

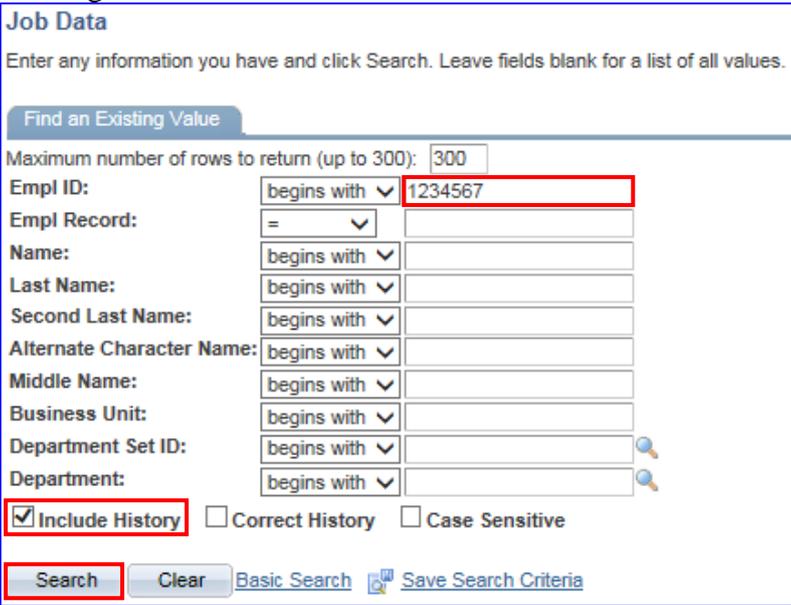
Job Data

Introduction

This section provides the procedures for viewing Job Data in Direct Access. Job provides a snapshot of a member's entire Coast Guard career.

Procedures

See below.

Step	Action
1	<p>Select Job Data from the HR Data Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "HR Data Shortcuts" with several menu items: "Personal Information", "Job Data" (highlighted with a red box), "Dependent Information", "Search by SSN", "Email Address", and "Add Employment Instance".</p>
2	<p>Enter the member's Empl ID. Always check the Include History Box when viewing Job. Then click Search.</p>  <p>The screenshot shows the "Job Data" search interface. It includes a "Find an Existing Value" section with a "Maximum number of rows to return (up to 300):" set to 300. The "Empl ID:" field is set to "begins with" and "1234567" (highlighted with a red box). The "Empl Record:" field is set to "=". Other fields for Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department are all set to "begins with". The "Include History" checkbox is checked (highlighted with a red box), while "Correct History" and "Case Sensitive" are unchecked. The "Search" button is highlighted with a red box. There are also "Clear", "Basic Search", and "Save Search Criteria" buttons.</p>

Continued on next page

Job Data, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>This member has a total of 34 rows spanning their entire Coast Guard career. The top portion will explain what happened. This one shows the Pay Increase that everyone gets on the first of January each year. The middle information shows the Position the member is currently filling as well as their status and department ID. The Date Created field shows when the Job Row was actually built. The last two fields only apply to Reservists.</p> <div data-bbox="316 707 1369 1503"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Courtney Cox Employee Military Service:</p> <p>Empl ID: 1234567 Empl Record: 0</p> <p>Work Location: Find First 1 of 34 Last Go To Row + -</p> <p>*Effective Date: 01/01/2015 Effective Sequence: 0 HR Status: Active Payroll Status: Active</p> <p>*Action: Pay Rate Change Reason: Cost-of Living Adjustment *Job Indicator: Primary Job</p> <p>Position Number: 00017355 CUSTOMER CARE - DUTY Use Position Data</p> <p>Position Entry Date: 09/01/2011 Position Management Record</p> <p>*Regulatory Region: AD Company: ACG *Business Unit: ENLCG *Department: 007799 Department Entry Date: 09/01/2011 *Location: KS0001 Establishment ID: USCG Date Created: 01/01/2015</p> <p>Last Start Date: 08/29/1995 Expected Job End Date:</p> <p>Military Reserve Class Code: Component Category:</p> </div>
	<p>Other examples of Job Rows: Longevity Increase</p> <div data-bbox="316 1563 1369 1720"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>*Effective Date: 08/29/2013 Effective Sequence: 0 HR Status: Active Payroll Status: Active</p> <p>*Action: Pay Rate Change Reason: Adjustment *Job Indicator: Primary Job</p> </div>
	<p>Other examples of Job Rows: PCS Transfer</p> <div data-bbox="316 1776 1369 1933"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>*Effective Date: 09/01/2011 Effective Sequence: 0 HR Status: Active Payroll Status: Active</p> <p>*Action: Transfer Reason: Permanent Change of Station *Job Indicator: Primary Job</p> </div>

