PHS Officer Accessions - Rehire
User Guide

Version 1.0

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PREPARE APPLICANT FOR REHIRE

Introduction

This section provides procedures for rehiring the following types of applicants:

- Officer
- Ready Reserve (JRCOSTEP, SRCOSTEP, EIS, Pharmacy)

In order to rehire a PHS applicant in the Direct Access system, the applicant must be prepared for rehire. This includes changing the applicant's recruitment disposition to Offer Accepted and Ready to Hire as well as identifying the applicant as a former employee. After an applicant has been prepared for rehire, they will display in the Manage Hires page for accession.

The former employee must have an existing employee ID in Direct access. If no employee ID exists for the rehire, the applicant must be accessed as a new hire.

This method cannot be used to rehire a non-officer (e.g. civilian). Refer to the PHS Non-Officer Accessions User Guide for non-officer hires.

Menu Path(s)

Menu Navigation: Recruiting > Find Applicants

Portal Pagelet: Accessions > Find Applicants

Need Help?

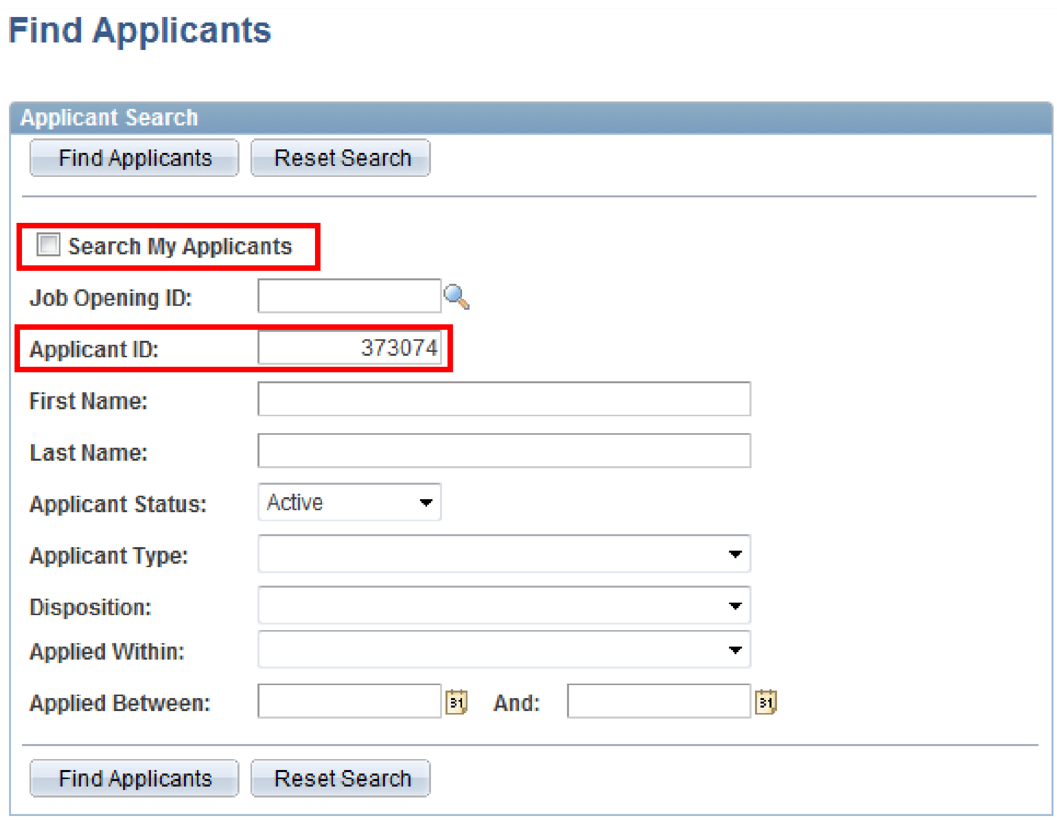
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is http://www.uscg.mil/ppc/ccb/.
- 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

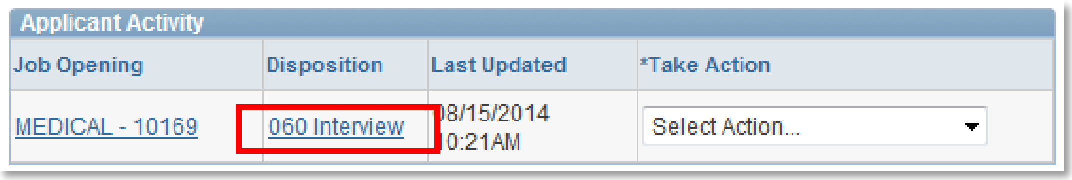
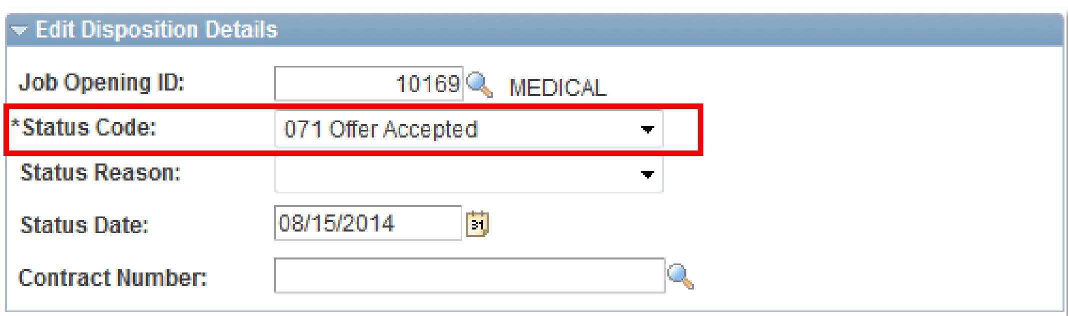
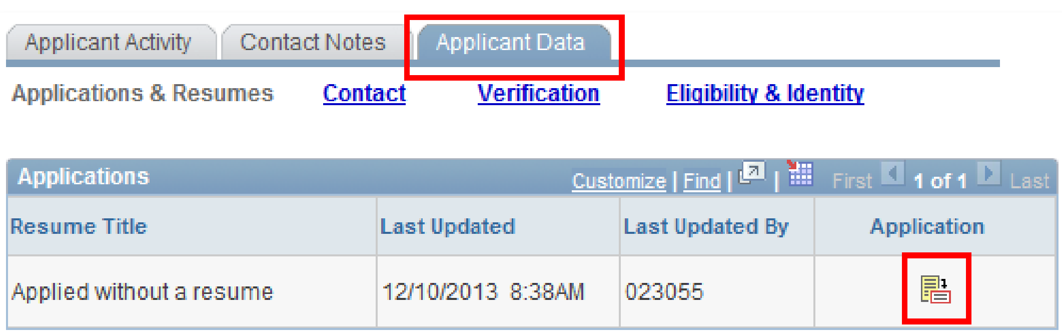
The following steps will show you how to prepare an applicant for rehire. All fields with an asterisk (*) are required fields.

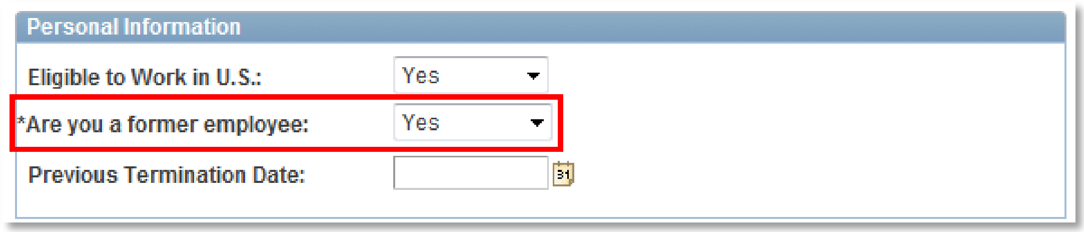
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click on the Find Applicants link in the Accessions portal pagelet.
Enterprise Menu navigation: Recruiting > Find Applicants


</td></tr>
<tr><td>2</td><td>On the Find Applicant search page, deselect the Find My Applicant checkbox and enter the applicant ID in the Applicant ID field.


! You must deselect the Find My Applicants checkbox. No applicants will get returned in the search if this checkbox is selected.

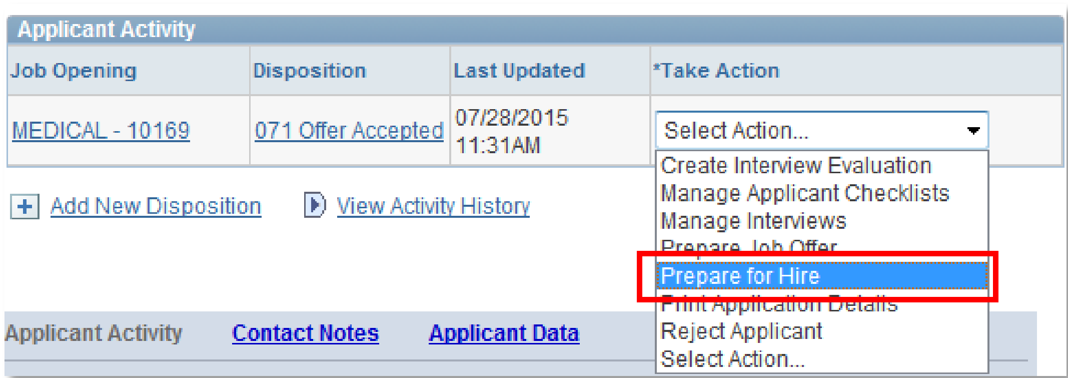
Click the Find Applicants button in the Applicant Search section.</td></tr>
</table>

Step	Action
3	In the search results, click on the applicant's name. **Quick Steps:** Changing the applicant's disposition to Offer Accepted and Ready to Hire can be performed on the search results page by clicking on the disposition link and selecting the Prepare for Hire action in the Take Action drop down list. The following steps are the extended steps to prepare an applicant for hire.
4	On the Manage Applicant page, click on the **disposition** link.  On Disposition Details page, expand the Edit Disposition Details section by click the **arrow**.  In the Edit Disposition Details section, change the **Status Code** to '**Offer Accepted**'. Adjust status date, if desired.  Click the **Save** button, then the **Return to Previous** Page link.
5	On the **Manage Applicant Activity** page, click the **Applicant Data** tab. In the Applications section, click the icon in the **Applications** column. 
6	In the **Personal Information** section on the Application Details page, select: ▪ **Are you a former employee** = Yes

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


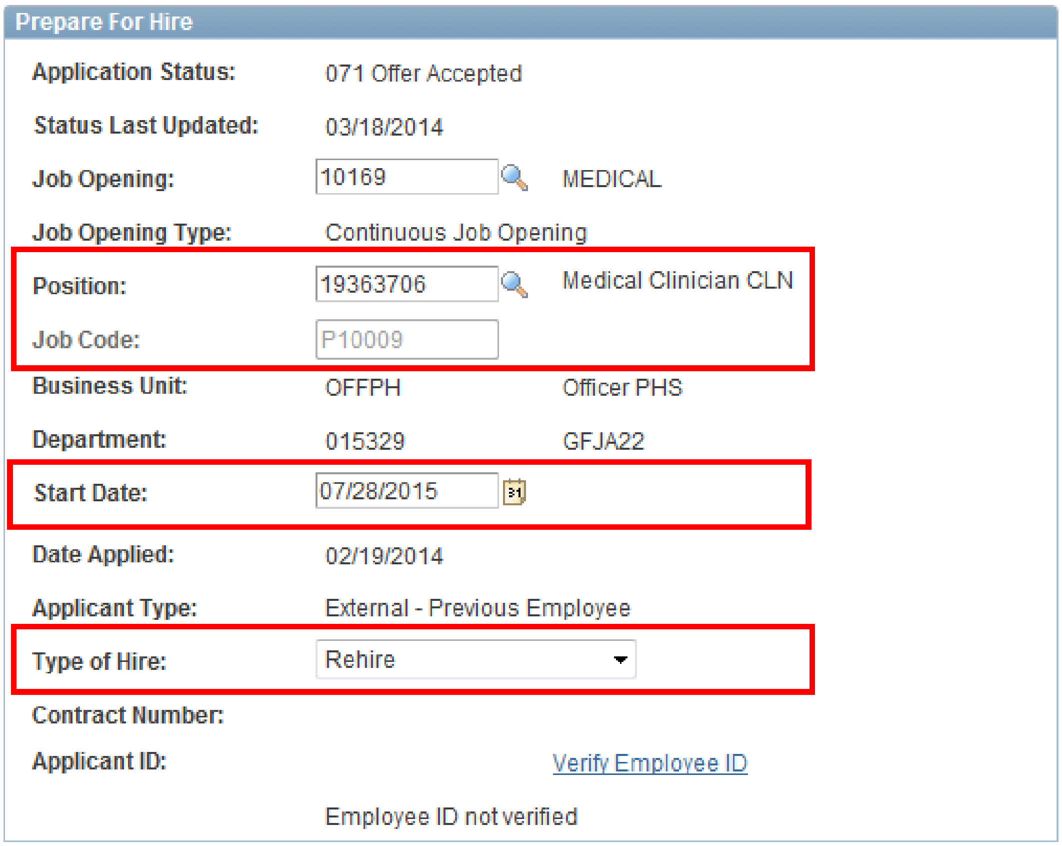
Click the Save & Submit button. The search results for this applicant will now display a ‘former employee’ icon.

</td></tr>
<tr><td>7</td><td>
On the Manage Applicant page, click the Applicant Activity tab. Then, select the Prepare for Hire action in the Take Action field located in the Applicant Activity section.



