Add Employment Instance

Version 1.2

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U.S. Coast Guard
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Washington, DC 20593

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ADD EMPLOYMENT INSTANCE

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.

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).

Need Help?

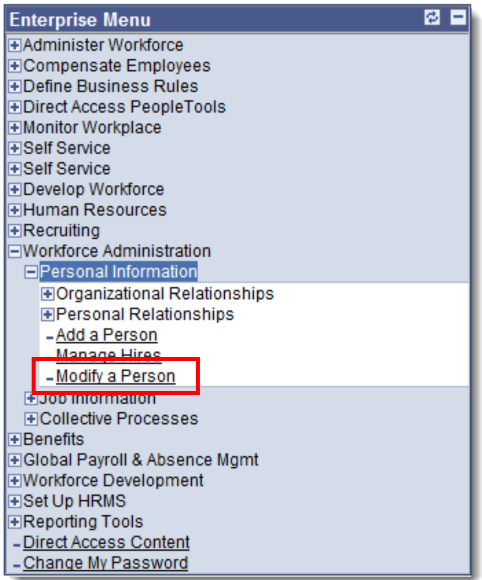
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

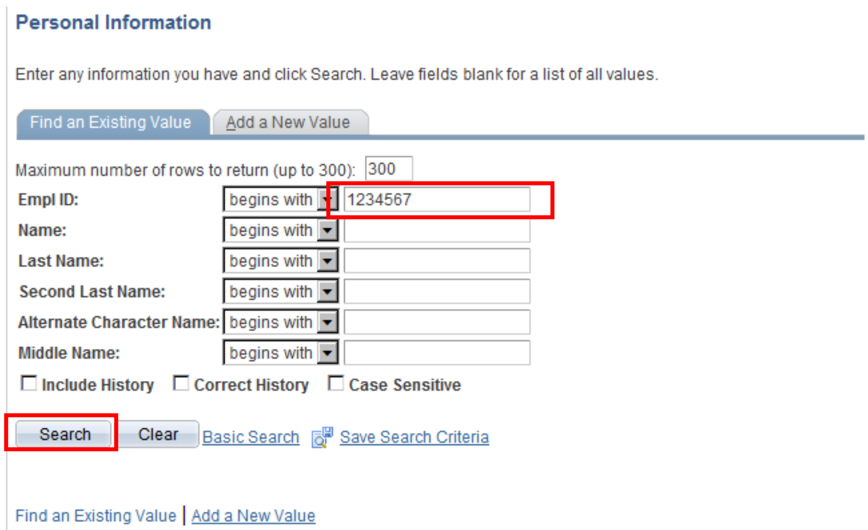
If the member's personal data has changed, use the **Modify A Person** transaction by clicking the **Personal Information** link in the HR Data Shortcuts pagelet or by navigating to **Workforce Administration > Personal Information > Personal Information > Modify a Person** using the menu navigation.



Modifying personal data is optional when adding an employment instance. If no personal data has to be updated, skip to step 5.

</td></tr>
<tr><td>2</td><td>

Enter the member's current employee ID in the **Empl ID** field and click the **Search** button. If Empl ID is not available, use the other fields to search for the member.



</td></tr>
<tr><td>3</td><td>

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

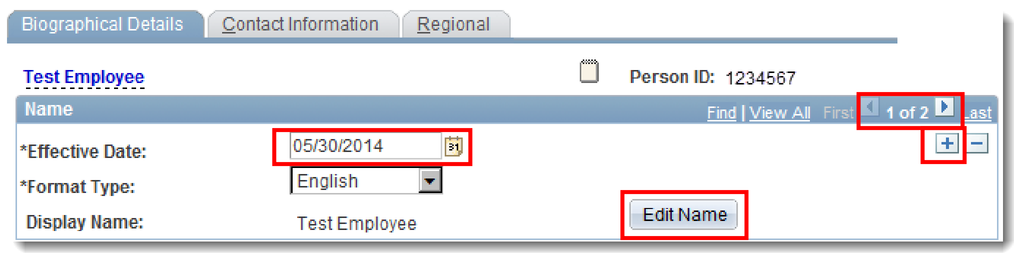
</td></tr>
</table>

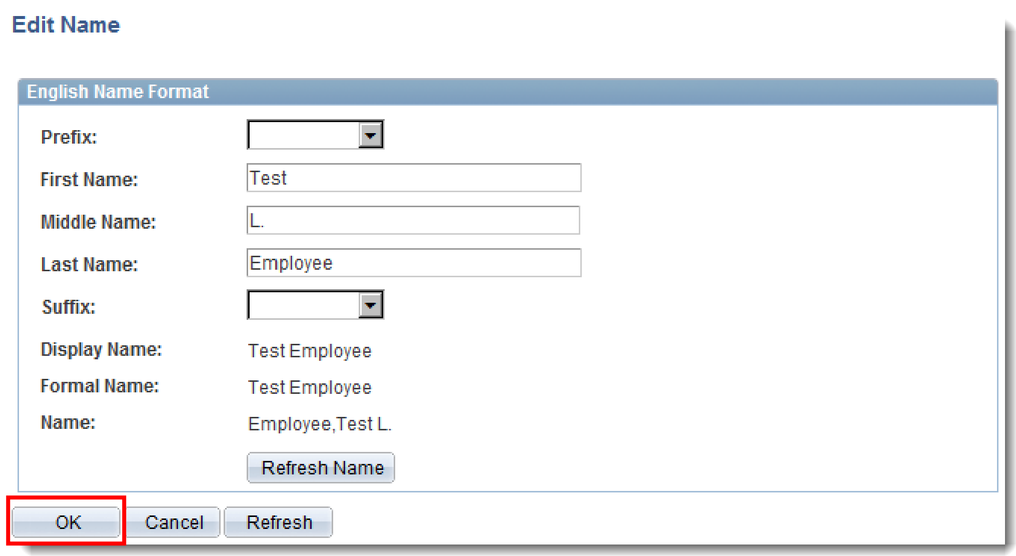
Step	Action

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.

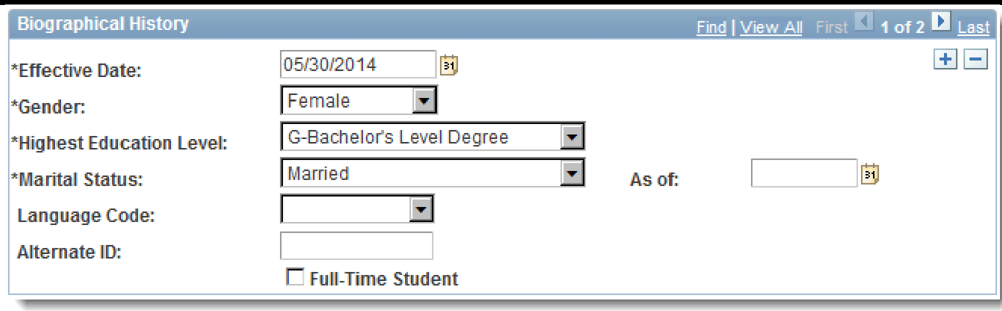
Changes can be made to existing rows (correction mode). However, this should only be done if the initial data was entered incorrectly. Data changed in correction mode will overwrite current data which will not be retained in history. To enter into correction mode, select the Correct History checkbox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

