PHS Detailed to Coast Guard User Guide



Version 3.0

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FIRST DETAIL TO THE COAST GUARD

record in DA.

Introduction This section provides procedures for: An existing PHS Officer who is assigned to the Coast Guard for the first time, and Already has an emplID in Direct Access (DA) and a PHS employment record but no Detailed to CG employment record. In this scenario, the member's PHS employment record already exists in Direct Access (DA), but a Detailed to CG employment record will have to be added since the member is being assigned to the Coast Guard for the first time. A PHS employment record must be added prior to the Detailed to CG employment If it does not, you will not be able to add the Detailed to CG employment record. record. Detailed to CG employment records are not subjected to the Segregation of Duties approval process since it is a 'non-paying' record. **Note:** After 1/4/16, PHS Liaisons will no longer be able to generate an empIID. Only PHS HR can perform this function. **Menu Path(s)** Menu Navigation: Workforce Administration > Job Information > Add **Employment Instance** If you do not know what data to enter/select for a certain field or have any **Need Help?** questions regarding Direct Access, contact PPC Customer Care: The web address for support is http://www.uscg.mil/ppc/ccb/. There is a link to Customer Care at the bottom of every page of this help file. Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200. Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on http://www.uscg.mil/ppc/ccb/.) Procedure The following steps will show you how to add a Detailed to CG employment

Step	Action
1	Using the menu navigation, click on Workforce Development > Job Information > Add
	Employment Instance
	Enterprise Menu
	Define Business Rules
	Monitor Workplace
	Self Service Self Service
	Develop Workforce Human Resources
	Personal Information Job Information
	- Job Data - Add Employment Instance
2	On the Add A New Value page, enter the member's emplified. DO NOT enter Empl Rcd Nbr. The system will automatically increase the Empl Rcd Nbr accordingly.
	Add Employment Instance
	Empl ID: 2106921
	Empl Becord:
	Add Relationship
	Click the Add Relationship button.
	If the member's emplID is unknown, navigate to Job Data and search for the person
	$\widetilde{\mathcal{I}}$ to get their emplID. Once you have identified the correct emplID, return to this
	step.
3	On the Work Location page, select/enter:
	• Effective Date = Select a date if it needs to be different than what was defaulted.
	All effective dates should be prior to the actual hire date and, in most cases, you
	Should use the date you are doing this hire as the effective date. If the actual hire date is used, the orders will not be able to be created until on or after the hire date.
	 Job Indicator = Select Secondary if this did not default
	 Action = Select 'Hire' if this did not default. Descent - New Paritient
	 Reason = New Position Position Number = Select/enter a value. The remaining fields will default after
	the position number is entered. If position number is not entered, you must

Step	Action						
	 enter/select values for each of the fields below it, including Job Code (on the Information page). Establishment ID = Select the appropriate value if one did not default when position number was entered. 						
	Work Location Job Inform	nation Job <u>L</u> abor <u>P</u> ayro	ll <u>S</u> alary Plan (Compensation			
	Test Newhire Employee		Empl ID: Empl Record:	2106921 1			
	Military Service:		•				
	Work Location			Find First I of 1 Last			
	*Effective Date:	01/02/2015					
	Effective Sequence:		*Action:				
	Payroll Status:	Active	*.lob Indicator	Primary Job			
	r ujron status.	Calculate Status and Date	es linearcatori				
	Position Number:	00004938 Q Override Position Data	USPHS LIAISON	Current 🗂			
	Position Entry Date:	01/02/2015	ecord				
	Regulatory Region:	AD	Active Duty				
	Company:	ACG	Active CG				
	Business Unit:	OFFCG	Officer CG				
	Department:	007972	COMMANDANT (CO	G-1122)			
	Department Entry Date:	DC0019					
	Location:		COMMANDANT	Date Created: 01/02/2015			
	Last Start Date:	01/02/2015					
	Expected Job End Date:	D					
	Click the C default field	Override Position ds (e.g. job code).	Data button	ı if you need to change any of the position			
	Click the Job Info	rmation tab.					
4	On the Job Inform	ation page, select					
	Empl Cla	ass = PHS Dtl CG.					

