Introduction	This guide provides the procedures for accessing a Cadet Access (DA).	t into Direct
Contents	TopicImportant Information Regarding Employee RecordsAccessing the Member into Direct AccessApproving an Accession	See Page 2 3 29
	Entering Contract Data	34
	Approving a Contract BAH and Direct Deposit	41 45
Important Information	• IMPORTANT: DO NOT click OK or Apply unless p not allow the pay record of the applicant to update corr	-
	• You cannot future date a Hire Transaction Start Date. I you to save it.	2
	• Ensure the members paygrade is listed on the DD-4. If is a discrepancy from what is listed in Direct Access, p originator (Recruiter, RPM, EPM or OPM) to get co processing the accession.	lease return to
	• Date of Hire = Date of the Enlistment Contract or Oath	of Office
	• It is good practice to IMMEDIATELY enter the contra Access once the hire portion is complete and Job Data verified. The contract should not be approved without f signed copy of the Oath of Office and Active Duty agree applicable.	has been first viewing a
	• NOTE: Upon graduation from the Academy and appoint commissioned officer, the service dates are defaulted to commissioning date in Seniority Dates. A Statement of Services (SOCS) request must be sent to PPC Custome members that attended the Scholar Program (served on Reserve).	o the Creditable or Care for those

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**.

Biographical Details	Contact Information	<u>R</u> egional	Organizational Relationships	
Test3 Duplicates			Person ID 123	4567
Choose Org Relation	ship to Add			
Employee				
Contingent Wor	ker			
Person of Intere	st			
Em	pl Record 0			
Select Chec	klist Code		▶ 🛞	
	ionship			

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

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

Accessions O • -								
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> on	tact Information	<u>R</u> egional						
Test3 Duplicates							Person ID	1234567	<u> </u>
Name				Q	T		1 of 1 🗸 🕨		View All
Effective	e Date	06/16/2022							+ -
Format Type English					 		, L	-	
D' 1						Vi	ew 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
	E 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

Procedure,

continued

Step	Action							
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 I I I View All							
	*Effective Date 05/17/2022 💼							
	*Format Type English Add Name							
	Display Name							
	Biographic Information	_						
	Date of Birth Years 0 Months 0							
	Birth Country USA Q United States							
	Birth State Q							

Procedure,

continued

Step		Action	
4	Enter the member's complete Name complete, click OK.	_	
	NOTE: Do not use NMN for memb government travel card will be issue denial of its use for the member. LE	d with a middl	e name of "N" and cause
		Name	×
l	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
		pilland of	.::

Procedure,

continued

p	Action							
5	Name section:							
	• Effective Date – Defaults to current date. Enter the date of Accession (if							
	necessary).	Ì						
	• 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.							
	• Birth Location – Enter the city/town where the member was born.							
	Biographical Details Contact Information Regional Organizational Relationships							
	Lisa Simpson Person ID NEW	I						
	Name Q I of 1 v > >	View All						
		+ -						
	*Effective Date 05/17/2022							
	*Format Type English Fdit Name							
	*Format Type English Display Name Lisa Simpson Edit Name							
	*Format Type English Display Name Lisa Simpson Edit Name Biographic Information							
	*Format Type English 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 9							
	*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 I of 1 View All							
	*Effective Date 05/17/2022							
	Gender Unknown							
	*Highest Education Level G-Bachelor's Level Degree V							
	*Marital Status Single V As of 05/09/1997							
	Language Code English 🗸							
	Alternate ID							
	Divill Time Stadent							
	▼ National ID							
	T Q I I I O F I View All							
	*Country *National ID Type National ID Primary ID							
	USA Q Social Security Number V 123-45-6789 V + -							
	Save Notify Refresh Add Update/Display Include History							
6	Select the Contact Information tab.							
Ŭ								
	Biographical Details Contact Information Regional Organizational Relationships							
	Dereon ID.							

Procedure,

continued

				Α	ction		
	hire. Click	k the Ad Required avings P	d Address Address lan (TSP)	Detail lin Types mu	ık. I st include:	e As Of Date is ered when Basic	
	• Mailing	Address	<u> </u>				
	Biographical Lisa Simpson Current Addres		ontact Information	<u>R</u> egional	<u>Organizational Relation</u>	Empl ID NEW	
	≡, Q				14		View Al
	Address Type	As Of Date	Status	Address			
	Home	05/17/2022	А			Add Address Detail	+ -
	Phone Information						
	*Phone Type		Telephone		Extension	Preferred	
		~					+ -
	Email Address	es					
	≡, Q					4 1-1 of 1 🗸 🕨	View All
	Email Type		Email Addr	ess		Preferred	
	Instant Messag Q	je IDs 🕐			14	 I-1 of 1 ∨ 	View Al
	*IM Protocol	*	M Domain *N	letwork ID		Preferred	
		~	Γ				+ -
		•					

Procedure,

continued

Step	Action
8	Enter the Effective Date (cannot be future dated). Click Add Address.
	Address History
	Address Type Home
	Address History Q M 4 1 of 1 V > >
	*Effective Date 05/17/2022 Address
	OK Cancel Refresh
9	 Address 1 – Enter 15 Mohegan Ave Address 2 – Not Used. Address 3 – Not Used. City – Enter New London. State – Enter CT. Postal – Enter 06320. County – Enter the county (if known).
	Edit Address
	Country United States Address 1 15 Mohegan Ave.
	Address 2
	Address 3
	City New London State CT Q Connecticut
	Postal 06320
	County
	OK Cancel

Procedure,

continued

Step		Action										
10	Click the	Plus butto	n to add	the Mailing Ad	dress.							
	Biographica	al Details	Contact Inform	nation <u>R</u> egional	<u>O</u> rganizati	onal Relationships						
	Lisa Simpson	!			Emj	DID NEW						
	Current Addr	esses						_				
	≡, Q					1-1 of 1 💙 🕨	View Al	Ш				
	Address Type	As Of Date	Status	Address								
	Home	05/17/2022	A	15 Mohegan Ave New London CT 06320	Edit/View Ad	ldress Detail	+ -					
	Phone Inform	ation										
11	Select Ma Detail lin		the Add	lress Type drop	-down an	d click the	Add Addres	S				
	<u>B</u> iographical	Details Conta	act Information	<u>R</u> egional <u>O</u> rganiz	ational Relations	hips						
	Lisa Simpson Current Addres					Empl ID NEW						
	⊂urrent Addres	565			M		View /	All				
	Address Type	As Of Date	Status	Address								
	Home	05/17/2022	A	15 Mohegan Ave New London CT 06320	Ed	it/View Address Detai	+ -	-				
	Mailing 🗸				Ad	d Address Detail	+ -	-				
	Billing F Business											
	Campus Check				14	1-1 of 1 🗸	▶ ▶ View Al	I				
	 Depart From Dormitory Home of Record 	d	Telephone	E	xtension	Preferred						
	Legal Mailing	~					+ -					
	Other E Other 2											
	Permanent Preferred				14	1-1 of 1 🗸	View All					
	- Thrift Savings I Veteran	-1411	Email Add	ress		Prefe	rred					
								1				