</td></tr>
<tr><td>8</td><td>
On the Prepare for Hire, the following must be entered:

- Position OR Job Code (If position is indicated, the job code linked to the position will automatically default to the Job Code field and cannot be changed here. However, it can be changed later during the accessions process.)
- Start Date
- Type of Hire = Rehire (If ‘Rehire’ is not in the list, make sure step 6 above was completed.)
</td></tr>
</table>

Step	Action
	 Click the **Save and Submit Request to HR** button.

REHIRE OFFICER APPLICANT

Introduction

This section provides procedures for:

- Rehiring an applicant who has been prepared for hire.

Before you start, the applicant must be in a Ready to Hire status. This status must be set using the Prepare for Hire transaction. If the Ready to Hire status was not set using the Prepare for Hire transaction, the applicant will not be accessed. If the officer to-be-rehired does not have an applicant record, this method cannot be used.

Menu Path(s)

Menu Navigation: Workforce Administration > Personal Information > Manage Hires

Portal Pagelet: Accessions > Hire Applicant

Need Help?

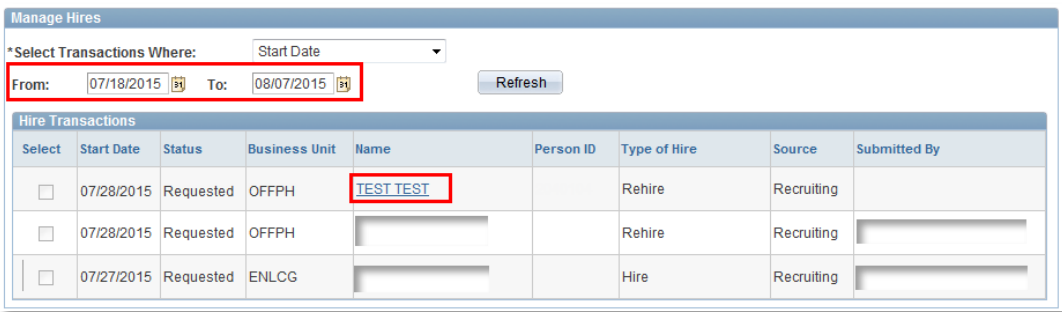
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is http://www.uscg.mil/ppc/ccb/.
- 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

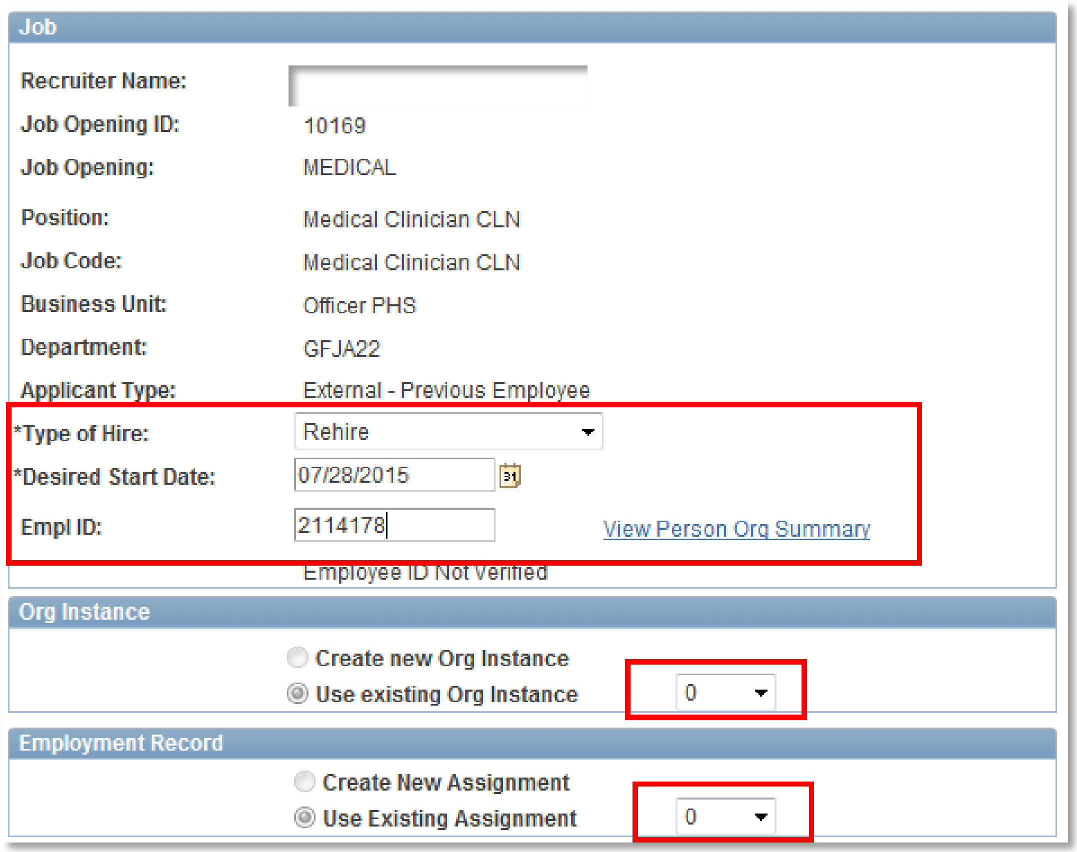
The following steps will show you how to rehire an applicant. All fields with an asterisk (*) are required fields.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click on the Hire Applicant link in the Accessions portal pagelet.
Enterprise Menu navigation: Workforce Administration > Personal Information > Manage Hires

</td></tr>
<tr><td>2</td><td>In the Hire Transaction section, click on the applicant's name.


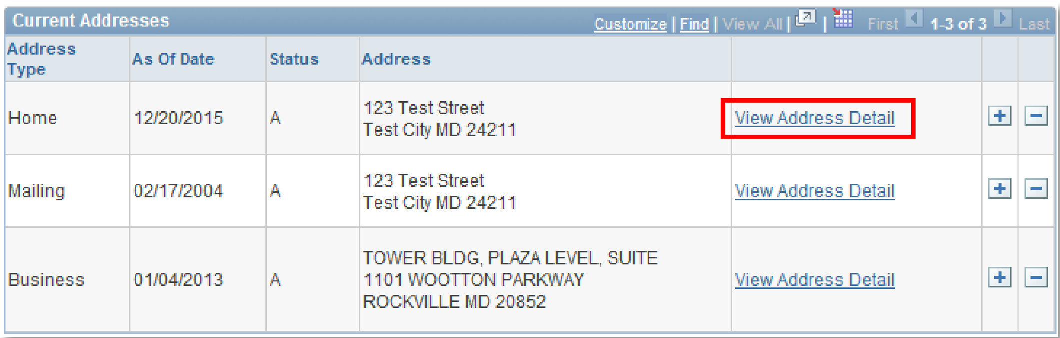
If the applicant to-be-rehired does not display in the list, adjust the From and To dates so that the Start Date indicated on the Prepare for Hire page falls within the dates. Then, click Refresh. If the applicant still does not display, verify that the applicant’s disposition = Ready to Hire.

The Manage Hires page is a shared page with the USCG recruiting (CGRC). Only access applicants whose Business Unit = OFFPH or OFEPH. Applicants with any other business unit are USCG applicants.</td></tr>
<tr><td>3</td><td>On the Manage Hires Detail page, enter/select:
Type of Hire = Rehire
Desired Start Date, if necessary.
Empl ID = enter the Direct Access employee ID for the former employee. If you are unsure of the empl ID you entered, tab out of the EmplID field (after you’ve entered one) and click the View Person Org Summary link to see information about the empl ID you entered. If you do not know the former employee’s empl ID, use the Job Data or Personal Data transaction to search for it.
Org Instance / Employment Record = if the former employee was detailed to the USCG, multiple values may be available in the drop down list. Select the Org Instance # and Employment Record # that pertains to the prior employee’s PHS employment record. If you do not know which one, select the ‘View Person Org Summary’ link to see information about each Instance/Record. When on the</td></tr>
</table>

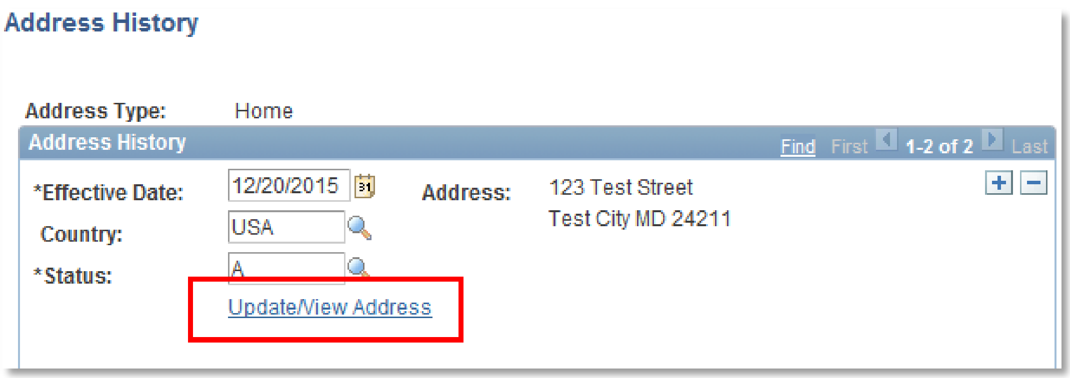
Step	Action
	Person Organizational Summary page, click the View All link (if applicable) in the group box to view all instances/records. The PHS employment record will have a business unit = to OFFPH or OFEPH.  Desired Start Date defaults from the Start Date indicated on the Prepare for Hire page. Desired Start Date becomes the personal and job data effective date, which can be changed. Scroll down and click the **Add Person** button.
4	On the **Biographical Details** page, a new row is inserted for the name. Click the **Edit Name** button to modify the name. Update any other data on this page for the rehire, if necessary. Birth State must be indicated. If it is not known, select the $E value. If Birth State is not indicated, the rehire cannot be approved. Click on the **Contact Information** tab.
5	On the Contact Information page, the applicant's address from their applicant record will default as the hire's Home address. Insert rows to add new address types if they do not exist.

Step	Action

To edit the Home address, click the **View Address Details** link.



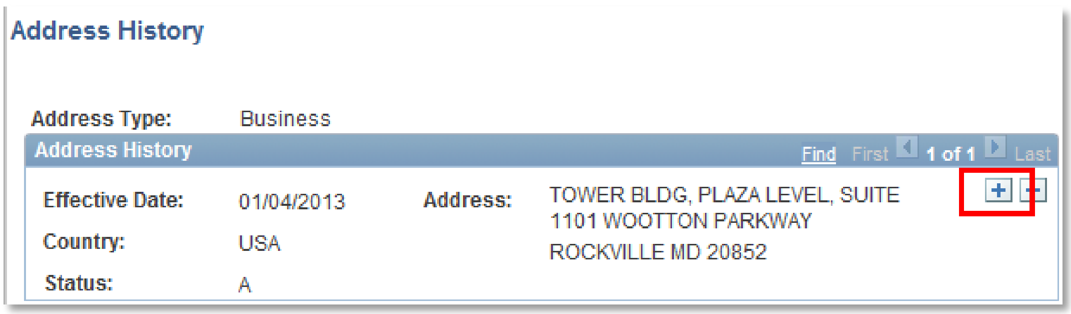
Then, click the **Update/View Address** link to modify the address.



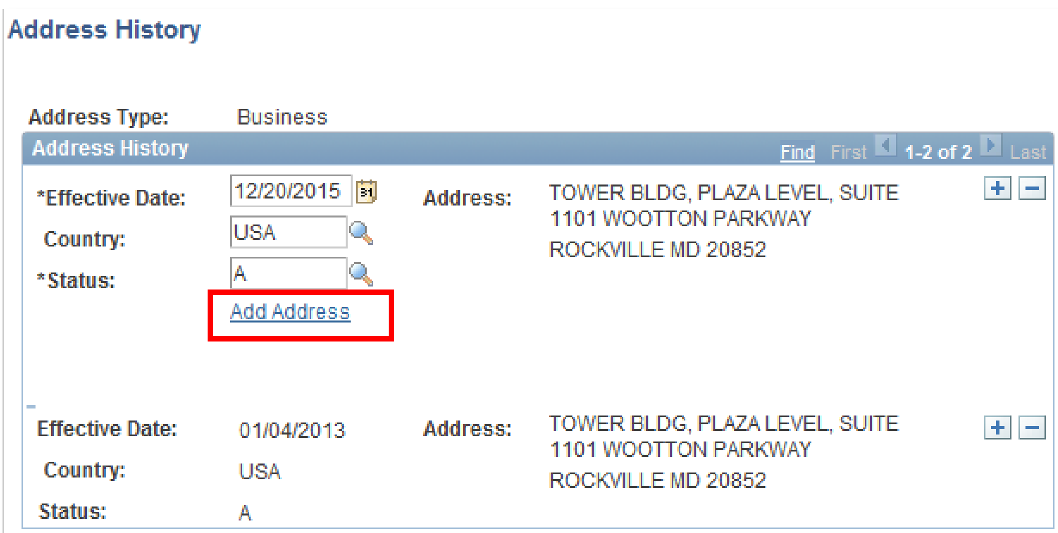
If other address types exist, you CANNOT update the existing address. You can only insert a new one for the address type. For example, if a business address already exists, you cannot modify the existing address. Instead, you have to insert a new row. To do this, click the **View Address Detail** link.

On the **Address Detail** page, click the '**+**' icon to insert a new row.

