Active Duty Rehire

Introduction

This section provides the procedure for completing the accession of a member with prior Coast Guard or Coast Guard Reserve service.

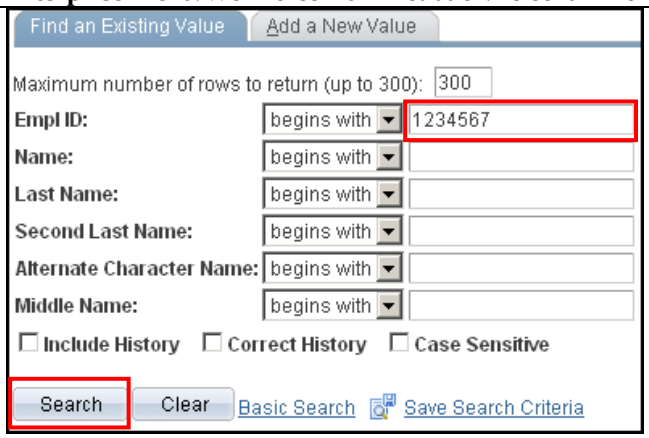
Before you Begin

Important information about position numbers: Do not assess a member to a position number at their destination. You must navigate to **Positions at a Department** and choose an active duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point. **Annotate this number**: it will be used later in the Accession process (step 16). The current path is: Develop Workforce|Manage Positions|Inquire|Positions at a Dept| Department ID

Note: **Once the Accession is complete, remember you must PCS the member to the new duty station; however, this is independent of the Accession process.**

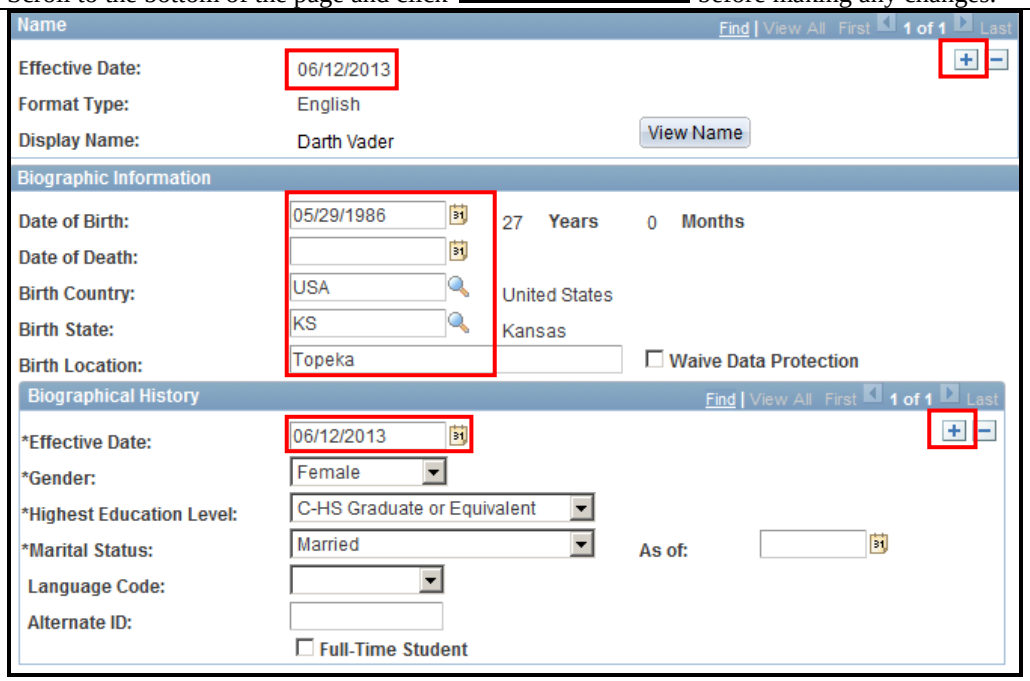
Procedure

Follow these steps to complete the accession of a member with prior CG service.

Step	Action
1	 From the Portal Page, select **Personal Information** from the **HR Data Shortcuts** pagelet. Note: Should Personal Information block be missing from the pagelets, navigate to the **Enterprise Menu**/Workforce Administration/Personal Information/Modify a Person
2	 Enter the member's Employee ID and click on **Search**.

Continued on next page

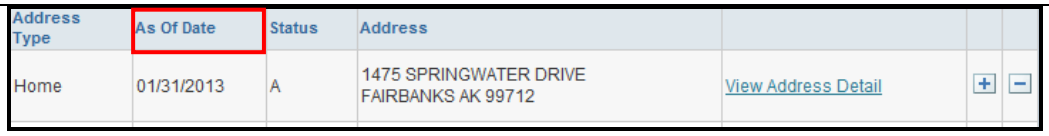
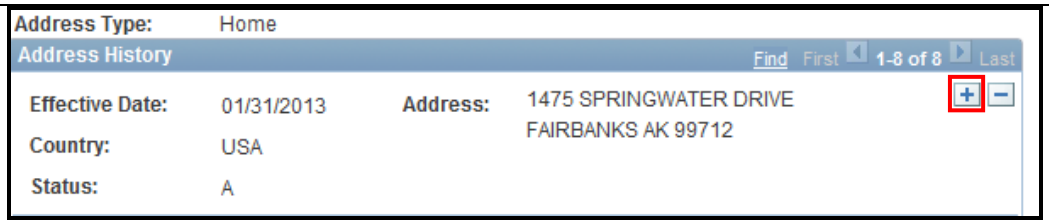
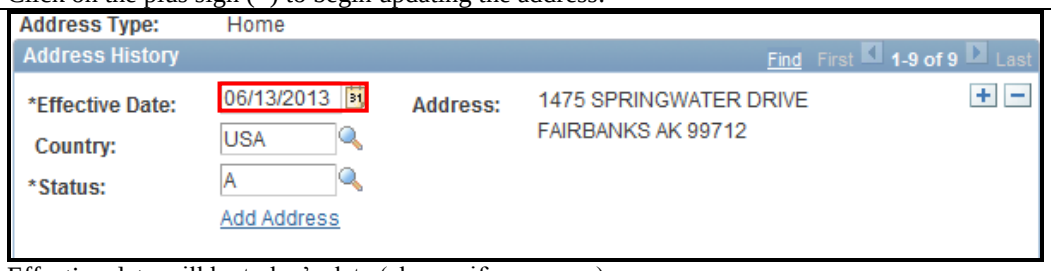
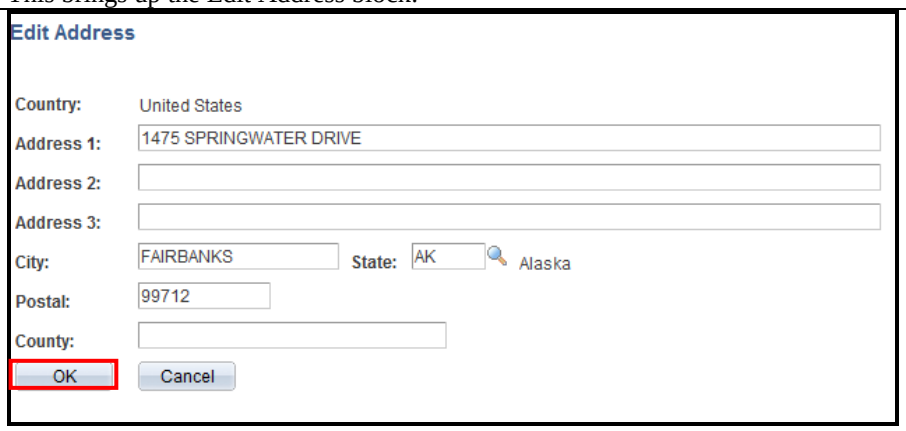
Procedure **(continued)**

Step	Action
3	Scroll to the bottom of the page and click before making any changes.
4	 Informational blocks will default to previously entered data. **You must click on the plus (+) to update the file to <u>newly assessed date</u> both under <u>Name</u> and under <u>Biographical History</u> (adjust date as necessary).** Note: **<u>should neither the Birth State nor Birth Location populate, you must enter the correct information</u>** (these blocks must be populated or the approving authority will receive an error and not be able to approve). When completed, select the **Contact Information Tab**.

Continued on next page

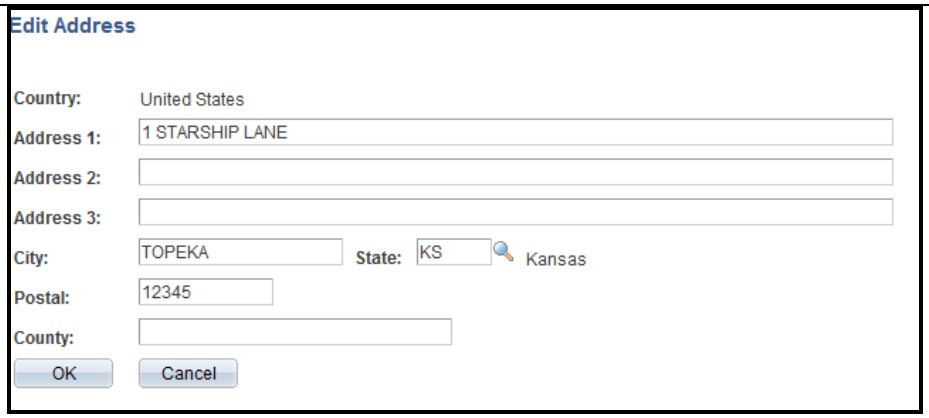
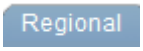
Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
5	 The system defaults the first address as Home and the As Of Date will be a previously entered date. Select the **View Address Detail** link.
6	 The effective date defaults to the previous date and may be edited to reflect the correct date of hire. Note: This date currently cannot be future dated. Click on the plus sign (+) to begin updating the address.
7	 Effective date will be today's date (change if necessary). Now, select Add Address to edit/change the address. This brings up the Edit Address block.
8	 You may now overwrite the address blocks. Do not use Address blocks 2 or 3.

