duplicates								P	erso	n ID	1234	567		
Name				Q	ļ,	14	1	1 of 1	~	Þ		Į,	Vie	w All
Effectiv	e Date	06/16/2022											+	-
Forma	it Type	English					Vie	w Nam	e			-	-	

Accessing the Member into Direct Access

Introduction This section provides the procedures for accessing the member into Direct Access (DA).

Step	Action
1	Click on the Accessions tile.
	Accessions
1.5	Select the Add a Person option.
	Search Applicants Hire Applicant Add a Person
2	The Person ID field auto-populates with NEW. Click Add Person.
	Add a Person
	Person ID NEW
	Add Person Search for Matching Persons
3	The Effective Date will default to the current date. Enter the appropriate date
	(cannot be future dated). Click Add Name.
	Biographical Details Contact Information Regional Organizational Relationships
	Person ID NEW
	Name Q I I of 1 v View All
	*Effective Date 05/17/2022
	*Format Type English V
	Display Name
	Biographic Information
	Date of Birth Years 0 Months 0
	Birth Country USA Q United States
	Birth State Q

Procedure,

continued

Step		Action	
4	Enter the member's complete Name complete, click OK. NOTE: Do not use NMN for memb government travel card will be issue	e including full middle r ers with "No Middle Na ed with a middle name o	name. When ame". The of "N" and cause
	demai of its use for the member. LE	Name	×
	English Name Format		Help
	Name Prefix *First Name Middle Name *Last Name Name Suffix Display Name Formal Name Name	Miss Lisa Marie Simpson	
	OK Cancel	Refresh Name	
		jile lite	

Continued on next page

Procedure,

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tep	Action										
5	Name section:										
	• Effective Date – Defaults to current date. Enter the date of Accession (if										
	necessary).										
	• Format Type – Leave as English.										
	Biographical inform	nation sectior	1:								
	• Date of Birth – E	nter the mem	iber's birt	h date.							
	• Birth Country –	• Birth Country – Defaults to USA, if different, use the lookup icon to select									
	the correct birth c	the correct birth country (other fields may appear/change).									
	• Birth State – Enter the state where the member was born.										
	• Birth Location –	• Birth Location – Enter the city/town where the									
	Biographical Details C	ontact Information	Regional	<u>O</u> rganizat	ional Rel <mark>at</mark> ionships						
	Lisa Simpson Person ID NEW										
	Name		1	Q I II	4 1 of 1 🗸	▶ ▶ View All					
	*Effective Dat	e 05/17/2022	111			T -					
	*Effective Dat	e 05/17/2022 e English 🗸				T					
	*Effective Dat *Format Typ Display Nam	e 05/17/2022 e English 🗸			Edit Name						
	*Effective Dat *Format Typ Display Nam	e 05/17/2022 e English 🗸 e Lisa Simpson			Edit Name						
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	*Effective Dat *Format Typ Display Nam Biographic Information Date of Bi Birth Coun Birth St	e 05/17/2022 e English ~ e Lisa Simpson rth 05/09/1997 try USA ate MA	Tes Q Q Un	rs 25 ited States	Edit Name Months 0						
	*Effective Dat *Format Typ Display Nam Biographic Information Date of Bi Birth Coun Birth St	e 05/17/2022 e English e Lisa Simpson rth 05/09/1997 try USA ate MA	Tes Q Q Ma	rs 25 ited States issachusetts	Edit Name Months 0	tection					

Procedure,

continued

Step			Action								
5.5	Biographical History section:										
	• Effective Date – Must match the Effective Date above.										
	• Gender – N	Not editable.									
	• Highest Ed	lucation Level – Se	lect the education leve	el from the dr	op-down.						
	• Marital Sta	atus and As of – Sel	ect the status from the	e drop-down a	and enter						
	the date of 1	marriage (if applical	ole).								
	• Language	Code – Select Engli	sh from the drop-dow	'n.							
	• Alternate II	D/Waive Data Prote	ction & Full-Time Stu	ident – DO N	OT USE.						
	• National II) – Enter the member	er's Social Security N	umber (with l	hyphens).						
	• Primary II) – Is automatically	checked.								
	Biographical H	istory	Q 4 1	of 1 🗸 🗼 🕨 1	View All						
	*Eff	ective Date 05/17/2022	m		+ -						
	*Highest Education Level G-Bachelor's Level Degree V										
	As of 05/09/1997										
	Lano	uage Code English V									
	Aiternate ID										
	▼ National ID										
	■ Q		1-1 of 1 🗸 🕨 🗎								
	*Country	*National ID Type	National ID	Primary ID							
	USA Q	Social Security Number 🗸	123-45-6789	2	+ -						
	Save Notify Refresh Add Update/Display Include History										
6	Select the Co	ntact Information ta	b.								
	Biographical Details Contact Information Regional Organizational Pelationshine										
	and group in our										
					Person ID						

Continued on next page

Procedure,

continued

	Action											
	DA defaults the first Address Type to Home and the As Of Date is the date of hire. Click the Add Address Detail link.											
	NOTE: Required Address Types must include: • Thrift Savings Plan (TSP) address • Home of record address • Mailing Address											
	Biographical	Details Con	tact Information	Regional	Organizational Relation	ships						
	Lisa Simpson						Empl ID NE	w				
	Current Addre	sses										
	III Q					- 1	-1 of 1 🗸 刘	- H. I	View Al			
	Address Type	As Of Date	Status	Address								
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	Phone Information											
	耳 Q											
	*Phone Type		Telephone Extension			Preferred						
		~						+	-			
	Email Addresses											
	Email Type		Email Addr	ress		Preferred						
	Instant Messag	Instant Message IDs ⑦										
	III Q		4 1-	1 of 1 🗸 🚽	► 1	View All						
	*IM Protocol	*IM	Domain *N	in *Network ID			Preferred					
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	Save	Kelle	<u>an</u>		Add	opda	terbispiay	include l	instory			
	Biographical Det	ails Contact Inf	ormation Regi	onal Organizat	ional Relationships							

Procedure,	
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-		Action							
<u>8</u>	Enter the Effective Date (cannot be future dated). Click Add Address.								
	Address History								
	Address Type Home								
	Address History	Q 1 4 4 1of1 V > >							
	*Effective Date 05/17/2022	Address -							
	Add Address OK Cancel Refresh								
9	 Address 2 – Not Used. Address 3 – Not Used. City – Enter the city. State – Enter the state. 								
	 Postal – Enter the postal zip co County – Enter the county (if k 	de. xnown).							
	 Postal – Enter the postal zip co County – Enter the county (if k Click OK. 	de. known).							
	 Postal – Enter the postal zip co County – Enter the county (if k Click OK. Edit Address 	de. xnown).							
	 Postal – Enter the postal Zip co County – Enter the county (if k Click OK. Edit Address Country United States Address 1 159 Mensa Drive 	de. known).							
	 Postal – Enter the postal Zip co County – Enter the county (if k Click OK. Edit Address Country United States Address 1 159 Mensa Drive Address 2 	de. cnown).							
	 Postal – Enter the postal Zip co County – Enter the county (if k Click OK. Edit Address Country United States Address 1 Address 2 Address 3 	de. mown).							
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	 Postal – Enter the postal Zip co County – Enter the county (if k Click OK. Edit Address Country United States Address 1 159 Mensa Drive Address 2 Address 3 City Springfield Postal 01103 	de. cnown).							
	 Postal – Enter the postal Zip co County – Enter the county (if k Click OK. Edit Address Country United States Address 1 159 Mensa Drive Address 2 Address 3 City Springfield Postal 01103 County 	de. cnown).							

