

PHS Ready Reserve Integration Request User Guide



Version 1.0

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INTEGRATE READY RESERVE TO REGULAR CORP

Introduction This section provides procedures for integrating a PHS ready reservist into the regular corp. The primary purpose of this transaction is to move the member from a ready reserve employee category (e.g. SRCOSTEP, JRCOSTEP, EIS, PRP) to the 'Regular' employee category. This transaction also allows the business unit, position, temp grade, and perm grade to be changed, if necessary.

If an order needs to be generated as part of the integration, a PCS transfer must be performed using the PCS Orders functionality, in addition to this transaction.

If the salary step (longevity) needs to be changed, use the SOCS component to adjust the Pay Base Date which will update the salary step accordingly, in addition to this transaction.

This transaction should only be used if the member has an active job data record.

Menu Path(s) Menu Navigation: Human Resources > Requests > Ready Reserve Integration Rqst

Portal Pagelet: N/A

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/>.)
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Procedure The following steps will show you how to integrate a PHS ready reservist into the regular corp. All editable fields on the page are required except the Comment field.

Step	Action
1	<p>In the Enterprise Menu, navigate to: Human Resources > Reqeusts > Ready Reserve Integration Rqst.</p> 
2	<p>On the Add Action Request page, enter/select:</p> <ul style="list-style-type: none"> ▪ Empl ID = enter/select the employee ID of the ready reservist to be integrated. ▪ Empl Record = click the look up and then select the row where Company = PHS. If only one row displays, select that row. Most, if not all, ready reservists will only have empl record = 0.  <p>Click the Add button.</p>
3	<p>On the Action Request page, click Get Details button to see existing information for the member. Then, in the Request Details section, enter/select (all editable fields are required except the comments field):</p> <ul style="list-style-type: none"> ▪ Effective Date = Select the date when the member is to be integrated ▪ Business Unit = Enter/select either OFFPH or OFEPH

Step Action

- **Position** = Enter/select the appropriate position
- **Job Code** = Enter/select the appropriate temp grade
- **Empl Subcategory** = PERM
- **Empl Subcategory2** = Enter/select the appropriate perm grade
- **Comment** = Enter comments, if any

Action Request

Submit Ready Reserve Integration

Employee, Test

1. Please verify the Ready Reserve Integration Request information.
 2. If Changes are needed, enter details about changes in the Comments field.
 3. Click Approve or Deny button.

Request Details	
Effective Date:	10/28/2015
Business Unit:	OFFPH
Position:	19364754
Jobcode:	010095
Empl Subcategory:	PERM
Empl Subcategory2:	000095

Request Information	
Emplid: 2107175	Empl Class: AD
Empl Rcd: 0	Empl Category: D PHS Ready Reserve
Reg Region: PHS	Empl Subcategory: PERM
Position: 19364754 Epidemiologist	Empl Subcategory2: 000095 LCDR
Business Unit: OFFPH	Grade: O4
Jobcode: 010095 Full Surgeon	Step: 1

Comment:

If business unit, position, temp grade, and perm grade remain the same when the member is integrated, you must still populate these fields in the Request Details section. Indicate the same values.

Click the **Submit** button.

APPROVE READY RESERVE INTEGRATION REQUEST

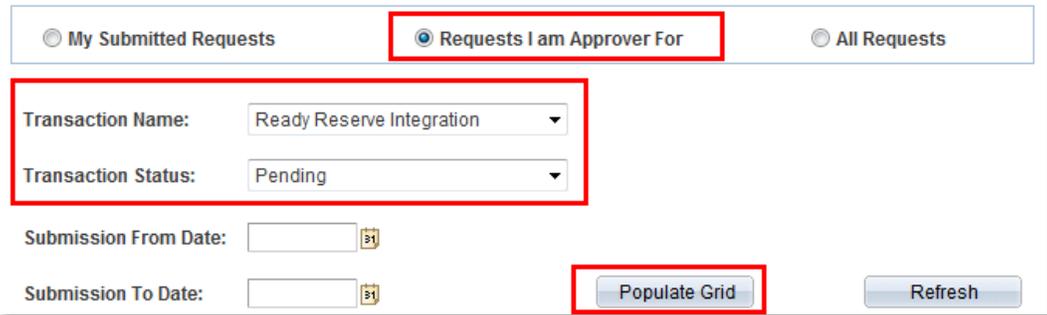
Introduction This section provides procedures for approving/denying Ready Reserve Integration requests.

Menu Path(s) Menu Navigation: Human Resources > Requests > View My Requests
Portal Pagelet: Requests tab > Requests > View My Requests (All Type)

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/deny a ready reserve integration request.

