Hire – SELRES / Depot (Cape May)

Introduction

This section provides the procedure for completing the accession of a member into the Coast Guard Reserve.

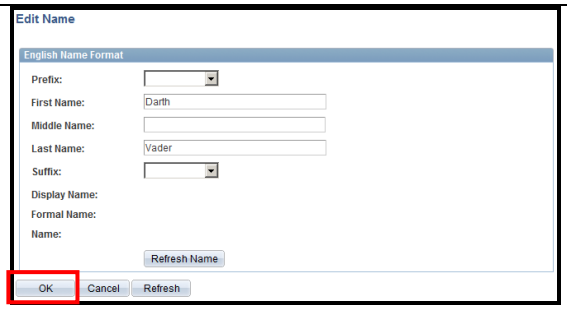
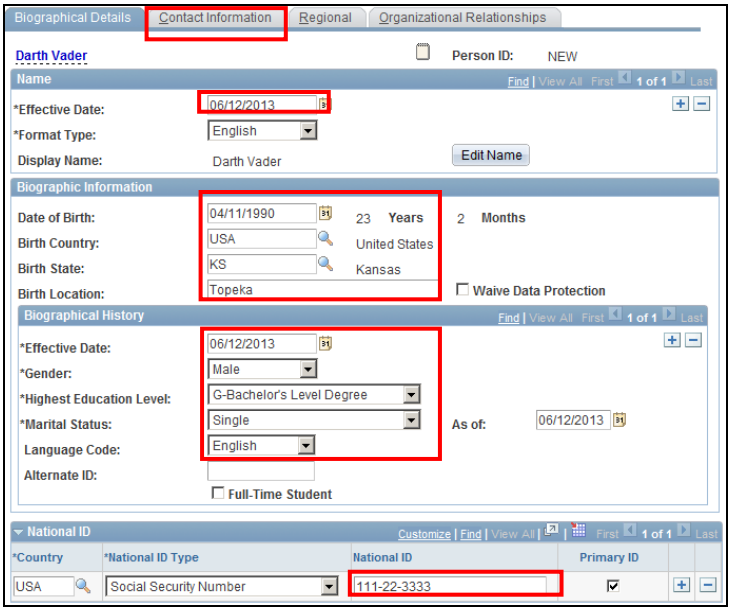
Procedure

Follow these steps to complete the accession of a member into the CGR.

Step	Action
1	 From the Portal Page, select **Add a Person** from the Accessions pagelet.
2	 Click the **Add Person** button.

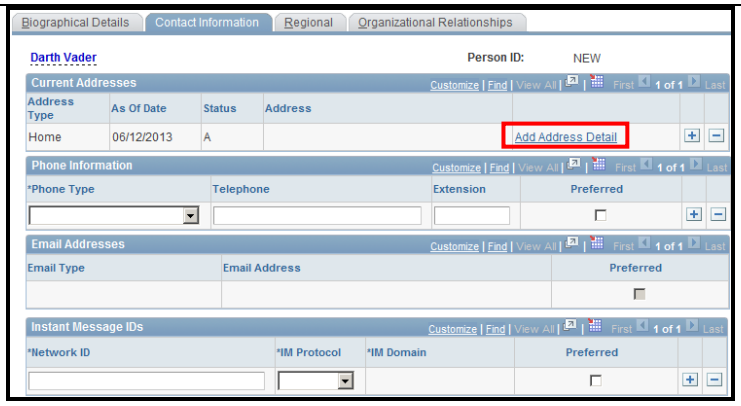
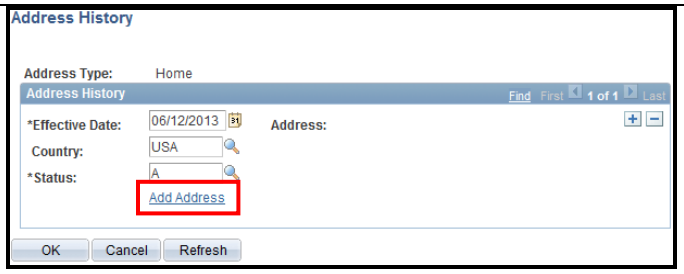
Continued on next page

Procedure **(continued)**

Step	Action
3	 Enter member's complete name, when completed click the **OK** button. You will return to the Biographical Details Tab.
4	 The Effective Date defaults to the current date. It may be edited to reflect the actual hire date. It cannot currently be future dated. • Date of Birth: Enter the member's date of birth. • Birth Country: Defaults to USA, if incorrect, select the lookup and select the correct Birth Country. If selecting other than USA, other fields may be displayed. • Birth Location: City/Town of birth. • Gender: Click the dropdown and select appropriate gender. • Highest Education Level: Click the dropdown and select education level. • Marital Status: Click the dropdown and select applicable status. • Language Code: Click the dropdown and select English. • National ID: Enter the member's Social Security Number. When completed, select the **Contact Information Tab**.

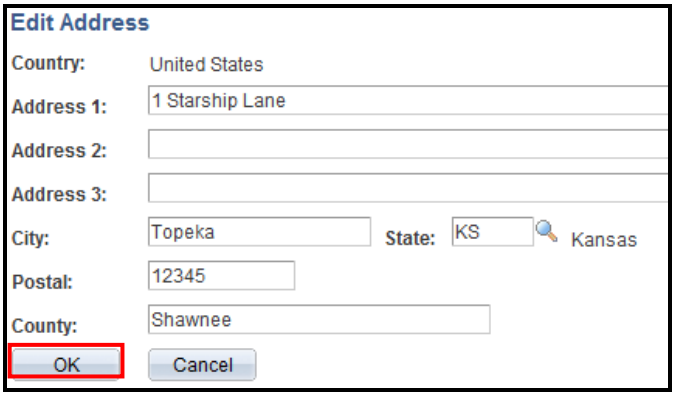
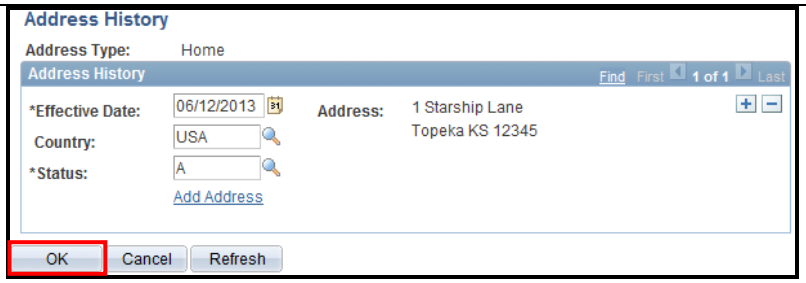
Continued on next page

Procedure **(continued)**

Step	Action
5	 The system defaults the first address as Home and the As Of Date is the date of hire. Select the **Add Address Detail** link.
6	 The effective date defaults to the current date and may be edited to reflect the correct date of hire. This date currently cannot be future dated. Select the **Add Address** link.

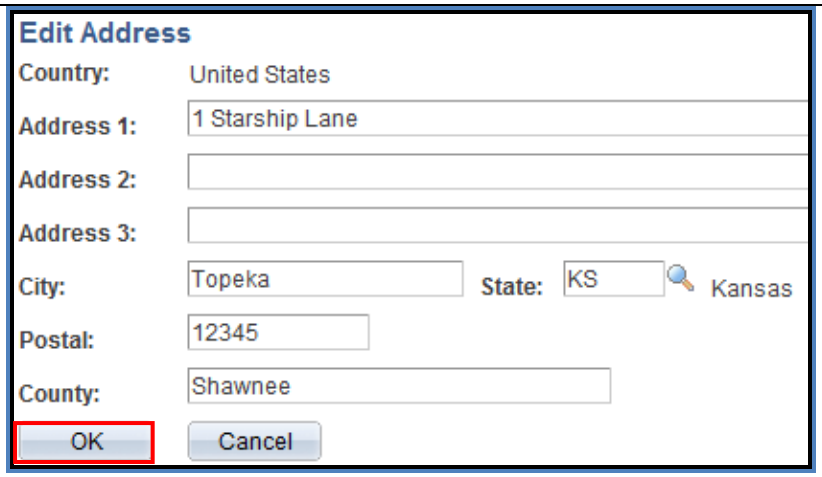
Continued on next page

Procedure **(continued)**

Step	Action
7	 Address 1: Number/street name Address 2: Not used Address 3: Not used City: Enter address city State: Enter Address state Postal: Enter Postal Zip code County: Enter county (if known) Click the **OK** button.
8	 The address will display as entered. Select the **OK** button.
9	 The Home address has been recorded. Click the "+" to add a Mailing Address.

