### **Rehire – Into Reserves with Prior Service**

# Overview

Introduction	This guide provides the procedures for rehiring a member with prior Coast Guard Active Duty (AD) (with or without a break in that service) or Coast Guard Reserve (with a break in that service) in Direct Access (DA).						
Known Issue	State Withholding Tax (SWT) (HOR) address automatically review/update the SWT whe appropriate data entries to a	after a REHIRE. <b>SPO's n</b> en completing the rehire	leed to				
Contents							
	Торі	с	See Page				
	When to Request a SOCS		3				
	Rehiring the Member		4				
	Approving the Rehire		23				
	Entering the New Contract		26				
	Approving the Contract		34				
Before you begin ANY Hire or Rehire	<ul> <li>You must first determine whether the member is already in DA. Failu to do so may cause one member to have two Empl Records or even two separate Employee IDs.</li> <li>There are three places to verify this in the HR Data Shortcuts Tile:</li> <li>Search by SSN (Social Security Number).</li> <li>Job Data – Search by full name (this may be time consuming with popular surnames).</li> <li>Personal Information – Search by full name (also time consuming with popular surnames).</li> </ul>						
	Personal Information						
	🛅 Job Data						
	Dependent Information						
	E Search by SSN						
	Email Address	I					
	Find an Employee						

Add Employment Instance

#### **Overview**, Continued

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

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

N	ational ID	123456789				
	Search in	Employees / Contingents / POI 🗸 🛞				
ookup by Nat	ional ID					
≡, Q				<ul> <li>I → I → I View All</li> </ul>		
National ID	Empl ID	Name	Country	National ID Type		
123-45-6789	1122333	Minnie Mouse	United States	Social Security Number		

#### **Bad Example:**

Em	npl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Altee Ch	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
123	34567	0	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD
123	34567	1	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD

#### **Good Example:**

View All 1-3 of 3 🗸									3 🗸 🕨 🛛			
Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
1234567	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
1234567	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

#### Important Information

- It is good practice to IMMEDIATELY enter the contract into Direct Access once the hire/rehire portion is complete and Job Data has been verified. The contract should not be approved without first viewing a signed copy of the DD-4 or Oath.
- Ensure the members paygrade is listed on the DD-4. If missing or there is a discrepancy from what is listed in Direct Access, **please return to the originator (Recruiter, RPM, EPM or OPM)** to get corrected before processing the accession/rehire.

• Date of Hire/Rehire = Date of the Enlistment Contract **IMPORTANT:** DO NOT click **OK** or **Apply** unless prompted. It will not allow the pay record of the applicant to update correctly.

After the member is rehired, transactions to effect the following must be entered by the technician and approved by the supervisor (when required):

- Pay
- Any previous entitlements
- Tax withholdings
- Direct deposit information
- Enrollment/Election completed for benefit programs (e.g. SGLI, MGIB, Family Dental, etc.)

# When to Request a SOCS

# **Rehiring the Member**

Introduction	This section provides the procedures for rehiring a member (with a signed Enlistment contract) with an Employee ID into the Reserves in DA.
Before You Begin	Verify that the member has a <b>discharge Job Data row</b> before starting the rehire process. See: <u>Understanding Job Data</u>

**Procedures** See below.

Step	Action
1	Click on the HR Data Shortcuts Tile.
	HR Data Shortcuts
1.5	The <b>Personal Information</b> option is the default display.
	Personal Information
	🛅 Job Data
	E Dependent Information
	E Search by SSN
	Email Address
	Find an Employee
	Add Employment Instance

#### Procedures,

continued

Step	Action								
2	Enter the <b>Empl ID</b> , check the <b>Correct History</b> box ( <b>Include History</b> box is optional) and click <b>Search</b> .								
	Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values.								
	Find an Existing Value Add a New Value								
	▼ Search Criteria								
	EmpI 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 V Q								
	Department begins with 🗸 🔍								
	□ Include History								
	Search Clear Basic Search 🖾 Save Search Criteria								
	Find an Existing Value   Add a New Value								

#### **Procedures**,

continued

Step	Action								
3	Information fields will default to previously entered data. Click View Name if								
	changes are necessary (marriage/divorce/name change). Click the Plus buttons								
	in the Name AND the Biographical History sections and update any incorrect,								
	changed or missing fields.								
	IMPORTANT: If the Birth State and Birth Location do not auto-populate,								
	be sure to enter that information (the Approving Official (AO) will get an error								
	during the approval if you don't). See Message below.								
	Biographical Details         Contact Information         Regional								
	BUZZ LIGHTYEAR Person ID 1234567								
	Name         Q,                   1 of 3 ∨         ▶       View All								
	Effective Date 07/14/2014								
	Format Type English View Name BUZZ LIGHTYEAR View Name								
	Biographic Information								
	Date of Birth 03/10/1989 III Years 32 Months 5								
	Date of Death								
	Birth Country USA Q United States								
	Birth State VA Q								
	Birth Location Roanoke								
	Biographical History Q    4 4 1 of 6 V I View All								
	*Effective Date 07/14/2014								
	Gender Male								
	*Highest Education Level C-HS Graduate or Equivalent V								
	*Marital Status Divorced  As of 05/31/2019								
	Language Code								
	Alternate ID								
	▼ National ID								
	□								
	*Country *National ID Type National ID Primary ID								
	USA Q Social Security Number V 123-45-6789 V + -								
	Save Return to Search Notify Refresh Add Update/Display Include History Correct History								
	Biographical Details   Contact Information   Regional								
	Message								
	The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.								
	Birth State is Required								
	ОК								

#### Procedures,

continued

Step	Action								
4	Select the	Contact Inf	forma	<b>tion</b> tab.					
	Biogra Buzz Ligh	phical Detai ntyear	ls	<u>C</u> ontact	Informat	tion	<u>R</u> egional		
5	necessary.	equired Ad			-		tion. If not, o <mark>e Thrift Sav</mark>		n
		. Click the		ddress D			from the Ad update the a	•	elds.
	Current Addres	SSES				M	1-2 of 2 ∨	▶	View All
	Address Type	As Of Date	Status	Address					
	Home	06/03/2017	A	1234 Andy's Way Ewa Beach HI 96706		Vie	w Address Detail	+	-
	Mailing	06/03/2017	A	1234 Andy's Way Ewa Beach HI 96706			w Address Detail	+	-
	Thrift S ✔ Billing					Add	Address Detail	+	-
	Business Campus Check Depart From					₫	1-1 of 1 ¥	► ► 1	View All
	Dormitory Legal Other		Telepho	ne Exte	ension		Preferred		
	Other Other 2 Permanent Preferred	~	:555/55-	5555			2	+	-
	Thrift Savings I Veteran	<b>Plan</b>				∉	1-1 of 1 💙	⊳ ⊪ I v	'iew All
6	Select the I	<b>Regional</b> ta	b.						
	Biographica			formation	<u>R</u> egiona	al			
	Buzz Lightyea	r					E	npl ID 1234	1567
	Current Addre	20220							

