## Hire – ROCI Overview

Introduction	This guide provides the procedures for accessing a memb Reserve Officer Candidate Indoctrination (ROCI) program	
Contents		
	Торіс	See Page
	Important Information Regarding Employee Records	2
	Accessing the Member into Direct Access	4
	Approving an Accession	31
	Entering Contract Data	35
	Approving a Contract	42
	BAH and Direct Deposit	45
Important Information	<ul> <li>IMPORTANT: DO NOT click OK or Apply unless prinot allow the pay record of the applicant to update correlation.</li> <li>You cannot future date a Hire Transaction Start Date. If you to save it.</li> </ul>	ectly. It will not allow
	• Ensure the members paygrade is listed on the DD-4. If is a discrepancy from what is listed in Direct Access, plot originator (Recruiter, RPM, EPM or OPM) to get coprocessing the accession.	<mark>lease return to</mark>
	• Date of Hire = Date of the Enlistment Contract or Oath	of Office
	• It is good practice to IMMEDIATELY enter the contract Access once the hire portion is complete and Job Data I verified. The contract should not be approved without f signed copy of the Oath of Office and Active Duty agree applicable.	nas been ïrst viewing a

#### Important Information Regarding Employee Records

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

**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 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
E 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**.

Contact Information	Regional	Organizational Relationships	
		Person ID 123	4567
nip to Add			
er			
Record 0			
ist Code		~ ≫	
nship			
	nip to Add er t I Record 0 ist Code	er t I Record 0 ist Code	er t I Record 0 ist Code 🖉 📎

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)

E Search Applicants
Hire Applicant
📔 Add 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 <u>C</u> ontact Information <u>R</u> egional	
Test3 Duplicates	Person ID 1234567
Name	Q    4 4 1 of 1 🗸 🕨 🕨   View All
Effective Date 06/16/2022 Format Type English	+ -
D' 1 N	View Name

#### Accessing the Member into Direct Access

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

**Procedure** See below.

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 I of 1 v View All
	*Effective Date 05/17/2022
	*Format Type English  Add Name
	Display Name
	Biographic Information
	Date of Birth III Years 0 Months 0 Birth Country USA Q Usited States
	Birth State Q United States

Procedure,

continued

Step	Action					
4	Enter the member's complete Name complete, click OK. NOTE: Do not use NMN for memb	ers with "No N	Aiddle Name". The			
	government travel card will be issued denial of its use for the member. LE					
		Name	×			
	English Name Format		Help			
	Name Prefix	Miss 🗸				
	*First Name	Lisa				
	Middle Name	Marie				
	*Last Name	Simpson				
	Name Suffix	~				
	Display Name					
	Formal Name Name					
	OK Cancel	Refresh N	lame			
		يمم	<u>ا:</u> .			

Procedure,

continued

р	Action						
	Name section:						
	• Effective Date – Defaults to current date. Enter the date of Accession (if						
	necessary).						
	• Format Type – Leave as English.						
	Biographical information section:						
	• Date of Birth – Enter the member's birth date.						
	• Birth Country – Defaults to USA, if different, use the lookup icon to selec						
	the correct birth country (other fields may appear/change).						
	• Birth State – Enter the state where the member was born.						
	• <b>Birth Location</b> – Enter the city/town where the member was born.						
	Biographical Details         Contact Information         Regional         Organizational Relationships						
	Lisa Simpson Person ID NEW						
	Name Q I I I I I I View All						
	*Effective Date 05/17/2022 🗰 🗕 🗕						
	*Format Type English V						
	*Format Type English ✓ Display Name Lisa Simpson Edit Name						
	*Format Type English V						
	*Format Type English V Display Name Lisa Simpson Edit Name						
	*Format Type English ✓     Display Name Lisa Simpson     Edit Name Biographic Information Date of Birth 05/09/1997     Years 25 Months 0 Birth Country USA Q						
	*Format Type English  Display Name Lisa Simpson Edit Name Biographic Information Date of Birth 05/09/1997 Years 25 Months 0						
	*Format Type English  Display Name Lisa Simpson Edit Name Biographic Information Date of Birth 05/09/1997 Years 25 Months 0 United States						

#### Procedure,

continued

Step	Action				
5.5	Biographical History section:				
	• Effective Date – Must match the Effective Date above.				
	• Gender – Not editable.				
	• Highest Education Level – Select the education level from the drop-down.				
	• Marital Status and As of – Select the status from the drop-down and enter				
	the date of marriage (if applicable).				
	• Language Code – Select English from the drop-down.				
	• Alternate ID/Waive Data Protection & Full-Time Student – DO NOT				
	USE.				
	• National ID – Enter the member's Social Security Number (with hyphens).				
	• Primary ID – Is automatically checked.				
	Biographical History Q   I d 1 of 1 V I View All				
	*Effective Date 05/17/2022				
	Gender Unknown				
	*Highest Education Level G-Bachelor's Level Degree				
	*Marital Status Single V As of 05/09/1997				
	Language Code English 🗸				
	Alternate ID				
	I will Time Stadent				
	▼ National ID				
	Q I-1 of 1 ∨ ▷ ▷ View All				
	*Country *National ID Type National ID Primary ID				
	USA Q Social Security Number V 123-45-6789 2 + -				
	Save Notify Refresh Add Update/Display Include History				
	Add Opdate/Display Include Instory				
6	Select the Contact Information tab.				
0	Select the Contact Information tab.				
	Biographical Details         Contact Information         Regional         Organizational Relationships				
	Dereon ID				

Procedure,

continued

Step				A	ction		
7				ess Type to ss Detail li		e As Of Date is the date	of
	NOTE: F • Thrift S • Home o • Mailing	avings of record	Plan (TSF d address	• •	ust include:		
	<u>B</u> iographical	Details	Contact Information	on <u>R</u> egional	Organizational Relations	ships	
	Lisa Simpson Current Addres	sses				Empl ID NEW	
	≡, Q				I	4 1-1 of 1 ♥ ▶ ▶ View	All
	Address Type	As Of Date	Status	Address			
	Home	05/17/2022	А			Add Address Detail	-
	Phone Informa	tion			I	<ul> <li>4 1-1 of 1 ♥ ▶ ▶ I View Al</li> </ul>	
	*Phone Type		Telephone		Extension	Preferred	
			•			• + -	
	Email Addresses						_
	≡, Q				[∢	I 1-1 of 1 ♥ ► I View All	
	Email Type		Email A	ddress		Preferred	
	Instant Messag	je IDs 🕜				4 1-1 of 1 ♥ ▶ ▶ ↓ View A	All
	*IM Protocol		*IM Domain	*Network ID		Preferred	
		~				- + -	-
	Save	lotify R	lefresh		Add	Update/Display Include History	,
	Biographical Deta	ails   Contac	t Information   F	Regional   Organiza	tional Relationships		

#### Procedure,

continued

Step	Action
8	Enter the Effective Date (cannot be future dated). Click Add Address.
	Address History
	Address Type Home
	Address History Q I I of 1 V V
	*Effective Date 05/17/2022 Address
	OK Cancel Refresh
9	<ul> <li>Address 1 – Enter the number and the street name.</li> <li>Address 2 – Not Used.</li> <li>Address 3 – Not Used.</li> <li>City – Enter the city.</li> <li>State – Enter the state.</li> <li>Postal – Enter the postal zip code.</li> <li>County – Enter the county (if known).</li> </ul>
	Click <b>OK</b> .
	Edit Address
	Country United States Address 1 159 Mensa Drive
	Address 2
	Address 3
	City Springfield State MA Q Massachusetts
	Postal 01103
	County
	OK Cancel

Procedure,
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continued

Step				Action	1				
10	Click the	<b>Plus</b> butto	n to add	the Mailing A	ddress.				
	Biographic		Contact Inforn			ational Relationships			
	Lisa Simpsor Current Addr	-			Er	npl ID NEW			
	III Q	00000							
	Address Type	As Of Date	Status	Address					
	Home	05/17/2022	A	159 Mensa Drive Springfield MA 01103 Edit/V		Address Detail	+ -		
	Phone Inform	nation							
	E					· · · · · ·	Sala Inga ang sala		
11	Select Ma Detail lin		the Add	ress Type dro	p-down a	nd click the A	dd Address		
	Biographical [		ect Information	izational Relation	ational Relationships				
	Lisa Simpson Current Addres	ses				EmplID NEW			
	≡, Q				◀   ◀   1-2 of 2 ∨   ▶   ▶     View All				
	Address Type	As Of Date	Status	s Address					
	Home	05/17/2022	А	159 Mensa Drive Springfield MA 01103	E	dit/View Address Detail	+ -		
	Mailing 🗸	_			A	dd Address Detail	+ -		
	Billing Business								
	Campus Check Depart From					4 1-1 of 1 🗸 🕨	View All		
	Dormitory Home of Recor	d	Telephone		Extension	Preferred			
	Legal Mailing Other	~					+ -		
	Other E Other 2								
	Permanent Preferred Thrift Savings F	Nan			M	I-1 of 1 ∨	▶   View All		
	Veteran		Email Addre	288		Preferre	d		

