Rehire Into Active Duty with Prior Service

Overview

Introduction	This guide provides the procedures for rehiring a Res the Active Duty Coast Guard using Direct Access (D.	
Rehiring into the Reserve Component	Please use: <u>Rehire-Into Reserves with Prior Service</u>	
Known Issue	State Withholding Tax (SWT) reverts back to the Hor (HOR) address automatically after a REHIRE. SPO's review/update the SWT when completing the rehin appropriate data entries to avoid any tax issues.	<mark>s need to</mark>
Contents	T	Cas Da as
	Topic	See Page
	When to Request a SOCS	5
	Rehiring the Member	6
	Approving the Rehire	25
	Entering the New Contract	28
	Approving the Contract	38
Before you begin ANY Hire or Rehire	You must first determine whether the member is alreated to do so may cause one member to have two Empl Reseparate Employee IDs.	
	There are three places to verify this in the HR Data S	hortcuts Tile:
	• Search by SSN (Social Security Number).	
	• Job Data – Search by full name (this may be time c	consuming with
	popular surnames).	-
	• Personal Information – Search by full name (also	time consuming
	with popular surnames).	
	E Personal Information	
	🔚 Job Data	
	Dependent Information	
	Search by SSN	
	Email Address	
	Find an Employee	
	Add Employment Instance	

Overview, Continued

Before you	When searching by SSN, you may find the member already has an Empl
begin ANY	ID in the system.
Hire or Rehire, continued	You MUST click the GO button to search.
continued	NOTE: If the member already has an Empl ID, you must do a

Rehire. Search by National ID National ID 123456789 *Search in Employees / Contingents / POI ♥ (>>) ookup by National ID ≣; Q 4 1-1 of 1 ∨ ▶ ▶ | View All National ID Empl ID Name Country National ID Type 1122333 Minnie Mouse United States Social Security Number 123-45-6789 Notify

Bad Example:

Empl ID	Empl Rec	Name	First Name	Last Name	Sec Name	Altee Ch	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	CT0004	AD
1234567	1	Test2 Duplicates	Test2	Duplicates	(bla	(blar	for	CADCG	00010	004311	СТ0004	AD

Good Example:

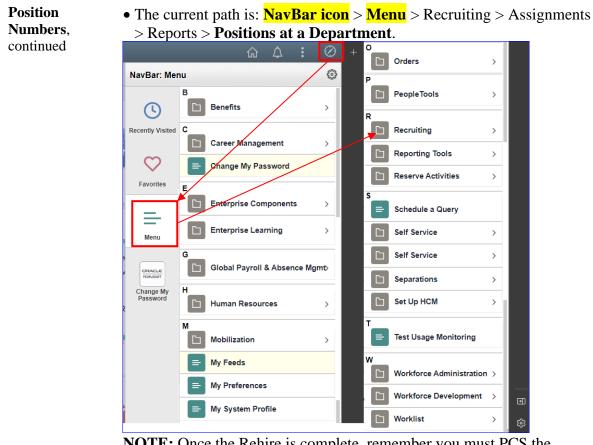
View All										1	1-3 of	3 🗸 🕨
Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
1234567	0	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	ENLCG	00010	003333	KS0001	AD
1234567	1	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	CIVCG	00010	007800	KS0001	NOMIL
234567	2	Buzz Lightyear	Buzz	Lightyear	(blank)	(blank)	(blank)	RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG

Position Numbers

Important information about position numbers:

- Do not assess a member to a position number at their destination. You must navigate to Positions at a Department and choose an Active Duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point.
- Annotate this number. It will be used later in the Rehire process (Step 11).

Overview, Continued



NOTE: Once the Rehire is complete, remember you must PCS the member to the new duty station and this is independent of the Rehire process.

SGLI/FSGLIDue to possible issues with some integrations from Reserve to ActiveRestartDuty be sure to verify the member's SGLI and FSGLI deductions haveNEWrestarted. IF it fails to restart, a help ticket must be turned into PPC to
have the deductions manual started.

Overview, Continued

Important Information

- Do not request a SOCS when conducting a rehire as part of the COVID19 Active-Duty Reintegration See <u>REHIRE-Return to Service</u> -Active Duty Reintegration
- 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 affect 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

Introduction This section provides the information for when a Statement of Creditable Service (SOCS) is required by the Advancements Branch (ADV) at the Pay & Personnel Center (PPC).

ReferenceE-Mail ALSPO B/15

Requirements See below for 7 reasons.

Number	Reason
1	The member's service dates are incorrect :
	• Active Duty Base Date (ADBD)
	• Pay Entry Base Date (PEBD)
	• Date of Initial Entry into Military Service (DIEMS)
2	The member is enlisting (or assessed as officers) and has prior service in another branch of service .
3	The member is enlisting (or assessed as officers) and has prior Coast Guard or Coast Guard Reserve service with a break in service .
4	The member is a Coast Guard reservist with greater than 15 years of total combined active service who is considering extended active duty (Retirement Sanctuary Rule).
5	The member is a Coast Guard reservist who is integrating into the regular Active Duty Coast Guard.
6	A member graduates from the Academy with an appointment as a commissioned officer and the member attended the Scholar Program (served on active duty or reserve) prior to being hired as a Cadet.
7	A member dis-enrolls from the Academy and returns to enlisted status.

Rehiring the Member

See below.

Introduction	This section provides the procedures for rehiring a member with an Empl ID onto Active Duty in DA.
Before You Begin	Verify that the member has a discharge Job Data row before starting the rehire process. See: <u>Understanding Job Data</u>

Procedures

Step		Action
1	Click on the HR Data Shortcuts	ïle.
1.5	The Personal Information option	s the default display.
	Personal Information	
	📄 Job Data	
	Dependent Information	
	E Search by SSN	
	Email Address	
	Find an Employee	
	Add Employment Instance	

Procedures,

continued

Step	Action											
2	Enter the Empl ID , check the Correct History box (Include History optional) and click Search .	box is										
	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											
	Empl ID begins with 💙 1234567											
	Name begins with 🗸											
	Last Name begins with 🗸											
	Second Last Name begins with V											
	Alternate Character Name begins with V											
	Middle Name begins with V											
	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											
	Find an Existing Value Add a New Value											

Procedures,

continued

)					Ac	tion							
	Informatio	n fiel	ds will def	ault to j	previo	usly ente	ered d	lata. C	lick	Edit 1	Name if		
	necessary (marriage/divorce/name change). Click the Plus buttons in the Name												
	AND the H	Biogra	aphical His	story se	ctions	and upda	ate an	y inco	orrect	, cha	nged or		
	missing fie	elds.	-	•		-		•			•		
	-												
	IMPORTANT: If the Birth State and Birth Location do not auto-populate, be												
	sure to ent					0		. ,	will	get a	n error		
	during the				See M	lessage l	below						
	Biographical [Details	Contact Informati	ion <u>R</u> egio	onal								
	Buzz Lightyear						Person	ID 12345	67				
	Name				QI		of 1 🖌	=	View /	All			
		ffective Da Format Ty						-	+ -	-			
		isplay Nar		r		View Na	ame						
	Biographic Info	mation											
		Date of E	Birth 02/27/1989		Years 32	Months	5						
		Date of D	eath	Ē									
		Birth Cou	Intry USA	Q	United Stat	es							
		Birth §	State HI	Q	Hawaii	1							
		Birth Loca	tion Oahu			Waive	Data Prot	ection					
	Biographical History Q 4 4 1 of 1 v b View All												
		-	42/45/2014		-				_				
	"E	ffective Da Geno		Ē					+ -				
	*Highest Edu		E 0 1/1-1- 0-11-	ge Degree	~								
	*N	larital Stat	Married		~	As of	09/06/200	9 🗰					
	Lar	iguage Co	de	~									
		Alternate	ID										
			Full-Time S	tudent									
	 National ID 												
	≡, Q						1-1 of 1	1 🌱 🕨		View All			
	*Country	*Natio	onal ID Type		National	ID	Prir	mary ID					
	USA Q	Soci	al Security Number	~	123-45-	6789		V	+	-			
	Cauco Date	urn to Foo	rah Natifu	Defreeb	Add	Update/Dia		Include H	aton	Corros	tillioton		
	Biographical Detai	urn to Sea		Refresh	Add	Update/Dis	piay	Include Hi	story	Correc	tHistory		
	Divgraphical Deta	o j conti		ogivilai									
	Massage												
	Message												
	The following	data erro	rs found in the hi	re transactio	n. Correct	these errors a	and re-su	bmit the r	equest f	or Approv	val.		
	Birth State is F	hariuna?											
		vequired											
	OK												
	L												

