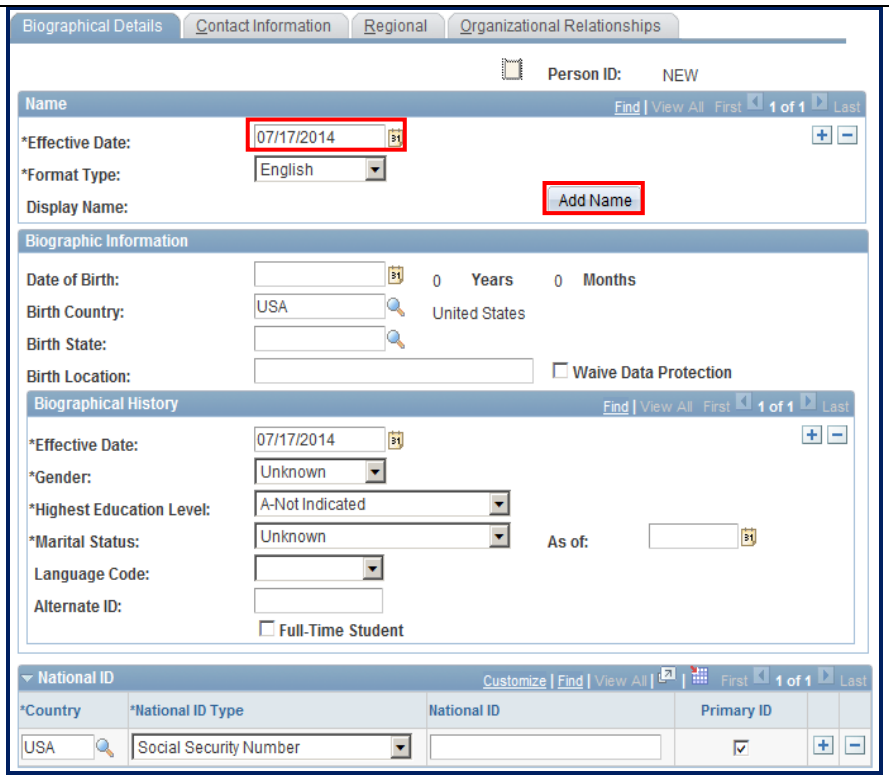
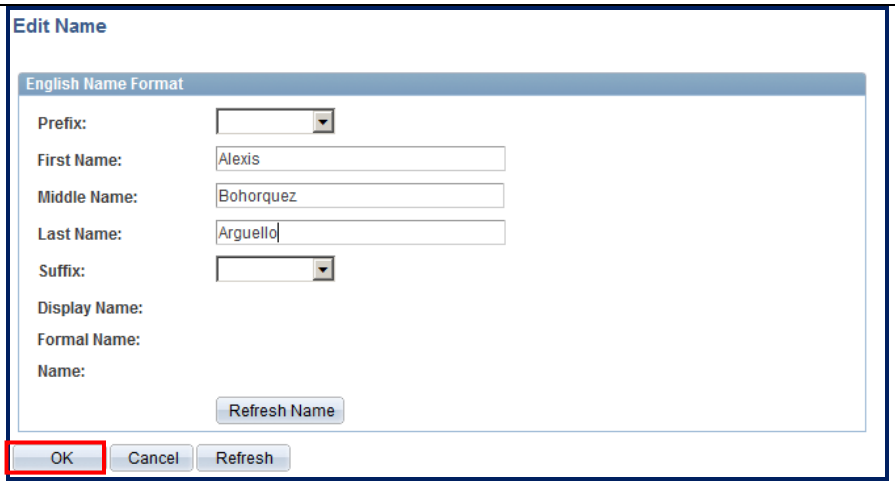
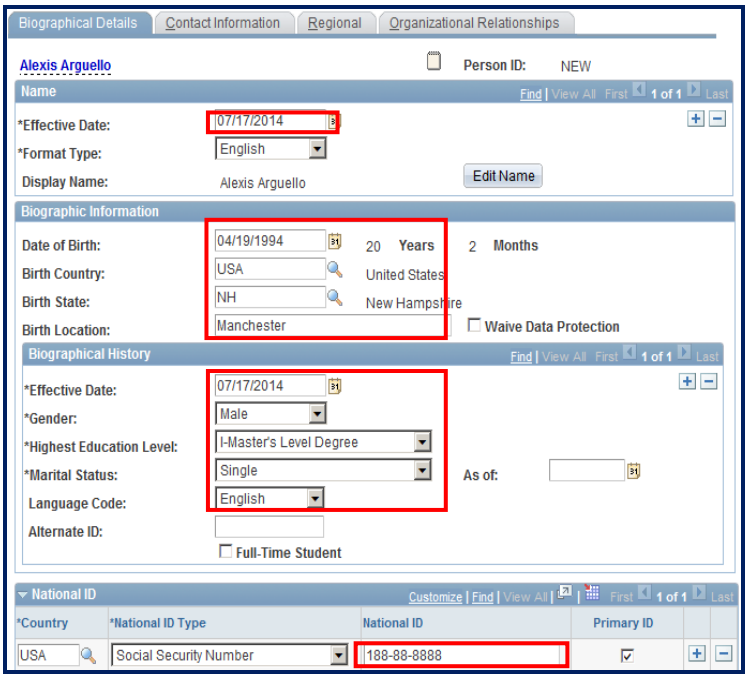
OCS – Hire to IRR

Step	Action
1	 From the Portal Page, select **Add a Person** from the Accessions pagelet. Note: You may not have all of these hyperlinks due to your role assignment.
2	 Click the **Add Person** button.

3	 The Effective Date will default to the current date. You may edit to a previous date. Click on the Add Name button.
4	 Enter member's complete name, when completed click the **OK** button. You will return to the Biographical Details Tab.

5

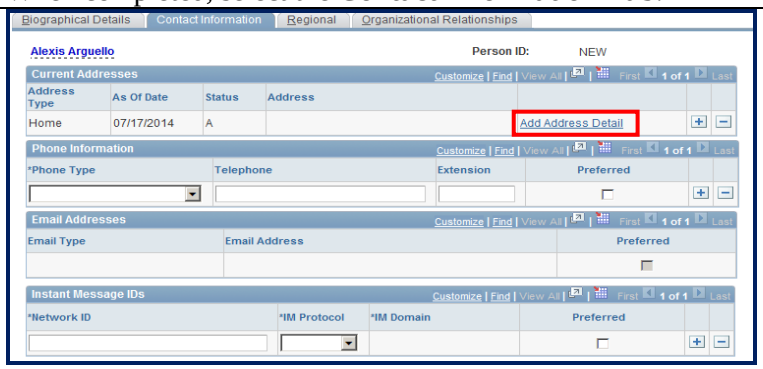


The Effective Date defaults to the current date. It may be edited to reflect the actual hire date. It cannot currently be future dated.

- Date of Birth: Enter the member's date of birth.
- Birth Country: Defaults to USA, if incorrect, select the lookup and select the correct Birth Country. If selecting other than USA, other fields may be displayed.
- Birth Location: City/Town of birth.
- Gender: Click the dropdown and select appropriate gender.
- Highest Education Level: Click the dropdown and select education level.
- Marital Status: Click the dropdown and select applicable status.
- Language Code: Click the dropdown and select English.
- National ID: Enter the member's Social Security Number.

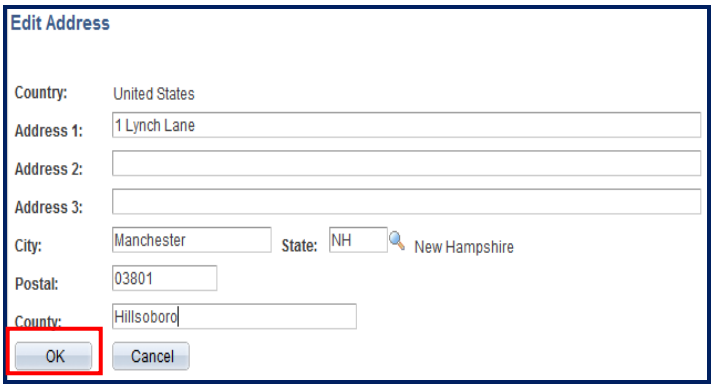
When completed, select the **Contact Information Tab**.