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Job Data, Continued

Procedures,
continued

Step	Action
3 (cont)	<p>Other examples of Job Rows: Advancement</p> <p>Work Location Find First 10 of 34 Last</p> <p>*Effective Date: 06/01/2010 Go To Row + -</p> <p>Effective Sequence: 0 *Action: Promotion</p> <p>HR Status: Active Reason: Normal Career Progression</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p>
	<p>Other examples of Job Rows: Original Hire</p> <p>Work Location Find First 34 of 34 Last</p> <p>*Effective Date: 08/29/1995 Go To Row + -</p> <p>Effective Sequence: 0 *Action: Hire</p> <p>HR Status: Active Reason: New Position</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p>
	<p>Rehire example of Job Rows: Member Discharged from AD on 11/15/2013, then Rehired into the Reserves on the same day. The Effective Sequence establishes the timing.</p>
	<p>Work Location Find First 10 of 25 Last</p> <p>*Effective Date: 11/15/2013 Go To Row + -</p> <p>Effective Sequence: 1 *Action: Rehire</p> <p>HR Status: Active Reason: Rehire</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p>
	<p>Work Location Find First 11 of 25 Last</p> <p>*Effective Date: 11/15/2013 Go To Row + -</p> <p>Effective Sequence: 0 *Action: Termination</p> <p>HR Status: Inactive Reason: Discharge</p> <p>Payroll Status: Terminated *Job Indicator: Primary Job</p>
	<p>Separation examples of Job Rows: Member Retired 6/1/15</p> <p>Work Location Find First 1 of 27 Last</p> <p>*Effective Date: 06/01/2015 Go To Row + -</p> <p>Effective Sequence: 0 *Action: Retirement with Pay</p> <p>HR Status: Inactive Reason: Retirement With Pay</p> <p>Payroll Status: Retired With Pay *Job Indicator: Primary Job</p>
<p>Separation examples of Job Rows: Member RELAD on 6/18/15</p> <p>Work Location Find First 1 of 10 Last</p> <p>*Effective Date: 06/19/2015 Go To Row + -</p> <p>Effective Sequence: 0 *Action: Transfer</p> <p>HR Status: Active Reason: Relad</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p>	

