

## Hire – ROCI Overview

---

### Introduction

This guide provides the procedures for accessing a member into the Reserve Officer Candidate Indoctrination (ROCI) program.

---

### Contents

Topic	See Page
<a href="#">Important Information Regarding Employee Records</a>	2
<a href="#">Accessing the Member into Direct Access</a>	4
<a href="#">Approving an Accession</a>	31
<a href="#">Entering Contract Data</a>	35
<a href="#">Approving a Contract</a>	42
<a href="#">BAH and Direct Deposit</a>	45

---

### 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

### Employee Records

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

**NOTE:** Do not use the **Add Employment Instance** if you had previously entered and saved anything in Job Data with an **EMPL ID given**. Any edits after the initial save **will create a second Empl ID for the member**. See [Before You Begin ANY Hire or Rehire](#) **Bad Example**. 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 [Before You Begin ANY Hire or Rehire](#) **Bad Example**.

Biographical Details | Contact Information | Regional | Organizational Relationships

Test3 Duplicates Person ID 1234567

Choose Org Relationship to Add

☒ Employee  
☐ Contingent Worker  
☐ Person of Interest

Empl Record 0

Select Checklist Code [v]

**Add Relationship**

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
- 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 | Contact Information | Regional | [Redacted]

Test3 Duplicates Person ID 1234567

Name [Redacted] 1 of 1 View All



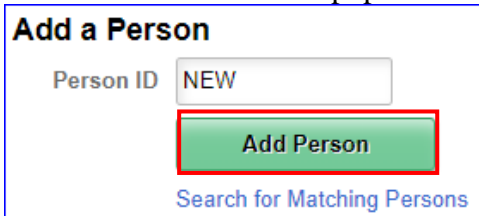
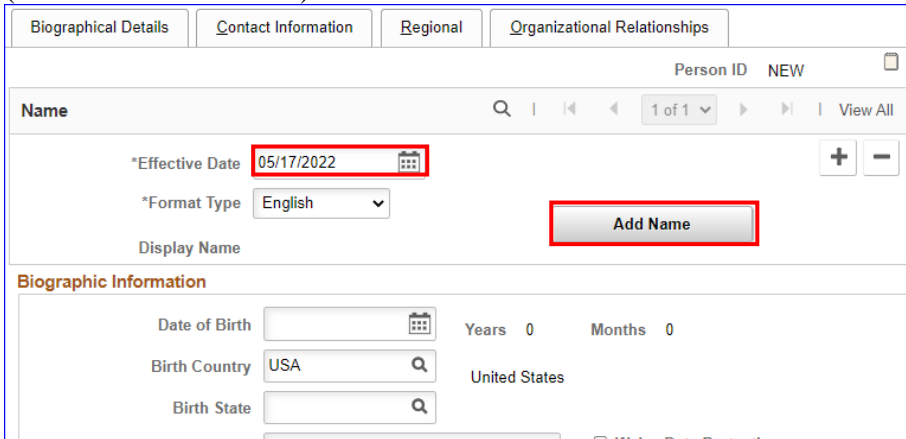
Effective Date 06/16/2022  
Format Type English

**Add Relationship**

## Accessing the Member into Direct Access

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

**Procedure** See below.

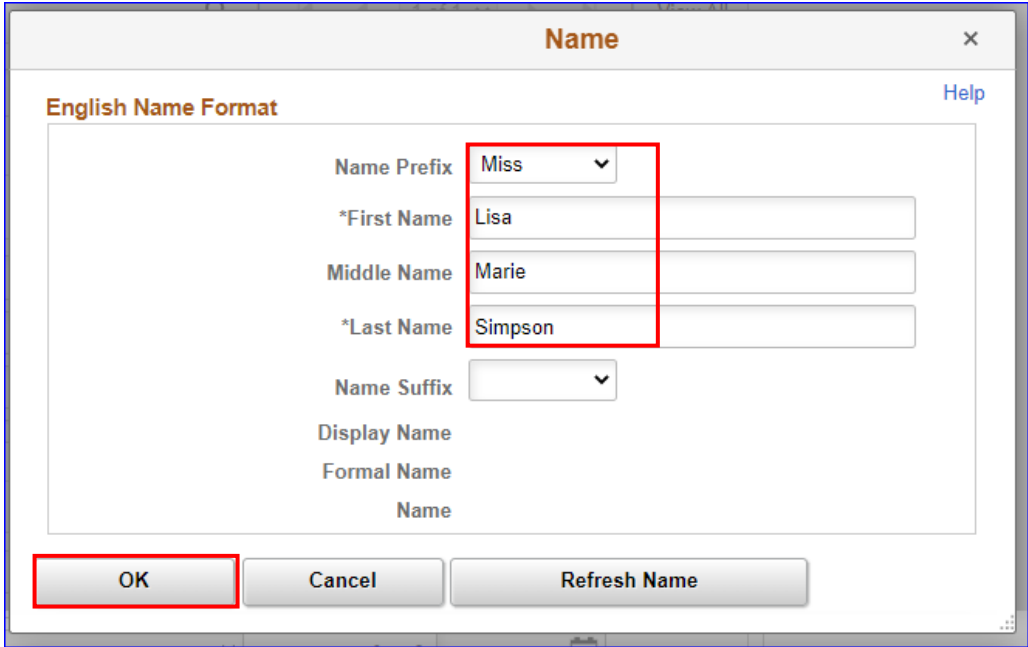
Step	Action
1	Click on the <b>Accessions</b> tile. 
1.5	Select the <b>Add a Person</b> option. 
2	The Person ID field auto-populates with NEW. Click <b>Add Person</b> . 
3	The <b>Effective Date</b> will default to the current date. Enter the appropriate date (cannot be future dated). Click <b>Add Name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

*Continued on next page*

## Accessing the Member into Direct Access, Continued

---

**Procedure,**  
continued

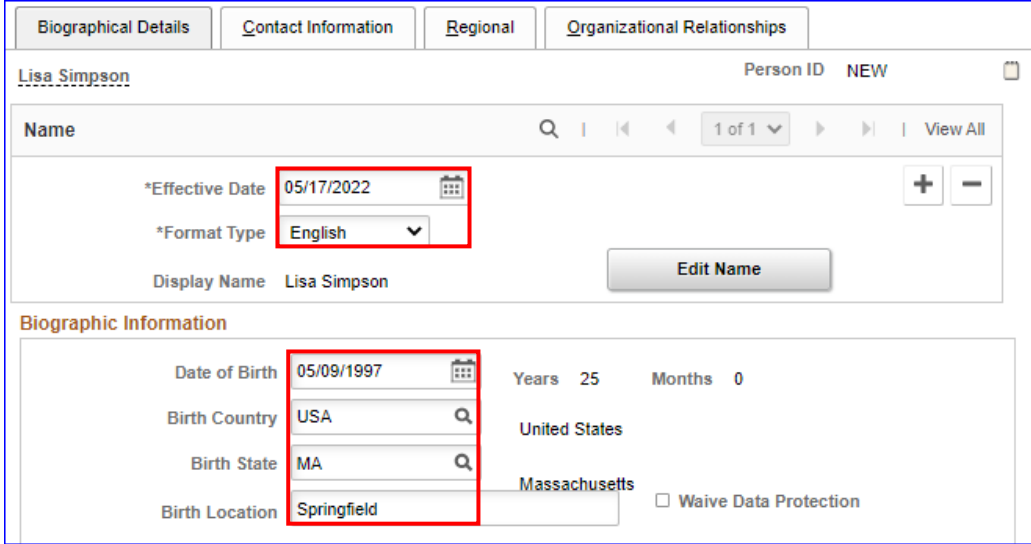
Step	Action
4	<p>Enter the member's complete <b>Name</b> including full middle name. When complete, click <b>OK</b>.</p> <p><b>NOTE:</b> Do not use NMN for members with "No Middle Name". The government travel card will be issued with a middle name of "N" and cause denial of its use for the member. LEAVE IT BLANK.</p>  <p>The screenshot shows a 'Name' dialog box with a close button (X) in the top right. The title bar is 'Name'. Below the title bar is a section titled 'English Name Format' with a 'Help' link. The form contains the following fields: 'Name Prefix' (dropdown menu with 'Miss' selected), '*First Name' (text box with 'Lisa'), 'Middle Name' (text box with 'Marie'), '*Last Name' (text box with 'Simpson'), 'Name Suffix' (dropdown menu), 'Display Name', 'Formal Name', and 'Name'. At the bottom are three buttons: 'OK' (highlighted with a red box), 'Cancel', and 'Refresh Name'.</p>

---

*Continued on next page*

## Accessing the Member into Direct Access, Continued

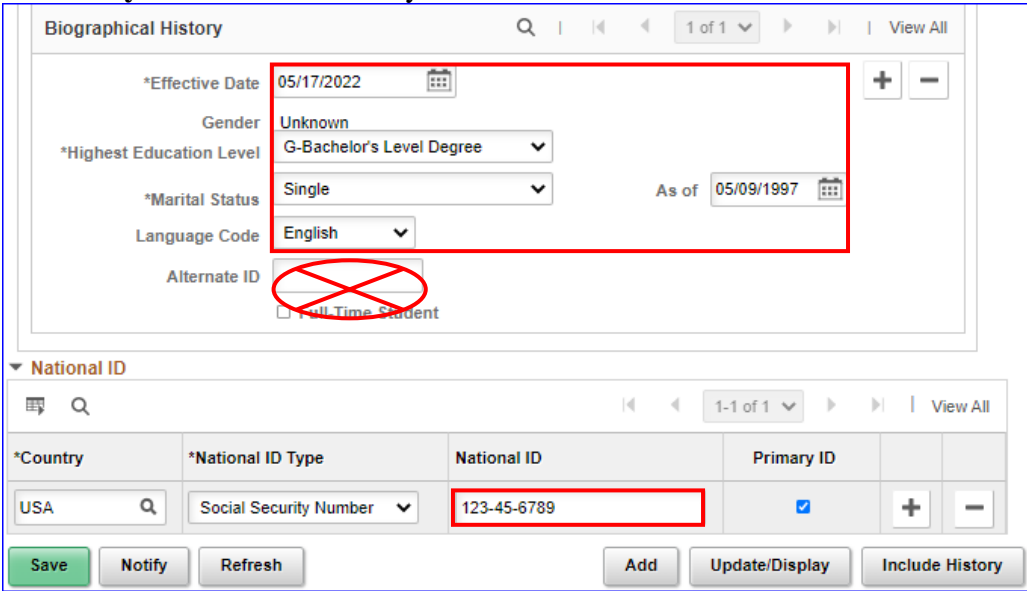
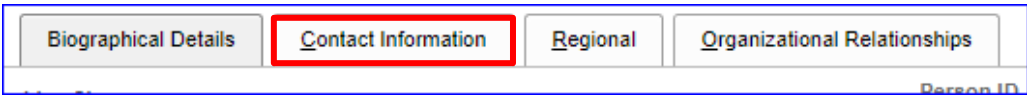
Procedure,  
continued

Step	Action
5	<p>Name section:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Defaults to current date. Enter the date of Accession (if necessary).</li> <li>• <b>Format Type</b> – Leave as English.</li> </ul> <p>Biographical information section:</p> <ul style="list-style-type: none"> <li>• <b>Date of Birth</b> – Enter the member's birth date.</li> <li>• <b>Birth Country</b> – Defaults to USA, if different, use the lookup icon to select the correct birth country (other fields may appear/change).</li> <li>• <b>Birth State</b> – Enter the state where the member was born.</li> <li>• <b>Birth Location</b> – Enter the city/town where the member was born.</li> </ul> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

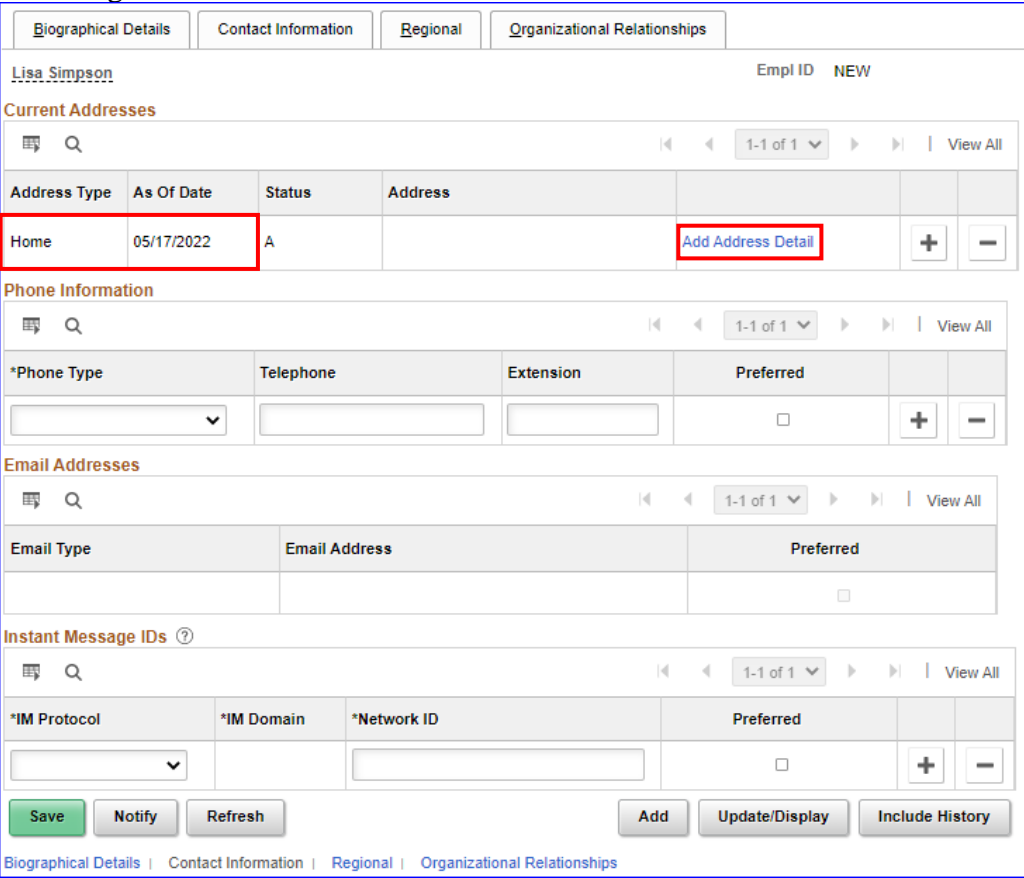
Procedure,  
continued

Step	Action
5.5	<p>Biographical History section:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Must match the Effective Date above.</li> <li>• <b>Gender</b> – Not editable.</li> <li>• <b>Highest Education Level</b> – Select the education level from the drop-down.</li> <li>• <b>Marital Status</b> and <b>As of</b> – Select the status from the drop-down and enter the date of marriage (if applicable).</li> <li>• <b>Language Code</b> – Select English from the drop-down.</li> <li>• <b>Alternate ID/Waive Data Protection &amp; Full-Time Student</b> – DO NOT USE.</li> <li>• <b>National ID</b> – Enter the member's Social Security Number (with hyphens).</li> <li>• <b>Primary ID</b> – Is automatically checked.</li> </ul> 
6	<p>Select the Contact Information tab.</p> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