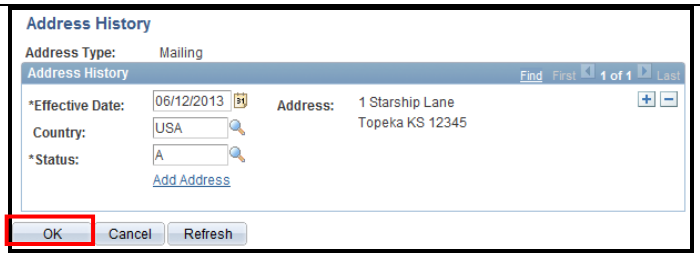
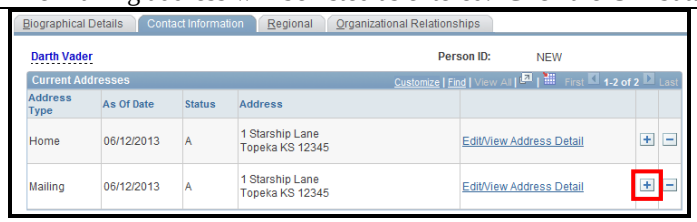
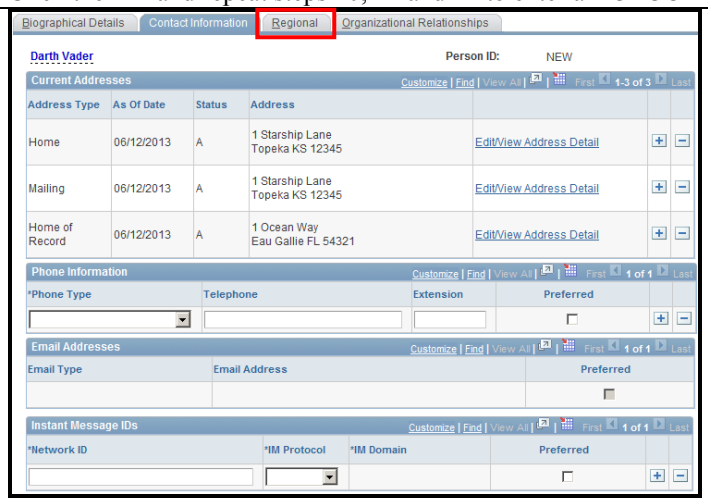
Continued on next page

Procedure **(continued)**

Step	Action
10	Click the Address Type drop down and select **Mailing**. Then click the **Add Address Detail** link.
11	Click the **Add Address** link.
12	 Enter Mailing Address. Address line 2 and 3 are not used. When completed, click the **OK** button.

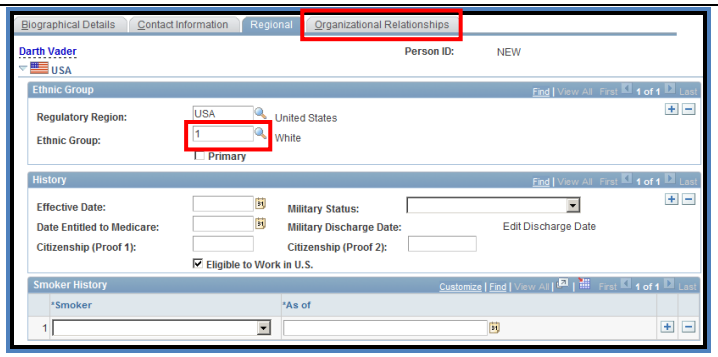
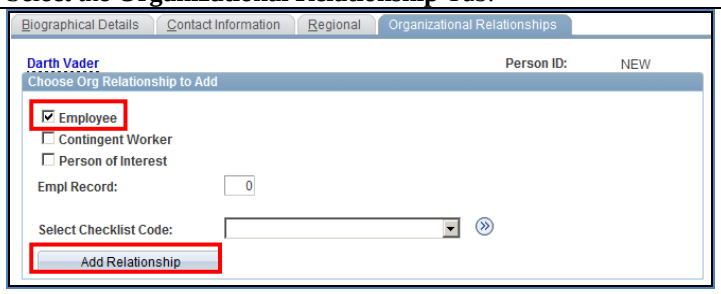
Continued on next page

Procedure **(continued)**

Step	Action
13	 The Mailing address will be listed as entered. Click the **OK** button.
14	 Click the "+" and repeat steps 10, 11 and 12 to enter a **Home of Record** as identified on the DD4.
15	 The Phone Information, Email Address and Instant Message IDs are left blank. Select the **Regional** Tab.

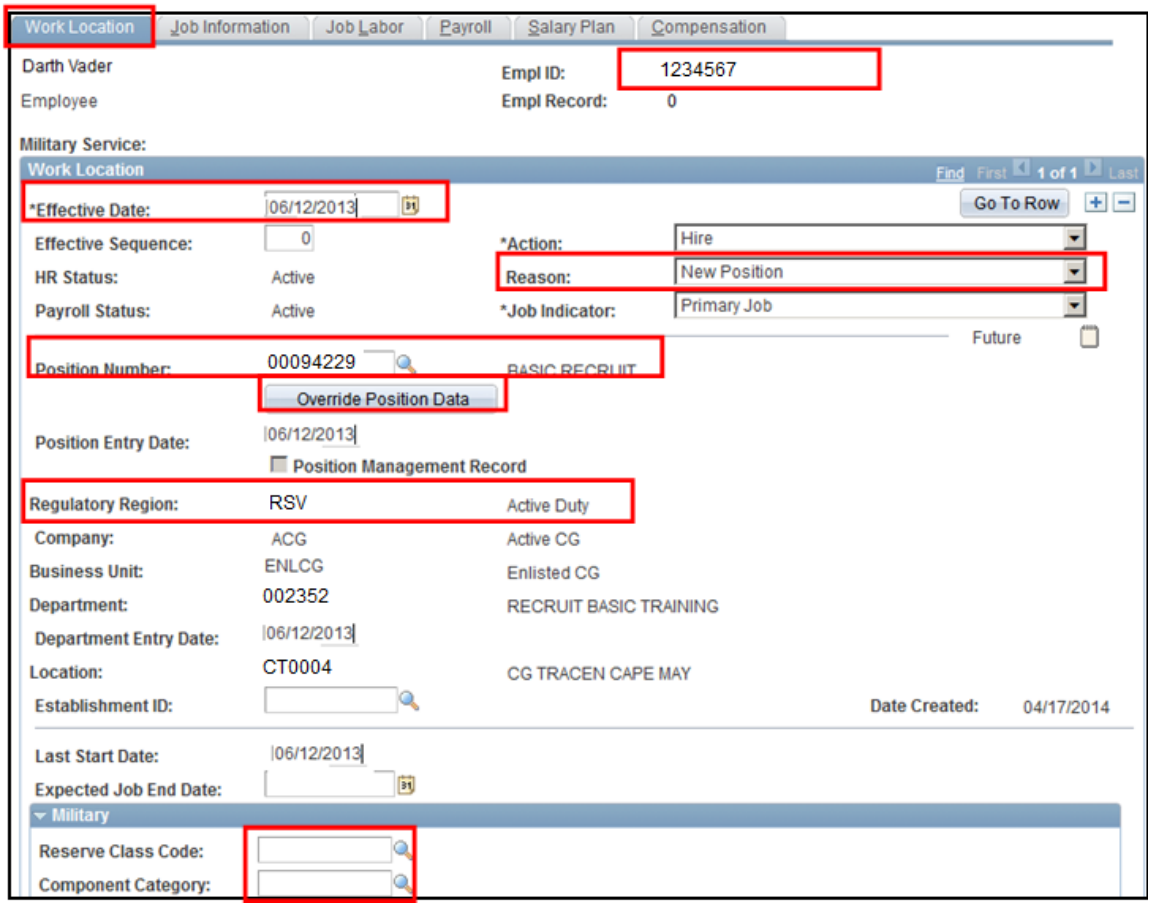
Continued on next page

Procedure **(continued)**

Step	Action
16	 Click the Ethnic Group lookup and select the appropriate category. If member claims other than one ethnic group, click the "+" button and add Hispanic or Non-Hispanic or for any additional group designation. All other data fields are left blank. Select the **Organizational Relationship** Tab.
17	 Check the **Employee** box, then click the **Add Relationship** button. The Employee ID number will be generated and you will automatically navigate to **Job Data**.