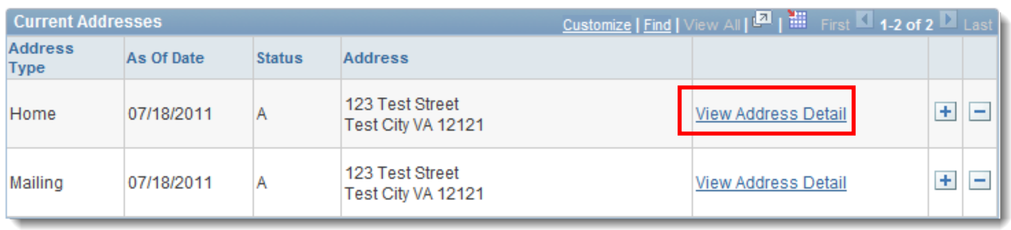


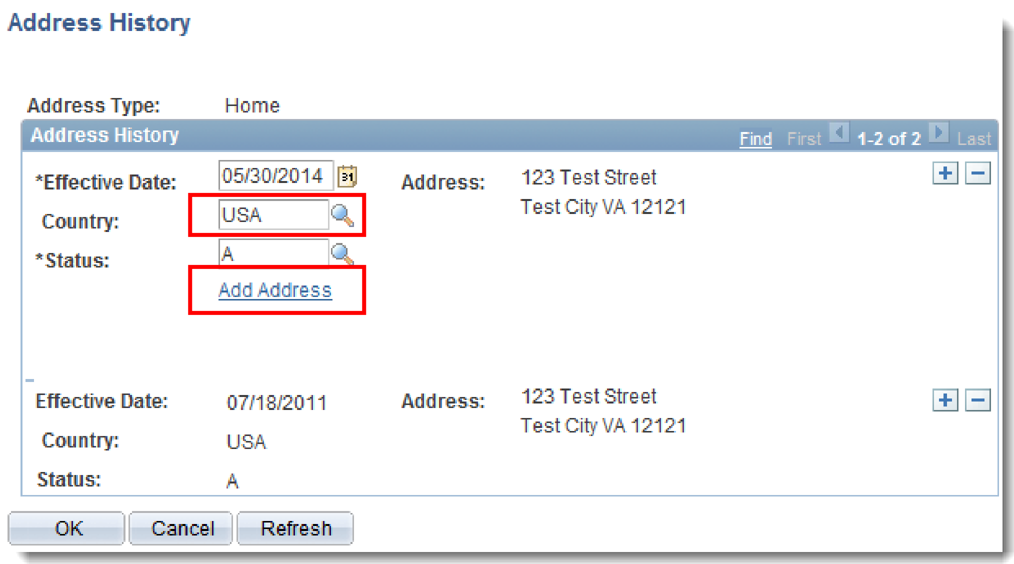


For Biographical History updates, after clicking the icon, change the necessary data directly in the appropriate field(s).

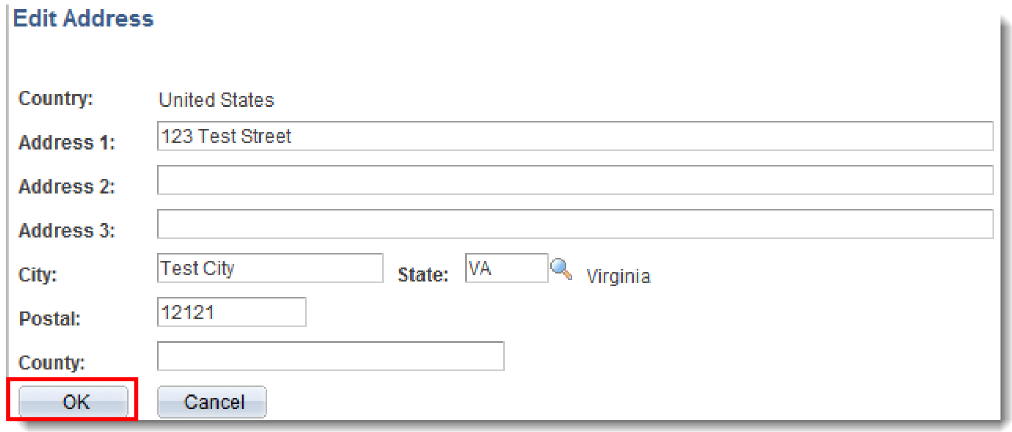
Step	Action
	

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.





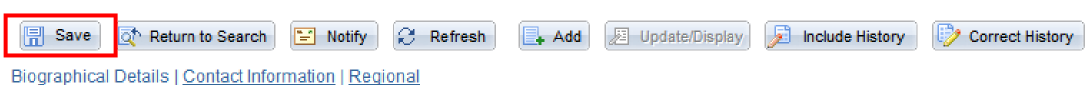
Step	Action



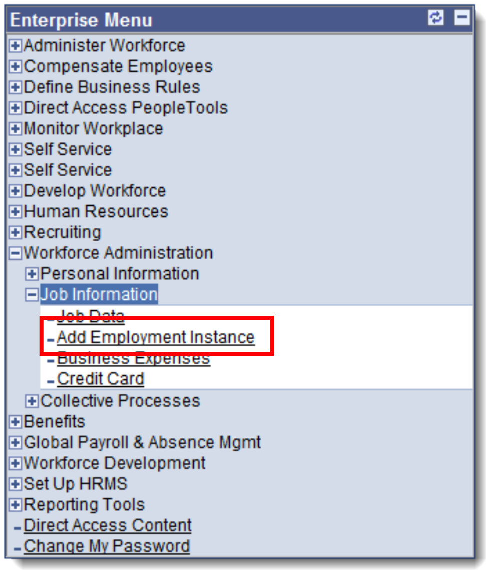
To add a new address type, click the icon in the Current Addresses section to insert a new row. In the new row, select an **Address Type** and click the **Add Address Detail** link. On the Address History page, indicate a Country and click the Add Address link. On the Edit Address page, enter the new address and click the OK button.

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.

4 Click the **Save** button after all updates have been made or new data have been added.



5 Return to the Portal Home page and select Add Employment Instance in the **HR Data Shortcuts** pagelet or by navigating to: **Workforce Administration > Job Information** > **Add Employment Instance** using the menu navigation.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


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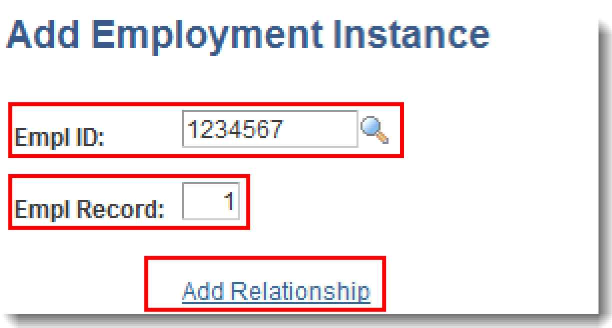
<tr><td>6</td><td>
On the Add Employment Instance search page:

Indicate the Empl ID 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.
Tab out of the field. The Empl Record # will automatically increase to the next sequential number.

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.

Click the Add Relationship link.



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<tr><td>7</td><td>
On the Work Location page, enter/select the following data:

Effective Date: 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.
Action: Defaults to 'Hire'. Do not change.
Reason: Click the drop down list and select the appropriate reason.
Position Number: Enter the appropriate position number. Click on the lookup icon to

</td></tr>
</table>

Step	Action

search for a position.

