

# Add Employment Instance



Version 1.2

Prepared by  
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U.S. Coast Guard  
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Washington, DC 20593

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## ADD EMPLOYMENT INSTANCE

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**Introduction** This section provides procedures for anyone who:

- **Is being hired as a civilian and already has a military job data row, or**
- **Is being hired as an officer and already has a civilian job data row**

In these cases, another employment instance will need to be created. Generally, another employment instance is needed when a member was previously hired in Direct Access and given an employee ID number but is now being hired into the Coast Guard in a different sector (i.e. civilian, military).

**Only complete the field entries that are indicated. All other fields are to be left at the default data or blank.**

Important: This user guide should only be used if the member already has an emplID AND a job data row and you wish to add another employment instance (concurrent job). This guide should not be used if the member is being rehired into the same sector (e.g. reenlistment) or is a new hire (does not currently exist in DA). For help with the rehire or new hire process, follow their respective user guides or contact PPC.

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**Menu Path(s)** Updating Personal Data (if necessary)  
Menu Navigation: Workforce Administration > Personal Information > Modify A Person  
Portal Pagelet: HR Data Shortcuts

Adding an Employment Instance  
Menu Navigation: Workforce Administration > Job Information > Add Employment Instance, or  
Portal Pagelet: HR Data Shortcuts

Important: You must use the Add Employment Instance transaction for any member who already has a job data record but is being hired into a different sector (i.e. from civilian to military and vice versa).

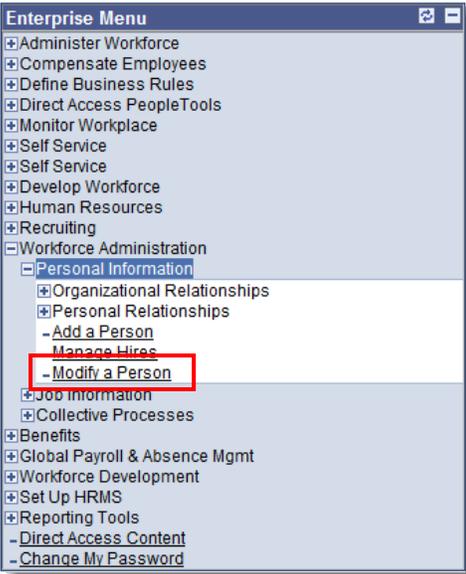
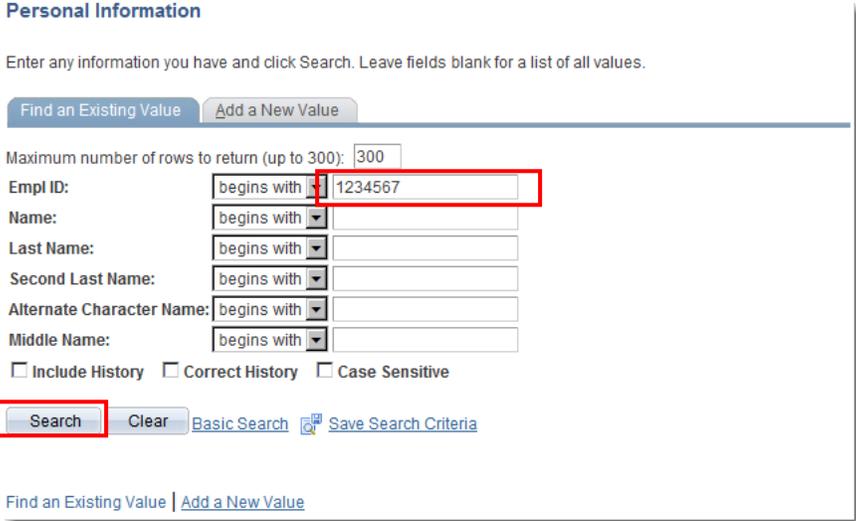
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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <http://www.uscg.mil/ppc/ccb/>. There is a link to Customer Care at the bottom of every page of this help file.
  - Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
  - Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on <http://www.uscg.mil/ppc/ccb/>.)
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**Procedure**

The following steps will show you how to add/update personal data information (if necessary) and an employment instance for an existing member.

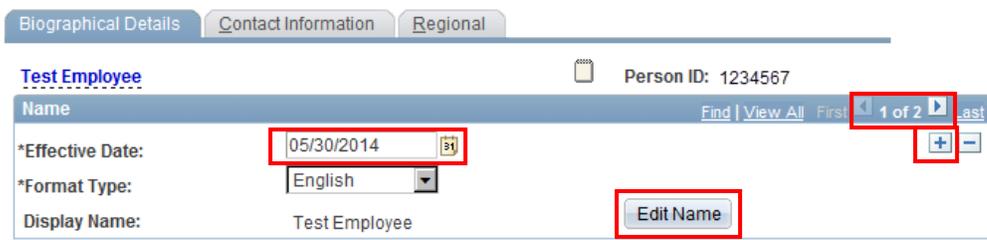
Step	Action
1	<p>If the member’s personal data has changed, use the <b>Modify A Person</b> transaction by clicking the <b>Personal Information</b> link in the HR Data Shortcuts pagelet or by navigating to <b>Workforce Administration &gt; Personal Information &gt; Personal Information &gt; Modify a Person</b> using the menu navigation.</p> <div style="display: flex; justify-content: space-around;">   </div> <p> Modifying personal data is optional when adding an employment instance. If no personal data has to be updated, skip to step 5.</p>
2	<p>Enter the member’s current employee ID in the <b>Empl ID</b> field and click the <b>Search</b> button. If Empl ID is not available, use the other fields to search for the member.</p> 
3	<p>To update data in sections that are effective dated (e.g. name, address), insert a new row by clicking the  icon. These sections generally pertain to data that could change over time</p>

**Step Action**

and you wish to retain the history of the changes. When a new row is inserted, the **row counter** will increase by one and the **Effective Date** will default to the current date. Effective Date can be changed to a past date but not a future date.

 Changes can be made to existing rows (correction mode). However, this should only be done if the initial data was entered incorrectly. Data changed in correction mode will overwrite current data which will not be retained in history. To enter into correction mode, select the Correct History checkbox on the search page or the Correct History button on the Modify A Person pages

For Name updates, after clicking the  icon, click the **Edit Name** button. Change the necessary data on the Edit Name page and click the **OK** button.