Procedures,

continued

Step					Action				
4	Select the (Contact Inf	format	t ion tał).				
	Biogra	phical Detai	ls	Contact Information			<u>R</u> egional		
	Buzz Ligh								
5	necessary. NOTE: <mark>Re</mark> (TSP) add	equired Ad ress.	<mark>dress '</mark>	Fypes	must inc	<mark>lude (</mark>	nation. If not, ed the Thrift Savi	<mark>ngs Plan</mark>	
	down and c				U		n the Address	Type dro	p-
	Biographica	l Details Co	ntact Infor	mation	Regional				
	Buzz Lightyear Current Addres							Empl ID	1234567
	Γ, Q		View All						
	Address Type	As Of Date	Status Address						
	Home	Home 06/03/2017		1234 Andy's Way Ewa Beach HI 96706			View Address Detail	+	-
	Mailing	Mailing 06/03/2017		1234 Andy's Way Ewa Beach HI 96706			View Address Detail	+	-
	Thrift S 🗸					4	Add Address Detail	+	-
	Billing Business								-
	Campus Check Depart From					14	4 1-1 of 1 💙	▶	View All
	Dormitory Legal		Telepho	ne	Extension		Preferred		
	Other Other Other 2	~	555/55-	5555			2	+	-
	Permanent Preferred Thrift Savings Veteran	Plan				14	 √ 1-1 of 1 ♥ 	⊨ I vi	iew All
6	Select the I				arianal			7	
	Biographical L Buzz Lightyear		ct Informati		egional		Empl ID 1234567		
	Current Address	202							

Procedures,

1		Actio	n								
Verify the Ethnic Group or use the lookup icon and select the appropriate category.											
			her ethnic group, check the Prima								
	• •	ne Plus di	utton and select the other option.								
Click Save.											
Buzz Lightyear		Person	n ID 1234567								
T 🔤 USA											
Ethnic Group		Q	4 4 1 of 2 V > > View All								
	Regulatory Region USA Q United States Ethnic Group 1 Q White		+ -								
History		Q	I I of 1 🗸 🕨 🕨 I View All								
	Effective Date 07/27/2021	ate Entitled to Medicare	e 🗰 🕂 -								
	Citizenship (Proof 1)	Citizenship (Proof 2									
Veteran	Eligible to Work in U.S.										
	Military Status										
Smoker History											
III, Q			I I I I I I I I I I I I I I I I I I I								
*Smol	ker *As of										
ano											
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1 Save Ret	turn to Search Nytify Refresh	Add Update/Dis									
1 Save Ret	· · ·										
1 Save Ret	turn to Search Nutry Refresh										
1 Ret Biographical Details	turn to Search Nutry Refresh	Add Update/Dis									
1 Save Ret Biographical Details Search Resu View 100	turn to Search Nytify Refresh s Contact Information Regional Its I 4 4 1-67 of 67	Add Update/Dis									
1 Ret Biographical Details	turn to Search Nftify Refresh	Add Update/Dis									
1 Save Ref Biographical Details Search Resu View 100 Ethnic	turn to Search Nytify Refresh s Contact Information Regional Its I 4 4 1-67 of 67	Add Update/Dis	splay Include History Correct History								
1 Save Ret Biographical Details Search Resu View 100 Ethnic Group	turn to Search Nftify Refresh	Add Update/Dis									
1 Save Biographical Details Search Result View 100 Ethnic Group 1	turn to Search Nftty Refresh s Contact Information Regional itts I I I -67 of 67 Description White	Add Update/Dis	splay Include History Correct History								
1 Save Biographical Details Search Result View 100 Ethnic Group 1 2	Image: second	Add Update/Dis	splay Include History Correct History ***Do not use the WHITE								
1 Save Biographical Details Search Result View 100 Ethnic Group 1 2 4	turn to Search Nutry Refresh s Contact Information Regional Mts Description While Black or African American Asian	Add Update/Dis	splay Include History Correct History ***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers).								
1 Save Biographical Details Search Result View 100 Ethnic Group 1 2 4 5	turn to Search N try Refresh s Contact Information Regional Its Description White Black or African American American Indian or Alaska Native	Add Update/Dis	splay Include History Correct History ****Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for								
1 Save Biographical Details Search Result View 100 Ethnic Group 1 2 4 5 7	turn to Search Nutry Refresh s + Contact Information + Regional Mts Description White Black or African American American Indian or Alaska Native Native Hawaiian or Other Pacific Islander	Add Update/Dis	splay Include History Correct History ***Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers).								
1 Save Biographical Details Search Result View 100 Ethnic Group 1 2 4 5 7 AFRAM	turn to Search Nyttry Refresh	Add Update/Dis	splay Include History Correct History ****Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for								
1 Save Biographical Details Search Result View 100 Ethnic Group 1 2 4 5 7 AFRAM	turn to Search Nttry Refresh turn to Search Nttry Refresh i Contact Information Regional Regional illts Image: Contact Information Regional White Image: Contact Information Regional Multice Image: Contact Information Regional American Indian or Alaska Native Native Hawaiian or Other Pacific Islander African American Vietnamese	Add Update/Dis	splay Include History Correct History ****Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for								
1 Save Biographical Details Search Result View 100 Ethnic Group 1 2 4 5 7 AFRAM	turn to Search N try Refresh s Contact Information Regional Hts Description White Black or African American American Indian or Alaska Native Native Hawaiian or Other Pacific Islander African American Vietnamese White	Add Update/Dis	splay Include History Correct History ****Do not use the WHITE link for the Ethnic Group, always select the 1 link (per the programmers). Must select the X or Y link for								

Continued on next page

Procedures,

continued

Step		Action
8	Without leaving the screen, select the	e Job Data option.
	Personal Information	
	📔 Job Data	
	Dependent Information	
	E Search by SSN	
	Email Address	
	Find an Employee	
	Add Employment Instance	
0		
9		atically display. After verifying that the s competed, click the Plus button to add a
	new row (this example is a member	▲ · ·
	Work Location Job Information Job Labor Payroll	Salary Plan Compensation
	Buzz Lightyear Employee Military Service	Empl ID 1234567 Empl Record 0
	Work Location Details ⑦	Q 4 4 1 of 24 ♥ ▶
	*Effective Date 07/24/2021	Go To Row 🕇 🗕
	Effective Sequence 0	*Action V
	HR Status Inactive	Reason Discharge 🗸
	Payroll Status Terminated	*Job Indicator Primary Job