#### Procedures,

		Actio	n							
Verify	the Ethnic Group or use	the looku	p icon and select the appropriate							
categor	category.									
Click S	ave.									
NOTE		•.•	1							
	NOTE: If the member identifies with another ethnic group, check the Primary									
	box for the current group, click the <b>Plus</b> button and select the other option.									
Biographical Buzz Lightyea		Pe	rson ID 1234567							
USA 🔤		r sidon iz recer								
Ethnic Group		(	Q    4							
	Regulatory Region USA Q United States		+ -							
	Ethnic Group 1 Q White									
	Primary									
History		(	Q I I I I I I I I I I I I View All							
	Effective Date 09/01/2021	Date Entitled to Med	icare 💮 + -							
	Citizenship (Proof 1)	Citizenship (Pro	xof 2)							
Veteran	Eligible to Work in U.S.									
	Military fatus									
	Military Discharge Date Edit Discharge Date									
Smoker History	·									
	□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□									
^Sm	*Smoker *As of the second seco									
	eturn of Search Notify Refresh	Add Updat	e/Display Include History Correct History							
Biographical Deta	ils Contact Information   Regional									
Search Results										
View 109	▲ ▲ 1-67 of 67	$\checkmark    \cdot   =   \cdot  $								
Ethnic Group	Description	Short Description								
1	White	White								
2	Black or African American	Black	***Do not use the WHITE							
2										
4	Asian	Asian	<mark>(any name, if there is a</mark>							
	Asian American Indian or Alaska Native	Asian Am Indian	(any name, if there is a number available) link for the							
4		Am Indian								
4	American Indian or Alaska Native	Am Indian	<b>number available)</b> link for the Ethnic Group, always select the <b>1(number)</b> link (per the							
4 5 7	American Indian or Alaska Native Native Hawaiian or Other Pacific Islander African American	Am Indian Hawaiian	number available) link for the Ethnic Group, always select the 1(number) link (per the programmers).							
4 5 7 AFRAM	American Indian or Alaska Native Native Hawaiian or Other Pacific Islander African American	Am Indian Hawaiian Afr Amer	<b>number available)</b> link for the Ethnic Group, always select the <b>1(number)</b> link (per the programmers). Must select the <b>X</b> or <b>Y</b> link for							
4 5 7 AFRAM	American Indian or Alaska Native         Antive Hawaiian or Other Pacific Islander         African American         Vietnamese	Am Indian Hawaiian Afr Amer Vietnamese	number available) link for the Ethnic Group, always select the 1(number) link (per the programmers).							
4 5 7 AFRAM	American Indian or Alaska Native         Native Hawaiian or Other Pacific Islander         African American         Vietnamese         White	Am Indian Hawaiian Afr Amer Vietnamese White	<b>number available)</b> link for the Ethnic Group, always select the <b>1(number)</b> link (per the programmers). Must select the <b>X</b> or <b>Y</b> link for							

Continued on next page

#### Procedures,

continued

	Action	
Without leaving the screen, select	the Job D	ata option.
Personal Information		
🔚 Job Data		
Dependent Information		
Search by SSN		
Email Address		
Find an Employee		
Add Employment Instance		
	•	
-	-	
		Compensation
Employee Military Service	Empl Record	
Work Location Details ③		Q    4 4 1 of 24 🔶 🕨
*Effective Date 07/24/2021		Go To Row 🕇 🗕
Effective Sequence 0	*Action	Termination
HR Status Inactive	Reason	Discharge ~
Payroll Status Terminated	*Job Indicator	Primary Job 🗸
	Personal Information   Job Data   Dependent Information   Search by SSN   Email Address   Find an Employee   Add Employment Instance   The Work Location tab will autor Termination/Discharge Job Row on the work (this example is a membor work (this example is a membor work (this example is a membor work Location Job Labor Payer Military Service   Work Location Location Information Job Labor Payer Military Service   Work Location Details ()   HR Status Inactive	Without leaving the screen, select the Job D         Personal Information         Job Data         Dependent Information         Search by SSN         Email Address         Find an Employee         Add Employment Instance         The Work Location tab will automatically of Termination/Discharge Job Row was comperent row (this example is a member with no Description Job Labor Payroll Salary Plan Buzz Lightyear Employee Military Service Military Service Employee Military Service

#### Procedures,

continued

Step	Action						
10	The Work Location tab will display. After verifying that the						
	Termination/Discharge Job Row was competed, click the Plus button to add a						
	new row (this example is a member with no break in service).						
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation						
	BUZZ LIGHTYEAR Empl ID 1234567 Employee Military Service Empl Record 0						
	Employee     Military Service     Empl Record     0       Work Location Details ⑦     Q     I     I     1 of 29 V						
	*Effective Date 09/01/2021 📰 Go To Row + -						
	Effective Sequence 0 *Action Termination ~						
	HR Status Inactive Reason Discharge 🗸						
	Payroll Status Terminated *Job Indicator Primary Job						
	Current						
11	Enter the following:						
11	• Effective Date – Verify the date of Rehire.						
	• Effective Sequence – If the rehire was immediately preceded by a discharge from the Coast Guard (Active or Reserve component) change the						
	Effective Sequence field to the next number (E.g. change "0" to "1") because						
	the discharge has already created a new row in Job Data with the same						
	effective date. Otherwise, leave at default of "0".						
	<ul> <li>Action – Select Rehire from the drop-down.</li> <li>Reason – Select Rehire from the drop-down.</li> </ul>						
	• <b>Position Number</b> – Enter the appropriate position number or use the lookup						
	icon to find the appropriate number. This Message will display, click <b>OK</b> .						
	You have updated a field where more than one valid option exists for Establishment ID. (1000,1391) Please verify the selected Establishment ID.						
	ОК						
	Click Override Position Data.						
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation						
	BUZZ LIGHTYEAR Empl ID 1234567						
	Employee Military Service Empl Record 0 Work Location Details ⑦						
	*Effective Date 09/01/2021						
	HR Status Active						
	Payroll Status Active						
	Current						
	Position Number 00005543 Q FACILITY INSP SUPV						
	Override Position Data Position Entry Date						
	09/01/2021						

#### Procedures,

Step			Action			
12	Verify the information updated after entering the Position Number. If not,					
	correct with the appropriate information below:					
	Regulatory Regio	n – Select RS	SV from the lookup ico	n.		
	• Company – Select	ACG from t	he lookup icon			
	• Business Unit – Se	elect ENLCG	(or appropriate unit, if	not defaulted from the		
	Department entere	d).				
	-	,	priate number from the	rehire authority.		
	_		-	ed Enlistment Contract.		
	-	•	te number, if not defau			
	Department entered		te number, n not derud			
	-		ulted, select USCG from	m the lookun icon		
			e appropriate code from	-		
				-		
			the appropriate code fr	Current		
	Position Number 0000	95543 <b>Q</b>	FACILITY INSP SUPV			
		Use Position Data	a			
	Position Entry Date 09/	01/2021				
	P	osition Management Red	cord			
	*Regulatory Region RS *Company	v <b>Q</b>	Reservists			
	AC *Business Unit	з <b>с</b>	UNITED STATES COAST GUARD			
	*Department	_CG <b>Q</b>	Enlisted CG			
	007 Department Entry Date	589 <b>Q</b>	SEC VIRGINIA INSPECTIONS DIV			
	09/	01/2021				
	*Location VA	0272 <b>Q</b>	SECTOR HAMPTON ROADS			
	Establishment ID USC	G Q	Active CG Da	te Created 09/03/2021		
		9/02/2021	Termination Date			
	Expected Job End Date  Military	Ē				
	Reserve Class Code	N Q				
			w/Svc Oblig not in another Cla			
	Component Category	м <b>ч</b>	Not Applicable			
	Job Data Em	ployment Data	Benefits Pr	rogram Participation		
	Save Return to Search	Notify Refresh	Update/Display	Include History Correct History		
			alary Plan   Compensation	Correct History		
			•			

