

# PHS Officer Accessions - Rehire User Guide



Version 1.0

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## PREPARE APPLICANT FOR REHIRE

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**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.

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**Menu Path(s)** Menu Navigation: Recruiting > Find Applicants

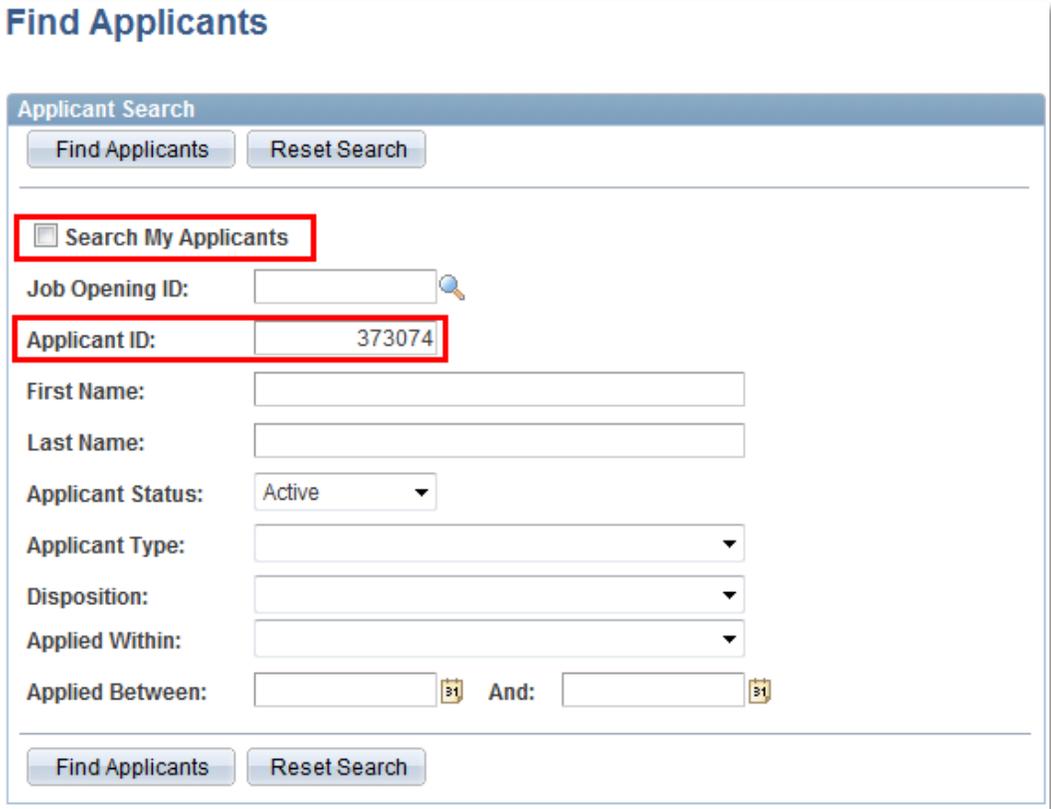
Portal Pagelet: Accessions > Find Applicants

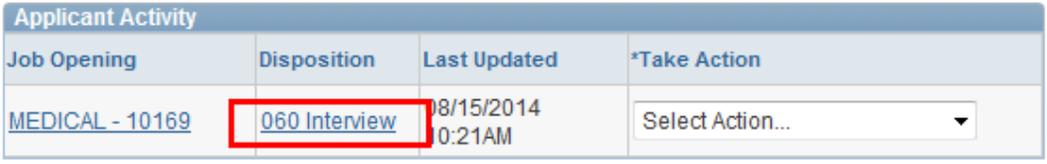
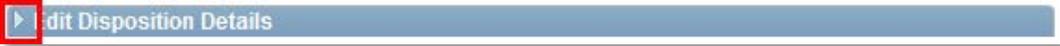
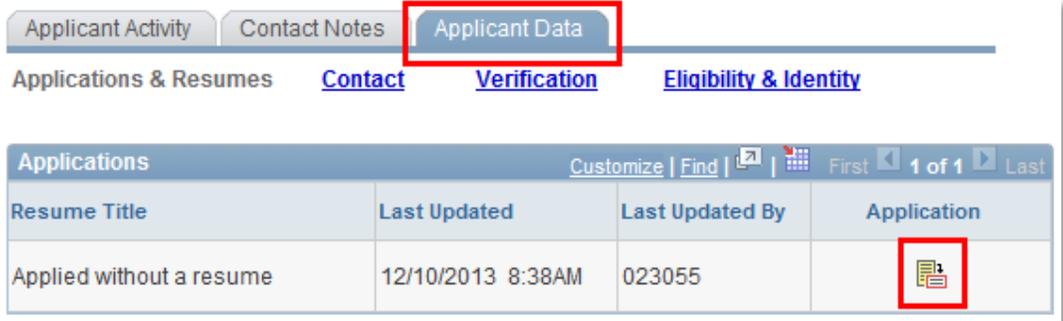
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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

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

Step	Action
1	<p>Click on the <b>Find Applicants</b> link in the Accessions portal pagelet.                      Enterprise Menu navigation: Recruiting &gt; Find Applicants</p>  <p>The screenshot shows a window titled 'Accessions' with a list of links. The link 'Find Applicants' is highlighted with a red rectangular box. Other links include 'Add New Applicant', 'Applicant Lists', 'Interview Calendar', 'Hire Applicant', 'Find Job Openings', 'Pending CAD Report', and 'Add a Person'.</p>
2	<p>On the Find Applicant search page, deselect the <b>Find My Applicant</b> checkbox and enter the applicant ID in the <b>Applicant ID</b> field.</p>  <p>The screenshot shows the 'Find Applicants' search page. The 'Search My Applicants' checkbox is highlighted with a red box and is currently checked. Below it, the 'Applicant ID' field is highlighted with a red box and contains the value '373074'. Other fields include 'Job Opening ID', 'First Name', 'Last Name', 'Applicant Status' (set to 'Active'), 'Applicant Type', 'Disposition', 'Applied Within', and 'Applied Between'. There are 'Find Applicants' and 'Reset Search' buttons at the top and bottom of the search section.</p> <p><b>!</b> You must deselect the Find My Applicants checkbox. No applicants will get returned in the search if this checkbox is selected.</p> <p>Click the <b>Find Applicants</b> button in the Applicant Search section.</p>

Step	Action
3	<p>In the search results, click on the applicant's name.</p> <p><b>Quick Steps:</b> 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.</p>
4	<p>On the Manage Applicant page, click on the <b>disposition</b> link.</p>  <p>On Disposition Details page, expand the Edit Disposition Details section by click the <b>arrow</b>.</p>  <p>In the Edit Disposition Details section, change the <b>Status Code</b> to 'Offer Accepted'. Adjust status date, if desired.</p>  <p>Click the <b>Save</b> button, then the <b>Return to Previous Page</b> link.</p>
5	<p>On the <b>Manage Applicant Activity</b> page, click the <b>Applicant Data</b> tab. In the Applications section, click the icon in the <b>Applications</b> column.</p> 
6	<p>In the <b>Personal Information</b> section on the Application Details page, select:</p> <ul style="list-style-type: none"> <li>Are you a former employee = Yes</li> </ul>