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Job Data, Continued

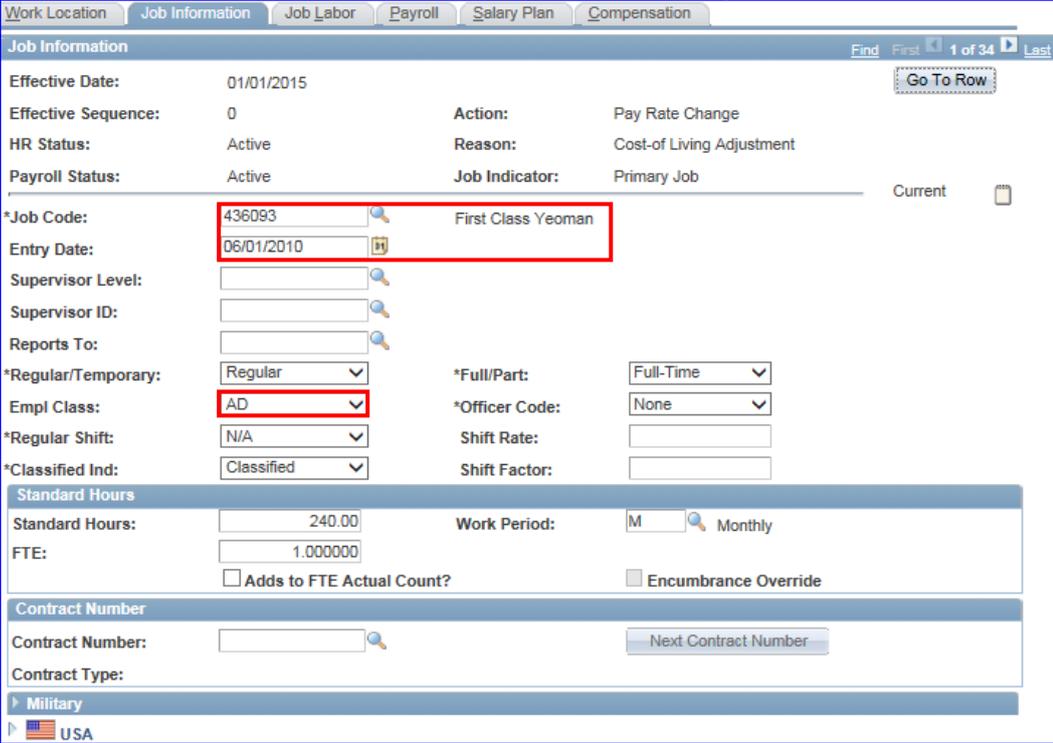
Procedures,
continued

Step	Action
<p>3 (cont)</p>	<p>Separation examples of Job Rows: Member Discharged on 6/30/15 (Job row is built for the day after the Discharge to make sure the member is paid through their last day of Active Duty.)</p> <div data-bbox="316 600 1369 757"> <p>Work Location Find First 1 of 30 Last</p> <p>*Effective Date: 07/01/2015 [BT] Go To Row + -</p> <p>Effective Sequence: 0 *Action: Termination</p> <p>HR Status: Inactive Reason: Discharge</p> <p>Payroll Status: Terminated *Job Indicator: Primary Job</p> </div> <p>Reserve examples of Job Rows: ADT-AT from 5/4-5/15/15</p> <div data-bbox="316 831 1369 987"> <p>Work Location Find First 1 of 9 Last</p> <p>*Effective Date: 05/16/2015 [BT] Go To Row + -</p> <p>Effective Sequence: 0 *Action: Transfer</p> <p>HR Status: Active Reason: Reserve Order End</p> <p>Payroll Status: Active *Job Indicator: Secondary Job</p> </div> <div data-bbox="316 999 1369 1155"> <p>Work Location Find First 2 of 9 Last</p> <p>*Effective Date: 05/04/2015 [BT] Go To Row + -</p> <p>Effective Sequence: 0 *Action: Transfer</p> <p>HR Status: Active Reason: Reserve Order Begin</p> <p>Payroll Status: Active *Job Indicator: Secondary Job</p> </div> <p>Reserve examples of Job Rows: ADOS orders began 10/01/2014</p> <div data-bbox="316 1218 1369 1375"> <p>Work Location Find First 1 of 35 Last</p> <p>*Effective Date: 10/01/2014 [BT] Go To Row + -</p> <p>Effective Sequence: 1 *Action: Transfer</p> <p>HR Status: Active Reason: Reserve Order Begin</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p> </div> <p>Reserve examples of Job Rows: Back-to-back AD orders (One set ended on 3/9/15, and the next set started on 3/10/15. The Reserve Orders End job row always builds the day after the orders end to ensure the member gets paid through their last day of active duty. Since this member had new orders beginning on the same date, the sequence numbers come into play.)</p> <div data-bbox="316 1585 1369 1742"> <p>Work Location Find First 1 of 24 Last</p> <p>*Effective Date: 03/10/2015 [BT] Go To Row + -</p> <p>Effective Sequence: 1 *Action: Transfer</p> <p>HR Status: Active Reason: Reserve Order Begin</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p> </div> <div data-bbox="316 1753 1369 1910"> <p>Work Location Find First 2 of 24 Last</p> <p>*Effective Date: 03/10/2015 [BT] Go To Row + -</p> <p>Effective Sequence: 0 *Action: Transfer</p> <p>HR Status: Active Reason: Reserve Order End</p> <p>Payroll Status: Active *Job Indicator: Primary Job</p> </div>