Continued on next page

#### Procedures,

Step			Action	n		
13	Select the Job Inf	ormation tal	).			
	Work Location	Job Information	Job <u>L</u> abor	<u>P</u> ayroll	Salary Plan	Compensation
	Buzz Lightyear Employee Mili	tary Service		E	Empl ID 12 mpl Record 0	34567
	Work Location Detai	-				
14	Enter lete for the	- (1	1			
14	Enter data for thes		•			
	• Job Code – Sele				-	
	<b>Code number f</b> verify it with the	-				
	<b>IMPORTANT:</b>	-			-	
	Step 22, the AO					•
	• Supervisor ID -	- Enter the C	GHRSUP E	mpl ID th	at approves	Rehires or use
	the lookup icon.					
	• Empl Class – Se	elect SELRE	S from the c	lrop-dowr	1.	
	NOTE: Steedend	TT	1 . f 14 4	41		
	NOTE: Standard	rmation Job Lab		Salary Plan	Compensation	ot change.
			or <u>P</u> ayroll		<u>compensation</u> 34567	
	BUZZ LIGHTYEAR Employee Military Ser	vice	Er	mpl Record 0		
	Job Information Details ⑦	)			Q    4 4	1 of 30 🗸 🕨 🕨
	Effective	00/01/2021				Go To Row
	Effective Sequ	ence 1 tatus Active		Action Ref Reason Ref	_	
		tatus Active	Jo	b Indicator Prir		
	dof	Code 479094	۵	Second Class M	larine Science Te	Current
	Entry	Date 09/01/2021				
	Supervisor	Level	Q			
	Supervis	sor ID 7654321	Q	Bo Peep		
	Repo	rts To	Q			
	*Regular/Temp	orary Regular	~	*Fi	ull/Part Full-Time	⊷ .
	Empl	Class SELRES	~	*Office	r Code None	~
	*Regular	Shift Not Applicable	~	Shi	ift Rate	
	*Classifie	ed Ind Unclassified	~	Shift	Factor	
	Standard Hours ⑦	$\sim$				
	Standard Hours	0.000000 🖬 Add	Work Person Pers	riod M Q N	Ionthly	rerride
	-	4dd	S to FTE ACIUAL COUNT?		Encomprance OV	ennue
	1					

Continued on next page

#### Procedures,

continued

Step		Action	
14	When entering the Job Code nur	mber from the previous row, this message may	
(cont)	display. Click <b>OK</b> .		
		ation Frequency, Standard Hours and Work Period are defaulte odate with the following data from the Job Code Table?	d
	Comp Freq M Monthly		
	Standard Hours 40.00		
	Work Period M Monthly		
	OK Cancel Refresh		
15	Select the Job Labor tab.		
	Work Location Job Information	Job Labor Payroll Salary Plan Compensation	n
	Buzz Lightyear	Empl ID 1234567	
	Employee Military Service	Empl Record 0	
	lab lafamatian Dataila		

#### Procedures,

Step		A	ction				
16	Enter the following:						
	• Labor Agreement – De	efaults to cur	rent labor a	greement.			
	• Labor Agreement Entry Dt – Verify the date of the rehire.						
	• Employee Category – S	•	•				
				-			
	Employee Subcategory	- Select the	e appropriate	e Status from	тие гоокир		
	icon.						
	Scroll down the page and	click View	All for Assid	med Seniorit	v Dates		
		Labor			y Dates.		
	BUZZ LIGHTYEAR		Empl ID 1234				
	Employee Military Service		Empl Record 0				
	Labor Information ⑦			Q   M	<ul> <li>↓ 1 of 30 </li> </ul>		
	Effective Date	09/01/2021					
	Effective Sequence		Action R	ehire	Go To Row		
	HR Status			ehire			
	Payroll Status		Job Indicator P	rimary Job	Current		
	Bargaining Uni	1 Q					
	Labor Agreemen		Reserve Componen	t Enlisted			
	Labor Agreement Entry D	09/01/2021		Search Results			
	Employee Category	SEL Q	Selected Reserve	View 100			
	Employee Subcategory	Α Q	Drilling Pay Status	Employee Subcategory	Description		
	Employee Subcategory 2	2 Q		Α	Drilling Pay Status		
		Position Manage	ment Record	В	IMA w/Selective Svc Sys		
	Union Code	Q		c	RK in Interphase (btwn IADT)		
	Union Seniority Date			D	Reserve Flag Officers		
	Works Council IE						
	Labor Facility ID			F	RP, RK, & RL on IADT		
	Entry Date			М	Involutary Recall with Pay		
		Stop Wage Program Pay Union Fee	ession	Deere			
		Exempt from Lay	off	Reaso	n Q		
	Assigned Seniority Dates ⑦			1-5 of 15			
	町 Q			1-5 of 15	View All		
	Cautaulter Data Cautural V/ali	- I ahay Caniasity D	-4- <u>^</u>	ida Oversida Daar			
17	The original hire dates wi	Il display S	roll down	nd aliak <b>Dog</b>	alaulata		
1/	0	<b>1</b>					
	Seniority Dates to open a	III Assigned	Semony D	ale fields.			
	ROTATION DATE			07/01	1/2022		
	Recalculate Senior	ity Dates					

Continued on next page

#### Procedures,

continued

Step			Action				
18	This step is shown in three sections. Verify and update the following:						
	Active Duty Base Date						
	<ul> <li>Without a break in service, verify Enlistment Contract dates.</li> <li>With a break in service, enter the date of the rehire.</li> </ul>						
	– <mark>Reservist <i>known</i></mark>						
	• AD Pay Scale Dat	e – Date	of the Enlistmen	nt Contrac	t (date of the rehire).		
		•	0	ily popula	tes if they spent time in		
	delayed entry. Othe						
	• CMA Date – See (	-					
	COMDTINST M7			-			
					hout a break in service.		
	6			0	n original DIEMS date		
	(i.e. VOLSEP).	ss prior c	iischarge author	ized under	an approved program		
	· , ,	to Initial	Entry Military	Sarvica (a	ny component), should		
				· ·	then this should be the		
		•			it Contract/document or		
	an Oath of Office.		-8				
	• Expected AD Terr	m Date -	- Not applicable	– leave bl	ank.		
	<b>NOTE:</b> If rehiring w				0 0		
			-	0	PPC Customer Care.		
	Adjustments will tak SOCS (or see E-Mai	-	1	ocess. See	when to Request a		
	Assigned Seniority Dates ()	IALSEC	<b>D</b> /13).			]	
	<b>■</b> Q			М	I -25 of 25      ✓     I View 5		
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason		
	ACTIVE DUTY BASE DATE		03/23/2010				
	AD PAY SCALE DATE						
	DEP DATE						
	CMA DATE 03/23/2010						
	CURRENT AD DATE 03/23/2010						
	RSV DRILL OBLIGATION DATE		01/06/2029				
	DIEMS DATE		01/07/2010				
	EXPECTED AD TERM DATE		02/18/2022	2			

