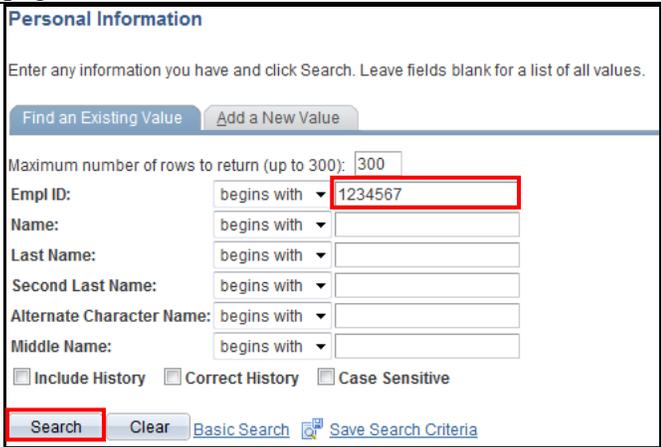


CADET - Rehire

The following procedures are used for the CADET Rehire process.

This process is used for accessing cadets that had previously been issued an Employee ID number.

Only complete data entries are indicated. All other fields are to be left at the default data or blank.

Step	Action
1	 <p>The screenshot shows a window titled "HR Data Shortcuts" with several menu items: "Personal Information" (highlighted with a red box), "Job Data", "Dependent Information", "Search by SSN", "Email Address", "Find an Employee", and "Add Employment Instance".</p> <p>From the Portal Page, select Personal Information from the <u>HR Data Shortcuts</u> pagelet.</p>
2	 <p>The screenshot shows the "Personal Information" search form. It includes a "Find an Existing Value" button and an "Add a New Value" button. Below these are search criteria fields: "Empl ID:" (dropdown set to "begins with" and input field containing "1234567", highlighted with a red box), "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", and "Middle Name:" (all dropdowns set to "begins with" and input fields are empty). There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom, there is a "Search" button (highlighted with a red box), a "Clear" button, and links for "Basic Search" and "Save Search Criteria".</p> <p>Enter the members Employee ID number or use other options to locate previous data.</p> <p>Click the Search button.</p>

3

Biographical Details | Contact Information | Regional

Mickey Mouse Person ID: 1234567

Name Find | View All | First 1 of 1 Last

*Effective Date: 07/23/2012

*Format Type: English

Display Name: Mickey Mouse View Name

Biographic Information

Date of Birth: 06/26/1993 20 Years 1 Months

Date of Death:

Birth Country: USA

Birth State:

Birth Location: Waive Data Protection

Biographical History Find | View All | First 1 of 1 Last

*Effective Date: 07/23/2012

*Gender: Male

*Highest Education Level: C-HS Graduate or Equivalent

*Marital Status: Single As of: 07/23/2012

Language Code:

Alternate ID: Full-Time Student

National ID Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	111-22-3333	<input checked="" type="checkbox"/>

You must click the + sign to create a new job row

The member's previous information will be displayed.

Click the "+" button to add a row.

4

Biographical Details | Contact Information | Regional

Mickey Mouse Person ID: 1234567

Name Find | View All | First 1-2 of 2 Last

*Effective Date: 08/15/2013

*Format Type: English

Display Name: Mickey Mouse Edit Name

Effective Date: 07/23/2012

Format Type: English

Display Name: Mickey Mouse View Name

Biographic Information

Date of Birth: 06/26/1993 20 Years 1 Months

Date of Death:

Birth Country: USA United States

Birth State:

Birth Location: Waive Data Protection

Biographical History Find | View All | First 1 of 1 Last

*Effective Date: 07/23/2012

*Gender: Male

*Highest Education Level: C-HS Graduate or Equivalent

*Marital Status: Single As of: 07/23/2012

Language Code:

Alternate ID: Full-Time Student

National ID Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	111-22-3333	<input checked="" type="checkbox"/>

Job row will now read 1 of 2 vice the previous 1 of 1.

The effective date will default to the current date. This date should be edited to reflect the **date of hire**.

Click the **Edit Name** button if the member had a name change and edit.

4
cont'd

Edit Name

English Name Format

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Display Name:

Formal Name:

Name:

Enter member's **complete** (spell out) name, when finished click the **OK** button.

Note: With respect to the middle name, do not use the traditional **NMN** for those members with no middle name: this will cause the issuance of a government travel charge card with a middle initial of "N" and cause a subsequent denial of its use for a member so identified. **Leave Blank.**

You will be returned to the Biographical Details Tab.

5

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

- Date of Birth: Should default from previous, if not enter date of birth.
- Birth Country: Should default from previous, if not enter birth country. If selecting other than USA, other fields may be displayed.
- Birth Location: City/Town of birth.

If Biographical History information is not correct, click the + and update as applicable.

- 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 will be a previous data-entry date.

Select the **Edit/View Address Detail** link.

7

Address History
Address Type: Home
Address History
*Effective Date: 06/23/2012 Address:
Country: USA
*Status: A
Add Address

Click the “+” button to add a new row.

Click the Add Address link.

Address History
Address Type: Home
*Effective Date: 08/15/2013 Address: 1 Buena Vista Drive
Country: USA Orlando FL 12345
*Status: A
Add Address
Effective Date: 06/23/2012 Address: 1 Buena Vista Drive
Country: USA Orlando FL 12345
Status: A

Job row will now read 1 of 2 vice the previous 1 of 1.

