

# Understanding Job Data

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**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.

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**Information** Those with the CGHRS role may enter as many transactions as needed on any calendar day **BUT** Job Data **MUST** 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.

**NOTE:** 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.

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**Procedures** See below.

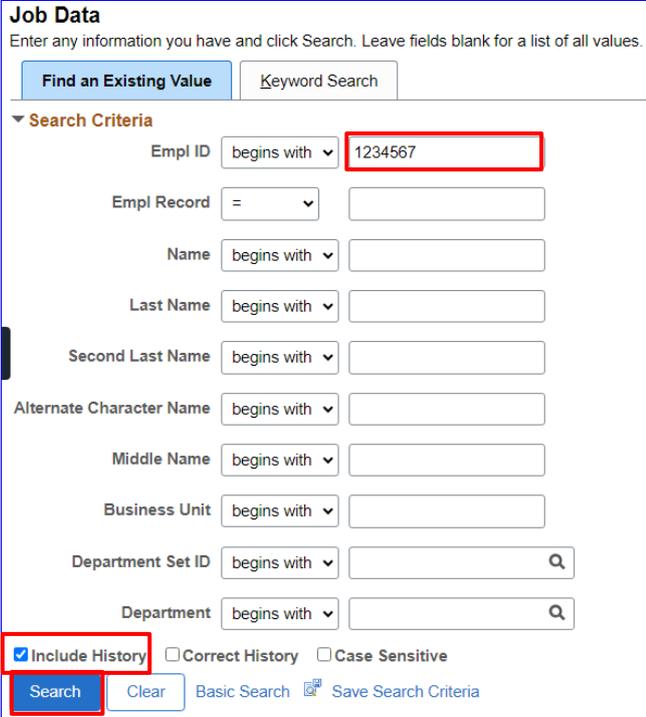
Step	Action
1	Click either the <b>Core HR</b> or <b>HR Data Shortcuts</b> Tile. 

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# Understanding Job Data, Continued

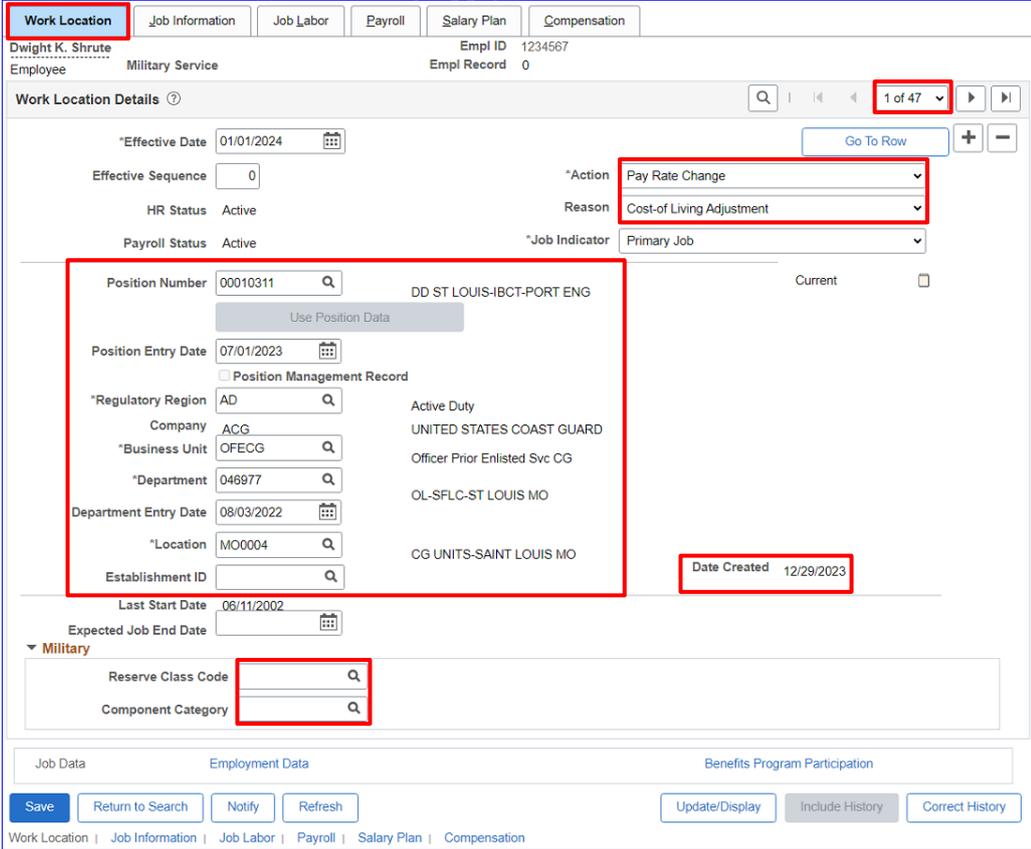
Procedures,  
continued

Step	Action
<p><b>2</b></p>	<p>Select the <b>Job Data</b> option.</p> 
<p><b>3</b></p>	<p>Enter the member's <b>Empl ID</b>. Check the <b>Include History</b> box and click <b>Search</b>.</p> <p><b>NOTE:</b> Failing to check the Include History box will ONLY display the member's most current Job Data row.</p> 

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# Understanding Job Data, Continued