Step	Action																
	<div data-bbox="295 283 1356 499"> <p>Personal Information</p> <p>Eligible to Work in U.S.: Yes</p> <p><b>*Are you a former employee: Yes</b></p> <p>Previous Termination Date: <input type="text"/></p> </div> <p>Click the <b>Save &amp; Submit</b> button. The search results for this applicant will now display a <b>'former employee'</b> icon.</p> <div data-bbox="295 619 1344 735"> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant</th> <th>Applicant ID</th> <th>Job Opening</th> <th>Disposition</th> <th>Application</th> <th>Former Employee</th> <th>*Take Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>385093</td> <td><a href="#">MEDICAL-10169</a></td> <td><a href="#">080 Ready to Hire</a></td> <td></td> <td></td> <td>Select Action...</td> </tr> </tbody> </table> </div>	Select	Applicant	Applicant ID	Job Opening	Disposition	Application	Former Employee	*Take Action	<input type="checkbox"/>		385093	<a href="#">MEDICAL-10169</a>	<a href="#">080 Ready to Hire</a>			Select Action...
Select	Applicant	Applicant ID	Job Opening	Disposition	Application	Former Employee	*Take Action										
<input type="checkbox"/>		385093	<a href="#">MEDICAL-10169</a>	<a href="#">080 Ready to Hire</a>			Select Action...										
<p>7</p>	<p>On the Manage Applicant page, click the <b>Applicant Activity</b> tab. Then, select the <b>Prepare for Hire</b> action in the <b>Take Action</b> field located in the Applicant Activity section.</p> <div data-bbox="289 871 1344 1234"> <p>Applicant Activity</p> <table border="1"> <thead> <tr> <th>Job Opening</th> <th>Disposition</th> <th>Last Updated</th> <th>*Take Action</th> </tr> </thead> <tbody> <tr> <td><a href="#">MEDICAL - 10169</a></td> <td><a href="#">071 Offer Accepted</a></td> <td>07/28/2015 11:31AM</td> <td>Select Action... Create Interview Evaluation Manage Applicant Checklists Manage Interviews Prepare Job Offer <b>Prepare for Hire</b> Print Application Details Reject Applicant Select Action...</td> </tr> </tbody> </table> <p><a href="#">Add New Disposition</a> <a href="#">View Activity History</a></p> <p>Applicant Activity <a href="#">Contact Notes</a> <a href="#">Applicant Data</a></p> </div>	Job Opening	Disposition	Last Updated	*Take Action	<a href="#">MEDICAL - 10169</a>	<a href="#">071 Offer Accepted</a>	07/28/2015 11:31AM	Select Action... Create Interview Evaluation Manage Applicant Checklists Manage Interviews Prepare Job Offer <b>Prepare for Hire</b> Print Application Details Reject Applicant Select Action...								
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<a href="#">MEDICAL - 10169</a>	<a href="#">071 Offer Accepted</a>	07/28/2015 11:31AM	Select Action... Create Interview Evaluation Manage Applicant Checklists Manage Interviews Prepare Job Offer <b>Prepare for Hire</b> Print Application Details Reject Applicant Select Action...														
<p>8</p>	<p>On the Prepare for Hire, the following must be entered:</p> <ul style="list-style-type: none"> <li>▪ <b>Position OR Job Code</b> (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.)</li> <li>▪ <b>Start Date</b></li> <li>▪ <b>Type of Hire = Rehire</b> (If 'Rehire' is not in the list, make sure step 6 above was completed.)</li> </ul>																

Step	Action
	<div><p><b>Prepare For Hire</b></p><p><b>Application Status:</b> 071 Offer Accepted</p><p><b>Status Last Updated:</b> 03/18/2014</p><p><b>Job Opening:</b> <input type="text" value="10169"/>  MEDICAL</p><p><b>Job Opening Type:</b> Continuous Job Opening</p><p><b>Position:</b> <input type="text" value="19363706"/>  Medical Clinician CLN</p><p><b>Job Code:</b> <input type="text" value="P10009"/></p><p><b>Business Unit:</b> OFFPH Officer PHS</p><p><b>Department:</b> 015329 GFJA22</p><p><b>Start Date:</b> <input type="text" value="07/28/2015"/> </p><p><b>Date Applied:</b> 02/19/2014</p><p><b>Applicant Type:</b> External - Previous Employee</p><p><b>Type of Hire:</b> <input type="text" value="Rehire"/></p><p><b>Contract Number:</b></p><p><b>Applicant ID:</b> <a href="#">Verify Employee ID</a></p><p>Employee ID not verified</p></div> <p>Click the <b>Save and Submit Request to HR</b> button.</p>

## REHIRE OFFICER APPLICANT

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**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.

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**Menu Path(s)** Menu Navigation: Workforce Administration > Personal Information > Manage Hires

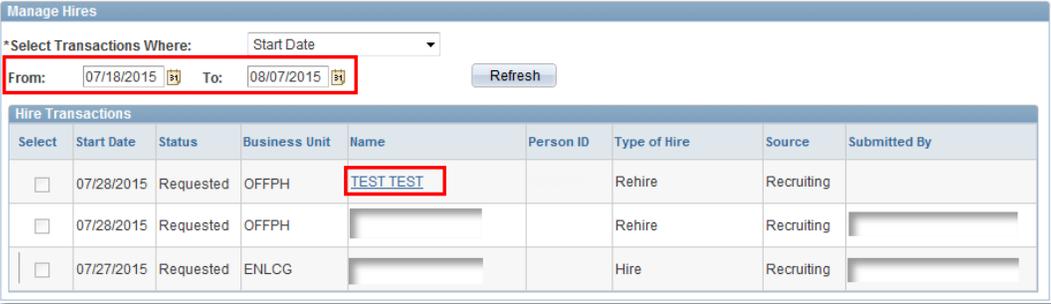
Portal Pagelet: Accessions > Hire Applicant

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  - 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.

Step	Action
1	<p>Click on the <b>Hire Applicant</b> link in the Accessions portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Administration &gt; Personal Information &gt; Manage Hires</p> 
2	<p>In the <b>Hire Transaction</b> section, click on the applicant's name.</p>  <p>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.</p> <p><b>!</b> 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.</p>
3	<p>On the Manage Hires Detail page, enter/select:</p> <ul style="list-style-type: none"> <li>▪ <b>Type of Hire</b> = Rehire</li> <li>▪ <b>Desired Start Date</b>, if necessary.</li> <li>▪ <b>Empl ID</b> = 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.</li> <li>▪ <b>Org Instance / Employment Record</b> = 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</li> </ul>

Step	Action
	<p>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.</p> <div data-bbox="289 401 1344 1230" style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e6f2ff; padding: 2px;"><b>Job</b></div> <p>Recruiter Name: <input type="text"/></p> <p>Job Opening ID: 10169</p> <p>Job Opening: MEDICAL</p> <p>Position: Medical Clinician CLN</p> <p>Job Code: Medical Clinician CLN</p> <p>Business Unit: Officer PHS</p> <p>Department: GFJA22</p> <p>Applicant Type: External - Previous Employee</p> <div style="border: 2px solid red; padding: 2px;"> <p>*Type of Hire: <input type="text" value="Rehire"/></p> <p>*Desired Start Date: <input type="text" value="07/28/2015"/> </p> <p>Empl ID: <input type="text" value="2114178"/> <a href="#">View Person Org Summary</a></p> <p style="font-size: small;">Employee ID Not Verified</p> </div> <div style="background-color: #e6f2ff; padding: 2px; margin-top: 5px;"><b>Org Instance</b></div> <p><input type="radio"/> Create new Org Instance</p> <p><input checked="" type="radio"/> Use existing Org Instance <span style="border: 1px solid red; padding: 2px;">0</span></p> <div style="background-color: #e6f2ff; padding: 2px; margin-top: 5px;"><b>Employment Record</b></div> <p><input type="radio"/> Create New Assignment</p> <p><input checked="" type="radio"/> Use Existing Assignment <span style="border: 1px solid red; padding: 2px;">0</span></p> </div> <p> 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.</p> <p>Scroll down and click the <b>Add Person</b> button.</p>
<p><b>4</b></p>	<p>On the <b>Biographical Details</b> page, a new row is inserted for the name. Click the <b>Edit Name</b> button to modify the name.</p> <p>Update any other data on this page for the rehire, if necessary.</p> <p><b>!</b> 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.</p> <p>Click on the <b>Contact Information</b> tab.</p>
<p><b>5</b></p>	<p>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.</p>

**Step Action**

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

Current Addresses					
Address Type	As Of Date	Status	Address		
Home	12/20/2015	A	123 Test Street Test City MD 24211	<a href="#">View Address Detail</a>	+ -
Mailing	02/17/2004	A	123 Test Street Test City MD 24211	<a href="#">View Address Detail</a>	+ -
Business	01/04/2013	A	TOWER BLDG, PLAZA LEVEL, SUITE 1101 WOOTTON PARKWAY ROCKVILLE MD 20852	<a href="#">View Address Detail</a>	+ -

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

**Address History**

Address Type: Home

Address History					
	Find	First	1-2 of 2	Last	
*Effective Date:	12/20/2015		Address:	123 Test Street	+ -
Country:	USA			Test City MD 24211	
*Status:	A		<a href="#">Update/View Address</a>		

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.