Procedure,

continued

			Action		
			epeat steps 8 - 10 to	enter the Home of Recor	d as
Address Type	on the DI	D4. Status	Address		
Home	05/17/2022	A	15 Mohegan Ave New London CT 06320	Edit/View Address Detail	+ -
Mailing	05/17/2022	А	15 Mohegan Ave New London CT 06320	Edit/View Address Detail	+ -
Home (🗸				Add Address Detail	+ -
ng iness					
Campus Check Depart From				I I I I I I I I I I I I I I I I I I I	View All
Dormitory Home of Recor	a	Telephone	Extens	ion Preferred	
Legal Other Other	~			4	
Permanent Preferred	Dian				View All
Thrift Savings I					
Veteran		the Plus	button and repeat st	eps $8 - 10$ to enter the T	hrift
veteran f applical	ble, click		button and repeat st lress Type drop-dow Address	eps 8 – 10 to enter the T l n.	hrift
f applical	ble, click Plan from	the Add	ress Type drop-dow	n.	hrift + –
f applical Savings F Address Type	ble, click Plan from As Of Date	the Add Status	Address 15 Mohegan Ave	Edit/View Address Detail	
Veteran f applical Savings F Address Type Home	ble, click Plan from As Of Date 05/17/2022	the Add Status	Address Itess Type drop-dow Address 15 Mohegan Ave New London CT 06320 15 Mohegan Ave	Edit/View Address Detail	+ -
Veteran f applical Savings F Address Type Home Mailing Home of	ble, click Plan from As of Date 05/17/2022 05/17/2022	A A A A A	Iress Type drop-dow Address 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 159 Mensa Drive	n. Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail	+ -
Veteran f applical Savings F Address Type Home Mailing Home of Record	ble, click Plan from As of Date 05/17/2022 05/17/2022	A A A A A	Iress Type drop-dow Address 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 159 Mensa Drive	n. Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail	+ -
Veteran f applical Savings F Address Type Home Mailing Home of Record Thrift Sav	ble, click Plan from As of Date 05/17/2022 05/17/2022	A A A A A	Iress Type drop-dow Address 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 159 Mensa Drive	n. Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail	+ -
Veteran f applical Savings F Address Type Home Mailing Home of Record Thrift Sav V Billing Business Campus Check Depart From Dormitory	ble, click Plan from As of Date 05/17/2022 05/17/2022	A A A A A	Iress Type drop-dow Address 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 159 Mensa Drive	n. Edit/View Address Detail	+ – + – + –
Veteran f applical Savings F Address Type Home Mailing Home of Record Thrift Sar ~ Billing Business Campus Check Depart From Dormitory Legal Other Other	ble, click Plan from As of Date 05/17/2022 05/17/2022	the Add Status A A A A	Iress Type drop-dow Address 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 159 Mensa Drive Springfield MA 01103	n. Edit/View Address Detail	+ -
Veteran f applical Savings F Address Type Home Mailing Home of Record Thrift Sar V Billing Business Campus Check Depart From Dormitory Legal Other	ble, click Plan from As Of Date 05/17/2022 05/17/2022 05/17/2022	the Add Status A A A A	Iress Type drop-dow Address 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 159 Mensa Drive Springfield MA 01103	n. Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail Add Address Detail Image: Add Address Detail	+ -
Veteran f applical Savings F Address Type Home Mailing Home of Record Thrift Sai V Billing Business Check Depart From Dormitory Legal Other 2 Permanent	ble, click Plan from As Of Date 05/17/2022 05/17/2022 05/17/2022	the Add Status A A A A	Iress Type drop-dow Address 15 Mohegan Ave New London CT 06320 15 Mohegan Ave New London CT 06320 159 Mensa Drive Springfield MA 01103	n. Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail Edit/View Address Detail Add Address Detail Add Address Detail	+ -

Continued on next page

Procedure,

continued

Step				Action			
14	The Phone	Informati	on, Ema	il Addresses an	d Instant	Message ID	s should
				the member at a		-	
			-				
	NOTE: The	ey must en	ter their '	TSP address into	the syste	m as well.	
	Biographical Deta	ils Contact li	nformation	Regional Organization	al Relationships		
	Lisa Simpson Current Addresses	· · ·	· · ·			Empl ID NEW	
	≡; Q					1-4 of 4 🗸 🕨	View All
	Address Type	As Of Date	Status	Address			
	Home	05/17/2022	A	15 Mohegan Ave New London CT 06320	Edit/Vie	w Address Detail	+ -
	Mailing	05/17/2022	A	15 Mohegan Ave New London CT 06320	Edit/Vie	w Address Detail	+ -
	Home of Record	05/17/2022	A	159 Mensa Drive Springfield MA 01103	Edit/Vie	w Address Detail	+ -
	Phone Information						
	, ⊂ C				4 4	+1 of 1 ♥ ▶	View All
	*Phone Type	Tel	ephone	Exten	sion	Preferred	
		~					+ -
	Empli Addresses						
	≕ Q			\searrow		1-1 of 1 🗸 🕨 🕨	View All
	Email Type		Email Address	\times		Preferred	
	Instant Message IE)s ⑦					
	≡; Q				14 - 4	1-1 0.1 🗸 🕨	View All
	*IM Protocol	*IM Dom	ain *Netw	vork ID		Preferred	
		~					+ -
	Save Notify	/ Refresh	1		Add	Update/Display	Include History
	Save	Kellesi	J		Add	opdate/Display	Include history
15	Select the F	Perional ta	h				
13	Select the F		IU.				
	<u>B</u> iographica	al Details	Contact Ir	nformation <u>R</u> egi	onal <u>O</u>	rganizational Rel	ationships
					·		

Procedure,

continued

Step						Action					
16	Ensure	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).										
	cume	entre Broup, ener ale ra s oution and add the additional Broup designation).									
	All other fields on this tab are left blank.										
	Biograph	ical Details	Contact Informati	ion F	Regional	Organizational Relationships					
	Lisa Simp	son				Person ID NEW					
	Ethnic Gr	oup				Q 14	1 of 1 🗸 🕨	▶ I View All			
		Re		USA		ited States		+ -			
			Ethnic Group	1 D Primary		nite					
	11:-4					0.1.14	4 4 4 4 4 4 4	N. J. Marina H.			
		Look Up Et	hnic Group	×							
	Set ID Ethnic Group Description	begins with 🗸	usa I	Help	•						
	Search Search Result	Clear Canc s									
	View 100		I € 1-67 of 67 ∨		Г]			
	Group	Description		hort escription		***Do not use the	WHITE				
	1	White		/hite		link for the Ethnic	Group,				
	2	Black or African An		lack		always select the	l link (per				
	4	Asian American Indian or		sian m Indian		the programmers)	· T				
	7		Other Pacific Islander H			Must select the X					
	AFRAM	African American		fr Amer							
	ALATHAB	Alaskan Athabaska	ins A	laskan At		for the Hispanic E	thnic				
	ALEUT	Aleutian	A	leutian		Category.					
	AMIND	American Indian/A	aska Native A	m. Ind		0 5					
	ABACHE	Anache	A	nache							
	TLINGIT	Tlingit		lingit							
	тономо	Tohono O'Odham	т	ohono O'O							
	VIETNAME	Vietnamese		ietnamese							
	WE	White	W	/hite							
	X	Ethnic Category - H	Hispanic or Latino H	ispanic							
	Y	Ethnic Category - I	Not Hispanic or Latino N	ot Hispan							
	YAQUI	Yaqui	Y	aqui							
					*						
					_						
	1										

Procedure,

continued

Step		1	Action							
17	Select the Organiz	ational Relations	hips tab.							
	Biographical Details Contact Information Regional Organizational Relationships									
18	Check the Employ Do NOT 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,

continued

tep	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.								
	• Reason – Select New Position from the drop-down.								
	• Position Number – Enter 00060344, currently for CADET & hit tab.								
	Click the Override Position Data button.								
	Work Location Job Information Job Labor Payroll Salary Plan Compensation								
	Lisa Simpson Empl ID 1234567								
	Employee Military Service Empl Record 0								
	Work Location Details 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								
	Payroll Status Active *Job Indicator Primary Job								
	Calculate Status and Dates								
	Position Number 00060344 Q COAST GUARD ACADEMY CADET Current								
	Override Position Data Position Entry Date								
	05/17/2022 Position Management Record								
	NOTE: If for any reason this Accession is not completed but an Empl ID was								
	issued and Job data was never entered, use the Add Employment Instance								
	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 provides unserved Job Data entries will need to be								
	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.								