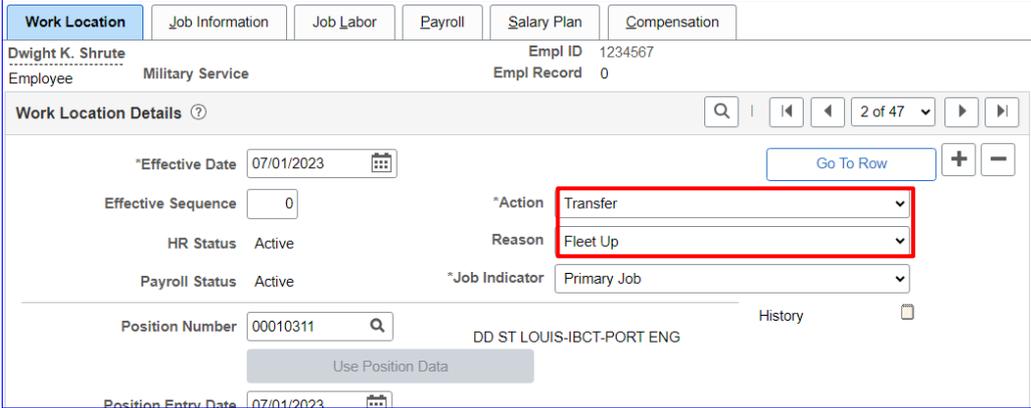
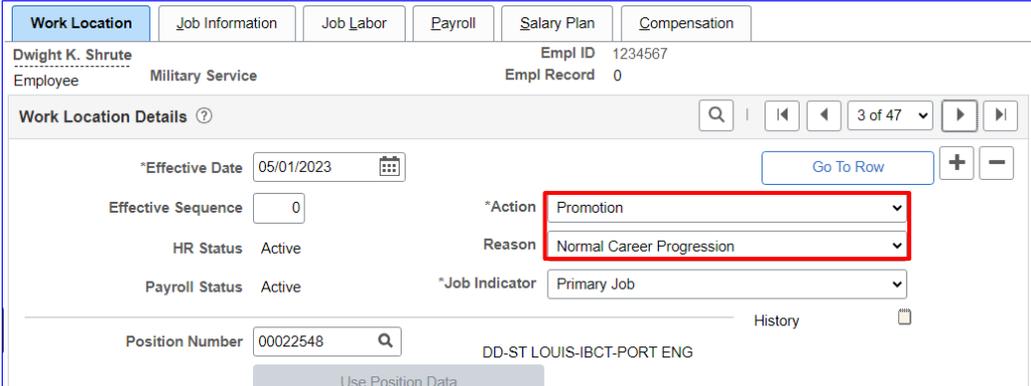
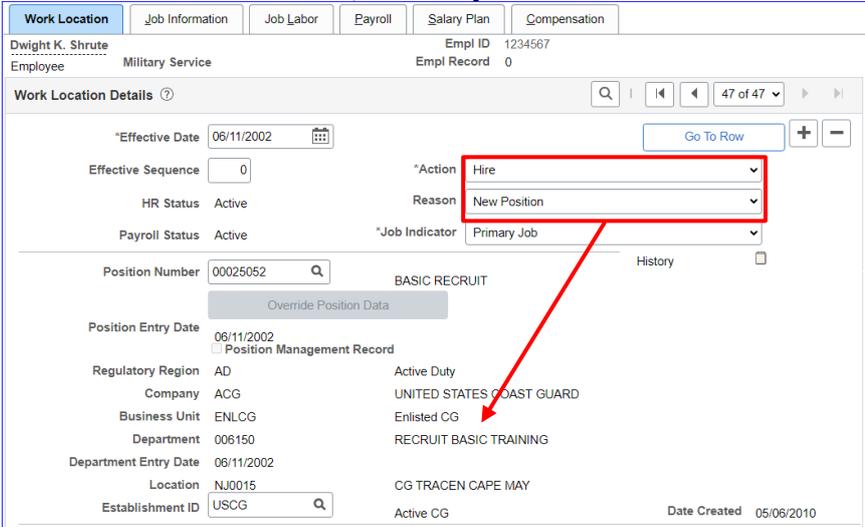
Procedures,  
continued

Step	Action
4	<p>The <b>Work Location</b> tab will display: Notice, this member has 47 rows spanning their entire Coast Guard career, to date.</p> <ul style="list-style-type: none"> <li>• The top section will explain the <b>Action / Reason</b> the Job Data row was created. For example, the most current Job Data row displayed is the yearly legislative pay change everyone receives the 1<sup>st</sup> of each year.</li> <li>• The middle section provides information about the <b>Position</b> the member is currently assigned to as well as their component, status, and department ID.</li> <li>• The <b>Date Created</b> field shows when the Job Data row was built.</li> </ul> <p>The last two <b>Military</b> fields only apply to Reservists.</p> 

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# Understanding Job Data, Continued

Procedures,  
continued

Step	Action
<p><b>4</b> <b>(cont.)</b></p>	<p>The next several screenshots provide a view of the various types of Job Data rows found in Job Data:</p> <p><b>PCS Transfer Job Data row:</b></p>  <p><b>Advancement Job Data row:</b></p>  <p><b>Initial Hire Job Data row (when they enlisted into the Coast Guard):</b></p> 

*Continued on next page*

# Understanding Job Data, Continued

Procedures,  
continued

Step	Action
<p><b>4</b> <b>(cont.)</b></p>	<p>Some examples of <b>Separation</b> Job Data rows:</p> <p><b>NOTE 1:</b> With the exception of Retirements, Separation Job Data rows are 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.</p> <p><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.</p> <p><b>Retirement Job Data row (Mbr retired 12/01/2020):</b></p> <div data-bbox="338 801 1370 1019" style="border: 1px solid #ccc; padding: 5px;"> <p>Work Location Details ⓘ</p> <p>*Effective Date: 12/01/2020 <input type="text"/> <input type="calendar"/></p> <p>Effective Sequence: 0</p> <p>HR Status: Inactive</p> <p>Payroll Status: Retired With Pay</p> <p>*Action: Retirement with Pay</p> <p>Reason: Retirement With Pay</p> <p>*Job Indicator: Primary Job</p> <p>Go To Row + -</p> </div> <p><b>RELAD Job Data row (Mbr RELAD 09/23/20):</b></p> <div data-bbox="338 1093 1370 1310" style="border: 1px solid #ccc; padding: 5px;"> <p>Work Location Details ⓘ</p> <p>*Effective Date: 09/24/2020 x <input type="text"/> <input type="calendar"/></p> <p>Effective Sequence: 0</p> <p>HR Status: Active</p> <p>Payroll Status: Active</p> <p>*Action: Transfer</p> <p>Reason: Relad</p> <p>*Job Indicator: Primary Job</p> <p>Go To Row</p> </div> <p><b>Discharge Job Data row (Mbr discharged 10/01/20):</b></p> <div data-bbox="338 1384 1370 1601" style="border: 1px solid #ccc; padding: 5px;"> <p>Work Location Details ⓘ</p> <p>*Effective Date: 10/02/2020 <input type="text"/> <input type="calendar"/></p> <p>Effective Sequence: 0</p> <p>HR Status: Inactive</p> <p>Payroll Status: Terminated</p> <p>*Action: Termination</p> <p>Reason: Discharge</p> <p>*Job Indicator: Primary Job</p> <p>Go To Row</p> </div>

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# Understanding Job Data, Continued