Procedures,

continued

Step	Action
10	Enter the following:
	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".
	Action – Select Rehire from the drop-down.
	Reason – Select Rehire from the drop-down.
	Position Number – Enter the appropriate position number or use the lookup
	icon to find the appropriate number. This Message will display, click OK.
	You have updated a field where more than one valid option exists for Establishment ID. (1000,1391)
	Please verify the selected Establishment ID.
	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 Q I of 25 V V
	*Effective Date 07/24/2021 🗰 Go To Row + -
	Effective Sequence 1 *Action Rehire
	HR Status Inactive Reason Rehire V
	Payroll Status Terminated *Job Indicator Primary Job
	Position Number 00029260 Q AIRSTA MH65 Current
	Override Position Data
	Docition Entry Data 06/02/2020
1	

Procedures,

continued

Step			Action								
11	Verify the informati	on updated	after entering the Position Number. If not,								
	correct with the appropriate information below:										
	• Regulatory Region – Select AD from the lookup icon.										
	• Company – Select ACG from the lookup icon										
	• Business Unit – Select ENLCG (or appropriate unit, if not defaulted from the										
	Department entered).										
	• Department – Select the appropriate number from the rehire authority.										
	• Department – Select the appropriate number from the refine autionty. • Department Entry Date – Verify the date of the signed Enlistment Contract.										
	• Location – Select the appropriate number, if not defaulted from the										
	Department entere										
	-		faulted, select USCG from the lookup icon.								
	Position Number										
		Use Pos	sition Data								
	Position Entry Date	06/02/2020									
		Position Manage	ment Record								
	*Regulatory Region	AD Q	Active Duty								
	Company *Business Unit	ACG ENLCG Q	UNITED STATES COAST GUARD								
	*Department		Enlisted CG								
	Department Entry Date		AIRSTA BARDERS FT								
	*Location										
	Establishment ID										
	Last Start Date Expected Job End Date	01/24/2012	Termination Date 07/23/2021								
	Last Date Worked		Override Last Date Worked								
	▼ Military		7								
	Reserve Class Code		٩								
	Component Category Q										
10											
12	Select the Job Infor	mation tab									
	Work Location	b Information	Job Labor Payroll Salary Plan Compensation								
	Buzz Lightyear		Empl ID 1234567								
	Employee Militar	y Service	Empl Record 0								
	Work Location Details	(?)									
	•										

Procedures,

tep		Action								
3	Enter data for these three fiel	only:								
	• Job Code – Select the appropriate code from the lookup icon and verify it									
	with the Grade Step for the	rrect Salary Plan in Step	22.							
	IMPORTANT: If the Job									
	Step 22, the AO will get an	ror during the approval.	See Message below.							
	• Supervisor ID – Enter the	GHRSUP Empl ID that a	pproves Rehires or use							
	the lookup icon.									
	• Empl Class – Select AD fr	n the drop-down.								
	-									
	NOTE: Standard Hours wi	lefault to either 160 or 24	40. Do not change.							
	*Job Code 455394	Q Second Class Avionics Electric	Current							
	Entry Date 07/24/2021									
	Supervisor Level	Q,								
	Supervisor ID 7654321	Q Bo Peep								
	Reports To	Q								
	*Regular/Temporary Regular	✓ *Full/Part Full-Time	~							
	Empl Class AD	*Officer Code None	✓							
	*Regular Shift Not Applicable	✓ Shift Rate								
	*Classified Ind Unclassified	✓ Shift Factor								
	Standard Hours ⑦									
	Standard Hours	Work Period M Q	Monthly							
	FTE 0.000000	Adds to FTE Actual Count?	Encumbrance Override							
	Contract Number ⑦									
	Contract Number Contract Type	Next	Contract Number							
	u									
	Masaaga									
	Message									
	The following data errors found in the hir	nsaction. Correct these errors and re-	submit the request for Approval.							
	Grade does not match Jobcode Grade									
	OK									
4										
4	Select the Job Labor tab.		1 [
	Work Location Job Informatio	Job <u>L</u> abor <u>P</u> ayroll	Salary Plan Compensation							
	Buzz Lightyear	E	Empl ID 1234567							
	Employee Military Service	Empl	Record 0							
	Employee minuty service	Empiri								

Continued on next page

Procedures,

continued

		Action						
Enter the following:								
• Labor Agreement – Defaults to current Labor agreement.								
0		y Dt – Ensure it displays the date of the rehire.						
8_	••••••							
Scroll down f	ne page and c	lick View All for Assigned Seniority Dates.						
	formation Job Labor	Payroll Salary Plan Compensation						
Buzz Lightyear		Empl ID 1234567						
Employee	Military Service	Empl Record 0						
Labor Information ③		Q 1 of 25 🗸						
	Effective Date 07/24/2021	Action Rehire						
Effe	tive Sequence 1 HR Status Active	Reason Rehire Go To Row						
	Payroll Status Active	Job Indicator Primary Job						
	Bargaining Unit	Q. Current						
Li	bor Agreement ENL	Q Active Component Enlisted						
Labor Agre	ement Entry Dt 07/24/2021							
Emp	oyee Category	٩						
Employ	e Subcategory	Q						
Employee	Subcategory 2	Q						
		n Management Record						
	Union Code	Q						
Unior	Seniority Date	1						
	orks Council ID							
L	abor Facility ID	Q						
	Entry Date							
	Stop w Pay Un	age Progression ion Fee Reason Q						
		from Layoff						
Assigned Seniority Date	; ()							
Seniority Date	Control Value	Labor Seniority Date Override Override Reason						

Procedures,

continued

Step	Action										
16	The original hire dates will display. Click Recalculate Seniority Dates to open all Assigned Seniority Date fields. Assigned Seniority Dates ⑦ Implies										
	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason						
	ACTIVE DUTY BASE DATE		01/24/2012								
	AD PAY SCALE DATE										
	DEP DATE										
	CMA DATE		01/24/2012								
	CURRENT AD DATE		01/24/2012								
	DIEMS DATE		12/01/2011								
	EXPECTED AD TERM DATE		07/23/2021								
	EXPECTED LOSS DATE		07/23/2021	2							
	JOB FAMILY ENTRY DATE		03/16/2012								
	MIL OBLIGATION COMPL DATE		11/30/2019								
	PAY ALLOWANCE DATE		01/24/2012	2							
	POINT START DATE		08/02/2016	2							
	PAY BASE DATE		01/24/2012								
	DATE OF RANK	455394	07/01/2017	1							
	ROTATION DATE		07/01/2021								
	Recalculate Seniori	ty Dates									
		,									