- Click the **Override Position Data** button
- **Position Entry Date:** Will default to the effective date.
- **Reserve Class Code:** Select the appropriate code (for Reserves only)
- **Component Category:** Select the appropriate category (for Reserves only)

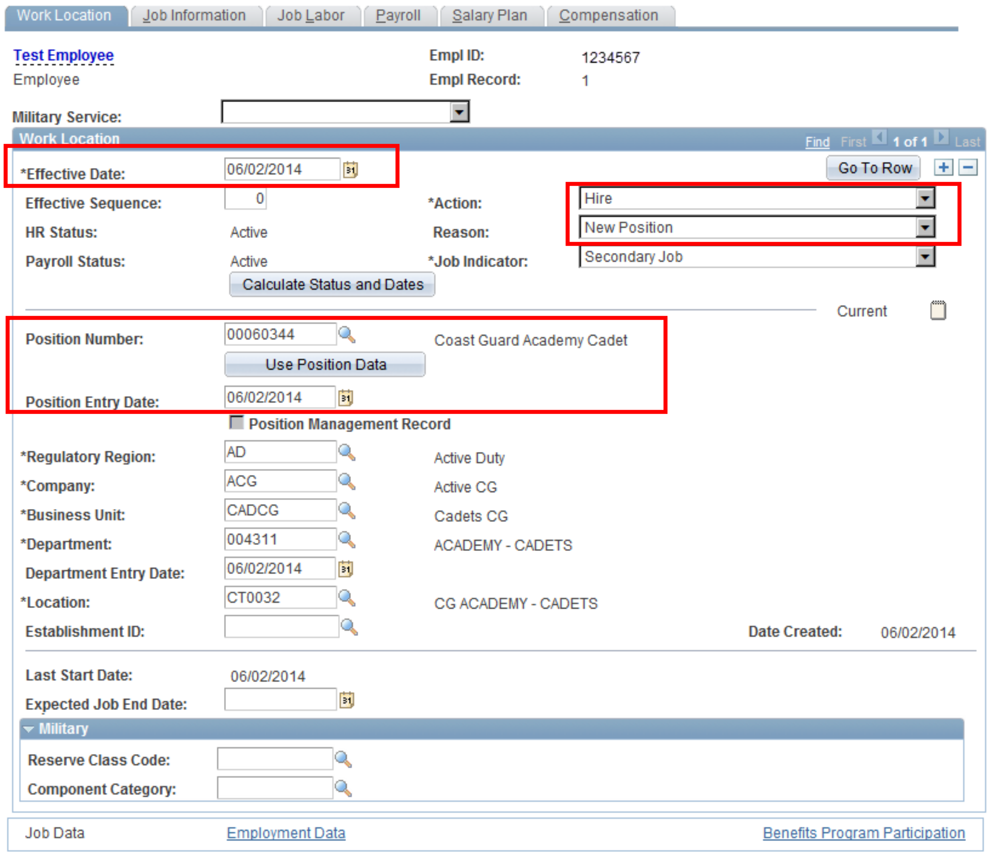
The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location will default after a position number is entered. If they do not, Click the **Override Position Data** button and indicate the correct values for these fields individually. If needed, click on the lookup icon for each field to search for the correct value.

- Regulatory Region: Select the component/organization for the employment instance you are adding.

Reg Region ID	Description	Type of Hire
AD	Active Duty	Enlisted, Officer
ANOAA	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**

- 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.
- Business Unit: Select the appropriate business unit.
- Department: Select the appropriate department.
- Department Entry Date: Will default to current date. Enter the date of hire.
- Location: Select the appropriate location.

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 ENLCG, no PHS departments will display.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


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<tr><td>8</td><td>
Click on the Job Information tab.

On the Job Information page, enter/select the following data:

Job Code: 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.
Entry Date: Will default to the Effective Date on the Work Location page.
Supervisor ID: Enter/select the empl ID of the supervisor who should approve the employment instance you are adding.
Only active members with the CGHRSUP role can be entered/selected in this field. The approver cannot be the same person as the one submitting the request.
Empl Class: Select the appropriate Empl Class.
Empl Class values are based on the Reg Region selected on the Work Location page.

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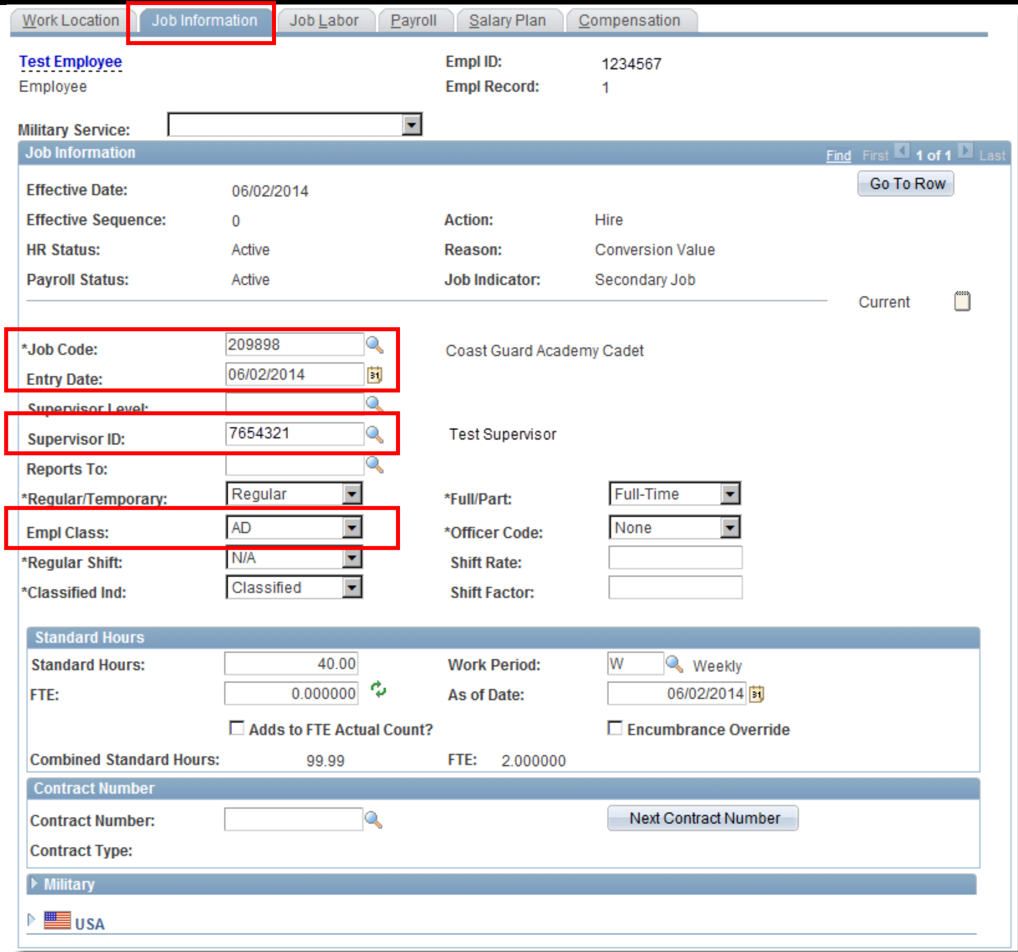

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<tr><td>9</td><td>
Click on the Job Labor tab.