Current Addresses					
Address Type	As Of Date	Status	Address		
Home	12/20/2015	A	123 Test Street Test City MD 24211	<a href="#">View Address Detail</a>	+ -
Mailing	02/17/2004	A	123 Test Street Test City MD 24211	<a href="#">View Address Detail</a>	+ -
Business	01/04/2013	A	TOWER BLDG, PLAZA LEVEL, SUITE 1101 WOOTTON PARKWAY ROCKVILLE MD 20852	<a href="#">View Address Detail</a>	+ -

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

**Step Action**

**Address History**

Address Type: Business

Address History Find First 1 of 1 Last

Effective Date:	01/04/2013	Address:	TOWER BLDG, PLAZA LEVEL, SUITE 1101 WOOTTON PARKWAY ROCKVILLE MD 20852	 
Country:	USA			
Status:	A			

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

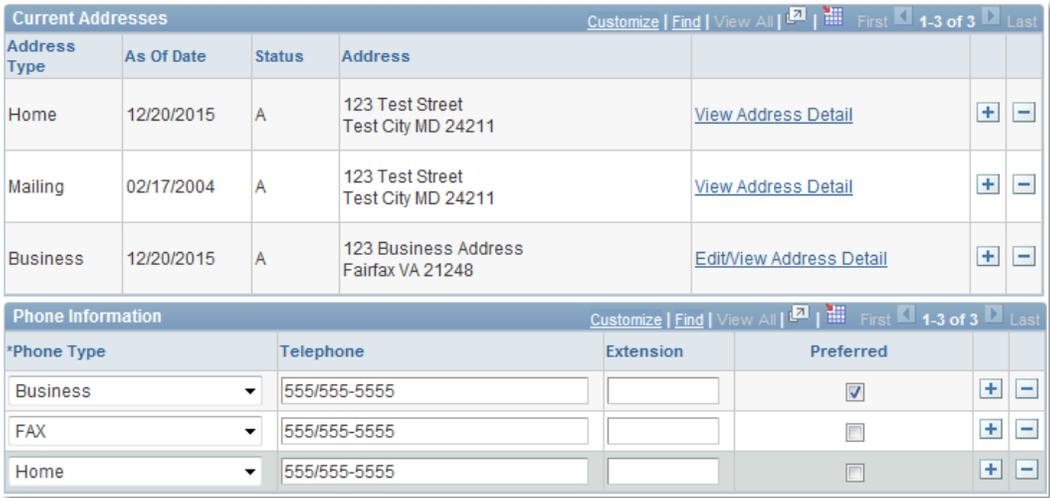
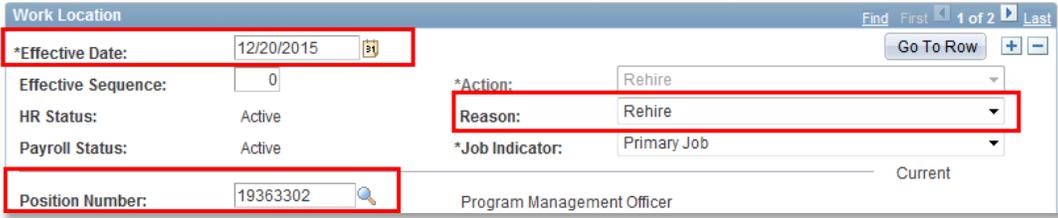
**Address History**

Address Type: Business

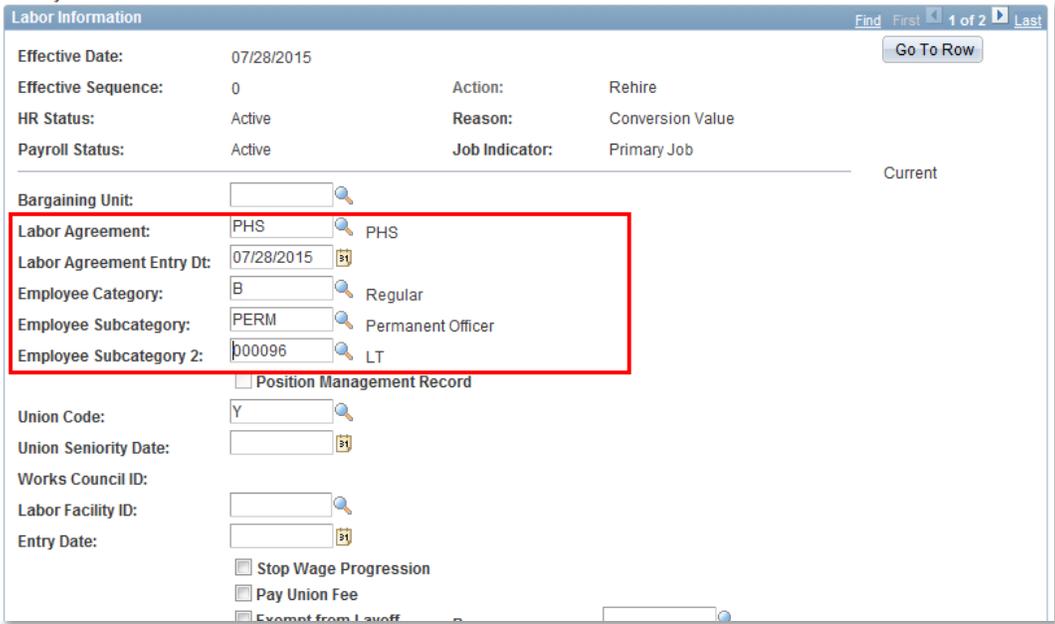
Address History Find First 1-2 of 2 Last

*Effective Date:	<input type="text" value="12/20/2015"/> 	Address:	TOWER BLDG, PLAZA LEVEL, SUITE 1101 WOOTTON PARKWAY ROCKVILLE MD 20852	 
Country:	<input type="text" value="USA"/> 			
*Status:	<input type="text" value="A"/> 			
<a href="#">Add Address</a>				
Effective Date:	01/04/2013	Address:	TOWER BLDG, PLAZA LEVEL, SUITE 1101 WOOTTON PARKWAY ROCKVILLE MD 20852	 
Country:	USA			
Status:	A			

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
	 <p>Click the <b>Regional</b> tab.</p>
6	<p>On the Regional page, update the race/ethnicity, if necessary.</p> <p>To indicate more races, insert rows by clicking the + icon.</p> <p>Enter/select any other relevant data, if necessary.</p> <p>Click on the <b>Ok</b> button.</p>
7	<p>On the Manage Hires Details page, click the <b>Add Job</b> button.</p>
8	<p>On the <b>Work Location</b> page, modify:</p> <ul style="list-style-type: none"> <li>▪ <b>Effective Date</b> = 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).</li> <li>▪ <b>Reason</b> = Select the appropriate reason.</li> <li>▪ <b>Position Number</b> = Change if necessary. This defaults from the Prepare for Hire page (see Prepare Applicant Hire section for more details).</li> </ul> 
9	<p>Click the <b>Override Position Data</b> button and enter/select:</p> <ul style="list-style-type: none"> <li>▪ <b>Regulatory Region</b> = if 'PHS' did not default, select/enter PHS</li> <li>▪ <b>Establishment ID</b> = if 'PHS' did not default, select/enter PHS</li> </ul>

Step	Action				
	<div data-bbox="289 260 1344 653"> </div> <p>Click the <b>Job Information</b> tab.</p>				
<p><b>10</b></p>	<p>On the <b>Job Information</b> page, enter/select:</p> <ul style="list-style-type: none"> <li><b>Job Code</b> = Initial value defaults from the position. Click the look up icon and select or enter the temporary grade (<b>TGRADE</b>) for the new hire. See <a href="#">Appendix A</a> for a list of valid officer job codes.</li> <li><b>Supervisor ID</b> = Enter EmplID of the rehire approver</li> <li><b>Empl Class</b> = AD</li> </ul> <p>Enter/select any other relevant data, if necessary.</p> <div data-bbox="289 1010 1344 1478"> </div> <div data-bbox="315 1524 1443 1593" style="background-color: #f0f0f0; padding: 5px;"> <p> If no values display in the Empl Class field, verify that the Reg Region on the Work Location page = PHS.</p> </div> <p>Click on the <b>Job Labor</b> tab.</p>				
<p><b>11</b></p>	<p>On the <b>Job Labor</b> page, enter/select (if necessary):</p> <ul style="list-style-type: none"> <li><b>Labor Agreement</b> = PHS</li> <li><b>Employee Category</b> =</li> </ul> <table border="1" data-bbox="402 1776 1167 1854"> <tr> <td>Hire Type:</td> <td>Select Employee Category...</td> </tr> <tr> <td>JRCOSTEP</td> <td>PHS JR Costep</td> </tr> </table>	Hire Type:	Select Employee Category...	JRCOSTEP	PHS JR Costep
Hire Type:	Select Employee Category...				
JRCOSTEP	PHS JR Costep				

Step	Action								
	<table border="1"> <tr> <td>SRCOSTEP</td> <td>PHS SR Costep</td> </tr> <tr> <td>Epidemic Intelligence Service (EIS)</td> <td>PHS Ready Reserve</td> </tr> <tr> <td>Pharmacy Residency Program (PRP)</td> <td>PHS Ready Reserve</td> </tr> <tr> <td>Corps</td> <td>Regular</td> </tr> </table> <p>If a perm grade is required, enter/select:</p> <ul style="list-style-type: none"> <li>▪ <b>Employee Subcategory</b> = PERM</li> <li>▪ <b>Employee Subcategory 2</b> = if the officer has a permanent grade (<b>PGRADE</b>), select appropriate value from the list. This value is used by other processes such as Promotions.</li> </ul> <p> Labor Agreement Entry Dt is used to track date of when a permanent grade takes effect.</p>  <p>In the <b>Assigned Seniority Dates</b> section, click the View All link and enter service dates where appropriate.</p>	SRCOSTEP	PHS SR Costep	Epidemic Intelligence Service (EIS)	PHS Ready Reserve	Pharmacy Residency Program (PRP)	PHS Ready Reserve	Corps	Regular
SRCOSTEP	PHS SR Costep								
Epidemic Intelligence Service (EIS)	PHS Ready Reserve								
Pharmacy Residency Program (PRP)	PHS Ready Reserve								
Corps	Regular								