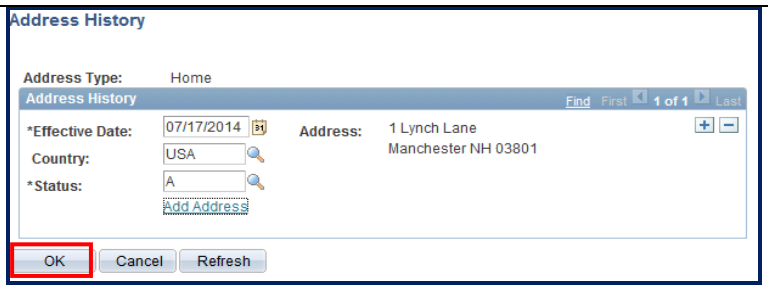
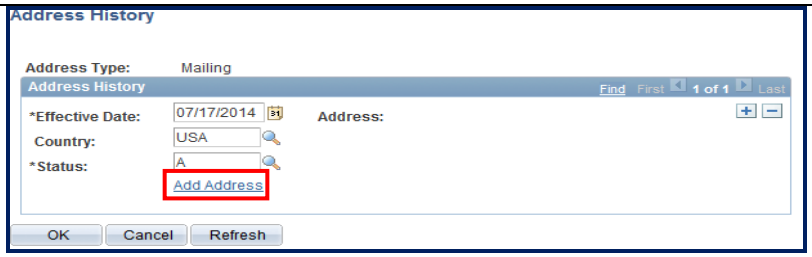
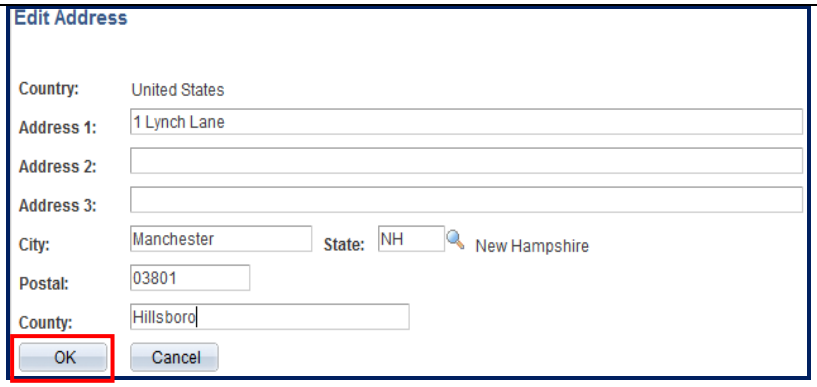
6

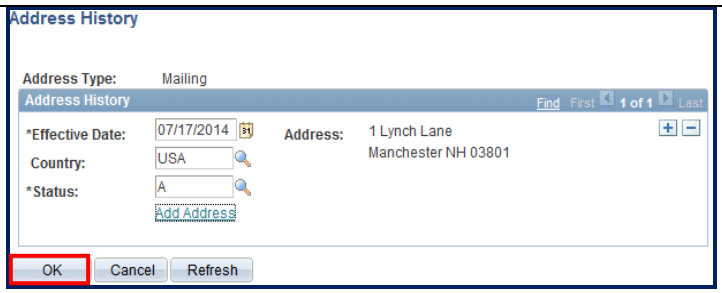
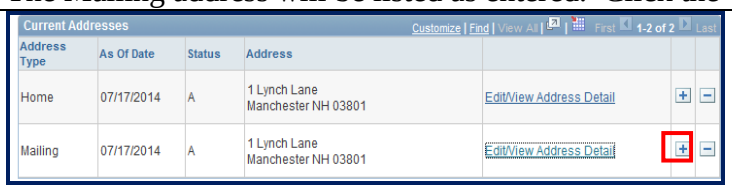
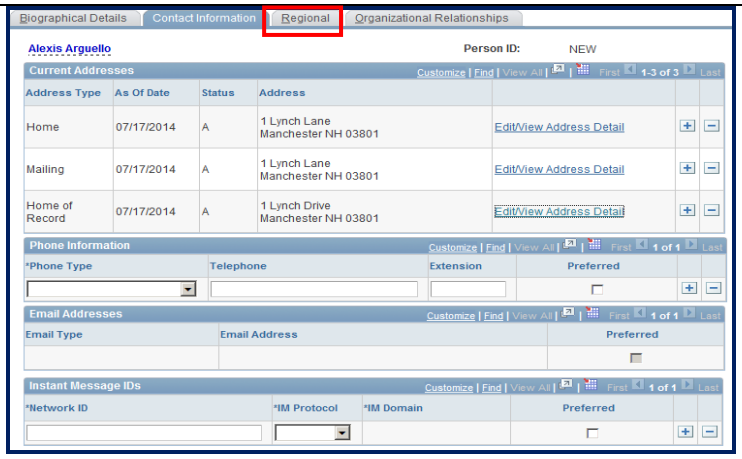
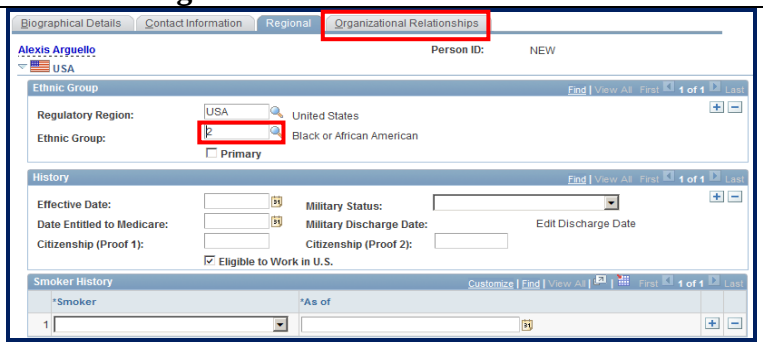


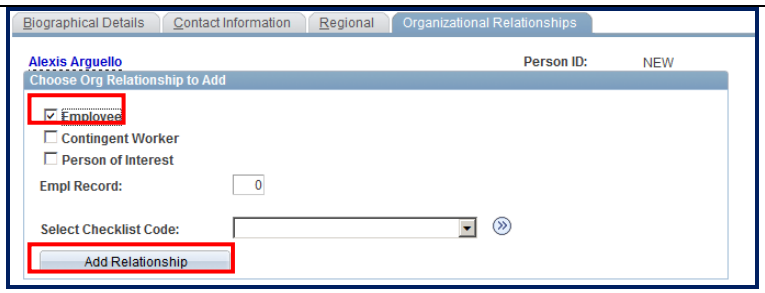
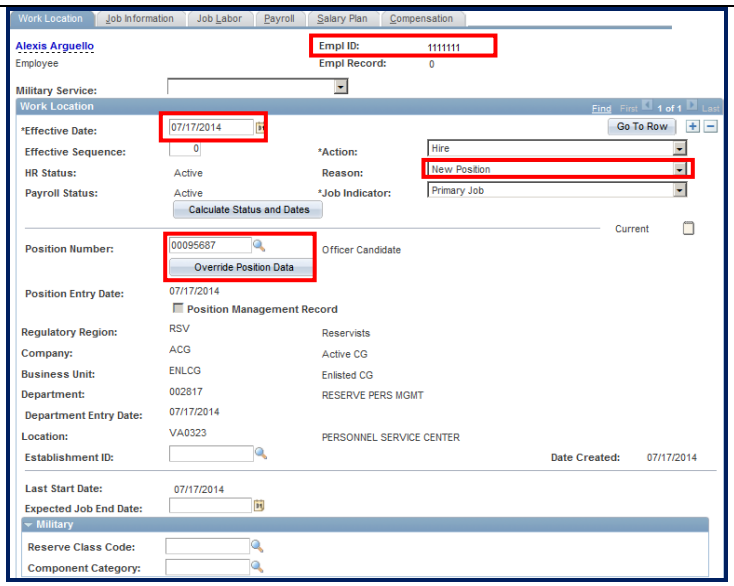
The system defaults the first address as Home and the As Of Date is the date of hire.

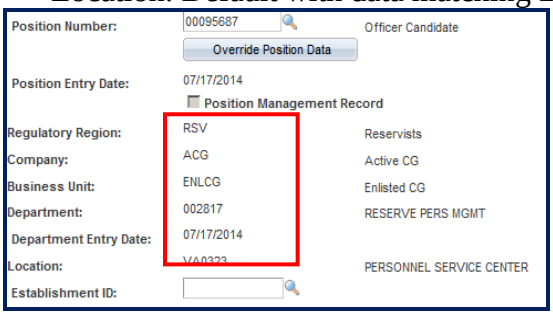
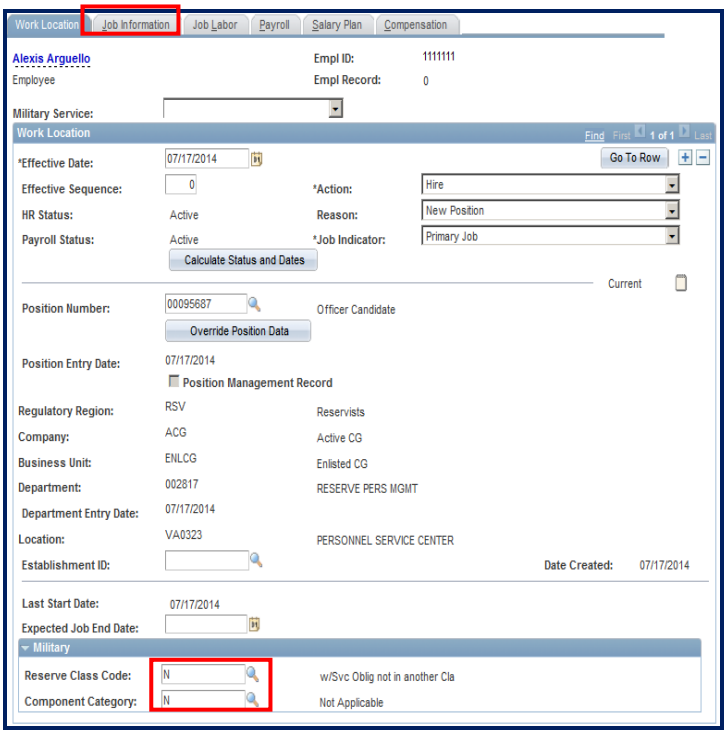
Select the **Add Address Detail** link.