Biographical Details | Contact Information | Regional

**Test Employee** Person ID: 1234567

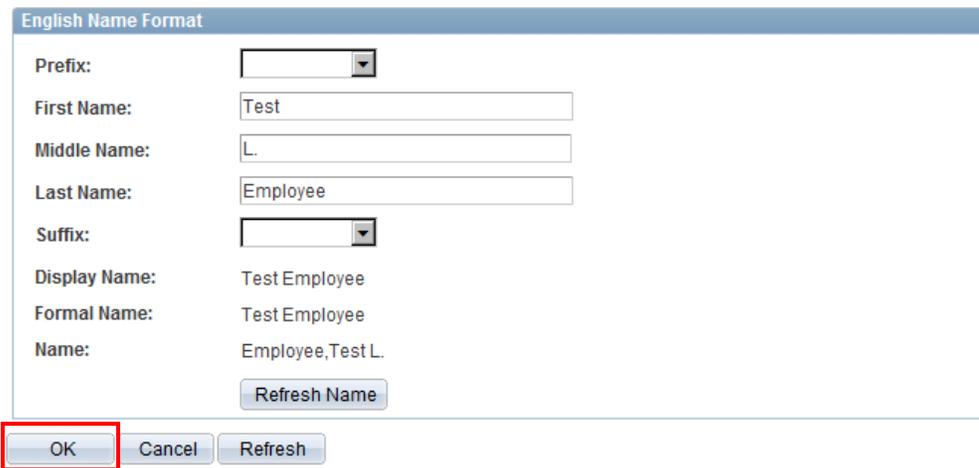
Name Find | View All First 1 of 2 Last

\*Effective Date: 05/30/2014 [31] 

\*Format Type: English

Display Name: Test Employee **Edit Name**

**Edit Name**



English Name Format

Prefix:

First Name: Test

Middle Name: L.

Last Name: Employee

Suffix:

Display Name: Test Employee

Formal Name: Test Employee

Name: Employee, Test L.

**OK** Cancel Refresh

For Biographical History updates, after clicking the  icon, change the necessary data directly in the appropriate field(s).

Step Action

**Biographical History** Find | View All | First 1 of 2 Last

\*Effective Date: 05/30/2014

\*Gender: Female

\*Highest Education Level: G-Bachelor's Level Degree

\*Marital Status: Married As of:

Language Code:

Alternate ID:

Full-Time Student

To update an existing address type (e.g. Home, Mailing Address, Home of Record), select the **View Address Detail** link for the address you wish to change in the Current Addresses section. On the Address History page, click the **+** icon to insert a row and select the **Country** (if different than current value). In the new row, click the **Add Address** link. Change the necessary data on the Edit Address page and click the **OK** button.

**Current Addresses** Customize | Find | View All | First 1-2 of 2 Last

Address Type	As Of Date	Status	Address		
Home	07/18/2011	A	123 Test Street Test City VA 12121	<a href="#">View Address Detail</a>	+ -
Mailing	07/18/2011	A	123 Test Street Test City VA 12121	<a href="#">View Address Detail</a>	+ -

**Address History**

Address Type: Home

**Address History** Find | First 1-2 of 2 Last

\*Effective Date: 05/30/2014 Address: 123 Test Street  
Test City VA 12121

Country: USA

\*Status: A

[Add Address](#)

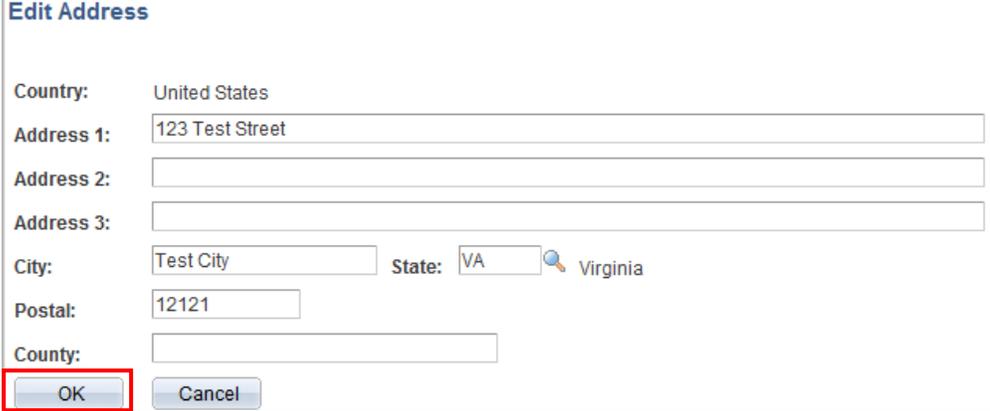
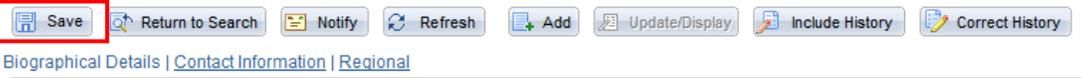
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Effective Date: 07/18/2011 Address: 123 Test Street  
Test City VA 12121

Country: USA

Status: A

OK Cancel Refresh

Step	Action
	<p><b>Edit Address</b></p>  <p>To add a new address type, click the  icon in the Current Addresses section to insert a new row. In the new row, select an <b>Address Type</b> and click the <b>Add Address Detail</b> link. On the Address History page, indicate a Country and click the Add Address link. On the Edit Address page, enter the new address and click the OK button.</p>  <p>For all other sections where inserting a row is not available, update the existing data directly in the field(s). If a section contains   icons but is not effective dated, insert a row only to add new data (e.g. a new phone type, ethnic group). Otherwise, you can update the existing data.</p>
4	<p>Click the <b>Save</b> button after all updates have been made or new data have been added.</p>  <p><a href="#">Biographical Details</a>   <a href="#">Contact Information</a>   <a href="#">Regional</a></p>
5	<p>Return to the Portal Home page and select Add Employment Instance in the <b>HR Data Shortcuts</b> pagelet or by navigating to: <b>Workforce Administration &gt; Job Information &gt; Add Employment Instance</b> using the menu navigation.</p>