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Job Data, Continued

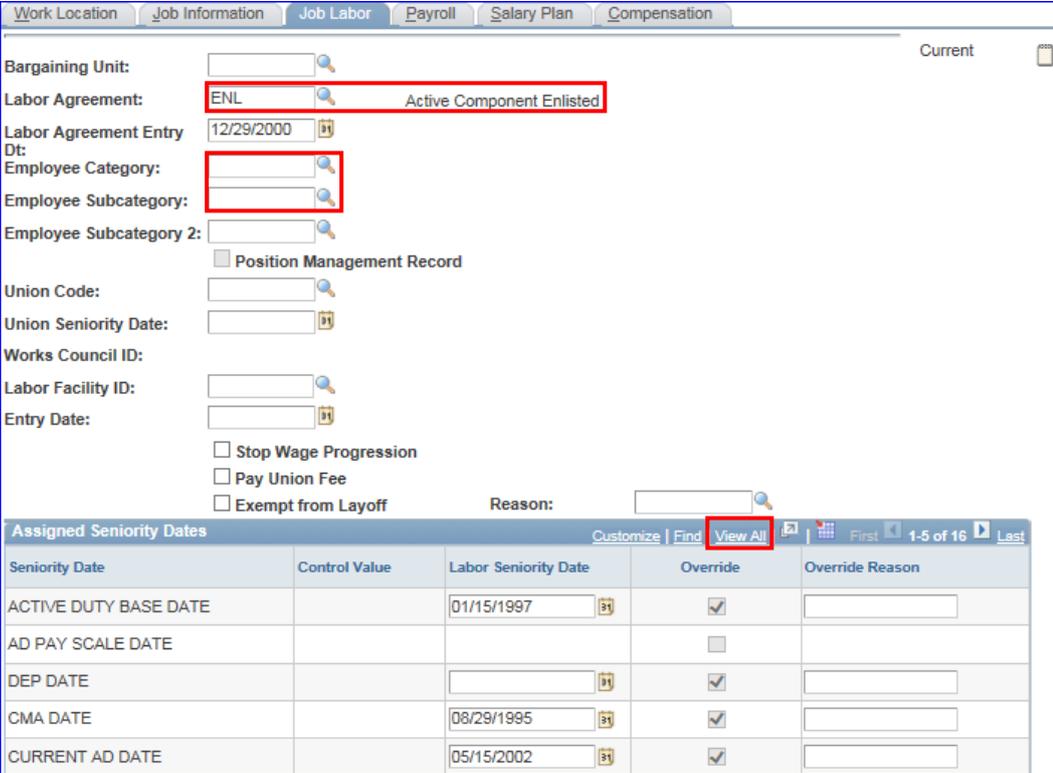
Procedures,
continued

Step	Action
4	<p>The top portion will remain for the rest of the tabs. The Job code shows the current rank of the member and the Entry Date shows when they made that rate. The Empl Class will say AD for Active Duty members, SELRES for drilling Reservists, and IRR for members in the Individual Ready Reserve.</p>  <p>The screenshot shows a web-based job information form with the following fields and values:</p> <ul style="list-style-type: none"> Effective Date: 01/01/2015 Effective Sequence: 0 HR Status: Active Payroll Status: Active *Job Code: 436093 (highlighted in red) Entry Date: 06/01/2010 (highlighted in red) Supervisor Level: [Empty] Supervisor ID: [Empty] Reports To: [Empty] *Regular/Temporary: Regular Empl Class: AD (highlighted in red) *Regular Shift: N/A *Classified Ind: Classified Action: Pay Rate Change Reason: Cost-of Living Adjustment Job Indicator: Primary Job *Full/Part: Full-Time *Officer Code: None Shift Rate: [Empty] Shift Factor: [Empty] Standard Hours: 240.00 FTE: 1.000000 Work Period: M Monthly Contract Number: [Empty] Contract Type: [Empty] Military: [Expanded] USA: [Expanded]