On the Job Labor page, enter/select the following data:

Labor Agreement: Select the appropriate value.
Labor Agreement values are based on the Reg Region selected on the Work Location page.
Labor Agreement Entry Dt: Will default to the Effective Date indicated on the Work Location page.
Employee Category: Select the component (for Reserves only)
Employee Subcategory: Select the Training Pay Code (for Reserves only)

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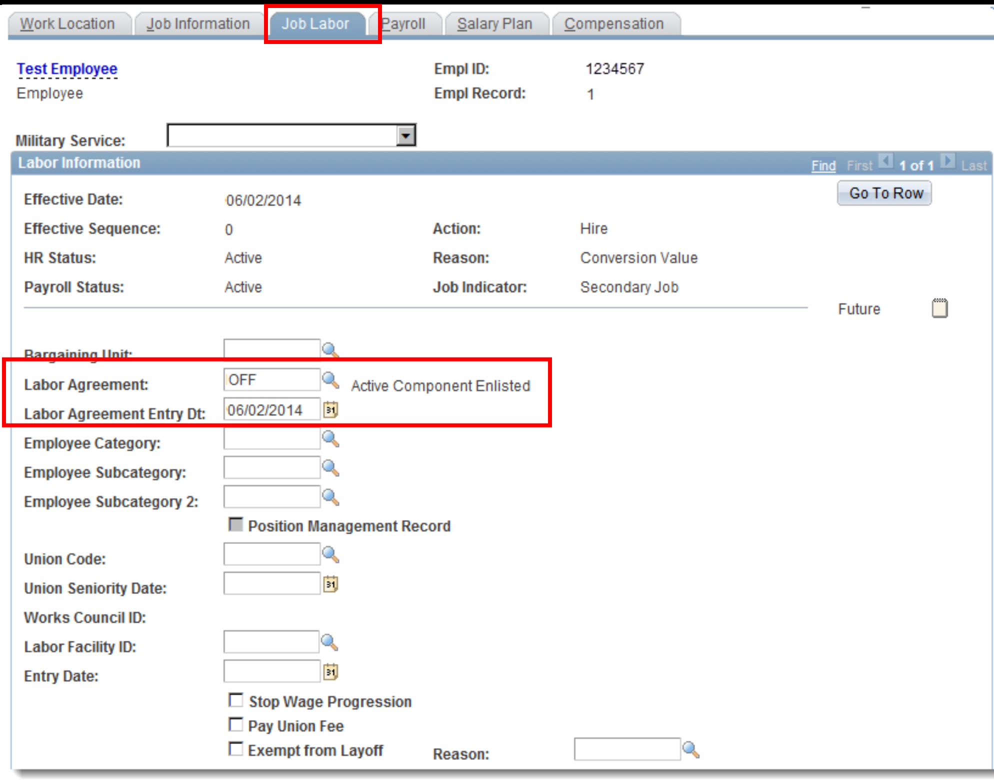
Step	Action



Scroll down to the Assigned Seniority Dates grid and select the **View All** link. If applicable, enter the appropriate dates for each of the Seniority Dates.

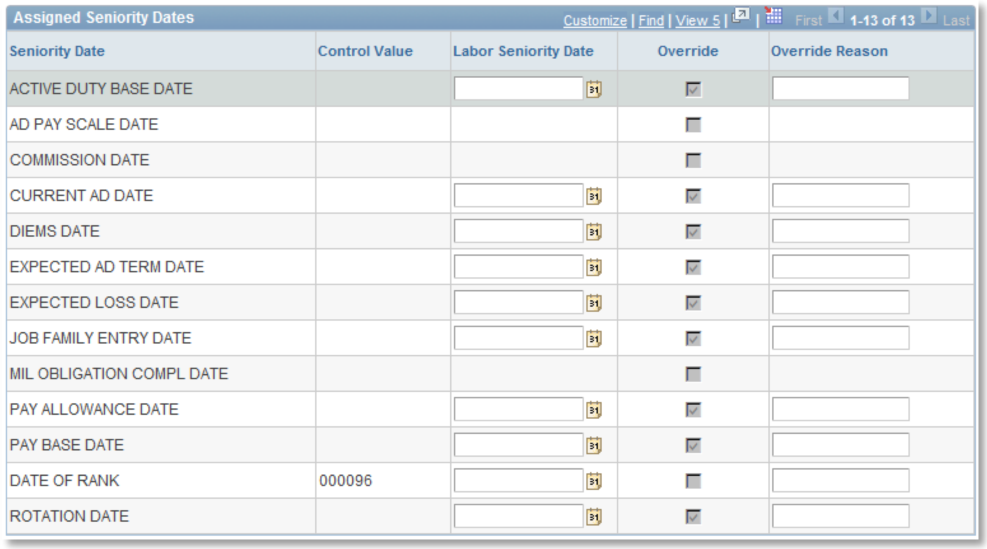
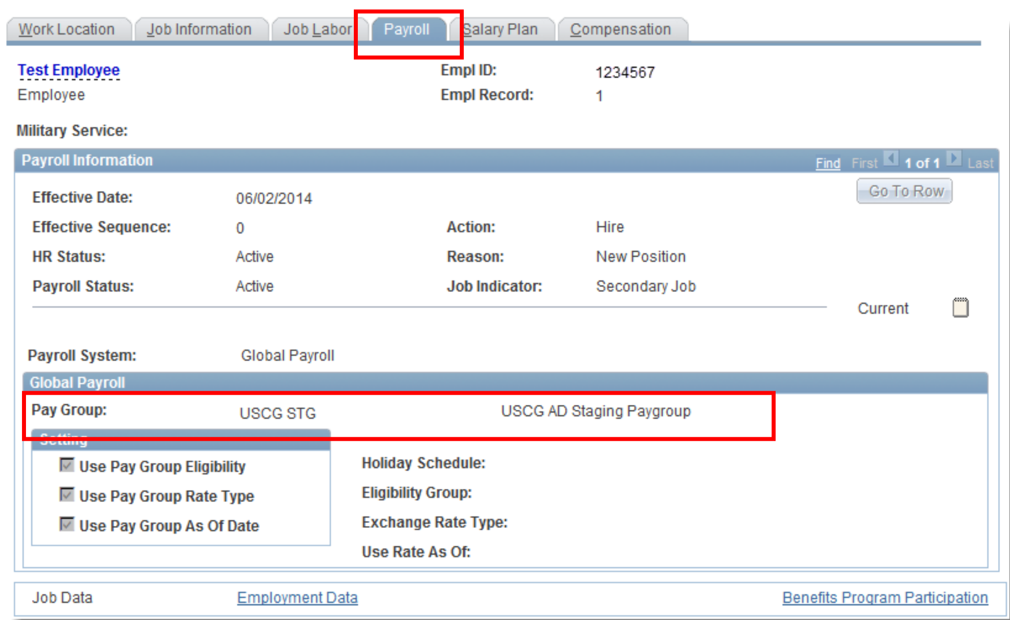
The dates that displays in the Assigned Seniority Dates grid are based on the Labor Agreement selected. These dates may differ depending on the type of labor agreement selected. For example, if an Officer labor agreement is selected, officer specific dates will display in the grid. If an Enlisted labor agreement is selected, enlisted specific dates will display.

These dates do not need to be completed when adding a civilian employment instance.

Below is guidance on how to calculate some of the dates for a MILITARY employment instance:

Date	Calculation
Active Duty Base Date	▪ The ADBD must be filled in on all accessions. For reservists, it will be equal to the pay entry base date (PEBD). ▪ If the member has no prior service, enter the date of enlistment/appointment. ▪ 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. ▪ 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.

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	▪ Enter the Expected Active Duty Termination Date on the member. ▪ Regular Enlisted -- The member's expected release date from active duty. ▪ Regular Officer -- The 30 year commission service date (including all commissioned time in an uniformed service). ▪ Reserve Enlisted and Reserve Officer - Blank.
		Expected Loss Date	▪ The Expected Loss Date is the date the member will have no further reserve and/or active duty obligation. ▪ 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. ▪ For NOAA officers this will be the day before the officer's 60th birthday. ▪ For reserve officers use the same date as the Expected End Date of the contract.
		Job Family Entry Date	Enter date member first became rated in current rating (ie. SNBM, AET3...).
		MIL Obligation Completion Date	▪ Enter 8 years from original DIEMS date unless prior discharge authorized under an approved program (ie., VOLSEP).
		Pay Allowance Date	Enter Date of Hire or Rehire.
		Point SWE Date	This date may only be adjusted by PPC(ADV).
		Pay Base Date	▪ If the member has no prior service, enter the date of enlistment/appointment. ▪ 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. ▪ 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.