Continued on next page

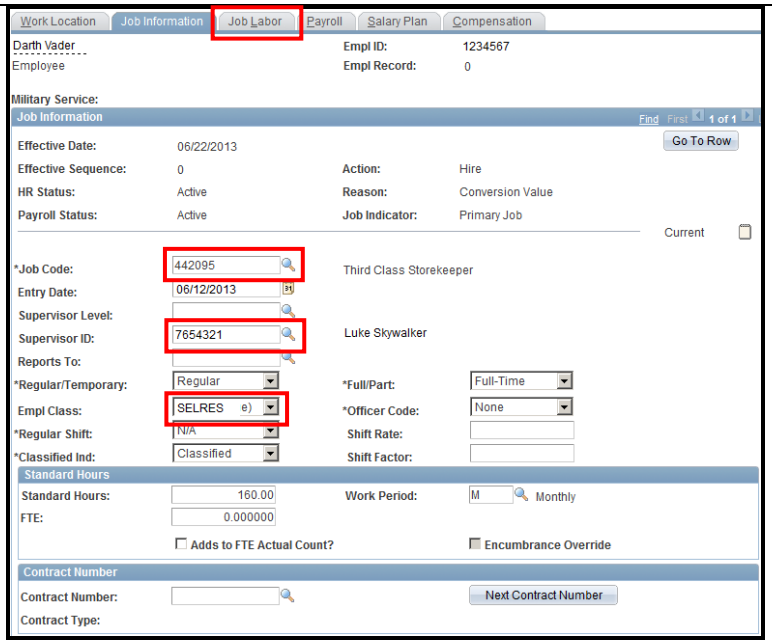
Procedure **(continued)**

Step	Action
18	 You should record the Employee ID number for future reference. If for any reason you do not complete this accession during this session, you use the **Add Employee Instance** link in the SPO pagelet. Enter the Employee ID number and you will be returned to member's Job Data. All previous Job Data entries will have been deleted and will need to be reentered. **Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using Modify a Person or Job Data links.** Enter **Reserve Class Code** and **Component Category** as appropriate **Effective date:** Date of hire. **Position Number:** Enter the Position Number provided from Order Issuing Authority. Click the **Override Position Data** button.

Continued on next page

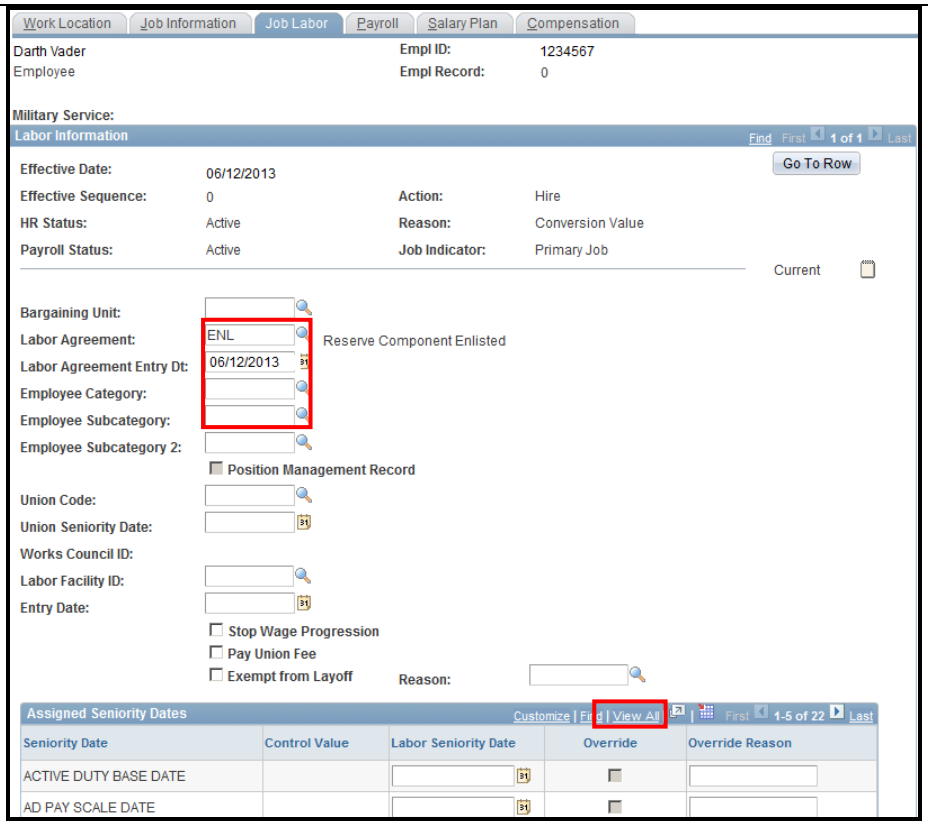
Procedure **(continued)**

Step	Action
18 Cont	 The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location will default to the information based on the position number entered. Click on the **Job Information** Tab.

Step	Action
19	 • **Job Code**: Default based on the Position Number previously entered. If member is being hired to a different Job Code (pay grade), click on the lookup icon and select the correct Code. • **Supervisor ID**: Enter the Employee ID for the **CGHRSUP** that will be approving the accession. • **Employee Class**: Click on the pull down menu and select the appropriate Class. In this example we selected **SELRES**. All other fields are defaulted and / or left blank. Click on the **Job Labor** Tab.

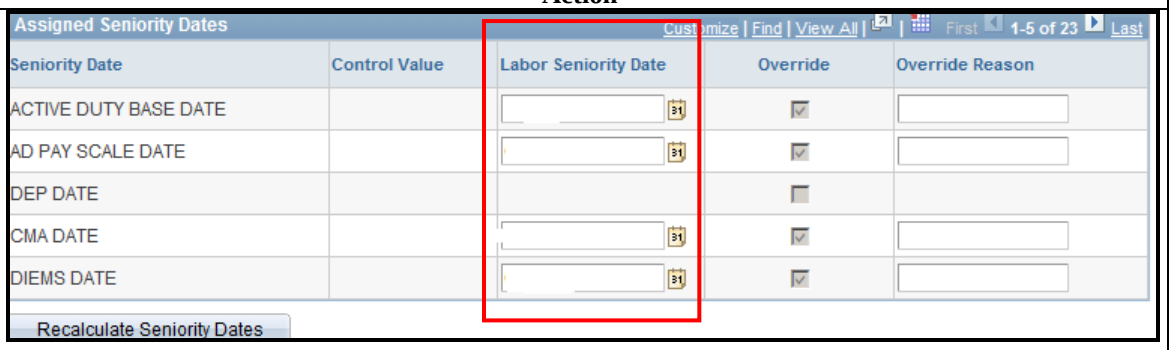
Continued on next page

Procedure **(continued)**

Step	Action
20	 **Labor Agreement**: Click on the lookup icon and select **ENL** (if not defaulted). **Labor Agreement Entry Dt: W**ill default to date of hire. Select **Employee Category** (SEL/IRR, etc.) as appropriate Select **Employee Subcategory** (TRAYPAY code) as appropriate Scroll to the bottom of the page and select **View All**.

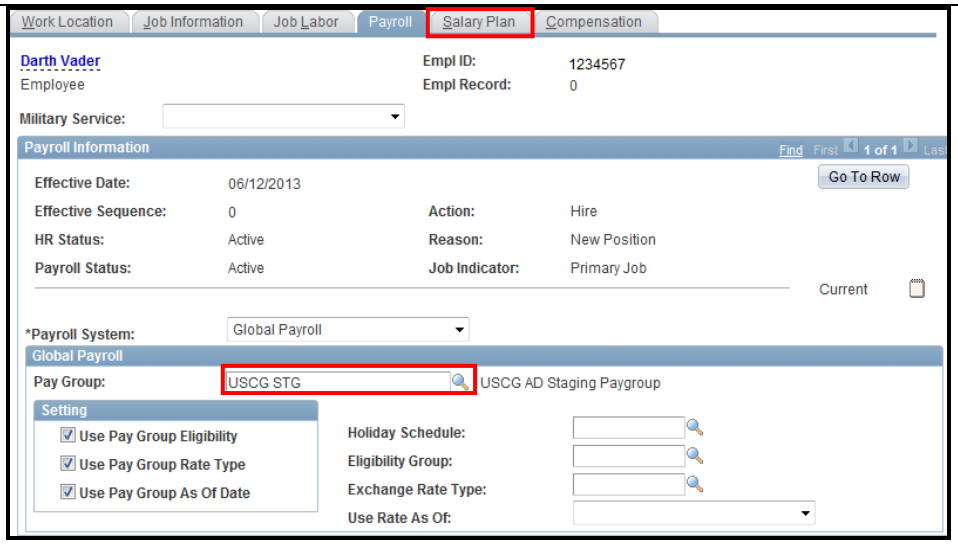
Continued on next page

Procedure **(continued)**

Step	Action
21	 Click on the Recalculate Senior Dates button to reset fields based on type of accession. Labor Seniority Dates: • Active Duty Base Date: Leave blank • AD Pay Scale Date: Date of Enlistment Contract • DEP Date: Not applicable • CMA Date: enter date as appropriate from Chapter 3, PAYMAN • DIEMS Date: Date Initial Entry Military Service (any component) • RSV Drill Obligation Date: 6 years in a drilling status (SELRES) • Expected Loss Date: 8 years from DIEMS (minus 1 day) • Job Family Entry Date: Date of Enlistment Contract • Mil Obligation Completion Date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date: Date of Enlistment Contract • Points SWE Date: Date of Enlistment Contract • Pay Base Date: Date member departs on RSV IADT orders to Basic Training • Date of Rank: Date of Enlistment Contract • RSC Anniversary Date: Date of Enlistment Contract • RSC Eligibility Date: Date of Enlistment Contract • RSC Initiation Date: Date of Enlistment Contract • All other fields are left blank Scroll back to the top of the page and click on the **Pay Roll** Tab.