Procedures,  
continued

Step	Action
<p><b>4</b> <b>(cont.)</b></p>	<p><b>Discharge with an immediate Rehire.</b> This member was discharged from Active Duty 06/18/20 and immediately rehired into the Reserves 06/19/20 (see Note). This is where the Effective Sequence numbers come into play. The Discharge row will have an Effective Sequence number 0 because it was processed first, and the Rehire row will have an Effective Sequence number 1 since it was processed immediately following the Termination (Discharge) row:</p> <p><b>NOTE:</b> Remember, Separation Job Data rows are built the day following the Separation date to allow the member to receive their full pay and allowances through their last day of Active Duty.</p> <div data-bbox="336 801 1370 1048" style="border: 1px solid #ccc; padding: 5px;"> <p>Work Location Details ? <span style="float: right;">Q       4 of 26</span></p> <hr/> <p>*Effective Date <span style="border: 1px solid red; padding: 2px;">06/19/2020</span> <span style="float: right;">Go To Row</span></p> <p>Effective Sequence <span style="border: 1px solid red; padding: 2px;">0</span>      *Action <span style="border: 1px solid red; padding: 2px;">Termination</span></p> <p>HR Status Inactive      Reason <span style="border: 1px solid red; padding: 2px;">Discharge</span></p> <p>Payroll Status Terminated      *Job Indicator <span style="border: 1px solid #ccc; padding: 2px;">Primary Job</span></p> </div> <div data-bbox="336 1084 1370 1317" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Work Location Details ? <span style="float: right;">Q       3 of 26</span></p> <hr/> <p>*Effective Date <span style="border: 1px solid red; padding: 2px;">06/19/2020</span> <span style="float: right;">Go To Row</span></p> <p>Effective Sequence <span style="border: 1px solid red; padding: 2px;">1</span>      *Action <span style="border: 1px solid red; padding: 2px;">Rehire</span></p> <p>HR Status Active      Reason <span style="border: 1px solid red; padding: 2px;">Rehire</span></p> <p>Payroll Status Active      *Job Indicator <span style="border: 1px solid #ccc; padding: 2px;">Primary Job</span></p> </div>

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# Understanding Job Data, Continued

Procedures,  
continued

Step	Action
<p><b>4</b> <b>(cont.)</b></p>	<p>Every single set of Reserve Orders should have a <b>Reserve Order Begin (ROB)</b> 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 allowances, and the ROE or RELAD row shuts down the pay and allowances. Here's a look at some <b>Reserve Job Data</b> rows:</p> <p><b>ADT-AT Orders from 04/01/20 – 04/12/20:</b></p> <div data-bbox="336 658 1372 871"> <p>Work Location Details <span>?</span> <span>3 of 46</span></p> <p>*Effective Date: 04/01/2020</p> <p>Effective Sequence: 0</p> <p>HR Status: Active</p> <p>Payroll Status: Active</p> <p>*Action: Transfer</p> <p>Reason: Reserve Order Begin</p> <p>*Job Indicator: Primary Job</p> </div> <div data-bbox="336 909 1372 1122"> <p>Work Location Details <span>?</span> <span>2 of 46</span></p> <p>*Effective Date: 04/13/2020</p> <p>Effective Sequence: 0</p> <p>HR Status: Active</p> <p>Payroll Status: Active</p> <p>*Action: Transfer</p> <p>Reason: Reserve Order End</p> <p>*Job Indicator: Primary Job</p> </div> <p><b>ADOS-AC Orders with a Begin Date 10/01/2020 (Orders are still running because the ROB row is the member's most current Job Data row):</b></p> <div data-bbox="336 1234 1372 1447"> <p>Work Location Details <span>?</span> <span>1 of 37</span></p> <p>*Effective Date: 10/01/2020</p> <p>Effective Sequence: 1</p> <p>HR Status: Active</p> <p>Payroll Status: Active</p> <p>*Action: Transfer</p> <p>Reason: Reserve Order Begin</p> <p>*Job Indicator: Primary Job</p> </div> <p><b>Retired, Awaiting Age 60 (RET-2):</b></p> <div data-bbox="336 1532 1372 1744"> <p>Work Location Details <span>?</span> <span>11 of 37</span></p> <p>*Effective Date: 01/01/2015</p> <p>Effective Sequence: 2</p> <p>HR Status: Active</p> <p>Payroll Status: Suspended</p> <p>*Action: Suspension</p> <p>Reason: Retirement Awaiting Age 60</p> <p>*Job Indicator: Primary Job</p> </div>

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# Understanding Job Data, Continued

Procedures,  
continued

Step	Action
<p><b>4</b> <b>(cont.)</b></p>	<p><b>Consecutive Active Duty Orders, 1<sup>st</sup> set of orders ended 09/30/20 and the 2<sup>nd</sup> set began 10/01/20.</b> Both the RELAD row and the ROB rows are dated with an Effective Date of 10/01/20. This is where the <b>Effective Sequence</b> numbers come into play. The RELAD row will have an Effective Sequence number 0 because it was processed first, and the ROB row will have an Effective Sequence number 1 since it was processed immediately following the RELAD row:</p> <div data-bbox="338 696 1374 904" style="border: 1px solid blue; padding: 5px;"> <p>Work Location Details ? <span style="float: right;">2 of 30</span></p> <p>*Effective Date <span style="border: 1px solid red; padding: 2px;">10/01/2020</span> <span style="float: right;">Go To Row</span></p> <p>Effective Sequence <span style="border: 1px solid red; padding: 2px;">0</span> *Action <span style="border: 1px solid red; padding: 2px;">Transfer</span></p> <p>HR Status Active Reason <span style="border: 1px solid red; padding: 2px;">Relad</span></p> <p>Payroll Status Active *Job Indicator <span style="border: 1px solid red; padding: 2px;">Secondary Job</span></p> </div> <div data-bbox="338 943 1374 1151" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Work Location Details ? <span style="float: right;">1 of 30</span></p> <p>*Effective Date <span style="border: 1px solid red; padding: 2px;">10/01/2020</span> <span style="float: right;">Go To Row</span></p> <p>Effective Sequence <span style="border: 1px solid red; padding: 2px;">1</span> *Action <span style="border: 1px solid red; padding: 2px;">Transfer</span></p> <p>HR Status Active Reason <span style="border: 1px solid red; padding: 2px;">Reserve Order Begin</span></p> <p>Payroll Status Active *Job Indicator <span style="border: 1px solid red; padding: 2px;">Secondary Job</span></p> </div>

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# Understanding Job Data, Continued