#### Procedure,

Action									
	<b>Plus</b> butt l on the D		epeat steps 8 - 1	0 to ent	er the <b>Home of R</b>	ecord as			
Address Type	As Of Date	Status	Address						
Home	05/17/2022	A	159 Mensa Drive Springfield MA 01103		Edit/View Address Detail	+			
Mailing	05/17/2022	А	159 Mensa drive Springfield MA 01103		Edit/View Address Detail	+			
Home ( 🗸					Add Address Detail	+			
Billing Business Campus Check Depart From Dormitory Home of Record Legal Other Other					<ul> <li>1-1 of 1 V</li> </ul>	▶   View A			
	rd	Telephone		Extension	Preferred				
	~					+ -			
Permanent Preferred Thrift Savings Veteran Click the		on and re	epeat steps 8 –	10 to ent	ter the <b>Thrift Sav</b>				
Preferred Thrift Savings Veteran Click the				10 to ent	Destand				
Preferred Thrift Savings Veteran Click the from the	<b>Plus</b> butt Address T	Type dro	p-down.	10 to ent	Destand				
Preferred Thrift Savings Veteran Click the from the Address Type	Plus butt Address 7 As Of Date	Status	Address 159 Mensa Drive	10 to ent	ter the <b>Thrift Sav</b> i	ings Pla			
Preferred Thrift Savings Veteran Click the from the Address Type Home	Plus butt Address T As of Date 05/17/2022	Status	P-down. Address 159 Mensa Drive Springfield MA 01103 159 Mensa drive	10 to ent	ter the <b>Thrift Sav</b>	ings Pla			
Preferred Thrift Savings Veteran Click the from the Address Type Home Mailing Home of	Plus butt Address 7 As of Date 05/17/2022 05/17/2022	Status       A       A	P-down. Address 159 Mensa Drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa Drive	10 to ent	ter the <b>Thrift Sav</b> Edit/View Address Detail Edit/View Address Detail	ings Pla			
Preferred Thrift Savings Veteran Click the from the Address Type Home Mailing Home of Record Thrift Sav	Plus butt Address 7 As of Date 05/17/2022 05/17/2022	Status       A       A	P-down. Address 159 Mensa Drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa Drive		ter the <b>Thrift Sav</b> Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail	ings Pla			
Preferred Thrift Savings Veteran Click the from the Address Type Home Mailing Home of Record Thrift Sar V Billing Business Campus	Plus butt Address 7 As of Date 05/17/2022 05/17/2022	Status       A       A	P-down. Address 159 Mensa Drive Springfield MA 01103 159 Mensa drive Springfield MA 01103 159 Mensa Drive		ter the <b>Thrift Sav</b> Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail Add Address Detail	ings Pla			

Continued on next page

#### Action Step The Phone Information, Email Addresses and Instant Message IDs should 14 be left blank (to be entered by the member at a future date). Biographical Details Contact Information Regional Organizational Relationships Lisa Simpson Current Addresses Empl ID NEW ≣, Q Address Type As Of Date Status Address Home 05/17/2022 A 159 Mensa Drive Springfield MA 01103 Edit/View Address Detail + – 159 Mensa drive Springfield MA 01103 05/17/2022 Edit/View Address Detail + – Mailing A 159 Mensa Drive Springfield MA 01103 05/17/2022 A Edit/View Address Detail ÷ -Iome of Record Thrift Savings Plan 159 Mensa Drive Springfield MA 01103 05/17/2022 Edit/View Address Detail + – A hone Inform m Q of 1 🗸 b. View All Telephone Phone Type Extension Preferred -Addresses Π, Q 1-1 of 1 🗸 🕑 View A Email Address mail Type Preferred t Message IDs 🕐 щ, \*IM Domain \*Network ID \*IM Protocol Preferred + \_ Save Notify Refresh Add Update/Display Include History 15 Select the Regional tab. Biographical Details Contact Information Regional Organizational Relationships

Continued on next page

Procedure,

continued

Step						Action					
16	Ensure	the <b>Res</b>	gulatory ]	Regio	<b>n</b> is U	SA. Click the look	cup icon to se	elect the			
	appropriate <b>Ethnic Group</b> category (If the member claims more than one										
				-		and add the additio					
	cunne	group, c		ius ou			nai gioup uc	signation).			
	All other fields on this tab are left blank.										
	Biographical Details Contact			tion	Regional	Organizational Relationships					
	Lisa Simp	son				Person ID NEW					
	Ethnic Gr	oup				Q    (	< 1 of 1 ♥ ▶	▶ I View All			
		Re	gulatory Region	USA	<b>م</b> Ur	ited States		+ -			
			Ethnic Group	1		hite					
	llister					0.1.14	4 4 4 4 4 4 4	N. I. Mary All			
		Look Up E	thnic Group	×							
	Set ID Ethnic Group Description Search Search Result	begins with $\checkmark$ begins with $\checkmark$ Clear Canc		Help	•						
	View 100 Ethnic	Description		Short	LΓ	***Do mot was the					
	Group	White		Description White		***Do not use the					
	2	Black or African Ar		Black		link for the Ethnic	-				
	4	Asian		Asian		always select the 2	<b>l</b> link (per				
	5	American Indian of	Alaska Native	Am Indian		the programmers)					
	7	Native Hawaiian o	Other Pacific Islander	Hawaiian		Must select the $\mathbf{X}$					
	AFRAM	African American		Afr Amer							
	ALATHAB	Alaskan Athabaska	ins /	Alaskan At		for the Hispanic E	line				
	ALEUT	Aleutian		Aleutian		Category.					
	AMIND	American Indian/A	aska Native	Am. Ind				1			
	ARACHE	Anache		Anache							
	TLINGIT	Tlingit	-	Tlingit							
	TOHONO	Tohono O'Odham	-	Tohono O'O							
	VIETNAME	Vietnamese	,	Vietnamese							
		White	,	White							
	х	Ethnic Category - I	Hispanic or Latino	Hispanic							
	Y	Ethnic Category - I	Not Hispanic or Latino	Not Hispan							
	YAQUI	Yaqui	,	Yaqui	•						
	4			•							

Procedure,

continued

Step		1	Action		
17	Select the Organiz	ational Relations	hips tab.		
	Biographical Details	Contact Informatio	n <u>R</u> egion	ional <u>O</u> rganizational Relationships	
18	Check the <b>Employ</b> Do <b>NOT</b> change th			-	
	Biographical Details	Contact Information	Regional	Organizational Relationships	
	Lisa Simpson Choose Org Relations Choose Org Relations Contingent Work Person of Interes Emp Select Check Add Relation Save Notify Biographical Details   Cor	ker st pl Record 🔯 klist Code onship Refresh	Add	Person ID NEW  V Update/Display Include History  rational Relationships	
			_		

Procedure,

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 drop-down.
	• <b>Reason</b> – Select New Position from the drop-down.
	• <b>Position Number</b> – Enter 00095687. Click on the lookup icon to search for other
	position numbers. (Ex. A member being hired under ROCI but has prior service
	as an officer with no break in service, use the position identified on the PCS
	orders.)
	Click the <b>Override Position Data</b> 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 ⑦ Q I I I I I I I I I I I I I I I I I I
	*Effective Date 05/17/2022 🗰 Go To Row + -
	Effective Sequence 0 *Action Hire ~
	HR Status Active Reason New Position
	Calculate Status and Dates
	Position Number 00095687 Q ROCI (SVC/CIV) Current
	Override Position Data
	Position Entry Date
	Position Management Record
	<b>NOTE:</b> If for any reason this Accession is not completed but an Empl ID was issued and Job data was never entered, use the Add Employment Instance
	option. 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
Tob Data
Dependent Information
E Search by SSN
Email Address
Find an Employee
Add Employment Instance

