

PeopleSoft

Quick Reference Guide

Schedule Drills

CUSTOMER SUPPORT

Telephone: 866-PSC-USCG (772-8724)/785-339-2200
Online: <http://www.uscg.mil/hq/psc/ccb/>
Detailed Instructions: <http://www.uscg.mil/hq/psc/ps/>
Tutorials: <http://www.uscg.mil/hq/psc/pd.asp>

SCHEDULE DRILLS – Reservist Self Service

- **Duty which can be scheduled:**
 - IDT
 - Appropriate Duty (Readiness Mgmt Period (RMP))
 - Funeral Duty
- **Replaces:**
 - IDT Drill Orders (Screen Print)
 - UAR
 - SDA-II R985
- Entering and maintaining scheduled drills for the entire year enables reservists, their command and the Reserve Program's Funds Manager to make better management decisions.
- The reservist, a Command User or PERSRU may schedule or edit a drill up to the drill day. After the drill day, only a Command User or PERSRU may complete, edit, un-excuse or cancel the drill.
- When reservist schedules a drill the status will be **"Mbr Requested"**. *(This is the only status available to reservist.)*
- A Command User may **"authorize"** a drill by changing the status to **"Pending"**. A Command User may schedule a drill for the reservist and set the status to "Pending" indicating it is "authorized".
- If reservist edits a drill after it is "authorized" (Pending), the status returns to "Mbr Requested".
- The path to access Schedule Drills is: Self Service > Employee > Tasks > Schedule Drills
- Review the information on the Schedule Drills home page and click on **Add/Schedule New Drill** to schedule a drill.

SCHEDULE DRILLS – Reservist Self Service

- **Pay Code:** Full = Multi ♦ Half = Single ♦ None
- **Time (display purpose only):**
 - Single IDT – 4 or more hours
 - Multiple IDT – 8 or more hours
 - Readiness Management Period – 3 to 24 hours
 - Funeral Honor Guard Duty – 2 or more hours
- **Meal Eligibility (only for multiple IDT):**
 - Officers – None
 - Member Provided with Subsistence in Kind – Messing Available
 - Commuters arriving night before drill.
 - 1st Day – All ♦ 2nd Day – Breakfast and Lunch
 - Stay overnight between drills.
 - 1st Day – Lunch and Supper ♦ 2nd Day – Breakfast and Lunch
 - Worked past 1800 – Supper
 - Local reservists and commuters not staying overnight – Lunch
- **SDAP -Special Duty Assignment Pay.** Effective 1 October 2003 SDAP may be paid to qualified reservists for IDT/RMP drills. Enter the SDAP Earnings Type Code in the SDAP field to request payment. Click the icon to locate valid codes.
- Enter your Supervisor's Employee ID number in the Supervisor ID field. On exiting the ID field, their email address should appear in the Email address field. If their email address does not appear, enter their email address. After the drill is saved, an email notification is automatically sent to the supervisor indicating you have scheduled/modified a drill. **Note: Your supervisor must have Command User access (role) to authorize, complete, edit or cancel your drill.**
- Department ID – Do not choose 002037 (Unknown Unit). It requires manual intervention at PSC to pay the reservist.

EDIT DRILLS – Reservist Self Service

- Once a drill is entered, you may edit the drill by clicking on the **Edit** button to the right of the scheduled drill. **Note:** After the drill day, only the supervisor or PERSRU personnel (providing they have Command User or PERSRU access) may edit the drill.

- Once **Edit** is selected, the **Schedule Drills Detail** page will appear. *(Same page as the schedule drills page. Refer to the picture above.)*
- Update the information and **Save**. A **Save** confirmation will display. Click **OK**.

SCHEDULED DRILLS – Command User and PERSRU

- Supervisors with Command User or PERSRU access (role) may:
 - “Authorize”** a drill by **changing the status to “Pending”**.
 - Schedule a drill for the reservist** and set the status to “Pending” indicating it is authorized.
 - Complete, Edit, Un-excuse** or **Cancel** a scheduled drill.

Commands may view each member’s (within the department) access (roles) by running the following Query.

- From the **Home Page**, click on **PeopleTools** and then click on **Query** (second one).
- Press the **Search** button.
- Select **CG_Dept_Role_Qry (#33)**
- Press **View Results** button.

Commands may add/revoke member’s access by completing form CG PSC-7421/2 User Authorization/Revocation. Fax the completed form to (785) 339-3772. The form can be found at: <http://www.uscg.mil/hq/psc/Forms>.

- Path for Supervisor’s (Command Users):** Self Service > Manager > Tasks > Schedule Drills
- Path for PERSRU’s:** Develop Workforce > Administer Training (GBL) > Use > Schedule Drills

Schedule Drills

Find an Existing Value

EmplID: 1234567
 Empl Rcd Nbr:
 Name:
 Last Name:
 SetID:
 Department:
 National ID: 123456789
 Job Family:
 Job Code:
 Company:

Enter Employee ID number in the EmplID field. OR
 Enter criteria using the wildcard (%) to search by Name or Last Name. Refer to On-Line Help for instruction on performing a search. OR
 Enter SSN in the Social Security Number ID field.