Step	Action				
	Work Location Job I	nformation Job Labor Pa	vroll Salary Plan	Compensation	<u> </u>
			Empl ID:	2106921	
	Employee		Empl Record:	1	
	Military Service:		•		
	Job Information				Find First K 1 of 1 D Last
	Effective Date:	01/02/2015			Go To Row
	Effective Sequence:	0	Action:	Hire	
	HR Status:	Active	Reason:	Conversion Value	
	Payroll Status:	Active	Job Indicator:	Primary Job	Current
					Current
	Job Code:	000093	Captain		
	Entry Date:	01/02/2015			
	Supervisor Level:				
	Supervisor ID:				
	Reports To:				
	Regular/Temporary:	Regular	Full/Part:	Full-Time	
	Empl Class:	PHS Dti CG	*Officer Code:	None	
	Regular Shift:	N/A	Shift Rate:		
	Classified Ind:	Unclassifu	Shift Factor:		
	Standard Hours				
	Standard Hours:	160.00	Work Period:	M Monthly	
	Click the Job I	bor tab			
	CHICK THE JOD La				
5	On the Job Lal	oor page, select a	Labor Agree	ement and enter an	y relevant dates in the
	Assigned Senior	rity Dates section, i	f necessary.		
	All dates	s necessary for ot	ther downstr	eam processes will	be based on the PHS
	employm	nent record. 'Ass	signed Senior	rity Dates' entered	on the Detailed to CG
	🧵 employm	nent record are for	informationa	al purposes only and	will not be used by any
	other pa	rts of the system.	Assigned s	eniority dates are n	not required to save the
	record.	, i i i i i i i i i i i i i i i i i i i	0	2	-

Step	Action								
					Current	J			
	Bargaining Unit:								
	Labor Agreement:	OFF Officer and \	FF Officer and Warrant Officer						
	Labor Agreement Entry Dt:	01/02/2015	/02/2015 🛐						
	Employee Category:	Q							
	Employee Subcategory:	Q							
	Employee Subcategory 2:	Q							
		Position Management Record	ord						
	Union Code:	Y							
	Union Seniority Date:	[6]							
	WORKS COUNCILID:								
	Eabor Facility ID.								
		Stop Wage Progression							
		Pay Union Fee							
		Exempt from Layoff	Reason:	Q					
	Assigned Seniority Dates		<u>Customize</u>	e Find View 5 🗗	🛛 📕 🖬 First 🗹 1-15 of 15 🖸 Las				
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason				
	ACTIVE DUTY BASE DATE								
	AD PAY SCALE DATE		BI						
	DEP DATE		31						
	CMA DATE		BI						
	COMMISSION DATE		B						
	CURRENT AD DATE		31	Π					
	Click the Report	Drogram Dartici	nation link 7	Thoro is no	thing to optor on	the Payroll			
	Salary Plan Com	onsation and Emp	Journant Data n	nere is in	aso can bo skinno	d rayion,			
	Salai y Fiali, Collip		noyment Data pa	ages. III	lese call be skipped	۰.			
6	On the Benefits Pi	ogram Participatio	on page, select						
	 Benefits 	System = Base Be	nefits						
	In the Benefits Pr	ogram Participation	n section, select	/enter:					
	Effective	• Date = if the eff	ective date is d	lifferent tl	han the effective	date on the			
	Work Location nage change it to match the Work Location effective date								
		Program - ACC		110111 100		·C			
	- Denent								

Step	Action						
	Benefit Status	-			<u>Find</u>	First I of 1 Last	1
	Benefit Record Number:	0				Go To Row	
	Effective Date:	01/02/2015					
	Effective Sequence:	0	Action:	Hire			
	HR Status:	Active	Reason:	Conversion Value			
	Payroll Status:	Active	Job Indicator:	Primary Job			
	*Benefits System:	Base Benefits		Benefits Employee Stat	us:	Current	
	Annual Benefits Base Rate:		🔎 USD				
	Benefits Administration Eligibi	lity					
	BAS Group ID:						
	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				Find View All	First 🚺 1 of 2 🕨 Last	
	*Effective Date:	01/02/2015	Currency Code:	USD		+ -	
	*Benefit Program:	ACG	CG/NOAA Active D	eduction Prog			
	Job Data	Employment Data			Benefits Pr	ogram Participation	
7	Click the Ok button for each message.	n. Upon save	e, you may	receive several	warning r	nessages. (Click Ok
	8-						

RE-DETAIL TO THE COAST GUARD

Introduction This section provides procedures for:

- A PHS Officer whose was formerly assigned to the Coast Guard,
- Is being re-detailed to the Coast Guard, and
- Already has an emplID in Direct Access (DA) and a PHS employment record but an inactive (separated) Detailed to CG employment record.