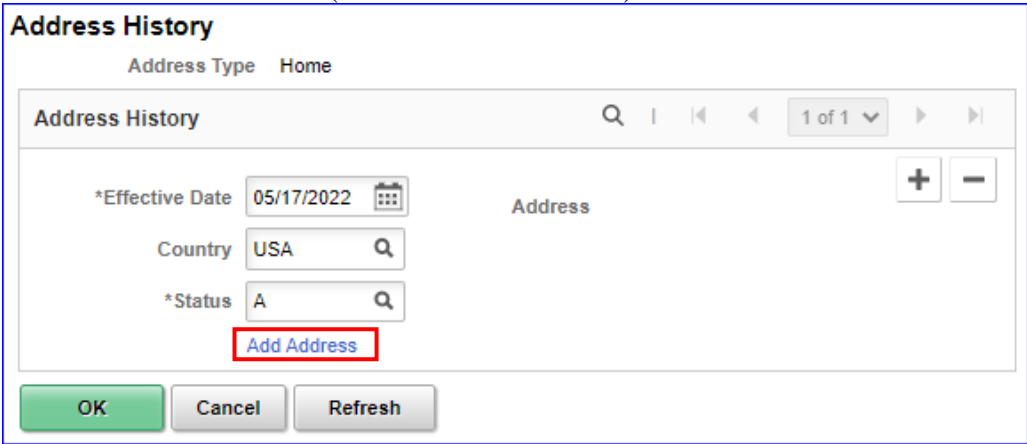
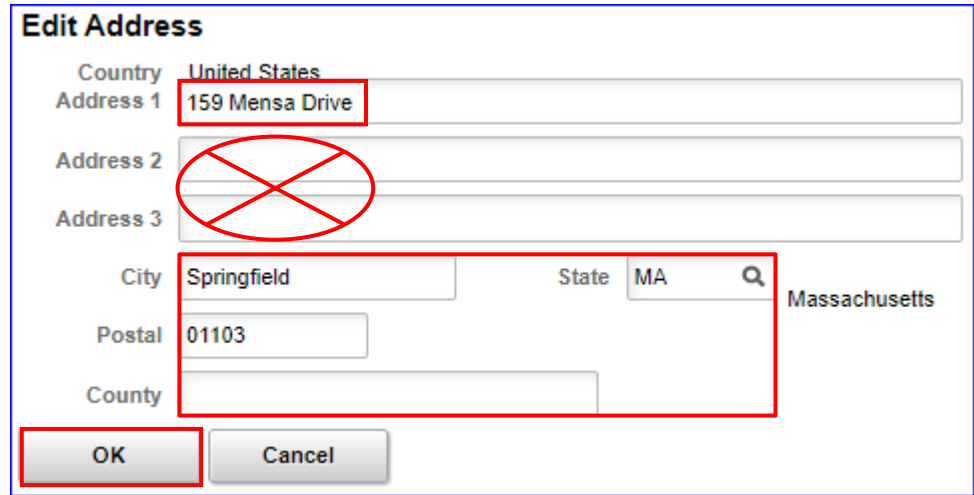
Procedure,  
continued

Step	Action
7	<p>DA defaults the first <b>Address Type</b> to Home and the <b>As Of Date</b> is the date of hire. Click the <b>Add Address Detail</b> link.</p> <p><b>NOTE: Required Address Types must include:</b></p> <ul style="list-style-type: none"> <li>• Thrift Savings Plan (TSP) address</li> <li>• Home of record address</li> <li>• Mailing Address</li> </ul> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

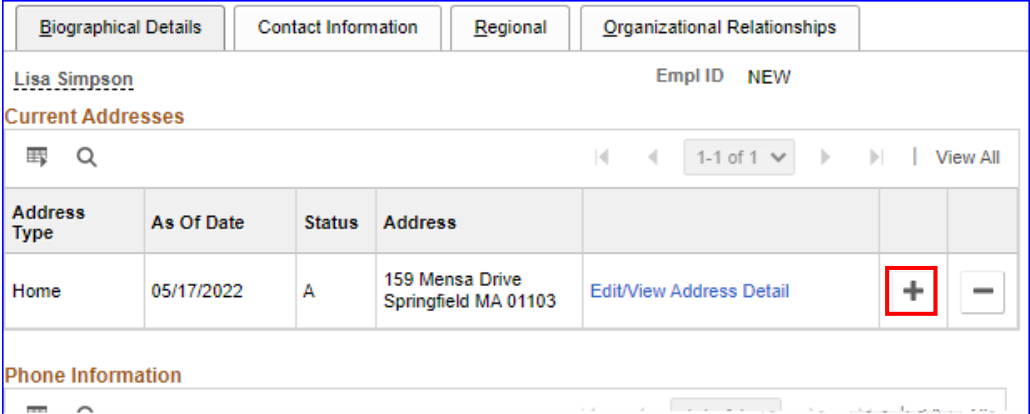
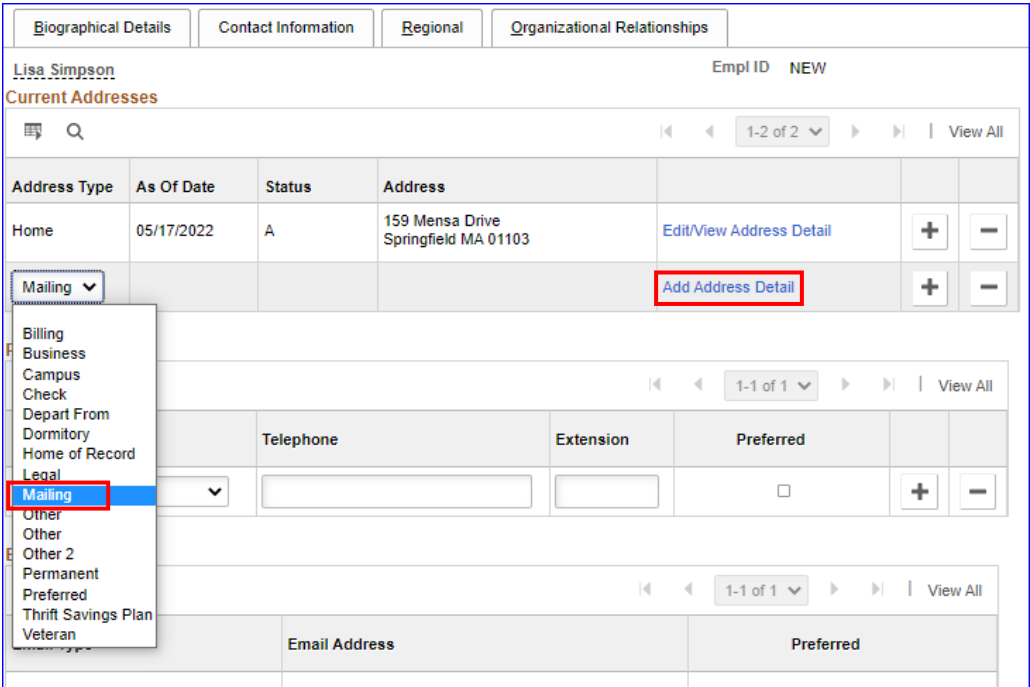
Step	Action
8	<p>Enter the <b>Effective Date</b> (cannot be future dated). Click <b>Add Address</b>.</p> 
9	<ul style="list-style-type: none"> <li>• <b>Address 1</b> – Enter the number and the street name.</li> <li>• <b>Address 2</b> – Not Used.</li> <li>• <b>Address 3</b> – Not Used.</li> <li>• <b>City</b> – Enter the city.</li> <li>• <b>State</b> – Enter the state.</li> <li>• <b>Postal</b> – Enter the postal zip code.</li> <li>• <b>County</b> – Enter the county (if known).</li> </ul> <p>Click <b>OK</b>.</p> 

*Continued on next page*



## Accessing the Member into Direct Access, Continued

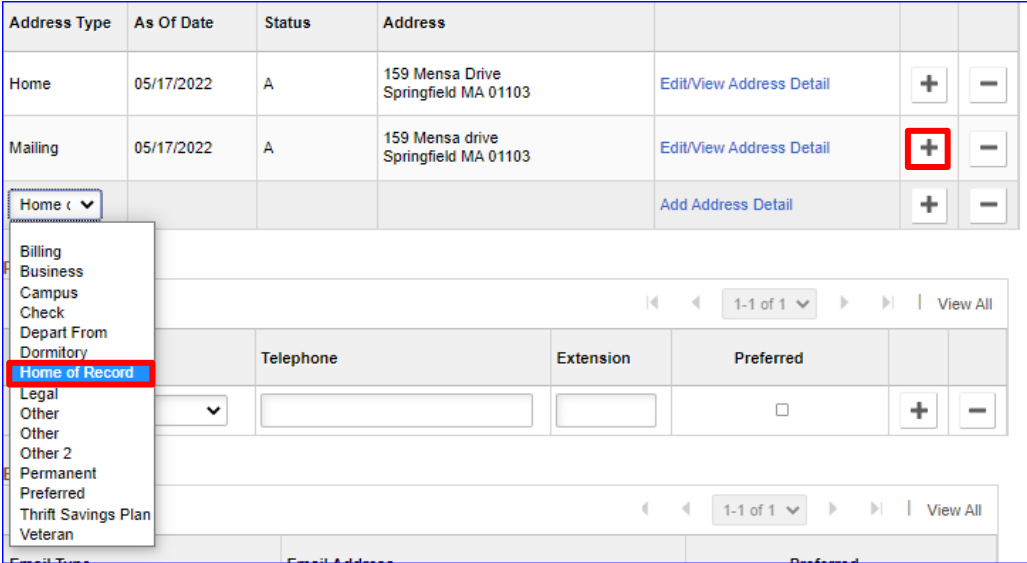
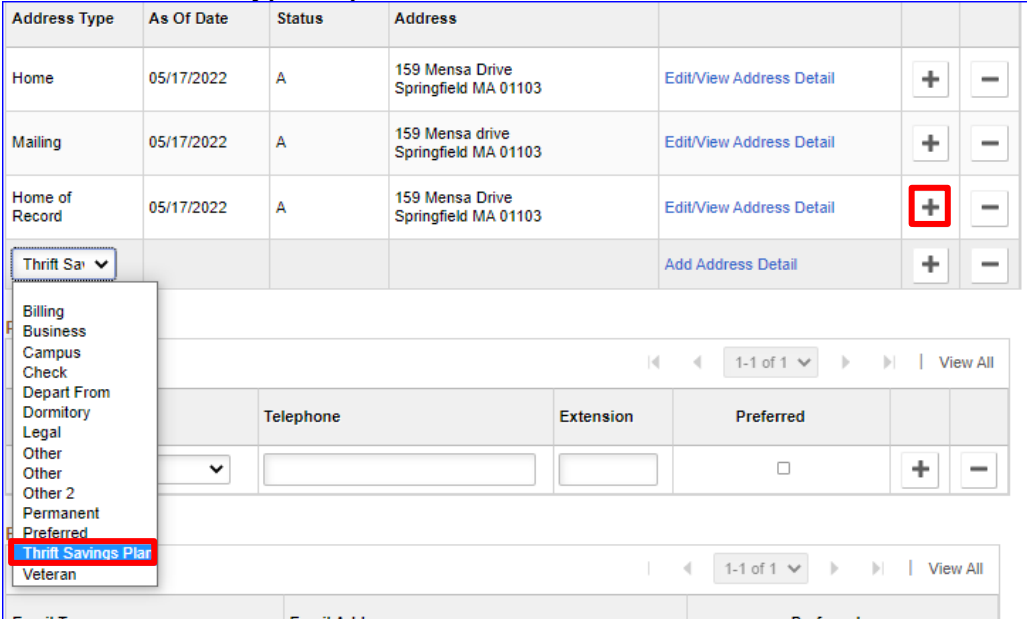
Procedure,  
continued

Step	Action
10	<p>Click the <b>Plus</b> button to add the Mailing Address.</p> 
11	<p>Select Mailing from the <b>Address Type</b> drop-down and click the <b>Add Address Detail</b> link.</p> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

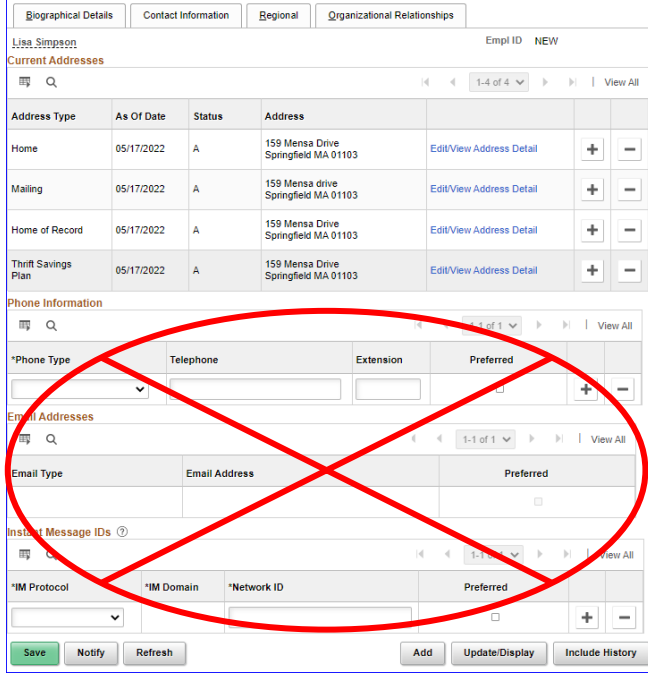

Procedure,  
continued

Step	Action
12	<p>Click the <b>Plus</b> button and repeat steps 8 - 10 to enter the <b>Home of Record</b> as identified on the DD4.</p>  <p>The screenshot shows a table with columns: Address Type, As Of Date, Status, Address, and Edit/View Address Detail. There are two rows: 'Home' and 'Mailing', both with the address '159 Mensa Drive Springfield MA 01103'. The 'Mailing' row's plus button is highlighted with a red box. Below the table, a dropdown menu for 'Address Type' is open, showing options like 'Billing', 'Business', 'Campus', 'Check', 'Depart From', 'Dormitory', 'Home of Record' (highlighted with a red box), 'Legal', 'Other', 'Other 2', 'Permanent', 'Preferred', 'Thrift Savings Plan', and 'Veteran'. There are also fields for Telephone, Extension, and Preferred.</p>
13	<p>Click the <b>Plus</b> button and repeat steps 8 – 10 to enter the <b>Thrift Savings Plan</b> from the Address Type drop-down.</p>  <p>The screenshot shows the same table as in step 12, but now with a third row: 'Home of Record', also with the address '159 Mensa Drive Springfield MA 01103'. The plus button for this row is highlighted with a red box. The 'Address Type' dropdown menu is open, showing 'Thrift Savings Plan' highlighted with a red box. The interface also shows fields for Telephone, Extension, and Preferred.</p>

*Continued on next page*

## Accessing the Member into Direct Access, Continued

### Procedure, continued

Step	Action
14	<p>The <b>Phone Information</b>, <b>Email Addresses</b> and <b>Instant Message IDs</b> should be left blank (to be entered by the member at a future date).</p> 
15	<p>Select the <b>Regional</b> tab.</p> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

Step

16

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 ethnic group, click the **Plus** button and add the additional group designation).

All other fields on this tab are left blank.

Biographical Details

Contact Information

Regional

Organizational Relationships

Lisa Simpson

Person ID

NEW

USA

Ethnic Group

1 of 1

View All

Regulatory Region

USA

United States

+

-

Ethnic Group

1

White

Primary

Look Up Ethnic Group

Help

Set ID

USA

Ethnic Group

begins with

Description

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

1-67 of 67

Ethnic Group	Description	Short Description
1	White	White
2	Black or African American	Black
4	Asian	Asian
5	American Indian or Alaska Native	Am Indian
7	Native Hawaiian or Other Pacific Islander	Hawaiian
AFRAM	African American	Afr Amer
ALATHAB	Alaskan Athabaskans	Alaskan At
ALEUT	Aleutian	Aleutian
AMIND	American Indian/Alaska Native	Am. Ind
APACHE	Apache	Apache
THAI	Thai	Thai
TLINGIT	Tlingit	Tlingit
TOHONO	Tohono O'Odham	Tohono O'O
VIETNAME	Vietnamese	Vietnamese
WHITE	White	White
X	Ethnic Category - Hispanic or Latino	Hispanic
Y	Ethnic Category - Not Hispanic or Latino	Not Hispan
YAQUI	Yaqui	Yaqui

\*\*\*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.