Procedures,

continued

			Action			
	This step is shown i		es. Verify and u	pdate the	following:	
•	• Active Duty Base					
	– Without a break		•		ct dates.	
	– With a break in	,				
	Reservist known					
	• AD Pay Scale Da					
	• Dep Date – Delay	•	-	ly populat	es if they spent tin	ne in
	delayed entry. OthCMA Date – See			CUADDI		
	<u>COMDTINST M</u>	-				
•	• Current AD Date			-		vice
	date the member of an Oath of Office.	•	-			ent of
	 Expected AD Ten Reserves – leave Expected Loss D (minus 1 day) or t NOTE: If rehiring y duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates (*) 	blank). Se ate – Term the DIEMS with a brea of rehire and ke place vi nil ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro-	n the signe er is greate R a reserv CS through	ed Enlistment Con r. ist going on activ PPC Customer C	v e are.
	Reserves – leave • Expected Loss D (minus 1 day) or t NOTE: If rehiring duty, use the date o Adjustments will ta SOCS (or see E-Ma	blank). Se ate – Term the DIEMS with a brea of rehire and ke place vi nil ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro-	n the signe er is greate R a reserv CS through	ed Enlistment Con r. ist going on activ PPC Customer C When to Request a	v e are.
	Reserves – leave • Expected Loss D (minus 1 day) or t NOTE: If rehiring duty, use the date o Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates ©	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro-	n the signe er is greate R a reserv CS through	ed Enlistment Con r. ist going on activ PPC Customer Ca When to Request a	z e are. a
	Reserves – leave • Expected Loss D (minus 1 day) or t NOTE: If rehiring v duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates © III Q	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro- B/15).	n the signe or is greate R a reserv CS through ocess. See	ed Enlistment Con r. ist going on activ PPC Customer Co When to Request a	v e are. a
	Reserves – leave • Expected Loss D (minus 1 day) or t NOTE: If rehiring v duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates © I Q Seniority Date	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro- B/15). Labor Seniority Date	n the signe or is greate R a reserv CS through ocess. See	ed Enlistment Con r. ist going on activ PPC Customer Co When to Request a	z e are. a
	Reserves – leave Expected Loss D (minus 1 day) or t NOTE: If rehiring y duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates © © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whichever ak in service O d request a SOC a the SOCS pro- B/15). Labor Seniority Date 01/24/2012	n the signe er is greate R a reserv CS through becess. See T	ed Enlistment Con r. ist going on activ PPC Customer Co When to Request a	z e are. a
	Reserves – leave Expected Loss D (minus 1 day) or t NOTE: If rehiring y duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates © R Q Seniority Date ACTIVE DUTY BASE DATE	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro- B/15). Labor Seniority Date 01/24/2012	n the signe or is greate R a reserv CS through ocess. See " Override	ed Enlistment Con r. ist going on activ PPC Customer Co When to Request a	z e are. a
	Reserves – leave Expected Loss D (minus 1 day) or t NOTE: If rehiring y duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates © © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro- B/15). Labor Seniority Date 01/24/2012	n the signe er is greate R a reserv CS through becess. See T	ed Enlistment Con r. ist going on activ PPC Customer Co When to Request a	z e are. a
	Reserves – leave Expected Loss D (minus 1 day) or t NOTE: If rehiring y duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates @ R Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro- B/15). Labor Seniority Date 01/24/2012	n the signe er is greate R a reserv CS through becess. See "	ed Enlistment Con r. ist going on activ PPC Customer Co When to Request a	z e are. a
	Reserves – leave Expected Loss D (minus 1 day) or t NOTE: If rehiring y duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates © © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whicheve ak in service O d request a SOC a the SOCS pro- B/15). Labor Seniority Date 01/24/2012	n the signe er is greate R a reserv CS through becess. See " Override	ed Enlistment Con r. ist going on activ PPC Customer Co When to Request a	z e are. a
	Reserves – leave Expected Loss D (minus 1 day) or the NOTE: If rehiring of duty, use the date of Adjustments will ta SOCS (or see E-Ma Assigned Seniority Dates © © Q Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE DEP DATE CMA DATE CURRENT AD DATE	blank). Se ate – Term the DIEMS with a breat of rehire and ke place vi ail ALSPO	e NOTE. a of Service from b Date whichever ak in service O d request a SOC a the SOCS pro- B/15). Labor Seniority Date 01/24/2012 101/24/24/2012 101/24/24/24/24/24/24/24/24/24/2	n the signe er is greate R a reserv CS through becess. See '	ed Enlistment Con r. ist going on activ PPC Customer Co When to Request a	v e are. a

Procedures,

continued

Step			Acti	IOII						
17 (cont)	• Job Family Entr	v								
	current rating, use the existing Job Family Entry Date from the previous Job row.									
	 Mil Obligation Compl Date – 8 years from original DIEMS date (minus 1 									
	day) unless prior discharge authorized under an approved program (i.e., VOLSEP).									
	• Pay Allowance I service.	Date – Date	e of the rehi	re OF	R leave a	as is without	a break in			
	Point Start Date	e – Leave a	t default, th	is dat	e may or	nly be adjuste	ed by PPC			
	(ADV) (see NOT	TE).			•	• 5	·			
	• Pay Base Date (0				
	service use the ex	0	-				,			
	• Date of Rank (D					U	break in			
	service use the ex	0	-	previo	ous Job 1	row.				
	• Rotation Date –	Date of the	e renire							
	NOTE: If rehiring	with a bre	ak in servi	ce OF	R a rese r	vist going o	n active			
	NOTE: If rehiring with a break in service OR a reservist going on active duty , use the date of rehire and request a SOCS through PPC Customer Care.									
	duty use the date	of rehire ar	nd request a	SOC	S throug	h PPC Custo	mer Care			
	Adjustments will ta	ake place v	ia the SOC							
		ake place v	ia the SOC							
	Adjustments will ta SOCS (or see E-M	ake place v ail ALSPO	ia the SOC: $B/15$).	S proo	cess. See					
	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE	ake place v ail ALSPO	ia the SOCS B/15).	S proo	cess. See					
	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT	ake place v ail ALSPO	ia the SOCS B/15).	S proc	cess. See					
	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE	ake place v ail ALSPO	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012	S prod	cess. See					
	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE POINT START DATE	ake place v ail ALSPO	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012 08/02/2016	S prod	cess. See					
	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE POINT START DATE PAY BASE DATE	ake place v ail ALSPO	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012 08/02/2016 01/24/2012	S proc	cess. See					
	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE POINT START DATE PAY BASE DATE DATE OF RANK	ake place v ail ALSPO 'E 452595	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012 08/02/2016 01/24/2012 07/01/2017	S prod	cess. See					
	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE POINT START DATE PAY BASE DATE DATE OF RANK ROTATION DATE	ake place v ail ALSPO 'E 452595	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012 08/02/2016 01/24/2012 07/01/2017	S prod	cess. See					
18	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE POINT START DATE PAY BASE DATE DATE OF RANK ROTATION DATE Recalculate Sen	ake place v ail ALSPO "E 452595 iority Dates	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012 08/02/2016 01/24/2012 07/01/2017	S prod	cess. See					
18	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK ROTATION DATE Recalculate Sen Select the Payroll	ake place v ail ALSPO "E 452595 iority Dates	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012 08/02/2016 01/24/2012 07/01/2017	S prod	cess. See					
18	Adjustments will ta SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE PAY BASE DATE DATE OF RANK ROTATION DATE Recalculate Sen Select the Payroll	ake place v ail ALSPO 'E 452595 iority Dates Tab.	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012 08/02/2016 01/24/2012 07/01/2017 07/24/2021	S prod	cess. See	When to Re	equest a			
18	Adjustments will taso SOCS (or see E-M JOB FAMILY ENTRY DATE MIL OBLIGATION COMPL DAT PAY ALLOWANCE DATE POINT START DATE PAY BASE DATE DATE OF RANK ROTATION DATE Select the Payroll Work Location	ake place v ail ALSPO 'E 452595 iority Dates Tab.	ia the SOCS B/15). 03/16/2012 11/30/2019 01/24/2012 08/02/2016 01/24/2012 07/01/2017 07/24/2021	S prod	eess. See	When to Re	equest a			