Procedure,

continued

Step			Action	
20	Change/update as	necessary:		
	Position Entry	Date – Date of h	ire	
	Regulatory Reg	gion – Select RSV	/ from the lookup icon.	
	• Company – Ver	rify ACG is displ	ayed.	
	• Business Unit –	Select ENLCG	from the lookup icon.	
	• <b>Department</b> – E			
	• Department En	•		
			the Department entered,	enter CT0038.
	• Establishment l	<b>D</b> – Select USC	G from the lookup icon.	0
	Position Number 0	0095687 <b>Q</b>	ROCI (SVC/CIV)	Current 🔲
		Use Position Data		
	Position Entry Date 05	5/17/2022		
		Position Management Reco	ord	
	*Regulatory Region R	sv Q	Reservists	
	*Company A	cg <b>q</b>	UNITED STATES COAST GUARD	
	*Business Unit El	NLCG Q	Enlisted CG	
	*Department 00	04750 <b>Q</b>	CG Academy	
	Department Entry Date 05	5/17/2022		
	*Location C	T0038 Q	CG Academy	
	Establishment ID U	scg Q	-	Date Created 05/17/2022
			Active CG	05/1//2022
21	Select the appropri	iate code:		
	• Reserve Class C	Code –select the	appropriate Code from th	e lookup icon:
	– Inact Du Offf	icer w/in 8 yr ob	$\mathbf{l}$ – for an Officer with no	o prior, or less than
	8 years prior se	ervice		
	– w/Svc Oblig n	ot in another C	<b>as</b> – for a prior service C	Officer
	Component Cat		use.	
	Last Start Da Expected Job End Da			
	<ul> <li>Military</li> </ul>			
	Reserve Class	Code I Q	Inact Du Officer w/in 8 yr obl	
	Component Cat	egory Q		
	Job Data	Employment Data	В	enefits Program Participation
	OK Cancel	Apply		Refresh
	Work Location   Job Information	n   Job Labor   Payroll   S	alary Plan   Compensation	

Procedure,

continued

Step			Action	1		
22	Select the Job I	nformation ta	b.			
	Work Location	Job Information	Job <u>L</u> abor	<u>P</u> ayroll	Salary Plan	Compensation
	Line Cimerou				Empl ID	1234567
23	Only enter these	e three fields, <b>E</b>	O NOT ent	er any oth	er data field	s.
	• Job Code – E	nter 451097 (if	not defaulte	ed) and hit	tab.	
	Supervisor II	<b>)</b> – Enter the C	GHRSUP E	mpl ID tha	at approves A	Accessions.
	• Employee Cla	ass – Select IR	R from the d	lrop-down	•	
	Work Location Job Infor	mation Job <u>L</u> abor <u>F</u>	ayroll Salary Plan	Compensation		
	Lisa Simpson		Empl ID			
	Employee Military Service		✓ Empl Record	0		
	Job Information Details ⑦				Q    4	4 1 of 1 ♥ ▶ ▶
	Effective D	Date 05/17/2022				Go To Row
	Effective Seque			Actio Reaso		
	Payroll Sta			Job Indicate		Current
	*Job C	Code 451097	Q Officer Cand	idate		
	Entry	Date 05/17/2022	<b></b>			
	Supervisor L	evel	Q			
	Supervise	or ID 9876543	Q Milhouse V	an Houten		
	Report	ts To	Q			
	*Regular/Tempo	orary Regular	~	*Full/Part Full-Tim	e 🗸	
	Empl C			ficer Code None	~	
	*Regular		~	Shift Rate		
	*Classified	d Ind Classified	✓ S	hift Factor		
24	Select the Job I	2 <b>abor</b> tab.				
	Work Location	Job Information	Job <u>L</u> abor	<u>P</u> ayroll	Salary Plan	<u>Compensation</u>
					EmpLID	1224567
					EWD110	12.14:107

Procedure,

continued

)	Action										
	Only enter these fields, <b>DO NOT</b> enter any other data fields.										
	• Labor Agreement – Select ENL from the lookup icon.										
	• Labor Agreement Entry Dt – Will default to date of hire.										
	· ·										
	• Employee Category – Select IRR from the lookup icon.										
	• Employee Subcategory – Enter TRAYPAY Code J.										
	Scroll down the page and click <b>View ALL</b> for Assigned Seniority Dates.										
	Work Location Job Information	Job <u>L</u> abor <u>P</u> ay	roll	Salary Plan	<u>Compensation</u>						
	Lisa Simpson Employee Military Service		~	Empl ID 1 Empl Record							
			•						4 - 1 4 - 1 4		
	Labor Information ⑦	Date ocuzioano							1011		
	Effective Seg	03/1/12022				Action	Hire	Go	To Row		
	HR	Status Active				Reason	New Position				
	Payroll	status Active				Job Indicator	Primary Job				
	Bargainin	g Unit	Q						Current		
	Labor Agre	ement ENL	Q	Reserve Comp	onent Enlisted						
	Labor Agreement En	try Dt 05/17/2022	<b></b>								
	Employee Cat	egory IRR	۹	Individual Read	y Reserve						
	Employee Subcat	egory J	Q	Res Enlisted w	ait/attend OCS						
	Employee Subcate		Q,								
	Union	Code	unagei Q	ment Record							
	Union Seniority	Date	<b></b>								
	Works Cour	ncil ID									
	Labor Faci		Q								
	Entry Date										
	Stop Wage Progression Pay Union Fee Reason Q										
	Assigned Seniority Dates (?)	Exempt fro	m Lay	off							
	III Q						(4 – 4	1-5 of 22 🗸	• •	View All	
	Seniority Date	Control Value		Labor Seniorit	/ Date	Overri	de	Override Reaso	n		
				[				0			

Procedure,

continued

Action										
Only enter dates a	s indicated. A	All other fields <b>1</b>	must be le	eft blank.						
• Active Duty Ba										
• AD Pay Scale Date – Date of the hire or Oath of Office										
• <b>DEP Date</b> – Leave blank.										
• Commission Date – Date of the hire or Oath of Office										
• <b>DIEMS Date</b> – Date Initial Entry Military Service (any component)										
• RSV Drill Obli	gation Date	– Leave blank.								
• Expected Loss	Date – 8 year	rs from the origin	nal DIEM	S date (minus 1	day					
• Job Family En	try Date – Da	ate of the hire or	· Oath of C	Office						
<ul> <li>Mil Obligation</li> </ul>	Compl Date	e – 8 years from I	DIEMS da	ate (minus I day	)					
unless prior disc	charge author	ized under an ap	proved pro	ogram (i.e. VOL	LSE					
• Pay Allowance	-	-		•						
•										
• Pay Base Date – Date member departs on RSV IADT orders to OCS.										
• Pay Dase Date	• Fuy base bate = Date member departs on NS v 1AD 1 olders to OCS.									
• Pay base Date		ter departs on Re								
•					itał					
NOTE: Submit a	request to PF	PC Customer Car	re for a Sta	atement of Cred						
<b>NOTE:</b> Submit a Service (SOCS) in	request to PF n the case of j	PC Customer Car prior military ser	re for a Sta rvice. Any	atement of Cred necessary adjust						
<b>NOTE:</b> Submit a Service (SOCS) in will take place via	request to PF n the case of j	PC Customer Car prior military ser	re for a Sta rvice. Any	atement of Cred necessary adjust						
<b>NOTE:</b> Submit a Service (SOCS) in	request to PF n the case of j	PC Customer Car prior military ser	re for a Sta rvice. Any	atement of Cred necessary adjus <u>DB/15</u> ).	stm					
NOTE: Submit a Service (SOCS) in will take place via	request to PF n the case of j	PC Customer Car prior military ser	re for a Sta rvice. Any	atement of Cred necessary adjus <u>DB/15</u> ).	stm					
NOTE: Submit a Service (SOCS) in will take place via	request to PF n the case of j a the SOCS p	PC Customer Car prior military ser rocess (see <u>E-Ma</u>	re for a Sta rvice. Any ail ALSPC	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates © Seniority Date	request to PF n the case of j a the SOCS p	PC Customer Car prior military ser rocess (see <u>E-Ma</u>	re for a Sta rvice. Any <u>ail ALSPC</u> <sub>Override</sub>	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates © Seniority Date ACTIVE DUTY BASE DATE	request to PF n the case of j a the SOCS p	PC Customer Car prior military ser rocess (see <u>E-Ma</u>	re for a Sta rvice. Any ail ALSPC	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates © Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE	request to PF n the case of j a the SOCS p	PC Customer Car prior military ser rocess (see E-Ma	re for a Sta rvice. Any <u>ail ALSPC</u> Override	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates © © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE	request to PF n the case of j a the SOCS p	C Customer Car prior military ser rocess (see E-Ma	re for a Sta rvice. Any ail ALSPC	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates © © © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE	request to PF n the case of j a the SOCS p	C Customer Car prior military ser rocess (see E-Ma	re for a Sta rvice. Any <u>ail ALSPC</u> Override	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates © © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE	request to PF n the case of j a the SOCS p	C Customer Car prior military ser rocess (see E-Ma 05/17/2022	re for a Sta rvice. Any ail ALSPC	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Date Assigned Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE RSV DRILL OBLIGATION DATE	request to PF n the case of j a the SOCS p	C Customer Car prior military ser rocess (see E-Ma	re for a Starvice. Any ail ALSPC	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates © © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE COMMISSION DATE DIEMS DATE RSV DRILL OBLIGATION DATE EXPECTED LOSS DATE	request to PF n the case of j a the SOCS p	C Customer Car prior military ser rocess (see E-Ma 05/17/2022	re for a Sta rvice. Any ail ALSPC	atement of Cred necessary adjus DB/15).	stm					
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates Active dury base 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	request to PF n the case of j a the SOCS p	C Customer Car prior military ser rocess (see E-Ma 05/17/2022 fff) 05/17/2022 fff) 05/17/2022 fff) 05/17/2022 fff) 05/17/2022 fff) 05/17/2022 fff) 05/17/2022 fff) 05/17/2022 fff) 05/17/2022 fff)	re for a Sta rvice. Any ail ALSPC	atement of Cred necessary adjus DB/15).						
NOTE: Submit a Service (SOCS) in will take place via Assigned Seniority Dates © © Q 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	request to PF n the case of j a the SOCS p	Customer Carprior military ser         prior military ser         ocsss (see E-Ma         05/17/2022 mm         05/17/2022 mm	re for a Sta rvice. Any ail ALSPC	atement of Cred necessary adjus DB/15).	stm					