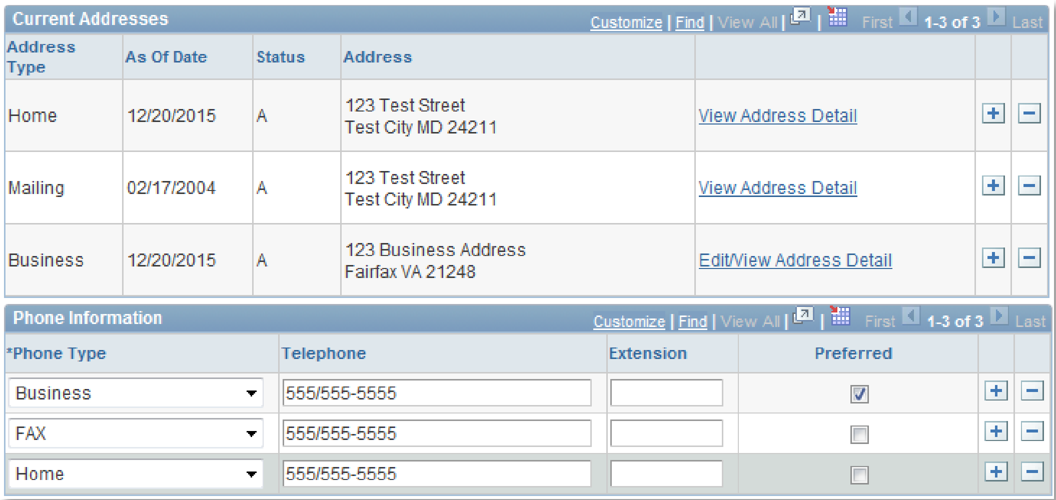
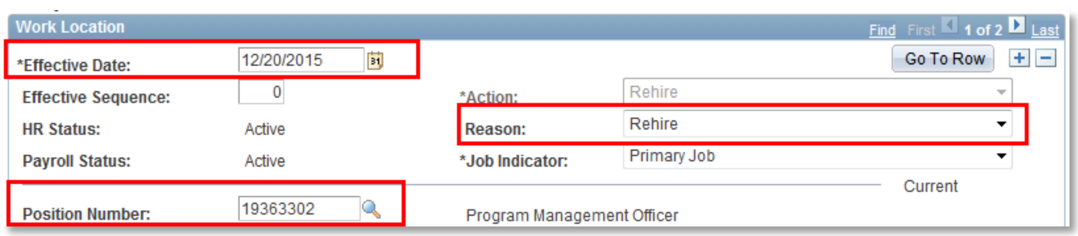
Step	Action



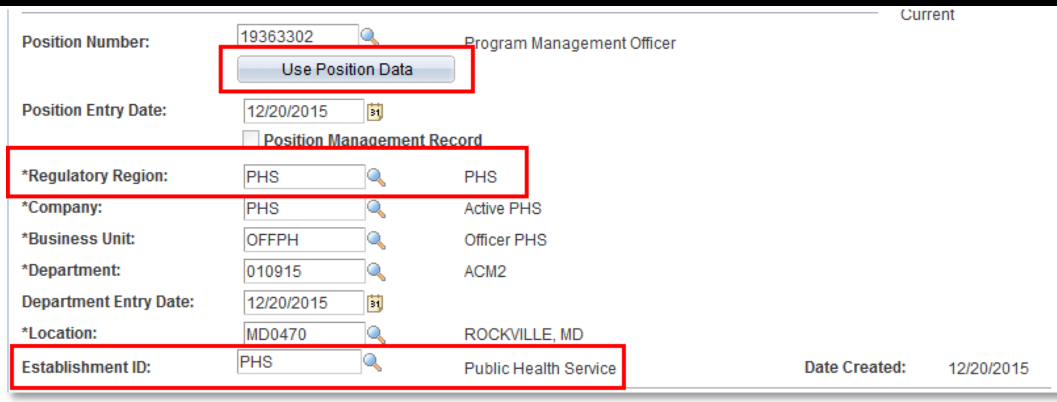
In the new row, click the **Add Address** link. Update the address on the **Edit Address** page.



Update phone number, if necessary. Existing phone numbers can be updated. Additional phones types can be added by clicking the '+' icon. Email address cannot be updated here. Use the Email Address transaction in the HR Data Shortcuts pagelet to update/add member email addresses. Email addresses can also be added/updated via employee self-service.

Step	Action
	 Click the **Regional** tab.
6	On the Regional page, update the race/ethnicity, if necessary. To indicate more races, insert rows by clicking the + icon. Enter/select any other relevant data, if necessary. Click on the **Ok** button.
7	On the Manage Hires Details page, click the **Add Job** button.
8	On the **Work Location** page, modify: ▪ **Effective Date** = Change if necessary and can be future dated. This defaults from the Manage Hires Details page (see step 3 in this section for more details). ▪ **Reason =** Select the appropriate reason. ▪ **Position Number** = Change if necessary. This defaults from the Prepare for Hire page (see Prepare Applicant Hire section for more details). 
9	Click the **Override Position Data** button and enter/select: ▪ **Regulatory Region** = if 'PHS' did not default, select/enter PHS ▪ **Establishment ID** = if 'PHS' did not default, select/enter PHS

Step	Action



Click the **Job Information** tab.

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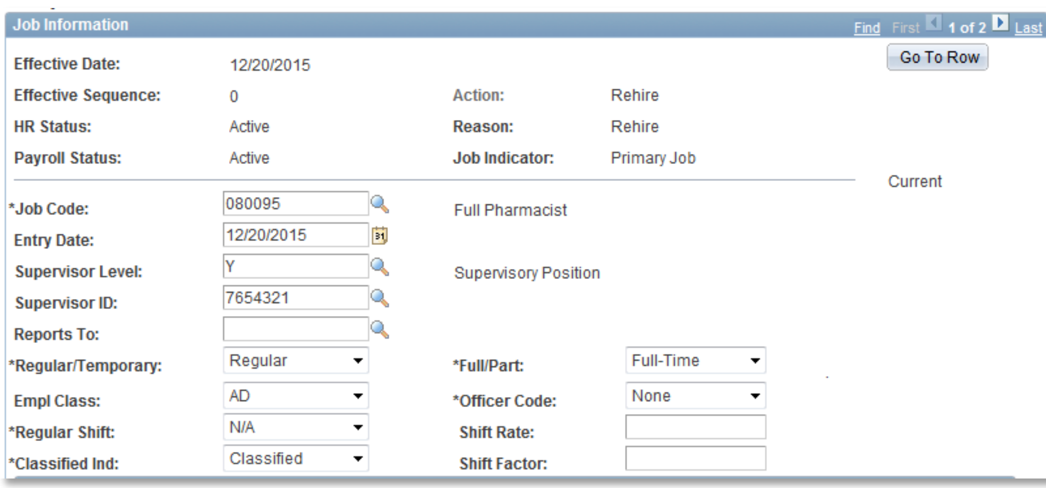
On the **Job Information** page, enter/select:

- **Job Code** = Initial value defaults from the position. Click the look up icon and select or enter the temporary grade (**TGRADE**) for the new hire. See **Appendix A** for a list of valid officer job codes.
- **Supervisor ID** = Enter EmplID of the rehire approver
- **Empl Class** = AD

Enter/select any other relevant data, if necessary.



If no values display in the Empl Class field, verify that the Reg Region on the Work Location page = PHS.

Click on the **Job Labor** tab.

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On the **Job Labor** page, enter/select (if necessary):

- **Labor Agreement** = PHS
- **Employee Category** =

Hire Type:	Select Employee Category...
JRCOSTEP	PHS JR Costep

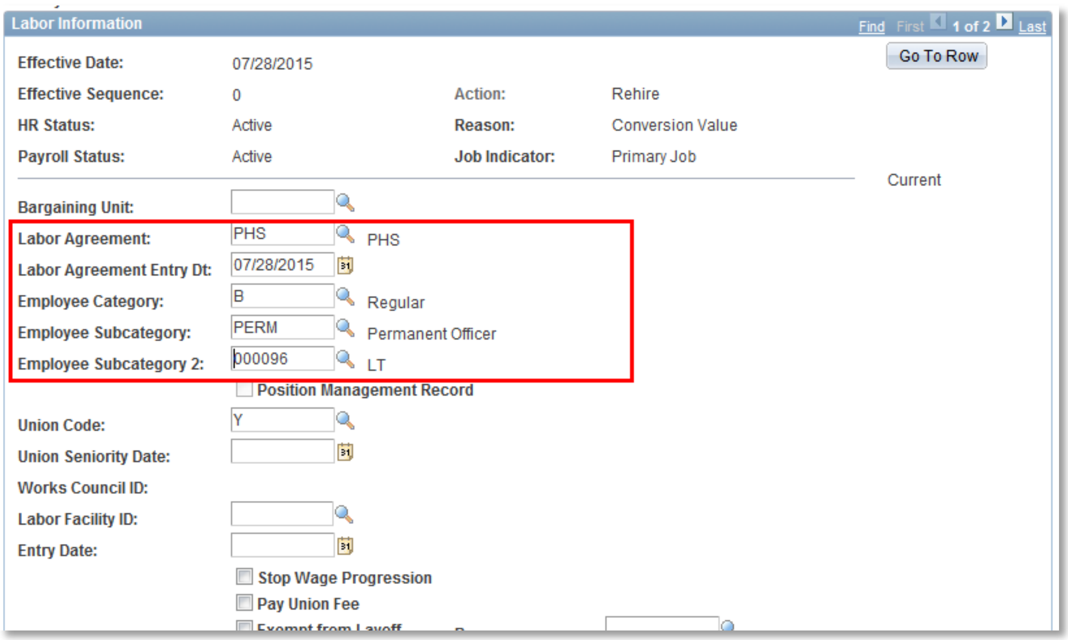
Step	Action

SRCOSTEP	PHS SR Costep
Epidemic Intelligence Service (EIS)	PHS Ready Reserve
Pharmacy Residency Program (PRP)	PHS Ready Reserve
Corps	Regular

If a perm grade is required, enter/select:

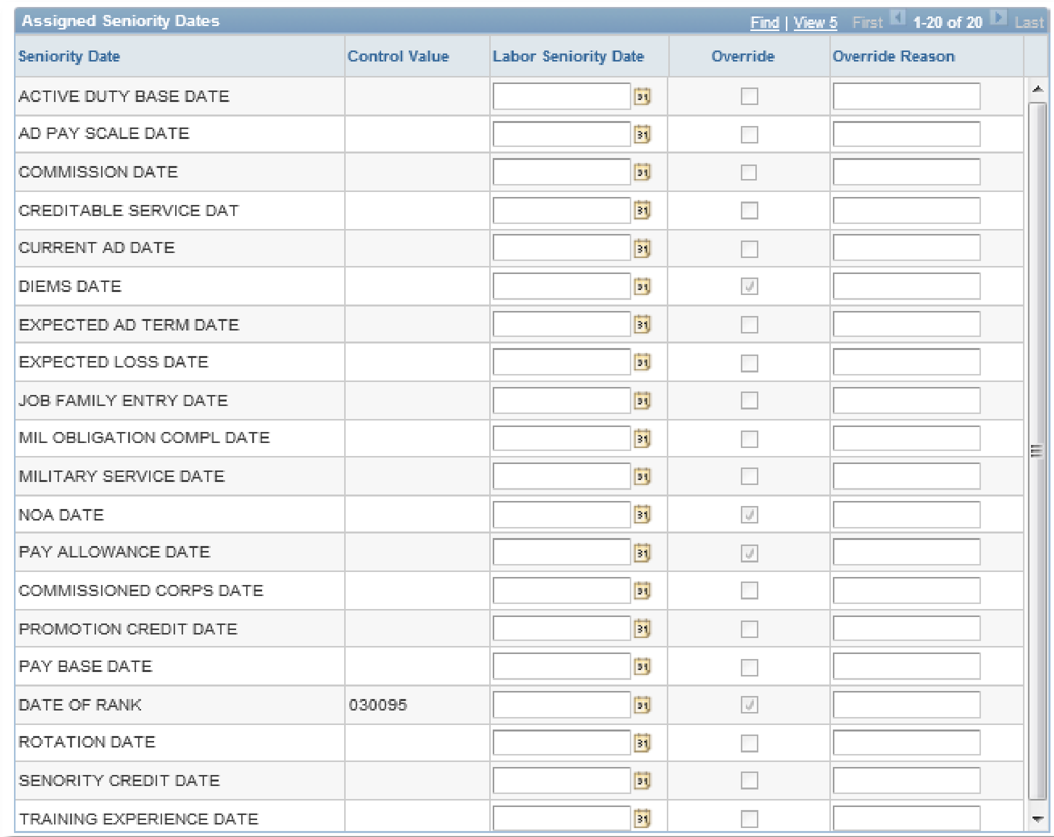
- **Employee Subcategory** = PERM
- **Employee Subcategory 2** = if the officer has a permanent grade (**PGRADE**), select appropriate value from the list. This value is used by other processes such as Promotions.

Labor Agreement Entry Dt is used to track date of when a permanent grade takes effect.



In the **Assigned Seniority Dates** section, click the View All link and enter service dates where appropriate.