Procedures,

continued

Step	Action									
19	The Pay Group should default to USCG STG (Staging). Once approved, this									
	will update to USCG AD.									
	Work Location Job Information Job Labor Payroll Salary Plan Compensation									
	Buzz Lightyear Empl ID 1234567									
	Employee Military Service Empl Record 0									
	Payroll Information ⑦ Q 1 of 25 > </th									
	Effective Date 07/24/2021 Go To Row									
	Effective Sequence 1 Action Rehire									
	HR Status Active Reason Rehire Pavroll Status Active Job Indicator Primary Job									
	Payroll Status Active Job Indicator Primary Job									
	Payroll System Global Payroll Global Payroll									
	S-still-s									
	Setting Holiday Schedule CGWIDE CG Wide Holiday Schedule Use Pay Group Eligibility Eligibility Group									
	Use Pay Group Rate Type Exchange Rate Type									
	Use Pay Group As Of Date Use Rate As Of									
	Job Data Employment Data Benefits Program Participation									
	Save Return to Search Notify Refresh Update/Display Include History Correct History									
	Work Location Job Information Job Labor Payroll Salary Plan Compensation									
20	Select the Salary Plan tab.									
	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									

Procedures,

Step	Action								
21	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 – Should default to the date of rehire.								
	• 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.								
	NOTE: Submit a request to PPC Customer Care for a Statement of Creditable								
	Service (SOCS) in the case of prior military service. Any necessary adjustments								
	will take place via the SOCS process (see E-Mail ALSPO B/15). Work Location Job Information Job Labor Payroll Salary Plan Compensation								
	Buzz Lightyear Empi ID 1234567								
	Employee Military Service Empl Record 0								
	Salary Plan Details ⑦ Q Id d 1 of 25 🗸 🕨								
	Effective Date 07/24/2021 Go To Row								
	Effective Sequence 1 Action Rehire								
	Payroll Status Active Job Indicator Primary Job								
	✓ Military								
	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 07/24/2021								
	Step 8 Q Step Entry Date 01/24/2020								
	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								
22	Click on the Compensation Tab.								
	Work Location Job Information Job Labor Payroll Salary Plan Compensation								
	Buzz Lightyear Empl ID 1234567								
	Employee Military Service Empl Record 0								

Continued on next page

Procedures,

CHCK OH U	Action Click on the Default Pay Components button. This will automatically update										
the Comp		•	-						~r		
Click the F	Benefits l	Program	1 Part	cicipatio	n link.						
Work Location	Job Information	Job <u>L</u> abor	Payroll	Salary Plan	Compensati	on					
Buzz Lightyear				Empl ID 12	34567						
Employee Mi	litary Service			Empl Record 0							
Compensation Det	ails 🕐						QI	4 4 1 of	25 🗸	•	
E	fective Date 07/	24/2021							- T- D-		
Effectiv	e Sequence 1				Action	Rehire		G	0 10 60	N	
	HR Status Act	ive			Reason	Rehire					
P	ayroll Status Act	ive			Job Indicator	Primary Job			Current		
Pay Components					Contrac	Change Prorate	<u></u>	i i i-1	of 1 🗸	•	
	Controls Char	nges Conve	rsion II»								
*Rate Code	Seq	Comp Rate		Currency	Frequency	Points	Percent	Rate Code Group			
1 BASIC Q	0	3,405.	600000 📻	USD Q	М	Q			+		
Calculate Compensation											
Job Data	Emplo	yment Data				Benefit	s Program I	Participation			
				n Compensatio		pdate/Display	Includ	le History	Correct	History	
	Work Location Buzz Lightyear Employee Mii Compensation Det Effectiv Pa Comp Comp Comparative In Pay Rates ⑦ Default Pay Pay Components F Q Amounts Save Return Calculate C	Work Location Job Information Buzz Lightyear Employee Compensation Details ⑦ Effective Date Compensation Details ⑦ Effective Date Effective Sequence 1 HR Status Act Payroll Status Act Payroll Status Compensation Rate Compensation Rate Compensation @ Pay Rates ⑦ Default Pay Components Pay Components ⑦ Effective Seq 1 BASIC Q Amounts Controls Chait Job Data Emplo Save Return to Search N	Work Location Job Information Job Labor Buzz Lightyear Employee Military Service Compensation Details ⑦ Effective Date 07/24/2021 Effective Sequence 1 HR Status Active Payroll Status Active Payroll Status Compensation Rate 3,405 Comparative Information ? Pay Rates ? Default Pay Components Pay Pay Components ? Canve *Rate Code Seq Comp Rate 1 BASIC 0 3,405 Calculate Compensation Save Employment Data	Work Location Job Information Job Labor Payroll Buzz Lightyear Employee Military Service Image: Compensation Details (?) Compensation Details (?) Effective Date 07/24/2021 Effective Sequence 1 HR Status Active Payroll Status Active Payroll Status Active Ompensation (?) Payroll Status Compensative Information (?) Pay Rates (?) US Pay Components (?) Default Pay Components US Pay Components (?) Image: Conversion III Image: Conversion III "Rate Code Seq Comp Rate Image: Conversion III "Rate Code Seq Comp Rate Image: Conversion III Job Data Employment Data Save Return to Search Notify Refresh	Work Location Job Information Job Labor Payroll Salary Plan Buzz Lightyear Empl ID 12 Employee Military Service Empl ID 12 Employee Military Service Empl Record 0 Compensation Details © Compensation Details © Effective Date 07/24/2021 Effective Sequence 1 HR Status Active Payroll Status Active Payroll Status Active 0 3,405.60 USD Q Compensation Rate 3,405.60 USD Q Payroll Status Active Pay Rates © Default Pay Components USD Q Payroll Status Active Pay Components © Payroll Status Conversion III) III Amounts Controls Conversion IIII *Rate Code Seq Comp Rate Currency I D 3,405.600000 IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Buzz Lightyear Empl ID 1234567 Employee Military Service Empl ID 1234567 Employee Military Service Empl ID 1234567 Compensation Details ⑦ Effective Date 07/24/2021 Effective Date 07/24/2021 Action HR Status Active Reason Payroll Status Active Reason Payroll Status Active Job Indicator Compensation Rate 3,405.60 ^A USD Q Comparative Information ⑦ Pay Rates ⑦ Contract Pay Components ⑦ Contract Pay Components Contract Pay Components ⑦ IIII M M IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Work Location Job Information Job Labor Payroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Compensation Details Image: Compensation Details Image: Compensation Details Image: Compensation Details Effective Date 07/24/2021 Effective Sequence 1 Action Rehire HR Status Active Reason Rehire Payroll Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job Image: Compensation Rate 3,405.60# USD Q "Frequency Frequency Frequency Frequency Frequency Points Contract Change Prorate Payroll Status Contract Change Prorate Pay Components Image: Contract Change Prorate Pay Components Image: Contract Change Prorate Pay Components Image: Contract Change Prorate Payroll Image: Contract Change Prorate Image:	Work Location Job Information Job Labor Payroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Compensation Details O Q I Effective Date 07/24/2021 Action Rehire Effective Sequence 1 Action Rehire Payroll Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job Compensation Rate 3,405.60 ^T USD *Frequency M C Pay Rates O Contract Change Prorate Option Pay Components Contract Change Prorate Option Pay Components Cgnversion III> * * Prequency Points Percent 1 BASIC 0 3,405.600000 m USD M Image: Points Percent 1 BASIC 0 3,405.600000 m USD M Image: Points Percent 1 BASIC 0 3,405.600000 m USD M Image: P	Work Location Job Information Job Labor Payroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Compensation Details O Q I I I Effective Date 07/24/2021 Effective Sequence 1 Action Rehire G Effective Sequence 1 Active Reason Rehire G Payroll Status Active Job Indicator Primary Job G Compensation Rate 3,405.60 USD "Frequency M Q Monthly Payroll Status Active Job Indicator Primary Job Compensation Pay Rates O Components Contract Change Prorate Option Pay Components Controls Changes Cgnversion III Amounts Controls Changes Cgnversion III Action Rate Currency Frequency Points Percent Rate Code G G G G G G G G <td>Work Location Job Information Job Labor Bayroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Compensation Details O Q I 4 1 of 25 v Effective Date 07/24/2021 Effective Sequence 1 Action Rehire Go To Row Effective Sequence 1 Action Rehire Reason Rehire Current Go To Row Payroll Status Active Job Indicator Primary Job Current Prequency M Q Monthly Vomments Payroll Status Active Job Indicator Primary Job Current Contract Change Prorate Option Contract Change Prorate Option Pay Components O 3,405.60% USD Q M I I = 1 of 1 v Mounts Controls Changes Cyrrency Frequency Points Percent Rate Code Go Q I = 1 of 1 v Mounts Controls Changes Cyrrency Frequency Points Percent</td>	Work Location Job Information Job Labor Bayroll Salary Plan Compensation Buzz Lightyear Empl ID 1234567 Employee Military Service Empl Record 0 Compensation Details O Q I 4 1 of 25 v Effective Date 07/24/2021 Effective Sequence 1 Action Rehire Go To Row Effective Sequence 1 Action Rehire Reason Rehire Current Go To Row Payroll Status Active Job Indicator Primary Job Current Prequency M Q Monthly Vomments Payroll Status Active Job Indicator Primary Job Current Contract Change Prorate Option Contract Change Prorate Option Pay Components O 3,405.60% USD Q M I I = 1 of 1 v Mounts Controls Changes Cyrrency Frequency Points Percent Rate Code Go Q I = 1 of 1 v Mounts Controls Changes Cyrrency Frequency Points Percent	