Procedure,

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Action								
Click the Plus button to add the Mailing Address.								
Biographica	al Details	Contact Inform	mation <u>R</u> egion	al <u>O</u> rga	inizational Relationships			
Lisa Simpson	esses				Empl ID NEW			
III Q				14	4 1-1 of 1 🗸 🕨 🕨	View		
Address Type	As Of Date	s Status	Address					
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Phone Inform	nation							
E					and the second second second			
Detail lin	k. Details Cor	ntact Information	Regional Org	ganizational Rel	ationships			
Detail lin Biographical D Lisa Simpson Current Addres	k. Details Cor ses	ntact Information	Regional Org	ganizational Rel	Empl ID NEW	Viev		
Detail linl Biographical D Lisa Simpson Current Addres Q Address Type	k. Details Cor ses As Of Date	ntact Information	Regional Org	ganizational Rel	Empl ID NEW	Viev		
Detail linl Biographical D Lisa Simpson Current Addres Q Address Type Home	k. Details Cor ses As Of Date 05/17/2022	Status	Regional Org Address 159 Mensa Drive Springfield MA 01103	ganizational Rel	etionships Empl ID NEW	Viev		
Detail linl Biographical D Lisa Simpson Current Address Q Address Type Home Mailing V	k. Details Cou ses As Of Date 05/17/2022	Status	Regional Org Address 159 Mensa Drive Springfield MA 01103	ganizational Rel	ationships Empl ID NEW	Viev +		
Detail linl Biographical D Lisa Simpson Current Address Q Address Type Home Mailing V Billing Business Campus Check	k. Details Cor ses As Of Date 05/17/2022	A	Regional Org Address 159 Mensa Drive Springfield MA 01103	ganizational Rel	ationships Empl ID NEW 1-2 of 2 V V Edit/View Address Detail Add Address Detail	Viev + +		
Detail linl Biographical D Lisa Simpson Current Address Q Address Type Home Mailing V Billing Business Campus Check Depart From Dormitory Home of Recorr	k. Details Cor ses As Of Date 05/17/2022	A Telephone	Regional Org Address 159 Mensa Drive Springfield MA 01103	ganizational Rel	ationships Empl ID NEW 1-2 of 2 V V Edit/View Address Detail Add Address Detail I -1 of 1 V V Preferred	+		
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Procedure,

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Click the	Plus butt l on the D	on and ro D4.	epeat steps 8 - 1	10 to ent	ter the Home of R	ecord
Address Type	As Of Date	Status	Address			
Home	05/17/2022	A	159 Mensa Drive Springfield MA 01103		Edit/View Address Detail	+
Mailing	0 <mark>5/17/</mark> 2022	A	159 Mensa drive Springfield MA 01103		Edit/View Address Detail	+
Home (🗸					Add Address Detail	+
Billing Business						
Campus Check					4 4 1-1 of 1 🗸 🕨	⊫ 1 v
Depart From Dormitory	rd	Telephone		Extension	Preferred	
Legal Other	~	-		-		+
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Click the	Plus butt Address 7	on and ro	epeat steps 8 –	10 to en	ter the Thrift Sav	ings l
Click the from the Address Type	Plus butt Address T As Of Date	on and re Type drop Status	epeat steps 8 – o-down.	10 to en	ter the Thrift Sav	ings]
Click the from the Address Type	Plus butt Address T As of Date 05/17/2022	on and ro Cype drop Status	cpeat steps 8 – c-down. Address 159 Mensa Drive Springfield MA 01103	10 to en	ter the Thrift Sav	ings
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Click the from the Address Type Home Mailing Home of Record Thrift Sar V Billing Business Campus Check Depart From Dormitory Legal Other Other Other 2 Bernaret	Plus butt Address 7 As of Date 05/17/2022 05/17/2022	on and ro ype droj Status A A A Telephone	Address 8 — b-down. Address 159 Mensa Drive Springfield MA 01103 159 Mensa Drive Springfield MA 01103 159 Mensa Drive Springfield MA 01103	10 to en	ter the Thrift Sav	ings + + +
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Step Action 14 The Phone Information, Email Addresses and Instant Message IDs should be left blank (to be entered by the member at a future date). Biographical Details Contact Information Regional Organizational Relationships Empl ID NEW Lisa Simpson Current Addres III Q I I I I I I I I I I View All Address Type As Of Date Status Address 05/17/2022 A 159 Mensa Drive Springfield MA 01103 Edit/View Address Detail ome + -159 Mensa drive Springfield MA 01103 Mailing 05/17/2022 A + -Edit/View Address Detail 159 Mensa Drive Springfield MA 01103 05/17/2022 4 Edit/View Address Detail + – ome of Record 159 Mensa Drive Springfield MA 01103 Thrift Savings Plan 05/17/2022 A + -Edit/View Address Detail none Information m Q f1 v View All Phone Type Telephone Preferred Extension Addresse m q 1-1 of 1 🗸 🕩 View A Email Address Email Type Preferred Message IDs ③ Ξ, *IM Domain *Network ID IM Protocol + -Save Notify Refresh Add Update/Display Include History 15 Select the Regional tab. **Biographical Details** Contact Information Regional Organizational Relationships

Procedure,

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Procedure,

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			Action					
Ensure the Regulatory Region is USA. Click the lookup icon to select the appropriate Ethnic Group category (If the member claims more than one								
All other fields on this tab are left blank								
Riemak		tao ar	Project Official Deletionship					
Diograph		mation	Regional Organizational Relationships					
Lisa Simp	oson		Person ID NEW					
Ethnic G	roup		Q 4 4 1 of 1 🛩 🕨 🕅 View All					
	Regulatory Regio	USA	9 + -					
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	Ethnic Grou	ip 1	White					
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History								
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Set II) USA	Help						
Set II Ethnic Group	0 USA p begins with ✔	Help						
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Set II Ethnic Group Description Search Search Result	D USA D begins with V D begins with V Cancel Basic Lookup Is	Help						
Set II Ethnic Group Description Search Search Result View 100	D USA begins with v 1 Clear Cancel Basic Lookup Is Id 4 1-67 of 1	Help						
Set II Ethnic Group Description Search Search Search Result View 100 Ethnic Group	USA begins with v Clear Cancet Basic Lookup Is Is Description	Help	***Do not use the WHITE					
Set II Ethnic Group Description Search Search Result View 100 Ethnic Group	Description	Help	***Do not use the WHITE link for the Ethnic Group					
Set II Ethnic Group Description Search Search Resul View 100 Ethnic Group 1 2	USA begins with v Clear Cancel Basic Lookup Is Id 4 1-57 of 1 Description White Black or African American	Field Fi	***Do not use the WHITE link for the Ethnic Group,					
Set II Ethnic Group Description Search Search Search Result View 100 Ethnic Group 1 2 4	USA begins with v Clear Clear Cancel Basic Lookup Is d d 1-67 of Description White Black or African American Asian	Help S7 V P P Short Description White Black Asian	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per					
Set II Ethnic Group Description Search Search Result View 100 Ethnic Group 1 2 4 5	USA begins with v Clear Clear Cancel Basic Lookup Is If Internet Anticenter Anti	Help Help F F F F F F F F F F F F F F F F F F F	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers).					
Set II Ethnic Group Description Search Result View 100 Ethnic Group 1 2 4 5 5 7	USA begins with v Clear Clear Cancel Basic Lookup Is Id Id Id Id Id Id Id Id Id Id	Help Sort > b b b Sort > b b b Sort + b b Short + b b	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link					
Set II Ethnic Group Description Search Result View 100 Ethnic Group 1 2 4 5 5 7 7 AFRAM	USA begins with v Clear Clear Cancel Basic Lookup Is Id 1.67 of Description White Black or African American Asian American Indian or Afaska Native Native Havaiian or Other Pacific Island African American	Help Soft V b b b Soft V b b b Soft Vihite Black Asian Am Indian Afr Amer	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Himonia Ethnia					
Search Description Description Search Result View 100 Ethnic Group 1 2 4 5 5 7 AFRAM ALATHAB	USA begins with v Clear Clear Cancel Basic Lookup Is Id d 1-67 of Description White Black or African American Asian American Indian or Alaska Native Native Havailan or Other Pacific Island African American Alaskan Athabaskans	Help Solution	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic					
Search Description Description Search Result View 100 Ethnic Charles 1 2 4 5 7 7 AFRAM ALATHAB ALEUT	USA begins with v Clear Clear Clear Clear Clear Clear Cancel Basic Lookup S Clear Clear Cancel Basic Lookup S Clear Clear Cancel Basic Lookup S Clear Clear Cancel Basic Lookup S Clear Clear Cancel Basic Lookup S Clear Clea	Help Solution	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.					
Set II Ethnic Group Description Search Result View 100 Ethnic Group 1 2 4 5 5 7 AFRAM ALATHAB ALEUT AMIND	USA begins with v Clear Clear Clear Clear Clear Clear Cancel Basic Lookup S Clear Clear Cancel Basic Lookup S Clear Cl	Help S7 V I I I I S7 V I I I I S0 Vhile Black Asian Am Indian Afr Amer Alaskan At Alaskan At Alaskan At	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.					
Search Description Description Search Result View 100 Ethnic Chroin 2 4 5 7 7 AFRAM ALATHAS ALEUT AMIND APACHE	USA begins with v Clear Cle	Field States of the second sec	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.					
Search Description Description Search Result View 100 Ethnic Chronic 1 2 4 5 7 7 AFRAM ALATHAS ALEUT AMIND APACHE TLINGIT	USA begins with v Clear Clear Clear Clear Clear Clear Cancel Basic Lookup S Clear	Help	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.					
Set II Ethnic Group Description Search Result View 100 Ethnic Ethnic 1 2 4 5 7 7 AFRAM ALATHAB ALEUT AMIND MRACHE TLINGIT TOHONO	USA USA begins with v [Clear Clear Cancel Basic Lookup s Clear Description White Black or African American Asian American Indian or Afaska Native Native Havaiian or Other Pacific Island African American Alaskan Athebaskans Aleutian American Indian/Alaska Native Afrightn Tingit Tingit	Help	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.					
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Set II Ethnic Group Description Search Result View 100 Etroup 1 2 4 5 7 AFRAM ALEUT AATHAB ALEUT AMIND ARACHE TLINGIT TOHONO VIETNAME	USA USA begins with v [Clear Cancel Basic Lookup s USA Description UVhile Black or African American Asian American Indian or Afaska Native Native Hauvaiian or Other Pacific Island African American Alaskan Athabaskans Alaskan Athabaskans Alaskan Athabaskans African Indian/Alaska Native Anarchan Indian/Alaska Native Anarchan Indian/Alaska Native Anarchan Indian/Alaska Native Anarchan Indian/Alaska Native Anarchan Indian/Alaska Native Anarchan Indian/Alaska Native	Help	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.					
Set II Ethnic Group Description Search Search Search Cheven Composition Compos	USA USA USA USA USA USA USA USA	Help	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.					
Search Description Description Search Result View 100 Ethnic Composition Compo	USA begins with v USA begins with v I Clear Cancel Basic Lookup s Id 4 I-67 of 1 Description Vihile Black or African American Asian American Indian or Alaska Native Native Hawaiian or Other Pacific Island African American Alaskan Athabaskans Alaskan Athabaskans Alaskan Athabaskans Alaskan Athabaskans Alaskan Athabaskans Alaskan Athabaskans Tingit Tohono O'Odham Vietnamese Vihile Ethnic Category - Hispanic or Latino	Help	***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for the Hispanic Ethnic Category.					