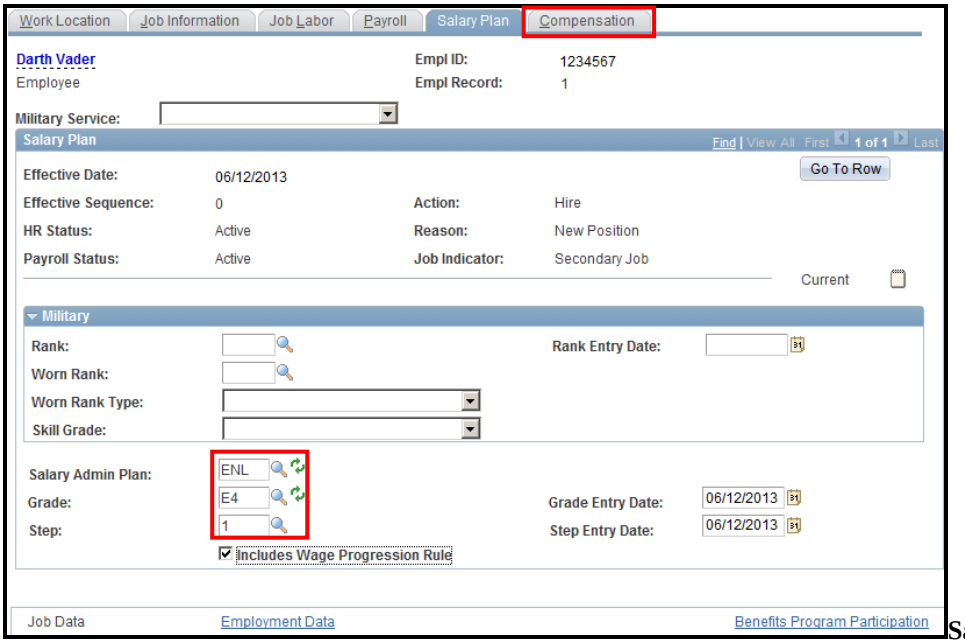
Continued on next page

Procedure **(continued)**

Step	Action
22	 Click the Pay Group lookup icon and select **USCG STG** (if not defaulted). Click on the **Salary Plan** Tab.

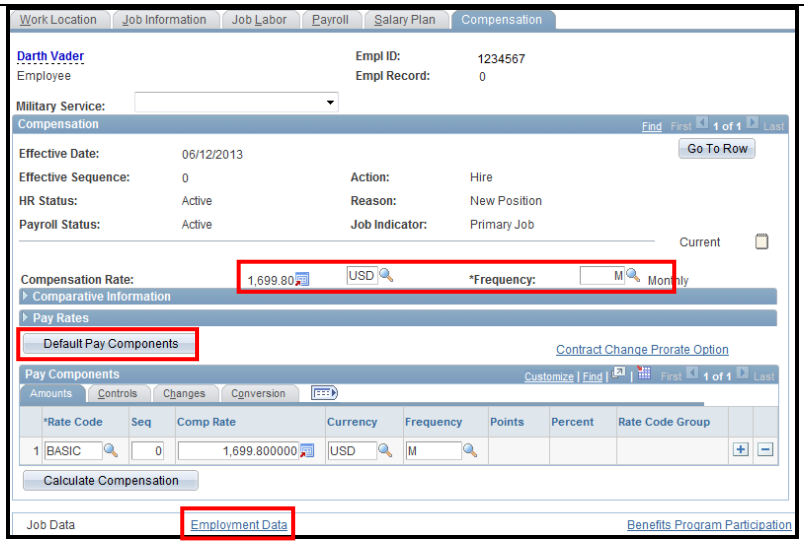
Continued on next page

Procedure **(continued)**

Step	Action
23	 **Salary Admin Plan**: Defaults based on the Position Number previously entered in the Job Information Tab. **Grade**: Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. In this example E-4. **Step**: The step corresponds to a member's longivity for pay purposes. Click on the Step lookup icon and select the appropriate step. In this example 1 = less than 2 years of military service, then Tab. **Step Entry Date:** Will default to date of Hire. Click on the **Compensation** Tab.

Continued on next page

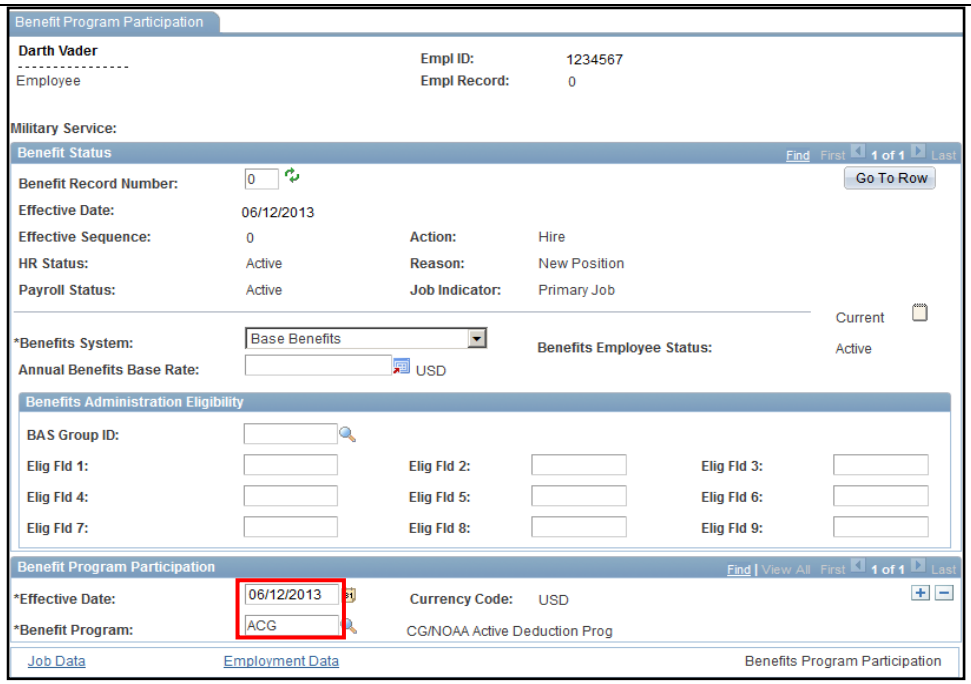
Procedure **(continued)**

Step	Action
24	 Click on the **Default Pay Components** button. This will update the **Compensation Rate** data. Click the **Employment Data** link.

Continued on next page

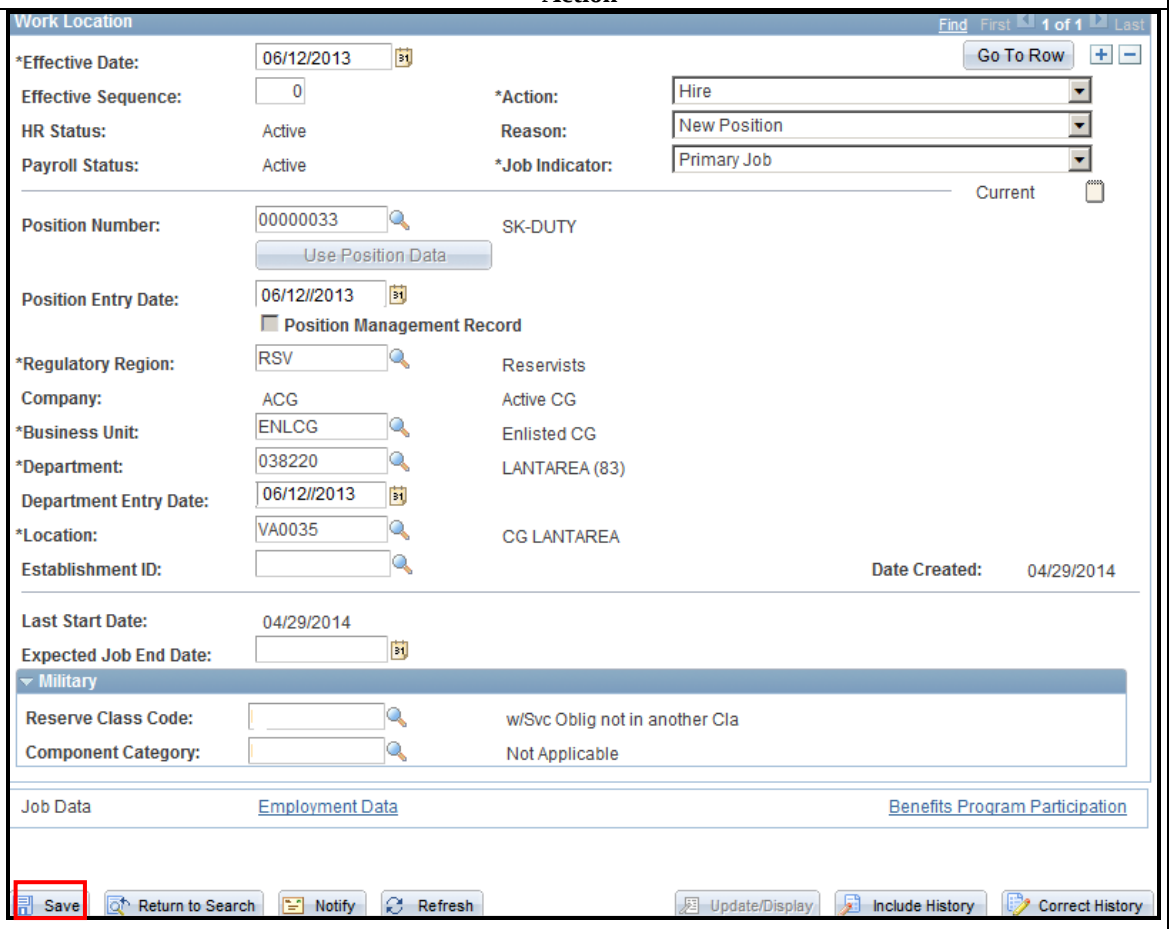
Procedure **(continued)**

Step	Action
25	 This is a view-only page and may be skipped. Click the **Benefits Program Participation** link.