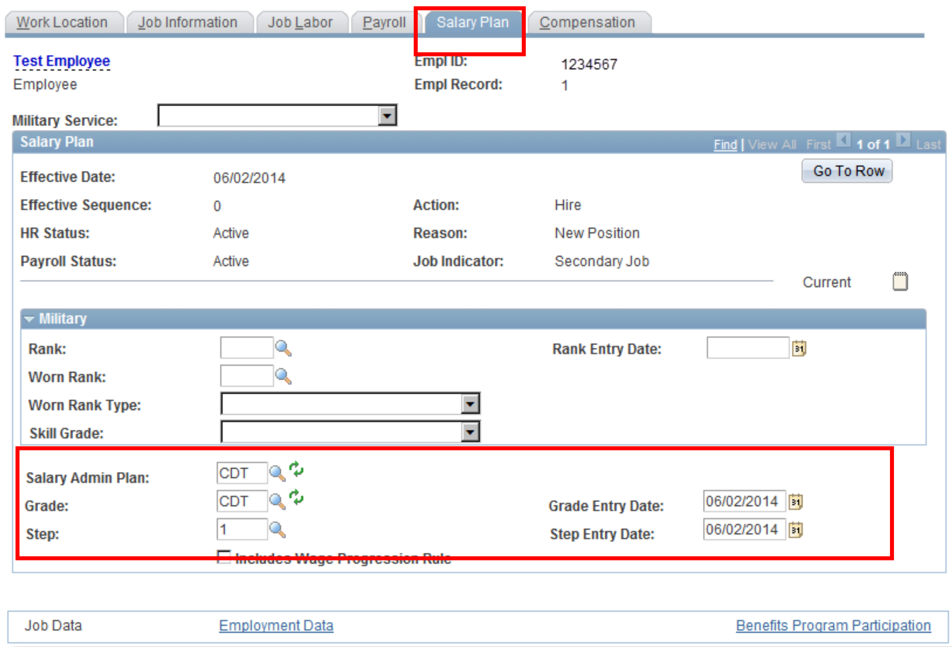
Step	Action
	
10	Click on the **Payroll** tab. On the Job Labor page: **Pay Group:** Defaults to a 'staging' pay group. This field is read-only. After the employment instance is approved, the value will automatically be updated to a 'paying' pay group. 
11	Click on the **Salary Plan** tab. On the Salary Plan page, enter/select the following data: ▪ **Salary Plan:** Select the appropriate value. ▪ **Grade:** Select the appropriate value.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

- **Grade Entry Date:** Default to the Effective Date on the Work Location page.
- **Step:** Select the appropriate value.
- **Step Entry Date:** Default to the Effective Date on the Work Location page.

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.

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.



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<tr><td>12</td><td>

Click on the **Compensation** tab.

On the Compensation page:

- Click the **Default Pay Components** button. This will default the Pay Rates and Pay Components. If Pay Components do not default after clicking the button, click the **Calculate Compensation** button.

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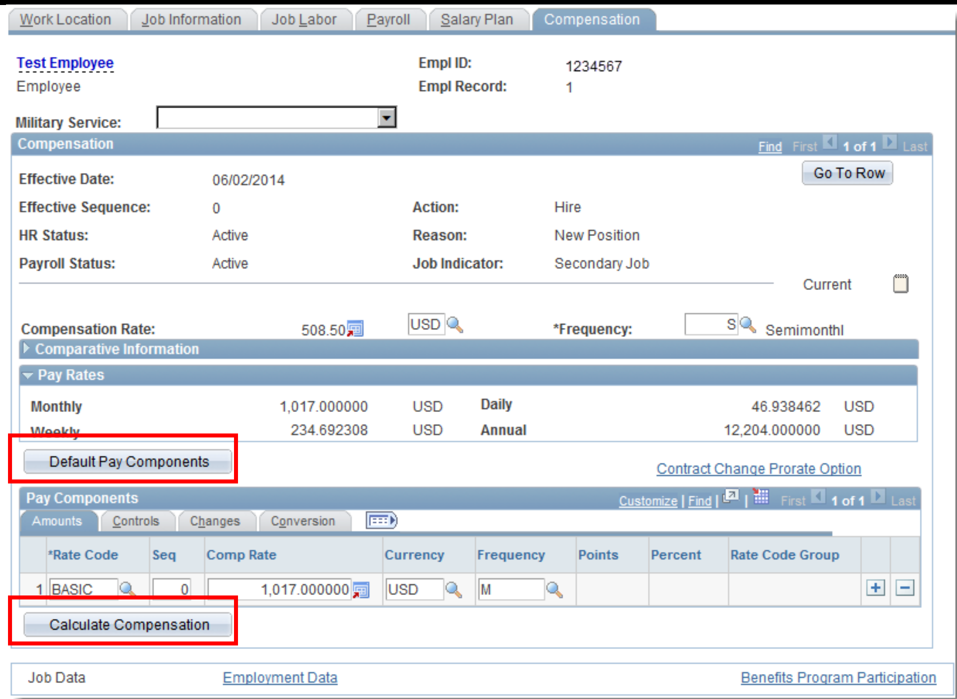

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<tr><td>13</td><td>

Click on the **Employment Data** link**.**

On the Employment Information page, enter/select the following:

- **Term of Enlistment:** 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 **USA flag** to expand the section. Leave blank if this is a Civilian employment instance.

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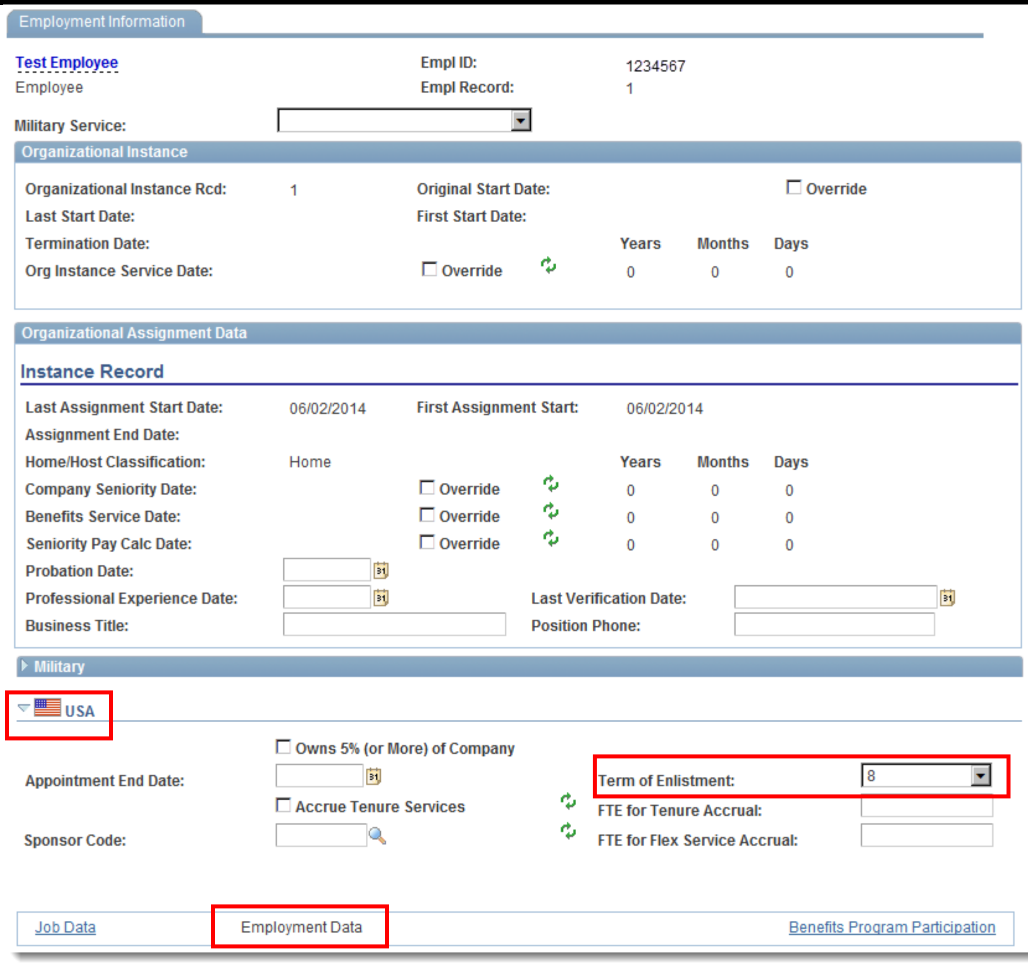