Continued on next page

Procedure **(continued)**

Step	Action
9	 The address will display as entered. Select the **OK** button.
10	The Home address has been recorded.
11	 Click on the plus (+) sign to populate the Home of Record field (you must now click on the drop-down to choose Home of Record).
12	 Click the Add Address Detail and repeat steps 10, 11 and 12 to enter a Home of Record as identified on the DD4. The mailing address may be updated in an identical manner.
13	The Phone Information, Email Address and Instant Message IDs are left blank. Select the **Regional** Tab. 

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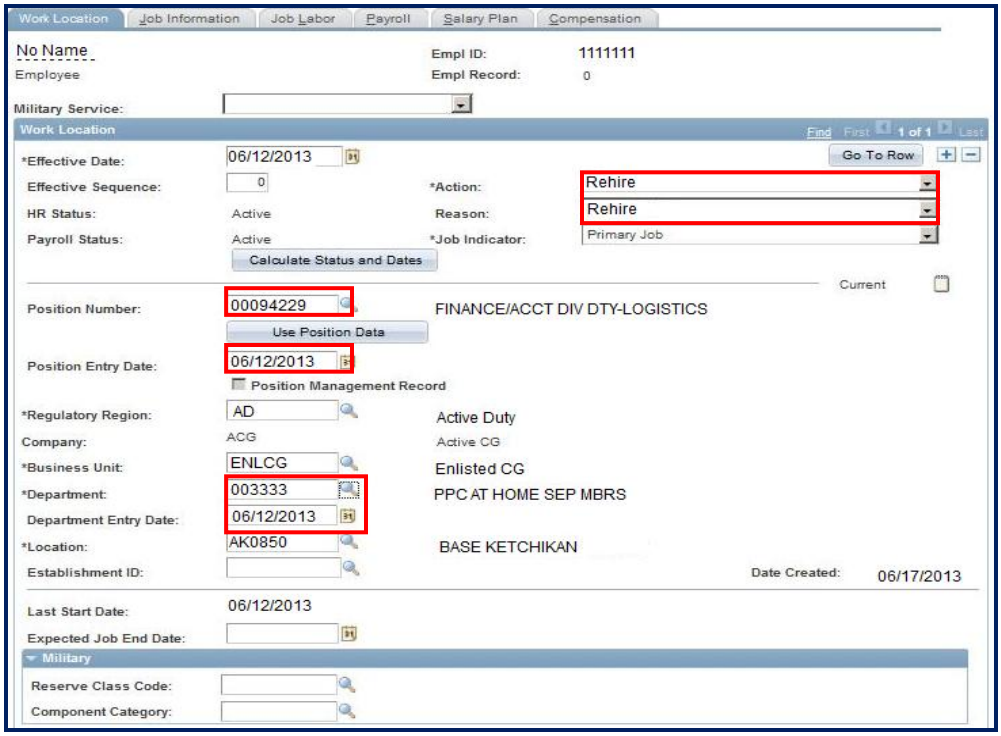
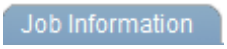
Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
14	Click the Ethnic Group lookup and select the appropriate category. All other data fields are left blank. Click Save and you should be navigated to the Job Data **Work Location** tab (if not, navigate yourself). You may have to change the **Reg Region to USA** to select the ethnic group
15	If for any reason you do not complete this accession during this session, you use the **<u>Add Employee Instance</u>** link in the **HR Data Shortcuts** pagelet. **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 <u>Modify a Person</u> or <u>Job Data</u> links.** Also, if you have not been navigated to this page by the system, you must self-navigate and enter the Employee ID number to access the Job Data platform. All previous Job Data entries will have been imported from the member's prior-service database record.  Note: You must be in **<u>Correct History Mode.</u>** Click on the plus (+) sign and **<u>follow the directions on the next page to adjust this tab's information</u>**

Continued on next page

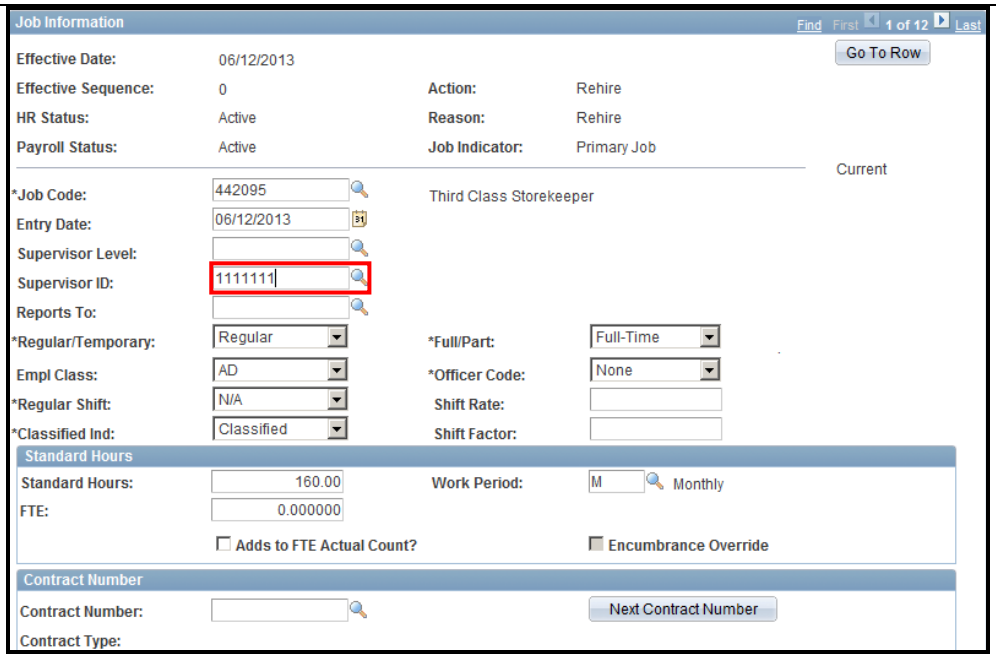
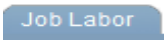
Procedure **(continued)**

Step	Action
16	The effective date defaults to a previous date. It must be overridden with the current hire date. • Choose Rehire from the Action block dropdown. • Choose Rehire from the Reason block dropdown. • Job indicator should be Primary Job. • Enter the Position Number previously annotated. The Position Entry Date, the Department Entry Date and the Last Start Date should populate with the correct (re) hire date. • Ensure that Use Position Data is no longer grayed out. • Once you have entered the new Position Number, you must click in the Position Number block to update the position number on your screen. This is a screen update only: the new narrative statement should appear: in this case: STOREKEEPER THIRD CLASS.
	 Click on Override Position Data. You must also change the Department block (in this case we will enter 000048 but you may also use the lookup). The narrative statement to the right will change to the correct Department and Location. **DO NOT SAVE** until the last of Job Data information has been entered You should now move on the Job Information tab: 

Continued on next page

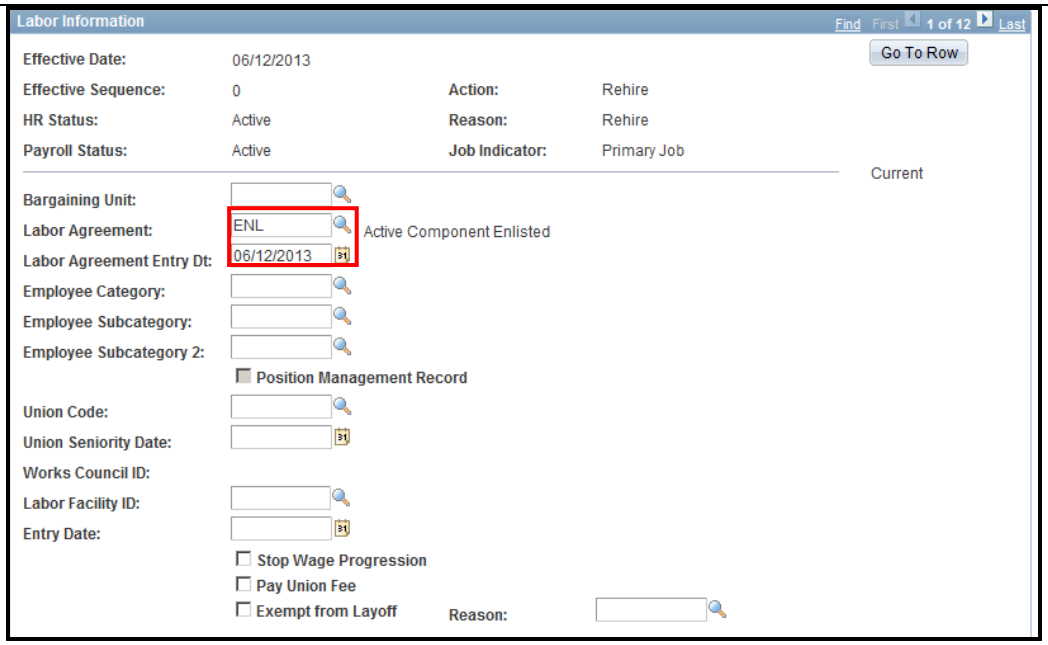
Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
17	 The Job Code should have defaulted correctly; if not, enter the correct code. The Effective Date and the Entry Date should be correct. At this time, it is necessary you enter the appropriate Supervisor ID (EMPLID). Note: this is typically your auditor (HRSUP). Click on the Job Labor tab: 