Procedure,

continued

Step				Action			
20	Change/updat	e as nece	essary:				
	Regulatory	Region	- Select	AD from the lookup ice	on.		
	Company –	Verify .	ACG is d	lisplayed.			
	• Business U	nit – Sel	ect CAD	CG from the lookup icc	on.		
	Departmen	t – Enter	r 004311				
	Departmen	t Entry	Date – V	Verify the Date of hire.			
	• Location –	•		•			
		•		JSCG from the lookup i	con.		
						Current	۵
	Position Number	00060344	Q	COAST GUARD ACADEMY CADET			
		Us	se Position Data				
	Position Entry Date						
	*Regulatory Region		anagement Reco	ord			
			Q	Active Duty			
	°Company	ACG		UNITED STATES COAST GUARD			
	*Business Unit	CADCG	۹	Cadets CG			
	*Department	004311	۹	CGA-CADETS			
	Department Entry Date	05/17/2022					
	*Location	CT0004	۹	CG UNITS-NEW LONDON CT			

Procedure,

continued

Step			Actio	n		
21	Select the Job I	nformation ta	b.			
	Work Location	Job Information	Job <u>L</u> abor	<u>P</u> ayroll	Salary Plan	Compensation
	Line Cimeron				Empl ID	1234567
22	Only enter these			•		s.
	• Job Code – E	Inter 209898 (if	f not default	ed) and hi	t tab.	
	• Supervisor II	D – Enter the C	GHRSUP E	Empl ID th	at approves	Accessions.
	• Employee Cla	ass – Select AI	O from the d	lrop-down		
	Work Location Job Info	rmation Job Labor J	Payroll Salary Plan	Compensation		
	Lisa Simpson		Empl ID	1234567		
	Employee Military Service		✓ Empl Record	0		
	Job Information Details (?)				Q	4 1 of 1 🗸 🕨 🔌
	Effective	Date 05/17/2022				Go To Row
	Effective Seque			Acti		
	HR St Payroll St	atus Active atus Active		Reas Job Indicat		Current
	*Job	Code 209898	Q COAST GU	ARD ACADEMY CADE		
	Entry	Date 05/17/2022	COAST GO.	ARD ACADEMY CADE		
	Supervisor	Level	Q			
	Supervis	or ID 9876543	Q. Milhouse	/an Houten		
	Repor	ts To	Q			
	*Regular/Temp	orary Regular	~	*Full/Part Full-Tir	ne 🗸	
	Empl (Class AD	✓ *0	fficer Code None	~	
	*Regular	Shift Not Applicable	~	Shift Rate		
	*Classifie	d Ind Classified	~	Shift Factor		
	Standard Houre (2)					
23	Select the Job I	Labor tab.				
	Work Location	Job Information	Job <u>L</u> abor	Payroll	Salary Plan	Compensation
	Work Eduation		JOD Eabor	Lake	<u>J</u> alary Plan	Compensation
	1: 0:				Empl ID	1234567

Procedure,

continued

Step			Action							
24	Only enter these field	is, DO NO	T enter any of	ther data fields						
	• Labor Agreement – Select ENL from the lookup icon.									
	• Labor Agreement Entry Dt – Will default to date of hire.									
	Lusor rigition intri pression della contra c									
	Scroll down the page	and click	View ALL for	r Assigned Ser	niority Dates.					
	Click Recalculate S			0	•					
	component Service I	•	-		inicer type und					
		b Labor Payroll	Salary Plan Compensati	on						
	Lisa Simpson Employee Military Service	~	Empl ID 1234567 Empl Record 0	, , , , , , , , , , , , , , , , , , ,						
	Labor Information ⑦				Q 4 4 1 of 1 v > >					
	Effective Date	e 05/17/2022			Go To Row					
	Effective Sequence			Action Hire						
	HR Statu: Payroll Statu:			Reason New Position Job Indicator Primary Job						
	Bargaining Uni	t Q			Current					
	Labor Agreemen	t ENL Q	Active Component Enlistment							
	Labor Agreement Entry D	05/17/2022 🗰								
	Employee Category	Q Q	Individual Ready Reserve							
	Employee Subcategory		No Drill Requirement							
	Employee Subcategory		and Danard							
	Union Code	Position Manageme Q	nent Record							
	Union Seniority Date	e								
	Works Council II									
	Labor Facility II Entry Date									
	Entry Date	E Stop Wage Progre	ssion							
		Pay Union Fee Exempt from Layor	Reason	Q						
	Assigned Seniority Dates (?)									
	野 Q			I4 4	1-5 of 22 V View All					
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason					
	Recalcula	ate Seniority	Dates							

Procedure,

continued

)			Action							
Only enter dates as indicated. All other fields must be left blank.										
	• Active Duty Base Date – Date of the hire or Oath of Office									
	• AD Pay Scale Date – Date of the hire or Oath of Office									
	• DEP Date – Leave blank.									
	• CMA Date – Date of the hire or Oath of Office									
	• DIEMS Date – Date Initial Entry Military Service (any component)									
	• Expected AD Te	rm Date –	6 years from Oa	ath of Office	date (minu	us 1 day)				
	• Expected Loss D	ate – 8 yea	rs from the orig	ginal DIEMS	date (minu	us 1 day)				
	Job Family Entr	y Date – D	ate of the hire o	or Oath of Of	ffice					
	Mil Obligation C	Compl Date	e – 8 years from	DIEMS dat	e (minus 1	day)				
	unless prior disch	arge author	rized under an a	pproved pro	gram (i.e. V	VOLSEP				
	Pay Allowance E	Date – Date	of the hire or O	Dath of Office	e					
	• Date of Rank – I	Date of the	hire or Oath of (Office						
	• Pay Base Date –	Date of the	hire or Oath of	Office						
				C C (1. 1. 11				
	NOTE: Submit a re	-								
	Service (SOCS) in			•	•	ldjustmer				
				$/[91] \Delta [SP[]$	B/ID)					
	will take place via t Assigned Seniority Dates ③	ine socs p	$\frac{1}{10000000000000000000000000000000000$		<u>D/15</u>).					
	Assigned Seniority Dates ()	ille SOCS p	10cess (see <u>E-Iv</u>		□ 1-22 of 22 ∨	▶ ▶ View				
	Assigned Seniority Dates ③	Control Value	Labor Seniority Date	Override		▶ ▶ View				
	Assigned Seniority Dates ⑦			4	1-22 of 22 ∨	▶ ▶ View				
	Assigned Seniority Dates ⑦ Seniority Date		Labor Seniority Date	Override	1-22 of 22 ∨	▶ ▶ View				
	Assigned Seniority Dates ⑦ Seniority Date ACTIVE DUTY BASE DATE		Labor Seniority Date	Override	1-22 of 22 ∨	▶ ▶ View				
	Assigned Seniority Dates ⑦		Labor Seniority Date 05/17/2022	Override	1-22 of 22 ∨	View				
	Assigned Seniority Dates ⑦ Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE		Labor Seniority Date	Override	1-22 of 22 ∨	▶ ▶ View				
	Assigned Seniority Dates ⑦ Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE		Labor Seniority Date 05/17/2022 05/17/202 05/17 05/	Override	1-22 of 22 ∨	▶ ↓				
	Assigned Seniority Dates ⑦ Carrier Control Co		Labor Seniority Date 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111	Override	1-22 of 22 ∨	▶ I View				
	Assigned Seniority Dates ⑦ Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE		Labor Seniority Date 05/17/2022 1111 05/17/2022 1111 05/17/2022 1111 05/17/2022 1111 05/17/2022 1111 05/17/2022 1111	Override	1-22 of 22 ∨	Image: Non-State View Image: Non-State Image: Non-State Image: Non-State				
	Assigned Seniority Dates Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED AD TERM DATE		Labor Seniority Date 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/16/2028 111	Override	1-22 of 22 ∨	Image: Non-State View Image: Non-State Image: Non-State Image: Non-State				
	Assigned Seniority Dates ⑦ Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED AD TERM DATE EXPECTED LOSS DATE		Labor Seniority Date 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/16/2028 1 05/16/2030 1	Override	1-22 of 22 ∨	Image: Non-State Image: Non-State Image: Non-State				
	Assigned Seniority Dates Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED AD TERM DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE TE		Labor Seniority Date 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/16/2028 111 05/16/2028 111 05/16/2028 111 05/16/2028 111	Override	1-22 of 22 ∨	▶ ↓ View				
	Assigned Seniority Dates ⑦ Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE TE MIL OBLIGATION COMPL DATE		Labor Seniority Date 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/16/2030 1 05/16/2030 1 05/16/2030 1	Override	1-22 of 22 ∨	I View I I				
	Assigned Seniority Dates ⑦ Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED AD TERM DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE TE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE		Labor Seniority Date 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/17/2022 111 05/16/2028 111 05/16/2030 111 05/16/2030 111 05/16/2030 111 05/16/2030 111 05/16/2030 111	Override	1-22 of 22 ∨					
	Assigned Seniority Dates Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED AD TERM DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE TE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE DATE OF RANK PAY BASE DATE	Control Value	Labor Seniority Date 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/17/2022 1	Override	1-22 of 22 ∨	Image: Constraint of the second sec				
	Assigned Seniority Dates ⑦ Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE TE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE DATE OF RANK	Control Value	Labor Seniority Date 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/17/2022 1	Override	1-22 of 22 ∨	Image: Normal state Image: Normal state				
	Assigned Seniority Dates Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE DIEMS DATE EXPECTED AD TERM DATE EXPECTED LOSS DATE JOB FAMILY ENTRY DATE TE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE DATE OF RANK PAY BASE DATE Recalculate Seniority Date	Control Value	Labor Seniority Date 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/17/2022 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/16/2030 1 05/17/2022 1	Override	1-22 of 22 ∨	Image:				