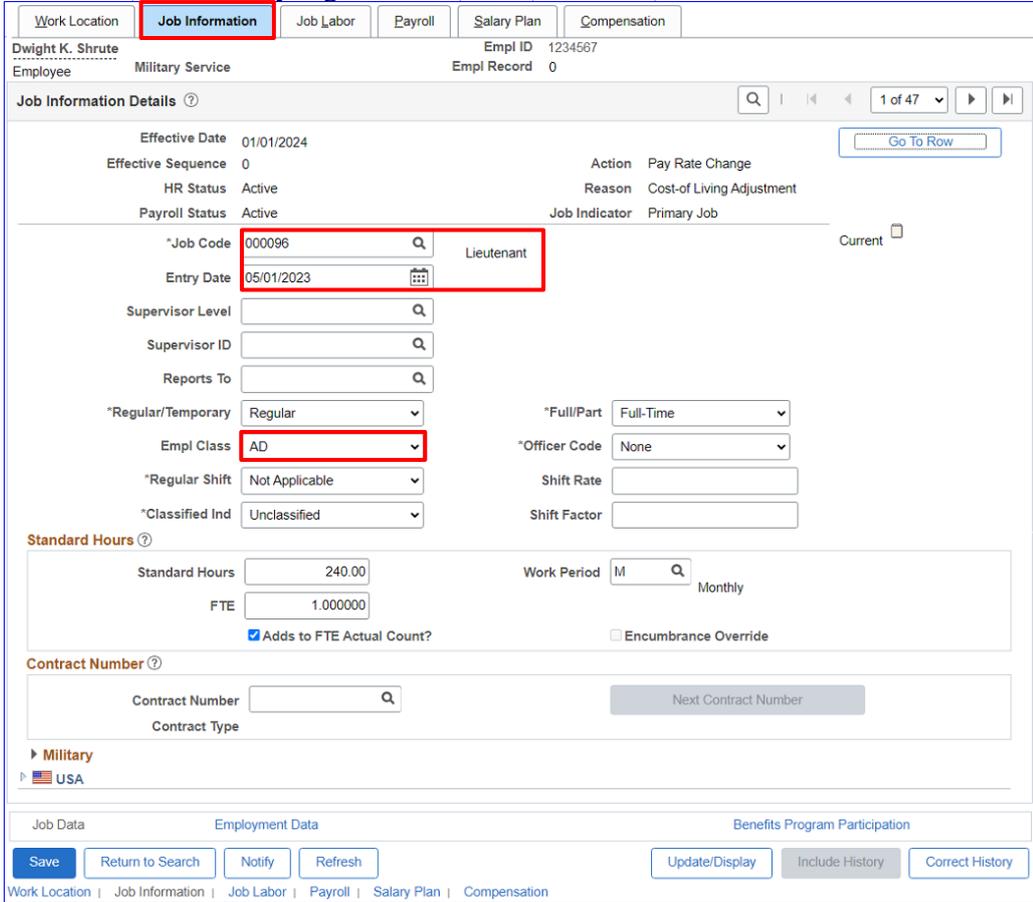
Procedures,  
continued

Step	Action
<p><b>4</b> <b>(cont.)</b></p>	<p><b>Disciplinary Job Data rows:</b></p> <p><b>Demotion:</b></p> <div data-bbox="339 551 1370 779"> <p>Work Location Details ⓘ</p> <p>*Effective Date 04/13/2022</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Active</p> <p>*Action Demotion</p> <p>Reason Disciplinary Actions</p> <p>*Job Indicator Primary Job</p> </div> <p><b>General Absence (start of General Absence), resulting in a suspension of pay:</b></p> <div data-bbox="339 891 1370 1120"> <p>Work Location Details ⓘ</p> <p>*Effective Date 12/21/2021</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Suspended</p> <p>*Action Suspension</p> <p>Reason Unauthorized Absence</p> <p>*Job Indicator Primary Job</p> </div> <p><b>General Absence, Reinstatement of pay (upon return from General Absence):</b></p> <div data-bbox="339 1196 1370 1424"> <p>Work Location Details ⓘ</p> <p>*Effective Date 12/23/2021</p> <p>Effective Sequence 0</p> <p>HR Status Active</p> <p>Payroll Status Active</p> <p>*Action Reinstatement</p> <p>Reason Recall from Suspension/Layoff</p> <p>*Job Indicator Primary Job</p> </div>

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# Understanding Job Data, Continued

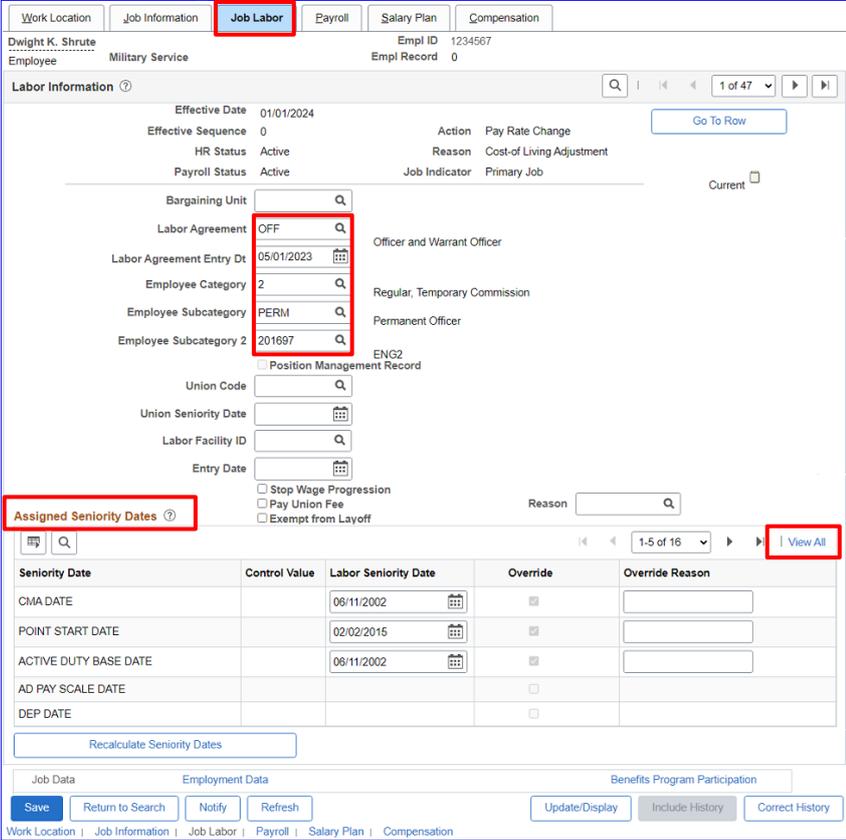
Procedures,  
continued

Step	Action
5	<p><b>Job Information tab:</b></p> <ul style="list-style-type: none"> <li>• <b>Job Code</b> – Shows the current rank.</li> <li>• <b>Entry Date</b> – Shows when the Job Code was achieved.</li> <li>• <b>Empl Class</b> – 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).</li> </ul> 

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# Understanding Job Data, Continued