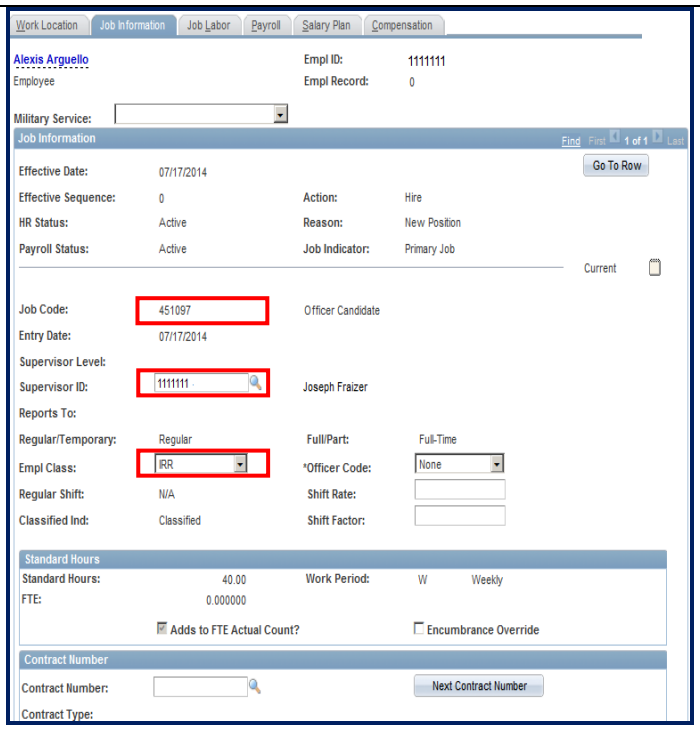
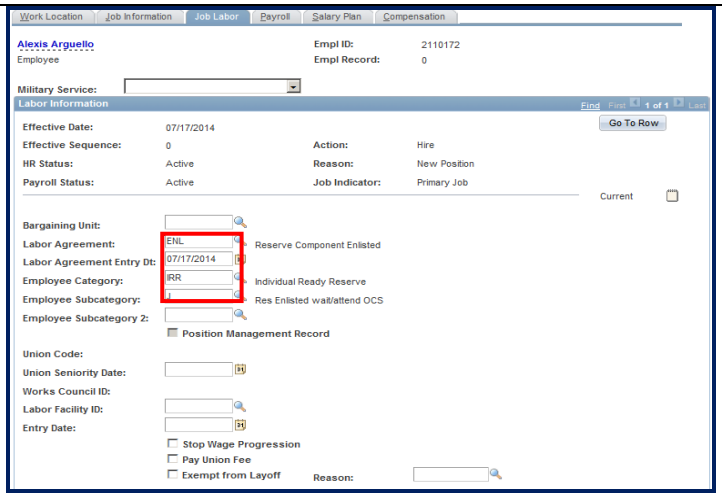
7	 The effective date defaults to the current date and may be edited to reflect the correct date of hire. This date currently cannot be future dated. Select the **Add Address** link.
8	 Address 1: Number/street name Address 2: Not used Address 3: Not used City: Enter address city State: Enter Address state Postal: Enter Postal Zip code County: Enter county (if known) Click the **OK** button.

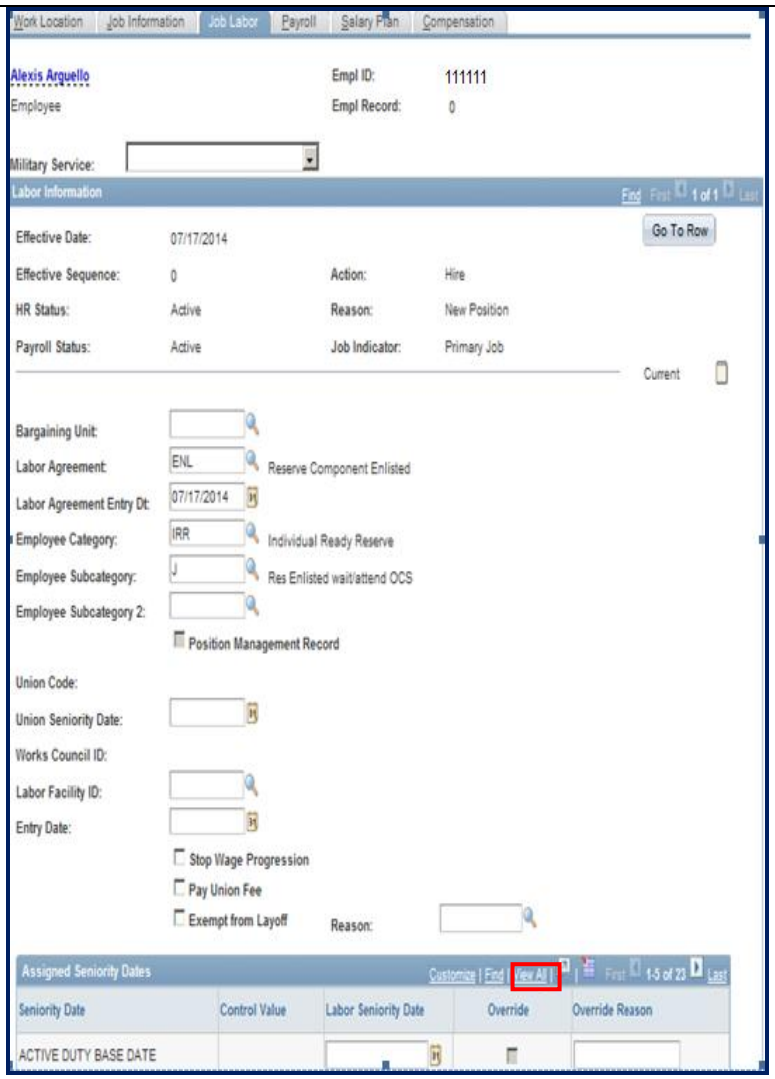
9	 The address will display as entered. Select the **OK** button.
10	 The Home address has been recorded. Click the "+" to add a Mailing Address.
11	 Click the Address Type drop down and select **Mailing**. Then click the **Add Address Detail** link.
12	 Click the Add Address link.
13	 Enter Mailing Address. Address line 2 and 3 are not used. When completed, click the **OK** button.

14	 The Mailing address will be listed as entered. Click the OK button.
15	 Click the "+" and repeat steps 10, 11 and 12 to enter a Home of Record as identified on the DD4.
16	 The Phone Information, Email Address and Instant Message IDs are left blank. Select the **Regional** Tab.
17	 Click the Ethnic Group lookup and select the appropriate category. If member claims other than one ethnic group, click the "+" button and add Hispanic or Non-Hispanic or for any additional group designation. All other data fields are left blank. Select the **Organizational Relationship** Tab.

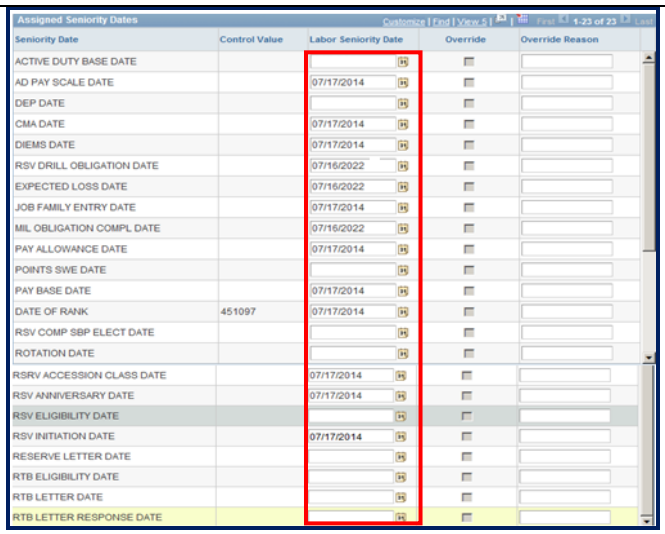
18	 Check the **Employee** box, then click the Add Relationship button. The Employee ID number will be generated and you will automatically navigate to Job Data.
19	 You should record the Employee ID number for future reference. If for any reason you do not complete this accession during this session, you use the **Add Employee Instance** link in the SPO pagelet. Enter the Employee ID number and you will be returned to member's Job Data. All previous Job Data entries will have been deleted and will need to be reentered. **Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using Modify a Person or Job Data links.** The effective date defaults to the current date. This date may be future dated to reflect actual hire date. Reason: Click the drop down and select New Position. Enter the appropriate Position Number. For hire as SAOC into the IRR enter 00095687. You may click on the lookup button to search for other position numbers. Position Entry Date: Date of Hire. Click the **Override Position Data** button.

19 cont.	The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location should default as shown. If they do not, click the lookup button and set them to: • Regulatory Region: RSV • Company: ACG • Business Unit: ENLCG • Department: 002817 • Department Entry Date: Date of Hire • Location: Default with data matching Department entered.   Reserve Class Code: Click on the lookup icon and select the appropriate Reserve Class Code. In this example N. Click on the **Job Information Tab**.