Continued on next page

Procedures,

)			Action	1						
	Enter the following:									
	• Benefits System – Ensure Base Benefits is selected.									
	• Effective Date – If you are completing the Job Data AFTER the effective da									
	of the rehire, you need to change the date to the date of rehire.									
	Benefit Program		0				ect ACG	÷		
	• Denent i rogram	- II not de	faulted, ellek	. the 100	Kup ice					
	Click the Job Data	link.								
	Benefit Program Participation									
	Buzz Lightyear		Empl ID							
	Employee Military Service		Empl Record	0						
	Benefit Status ③				Q		1 of 25 👻 🕨	•		
	Benefit Record Number	0					Go To Row			
	Effective Date	07/24/2021						_		
	Effective Sequence	1	Action	Rehire						
	HR Status		Reason	Rehire Brimery Jak						
	Payroll Status	Active	Job Indicator	Primary Job		Ci	urrent			
	*Benefits System	Base Benefits	~		Benefits I	Employee Status	Active			
	Annual Benefits Base Rate		🗾 USD							
	Benefits Administration Eligibility	0								
	BAS Group ID	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 Deta	ils 🕐		Q	1 14 4	1 of 10 🗸	I Viev	w All		
	*Effective Date	7/24/2021 🗰	Currency Code L	JSD			+	-		
	*Benefit Program	CG Q	CG/NOAA Active Ded	luction Prog						
	Job Data Emplo	oyment Data			Benefits	Program Participatio	n			
			-				_			

Continued on next page

Procedures,

continued

L					Actio	n			
C	Click Save	e .							
	Work Location	Job Information	Job <u>L</u> abor	<u>P</u> ayroll	Salary Plan	Compensation			
	Buzz Lightyear Employee	Military Service	•		Empl ID 1: Empl Record 0				
[Work Location De	tails ⑦					C	λι 🛛 🖣 1	of 25 💙 🕨
		*Effective Date 07	/24/2021					Go To F	wow +
	Effec	ctive Sequence	1			*Action	Rehire		~
		HR Status Ac	tive			Reason	Rehire		~
		Payroll Status Ac	tive			*Job Indicator	Primary Job		~
	Po	osition Number 00	029260 Q		AIRSTA MH65			Current	
			Use Posi	·					
	Posi	tion Entry Date 0	7/24/2021]					
			Position Manager	-	I				
	*Reg	ulatory Region AL]	Active Duty				
		*Company AC]	UNITED STATES	COAST GUARD			
		*Business Unit EN	NLCG Q]	Enlisted CG				
		*Department 00	00121 Q		AIRSTA BARBERS	S PT			
	Departm	nent Entry Date 07	//24/2021						
		*Location HI	0007 Q		KAPOLEI HI				
			scg Q		Active CG		Date	Created 07/24/2021	
		Last Start Date 07	//24/2021	1	Terminati	ion Date			
	 Military 	JOD ENG Date							
	Rese	erve Class Code	c	L					
	Comp	onent Category	C	L.					
	Job Data	Employ	yment Data				Benefits P	rogram Participation	
									Correct Hists
			Labor Payroll		Compensation		Update/Display	Include History	Correct Histo

Procedures,

Action							
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 FTE was changed and no change was made to Standard Hours or Work Period. (1500,121)							
You have changed the FTE field without making a corresponding change to the Standard Hours field or Work Period field these fields generally need to be changed together.							
OK Cancel							
Now proceed to Entering the New Contract to complete the rehire process. The rehire must be approved prior to the contract being entered.							

Approving the Rehire

Introduction	This section provides the procedures for approving a Rehire in DA.
Information	The Auditor/Approver cannot be the same person who entered the rehire.

Procedures See below.

Step	Action							
1	Review the information in Job Data before approving the transaction.							
1.5	After selecting Requests from the My Homepage drop-down, click on the Self Service Requests Tile.							
	C C Image: Constraint of the second							
	My Homepage Self Service Requests Payroll Requests Requests Image: Comparison of the service request reque							
	○ No notifications ♡ When new notifications arive, the Refresh *C							
2	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							

Approving the Rehire, Continued

Procedures,

continued

Step	Action
3	Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name , Status and Dates . Click Populate Grid .
	View My Action Requests
	Во Реер
	 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.
	Transaction Name: All Transactions
	Transaction Status: Pending
	Submission From Date: Image: Constraint of the second se
4	Click the Approve/Deny link for the rehire you are approving.
	Transaction Name Status Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Dnill Date Approve/Depy AccessionHire Pending Buzz Lightyear Lightyear 1234567 000121 Sheriff Woody Bo Peep 07/24/2021 Approve/Depy

Approving the Rehire, Continued

Procedures,

Step	Action								
5	Enter any needed Comments and select either Approve or Deny (deny 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: 1122334 Bo Peep								
	Comment: Rehire no break in service.								
	Approve Deny								
	Approve								
	Accessions Hire Approval								
	Accession Hire Request: Pending								
	One Approval level								
	Pending								
	BO PEEP Initial Approve Action Request								
6	Once Approved , the buttons will be greyed out. Click the X to close the page.								
	Approve Deny								
	Accessions Hire Approval								
	Accessions Hire Approval								
	Accession Hire Request Approved Oview/Hide Comments								
	One Approval level								
	BOPEEP								
	Initial Approve Action Request 07/24/21-11:07 AM								
	Comments								
	BO PEEP at 07/24/21 - 11:07 AM Rehire with no break in service.								

Entering the New Contract

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

Procedures See below.