Step	Action
	
6	<p>On the Add Employment Instance search page:</p> <ul style="list-style-type: none"> <li>Indicate the <b>Empl ID</b> for whom you are adding an employment instance. If you do not know the Empl ID, click the  icon to search for the member's existing Empl ID. Use the Advanced Search feature on the 'Look Up Empl ID' dialog box to use multiple search criteria.</li> <li>Tab out of the field. The <b>Empl Record #</b> will automatically increase to the next sequential number.</li> </ul> <p> If Empl Record # remains at 0, this indicates that the Empl ID does not have an existing Job Data row. Check the Empl ID again. If the Empl ID is correct, this means you are adding the initial job data row (vice another employment instance). Stop here and follow the Hire process. If you are unsure, contact PPC.</p> <ul style="list-style-type: none"> <li>Click the <b>Add Relationship</b> link.</li> </ul> 
7	<p>On the Work Location page, enter/select the following data:</p> <ul style="list-style-type: none"> <li><b>Effective Date:</b> Defaults to the current date. Enter the date of the first day of employment. This date can be future dated to reflect the actual hire date.</li> <li><b>Action:</b> Defaults to 'Hire'. Do not change.</li> <li><b>Reason:</b> Click the drop down list and select the appropriate reason.</li> <li><b>Position Number:</b> Enter the appropriate position number. Click on the lookup icon to</li> </ul>

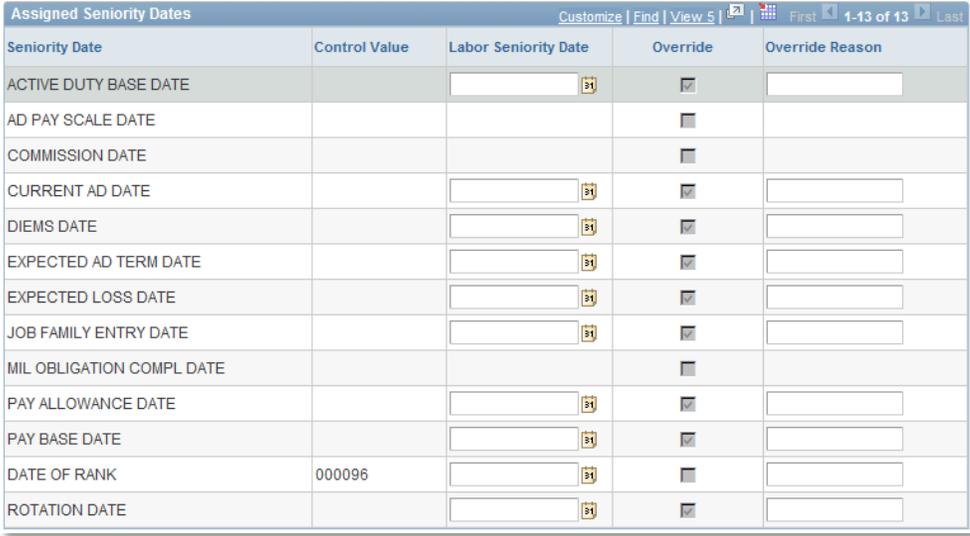
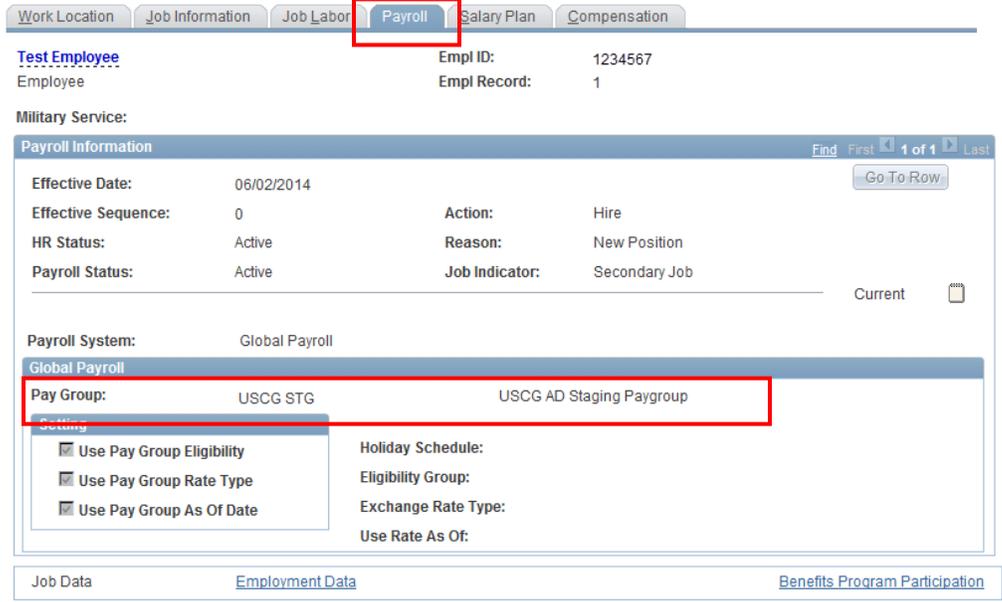
Step	Action																																							
	<p>search for a position.</p> <ul style="list-style-type: none"> <li>▪ Click the <b>Override Position Data</b> button</li> <li>▪ <b>Position Entry Date:</b> Will default to the effective date.</li> <li>▪ <b>Reserve Class Code:</b> Select the appropriate code (for Reserves only)</li> <li>▪ <b>Component Category:</b> Select the appropriate category (for Reserves only)</li> </ul> <p>The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location will default after a position number is entered. If they do not, Click the <b>Override Position Data</b> button and indicate the correct values for these fields individually. If needed, click on the lookup icon for each field to search for the correct value.</p> <ul style="list-style-type: none"> <li>▪ Regulatory Region: Select the component/organization for the employment instance you are adding.</li> </ul> <table border="1" data-bbox="334 667 1373 1180"> <thead> <tr> <th>Reg Region ID</th> <th>Description</th> <th>Type of Hire</th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>Active Duty</td> <td>Enlisted, Officer</td> </tr> <tr> <td>ANOOA</td> <td>Active Duty NOAA</td> <td>NOAA Enlisted, Officer</td> </tr> <tr> <td>DEUP1</td> <td>Public Sector Germany</td> <td>**DO NOT USE**</td> </tr> <tr> <td>MIX</td> <td>PHS Positions Filled by Military or Civilian</td> <td>**DO NOT USE**</td> </tr> <tr> <td>NOMIL</td> <td>No Military Service</td> <td>Civilian</td> </tr> <tr> <td>PHS</td> <td>PHS</td> <td>All PHS hires</td> </tr> <tr> <td>PSDEU</td> <td>Public Sector Germany</td> <td>**DO NOT USE**</td> </tr> <tr> <td>RETCG</td> <td>Retired Coast Guard</td> <td>Retired Coast Guard</td> </tr> <tr> <td>RETPH</td> <td>Retired PHS</td> <td>Retired PHS</td> </tr> <tr> <td>RNOAA</td> <td>Retired NOAA</td> <td>Retired NOAA</td> </tr> <tr> <td>RSV</td> <td>Reservists</td> <td>All Coast Guard Reservists</td> </tr> <tr> <td>USA</td> <td>United States</td> <td>**DO NOT USE**</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Company: This value will default from the department entered. If no value defaults from the department, click the look-up icon and select the appropriate value.</li> <li>▪ Business Unit: Select the appropriate business unit.</li> <li>▪ Department: Select the appropriate department.</li> <li>▪ Department Entry Date: Will default to current date. Enter the date of hire.</li> <li>▪ Location: Select the appropriate location.</li> </ul> <p> The list of departments, locations, job codes, and salary plan/grade/step that display in their respective fields are based on the Business Unit selected. For example, if you select ENLCCG, no PHS departments will display.</p>	Reg Region ID	Description	Type of Hire	AD	Active Duty	Enlisted, Officer	ANOOA	Active Duty NOAA	NOAA Enlisted, Officer	DEUP1	Public Sector Germany	**DO NOT USE**	MIX	PHS Positions Filled by Military or Civilian	**DO NOT USE**	NOMIL	No Military Service	Civilian	PHS	PHS	All PHS hires	PSDEU	Public Sector Germany	**DO NOT USE**	RETCG	Retired Coast Guard	Retired Coast Guard	RETPH	Retired PHS	Retired PHS	RNOAA	Retired NOAA	Retired NOAA	RSV	Reservists	All Coast Guard Reservists	USA	United States	**DO NOT USE**
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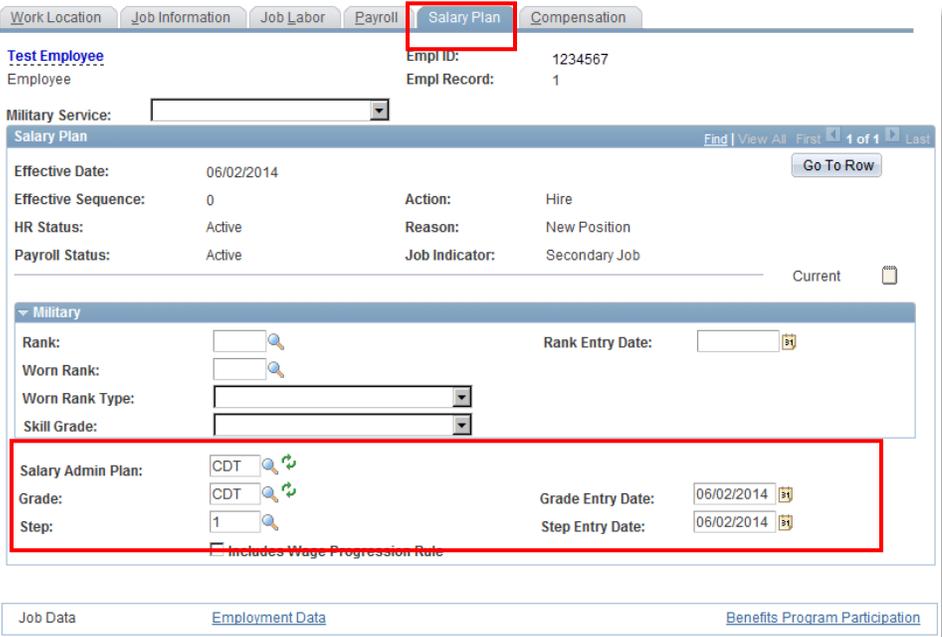
Step	Action
<p>8</p>	<p>Click on the <b>Job Information</b> tab.</p> <p>On the Job Information page, enter/select the following data:</p> <ul style="list-style-type: none"> <li>▪ <b>Job Code:</b> Job code defaults from the position that was entered on the Work Location page (see Step 7). If the default needs to be changed, enter/select the appropriate value.</li> <li>▪ <b>Entry Date:</b> Will default to the Effective Date on the Work Location page.</li> <li>▪ <b>Supervisor ID:</b> Enter/select the empl ID of the supervisor who should approve the employment instance you are adding. <ul style="list-style-type: none"> <li> Only active members with the CGHR SUP role can be entered/selected in this field. The approver cannot be the same person as the one submitting the request.</li> </ul> </li> <li>▪ <b>Empl Class:</b> Select the appropriate Empl Class. <ul style="list-style-type: none"> <li> Empl Class values are based on the Reg Region selected on the Work Location page.</li> </ul> </li> </ul>