20	 Job Code: Should default to 451097 (OSC hire to IRR as SAOC). Supervisor ID: Enter the Employee ID for the CGHRSUP that will be approving the accession. Employee Class: Click on the drop-down and select **IRR**. Click on the **Job Labor Tab**.
21	 Labor Agreement: Click on the lookup icon and select **ENL**. The **Labor Agreement Entry Dt** will default to date of hire. Select the Employee Category (in this case IRR) Select the Employee Subcategory (TRAYPAY Code J in this example)

22	 Scroll down the page to **Assigned Seniority Dates** and select **View All**.

23



Assigned Seniority Dates — Customize | Find | View 5 — First 1-23 of 23 Last

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE				
AD PAY SCALE DATE		07/17/2014		
DEP DATE				
CMA DATE		07/17/2014		
DIEMS DATE		07/17/2014		
RSV DRILL OBLIGATION DATE		07/16/2022		
EXPECTED LOSS DATE		07/16/2022		
JOB FAMILY ENTRY DATE		07/17/2014		
MIL OBLIGATION COMPL DATE		07/16/2022		
PAY ALLOWANCE DATE		07/17/2014		
POINTS SWE DATE				
PAY BASE DATE		07/17/2014		
DATE OF RANK	451097	07/17/2014		
RSV COMP SBP ELECT DATE				
ROTATION DATE				
RSRV ACCESSION CLASS DATE		07/17/2014		
RSV ANNIVERSARY DATE		07/17/2014		
RSV ELIGIBILITY DATE				
RSV INITIATION DATE		07/17/2014		
RESERVE LETTER DATE				
RTB ELIGIBILITY DATE				
RTB LETTER DATE				
RTB LETTER RESPONSE DATE				

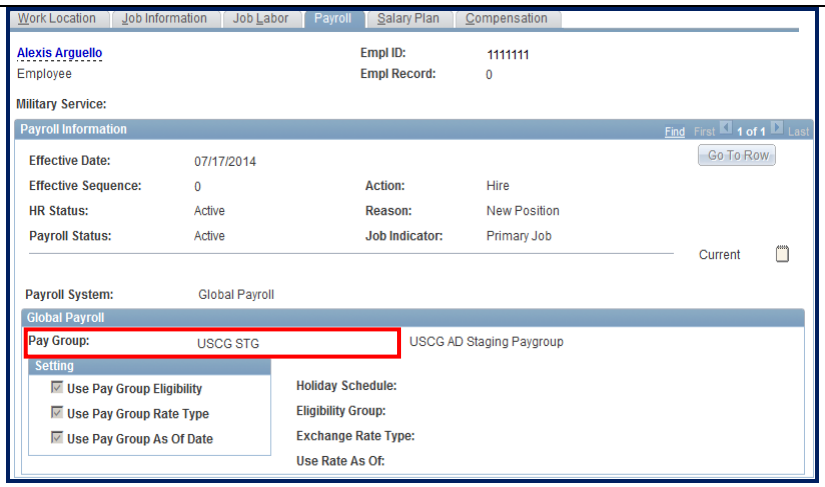
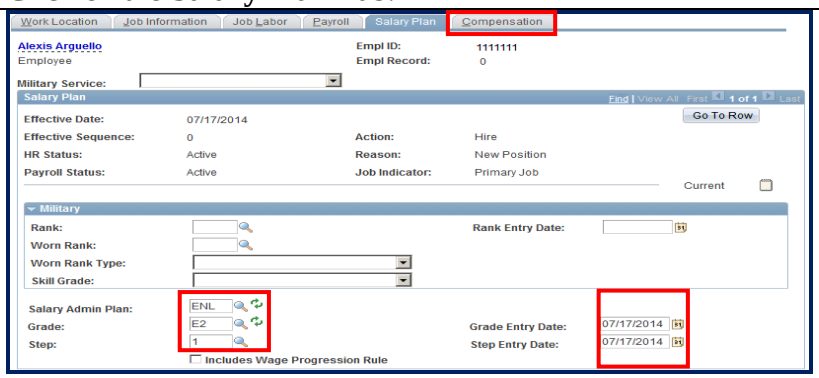
Only enter dates as indicated. All other fields are blank.

- Active duty Base Date: <u>Leave Blank</u>
- AD Pay Scale Date: Date of Hire
- CMA Date: (Per situation IAW Ch 3 PAYMAN)
- DIEMS Date: Date of Hire
- RSV Drill Obligation: 8 years from Date of Hire
- Expected Loss Date: 8 years from Date of Hire
- Job Family Entry Date: Date of Hire
- Mil Obligation Completion date: 8 years from Accession, 4-7 years if prior military service)
- Pay Allowance Date: Date of Hire
- Pay Base Date: <u>First day of AD</u> (or calculated PEBD if prior service)
- Date of Rank: Date of Hire
- RSV Anniversary Date: Date of Hire (or date of initial entry if continuous military service)
- RSV Initiation Date: Date of Hire

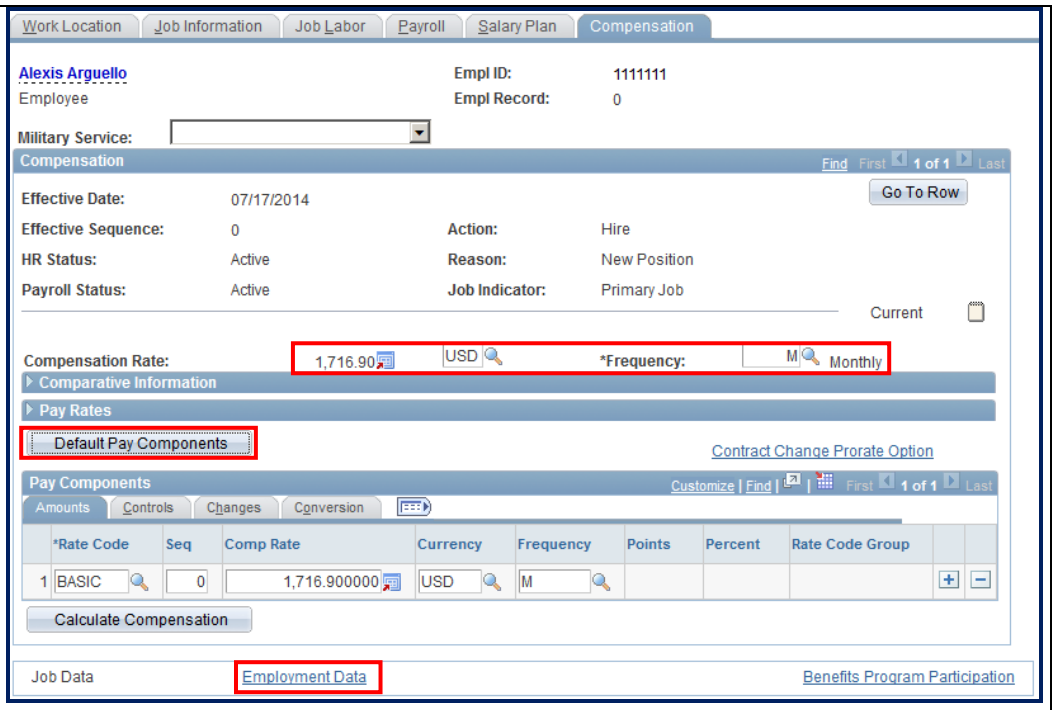
If member has prior military service:.

- Calculate constructive Pay Entry Base Date.
- DIEMS date will be the date the member first became a member of the armed forces, including delayed entry.
- Expected Loss Date may be 4-7 years (minus 1 day). If prior Officer service (non Warrant Officer), loss date will be less any prior commission time served in any branch or component.
- Reserve Anniversary date will be original military entry date if there is NO break in military service.
- Military Obligation Completion date: Completion date if member has no MSO remaining)

Click on the **Payroll Tab**.

24	 Should default to USCG STG, if not, click the Pay Group lookup icon and select **USCG STG**. Click on the **Salary Plan** Tab.
25	 Salary Admin Plan: Should default to **ENL**. If not, click on the lookup icon and select ENL. Grade: Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. In this example E2 based on SAOC Job Code. Step: Enter the appropriate step. Grade Entry Date: Will default to date of hire Step Entry Date: Will default to date of hire. If Prior Military Service: Click on the Step lookup icon and select the appropriate step. The step corresponds to a member's longivity for pay purposes. In this example 1 = less than 2 years military service, then Tab. Click on the **Compensation** Tab.

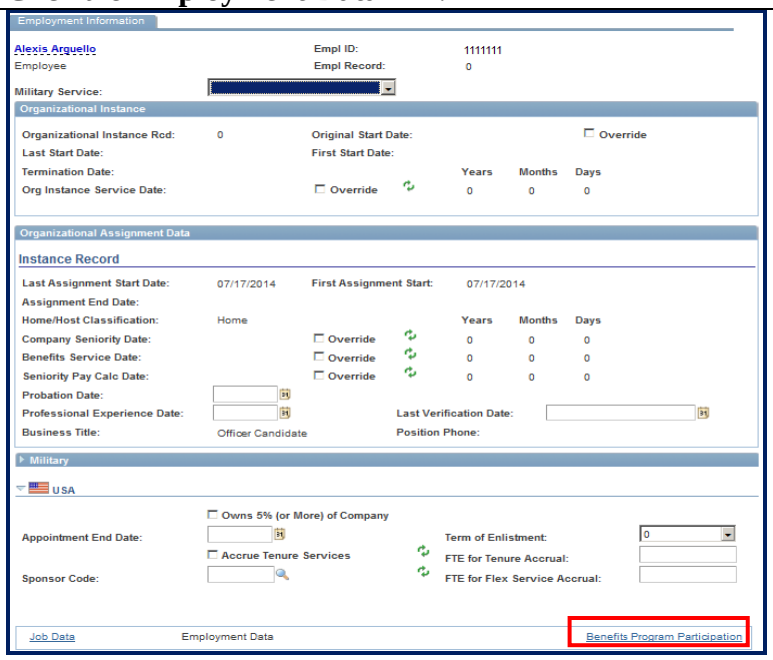
26



Click on the **Default Pay Components** button. This will update the **Compensation Rate** data.