**Step Action**

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE			<input type="checkbox"/>	
AD PAY SCALE DATE			<input type="checkbox"/>	
COMMISSION DATE			<input type="checkbox"/>	
CREDITABLE SERVICE DAT			<input type="checkbox"/>	
CURRENT AD DATE			<input type="checkbox"/>	
DIEMS DATE			<input checked="" type="checkbox"/>	
EXPECTED AD TERM DATE			<input type="checkbox"/>	
EXPECTED LOSS DATE			<input type="checkbox"/>	
JOB FAMILY ENTRY DATE			<input type="checkbox"/>	
MIL OBLIGATION COMPL DATE			<input type="checkbox"/>	
MILITARY SERVICE DATE			<input type="checkbox"/>	
NOA DATE			<input checked="" type="checkbox"/>	
PAY ALLOWANCE DATE			<input checked="" type="checkbox"/>	
COMMISSIONED CORPS DATE			<input type="checkbox"/>	
PROMOTION CREDIT DATE			<input type="checkbox"/>	
PAY BASE DATE			<input type="checkbox"/>	
DATE OF RANK	030095		<input checked="" type="checkbox"/>	
ROTATION DATE			<input type="checkbox"/>	
SENIORITY CREDIT DATE			<input type="checkbox"/>	
TRAINING EXPERIENCE DATE			<input type="checkbox"/>	

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 <b>Salary Plan</b> tab (There is nothing to enter on the Payroll. This page can be skipped).
12	<p>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:</p> <ul style="list-style-type: none"> <li>▪ <b>Salary Admin Plan</b> = OFF</li> <li>▪ <b>Grade</b> = 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.</li> <li>▪ <b>Step</b> = Select the appropriate value</li> </ul> <div data-bbox="289 751 1349 1234" style="border: 1px solid gray; padding: 5px;"> <p><b>Salary Plan</b> <span style="float: right;">Find   View All First 1 of 2 Last</span></p> <p>Effective Date: 07/28/2015 <span style="float: right;">Go To Row</span></p> <p>Effective Sequence: 0      Action: Rehire</p> <p>HR Status: Active      Reason: Conversion Value</p> <p>Payroll Status: Active      Job Indicator: Primary Job <span style="float: right;">Current</span></p> <hr/> <p><b>Military</b></p> <p>Rank: <input type="text"/>       Rank Entry Date: <input type="text"/> </p> <p>Worn Rank: <input type="text"/> </p> <p>Worn Rank Type: <input type="text"/> </p> <p>Skill Grade: <input type="text"/> </p> <hr/> <p>Salary Admin Plan: OFF  </p> <p>Grade: O1        Grade Entry Date: 07/28/2015 </p> <p>Step: 1       Step Entry Date: <input type="text"/> </p> <p><input type="checkbox"/> Includes Wage Progression Rule</p> </div> <p>Click the <b>Compensation</b> tab.</p>
13	<p>On the Compensation page, change:</p> <ul style="list-style-type: none"> <li>▪ <b>Frequency</b> = If 'S' did not default, select/enter 'S' (semi-monthly).</li> </ul> <p>Click the <b>Default Pay Components</b> button.</p>

**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.

- 14 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
	<p>for each message.</p> <ul style="list-style-type: none"> <li>▪ 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.)</li> </ul> <p> ▪ The member's former user ID will be automatically be reactivated for the rehire with the following:</p> <p><b>User ID</b> = member's emplID  <b>Password</b> = CG&lt;last 4 of SSN&gt;@&lt;birth year&gt; (e.g. CG1234@1990)</p> <p>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.</p> <ul style="list-style-type: none"> <li>▪ The rehire's applicant record will be set to 'HIRED'.</li> </ul>

## 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.

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**Menu Path(s)** Menu Navigation: Workforce Administration > Personal Information > Manage Hires

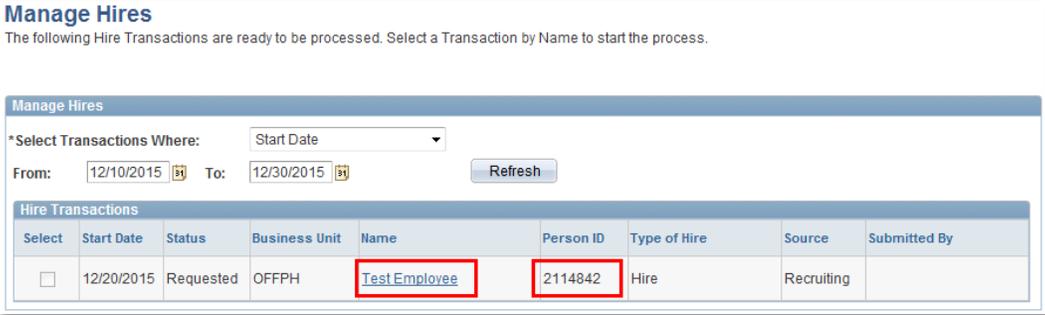
Portal Pagelet: Accessions > Hire Applicant

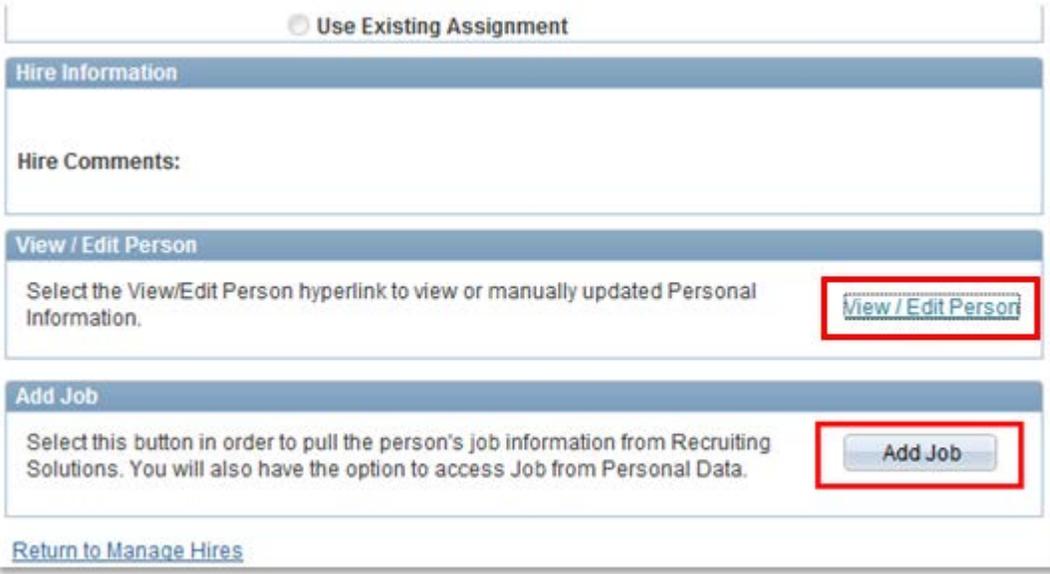
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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

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

Step	Action																		
1	<p>Click on the <b>Hire Applicant</b> link in the Accessions portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Administration &gt; Personal Information &gt; Manage Hires</p>  <p>The screenshot shows a window titled 'Accessions' with several links: 'Add New Applicant', 'Find Applicants', 'Applicant Lists', 'Find Job Openings', 'Interview Calendar', 'Pending CAD Report', 'Hire Applicant' (highlighted with a red box), and 'Add a Person'.</p>																		
2	<p>In the Hire Transactions section, click on the <b>applicant's name</b>.</p>  <p>The screenshot shows the 'Manage Hires' section with a filter for 'Start Date' from 12/10/2015 to 12/30/2015. Below is a table of Hire Transactions:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Start Date</th> <th>Status</th> <th>Business Unit</th> <th>Name</th> <th>Person ID</th> <th>Type of Hire</th> <th>Source</th> <th>Submitted By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>12/20/2015</td> <td>Requested</td> <td>OFFPH</td> <td><a href="#">Test Employee</a></td> <td>2114842</td> <td>Hire</td> <td>Recruiting</td> <td></td> </tr> </tbody> </table> <p>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.</p>	Select	Start Date	Status	Business Unit	Name	Person ID	Type of Hire	Source	Submitted By	<input type="checkbox"/>	12/20/2015	Requested	OFFPH	<a href="#">Test Employee</a>	2114842	Hire	Recruiting	
Select	Start Date	Status	Business Unit	Name	Person ID	Type of Hire	Source	Submitted By											
<input type="checkbox"/>	12/20/2015	Requested	OFFPH	<a href="#">Test Employee</a>	2114842	Hire	Recruiting												
3	<p>If the saved Personal Data record needs to be updated, click the <b>View/Edit Person</b> link on the <b>Manage Hires Details</b> page. The Personal Data pages will display. Make your updates and then click the <b>OK</b> button. This will return you back to the <b>Manage Hires</b> page.</p> <p>On the Manage Hires Detail page, click the <b>Add Job</b> button.</p>																		

Step	Action
	 <p style="text-align: center;"><input type="radio"/> Use Existing Assignment</p> <p><b>Hire Information</b></p> <p>Hire Comments:</p> <p><b>View / Edit Person</b></p> <p>Select the View/Edit Person hyperlink to view or manually updated Personal Information.</p> <p><b>Add Job</b></p> <p>Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data.</p> <p><a href="#">Return to Manage Hires</a></p>
4	To add job data for a new hire, follow steps 8-14 in the Rehire Officer Applicant section.