Procedure,

continued

Step					Actio	n				
26	Select the Pa	yroll Tał).							
	Work Location	Job In	formation	Job <u>L</u>	abor	<u>P</u> ayroll	<u>S</u> al	ary Plan	<u>C</u> ompensation	
	Line Cimeron							EmpLID 1	234567	
27	Pay Group this will upd Select the S a	ate to CA	ADET.	to US	CG ST	G. Or	ice the	hire has	been approve	ed
		lob Information	Job Labor	Payroll	Salary Plan	n <u>C</u> om	ensation			
	Lisa Simpson Employee Milita	ry Service	11		Empl ID Empl Record	1234567 0				
	Payroll Information	0						QIN	1 of 1 🗸 🕨	
	Effe	ctive Date 05/1	7/2022						Go To Row	
	Effective	Sequence 0				Action	Hire			
		HR Status Activ				Reason	New Position	1	Current	
		roll Status Activ oll System Glob			JO	b Indicator	Primary Job		-	
	Global Payroll	on system Clob	arr ayron							
		Pay Group U	ISCG STG	USC	G AD Staging F	Paygroup				
	Setting				y Schedule					
	-	roup Eligibility		-	ility Group Rate Type					
	Use Pay G		Exchange Rate Type Use Rate As Of							
	Job Data				Ber	efits Program Par	ticipation			
	OK Can Work Location Job In	cel Apply formation Job L	abor Payroll	Salary Plar	n Compens	ation			Refrest)

Procedure,

continued

					Action	1					
On	Only enter fields as indicated. All other fields must be left blank.										
• S	alary	Admin Pla	n – Sho	uld def	ault to	CDT (I	f no	t, sel	ect it	from th	e lookup
ic	con).										-
• 6	• Grade – Select CDT from the lookup icon.										
• Grade Entry Date – Should default to the date of hire.											
• S	tep –	Enter 1 and	hit tab.								
N	OTE	If the Job C	Code nu	mber o	loes not	match	the	Grad	le Ste	p – An	error
		e is received							-	-	
fi	ixed.				-	•					
N	IOTE	<mark>: This step i</mark>	is neces	sary fo	or the in	nforma	atior	1 on	the Co	ompen	<mark>sation</mark>
l <mark>t</mark> a	ab to _l	populate.		-							
• S	tep E	ntry Date –	Will de	efault to	the da	te of hi	re.				
Sel	ect the	e Compensa	ation ta	b.							
	ork Location		Job Labor	Payroll	Salary Plan	<u>C</u> ompen:	sation				
Lisa (Simpson				Empl ID	1234567					
Emplo	yee	Military Service			Empl Record	0					
Sala	ary Plan Det	tails ⑦							QIM	✓ 1 of	1 🗸 🕨 🕅
		Effective Date 05/17	//2022						Go	To Row	
	Eff	ective Sequence 0 HR Status Active	a.			Action Reason		osition			
		Payroll Status Active				Job Indicator				m	
-	Military								C	Current	
		Rank	Q								
		Rank Entry Date									
		Worn Rank	Q								
		Worn Rank Type			~						
		Skill Grade			~						
	1	Salary Admin Plan CDT	Q [‡] c	adet Pay Table							
		Grade CDT	Q 2	022 Cadet Pay	Table	Grade Entry D	ate 05/	17/2022			
		Step 1	٩			Step Entry D	ate 05/	17/2022			
			cludes Wage P	rogression R	ıle						
J	lob Data	Employn	nent Data					Benefits I	Program Part	ticipation	
	ок	Cancel Apply									Refresh
Work		Job Information Job La	abor Pavroll	Salary Plan	Compensati	on					
- CON		LE ANGINGION OUD LO	a set i ayroli		, componiati]
1											

Procedure,

continued

Step	Action						
29	Select the Compensation tab.						
	Work Location Job Information Job Labor Payroll Salary Plan Compensation						
	EmpLID 1234567						
30	Click Default Pay Components (this updates the Compensation Rate and Frequency data). Click the Benefits Program Participation link.						
	Work Location Job Information Job Labor Payroll Salary Plan Compensation Liss.Simpson Employee Empl ID 1234567 Employee Military Service Empl Record 0 Compensation Details Image: Compensation Details Image: Compensation Details Image: Compensation Details Effective Date 05/17/2022 Go To Row 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 *Frequency S @ Semimonthil Pay Components Contract Change Prorate Option Payrolls Semimonthil Payrol Pay Components Contract Change Prorate Option Image: Components Image: Comparative Information Image: Comparative Information Pay Components Comparative Information Image: Comparative Information Image: Comparative Information Image: Comparative Information Pay Components Contract Change Prorate Option Image: Comparative Information Image:						
	Calculate Compensation Job Data Employment Data Benefits Program Participation OK Cancel Apply Refresh Work Location Job Information Job Labor Payroll Salary Plan Compensation						
31	Benefits System – Select Base Benefits from the drop-down. Benefit Program Participation Lise Simpson Employee Military Service Empl Record 0 Benefit Record Number Feffective Date OS117/2022 Effective Sequence 0 Action Hire HR Status Active Reason New Position Payroll Status Active Job Indicator Primary Job Current Benefits System Not Managed in PeopleSoft Benefits Employee Status Active Benefits Employee Status Benefits Base Reve						
	Benefits Administration Eligibility ⑦ BAS Group ID Elig Fid 1 Elig Fid 2 Elig Fid 4 Elig Fid 5 Elig Fid 7 Elig Fid 8 Elig Fid 9						