#### Procedures,

continued

Step			A	ction						
18	• Expected Loss Date – Term of Service from the signed Enlistment Contract									
(cont)	(minus 1 day) or the DIEMS Date whichever is greater.									
	<ul> <li>Job Family Entr</li> </ul>	•								
	current rating. Us	e the ex	isting Job F	amily Er	ntry Dat	te from th	e previo	ous Job		
	row.			C			1			
	Mil Obligation C	_	•		-					
	day) unless prior ( VOLSEP).	uischarg	ge authorized	under a	an appro	oved prog	gram (1.6	2.		
	• Pay Allowance D	)ate _ D	ate of the re	hire OR	leave a	ns is with	out a bre	eak in		
	service.									
	Date of Rank (Delayed and the second se	<b>OR</b> ) – I	Date of the r	ehire or	if rehiri	ng witho	ut a brea	ak in		
	service, use the ex	,				0				
	• RSV Comp SBP	Elect D	ate – The S	urvivor	Benefit	Plan elec	ction dat	te for		
	• <b>RSV Comp SBP Elect Date</b> – The Survivor Benefit Plan election date for reservists who are between 20-years satisfactory service and reaching age 60.									
	• <b>Point Start Date</b> – Leave at default, this date may only be adjusted by PPC									
	Point Start Date	- Leave	e at default,	this date	may or	nly be adj	justed by	y PPC		
	(ADV) (see NOT	E).			•	•	•			
	(ADV) (see NOT) • RSRV Accession	E).			•	•	•			
	<ul> <li>(ADV) (see NOT)</li> <li><b>RSRV Accession</b> break in service.</li> </ul>	E). I <b>Class I</b>	Date – Date	of the re	ehire Ol	R leave as	s is with	out a		
	<ul> <li>(ADV) (see NOT)</li> <li><b>RSRV Accession</b> break in service.</li> <li><b>NOTE:</b> If rehiring</li> </ul>	E).   <b>Class I</b> with a <b>b</b>	Date – Date preak in ser	of the re <b>vice</b> OR	ehire Ol a <b>reser</b>	R leave as	s is with <b>g on ac</b>	out a <b>tive</b>		
	<ul> <li>(ADV) (see NOT)</li> <li>RSRV Accession break in service.</li> <li>NOTE: If rehiring duty, use the date of</li> </ul>	E). Class I with a b of rehire	Date – Date reak in ser and request	of the re vice OR a SOCS	ehire Ol a <b>reser</b> S throug	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	<ul> <li>(ADV) (see NOT)</li> <li>RSRV Accession break in service.</li> <li>NOTE: If rehiring duty, use the date of Adjustments will ta</li> </ul>	E). Class I with a b of rehire ke place	Date – Date <b>reak in ser</b> and request e via the SO	of the re vice OR a SOCS	ehire Ol a <b>reser</b> S throug	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	<ul> <li>(ADV) (see NOT)</li> <li>RSRV Accession break in service.</li> <li>NOTE: If rehiring duty, use the date of</li> </ul>	E). Class I with a b of rehire ke place	Date – Date <b>reak in ser</b> and request e via the SO	of the re vice OR a SOCS	ehire Ol a <b>reser</b> S throug	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	<ul> <li>(ADV) (see NOT)</li> <li>RSRV Accession break in service.</li> <li>NOTE: If rehiring duty, use the date of Adjustments will ta SOCS (or see E-Ma</li> <li>EXPECTED LOSS DATE</li> </ul>	E). Class I with a b of rehire ke place	Date – Date oreak in ser and request e via the SO PO B/15).	of the re vice OR a SOCS CS proc	ehire Ol a <b>reser</b> 5 throug ess. See	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	<ul> <li>(ADV) (see NOT)</li> <li>RSRV Accession break in service.</li> <li>NOTE: If rehiring duty, use the date of Adjustments will ta SOCS (or see E-Ma</li> <li>EXPECTED LOSS DATE</li> <li>JOB FAMILY ENTRY DATE</li> </ul>	E). Class I with a b of rehire ke place	Date – Date reak in ser and request via the SO O B/15).	of the re vice OR a SOCS CS proc	ehire Ol a <b>reser</b> 5 throug ess. See	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	<ul> <li>(ADV) (see NOT)</li> <li>RSRV Accession break in service.</li> <li>NOTE: If rehiring duty, use the date of Adjustments will ta SOCS (or see E-Ma EXPECTED LOSS DATE</li> </ul>	E). Class I with a b of rehire ke place	Date – Date oreak in ser and request e via the SO PO B/15).	of the re vice OR a SOCS CS proc	ehire Ol a <b>reser</b> 5 throug ess. See	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	<ul> <li>(ADV) (see NOT)</li> <li>RSRV Accession break in service.</li> <li>NOTE: If rehiring duty, use the date of Adjustments will ta SOCS (or see E-Ma</li> <li>EXPECTED LOSS DATE</li> <li>JOB FAMILY ENTRY DATE</li> </ul>	E). Class I with a b of rehire ke place	Date – Date oreak in ser and request e via the SO PO B/15). 02/18/2022 05/31/2013	of the re vice OR a SOCS CS proc	ehire Ol a <b>reser</b> 5 throug ess. See	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	<ul> <li>(ADV) (see NOT)</li> <li>RSRV Accession break in service.</li> <li>NOTE: If rehiring duty, use the date of Adjustments will ta SOCS (or see E-Ma</li> <li>EXPECTED LOSS DATE</li> <li>JOB FAMILY ENTRY DATE</li> <li>MIL OBLIGATION COMPL DATE</li> </ul>	E). Class I with a b of rehire ke place	Date – Date oreak in ser and request e via the SO O B/15). 02/18/2022 05/31/2013 01/06/2018	of the revice OR a SOCS CS proc	ehire Ol a <b>reser</b> 5 throug ess. See	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	(ADV) (see NOT) • RSRV Accession break in service. NOTE: If rehiring duty, use the date of Adjustments will ta SOCS (or see E-Ma EXPECTED LOSS DATE JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE DATE OF RANK	E). Class I with a b of rehire ke place <u>til ALSE</u>	Date – Date reak in ser and request via the SO O B/15). 02/18/2022 05/31/2013 01/06/2018 03/23/2010	of the revice OR a SOCS CS proc	ehire Ol a <b>reser</b> 5 throug ess. Sec	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	(ADV) (see NOT) • RSRV Accession break in service. NOTE: If rehiring duty, use the date of Adjustments will ta SOCS (or see E-Ma EXPECTED LOSS DATE JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE DATE OF RANK RSV COMP SBP ELECT DATE	E). Class I with a b of rehire ke place <u>til ALSE</u>	Date – Date reak in ser and request via the SO O B/15). 02/18/2022 05/31/2013 01/06/2018 03/23/2010	of the revice OR a SOCS CS proc	ehire Ol a <b>reser</b> 5 throug ess. See	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		
	(ADV) (see NOT) • RSRV Accession break in service. NOTE: If rehiring duty, use the date of Adjustments will ta SOCS (or see E-Ma EXPECTED LOSS DATE JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DATE PAY ALLOWANCE DATE DATE OF RANK	E). Class I with a b of rehire ke place <u>til ALSE</u>	Date – Date reak in ser and request via the SO O B/15). 02/18/2022 05/31/2013 01/06/2018 03/23/2010	of the revice OR a SOCS CS proc	ehire Ol a <b>reser</b> 5 throug ess. Sec	R leave as <b>vist goin</b> th PPC C	s is with g on ac ustomer	out a <b>tive</b> Care.		