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

Edit Address
Country: United States
Address 1: 1 Coin Street
Address 2:
Address 3:
City: Topeka State: KS Kansas
Postal: 12345
County: Shawnee
OK Cancel

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

Address History
 Address Type: Home
 Address History Find First 1 of 1 Last
 *Effective Date: 08/15/2013 Address: 1 Coin Street
 Country: USA Topeka KS 12345
 *Status: A
 Add Address
 OK Cancel Refresh

The address will display as entered.

Select the **OK** button.

10

Address Type	As Of Date	Status	Address	
Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail
Mailing	07/23/2012	A	1 Buena Vista Drive Orlando, FL 12345	Edit/View Address Detail

The new Home address has been recorded. Click the Edit/View Address Detail link to record a new Mailing Address.

11

Repeat the procedures in step 7 thru 9 to record a new Mailing Address.

12

Address Type	As Of Date	Status	Address	
Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail
Mailing	08/15/2013	A	15 Mohegan Avenue Box 1111 New London CT 54321	Edit/View Address Detail

The new Home and Mailing address will display as updated.
 To add **Home of Record (HOR)** repeat procedures in step 7 thru 9.

13

Regional

Easy Money ... Person ID: 1234567

Address Type	As Of Date	Status	Address	
Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail
Mailing	08/15/2013	A	15 Mohegan Avenue Box 1111 New London, CT 54321	Edit/View Address Detail

Phone Information

*Phone Type	Telephone	Extension	Preferred

Email Addresses

Email Type	Email Address	Preferred
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>

Instant Message IDs

*Network ID	*IM Protocol	*IM Domain	Preferred

Save Return to Search Notify Refresh Add Update/Display Include History

The Phone Information, Email Address and Instant Message IDs are left blank.

Select the **Regional** Tab.

14

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.

Click the **Save** button.

You should navigate to the members Job Data. If not, select Job Data from the appropriate pagelet.

15

Additional step required: See below

All previous Job Data entries will have been imported from the member’s prior-service database record.

Additional Step Required When Accession Immediately Preceded by Discharge:

If the member was discharged the day prior to the date of accession, you must change the Effective Sequence field from “0” to “1.” This condition creates two jobs rows with the same effective date and allows you to process a Rehire.

15
Cont.

If for any reason you do not complete the Job Data during this session, you use the **Add Employee Instance** link in the HR Data Shortcuts 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.

You must be in the **Correct history Mode**. Click on the “+” to add a new row.

The screenshot shows the 'Job Data' form for an employee. The 'Effective Date' is set to 08/15/2013. The 'Effective Sequence' is 0. The 'HR Status' is 'Active' and 'Payroll Status' is 'Active'. The 'Position Number' is 00060344, which is an 'UNBUDGETED POSITION'. The 'Position Entry Date' is 08/15/2013. The 'Regulatory Region' is 'AD', 'Company' is 'ACG', 'Business Unit' is 'CADCG', 'Department' is '004311', and 'Location' is 'CT0032'. The 'Last Start Date' is 07/23/2012. The 'Action' and 'Reason' dropdowns are both set to 'Rehire'. The 'Use Position Data' button is highlighted with a red box.

The effective date defaults to the current date. Edit the date to the date of hire. **This date may be future dated to reflect actual hire date.**

Action: Click the drop down and select **Rehire**.

Reason: Click the drop down and select **Rehire**.

Position Number: Enter the appropriate Position Number. For hire as CADET enter 00060344. You may click on the lookup button to search for other position numbers (depending upon the situation).

Position Entry Date: Date of Hire.

Click the **Override Position Data** button.

15
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: AD
- Company: ACG
- Business Unit: CADCG
- Department: 004311
- Department Entry Date: Date of Hire
- Location: Default with data matching Department entered.

Position Number: 00060344 UNBUDGETED POSITION
Use Position Data
Position Entry Date: 08/15/2013
 Position Management Record
*Regulatory Region: AD Active Duty
*Company: ACG Active CG
*Business Unit: CADCG Cadets CG
*Department: 004311 ACADEMY - CADETS
Department Entry Date: 08/15/2013
*Location: CT0032 CG ACADEMY - CADETS
Establishment ID:

Work Location Job Information Job Labor Payroll Salary Plan Compensation
Easy Money... Empl ID: 1234567
Employee Empl Record: 0
Military Service:
Work Location
*Effective Date: 08/15/2013
Effective Sequence: 0 *Action: Rehire
HR Status: Active Reason: Rehire
Payroll Status: Active *Job Indicator: Primary Job
Calculate Status and Dates
Position Number: 00060344 UNBUDGETED POSITION
Use Position Data
Position Entry Date: 08/15/2013
 Position Management Record
*Regulatory Region: AD Active Duty
*Company: ACG Active CG
*Business Unit: CADCG Cadets CG
*Department: 004311 ACADEMY - CADETS
Department Entry Date: 08/15/2013
*Location: CT0032 CG ACADEMY - CADETS
Establishment ID: Date Created: 07/25/2012
Last Start Date: 07/23/2012
Expected Job End Date:
Military
Training Pay Code:
Reserve Class Code:
Job Data Employment Data Benefits Program Participation

Click on the **Job Information** Tab.