Procedure,

continued

Step			Act	ion							
26	Date of Rank	– Date of the	hire or Oa	h of Of	fice						
Cont.	• RSV Comp S	<b>BP Elect Date</b>	e – Leave l	olank.							
	• 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 continuous service										
	• Reserve Eligibility Date – Date of the hire or Oath of Office										
	Reserve Initia	ation Date – D	Date of the	hire or (	Oath of Office	ce					
	Reserve Lette	e <b>r Date</b> – Leav	ve blank.								
	• RTB Eligibility Date – Leave blank.										
	• RTB Letter I	Date – Leave b	lank								
	• RTB Letter F	Response Date	e – Leave b	lank.							
	DATE OF RANK	000096	05/17/2022	iii i							
	RSV COMP SBP ELECT DATE			i							
	ROTATION DATE			iii							
	RSRV ACCESSION CLASS DATE		05/17/2022	Ē							
	RSV ANNIVERSARY DATE		05/17/2022	iii -							
	RSV ELIGIBILITY DATE		05/17/2022	i							
	RSV INITIATION DATE		05/17/2022	i							
	RESERVE LETTER DATE			Ē							
	RTB ELIGIBILITY DATE			Ē							
	RTB LETTER DATE										
	RTB LETTER RESPONSE DATE										
			L				<b></b>				
	Recalculate Seniori	ty Dates									
	Job Data	Employment Data			Benefits Pro	gram Participation					
	Save Return to Search	Notify Refresh			Update/Display	Include History	Correct History				
	Vork Location   Job Information	Job Labor   Payroll   Salary	Plan   Compensation	1							
27	Select the Payro	oll Tab.			<b>-</b>						
	Work Location	Job Information	Job <u>L</u> abor	<u>P</u> ayroll	Salary Plan	<u>C</u> ompensa	ation				
	Line Cimeron				EmpLID	1234567					

Procedure,

			Action							
this will u	<b>Pay Group</b> – Should default to USCG STG. Once the hire has been approved this will update to USCG RSV (USCG Reservist). Select the <b>Salary Plan</b> tab.									
Work Location	Job Information Job Labor	Payroll	<u>S</u> alary Plan	Comp	pensation					
Lisa Simpson Employee	Military Service		Empl ID 1: Empl Record 0							
Payroll Informa	ntion (?)				Q   14	1 of 1	v ->			
	Effective Date 05/17/2022					Go To F	Row			
Eff	ective Sequence 0 HR Status Active		Action Hire Reason New Position			-				
	Payroll Status Active	Job Indicator Primary Job			Current					
Global Payrol	Payroll System Global Payroll									
	Pay Group USCG STG	USC	G AD Staging Pay	group						
Setting			Schedule							
	Pay Group Eligibility	-	ility Group							
	Pay Group Rate Type Pay Group As Of Date	-	Rate Type Rate As Of							
Job Data	Employment Data				Benefits Program Parti	cipation				
ок	Cancel Apply						Refresh			
Work Location	Job Information   Job Labor   Payroll	Salary Plan	Compensation	ı						

Continued on next page

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.	
	<b>NOTE:</b> If the Job Code number does not match the Grade Step – An error	
	message is received when the SPO is trying to approve the hire and must be	
	fixed.	
	NOTE: This step is necessary for the information on the Compensation	
	tab to populate.	
	• Step Entry Date – Will default to the date of hire.	
	Select the <b>Compensation</b> tab.	
	Work Location Job Information Job Labor Payroll Salary Plan Compensation	
	Lisa Simpson Empl ID 1234567	
	Employee Military Service Empl Record 0	
	Salary Plan Details ⑦ Q   I d d 1 of 1 v b b	
	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	
	▼ Military Current	
	Rank Q	
	Rank Entry Date	
	Worn Rank Q	
	Worn Rank Type	
	Skill Grade	
	Salary Admin Dian ENI O C Falistad Pay Table	
	Grade E2 Q 2022 Enlisted Pay Table Grade Entry Date 05/17/2022	
	Step It Q Step Entry Date 05/17/2022	
	Job Data Employment Data Benefits Program Participation	
	OK Cancel Apply Refresh	
	Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation	

Procedure,

continued

Step	Action
30	Select the <b>Compensation</b> tab.
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation
	Empl ID 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
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0
	Compensation Details ① Q I I I I I I I I I I I I I I I I I I
	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 USD Q *Frequency S Q Semimonth
	Comparative Information ⑦ Pay Rates ⑦
	Default Pay Components Contract Change Prorate Option
	Pay Components (1)
	■ Q (4 1-1 of 1 マ ) )
	Amounts <u>Controls</u> Changes Conversion II▶
	*Rate Code Seq Comp Rate Currency Frequency Points Percent Rate Code Group
	1 BASIC Q 0 4,636.50000 USD Q M Q + -
	Calculate Compensation
	Job Data Employment Data Benefits Program Participation
	OK Cancel Apply Refresh
	Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation
32	<b>Benefits System</b> – Select Base Benefits from the drop-down.
	Benefit Program Participation
	Lisa Simpson Empl ID 1234567 Employee Military Service Empl Record 0
	Benefit Status () Q    4 4 1011 V  > >
	Benefit Record Number 0 Go To Row Go To Row
	Effective Sequence 0 Action Hire
	HR Status Active Reason New Position Payroll Status Active Job Indicator Primary Job
	*Benefits System Not Managed in PeopleSoft   Benefits Employee Statue
	Annual Benefits Base Rate Unterstanding and the second sec
	Not Managed in PeopleSoft Benefits Administration Eligibility ③
	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
	Danafit Dragrom Dataila Dataila
	Elig Fld 1     Elig Fld 2     Elig Fld 3       Elig Fld 4     Elig Fld 5     Elig Fld 6

#### Procedure,

continued

Step	Action	
33	Only enter fields as indicated. All other fields must be left blank.	
	• Effective Date – If completing the Job Data AFTER the effective date of hire, change the date to the date of hire.	
	• <b>Benefit Program</b> – Select ACG from the lookup icon.	
	Click the <b>Job Data</b> link.	
	Benefit Program Participation	
	Lisa Simpson Empl ID 1234567 Employee Military Service   Find Record 0	
	Benefit Status 🕐 Q     4 4 1 of 1 🗸 🕨	
	Benefit Record Number  Go To Row  Go To Row  05/17/2022	
	Effective Sequence 0 Action Hire	
	HR Status Active Reason New Position	
	Payroll Status Active Job Indicator Primary Job	
	*Benefits System Base Benefits V Benefits Employee Status Active	
	Annual Benefits Base Rate USD	
	Benefits Administration Eligibility ⑦	
	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 Details ⑦ Q     4 4 1 of 1 v > >   View All	
	*Effective Date 05/17/2022 E Currency Code USD	
	*Benefit Program ACG Q CG/NOAA Active Deduction Prog	
	Job Data Employment Data Benefits Program Participation	
	OK Cancel Apply Refresh	

Procedure,

Step	Action
34	To submit, click <b>OK</b> .
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation
	Lisa Simpson Employee Military Service Empl ID 1234567 Empl Record 0
	Work Location Details 🕐 Q 1 14 🗧 1 of 1 🗸 🕨 🗏
	*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
	Position Number 00095687 Q ROCI (SVC/CIV) Current
	Use Position Data
	Position Entry Date 05/17/2022
	*Regulatory Region RSV Q Reservists
	*Company ACG Q UNITED STATES COAST GUARD
	*Business Unit OFFCG Q Enlisted CG
	*Department 004750 Q CG Academy
	Department Entry Date 05/17/2022
	*Location CT0038 Q CG Academy
	Establishment ID USCG Q Active CG Date Created 05/17/2022
	Last Start Date
	▼ Military
	Reserve Class Code I Q Inact Du Officer w/in 8 yr obl
	Component Category N Q Not Applicable
	Job Data Employment Data Benefits Program Participation
	OK Cancel Apply Refresh Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation
	rom coverent overmenterent overcever i region i Salaty Flatt i Outriversaever

