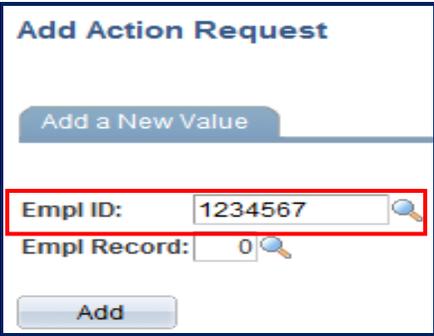
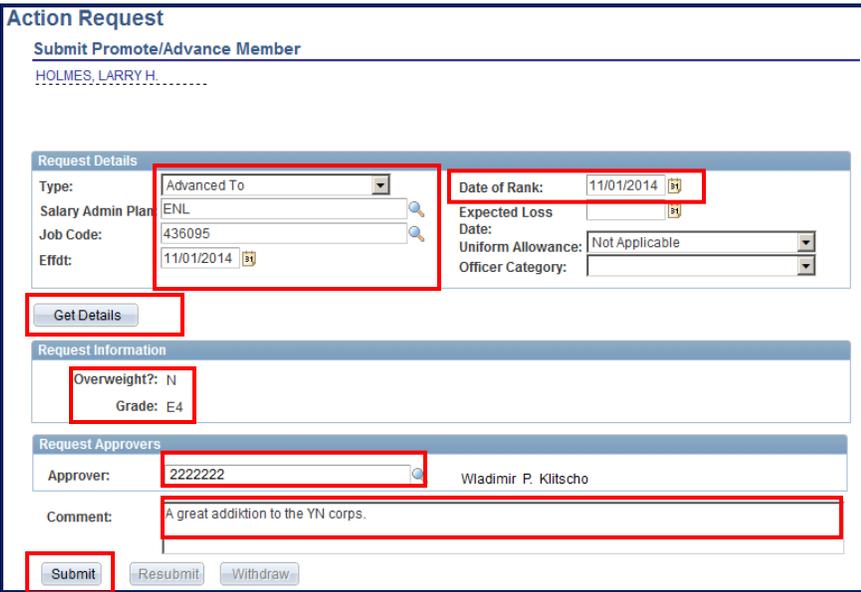


Add/Promote One Member – Advancement

Introduction This section provides the procedure for SPO promoting of non-rates (e.g. E2 to E3) and for promoting rated personnel to Third Class Petty Officer within their specified rating.

Procedure Follow these steps to complete promoting one member

Step	Action
1	From the Enterprise Menu , navigate to Human Resources/Requests/Proxy-Promote One Member
2	 <p>Once Add a New Value appears, enter member's EMPLID and click Add. You will be navigated to Submit Promote/ Advance Member (listed below)</p>
3	 <p>Click on Advanced To on the Type drop-down. Salary Admin Plan must be set to ENL Enter the appropriate Job Code (in this case 436095 which is YN3 but see step 4) Enter effective date in Effdt. Enter Date of Rank (this is an officer-only entry) Typically, Uniform Allowance is Not Applicable (if you are atypical, your internal processes apply) Note: <u>Please see knowledge base for known issues.</u> Click Get Details which will populate Request Information with current weight status and Grade Note: Should Grade not populate the Salary Admin Plan and Job Code have failed to match (<u>reenter correct information</u>) Enter Approver EMPLID (use drop-down to ensure EMPLID matches a valid HRSUP) Enter any comments and click Submit (you may withdraw or resubmit as necessary)</p>

Add/Promote One Member - Advancement, Continued

Step	Action																																													
4	<div data-bbox="337 373 1382 800"> <h3>Approve the One Member Action</h3> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approve Transaction</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p> Roberto C. Duran Initial Approve Action Request</p> </div> <p>Comments</p> <p>Bernard H. Hopkins at 11/19/14 - 3:02 PM Congratulations on your very sought after assignment</p> </div> </div> <p>The statement above should appear on your screen signifying the promotion has been forwarded</p>																																													
5	<div data-bbox="337 861 1263 1604"> <h3>IMPORTANT JOB CODE INFORMATION</h3> <h4>Look Up Job Code</h4> <p>Search by: Job Family begins with YN </p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <h4>Search Results</h4> <p>View 100 First 1-8 of 8 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Job Family</th> <th>Job Code</th> <th>Description</th> <th>Salary Admin Plan</th> <th>Salary Grade</th> </tr> </thead> <tbody> <tr><td>YN</td><td>436090</td><td>Master Chief Yeoman</td><td>ENL</td><td>E9</td></tr> <tr><td>YN</td><td>436091</td><td>Senior Chief Yeoman</td><td>ENL</td><td>E8</td></tr> <tr><td>YN</td><td>436092</td><td>Chief Yeoman</td><td>ENL</td><td>E7</td></tr> <tr><td>YN</td><td>436093</td><td>First Class Yeoman</td><td>ENL</td><td>E6</td></tr> <tr><td>YN</td><td>436094</td><td>Second Class Yeoman</td><td>ENL</td><td>E5</td></tr> <tr style="border: 1px solid red;"><td>YN</td><td>436095</td><td>Third Class Yeoman</td><td>ENL</td><td>E4</td></tr> <tr><td>YN</td><td>436096</td><td>Seaman Yeoman</td><td>ENL</td><td>E3</td></tr> <tr><td>YN</td><td>436097</td><td>Seaman Apprentice Yeoman</td><td>ENL</td><td>E2</td></tr> </tbody> </table> </div> <p>Should you not possess the appropriate Job Code for the member's advancement, it is highly recommended you use Job Family in the Search by drop-down to avoid inadvertently advancing a member to an obsolete rate (other searches include rates no longer active with the USCG).</p> <p>Enter Job Family from the drop-down Use the rating abbreviation (YN vice Yeoman) in the begins with block and click Look Up Select the appropriate Job Code and the field will populate</p>	Job Family	Job Code	Description	Salary Admin Plan	Salary Grade	YN	436090	Master Chief Yeoman	ENL	E9	YN	436091	Senior Chief Yeoman	ENL	E8	YN	436092	Chief Yeoman	ENL	E7	YN	436093	First Class Yeoman	ENL	E6	YN	436094	Second Class Yeoman	ENL	E5	YN	436095	Third Class Yeoman	ENL	E4	YN	436096	Seaman Yeoman	ENL	E3	YN	436097	Seaman Apprentice Yeoman	ENL	E2
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