# **Understanding Job Data**

Introduction	This guide provides information located in Job Data along with procedures on how to navigate Job Data in Direct Access (DA).					
-	Job Data provides a snapshot of a member's entire Coast Guard career.					
Information	Those with the CGHRS role may enter as many transactions as needed on any calendar day <b>BUT</b> Job Data <b>MUST</b> be verified to ensure Effective Sequence numbers appear correctly. Users must submit a PPC Trouble Ticket to have Job Data rows manually entered for any missing sequence numbers.					
	<b>NOTE:</b> Users CANNOT insert a Job Data row behind an existing row. Only PPC has the roles to add or delete Job Data rows. Submit a PPC Trouble Ticket if you need to have a Job Data row inserted behind an existing row.					
	Example: Member's Reserve Order Begin row with an Effective Date of 12/18/2023 isn't processed timely, and the annual Pay Rate Change row is processed with an Effective Date of 01/01/2024; a Trouble Ticket must be submitted after the Reserve Orders are started to have the Reserve Order Begin row created and inserted behind the Pay Rate Change (annual legislative pay change) row.					

**Procedures** See below.

Step		Action				
1	Click either the Core HR or HR	Click either the Core HR or HR Data Shortcuts Tile.				
	Core HR	HR Data Shortcuts				
	<b>*</b>					

Continued on next page

### Procedures,

continued

Step		Action
2	Select the Job Data of	ption.
	Disciplinary Action Report	C Add Employment Instance
	Disciplinary Actions	Dependent Information
	Emergency Contact	
	Identification Data	Email Address
	📔 Job Data	Find an Employee
	Fersonal Data	🔚 Job Data
	PHS Member Info Report	
	Person Profiles	
	T Statement of Creditable Svc	Search by SSN
2	Enter the member's E	mn ID Chast the Include History has and slight Second
	<b>NOTE:</b> Failing to ch member's most curren Job Data	eck the Include History box will ONLY display the at Job Data row.
	Find an Existing Value	word Search
	The arrest Criteria	
	Empl ID begins	with 🗸 1234567
	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 v Q
	Department begins	with V Q
	✓ Include History         □ Correct History           Search         Clear           Basic Search         Clear	ry □Case Sensitive

### Procedures,

Step		Action				
4	The <b>Work Location</b> tab will display: Notice, this member has 47 rows					
	spanning their entire Coast Guard career to date					
	• The top section will explain the Action / Descent the Job Date row was					
	• The top section will ex	the most surrant lab D	son the Job Data low was			
	created. For example,	the most current Job D	ata row displayed is the yearly			
	legislative pay change	everyone receives the	<sup>st</sup> of each year.			
	• The middle section pro	ovides information abou	at the <b>Position</b> the member is			
	currently assigned to a	s well as their compone	ent, status, and department ID.			
		-	-			
	• The <b>Date Created</b> fiel	ld shows when the Job 1	Data row was built			
	The last two <b>Military</b> fi	elds only apply to Rese	rviete			
	Wark again	erus onry appry to rese				
	Dwight K. Shrute	Empl ID 1234567				
	Employee Military Service	Empl Record 0				
	Work Location Details ⑦		Q    4 4 1 of 47 V N			
	*Effective Date 01/01/2024	<b></b>	Go To Row 🛨 💻			
	Effective Sequence 0	*Action	Pay Rate Change			
	HR Status Active	Reason	Cost-of Living Adjustment			
	Payroll Status Active	*Job Indicator	Primary Job			
	Position Number 00010311		Current			
	Use	Position Data				
	Position Entry Date 07/01/2023	<b>m</b>				
	Position Man	agement Record				
	*Regulatory Region AD	Q Active Duty				
	*Business Unit OFECG	Q Officer Brief Enlisted Sup CC				
	*Department 046977					
	Department Entry Date 08/03/2022	OL-SFLC-ST LOUIS MO				
	*Location MO0004	CG UNITS-SAINT LOUIS MO				
	Establishment ID	Q	Date Created 12/29/2023			
	Last Start Date 06/11/2002					
	Expected Job End Date     Military					
	Reserve Class Code	۹				
	Component Category	Q				
	Job Data Employment Data		Benefits Program Participation			
	Save Return to Search Notify Re	fresh	Update/Display Include History Correct History			
	Work Location   Job Information   Job Labor   Pa	yroll   Salary Plan   Compensation				