Click the **Employment Data** link.

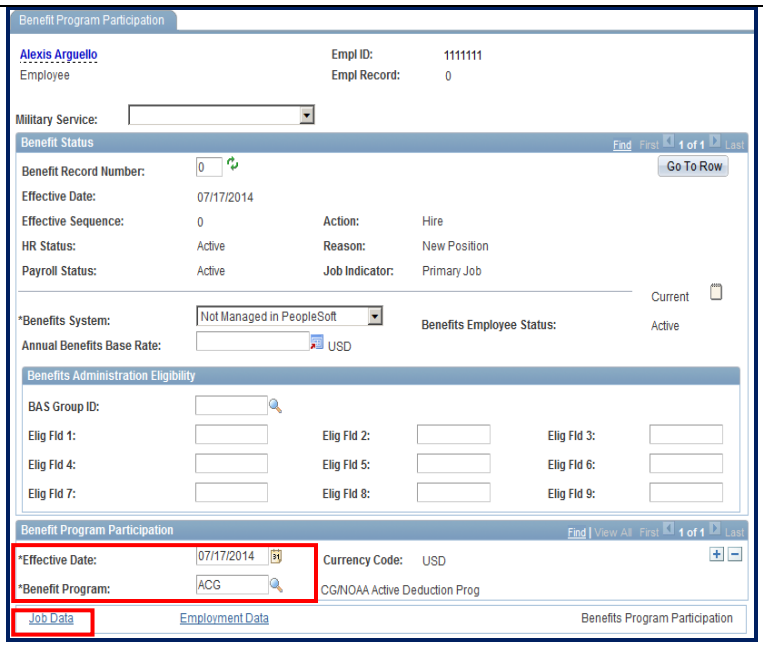
27



This is an information-only page: do not enter Term of Enlistment (this will be accomplished in **Contract Data**.

Click the **Benefits Program Participation** link.

28

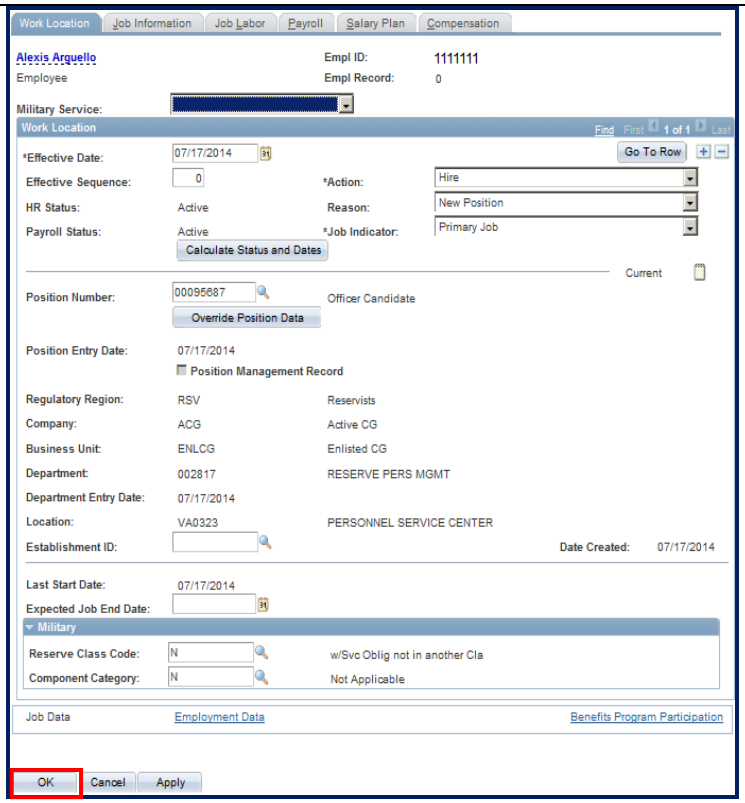


Benefit Program: Click the lookup icon and select **ACG**.

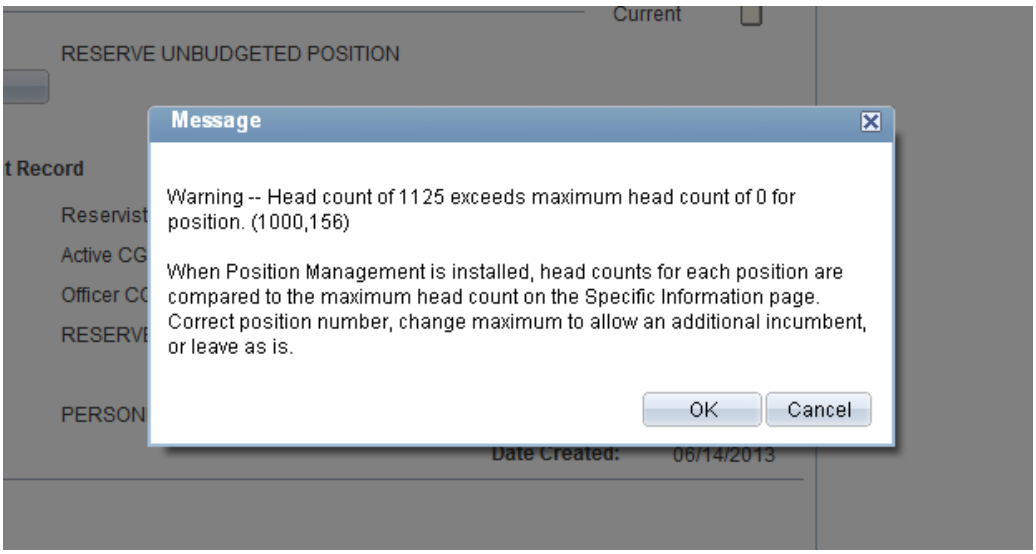
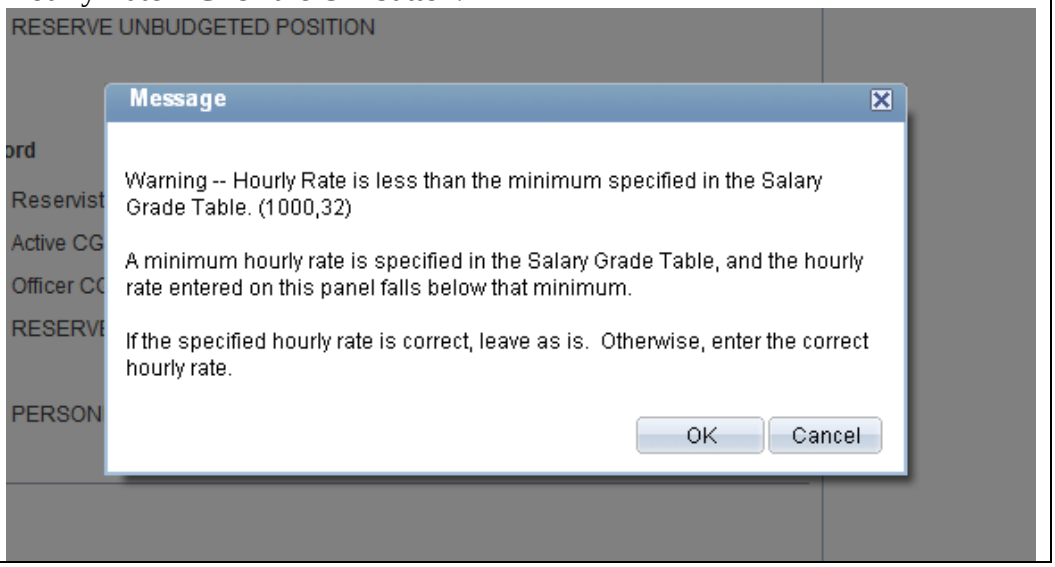
Effective Date: If you are completing the Job Data AFTER the effective date of hire, you need to change the date to the date of hire.

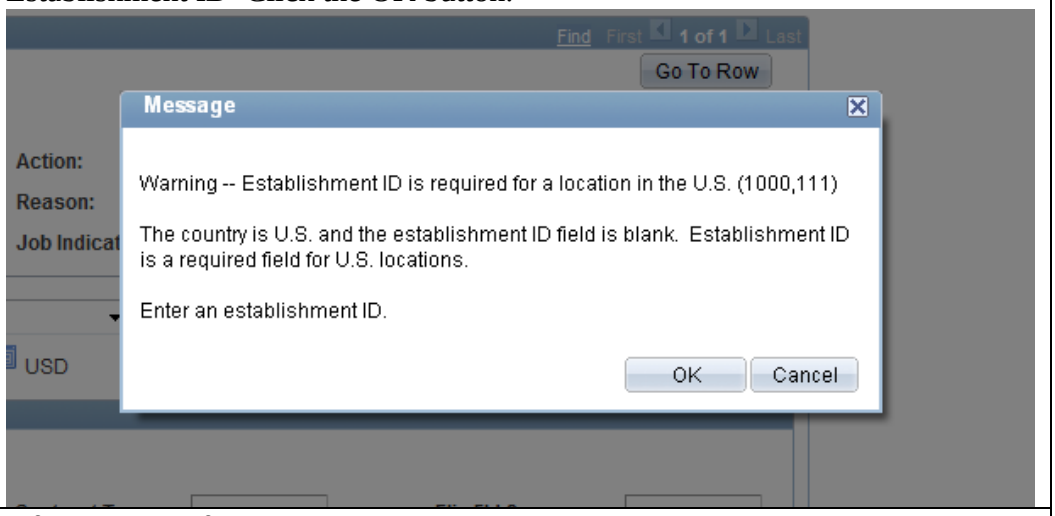
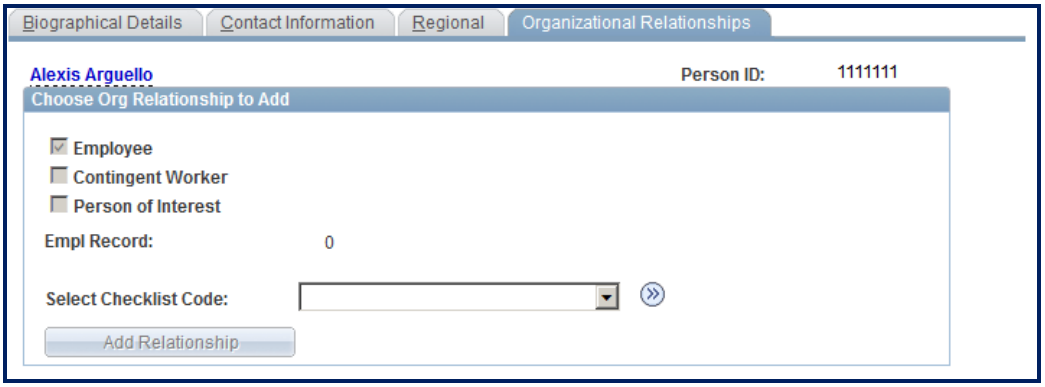
Click the **Job Data** link.