#### Procedures,

Step		Ac	tion						
18	• RSV Anniversary Dat	e – If continuo	ous milita	ry service, use	e the DIEMS date				
(cont)	or if there is a break in service, enter the date of the rehire.								
	• <b>RSV Eligibility Date</b> – Enter the date of the rehire.								
	• RSV Initiation Date –								
	• Reserve Letter Date – (PPC only).	The date the r	nember's	20 year Lette	er date was issued				
	• <b>RTB</b> ( <b>Reserve Transit</b> leave blank.	ion Benefits)	Eligibilit	y Date – Not	applicable –				
	• <b>RTB Letter Date</b> – No	tannlicable	leave bla	h					
	• RTB Letter Response								
	• Pay Base Date (PBD)	– Date of the r	ehire or it	rehiring with	nout a break in				
	service use the existing		previous	Job row (See	e NOTE).				
	• Rotation Date – Date of	of the rehire.							
	<b>NOTE:</b> If rehiring with a	hreak in som		recervict an	ing on active				
	duty, use the date of rehi			-	-				
	Adjustments will take pla								
	SOCS (or see E-Mail AL				to Request u				
	RSV ANNIVERSARY DATE	01/07/2010	iii						
	RSV ELIGIBILITY DATE	09/01/2021	iii						
	RSV INITIATION DATE	09/01/2021	Ē						
	RESERVE LETTER DATE								
	RTB ELIGIBILITY DATE		<b></b>						
	RTB LETTER DATE		i						
	RTB LETTER RESPONSE DATE		<b></b>						
	PAY BASE DATE	03/23/2010	<b></b>						
	ROTATION DATE	07/01/2022	<b></b>						
	Recalculate Seniority Dates								
	Job Data Employment	Data		Benefits Program Partic	ipation				
19	Select the <b>Payroll</b> Tab.								
	Work Location Job Information	tion Job Labor	<u>P</u> ayroll	Salary Plan	<u>C</u> ompensation				
	Buzz Lightyear			Empl ID 12	234567				
	Employee Milita	ry Service		Empl Record 0					

Continued on next page

#### **Procedures**,

continued

Step		Act	on		
20	The Pay Group should	default to USCG	STG (Sta	aging). Once ap	proved, this
	will update to USCG R	SV.			
	Work Location Job Information Jo	b <u>L</u> abor <b>Payroll</b> <u>S</u> alary	Plan <u>C</u> ompen	isation	
	BUZZ LIGHTYEAR		ol ID 1234567		
	Employee Military Service	Empl Re	ord 0	_	
	Payroll Information ⑦			Q    4 4	1 of 30 🗸 🕨 🕨
	Effective Date 09/01/202	:1		Rehire	Go To Row
	Effective Sequence 1 HR Status Active		Reason F Job Indicator	Rehire	
	Payroll Status Active		oob maloator 1	i initiary 666	
	Payroll System Global Pa	yroll			Current
	Global Payroll				
	Pay Group USCG	STG USCG AD Sta	ging Paygroup		
	Setting	Holiday Sched		CG Wide Holiday Schedu	le
	Use Pay Group Eligibility Use Pay Group Rate Type	Eligibility Gro Exchange Rate Ty			
	Use Pay Group Kate Type	Use Rate As			
21	Select the Salary Plan	tab.			
	Work Location Job Infor		Payrol	I Salary Plan	Compensation
				_ /	
	Buzz Lightyear			Empl ID 12	34567
	Employee Military Serv	ice		Empl Record 0	

#### Procedures,

continued

Step	Action					
22	Enter the following:					
	• Salary Admin Plan – Verify it defaults to ENL. Correct, if necessary.					
	• Grade – Defaults to the Pay Grade based on the Job Code entered on the Job					
	Information Tab (Step 14). If the member is being accessed at a different					
	grade, click the lookup icon and select the appropriate grade.					
	• Grade Entry Date – Verify it is the member's Date of Rank (DOR).					
	• Step – Leave at default without a break in service or enter 1 and hit Tab.					
	NOTE: This step is necessary for the information on the Compensation					
	tab to populate.					
	• Step Entry Date – Will default to the date of rehire. If rehiring without a					
	break in service, use the existing Step Entry Date from the previous job row.					
	If rehiring with a break in service, use the date of the rehire and a request for a					
	Statement of Creditable Service (SOCS) must be submitted to PPC Customer					
	Care. Any necessary adjustments will take place via the SOCS process (E-Mail					
	ALSPO B/15).					
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation					
	BUZZ LIGHTYEAR Empl ID 1234567					
	Employee Military Service Empl Record 0					
	Salary Plan Details () Q         1 of 30 v					
	Effective Date 09/01/2021 Action Rehire Effective Sequence 1 Beacon Rehire					
	HR Status Active Job Indicator Primary Job					
	Payroll Status Active					
	• Wintary					
	Rank Q					
	Rank Entry Date					
	Worn Rank Q					
	Worn Rank Type					
	Skill Grade					
	Salary Admin Plan ENL Q C Enlisted Pay Table					
	Grade E5 Q 2021 Enlisted Pay Table Grade Entry Date 07/01/2018					
	Step 10 Q Step Entry Date 03/23/2020					
	Includes Wage Progression Rule					
23	Click on the <b>Compensation</b> Tab.					
	Work Location Job Information Job Labor Payroll Salary Plan Compensation					
	Buzz Lightyear Empl ID 1234567					
	Employee Military Service Empl Record 0					

#### Procedures,

continued

	<u></u>				Action					
24	Click on t	he <b>Def</b> a	ault Pay C	ompone	nts button	. This wi	ll autom	atically	upd	ate
	the <b>Comp</b>	ensatio	on Rate dat	ta.						
	Click the	Benefit	s Program	n Partici	pation lin	k.				
		Job Information	Job Labor Payrol	10	Compensation					
	BUZZ LIGHTYEAR Employee Milin	tary Service		Empl ID Empl Record						
	Compensation Deta	ils ⑦					Q	K € 10	f30 🗸	• •
	Co ▶ Comparative Inf ▶ Pay Rates ⑦	HR Status Payroll Status mpensation Rate		usd Q		Reason Rehire Idicator Primary Jo *Freque Contract Change Pro	ncy MQ	Go Monthly	To Row	
	Pay Components @								of 1 🗸	
	Amounts C *Rate Code	ontrols C <u>h</u> ar	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group		
	1 BASIC Q	0	3,585.300000	USD	<b>Q</b>	۹			+	-
	Calculate Compensation									
	Job Data Employment Data Benefits Program Participation									
	Save Return to Search Notify Refresh Update/Display Include History Correct His						Correct His	tory		
	Work Location   Job	nformation   Job	Labor   Payroll   Salar	y Plan   Compensat	on					

#### Procedures,

ep		Action				
5	Enter the following:					
	• Benefits System – Ensure	Base Benefits	s selected.			
	• Effective Date – Verify the			f rehire.		
	• Benefit Program – If not of				ct ACC	$\mathbf{\hat{f}}$
		derdanted, ener	the lookup leon			0.
	Click the Job Data link.					
	Benefit Program Participation					
	BUZZ LIGHTYEAR Employee Military Service	Empl ID Empl Record	1234567			
	Benefit Status ⑦	Empireoora	QI	I	f30 🗸 🕨	•
	Benefit Record Number 0				Go To Row	
	Effective Date 09/01/2021				GO TO KOW	
	Effective Sequence 1	Action	Rehire			
	HR Status Active Payroll Status Active	Reason Job Indicator	Rehire Primary Job			
	*Benefits System Base Benefits	SOD Indicator		Curren	nt	
	Annual Benefits Base Rate		Benefits Employ	yee Status Acti	ve	
	Benefits Administration Eligibility ⑦	USD				
		Q				
	Elig Fld 1	Elig Fld 2		Elig Fld 3		
	Elig Fld 4	Elig Fld 5		Elig Fld 6		
	Elig Fld 7	Elig Fld 8		Elig Fld 9		
	Benefit Program Participation Details ⑦	_		of 14 🗸 🕨	▶ View	w All
	*Effective Date 09/01/2021	Currency Code	SD		+	-
	*Benefit Program ACG Q	CG/NOAA Active Ded	iction Prog			
	Job Data Employment Data			am Participation		
	Save Return to Search Notify Refre	esh		clude History	Correct H	Histo
				,		
		7 1 7	1 1 1 1 0			
6	Scroll to the bottom of the W	ork Location t	ab and click Save	e.		
	Reserve Class Code N O					
		w/svc Oblig not in an	other Cla			
	Component Category N C	Not Applicable				
	Job Data Employment Data		Benefits Progr	ram Participation		
				Include I Peters	0	18-4-
	Save Return to Search Notify Refresh		Update/Display	Include History	Correct	Histo