16

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

Easy Money ... Empl ID: 1234567
Employee Empl Record: 0

Military Service:
Job Information Find First 1 of 1

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Rehire
HR Status: Active Reason: Rehire
Payroll Status: Active Job Indicator: Primary Job Current

*Job Code: 209898 Coast Guard Academy Cadet
Entry Date: 08/15/2013
Supervisor Level: []
Supervisor ID: 1234567 Lose Change
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: []

Standard Hours
Standard Hours: 40.00 Work Period: W Weekly
FTE: 1.000000
 Adds to FTE Actual Count? Encumbrance Override

Contract Number
Contract Number: [] Next Contract Number
Contract Type: []

Job Code: Enter 209898 (Coast Guard Academy CADET) and Tab.

Supervisor ID: Enter the Employee ID for the CGHRSUP that will be approving the accession.

Employee Class: Click on the drop-down and select **AD**.

Click on the **Job Labor Tab**.

17

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

Easy Money ... Empl ID: 1234567
Employee Empl Record: 0

Military Service:
Labor Information Find First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire
HR Status: Active Reason: New Position
Payroll Status: Active Job Indicator: Primary Job Current

Bargaining Unit: []
Labor Agreement: ENL Active Component Enlisted
Labor Agreement Entry Dt: 08/15/2013
Employee Category: []
Employee Subcategory: []
Employee Subcategory 2: []
 Position Management Record

Union Code: []
Union Seniority Date: []
Works Council ID: []
Labor Facility ID: []
Entry Date: []
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff Reason: []

Labor Agreement: Click on the lookup icon and select **ENL**.
The **Labor Agreement Entry Dt** will default to date of hire.

Click on the **Job Labor Tab**.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Easy Money Empl ID: 1234567
 Employee Empl Record: 0

Military Service:

Labor Information Find First 1 of 1

Effective Date: 08/15/2013 Go To Row
 Effective Sequence: 0 Action: Hire
 HR Status: Active Reason: New Position
 Payroll Status: Active Job Indicator: Primary Job

Bargaining Unit:
 Labor Agreement: **ENL** Active Component Enlisted
 Labor Agreement Entry Dt: **08/15/2013**
 Employee Category:
 Employee Subcategory:
 Employee Subcategory 2:
 Position Management Record

Union Code:
 Union Seniority Date:
 Works Council ID:
 Labor Facility ID:
 Entry Date:
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff Reason:

Assigned Seniority Dates Customize | Find **View All** | First 1-5 of 15 Last

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Labor Agreement: Should default to ENL

Labor Agreement Entry Dt: **Edit to reflect the date of hire.**

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

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
AD PAY SCALE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DEP DATE			<input type="checkbox"/>	
CMA DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CURRENT AD DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DIEMS DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
EXPECTED AD TERM DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
EXPECTED LOSS DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
JOB FAMILY ENTRY DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
MIL OBLIGATION COMPL DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
PAY ALLOWANCE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
POINTS SWE DATE			<input type="checkbox"/>	
PAY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DATE OF RANK	209898	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
ROTATION DATE			<input type="checkbox"/>	

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

- Active duty Base Date: Leave blank (see note 1)
- AD Pay Scale Date: Date of Hire
- CMA Date: (this date will vary per Ch 3 PAYMAN)
- Current AD Date: Date of Hire
- DIEMS Date: Date Initial Entry Military Service (any component)
- Expected AD Term Date: 6 years from accession minus 1 day
- Expected Loss Date: 6 years from accession minus 1 day
- Job Family Entry Date: Date of Hire
- Mil Obligation Completion date: 8 years from DIEMS date minus 1 day (prior service)
- Pay Allowance Date: Date of Hire
- Pay Base Date: Leave blank (see note 1)
- Date of Rank: Date of Oath of Office

Note 1: Upon graduation from the Academy and appointment as a commissioned officer, the service dates are defaulted to the commissioning date in Seniority Dates. A Statement of Creditable Service (SOCS) request must be sent to PPC (ADV) for those members that attended the Scholar Program (served on active duty or reserve).

Click on the **Payroll Tab**.

20

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

Easy Money Employee Empl ID: 1234567
Empl Record: 0

Military Service: [Dropdown]

Payroll Information Find First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

*Payroll System: Global Payroll

Global Payroll

Pay Group: USCG STG USCG AD Staging Paygroup

Setting

Use Pay Group Eligibility

Use Pay Group Rate Type

Use Pay Group As Of Date

Holiday Schedule: [Field]

Eligibility Group: [Field]

Exchange Rate Type: [Field]

Use Rate As Of: [Field]

Should default to USCG STG.

Click on the **Salary Plan** Tab.

21

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

Easy Money Employee Empl ID: 1234567
Empl Record: 0

Military Service: [Dropdown]

Salary Plan Find | View All First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

▼ Military

Rank: [Field] Rank Entry Date: [Field]

Worn Rank: [Field]

Worn Rank Type: [Dropdown]

Skill Grade: [Dropdown]

Salary Admin Plan: CDT

Grade: CDT

Step: 1

Grade Entry Date: 08/15/2013

Step Entry Date: 08/15/2013

Includes Wage Progression Rule

Salary Admin Plan: Should default to **CDT**. If not, click on the lookup icon and select CDT.

Grade: Click the lookup icon and select CDT.

Step: Enter the appropriate step.

Step Entry Date: Date mbr acquired appropriate step or years in.

If Prior Military Service: Click on the Step lookup icon and select the appropriate step. The step corresponds to a member's longevity for pay purposes. In this example 1 = less than 2 years military service, then Tab.

Click on the **Compensation** Tab.