Procedure,

continued

Step	Action									
32	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.									
	• Benefit Program – Select ACG from the lookup icon.									
	Click the Job Data link.									
	Benefit Program Participation									
	Lisa Simpson Empl ID 1234567 Employee Military Service C Final Record 0									
	Benefit Status ⑦ Q I I I I I I I I I I I I I I I I I I									
	Benefit Record Number 0 Go To Row 6 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									
	Annual Benefits Base Rate USD USD Benefits Administration Eligibility ①									
	BAS Group ID Q									
	Elig Fid 1 Elig Fid 2 Elig Fid 3									
	Elig Fld 4 Elig Fld 5 Elig Fld 6									
	Elig Fld 7 Elig Fld 8 Elig Fld 9									
	Benefit Program Participation Details () Q I of 1 v View All									
	*Effective Date 05/17/2022 💼 Currency Code USD + -									
	*Benefit Program ACG Q CG/NOAA Active Deduction Prog									
	Job Data Employment Data Benefits Program Participation									
	OK Cancel Apply Refresh									

Procedure,

continued

Step	Action
33	Го submit, click OK .
	Work Location Job Labor Payroll Salary Plan Compensation
	isa Simpson Empl ID 1234567 imployee Military Service Empl Record 0
	Work Location Details 🕐 Q I d 🔍 1 of 1 🗸 🕨
	*Effective Date 05/17/2022 🔠 Go To Row + -
	Effective Sequence 0 *Action
	HR Status Active Reason New Position
	Payroll Status Active *Job Indicator Primary Job Calculate Status and Dates
	Position Number 000660344 Q COAST GUARD ACADEMY CADET Current
	Use Position Data
	Position Entry Date 05/17/2022
	Position Management Record *Regulatory Region AD Q Active Duty
	*Company ACG Q UNITED STATES COAST GUARD
	*Business Unit CADCG Q, Cadets - CG
	*Department 004311 CGA - CADETS
	Department Entry Date 05/17/2022
	*Location CT0032 Q CG ACADEMY - CADETS
	Establishment ID USCG Q Active CG Date Created 05/17/2022
	Last Start Date 05/17/2022
	▼ Military
	Reserve Class Code Q
	Component Category Q
	Job Data Employment Data Benefits Program Participation
	OK Cancel Apply Refresh
	Vork Location Job Information Job Labor Payroll Salary Plan Compensation

Procedure,

continued

Step	Action
34	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
	OK Cancer
	Warning Compensation Frequency has been updated. (1010,264)
	Compensation Frequency has been updated.
	Compensation requercy has been upuated.
	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
	Sina
	JOB DATA CMP EMPLID : 1234567 COMPANY ACG ACTION HIR (0,0)

Procedure,

continued

Step			Action						
35	After a successful completion you will be returned to the Organizational								
	Relationships ta	b. Return to the	Direct Acc	cess home page.					
	Biographical Details	Contact Information	Regional	Organizational Relationships					
	Lisa Simpson			Person ID	1234567				
	Choose Org Relation	ship to Add							
	Employee								
	Contingent Wor Person of Intere								
		pl Record 0							
	Select Checklist Code 🛛 🗸 🛞								
	Add Relati								
	Addition	onamp							
	Save Notify	Refresh	Add	Update/Display Include	History				
	Biographical Details Co	ontact Information Regi	onal Organiza	ational Relationships					
36				gender, navigate to t					
				op-down arrow > Po					
		01	v	rson's Gender (not	,				
	•		C help ticl	ket must be entered t	to have this				
	information adde	ed.							
	NavBar 🚯	í) A : Ø	+ O D Orders					
	<u> </u>	NavBar: Menu	63						
		B Benefits	>	PeopleTools >					
		Recently Visited C	agement >	Recruiting >					
	Recently Visited	Change My		Reporting Tools >					
		Favorites E		Reserve Activities >					
	Favorites	Enterprise	Components >	Schedule a Query					
	Pavonies	Menu Enterprise	_earning >	Self Service >					
		G GRACLE TEDASIOT	oll & Absence Mgmt>	Self Service >					
		Change My H		Separations >					
	Menu	Human Res	ources >	T Set Up HCM					
		Mobilization	ı >	Test Usage Monitoring					
	⊡ ⊖	= My Feeds		W Workforce Administration >					
	Change My	E My Preferen	ices	, 🗅 Workforce Development >	→				
	Password	■ My System	Profile	Worklist >					
		L							

Continued on next page

Procedure,

continued

Step	Action
37	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 🗸 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 💙
	Department begins with 💙
	✓ Include History □ Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

Procedure,

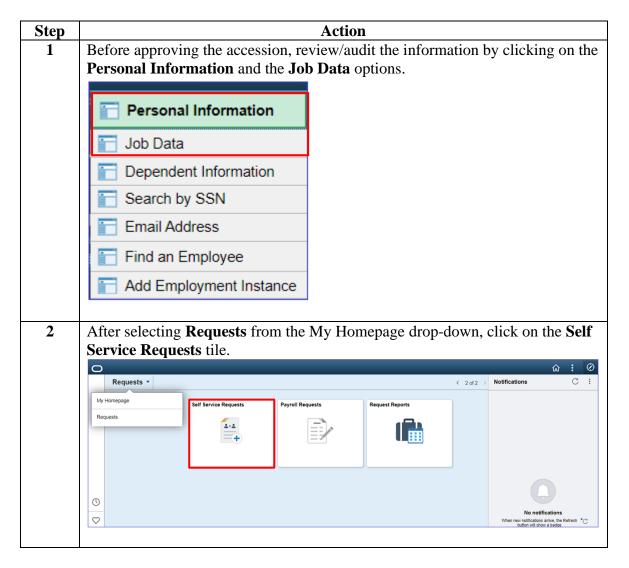
continued

Step	Action										
38	The Gender Change tab will display. The Gender Marker Change Effdt must be										
	the day after your date of entry. This date cannot be backdated.										
	Select the appropriate Gender radio button and select Data Correction from the										
	Gender Change Reason drop-down (used for entering a new member's gender										
	OR to correct an incorrect gender).										
	NOTE: DO NOT USE Gender Marker Change – Used to modify a member										
	who has followed established COMDT Policy and is physically changing										
	genders.										
	Click Save.										
	Gender Change										
	Lisa Simpson Empl ID 1234567										
	Personal Data Effdt Find View All First 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										
	Cander Change										
	Effective Date Gender Gender Change Last Update Date/Time by 05/18/2022										
	03/18/2022										
	Gender Marker Change										
	Effdt 05/18/2022 🛐 💿 Female 🔿 Male Gender Change Reason Data Correction 🗸										
	Save Return to Search										
	Return to Search Display Include History										
20											
39	Now showing 1 of 2 rows.										
	Gender Change										
	Miss Lisa Simpson Empl ID 1234567										
	Personal Data Effdt Find View All First (1 of 2)										
	*Effective Date 05/18/2022										
	Gender Female										
	*Highest Education Level Bachelor's										
	Marilal Nature Direla										
	-Marital Status Single As of: 05/08/1997										

Introduction	This section provides the procedures for approving an Accession in DA.
Information	 SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession. The member will NOT be paid until the accession transaction is approved (remains in the staging Pay Group), the contract is entered and then the contract is approved.