Continued on next page

#### **Procedures**,

Step	Action
27	Several Messages will display. Click OK on each one (wait for the "processing-
	circle-of-death" to finish).
	After a successful save, the Rehire is ready for SPO approval.
	Warning Head count of 2 exceeds maximum head count of 1 for position. (1000,156)
	When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.
	OK Cancel
	Warning Hourly Rate is greater than the maximum specified in the Salary Grade Table. (1000,33) A maximum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel is greater than that maximum.
	If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.           OK         Cancel
	Warning Standard Hours or Work Period were changed and no change was made to FTE. (1500,122) You have changed the Standard Hours field or the Work Period without making a corresponding change to the FTE field; these fields generally need to be changed together.
	OK Cancel
28	Click the Home screen to return to DA's main screen. Now proceed to Entering
	the New Contract to complete the rehire process. The rehire must be approved
	<b>prior</b> to the contract being entered.

Introduction	This section provides the procedures for approving a Rehire in DA.
Information	<ul> <li>The Auditor/Approver cannot be the same person who entered the rehire.</li> <li>The rehire should not be approved without first viewing a signed copy of the DD-4 or Oath.</li> </ul>

# Approving the Rehire

**Procedures** See below.

Step	Action							
1	Review the information in Job Data before approving the transaction.							
1 -								
1.5	After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self</b>							
	Service Requests Tile.							
	Requests							
	My Homepage Self Service Requests Payroll Requests Request Reports							
	Requests							
	♥ No notifications When new notifications arrive, the Refresh *C							
	Thermelin Advances and the release of the rele							
2	Select the View My Requests (all types) 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							
	Submit A School Request							

# Approving the Rehire, Continued

#### **Procedures**,

continued

Step	Action						
3	Select the <b>Requests I am Approver For</b> radio button. You may narrow the search by filling in the <b>Transaction Name</b> , <b>Status</b> and <b>Dates</b> . Click <b>Populate Grid</b> .						
	View My Action Requests						
	Во Реер						
	1. 'My Submitted Requests' allows member to bring up only their Action Requests.     2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.     3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.     4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)     5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.     6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.     O My Submitted Requests     All Requests						
	Transaction Name: All Transactions						
	Submission From Date:     Image: Constraint of the second se						
4	Click the Approve/Deny link for the rehire you are approving. Personalize   Find   View 100   [2]   Find   Find						

# Approving the Rehire, Continued

#### **Procedures**,

Step	Action						
5	Enter Comments and click Approve or Deny (deny requires a Comment and						
	returns the rehire to the HRS user).						
	Action Request						
	Approval/SOD for Accessions						
	LIGHTYEAR, BUZZ     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:         7654321         BO PEEP						
	Comment:						
	Approve Deny						
6	The rehire is <b>Approved</b> and the contract needs approval next.						
	Accessions Hire Approval						
	Accession Hire Request Approved						
	One Approval level						
	Approved						
	BO PEEP Initial Approve Action Request 09/03/21 - 12:48 PM						

### **Entering the New Contract**

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

**Procedures** See below.

Step	Ac	tion
1	Click on the Career Management Tile	).
1.5	Select the Contract Data option.         Image: Obligated Service Report         Image: Obligated Service Report	

#### Procedures,

continued

Step	Action							
2	Enter the <b>Empl ID</b> , verify the <b>Include History</b> box is checked and click <b>Search</b> .							
	Update Contract Enter any information		and click S	earch.	Leave fie	elds blank fo	or a list of	all values.
	Find an Existing Value     Add a New Value							
	Search Criteria							
	Er	mpl ID	begins with	•	1234567		Q	
	Contract N	umber	begins with	•				
		Name	begins with	•				
	Last	Name	begins with	•				
	Second Last	Name	begins with	•				
	Alternate Character	Name	begins with	•				
	Include History	Correc	t History	🗌 Ca	se Sensi	tive		
	Search Clear	<b>r</b> Basi	c Search	Sa	ve Searcl	h Criteria		
	Find an Existing Value	e   Add a	a New Valu	е				
3	A 11	4 4	1			- 1:	41	1 1
3	All previous contract only one contract, the			•			the mem	ber has
	Search Results	le contra	et will opt	JII ddt	omatical	iry.	I	
	Empl ID Empl Record Contract Number	Name	Second Last Name	Last Name	Alternate Name	Contract Begin Date		of 2 V V V
	1234567 (blank) 0001	BUZZ LIGHTYEAR		LIGHTYEAR		03/23/2010	(blank)	Active
	1234567 (blank) 0002	BUZZ LIGHTYEAR		LIGHTYEAR		02/19/2016	(blank)	Active

#### Procedures,

continued

Step	Action							
4	Select the Add a New Value tab.							
	Update Contracts							
	Enter any information you have and click Search. Leave fields blank for a list of all value							
	Find an Existing Value	<u>A</u> dd a New Value						
	Search Criteria							
	Empl ID	begins with 🖌 1234567	Q					
	Contract Number	begins with 🗸						
	Name	begins with 🗸						
	Last Name	begins with 🗸						
	Second Last Name	begins with 🗸						
	Alternate Character Name	begins with 🗸						
	✓ Include History □Corre	ct History 🛛 Case Sensitive						
	Search Clear Bas	ic Search 📓 Save Search Criteria						
	Find an Existing Value   Add	a New Value						
5	Enter the <b>Empl ID</b> and the	next sequential Contract Number	<b>r</b> (Ex. 0003),					
	remaining consistent with the	ne number of zeros used previousl	y. Click <b>Add</b> .					
	Update Contracts							
	Eind an Existing Value	Add a New Value						
	Empl ID 1234567	۹						
	Contract Number 0003							
	Add							
	Find an Existing Value   Add a	New Value						

#### Procedures,

continued

Step	Action								
6	The Contract Status	Content ta	ıb displays	with the ne	ew Contract I	Number (Ex.			
	0003).								
	• Contract Begin Date – Defaults to the current date, ensure it is the date of								
	the rehire.								
	<ul> <li>Regulatory Regio</li> </ul>	n – Enter	or select RS	SV from th	e lookup icon	•			
	Contract Content	t – This sta	atement is re	equired: M	EMBER IS E	ENLISTING			
	IN THE COAST O	GUARD R	ESERVE C	OMPONE	ENT.				
	Contract Status/Content Contr	act Type/ <u>C</u> lauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approval			
	BUZZ LIGHTYEAR Contract Data		Per	son ID 1234567					
	Contract Number	0003 09/01/2021 🗰		*Contract	Status Active ~				
	Contract Begin Date	59/01/2021 mi	C	ontract Expected En		2			
	Comment			*Regulatory I					
	Contract Template ID	Q			Additional Con				
	Contract template ib	Initialize Co	ntraat		<ul> <li>More than one</li> <li>Waive Working</li> </ul>				
	Duri du ID	Q Q	htract						
	Provider ID Contract Content	ų				<b>z</b>			
	Contract Content	MEMBER IS ENLIS	STING IN THE COAS	T GUARD RESER	<u>/E COMPONENT</u>				
	Save Notify			Add Update/Di	•••				
	Contract Status/Content   Contract Ty	pe/Clauses   Reaso	n/Oath Info   Contrac	t Leave   Mbr Servi	ce Dates   Contract Approv	val   Contract Audit			
7	Salast the Contract	Tume/Cla	ugag tah						
1	Select the Contract	Type/Cla	uses lad.						
	Contract Status/Conte	ent Cor	ntract Type/ <u>C</u> lau	uses Re	eason/Oath Info	Contract Leav			
	BUZZ LIGHTYEAR				Per	son ID 1234567			
l									