## APPROVE/DENY REHIRE REQUEST

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**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 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

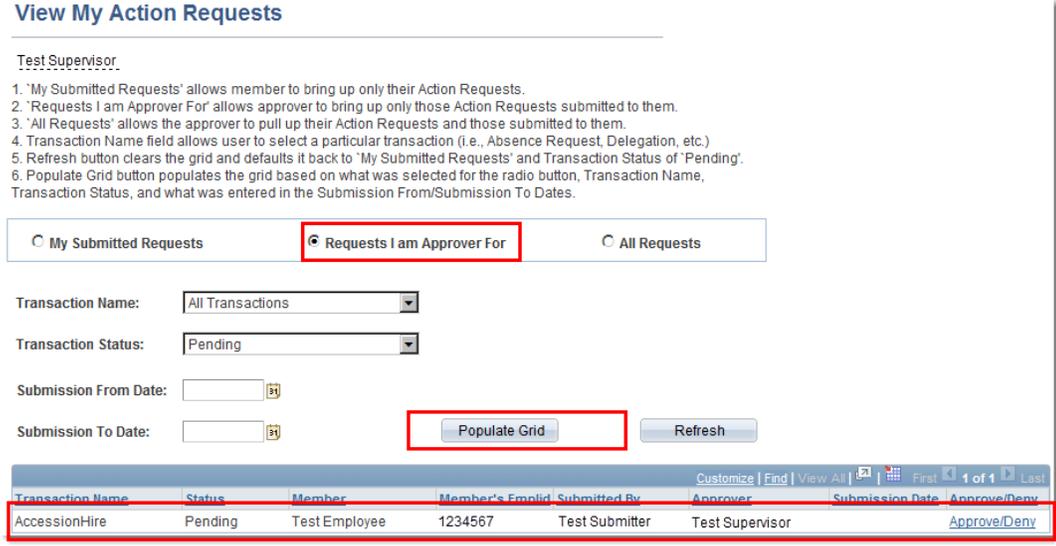
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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <http://www.uscg.mil/ppc/ccb/>.
  - 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	<p>Click on the <b>Requests</b> tab and select the <b>View My Requests (all types)</b> link in the Self Service Requests pagelet.</p> <p>Enterprise Menu navigation: Human Resources &gt; Requests &gt; View My Requests</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 rehire approval that was routed to you and click the Approve/Deny link.</p> <p><b>View My Action Requests</b></p> <p>Test Supervisor.</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</li> </ol>  <table border="1" data-bbox="295 1432 1351 1516"> <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></td> <td><a href="#">Approve/Deny</a></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		<a href="#">Approve/Deny</a>
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny										
AccessionHire	Pending	Test Employee	1234567	Test Submitter	Test Supervisor		<a href="#">Approve/Deny</a>										
3	<p>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.</p>																

Step	Action
	<div data-bbox="289 268 1339 1087"> <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> <div data-bbox="326 495 1317 562"> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> </div> <div data-bbox="326 579 1317 663"> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> </div> <div data-bbox="326 680 1317 747"> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Test Supervisor</p> </div> <p>Comment:</p> <div data-bbox="310 825 683 877"> <p>Approve Deny</p> </div> <p><b>Accessions Hire Approval</b></p> <div data-bbox="342 915 1000 1077"> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p>Test Supervisor Initial Approve Action Request</p> </div> </div>
4	<p>If no data is missing, the request is approved.</p>

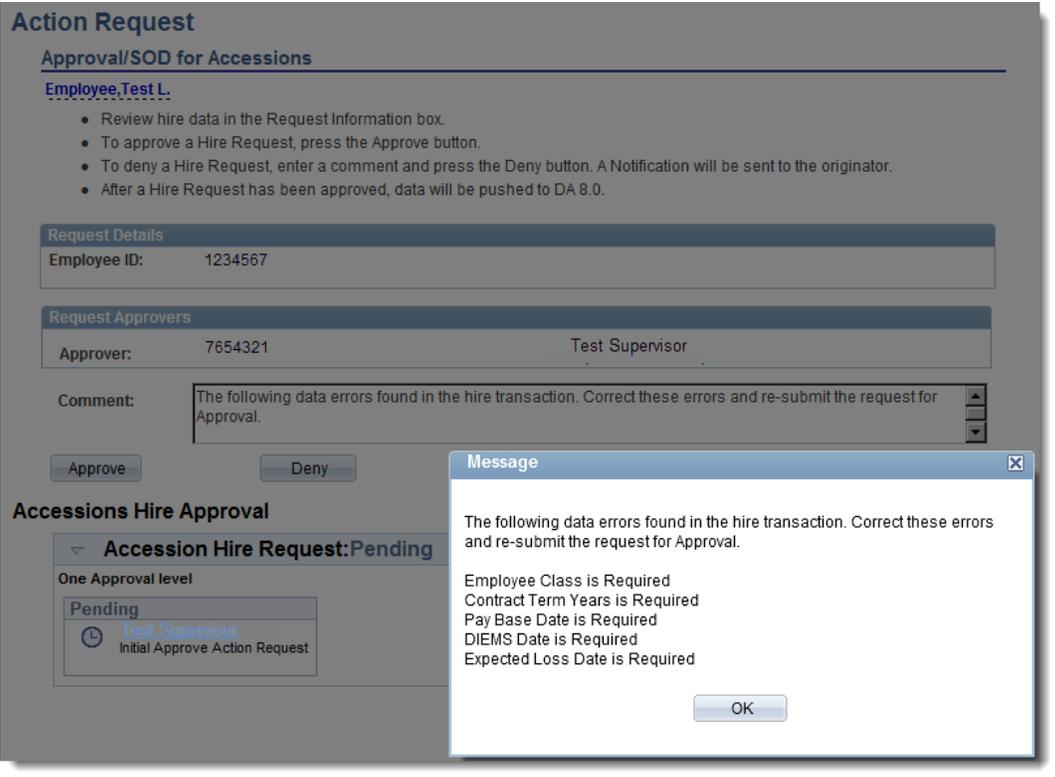
As an approver, you must review/audit the personal and job data for the rehire. Personal Data should be audited to ensure that a business address is indicated for the rehire.

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.

Step	Action
	<div data-bbox="289 262 1339 1081"> <h3>Action Request</h3> <h4>Approval/SOD for Accessions</h4> <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> <div data-bbox="324 493 1323 556"> <p><b>Request Details</b></p> <p>Employee ID: 2114178</p> </div> <div data-bbox="324 577 1323 661"> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> </div> <div data-bbox="324 682 1323 745"> <p><b>Request Approvers</b></p> <p>Approver: 1234567 Test Supervisor</p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <h4>Accessions Hire Approval</h4> <div data-bbox="341 924 998 1081"> <p>Accession Hire Request: <b>Approved</b></p> <p>One Approval level</p> <div data-bbox="349 987 617 1071"> <p><b>Approved</b></p> <p><a href="#">Test Supervisor</a> Initial Approve Action Request 06/03/14 - 1:08 PM</p> </div> </div> </div>
	<p>Upon approval, the pay group for rehire is automatically updated with a valid 'paying' pay group.</p>

## DENYING A REHIRE REQUEST

Step	Action
<p><b>1</b></p>	<p>If any data is missing, an error message will display.</p> <p>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.</p>  <p>The screenshot shows the 'Action Request' interface for 'Approval/SOD for Accessions'. It includes a 'Request Details' section with Employee ID 1234567, and a 'Request Approvers' section with Approver 7654321 (Test Supervisor). A 'Comment' field contains the text: 'The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.' Below the comment are 'Approve' and 'Deny' buttons. A 'Message' dialog box is open, listing the following errors: 'Employee Class is Required', 'Contract Term Years is Required', 'Pay Base Date is Required', 'DIEMS Date is Required', and 'Expected Loss Date is Required'. An 'OK' button is at the bottom of the message box.</p>
<h3>JOB DATA CORRECTIONS</h3>	
<p><b>2</b></p>	<p>You can view the items that need to be corrected by clicking on the <b>Requests</b> tab and selecting the <b>View My Requests (all types)</b> link in the Self Service Requests pagelet.</p> <p>On the View My Action Requests page, select:</p> <ul style="list-style-type: none"> <li>▪ <b>My Submitted Requests</b> = yes</li> <li>▪ <b>Transaction Name</b> = Approval/SOD for Accessions</li> <li>▪ <b>Transaction Status</b> = Denied</li> </ul> <p>Click the <b>Populate Grid</b> button. Your denied request will be listed. Click the <b>View Details</b> link.</p>