29



Click the **OK** button.

30	You will receive several “Warning” messages: Head Count – Click the OK button.  Hourly Rate – Click the OK button. 

30 cont.	Establishment ID Click the OK button. 
31	After a successful Save you will be returned to the Organizational Relationships Tab. 

Accession Approval

Introduction

This section provides the procedure for approving an accession.

Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

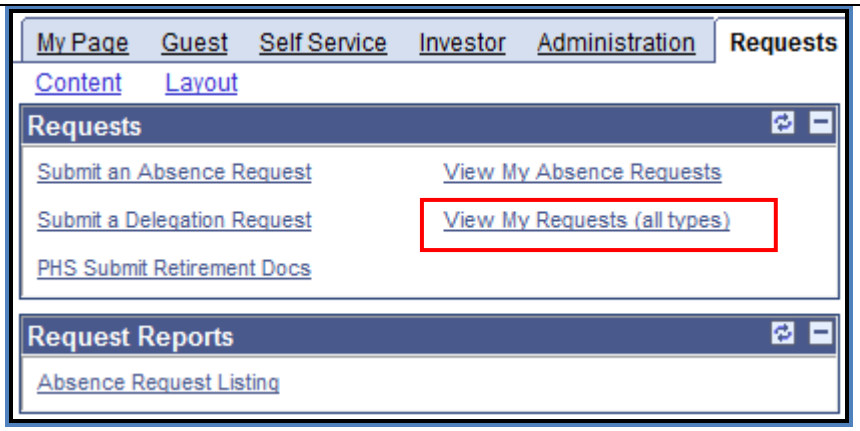
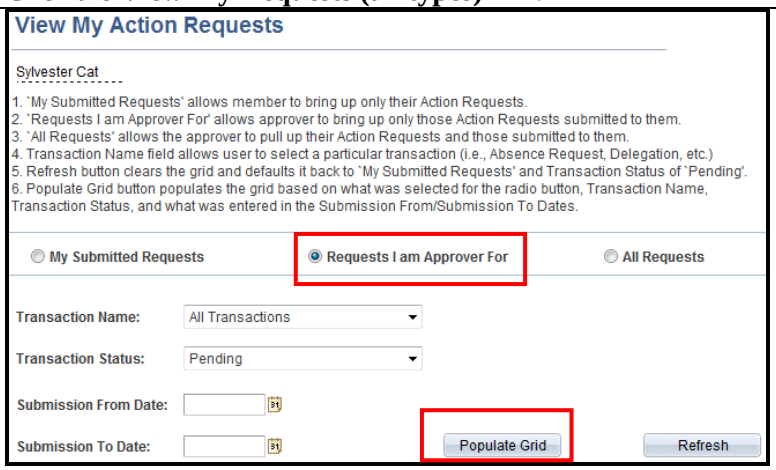
Procedure

Step	Action
1	 **As approver you should review/audit the accession process prior to approval.** From the Portal Page you click the **Personal Information** and **Job Data** links for review/audit. Once you have completed review, follow the procedures below for approval. From the Portal Page, select **Requests** located at the top of the page.

Continued on next page

Accession Approval, Continued

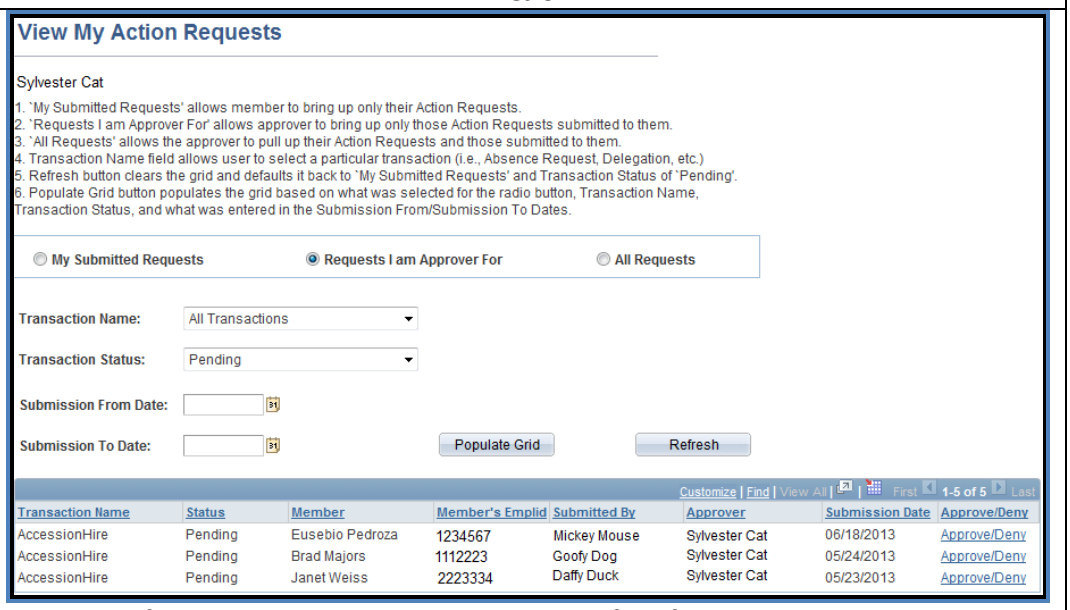
Discussion **(continued)**

Step	Action
2	 Click the **View My Requests (all types)** link.
3	 Select the Requests I am Approval For radio button. The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters. Click the **Populate Grid** button.

Continued on next page

Accession Approval, Continued

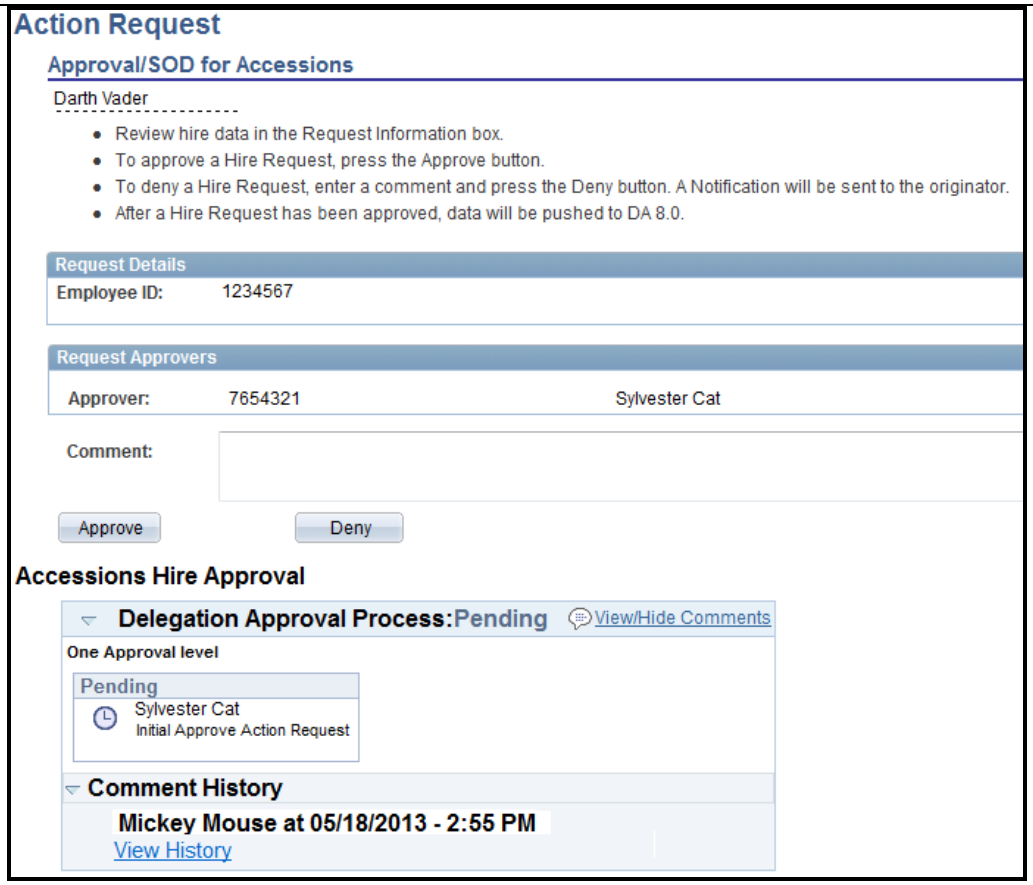
Discussion **(continued)**

Step	Action
4	 A listing of all accessions you have been identified for approval will be displayed. Select **Approve/Deny** for the member you are approving.