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<tr><td>14</td><td>
Click on the Benefits Program Participation link.

On the Benefits Program Participation page, enter/select the following:

Benefits System: Select Base Benefits
Benefit Program Effective Date: 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.
Benefit Program: 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.

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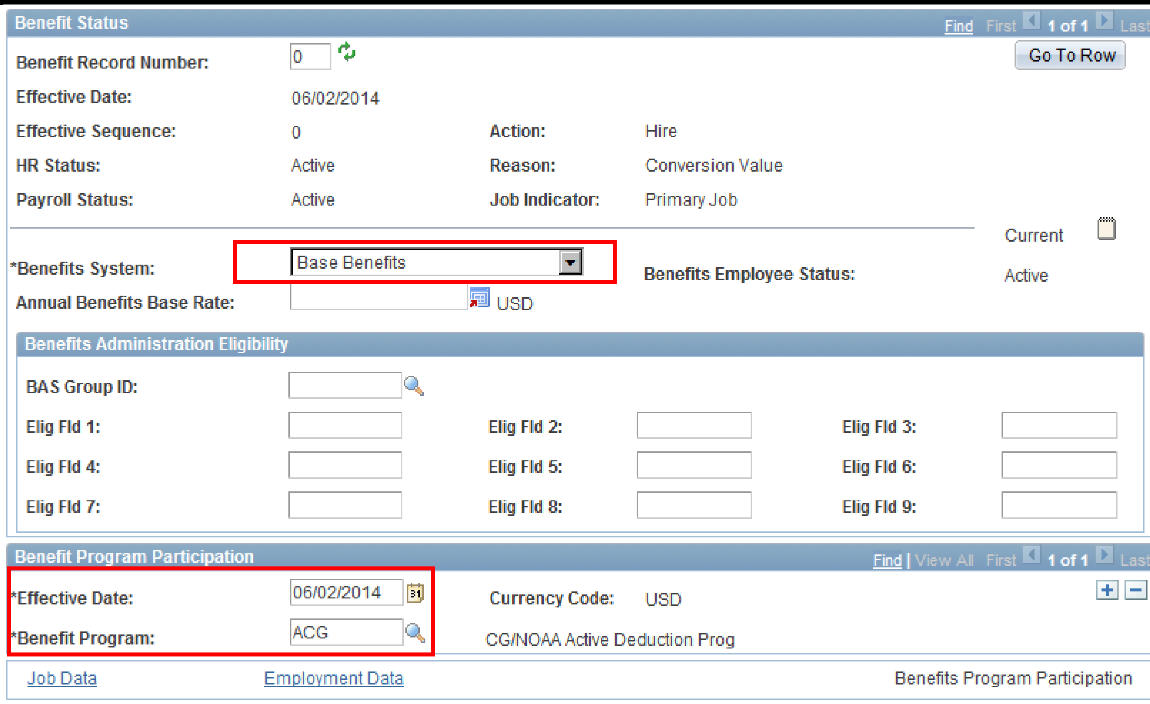

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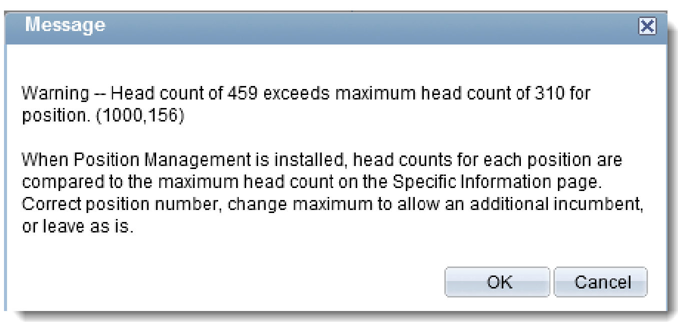
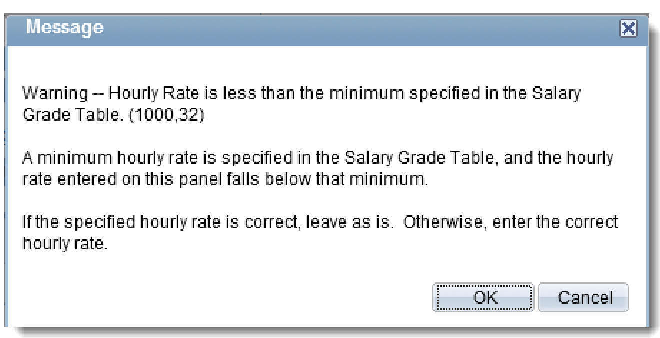
<tr><td>15</td><td>
Click the Save button.

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





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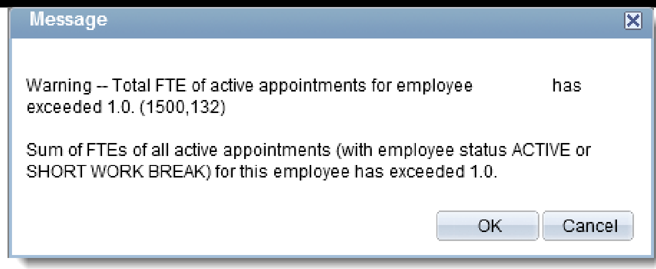
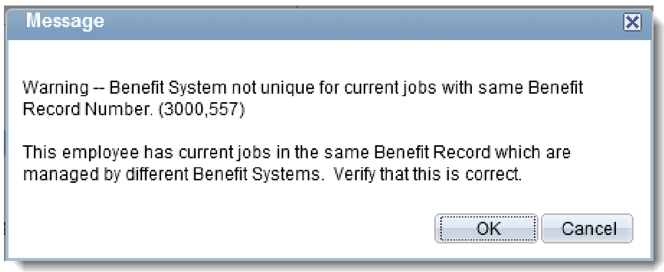
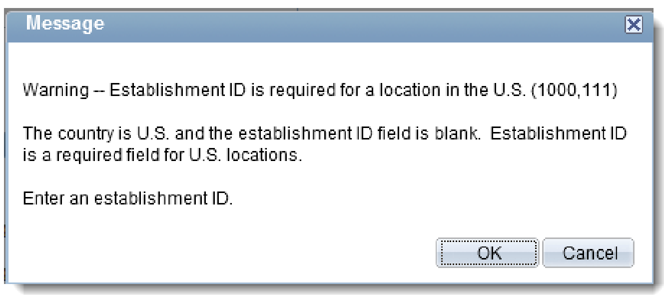






</td></tr>
<tr><td>16</td><td>The request has now submitted to the Supervisor for approval. The pay group will remain in a ‘staging’ pay group until the new employment record has been approved by the supervisor.</td></tr>
</table>

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.