Continued on next page

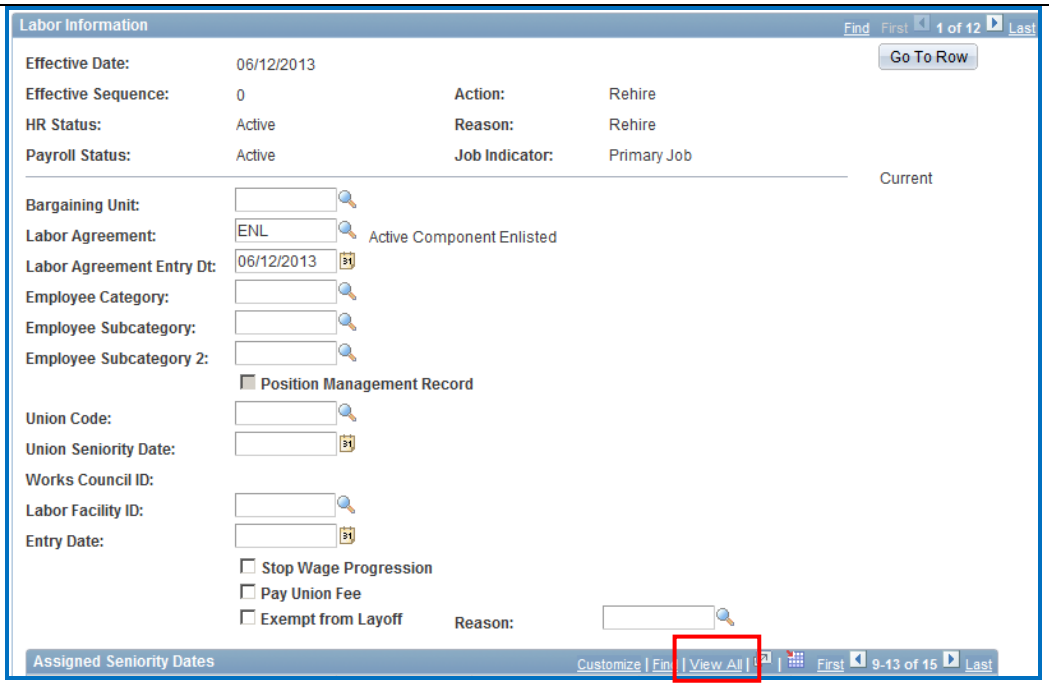
Procedure **(continued)**

Step	Action
18	 Labor Agreement: should default to current labor agreement; in this case: ENL. You must change the **Labor Agreement Entry Dt** to the date of (re) hire.

Continued on next page

Active Duty Rehire, Continued

Procedure **(continued)**

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

Continued on next page

Procedure **(continued)**

Step 20

Assigned Seniority Dates — Customize | Find | View 5 | First 1-14 of 14 Last

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		03/07/2009	☑	
AD PAY SCALE DATE		06/12/2013	☐	
CMA DATE		06/12/2013	☑	
CURRENT AD DATE		06/12/2013	☑	
DIEMS DATE		01/31/2006	☑	
EXPECTED AD TERM DATE		06/11/2017	☑	
EXPECTED LOSS DATE		06/11/2021	☑	
JOB FAMILY ENTRY DATE		06/12/2013	☑	
MIL OBLIGATION COMPL DATE		06/11/2017	☑	
PAY ALLOWANCE DATE		06/12/2013	☑	
POINTS SWE DATE		06/12/2013	☐	
PAY BASE DATE		03/07/2009	☑	
DATE OF RANK	436094	06/12/2013	☐	
ROTATION DATE		07/01/2015	☑	

Recalculate Seniority Dates

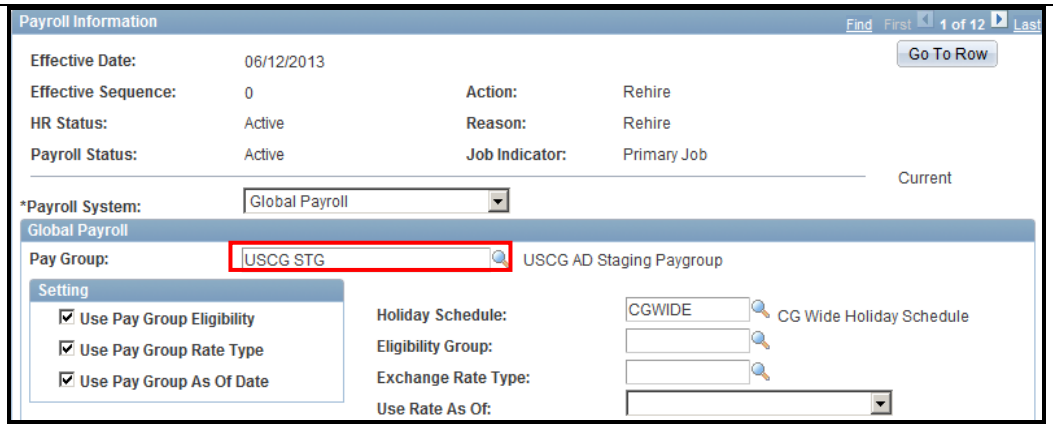
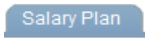
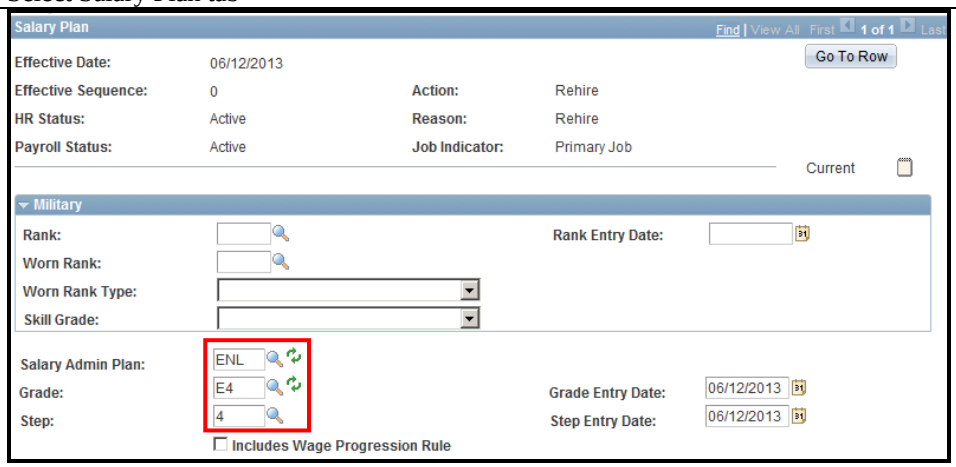
Click on **Recalculate Seniority Dates** to allow field adjustments and enter dates as appropriate to the individual member's case:

- Active duty Base Date: (Re) hire date (date of Accession). Any necessary adjustments will take place later via the SOCS process (see E-Mail ALSPO B/15)
- AD Pay Scale Date: (Re)hire date
- CMA Date: See Ch 3 of PAYMAN
- Current AD Date: Date of (Re)hire
- DIEMS Date: Date of original hire
- Expected AD Term Date: (day before) original hire date plus contract years
- Expected Loss Date: Recalculate per member's situation
- Job Family Entry Date: The date member first became rated in current rating (ie. SNBM, AET3...). Retrieve from DA at Main Menu>Develop Workforce>Plan Careers>Use>CG Member Info. Located on the "Background" tab
- Mil Obligation Completion date: 8 years from original DIEMS date unless prior discharge authorized under an approved program (ie. VOLSEP)
- Pay Allowance Date: Date of (Re)Hire
- Point Start Date: This date may only be adjusted by PPC (ADV). Retrieve from DA at Main Menu>Develop Workforce>Plan Careers>Use>CG Member Info. Located on the "Background" tab. If the date is blank on the CG Member Info page, enter the rehire date.
- Pay Base Date: If rehiring w/o break in service, use the existing PEBD from previous job row. If Rehiring w/a break in service, use the Rehire date: any necessary adjustments will take place later via the SOCS process (see Email ALSPO B/15)
- Date of Rank: Date of Hire
- Rotation Date: this is member specific