Step	Action
	<p>The screenshot shows the 'Job Information' tab selected. The 'Job Information' section is highlighted with a red box. Within this section, the following fields are also highlighted with red boxes:</p> <ul style="list-style-type: none"> <li>*Job Code: 209898</li> <li>Entry Date: 06/02/2014</li> <li>Supervisor ID: 7654321</li> <li>Empl Class: AD</li> </ul> <p>Other visible fields include:</p> <ul style="list-style-type: none"> <li>Effective Date: 06/02/2014</li> <li>Effective Sequence: 0</li> <li>HR Status: Active</li> <li>Payroll Status: Active</li> <li>Action: Hire</li> <li>Reason: Conversion Value</li> <li>Job Indicator: Secondary Job</li> <li>Standard Hours: 40.00</li> <li>FTE: 0.000000</li> <li>Work Period: Weekly</li> <li>As of Date: 06/02/2014</li> <li>Combined Standard Hours: 99.99</li> <li>FTE: 2.000000</li> </ul>
<p>9</p>	<p>Click on the <b>Job Labor</b> tab.</p> <p>On the Job Labor page, enter/select the following data:</p> <ul style="list-style-type: none"> <li> <p><b>Labor Agreement:</b> Select the appropriate value.</p> <p> Labor Agreement values are based on the Reg Region selected on the Work Location page.</p> </li> <li> <p><b>Labor Agreement Entry Dt:</b> Will default to the Effective Date indicated on the Work Location page.</p> </li> <li> <p><b>Employee Category:</b> Select the component (for Reserves only)</p> </li> <li> <p><b>Employee Subcategory:</b> Select the Training Pay Code (for Reserves only)</p> </li> </ul>