Menu Path(s)

Menu Navigation: Human Resources > Requests > View My Requests
Portal Pagelet: Requests tab > Requests

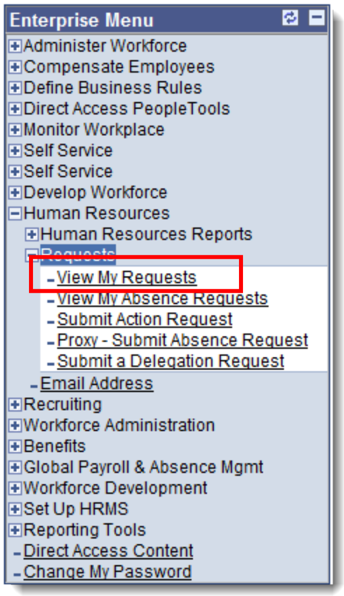
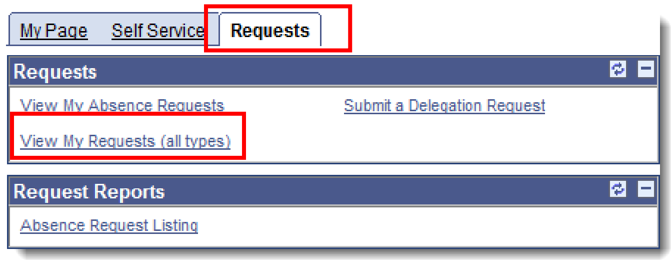
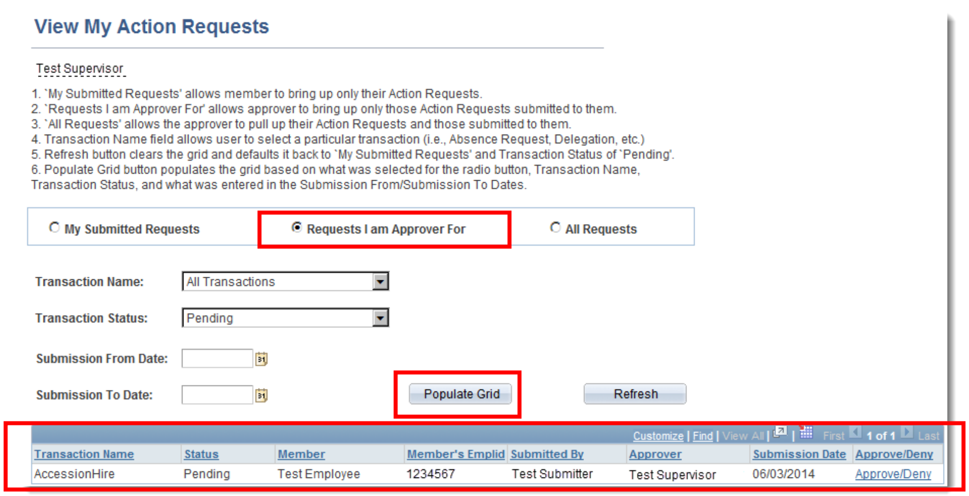
Need Help?

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:

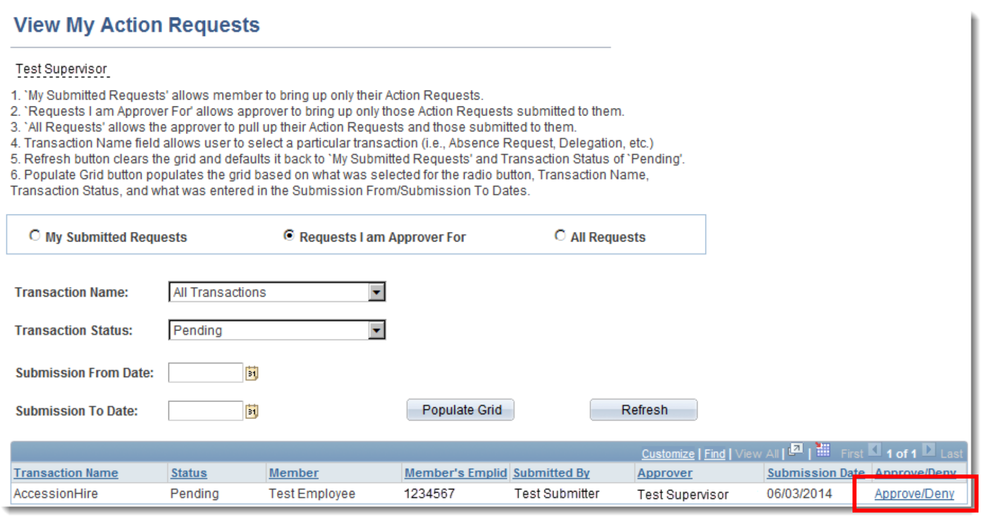
- The web address for support is http://www.uscg.mil/ppc/ccb/. There is a link to Customer Care at the bottom of every page of this help file.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
- Phone support hours are 0700-1600 (central time) Monday through Friday (and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

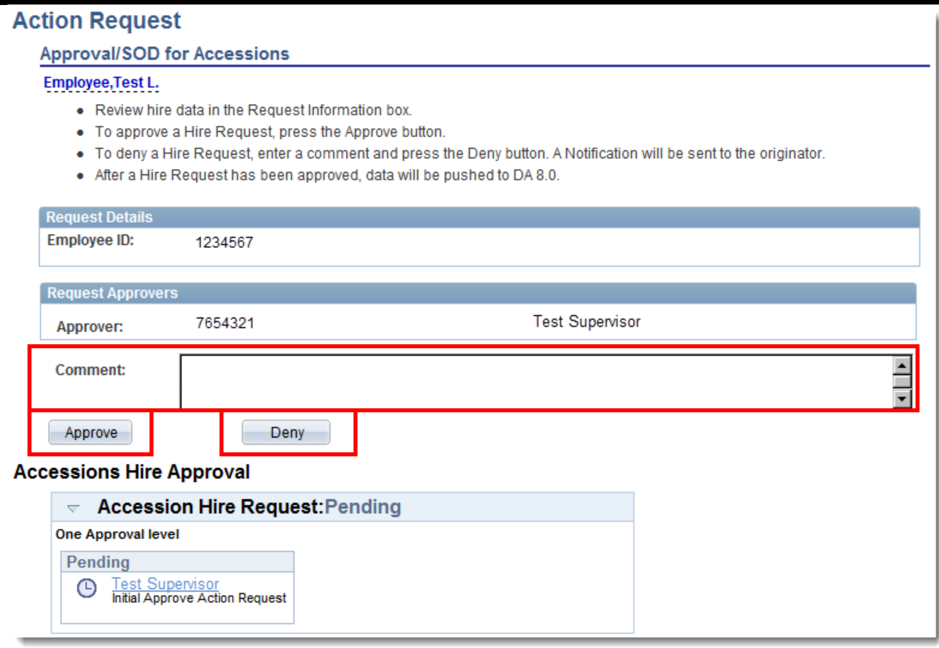
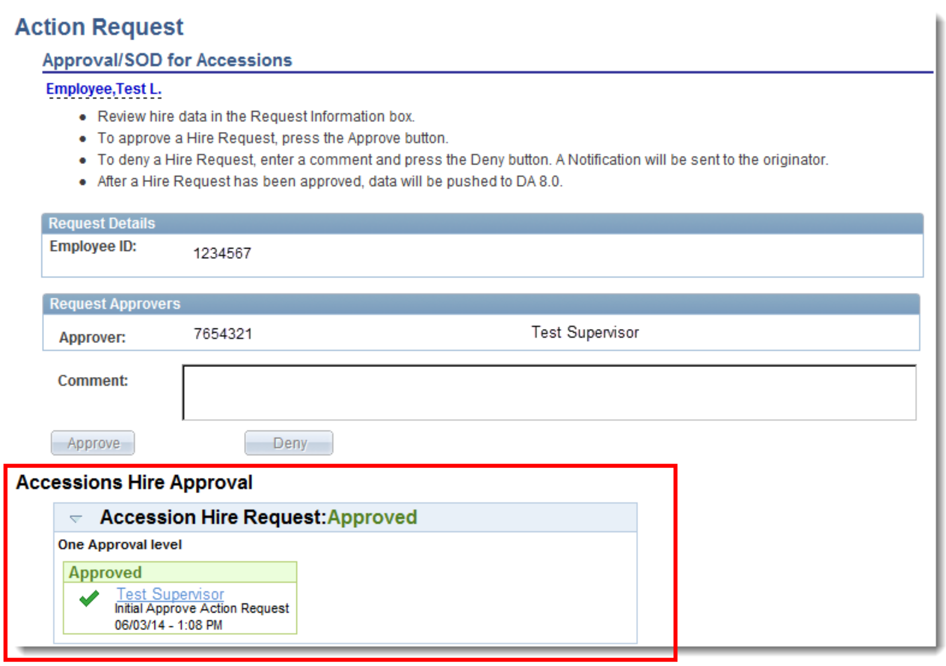
Procedure