22

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

Easy Money Employee Empl ID: 1234567 Empl Record: 0

Military Service: [Dropdown]

Compensation Find First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

Compensation Rate: 495.00 USD *Frequency: Semimonthly

Comparative Information

Pay Rates

Default Pay Components Contract Change Prorate Option

Pay Components Customize | Find | First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
BASIC	0	990.000000	USD	M			

Calculate Compensation

Job Data Employment Data Benefits Program Participation

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

Click the **Employment Data** link.

23

Employment Information

Easy Money Employee Empl ID: 1234567 Empl Record: 0

Military Service: [Dropdown]

Organizational Instance

Organizational Instance Rcd: 0 Original Start Date: [] Override

Last Start Date: [] First Start Date: []

Termination Date: [] Years Months Days

Org Instance Service Date: [] Override

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 08/15/2013 First Assignment Start: 08/15/2013

Assignment End Date: []

Home/Host Classification: Home Years Months Days

Company Seniority Date: [] Override 0 0 0

Benefits Service Date: [] Override 0 0 0

Seniority Pay Calc Date: [] Override 0 0 0

Probation Date: []

Professional Experience Date: [] Last Verification Date: []

Business Title: Coast Guard Academy Cadet Position Phone: []

Military

USA

Appointment End Date: []

Owens 5% (or More) of Company []

Accrue Tenure Services []

Sponsor Code: []

Term of Enlistment: []

FTE for Tenure Accrual: []

FTE for Flex Service Accrual: []

Job Data Employment Data Benefits Program Participation

Do not enter Term of Enlistment here: this is now entered in **Contract Data**.

Click the **Benefits Program Participation** link.

24

Benefit Program Participation

Easy Money
Employee

Empl ID: 1234567
Empl Record: 0

Military Service:

Benefit Status

Benefit Record Number: 0
Effective Date: 08/15/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Hire
Reason: New Position
Job Indicator: Primary Job

*Benefits System: Base Benefits
Benefits Employee Status: Active

Annual Benefits Base Rate: USD

Benefits Administration Eligibility

BAS Group ID: []
Elig Fld 1: []
Elig Fld 2: []
Elig Fld 3: []
Elig Fld 4: []
Elig Fld 5: []
Elig Fld 6: []
Elig Fld 7: []
Elig Fld 8: []
Elig Fld 9: []

Benefit Program Participation

*Effective Date: 08/15/2013
*Benefit Program: ACG
Currency Code: USD
CG/NOAA Active Deduction Prog

Job Data

Benefit Program participation. Click the “+” to add a new row.

Ensure Benefits System reads: **Base Benefits**

Effective Date: Edit to reflect the **date of hire**.

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

Click the **Job Data** link.

25

Work Location

Easy Money
Employee

Empl ID: 1111111
Empl Record: 0

Military Service:

Work Location

*Effective Date: 08/15/2013
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

*Action: Hire
Reason: New Position
Job Indicator: Primary Job

Calculate Status and Dates

Position Number: 00095687
Use Position Data

Position Entry Date: 08/15/2013
Position Management Record

*Regulatory Region: RSV
*Company: ACG
*Business Unit: ENLCG
*Department: 002817
Department Entry Date: 08/15/2013
*Location: VA0323
Establishment ID: []
Date Created: 08/15/2013

Last Start Date: 08/15/2013
Expected Job End Date: []

Military

Reserve Class Code: []
Component Category: []

Job Data

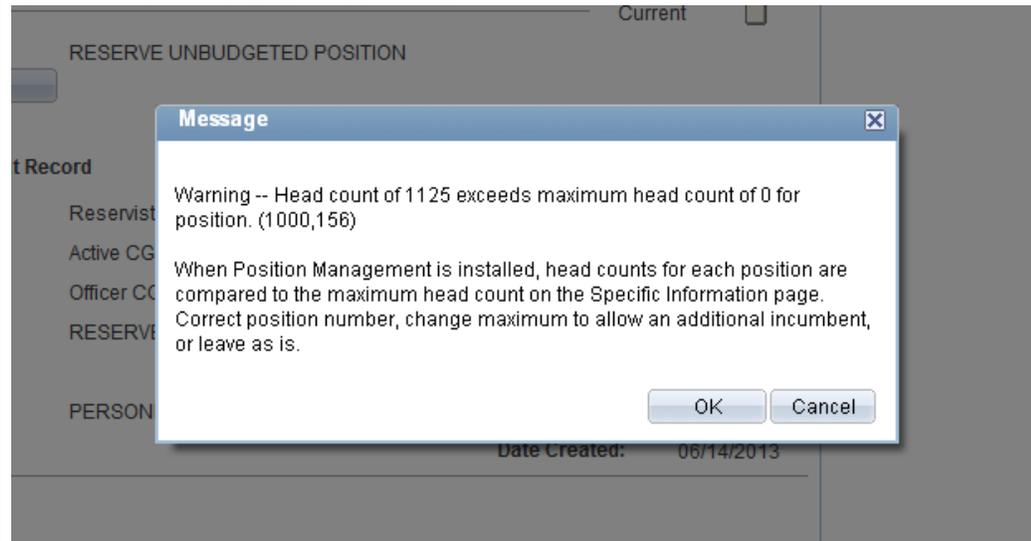
OK

Click the **OK** button.