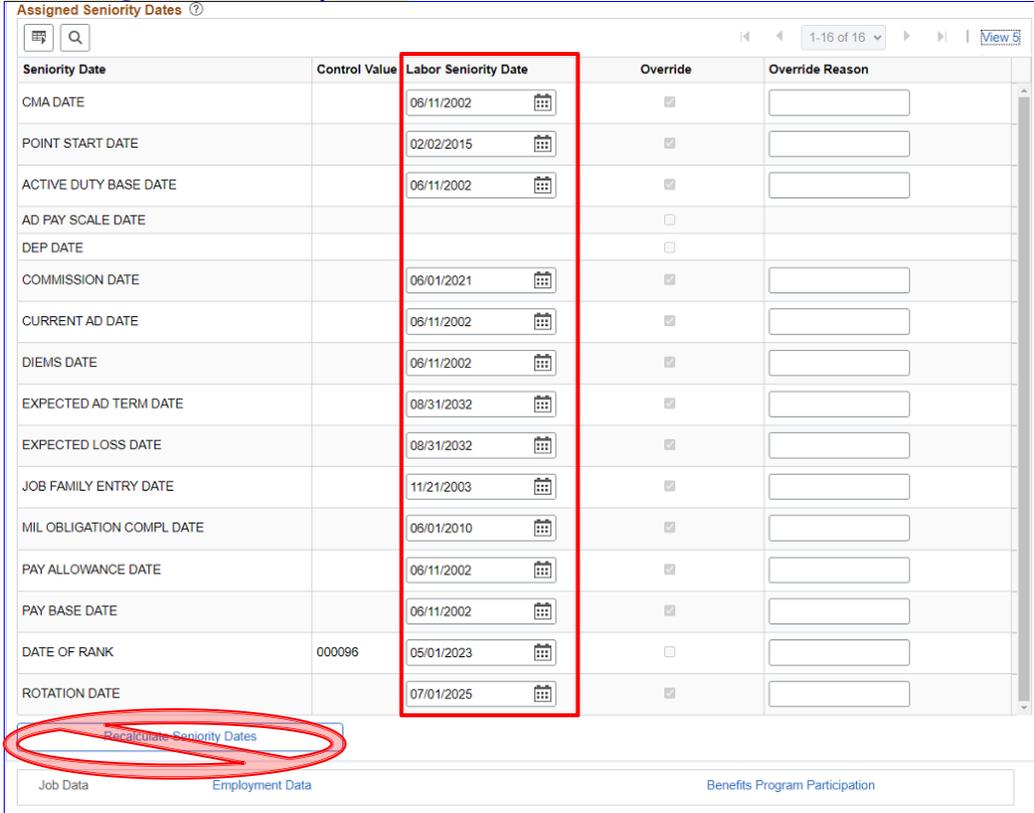
Procedures,  
continued

Step	Action																														
<p><b>6</b></p>	<p><b>Job Labor tab:</b></p> <ul style="list-style-type: none"> <li>• <b>Labor Agreement</b> – Indicates the component the member belongs to.                             <ul style="list-style-type: none"> <li>▪ Active Duty Officers – OFF, Officer and Warrant Officer.</li> <li>▪ Reserve Officers – OFF, Reserve Officer Component Off and Warr.</li> <li>▪ Enlisted Members – Active Component Enlisted or ENL, Reserve Component Enlisted.</li> </ul> </li> <li>• <b>Employee Category</b> – Indicates the type of commission for AD Officers and Reserve Status for all Reserve component members.                             <ul style="list-style-type: none"> <li>▪ AD Officers – This field will indicate 1, Regular, Permanent Commission or 2, Regular, Temporary Commission.</li> <li>▪ Reserve Members – Indicates the component (SELRES, IRR, ISL, etc.).</li> </ul> </li> <li>• <b>Employee Subcategory</b> –                             <ul style="list-style-type: none"> <li>▪ AD Warrant Officers – May indicate when member has accepted a TEMP commission (Employee Category will indicate 2).</li> <li>▪ Reserve Members – Will display the member’s assigned Training Pay Category (A, H, I, etc.).</li> </ul> </li> <li>• <b>Employee Subcategory 2</b> –                             <ul style="list-style-type: none"> <li>▪ AD Warrant Officers – Permanent Rank (Job Code).</li> </ul> </li> </ul> <p>The most important section on this tab is <b>Assigned Seniority Dates</b>. To view a member’s Assigned Seniority Dates, click <b>View All</b>.</p>  <table border="1" data-bbox="327 1702 1157 1870"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>CMA DATE</td> <td></td> <td>06/11/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td>02/02/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>06/11/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	CMA DATE		06/11/2002	<input checked="" type="checkbox"/>		POINT START DATE		02/02/2015	<input checked="" type="checkbox"/>		ACTIVE DUTY BASE DATE		06/11/2002	<input checked="" type="checkbox"/>		AD PAY SCALE DATE			<input type="checkbox"/>		DEP DATE			<input type="checkbox"/>	
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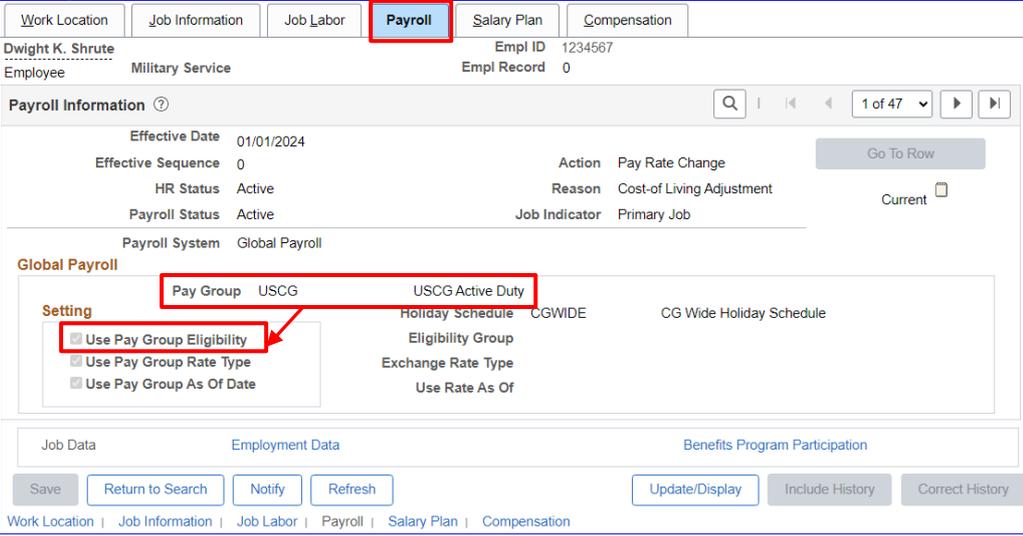
Procedures,  
continued