Proceed to the Payroll tab Payroll

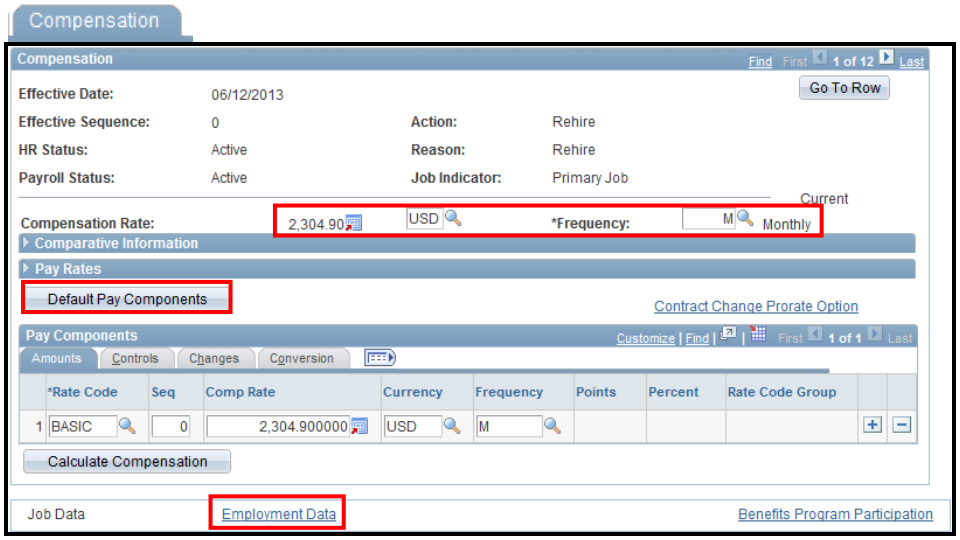
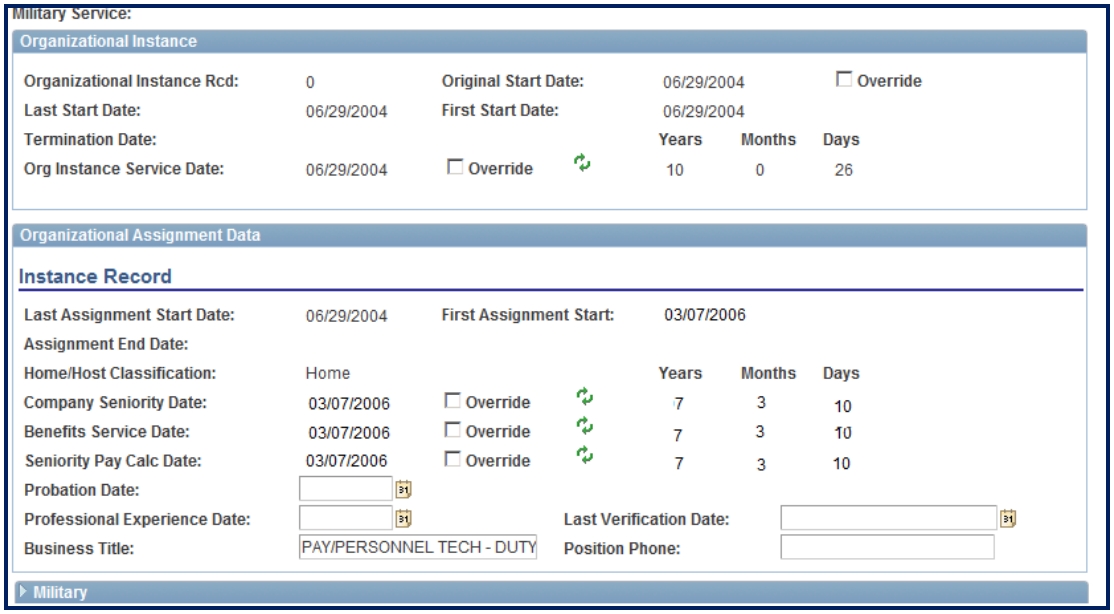
Continued on next page

Procedure **(continued)**

Step	Acton
21	 The Pay Group should default to <u>USCG **STG**</u>. Select Salary Plan tab 
22	 Salary Admin Plan: Should default to **ENL**. Grade: must be in accordance with Job Code entered on the Job Information Tab. Step: Enter <u>appropriate step</u> from the dropdown. Grade Entry Date: Will default to date of (Re)Hire Step Entry Date: Will default to date of (Re) Hire. Click on the **Compensation** Tab

Continued on next page

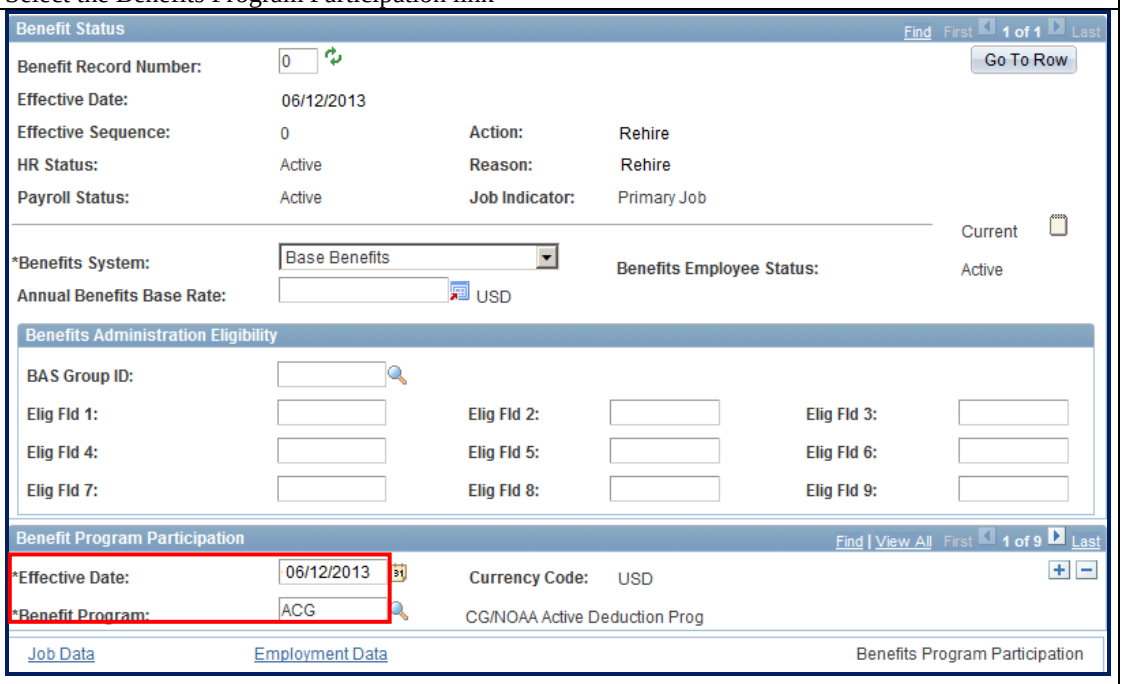
Procedure **(continued)**

Step	Action
23	 Click on the **Default Pay Components** button. This will update the **Compensation Rate** data and populate the Basic Comp Rate. Click the Employment Data link
24	This is a view-only page with no data to be entered Term of Enlistment is now done in **Contract Data** 

Continued on next page

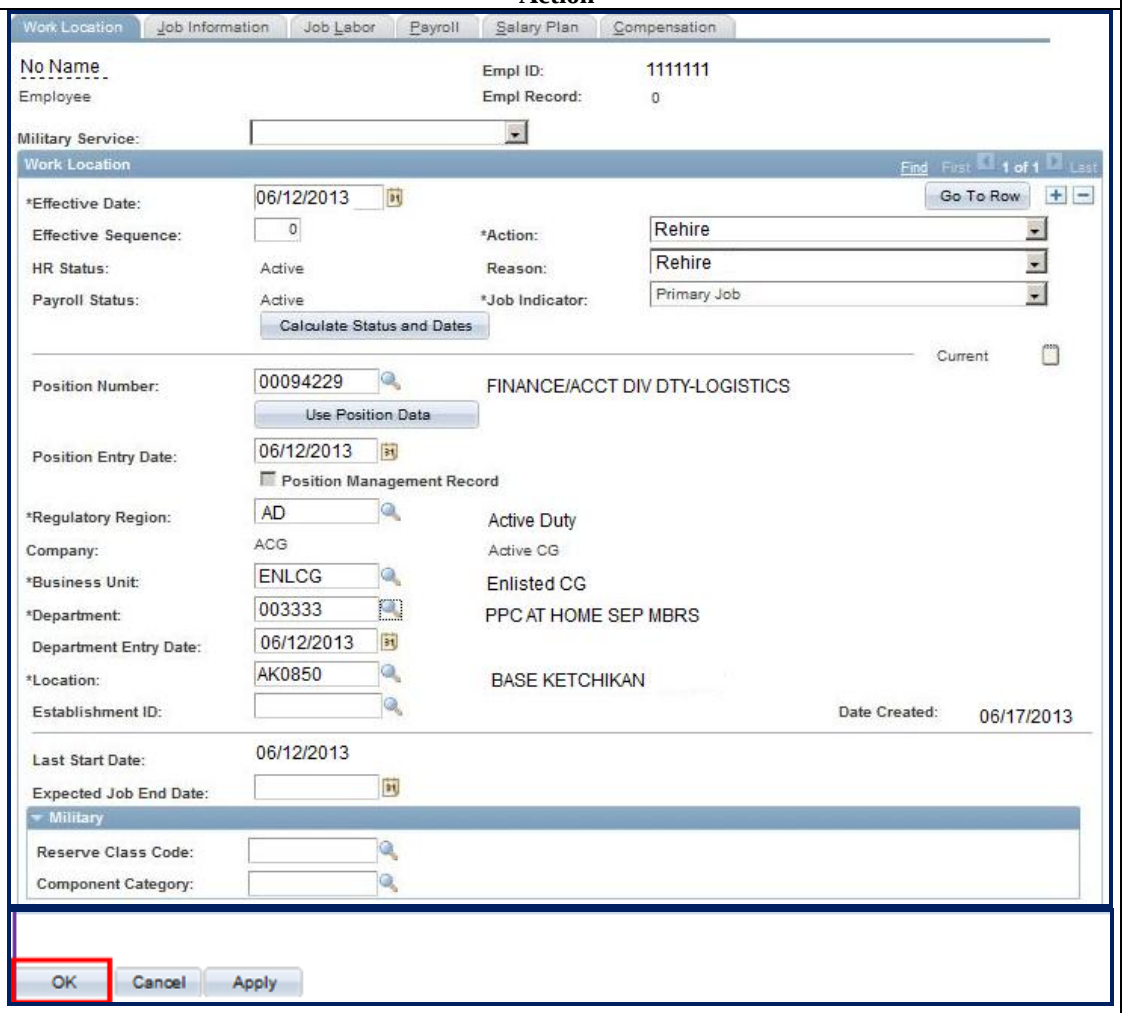
Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
25	 Select the Benefits Program Participation link
26	 Under **Benefit Program Participation** the **Effective Date** and **Benefit Program** should default to the date of (Re) hire and ACG respectively; if not, change appropriately. Click the **Job Data** link: This will navigate you to the **Work Location** tab.