Procedure,

continued

Step	Action								
17	Select the Organizational Relationships tab.								
	Biographical Details	Contact Information	on <u>R</u> egio	nal <u>O</u> rganizatio	onal Relationships				
18	Check the Employee box and click Add Relationship . Do NOT change the Empl Record number ever.								
	Biographical Details	Contact Information	act Information <u>R</u> egional Organizational Relationships						
	Lisa Simpson Choose Org Relations Employee Contingent Worl Person of Intere Em Select Check	ship to Add ter st pl Record klist Code onship		Per:	son ID NEW				
	Save Notify Biographical Details Cor	Refresh	Add nal Organiza	Update/Display tional Relationships	Include History				

Procedure,

continued

Step	Action							
19	The Job Data screen displays. The Empl ID and Empl Record will be							
	generated on the Work Location tab (Record this number for future							
	reference.) See Notes.							
	• Effective Date – Defaults to the current date. This date may be future dated to							
	reflect the actual hire date.							
	• Effective Sequence – Do not change.							
	• Action – Select Hire from the dron-down.							
	• Reason – Select New Position from the dron-down							
	• Position Number - Enter 00095687 currently for Seaman Apprentice							
	\circ 1 Ostion Number – Enter 00095007 currentry, for Scantan Apprentice							
	Officer Candidate (SAOC) into the IKK & fift tab.							
	Click the Override Position Data button.							
	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 Q I d 1 of 1 v + H							
	*Effective Date 05/17/2022 📅 Go To Row 🕂 🗕							
	Effective Sequence 0 *Action Hire 🗸							
	HR Status Active Reason New Position							
	Payroll Status Active *Job Indicator Primary Job							
	Calculate Status and Dates							
	Position Number 00095687 Q ROCI (SVC/CIV) Current							
	Override Position Data							
	Position Entry Date 05/17/2022 Position Management Record							
	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 link from the HR							
	Data Shortcuts tile. Enter the Empl ID that was issued, select the 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.							
	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.							
	Personal Information							
	T Job Data							
	Dependent Information							
	Email Address							
	Find an Employee							
	T Add Employment Instance							

Procedure,

continued

Step			Action						
20	Change/update as necessary:								
	• Regulatory Region – Select RSV from the lookup icon.								
	• Company – Verify ACG is displayed.								
	• Business Unit – Select ENLCG from the lookup icon.								
	• Department – Enter 004750.								
	• Department F	Entry Date – V	erify the Date of hire.						
	• Location – If 1	not defaulted fr	om the Department entered	, enter CT0038.					
	• Establishmen	t ID – Select U	SCG from the lookup icon.						
	Position Number	00095687 Q	ROCI (SVC/CIV)	Current					
		Use Position	1 Data						
	Position Entry Date	05/17/2022							
	The following of the two many of the many of the trade of the	Position Management	t Record						
	*Regulatory Region	RSV Q	Reservists						
	*Company	ACG Q	UNITED STATES COAST GUARD						
	*Business Unit	ENLCG Q	Enlieted CG						
	*Department	004750 Q	CG Academy						
	Department Entry Date	05/17/2022	CO Academy						
	*Location	CT0038 Q							
	Fetablishment ID		CG Academy	1292 201 201 20					
	Laubhannent ib	5555	Active CG	Date Created 05/17/2022					
21	Military section Reserve Class Inact Du Of 8 years prior w/Svc Oblig Component C Select N fror Last Start Expected Job End Military Reserve Cla Component	for Reserve hir Code –select t fficer w/in 8 yr service not in another Category n the lookup ic Date 05/17/2022 Date 1 Category	res only: the appropriate Code from t r obl – for an Officer with r r Clas – for a prior service (on. Inact Du Officer w/in 8 yr obl Not Applicable	he lookup icon: no prior, or less than Officer					
	Job Data	Employment Data		Benefits Program Participation					
	Work Location Job Informa	ation Job Labor Payro	oll Salary Plan Compensation						

Procedure,

continued

Step	Action							
22	Select the Job In	formation ta	b.					
	Work Location	Job Information	Job <u>L</u> abor	Payr	oll	<u>S</u> alary Plan	Compensation	
	Line Cimeron					EmpLID	1234567	
23	Only enter these • Job Code – En • Supervisor ID • Employee Classifier Work Location Job Inform	three fields, I ter 451097 (if – Enter the C ss – Select IR	F not defau GHRSUP R from the Payroll Salary F	enter any lted) an Empl I e drop-d	y othe d hit t D that lown.	r data field ab. approves	ls. Accessions.	
	Lisa Simpson Employee Military Service		Empl	ID 1234567 rd 0				
	Job Information Details ③					Q I	4 4 1 of 1 🗸 🕨 🗏	
	Effective Da Effective Sequen HR Statt Payroll Statt	te 05/17/2022 ce 0 rs Active rs Active		oL	Action Reason b Indicator	Hire New Position Primary Job	Go To Row	
	*Job Co Entry Da Supervisor Le	de 451097 ate 05/17/2022	Q Officer	Candidate				
	Supervisor Reports	ID 9876543	م Milhou	e Van Houten				
	*Regular/Tempora	ss IRR	~	*Full/Part	Full-Time	* *		
	*Regular St	nift Not Applicable	~	Shift Rate				
	Ctandard Hours			Juitt actor				
24	Select the Job La	abor tab.						
	Work Location	Job Information	Job <u>L</u> abor	<u>P</u> ayr	oll	<u>S</u> alary Plan	Compensation	
	1 i Cimeron					Empl ID	1234567	