Step	Action				
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Work Location</span> <span>Job Information</span> <span style="border: 2px solid red; padding: 2px;">Job Labor</span> <span>Payroll</span> <span>Salary Plan</span> <span>Compensation</span> </div> <div style="margin-bottom: 5px;"> <p><b>Test Employee</b> <span style="float: right;">Empl ID: 1234567</span></p> <p>Employee <span style="float: right;">Empl Record: 1</span></p> </div> <div style="margin-bottom: 5px;"> <p>Military Service: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p><b>Labor Information</b> <span style="float: right;">Find First 1 of 1 Last</span></p> <p>Effective Date: 06/02/2014 <span style="float: right;">Go To Row</span></p> <p>Effective Sequence: 0 <span style="margin-left: 100px;">Action: Hire</span></p> <p>HR Status: Active <span style="margin-left: 100px;">Reason: Conversion Value</span></p> <p>Payroll Status: Active <span style="margin-left: 100px;">Job Indicator: Secondary Job</span></p> <p style="text-align: right;">Future </p> </div> <div style="margin-bottom: 5px;"> <p>Bargaining Unit: <input type="text"/></p> </div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <p>Labor Agreement: <input type="text" value="OFF"/> <span style="margin-left: 10px;">Active Component Enlisted</span></p> <p>Labor Agreement Entry Dt: 06/02/2014 <input type="text"/></p> </div> <div style="margin-bottom: 5px;"> <p>Employee Category: <input type="text"/></p> <p>Employee Subcategory: <input type="text"/></p> <p>Employee Subcategory 2: <input type="text"/></p> <p><input checked="" type="checkbox"/> Position Management Record</p> </div> <div style="margin-bottom: 5px;"> <p>Union Code: <input type="text"/></p> <p>Union Seniority Date: <input type="text"/></p> <p>Works Council ID: <input type="text"/></p> <p>Labor Facility ID: <input type="text"/></p> <p>Entry Date: <input type="text"/></p> <p><input type="checkbox"/> Stop Wage Progression</p> <p><input type="checkbox"/> Pay Union Fee</p> <p><input type="checkbox"/> Exempt from Layoff <span style="margin-left: 20px;">Reason: <input type="text"/></span></p> </div> </div>	<p>Scroll down to the Assigned Seniority Dates grid and select the <b>View All</b> link. If applicable, enter the appropriate dates for each of the Seniority Dates.</p> <p> The dates that displays in the Assigned Seniority Dates grid are based on the Labor Agreement selected. These dates may differ depending on the type of labor agreement selected. For example, if an Officer labor agreement is selected, officer specific dates will display in the grid. If an Enlisted labor agreement is selected, enlisted specific dates will display.</p> <p> These dates do not need to be completed when adding a civilian employment instance.</p> <p>Below is guidance on how to calculate some of the dates for a MILITARY employment instance:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Date</th> <th>Calculation</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Active Duty Base Date</td> <td> <ul style="list-style-type: none"> <li>▪ The ADBD must be filled in on all accessions. For reservists, it will be equal to the pay entry base date (PEBD).</li> <li>▪ If the member has no prior service, enter the date of enlistment/appointment.</li> <li>▪ With no prior service, the Active Duty Base Date must be equal to the Contract Begin Date, Pay Entry Base Date, and Effective Date for Pay Allowance.</li> <li>▪ If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (PPPM) for computation rules for recalculating dates.</li> </ul> </td> </tr> </tbody> </table>	Date	Calculation	Active Duty Base Date	<ul style="list-style-type: none"> <li>▪ The ADBD must be filled in on all accessions. For reservists, it will be equal to the pay entry base date (PEBD).</li> <li>▪ If the member has no prior service, enter the date of enlistment/appointment.</li> <li>▪ With no prior service, the Active Duty Base Date must be equal to the Contract Begin Date, Pay Entry Base Date, and Effective Date for Pay Allowance.</li> <li>▪ If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (PPPM) for computation rules for recalculating dates.</li> </ul>
Date	Calculation				
Active Duty Base Date	<ul style="list-style-type: none"> <li>▪ The ADBD must be filled in on all accessions. For reservists, it will be equal to the pay entry base date (PEBD).</li> <li>▪ If the member has no prior service, enter the date of enlistment/appointment.</li> <li>▪ With no prior service, the Active Duty Base Date must be equal to the Contract Begin Date, Pay Entry Base Date, and Effective Date for Pay Allowance.</li> <li>▪ If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (PPPM) for computation rules for recalculating dates.</li> </ul>				

Step	Action	
	AD Pay Scale Date	Enter Date of Hire or Rehire.
	CMA Date	Enter Date of Hire or Rehire.
	DIEMS Date	Enter date of original hire into the military.
	Expected AD Term Date	<ul style="list-style-type: none"> <li>▪ Enter the Expected Active Duty Termination Date on the member.</li> <li>▪ Regular Enlisted -- The member's expected release date from active duty.</li> <li>▪ Regular Officer -- The 30 year commission service date (including all commissioned time in an uniformed service).</li> <li>▪ Reserve Enlisted and Reserve Officer - Blank.</li> </ul>
	Expected Loss Date	<ul style="list-style-type: none"> <li>▪ The Expected Loss Date is the date the member will have no further reserve and/or active duty obligation.</li> <li>▪ For regular and reserve enlisted members this date will be the same as "Date Completed Military Obligation" or the Contract End Date, whichever is greater. Example: Enlistment in the CG Reserve on 1 April 2009 with no prior service (8-year initial service obligation). Date Completed Military Obligation 31 March 2017. Expiration of Enlistment/ Contract End Date 31 March 2017. Expected Loss Date 31 March 2017.</li> <li>▪ For NOAA officers this will be the day before the officer's 60th birthday.</li> <li>▪ For reserve officers use the same date as the Expected End Date of the contract.</li> </ul>
	Job Family Entry Date	Enter date member first became rated in current rating (ie. SNBM, AET3...).
	MIL Obligation Completion Date	<ul style="list-style-type: none"> <li>▪ Enter 8 years from original DIEMS date unless prior discharge authorized under an approved program (ie., VOLSEP).</li> </ul>
	Pay Allowance Date	Enter Date of Hire or Rehire.
	Point SWE Date	This date may only be adjusted by PPC(ADV).
	Pay Base Date	<ul style="list-style-type: none"> <li>▪ If the member has no prior service, enter the date of enlistment/appointment.</li> <li>▪ With no prior service, the Pay Entry Base Date must be equal to the Contract Begin Date, Active Duty Base Date and Effective Date Pay Allowance. For an OCS accession, these dates should be set to the date the candidate, with no prior service, enlisted.</li> <li>▪ If the member has prior service and a break in service, the Pay Entry Base Date will need to be recalculated. See Appendix (C) of the Personnel and Pay Procedures Manual (PPPM) for computation rules for recalculating dates.</li> </ul>