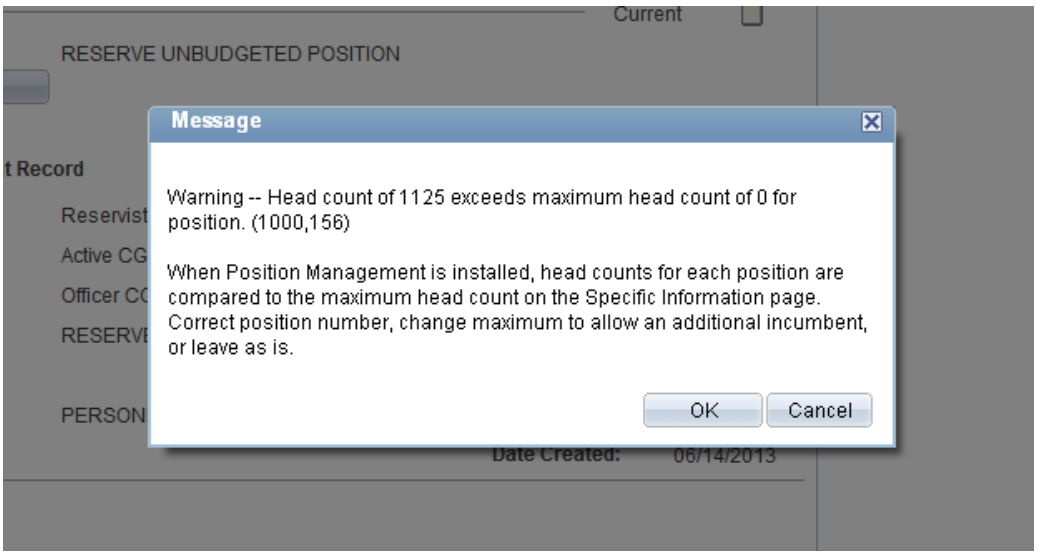
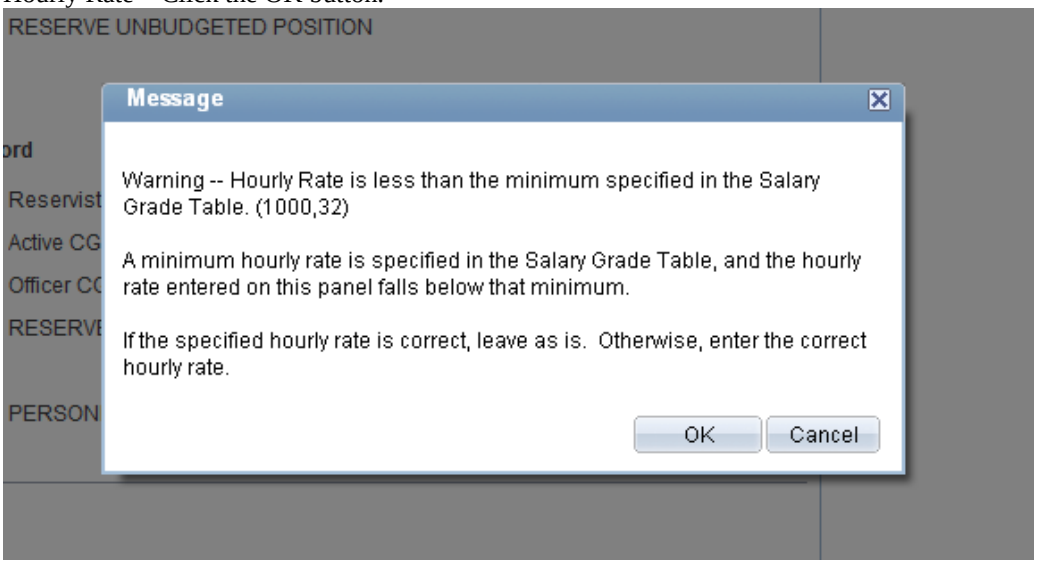
Continued on next page

Procedure **(continued)**

Step	Action
27	 Click the **OK** button.

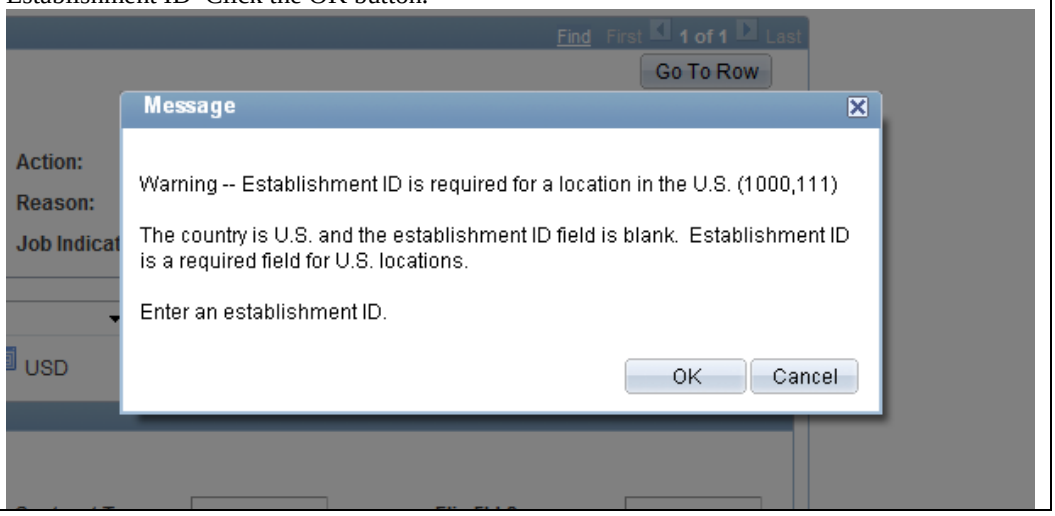
Continued on next page

Procedure **(continued)**

Step	Action
28	You will receive several "Warning" messages: Head Count – Click the OK button.  Hourly Rate – Click the OK button. 

Continued on next page

Procedure **(continued)**

Step	Action
28 Cont'd	Establishment ID Click the OK button. 

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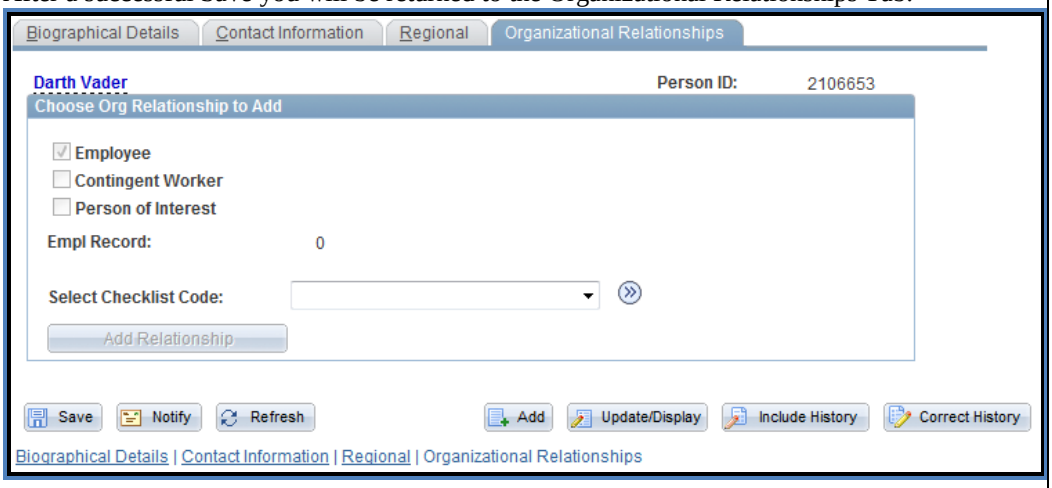
Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
29	After a successful Save you will be returned to the Organizational Relationships Tab.  The Accession is now ready for review and approval.