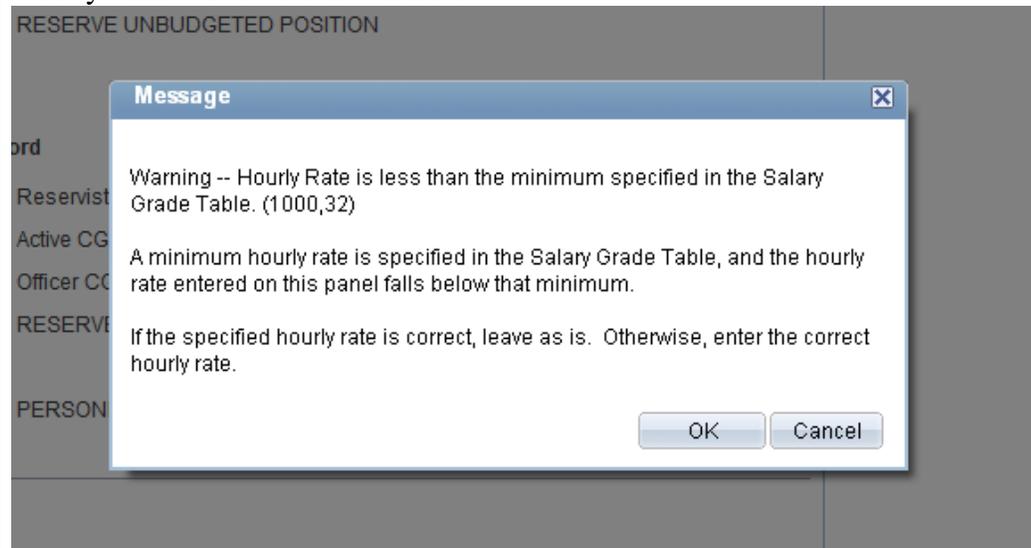
26

You will receive several “Warning” messages:

Head Count – Click the OK button.



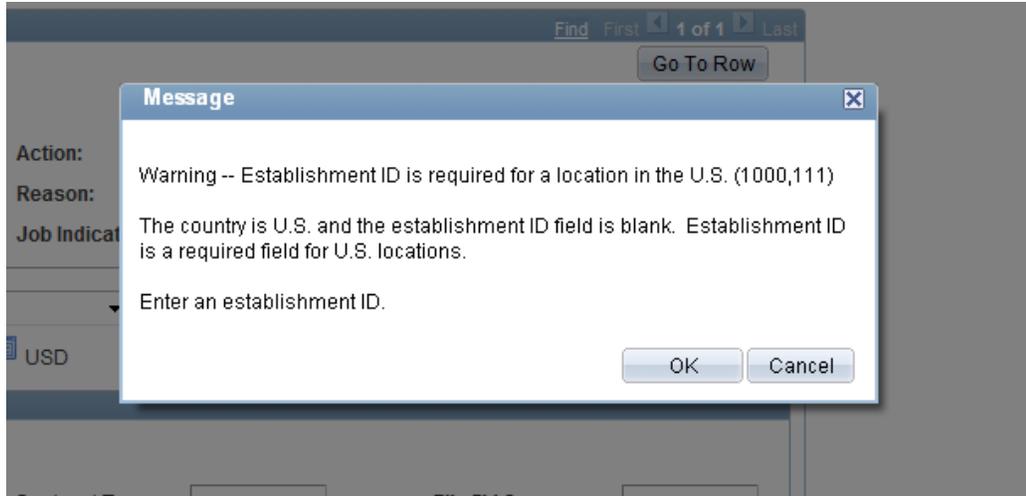
Hourly Rate – Click the OK button.



26
cont.

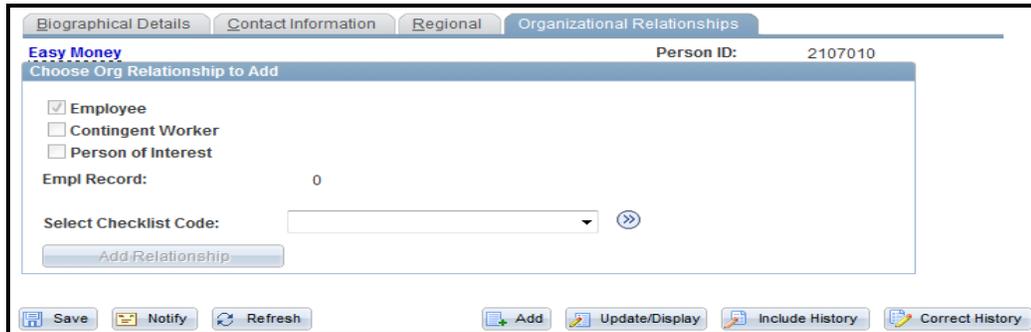
Missing Benefit Program Enrollment – Click the OK button

Establishment ID Click the OK button.



27

After a successful Save you will be returned to the Organizational Relationships Tab.