Step	Action																																																																						
	 <p><b>Assigned Seniority Dates</b></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><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>COMMISSION DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>EXPECTED AD TERM DATE</td> <td></td> <td><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>EXPECTED LOSS DATE</td> <td></td> <td><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>JOB FAMILY ENTRY DATE</td> <td></td> <td><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>MIL OBLIGATION COMPL DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>PAY ALLOWANCE DATE</td> <td></td> <td><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>PAY BASE DATE</td> <td></td> <td><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DATE OF RANK</td> <td>000096</td> <td><input type="text" value="31"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>ROTATION DATE</td> <td></td> <td><input type="text" value="31"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>	AD PAY SCALE DATE			<input type="checkbox"/>		COMMISSION DATE			<input type="checkbox"/>		CURRENT AD DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>	DIEMS DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED AD TERM DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>	EXPECTED LOSS DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>	JOB FAMILY ENTRY DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>	MIL OBLIGATION COMPL DATE			<input type="checkbox"/>		PAY ALLOWANCE DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>	PAY BASE DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>	DATE OF RANK	000096	<input type="text" value="31"/>	<input type="checkbox"/>	<input type="text"/>	ROTATION DATE		<input type="text" value="31"/>	<input checked="" type="checkbox"/>	<input type="text"/>
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<p>10</p>	<p>Click on the <b>Payroll</b> tab.</p> <p>On the Job Labor page:</p> <p><b>Pay Group:</b> Defaults to a 'staging' pay group. This field is read-only. After the employment instance is approved, the value will automatically be updated to a 'paying' pay group.</p>  <p>Work Location   Job Information   Job Labor   <b>Payroll</b>   Salary Plan   Compensation</p> <p><b>Test Employee</b> Employee</p> <p>Empl ID: 1234567 Empl Record: 1</p> <p>Military Service:</p> <p><b>Payroll Information</b></p> <p>Effective Date: 06/02/2014 Effective Sequence: 0 HR Status: Active Payroll Status: Active</p> <p>Action: Hire Reason: New Position Job Indicator: Secondary Job</p> <p>Global Payroll</p> <p><b>Pay Group:</b> USCG STG (highlighted in red) USCG AD Staging Paygroup</p> <p>Use Pay Group Eligibility Use Pay Group Rate Type Use Pay Group As Of Date</p> <p>Holiday Schedule: Eligibility Group: Exchange Rate Type: Use Rate As Of:</p> <p>Job Data   Employment Data   Benefits Program Participation</p>																																																																						
<p>11</p>	<p>Click on the <b>Salary Plan</b> tab.</p> <p>On the Salary Plan page, enter/select the following data:</p> <ul style="list-style-type: none"> <li>▪ <b>Salary Plan:</b> Select the appropriate value.</li> <li>▪ <b>Grade:</b> Select the appropriate value.</li> </ul>																																																																						

Step	Action
	<ul style="list-style-type: none"> <li>▪ <b>Grade Entry Date:</b> Default to the Effective Date on the Work Location page.</li> <li>▪ <b>Step:</b> Select the appropriate value.</li> <li>▪ <b>Step Entry Date:</b> Default to the Effective Date on the Work Location page.</li> </ul> <p> If Prior Military Service: Click on the Step lookup icon and select the appropriate step. The step corresponds to a member’s longevity for pay purposes. In this example 1 = less than 2 years military service, then Tab.</p> <p> To have the system default values into the Salary Admin Plan, Grade, and Step fields, click on the Job Information tab. Highlight the job code value and copy it (Ctrl+C). Click the lookup icon and select any value in the list other than the original value. Then, highlight the new value and paste (Ctrl+V) the original value back into the field. This will default the Plan, Grade, and Step values linked to the Job Code.</p> 
12	<p>Click on the <b>Compensation</b> tab.</p> <p>On the Compensation page:</p> <ul style="list-style-type: none"> <li>▪ Click the <b>Default Pay Components</b> button. This will default the Pay Rates and Pay Components. If Pay Components do not default after clicking the button, click the <b>Calculate Compensation</b> button.</li> </ul>

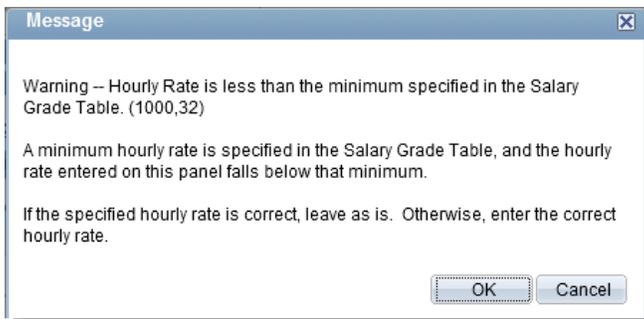
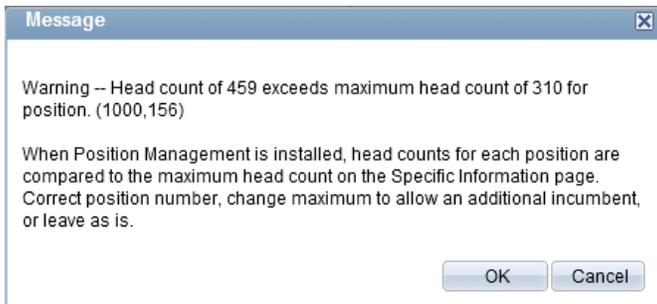
Step	Action
13	<p>Click on the <b>Employment Data</b> link.</p> <p>On the Employment Information page, enter/select the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Term of Enlistment:</b> Select the term of the member’s enlistment. If you do not see the Term of Enlistment field, you may need to click on the <b>USA flag</b> to expand the section. Leave blank if this is a Civilian employment instance.</li> </ul>