Procedure,

continued

р			Action							
	Only enter these fields, DO NOT enter any other data fields.									
	• Labor Agreement – Select ENL from the lookup icon.									
	• Labor Agreement Entry Dt - Will default to date of hire									
	• Employee Cotogo	Entry D wy Solor	t IDD from th		iaan					
	• Employee Categor	ry - Selet		NV C - 1-	icoli. r					
	• Employee Subcate	egory – E	nter IRAYPA	AY Code.). 1 a					
	Scroll down the page	and click	x View ALL 1	tor Assign	ed Sen	1011ty Dates				
	Work Location Job Information Jo	b <u>Labor</u> Payroll	Salary Plan Comper	nsation						
	Lisa Simpson		Empl ID 1234567							
	Military Service		Empirecord 0							
	Labor Information ⑦				1	Q 4 4 1 of 1	▼ ▶ ▶			
	Effective Date	e 05/17/2022		112 (102)		Go To Row				
	Effective Sequence HR Status	e 0 s Active		Action	Hire New Position					
	Payroll Status	s Active		Job Indicator	Primary Job					
	Bargaining Uni	t Q	1			Current	1			
	Labor Agreemen	t ENL Q								
	Labor Agreement Entry D	t 05/17/2022 📅	Reserve Component Enliste	d						
	Employee Category		Individual Ready Reserve							
	Employee Subcategory	y J Q	B - 5 - 5 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1							
	Employee Subcategory	2 Q,	Res Enlisted Wait/attend OC	.5						
		Position Manag	ement Record							
	Union Code	e Q								
	Union Seniority Date	e 🕅								
	Works Council ID		Í.							
	Eabor Facinity In									
	Entry Date III									
	Pay Union Fee Exempt from Layoff Q									
					14 - A	1-5 of 22 🗸 🕨	View All			
	Seniority Date	Control Value	Labor Seniority Date	Overr	de	Override Reason				
	Somority Date	Cond Of Value	capor semonty bate	Overn		Cremile Reason				

Procedure,

continued

		Actio	on					
Only enter dates a	as indicated. A	All other fi	elds must	be le	ft blank.			
• Active Duty Base Date – Date of the hire or Oath of Office								
• AD Pay Scale Date – Date of the hire or Oath of Office								
• DEP Date – Leave blank.								
• Commission D	ate – Date of	the hire or	Oath of Of	fice				
• DIEMS Date -	Date Initial H	Entry Milita	ary Service	(any	component			
• RSV Drill Obli	igation Date	– Leave bla	ank.					
• Expected Loss	Date – 8 year	rs from the	original D	IEMS	S date (minu			
• Job Family En	try Date – D	ate of the h	ire or Oath	of O	office			
• Mil Obligation	Compl Date	e – 8 years f	trom DIEN	IS da	te (minus 1			
unless prior dis	charge author	ized under	an annrove	d nro	oram (i e V			
unless prior disc	charge author	ized under	an approve	a pro	ogram (i.e. v			
• Pay Allowance	Date – Date	of the hire	or Oath of	Offic	e			
	Date Date	of the fifte						
• Pay Base Date	 Date memb 	per departs o	on RSV IA	DT c	orders to OC			
•		•						
NOTE: Submit a	request to PF	PC Custome	er Care for	a Sta	tement of C			
NOTE: Submit a	request to PI	PC Custome	er Care for	a Sta	tement of C			
NOTE: Submit a Service (SOCS) i	n request to PI n the case of j	PC Custome prior milita	er Care for ry service.	a Sta Any	tement of C necessary a			
NOTE: Submit a Service (SOCS) i will take place via	n request to PI n the case of j a the SOCS p	PC Custome prior milita rocess (see	er Care for ry service. <u>E-Mail AI</u>	a Sta Any <mark>.SPC</mark>	tement of C necessary as $\frac{B}{15}$.			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates [®]	n request to PI n the case of j a the SOCS p	PC Custome prior milita rocess (see	er Care for ry service. <u>E-Mail AI</u>	a Sta Any <u>SPC</u>	tement of C necessary ac <u>B/15</u>).			
NOTE: Submit a Service (SOCS) i will take place via	a request to PF n the case of j a the SOCS p	PC Custome prior milita rocess (see	er Care for ry service. <u>E-Mail AI</u>	a Sta Any <u>SPC</u>	tement of C necessary at B/15).			
NOTE: Submit a Service (SOCS) i will take place via	n request to PF n the case of p a the SOCS p	PC Custome prior milita rocess (see	er Care for ry service. <u>E-Mail AI</u>	a Sta Any <u>SPC</u>	tement of C necessary ac <u>B/15</u>).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Seniority Date ACTIVE DUTY BASE DATE	a request to PF n the case of p a the SOCS p	PC Custome prior milita rocess (see	er Care for ry service. <u>E-Mail AI</u>	a Sta Any <u>SPC</u>	tement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Date Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE	a request to PF n the case of p a the SOCS p	PC Custome prior milita rocess (see 05/17/2022 05/17/2022	er Care for ry service. <u>E-Mail AI</u> • over	a Sta Any <u>SPC</u>	tement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE	a request to PF n the case of p a the SOCS p	PC Custome prior milita: rocess (see bill Labor Seniority Date 05/17/2022 05/17/2022	er Care for ry service. E-Mail AI	a Sta Any <u>SPC</u>	tement of C necessary ac <u>B/15</u>).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE	a request to PF n the case of p a the SOCS p	C Custome prior militat rocess (see	er Care for ry service. <u>E-Mail AI</u> e over	a Sta Any <u>SPC</u>	bettement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Construction Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE	a request to PF n the case of p a the SOCS p	C Custome prior milita o5/17/2022 05/17/2022 05/17/2022 05/17/2022	er Care for ry service. E-Mail AI	a Sta Any SPC	tement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE RSV DRILL OBLIGATION DATE	a request to PF n the case of p a the SOCS p Control Value	C Custome prior milita rocess (see 05/17/2022 05/17/2022 05/17/2022	er Care for ry service. E-Mail AI	a Sta Any <u>SPC</u>	tement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE RSV DRILL OBLIGATION DATE EXPECTED LOSS DATE	a request to PF n the case of j a the SOCS p	Labor Seniority Date 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022	er Care for ry service. <u>E-Mail AI</u> • over • ove • over • over • over • over • over • over • over • over • over •	a Sta Any SPC	tement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Construction Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE RSV DRILL OBLIGATION DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE	a request to PF n the case of p a the SOCS p Control Value	Customs prior milita abor seniority Data 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022	er Care for ry service. E-Wail AI	a Sta Any SPC	tement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Asigned Seniority Dates () Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE RSV DRILL OBLIGATION DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE	a request to PF n the case of p a the SOCS p Control Value	Construction Custome prior militation rocess (see bior seniority Data 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/16/2030 05/16/2030	er Care for ry service. E-Mail AI	a Sta Any .SPC	tement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE RSV DRILL OBLIGATION DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE	a request to PF n the case of j a the SOCS p Control Value	Construction Custome prior militation rocess (see a 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022	er Care for ry service. <u>E-Mail AI</u> e over m m m m m m m m m m m m m m m m m m m	a Sta Any .SPC	tement of C necessary ac B/15).			
NOTE: Submit a Service (SOCS) i will take place via Assigned Seniority Dates () Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE RSV DRILL OBLIGATION DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE PAY ALLOWANCE DATE	a request to PF n the case of p a the SOCS p Control Value	Customs prior milita: rocess (see biological 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022 05/17/2022	er Care for ry service. <u>E-Mail AI</u> over () () () () () () () () () () () () ()	a Sta Any SPC	tement of C necessary ac B/15).			

Procedure,

continued

Step			Act	ion								
26	• Date of Rank – Date of the hire or Oath of Office											
Cont.	• RSV Comp SBP Elect Date – Leave blank.											
	• Rotation Date – Leave at default.											
	• Reserve Accession Class Date – Date of the hire or Oath of											
	Office/Enlistment Contract											
	• Reserve Anniversary Date – Date of Enlistment Contract or date of initial											
	entry if conti	nuous service										
	• Reserve Elig	gibility Date –	Date of the	hire or C	Dath of Off	fice						
	Reserve Init	iation Date – I	Date of the	hire or O	ath of Offi	ice						
	• Reserve Let	ter Date – Lea	ve blank.									
	• RTB Eligibility Date – Leave blank.											
	• RTB Letter	Date – Leave	olank									
	• RTB Letter	Response Dat	e – Leave ł	olank.								
	DATE OF RANK	000096	05/17/2022	Ē								
	RSV COMP SBP ELECT DATE			m								
	ROTATION DATE											
	RSRV ACCESSION CLASS DA	πe	05/17/2022	(iii)								
	RSV ANNIVERSARY DATE		05/17/2022									
	RSV ELIGIBILITY DATE		05/17/2022	1								
	RSV INITIATION DATE		05/17/2022	1								
	RESERVE LETTER DATE						<u>-</u>					
	RTB ELIGIBILITY DATE						-					
	RTB LETTER DATE			m								
	RTB LETTER RESPONSE DAT	E	1 1	m								
	Recalculate Seniority Dates											
	Job Data	Employment Data			Ponofite P	rogram Participation						
	JUD Data				Denems I	rogram r anospation						
	Save Return to Search	Notify Refresh			Update/Display	Include History	Correct History					
	Vork Location Job Information	II JOD Labor Payroll Sala	iry Plan Compensatio	1								
27	Select the Payr	oll Tab.										
	Work Location	Job Information	Job Labor	Payroll	Salary Plan	<u>C</u> ompe	nsation					
	Line Cimmon				Emplif	1234567						
	Empl ID 1234567											