Step	Action
26	 Note: If **Benefits System** does not default to **Base Benefits**, click on the drop-down and select. **Effective Date:** Defaults to the Date of Hire. You may need to change if the hire was prior to the current date. **Benefit Program:** Click the lookup icon and select **ACG**. Click the **Job Data** link.

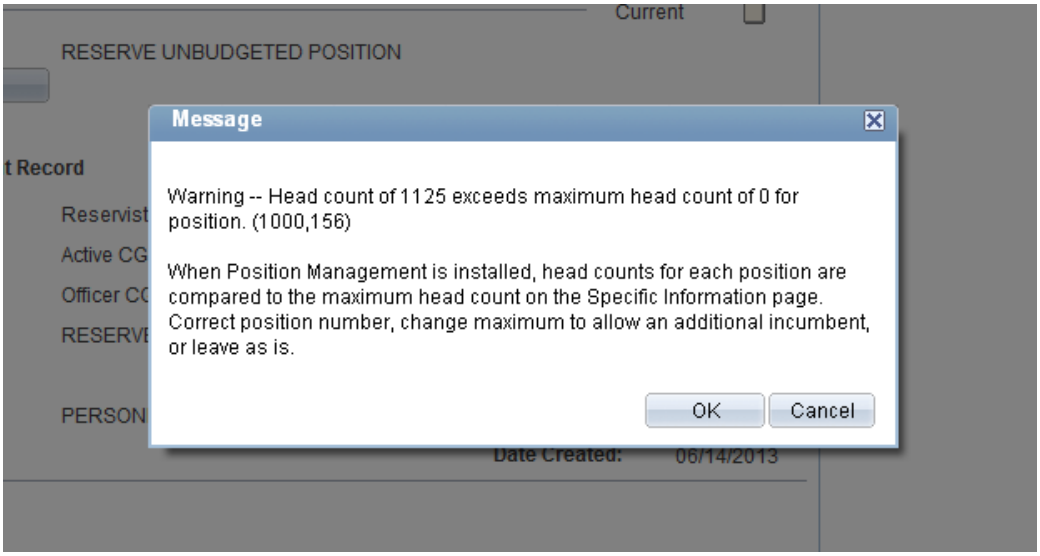
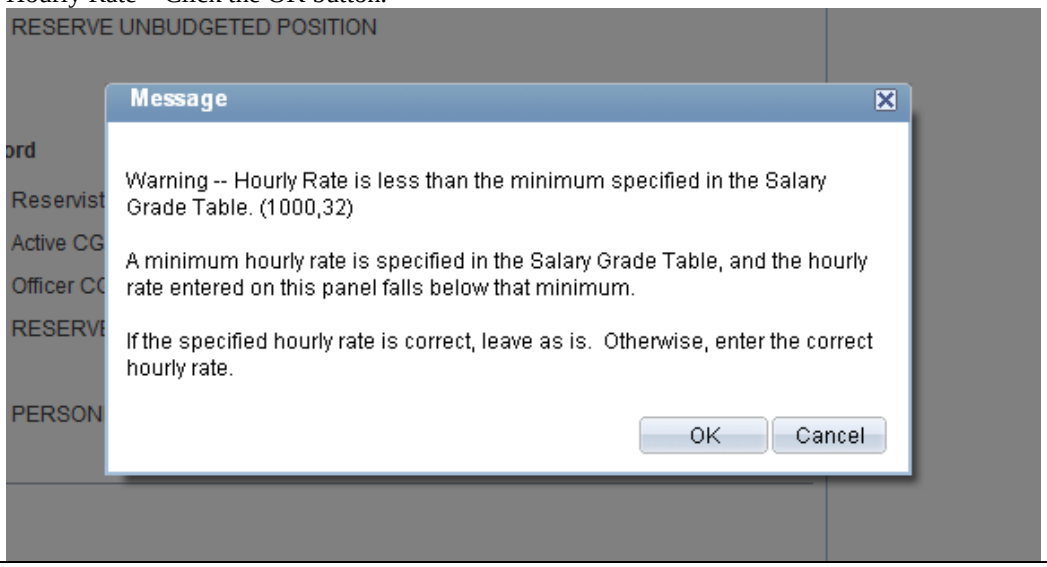
Continued on next page

Procedure **(continued)**

Step	Action
27	 Click the **Save** button.

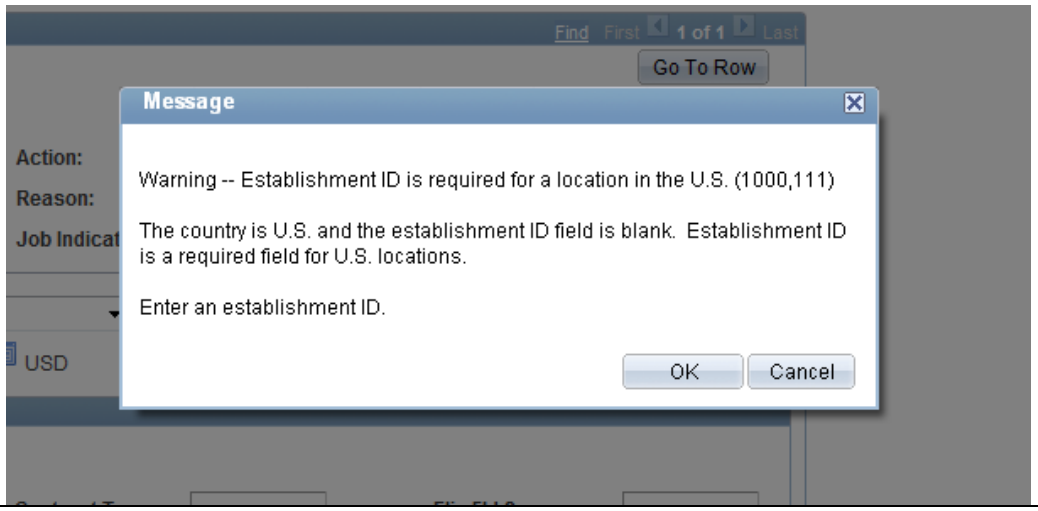
Continued on next page

Procedure **(continued)**

Step	Action
28	You will receive several "Warning" messages: Head Count – Click the OK button.  Hourly Rate – Click the OK button. 

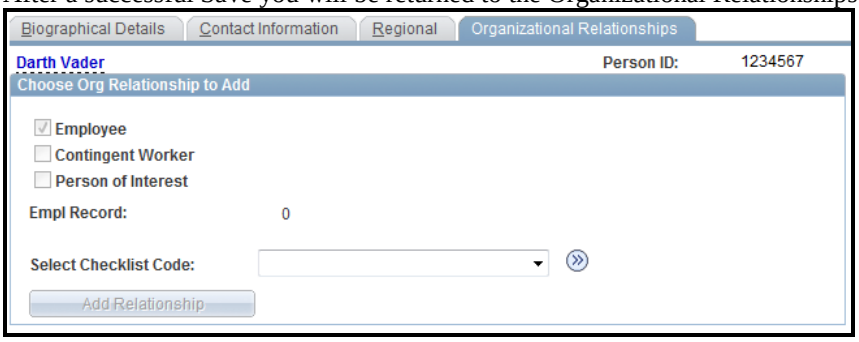
Continued on next page

Procedure **(continued)**

Step	Action
29	Establishment ID Click the OK button. 