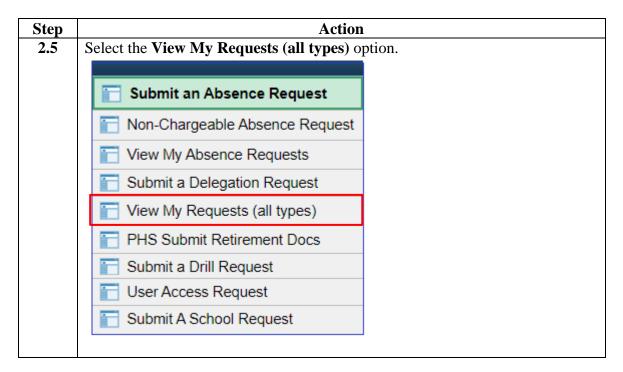
Approving an Accession

Procedure See below.



Procedure,

continued



Procedure,

continued

Step	Action					
3	Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name , Status and Dates . Click Populate Grid .					
	View My Action Requests					
	Milhouse Van Houten					
	 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. 					
	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 🕢 1-4 of 4 🕞 Last					

Procedure,

continued

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

Procedure,

continued

Step	Action						
7	Return to the Job Data Payroll tab to confirm the members Pay Group has						
	changed to CADET 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 I	 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	Current					
	Payroll System Global Payroll Global Payroll						
	Pay Group CADET CADET						
	Setting Holiday Schedule						
	Use Pay Group Eligibility Eligibility Group						
	Use Pay Group Rate Type Exchange Rate Type						
	Use Pay Group As Of Date Use Rate As Of						
	Job Data Employment Data Benefits Program Partici	pation					
	OK Cancel Apply	Refresh					
	Work Location Job Information Job Labor Payroll Salary Plan Compensation						

Entering Contract Data

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

Procedure See below.

Step	Action		
1	Click on the Career Management tile.		
	Career Management		
1.5	Select the Contract Data option.		
	Coligated 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		
	Board Images		

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 Empl ID and the Contract Number (Ex. 0001). Click Add .				
	Update Contracts				
	Eind an Existing Value Add a New Value				
	*Empl ID 1234567 Q				
	*Contract Number 0001				
	Add				
	Find an Existing Value Add a New Value				

Entering Contract Data, Continued

Procedure,

continued

Step	Action				
4	The Contract Status/Content tab displays with the Contract Number (Ex. 0001).				
	• Contract Begin Date – Ensure it is the date of hire.				
	• Regulatory Region – Change to the appropriate region (in this case AD).				
	• Contract Content – A statement is required.				
	Contract Status/Content Contract Type/Clauses Reason/Oath Info	Contract Leave Mbr Service Dates Contract Approval			
		n ID 1234567			
	Contract Data Contract Number	*Contract Status Active V			
	05/17/2022	tract Expected End Date			
	Contract End Date	*Regulatory Region AD Q			
	Comment	Additional Contract			
	Contract Template ID	More than one year expected			
		Waive Working Time Compliance			
	Initialize Contract				
	Provider ID Q				
	Contract Content Member is a great candidate for this position.	[<u>특]</u>			
	Save Notify Add	d Update/Display Include History Correct History			
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract L	eave Mbr Service Dates Contract Approval Contract Audit			
_	Cale of the Constant of Terms (Classical tal				
5	Select the Contract Type/Clauses tab.				
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Co	ontract Leave Mbr Service Dates Contract Approval			
	Lioo fimnoon Desser l	D 409/007			
6	• Contract Type – Select the appropriate t	type from the lookup icon (Ex. ENL).			
	• Comment – Enter any contractual specif	ic reasons.			
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Le				
	Lisa Simpson Person ID 123	34567			
	Contract Data Contract Number 0001 Begin Date 05/17/2022	Look Up Contract Type ×			
	Contract Type	Set ID SHARE Help			
	Effective Date 05/17/2022				
	Contract Type ENL Q	Search Clear Cancel Basic Lookup			
	Extend Contract	Search Results View 100 4 1-8 of 8 V b b			
	Contract Clauses				
	Seq Nbr 1 Clause Q	Contract Type Description Carcel Extension/Reextension			
	Clause Status	COM Officer Commission			
	Long Descr	ENL Initial Enlistment			
	Comment	EXT Extension			
		REC Recall			
		REN Reenlistment			
	Save Notify	RET Retention tory			
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave N	REX Reextension			

Continued on next page

Procedure,

continued

Step	Action
7	Select the Reason/Oath Info tab.
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
	Demon ID 4004667
	 Contract Term Years/Months/Days – Enter the contract term (in this example 6 years). Reason – Select an option from the drop-down. IAW Enlistments, Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, this
	field needs to reflect the actual reason for the service obligation.
	 Member Signature Date – Enter the date the contract was signed. Name – Enter the 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.
	State – Effect the State III whilen 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: Number of Extensions this Enlistment:
	Contract Type Q I I d d 1 of 1 v b b I View All
	Effective 05/17/2022 Contract Type: ENL Initial Enlistment Cancel Contract Cancelled Date: Reason/Oath
	Contract Term Years/Months/Days: 6 Indefinite Re-Enlistment Reason for Extension/Retention
	Reason: School/Training Rquirement Member Signature 05/17/2022 Uate: Uate: Other (Specify): Begin Extension/Re-Extension:
	Name: Milhouse Van Houten Military Grade: O5 City: Springfield State: MA
	Save Notify Add Update/Display Include History Correct History Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
8	Select the Contract Leave tab.
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit

Procedure,

continued

Step			Action			
9	Total Leave to S	ell (Days) – Grey	yed out for new	w hires.		
	Select the Mbr Select the Select	e rvice Dates tab.				
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave N	Ibr Service Dates	
	Lisa Simpson		Pers	on ID 1234567		
	Contract Data Contract 0001 Number Leave Balances	Begin	Date 05/17/2022	Contract Sta	atus Active	
	Leave Balance:	Cumulati	ve Sold Leave:	As of	·	
	Contract Type		QI	1 of 1 🗸	View All	
	Effective Date: 05/1 Contract Type: CON	7/2022 I Officer Com	mission			
	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			Aud
10	Click View All or	the Assigned So	eniority Dates	,		
	Contract Status/Content	Contract Type/ <u>C</u> lauses	Reason/Oath Info		Mbr Service Dates	٦
	Lisa Simpson	1		Person ID 12345	567	
	Effective Date: 05/17/202 Assigned Seniority Dates		Eff Seq: 0 Lab	oor Agreement: OFF		
	Ξ,	1-12 of 2	22 View All			
	Seniority Date					

Procedure,

continued

Step	Action	
11	Confirm Labor Seniority Dates set during the Accession process are corre	ect. If
	not, return to Job Data and verify the dates were entered correctly. Assigned Seniority Dates	
	If I 1-14 of 14 ♥ ▶ I View 12	
	Seniority Date Labor Seniority Date	
	ACTIVE DUTY BASE DATE 05/17/2022	
	AD PAY SCALE DATE 05/17/2022	
	DEP DATE	
	CMA DATE 05/17/2022	
	CURRENT AD DATE 05/17/2022	
	DIEMS DATE 05/17/2022	
	EXPECTED AD TERM DATE 05/16/2028	
	EXPECTED LOSS DATE 05/16/2030	
	JOB FAMILY ENTRY DATE 05/16/2030	
	MIL OBLIGATION COMPL DATE 05/16/2030	
	PAY ALLOWANCE DATE 05/17/2022	
	DATE OF RANK 05/17/2022	
	PAY BASE DATE 05/17/2022	
	ROTATION DATE	
	Save Notify Add Update/Display Include History Correct Hist	ory
12	Select the Contract Approval tab.	
	Keason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Approval	Audit
	Lisa Simpson Person ID 1234567	
	Effective Date: 05/17/2022 Empl Rcd 0 Eff Seq: 0 Labor Agreement: OFF	