Step	Action
1	<p>Click on the Requests tab and select the View My Requests (all types) link in the Self Service Requests pagelet.</p> <p>Enterprise Menu navigation: Human Resources > Requests > View My Requests</p> 
2	<p>On the View My Action Requests page, select:</p> <ul style="list-style-type: none"> ▪ Requests I am Approver For = Yes ▪ Transaction Name = Ready Reserve Integration ▪ Transaction Status = Pending  <p> Enter a Submission From Date and/or Submission To Date to further filter your results. These fields are optional.</p> <p>Click the Populate Grid button. All approval requests matching the Transaction Name will be listed in the search results grid.</p>
3	<p>In the search results grid, click the Approve/Deny link.</p>  <p> The approval page will display in a new browser tab or window.</p>
4	<p>On the Action Request page, enter any comments and click the Approve or Deny button. As an approver, you must review/audit the details.</p>

Step	Action																																								
	<div data-bbox="289 275 1344 1052"> <h3>Action Request</h3> <p>Ready Reserve Integration</p> <p><u>Employee, Test</u></p> <p>1. Please verify the Ready Reserve Integration Request information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button.</p> <table border="1"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Effective Date:</td> <td>10/30/2015</td> </tr> <tr> <td>Business Unit:</td> <td>OFFPH</td> </tr> <tr> <td>Position:</td> <td>19364754</td> </tr> <tr> <td>Jobcode:</td> <td>010095</td> </tr> <tr> <td>Empl Subcategory:</td> <td>PERM</td> </tr> <tr> <td>Empl Subcategory2:</td> <td>000095</td> </tr> </tbody> </table> <p>Get Details</p> <table border="1"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Emplid:</td> <td>2107175</td> </tr> <tr> <td>Empl Rcd:</td> <td>0</td> </tr> <tr> <td>Reg Region:</td> <td>PHS</td> </tr> <tr> <td>Position:</td> <td>19364754 Epidemiologist</td> </tr> <tr> <td>Business Unit:</td> <td>OFFPH</td> </tr> <tr> <td>Jobcode:</td> <td>010095 Full Surgeon</td> </tr> <tr> <td>Empl Class:</td> <td>AD</td> </tr> <tr> <td>Empl Category:</td> <td>D PHS Ready Reserve</td> </tr> <tr> <td>Empl Subcategory:</td> <td>PERM</td> </tr> <tr> <td>Empl Subcategory2:</td> <td>000095 LCDR</td> </tr> <tr> <td>Grade:</td> <td>O4</td> </tr> <tr> <td>Step:</td> <td>1</td> </tr> </tbody> </table> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> </div>	Request Details		Effective Date:	10/30/2015	Business Unit:	OFFPH	Position:	19364754	Jobcode:	010095	Empl Subcategory:	PERM	Empl Subcategory2:	000095	Request Information		Emplid:	2107175	Empl Rcd:	0	Reg Region:	PHS	Position:	19364754 Epidemiologist	Business Unit:	OFFPH	Jobcode:	010095 Full Surgeon	Empl Class:	AD	Empl Category:	D PHS Ready Reserve	Empl Subcategory:	PERM	Empl Subcategory2:	000095 LCDR	Grade:	O4	Step:	1
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<p>5</p>	<p>If the request was approved/denied successfully, a confirmation will display in the Ready Rsv Integration Approval section.</p> <div data-bbox="289 1171 1344 1486"> <h3>Ready Rsv Integration Approval</h3> <p>Ready Reserve Integration: Approved</p> <p>One Level Approval</p> <table border="1"> <tr> <td>Approved</td> </tr> <tr> <td>  APPROVER, Test PHS_SPOSUP Approvers 10/28/15 - 2:25 PM </td> </tr> </table> </div>	Approved	 APPROVER, Test PHS_SPOSUP Approvers 10/28/15 - 2:25 PM																																						
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<p>6</p>	<p>Upon approval, the system will automatically insert a new row into the member's job data record with an Action/Reason = 'Status Change'/'Integration of Reserve Commission Officer into Regular' and Employee Category = 'Regular'.</p> <p>The Effective Date, Business Unit, Position, Job Code (temp grade), and Empl Subcategory and Empl Subcategory2 (perm grade) fields will be updated with the values indicated in the approved request. Compensation data will also be updated, when applicable (i.e. if temp grade is changed).</p> <p>The PHS Promotions functionality uses the Labor Agreement Entry Date to track when a member receives a new perm grade and Date of Rank to track when a member receives a</p>																																								

Step	Action
	<p>temp grade. These dates will be changed to the effective date of the approved request if the temp grade and/or perm grade is changed. If unchanged, these dates will remain the same as the prior row.</p> <p>All other data will be retained from the prior row, including the service dates (except Date of Rank, as noted above). If the service dates and/or Salary Step (for longevity) need to be updated as a result of the integration, you must use the Statement of Creditable Service page to update the dates. Updating the Pay Base Date on the Statement of Creditable Service page will automatically update the Salary Step accordingly (after the Statement of Creditable Service request is approved).</p>