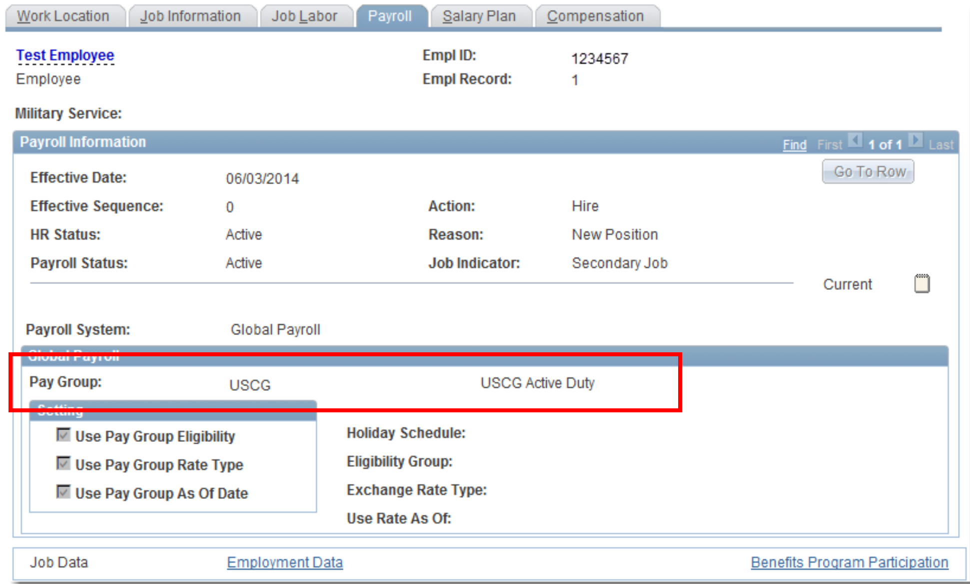
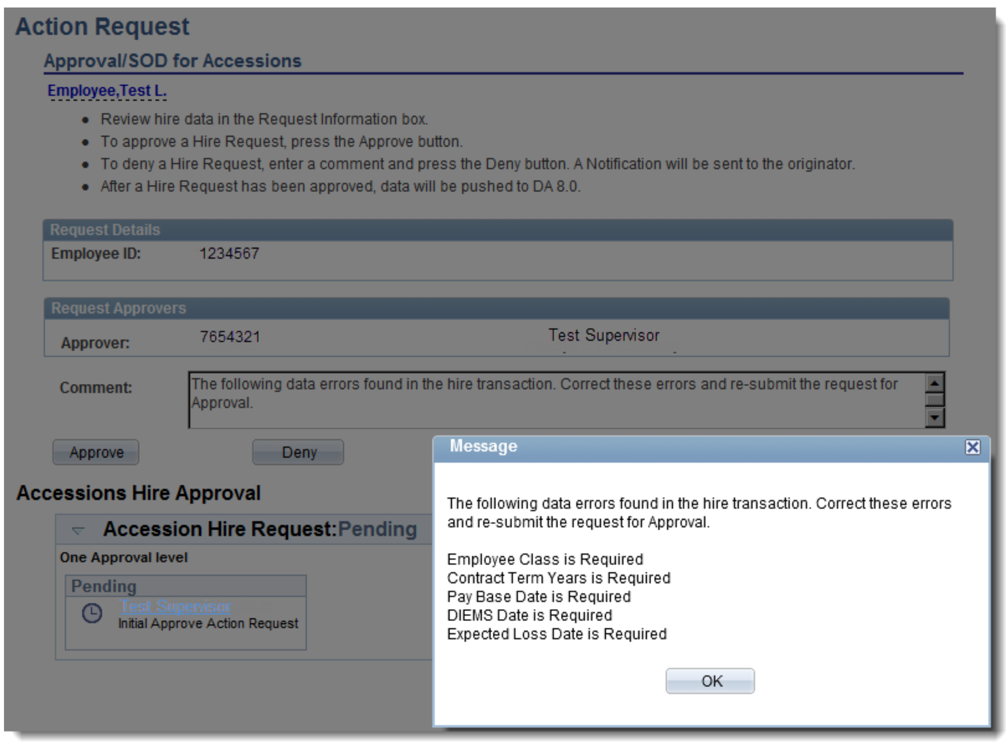
Follow the steps below to approve an employment instance request.

Step	Action
1	To approve/deny an employment instance request, navigate to Human Resources > Requests > **View My Requests** using the menu navigation, or click on the **Request** tab and select the **View My Requests (all types)** link in the Requests portal pagelet.  
2	On the View My Action Requests page, select the **Requests I am Approver For** radio button. Enter/change the values in the Transaction Name, Transaction Status, and Submission From/To Date fields to narrow your search. Click the **Populate Grid** button. A listing of all requests awaiting your approval will be listed. Locate the employment instance request you are approving. **Take note of the Member's Emplid for the next step.** All employment instance approval requests will have a Transaction Name of 'AccessionHire' 
3	As an approver, you must review/audit the employment instance data. To review this data,

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>access the Personal Data and Job Data pages using the Modify a Person and Job Data links in the Servicing Personnel Office portal pagelet. Or, navigate to: Workforce Administration > Personal Information > Modify a Person and Workforce Administration > Job Information > Job Data using the menu navigation.


Enter the member's EmplID from step 2 on the search pages to view their data.</td></tr>
<tr><td>4</td><td>After the data has been verified, repeat step 1-2.</td></tr>
<tr><td>5</td><td>After you have identified the employment instance request that requires your approval, click the Approve/Deny link.

</td></tr>
<tr><td>6</td><td>On the Action Request page, enter any comments for the person who submitted the request (optional), and click the Approve or Deny button.</td></tr>
</table>

Step	Action
	
7	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. 

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.