Procedure,

continued

tep	Action
3	Update Dept of Approving SPO (if necessary). Click Submit for Approval .
	Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
	Lisa Simpson Person ID 1234567
	Contract Data Begin Date 05/17/2022 Contract Status Active
	Contract Type Q I d d 1 of 1 v > > I View All
	Effective Date: 05/17/2022 Contract Type: COM Officer Commission Route for Approval
	Approval Type: Approver: Dept of Approving 002361 Q CGA CADET TRNG BRANCH SPO: Approval Statuo
	Approval Status: Approval Date: Submit for Approval
	Save Notify Add Update/Display Include History Correct History
	Castract Status/Castract Tups/Clauses + Descen/Oath Infe + Castract Lasue + Mitr Castract Approval
14	The Approval Status updates to Pending and the contract will be routed to th
4	Centrast Clatura/Centent - Centrast Turas/Clauses - Dessen/Osth Infe - Centrast Lesve - Mite Centrast Aprenual
4	The Approval Status updates to Pending and the contract will be routed to the Approving SPO.
4	Contract Clatter Clatter Contract Trace/Clause + Descal/Oath Info Contract Trace/Clause + Descal/Oath Info Contract August The Approval Status updates to Pending and the contract will be routed to the Approving SPO. Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Leave Mbr Service Dates Contract Approval Contract Audit
l 4	Contract Clother/Contract Direct/Clourse L. Descet/Cath Left L. Contract Leave L. Mix Contract Will be routed to the Approving SPO. Keason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Leave Mbr Service Dates Contract Approval Contract Audit Lisa Simpson Person ID Contract Data Contract Data
4	Contract Claturel Clattered Turce/Clauser L. Desces/Cath late L. Contract Leave L. Mix Contract Data Lisa Simpson 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
14	Contract Clobus/Contract Data Contract Data Contract Audit The Approval Status updates to Pending and the contract will be routed to the Approving SPO.
14	Contract Clobus/Contract Data Contract Data Contract Audit The Approval Status updates to Pending and the contract will be routed to the Approving SPO. Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit Lisa Simpson Person ID 1234567 Contract Data Contract Number 0001 Begin Date 05/17/2022 Contract Status Active Contract Type Q K < 10f1 → ▶ View All

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	n
1	After selecting Requests from the My Hon	nepage drop-down, click on the Self
	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	-	I am Approver For radio button. You may narrow the the Transaction Name , Status and Dates . Click Populate
	View My Action Re	equests
	Milhouse Van Houten	
	 Requests I am Approver I 'All Requests' allows the a Transaction Name field all Refresh button clears the Populate Grid button populate 	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 Approve/Deny link for the contract you are approving.
	Personalize Find View All [3] First () 1 of 1 () Last Transaction Name Status Member Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Approve/Deny
	Contract Approval Pending Lisa Simpson Simpson 1234567 002817 Ralph Wiggum Milhouse Van Houten 2022/05/17 Approve/Deny
	Order Approvals Personalize Find View All 🖉 📰 First 🚯 1 of 1 🚯 Last
	Transartion Name Status Member Member's Emolid Submitted By Annrover Submission Date Annrove/Denv
4	Enter Comments and click Approve or Deny (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.
	 If Changes are needed, enter details about changes in the Comments field. Click Approve or Deny button
	Request Details
	Contract Number: 0001 Contract Type: ENL
	Contract Status: A Contract Effdt: 05/17/2022
	Contract Begin Dt: 05/17/2022 Expected End Dt: 05/16/2030
	Get Details
	Request Information
	Contract Term: 8 Years Mbr Signature Date:
	Reason: School/Training Rquirement SRB Entitlement:
	Num Extensions: 0 EXT Tour Length:
	Expect AD TermDt: Expected Loss Date: 05/16/2030
	Leave Balance: 0 Cumulative Sold: 0
	Total Leave Sell:
	Comment:
	Approve Deny
	Contract Approval
	Contract Approval:Pending Device/Wide 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

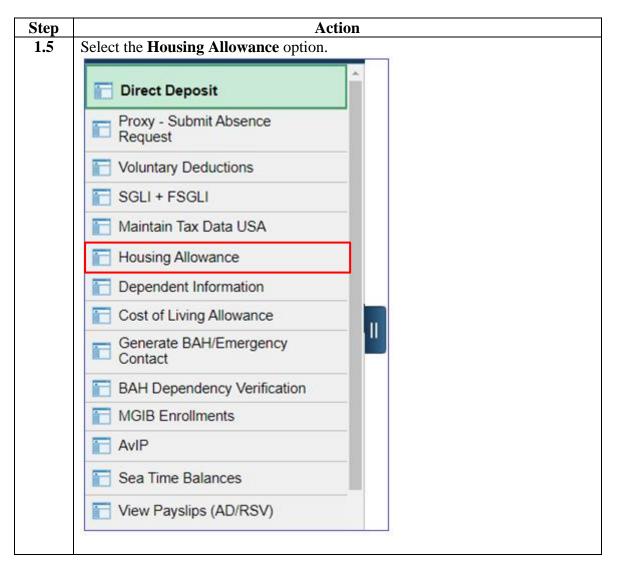
Introduction	This section provides the procedures for ensuring the member is receiving Basic Allowance for Housing (BAH) and that their direct deposit has been set up to receive pay.
Information	Once the hire, the contract and the BAH are approved, then direct deposit must be entered.

Procedures See below.

Step	Action
1	Click on the Active/Reserve Pay tile.
	Active/Reserve Pay

Procedure,

continued



Procedure,

continued

Step	Action	
2	Enter the Empl ID and click Search .	
	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 💙 1234587	
	Empl Record = 💙	
	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	