Step	Action

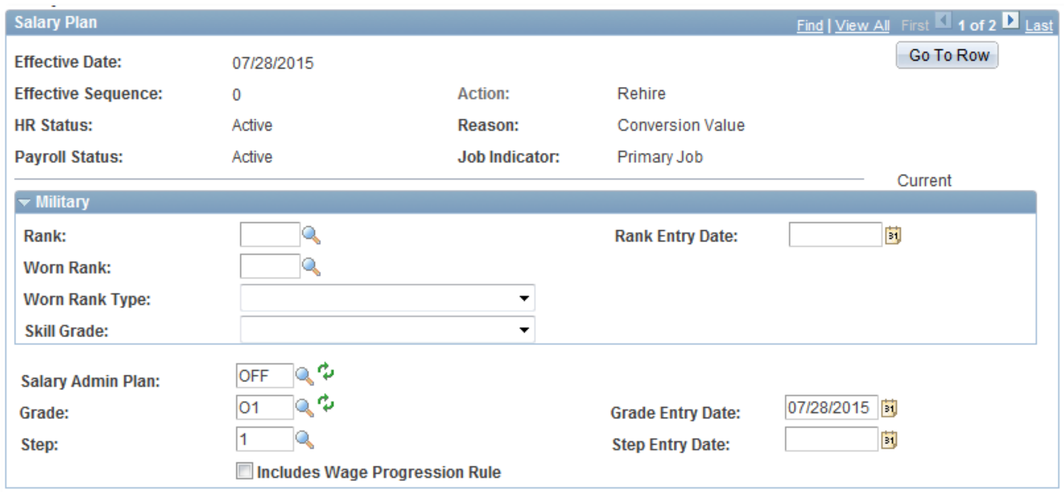


Assigned Seniority Dates — Find | View 5 First 1-20 of 20 Last

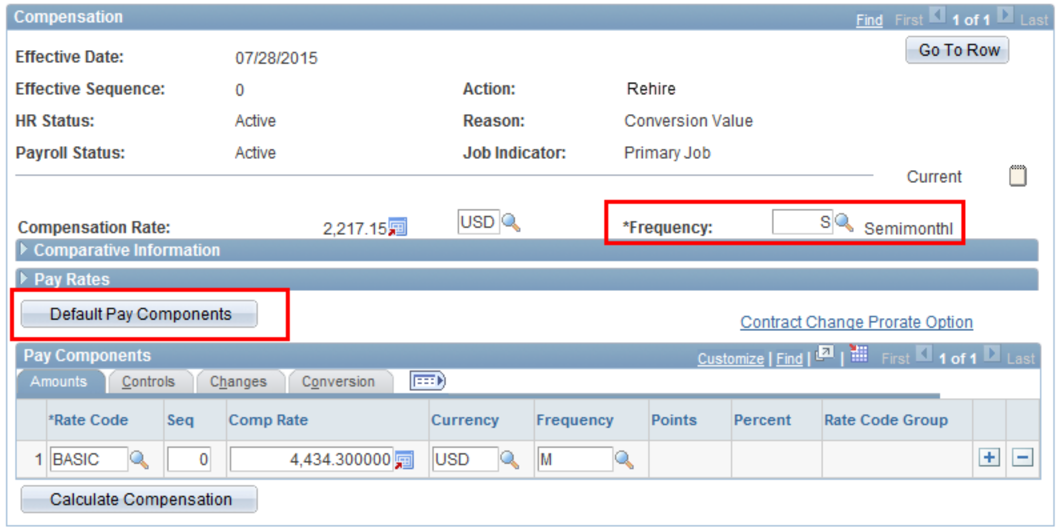
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE			☐	
AD PAY SCALE DATE			☐	
COMMISSION DATE			☐	
CREDITABLE SERVICE DAT			☐	
CURRENT AD DATE			☐	
DIEMS DATE			☑	
EXPECTED AD TERM DATE			☐	
EXPECTED LOSS DATE			☐	
JOB FAMILY ENTRY DATE			☐	
MIL OBLIGATION COMPL DATE			☐	
MILITARY SERVICE DATE			☐	
NOA DATE			☑	
PAY ALLOWANCE DATE			☑	
COMMISSIONED CORPS DATE			☐	
PROMOTION CREDIT DATE			☐	
PAY BASE DATE			☐	
DATE OF RANK	030095		☑	
ROTATION DATE			☐	
SENORITY CREDIT DATE			☐	
TRAINING EXPERIENCE DATE			☐	

The following dates should have a value (either existing or new) for PHS officers:

Direct Access Dates	PHS Equivalent (if applicable)
ACTIVE DUTY BASE DATE	RETIREMENT ENTRY DATE
COMMISSION DATE	
CREDITABLE SERVICE DATE	CREDIT SERVICE ENTRY DATE
CURRENT AD DATE	LAST ENTRY ON DUTY DATE
DIEMS DATE	DIEMS DATE
EXPECTED AD TERM DATE	
EXPECTED LOSS DATE	
MILITARY SERVICE DATE	
COMMISSIONED CORPS DATE	
PROMOTION CREDIT DATE	PROMOTION CREDIT DATE
PAY BASE DATE	BASE PAY ENTRY DATE
DATE OF RANK	
SENIORITY CREDIT DATE	SENIORITY CREDIT DATE
TRAINING EXPERIENCE DATE	TRAINING AND EXPERIENCE DATE

Step	Action
	Click the **Salary Plan** tab (There is nothing to enter on the Payroll. This page can be skipped).
12	On the Salary Plan page, Salary Plan and Grade may pre-populate based on the position or job code entered on the prior pages. These are required fields. If these fields did not pre-populate, enter/select: ▪ **Salary Admin Plan** = OFF ▪ **Grade** = Select the appropriate value. If you select a grade, it must be a valid grade for the job code. If not, the rehire cannot be approved. If the proper temp grade (job code) is selected on the Job Information page, the grade will default and you should not need to change it. If the grade is not correct, then the job code should be changed to one that is linked to the appropriate grade. ▪ **Step** = Select the appropriate value  Click the **Compensation** tab.
13	On the Compensation page, change: ▪ **Frequency** = If ‘S’ did not default, select/enter ‘S’ (semi-monthly). Click the **Default Pay Components** button.

Step	Action



Frequency must = S and the Default Pay Components button must be selected. If they are not, the member will not receive their correct base pay. The Compensation Rate is based on the Salary Step that was selected on the Salary Plan page.

Click the **Benefits Program Participation** link on the bottom of the page.

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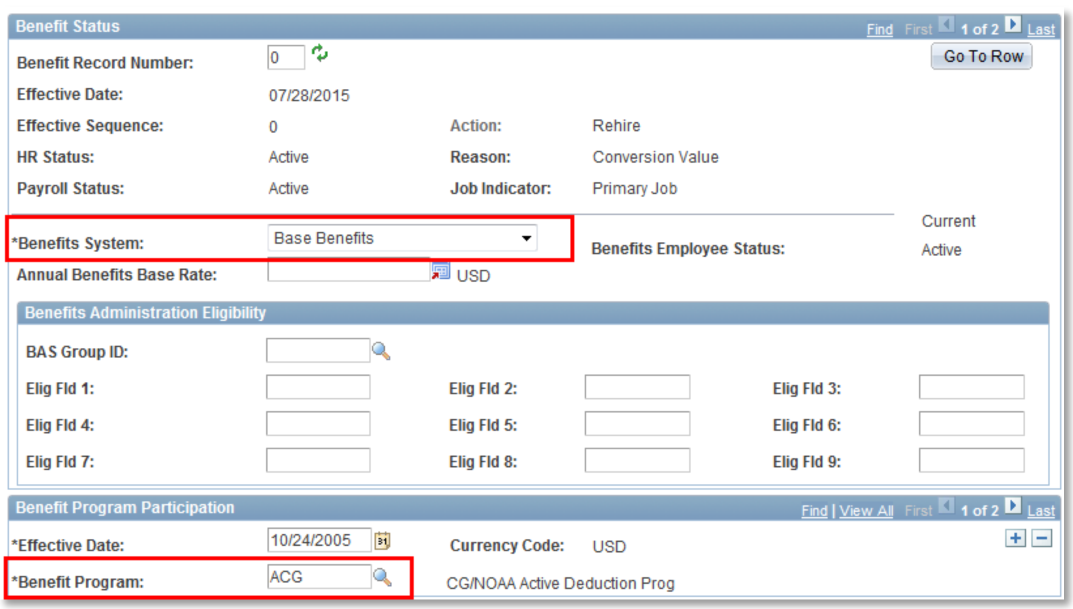
On the **Benefits Program Participation** page, if Benefit Program is missing, select/enter:

- **Benefits System** = Base Benefits
- **Benefit Program** = ACG



Click the **Ok** button. Upon save, you may receive several warning messages. Click Ok

Step	Action
	for each message. ▪ After clicking the Ok, the rehire is submitted for approval. Once approved, the rehire will be placed in a ‘paying’ paygroup. Until then, the rehire will not be processed by Global Payroll. All other activities regarding a rehire can begin after clicking the Ok button (e.g. add CAN, prior service data, etc.) ▪ The member’s former user ID will be automatically be reactivated for the rehire with the following: **User ID** = member’s emplID **Password** = CG<last 4 of SSN>@<birth year> (e.g. CG1234@1990) The user ID will grant access to officer-related self-service transactions. Any additional access needed will require a submission of the User Access Request form. ▪ The rehire’s applicant record will be set to ‘HIRED’.

COMPLETING AN UNFINISHED REHIRE

Introduction

The rehire process involves first creating updating personal record (if necessary) and then updating job data record for the rehire. The rehire process is not complete until a job data updated and saved. This section provides procedures to complete the rehire process for a rehire process was not completed.

Menu Path(s)

Menu Navigation: Workforce Administration > Personal Information > Manage Hires

Portal Pagelet: Accessions > Hire Applicant

Need Help?

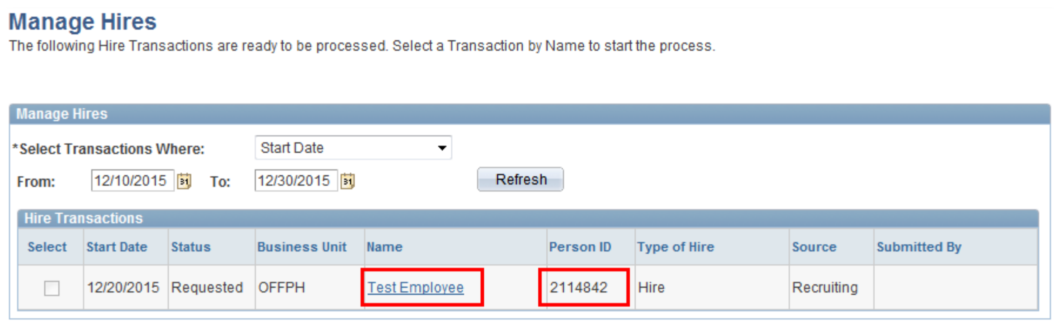
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is http://www.uscg.mil/ppc/ccb/.
- 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/.)

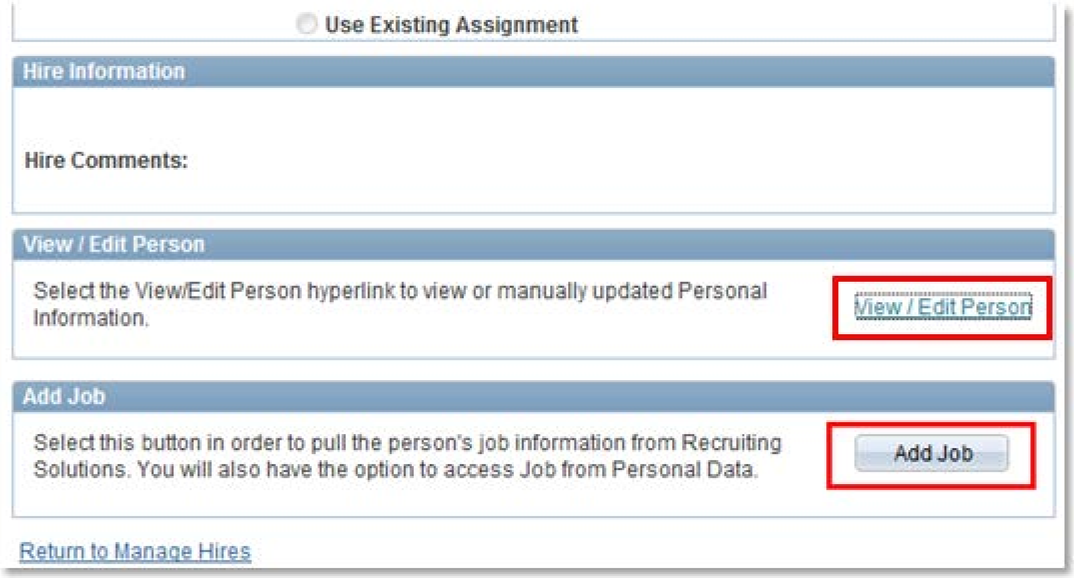
Procedure

The following steps will show you how to complete an unfinished rehire.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click on the Hire Applicant link in the Accessions portal pagelet.
Enterprise Menu navigation: Workforce Administration > Personal Information > Manage Hires

</td></tr>
<tr><td>2</td><td>In the Hire Transactions section, click on the applicant's name.


If a ‘Person ID’ displays a value for the applicant, this indicates that personal data was saved but job data was not. If no ID displays, personal data was not saved and you must follow the steps in the Hire Officer Applicant section.</td></tr>
<tr><td>3</td><td>If the saved Personal Data record needs to be updated, click the View/Edit Person link on the Manage Hires Details page. The Personal Data pages will display. Make your updates and then click the OK button. This will return you back to the Manage Hires page.
On the Manage Hires Detail page, click the Add Job button.</td></tr>
</table>

Step	Action
	
4	To add job data for a new hire, follow steps 8-14 in the Rehire Officer Applicant section.

APPROVE/DENY REHIRE REQUEST

Introduction

This section provides procedures for approving a rehire request.

A rehire approval request is only sent to the EmplID indicated as the Supervisor ID on the Job Information page. This approval routing does not the use the CG_PHS_HRSUP role. 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?