Continued on next page

Procedure **(continued)**

Step	Action
30	After a successful Save you will be returned to the Organizational Relationships Tab.  The accession is now ready for review and approval

Accession Approval

Introduction

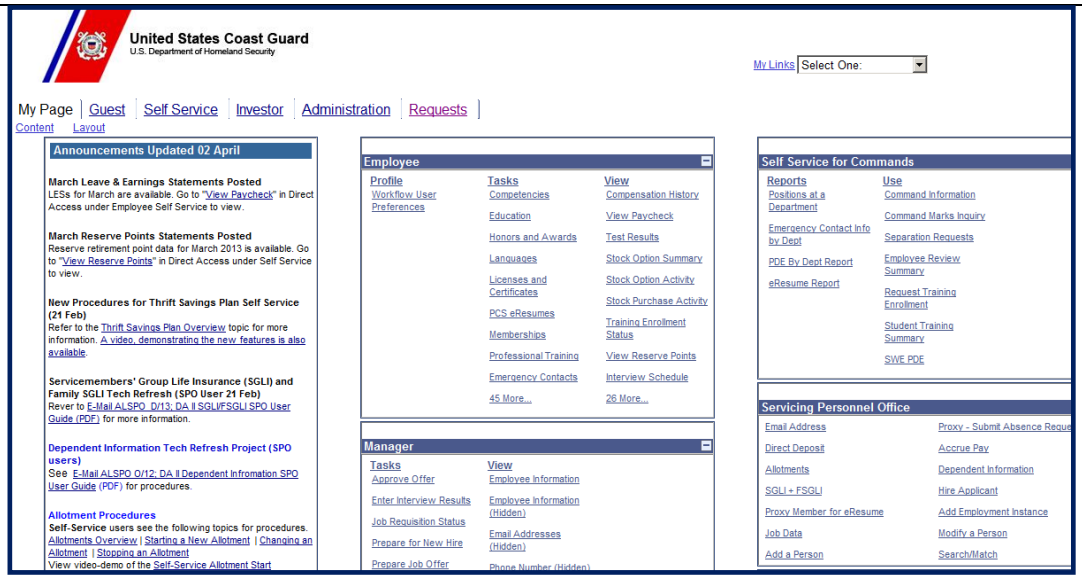
This section provides the procedure for approving an accession.

Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve an accession.

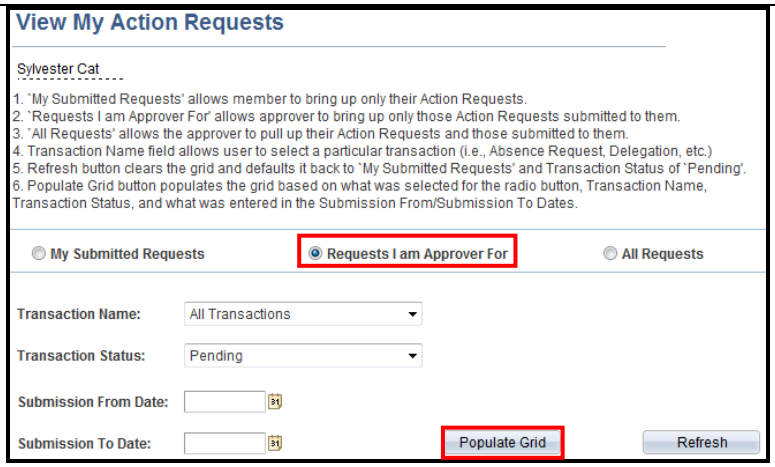
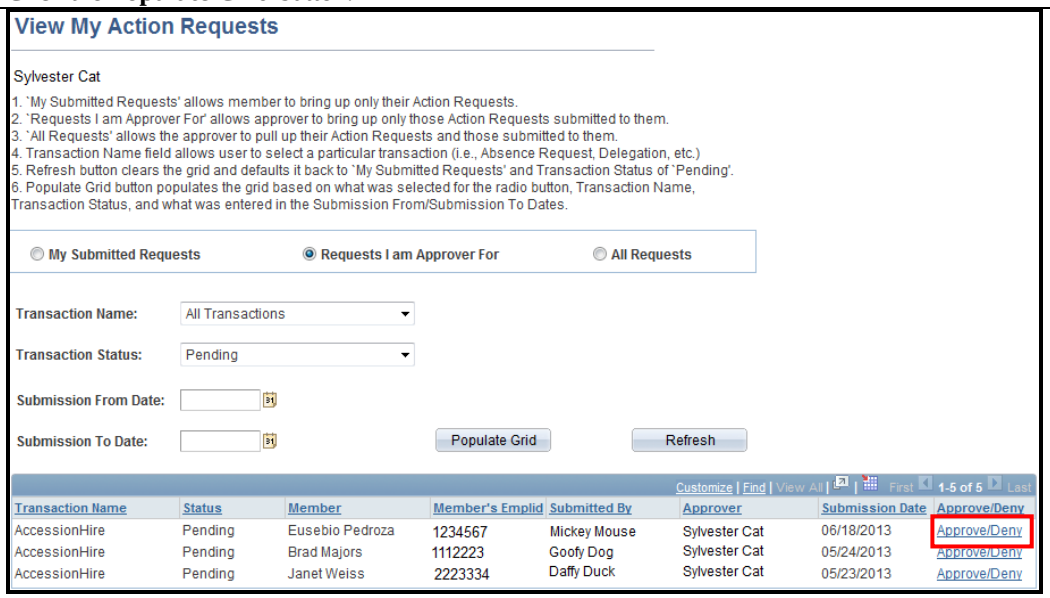
Step	Action
1	 **As approver you should review/audit the accession process prior to approval.** From the Portal Page you click the **Modify a Person** and **Job Data** links for review/audit. Once you have completed review, follow the procedures below for approval. From the Portal Page, select **Requests** located at the top of the page.

Continued on next page

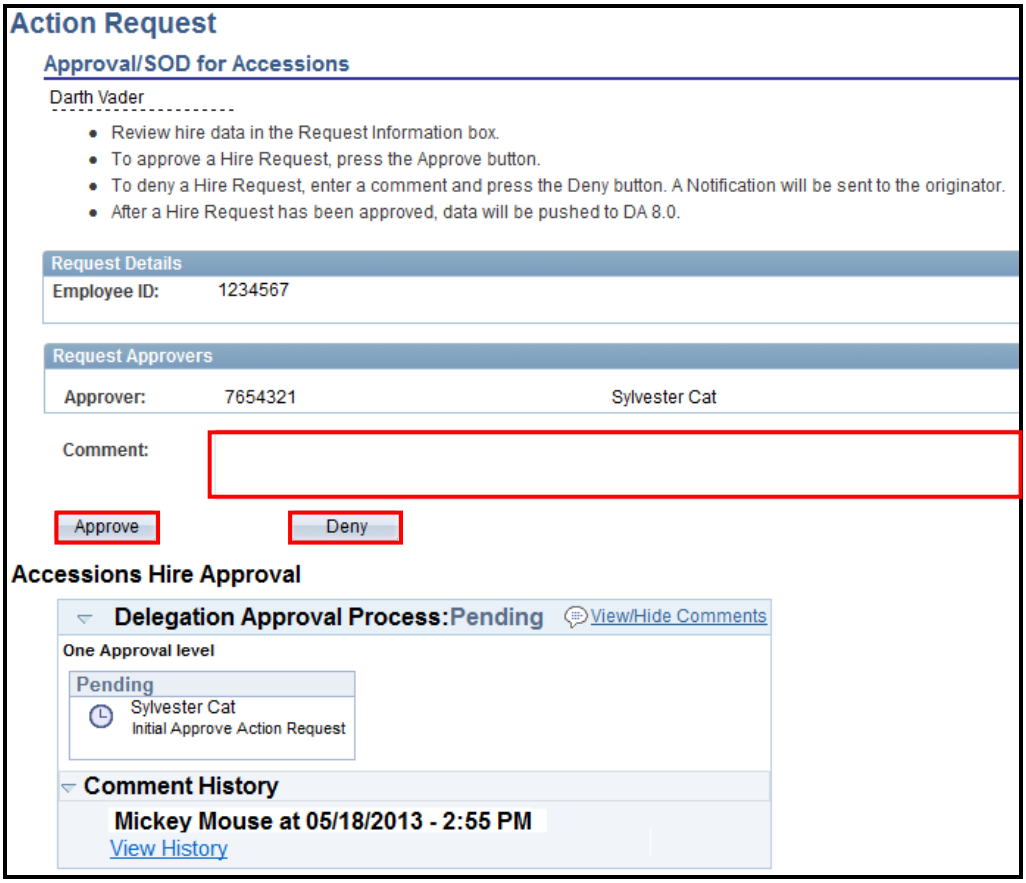
Procedure **(continued)**

Step	Action
2	 Click the **View My Requests (all types)** link.