Procedure,

continued

tep	Action
28	this will update to USCG RSV (USCG Reservist). Select the Salary Plan tab.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0
	Payroll Information ① Q I d d 1 of 1 v V V
	Effective Date 05/17/2022 Go To Row Go To Row
	Payroll Status Active Job Indicator Primary Job
	Global Payroll Global Payroll
	Pay Group USCG STG USCG AD Staging Paygroup
	Setting 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
	OK Cancel Apply Refresh
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Loon segment Loos university Loos segent Visities Loomboulanian

Procedure,

continued

Step	Action						
29	Only enter fields as indicated. All other fields must be left blank.						
	• 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. In this example E2 based on						
	SAOC Job Code.						
	• Grade Entry Date – Should default to the date of hire.						
	• Step – Enter 1 and hit tab.						
	NOTE: If the Job Code number does not match the Grade Step – An error						
	message is received when the SPO is trying to approve the hire and must be						
	fixed.						
	NOTE: This step is necessary for the information on the Compensation						
	tab to nonulate						
	• Step Entry Date – Will default to the date of hire						
	• Step Entry Date – will default to the date of line.						
	Salast the Companyation tab						
	Select the Compensation tab.						
	<u>Work Location</u> Job Information Job Labor Payroll Salary Plan Compensation						
	Lisa Simpson Employee Military Service Empl Record 0						
	Salary Plan Details ⑦ Q I II I I I I I I I I I I I I I I I						
	Effective Date 05/17/2022 Co To Pow						
	Effective Sequence 0 Action Hire						
	HR Status Active Reason New Position						
	Payroll Status Active Job Indicator Primary Job						
	▼ Military						
	Rank Q						
	Rank Entry Date						
	Worn Rank Q						
	Worn Rank Type						
	Skill Grade						
	Satary Admin Plan ENL 🔍 [©] Enlisted Pay Table						
	Grade E2 Q 2022 Enlisted Pay Table Grade Entry Date 05/17/2022						
	Step 1 Q Step Entry Date 05/17/2022						
	Includes Wage Progression Rule						
	Joh Data Employment Data Renefite Drogram Darticination						
	OK Cancel Apply Refresh						
	Work Location Job Information Job Labor Payroll Salary Plan Compensation						

Procedure,

continued

Step	Action
30	Select the Compensation tab.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	EmpLID 1234567
31	Click Default Pay Components (this updates the Compensation Rate and Frequency data). Click the Benefits Program Participation link.
	Work Location Job Labor Payroll Salary Plan Compensation Liss Simpson Empl ID 1234567 Employee Empl Record 0
	Compensation Details ① Q 1 14 4 1 of 1 v V
	Effective Date 05/17/2022 Go To Row Effective Sequence 0 Action Hire HR Status Active Reason New Position Payroll Status Active Job Indicator Primary Job Current
	Compensation Rate 2.318.25 ^{III} USD Q *Frequency S Q > Comparative Information (?) > Pay Rates (?) Contract Change Prorate Option Default Pay Components Contract Change Prorate Option
	*Rate Code Seq Comp Rate Currency Frequency Points Percent Rate Code Group
	1 BASIC Q 0 4.636 50000 gz USD Q M Q + - Calculate Compensation Calculate Compensation -
	Job Data Employment Data Benefits Program Participation
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
32	Benefits System – Select Base Benefits from the drop-down.
	Benefit Program Participation Liss Simpson Employee Military Service Employee
	Benefit Status ⑦ Q I II I I I I I I I I I I I I I I I
	Benefit Record Number 0 0 0 Go To Row Go To Row
	05/17/2022 Effective Sequence 0 Action HR Status Active Reason Payroll Status Active Job Indicator
	*Benefits System Annual Benefits Base Renefits Base Benefits Base Benefits Base Base Base Base Base Base Base Base
	BAS Group ID Q Elig Fid 1 Elig Fid 2 Elig Fid 3 Elig Fid 3 Elig Fid 4 Elig Fid 5 Elig Fi
	Elig Fid 7 Elig Fid 8 Elig Fid 9
	Despéti Dessear Datiisissies Dataile 🛞

Continued on next page

Procedure,

continued

ep			Actio)n		
3	Only enter fields as	ndicated. All	other fie	lds mus	t be left blank	•
	• Effective Date –	If completing	g the Job I	Data AF	TER the effect	tive date of
	hire, change the d	ate to the dat	te of hire.			
	Benefit Program	- Select AC	G from th	ne looku	p icon.	
	Click the Inh Data	link				
	Benefit Program Participation					
	Lisa Simpson		Empl ID	1234567		
	Employee Military Service		Empl Record	0		
	Benefit Status ③				Q.	1 of 1 🗸 🕴 👘
	Benefit Record Number	0 0			(Go To Row
	Effective Date	05/17/2022			l.	
	Effective Sequence	0	Action	Hire		
	HR Status	Active	Reason	New Position		
	Payroll Status	ACTIVE	Job Indicator	Primary Job		Current
	*Benefits System	Base Benefits	~		Benefits Employee Status	Active
	Annual Benefits Base Rate		USD			
	Benefits Administration Eligibility	<u>ل</u>				
	BAS Group ID	Q	-			
	Elig Fld 1		Elig Fld 2		Elig Fld 3	
	Elig Fld 4		Elig Fld 5		Elig Fld 6	
	Elig Fld 7		Elig Fld 8		Elig Fld 9	
	Benefit Program Participation Deta	ils ③		Q	1 1 1 1 1 of 1 🗸	▶ ▶ View All
	*Effective Date 0	5/17/2022	Currency Code	ISD		+ -
	*Benefit Program	CG Q	CG/NOAA Active Ded	uction Prog		
	Job Data Emplo	yment Data			Benefits Program Participat	ion
	OK Cancel Apply					Refresh

Procedure,

continued

<u> </u>	To submi	t. click	OK			AU	1011				
	Work Location	Job Informa	tion Job La	bor	Payroll	Salary Plan	Compensatio	n			
	Lisa Simpson				502463	Empl ID	1234567				
	Employee Mili	ary Service			*	Empl Record	0				
	Work Location De	etails 🕐						c	Σा ल ल	1 of 1 👻	
	×E	ffective Date	05/17/2022	i					Go To	Row	+
	Effect	ive Sequence	0				*Action	Hire		~	
		HR Status	Active				Reason	New Position		~	
	C F	ayroll Status	Active				*Job Indicator	Primary Job		~	
			Calcula	te Statu	s and Dates	5					
	Pos	ition Number	00095687	Q	R	OCI (SVC/CIV)			Current		
			Use	e Positio	n Data						
	Positi	on Entry Date	05/17/2022								
			Position Ma	nageme	nt Record						
	*Regu	atory Region	RSV	Q	R	eservists					
		*Company	ACG	Q	U	NITED STATES (OAST GUARD				
	*E	Business Unit	OFFCG	Q	E	nlisted CG					
	1	*Department	004750	Q	C	GAcademy					
	Departme	nt Entry Date	05/17/2022	111							
		*Location	CT0038	Q	С	G Academy					
	Esta	iblishment ID	USCG	Q,	A	ctive CG		Date Created	05/17/2022		
	L	ast Start Date	05/17/2022	-							
	Expected	Job End Date									
	Res	erve Class Co	de 1	c	2						
	Com	nonent Catero	seu N		2	Inact Du Officer	w/in 8 yr obl				
	Com	ponent catego	ay [n		•	Not Applicable					
	Job Data		Employment Data	1				Benefits Pro	gram Participation		
	ок	ancel A	vlag							Refres	h

Continued on next page

Procedure,

continued

Step	Action
35	Several Messages will display (randomly ordered). Click OK for each one (wait for the "processing-circle-of-death" to finish).
	Warning Head count of 1366 exceeds maximum head count of 0 for position. (1000,156) When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.
	Warning Compensation Frequency has been updated. (1010,264) Compensation Frequency has been updated.
	Warning Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32) A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum. If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.
	JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)