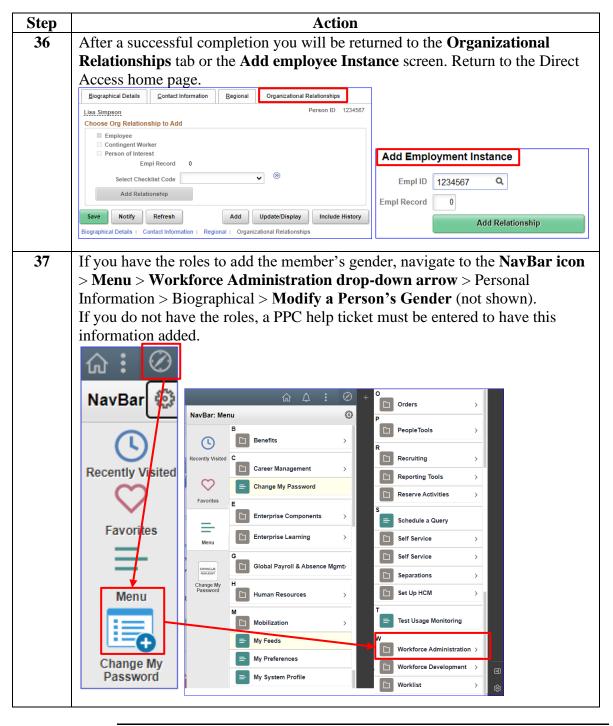
Continued on next page

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.
	OK Cancel
	Warning Compensation Frequency has been updated. (1010,264)
	Compensation Frequency has been updated.
	OK Cancel
	Warning Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)
	A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.
	If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.
	OK Cancel
	Sur
	JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)
	OK

#### Procedure,



Continued on next page

#### Procedure,

continued

Step	Action	
38	Enter the Empl ID and click Search. The Include History	box is already
	checked.	
	Personal Gender Change	
	Enter any information you have and click Search. Leave fields blank for	a list of all values.
	Find an Existing Value	
	Search Criteria	
	Empl ID begins with V 1234567	
	Name begins with 🗙	
	Last Name begins with 🗙	
	Second Last Name begins with 🗸	
	Alternate Character Name begins with 🗸	
	Middle Name begins with 🗸	
	Business Unit begins with 🗸	
	Department Set ID begins with 🗸	Q
	Department begins with 🗸	Q
	✓ Include History □ Case Sensitive	
	Search Clear Basic Search 🖾 Save Search Criteria	

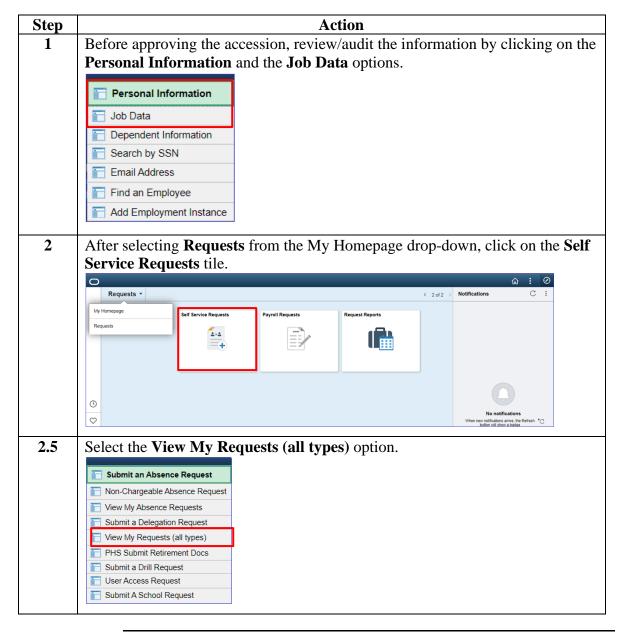
#### Procedure,

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 back-dated.
	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).
	<b>NOTE: DO NOT USE Gender Marker Change</b> – 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 ④ 1 of 1 ④ 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 Gender Change Last Update Date/Time by
	05/18/2022
	Gender Marker Change
	Effdt 05/18/2022 🛐 💿 Female 🔿 Male Gender Change Reason Data Correction 🗸
	🗑 Save 🔯 Return to Search
40	Now showing 1 of 2 rows.
40	Gender Change
	Miss Lisa Simpson Empl ID 1234567 Personal Data Effdt Find   View All First ( 1 of 2 ) Last
	Personal Data Effdt Find   View All First (1 of 2 )
	*Effective Date 05/18/2022
	Gender Female
	*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	<ul> <li>SPO Auditor/PAO user access is required to approve an accession.</li> <li>The approver cannot be the same person who entered the accession. The member will <b>NOT be paid</b> until the accession transaction is approved (remains in the staging Pay Group), the contract is entered and then the contract is approved.</li> </ul>

#### **Approving an Accession**

**Procedure** See below.



# Approving an Accession, Continued

#### Procedure,

continued

Step	p Action	
3	Select the <b>Requests I am Approver For</b> radio button. You may narrow the search by filling in the <b>Transaction Name</b> , <b>Status</b> and <b>Dates</b> . Click <b>Populate Grid</b> .	
	View My Action Requests	
	Milhouse Van Houten	
	<ol> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol>	
	O My Submitted Requests I am Approver For O All Requests	
	Transaction Name:     All Transactions       Transaction Status:     Pending	
	Submission From Date: Submission To Date: Populate Grid Refresh	
4	Click the Approve/Deny link for the accession you are approving.           Transaction Name         Status         Member's Last Name         Nember's Emplid         Member's Deptid         Submitted By         Approver         Submission Date         Drill Date         Approve/Deny           AccessionHire         Pending         Lisa Simpson         1234567         002817         Ralph Wiggum         Millhouse Van Houten         2022/05/17         Approve/Deny	
	Order Annrovals Personalize   Find   Vew All   73   12 First (4) 1-4 of 4 (4) Last	

### Approving an Accession, Continued

#### Procedure,

continued

Step	Action	
5	Enter any needed <b>Comments</b> and select either <b>Approve</b> or <b>Deny</b> (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.	
	<ul> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul>	
	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	
	One Approval level	
	Pending	
	Milhouse Van Houten Initial Approve Action Request	
	8	
6	Once Approved the buttons will be arround out often the system serves the	
U	Once <b>Approved</b> , 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	
	✓ 05/17/22 - 3:30 PM	
	Comments	
	Milhouse Van Houten at 05/17/22 - 3:30 PM Welcome aboard.	

# Approving an Accession, Continued

#### Procedure,

Step	Action
7	Return to the Job Data Payroll tab to confirm the members Pay Group has
	changed to USCG RSV and repeat the process for the next accession.
	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 I H 4 1 of 1 v b b
	Effective Date 05/17/2022 Go To Row
	Effective Sequence 0 Action Hire
	HR Status Active Reason New Position Pavroll Status Active Job Indicator Primary Job
	Payroll System Global Payroll Current
	Global Payroll Pay Group USCG RSV USCG Reservist
	Setting Holiday Schedule
	Use Pay Group Eligibility 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 Notify Refresh Update/Display Include History 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 <b>Career Management</b> tile.
	Career Management
1.5	Select the Contract Data option.
	Colligated Service Report
	E 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

*Continued on next page* 

# Entering Contract Data, Continued

#### Procedure,

continued

Step	Action		
2	Click 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		
	▼ Search Criteria		
	Empl ID begins with 🗸		
	Contract Number begins with 🗸		
	Name begins with 🗸		
	Last Name begins with 🗸		
	Second Last Name begins with 🗸		
	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		
3	Enter the <b>Empl ID</b> and the <b>Contract Number</b> (Ex. 0001). Click <b>Add</b> .		
	Update Contracts		
	Eind an Existing Value Add a New Value		
	*Empl ID 1234567 <b>Q</b>		
	*Contract Number 0001		
	Add		
	Find an Existing Value   Add a New Value		