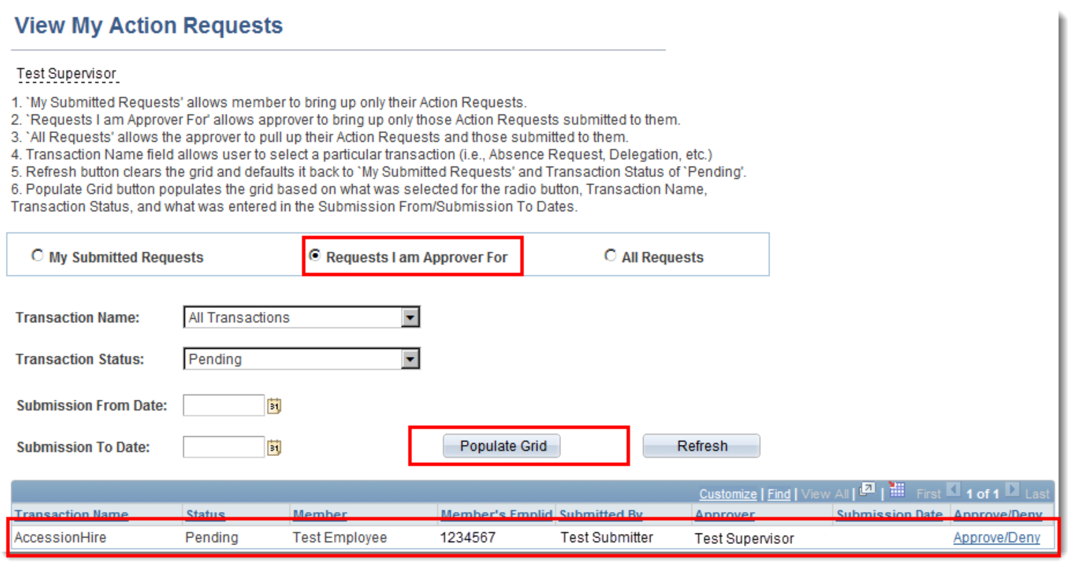
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

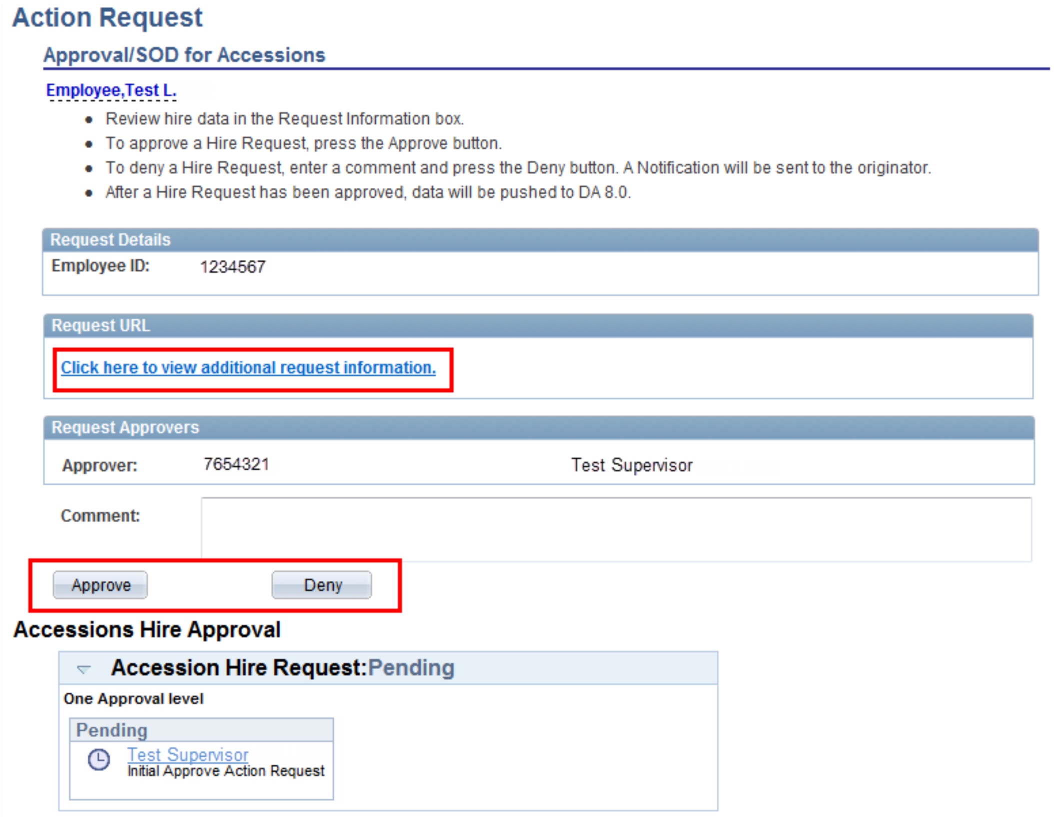
- The web address for support is http://www.uscg.mil/ppc/ccb/.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
- Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on http://www.uscg.mil/ppc/ccb/.)

Procedure

The following steps will show you how to approve a rehire approval request.

APPROVING A REHIRE REQUEST

Step	Action
1	Click on the **Requests** tab and select the **View My Requests (all types)** link in the Self Service Requests pagelet. Enterprise Menu navigation: Human Resources > Requests > View My Requests 
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 rehire approval that was routed to you and click the Approve/Deny link. 
3	On the Action Request page, enter any comments for the person who submitted the request (optional), and click the **Approve** or **Deny** button.

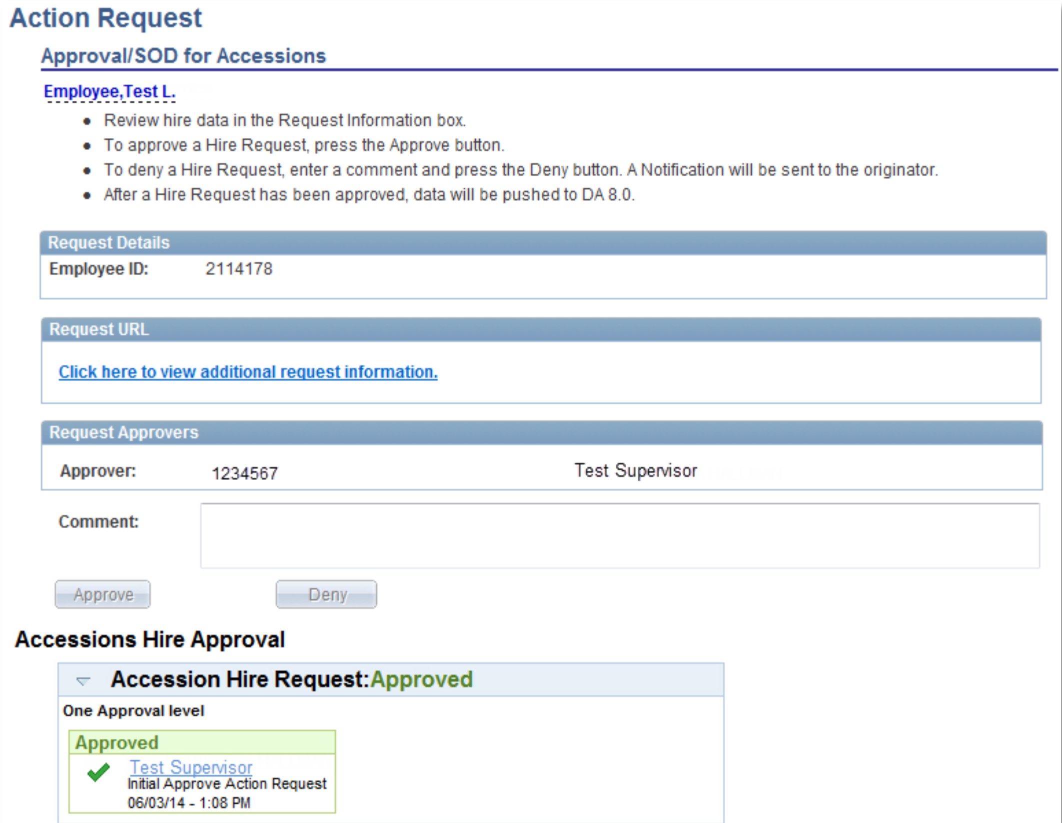
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


As an approver, you must review/audit the personal and job data for the rehire. Personal Data should be audited to ensure that a business address is indicated for the rehire.

To review job data, click the ‘Click here to view additional request information’ link. You can also navigate to: Workforce Administration > Job Information > Job Data using the menu navigation.

To review personal data, navigate to: Workforce Administration > Personal Information > Modify a Person or click the Personal Data link in the Core HR pagelet.
</td></tr>
<tr><td>4</td><td>If no data is missing, the request is approved.</td></tr>
</table>

Step	Action

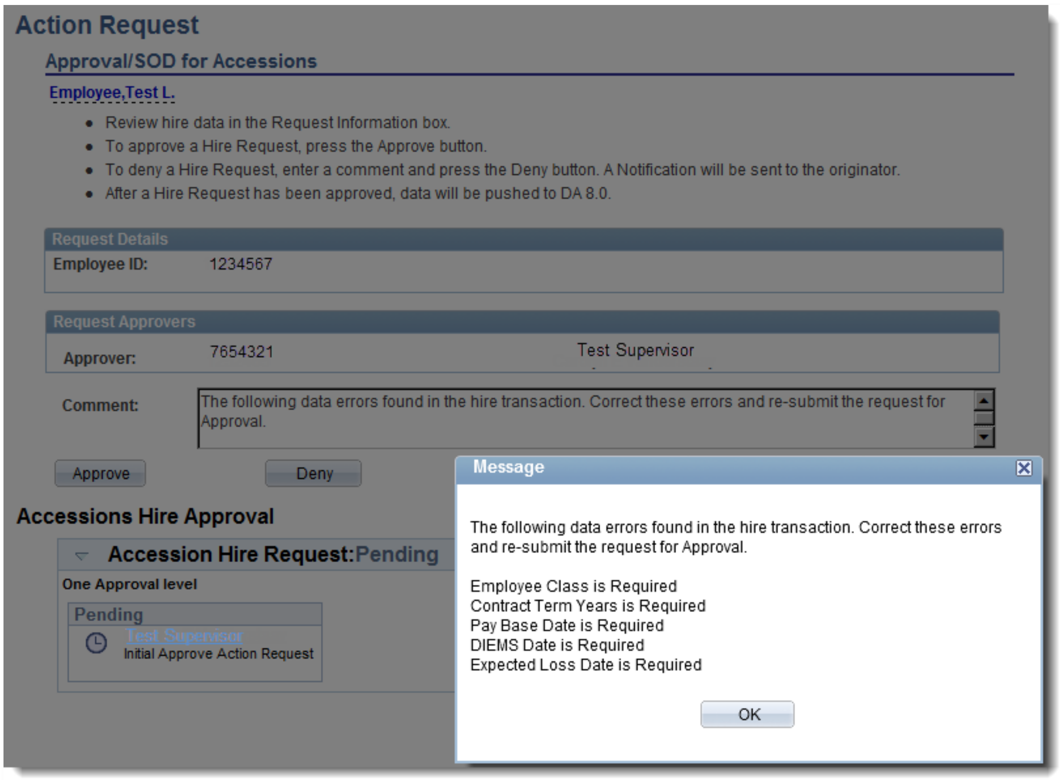


Upon approval, the pay group for rehire is automatically updated with a valid ‘paying’ pay group.

DENYING A REHIRE REQUEST

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
If any data is missing, an error message will display.

If you receive an error message, deny the request. The data errors are automatically included in the Comments field. Add any additional comments, if necessary. The requestor must then fix the appropriate data and resubmit the request.



</td></tr>
<tr><td colspan="2">JOB DATA CORRECTIONS</td></tr>
<tr><td>2</td><td>
You can view the items that need to be corrected by clicking on the **Requests** tab and selecting the **View My Requests (all types)** link in the Self Service Requests pagelet.

On the View My Action Requests page, select:

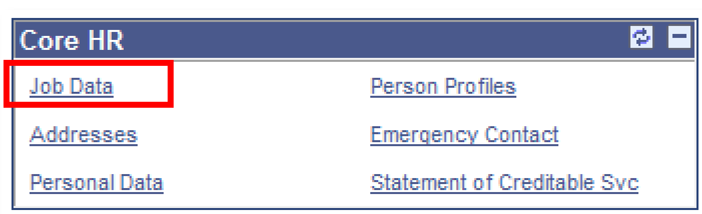
- **My Submitted Requests** = yes
- **Transaction Name** = Approval/SOD for Accessions
- **Transaction Status** = Denied

Click the **Populate Grid** button. Your denied request will be listed. Click the **View Details** link.
</td></tr>
</table>

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

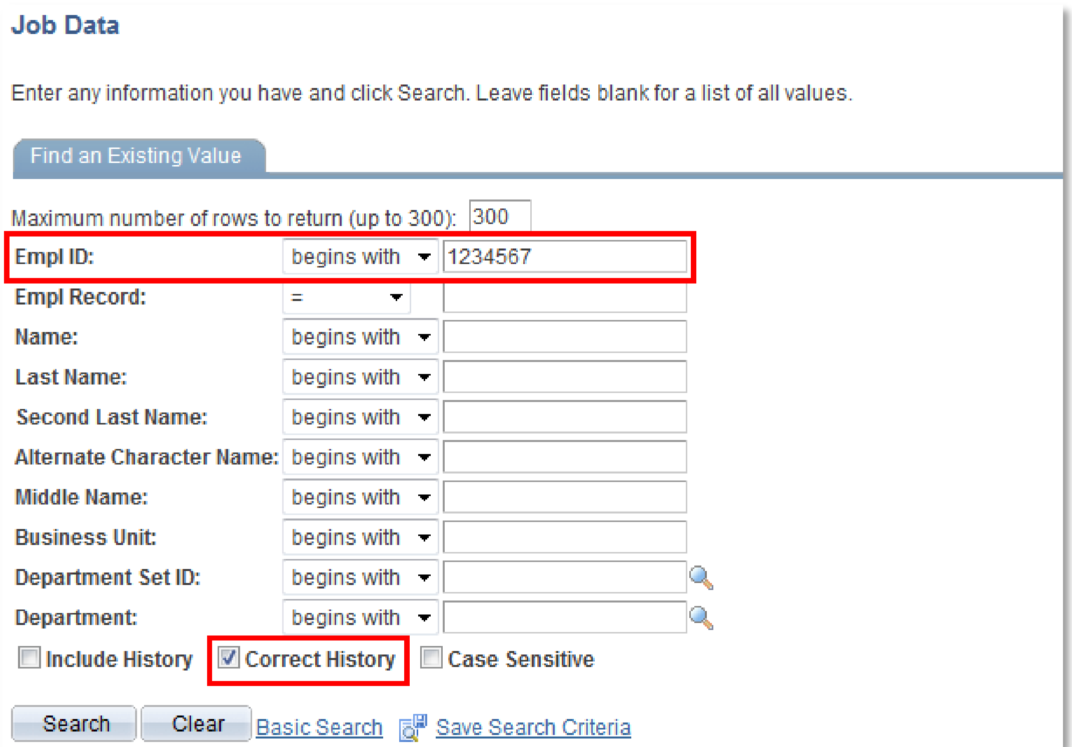

The data that must be corrected will be listed in the Accessions Hire Approval section.