**Step Action**

My Submitted Requests   
  Requests I am Approver For   
  All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details
AccessionHire	Denied	testtest	test	1234567	014484	Test Requestor	Test Supervisor	08/20/2015	<a href="#">View Details</a>

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

**Accessions Hire Approval**

   [View/Hide Comments](#)

One Approval level

**Denied**

 [Test Supervisor](#)  
 Initial Approve Action Request  
 08/20/15 - 10:34 AM

**Comments**

**SUPERVISOR, Test at 08/20/15 - 10:34 AM**  
 The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.

- Home Address Line1 is Required
- Home Country is Required
- Home City is Required
- Home ZIP Code is Required
- Mail Address Line1 is Required
- Mail City is Required
- Mail ZIP Code is Required
- Mail Country is Required
- Birth State is Required
- Employee Class is Required
- Pay Base Date is Required
- DIEMS Date is Required

**3** 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.

**Core HR**

[Job Data](#)      [Person Profiles](#)

[Addresses](#)      [Emergency Contact](#)

[Personal Data](#)      [Statement of Creditable Svc](#)

Step	Action
4	<p>On the search page, enter the member’s employee ID in the <b>EmplID</b> field, click the <b>Correct History</b> checkbox and click <b>Search</b>.</p> <div data-bbox="289 373 1344 1115" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Job Data</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p><b>Empl ID:</b> <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p><b>Empl Record:</b> <input type="text" value="="/> <input type="text"/></p> <p><b>Name:</b> <input type="text" value="begins with"/></p> <p><b>Last Name:</b> <input type="text" value="begins with"/></p> <p><b>Second Last Name:</b> <input type="text" value="begins with"/></p> <p><b>Alternate Character Name:</b> <input type="text" value="begins with"/></p> <p><b>Middle Name:</b> <input type="text" value="begins with"/></p> <p><b>Business Unit:</b> <input type="text" value="begins with"/></p> <p><b>Department Set ID:</b> <input type="text" value="begins with"/> </p> <p><b>Department:</b> <input type="text" value="begins with"/> </p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> <b>Correct History</b> <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> </div>
5	<p>Correct the data that caused the approval to fail.</p> <p>If any of the service dates within the Assigned Seniority Dates section need to be corrected and the field is display-only, click the <b>Recalculate Seniority Dates</b> button. This will make the field editable.</p>

**Step Action**

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
DIEMS DATE		01/01/2005	<input checked="" type="checkbox"/>	
EXPECTED AD TERM DATE		01/01/2005	<input checked="" type="checkbox"/>	
EXPECTED LOSS DATE		01/01/2005	<input checked="" type="checkbox"/>	
JOB FAMILY ENTRY DATE		01/01/2005	<input checked="" type="checkbox"/>	
MIL OBLIGATION COMPL DATE		01/01/2005	<input checked="" type="checkbox"/>	
MILITARY SERVICE DATE			<input type="checkbox"/>	
NOA DATE			<input type="checkbox"/>	
PAY ALLOWANCE DATE		08/23/2015	<input type="checkbox"/>	
COMMISSIONED CORPS DATE			<input type="checkbox"/>	
PROMOTION CREDIT DATE			<input type="checkbox"/>	
PAY BASE DATE			<input type="checkbox"/>	
DATE OF RANK	080098	08/23/2015	<input type="checkbox"/>	
ROTATION DATE			<input type="checkbox"/>	
SENIORITY CREDIT DATE			<input type="checkbox"/>	
TRAINING EXPERIENCE DATE			<input type="checkbox"/>	

First 1-20 of 20 Last

**Recalculate Seniority Dates**

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

Work Location **Job Information** Job Labor Payroll Salary Plan Compensation

Employee  Empl ID: 1234567  
Empl Record: 0

Military Service:

**Job Information** Find First 1 of 1 Last

Effective Date: 07/28/2015 Go To Row  
 Effective Sequence: 0 Action: Hire  
 HR Status: Active Reason: Conversion Value  
 Payroll Status: Active Job Indicator: Primary Job Current

\*Job Code: P10009 Medical Clinician CLN  
 Entry Date: 07/28/2015  
 Supervisor Level:  Supervisory Position  
**Supervisor ID: 7654321**  
 Reports To:

\*Regular/Temporary: Regular \*Full/Part: Full-Time  
 Empl Class: AD \*Officer Code: None  
 \*Regular Shift: N/A Shift Rate:   
 \*Classified Ind: Classified Shift Factor:

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

Step	Action
<b>PERSONAL DATA CORRECTIONS</b>	
8	<p>To correct personal data such as business address, the <b>requestor</b> must navigate Personal Data by clicking the Personal Data link in the Core HR pagelet.</p> 
9	<p>On the search page, enter the member's employee ID in the <b>EmplID</b> field, click the <b>Correct History</b> checkbox and click <b>Search</b>.</p> <p><b>Personal Information</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p><b>Empl ID:</b> begins with ▼ 1234567</p> <p>Name: begins with ▼</p> <p>Last Name: begins with ▼</p> <p>Second Last Name: begins with ▼</p> <p>Alternate Character Name: begins with ▼</p> <p>Middle Name: begins with ▼</p> <p>Business Unit: begins with ▼</p> <p>Department Set ID: begins with ▼</p> <p>Department: begins with ▼</p> <p><input type="checkbox"/> Include History   <input checked="" type="checkbox"/> <b>Correct History</b>   <input type="checkbox"/> Case Sensitive</p> <p>Search   Clear   Basic Search   Save Search Criteria</p>
10	<p>Correct the data that caused the approval to fail and click the <b>Save</b> button.</p>
11	<p>Navigate to Job Data by clicking the Job Data link in the Core HR pagelet.</p>  <p><b>!</b> Indicate the approver again in the Supervisor ID field on the Job Information page.</p>

Step	Action
	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #f0f0f0; border: 1px solid #ccc; margin-bottom: 5px;"> <span style="border: 1px solid red; padding: 2px;">Job Information</span> <span style="margin-left: 10px;">Work Location</span> <span style="margin-left: 10px;">Job Labor</span> <span style="margin-left: 10px;">Payroll</span> <span style="margin-left: 10px;">Salary Plan</span> <span style="margin-left: 10px;">Compensation</span> </div> <div style="margin-bottom: 5px;"> <p>Employee <span style="float: right;">Empl ID: 1234567</span></p> <p><span style="float: right;">Empl Record: 0</span></p> <p>Military Service: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #e0e0e0; border: 1px solid #ccc; padding: 2px;"> <span style="float: right;">Find First 1 of 1 Last</span> </div> <p>Effective Date: 07/28/2015 <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: Primary Job</span></p> <hr/> <p>*Job Code: <input type="text" value="P10009"/> <span style="margin-left: 100px;">Medical Clinician CLN</span></p> <p>Entry Date: <input type="text" value="07/28/2015"/> <span style="margin-left: 100px;">Supervisory Position</span></p> <p>Supervisor Level: <input type="text" value="Y"/> <span style="margin-left: 100px;">Supervisory Position</span></p> <p>Supervisor ID: <input style="border: 1px solid red;" type="text" value="7654321"/> <span style="margin-left: 100px;">Supervisory Position</span></p> <p>Reports To: <input type="text"/></p> <p>*Regular/Temporary: <input type="text" value="Regular"/> <span style="margin-left: 100px;">*Full/Part: <input type="text" value="Full-Time"/></span></p> <p>Empl Class: <input type="text" value="AD"/> <span style="margin-left: 100px;">*Officer Code: <input type="text" value="None"/></span></p> <p>*Regular Shift: <input type="text" value="N/A"/> <span style="margin-left: 100px;">Shift Rate: <input type="text"/></span></p> <p>*Classified Ind: <input type="text" value="Classified"/> <span style="margin-left: 100px;">Shift Factor: <input type="text"/></span></p> </div> </div>
<b>12</b>	Click the <b>Save</b> button. Upon save, the request will be re-routed to the approver.