Procedure **(continued)**

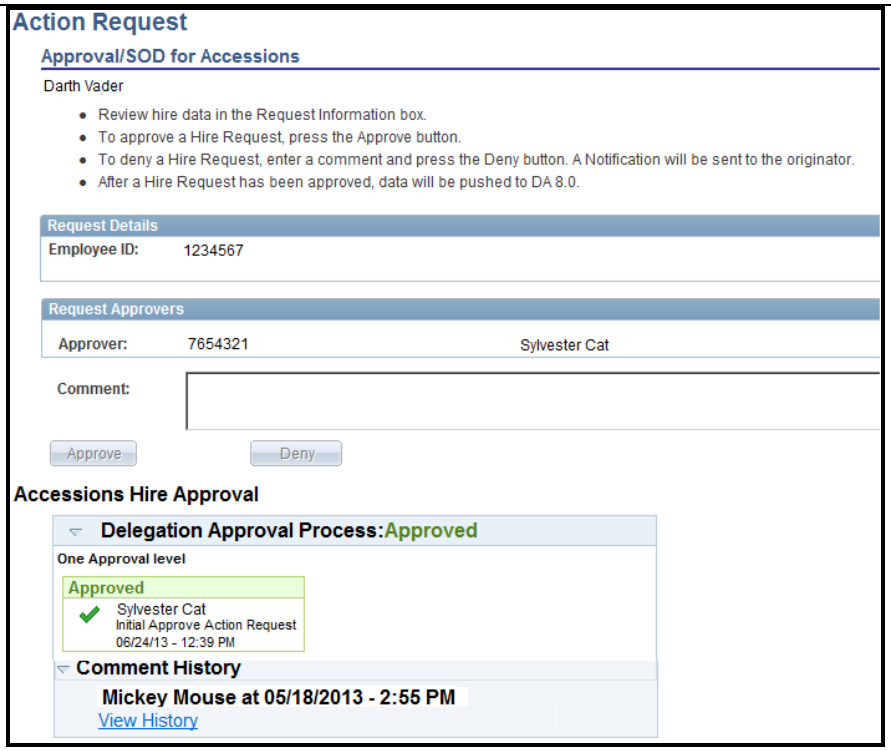
Step	Action
3	 Select the **Requests I am Approval For** radio button. The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters. Click the **Populate Grid** button.
4	 A listing of all accessions you have been identified for approval will be displayed. Select Approve/Deny for the member you are approving.

Procedure **(continued)**

Step	Action
5	 You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval. Select either **Approve** or **Deny.**

Continued on next page

Procedure **(continued)**

Step	Action
6	 If Approved, the Approve/Deny buttons will gray out after system saves the approval. You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.

Accessions – Contract Data

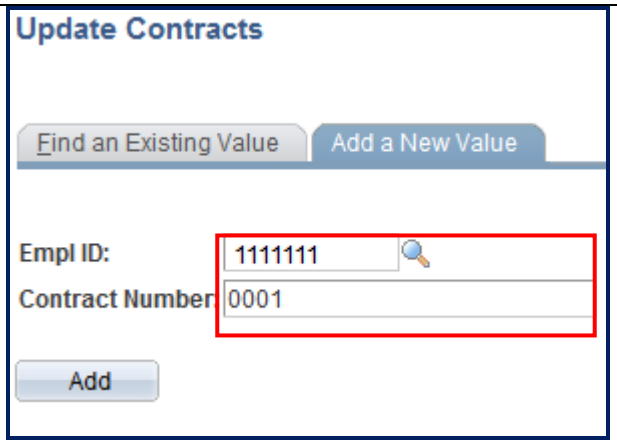
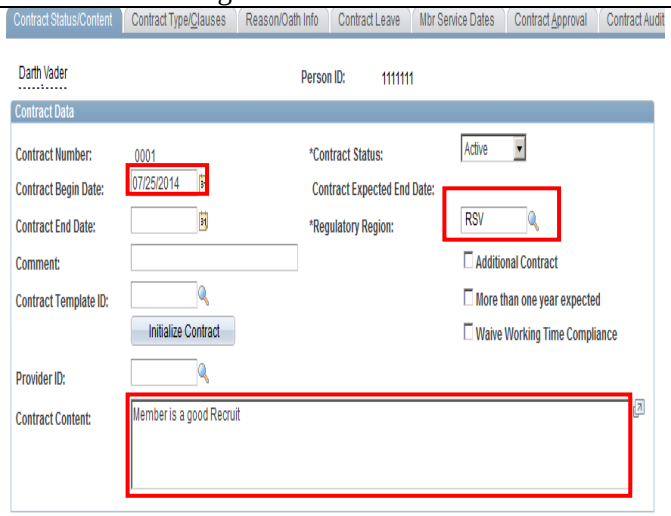
Introduction This section provides the procedure for completing a contract of a SELRES Depot member.

Procedure Follow these steps to approve a contract

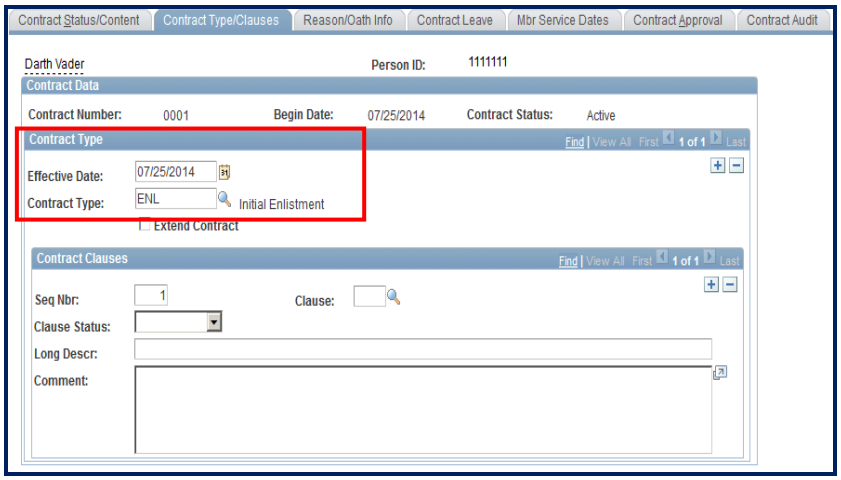
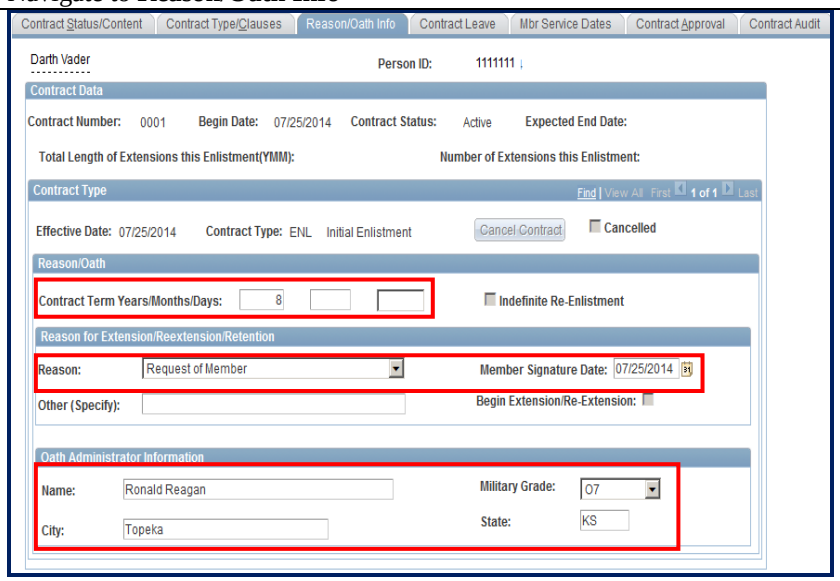
Step	Action
1	 From the portal Page, navigate to Contract Data found on the Career Management pagelet
2	 Click on **Add a New Value**

Continued on next page

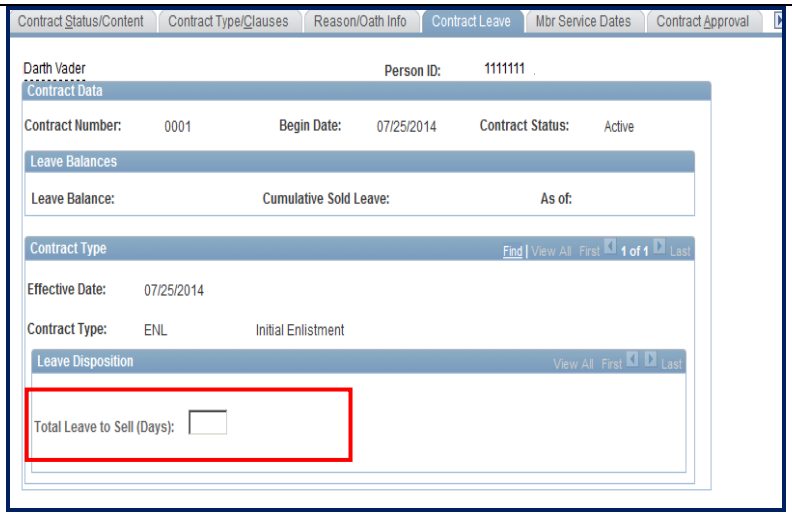
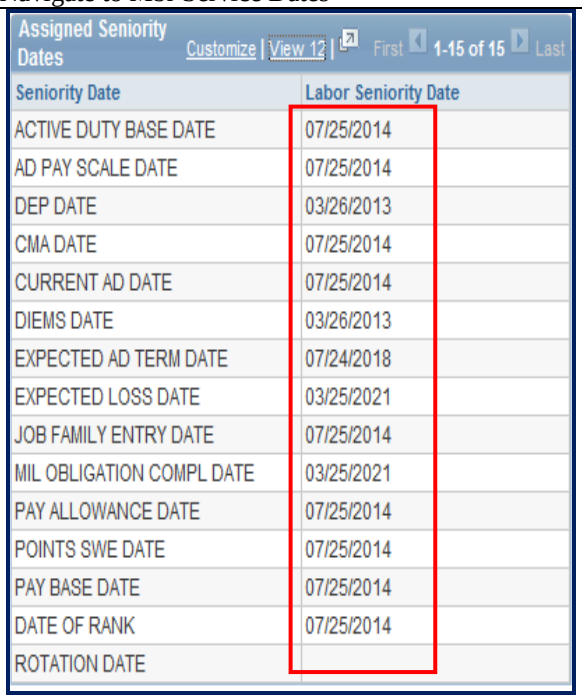
Accessions – Contract Data, Continued