Step	Action																																																																																					
<p><b>6</b> <b>(cont.)</b></p>	<p>Assigned Seniority Dates:</p> <ul style="list-style-type: none"> <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> </ul> <p><b>IMPORTANT: DO NOT CLICK THE RECALCULATE SENIORITY DATES</b> button unless you are processing an Accession or Rehire and <b>only if the user guide instructs you to.</b></p>  <table border="1" data-bbox="336 734 1370 1547"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>CMA DATE</td> <td></td> <td>06/11/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>POINT START DATE</td> <td></td> <td>02/02/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td>06/11/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>COMMISSION DATE</td> <td></td> <td>06/01/2021</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>06/11/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td>06/11/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td>08/31/2032</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td>08/31/2032</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td>11/21/2003</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td>06/01/2010</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td>06/11/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td>06/11/2002</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DATE OF RANK</td> <td>000096</td> <td>05/01/2023</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td>07/01/2025</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	CMA DATE		06/11/2002	<input checked="" type="checkbox"/>		POINT START DATE		02/02/2015	<input checked="" type="checkbox"/>		ACTIVE DUTY BASE DATE		06/11/2002	<input checked="" type="checkbox"/>		AD PAY SCALE DATE			<input type="checkbox"/>		DEP DATE			<input type="checkbox"/>		COMMISSION DATE		06/01/2021	<input checked="" type="checkbox"/>		CURRENT AD DATE		06/11/2002	<input checked="" type="checkbox"/>		DIEMS DATE		06/11/2002	<input checked="" type="checkbox"/>		EXPECTED AD TERM DATE		08/31/2032	<input checked="" type="checkbox"/>		EXPECTED LOSS DATE		08/31/2032	<input checked="" type="checkbox"/>		JOB FAMILY ENTRY DATE		11/21/2003	<input checked="" type="checkbox"/>		MIL OBLIGATION COMPL DATE		06/01/2010	<input checked="" type="checkbox"/>		PAY ALLOWANCE DATE		06/11/2002	<input checked="" type="checkbox"/>		PAY BASE DATE		06/11/2002	<input checked="" type="checkbox"/>		DATE OF RANK	000096	05/01/2023	<input type="checkbox"/>		ROTATION DATE		07/01/2025	<input checked="" type="checkbox"/>	
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# Understanding Job Data, Continued

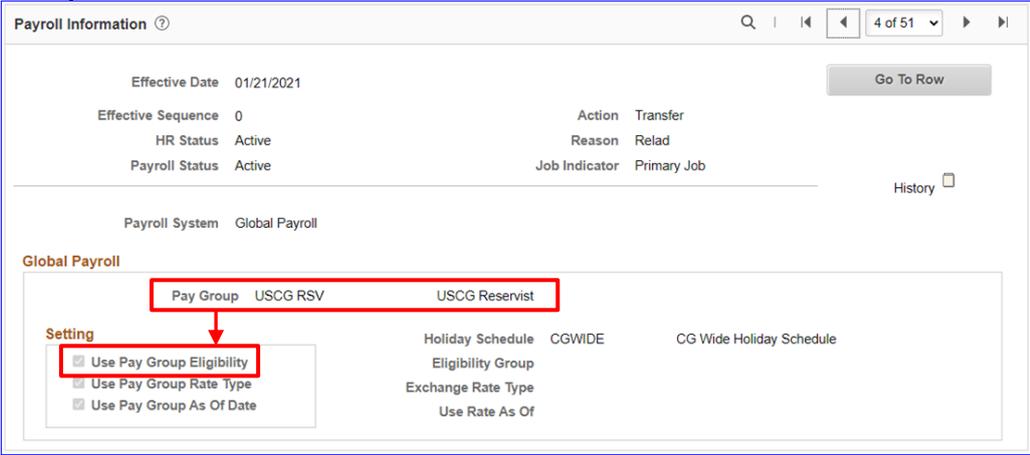
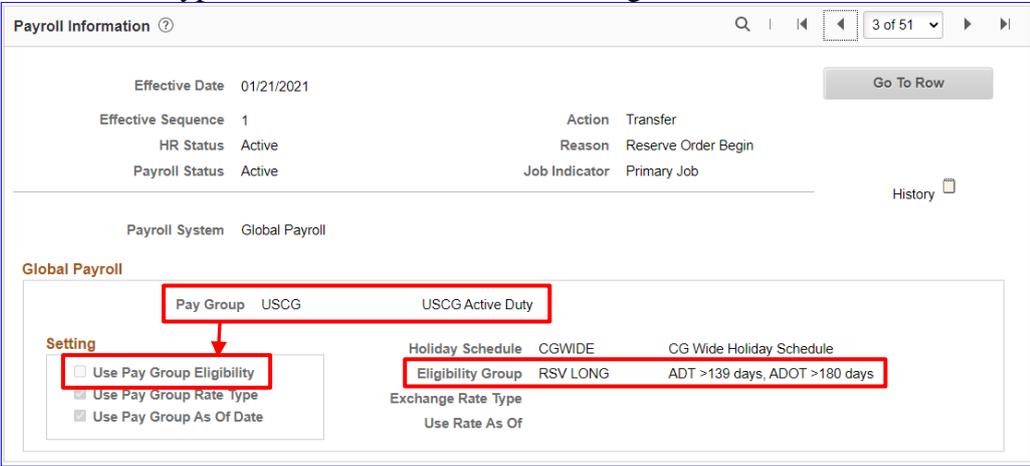
Procedures,  
continued

Step	Action
7	<p><b>Payroll tab:</b></p> <ul style="list-style-type: none"> <li>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 Reservist is ordered to AD, the Eligibility Group will populate with the type of AD Orders (i.e., Title 10 Orders will show as RSVTITLE10).</li> </ul> <p>This is the Payroll tab for an <b>Active Duty member</b>: Notice the <b>Use Pay Group Eligibility</b> box is checked, because this is the member's normally assigned Pay Group.</p> 