Continued on next page

#### **Procedures**,

continued

Step	Action				
4	The next several screenshots provide a view of the various types of Job Data				
(cont.)	rows found in Job Data:				
, ,	PCS Transfer Job Data row:				
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation				
	Dwight K. Shrute Empl ID 1234567				
	Employee Military Service Empl Record 0				
	Work Location Details ⑦ Q I II Q I II Q I Of 47 V V V				
	*Effective Date 07/01/2023 💼 Go To Row 🕇 🗕				
	Effective Sequence 0 *Action Transfer ~				
	HR Status Active Reason Fleet Up				
	Payroll Status Active *Job Indicator Primary Job				
	Position Number 00010311 Q History				
	DD ST LOUIS-IBCT-PORT ENG				
	Position Entry Date 07/01/2023				
	Advancement Job Data row:				
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation				
	Dwight K. Shrute         Empl ID         1234567           Employee         Military Service         Empl Record         0				
	Work Location Details ⑦         Q         I				
	*Effective Date 05/01/2023 📰 Go To Row 🕇 🗖				
	Effective Sequence 0 *Action Promotion ~				
	HR Status Active Reason Normal Career Progression				
	Payroll Status Active *Job Indicator Primary Job				
	Position Number 00022548 Q				
	Use Position Data				
	<b>Initial Hire</b> Job Data row (when they enlisted into the Coast Guard):				
	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation           Dwight K. Shrute         Empl ID         1234567				
	Employee Military Service Empl Record 0				
	Work Location Details ⑦     Q     I     I     I     II     III     III				
	"Effective Date 06/11/2002 💼 Go To Row 🕇 🗖				
	Effective Sequence 0 *Action Hire ~				
	HR Status Active Reason New Position				
	Payroll Status Active "Job Indicator Primary Job				
	Position Number 00025052 Q BASIC RECRUIT				
	Position Entry Date 06/11/2002				
	Regulatory Region AD Active Duty				
	Company ACG UNITED STATES COAST GUARD				
	Department 006150 RECRUIT BASIC TRAINING				
	Department Entry Date 06/11/2002				
	Location NJ0015 CG TRACEN CAPE MAY				
	Active CG Date Created 05/06/2010				

### Procedures,

continued

Step	Action					
4	Some examples of <b>Separation</b> Job Data rows:					
(cont.)						
	<b>NOTE 1:</b> With the exception of Retirements, Separation Job Data rows are					
	built for the day following the	built for the <b>day following the Separation date</b> . This is to allow members to				
	receive their full pay and allowances through their last day of Active Duty.					
	· · · ·					
	<b>NOTE 2:</b> Retirements will always have an Effective Date of the 1 <sup>st</sup> day of the					
	month unless it is a Disability	Retirement.				
		. 1 10/01/000				
	Retirement Job Data row (Mb	or retired 12/01/2020	0):			
	Work Location Details ⑦		Q     I of 51 V			
	*Effective Date 12/01/2020		Go To Row + -			
	Effective Sequence 0	*Action Retirement	with Pay			
	HR Status Inactive	Reason Retirement	t With Pay 🗸			
	Payroll Status Retired With Pay	*Job Indicator Primary Job 🗸				
	<b>RELAD</b> Job Data row (Mbr R	ELAD 09/23/20):				
	Work Location Details ⑦ Q     4 4 1 of 20 💌 🕨					
	*Effective Date p9/24/2020 × 🗰		Go To Row			
	Effective Sequence 0	*Action	Transfer 🔽			
	HR Status Active	Reason	Relad			
	Payroll Status Active	*Job Indicator	Primary Job			
	Discharge Job Data row (Mbr	discharged 10/01/2	0):			
	Work Location Details (?) Q     4 4 2 of 24 V + H					
	*Effective Date 10/02/2020 📅 Go To Row					
	Effective Sequence 0 *Action Termination					
	HR Status Inactive	Reason	Discharge			
	Payroll Status Terminated	*Job Indicator	Primary Job			