# Entering Contract Data, Continued

#### Procedure,

Step	Action	n	
4	The Contract Status/Content tab displays with the <b>Contract Number</b> (Ex. 0001).		
	• Contract Begin Date – Ensure it is the date of hire.		
	• <b>Regulatory Region</b> – Change to the appr		
<ul> <li>Contract Content – A statement is required.</li> </ul>			
	Contract Status/Content Contract Type/Clauses Reason/Oath Info	Contract Leave Mbr Service Dates Contract Approval	
	Lisa Simpson Perso Contract Data	10 1234567	
	Contract Number 0001	*Contract Status Active V	
	Contract Begin Date 05/17/2022 💼 Con	tract Expected End Date	
	Contract End Date	*Regulatory Region AD Q	
	Comment	Additional Contract	
	Contract Template ID Q	More than one year expected	
	Initialize Contract	Waive Working Time Compliance	
	Provider ID Q		
	Contract Content Member is a great candidate for this position.	<u>퇴</u>	
	weinber is a great candidate for and position.		
	Save Notify Add	d Update/Display Include History Correct History	
	Contract Status/Content   Contract Type/Clauses   Reason/Oath Info   Contract L		
		eave   Mibi Service Dates   Contract Approval   Contract Addit	
5	Select the <b>Contract Type/Clauses</b> tab.		
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Co	ontract Leave Mbr Service Dates Contract Approval	
	Lies Simpson Denced	D_ 4034567	
6	• Contract Type - Select the appropriate t	type from the lookup icon (Ex. ENI.)	
Ū	<ul> <li>6 • Contract Type – Select the appropriate type from the lookup icon (Ex. ENL).</li> <li>• Comment – Enter any contractual specific reasons.</li> </ul>		
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Li		
	Lisa Simpson Person ID 123		
	Contract Data	Look Up Contract Type ×	
	Contract Number 0001 Begin Date 05/17/2022	Set ID SHARE Help	
	Contract Type	Contract Type begins with V	
	Effective Date 05/17/2022	Search Clear Cancel Basic Lookup -	
	Contract Type ENL Contract Enlistment	Search Results	
	Extend Contract	View 100 4 1-8 of 8 V > >	
	Contract Clauses	Contract Type Description	
	Seq Nbr 1 Clause Q	CEX Cancel Extension/Reextension	
	Clause Status	COM Officer Commission	
	Long Descr	ENL Initial Enlistment	
	Comment	EXT Extension REC Recall	
		REC Recall REN Reenlistment	
		RET Retention	
	Save Notify	REX Reextension	
	Contract Status/Content   Contract Type/Clauses   Reason/Oath Info   Contract Leave   N		
		i.	

Continued on next page

#### Procedure,

continued

Step	Action
7	Select the <b>Reason/Oath Info</b> tab.
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
	Darson ID 4004567
	• Contract Term Years/Months/Days – Enter the contract term (in this
	example 8 years).
	• Reason – Select 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 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 Approval Contract Audit
	Lisa Simpson Person ID 1234567
	Contract Data Contract Number: 0001 Begin Date: 05/17/2022 Contract Status: Active Expected End Date:
	Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:
	Contract Type Q I I I I I I I View All
	Effective 05/17/2022 Contract Type: ENL Initial Enlistment Cancel Contract Cancelled
	Reason/Oath
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment
	Reason: School/Training Rquirement V Member Signature 05/17/2022
	Other (Specify):
	Oath Administrator Information
	Name: Milhouse Van Houten Military Grade: 05 V
	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 <b>Contract Leave</b> tab.
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit

Procedure,

continued

tep			Action			
9	Total Leave to Sell (Days) – Greyed out for OCS hires.					
	Select the Mbr Select the Select	ervice Dates tab.				
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	
	Lisa Simpson		Pers	on ID 1234567		
	Contract Data Contract 0001 Number Leave Balances	Begin	Date 05/17/2022	Contract St	tatus Active	
	Leave Balance:	Cumulati	ve Sold Leave:	As o	of:	
	Contract Type		QI	1 of 1 🗸	▶ ▶ I View All	
	Effective Date: 05/1 Contract Type: CON	7/2022 1 Officer Com	nission			
	Leave Disposition		[4	1 of 1 🗸	View All	
	Total Leave to Sell (Days	):				
	Save Notify Contract Status/Content   Contr	act Type/Clauses   Reason/Oa	Add Update/Dis			
10	Click View All or	n the Assigned So	eniority Dates	,		
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Date	s
	Lisa Simpson			Person ID 1234	4567	
	Effective Date: 05/17/202 Assigned Seniority Dates		Eff Seq: 0 Lab	oor Agreement: OFF	:	
	町	1-12 of	22 View All			
	Seniority Date	Labor Senior				

#### Procedure,

continued

Step		Acti	on		
11	Confirm Labor Seni	ority Dates set duri	ng the Access	sion process	are correct. If
	not, return to Job Dat				
	Assigned Seniority Dates	······································		]	
	<b>≣</b> , ∣∢	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				
	Save Notify Add	Update/Display Include History	Correct History		
				]	
12	Select the Contract	Annroval tab			
14					
	Reason/Oath Info	Contract Leave Mbr Ser	rvice Dates Co	ontract <u>A</u> pproval	Contract Audit
	Lisa Simpson			Person ID 1	234567
	Effective Date: 05/17/2022	Empl Rcd 0 Eff	Seq: 0 Lab	oor Agreement:	OFF

#### Procedure,

continued

	Action
l	Jpdate <b>Dept of Approving SPO</b> (if necessary). Click <b>Submit for Approval</b> .
<	Reason/Oath Info         Contract Leave         Mbr Service Dates         Contract Approval         Contract Audit
Lis	a Simpson Person ID 1234567
	Contract Data Contract Number 0001 Begin Date 05/17/2022 Contract Status Active
	Contract Type         Q         I         I         I         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 Undate/Display Include History Correct History
Ì	Save Notify Add Update/Display Include History Correct History
	Save     Notify     Add     Update/Display     Include History     Correct History       Check Clebra (Central Trac/Clevent + Descen/Octb lafe + Central Levent + Descen/Octb lafe + Descen/Oc
< L	he Approval Status updates to Pending and the contract will be routed to the pproving SPO.           Reason/Oath Info         Contract Leave         Mbr Service Dates         Contract Approval         Contract Audit           .isa Simpson         Person ID         1234567
< L	he Approval Status updates to Pending and the contract will be routed to the pproving SPO.           Reason/Oath Info         Contract Leave         Mbr Service Dates         Contract Approval         Contract Audit           isa_Simpson         Person ID         1234567
	The Approval Status updates to Pending and the contract will be routed to the approving SPO.
	Contract Data       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         Effective Date:       05/17/2022       Contract Type:       ENL       Initial Enlistment

Approving	a Contract

Introduction	This section provides the procedures for approving a contract.
Information	<ul> <li>SPO Auditor/PAO user access is required to approve a contract.</li> <li>The approver cannot be the same person who entered the contract.</li> <li>The member will <b>NOT be paid</b> until the contract is entered and then approved</li> </ul>

Procedure

See below.

Step	Action	n				
1	After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self</b>					
	Service Requests tile.					
	O Requests •	C i ⊘ c c c c c c c c c c c c c c c c c c				
	My Homepage Self Service Requests Payroll Requests	Request Reports				
	Requests					
		No notifications When new policitons arive, the Refersh *C button will show a badge				
1.5	Select the View My Requests (all types) of	option.				
	📄 Submit an Absence Request					
	Non-Chargeable Absence Request					
	Tiew My Absence Requests					
	Submit a Delegation Request					
	View My Requests (all types)					
	PHS Submit Retirement Docs					
	Submit a Drill Request					
	User Access Request					
	E Submit A School Request					

#### Procedure,

continued

Step		Action
2	-	<b>I am Approver For</b> radio button. You may narrow the the <b>Transaction Name</b> , <b>Status</b> and <b>Dates</b> . Click <b>Populate</b>
	View My Action Re	equests
	Milhouse Van Houten	
	<ol> <li>Requests I am Approver I</li> <li>'All Requests' allows the a</li> <li>Transaction Name field all</li> <li>Refresh button clears the</li> <li>Populate Grid button populate</li> </ol>	allows member to bring up only their Action Requests. For' allows approver to bring up only those Action Requests submitted to them. pprover to pull up their Action Requests and those submitted to them. ows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. lates the grid based on what was selected for the radio button, Transaction Name, t was entered in the Submission From/Submission To Dates.
	O My Submitted Reque	sts Requests I am Approver For O All Requests
	Transaction Name: Transaction Status:	All Transactions
	Submission From Date:	E
	Submission To Date:	(ii) Populate Grid Refresh

#### Procedure,

continued

Step	Action
3	Click the <b>Approve/Deny</b> link for the contract you are approving.
	Personalize   Find   View All   [2]   📰 First 🚯 1 of 1 🕟 Last Transaction Name Status Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Approve/Deny
	Contract Approval Pending Lisa Simpson Simpson 1234567 002817 Ralph Wiggum Milhouse Van Houten 2022/05/17 Approve/Deny
	Order Approvals Personalize   Find   View All ( 2)   📑 First 🚯 1 of 1 🚯 Last
	Transaction Name Status Member Member's Emolid Submitted By Annorover Submission Date Annorove/Denv
4	Enter Comments and click Approve or Dany (dany returns the contract to the
4	Enter <b>Comments</b> and click <b>Approve</b> or <b>Deny</b> (deny returns the contract to the HRS user).
	Action Request
	Contract Approval
	Simpson, Lisa Marie
	1. Please verify the contract data and leave disposition information.
	2. If Changes are needed, enter details about changes in the Comments field.
	3. Click Approve or Deny button
	Request Details
	Contract Number: 0001 Contract Type: COM Contract Status: A Contract Effdt: 05/17/2022
	Contract Begin Dt: 05/17/2022
	Expected End Dt: 05/16/2052
	Get Details
	Request Information
	Contract Term: 30 Years Mbr Signature Date:
	Reason: School/Training Rquirement SRB Entitlement:
	Num Extensions: 0 EXT Tour Length:
	Expect AD TermDt: Expected Loss Date: 05/17/2052
	Leave Balance: 0 Cumulative Sold: 0
	Total Leave Sell:
	Comment:
	oominen.
	Approve Deny
	Contract Approval
	Contract Approval:Pending     Oview/Hide Comments
	One Level Approval
	Pending Multiple Approvers
	Contract Approvers
	Comments
	System at 05/17/22 - 3:46 PM
	Save Notify Add Update/Display Include History Correct History
	·