Accession Approval

Introduction

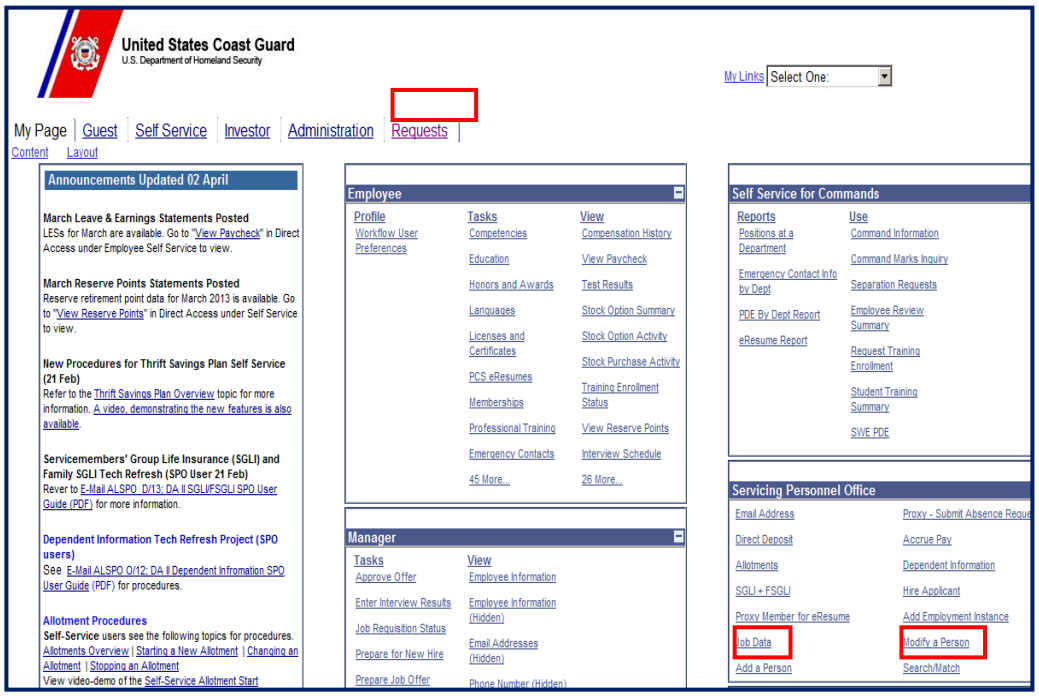
This section provides the procedure for approving an accession.

Discussion

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

Procedure

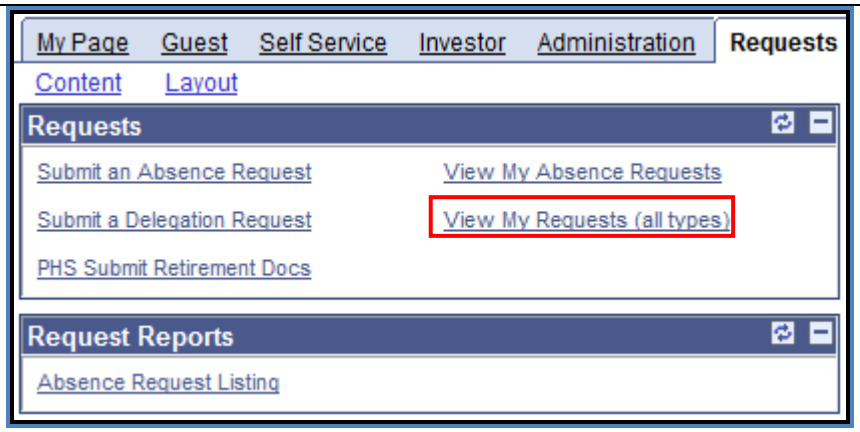
Follow these steps to approve an accession.

Step	Action
1	 **As approver you should review/audit the accession process prior to approval.** 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. From the Portal Page, select **Requests** located at the top of the page.

Continued on next page

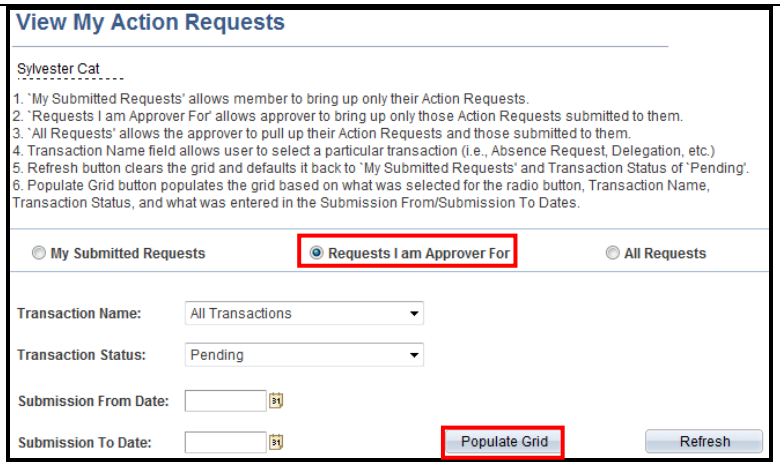
Accession Approval, Continued

Procedure **(continued)**

Step	Action
2	 Click the **View My Requests (all types)** link.