### Procedures,

continued

Step	Action				
4	Discharge with an immediate Rehire. This member was discharged from				
(cont.)	Active Duty 06/18/20 and immediately rehired into the Reserves 06/19/20 (see				
	Note). This is whe	ere the Effec	tive Sequence num	nbers come into pl	ay. The
	Discharge row wil	l have an Ef	fective Sequence r	number 0 because i	it was
	processed first, and	d the Rehire	row will have an l	Effective Sequence	e number 1
	since it was proces	sed immedi	ately following the	e Termination (Dis	charge) row:
	NOTE: Remember	er, Separatio	on Job Data rows a	re built the day fol	lowing the
	Separation date to	allow the m	ember to receive the	heir full pay and al	lowances
	through their last c	lay of Activ	e Duty.		
	Work Location Details ⑦			Q I	4 of 26 🗸
	*Effective Date	06/19/2020			Go To Row
	Effective Sequence	0	*Action	Termination	$\checkmark$
	HR Status	Inactive	Reason	Discharge	~
	Payroll Status	Terminated	*Job Indicator	Primary Job	
	Work Location Details ⑦			Q I	I
	*Effective Date	06/19/2020	]		Go To Row
	Effective Sequence	1	*Action	Rehire	~
	HR Status	Active	Reason	Rehire	~
	Payroll Status	Active	*Job Indicator	Primary Job	~

### Procedures,

Step		Action				
4	Every single set of Reserve Orders should have a <b>Reserve Order Begin (ROB)</b>					
(cont.)	row and either a <b>Reserve Order End (ROE)</b> row or a <b>RELAD</b> row. The ROB					
	row turns on the pay and allo	wances, and the ROE or RELAD row shuts down				
	the pay and allowances. Here	e's a look at some <b>Reserve</b> Job Data rows:				
	<b>ADT-AT Orders</b> from 04/01/20 – 04/12/20:					
	Work Location Details ⑦ Q I II					
	*Effective Date 04/01/2020	Go To Row				
	Effective Sequence 0	*Action Transfer				
	HR Status Active	Reason Reserve Order Begin				
	Payroll Status Active	*Job Indicator Primary Job				
	Work Location Details ⑦	Q    4 4 2 of 46 🗹 🕨 🕨				
	*Effective Date 04/13/2020	Go To Row				
	Effective Sequence 0	*Action Transfer				
	HR Status Active	Reason Reserve Order End				
	Payroll Status Active	*Job Indicator Primary Job				
	ADOS-AC Orders with a Be	egin Date 10/01/2020 (Orders are still running				
	because the ROB row is the r	nember's most current Job Data row):				
	Work Location Details ⑦	Q     1 of 37 🗹 🕨 🕨				
	*Effective Date 10/01/2020	Go To Row				
	Effective Sequence 1	*Action Transfer				
	HR Status Active	Reason Reserve Order Begin				
	Payroll Status Active	*Job Indicator Primary Job				
	Retired, Awaiting Age 60 (H	RET-2):				
	Work Location Details ⑦	Q    4 4 11 of 37 🗸 🕨				
	*Effective Date 01/01/2015	Go To Row + -				
	Effective Sequence 2	*Action Suspension				
	HR Status Active	Reason Retirement Awaiting Age 60 🗸				
	Payroll Status Suspended	*Job Indicator Primary Job				
	<u> </u>					