Step	Action	
1	Click on the Career Management Tile.	
2	Select the Contract Data option.	
	Contract Data	
	DD-4 Enlistment/Reenlistment	
	Agreement to Extend/Reextend	
	Ext/Rext within 30 days Report	
	AD 6th or 10th Yr Anniversary	
	Extensions not Executed	
	E Board Images	

Continued on next page

Procedures,

Step		Acti	on						
3	Enter the Empl ID, verify	the Include H	istory box is	s checked	and click				
	Search.								
	Update Contracts								
	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								
	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 Correct History Case Sensitive Search Clear Basic Search Save Search Criteria								
	Find an Existing Value Add	d a New Value							
4	All previous contracts ent	ered into the sy	stem will be	listed. If	the memb	per has			
-	only one contract, the cor	•				or mus			
	Search Clear Basic Search 🖉 Save Search Criteria								
	View All					f2 ♥ ▶ ▶			
	Empl ID Empl Record Contract Number Name	Second Last Name Last Name		-					
	1234567 (blank) 0001 Buzz Lightye		(blank)	01/24/2012	(blank)	Active			
	1234567 (blank) 0002 Buzz Lightye Find an Existing Value Add a New Value	ar (blank) Lightyear	(blank)	04/14/2021	(blank)	Active			

Continued on next page

Procedures,

continued

Step		Action	1	
5	Select the Add a New Valu	ie tab.		
	Update Contracts			
	Enter any information you have	e and click Search	h. Leave fields blank f	or a list of all values.
	Find an Existing Value	<u>A</u> dd a New	Value	
	Search Criteria			
	Empl ID	begins with •	1234567	Q
	Contract Number	begins with v		
	Name	begins with •		
	Last Name	begins with •		
	Second Last Name	begins with •		
	Alternate Character Name	begins with •		
	🗹 Include History 🛛 Corre	ct History 🛛 🗆 Ca	ase Sensitive	
		sic Search 🖉 S a New Value	ave Search Criteria	
6	Enter the Empl ID and the	-		
	remaining consistent with th	ne number of ze	ros used previously	v. Click Add .
	Update Contracts			
	Find an Existing Value	Add a New Value	e	
	Empl ID 1234567	Q		
	Contract Number 0003			
	Add			
	Find an Existing Value Add a I	New Value		

Procedures,

continued

Step			Actior	1						
7	The Contract St	atus/Content	tab displays	with the n	ew Contrac	et Number				
	(Ex. 0003).									
	• Contract Begin Date – Defaults to current date, ensure it is the date of rehire.									
	• Regulatory Region – Enter or select AD from the lookup icon.									
	Contract Cont	t ent – A stater	nent is requi	red.						
	Contract Status/Content	Contract Type/ <u>C</u> lauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract <u>Approval</u>	>			
	Buzz Lightyear		Empl ID	1234567						
	Contract Data	h		*Contract Sta	atus Active 🗸					
	Contract Num Contract Begin D		Cont	ract Expected End E						
	Contract End D	ate		*Regulatory Reg	jion AD C	٦				
	Comm	ent			C Additional Con	tract				
	Contract Template	a ID Q			□ More than one	year expected				
		Initialize Con	tract		Waive Working	Time Compliance	ſ			
	Provide	r ID Q								
	Contract Cont	ent Rehire without a break	in service.			đ	2			
						4				
	Save Notify		4	dd Update/Dis	splay Include Hist	Correct Histo	ory			
	Contract Status/Content Contra	ct Type/Clauses Reason/	Oath Info Contract Lea	ave Mbr Service D	ates Contract Approv	al Contract Audit				
8	Select the Contr	act Type/Cla	uses tab.							
	Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	Contract Approva	l >			
	Buzz Lightyear		Empl I	D 1234567						
	Contract Data]			

Procedures,

continued

Step	Action
9	 Enter the following: Contract Type – Select the appropriate type from the lookup icon (Ex.
	REN).
	Comment – Enter any contractual specific reasons (if necessary). Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
	Buzz Lightyear Empl ID 1234567
	Contract Data Contract Number 0003 Begin Date 07/24/2021 Contract Status Active
	Contract Type Q I d d 1 of 1 v b I View All
	Effective Date 07/24/2021 EII Contract Type REN Q Extend Contract
	Contract Clauses Q I I I I I I I View All
	Seq Nbr 1 Clause Q + - Clause Status V
	Long Descr Comment
	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
10	Select the Reason/Oath Info tab.
	Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
	Buzz Lightyear Empl ID 1234567

Procedures,

continued

Step	Action							
11	Enter the following:							
	• Contract Term Years/Months/Days – Enter the contract term (in this example 8 years).							
	• Reason – Select an option from the drop-down. IAW Enlistments,							
	Evaluations, and Advancements, COMDTINST M1000.2, Chap 1.F.1.a, this field needs to reflect the actual reason for the corving abligation							
	field needs to reflect the actual reason for the service obligation.							
	• Member Signature Date – Enter the date the contract was signed.							
	• Name – Enter the name of the Oath Administrator.							
	• Military Grade – Enter the rank of the Oath Administrator.							
	• City – Must be the place of initial enlistment unless there is a break in service							
	(like this example).							
	• 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 Empl ID 1234567							
	Contract Data							
	Contract Number: 0003 Begin Date: 07/24/2021 Contract Status: Active Expected End Date:							
	Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:							
	Contract Type Q d d 1 of 1 v b View All							
	Effective 07/24/2021 Contract Type: REN Reenlistment Cancel Contract							
	Reason/Oath							
	Contract Term Years/Months/Days: 8 Indefinite Re-Enlistment							
	Reason for Extension/Reextension/Retention							
	Reason: Expiration of Enlistment Member Signature Date: 07/24/2021							
	Other (Specify): Begin Extension/Re-Extension:							
	Oath Administrator Information							
	Name: Potato Head Military Grade: 04 🗸							
	City: Pizza Planet State: LA							
	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							
	Reason and Signature date are required for Reenlistment. (30010,28)							
	Please ensure appropriate reason and signature date are entered for the contract.							
	ОК							

Procedures,

continued

Step	Action								
12	Select the Contra	Select the Contract Leave tab.							
	Contract Status/Content	Contract Type/Clauses	pe/ <u>C</u> lauses Reason/Oath Info Contract Leave Mbr Service						
	Buzz Lightyear	Empl ID 1234567							_
	C () D (
13	Total Leave to Sell (Days) – If applicable, enter the number of days for leave to sell as outlined in current policy.								•
	Contract Status/Content	11	eason/Oath Info	Contract	t Leave	Mbr Servi	ce Dates	>	
	Buzz Lightyear		Empl	ID 12345	67			1	
	Contract Data								
	Contract 0003 Number	Begin Date	07/24/2021		Contract	Status Activ	/e		
	Leave Balances							_	
	Leave Balance:	Cumulative So	ld Leave: 3	500000	As	of: 07/23/2	021		
	Contract Type		Q I						
	Effective Date: 07/24/2								
	Contract Type: REN	Reenlistment							
	Leave Disposition		∢	1	of 1 🛩		View All		
	Total Leave to Sell (Days):								
	Save Notify	Ad	d Update/Dis	play	Include H	istory	Correct His	itory	
	Contract Status/Content Contr	act Type/Clauses Reason/Oat	h Info Contract L	eave Mb	r Service [Dates Cont	ract Approv	al Contract	Audit
14	Select the Mbr S	ervice Dates tab.							
	Contract Status/Content	Contract Type/Clauses	Reason/Oath	n Info	Contrac	t Leave	Mbr Se	ervice Dates	>
	Buzz Lightyear			Empl I	D 1234	567			
	L								