#### Procedures,

continued

Step	Action									
8	Enter the following:									
	Contract Ty	• <b>Contract Type</b> – Select the appropriate type from the lookup icon (Ex.								
	REN).	-		• 1		1				
	,	Enter any co	ontractual speci	fic re	asons	(if necessary	y).			
	Contract Status/Content	Contract Type/Clau			ct Leave	Mbr Service Dates	Contract Approval	>		
	BUZZ LIGHTYEAR		Pers	son ID 1	234567					
	Contract Data Contract Number	0003	Begin Date 09/01/2	021	Conti	ract Status Active				
	Contract Type			Search F	Results	1 1 1 1 1 1	► View	/ All		
	Effec	tive Date 09/01/2021	Ē	View 10	0 4	<ul> <li>4 1-8 of 8 ✓</li> <li>▶</li> </ul>	+	-		
	Contr	ract Type REN	Q	Contrac	t Type De	scription				
		Extend C	Contract	CEX	Ca	ncel Extension/Reextens	ion			
	Contract Clauses					icer Commission	View All			
	Sec	Nbr 1	Clause	ENL	Init	ial Enlistment	+ -			
	Clause St	tatus	~	EXT		tension				
	Long D	lescr		REC REN		call				
	Com			REN		enlistment tention				
				REX		extension				
				_						
	Save Notify		Add	Upd	ate/Display	Include History	Correct History			
	Contract Status/Content   C	ontract Type/Clauses	Reason/Oath Info   Contract	Leave	Mbr Service	Dates   Contract Appro	oval   Contract Audit	_		
9	Select the Reas	son/Oath In	<b>1fo</b> tab.							
	Contract Status/	Content	Contract Type/Claus	ses	Rea	son/Oath Info	Contract L	.ea\		
	BUZZ LIGHTYE	AR				Per	son ID 1234	567		

#### Procedures,

continued

Step	Action							
10	Enter the following:							
	• Contract Term Years/Months/Days – Enter the contract term (in this							
	example 8 years).							
	• <b>Reason</b> – 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.							
	<ul> <li>Name – Enter the name of the Oath Administrator.</li> </ul>							
	• Military Grade – Enter the rank of the Oath Administrator.							
	• City – Must be the place of initial enlistment unless there is a break in							
	service.							
	• State – Must be the place of initial enlistment unless there is a break in							
	service.							
	Contract Status/Content         Contract Type/Clauses         Reason/Oath Info         Contract Leave         Mbr Service Dates         >							
	BUZZ LIGHTYEAR Person ID 1234567							
	Contract Data Contract Number: 0003 Begin Date: 09/01/2021 Contract Status: Active Expected End Date:							
	Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:							
	Contract Type Q I II I I I I I View All							
	Effective 09/01/2021 Contract Type: REN Reenlistment Cancel Contract Cancelled							
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment Reason for Extension/Reextension/Retention							
	Reason: Expiration of Enlistment  Member Signature Date: Begin Extension/Re-Extension:							
	Other (Specify):							
	Name: Slinky Dog Military Grade: 04							
	City: Pizza Planet State: VA							
	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							
11	Select the Contract Leave tab.							
	Contract Status/Content         Contract Type/Clauses         Reason/Oath Info         Contract Leave         N							
	BUZZ LIGHTYEAR Person ID 1234567							

#### **Procedures**,

	Action								
<b>Total Leave to Sell (Days)</b> – If applicable, enter the number of days for leave									
	to sell as outlined	l in curr	ent policy.						
	Contract Status/Content	Contract	Type/ <u>C</u> lauses	Reason/Oath Info	Contract Leave	Mbr Se	ervice Dates	>	
	BUZZ LIGHTYEAR			Pers	son ID 1234567				
	Contract Data Contract Number 0003 Leave Balances		Begin	Date 09/01/2021	Contrac	ct Status	Active		
	Leave Balance:		Cumulativ	ve Sold Leave: 38	3.500000	As of: 08/	/31/2021		
	Contract Type			Q I	I	•	View Al	I	
	Effective Date: 09/0 Contract Type: RE	01/2021 N	Reenlistment	t					
	Leave Disposition				<ul> <li>▲ 1 of 1 ∨</li> </ul>	• •	View All		
Total Leave to Sell (Days):									
	Iotal Leave to Sell (Day	s):							
	Save Notify	s):	]	Add Update/Dis	splay	History	Correct His	tory	
			auses   Reason/Oat		•••	-			
	Save Notify		auses   Reason/Oat		•••	-		- 1	
	Save Notify	tract Type/Cla			•••	-		- 1	
	Save Notify Contract Status/Content   Con	tract Type/Cla			Mbr Service Dates   C	ontract App		Aud	
	Save Notify Contract Status/Content   Con Select the Mbr S	tract Type/Cla	Dates tab.	th Info   Contract Leave   I	Mbr Service Dates   C	ave	vroval   Contract /	Aud	
	Save Notify Contract Status/Content   Con Select the Mbr S Contract Status/Content	tract Type/Cla	Dates tab.	th Info   Contract Leave   I	Mbr Service Dates ( C	ave	vroval   Contract /	Audi	
	Save Notify Contract Status/Content   Con Select the Mbr S Contract Status/Content	tract Type/Cla ervice	Dates tab. act Type/ <u>C</u> lauses	th Info   Contract Leave   I	Mbr Service Dates ( C	ave	vroval   Contract /	Audi	
	Save Notify Contract Status/Content   Con Select the Mbr S Contract Status/Content BUZZ LIGHTYEAR	tract Type/Cla ervice	Dates tab. act Type/ <u>C</u> lauses	th Info   Contract Leave   I	Mbr Service Dates ( C	ave	vroval   Contract /	Audi	
	Save Notify Contract Status/Content   Con Select the Mbr S Contract Status/Content BUZZ LIGHTYEAR. Click View All o	tract Type/Cla ervice	Dates tab. act Type/ <u>C</u> lauses ssigned Se	h Info   Contract Leave   1 Reason/Oath Info niority Dates. Reason/Oath Info	Mbr Service Dates   C Contract Le Person ID 12345	ave	Mbr Service Da	Audi	
	Save Notify Contract Status/Content   Con Select the Mbr S Contract Status/Content BUZZ LIGHTYEAR Click View All o Contract Status/Content	tract Type/Cla ervice Contra n the A	Dates tab. act Type/ <u>C</u> lauses ssigned Se t Type/ <u>C</u> lauses	h Info   Contract Leave   1 Reason/Oath Info niority Dates. Reason/Oath Info	Mbr Service Dates   C Contract Le Person ID 12345 Contract Leave	ave	Mbr Service Da	Aud	
	Save Notify Contract Status/Content   Contract Status/Content   Contract Status/Content BUZZ LIGHTYEAR Click View All O Contract Status/Content BUZZ LIGHTYEAR.	tract Type/Cla ervice Contra n the A Contrac 21 Em	Dates tab. act Type/ <u>C</u> lauses ssigned Se t Type/ <u>C</u> lauses	h Info   Contract Leave   1 Reason/Oath Info niority Dates. Reason/Oath Info	Contract Le     Contract Leave     Contract Leave     contract Leave     rson ID 1234567	ave	Mbr Service Da	Aud	
	Save Notify Contract Status/Content   Contract Status/Content   Contract Status/Content   BUZZ LIGHTYEAR Click View All of Contract Status/Content BUZZ LIGHTYEAR Effective Date: 09/01/20	tract Type/Cla ervice Contra n the A Contrac 21 Em	Dates tab. act Type/ <u>C</u> lauses ssigned Se t Type/ <u>C</u> lauses	Reason/Oath Info Reason/Oath Info Reason/Oath Info Reason/Oath Info P Eff Seq: 1 Lab	Contract Le     Contract Leave     Contract Leave     contract Leave     rson ID 1234567	ave	Mbr Service Da	Aud	
	Save Notify Contract Status/Content   Con Select the Mbr S Contract Status/Content BUZZ LIGHTYEAR Click View All o Contract Status/Content BUZZ LIGHTYEAR Effective Date: 09/01/20 Assigned Seniority Date	tract Type/Cla ervice Contra n the A Contrac 21 Em	Dates tab. act Type/Qlauses ssigned Se tt Type/Qlauses pl Rcd 0 E	th Info   Contract Leave   1 Reason/Oath Info niority Dates. Reason/Oath Info P Eff Seq: 1 Lab	Contract Le     Contract Leave     Contract Leave     contract Leave     rson ID 1234567	ave	Mbr Service Da	Audi	