Continued on next page

# Understanding Job Data, Continued

### Procedures,

continued

Step			Action			
4	Consecutive Active Duty Orders, 1 <sup>st</sup> set of orders ended 09/30/20 and the					
(cont.)	$2^{nd}$ set began 10/01/20. Both the RELAD row and the ROB rows are dated					
	with an Effective	e Date of 10/	$\frac{1}{20}$ . This is where the	he Effective	e Seque	nce
	numbers come ir	nto play. Th	e RELAD row will hav	e an Effecti	ve Sequ	lence
	number 0 becaus	e it was pro	cessed first, and the RC	B row will	have ar	ı
	Effective Sequer	ice number 1	l since it was processed	l immediate	ly follo	wing the
	RELAD row:				•	U
	Work Location Details ⑦				Q	4 2 of 30 < ✓
	*Effective Date	10/01/2020				Go To Row
	Effective Sequence	0	*Action	Transfer		~
	HR Status	Active	Reason	Relad		$\checkmark$
	Payroll Status	Active	*Job Indicator	Secondary Job		~
	Work Location Details ⑦				Q	1 of 30 🗸
	*Effective Date	10/01/2020				Go To Row
	Effective Sequence	1	*Action	Transfer		~
	HR Status	Active	Reason	Reserve Order Begin		~
	Payroll Status	Active	*Job Indicator	Secondary Job		$\checkmark$

# Understanding Job Data, Continued

### Procedures,

continued

Step			Actio	0 <b>n</b>	
4	Disciplinary Job D	ata rows:			
(cont.)					
	Demotion:				
	Work Location Details ⑦			Q    4 4 1	of 20 🗸 🕨 🕨
	*Effective Date	04/13/2022		Go To R	low <b>+ -</b>
	Effective Sequence	0	*Action	Demotion	~
	HR Status	Active	Reason	Disciplinary Actions	~
	Payroll Status	Active	*Job Indicator	Primary Job	~
	General Absence (	start of Gene	ral Absen	nce), resulting in a suspe	nsion of
	pay:				
	Work Location Details ⑦				17 of 20 🗸 🕨 🕨
	*Effective Date	12/21/2021		Go To F	Row + -
	Effective Sequence	0	*Action	Suspension	~
	HR Status	Active	Reason	Unauthorized Absence	~
	Payroll Status	Suspended	*Job Indicator	Primary Job	~
	Conoral Absonce	Poinstatomo	nt of nov	unon raturn from Gana	al Absance).
	Work Location Details ?	Kemstateme	ni or pay		
	*Effective Date	12/23/2021		Go To F	Row -
	Effective Sequence	0	*Action	Reinstatement	~
	HR Status	Active	Reason	Recall from Suspension/Layoff	~
	Payroll Status	Active	*Job Indicator	Primary Job	~
	u				

### Procedures,

Step	Action				
5	Job Information tab:				
	• Job Code – Shows the current rank.				
	• Entry Date – Shows when the Job Code was achieved.				
	• Empl Class – Will indicate AD for Active Duty members, SELRES for				
	drilling Reservists IRR for members in the Individual Ready Reserve, ISL for				
	members on the Inactive Status List, or EAD for Reservists on Extended AD				
	Orders (Active Duty Agreement (ADA) contract)				
	Work Location Job Information Job Labor Payroll Salary Plan Compensation				
	Dwight K. Shrute Empl ID 1234567				
	Employee Military Service Employee 0				
	Effective Sequence 0 Action Pay Rate Change				
	HR Status Active Reason Cost-of Living Adjustment				
	Payroll Status Active Job Indicator Primary Job				
	"Job Code 000096 Q Lieutenant				
	Entry Date 05/01/2023				
	Supervisor Level Q				
	Supervisor ID Q				
	Reports To Q				
	*Regular/Temporary Regular   *Full/Part Full-Time				
	Empl Class AD				
	"Regular Shift Not Applicable  Shift Rate				
	*Classified Ind Unclassified  Shift Factor Standard Hours @				
	Standard Hours 240.00 Work Period M Q				
	FTE 1.000000				
	Adds to FTE Actual Count?				
	Contract Number ⑦				
	Contract Number Q Next Contract Number				
	Contract Type				
	<ul> <li>▶ Military</li> <li>▶ ■ USA</li> </ul>				
	In Data Employment Data Benefits Drogram Darticipation				
	Outro Device Composition Data Device Composition Data				
	Vork Location Link Information Link Labor L Payroll L Salav Plan L Compensation				
1					