</td></tr>
<tr><td>3</td><td>
To correct job data such as employee class, service dates, job code, etc., the requestor must navigate to Job Data by clicking the Job Data link in the Core HR pagelet.



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

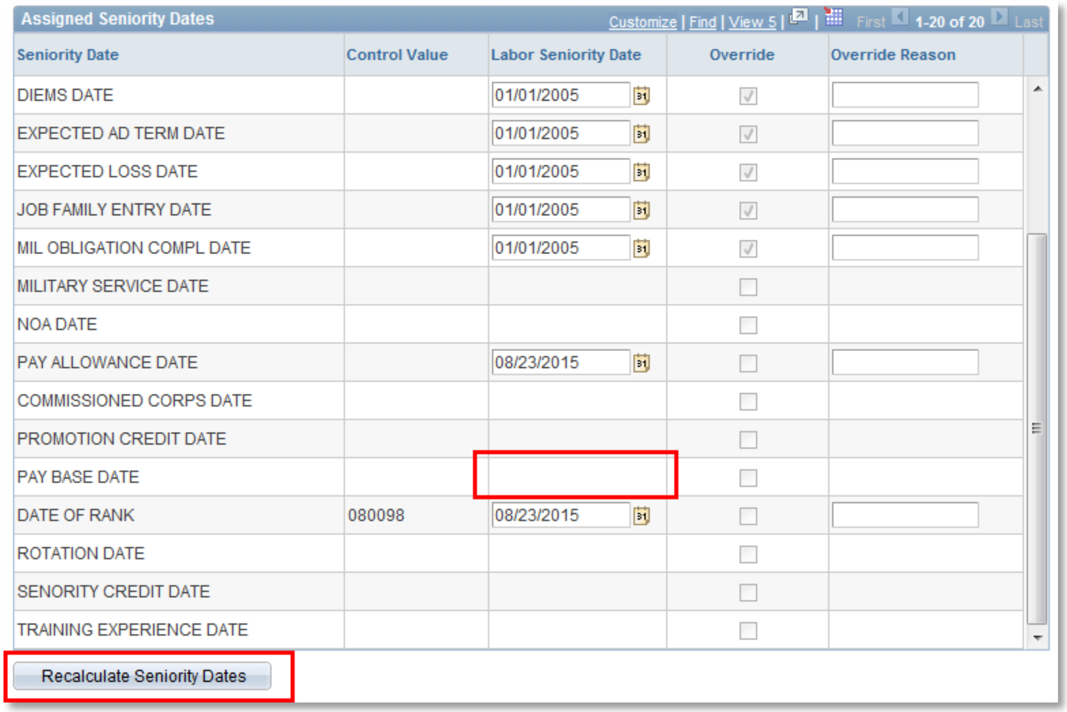
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>On the search page, enter the member’s employee ID in the EmplID field, click the Correct History checkbox and click Search.



</td></tr>
<tr><td>5</td><td>Correct the data that caused the approval to fail.

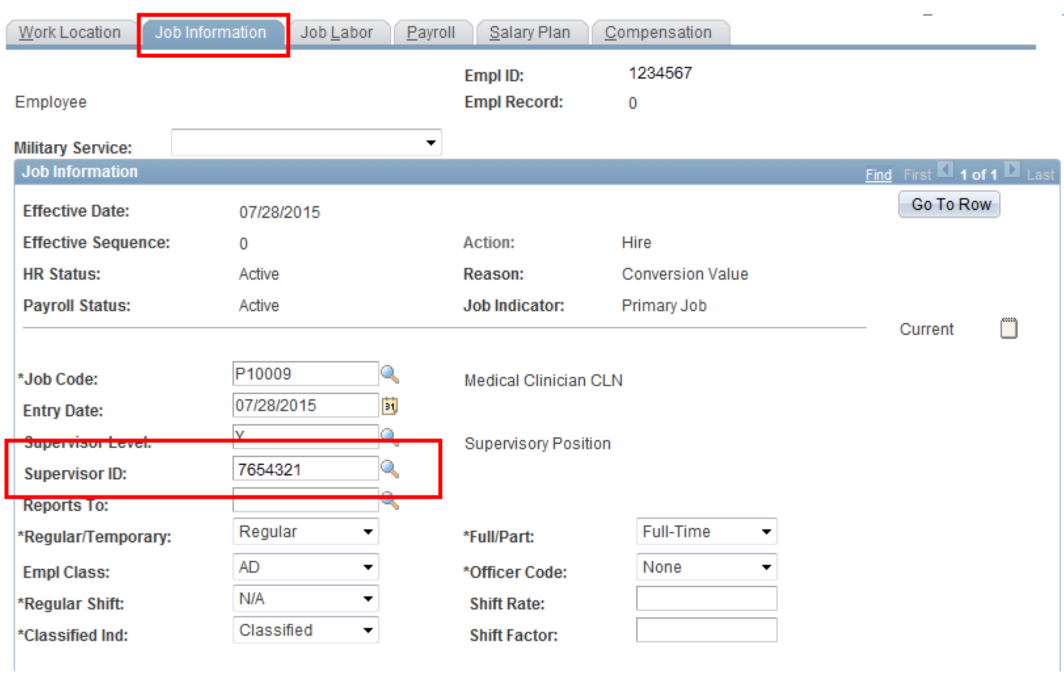
If any of the service dates within the Assigned Seniority Dates section need to be corrected and the field is display-only, click the Recalculate Seniority Dates button. This will make the field editable.</td></tr>
</table>

Step	Action



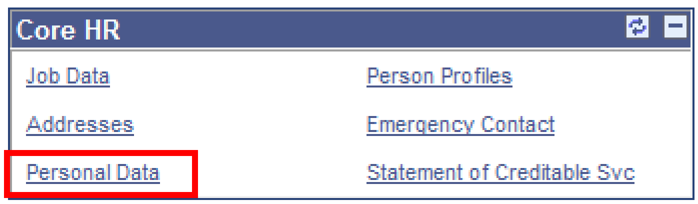
6

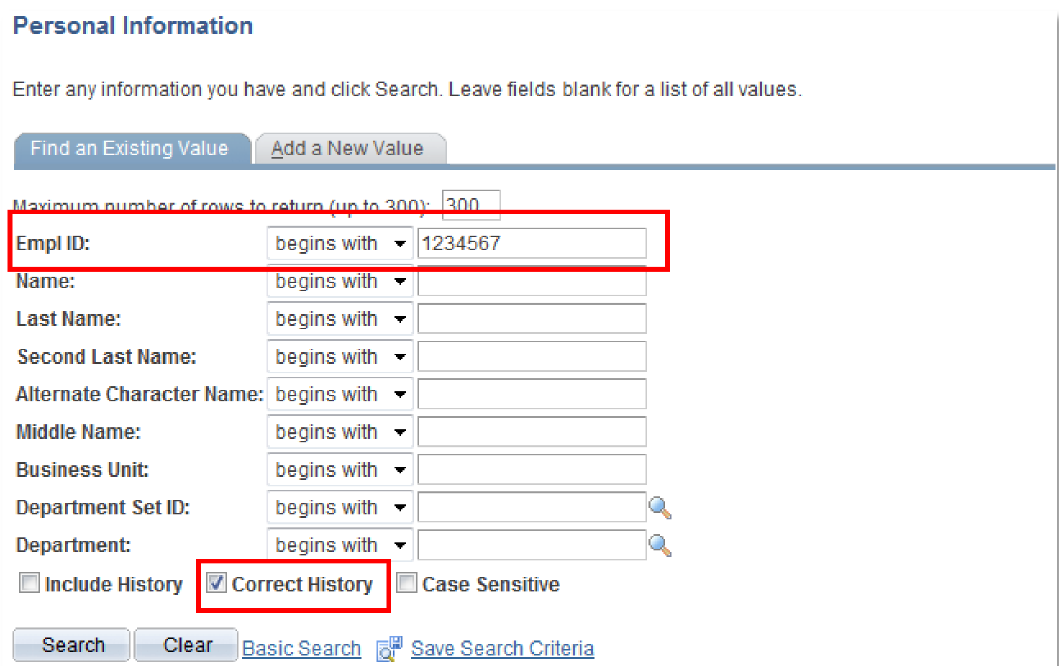
❗ After the data has been corrected, indicate the approver again in the Supervisor ID field on the Job Information page.

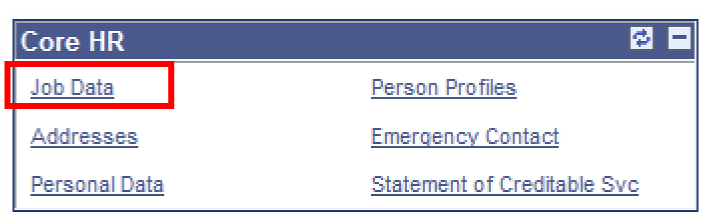


7 Click the **Save** button. Upon save, the request will be re-routed to the approver.

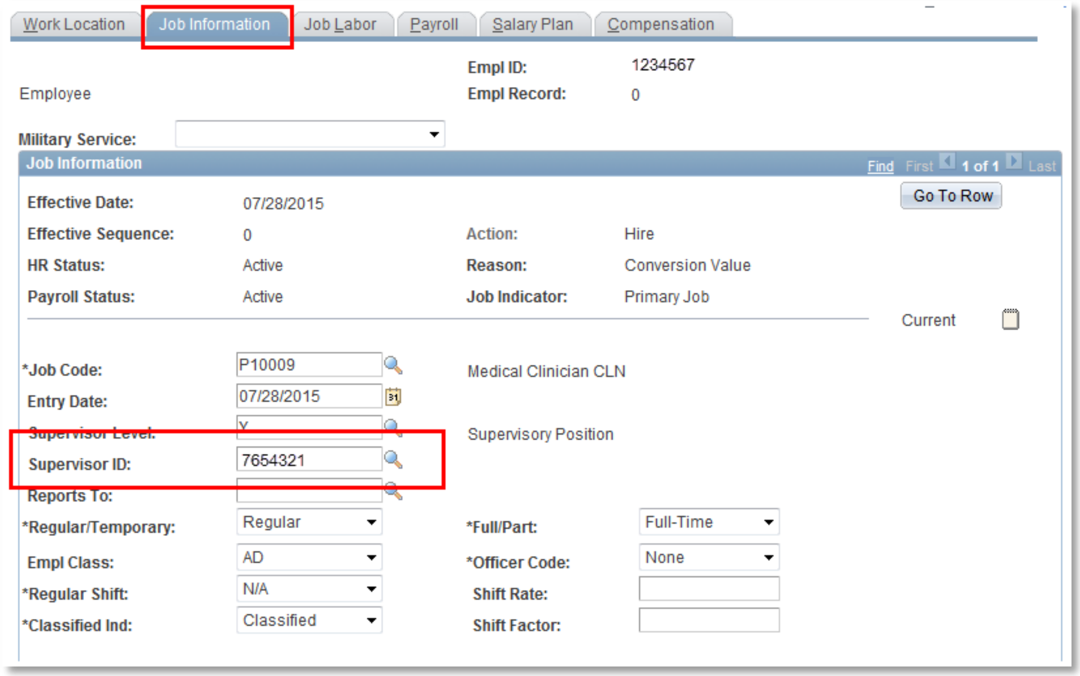
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">PERSONAL DATA CORRECTIONS</td></tr>
<tr><td>8</td><td>To correct personal data such as business address, the requestor must navigate Personal Data by clicking the Personal Data link in the Core HR pagelet.


</td></tr>
<tr><td>9</td><td>On the search page, enter the member's employee ID in the EmplID field, click the Correct History checkbox and click Search.


</td></tr>
<tr><td>10</td><td>Correct the data that caused the approval to fail and click the Save button.</td></tr>
<tr><td>11</td><td>Navigate to Job Data by clicking the Job Data link in the Core HR pagelet.



! Indicate the approver again in the Supervisor ID field on the Job Information page.</td></tr>
</table>

Step	Action
	
12	Click the **Save** button. Upon save, the request will be re-routed to the approver.

ADD/UPDATE CAN INFORMATION

Introduction

This section provides procedures for adding a Central Accounting Numbers (CANs) for a rehire.