*Continued on next page*

## Accessing the Member into Direct Access, Continued

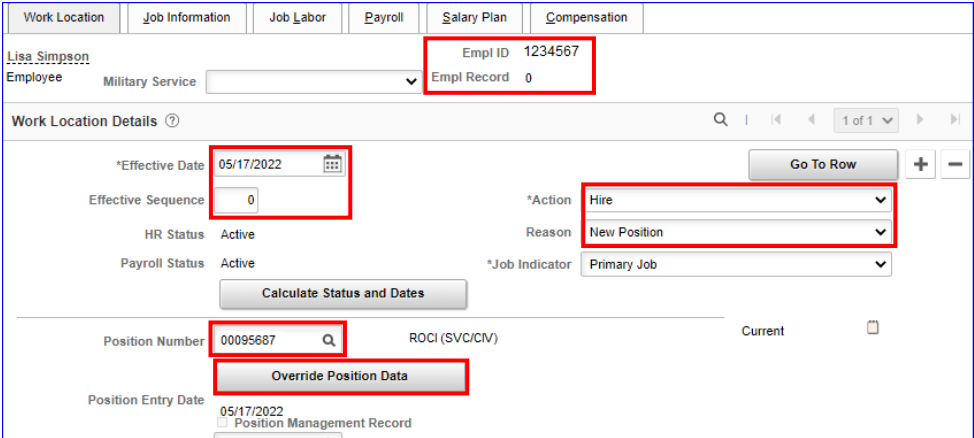
Procedure,  
continued

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

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

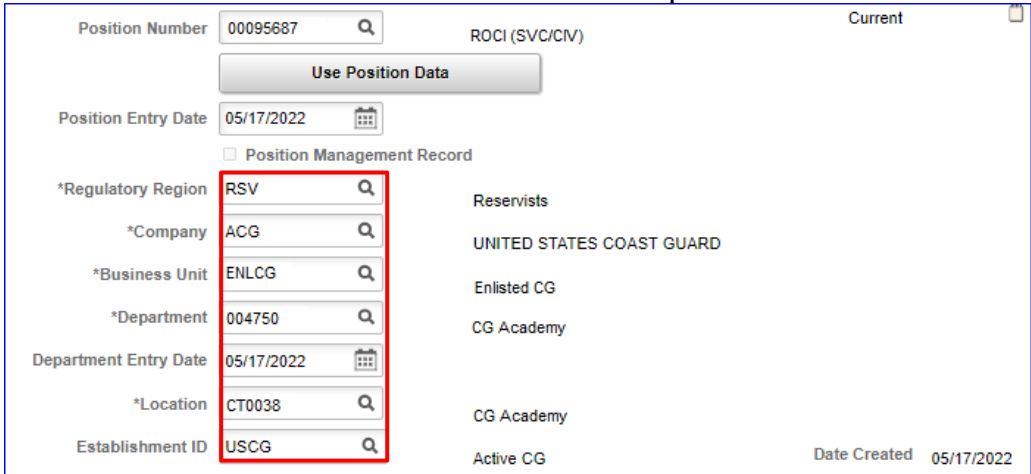
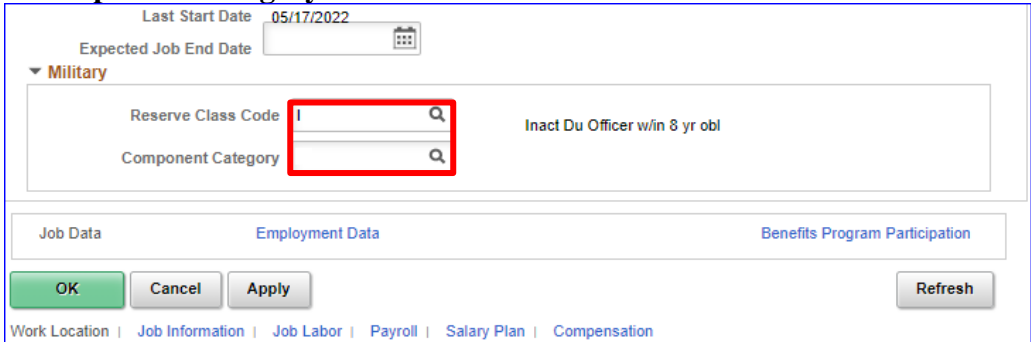
Step	Action
19	<p>The Job Data screen displays. The <b>Empl ID</b> and <b>Empl Record</b> will be generated on the Work Location tab (<b>Record this number for future reference.</b>) See <b>NOTES.</b></p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Defaults to the current date. This date may be future dated to reflect the actual hire date.</li> <li>• <b>Effective Sequence</b> – Do not change.</li> <li>• <b>Action</b> – Select Hire from the drop-down.</li> <li>• <b>Reason</b> – Select New Position from the drop-down.</li> <li>• <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.)</li> </ul> <p>Click the <b>Override Position Data</b> button.</p>  <p><b>NOTE:</b> If for any reason this Accession is <b>not completed but an Empl ID was issued and Job data was never entered</b>, use the <b>Add Employment Instance option</b>. Enter the Empl ID that was issued, select the Organizational Relationship tab, click Add Relationship &amp; you will be returned to Job Data with the issued Empl ID. All previous unsaved Job Data entries will need to be re-entered.</p> <p><b>NOTE:</b> 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 <b>will create a second Empl ID for the member</b>. Any edits should be made using the Personal Information or Job Data links. See <a href="#">Employee Records</a>.</p>

	<div><div>Personal Information</div><div><div>Job Data</div><div>Dependent Information</div><div>Search by SSN</div><div>Email Address</div><div>Find an Employee</div><div>Add Employment Instance</div></div></div>	
--	---	--

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

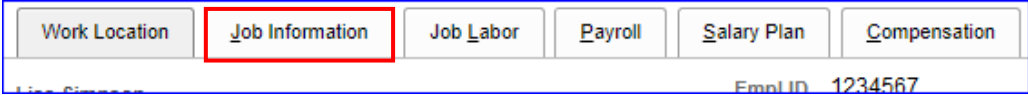
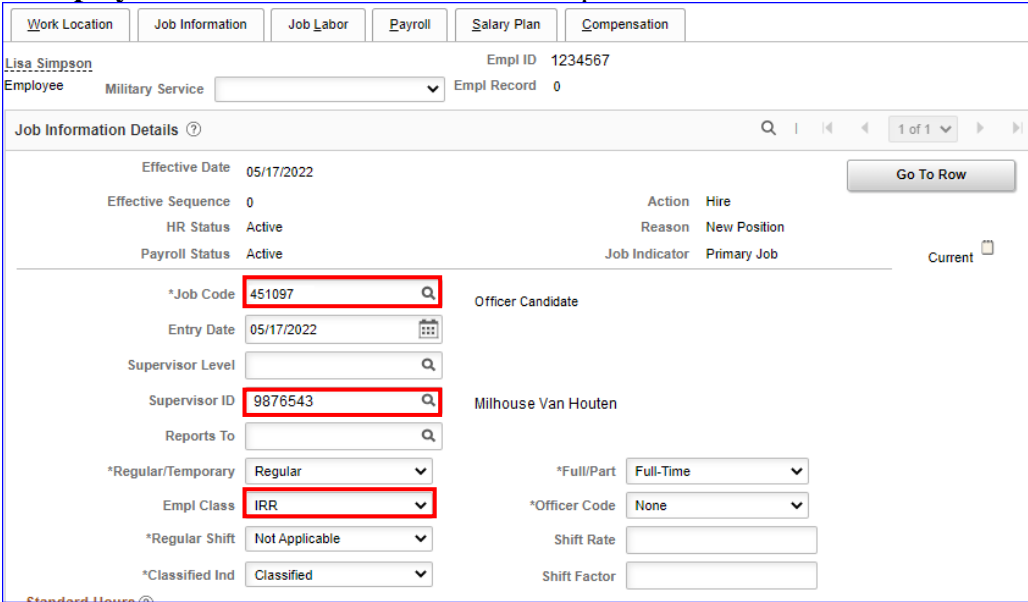
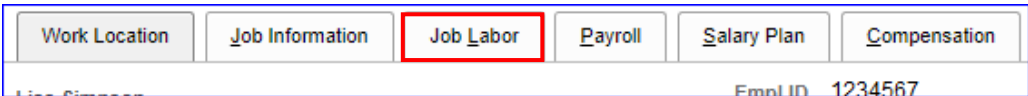
Step	Action
20	<p>Change/update as necessary:</p> <ul style="list-style-type: none"> <li>• <b>Position Entry Date</b> – Date of hire</li> <li>• <b>Regulatory Region</b> – Select RSV from the lookup icon.</li> <li>• <b>Company</b> – Verify ACG is displayed.</li> <li>• <b>Business Unit</b> – Select ENLCG from the lookup icon.</li> <li>• <b>Department</b> – Enter 004750.</li> <li>• <b>Department Entry Date</b> – Verify the Date of hire.</li> <li>• <b>Location</b> – If not defaulted from the Department entered, enter CT0038.</li> <li>• <b>Establishment ID</b> – Select USCG from the lookup icon.</li> </ul> 
21	<p>Select the appropriate code:</p> <ul style="list-style-type: none"> <li>• <b>Reserve Class Code</b> –select the appropriate Code from the lookup icon: <ul style="list-style-type: none"> <li>– <b>Inact Du Officer w/in 8 yr obl</b> – for an Officer with no prior, or less than 8 years prior service</li> <li>– <b>w/Svc Oblig not in another Clas</b> – for a prior service Officer</li> </ul> </li> <li>• <b>Component Category</b> – Do not use.</li> </ul> 

*Continued on next page*



## Accessing the Member into Direct Access, Continued

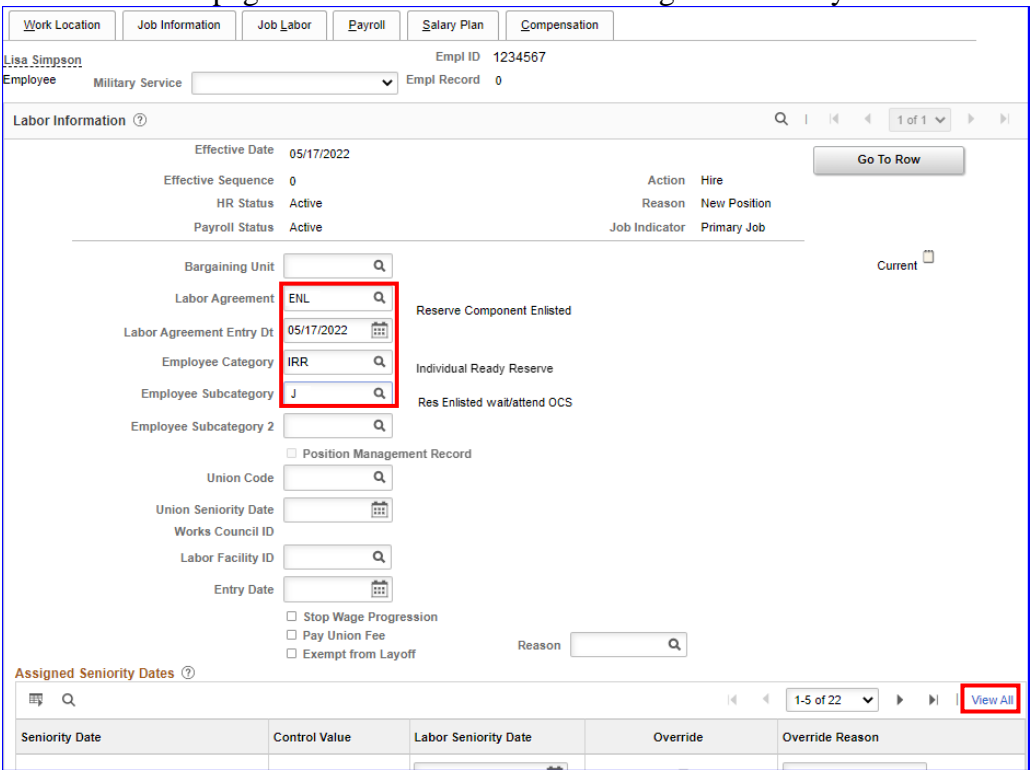
Procedure,  
continued

Step	Action
22	<p>Select the <b>Job Information</b> tab.</p> 
23	<p>Only enter these three fields, <b>DO NOT</b> enter any other data fields.</p> <ul style="list-style-type: none"> <li>• <b>Job Code</b> – Enter 451097 (if not defaulted) and hit tab.</li> <li>• <b>Supervisor ID</b> – Enter the CGHRSUP Empl ID that approves Accessions.</li> <li>• <b>Employee Class</b> – Select IRR from the drop-down.</li> </ul> 
24	<p>Select the <b>Job Labor</b> tab.</p> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

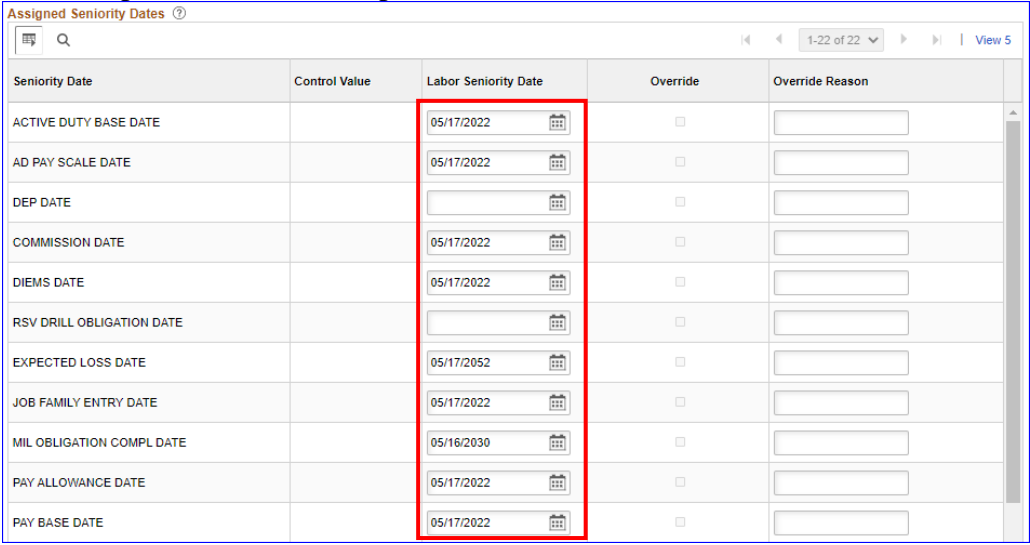
Procedure,  
continued

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

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

Step	Action
26	<p>Only enter dates as indicated. <b>All other fields must be left blank.</b></p> <ul style="list-style-type: none"> <li>• <b>Active Duty Base Date</b> – Date of the hire or Oath of Office</li> <li>• <b>AD Pay Scale Date</b> – Date of the hire or Oath of Office</li> <li>• <b>DEP Date</b> – Leave blank.</li> <li>• <b>Commission Date</b> – Date of the hire or Oath of Office</li> <li>• <b>DIEMS Date</b> – Date Initial Entry Military Service (any component)</li> <li>• <b>RSV Drill Obligation Date</b> – Leave blank.</li> <li>• <b>Expected Loss Date</b> – 8 years from the original DIEMS date (minus 1 day)</li> <li>• <b>Job Family Entry Date</b> – Date of the hire or Oath of Office</li> <li>• <b>Mil Obligation Compl Date</b> – 8 years from DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP)</li> <li>• <b>Pay Allowance Date</b> – Date of the hire or Oath of Office</li> <li>• <b>Pay Base Date</b> – Date member departs on RSV IADT orders to OCS.</li> </ul> <p><b>NOTE:</b> Submit a request to PPC Customer Care for a Statement of Creditable Service (SOCS) in the case of prior military service. Any necessary adjustments will take place via the SOCS process (see <a href="#">E-Mail ALSPO B/15</a>).</p> 

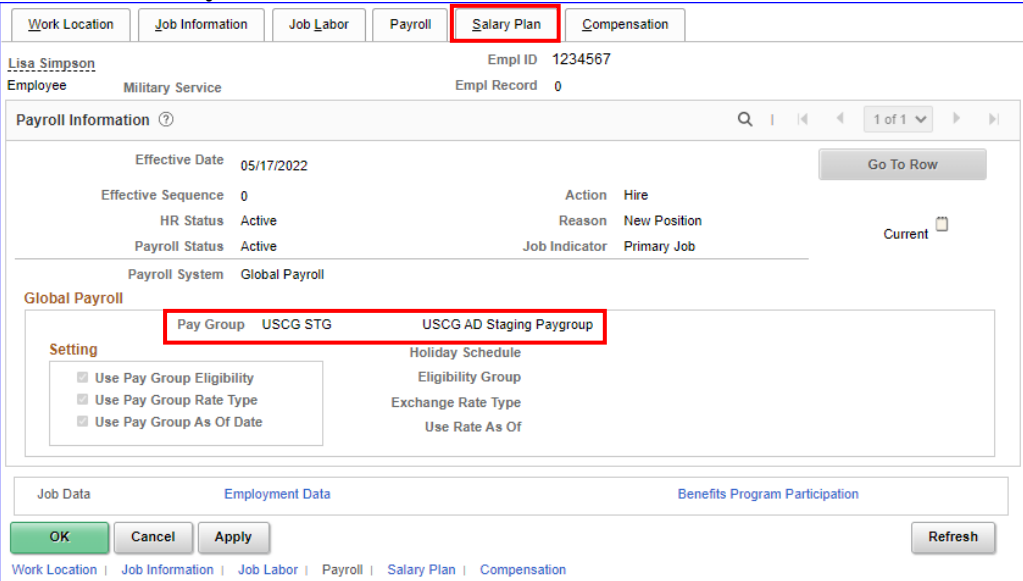
*Continued on next page*

Step	Action
26 Cont.	<ul style="list-style-type: none"> <li>• <b>Date of Rank</b> – Date of the hire or Oath of Office</li> <li>• <b>RSV Comp SBP Elect Date</b> – Leave blank.</li> <li>• <b>Rotation Date</b> – Leave at default.</li> <li>• <b>Reserve Accession Class Date</b> – Date of the hire or Oath of Office/Enlistment Contract</li> <li>• <b>Reserve Anniversary Date</b> – Date of Enlistment Contract or date of initial entry if continuous service</li> <li>• <b>Reserve Eligibility Date</b> – Date of the hire or Oath of Office</li> <li>• <b>Reserve Initiation Date</b> – Date of the hire or Oath of Office</li> <li>• <b>Reserve Letter Date</b> – Leave blank.</li> <li>• <b>RTB Eligibility Date</b> – Leave blank.</li> <li>• <b>RTB Letter Date</b> – Leave blank</li> <li>• <b>RTB Letter Response Date</b> – Leave blank.</li> </ul>
27	<p>Select the <b>Payroll</b> Tab.</p>