Procedure,

continued

36 After a successful completion y Relationships tab. Return to th Biographical Details Contact Information	ou will be e Direct Ac	returned to the Org	anizational
Biographical Details Contact Information	e Direct Ac		
	Regional	Organizational Relationships	
Lisa Simpson Choose Org Relationship to Add		Person ID 1	234567
Employee Contingent Worker Person of Interest			
Select Checklist Code	~	>	
Add Relationship			
Save Notify Refresh Biographical Details Contact Information Regi	Add U	Ipdate/Display Include H	istory
 37 If you have the roles to add the > Menu > Workforce Admini Information > Biographical > M If you do not have the roles, a F information added. 	member's s stration dr Iodify a Pe PC help tio	gender, navigate to ·op-down arrow > e rson's Gender (no cket must be entered	the NavBar icon Personal ot shown). d to have this
NavBar 🎡	ŵ 4 : 0	+ O Orders	>
NavBar: Menu B B B Benefits	\$	P PeopleTools	>
Recently Visited C C C	anagement >	R Recruiting	>
Favorites	My Password	Reserve Activities	>
	se Components >	S Schedule a Query	
Menu GG	e Learning >	Self Service	<u>></u>
Global P	ayroll & Absence Mgmt>	Separations	>
Menu Password Human F	tesources >	Set Up HCM	<u>></u>
Mobilizat	sion >	Test Usage Monitoring	
Change My B My Prefe	rences	Workforce Administration	
Password = My Syste	m Profile	Worklist	> ^{\$}

Procedure,

continued

	checked.	
	Personal Gender Change Enter any information you have and click Search. Leave field Find an Existing Value	ds blank for a list of all values.
	🐨 Search Criteria	
	Empl ID begins with V 1234567	
	Name begins with 🗸	
	Last Name begins with 🗸	
	Second Last Name begins with V	
	Alternate Character Name begins with V	
	Middle Name begins with 🗸	
	Business Unit begins with 🗸	
	Department Set ID begins with 🗸	Q
	Department begins with 🗸	Q
	Include History	
	Search Clear Basic Search 🖉 Save Search	n Criteria

Procedure,

continued

Step	Action								
39	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.								
	Select the appropriate Gender radio button and select Data Correction from the								
	Gender Change Reason drop-down (used for entering a new member's gender								
	OR to correct an incorrect gender).								
	NOTE: DO NOT USE Gender Marker Change – Used to modify a member								
	who has followed established COMDT Policy and is physically changing								
	genders.								
	Click Save.								
	Gender Change								
	Lisa Simpson Empl ID 1234567								
	Personal Data Effdt Find View All First 🚯 1 of 1 🕠 Last								
	*Effective Date 05/18/2022								
	Gender								
	*Highest Education Level Bachelor's								
	*Marital Status Single As of: 05/09/1997								
	Language Code								
	Alternate ID Full-Time Student								
	Gender Mark Data Personalize Find View All 🔄 🔣 Biographical Information 🕢 1 of 1 🕟 Last								
	Effective Date Gender Change Last Update Date/Time by								
	05/18/2022								
	Conder Marker Change								
	Effdt 05/18/2022 🛐 💿 Female 🔿 Male Gender Change Reason Data Correction 🗸								
	🔚 Save 🔯 Return to Search 🧟 Include History								
40	Now showing 1 of 2 rows.								
••	Gender Change								
	Miss Line Simesse								
	Personal Data Effdt Find View All First 4 1 of 2 2 Last								
	*Effective Date 05/18/2022								
	Gender Hemale								
	*Highest Education Level Bachelor's								
	*Marital Status Single As of: 05/09/1997								

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.

Approving an Accession

Procedure See below.



Approving an Accession, Continued

Procedure, continued

3	Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name , Status and Dates . Click Populate Grid .
	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 Status, and what was entered in the Submission From/Submission To Dates.
	O My Submitted Requests I am Approver For O All Requests
	Transaction Name: All Transactions
	Transaction Status; Pending V
	Submission From Date:
	Submission To Date: Populate Grid Refresh
4	Click the Approve/Deny link for the accession you are approving.
	Personalize Find View All 🖓 🙀 First 🚯 1 of 1 🚯 La
	AccessionHire Pending Lisa Simpson Simpson 1234567 002817 Ralph Wiggum Milhouse Van Houten 2022/05/17 Approve/Den
	Order Approvale Personalize Find View All 🕢 🔟 First 🕢 1-4 of 4 🌲 Last

Approving an Accession, Continued

Procedure, continued

Step	Action
5	Enter any needed Comments and select either Approve or Deny (deny returns
	the accession to the HRS user).
	Action Request
	Approval/SOD for Accessions
	Simpson, Lisa Marie
	 Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To derry a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0.
	Request Details
	Employee ID: 1234567
	Request URL
	Click here to view additional request information.
	Request Approvers
	Approver: 9876543 Milhouse Van Houten
	Comment: Welcome aboard.
	Approve Deny Accessions Hire Approval
	Accession Hire Request: Pending
	Pending Milhouse Van Houten
6	Once Approved , the buttons will be greyed out after the system saves the approval. Click the X to close the page.
	Approve Deny
	Accessions Hire Approval
	Accession Hire Request: Approved View/Hide Comments
	One Approval level
	Approved Milhouse Van Houten Initial Approve Action Request OR/17/22_9-90 PM
	Comments
	Milhouse Van Houten at 05/17/22 - 3:30 PM Welcome aboard.

Approving an Accession, Continued

Procedure, continued

Step	Action	
7	Return to the Job Data Payroll tab to confirm the members Pay	G roup has
	changed to USCG RSV and repeat the process for the next access	sion.
	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 (4 1 of 1 🗸 🕨 🕅
	Effective Date 05/17/2022 Effective Sequence 0 Action Hire	Go To Row
	Payroll Status Active Job Indicator Primary Job	
	Payroll System Global Payroll Global Payroll	Current
	Pay Group USCG RSV USCG Reservist	
	Setting Holiday Schedule	
	Use Pay Group Eligibility Eligibility Group	
	Use Pay Group As Of Date Use Rate As Of	
	Job Data Employment Data Benefits Program Particip	pation
	Save Return to Search Notify Refresh Update/Display Include Hi	story Correct History
	Work Location Job Information Job Labor Payroll Salary Plan Compensation	

Entering Contract Data

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

Procedure See below.

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

Procedure,

continued

Step			Action			
2	Click the Add a New Value tab.					
	Update Contracts Enter any information you have	ve and click Search.	Leave fields blank for a l	ist of all values.		
	Find an Existing Value	Add a New Valu	ie			
	▼ Search Criteria	- 2.5				
	Empl ID	begins with 🗸		Q		
	Contract Number	begins with 🗸				
	Name	begins with 🗸				
	Last Name	begins with 🗸				
	Second Last Name	begins with 🗸				
	Alternate Character Name	begins with 🗸]		
	Include History	ect History 🗆 Cas	e Sensitive			
	Search Clear Basic Search 🖾 Save Search Criteria					
	Find an Existing Value Add a New Value					
3	Enter the Empl ID a	nd the Contra	ct Number (Ex	0001) Click Add		
U	Update Contracts			0001). Chek 1 144 .		
	Eind an Existing Value Add a New Value					
	*Empl ID 1234567	Q				
	*Contract Number 0001					
	Add					
	Find an Existing Value Add a f	New Value				

Procedure, continued

Step	Action				
4	The Contract Status/Content tab displa	ays with the Contract Number (Ex. 0001).			
	• Contract Begin Date – Ensure it is the date of hire				
	Degulatory Degion Change to the	$\Delta = appropriate region (in this case AD)$			
	• Regulatory Region – Change to the	ie appropriate region (in this case AD).			
	• Contract Content – A statement 1	s required.			
	Contract Status/Content Contract Type/Clauses Reason/Oa	th Info Contract Leave Mbr Service Dates Contract Approval >			
	Lisa Simpson	Person ID 1234567			
	Contract Data	*Contract Status			
	Contract Begin Date 05/17/2022	Contract Expected End Date			
	Contract End Date	*Regulatory Region AD Q			
	Comment	Additional Contract			
	Contract Template ID				
		Waive Working Time Compliance			
	Initialize Contract	a mane morning time compliance.			
	Provider ID Q				
	Contract Content Member is a great candidate for thi	s position.			
	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			
-		1			
5	Select the Contract Type/Clauses ta	ab.			
	Contract Status/Content Contract Type/Clauses Reason/Oath	Info Contract Leave Mbr Service Dates Contract Approval >			
	Lias Simaaan	Denses ID 4004507			
6	• Contract Type – Select the appropriate the select the	briate type from the lookup icon (Ex. ENL).			
	• Comment – Enter any contractual	specific reasons.			
	Contract Status/Content Contract Type/Clauses Reason/Oath Info	Contract Leave Mbr Service Dates Contract Approval Contract Audit			
	Lisa Simpson Pr	erson ID 1234567			
	Contract Data	Look Up Contract Type ×			
	Contract Tune	Set ID SHARE Help			
		Contract Type begins with V			
	Effective Date 05/1//2022	Search Clear Cancel Basic Lookup -			
	Contract Type ENL Q Initial Enlistment	View 100			
	Contract Clauses				
	Sog Nbr 1 Clause	Contract Type Description			
	Clause Status	COM Officer Commission			
		ENL Initial Enlistment			
	Comment	EXT Extension			
		REC Recall			
		REN Reenlistment			
	Save Notify	RET Retention			
	Contract Status/Content Contract Type/Clauses Rescon/Oath Info Contract	rt Leave L N			
	Contract Status Contract Type Glauses Treasure Sau 1110 Contra				