Continued on next page

Job Data, Continued

Procedures,
continued

Step	Action																														
5	<p>The Labor Agreement will list Reserve or Active Enlisted or Officer. The Employee Category and Employee Subcategory will display Reserve specific information. The Employee Category also ties directly with the Regulatory Region and Business Unit on the first tab. This will explain specifically what kind of officer the member is (active/reserve, permanent/temporary, etc.). The most important part of this tab is the Assigned Seniority Dates. Click on the View All link to see all of the dates.</p>  <p>The screenshot shows the 'Job Labor' tab with the following fields:</p> <ul style="list-style-type: none"> Bargaining Unit: [] Labor Agreement: ENL (Active Component Enlisted) Labor Agreement Entry Dt: 12/29/2000 Employee Category: [] Employee Subcategory: [] Employee Subcategory 2: [] Position Management Record: <input type="checkbox"/> Union Code: [] Union Seniority Date: [] Works Council ID: [] Labor Facility ID: [] Entry Date: [] Stop Wage Progression: <input type="checkbox"/> Pay Union Fee: <input type="checkbox"/> Exempt from Layoff: <input type="checkbox"/> Reason: [] <p>The 'Assigned Seniority Dates' table is shown below:</p> <table border="1"> <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>ACTIVE DUTY BASE DATE</td> <td></td> <td>01/15/1997</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 checked="" type="checkbox"/></td> <td>[]</td> </tr> <tr> <td>CMA DATE</td> <td></td> <td>08/29/1995</td> <td><input checked="" type="checkbox"/></td> <td>[]</td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td>05/15/2002</td> <td><input checked="" type="checkbox"/></td> <td>[]</td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		01/15/1997	<input checked="" type="checkbox"/>	[]	AD PAY SCALE DATE			<input type="checkbox"/>		DEP DATE		[]	<input checked="" type="checkbox"/>	[]	CMA DATE		08/29/1995	<input checked="" type="checkbox"/>	[]	CURRENT AD DATE		05/15/2002	<input checked="" type="checkbox"/>	[]
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Job Data, Continued