*Continued on next page*

# Understanding Job Data, Continued

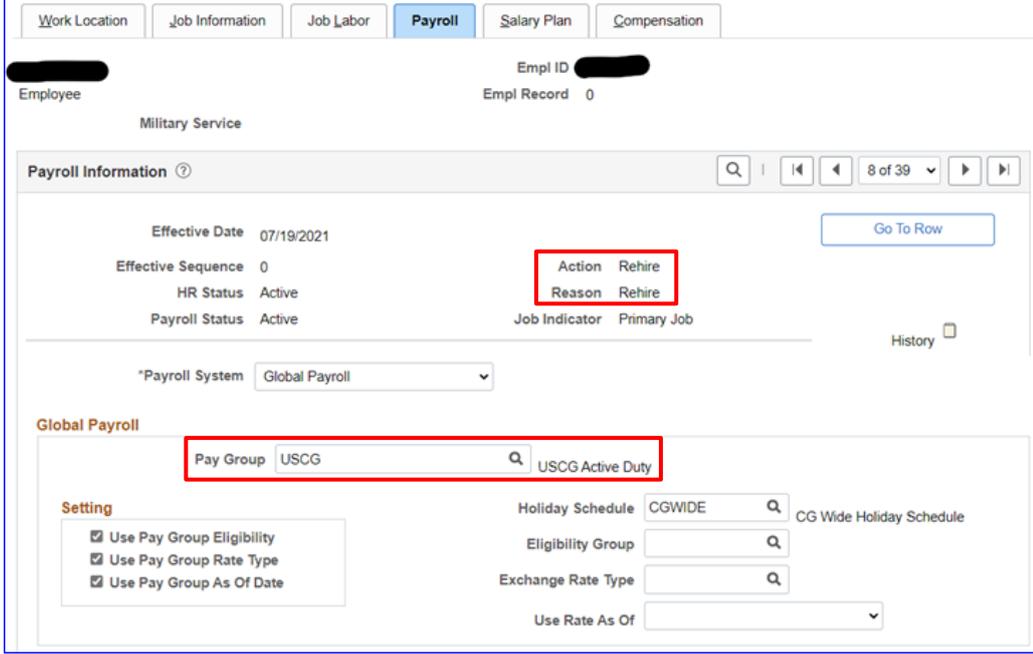
Procedures,  
continued

Step	Action
<p><b>7 (cont.)</b></p>	<p>This is the Payroll tab for a <b>drilling Reservist</b>. Notice the <b>Use Pay Group Eligibility</b> box is checked, because this is the Reservists normally assigned Pay Group.</p>  <p>And this is the Payroll tab for a <b>Reservist ordered to AD</b>. Notice the <b>Use Pay Group Eligibility</b> box is no longer checked, and the <b>Eligibility Group</b> indicates the type of orders the member is serving on.</p> 

*Continued on next page*

# Understanding Job Data, Continued

Procedures,  
continued

Step	Action														
7 (cont.)	<p data-bbox="336 445 1358 589"><b>Verifying a REHIRE processed successfully:</b> An easy verification the member has been <b>successfully rehired</b> is to <b>verify the Pay Group</b> has gone from USCG STG to USCG for rehire to the AD component and USCG STG to USCG RSV for rehire to the Reserve component.</p> <p data-bbox="336 629 699 663"><b>REHIRE to AD, approved:</b></p> <div data-bbox="336 663 1369 1317"><p>The screenshot displays the 'Payroll Information' section of a system. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Payroll' tab is selected. Below the tabs, the employee's name is redacted, and the 'Empl ID' is also redacted. The 'Empl Record' is 0. The 'Military Service' is listed as 'Military Service'. The 'Payroll Information' section includes a search bar, a 'Go To Row' button, and a table with the following data:</p><table border="1"><thead><tr><th>Effective Date</th><th>Effective Sequence</th><th>HR Status</th><th>Payroll Status</th><th>Action</th><th>Reason</th><th>Job Indicator</th></tr></thead><tbody><tr><td>07/19/2021</td><td>0</td><td>Active</td><td>Active</td><td>Rehire</td><td>Rehire</td><td>Primary Job</td></tr></tbody></table><p>Below the table, the '*Payroll System' is set to 'Global Payroll'. The 'Global Payroll' section shows the 'Pay Group' as 'USCG' and 'USCG Active Duty'. There are also 'Setting' checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. Other settings include 'Holiday Schedule' (CGWIDE), 'Eligibility Group', 'Exchange Rate Type', and 'Use Rate As Of'.</p></div>	Effective Date	Effective Sequence	HR Status	Payroll Status	Action	Reason	Job Indicator	07/19/2021	0	Active	Active	Rehire	Rehire	Primary Job
Effective Date	Effective Sequence	HR Status	Payroll Status	Action	Reason	Job Indicator									
07/19/2021	0	Active	Active	Rehire	Rehire	Primary Job									

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# Understanding Job Data, Continued