20

## Accessing the Member into Direct Access, Continued

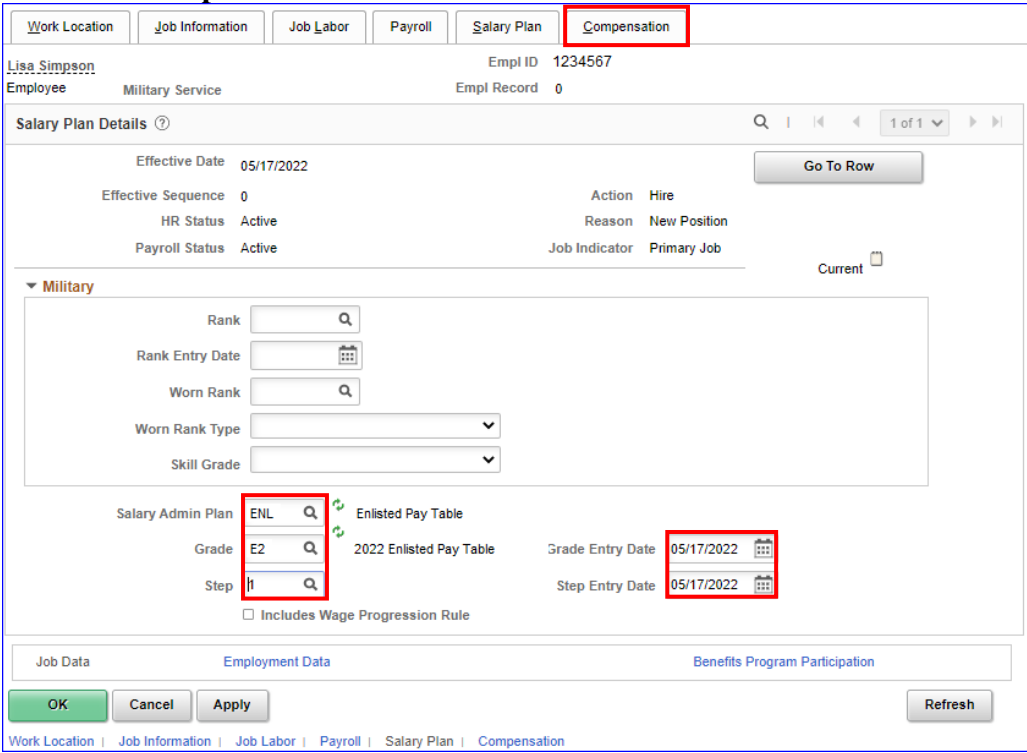
**Procedure,**  
continued

Step	Action
28	<p><b>Pay Group</b> – Should default to USCG STG. Once the hire has been approved this will update to USCG RSV (USCG Reservist).</p> <p>Select the <b>Salary Plan</b> tab.</p> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

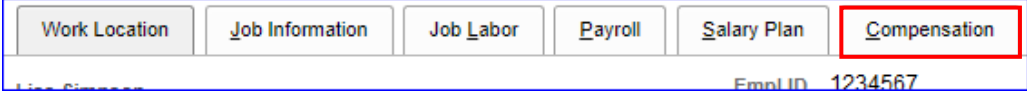
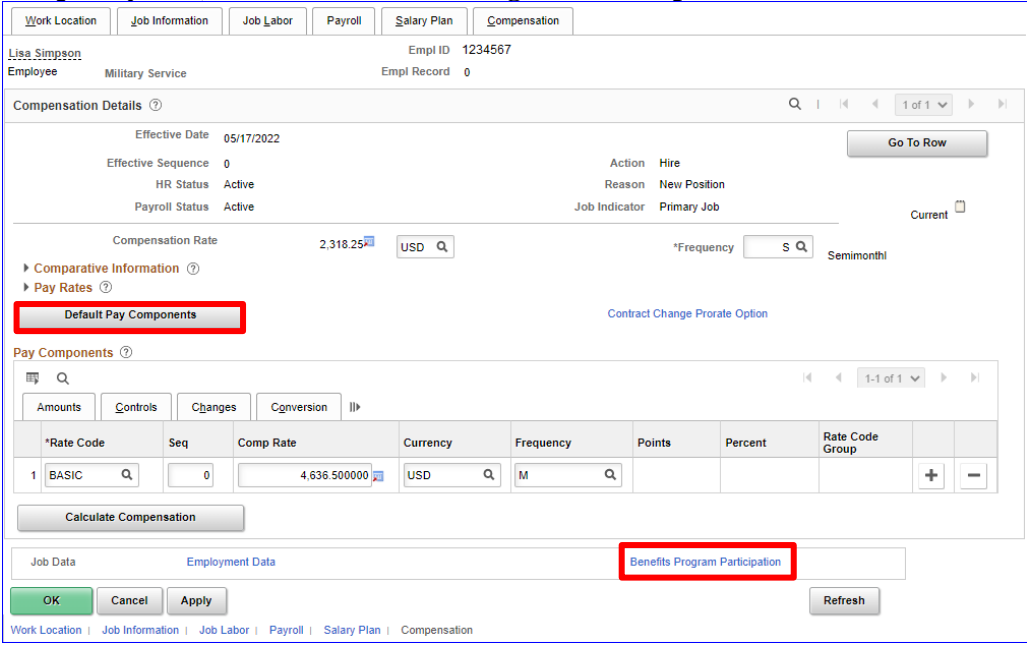
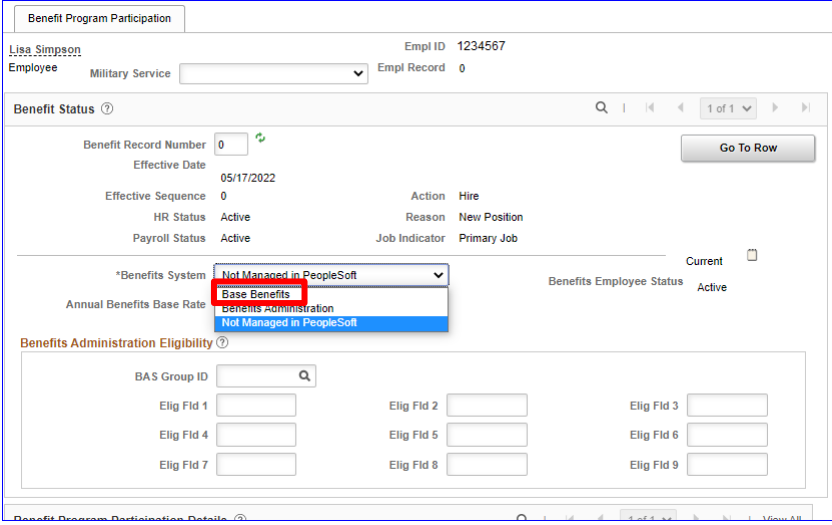
Procedure,  
continued

Step	Action
29	<p>Only enter fields as indicated. <b>All other fields must be left blank.</b></p> <ul style="list-style-type: none"> <li>• <b>Salary Admin Plan</b> – Should default to ENL (If not, select it from the lookup icon).</li> <li>• <b>Grade</b> – 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.</li> <li>• <b>Grade Entry Date</b> – Should default to the date of hire.</li> <li>• <b>Step</b> – Enter 1 and hit tab.</li> </ul> <p><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.</p> <p><b>NOTE: This step is necessary for the information on the Compensation tab to populate.</b></p> <ul style="list-style-type: none"> <li>• <b>Step Entry Date</b> – Will default to the date of hire.</li> </ul> <p>Select the <b>Compensation</b> tab.</p> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

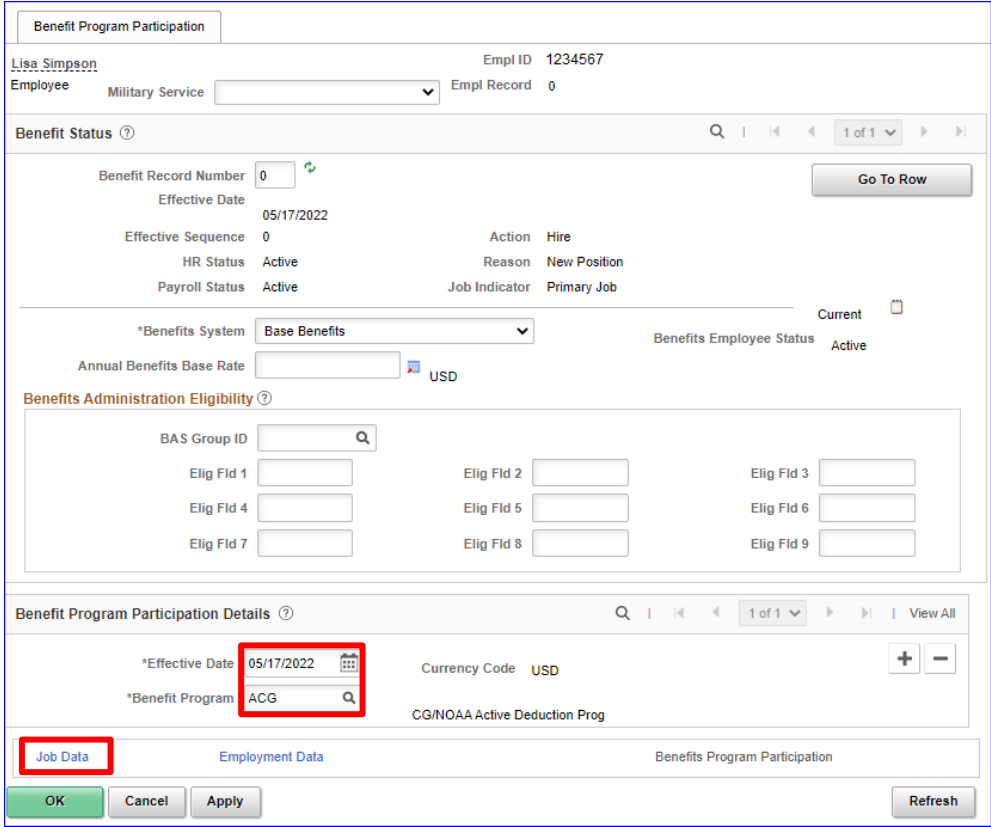
Procedure,  
continued

Step	Action
30	<p>Select the <b>Compensation</b> tab.</p> 
31	<p>Click <b>Default Pay Components</b> (this updates the <b>Compensation Rate</b> and <b>Frequency</b> data). Click the <b>Benefits Program Participation</b> link.</p> 
32	<p><b>Benefits System</b> – Select Base Benefits from the drop-down.</p> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

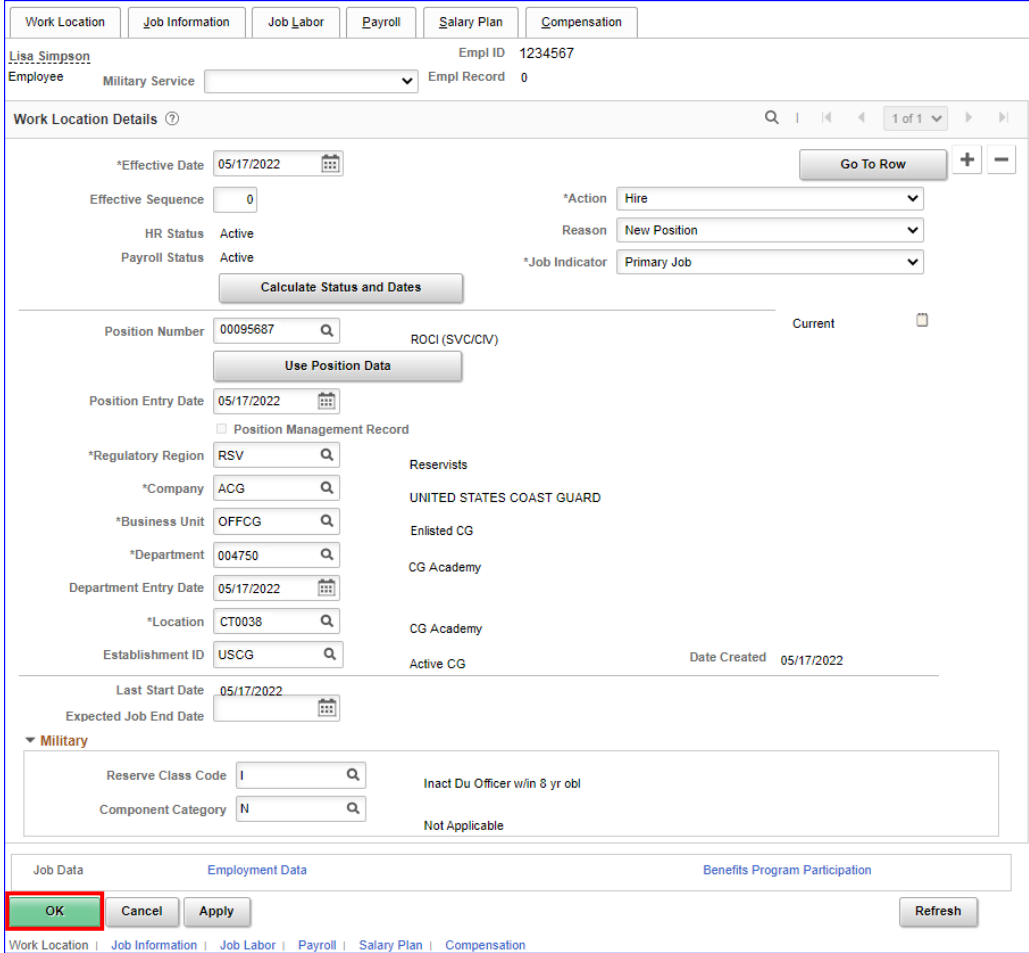
Step	Action
33	<p>Only enter fields as indicated. <b>All other fields must be left blank.</b></p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – If completing the Job Data AFTER the effective date of hire, change the date to the date of hire.</li> <li>• <b>Benefit Program</b> – Select ACG from the lookup icon.</li> </ul> <p>Click the <b>Job Data</b> link.</p> 

*Continued on next page*



## Accessing the Member into Direct Access, Continued

Procedure,  
continued

Step	Action
34	<p>To submit, click <b>OK</b>.</p>  <p>The screenshot shows a web application interface for 'Work Location Details'. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the employee's name 'Lisa Simpson' and 'Employee' are displayed, along with 'Empl ID 1234567' and 'Empl Record 0'. A 'Military Service' dropdown menu is also present. The main section is titled 'Work Location Details' and contains several fields: '*Effective Date' (05/17/2022), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), '*Action' (Hire), 'Reason' (New Position), and '*Job Indicator' (Primary Job). There are buttons for 'Calculate Status and Dates' and 'Go To Row'. Below this, there are fields for 'Position Number' (00095687), 'Position Entry Date' (05/17/2022), and a 'Position Management Record' checkbox. Further down, there are fields for '*Regulatory Region' (RSV), '*Company' (ACG), '*Business Unit' (OFFCG), '*Department' (004750), 'Department Entry Date' (05/17/2022), '*Location' (CT0038), and 'Establishment ID' (USCG). At the bottom, there are fields for 'Last Start Date' (05/17/2022), 'Expected Job End Date', and a 'Military' section with 'Reserve Class Code' (I) and 'Component Category' (N). The bottom of the form has buttons for 'OK', 'Cancel', 'Apply', and 'Refresh'. The 'OK' button is highlighted with a red box.</p>