Continued on next page

Accession Approval, Continued

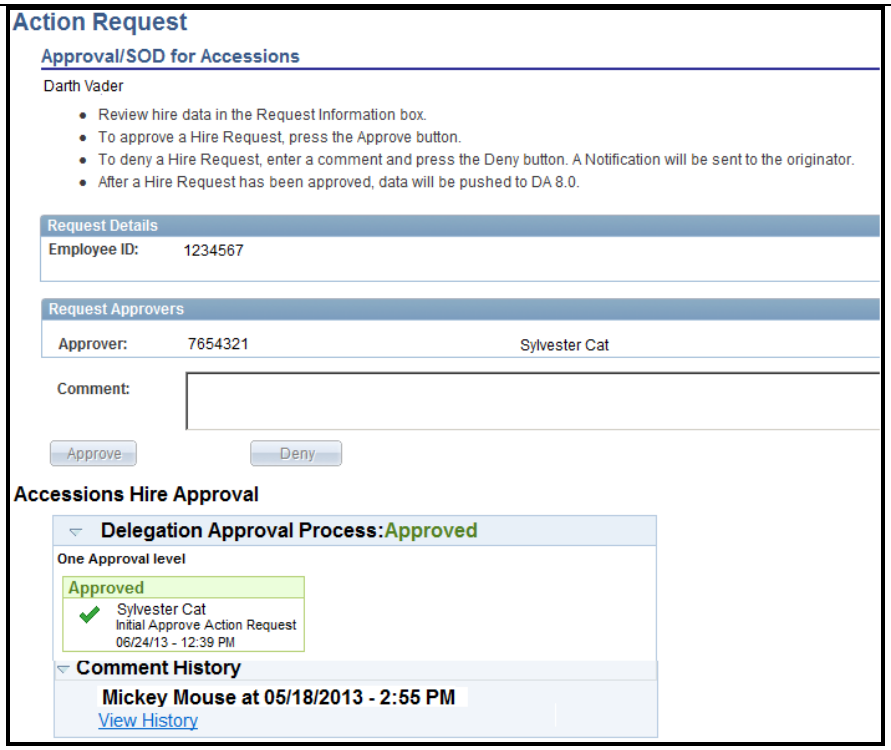
Discussion **(continued)**

Step	Action
5	 You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval. Select either **Approve** or **Deny.**

Continued on next page

Accession Approval, Continued

Discussion **(continued)**

Step	Action
6	 If Approved, the Approve/Deny buttons will gray out after system saves the approval. You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.

Accessions – Contract Data

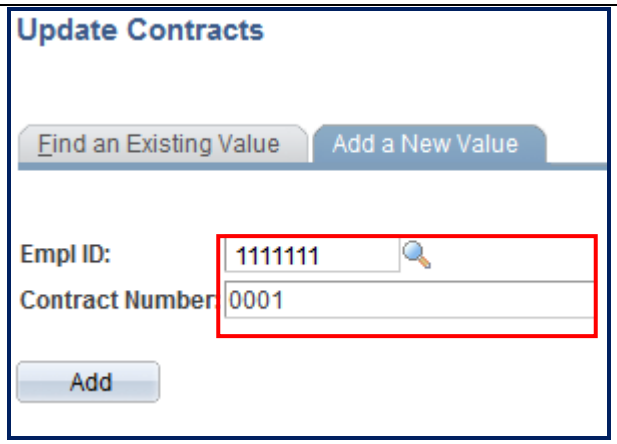
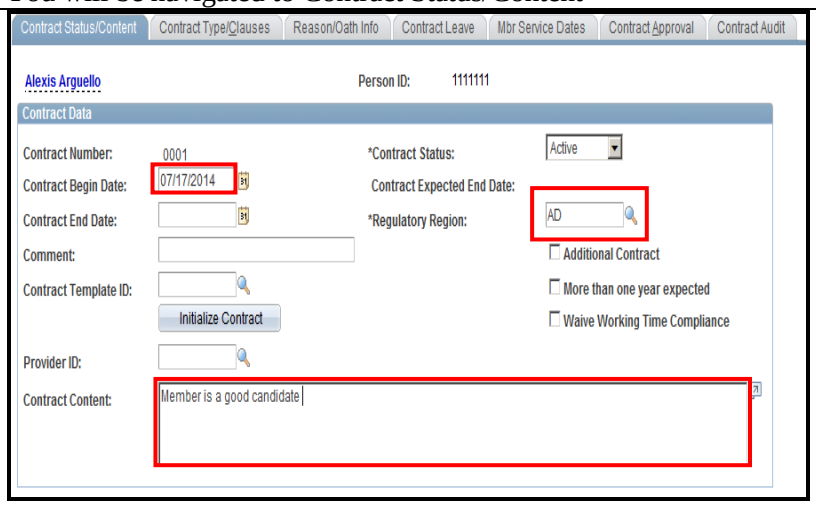
Introduction This section provides the procedure for completing the contract of an OCS member

Procedure Follow these steps to complete the contract of an OCS member

Step	Action
1	 From the portal Page, navigate to Contract Data found on the Career Management pagelet
2	 Click on **Add a New Value**

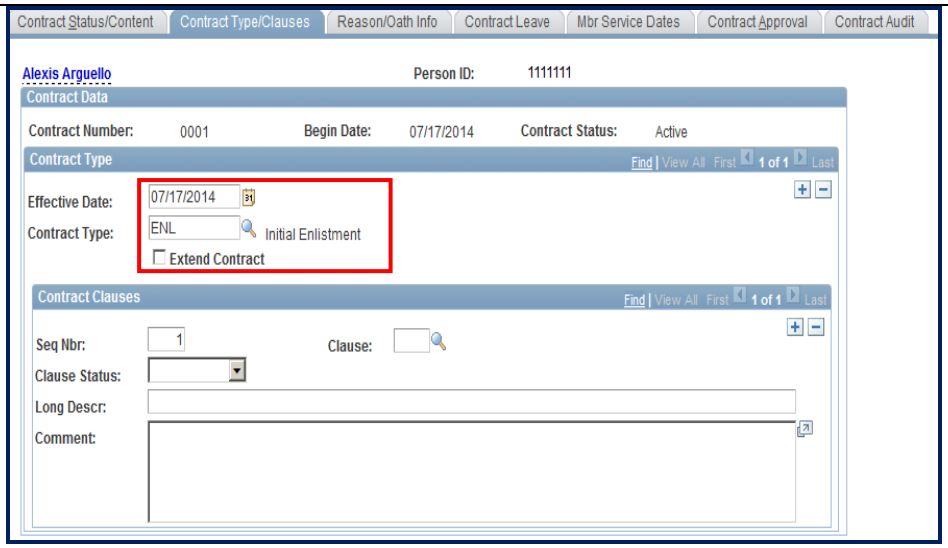
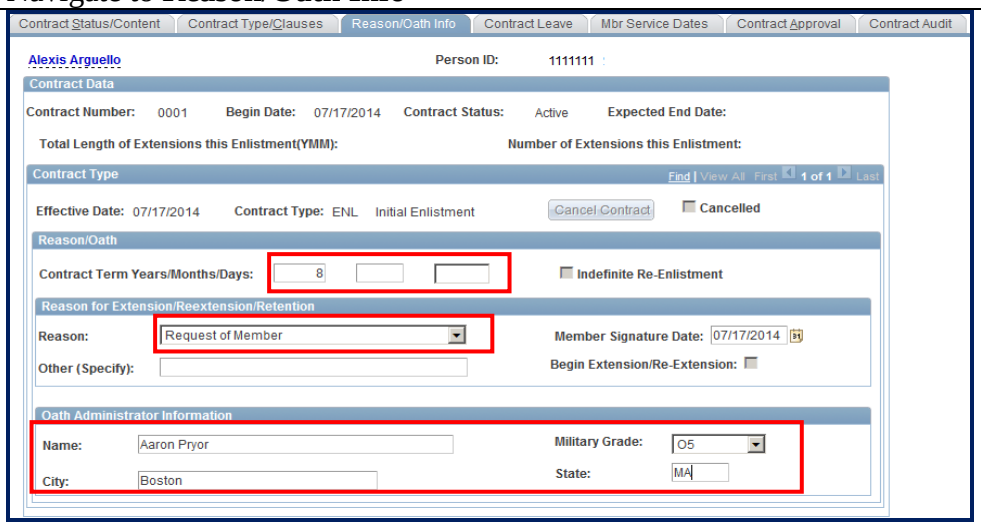
Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	 Enter **EMPLID** and **Contract Number** (First contract = 0001) Click **Add** You will be navigated to Contract Status/Content
4	 Contract Status/Content page will appear with Contract Number (in this case 001) Ensure Contract Begin Date is appropriate date Alter Regulatory Region to appropriate region (in this case AD) **A Contract Content statement is required** Navigate to **Contract Type/Clauses**