Continued on next page

Procedures,

<b>Job Labor</b> tab:						
	Job Labor tab:					
• Labor Agreement – Indicates the component the member belongs to.						
• Labor Agreement Indicates the component the member belongs to.						
Decore Officers – OFF, Officer Corresponded Officer, Market Officer, Corresponded O						
• Reserve Officers – OFF, Reserve Officer Component Off and Warr.						
Enlisted Members – Active Component Enlisted or ENL, Reserve						
Component Enlisted.						
• Employee Category – Indicates the type of commission for AD Officers	s and					
Reserve Status for all Reserve component members.						
<ul> <li>AD Officers – This field will indicate 1 Regular Permanent Commi</li> </ul>	ssion					
or 2 Regular Temporary Commission	551011					
Deserve Members Indicates the component (SEI DES IDD ISL et						
• Reserve Members – Indicates the component (SELKES, IKK, ISL, et	C.).					
• Employee Subcategory –						
<ul> <li>AD Warrant Officers – May indicate when member has accepted a T</li> </ul>	EMP					
commission (Employee Category will indicate 2).						
Reserve Members – Will display the member's assigned Training Pa	У					
Category (A, H, I, etc.).						
• Employee Subcategory 2 –						
<ul> <li>AD Warrant Officers – Permanent Pank (Job Code)</li> </ul>						
- AD warrant Officers – Fermanent Rank (Job Code).						
The most important section on this tab is <b>Assigned Seniority Dates</b> . To v	iew a					
member's Assigned Seniority Dates, click <b>View All</b> .						
Work Location Job Information Job Labor Payroll Salary Plan Compensation						
Dwight K. Shrute Empl ID 1234567						
Labor Information ⑦ Q I II						
Effective Date 01/01/2024 Go To Row	Effective Date 01/01/2024 Effective Sequence 0 Action Pay Rate Channe Go To Row					
HR Status Active Reason Cost-of Living Adjustment						
Payroll Status Active Job Indicator Primary Job Current						
Bargaining Unit Q						
Labor Agreement OFF Q. Officer and Warrant Officer						
Employee Category 2 Q Device Tennent Completion						
Employee Subcategory PERM Q Permanent Officer						
Employee Subcategory 2 201697 Q						
Position Management Record						
Union Seniority Date						
Labor Facility ID Q						
Entry Date						
Assigned Seniority Dates ⑦ Pay Union Fee Reason Q						
I I S of 16						
Seniority Date Control Value Labor Seniority Date Override Override Reason						
CMA DATE 06/11/2002						
POINT START DATE 02/02/2015						
ACTIVE DUTY BASE DATE 06/11/2002						
AD PAY SCALE DATE						
DEP DATE						
Recalculate Senionty Dates						
Job Data Employment Data Benefits Program Participation						
Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation						

### Procedures,

continued

Step	Action								
6	Assigned Seniority Dates:								
(cont.)	<ul> <li>The member's service dates are listed here. This will display different for Reservists. Most of the dates are set at the time of Accession, others will change when contracts are approved.</li> <li>IMPORTANT: DO NOT CLICK THE RECALCULATE SENIORITY DATES button unless you are processing an Accession or Rehire and only if</li> </ul>								
	the user guide instructs you to.								
	THE Q				▲ 4 1-16 of 16 ∨ ▶ ▶   View 5				
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason				
	CMA DATE		06/11/2002						
	POINT START DATE		02/02/2015						
	ACTIVE DUTY BASE DATE		06/11/2002						
	AD PAY SCALE DATE								
	DEP DATE								
	COMMISSION DATE		06/01/2021						
	CURRENT AD DATE		06/11/2002						
	DIEMS DATE		06/11/2002						
	EXPECTED AD TERM DATE		08/31/2032						
	EXPECTED LOSS DATE		08/31/2032						
	JOB FAMILY ENTRY DATE		11/21/2003						
	MIL OBLIGATION COMPL DATE		06/01/2010						
	PAY ALLOWANCE DATE		06/11/2002						
	PAY BASE DATE		06/11/2002						
	DATE OF RANK	000096	05/01/2023						
	ROTATION DATE		07/01/2025						
	Pecalculate Seniority Dates	$\supset$							
	Job Data Employme	nt Data		Benefi	ts Program Participation				