Continued on next page

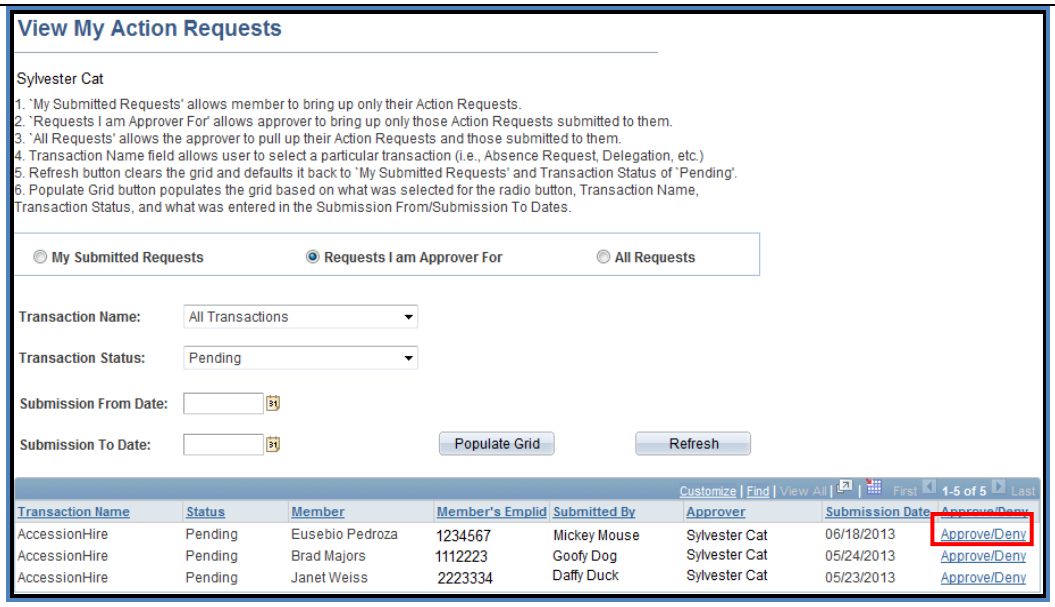
Procedure **(continued)**

Step	Action
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

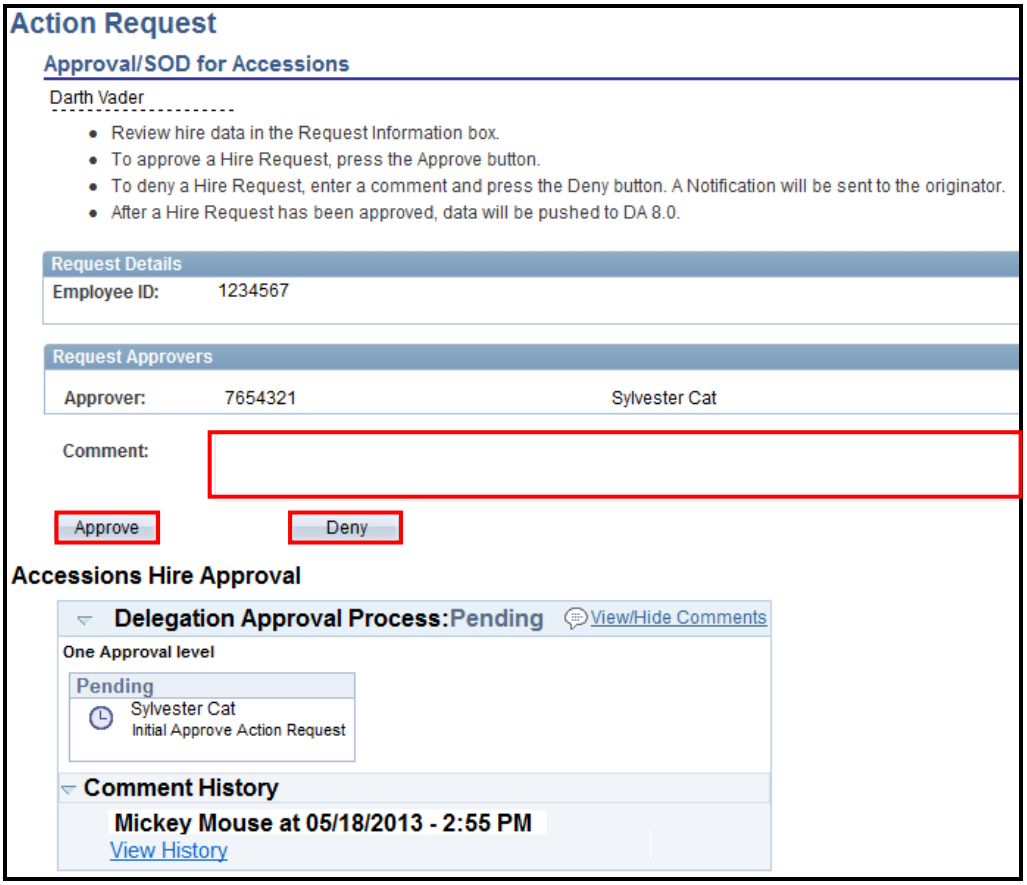
Accession Approval, Continued

Procedure **(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

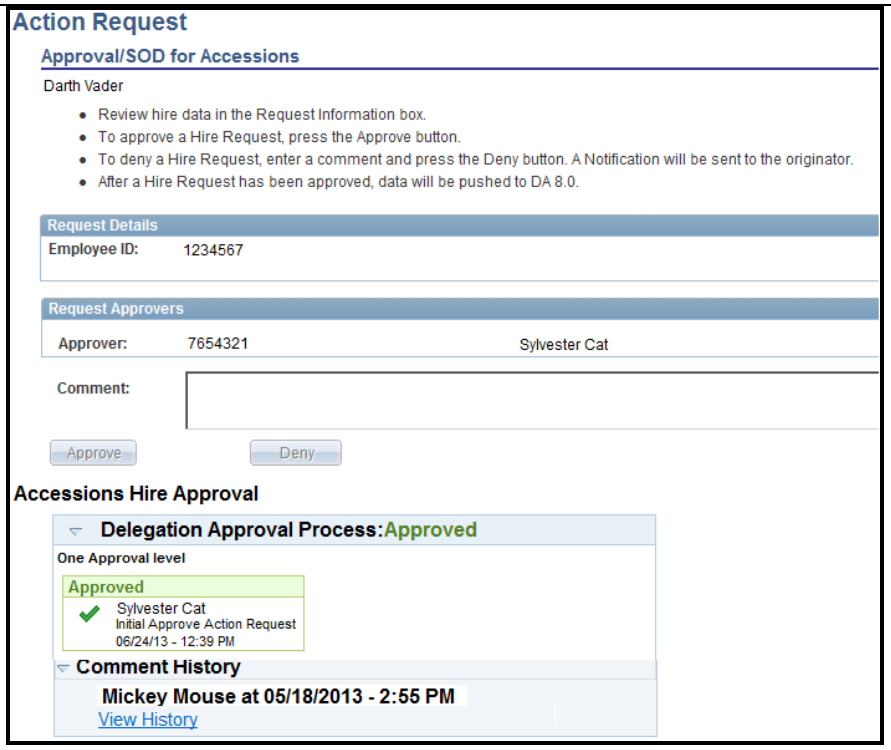
Procedure **(continued)**

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

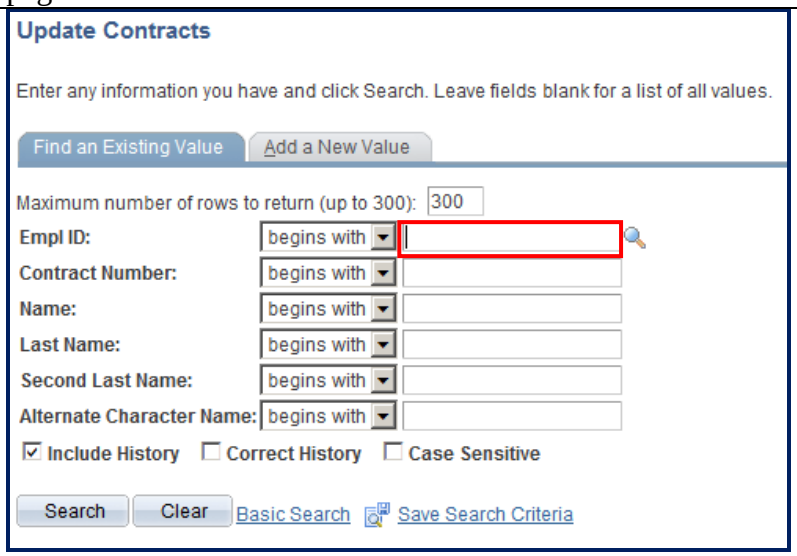
Procedure **(continued)**

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

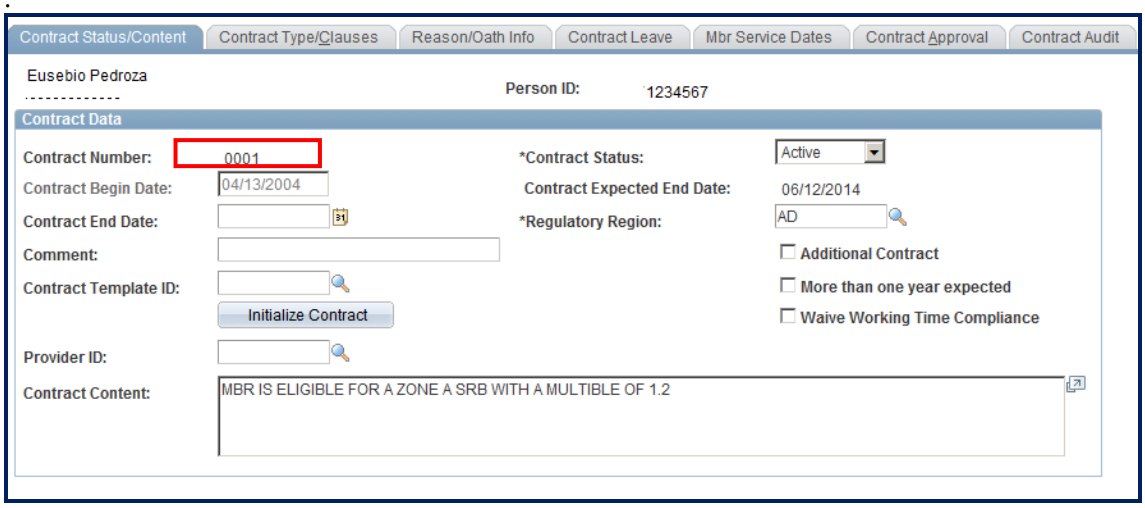
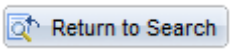
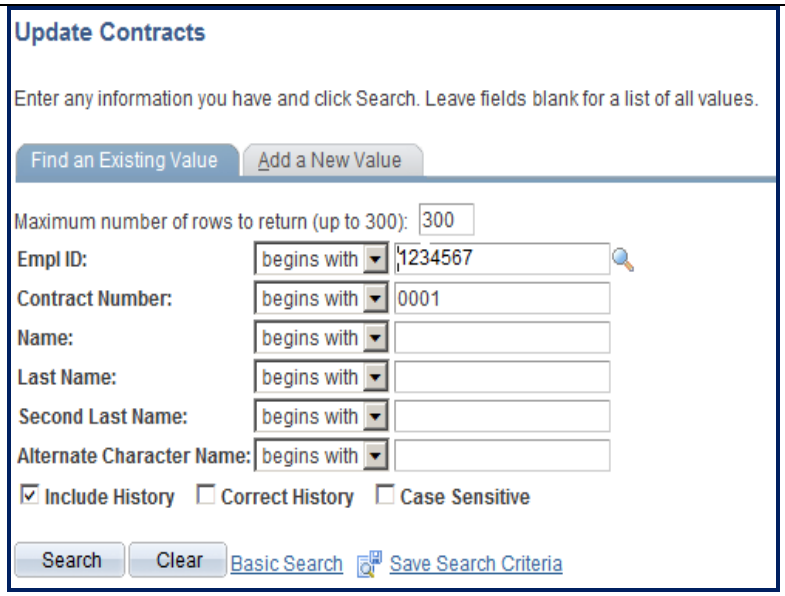
Introduction This section provides the procedure for completing the contract of a an Active Duty member (rehire)

Procedure Follow these steps to complete the contract of an active duty member returning to the Coast Guard