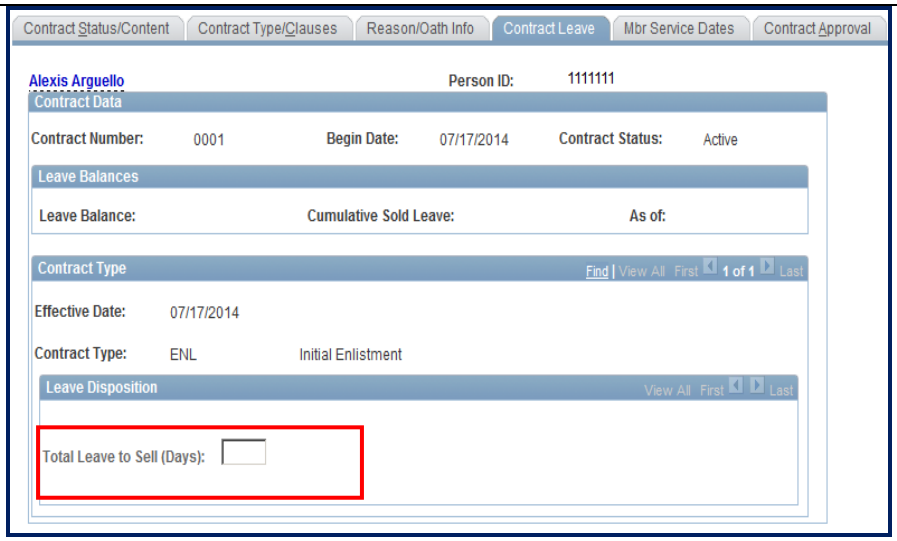
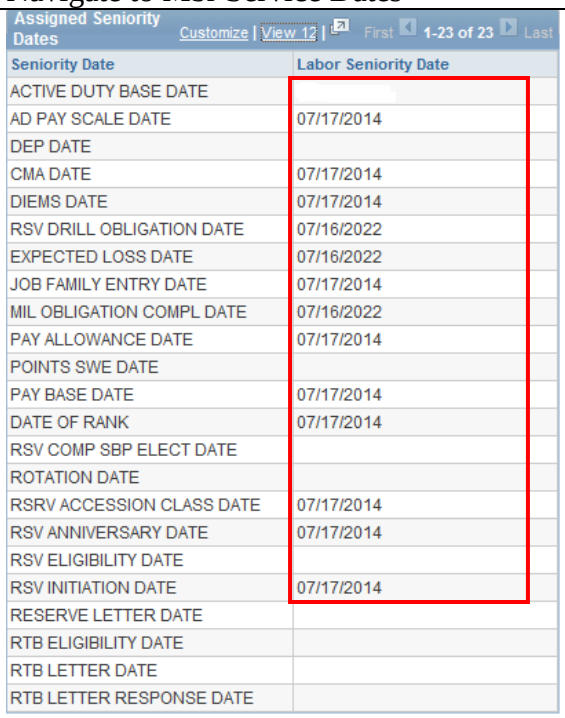
Continued on next page

Accessions – Contract Data, Continued

Step	Action
5	 Enter appropriate Contact Type from the drop-down Effective date should default correctly Under Contract Clauses you may select **Clause status (optional/required)** and Enter any contractual specific comments Navigate to **Reason/Oath Info**
6	 Enter Contract Term Years/Months/Days (in this case 8 years) Select a **Reason** from the drop-down and Select **Member Signature Date** (date contract signed) Add **Name of Oath Administrator** and applicable **Military Grade** and **City/State** where contract was administered. Navigate to **Contract Leave tab**

Continued on next page

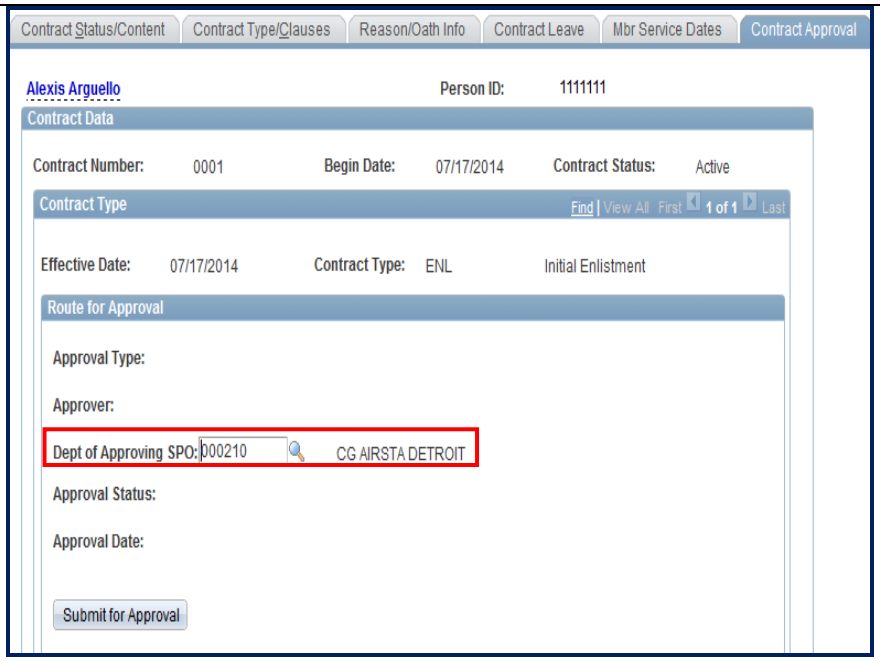
Accessions – Contract Data, Continued

Step	Action
7	 Enter any leave to be sold Navigate to Mbr Service Dates
8	 Assigned Seniority Dates — Customize | View 12 | First 1-23 of 23 Last Seniority Date / Labor Seniority Date ACTIVE DUTY BASE DATE AD PAY SCALE DATE 07/17/2014 DEP DATE CMA DATE 07/17/2014 DIEMS DATE 07/17/2014 RSV DRILL OBLIGATION DATE 07/16/2022 EXPECTED LOSS DATE 07/16/2022 JOB FAMILY ENTRY DATE 07/17/2014 MIL OBLIGATION COMPL DATE 07/16/2022 PAY ALLOWANCE DATE 07/17/2014 POINTS SWE DATE PAY BASE DATE 07/17/2014 DATE OF RANK 07/17/2014 RSV COMP SBP ELECT DATE ROTATION DATE RSRV ACCESSION CLASS DATE 07/17/2014 RSV ANNIVERSARY DATE 07/17/2014 RSV ELIGIBILITY DATE RSV INITIATION DATE 07/17/2014 RESERVE LETTER DATE RTB ELIGIBILITY DATE RTB LETTER DATE RTB LETTER RESPONSE DATE Click **View All** on **Assigned Seniority Dates** Note: these dates should concur with dates set during the ACCESSION process; if not, return to Job Data and <u>verify the dates entered during the ACCESSION process</u> are entered correctly. Navigate to **Contract Approval**

Continued on next page

Accessions – Contract Data, Continued

9



Click on **Submit for Approval** and approval will be routed to **Approving SPO**

Contract Approval

Introduction

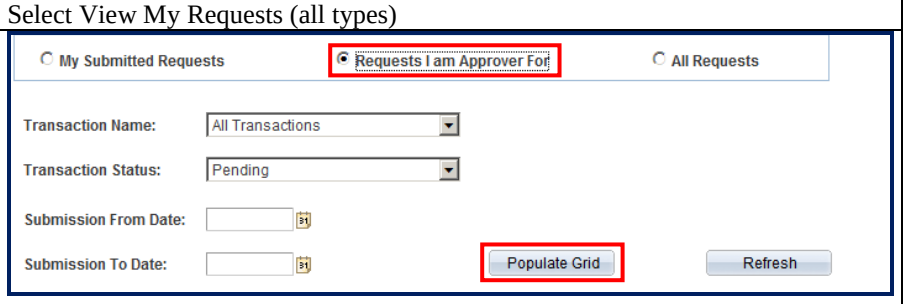
This section provides the procedure for approving a contract.

Discussion

SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve a contract

Step	Action
1	 Approver should select Requests
2	 Select View My Requests (all types)
3	 Select **Requests I am Approver For** and **Populate Grid**
4	 Click on **Approve/Deny**

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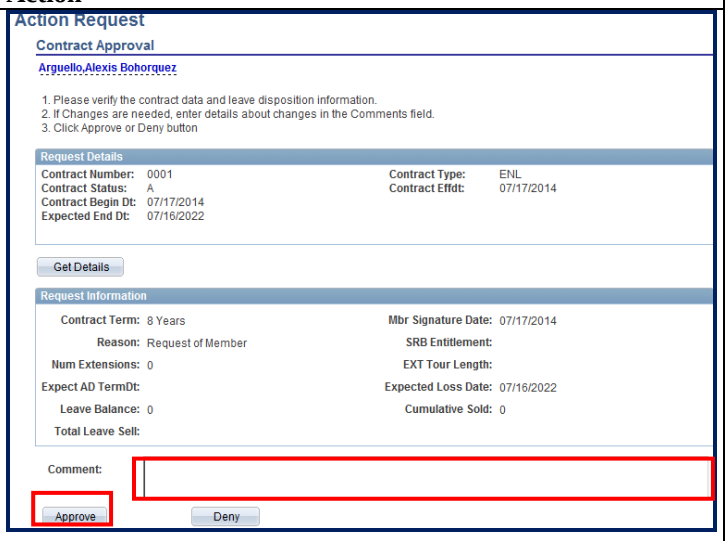
Contract Approval, Continued

Step	Action
5	 Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user
6	 Contract is approved. Member is fully Accessed into USCG