Menu Path(s)

Menu Navigation: Workforce Development > Profile Management > Profiles > Person

Portal Pagelet: Person Profiles > Person Profiles

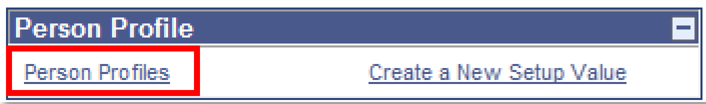
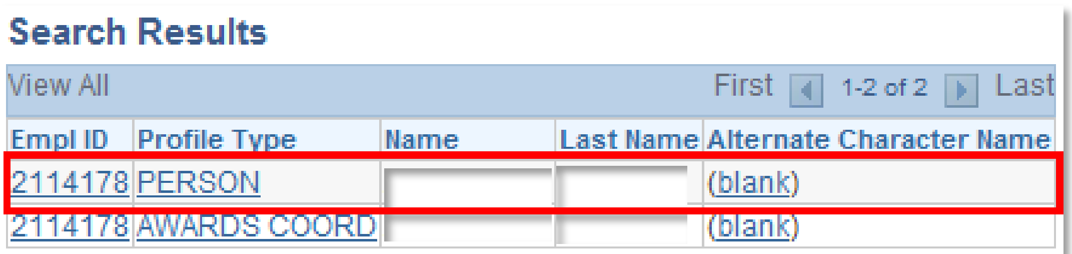
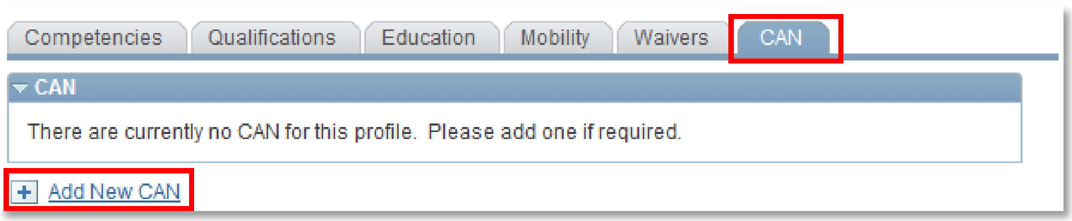
Need Help?

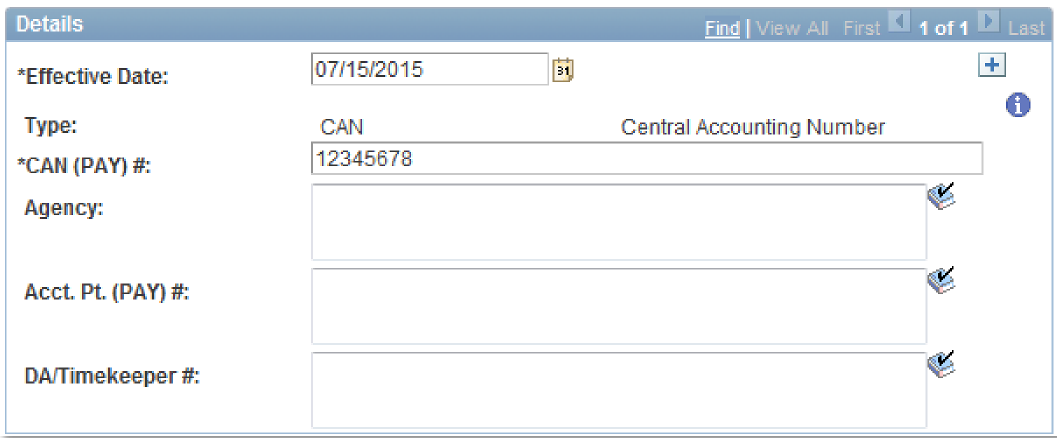
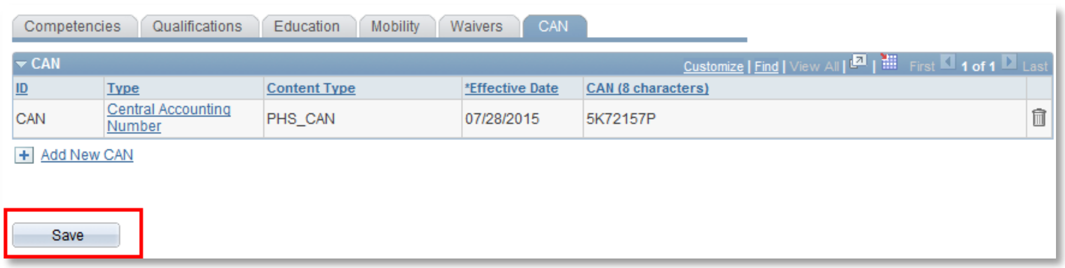
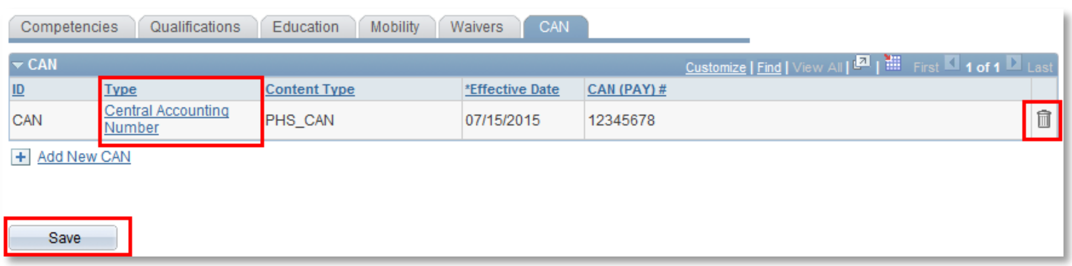
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is http://www.uscg.mil/ppc/ccb/.
- 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/modify CAN data for a PHS officer. All fields with an asterisk (*) are required fields.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Person Profiles link in the Person Profiles portal pagelet.
Enterprise Menu navigation: Workforce Development > Profile Management > Profiles > Person

</td></tr>
<tr><td>2</td><td>On the Person Profiles search page, enter the member’s employee ID in the EmplID field and click the Search button.</td></tr>
<tr><td>3</td><td>In the search results, select the PERSON row.

</td></tr>
<tr><td>4</td><td>On the Person Profile page, select the CAN tab and then select the Add New CAN link.

</td></tr>
<tr><td>5</td><td>On the Add New CAN page, select
Effective Date (when the CAN data applies to the member)
Type = ‘CAN’
Enter CAN data in the remaining fields.</td></tr>
</table>

Step	Action
	 Click the **Ok** button.
6	On the Person Profile page, click the **Save** button. 
7	To correct existing CAN data, click on the link in the **Content Type** column for the row you wish to modify. To delete CAN data, click on the **trash** icon for the row you wish to delete. History will not be retained in either case. To update/add a new CAN, Click the **Add New CAN** link. This will retain history.  Only one CAN is allowed per effective date.

ADD/UPDATE OBLIGATED SERVICE INFORMATION

Introduction

This section provides procedures for adding obligated service information.

Menu Path(s)

Menu Navigation: Workforce Administration > Job Information > Contract Administration > Service Agreements USF

Portal Pagelet: Career Management > Obligated Service

Need Help?

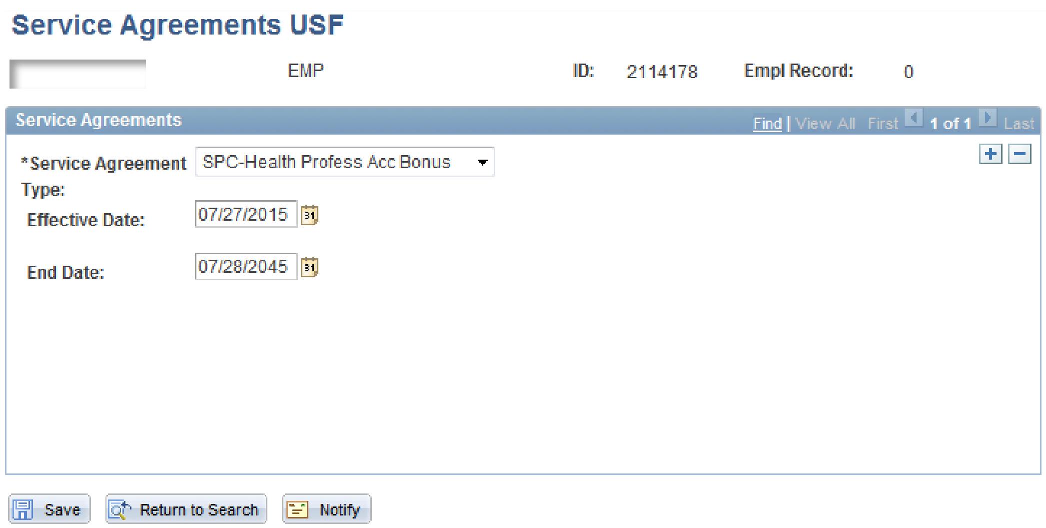
If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is http://www.uscg.mil/ppc/ccb/.
- 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/modify obligated service data for a PHS officer. All fields with an asterisk (*) are required fields.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click the Obligated Service link in the Career Management portal pagelet.
Enterprise Menu navigation: Workforce Administration > Job Information > Contract Administration > Service Agreements USF

</td></tr>
<tr><td>2</td><td>On the Service Agreements USF search page, enter the member's employee ID in the EmplID field and click the Search button.</td></tr>
<tr><td>3</td><td>On the Service Agreement USF page, enter the obligated service data for the member.


Click the '+' icon to add additional service agreement types. When finished, click the Save button.</td></tr>
</table>

ADD/UPDATE PRIOR SERVICE DATA

Introduction

This section provides procedures for adding prior service data.

Menu Path(s)

Menu Navigation: Workforce Administration > Job Information > Statement of Creditable Svc > Statement of Creditable Svc

Portal Pagelet: Core HR > Statement of Creditable Svc

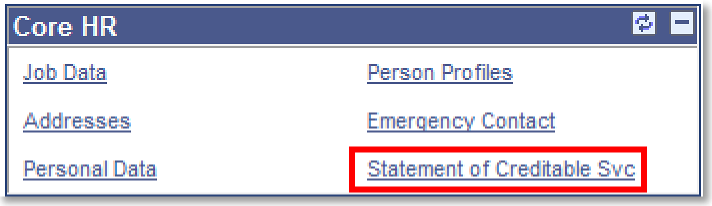
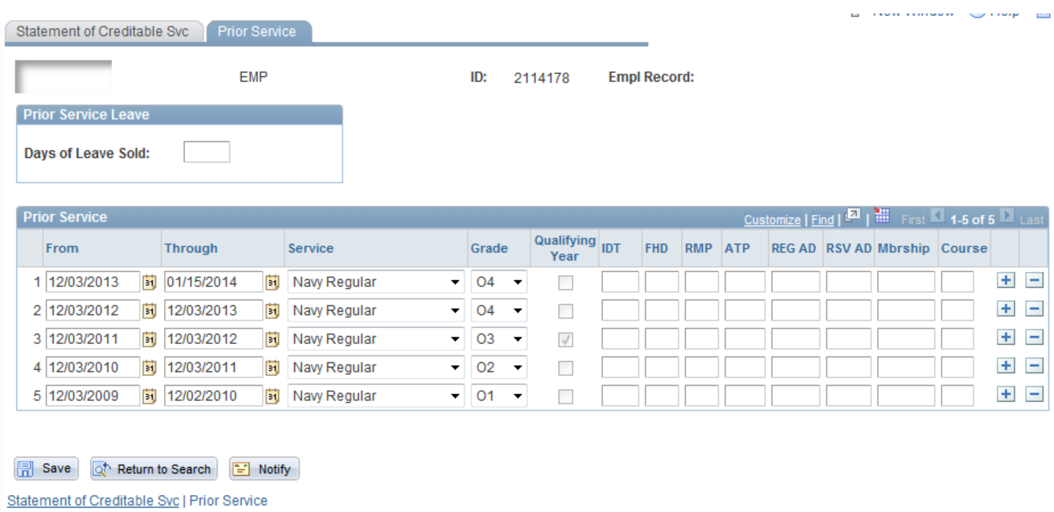
Need Help?

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/.
- 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/modify prior service data for a PHS officer.

Step	Action
1	Click the **Statement of Creditable** Svc link in the **Core HR** portal pagelet. 
2	On the Statement of Creditable Svc search page, enter the member's employee ID in the EmplID field and click the **Search** button.
3	Click the Prior Service tab. In the Prior Service section, enter the prior service data. Only From, Through, and Service fields are required. Retirement point columns (i.e. Qualifying Year, IDT, FHD, RMP, etc) are not used by PHS and should be left blank.  Click the **Save** button. The member must have a finalized pay calendar before the leave sold accumulator can be adjusted. Days of Leave Sold can only be indicated when the member has a prior finalized pay calendar.

GENERATE NEW HIRE ORDER

Introduction

This section provides procedures for generating a new hire order. The 'Depart From' address from the officer's personal data record will display as the departing address. If a Depart From address is not indicated, the officer's Home address will be displayed as the departing address on the New Hire Order.

A New Hire Order can be generated for hire and rehire rows anytime **before** the hire/rehire effective date on job data. However, it can only be generated up to 60 days **after** the hire/rehire effective date.