## ADD/UPDATE CAN INFORMATION

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

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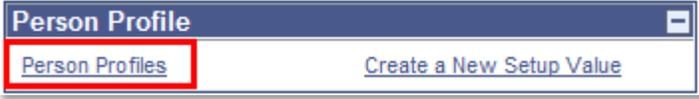
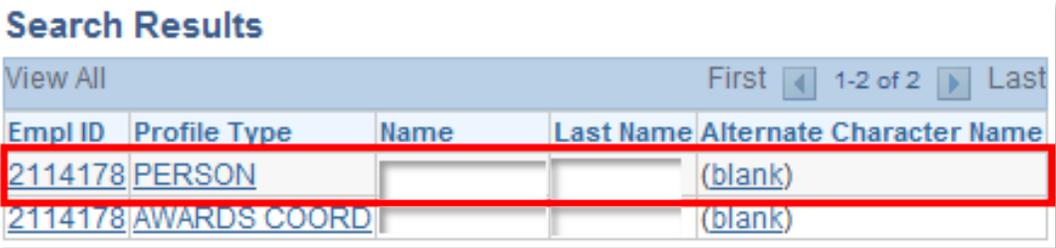
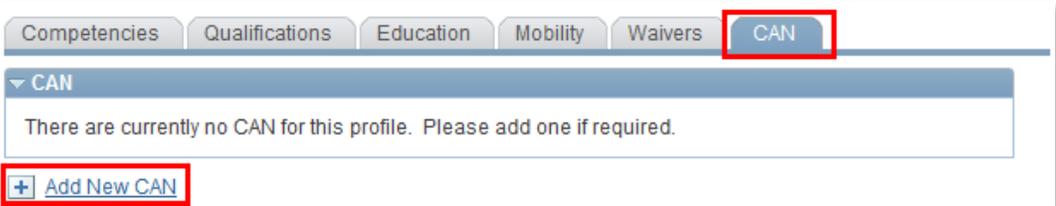
**Menu Path(s)** Menu Navigation: Workforce Development > Profile Management > Profiles > Person  
Portal Pagelet: Person Profiles > Person Profiles

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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/>.
  - 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.

Step	Action
1	<p>Click the <b>Person Profiles</b> link in the Person Profiles portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Development &gt; Profile Management &gt; Profiles &gt; Person</p> 
2	<p>On the Person Profiles search page, enter the member's employee ID in the EmplID field and click the <b>Search</b> button.</p>
3	<p>In the search results, select the <b>PERSON</b> row.</p> 
4	<p>On the Person Profile page, select the <b>CAN</b> tab and then select the <b>Add New CAN</b> link.</p> 
5	<p>On the <b>Add New CAN</b> page, select</p> <ul style="list-style-type: none"> <li>▪ <b>Effective Date</b> (when the CAN data applies to the member)</li> <li>▪ <b>Type</b> = 'CAN'</li> </ul> <p>Enter CAN data in the remaining fields.</p>

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

## ADD/UPDATE OBLIGATED SERVICE INFORMATION

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**Introduction** This section provides procedures for adding obligated service information.

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**Menu Path(s)** Menu Navigation: Workforce Administration > Job Information > Contract Administration > Service Agreements USF

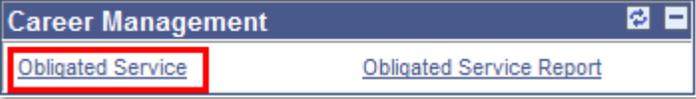
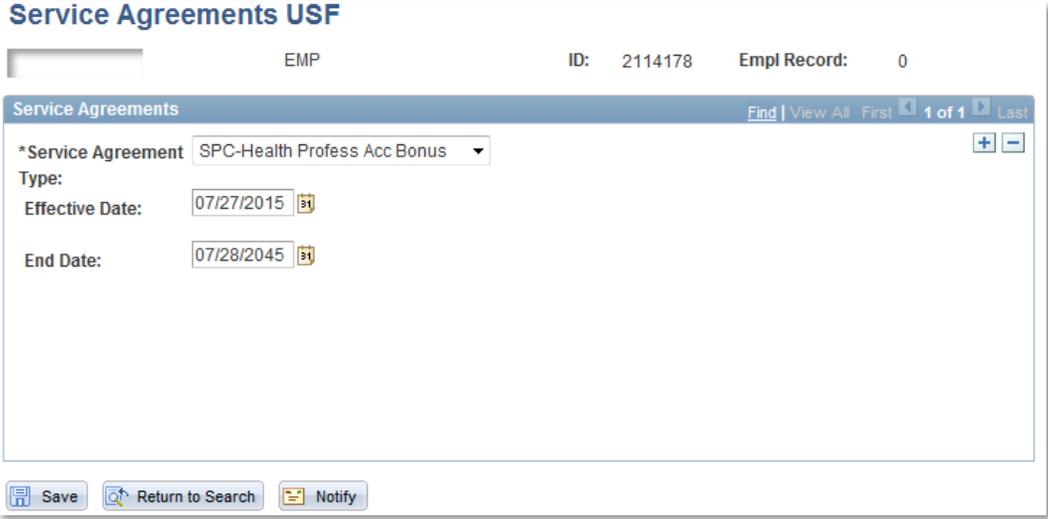
Portal Pagelet: Career Management > Obligated Service

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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/>.
  - 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.

Step	Action
1	<p>Click the <b>Obligated Service</b> link in the Career Management portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Administration &gt; Job Information &gt; Contract Administration &gt; Service Agreements USF</p> 
2	<p>On the Service Agreements USF search page, enter the member's employee ID in the EmplID field and click the <b>Search</b> button.</p>
3	<p>On the <b>Service Agreement USF</b> page, enter the obligated service data for the member.</p>  <p>Click the '+' icon to add additional service agreement types. When finished, click the <b>Save</b> button.</p>

## ADD/UPDATE PRIOR SERVICE DATA

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**Introduction** This section provides procedures for adding prior service data.

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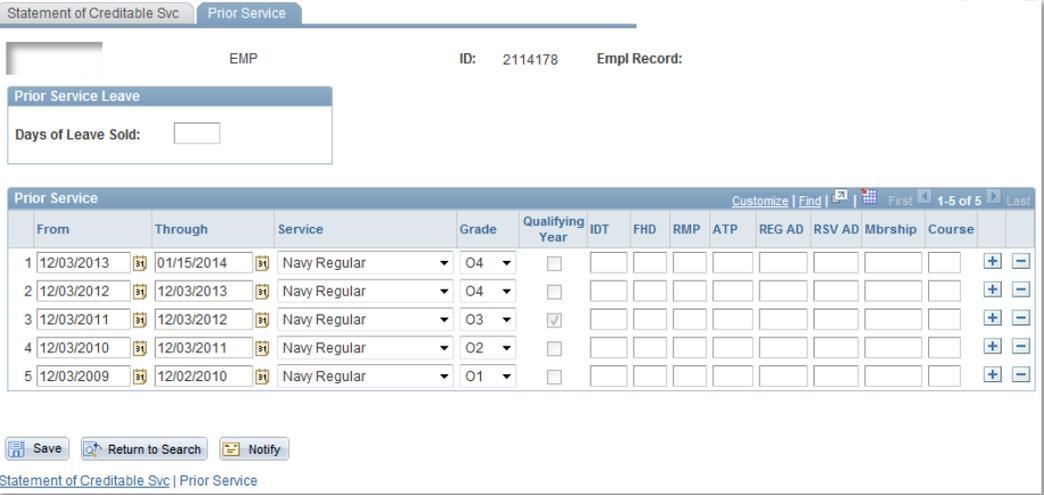
**Menu Path(s)** Menu Navigation: Workforce Administration > Job Information > Statement of Creditable Svc > Statement of Creditable Svc  
Portal Pagelet: Core HR > Statement of Creditable Svc

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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/>.
  - 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	<p>Click the <b>Statement of Creditable Svc</b> link in the <b>Core HR</b> portal pagelet.</p> 
2	<p>On the Statement of Creditable Svc search page, enter the member's employee ID in the EmplID field and click the <b>Search</b> button.</p>
3	<p>Click the Prior Service tab. In the Prior Service section, enter the prior service data. Only From, Through, and Service fields are required.</p> <p>Retirement point columns (i.e. Qualifying Year, IDT, FHD, RMP, etc) are not used by PHS and should be left blank.</p>  <p>Click the <b>Save</b> button.</p> <p> 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.</p>

## GENERATE NEW HIRE ORDER

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**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.