Continued on next page

Procedure, continued

Step	Action			
7	Select the Reason/Oath Info tab.			
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit			
	 Contract Term Years/Months/Days – Enter the contract term (in this example 8 years). Reason – Select 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. Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Audit Lisa Simpson Person ID 1234567 Contract Data Contract Number: 0001 Begin Date: 05/17/2022 Contract Status: Active Expected End Date:			
	Contract Type Q I I I View All Effective 05/17/2022 Contract Type: ENL Initial Enlistment Cancel Contract			
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment Reason for Extension/Reextension/Retention Member Signature 05/17/2022			
	Other (Specify): Other			
	Name: Milhouse Van Houten Military Grade: 05 City: Springfield State: MA			
	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			
8	Select the Contract Leave tab.			
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit			

Procedure, continued

Step			Action				
9	Total Leave to Sell (Days) – Greyed out for OCS hires.						
	Select the Mbr Service Dates tab.						
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	>	
	Lisa Simpson		Pers	son ID 1234567			
	Contract Data Contract 0001 Number Leave Balances	Begin	Date 05/17/2022	Contract	Status Active		
	Leave Balance:	Cumulati	ve Sold Leave;	As	of:		
	Contract Type		Q I	4 4 1 of 1 ¥	▶ ► Viev	v All	
	Effective Date: 05/1 Contract Type: COM	7/2022 Officer Com	mission				
10	Leave Disposition Total Leave to Sell (Days	:	(1 of 1 🗸	▶ ▶ View	ILA	
	Save Notify Contract Status/Content Contract Status/Content Contract Status/Content Contract Status/Content Contract Status Sta	act Type/Clauses Reason/Oa	Add Update/Dis	Mbr Service Dates (story Correct	History ontract Al	
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	e Mbr Service	Dates	
	Lisa Simpson Effective Date: 05/17/202 Assigned Seniority Dates	2 Empl Rcd 0	Eff Seq: 0 La	Person ID 123 bor Agreement: OF	34567 F		
	₩,	1-12 of	22 View All				

Continued on next page

Procedure, continued

tep	Action					
11	Confirm Labor Seniority Dates set during the Accession process are correct. If					
	not, return to Job Data and verify the dates were entered correctly.					
	Assigned Seniority Dates	2			5	
	چ	1-22 of 22 ▶ ↓ View 12				
	Seniority Date	Labor Seniority Date				
	ACTIVE DUTY BASE DATE	05/17/2022				
	AD PAY SCALE DATE	05/17/2022				
	DEP DATE					
	COMMISSION DATE	05/17/2022				
	DIEMS DATE	05/17/2022				
	RSV DRILL OBLIGATION DATE					
	EXPECTED LOSS DATE	05/17/2052				
	JOB FAMILY ENTRY DATE	05/17/2022				
	MIL OBLIGATION COMPL DATE	05/16/2030				
	PAY ALLOWANCE DATE	05/17/2022				
	PAY BASE DATE	05/17/2022				
	DATE OF RANK	05/17/2022				
	RSV COMP SBP ELECT DATE					
	ROTATION DATE					
	RSRV ACCESSION CLASS DATE	05/17/2022				
	RSV ANNIVERSARY DATE	05/17/2022				
	RSV ELIGIBILITY DATE	05/17/2022				
	RSV INITIATION DATE	05/17/2022				
	RESERVE LETTER DATE					
	RTB ELIGIBILITY DATE					
	RTB LETTER DATE					
	RTB LETTER RESPONSE DATE					
12	Save Notify Add	Update/Display Include History	Correct Histo	ory		
	Select the Contract	Annroval tab				
	< Reason/Oath Info	Contract Leave Mbr Ser	vice Dates	Contract Appr	oval Contract Audit	
	Lisa Simpson			Perso	n ID 1234567	
	Effective Date: 05/17/2022	Empl Rcd 0 Eff	Seq: 0	Labor Agreem	ient: OFF	

Procedure, continued

ep	Action
13	Update Dept of Approving SPO (if necessary). Click Submit for Approval.
	K Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
	Lisa Simpson Person ID 1234567
	Contract Data Contract Number 0001 Begin Date 05/17/2022 Contract Status Active
	Contract Type Q 4 1 of 1 View All
	Effective Date: 05/17/2022 Contract Type: ENL Initial Enlistment Route for Approval
	Approval Type: Approver:
	Dept of Approving 004750 Q Office Candidate School SPO: Approval Status:
	Approval Date: Submit for Approval
	Save Notify Add Update/Display Include History Correct History
4	Save Notify Add Update/Display Include History Correct History Carted Sature Contract Contract Trac/Clauses Desco/Oally late Carted Loss Add Option Desco Carted Loss Carted Los
4	Save Notify Add Update/Display Include History Correct History The Approval Status updates to Pending and the contract will be routed to th Approving SPO. Approval Contract Leave Mbr Service Dates Contract Approval Contract Audit Vis Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
4	Save Notify Add Update/Display Include History Correct History Contract Clature/Contract Contract Trac/Clature Descend Calle Life Option 1 Contract A contract The Approval Status updates to Pending and the contract will be routed to the Approving SPO. Contract Leave Mbr Service Dates Contract Approval Contract Audit Liss Simpson Person ID 1234567
4	Save Notify Add Update/Display Include History Correct History Contract Status Contract Trac/Clauses Descer Coll late Contract Leave Lits Descer Contract Audit The Approval Status updates to Pending and the contract will be routed to the Approving SPO. Contract Approval Contract Audit Lisa Simpson Person ID 1234567 Contract Data Contract Number 0001 Begin Date 05/17/2022 Contract Status Active
4	Save Notify Add Update/Display Include History Correct History Contract Clature/Contract Contract Leave Descent/Contract Leave Mite Contract Leave Mite Contract Audit The Approval Status updates to Pending and the contract will be routed to the Approving SPO. Contract Approval Contract Audit K Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Liss Simpson Person ID 1234567 Contract Data Contract Status Active Contract Data Optimizer Date 05/17/2022 Contract Status Active Contract Type Q I I of 1 I view All
4	Save Notify Add Update/Display Include History Correct History Contract Clature/Contract Contract Tues/Clause Descent/Call Late Add Update/Display Include History Correct History The Approval Status updates to Pending and the contract will be routed to the Approving SPO. Contract Audit Contract Audit Lisa Simpson Person ID 1234567 Contract Data Contract Number 0001 Begin Date 05/17/2022 Contract Status Active Contract Type Q I 4 1 of 1 ~ P P I view All Effective Date: 05/17/2022 Contract Type: ENL Initial Enlistment Route for Approval Contract Type: ENL Initial Enlistment
4	Save Notify Add Update/Display Include History Correct History Contract Clature/Contract Contract Turn/Clause Descent/Contract Leave Mile Descent/Contract Leave Mile Descent/Contract Leave Contract Approval Contract Audit Contract Data Contract Leave Mbr Service Dates Contract Approval Contract Audit Liss Simpson Person ID 1234567 Contract Data Contract Data Contract Status Active Contract Type Q I of 1 > E I View All Effective Date: 05/17/2022 Contract Type: Initial Enlistment Route for Approval Office Candidate School SPO: Office Candidate School SPO: Dept of Approving 004750 Office Candidate School Pending
4	Save Notify Add Update/Display Include History Correct History Include History Contract Transformer Description

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

Approving a Contract

See below.