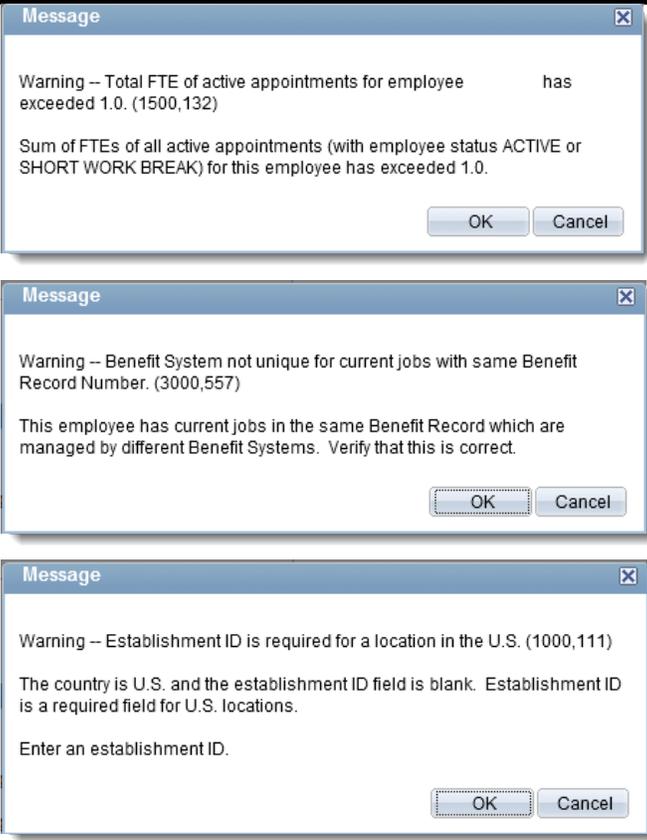
Step	Action
<p>14</p>	<p>Click on the <b>Benefits Program Participation</b> link.</p> <p>On the Benefits Program Participation page, enter/select the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Benefits System:</b> Select Base Benefits</li> <li>▪ <b>Benefit Program Effective Date:</b> This will default from the member’s Employee Record 0. You may keep this value. If you wish to enter a date to match the effective date of the employment instance you are adding, insert a row by clicking the  icon and indicate the date.</li> <li>▪ <b>Benefit Program:</b> This will default from the member’s Employee Record 0. If a new row was inserted above, the value from the prior row will carry forward. There is no need to change this value.</li> </ul>

Step	Action												
	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4f81bd; color: white; padding: 2px;">Benefit Status <span style="float: right;">Find First 1 of 1 Last</span></div> <div style="padding: 5px;"> <p>Benefit Record Number: <input type="text" value="0"/> </p> <p>Effective Date: 06/02/2014 <span style="float: right;"><a href="#">Go To Row</a></span></p> <p>Effective Sequence: 0      Action: Hire</p> <p>HR Status: Active      Reason: Conversion Value</p> <p>Payroll Status: Active      Job Indicator: Primary Job</p> <hr/> <p>*Benefits System: <span style="border: 2px solid red; padding: 2px;">Base Benefits</span> </p> <p>Annual Benefits Base Rate: <input type="text"/> USD      Benefits Employee Status: Active</p> <div style="background-color: #4f81bd; color: white; padding: 2px;">Benefits Administration Eligibility</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>BAS Group ID: <input type="text"/></td> <td>Elig Fld 1: <input type="text"/></td> <td>Elig Fld 2: <input type="text"/></td> <td>Elig Fld 3: <input type="text"/></td> </tr> <tr> <td>Elig Fld 4: <input type="text"/></td> <td>Elig Fld 5: <input type="text"/></td> <td>Elig Fld 6: <input type="text"/></td> <td>Elig Fld 7: <input type="text"/></td> </tr> <tr> <td>Elig Fld 8: <input type="text"/></td> <td>Elig Fld 9: <input type="text"/></td> <td></td> <td></td> </tr> </table> <div style="background-color: #4f81bd; color: white; padding: 2px;">Benefit Program Participation <span style="float: right;">Find   View All First 1 of 1 Last</span></div> <div style="padding: 5px;"> <p>*Effective Date: <span style="border: 2px solid red; padding: 2px;">06/02/2014</span>       Currency Code: USD</p> <p>*Benefit Program: <span style="border: 2px solid red; padding: 2px;">ACG</span>       CG/NOAA Active Deduction Prog</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><a href="#">Job Data</a></span> <span><a href="#">Employment Data</a></span> <span>Benefits Program Participation</span> </div> </div> </div>	BAS Group ID: <input type="text"/>	Elig Fld 1: <input type="text"/>	Elig Fld 2: <input type="text"/>	Elig Fld 3: <input type="text"/>	Elig Fld 4: <input type="text"/>	Elig Fld 5: <input type="text"/>	Elig Fld 6: <input type="text"/>	Elig Fld 7: <input type="text"/>	Elig Fld 8: <input type="text"/>	Elig Fld 9: <input type="text"/>		
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15 Click the Save button.

Upon Save, you will receive the some or all of the warning messages below. Click the OK button for each warning message.



Step	Action
	 <p>Warning -- Total FTE of active appointments for employee has exceeded 1.0. (1500,132)</p> <p>Sum of FTEs of all active appointments (with employee status ACTIVE or SHORT WORK BREAK) for this employee has exceeded 1.0.</p> <p>Warning -- Benefit System not unique for current jobs with same Benefit Record Number. (3000,557)</p> <p>This employee has current jobs in the same Benefit Record which are managed by different Benefit Systems. Verify that this is correct.</p> <p>Warning -- Establishment ID is required for a location in the U.S. (1000,111)</p> <p>The country is U.S. and the establishment ID field is blank. Establishment ID is a required field for U.S. locations.</p> <p>Enter an establishment ID.</p>
16	The request has now submitted to the Supervisor for approval. The pay group will remain in a 'staging' pay group until the new employment record has been approved by the supervisor.

## NEW EMPLOYMENT INSTANCE APPROVAL ROUTING

---

**Introduction** This section provides procedures for approving an employment instance.

Only those users who have an active job data row and have the CGHRSUP role linked to their user ID can be indicated as an approver. The approver cannot be the same person as the requestor.

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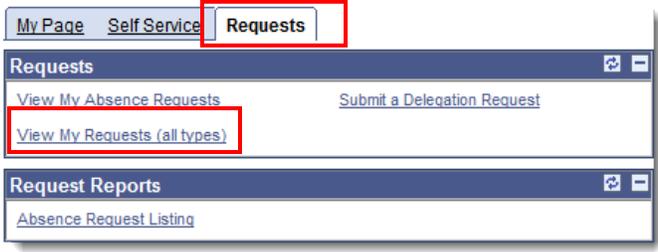
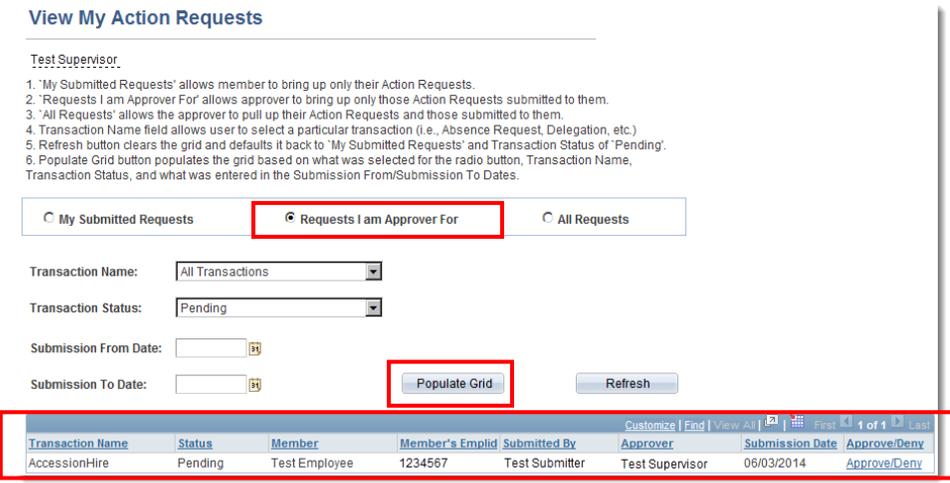
**Menu Path(s)** Menu Navigation: Human Resources > Requests > View My Requests  
Portal Pagelet: Requests tab > Requests