Continued on next page

#### Procedures,

Action							
Confirm the Labor Seniority Dates set during the Rehire process are correct. If							
not, return to Job E	Data and verify th	e dates were entered correctly.					
Click the <b>arrow</b> to	expand the tabs.						
Assigned Seniority Dates	1-25 of 25 🗸						
<b>□</b>		View 12					
Seniority Date	Labor Seniority Date						
ACTIVE DUTY BASE DATE	03/23/2010						
AD PAY SCALE DATE							
DEP DATE							
CMA DATE	03/23/2010						
CURRENT AD DATE	03/23/2010						
DIEMS DATE	01/07/2010						
RSV DRILL OBLIGATION DATE	01/08/2029						
EXPECTED AD TERM DATE	02/18/2022						
EXPECTED LOSS DATE	02/18/2022						
JOB FAMILY ENTRY DATE	05/31/2013						
MIL OBLIGATION COMPL DATE	01/08/2018						
PAY ALLOWANCE DATE	03/23/2010						
POINT START DATE	08/02/2017						
PAY BASE DATE	03/23/2010						
DATE OF RANK	07/01/2018						
RSV COMP SBP ELECT DATE							
ROTATION DATE	07/01/2022						
RSRV ACCESSION CLASS DATE							
RSV ANNIVERSARY DATE	01/07/2010						
RSV ELIGIBILITY DATE	09/01/2021						
RSV INITIATION DATE	09/01/2021						
RESERVE LETTER DATE							
RTB ELIGIBILITY DATE							
RTB LETTER DATE							
RTB LETTER RESPONSE DATE							
o Contract L	eave Mbr	Service Dates					
Person ID 123	4567						

Continued on next page

#### **Procedures**,

Introduction	This section provides the procedures for approving a Contract in DA.
Information	<ul> <li>SPO Auditor/PAO user access is required to approve a contract.</li> <li>The approver cannot be the same person who entered the contract.</li> <li>The contract should <b>not</b> be approved without first viewing a signed copy of the DD-4 or Oath.</li> </ul>

# **Approving the Contract**

Procedures

See below.

Step	Action				
1	After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Self</b>				
	Service Requests Tile.				
	O   C     Requests ▼   < 2of2 > Notifications				
	My Homepage				
	Requests Request Payroll Request Request Reports				
	♥ No notifications When new politications arrive, the Refresh *℃				
	V TITIET HER HOLD Autors affine, de reversor C button will show a backoe				
1.5	Select the View My Requests (all types) option.				
	📄 Submit an Absence Request				
	Non-Chargeable Absence Request				
	View My Absence Requests				
	Submit a Delegation Request				
	Tiew My Requests (all types)				
	PHS Submit Retirement Docs				
	Submit a Drill Request				
	User Access Request				
	Submit A School Request				

Continued on next page

# Approving the Contract, Continued

#### Procedures,

continued

ep	Action		
	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</b>		
	Grid.		
	View My Action Requests		
	Во Реер		
	<ol> <li>My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol>		
	<ol> <li>5. Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'.</li> <li>6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name,</li> </ol>		
	<ol> <li>5. Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'.</li> <li>6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name,</li> </ol>		
	<ol> <li>5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol>		
	5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.         6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.         O My Submitted Requests       Image: Requests I am Approver For       All Requests		
	5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.     6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.     O My Submitted Requests     Requests I am Approver For     O All Requests     Transaction Name:     All Transactions		

# Approving the Contract, Continued

#### Procedures,

continued

Step	Action			
3	Click the <b>Approve/Deny</b> link for the Contract you are approving.			
	Personalize   Find   View 100   [2]   [2]       First () 1-20 of 118 () Last         Transaction Name       Status       Member's Last Name       Member's Emplid       Member's Deptid       Submitted By       Approver       Submission Date       Drill Date       Approve/Deny         Contract Approval       Pending       BUZZ LIGHTYEAR       LIGHTYEAR       1234567       007589       WOODY       BO PEEP       09/03/2021       Approve/Deny         Approval Diritie       Panding       Batch:       1304012       1122224       MR POTATO HEAD       BO PEEP       09/02/2021       Approve/Deny			
4	Answerdendik       Peerdike       Redek: 1304912       113324       MR POTATO HEAD_ROPEED_00072021       AnswerDeerd         Enter Comments and click Approve or Deny (deny requires Comments and returns the contract to the HRS user).         Action Request         Contract Approval         LIGHTYEAR, BUZZ         1. Please verify the contract data and leave disposition information.         2. If Changes are needed, enter details about changes in the Comments field.         3. Click Approve or Deny button         Request Details         Contract Status:         A       Contract Type:         Rendex Details         Contract Begin Dt:       09/01/2021         Expected End Dt:       08/31/2029         Get Details			
	Request Information         Contract Term: 8 Years         Mbr Signature Date: 09/01/2021         Reason: Expiration of Enlistment         SRB Entitlement:         Num Extensions: 0         EXPECt AD TermDt: 02/18/2022         Leave Balance: 0         Cumulative Sold: 38.5         Total Leave Sell:         Melcome aboard.         Approve         Deny			
5	The contract is <b>Approved</b> and the member is fully accessed into the Coast Guard with pay. Contract Approval Contract Approval Approved One Level Approval Approved BO PEEP Contract Approvers 09/03/21 - 1:29 PM Welcome aboard.			

# Approving the Contract, Continued

#### **Procedures**,

Step		Action			
6	Once approved, return to the Payroll tab in Job Data to verify the member is in				
	the correct Pay Group.				
	Payroll Information ⑦	Q   I of 33 🗹 🕨 🕨			
	Effective Date 09/01/2021	0.7.7.			
	Effective Sequence 1	Action Rehire Go To Row			
	HR Status Active	Reason Rehire			
	Payroll Status Active	Job Indicator Primary Job			
	Payroll System Global Pay				
	Global Payroll				
	Pay Group USC	GRSV USCG Reservist			
	Setting	Holiday Schedule CGWIDE CG Wide Holiday Schedule			
	Use Pay Group Eligibility	Eligibility Group			
	Use Pay Group Rate Type Use Pay Group As Of Date	Exchange Rate Type			
		Use Rate As Of			
7	Ensure PCS Orders are	completed by the HRS tech, if applicable.			