Procedures,

continued

р			Action			
	Click View All on the	Assigned	Seniority Da	ates.		
	Contract Status/Content Contract	Type/ <u>C</u> lauses	Reason/Oath Info	Contract Leave	Mbr Service Dates	>
	Buzz Lightyear		Emp	pl ID 1234567		
	Effective Date: 07/24/2021 Empl	Rcd 0 Eff	Seq: 0 Labor	Agreement: ENL		
	Assigned Seniority Dates					
	₩	1-12 of 15	View All			
	Seniority Date	Labor Senior	ity Date			
	ACTIVE DUTY BASE DATE	01/24/2012				
	AD PAY SCALE DATE	01/24/2012				
	DEP DATE					
	CMA DATE	01/24/2012				
	CURRENT AD DATE	01/24/2012				
	DIEMS DATE	12/01/2011				
	EXPECTED AD TERM DATE	07/23/2029				
	EXPECTED LOSS DATE	07/23/2029				
	JOB FAMILY ENTRY DATE	03/16/2012				
	MIL OBLIGATION COMPL DATE	11/30/2019				
	PAY ALLOWANCE DATE	01/24/2012				
	POINT START DATE	08/02/2016				
	Save Notify Contract Status/Content Contract Type/C	auses Reason			Iude History Corre Dates Contract Approv	ect History

Procedures,

continued

Step		Action		
16	Confirm the Labor Senior	ity Dates set during th	he Rehire process	are correct. If
	not, return to Job Data and	verify the dates were	entered correctly	
	Click the arrow .			
	Contract Status/Content Contract Ty	/pe/ <u>C</u> lauses Reason/Oath Info	Contract Leave	Mbr Service Dates
	Buzz Lightyear	En	npl ID 1234567	
	Effective Date: 07/24/2021 Empl Ro	d 0 Eff Seq: 0 Labo	or Agreement: ENL	
	Assigned Seniority Dates	1-15 of 15 🗸 🕨		
	Ξ,	View 12		
	Seniority Date	Labor Seniority Date		
	ACTIVE DUTY BASE DATE	01/24/2012		
	AD PAY SCALE DATE	01/24/2012		
	DEP DATE			
	CMA DATE	01/24/2012		
	CURRENT AD DATE	01/24/2012		
	DIEMS DATE	12/01/2011		
	EXPECTED AD TERM DATE	07/23/2029		
	EXPECTED LOSS DATE	07/23/2029		
	JOB FAMILY ENTRY DATE	03/16/2012		
	MIL OBLIGATION COMPL DATE	11/30/2019		
	PAY ALLOWANCE DATE	01/24/2012		
	POINT START DATE	08/02/2016		
	PAY BASE DATE	01/24/2012		
	DATE OF RANK	07/01/2017		
	ROTATION DATE	07/24/2021		
			•]
17	Select the Contract Appro	oval tab.		
	Reason/Oath Info	Leave Mbr Service Dates	Contract <u>Approval</u>	Contract Audit
	Buzz Lightyear		Empl ID 12345	67
	Effective Date: 07/24/2021 Em	pl Rcd 0 Eff Seq: 0	Labor Agreement: E	INL

Procedures,

Step	Action
18	Verify the Dept of Approving SPO is correct and click Submit for Approval
	to be routed to the approving SPO. Click Save.
	Keason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit
	Buzz Lightyear Empl ID 1234567
	Contract Data Begin Date 07/24/2021 Contract Status Active
	Contract Type Q I I I View All
	Effective Date: 07/24/2021 Contract Type: REN Reenlistment Route for Approval
	Approval Type: Approver: Dept of Approving 042311 Q BASE NOLA SPO (PS) SPO: Approval Status:
	Approval Date: Submit for Approval
	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

Approving	the	Contract
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Introduction	This section provides the procedures for approving a Contract in DA.
Information	SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the contract.

Procedures See below.

Step	Action				
1	After selecting Requests from the My Homepage drop-down, click on the Self				
	Service Requests Tile.				
	O : Ø				
	Requests C :				
	My Homepage Self Service Requests Payroll Requests Request Reports				
	Requests				
	© No notifications				
	When new notifications arrive, the Refresh *C button will show a badge				
2	Select the View My Requests (all types) option.				
	📄 Submit an Absence Request				
	Non-Chargeable Absence Request				
	View 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				

Continued on next page

Approving the Contract, Continued

Procedures,

continued

Action			
Select the Requests I am Approver For radio button. You may narrow the			
search by filling in the Transaction Name , Status and Dates . Click Populate			
Grid.			
View My Action Requests			
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.			
All Requests' allows the approver to pull up their Action Requests and those submitted to them.			
 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 			
 Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, 			
 Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'. 			
 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. 			
 Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, 			
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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 Transactions All Transactions			
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			
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 Transactions All Transactions			
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 Image: Constraint of the select of the radio button, Transaction Name, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. Image: Constraint of the select of the radio button, Transaction Name, Transaction Name: All Transactions Image: Constraint of the select of the selec			

Approving the Contract, Continued

Procedures,

continued

Step	Action	
4	Click the Approve/Deny link for the contract you are approving.	
	Personalize Find View All [27] 📑 First 🕢 Transaction Name Status Member's Last Name Member's Emplid Member's Deptid Submitted By Approver Submission Date Drill Date	1 of 1 Last Approve/Deny Approve/Deny
5	Enter Comments and click Approve or Deny (deny returns the contract to HRS user). Action Request	o the
	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 Number: 0003 Contract Type: REN Contract Status: A Contract Effdt: 07/24/2021 Contract Begin Dt: 07/24/2021 07/24/2021 07/24/2021 Expected End Dt: 07/23/2029 07/24/2021 07/24/2021	
	Request Information Contract Term: 8 Years Mbr Signature Date: 07/24/2021	
	Reason: Expiration of Enlistment SRB Entitlement: Num Extensions: 0 EXT Tour Length:	
	Expect AD TermDt: 07/23/2029 Expected Loss Date: 07/23/2029 Leave Balance: 0 Cumulative Sold: 3.5 Total Leave Sell: Cumulative Sold: 3.5	
	Comment: Rehire without a break in service	
6	The contract is Approved and the member is fully accessed into the Coast Guard with pay.	
	Contract Approval Cone Level Approval BO PEEP Contract Approvers 07/27/21 - 11:36 AM BO PEEP at 07/24/21 - 11:36 AM Rehire with no break in service.	

Approving the Contract, Continued

Procedures,

Step	Action			
7	Once approved, return to the Payroll tab in Job Data to verify the member is in			
	the correct Pay Group .			
	Work Location Job Labor Payroll Salary Plan Compensation			
	Buzz Lightyear Empl ID 1234567			
	Employee Military Service Empl Record 0			
	Payroll Information ⑦ Q (1 of 25 🗸)			
	Effective Date 07/24/2021 Go To Row			
	Effective Sequence 1 Action Rehire			
	HR Status Active Reason Rehire Payroll Status Active Job Indicator Primary Job			
	Current			
	Payroll System Global Payroll Global Payroll			
	Pay Group USCG AD USCG AD			
	Setting Holiday Schedule CGWIDE CG Wide Holiday Schedule			
	Use Pay Group Eligibility Eligibility Group			
	Use Pay Group Rate Type Exchange Rate Type Use Pay Group As Of Date Use Path As Of			
	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			
0				
8	Ensure PCS Orders are completed by the HRS tech, if applicable.			
	NEW – Ensure SGLI and FSGLI deductions are occurring for the member. If			
	not, a help ticket must be sent to PPC for a manual restart.			