*Continued on next page*

## Accessing the Member into Direct Access, Continued

---

### Procedure, continued

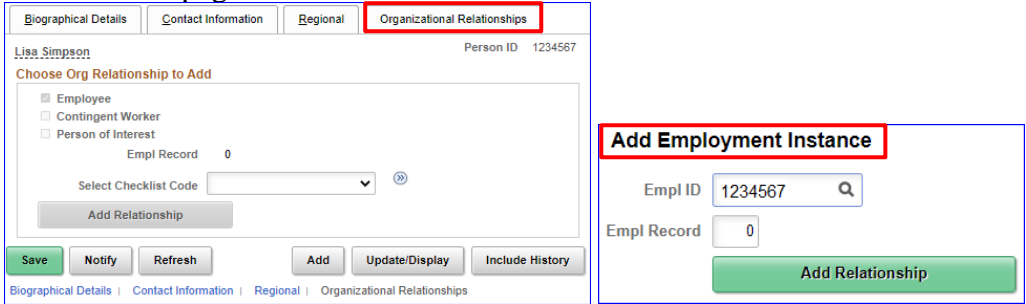
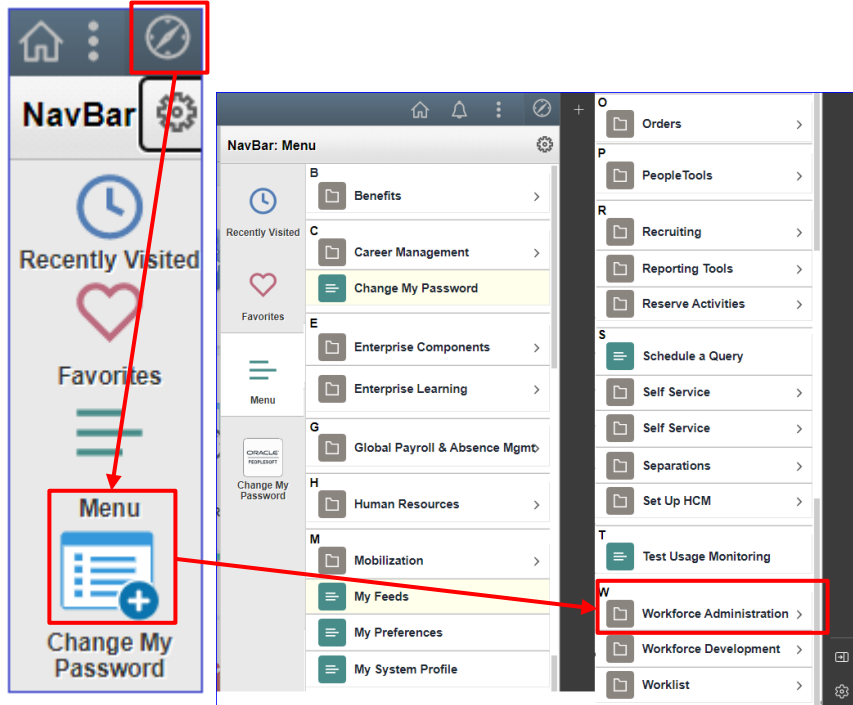
Step	Action
35	<p data-bbox="341 495 1369 562">Several Messages will display (randomly ordered). Click <b>OK</b> for each one (wait for the “processing-circle-of-death” to finish).</p> <div data-bbox="341 562 1369 763"> <p data-bbox="357 595 1054 618">Warning -- Head count of 1366 exceeds maximum head count of 0 for position. (1000,156)</p> <p data-bbox="357 629 1353 674">When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.</p> <p data-bbox="810 696 842 719">OK</p> <p data-bbox="919 696 975 719">Cancel</p> </div> <div data-bbox="341 797 1082 1021"> <p data-bbox="357 831 1034 864">Warning -- Compensation Frequency has been updated. (1010,264)</p> <p data-bbox="357 875 810 909">Compensation Frequency has been updated.</p> <p data-bbox="627 943 667 965">OK</p> <p data-bbox="762 943 834 965">Cancel</p> </div> <div data-bbox="341 1055 1369 1279"> <p data-bbox="357 1088 1094 1111">Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)</p> <p data-bbox="357 1122 1350 1155">A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.</p> <p data-bbox="357 1167 1046 1189">If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <p data-bbox="798 1223 831 1245">OK</p> <p data-bbox="903 1223 959 1245">Cancel</p> </div> <div data-bbox="341 1312 1126 1514"> <p data-bbox="357 1357 1070 1391">JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)</p> <p data-bbox="707 1424 746 1447">OK</p> </div>

---

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued


Step	Action
36	<p>After a successful completion you will be returned to the <b>Organizational Relationships</b> tab or the <b>Add employee Instance</b> screen. Return to the Direct Access home page.</p> 
37	<p>If you have the roles to add the member's gender, navigate to the <b>NavBar icon</b> &gt; <b>Menu</b> &gt; <b>Workforce Administration drop-down arrow</b> &gt; <b>Personal Information</b> &gt; <b>Biographical</b> &gt; <b>Modify a Person's Gender</b> (not shown). If you do not have the roles, a PPC help ticket must be entered to have this information added.</p> 

*Continued on next page*

## Accessing the Member into Direct Access, Continued

---

**Procedure,**  
continued

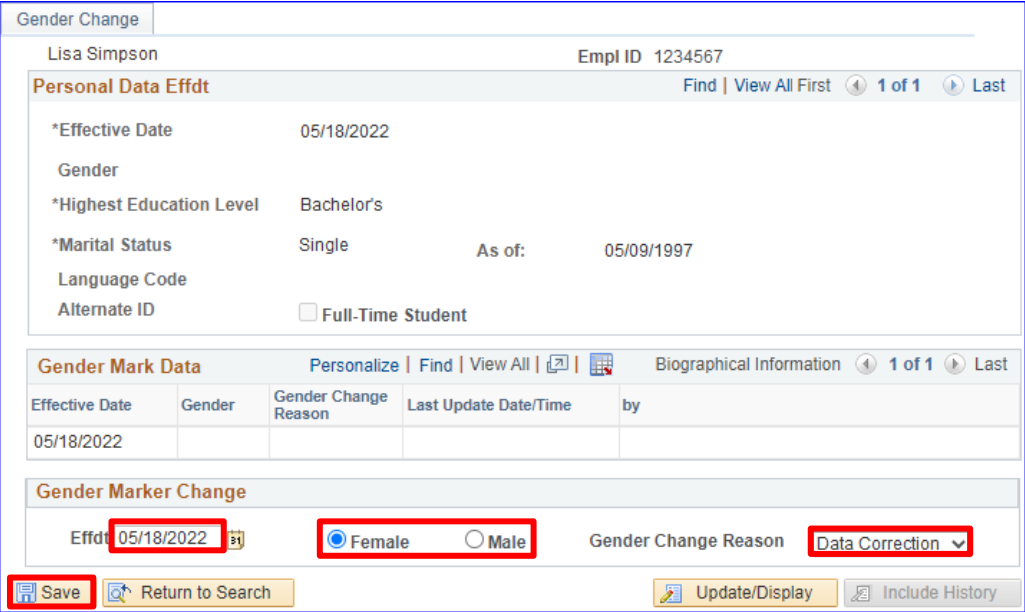
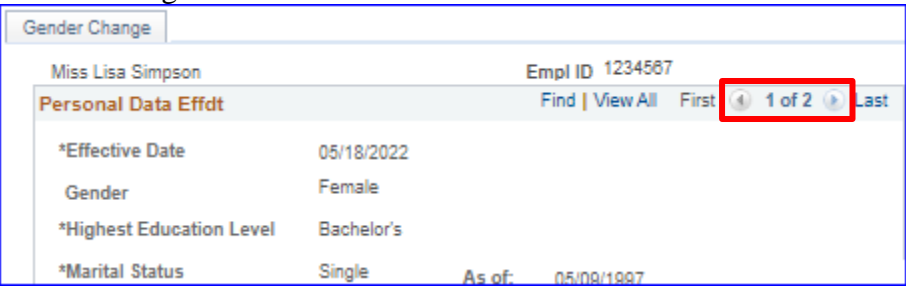
Step	Action
38	<p>Enter the <b>Empl ID</b> and click <b>Search</b>. The Include History box is already checked.</p> <div> <p><b>Personal Gender Change</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p>Name <input type="text" value="begins with"/></p> <p>Last Name <input type="text" value="begins with"/></p> <p>Second Last Name <input type="text" value="begins with"/></p> <p>Alternate Character Name <input type="text" value="begins with"/></p> <p>Middle Name <input type="text" value="begins with"/></p> <p>Business Unit <input type="text" value="begins with"/></p> <p>Department Set ID <input type="text" value="begins with"/></p> <p>Department <input type="text" value="begins with"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> </div>

---

*Continued on next page*

## Accessing the Member into Direct Access, Continued

Procedure,  
continued

Step	Action
39	<p>The Gender Change tab will display. The Gender Marker Change Effdt must be the day after your date of entry. This date cannot be back-dated. Select the appropriate <b>Gender</b> radio button and select Data Correction from the <b>Gender Change Reason</b> drop-down (used for entering a new member's gender OR to correct an incorrect gender).</p> <p><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.</p> <p>Click <b>Save</b>.</p>  <p>The screenshot shows the 'Gender Change' tab for member Lisa Simpson (Empl ID 1234567). It includes sections for 'Personal Data Effdt' and 'Gender Mark Data'. In the 'Gender Marker Change' section, the 'Effdt' is set to 05/18/2022, 'Gender' is set to Female, and 'Gender Change Reason' is set to Data Correction. The 'Save' button is highlighted with a red box.</p>
40	<p>Now showing 1 of 2 rows.</p>  <p>The screenshot shows the 'Gender Change' tab after the update. The 'Gender' is now set to Female. Below the form, a table displays the results, showing 1 of 2 rows. The '1 of 2' text is highlighted with a red box.</p>

## Approving an Accession

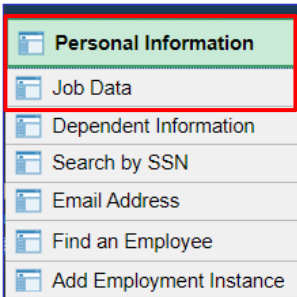
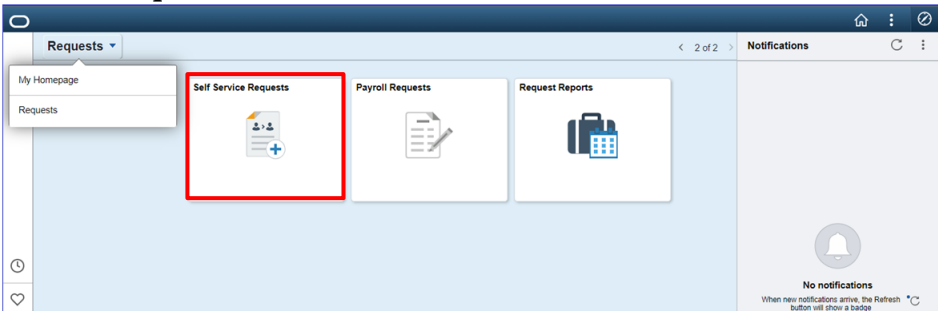
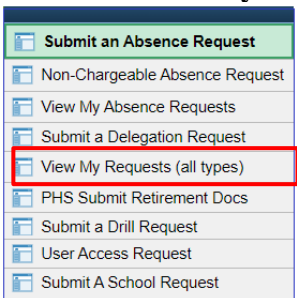
**Introduction** This section provides the procedures for approving an Accession in DA.

**Information**

- SPO Auditor/PAO user access is required to approve an accession.
- The approver cannot be the same person who entered the accession.

The member will **NOT be paid** until the accession transaction is approved (remains in the staging Pay Group), the contract is entered and then the contract is approved.

**Procedure** See below.

Step	Action
1	<p>Before approving the accession, review/audit the information by clicking on the <b>Personal Information</b> and the <b>Job Data</b> options.</p> 
2	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self Service Requests</b> tile.</p> 
2.5	<p>Select the <b>View My Requests (all types)</b> option.</p> 

*Continued on next page*

## Approving an Accession, Continued

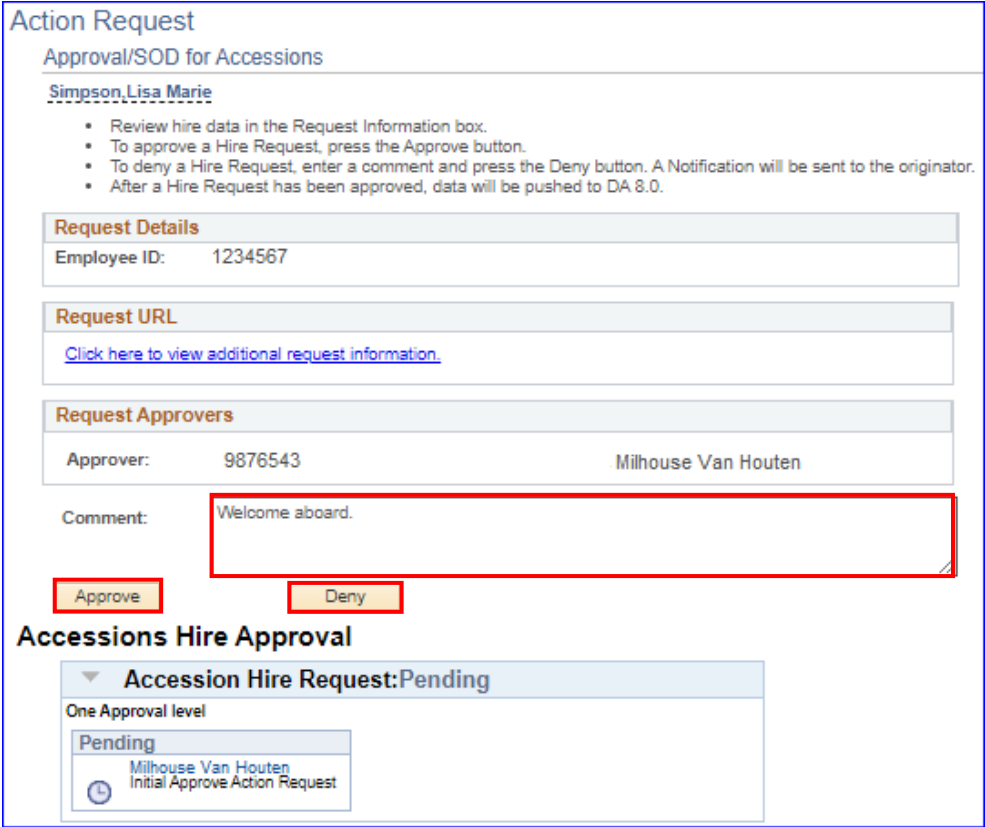
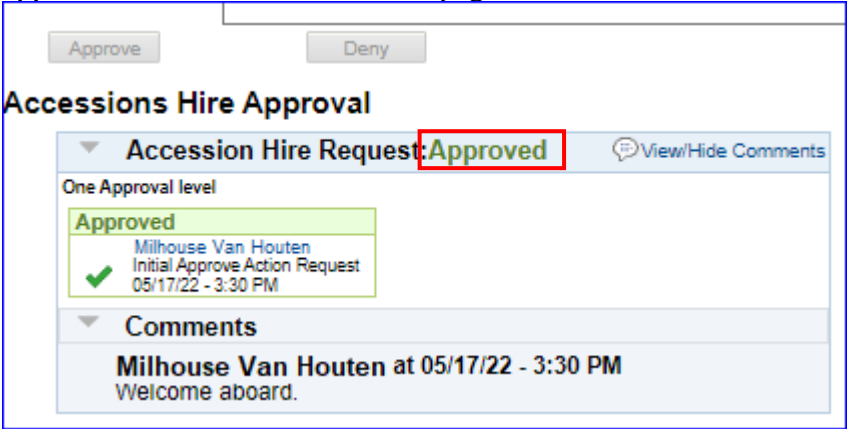
Procedure,  
continued