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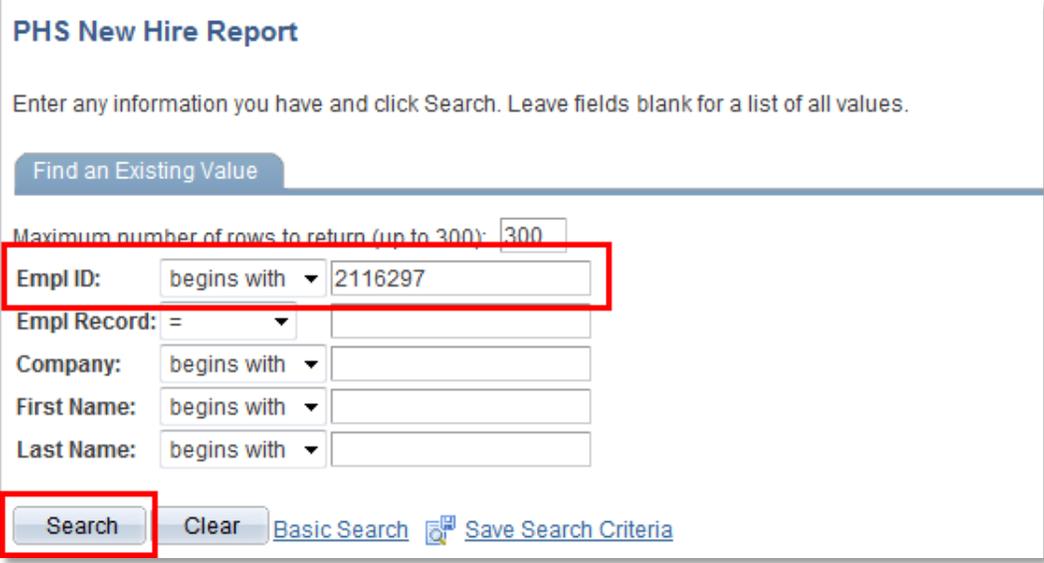
**Menu Path(s)** Menu Navigation: Orders > PHS New Hire Report

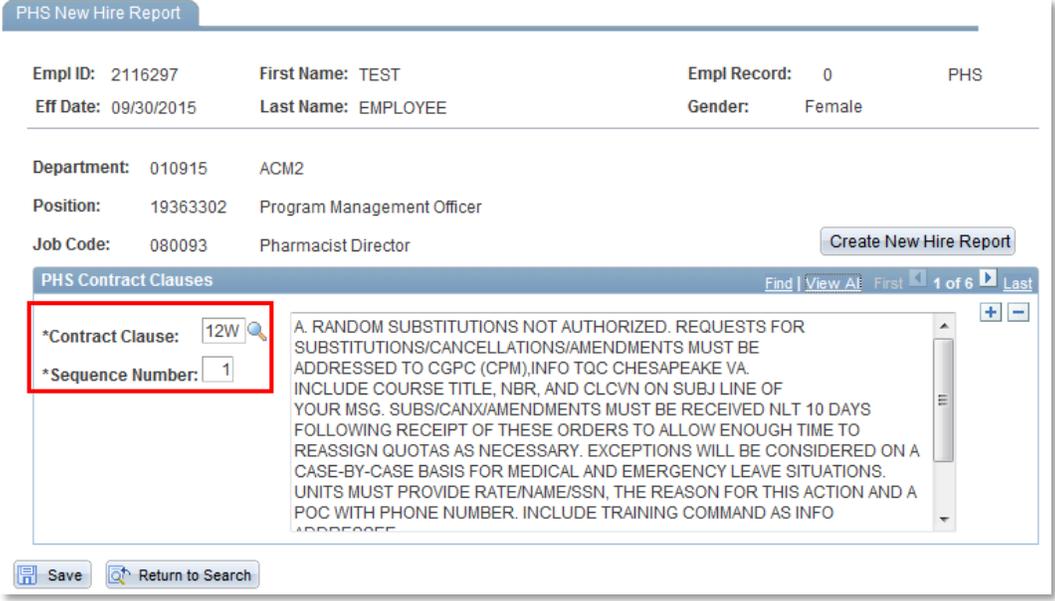
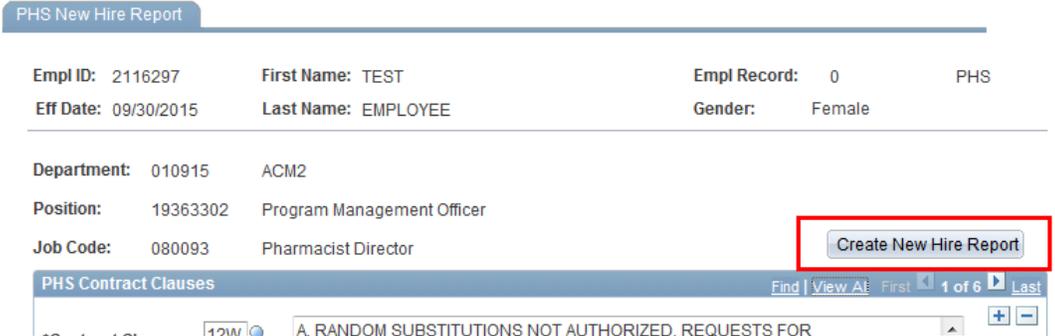
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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <http://www.uscg.mil/ppc/ccb/>.
  - 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	<p>Navigate to: Orders &gt; PHS New Hire Report</p> 
2	<p>On the search page, enter the member's employee ID in the EmplID field and click the <b>Search</b> button. If the emplID is not known, search for the member by name.</p> 
3	<p>On the PHS New Hire Report page, enter:</p> <ul style="list-style-type: none"> <li>▪ <b>Contract Clause</b> = enter the contract clause ID. Click the look up icon to search</li> </ul>

Step	Action
	<p>for contract clauses.</p> <ul style="list-style-type: none"> <li>▪ <b>Sequence Number</b> = enter the number for the order in which you want the contract clause(s) to display.</li> </ul> 
4	<p>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.</p> 
5	<p>After all clauses are added, click the <b>Save</b> button.</p> 
6	<p>After saving, click the <b>Create New Hire Report</b> button.</p> 

Step	Action
	<p>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.</p>  <p>The screenshot shows a yellow-bordered pop-up blocker message from Internet Explorer. The text reads "Internet Explorer blocked a pop-up from [redacted]". On the right side of the message, there are two buttons: "Allow once" and "Options for this site" with a dropdown arrow. Both buttons are highlighted with a red rectangular box.</p>
7	<p>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.</p> <p>The '<b>Depart From</b>' 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.</p>  <p>The screenshot shows a Windows file dialog box. The text reads "Do you want to open or save 3HCDGQ555RGWACPEQUY7W_CG_NHIRE_RPT.pdf (11.6 KB) from [redacted] ?". At the bottom right, there are three buttons: "Open", "Save" with a dropdown arrow, and "Cancel". The "Open" button is highlighted with a red rectangular box.</p>

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

PHS DIRECT ACCESS JOB CODES (TEMP GRADE) BY CATEGORY												
JOB FAMILY	DESCRIPTION	Pay Grade/Rank	O10 ADM	O9 VADM	O8 RADM	O7 RADM	O6 CAPT	O5 CDR	O4 LCDR	O3 LT	O2 LTJG	O1 ENS
		Title	Surgeon General	Asst Surgeon General	Asst Surgeon General	RADM	Director	Senior	Full	Sr. Asst	Asst	Jr. Asst
<b>DENTAL</b>												
DENT	Dental			020090	020091	020092	020093	020094	020095	020096	020097	020098
<b>DIETITIAN</b>												
DIET	Dietitian			090090	090091	090092	090093	090094	090095	090096	090097	090098
<b>ENGINEER</b>												
ENG	Engineer			040090	040091	040092	040093	040094	040095	040096	040097	040098
<b>ENVIRONMENTAL HEALTH OFFICER</b>												
EHO	Environmental Health Officer			060090	060091	060092	060093	060094	060095	060096	060097	060098
<b>HEALTH SERVICES OFFICER</b>												
HSOCH	Chemist			0H0190	0H0191	0H0192	0H0193	0H0194	0H0195	0H0196	0H0197	0H0198
HSODH	Dental Hygienist			0H0290	0H0291	0H0292	0H0293	0H0294	0H0295	0H0296	0H0297	0H0298
HSOEPH	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**

JOB FAMILY	DESCRIPTION	Pay Grade/Rank	O10 ADM	O9 VADM	O8 RADM	O7 RADM	O6 CAPT	O5 CDR	O4 LCDR	O3 LT	O2 LTJG	O1 ENS
		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
<b>MEDICAL</b>												
MED	Surgeon		010089	010090	010091	010092	010093	010094	010095	010096	010097	010098
<b>NURSE</b>												
NURSE	Nurse Officer			030090	030091	030092	030093	030094	030095	030096	030097	030098
<b>PHARMACIST</b>												
PHARM	Pharmacist			080090	080091	080092	080093	080094	080095	080096	080097	080098
<b>RESEARCH OFFICER GROUP</b>												
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
<b>SCIENTIST</b>												
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
<b>THERAPIST</b>												

PHS DIRECT ACCESS JOB CODES (TEMP GRADE) BY CATEGORY												
JOB FAMILY	DESCRIPTION	Pay Grade/Rank	O10 ADM	O9 VADM	O8 RADM	O7 RADM	O6 CAPT	O5 CDR	O4 LCDR	O3 LT	O2 LTJG	O1 ENS
		Title	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
<b>VETERINARIAN</b>												
VET	Veterinarian			070090	070091	070092	070093	070094	070095	070096	070097	070098