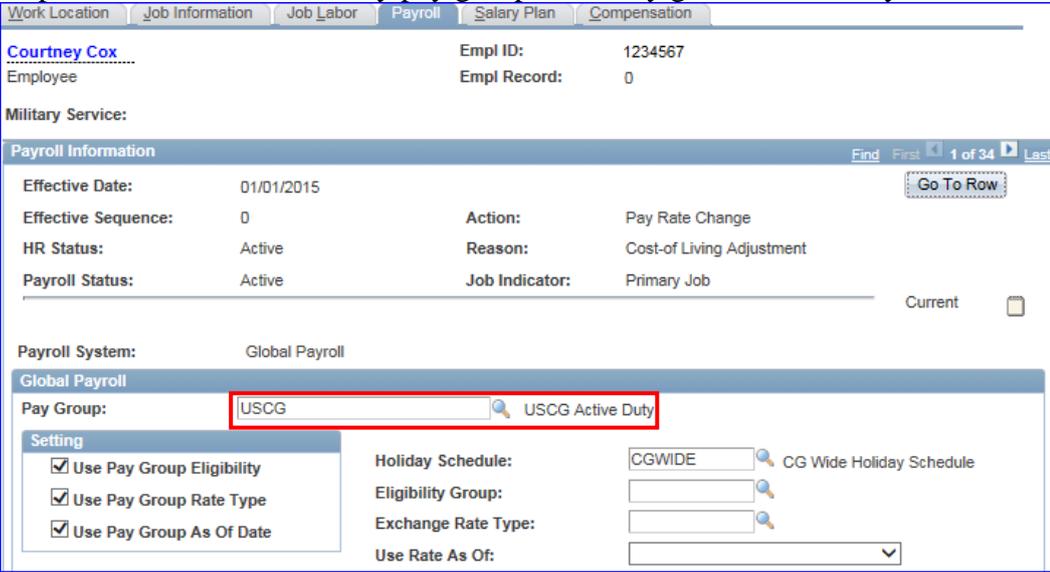
Procedures, continued

Step	Action																																																																																					
6	<p data-bbox="312 497 1367 562">Here's where a member's service dates can be verified. Most of them are set at the time of Accession, others will change when contracts are approved.</p> <table border="1" data-bbox="312 562 1367 1263"> <thead> <tr> <th colspan="5" data-bbox="319 566 1361 589">Assigned Seniority Dates</th> </tr> <tr> <th data-bbox="319 600 651 622">Seniority Date</th> <th data-bbox="657 600 794 622">Control Value</th> <th data-bbox="801 600 986 622">Labor Seniority Date</th> <th data-bbox="992 600 1145 622">Override</th> <th data-bbox="1152 600 1361 622">Override Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="319 633 651 656">ACTIVE DUTY BASE DATE</td> <td data-bbox="657 633 794 656"></td> <td data-bbox="801 633 986 656">01/15/1997</td> <td data-bbox="992 633 1145 656"><input checked="" type="checkbox"/></td> <td data-bbox="1152 633 1361 656"></td> </tr> <tr> <td data-bbox="319 678 651 701">AD PAY SCALE DATE</td> <td data-bbox="657 678 794 701"></td> <td data-bbox="801 678 986 701"></td> <td data-bbox="992 678 1145 701"><input 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1145 880"><input checked="" type="checkbox"/></td> <td data-bbox="1152 857 1361 880"></td> </tr> <tr> <td data-bbox="319 902 651 925">EXPECTED AD TERM DATE</td> <td data-bbox="657 902 794 925"></td> <td data-bbox="801 902 986 925">01/31/2027</td> <td data-bbox="992 902 1145 925"><input checked="" type="checkbox"/></td> <td data-bbox="1152 902 1361 925"></td> </tr> <tr> <td data-bbox="319 947 651 969">EXPECTED LOSS DATE</td> <td data-bbox="657 947 794 969"></td> <td data-bbox="801 947 986 969">01/31/2027</td> <td data-bbox="992 947 1145 969"><input checked="" type="checkbox"/></td> <td data-bbox="1152 947 1361 969"></td> </tr> <tr> <td data-bbox="319 992 651 1014">JOB FAMILY ENTRY DATE</td> <td data-bbox="657 992 794 1014"></td> <td data-bbox="801 992 986 1014">07/17/1997</td> <td data-bbox="992 992 1145 1014"><input checked="" type="checkbox"/></td> <td data-bbox="1152 992 1361 1014"></td> </tr> <tr> <td data-bbox="319 1037 651 1059">MIL OBLIGATION COMPL DATE</td> <td data-bbox="657 1037 794 1059"></td> <td data-bbox="801 1037 986 1059">08/01/2003</td> <td data-bbox="992 1037 1145 1059"><input checked="" type="checkbox"/></td> <td data-bbox="1152 1037 1361 1059"></td> </tr> <tr> <td data-bbox="319 1081 651 1104">PAY ALLOWANCE DATE</td> <td data-bbox="657 1081 794 1104"></td> <td data-bbox="801 1081 986 1104">08/29/1989</td> <td data-bbox="992 1081 1145 1104"><input checked="" type="checkbox"/></td> <td data-bbox="1152 1081 1361 1104"></td> </tr> <tr> <td data-bbox="319 1126 651 1149">POINT START DATE</td> <td data-bbox="657 1126 794 1149"></td> <td data-bbox="801 1126 986 1149">02/02/2009</td> <td data-bbox="992 1126 1145 1149"><input checked="" type="checkbox"/></td> <td data-bbox="1152 1126 1361 1149"></td> </tr> <tr> <td data-bbox="319 1171 651 1193">PAY BASE DATE</td> <td data-bbox="657 1171 794 1193"></td> <td data-bbox="801 1171 986 1193">08/29/1995</td> <td data-bbox="992 1171 1145 1193"><input checked="" type="checkbox"/></td> <td data-bbox="1152 1171 1361 1193"></td> </tr> <tr> <td data-bbox="319 1216 651 1238">DATE OF RANK</td> <td data-bbox="657 1216 794 1238">436093</td> <td data-bbox="801 1216 986 1238">06/01/2010</td> <td data-bbox="992 1216 1145 1238"><input type="checkbox"/></td> <td data-bbox="1152 1216 1361 1238"></td> </tr> <tr> <td data-bbox="319 1261 651 1283">ROTATION DATE</td> <td data-bbox="657 1261 794 1283"></td> <td data-bbox="801 1261 986 1283">07/01/2015</td> <td data-bbox="992 1261 1145 1283"><input checked="" type="checkbox"/></td> <td data-bbox="1152 1261 1361 1283"></td> </tr> </tbody> </table> <p data-bbox="319 1227 579 1249">Recalculate Seniority Dates</p>	Assigned Seniority Dates					Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		01/15/1997	<input checked="" type="checkbox"/>		AD PAY SCALE DATE			<input type="checkbox"/>		DEP DATE			<input checked="" type="checkbox"/>		CMA DATE		08/29/1995	<input checked="" type="checkbox"/>		CURRENT AD DATE		05/15/2002	<input 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Job Data, Continued