Step	Action
3	<p>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>.</p> <div> <div>View My Action Requests</div> <div>Milhouse Van Houten</div> <ol style="list-style-type: none"> <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> <div> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <div> <div>Transaction Name: All Transactions</div> <div>Transaction Status: Pending</div> <div>Submission From Date: <input type="text"/></div> <div>Submission To Date: <input type="text"/></div> <div>Populate Grid</div> <div>Refresh</div> </div> </div>
4	<p>Click the <b>Approve/Deny</b> link for the accession you are approving.</p> <div> <div> <div> <div>Transaction Name</div> <div>Status</div> <div>Member</div> <div>Member's Last Name</div> <div>Member's Emplid</div> <div>Member's Deptid</div> <div>Submitted By</div> <div>Approver</div> <div>Submission Date</div> <div>Drill Date</div> <div>Approve/Deny</div> </div> <div> <div>AccessionHire</div> <div>Pending</div> <div>Lisa Simpson</div> <div>Simpson</div> <div>1234567</div> <div>002817</div> <div>Ralph Wiggum</div> <div>Milhouse Van Houten</div> <div>2022/05/17</div> <div></div> <div>Approve/Deny</div> </div> </div> <div> <div>Order Approvals</div> <div> <div>Personalize</div> <div>Find</div> <div>View All</div> <div>First</div> <div>1 of 1</div> <div>Last</div> </div> </div> </div>

*Continued on next page*

## Approving an Accession, Continued

Procedure,  
continued

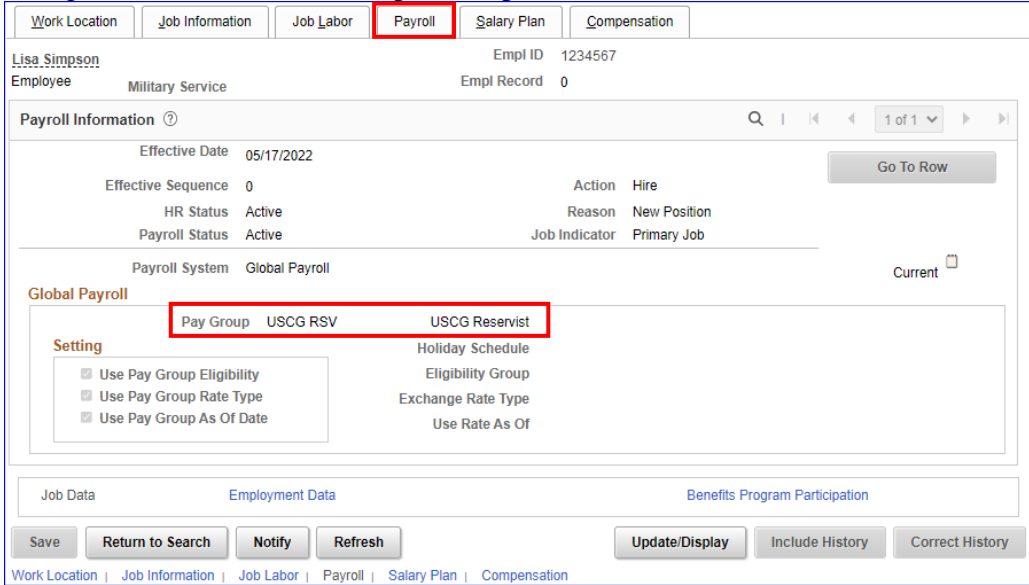
Step	Action
5	<p>Enter any needed <b>Comments</b> and select either <b>Approve</b> or <b>Deny</b> (deny returns the accession to the HRS user).</p> 
6	<p>Once <b>Approved</b>, the buttons will be greyed out after the system saves the approval. Click the X to close the page.</p> 

*Continued on next page*



## Approving an Accession, Continued

Procedure,  
continued

Step	Action
7	<p>Return to the Job Data <b>Payroll</b> tab to confirm the members <b>Pay Group</b> has changed to USCG RSV and repeat the process for the next accession.</p>  <p>The screenshot shows the 'Payroll Information' tab for employee Lisa Simpson (Empl ID 1234567). The 'Payroll' tab is selected. The 'Pay Group' is set to 'USCG RSV' and the 'USCG Reservist' checkbox is checked. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Pay Group' as 'USCG RSV' and 'USCG Reservist' as checked. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Pay Group' as 'USCG RSV' and 'USCG Reservist' as checked. The 'Setting' section includes checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. The 'Global Payroll' section shows 'Pay Group' as 'USCG RSV' and 'USCG Reservist' as checked.</p>


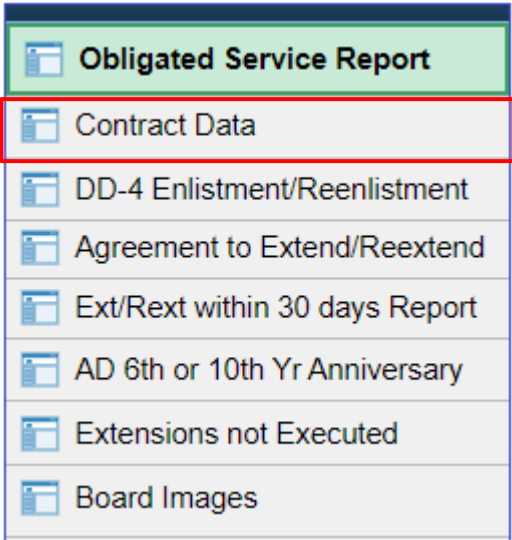
## Entering Contract Data

---

**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. 
1.5	Select the <b>Contract Data</b> option. 

---

*Continued on next page*

## Entering Contract Data, Continued

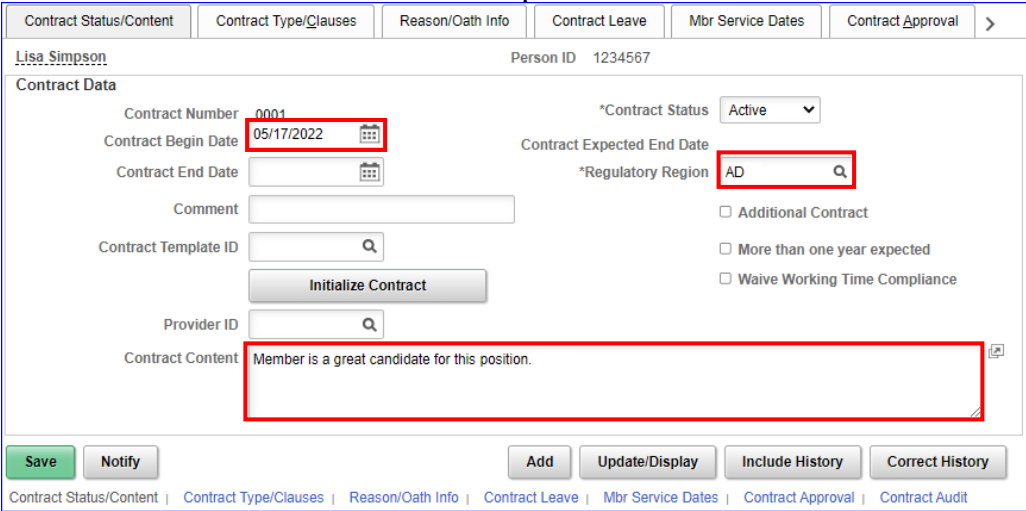
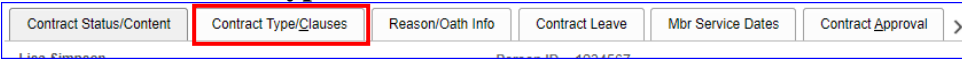
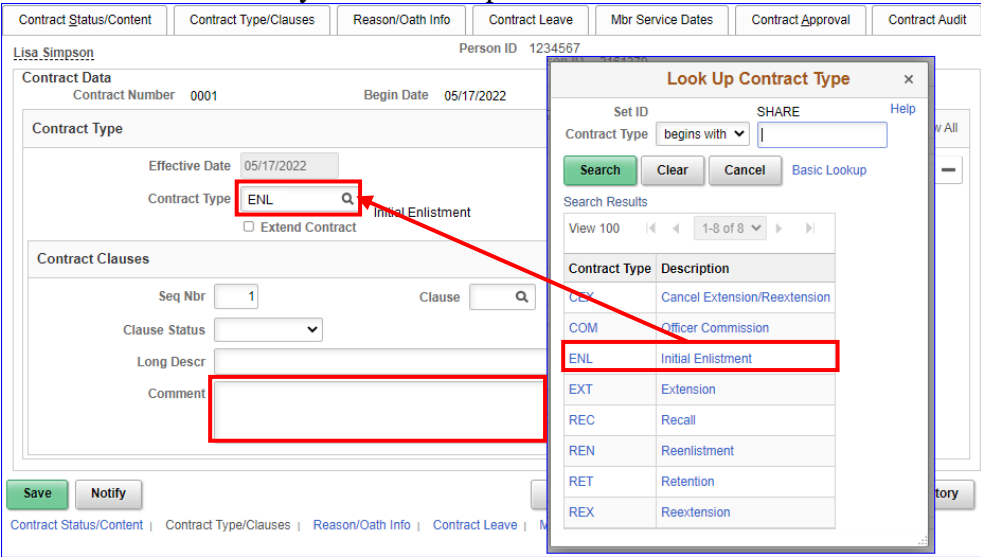
Procedure,  
continued

Step	Action
2	<p>Click the <b>Add a New Value</b> tab.</p> <div> <p><b>Update Contracts</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <b>Add a New Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Empl ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Contract Number begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>
3	<p>Enter the <b>Empl ID</b> and the <b>Contract Number</b> (Ex. 0001). Click <b>Add</b>.</p> <div> <p><b>Update Contracts</b></p> <p>Find an Existing Value Add a New Value</p> <p>*Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>*Contract Number <input type="text" value="0001"/></p> <p><b>Add</b></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>

*Continued on next page*

## Entering Contract Data, Continued


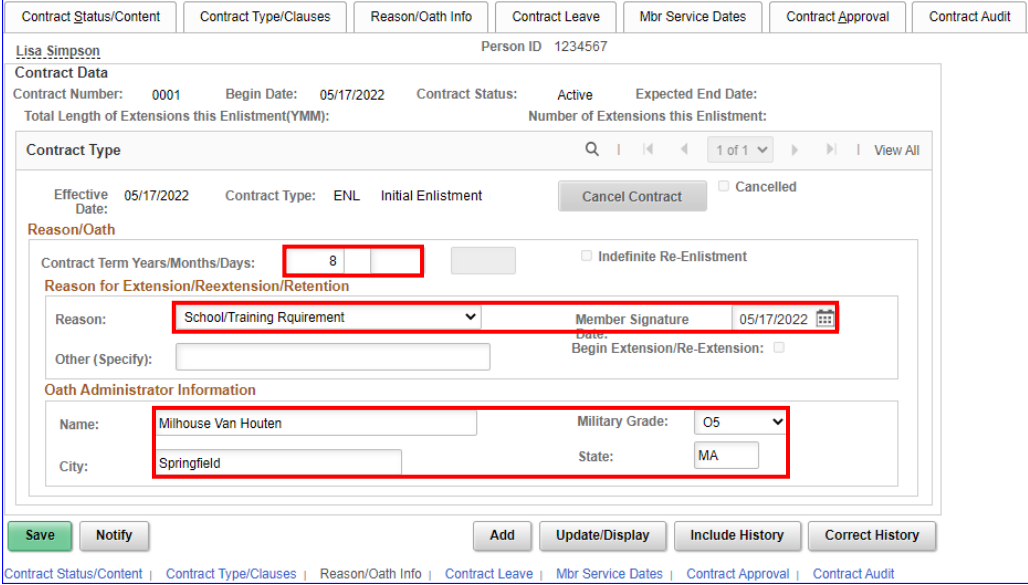

Procedure,  
continued

Step	Action
4	<p>The Contract Status/Content tab displays with the <b>Contract Number</b> (Ex. 0001).</p> <ul style="list-style-type: none"> <li>• <b>Contract Begin Date</b> – Ensure it is the date of hire.</li> <li>• <b>Regulatory Region</b> – Change to the appropriate region (in this case AD).</li> <li>• <b>Contract Content</b> – A statement is required.</li> </ul> 
5	<p>Select the <b>Contract Type/Clauses</b> tab.</p> 
6	<ul style="list-style-type: none"> <li>• <b>Contract Type</b> – Select the appropriate type from the lookup icon (Ex. ENL).</li> <li>• <b>Comment</b> – Enter any contractual specific reasons.</li> </ul> 

*Continued on next page*

## Entering Contract Data, Continued

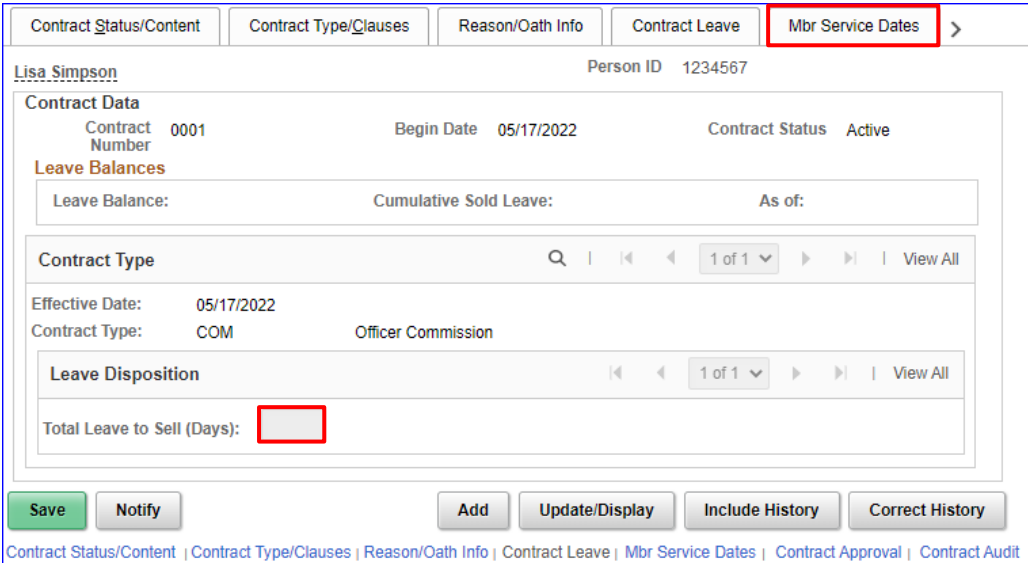
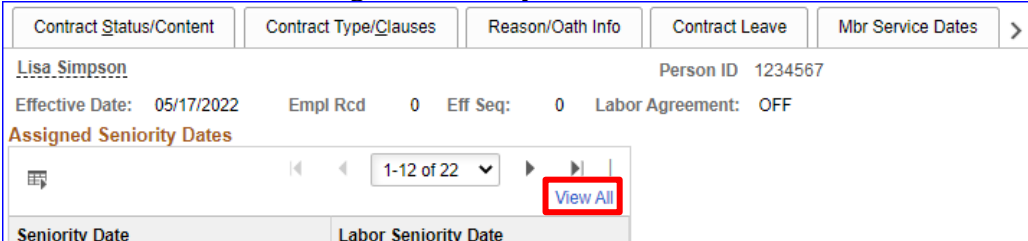
Procedure,  
continued

Step	Action
7	<p>Select the <b>Reason/Oath Info</b> tab.</p>  <ul style="list-style-type: none"> <li>• <b>Contract Term Years/Months/Days</b> – Enter the contract term (in this example 8 years).</li> <li>• <b>Reason</b> – Select from the drop-down IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, <b>this field needs to reflect the actual reason for the service obligation.</b></li> <li>• <b>Member Signature Date</b> – Enter the date the contract was signed.</li> <li>• <b>Name</b> – Enter the appropriate name of the Oath Administrator (can be a Notary, Court Clerk or Judge).</li> <li>• <b>Military Grade</b> – Enter the rank of the Oath Administrator (leave blank if non-military).</li> <li>• <b>City</b> – Enter the City in which the contract was signed.</li> <li>• <b>State</b> – Enter the State in which the contract was signed.</li> </ul> 
8	<p>Select the <b>Contract Leave</b> tab.</p> 