Step	Action
3	 Enter **EMPLID** and **Contract Number** (First contract = 0001) Click **<u>Add</u>** You will be navigated to Contract Status/Content
4	 Contract Status/Content page will appear with Contract Number (in this case 001) Ensure Contract Begin Date is appropriate date Alter Regulatory Region to appropriate region (in this case RSV) **<u>A Contract Content statement is required</u>** Navigate to **Contract Type/Clauses**

Continued on next page

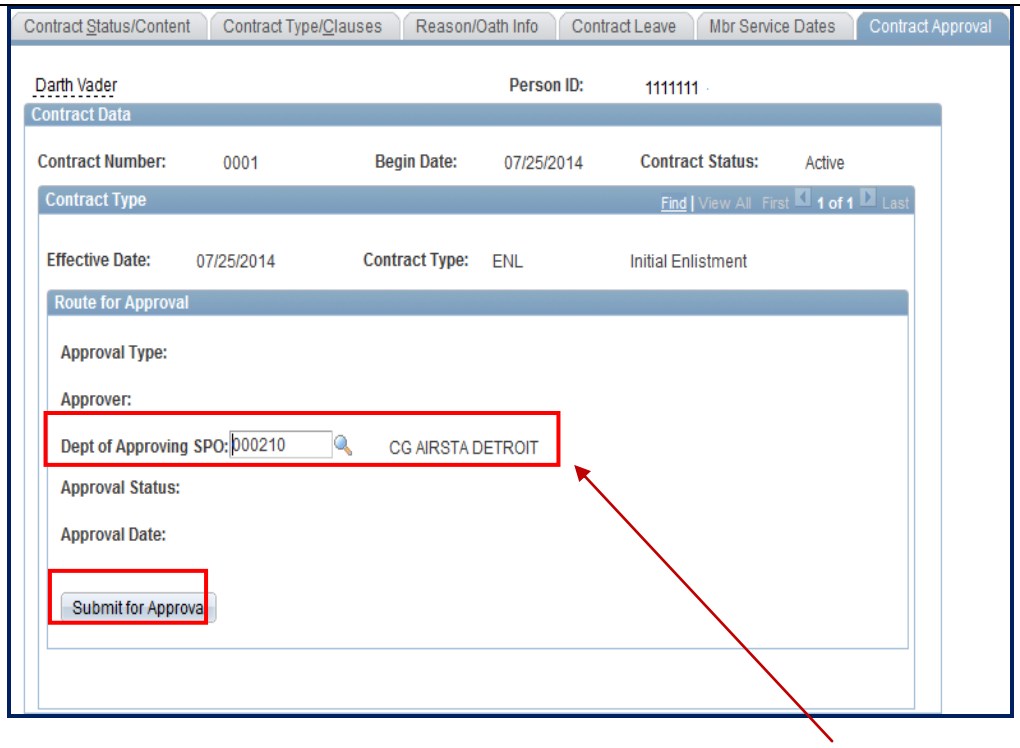
Step	Action
5	 Enter appropriate Contact Type from the drop-down Effective date should default correctly Under Contract Clauses you may select **Clause status (optional/required)** and Enter any contractual specific comments Navigate to **Reason/Oath Info**
6	 Contract Term Years: Enter the number of whole years of the individual's enlistment. Select a **Reason** from the drop-down and Select **Member Signature Date** (date contract signed) Add **Name of Oath Administrator** and applicable **Military Grade** and **City/State** where contract was administered. Navigate to **Contract Leave tab**

Continued on next page

Step	Action
7	 Enter any leave to be sold Navigate to Mbr Service Dates
8	 Assigned Seniority Dates Customize | View 12 | First 1-15 of 15 Last Seniority Date / Labor Seniority Date ACTIVE DUTY BASE DATE 07/25/2014 AD PAY SCALE DATE 07/25/2014 DEP DATE 03/26/2013 CMA DATE 07/25/2014 CURRENT AD DATE 07/25/2014 DIEMS DATE 03/26/2013 EXPECTED AD TERM DATE 07/24/2018 EXPECTED LOSS DATE 03/25/2021 JOB FAMILY ENTRY DATE 07/25/2014 MIL OBLIGATION COMPL DATE 03/25/2021 PAY ALLOWANCE DATE 07/25/2014 POINTS SWE DATE 07/25/2014 PAY BASE DATE 07/25/2014 DATE OF RANK 07/25/2014 ROTATION DATE Click **View All** on **Assigned Seniority Dates** Note: these dates should concur with dates set during the ACCESSION process; if not, return to Job Data and verify the dates entered during the ACCESSION process are entered correctly. Navigate to **Contract Approval**

Accessions – Contract Data, Continued

9



Click on **Submit for Approval** and approval will be routed to **<u>Approving SPO</u>**

Contract Approval

Introduction

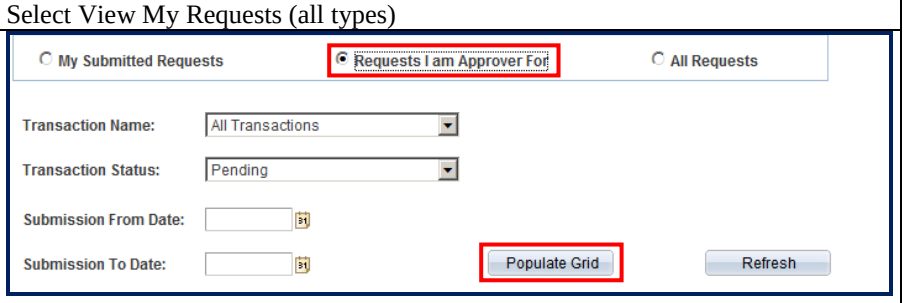
This section provides the procedure for approving a contract.

Discussion

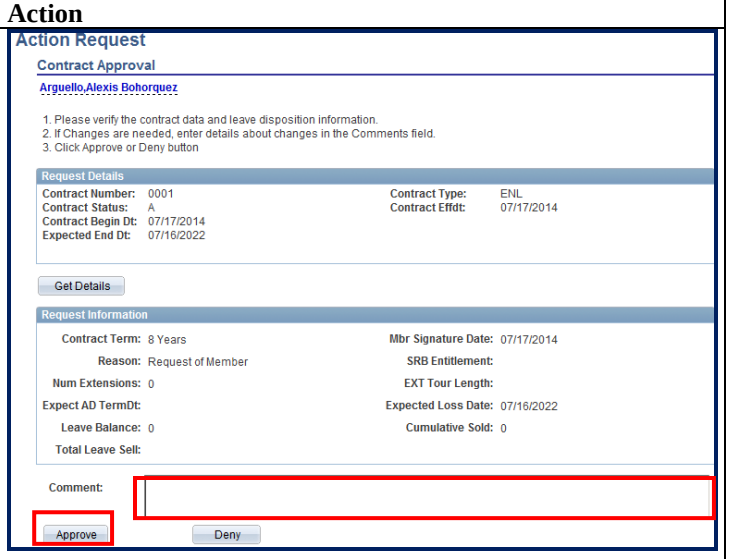
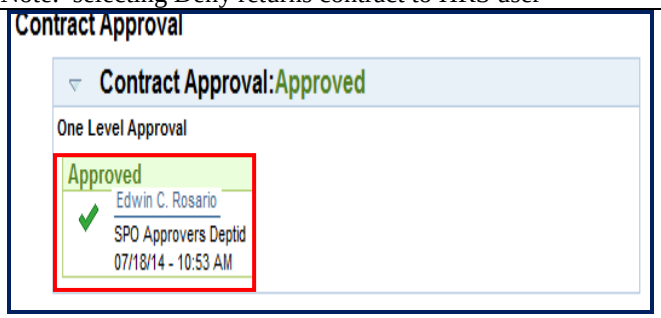
SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve a contract

Step	Action
1	 Approver should select Requests
2	 Select View My Requests (all types)
3	 Select **Requests I am Approver For** and **Populate Grid**
4	 Click on **Approve/Deny**

Contract Approval, Continued

Step	Action
5	 Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user
6	 Contract is approved. Member is fully Accessed into USCG