Menu Path(s)

Menu Navigation: Orders > PHS New Hire Report

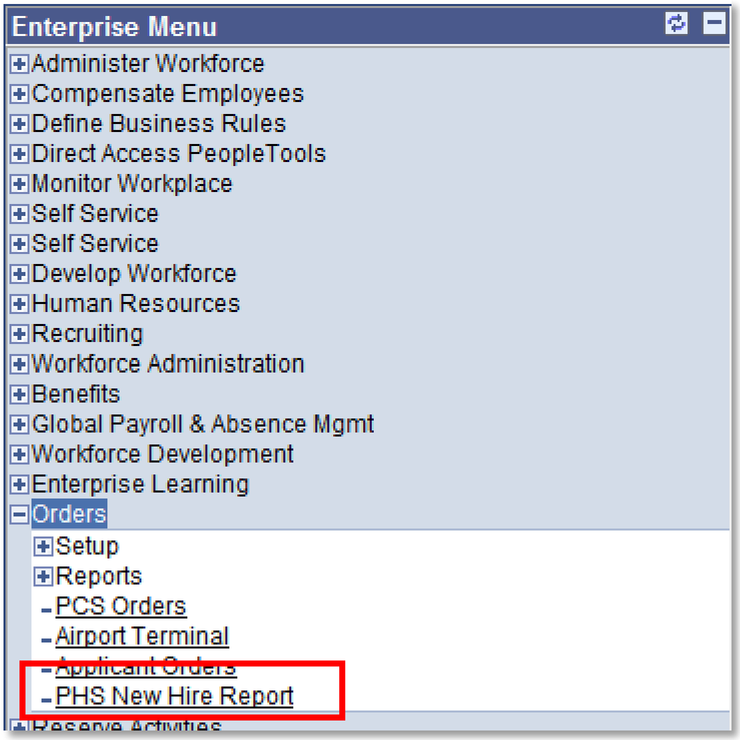
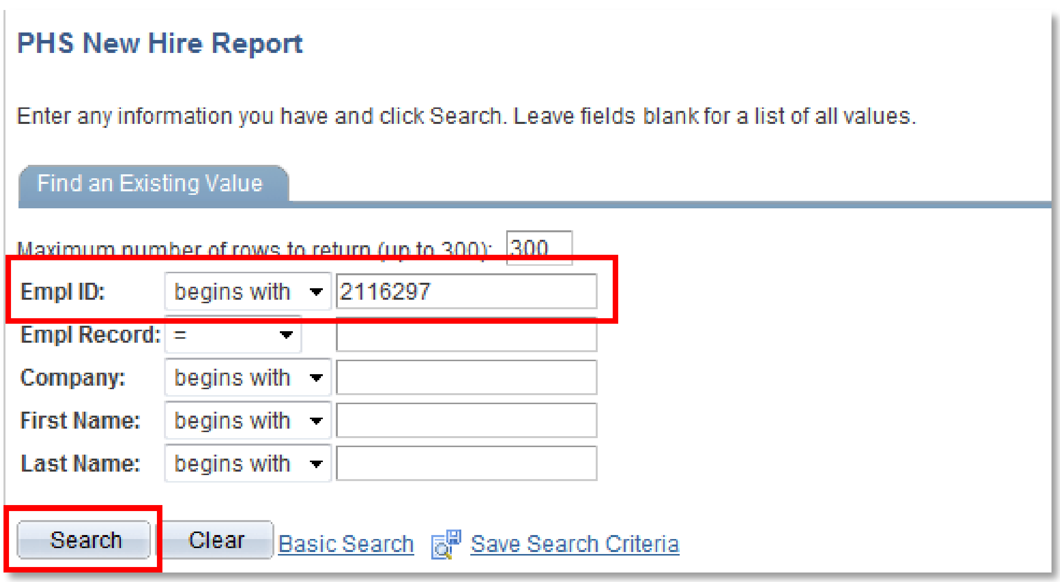
Need Help?

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/.
- 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

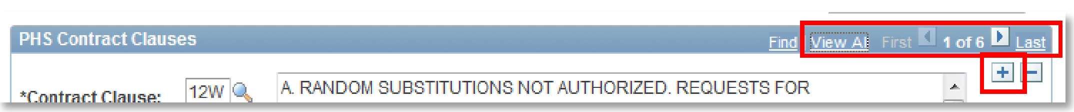
The following steps will show you how to generate a New Hire Order for a PHS officer.

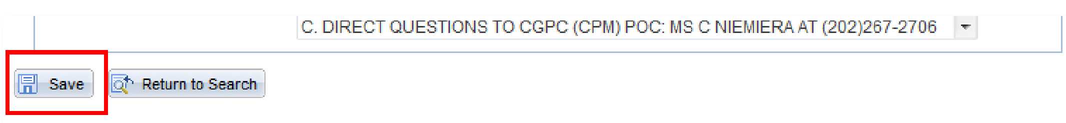
Step	Action
1	Navigate to: Orders > PHS New Hire Report 
2	On the search page, enter the member's employee ID in the EmplID field and click the **Search** button. If the emplID is not known, search for the member by name. 
3	On the PHS New Hire Report page, enter: ▪ **Contract Clause** = enter the contract clause ID. Click the look up icon to search

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>for contract clauses.

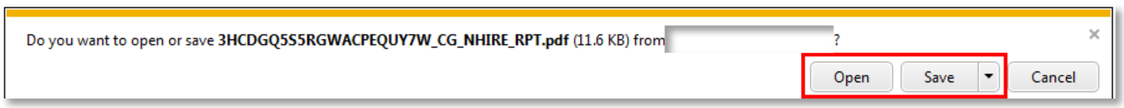
- **Sequence Number** = enter the number for the order in which you want the contract clause(s) to display.


</td></tr>
<tr><td>4</td><td>To add more contract clauses, click the '+' button to insert additional rows. Use the grid toolbar links to view all contract clauses or switch between rows.


</td></tr>
<tr><td>5</td><td>After all clauses are added, click the **Save** button.


</td></tr>
<tr><td>6</td><td>After saving, click the **Create New Hire Report** button.


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

Step	Action
	If no pop-up blocker message displays, proceed to the next step. If a pop-up blocker message displays select ‘Allow Once’ or ‘Options for this site’ to allow the PDF to display. This will reset the page and steps 2-3 must be repeated. 
7	After clicking the Go button, a Windows message will display. Select the appropriate option. If ‘Open’ is selected, the PDF will display in a new window. The ‘**Depart From**’ address from the officer’s personal data record will display as the departing address. If a Depart From address is not indicated, the officer’s Home address will be displayed as the departing address on the New Hire Order. 

APPENDIX A – VALID OFFICER JOB CODES (TEMP GRADES) FOR OFFICERS as of 12/17/15

PHS DIRECT ACCESS JOB CODES (TEMP GRADE) BY CATEGORY											
	Pay Grade/Rank	O10 ADM	O9 VADM	O8 RADM	O7 RADM	O6 CAPT	O5 CDR	O4 LCDR	O3 LT	O2 LTJG	O1 ENS
JOB FAMILY	*Title* **DESCRIPTION**	*Surgeon General*	*Asst Surgeon General*	*Asst Surgeon General*	*RADM*	*Director*	*Senior*	*Full*	*Sr. Asst*	*Asst*	*Jr. Asst*
DENTAL											
DENT	Dental		020090	020091	020092	020093	020094	020095	020096	020097	020098
DIETITIAN											
DIET	Dietitian		090090	090091	090092	090093	090094	090095	090096	090097	090098
ENGINEER											
ENG	Engineer		040090	040091	040092	040093	040094	040095	040096	040097	040098
ENVIRONMENTAL HEALTH OFFICER											
EHO	Environmental Health Officer		060090	060091	060092	060093	060094	060095	060096	060097	060098
HEALTH SERVICES OFFICER											
HSOCH	Chemist		0H0190	0H0191	0H0192	0H0193	0H0194	0H0195	0H0196	0H0197	0H0198
HSODH	Dental Hygienist		0H0290	0H0291	0H0292	0H0293	0H0294	0H0295	0H0296	0H0297	0H0298
HSOEPI	Epidemiologist		0H1690	0H1691	0H1692	0H1693	0H1694	0H1695	0H1696	0H1697	0H1698
HSOGEN	HSO-General		0H1790	0H1791	0H1792	0H1793	0H1794	0H1795	0H1796	0H1797	0H1798
HSOHCA	Health Care Administrator		0H1590	0H1591	0H1592	0H1593	0H1594	0H1595	0H1596	0H1597	0H1598
HSOHSG	Human Scientist-Gerantologist		0H0590	0H0591	0H0592	0H0593	0H0594	0H0595	0H0596	0H0597	0H0598
HSOIT	Information Technologist		0H0690	0H0691	0H0692	0H0693	0H0694	0H0695	0H0696	0H0697	0H0698
HSOMB	Microbiologist		0H0890	0H0891	0H0892	0H0893	0H0894	0H0895	0H0896	0H0897	0H0898
HSOMPH	Masters in Public Health		0H1490	0H1491	0H1492	0H1493	0H1494	0H1495	0H1496	0H1497	0H1498
HSOMRA	Medical Records Admin		0H1290	0H1291	0H1292	0H1293	0H1294	0H1295	0H1296	0H1297	0H1298
HSOMT	Medical Technologist		0H0790	0H0791	0H0792	0H0793	0H0794	0H0795	0H0796	0H0797	0H0798
HSOOPT	Optometrist		0H0390	0H0391	0H0392	0H0393	0H0394	0H0395	0H0396	0H0397	0H0398
HSOPA	Physician Assistant		0H0490	0H0491	0H0492	0H0493	0H0494	0H0495	0H0496	0H0497	0H0498
HSOPHR	Pharmacologist		0H0990	0H0991	0H0992	0H0993	0H0994	0H0995	0H0996	0H0997	0H0998

PHS DIRECT ACCESS JOB CODES (TEMP GRADE) BY CATEGORY											
	Pay Grade/Rank	O10 ADM	O9 VADM	O8 RADM	O7 RADM	O6 CAPT	O5 CDR	O4 LCDR	O3 LT	O2 LTJG	O1 ENS
JOB FAMILY	DESCRIPTION *Title*	*Surgeon General*	*Asst Surgeon General*	*Asst Surgeon General*	*RADM*	*Director*	*Senior*	*Full*	*Sr. Asst*	*Asst*	*Jr. Asst*
HSOPOD	Podiatrist		0H1390	0H1391	0H1392	0H1393	0H1394	0H1395	0H1396	0H1397	0H1398
HSOPSY	Psychologist		0H1090	0H1091	0H1092	0H1093	0H1094	0H1095	0H1096	0H1097	0H1098
HSOSW	Social Worker		0H1190	0H1191	0H1192	0H1193	0H1194	0H1195	0H1196	0H1197	0H1198
MEDICAL											
MED	Surgeon	010089	010090	010091	010092	010093	010094	010095	010096	010097	010098
NURSE											
NURSE	Nurse Officer		030090	030091	030092	030093	030094	030095	030096	030097	030098
PHARMACIST											
PHARM	Pharmacist		080090	080091	080092	080093	080094	080095	080096	080097	080098
RESEARCH OFFICER GROUP											
ROGASS	ROG Associate		0R0190	0R0191	0R0192	0R0193	0R0194	0R0195	0R0196	0R0197	0R0198
ROGFEL	ROG Fellow		0R0290	0R0291	0R0292	0R0293	0R0294	0R0295	0R0296	0R0297	0R0298
ROGTEN	ROG Tenure		0R0490	0R0491	0R0492	0R0493	0R0494	0R0495	0R0496	0R0497	0R0498
ROGTTR	ROG Tenure Track		0R0390	0R0391	0R0392	0R0393	0R0394	0R0395	0R0396	0R0397	0R0398
SCIENTIST											
SCIBEH	Behavioral Scientist		050290	050291	050292	050293	050294	050295	050296	050297	050298
SCIBIO	Biological Scientist		050390	050391	050392	050393	050394	050395	050396	050397	050398
SCICHM	Chemical Scientist		050490	050491	050492	050493	050494	050495	050496	050497	050498
SCIENV	Environmental Health Scientist		050690	050691	050692	050693	050694	050695	050696	050697	050698
SCIEPI	Epidemiological Scientist		051090	051091	051092	051093	051094	051095	051096	051097	051098
SCIGEN	General Health Scientist		050190	050191	050192	050193	050194	050195	050196	050197	050198
SCIMTH	Mathematical Scientist		050990	050991	050992	050993	050994	050995	050996	050997	050998
SCINTR	Nutritional Scientist		050590	050591	050592	050593	050594	050595	050596	050597	050598
SCIPH	Public Health Scientist		050790	050791	050792	050793	050794	050795	050796	050797	050798
SCIPRM	Pharmacological Scientist		050890	050891	050892	050893	050894	050895	050896	050897	050898
THERAPIST											

PHS DIRECT ACCESS JOB CODES (TEMP GRADE) BY CATEGORY											
	Pay Grade/Rank	**O10 ADM**	**O9 VADM**	**O8 RADM**	**O7 RADM**	**O6 CAPT**	**O5 CDR**	**O4 LCDR**	**O3 LT**	**O2 LTJG**	**O1 ENS**
JOB FAMILY	*Title* **DESCRIPTION**	***Surgeon General***	***Asst Surgeon General***	***Asst Surgeon General***	***RADM***	***Director***	***Senior***	***Full***	***Sr. Asst***	***Asst***	***Jr. Asst***
THRAUD	Audiologist Therapist		0T0390	0T0391	0T0392	0T0393	0T0394	0T0395	0T0396	0T0397	0T0398
THROCC	Occupational Therapist		0T0290	0T0291	0T0292	0T0293	0T0294	0T0295	0T0296	0T0297	0T0298
THRPHY	Physical Therapist		0T0190	0T0191	0T0192	0T0193	0T0194	0T0195	0T0196	0T0197	0T0198
THRRES	Respiratory Therapist		0T0490	0T0491	0T0492	0T0493	0T0494	0T0495	0T0496	0T0497	0T0498
THRSLP	Speech Language Pathology Therapist		0T0590	0T0591	0T0592	0T0593	0T0594	0T0595	0T0596	0T0597	0T0598
VETERINARIAN											
VET	Veterinarian		070090	070091	070092	070093	070094	070095	070096	070097	070098