Continued on next page

#### Procedure,

continued

Step	Action
5	The contract is approved and the member is fully accessed into the Coast Guard
	with pay.
	Approve Deny
	Contract Approval
	Contract Approval: Approved     Oview/Hide Comments
	One Level Approval
	Approved Milhouse Van Houten Contract Approvers 05/17/22 - 3:51 PM
	Comments
	System at 05/17/22 - 3:46 PM

## **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 <b>must</b> be entered.	

#### Procedures See below.

Step	Action	
1	Click on the Active/Reserve Pay tile.	
	Active/Reserve Pay	
1.5	Select the Housing Allowance option.	
	Direct Deposit	
	Proxy - Submit Absence Request	
	Toluntary Deductions	ļ
	🔚 SGLI + FSGLI	
	T Maintain Tax Data USA	
	Housing Allowance	
	T Dependent Information	
	Cost of Living Allowance	
	Generate BAH/Emergency Contact	
	BAH Dependency Verification	
	MGIB Enrollments	
	AviP	
	Caracteria Sea Time Balances	
	View Payslips (AD/RSV)	

Continued on next page

# **Procedure**, continued

Step	Action
2	Enter the <b>Empl ID</b> and click <b>Search</b> .
	Housing Allowance
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Search Criteria
	Empl ID begins with 🗸 1234567
	Empl Record = V
	Name begins with 🗸
	Last Name begins with 💙
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with 🗸
	Business Unit begins with 💙
	Department Set ID begins with 🗸
	Department begins with 🗸
	☑ Include History □ Correct History □ Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

# **Procedure**, continued

	Action			
Follo	w the Basic Allowance for Housing (BAH) guide for star	ting B	AH.	
	ng the following in mind:		,	
-				
• For	married members, ensure dependents are entered in DA	prior	to sta	rtin
a Ba	AH row.			
• BA	H With cannot be entered without eligible dependents.			
	0 1	1		_
•	special attention to a recruit that is married member to	mem	<b>ber</b> , t	0
ensu	are that BAH With is only being paid as authorized.			
• For	recruits authorized BAH With, utilize the zip code on the	e depei	nden	cv
	ksheet, vice the recruit's contract.	e aepei		5
• Rec	ruits are authorized BAH, not OHA.			
• If de	ependents live somewhere that <b>BAH does not exist</b> , recr	nits wi	ll rec	eiv
	t BAH With.	W105 W1		
-				
• Che	ck zip codes for CONUS/OCONUS COLA where applic	cable.		
	ried reservists are entitled to BAH With.			
				_
	gle reservists will be authorized BAH Without Depn ON	LY if f	thev 1	hav
• Sing	sie reservists win de dutionzed Driff without Deph Ort		•	
	-		v	
a le	ase agreement in their recruit packet.		0	
a le	-			
a le	ase agreement in their recruit packet.			
a le	ase agreement in their recruit packet.			н
a les	ase agreement in their recruit packet.			
a les	Ase agreement in their recruit packet. Up BAH Qtr Status arters Status Degins with V Up Clear Cancel Basic Lookup Results	First ④		н
a les Look I BAH Qu Look Search	Ase agreement in their recruit packet. Up BAH Qtr Status arters Status Degins with V Up Clear Cancel Basic Lookup Results	First 🚯	1-18 of 18 Fair	H () L
a le	Ase agreement in their recruit packet. Up BAH Qtr Status arters Status Degins with V Up Clear Cancel Basic Lookup Results	First ④ BAH Type	1-18 of 18 Fair Rental	н
a le	Ase agreement in their recruit packet. Up BAH Qtr Status arters Status Degins with  Up Clear Cancel Basic Lookup Results D	First 🚯	1-18 of 18 Fair	H Local Base BAH
a les Look ( BAH Qu Look Search View 100 BAH Quarters	Ase agreement in their recruit packet. Up BAH Qtr Status arters Status Degins with  Up Clear Cancel Basic Lookup Results D	First ④ BAH Type	1-18 of 18 Fair Rental Market	H Local Base BAH
a lex Look I BAH Qu Look Search View 100 BAH Quarters Status A B	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status Degins with ▼         Up Clear Cancel Basic Lookup         Results         D         Long Description         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs	First () BAH Type Code With With	1-18 of 18 Fair Rental Market Indicator N	E Local Base BAH Y Y
a le Look U BAH Qu Look Search View 100 BAH Quarters Status A B C	Ase agreement in their recruit packet. Up BAH Qtr Status arters Status begins with   Up Clear Cancel Basic Lookup Results U Long Description With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs With deps: Mbr &/or deps assigned adeq CG-leased qtrs With deps: Mbr &/or deps assigned adeq DOD-owned family type qtrs	First (1) BAH Type Code With With With	1-18 of 18 Fair Rental Market Indicator N N	E Local Base BAH Y Y Y
a lex Look U BAH Qu Look Search View 100 BAH Quarters Status A B C D	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         Cong Description         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs	First (1) BAH Type Code With With With Partial	1-18 of 18 Fair Rental Indicator N N N	H Local Base BAH Y Y Y N
a le Look I BAH Qu Look Search View 101 BAH Quarters Status A B C D E	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         Comp Description         With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps or spouse in svo & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svo & no other deps; assigned leased/family qtrs	First () BAH Type Code With With With Partial Without	1-18 of 18 Fair Rental Market Indicator N N N N	H even by the second s
a lex Look U BAH Qu Look Search View 100 BAH Quarters Status A B C C D E F	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         D         Ung Description         With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps in br &/or deps assigned adeq CG-leased qtrs         With deps in br &/or deps assigned adeq CG-owned family type qtrs         With deps in br &/or deps assigned adeq CG-leased qtrs         With deps in br &/or deps assigned adeq CG-leased qtrs         With deps in br &/or deps assigned adeq CG-leased qtrs         With deps in br &/or deps assigned adeq CG-leased qtrs         With deps in br &/or deps assigned adeq CG-leased qtrs         With deps in stor & no other deps; assigned CG-owned single qtrs         W/O deps or spouse in svo & no other deps; assigned leased/family qtrs         W/O deps or spouse in svo & no other deps; assigned DOD-owned single qtrs	First ④ BAH Type Code With With With Partial Without Partial	1-18 of 18 Fair Rental Market Indicator N N N N N N N	H even by the second s
a le.	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         D         Long Description         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CO-owned family type qtrs         With deps in br &/or deps assigned adeq CO-owned family type qtrs         With deps in br &/or deps assigned adeq CO-owned family type qtrs         With deps in br &/or deps assigned adeq CO-owned family type qtrs         With deps in br &/or deps assigned adeq CO-owned family type qtrs         With deps in brox & no other deps; assigned Leased/family qtrs         WiO deps or spouse in svo & no other deps; assigned Leased/family qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO dependents; Mbr not in govt qtrs	First BAH Type Code With With Partial Without Partial Without	1-18 of 18 Fair Rental Market Indicator N N N N N N N	H k k k k k k k k k k k k k
a lex Look U BAH Qu Look Search View 100 BAH Quarters Status A B C D E F	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         Cong Description         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CO-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CO-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CO-owned family type qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         WiO deps or spouse in svo & no other deps; assigned Leased/family qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         Spouse in svo & no other deps; Mbr not in qtrs	First (1) BAH Type Code With With With Partial Without Partial Without Without	1-18 of 18 Fair Rental Market Indicator N N N N N N N	H even by the second s
a lex Look U BAH QU Look Search View 100 BAH Quarters Status A B B C D E F F G H I	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         Concel Basic Lookup         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         WO deps or spouse in svo & no other deps; assigned Leased/family qtrs         WO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WO dependents; Mbr not in gvot qtrs         Spouse in svo & no other deps; assigned DOD-owned single qtrs         WO dependents; Mbr not in gvot qtrs         Spouse in svo & no other deps; assigned CG-owned single qtrs         With deps; Mbr assigned inadeq CG owned qtrs	First (1) BAH Type Code With With With Partial Without Partial Without Without Without Without	1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N N N Y	H Loca Base BAH Y Y Y N Y N Y Y N Y Y
a le.	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         Comp Description         With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps or spouse in svo & no other deps; assigned CG-owned family type qtrs         WO deps or spouse in svo & no other deps; assigned CG-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned Leased/family qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DDD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned Leased/family qtrs         WiO deps or spouse in svo & no other deps; assigned DDD-owned single qtrs         WiO deps or spouse in svo & no other deps; Mbr not in gtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq DOD owned family qtrs	First () BAH Type Code With With Partial Without Partial Without Without Without Without	1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N	H Loca Base BAH Y Y Y N Y N Y Y
a lex Look U BAH Qu Search View 100 BAH Quarters Status A B B C D E F G G H I I K	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         Concel Basic Lookup         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         WO deps or spouse in svo & no other deps; assigned Leased/family qtrs         WO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WO dependents; Mbr not in gvot qtrs         Spouse in svo & no other deps; assigned DOD-owned single qtrs         WO dependents; Mbr not in gvot qtrs         Spouse in svo & no other deps; assigned CG-owned single qtrs         With deps; Mbr assigned inadeq CG owned qtrs	First (1) BAH Type Code With With With Partial Without Partial Without Without Without Without	1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N N N Y Y	H Loca Base BAH Y Y Y N Y Y N Y Y Y Y Y
a le.	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         D         Long Description         With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps or spouse in svo & no other deps; assigned CG-owned single qtrs         WO deps or spouse in svo & no other deps; assigned leased/family qtrs         WO deps or spouse in svo & no other deps; assigned DDD-owned single qtrs         WO deps or spouse in svo & no other deps; assigned leased/family qtrs         WO deps or spouse in svo & no other deps; assigned leased/family qtrs         WO deps or spouse in svo & no other deps; assigned leased/family qtrs         WO deps or spouse in svo & no other deps; assigned leased/family qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq DDD owned family qtrs         With deps; Mbr assigned inadeq DDD owned family qtrs         With deps; Mbr and deps not assigned gout qtrs         Other assigned inadeq CG Owned qtrs         With deps: Mbr assigned inadeq DDD owned family qtrs </td <td>First  BAH Type Code With With With Partial Without Partial Without Without Without With Diff</td> <td>1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N N N N N N N N N</td> <td>P Loca Base BAH Y Y Y N N Y Y Y Y Y Y Y</td>	First  BAH Type Code With With With Partial Without Partial Without Without Without With Diff	1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N N N N N N N N N	P Loca Base BAH Y Y Y N N Y Y Y Y Y Y Y
a lex Look I BAH Qu Search View 100 BAH Quarters Status A B C C D E F G H I K L P Q	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         Cong Description         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CO-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CO-owned family type qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         WiO deps or spouse in svo & no other deps; assigned Leased/family qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq COD owned family qtrs         With dependents; Mbr and deps not assigned got qtrs         Othid support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs         Ohld support on or a	First (1) BAH Type Code With With With Partial Without Without Without Without Without Without Diff	1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N N N N N N N N N	P Loca Base BAH Y Y Y N N Y Y Y Y Y N N Y Y N N Y N N N Y N N N N N N N N N N N N N
a le.	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         O         Long Description         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         WO deps or spouse in svo & no other deps; assigned CG-owned single qtrs         WO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq DDD owned family qtrs         With deps not assigned gout qtrs         Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs         Child support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs         With deps; Based on child support; Mbr not assigned gout qtrs	First () BAH Type Code With With Partial Without Partial Without Without Without Without With Uiff Diff Diff	1-18 of 18 Fair Rental Market Indicator N N N N N N N N Y N N N N N N N N N N	H Loca Base BAH Y Y Y N Y Y Y Y N N Y N N N N N N N N N N N N N
a lex Look U BAH QU Look Search View 100 BAH Quarters Status A B C C D E F G H I I K L P Q T	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         Cong Description         With deps; Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CG-leased qtrs         With deps; Mbr &/or deps assigned adeq CO-owned family type qtrs         With deps; Mbr &/or deps assigned adeq CO-owned family type qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         With deps; Mbr &/or deps assigned adeq DOD-owned family type qtrs         WiO deps or spouse in svo & no other deps; assigned Leased/family qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq COD owned family qtrs         With dependents; Mbr and deps not assigned got qtrs         Othid support on or after 5 Dec 1991; Mbr assigned CG/DOD-owned single qtrs         Ohld support on or a	First () BAH Type Code With With Partial Without Partial Without Without Without Without With Uiff Diff Diff	1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N N N N N N N N N	H Loca Base BAH Y Y Y N N Y Y Y Y N N Y N Y N Y Y N N Y Y
a lex Look U BAH Qu Search View 100 BAH Quarters Status A B B C D E F G G H I I K L P Q T U	ase agreement in their recruit packet.         Up BAH Qtr Status         arters Status begins with ♥         Up Clear Cancel Basic Lookup         Results         O         Long Description         With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps: Mbr &/or deps assigned adeq CG-leased qtrs         With deps: Mbr &/or deps assigned adeq DOD-owned family type qtrs         WiO deps or spouse in svo & no other deps; assigned CG-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         WiO deps or spouse in svo & no other deps; assigned DOD-owned single qtrs         With deps; Mbr not in govt qtrs         With deps; Mbr assigned inadeq CG owned qtrs         With deps; Mbr assigned inadeq DOD owned family qtrs         With deps; Mbr assigned inadeq DOD owned family qtrs         With deps; Mbr assigned inadeq DOD owned family qtrs         With deps; Based on child support; Mbr not assigned GiolDoD-owned single qtrs <t< td=""><td>First () BAH Type Code With With With Partial Without Without Without Without Without With Diff Diff Diff C/T With RC/T With</td><td>1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N N N N N N N N N</td><td>H even by the second s</td></t<>	First () BAH Type Code With With With Partial Without Without Without Without Without With Diff Diff Diff C/T With RC/T With	1-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N N N N N N N N N	H even by the second s