In this scenario, the member has an existing PHS employment with a Detailed to CG employment record which is inactive from a prior CG assignment. If the member is being reassigned to the Coast Guard, a 'rehire' will have to be performed on the member's existing Detailed to CG employment record. The member must be detached (separated) from the prior detail and the current status for the Detailed to CG employment record must be inactive.

Menu Path(s) Menu Navigation: Workforce Administration > Job Information > Add Employment Instance

Need Help? If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <u>http://www.uscg.mil/ppc/ccb/</u>. There is a link to Customer Care at the bottom of every page of this help file.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
- Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on <u>http://www.uscg.mil/ppc/ccb/</u>.)
- **Procedure** The following steps will show you how to 'rehire' a PHS member who was previously assigned and detached from the Coast Guard and is now being re-detailed to the Coast Guard.

Step	Action
1	Using the menu navigation, click on Workforce Administration > Job Information > Job Data
	Enterprise Menu Image: Constraint of the system Administer Workforce Define Business Rules Direct Access PeopleTools Monitor Workplace Self Service Self Service Develop Workforce Human Resources Recruiting Workforce Administration Personal Information Job Information - Job Data - Add Employment Instance
2	On the Find an Existing Value page, search for the member.
	Job Data
	Find an Existing Value
3	Maximum number of rows to return (up to 500): 500 Empl ID: begins with 2106921 Empl Record: • Impl Record: • Second Last Name: begins with • Degins with • • Atternate Character Name: begins with • Business Unit: begins with • Department Set ID: begins with • Department: begins with • Include History Correct History Case Sensitive Search Clear Basic Search Save Search Criteria Click the Search button. 1) PHS employment record, and
	2) CG employment record. Search Results
	View All First Last Second Last Alternate Character Name Business Department Set Unit Location Regulatory Region 201662740 Test Newhire Totlandy (blank) (blank) OFFCG 00010 007972 DC0019 AD
	Select the CG employment record (Business Unit = OFFCG / Regulatory Region = AD).

Action						
For any PHS will always than 0. M example, a employmen empl rcd.	S hires after 1/4/ be 0. The Deta ost times, it will h PHS member who at records: 0 = h	2016, the Em iled to CG em pe 1. Howe pretired, then PHS empl rcd	apl Rcd# for the PHS employment record ployment record will always be greater ver, that may not always be the case. For a recalled to a detail with CG will have 3 ; 1 = retiree empl rcd, and 2 = detailed to CG			
On the Work Loca	tion page, insert a	a row by seled	cting the '+' icon.			
 In the new row, select/enter: Effective Date = Select a date if it needs to be different than what was defaulted. Rehire effective date can be the actual date of rehire. Orders can be created before the actual rehire date Action = Rehire Reason = select the appropriate value Job Indicator = Secondary Position Number = Select/enter a value. The remaining fields will default after the position number is entered. If position number is not entered, you must enter/select values for each of the fields below it, including Job Code (on the Job Information page). Establishment ID = Select the appropriate value if one did not default when the position number was entered. 						
Military Service:						
Work Location *Effective Date: Effective Sequence: HR Status: Payroll Status: Position Number: Position Entry Date: Regulatory Region: Company: Business Unit: Department: Department Entry Date: Location: Establishment ID: Last Start Date: Expected Job End Date:	01/02/2015 🛐 0 Active Active 00004950 🔍 0verride Position Data 01/02/2015 Position Management Re AD ACG OFFCG 007972 01/02/2015 DC0019 USCG 🔍 01/02/2015 DC0019 USCG 🔊	*Action: Reason: *Job Indicator: CLIN BUS PRAC/QA CLIN BUS PRAC/QA ecord Active Duty Active CG Officer CG COMMANDANT Active CG COMMANDANT Active CG	Find I of 3 1 Last Go To Row Image: Conversion Value Primary Job Image: Conversion Value Primary Job Image: Conversion Value History History AIMPRV DENTIST History			
	Action For any PHS will always than 0. M example, a l employment empl rcd. On the Work Local In the new row, see Effective Rehire effect Effective Action = Action = Action = Action = Action = Job Indie Position the posit enter/sel Informat Employee Military Service: Vork Location *Effective Date: Effective Date: Regulatory Region: Company: Business Unit: Department Entry Date: Location Establishment ID: Last Start Date: Expected Job End Date:	Action For any PHS hires after 1/4/ will always be 0. The Deta than 0. Most times, it will I example, a PHS member who employment records: 0 = 1 empl rcd. On the Work Location page, insert a In the new row, select/enter: Effective Date = Select a co Effective Date = Select a co Effective Date = Select a co Fee actual rehire date Action = Rehire Reason = select the approx Job Indicator = Secondar Job Indicator = Secondar Fosition Number = Select Active Position number is e enter/select values for ea Information page). Establishment ID = Select Feretive Sequence: Work Location Unter Service: Work Location Effective Date: Feretive Sequence: Regulatory Region: AD Company: ACG Business Unit: OFFCG Department Entry Date: 01/02/2015 Establishment ID: USCG Company: ACG Business Unit: OFFCG Department Entry Date: 01/02/2015 Establishment ID: USCG Last Start Date: 01/02/2015 Expected Job End Date: II	Action For any PHS hires after 1/4/2016, the Em will always be 0. The Detailed to CG em than 0. Most times, it will be 1. Howe example, a PHS member who retired, there employment records: 0 = PHS emplored emplored. On the Work Location page, insert a row by select In the new row, select/enter: • Effective Date = Select a date if it need the actual rehire date • Action = Rehire • Reason = select the appropriate value • Job Indicator = Secondary • Position Number = Select/enter a val the position number is entered. If enter/select values for each of the fiel Information page). • Establishment ID = Select the appropriate miltary Service: Vork Location • Job Information Job Labor Payroll Salary Plan (