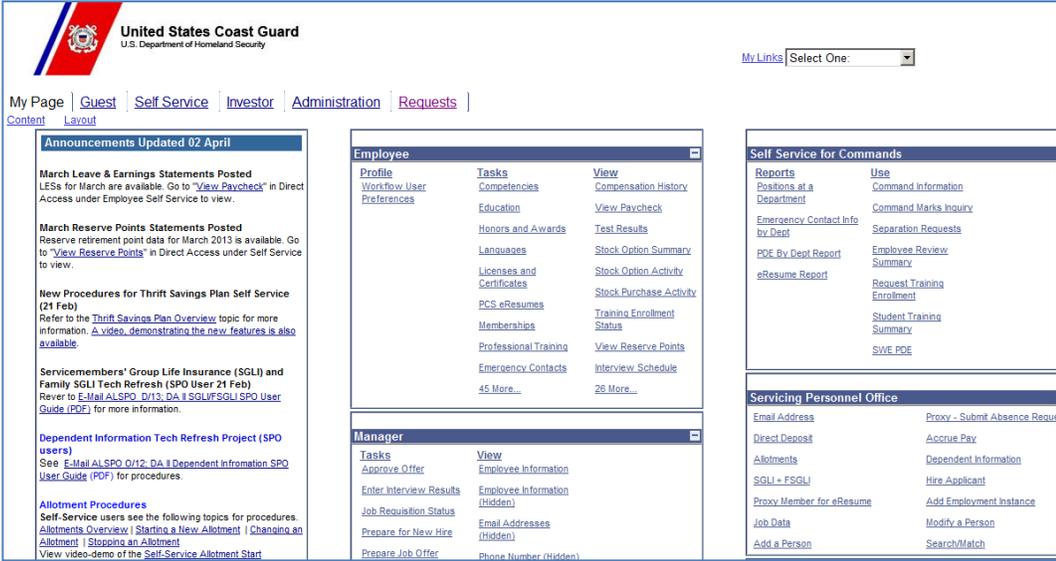


Accession Approval

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.

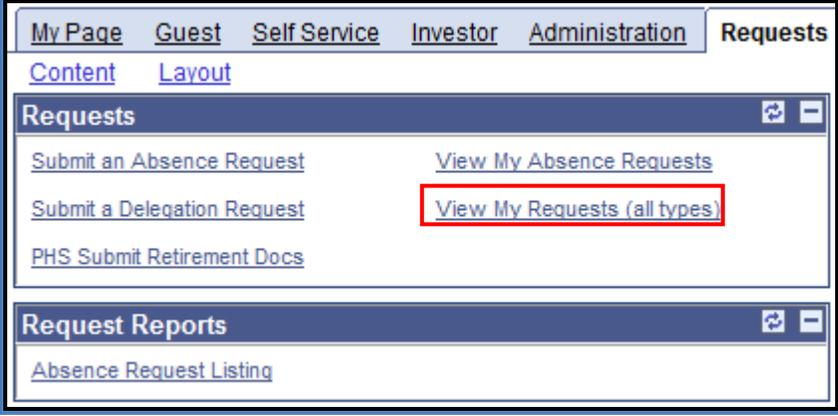
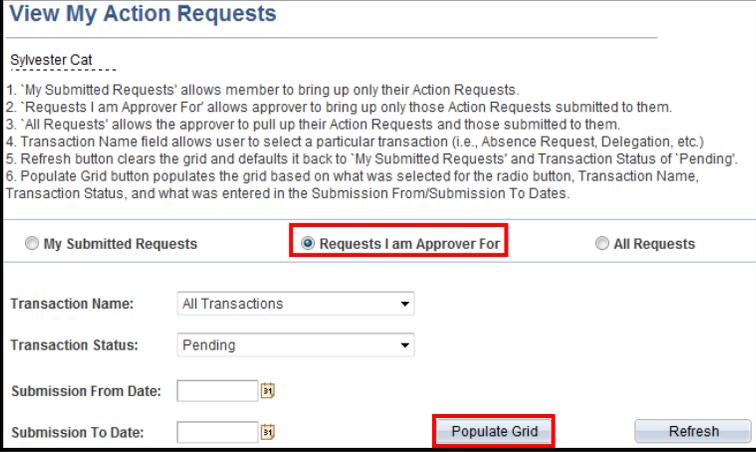
Procedure Follow these steps to approve an accession.

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

Continued on next page

Accession Approval, Continued

Procedure (continued)

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

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action																																
4	<div data-bbox="365 457 1393 1039"> <p>View My Action Requests</p> <p>Sylvester Cat</p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/> <input type="button" value="B1"/></p> <p>Submission To Date: <input type="text" value=""/> <input type="button" value="B1"/></p> <p><input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/></p> <table border="1"> <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>Eusebio Pedroza</td> <td>1234567</td> <td>Mickey Mouse</td> <td>Sylvester Cat</td> <td>06/18/2013</td> <td>Approve/Deny</td> </tr> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Brad Majors</td> <td>1112223</td> <td>Goofy Dog</td> <td>Sylvester Cat</td> <td>05/24/2013</td> <td>Approve/Deny</td> </tr> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Janet Weiss</td> <td>2223334</td> <td>Daffy Duck</td> <td>Sylvester Cat</td> <td>05/23/2013</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013	Approve/Deny	AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013	Approve/Deny	AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	Approve/Deny
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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

Procedure (continued)

Step	Action
5	<div data-bbox="358 520 1372 1388" style="border: 1px solid black; padding: 10px;"> <p>Action Request</p> <p>Approval/SOD for Accessions</p> <p>Darth Vader</p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request Approvers</p> <p>Approver: 7654321 Sylvester Cat</p> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <p>Delegation Approval Process: Pending View/Hide Comments</p> <p>One Approval level</p> <p>Pending</p> <p> Sylvester Cat Initial Approve Action Request</p> <p>Comment History</p> <p>Mickey Mouse at 05/18/2013 - 2:55 PM View History</p> </div> <p>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.</p> <p>Select either Approve or Deny.</p>