Procedure

Action Step After selecting Requests from the My Homepage drop-down, click on the Self 1 Service Requests tile. 0 ធ \oslash < 2 of 2 > Notifications Requests • с : My Homepage Request Reports Requests 2.2 =+ 0 \heartsuit 1.5 Select the View My Requests (all types) option. Submit an Absence Request Non-Chargeable Absence Request View My Absence Requests Submit a Delegation Request View My Requests (all types) PHS Submit Retirement Docs Submit a Drill Request User Access Request Submit A School Request F

Approving a Contract, Continued

Procedure,

continued

		Action	
Select the Requests search by filling in Grid .	I am Appro	ver For radio button. Y ion Name, Status and E	ou may narrow the Dates. Click Populate
View My Action Re	equests		
Milhouse Van Houten			
 'My Submitted Requests' 'Requests I am Approver I 'All Requests' allows the a Transaction Name field all Refresh button clears the Populate Grid button popular ansaction Status, and what 	allows member to bri for allows approver pprover to pull up th ows user to select a grid and defaults it b lates the grid based t was entered in the	ing up only their Action Requests, to bring up only those Action Reque eir Action Requests and those subm particular transaction (i.e., Absence ack to 'My Submitted Requests' and on what was selected for the radio to Submission From/Submission To Da	sts submitted to them. litted to them. Request, Delegation, etc.) Transaction Status of 'Pending': button, Transaction Name, lites.
O My Submitted Reque	sts	Requests I am Approver For	○ All Requests
Transaction Name: Transaction Status; Submission From Date: Submission To Date:	All Transactions Pending	V V Populate G	rid Refresh
	Select the Requests search by filling in t Grid. View My Action Re Milhouse Van Houten 1. 'My Submitted Requests' a 2. 'Requests I am Approver F 3. 'All Requests' allows the a 4. Transaction Name field allows 5. Refresh button clears the g 6. Populate Grid button popu Transaction Status, and what O My Submitted Reque Transaction Status; Submission From Date; Submission To Date;	Select the Requests I am Approsearch by filling in the Transaction Grid. View My Action Requests Milhouse Van Houten 1. 'My Submitted Requests' allows member to br 2. 'Requests I am Approver For' allows approver 3. 'All Requests' allows the approver to pull up th 4. Transaction Name field allows user to select a 5. Refresh button clears the grid and defaults it b 6. Populate Grid button populates the grid based Transaction Status, and what was entered in the O My Submitted Requests Transaction Status: Transaction Status: Submission From Date:	Action Select the Requests I am Approver For radio button. Y search by filling in the Transaction Name, Status and D 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. 3. 'All Requests' allows the approver to pull up their Action Requests and those subm 4. Transaction Name field allows user to select a particular transaction (i.e., Absence 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and 6. Populate Grid button populates the grid based on what was selected for the radio to Transaction Status, and what was entered in the Submission From/Submission To Date O My Submitted Requests Requests I am Approver For Transaction Name: All Transactions Transaction Status: Pending Submission From Date: Image: Pending Submission To Date: Image: Pending

Approving a Contract, Continued

Procedure,

continued



Continued on next page

Approving a Contract, Continued

Procedure,

continued



BAH and Direct Deposit

Introduction	This section provides the procedures for ensuring the member is receiving Basic Allowance for Housing (BAH) and that their direct deposit has been set up to receive pay.
Information	Once the hire, the contract and the BAH are approved, then direct deposit must be entered.

Procedures See below.

Step		Action
1	Click on the Active/Reserve	Pay tile.
	Active/Reserve P	ay
1.5	Select the Housing Allowan	ce option.
	Direct Deposit	
	Request	
	Voluntary Deductions	
	SGLI + FSGLI	
	Taintain Tax Data USA	
	Housing Allowance	
	Dependent Information	
	Cost of Living Allowance	
	Generate BAH/Emergency Contact	
	BAH Dependency Verification	
	MGIB Enrollments	
	AVIP	
	E Sea Time Balances	
	View Payslips (AD/RSV)	
I	4	

Continued on next page

Approving a Contractand Direct Deposit, Continued

Procedure, continued

Housing Allowance Enter any information you have and click Search. Leave fields blank for a list of all Find an Existing Value Search Criteria Empl ID begins with V 1234567	l values
Find an Existing Value ▼ Search Criteria Empl ID begins with ▼ 1234567	
✓ Search Criteria Empl ID begins with ✓ 1234567	
Empl ID begins with 🗸 1234567	
Empl Record = V Name begins with V	
Last Name begins with 🗸	
Second Last Name begins with 🗸	
Alternate Character Name begins with 🗸	
Middle Name begins with 🗸	
Business Unit begins with 🗸	
Department Set ID begins with 🗸	
Department begins with 🗸	
Include History Correct History Case Sensitive Search Clear Resic Search Save Search Criteria	

Approving a Contractand Direct Deposit, Continued

Procedure, continued

Step	Action	
3	Follow the Basic Allowance for Housing (BAH) guide for starting BAH,	
	keeping the following in mind:	
	• For married members, ensure dependents are entered in DA prior to starting	
	a BAH row.	
	• BAH With cannot be entered without eligible dependents.	
	• Pay special attention to a recruit that is married member to member to	
	ensure that BAH With is only being naid as authorized	
	• For recruits authorized BAH With utilize the zin code on the dependency	
	worksheet vice the recruit's contract	
	Description and outbonized DALL not OLLA	
	• If dependents live somewhere that BAH does not exist , recruits will receive	
	Cape May BAH with.	
	• Check zip codes for CONUS/OCONUS COLA where applicable.	
	• Married reservists are entitled to BAH With.	
	• Single reservists will be authorized BAH Without Depn ONLY if they have	
	a lease agreement in their recruit packet.	
	Click Save.	
	BAH OHA FSH MIHA	
	Lisa Simpson Employee Empl ID 1234567 Empl Record 0	
	BAH Entitlements Find View All First @ 1 of 1 @ Last	
	Effective Date: 05/17/2022 🛞	
	Status: Active Approved: Grand Fathered	
	Approver: Approved at:	
	BAH Change Hire	
	BAH Zip: 20593 BAH Type: BAH Without Dependents	
	Military Rank: 09 BAH Rate: 0.0000	
	Fair Rent: BAH Entitle: 0.0000 Override Flag	
	BAH Dependent Beneficiaries Personalize Find () First (1 of 1) Last	
		Last
	*Dep/Ben Name Relation Birth BAH Elig In A Service 50% Supp Last Approval	
		1
	DALLOUALERHINUA	

Continued on next page

Approving a Contract and Direct Deposit, Continued

Procedure, continued

Step	Actio	n
4	Without leaving the screen, select the Dire	ect Deposit option.
	Direct Deposit	*
	Proxy - Submit Absence Request	
	Voluntary Deductions	
	SGLI + FSGLI	
	Tax Data USA	
	Housing Allowance	
	E Dependent Information	
	Cost of Living Allowance	
	Generate BAH/Emergency Contact	
	BAH Dependency Verification	
	MGIB Enrollments	
	AvIP	
	E Sea Time Balances	
	Tiew Payslips (AD/RSV)	
	inter-	

BAH and Direct Deposit, Continued

Procedure,

continued

Step	Action	
5	Enter the Empl ID and click Search .	
	Direct Deposit	
	Enter any information you have and click Search. Leave fields blank for a list o	f all values.
	Find an Existing Value	
	Search Criteria	
	Search by: Empl ID v begins with 1234567	
	Search Advanced Search	
6	Click Add Direct Deposit.	
	EFT/Direct Deposit	1
	Lisa Simpson	
	Pay Distribution Instructions	10
	Status Effective Date Payment Method Bank Name Account Number	r
		Edit
	Add Direct Deposit	
	Return to Search	

Approving a Contract and Direct Deposit, Continued

Procedure, continued

 7 Enter the following: Account Type – Select from the drop-down. Routing Number – Enter the appropriate data. Account Number – Enter the appropriate data. Click Save. EFT/Direct Deposit Lisa Simpson Distribution Instruction Details Distribution Method: Bank Transfer Effective Date: *Account Type: Checking *Routing Number: 314074280 (Be sure to verify; this must be 9 digit *Account Number: Bank Name: USAA FEDERAL SAVINGS BANK 8 The Pay Distributions Instructions will display with the new data. EFT/Direct Deposit Lisa Simpson. Dev Distributions Instructions	ep	Action				
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Date Payment method Bank Maine Procount Multiple		Date	Payment Method	Dalik Nalize	Account Number	
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