### Procedures,

Step	Action					
7	Payroll tab:					
	• This tab displays a member's current <b>Pay Group</b> All AD, NOAA, and					
	Reserve members ordered to AD are assigned to the USCG (Active Duty) Pay					
	Group Reservists NOT on AD are assigned to the USCG RSV (Reserve) Pay					
	Group. If a Deservist is ordered to AD, the Eligibility Group will populate					
	with the type of AD Orders (i.e. Title 10 Orders will show as DSVTITE E10)					
	with the type of AD Orders (i.e., 1itle 10 Orders will show as RSV 111LE10).					
	This is the Payroll tab for an Active Duty member: Notice the Use Pay Group					
	<b>Eligibility</b> box is checked, because this is the member's normally assigned Pay					
	Group.					
	Work Location         Job Labor         Payroll         Salary Plan         Compensation					
	Dwight K. Shrute Empl ID 1234567					
	Figerine Date our rest					
	Effective Sequence 0 Action Pay Rate Change Go To Row					
	HR Status Active Reason Cost-of Living Adjustment					
	Payroll Status Active Job Indicator Primary Job					
	Payroll System Global Payroll Global Payroll					
	Pay Group USCG USCG Active Duty					
	Setting Holiday Schedule CGWIDE CG Wide Holiday Schedule					
	Use Pay Group Rate Type     Exchange Rate Type					
	Use Pay Group As Of Date Use Rate As Of					
	Job Data Employment Data Benefits Program Participation					
	Save         Return to Search         Notify         Refresh         Update/Display         Include History         Correct History					
	Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation					

Continued on next page

### Procedures,

continued

Step		Action				
7	This is the Payroll tab for a <b>drilling Reservist</b> . Notice the Use Pay Group					
(cont.)	<b>Eligibility</b> box is checked, because this is the Reservists normally assigned Pay					
	Group.					
	Payroll Information ⑦		Q    4 4 of 51 v b b			
	Effective Date 01/21/2021		Go To Row			
	Effective Sequence 0	Action Transfer				
	HR Status Active	Reason Relad				
	Payroli Status Active	Job Indicator Primary Job	History			
	Payroll System Global Payroll					
	Pay Group USCG RSV	USCG Reservist				
	Setting Use Pay Group Eligibility Use Pay Group Rate Type	Holiday Schedule CGWIDE CG Wide H Eligibility Group Exchange Rate Type	loliday Schedule			
	Use Pay Group As Of Date	Use Rate As Of				
	And this is the Payroll tab Group Eligibility box is indicates the type of order	for a <b>Reservist ordered to AD</b> to longer checked, and the <b>Elig</b> is the member is serving on.	<ol> <li>Notice the Use Pay ibility Group</li> </ol>			
	Payroll Information ⑦	C	Ω    4			
	Effective Date 01/21/2021		Go To Row			
	Effective Sequence 1	Action Transfer				
	HR Status Active	Reason Reserve Order Beg	in			
	Payroll Status Active Payroll System Global Payroll	Job Indicator Primary Job	History			
	Global Pavroll					
	Pay Group USCG	LISCG Active Duty				
		COOR Cave Day				
	Setting	Holiday Schedule CGWIDE CG Wide Ho	bliday Schedule			
	Use Pay Group Eligibility	Eligibility Group RSV LONG ADT >139 d	ays, ADOT >180 days			
	Use Pay Group As Of Date	Use Rate As Of				

### Procedures,

Step					Action			
7	Verifying a REHIRE processed successfully: An easy verification the							
(cont.)	member has been successfully rehired is to verify the Pay Group has gone							
1	from USCG	STG to U	SCG fo	r rehire	to the A	D com	ponent	and USCG STG to
	USCG RSV	for rehire	to the F	Reserve	compone	ent.		
	DEIIIDE 4.							
	REHIRE to	<b>DAD</b> , appr	oved:					
	Work Location	Job Information	Job Labor	Payroll	Salary Plan	<u>C</u> ompensat	ion	
					Empl ID			
	Employee	litary Service			Empl Record 0			
	Payroll Information ⑦ Q,							
	E	Effective Date 07/19	/2021					Go To Row
	Effecti	ive Sequence 0			Action	Rehire		
	HR Status Active				Reason Rehire			
	History					History		
	"Pa	ayroll System Glob	al Payroll		•			
	Global Payroll							
		Pay Group	SCG		Q USCG Act	ive Duty		
	Setting				Holiday Sche	edule CGW	IDE Q	CG Wide Holiday Schedule
	🖾 Use Pa	y Group Eligibility			Eligibility G	Froup	Q	
	🖾 Use Pa	y Group Rate Type y Group As Of Date			Exchange Rate	Туре	Q	
					Use Rate A	As Of		~
1								