# **Procedure**, continued

Step		Action
4	When completed, 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 B Status: Active V	Delete  Approved: Grand Fathered Approver:
	BAH Change Hire ✓ BAH Qtr Status: G Q BAH Zip: 20593 DC053 Military Rank: 09 Fair Rent:	Approved at: Description: W/O dependents; Mbr not in govt qtrs BAH Type: BAH Without Dependents BAH Rate: 2499.00 BAH Entitle: 2499.00 Override Flag
	BAH Dependent Beneficiaries	Personalize   Find   🖉   📑 First 🕢 1 of 1 🕟 Last
	Dependent Information         Termination Information         Time           *Dep/Ben         Name         Relation         Birth           1         Q         Image: Second Secon	BAH Elig In A Service 50% Supp Last Approval
	Return to Search Notify BAH   OHA   FSH   MIHA	Update/Display 🖉 Include History 🦻 Correct History

# **Procedure**, continued

Step	Action
5	Without leaving the screen, select the <b>Direct Deposit</b> option.
	Direct Deposit
	Proxy - Submit Absence Request
	Voluntary Deductions
	SGLI + FSGLI
	Tax Data USA
	Housing Allowance
	Dependent Information
	Cost of Living Allowance
	Contact
	BAH Dependency Verification
	MGIB Enrollments
	AVIP
	Sea Time Balances
	View Payslips (AD/RSV)
6	Enter the <b>Empl ID</b> and click <b>Search</b> .
	Direct Deposit
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Search by: Empl ID v begins with 1234567
l	Search Advanced Search

# **Procedure**, continued

Step	Action
7	Click Add Direct Deposit.
	EFT/Direct Deposit
	Lisa Simpson
	Pay Distribution Instructions
	Status Effective Date Payment Method Bank Name Account Number
	Edit
	Add Direct Deposit
	Return to Search
0	Enter des fallendars
8	Enter the following:
	• Account Type – Select from the drop-down.
	• Routing Number – Enter the appropriate data.
	• Account Number – Enter the appropriate data.
	Click Save.
	EFT/Direct Deposit
	Lisa Simpson
	Distribution Instruction Details
	Distribution Method: Bank Transfer Effective Date:
	*Account Type: Checking
	*Routing Number: 314074269 (Be sure to verify; this must be 9 digits)
	*Account Number: 000000000000 (Limited to 17 characters; no spaces)
	Bank Name: USAA FEDERAL SAVINGS BANK
	Bank Mane. USAA FEDERAL SAVINGS BANK
	Save
	Return to Summary
	🔯 Return to Search
9	The Pay Distributions Instructions will display with the new data.
	EFT/Direct Deposit
	Lisa Simpson
	Pay Distribution Instructions
	Status Effective Date Payment Method Bank Name Account Number
	Current 07/21/2010 Bank Transfer USAA FEDERAL SAVINGS 27385859 Edit
	The Return to Search