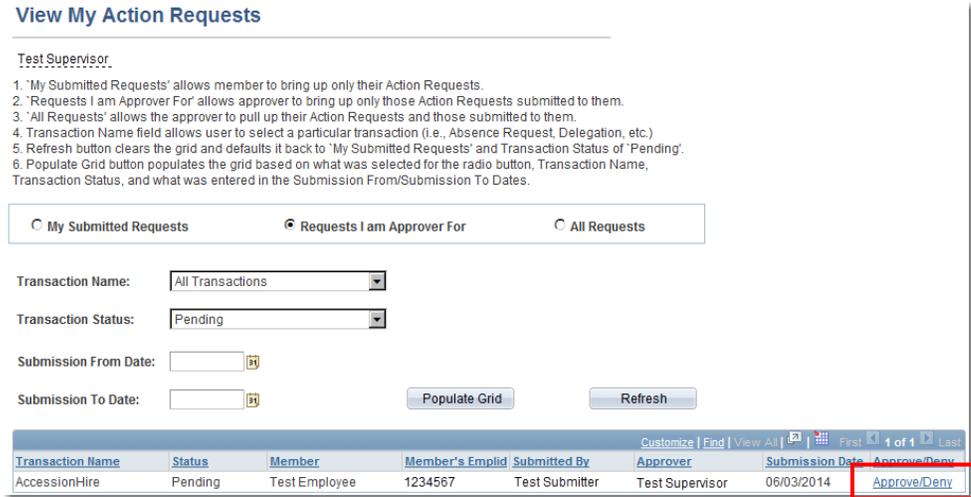
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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <http://www.uscg.mil/ppc/ccb/>. There is a link to Customer Care at the bottom of every page of this help file.
  - Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
  - Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on <http://www.uscg.mil/ppc/ccb/>.)
- 

**Procedure** Follow the steps below to approve an employment instance request.

Step	Action																
1	<p>To approve/deny an employment instance request, navigate to Human Resources &gt; Requests &gt; <b>View My Requests</b> using the menu navigation, or click on the <b>Request</b> tab and select the <b>View My Requests (all types)</b> link in the Requests portal pagelet.</p>  																
2	<p>On the View My Action Requests page, select the <b>Requests I am Approver For</b> radio button. Enter/change the values in the Transaction Name, Transaction Status, and Submission From/To Date fields to narrow your search.</p> <p>Click the <b>Populate Grid</b> button. A listing of all requests awaiting your approval will be listed. Locate the employment instance request you are approving. <b>Take note of the Member's Emplid for the next step.</b></p> <p> All employment instance approval requests will have a Transaction Name of 'AccessionHire'</p>  <table border="1" data-bbox="276 1764 1226 1837"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Test Employee</td> <td>1234567</td> <td>Test Submitter</td> <td>Test Supervisor</td> <td>06/03/2014</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	AccessionHire	Pending	Test Employee	1234567	Test Submitter	Test Supervisor	06/03/2014	Approve/Deny
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AccessionHire	Pending	Test Employee	1234567	Test Submitter	Test Supervisor	06/03/2014	Approve/Deny										
3	<p>As an approver, you must review/audit the employment instance data. To review this data,</p>																

Step	Action
	<p>access the Personal Data and Job Data pages using the <b>Modify a Person</b> and <b>Job Data</b> links in the Servicing Personnel Office portal pagelet. Or, navigate to: Workforce Administration &gt; Personal Information &gt; Modify a Person and Workforce Administration &gt; Job Information &gt; Job Data using the menu navigation.</p>  <p>Enter the member's EmplID from step 2 on the search pages to view their data.</p>
4	After the data has been verified, repeat step 1-2.
5	<p>After you have identified the employment instance request that requires your approval, click the <b>Approve/Deny</b> link.</p> 
6	On the Action Request page, enter any comments for the person who submitted the request (optional), and click the <b>Approve</b> or <b>Deny</b> button.

Step	Action
	<p><b>Action Request</b></p> <p><u>Approval/SOD for Accessions</u></p> <p><u>Employee, Test L.</u></p> <ul style="list-style-type: none"><li>Review hire data in the Request Information box.</li><li>To approve a Hire Request, press the Approve button.</li><li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li><li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li></ul> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Test Supervisor</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p>Test Supervisor Initial Approve Action Request</p>
7	<p>If no data is missing, the request is approved and the pay group for the employment instance you added is automatically updated with a valid 'paying' pay group.</p> <p><b>Action Request</b></p> <p><u>Approval/SOD for Accessions</u></p> <p><u>Employee, Test L.</u></p> <ul style="list-style-type: none"><li>Review hire data in the Request Information box.</li><li>To approve a Hire Request, press the Approve button.</li><li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li><li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li></ul> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Test Supervisor</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p><b>Accessions Hire Approval</b></p> <p>Accession Hire Request: Approved</p> <p>One Approval level</p> <p>Approved</p> <p>Test Supervisor Initial Approve Action Request 06/03/14 - 1:08 PM</p>

Step	Action

8 If any data is missing, an error message will display.

If you receive an error message, take note of the message and decline the request. Notify the requestor of the missing data in the error message. The requestor must then fix the appropriate data and resubmit the request.

To fix the data, the requestor must navigate to Job Data (see Step 3) and select the member's employment instance row that needs to be fixed. The requestor must fix the data and indicate the Supervisor ID again before saving. The request will then be routed to the

Step	Action
	Supervisor for approval.