Continued on next page

Accession Approval, Continued

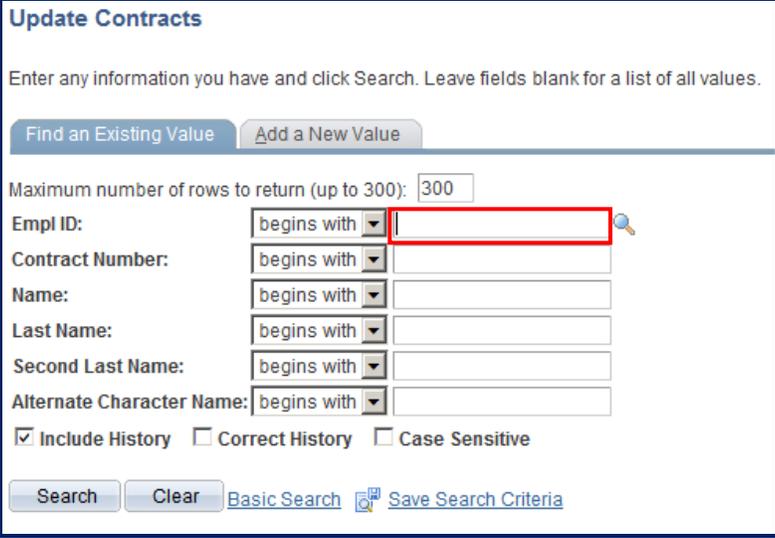
Procedure (continued)

Step	Action
6	<div data-bbox="360 520 1230 1255"> <p>Action Request</p> <p><u>Approval/SOD for Accessions</u></p> <p>Darth Vader</p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request Approvers</p> <p>Approver: 7654321 Sylvester Cat</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <p>Delegation Approval Process: Approved</p> <p>One Approval level</p> <p>Approved</p> <p>✓ Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM</p> <p>Comment History</p> <p>Mickey Mouse at 05/18/2013 - 2:55 PM View History</p> </div> <p>If Approved, the Approve/Deny buttons will gray out after system saves the approval.</p> <p>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.</p>

Accessions – Contract Data

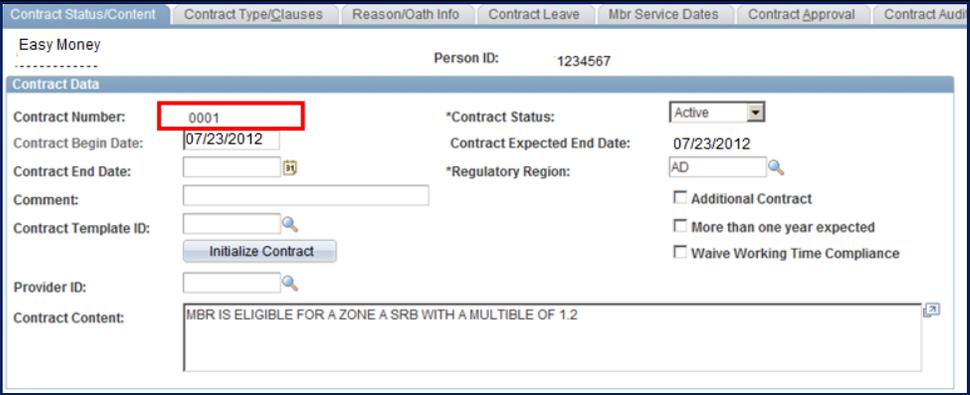
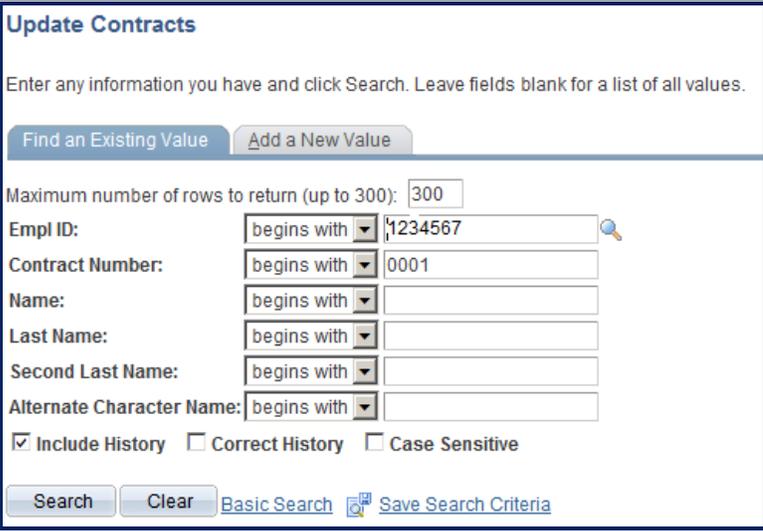
Introduction This section provides the procedure for completing the contract of a Cadet with prior service

Procedure Follow these steps to complete the contract of the Cadet

Step	Action
1	 <p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p>
2	 <p>Enter member's EMPLID and click on Find an Existing Value</p>

Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	 <p>Contract Status/Content will reveal the current contract number. You should choose the next sequential number (in this example, we see the contract number is 0001: the next number will be 0002)</p>
4	<p>Click Return to Search</p> 
5	 <p>Click Add a New Value and enter the new contract number (see below)</p>

Continued on next page

Accessions – Contract Data, Continued

6

Update Contracts

Find an Existing Value | Add a New Value

Empl ID: 1234567

Contract Number: 0001

Add

Find an Existing Value | Add a New Value

Alter contract number to **0002** (or next sequential number) and click **Add**

7

Contract Status/Content | **Contract Type/Clauses** | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Aud

Easy Money Person ID: 1234567

Contract Data

Contract Number: 0002 *Contract Status: Active

Contract Begin Date: 08/15/2013 Contract Expected End Date:

Contract End Date: *Regulatory Region:

Comment: Additional Contract

Contract Template ID: More than one year expected

Initialize Contract Waive Working Time Compliance

Provider ID:

Contract Content: A narrative statement is required

Contract Status/Content page will appear as above
Ensure Contract Begin date equals new Accession date
Regulatory Region: Enter **AD**
Contract Content must be populated with a statement
Navigate to **Contract Type/Clauses**

Continued on next page

Accessions – Contract Data, Continued

8

Easy Money Person ID: 1234567

Contract Data
 Contract Number: 0002 Begin Date: 08/15/2013 Contract Status: Active

Contract Type
 Effective Date: 05/29/2014
 Contract Type: ENL Initial Enlistment
 Extend Contract

Contract Clauses
 Seq Nbr: 1 Clause:
 Clause Status:
 Long Descr:
 Comment:

Enter **appropriate** Contract Type from the **drop-down**
 Under Contract Clauses you may select Clause Status (optional/required) and enter any contractual specific comments (i.e. guaranteed school, etc.)
 Navigate to **Reason/Oath info**

9

Easy Money Person ID: 1234567

Contract Data
 Contract Number: 0002 Begin Date: 08/15/2013 Contract Status: Active Expected End Date:
 Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:

Contract Type
 Effective Date: 08/15/2013 Contract Type: ENL Initial Enlistment Cancelled

Reason/Oath
 Contract Term Years/Months/Days: 6 Indefinite Re-Enlistment

Reason for Extension/Reextension/Retention
 Reason: Request of Member Member Signature Date: 08/15/2013
 Other (Specify): Begin Extension/Re-Extension:

Oath Administrative Information
 Name: Roberto Duran Military Grade: O6
 City: Boston State: MA

Enter Contract Term Years/Months/Days (this will vary depending upon the situation)
 Select a Reason from the drop-down
 Select Member Signature Date
 Add Name of Oath Administrator, applicable Military Grade and **City/State** where contract was administered
 Navigate to **Contract Leave tab**

Accessions – Contract Data, Continued

10	<p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval</p> <p>Easy Money Person ID: 1234567</p> <p>Contract Data</p> <p>Contract Number: 0002 Begin Date: 08/15/2013 Contract Status: Active</p> <p>Leave Balances</p> <p>Leave Balance: 59.500000 Cumulative Sold Leave: As of: 08/15/2013</p> <p>Contract Type Find View All First 1 of 1 Last</p> <p>Effective Date: 08/15/2013</p> <p>Contract Type: ENL Initial Enlistment</p> <p>Leave Disposition View All First Last</p> <p>Total Leave to Sell (Days): <input type="text"/></p>
	<p>Enter number of days leave to sell as outlined in current policy Navigate to Mbr Services Dates</p>

Continued on next page

Accessions – Contract Data, Continued

11	Assigned Seniority Dates Customize View 12 First 1-15 of 15 Last	
	Seniority Date	Labor Seniority Date
	ACTIVE DUTY BASE DATE	06/23/2013
	AD PAY SCALE DATE	08/15/2013
	DEP DATE	
	CMA DATE	08/15/2013
	CURRENT AD DATE	08/15/2013
	DIEMS DATE	07/23/2012
	EXPECTED AD TERM DATE	08/14/2019
	EXPECTED LOSS DATE	08/14/2021
	JOB FAMILY ENTRY DATE	08/15/2013
	MIL OBLIGATION COMPL DATE	08/14/2021
	PAY ALLOWANCE DATE	08/15/2013
	POINTS SWE DATE	
	PAY BASE DATE	06/23/2013
	DATE OF RANK	08/15/2013
	ROTATION DATE	
<p>Click View All on Assigned Seniority Dates</p> <p>Note: these dates should concur with the dates set during the ACCESSION process; if not, return to Job Data and verify the dates entered during ACCESSION process are entered correctly.</p> <p>Navigate to <u>Contract Approval</u></p>		

Continued on next page

Accessions – Contract Data, Continued

Step	Action
12	<div data-bbox="332 409 1437 1123"><p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Appro</p><p>Easy Money Person ID: 1234567</p><p>Contract Data</p><p>Contract Number: 0002 Begin Date: 08/15/2013 Contract Status: Active</p><p>Contract Type Find View All First 1 of 1 Last</p><p>Effective Date: 08/15/2013 Contract Type: ENL Initial Enlistment</p><p>Route for Approval</p><p>Approval Type:</p><p>Approver:</p><p>Dept of Approving SPO: <input data-bbox="576 829 722 871" type="text" value="000210"/></p><p>Approval Status:</p><p>Approval Date:</p><p><input data-bbox="389 976 576 1029" type="button" value="Submit for Approval"/></p></div> <p data-bbox="332 1165 1323 1197">Click on Submit for Approval and approval will be routed to <u>Approving SPO</u></p>

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	 <p>Approver should select Requests</p>
2	 <p>Select View My Requests (all types)</p>
3	 <p>Select Requests I am Approver For and Populate Grid</p>
4	 <p>Click on Approve/Deny</p>

Continued on next page

Contract Approval, Continued

Step	Action
5	<div data-bbox="597 373 1252 909" data-label="Form"> </div> <p data-bbox="597 940 1136 1003">Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user</p>
6	<div data-bbox="597 1003 1252 1297" data-label="Form"> </div> <p data-bbox="597 1329 1242 1354">Contract is approved. Member is fully Accessed into USCG</p>