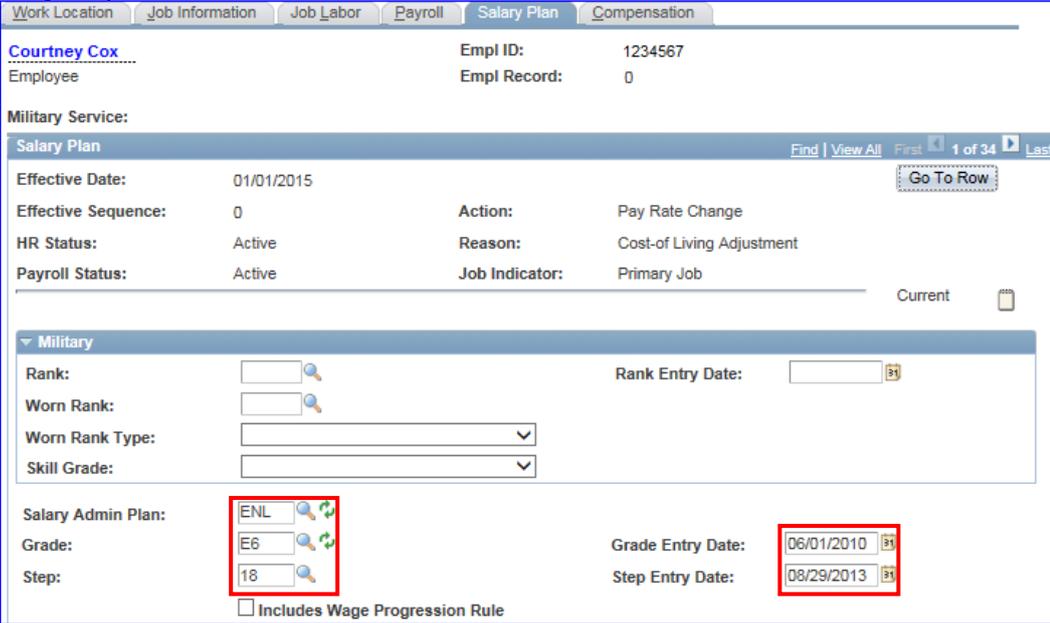
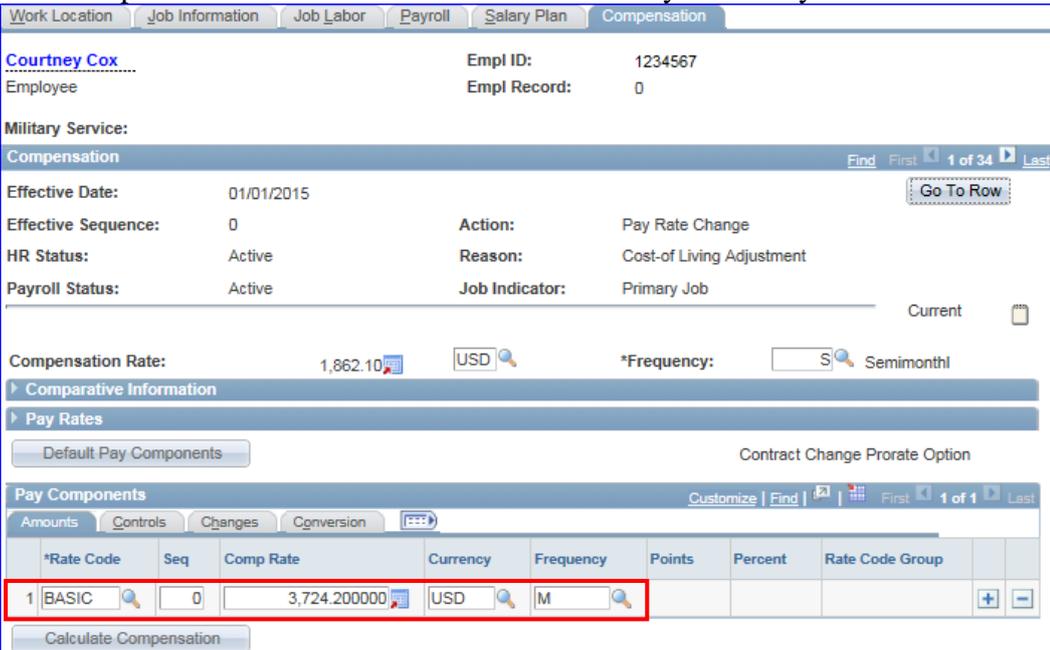
Procedures, continued