Click the default field	Override Positi elds (e.g. depart	on Data butto ment, location,	n if you need to c etc).	change any of the
Click the Job In f	formation tab.			
On the Job Infor	mation page, se	lect:		
 Empl Cl 	ass = PHS Dtl CO	J.		
Work Location Job Inf	formation Job <u>L</u> abor	Payroll Salary Plan	Compensation	
Test Newhire		Empl ID:	2106921	
Employee		Empl Record:	1	
Military Service:				
Job Information				Find First I of 3 Las
Effective Date:	01/02/2015			Go To Row
Effective Sequence:	0	Action:	Rehire	
HR Status:	Active	Reason:	Conversion Value	
Payroll Status:	Active	Job Indicator:	Primary Job	
Job Code:	000093	Captain		History
Entry Date:	01/02/2015			
Supervisor Level:				
Supervisor ID:	Q			
Reports To:				
Regular/Temporary:	Regular	Full/Part:	Full-Time	
Empl Class:	PHS Dtl CG	*Officer Code:	None	
Regular Shift:	N/A	Shift Rate:		
Classified Ind:	Unclassifd	Shift Factor:		
Reports To: Regular/Temporary: Empl Class: Regular Shift: Classified Ind:	Regular PHS Dtl CG N/A Unclassifd	Full/Part: *Officer Code: Shift Rate: Shift Factor:	Full-Time None	

Step	Action					
	Bargaining Unit: Labor Agreement: Labor Agreement Entry Dt: Employee Category: Employee Subcategory 2: Union Code: Union Seniority Date: Works Council ID: Labor Facility ID: Entry Date:	OFF Officer and W 01/02/2015 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	'arrant Officer rd		Current	
	Assigned Seniority Dates	Exempt from Layoff	Reason:	م الا باب		
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	
	ACTIVE DUTY BASE DATE		j j			
	AD PAY SCALE DATE		(III)			
	DEP DATE		31			
	CMA DATE		31			
	COMMISSION DATE		31			
	CURRENT AD DATE					
	All dates remployment other parts record.	necessary for othen nt record. 'Assign nt record are for in s of the system.	r downstream ned Seniority formational pu Assigned senio	n processes Dates' ent urposes onl prity dates	s will be base ered on the b y and will not are not requir	ed on the PHS Detailed to CG be used by any red to save the
7	Click the Ok butto	on.				
	Upon save, you m is nothing to upo Benefits Program	ay receive several late on the Payrol Participation page	warning messa l, Salary Plan, s. These can	ages. Clic Compensa be skipped	k Ok for each a ation, Employn	message. There nent Data, and