*Continued on next page*

## Entering Contract Data, Continued

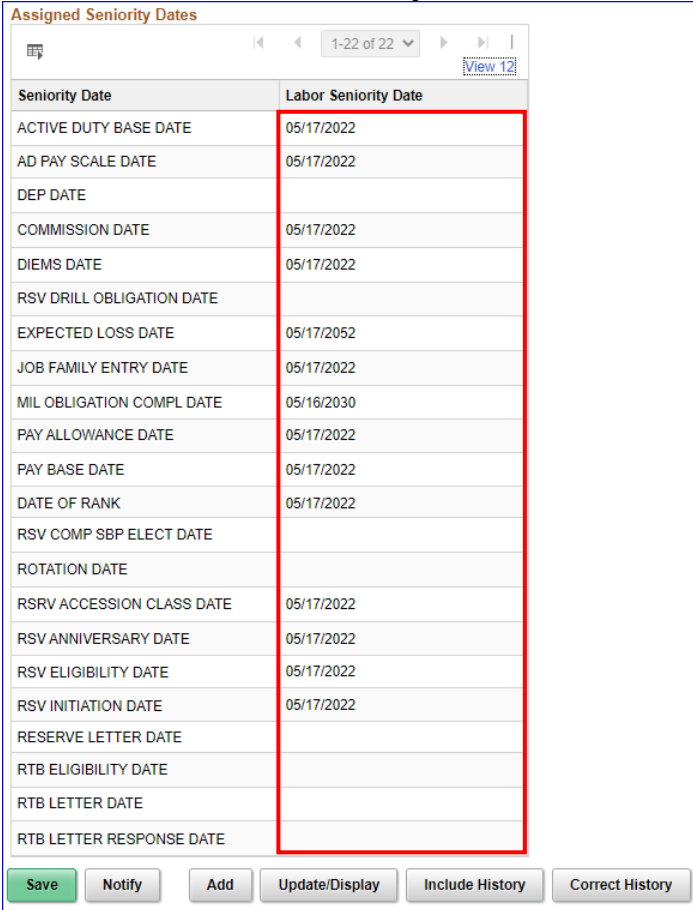
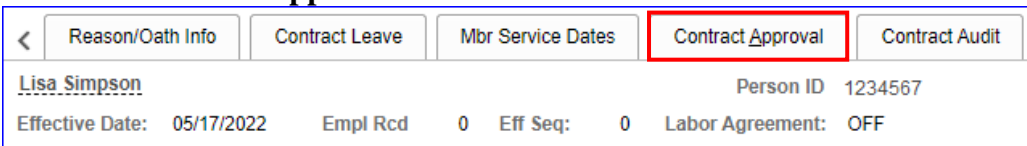
Procedure,  
continued

Step	Action
9	<p><b>Total Leave to Sell (Days)</b> – Greyed out for OCS hires.</p> <p>Select the <b>Mbr Service Dates</b> tab.</p>  <p>The screenshot shows the 'Mbr Service Dates' tab selected. It displays contract information for Lisa Simpson (Person ID 1234567). The 'Contract Data' section shows Contract Number 0001, Begin Date 05/17/2022, and Contract Status Active. The 'Leave Balances' section has fields for Leave Balance, Cumulative Sold Leave, and As of. The 'Contract Type' section shows Effective Date 05/17/2022, Contract Type COM, and Officer Commission. The 'Leave Disposition' section shows 'Total Leave to Sell (Days)' with a red box around it. At the bottom, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History. A breadcrumb trail at the bottom reads: Contract Status/Content   Contract Type/Clauses   Reason/Oath Info   Contract Leave   Mbr Service Dates   Contract Approval   Contract Audit.</p>
10	<p>Click <b>View All</b> on the Assigned Seniority Dates,</p>  <p>The screenshot shows the 'Assigned Seniority Dates' tab selected. It displays contract information for Lisa Simpson (Person ID 1234567). The 'Effective Date' is 05/17/2022, 'Empl Rcd' is 0, 'Eff Seq' is 0, and 'Labor Agreement' is OFF. The 'Assigned Seniority Dates' section shows a list of dates with a 'View All' button highlighted in a red box. At the bottom, there are columns for 'Seniority Date' and 'Labor Seniority Date'.</p>

*Continued on next page*

## Entering Contract Data, Continued

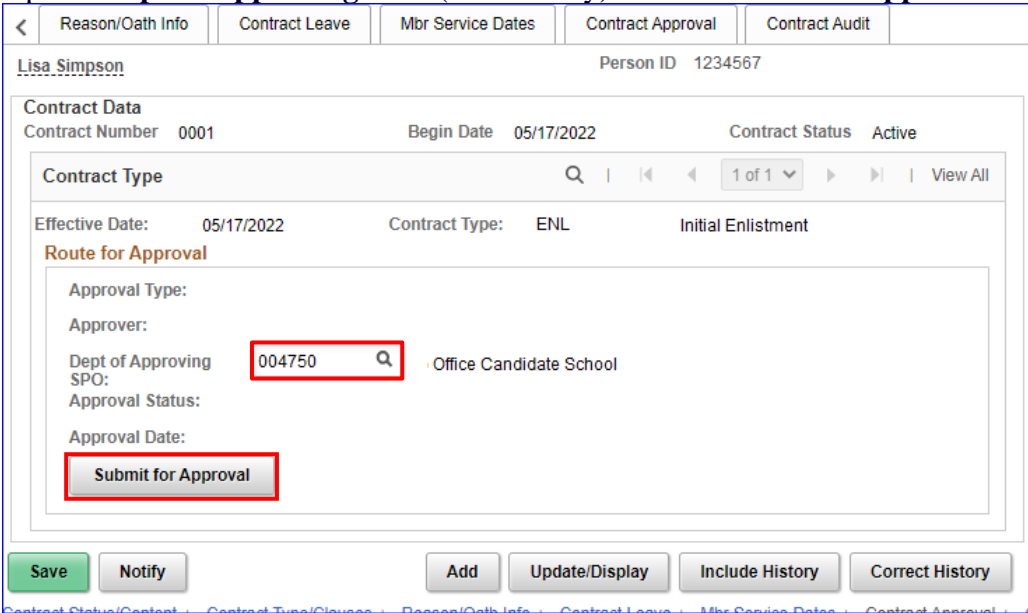
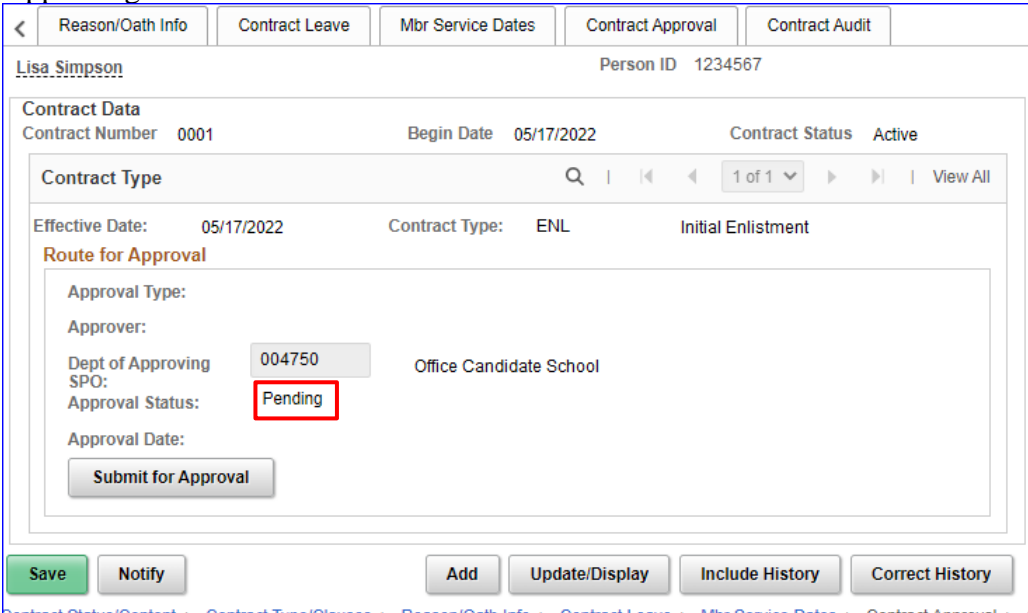
Procedure,  
continued

Step	Action
11	<p>Confirm <b>Labor Seniority Dates</b> set during the Accession process are correct. If not, return to Job Data and verify the dates were entered correctly.</p> 
12	<p>Select the <b>Contract Approval</b> tab.</p> 

*Continued on next page*

## Entering Contract Data, Continued

Procedure,  
continued

Step	Action
13	<p>Update <b>Dept of Approving SPO</b> (if necessary). Click <b>Submit for Approval</b>.</p>  <p>The screenshot shows the 'Contract Approval' tab for Lisa Simpson (Person ID 1234567). The 'Contract Data' section displays 'Contract Number 0001', 'Begin Date 05/17/2022', and 'Contract Status Active'. The 'Route for Approval' section shows 'Approval Type: Approver: Dept of Approving SPO: 004750 Office Candidate School' and 'Approval Status: Pending'. The 'Submit for Approval' button is highlighted with a red box.</p>
14	<p>The <b>Approval Status</b> updates to Pending and the contract will be routed to the Approving SPO.</p>  <p>The screenshot shows the 'Contract Approval' tab for Lisa Simpson (Person ID 1234567). The 'Contract Data' section displays 'Contract Number 0001', 'Begin Date 05/17/2022', and 'Contract Status Active'. The 'Route for Approval' section shows 'Approval Type: Approver: Dept of Approving SPO: 004750 Office Candidate School' and 'Approval Status: Pending'. The 'Submit for Approval' button is highlighted with a red box.</p>



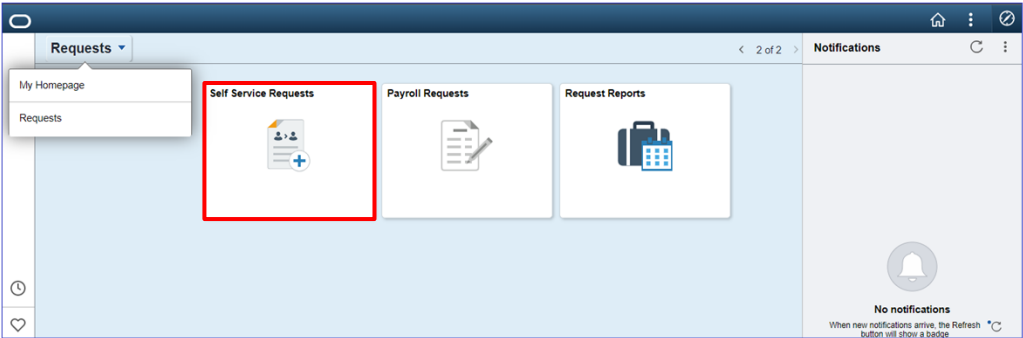
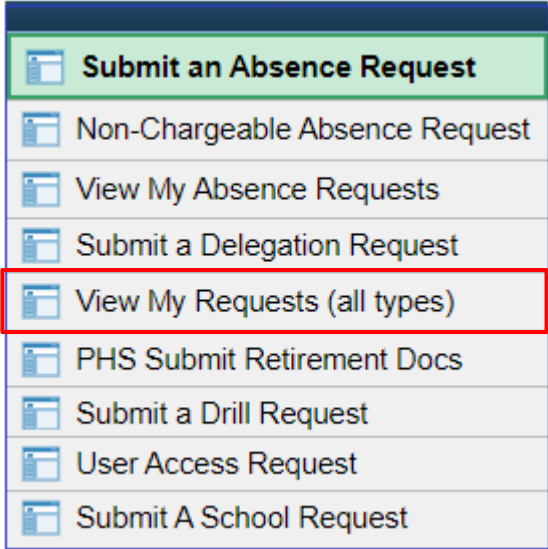
# Approving a Contract

**Introduction** This section provides the procedures for approving a contract.

**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

**Procedure** See below.

Step	Action
1	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self Service Requests</b> tile.</p> 
1.5	<p>Select the <b>View My Requests (all types)</b> option.</p> 

*Continued on next page*

## Approving a Contract, Continued

---

### Procedure, continued

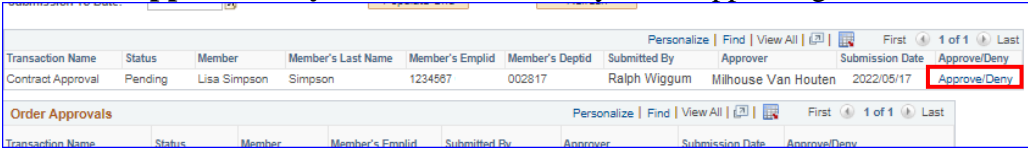
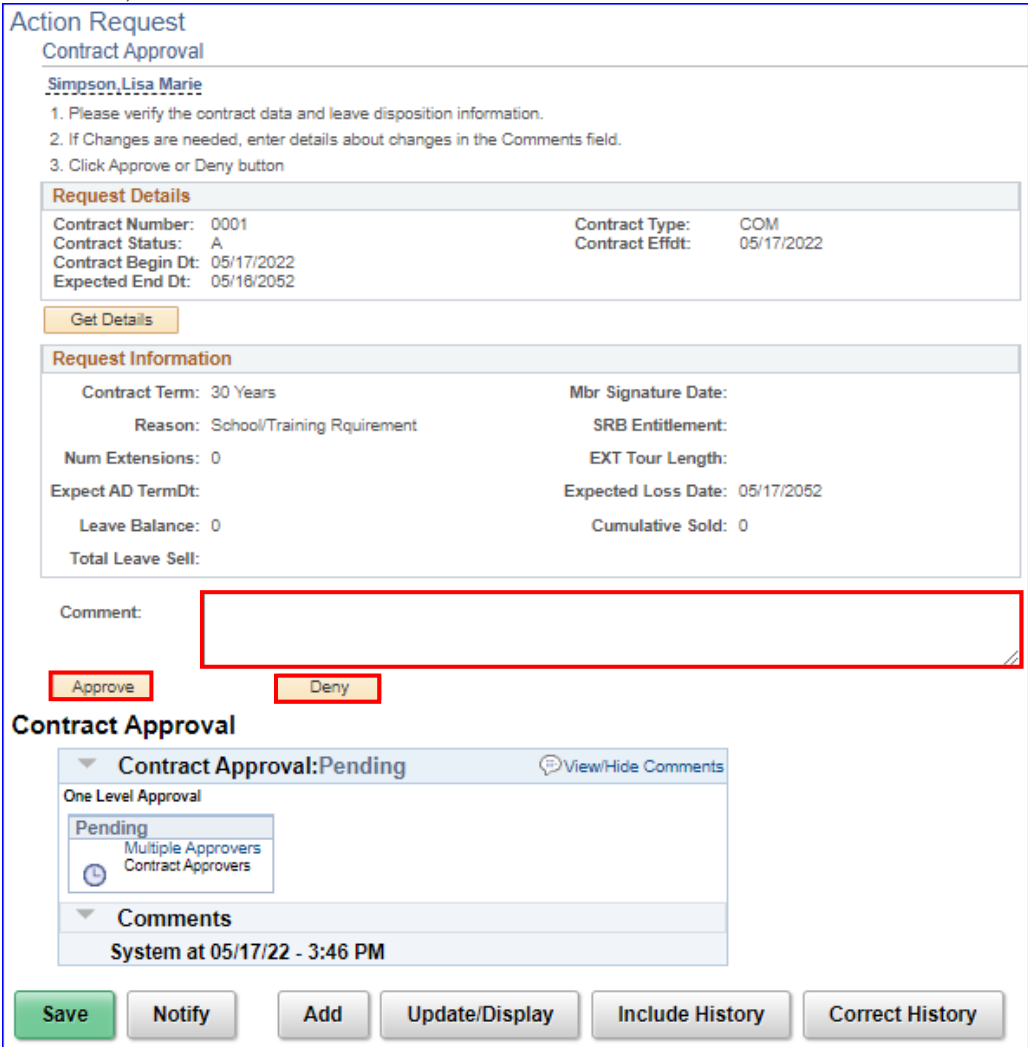
Step	Action
2	<p>Select the <b>Requests I am Approver For</b> radio button. You may narrow the search by filling in the <b>Transaction Name, Status and Dates</b>. Click <b>Populate Grid</b>.</p> <div> <p><b>View My Action Requests</b></p> <p><u>Milhouse Van Houten</u></p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests.  2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.  3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.  4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)  5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.  6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p> Transaction Name: <input type="text" value="All Transactions"/> Transaction Status: <input type="text" value="Pending"/> Submission From Date: <input type="text"/> Submission To Date: <input type="text"/> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>