BAH and Direct Deposit, Continued

Procedure, continued

	Action							
Fol	low the Basic Allowance for Housing (BAH) guide for star	ting B.	AH.					
	keeping the following in mind:							
• Fe	• For married members, ensure dependents are entered in DA prior to starting							
a	a BAH row.							
• R	AH With cannot be entered without eligible dependents.							
	0 1	_						
• Pa	ay special attention to a recruit that is married member to	memb	ber , t	0				
er	sure that BAH With is only being paid as authorized.							
	or recruits authorized BAH With, utilize the zip code on the	e deper	ndend	cy				
W	orksheet, vice the recruit's contract.							
• R	ecruits are authorized BAH, not OHA.							
• If	dependents live somewhere that BAH does not exist, recr	uits wi	Il rec	eive				
U	nit BAH With.							
• C.	heck zip codes for CONUS/OCONUS COLA where applic	cable.						
• M	larried reservists are entitled to BAH With.							
	ingle reservists will be authorized BAH Without Depn ON	T V ;f f	how	how				
• 5				112 86				
	6		incy					
	lease agreement in their recruit packet.		incy i					
a	lease agreement in their recruit packet.							
	lease agreement in their recruit packet.							
	lease agreement in their recruit packet.							
Loc BAH	lease agreement in their recruit packet.							
A Loc BAH	lease agreement in their recruit packet. ok Up BAH Qtr Status I Quarters Status begins with ♥							
A BAH Sea	Icase agreement in their recruit packet. ok Up BAH Qtr Status I Quarters Status begins with ♥ ook Up Clear Cancel Basic Lookup	First 🕐		He				
A BAH Sea	Image: Constraint of the constrain	First 🕢	1-18 of 18 Fair	He La				
A BAH Sea View BAH Qual	Icase agreement in their recruit packet. ok Up BAH Qtr Status 4 Quarters Status begins with ♥ ook Up Clear Cancel Basic Lookup rtch Results rtors Long Description	First 🕐	1-18 of 18 Fair Rental	He Lat Localit Based				
A BAH Lo BAH L Sea View BAH	Icase agreement in their recruit packet. ok Up BAH Qtr Status 4 Quarters Status begins with ♥ ook Up Clear Cancel Basic Lookup rtch Results rtors Long Description	First 🕢	1-18 of 18 Fair	He Localiti Based PAH				
A BAH Sea View BAH Qual	Icase agreement in their recruit packet. ok Up BAH Qtr Status 4 Quarters Status begins with ♥ ook Up Clear Cancel Basic Lookup rtch Results rtors Long Description	First 🕐	1-18 of 18 Fair Rental Market	He Localiti Based PAH				
A BAH Sea View BAH Quai State A B	Icase agreement in their recruit packet. ok Up BAH Qtr Status 4 Quarters Status begins with ♥ ook Up Clear Cancel Basic Lookup irch Results v100 ters Long Description us With deps: Mbr &/or deps assigned adeq CG-owned family type qtrs With deps; Mbr &/or deps assigned adeq CG-leased qtrs	First 🕢 T BAH Type Code With With	1-18 of 18 Fair Rental Market Indicator N	He				
A BAH Sea View BAH Quan Statu A B C	I cancel Basic Lookup cook Up Cear Cancel Basic Lookup rich Results rich Results Vith 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	I-18 of 18 Fair Rental Market Indicator N N	He Localit Based BAH Y Y Y				
A BAH Sea View BAH Quai Statu A B C D	Image: transmitter transmitter Image: transmitter Image: transmitter Image: transmitter I	First (1) BAH Type Code With With With Partial	I-18 of 18 Fair Rental Market Indicator N N N	He				
A Lo BAH Sea View BAH Quai Stati A B C D E	Image: agreement in their recruit packet. ok Up BAH Qtr Status I Quarters Status begins with ♥ ook Up Clear Cancel Basic Lookup rtch Results r100 ters Long Description us 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-owned family type qtrs With deps in Dr &/or deps assigned adeq CG-owned family type qtrs With deps in Sor deps assigned adeq CG-leased qtrs With 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	First () BAH Type Code With With With Partial Without	I-18 of 18 Fair Rental Market Indicator N N N N N	He Localit Based BAH Y Y Y N Y				
A BAH Sea View BAH Qual State A B C D E F	I dease agreement in their recruit packet. I dease agreement in their recruit packet. ok Up BAH Qtr Status I Quarters Status begins with ♥ I Cancel Basic Lookup I Char Cancel Basic Lookup I Char Cancel Basic Lookup I Cancel Basic Lookup I Char Cancel Basic Lookup I Cancel Basic Lookup I Char Cancel Basic Lookup I Char Cancel Basic Lookup I Cancel Basic Lookup I Cancel Basic Lookup I Cancel Basic Cookup I Cancel Basic Cookup I Cancel Basic Cookup I With deps: Mbr &/or deps assigned adeq CG-leased dtrs WIO deps or spouse in svo & no other deps; a	First BAH Type Code With With With Partial Without Partial	1-18 of 18 Faira Rental Market Indicator N N N N N N	He Eccalini Based BAH Y Y N Y N				
A BAH Sea View BAH Quai State A B C C D E F G	Itease agreement in their recruit packet. ok Up BAH Qtr Status 4 Quarters Status begins with ♥ ook Up Clear Cancel Basic Lookup Irch Results r 100 Inters Long Description us 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 DDD-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 DDD-owned single qtrs WO deps or spouse in svo & no other deps; assigned DDD-owned single qtrs WO dependents; Mbr not in govt qtrs	First BAH Type Code With With With Partial Without Partial Without	1-18 of 18 Fair Rental Market Indicator N N N N N N N	He Localit Based BAH Y Y Y N Y N Y				
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A Loi BAH Sea View BAH Quai Stati A B B C D E F G H I	I career agreement in their recruit packet. ook Up BAH Qtr Status d Quarters Status begins with ♥ cook Up Clear Cancel Basic Lookup rch Results roto Results roto Results 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 CD-owned family type qtrs With deps: Mbr &/or deps assigned adeq DD-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 DDD-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 DDD-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 DDD-owned single qtrs WiO deps or spouse in svo & no other deps; Mbr not in qtrs With deps; Mbr assigned inadeq CG owned qtrs	First (1) BAH Type Code With With Partial Without Partial Without Without Without Without	I-18 of 18 Fair Rental Market Indicator N N N N N N N N N N N Y	He La Localiti Based PAH Y Y N N Y Y Y Y Y				
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BAH and Direct Deposit, Continued

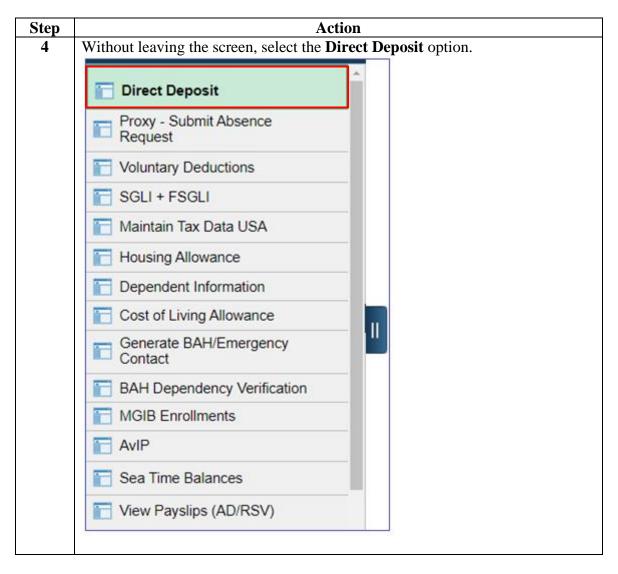
Procedure, continued

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
	Status: Active V Approved: Grand Fathered
	Approver: Approved at: BAH Change Hire BAH Qtr Status: G Q BAH Zip: 20593 DC053 BAH Type: BAH Without Dependents Military Rank: 09 BAH Rate: 2499.00
	Fair Rent: BAH Entitle: 2499.00 Override Flag BAH Dependent Beneficiaries Personalize Find Image: First (in 1 of 1 (in 1 cm))
	BAH Dependent Beneficiaries Personalize Find 🖉 🙀 First 🕢 1 of 1 🕟 Last Dependent Information Termination Information
	*Dep/Ben Name Relation Birth BAH Elig In A Service 50% Supp Last Approval 1
	Save Return to Search Notify BAH OHA FSH MIHA

BAH and Direct Deposit, Continued

Procedure,

continued



Procedure,

continued

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

Procedure, continued

Step				Action			
7	Enter the following:						
	• Account Type – Select from the drop-down.						
	• Routing Number – Enter the appropriate data.						
	• Account Number – Enter the appropriate data.						
	Click Save	,					
	EFT/Direct Deposit						
	Lisa Simpson						
	Distribution In	nstruction Def	tails				
	Distributio	n Method: Ba	nk Transfer	Effect	ive Date:		
	*Account Type: Checking						
	*Routing Number: 314074269 (Be sure to verify; this must be 9 digits)						
	*Account N	umber: 999	9999999999	(Limited to 17 chara	cters: no spaces)		
	Bank Nam	e. 110	AA FEDERAL SA	-	,		
	Carity Harris			INVOS DANK			
	Save						
	Return to Summary						
8	The Pay Di	stributions	Instructions	will display with th	e new data.		
-	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 BANK (314074269)	27365859	Edit	
	Tothe Return to Search						