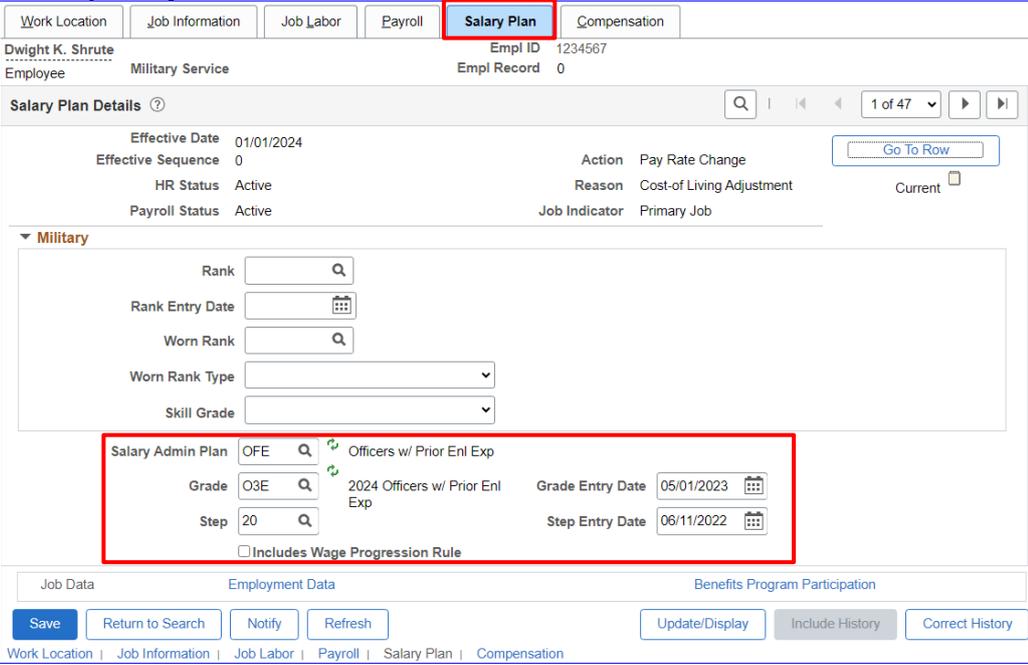
Procedures,  
continued

Step	Action
<p><b>7</b> <b>(cont.)</b></p>	<p><b>REHIRE to Reserves, approved:</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Work Location   Job Information   Job Labor   <b>Payroll</b>   Salary Plan   Compensation</p> <p>Employee [Redacted] Empl ID [Redacted] Empl Record 0</p> <p>Military Service</p> <p>Payroll Information ② <span>8 of 39</span></p> <p>Effective Date 07/19/2021 <span>Go To Row</span></p> <p>Effective Sequence 0 <span>Action Rehire</span> <span>Reason Rehire</span></p> <p>HR Status Active Payroll Status Active Job Indicator Primary Job <span>History</span></p> <p>*Payroll System Global Payroll</p> <p><b>Global Payroll</b></p> <p>Pay Group <b>USCG RSV</b> <span>USCG Reservist</span></p> <p><b>Setting</b></p> <p><input checked="" type="checkbox"/> Use Pay Group Eligibility <input checked="" type="checkbox"/> Use Pay Group Rate Type <input checked="" type="checkbox"/> Use Pay Group As Of Date</p> <p>Holiday Schedule <b>CGWIDE</b> <span>CG Wide Holiday Schedule</span> Eligibility Group Exchange Rate Type Use Rate As Of</p> </div>
	<p><b>REHIRE to AD has been saved, pending approval:</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Work Location   Job Information   Job Labor   <b>Payroll</b>   Salary Plan   Compensation</p> <p>Employee [Redacted] Empl ID [Redacted] Empl Record 0</p> <p>Military Service</p> <p>Payroll Information ② <span>8 of 39</span></p> <p>Effective Date 07/19/2021 <span>Go To Row</span></p> <p>Effective Sequence 0 <span>Action Rehire</span> <span>Reason Rehire</span></p> <p>HR Status Active Payroll Status Active Job Indicator Primary Job <span>History</span></p> <p>*Payroll System Global Payroll</p> <p><b>Global Payroll</b></p> <p>Pay Group <b>USCG STG</b> <span>USCGAD Staging Paygroup</span></p> <p><b>Setting</b></p> <p><input checked="" type="checkbox"/> Use Pay Group Eligibility <input checked="" type="checkbox"/> Use Pay Group Rate Type <input checked="" type="checkbox"/> Use Pay Group As Of Date</p> <p>Holiday Schedule <b>CGWIDE</b> <span>CG Wide Holiday Schedule</span> Eligibility Group Exchange Rate Type Use Rate As Of</p> </div>

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# Understanding Job Data, Continued

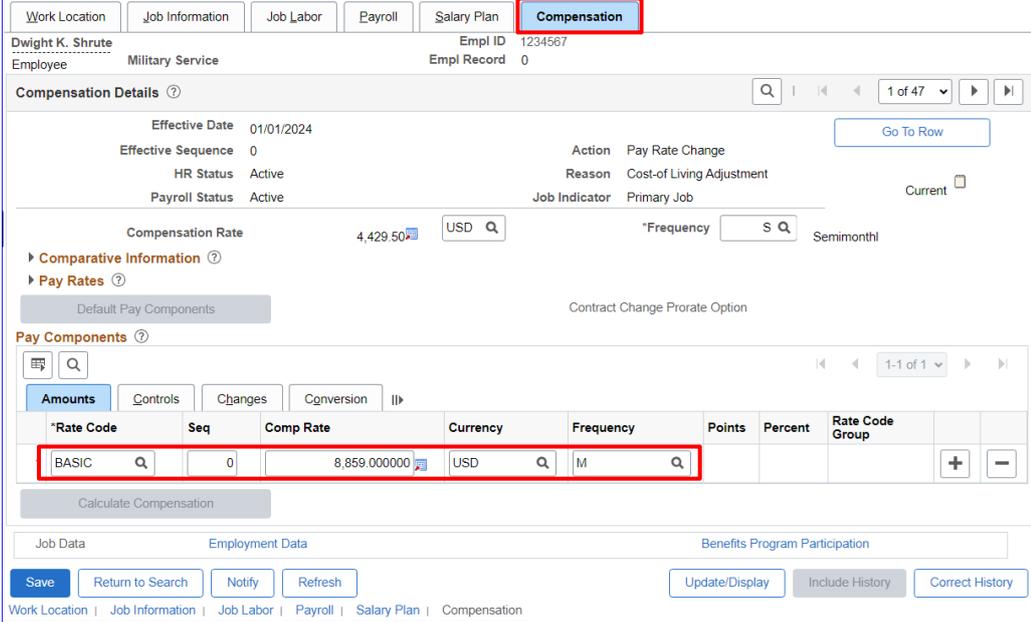
Procedures,  
continued

Step	Action
8	<p><b>Salary Plan</b> tab:</p> <ul style="list-style-type: none"> <li>• <b>Salary Admin Plan</b> – Indicates whether the member is Enlisted or Officer.</li> <li>• <b>Grade</b> – Indicates the member’s current Paygrade or Rank.</li> <li>• <b>Step</b> – Indicates their Longevity or Years for pay.</li> <li>• <b>Grade Entry Date</b> – Indicates when the member was advanced to their current Grade or Rank.</li> <li>• <b>Step Entry Date</b> – Indicates the date the member reached their last Longevity Step Increase (see Note).</li> </ul> <p><b>NOTE:</b> To verify the Step Entry Date is correct, add the <b>Step</b> to the <b>Pay Base Date (PBD)</b> in Seniority Dates (step 5, cont.). Example: PBD is 06/11/2002 + 20 (Step) = <b>06/11/2022 = Step Entry Date</b>. If these dates do not match, either the Step Entry Date is incorrect or the Pay Base Date is incorrect.</p> 

*Continued on next page*

# Understanding Job Data, Continued

Procedures,  
continued

Step	Action																
<p><b>9</b></p>	<p><b>Compensation tab:</b></p> <ul style="list-style-type: none"> <li>Indicates the member's <i>monthly Basic Pay</i> rate.</li> </ul> <p><b>NOTE:</b> If the <b>Comp Rate</b> indicates Blank or 0.00, check the member's Step (if Grade is O1E, O2E, or O3E, Step must be 4 or more for Compensation Rate to populate).</p>  <p>The screenshot displays the following information:</p> <ul style="list-style-type: none"> <li><b>Employee:</b> Dwight K. Shrute, Military Service, Empl ID 1234567, Empl Record 0.</li> <li><b>Compensation Details:</b> Effective Date 01/01/2024, Effective Sequence 0, HR Status Active, Payroll Status Active, Action Pay Rate Change, Reason Cost-of Living Adjustment, Job Indicator Primary Job, Current.</li> <li><b>Compensation Rate:</b> 4,429.50 USD, Frequency S Semimonthly.</li> <li><b>Pay Components Table:</b> <table border="1"> <thead> <tr> <th>Rate Code</th> <th>Seq</th> <th>Comp Rate</th> <th>Currency</th> <th>Frequency</th> <th>Points</th> <th>Percent</th> <th>Rate Code Group</th> </tr> </thead> <tbody> <tr> <td>BASIC</td> <td>0</td> <td>8,859.000000</td> <td>USD</td> <td>M</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </li> </ul>	Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group	BASIC	0	8,859.000000	USD	M			
Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group										
BASIC	0	8,859.000000	USD	M													