---

*Continued on next page*

## Approving a Contract, Continued

Procedure,  
continued

Step	Action
3	<p>Click the <b>Approve/Deny</b> link for the contract you are approving.</p>  <p>The screenshot shows a table with columns: Transaction Name, Status, Member, Member's Last Name, Member's Emplid, Member's Deptid, Submitted By, Approver, Submission Date, and Approve/Deny. The row for 'Contract Approval' is highlighted, and the 'Approve/Deny' link is circled in red.</p>
4	<p>Enter <b>Comments</b> and click <b>Approve</b> or <b>Deny</b> (deny returns the contract to the HRS user).</p>  <p>The screenshot shows the 'Action Request' form for 'Contract Approval' for 'Simpson, Lisa Marie'. It includes sections for 'Request Details' (Contract Number: 0001, Contract Status: A, Contract Begin Dt: 05/17/2022, Expected End Dt: 05/16/2052) and 'Request Information' (Contract Term: 30 Years, Reason: School/Training Requirement, Mbr Signature Date, SRB Entitlement, EXT Tour Length, Expected Loss Date: 05/17/2052, Cumulative Sold: 0). The 'Comment' field is highlighted in red, and the 'Approve' and 'Deny' buttons are also highlighted in red.</p> <p><b>Contract Approval</b></p> <p>Contract Approval: Pending View/Hide Comments</p> <p>One Level Approval</p> <p>Pending</p> <p>Multiple Approvers</p> <p>Contract Approvers</p> <p>Comments</p> <p>System at 05/17/22 - 3:46 PM</p> <p>Save Notify Add Update/Display Include History Correct History</p>

*Continued on next page*

## Approving a Contract, Continued

---


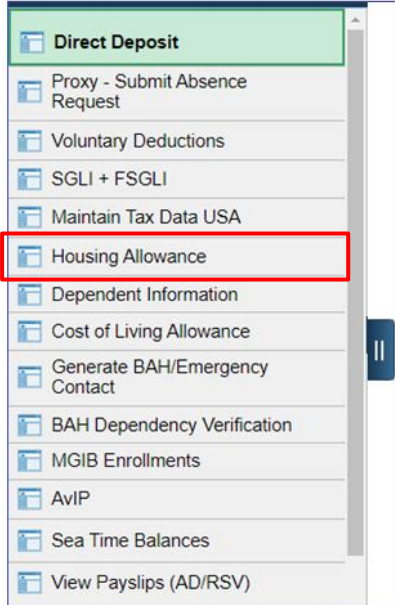
Procedure,  
continued

Step	Action
5	<p>The contract is approved and the member is fully accessed into the Coast Guard with pay.</p>  <p>The screenshot displays a web interface for 'Contract Approval'. At the top, there are 'Approve' and 'Deny' buttons. Below them, the title 'Contract Approval' is followed by a status box that says 'Approved' (highlighted with a red rectangle) and a 'View/Hide Comments' link. Under the heading 'One Level Approval', there is a green box with the word 'Approved', a green checkmark, the name 'Milhouse Van Houten', the role 'Contract Approvers', and the timestamp '05/17/22 - 3:51 PM'. At the bottom, a 'Comments' section shows a system message: 'System at 05/17/22 - 3:46 PM'.</p>

---

## BAH and Direct Deposit

<b>Introduction</b>	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.
<b>Information</b>	Once the hire, the contract and the BAH are approved, then direct deposit <b>must</b> be entered.
<b>Procedures</b>	See below.

Step	Action
1	Click on the <b>Active/Reserve Pay</b> tile. 
1.5	Select the <b>Housing Allowance</b> option. 

*Continued on next page*

## BAH and Direct Deposit, Continued

---

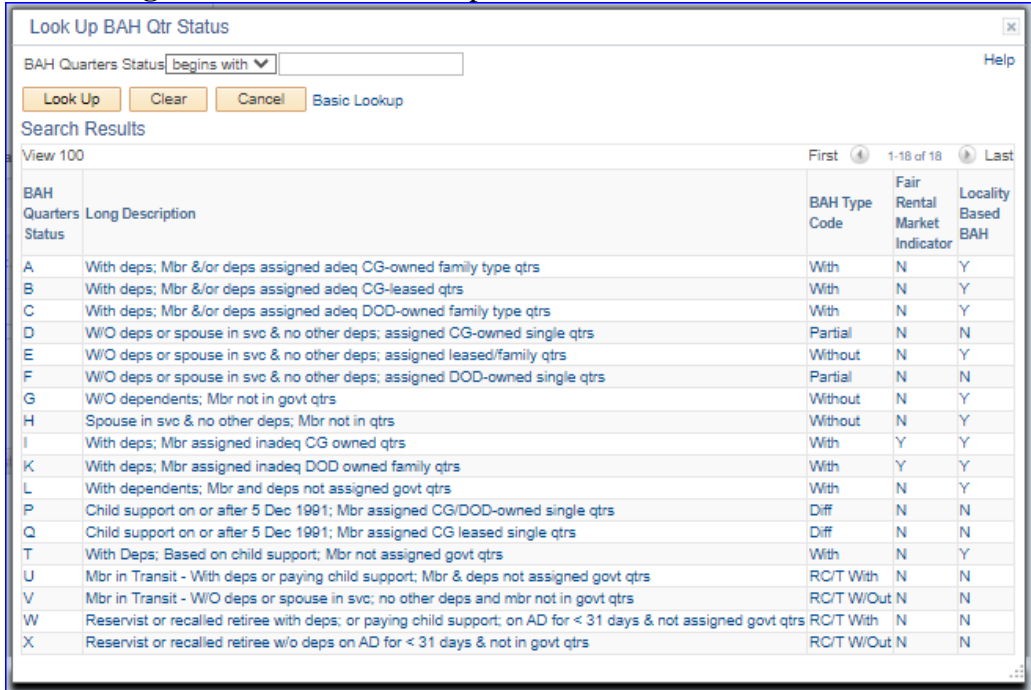
### Procedure, continued

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

*Continued on next page*

## Approving a Contract, Continued

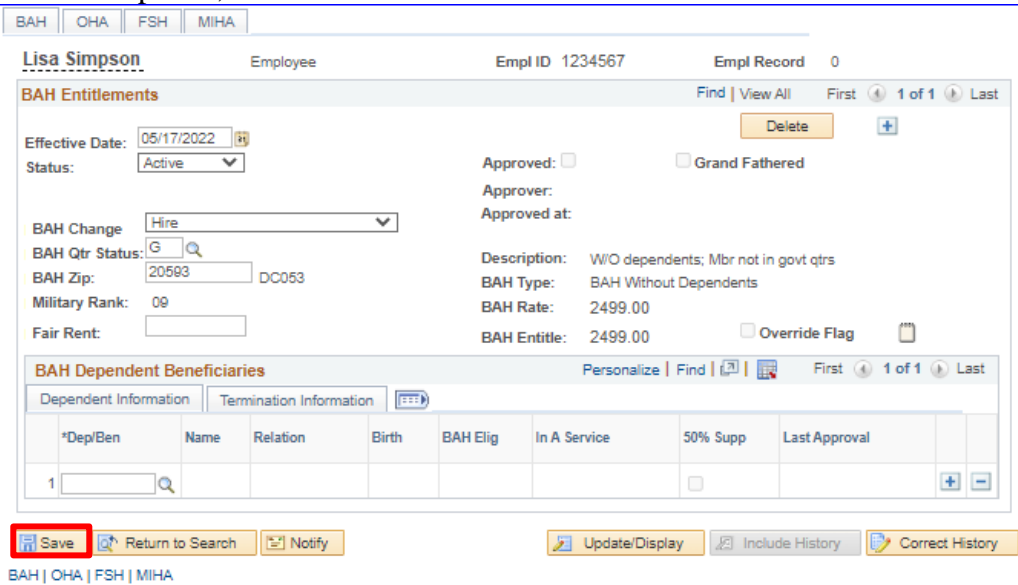
### Procedure, continued

Step	Action
3	<p>Follow the <a href="#">Basic Allowance for Housing (BAH)</a> guide for starting BAH, keeping the following in mind:</p> <ul style="list-style-type: none"> <li>• For married members, ensure <b>dependents</b> are entered in DA prior to starting a BAH row.</li> <li>• BAH With cannot be entered without eligible dependents.</li> <li>• Pay special attention to a recruit that is <b>married member to member</b>, to ensure that BAH With is only being paid as authorized.</li> <li>• For recruits authorized BAH With, utilize the zip code on the dependency worksheet, vice the recruit's contract.</li> <li>• Recruits are authorized BAH, not OHA.</li> <li>• If dependents live somewhere that <b>BAH does not exist</b>, recruits will receive Unit BAH With.</li> <li>• Check zip codes for CONUS/OCONUS COLA where applicable.</li> <li>• Married reservists are entitled to BAH With.</li> <li>• Single reservists will be authorized BAH Without Depn <b>ONLY if they have a lease agreement</b> in their recruit packet.</li> </ul> 

*Continued on next page*

## BAH and Direct Deposit, Continued

### Procedure, continued

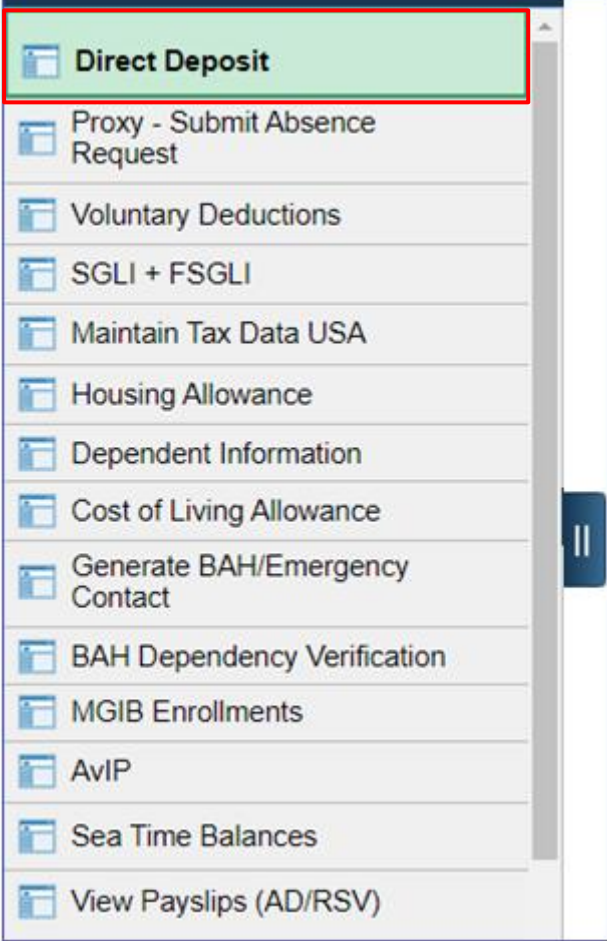
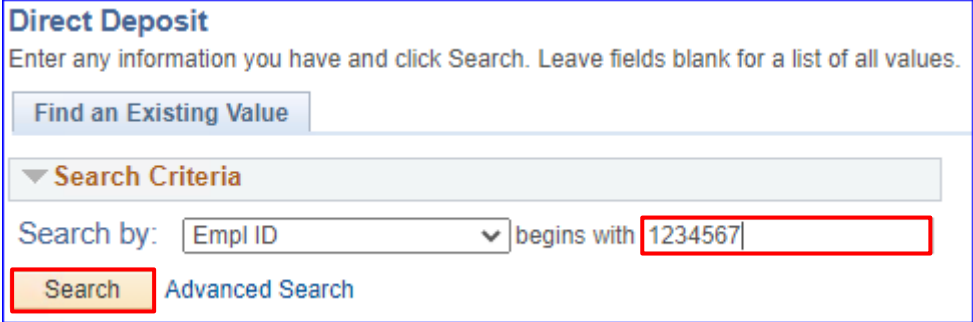
Step	Action
4	<p>When completed, click <b>Save</b>.</p>  <p>The screenshot shows the 'BAH Entitlements' form for Lisa Simpson (Employee ID 1234567). The form includes tabs for BAH, OHA, FSH, and MIHA. The 'BAH Entitlements' section has fields for Effective Date (05/17/2022), Status (Active), BAH Change (Hire), BAH Qtr Status (G), BAH Zip (20583), Military Rank (O9), Fair Rent, and BAH Entitlements (2499.00). The 'BAH Dependent Beneficiaries' section is empty. The 'Save' button is highlighted with a red box.</p>

*Continued on next page*



## BAH and Direct Deposit, Continued

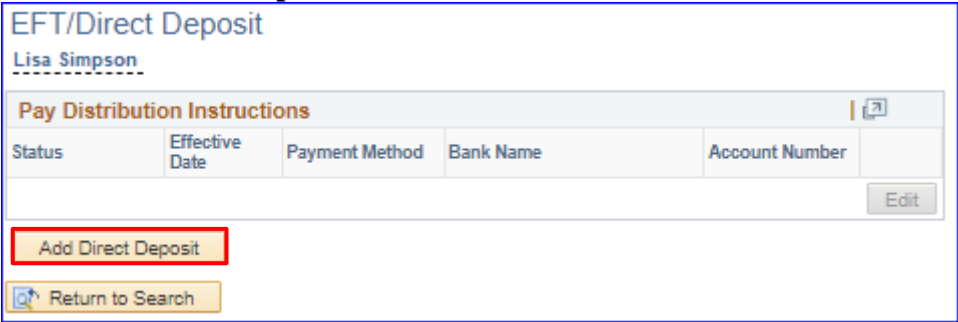
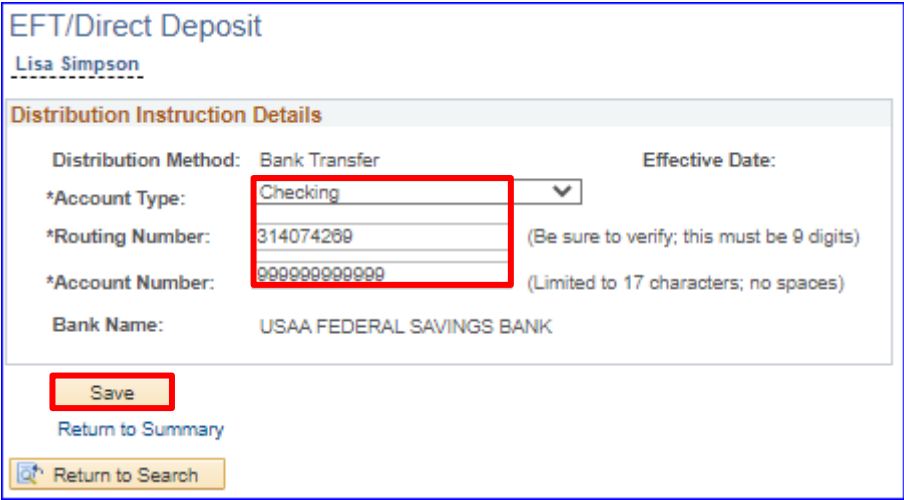
### Procedure, continued

Step	Action
5	<p>Without leaving the screen, select the <b>Direct Deposit</b> option.</p>  <p>The screenshot shows a vertical menu with various options. The 'Direct Deposit' option is highlighted with a green background and a red rectangular box. Other options include 'Proxy - Submit Absence Request', 'Voluntary Deductions', 'SGLI + FSGLI', 'Maintain Tax Data USA', 'Housing Allowance', 'Dependent Information', 'Cost of Living Allowance', 'Generate BAH/Emergency Contact', 'BAH Dependency Verification', 'MGIB Enrollments', 'AvIP', 'Sea Time Balances', and 'View Payslips (AD/RSV)'.</p>
6	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the 'Direct Deposit' search form. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with a dropdown menu, and a 'Search by' field. The 'Search by' field is set to 'Empl ID' and has a red box around the text '1234567'. There is also a 'Search' button and a link to 'Advanced Search'.</p>

*Continued on next page*

## BAH and Direct Deposit, Continued

### Procedure, continued

Step	Action
7	<p>Click <b>Add Direct Deposit</b>.</p> 
8	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Account Type</b> – Select from the drop-down.</li> <li>• <b>Routing Number</b> – Enter the appropriate data.</li> <li>• <b>Account Number</b> – Enter the appropriate data.</li> </ul> <p>Click <b>Save</b>.</p> 
9	<p>The Pay Distributions Instructions will display with the new data.</p> 