Click Search.

- After selecting Search (as noted above), the Paid Drill Information page will display. Verify the **name of the reservist** (top left hand corner of the page).
- Click on **Edit** to the right of the drill you wish to authorize, complete, edit, un-excuse or cancel. **OR**
- Click on **Add/Schedule New Drill** if scheduling a drill for the reservist.
- Click on **Return to Search** to search for another reservist.

Employee Name

PAID DRILL INFORMATION:

IDT Authorized: 52 Completed in JUMPS: Scheduled in CGHRMS: 2 Remaining: 50

Department	Duty Type	Begin Date/ Time	End Date/ Time	Type	Pay	Meal Elig	Status	Edit
CG HRSIC	IDT	04/20/2002 7:30AM	04/20/2002 4:30PM	Multiple	Full	Lunch	Mbr Rqst	Edit

Click on the **Edit** button to the right of the drill you want to edit or click on **Add/Schedule New Drill**.

- After **Edit** or **Add/Schedule New Drill** is selected (above), the **Schedule Drills Detail** page will appear.
- The **Schedule Drills Detail** page is the same page as shown in the previous section. **Update** or **enter** the necessary information, then click **Save**.
- Be sure to enter the Reservist’s Employee ID number in the **Send to Emplid** field. On exiting the ID field, their email address should appear in the **Email Address** field. If their email address does not appear, enter their email address.
- Click **Save**. A **Save** confirmation will display. Click **OK**.
- Notification is automatically sent to the email address entered (per instruction above) indicating a drill has been scheduled/modified.**

SCHEDULING DRILLS FOR MULTIPLE RESERVISTS WITHIN A DEPARTMENT

- Supervisors or PERSRU personnel with Command User access or PERSRU access may schedule the same drill for multiple reservists at one time.
- If possible, locate your Department ID number. If you do not know your Department ID number, you may perform a search by entering criteria in the Description field. Refer to the On-Line Help for instruction on performing a search.
- The system does not automatically send an email notification to each reservist.** If notification is required it is up to the command to determine the procedure for notifying the reservists of the scheduled drills.
- Path for Supervisor’s (Command Users):** Self Service > Manager > Tasks > Schedule Multiple Drills
- Path for PERSRU’s:** Develop Workforce > Administer Training (GBL) > Use > Schedule Multiple Drills

Schedule Multiple Drills

Find an Existing Value

SetID: AUSCG
 Department:
 Description:
 Company:
 Location SetID:
 Location Code:
 Budget with Department:
 Administrative Target Unit:
 Operational Facility Code:
 Department Type Code:

Enter Department ID number. OR
 Enter criteria using the wildcard (%) to search by Description (ex: %ISC or %AIR or %GROUP). Refer to On-Line Help for instruction on performing a search.

Search Clear Basic Search

Click Search.

- After selecting Search (as noted above), details of all drills for Reservists in the department are displayed.
- Verify the **Department ID** and **name**.
- Click on **Add/Schedule New Drill**.

Department: 123456 Department Name

Rank	Name	EmplID	Duty Type	Begin Date / Time	End Date / Time	Type	Pay	Meal Elig	Status
YN1	Employee #1		IDT	07/10/2002 8:00AM	07/10/2002 4:30PM	Multiple	Full	Lunch	Mbr Rqst
YN2	Employee #2		IDT	07/10/2002 8:00AM	07/10/2002 4:30PM	Multiple	Full	Lunch	Completed
YN1	Employee #3		IDT	07/10/2002 8:00AM	07/10/2002 4:00PM	Multiple	Full	Lunch	Pending

Add/Schedule New Drill

Click on Add/Schedule New Drill

- After **Add/Schedule New Drill** is selected (above), a page listing all reservists assigned to the department is displayed.
- Enter the necessary information.
- Select reservists by clicking on the checkbox to the left of their name, or if scheduling the drill for all reservists in the department, click on the **Select All** button.
- Click **Save**. A **Save** confirmation will display. Click **OK**.

Department

Department: Enter Begin Date/Time. Tip: Display a calendar by clicking on the calendar button. Enter End Time.

Drill Schedule

*Begin Date/Time: 07/10/2002 8:00AM *End Date/Time: 07/19/2002 4:30PM

Drill Information

*Duty Type: IDT *Drill Type: Multiple *Drill Status: Pending

*Pay Code: Full *Meal Elig: Enter Comments (Optional).

*Duty Purpose: *Duty Purpose 2:

Comment:

Refresh List

Selected	Rank	Name	Employee Classification	Department	EmplID	Empl Rcd Nbr
<input checked="" type="checkbox"/>	YN1	Employee #1				
<input checked="" type="checkbox"/>	BM2	Employee #2				
<input type="checkbox"/>	YN1	Employee #3				
<input type="checkbox"/>	TC1	Employee #4				
<input type="checkbox"/>	YN1	Employee #5				
<input checked="" type="checkbox"/>	BM1	Employee #6				

Select the reservists you are scheduling the drill for by clicking on the checkbox to the left of their name, or if scheduling the same drill for all reservists within the department, click on the **Select All** button.

Click Save.