Step	Action
7	<p>The Payroll tab will display a member's current pay group. All Active Duty members and Reservists on Active Duty will be put in the USCG Active Duty pay group. If a Reservist is on Title 10 orders, the Eligibility Group will populate with RSVTITLE10. Reservists not on Active Duty are in the USCG RSV (USCG Reservist). NOAA members show up as NOAA Active Duty. PHS members will be put in the PHS Active Duty pay group once they go live in January.</p>  <p>The screenshot shows the 'Payroll Information' tab for employee Courtney Cox. The 'Pay Group' dropdown menu is open, showing 'USCG' selected and 'USCG Active Duty' as the search result. The 'Setting' section includes three checked options: 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'. Other fields include 'Effective Date: 01/01/2015', 'HR Status: Active', and 'Payroll Status: Active'.</p>

Continued on next page

Job Data, Continued

Procedures,
continued

Step	Action
8	<p>The Salary Plan shows whether the member is Enlisted or Officer, their Pay Grade and Step (years). The Grade Entry Date shows the date they were Advanced to their current rank. The Step Entry Date shows the date of their last longevity.</p> 
9	<p>The Compensation tab shows the member's monthly Basic Pay rate.</p> 

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Job Data, Continued

Example of Bad Timeliness This member started Title 10 orders on 3/23/15, but the job row wasn't built until 4/15/15 (when the SPO reported them in). This member didn't get their first paycheck until a month after they started Active Duty.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
MISSING MONEY		Empl ID: 1234567			
Employee		Empl Record: 0			
Military Service:					
Work Location Find First 1 of 22 Last					
*Effective Date:	03/23/2015			Go To Row + -	
Effective Sequence:	0	*Action:	Transfer		
HR Status:	Active	Reason:	Reserve Order Begin		
Payroll Status:	Active	*Job Indicator:	Primary Job		
Current					
Position Number:	00047141	ADMIN/PERS SUPPORT			
Use Position Data					
Position Entry Date:	11/01/2013				
Position Management Record					
*Regulatory Region:	RSV	Reservists			
Company:	ACG	Active CG			
*Business Unit:	ENLCG	Enlisted CG			
*Department:	007586	SEC HAMPTON RD ADMIN/PERS DIV			
Department Entry Date:	11/01/2013				
*Location:	VA0272	SECTOR HAMPTON ROADS			
Establishment ID:	USCG	Active CG		Date Created: 04/15/2015	

Inserting a Job Row with an earlier effective date

You cannot insert a job row behind an existing job row. For instance, if the above member was due a longevity increase on 4/1/15, and the unit never reported them in until 4/15, the Reserve Order Begin job row would not build because of the 4/1 longevity row. Only PPC has the roles to add or delete job rows. They would have to manually build this job row. Submit a trouble ticket if you need to have a job row inserted behind an existing one.