Continued on next page

# Understanding Job Data, Continued

#### Procedures,

Step	Action					
7	<b>REHIRE to Reserves</b> , approved:					
(cont.)	Work Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation					
	Empl ID					
	Employee Empl Record 0					
	Military Service					
	Payroll Information ⑦         Q         I         I         I         I					
	Effective Date of (concerned)					
	Effective Sequence 0 Action Rehire					
	HR Status Active Reason Rehire					
	Payroll Status Active Job Indicator Primary Job					
	*Payroll System Global Payroll 🗸					
	Global Payroll					
	Pay Group USCG RSV Q USCG Reservist					
	Satting Holiday Scholula CGM/DE 0					
	Use Pay Group Eligibility     Eligibility     Eligibility     Goup					
	Use Pay Group Rate Type					
	Use Rate As Of					
	<b>REHIRE to AD has been saved</b> , pending approval:					
	Work Location Job Information Job Labor Payroll Salary Plan Compensation					
	Employee Empl Record 0 Military Service					
	Effective Date 07/19/2021 Go To Row					
	Effective Sequence 0 Action Rehire					
	HR Status Active Reason Rehire					
	History					
	*Payroll System Global Payroll 🗸					
	Global Payroll					
	Pay Group USCG STG Q USCG AD Staging Paygroup					
	Setting Holiday Schedule CGWDE Q					
	CG Wide Holiday Schedule					
	Use Pay Group Rate Type  Use Pay Group As Of Date  Exchange Rate Type  Q					
	USE NOLE NO VI					

Continued on next page

### Procedures,

Step	Action					
8	Salary Plan tab:					
	• Salary Admin Plan – Indicates whether the member is Enlisted or Officer.					
	• Grade – Indicates the member's current Payorade or Rank					
	• Stan Indicates their Longevity or Vears for pay					
	• Crade Entry Date Indicates when the member was advanced to their					
	current Grade or Rank.					
	• Step Entry Date – Indicates the date the member reached their last Longevity					
	Step Increase (see Note).					
	<b>NOTE:</b> To verify the Step Entry Date is correct, add the Step to the Pay Base					
	<b>Date</b> (PBD) in Seniority Dates (step 5, cont.) Example: PBD is 06/11/2002 +					
	20 (Step) = 06/11/2022 = Step Entry Date If these dates do not match either					
	the Step Entry Date is incorrect or the Pay Base Date is incorrect					
	Work location lob Information lob Labor Payroll Salary Plan Compensation					
	Dwight K. Shrute Empl ID 1234567					
	Employee Military Service Empl Record 0					
	Salary Plan Details ⑦ Q I I 4 4 1 of 47 V V V					
	Effective Date 01/01/2024					
	HR Status Active Reason Cost-of Living Adjustment Current					
	Payroll Status Active Job Indicator Primary Job					
	▼ Military					
	Rank Entry Date					
	Worn Rank Q					
	Worn Rank Type					
	Skill Grade					
	Salary Admin Plan OFE Q Officers w/ Prior Enl Exp					
	Grade O3E Q 2024 Officers w/ Prior Enl Grade Entry Date 05/01/2023					
	Step 20 Q Step Entry Date 06/11/2022					
	Includes Wage Progression Rule					
	Job Data Employment Data Benefits Program Participation					
	Save         Return to Search         Notify         Refresh         Update/Display         Include History         Correct History					
	Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation					

Continued on next page

### Understanding Job Data, Continued

#### Procedures,