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

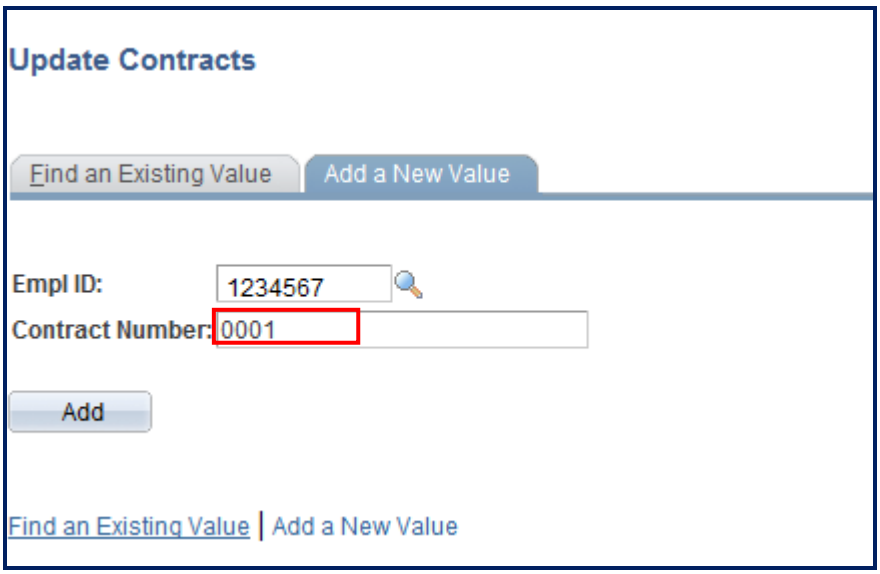
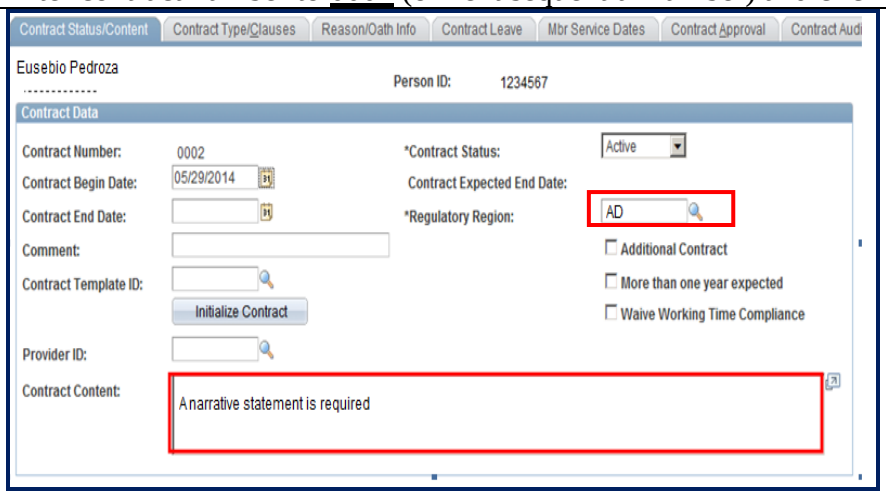
Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	.  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)
4	Click Return to Search 
5	 Click **Add a New Value** and enter the new contract number (see below)

Continued on next page

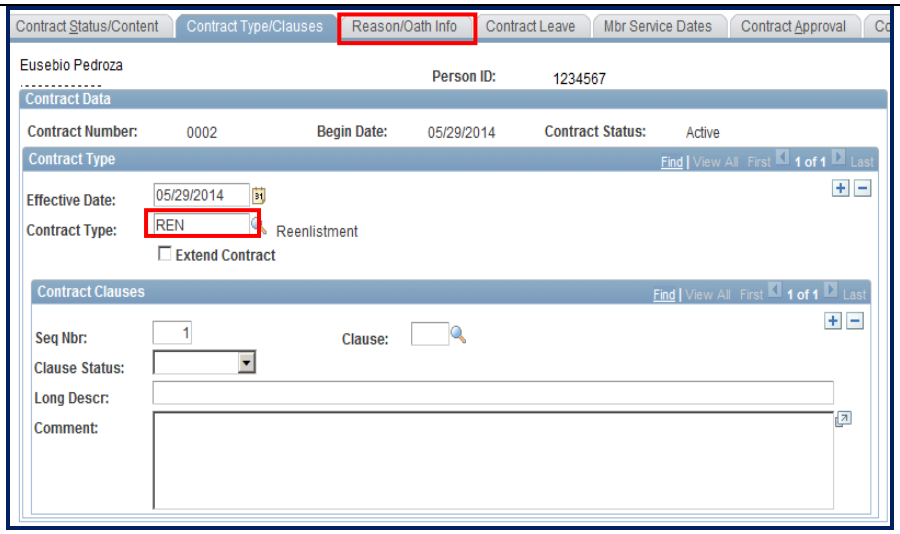
Accessions – Contract Data, Continued

6	 Alter contract number to **<u>0002</u>** (or next sequential number) and click **<u>Add</u>**
7	 Contract Status/Content page will appear as above Ensure Contract Begin date <u>equals new Accession date</u> Regulatory Region must be altered from USA to AD/RES **Contract Content** <u>must be populated</u> with a statement Navigate to **Contract Type/Clauses**

Continued on next page

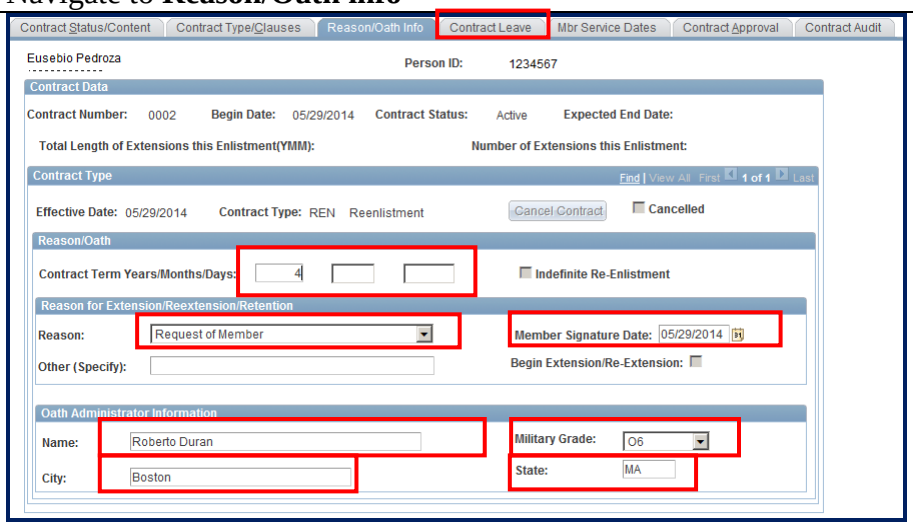
Accessions – Contract Data, Continued

8



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**

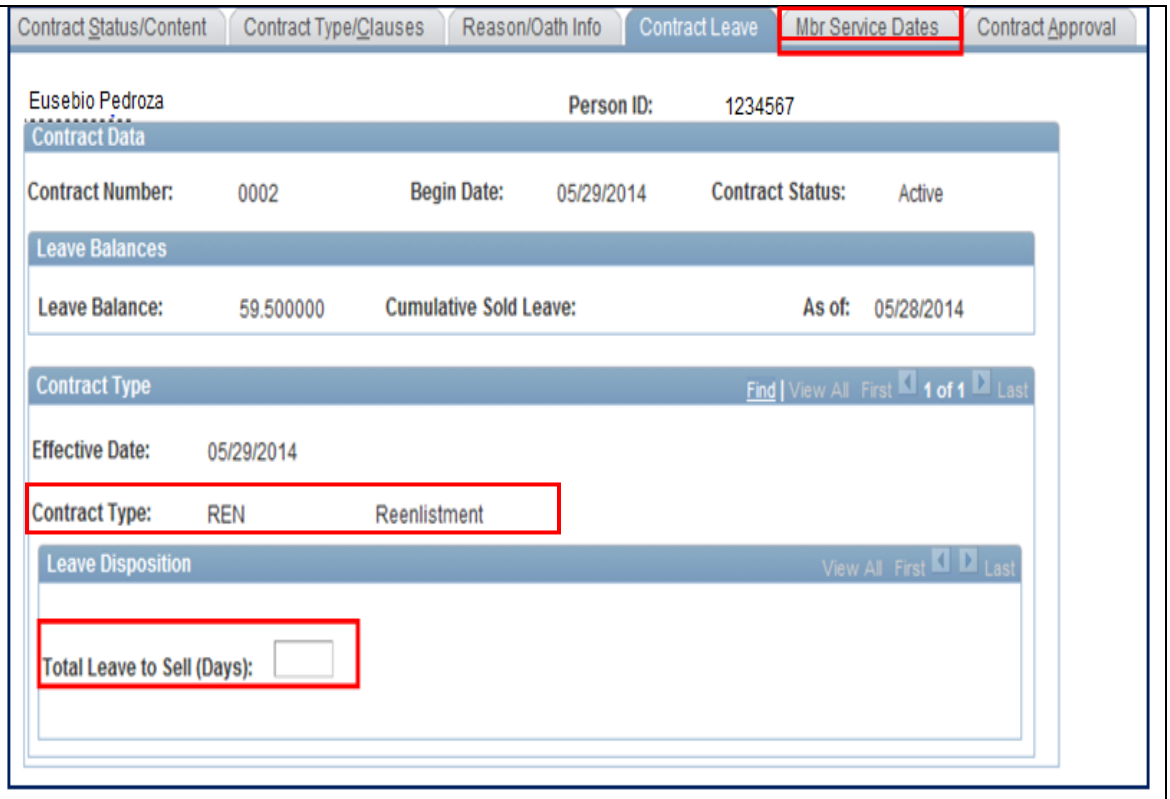
9



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 <u>if there was a break in service</u> (if not, use the **Initial Place of Enlistment**)
Navigate to **Contract Leave tab**

Continued on next page

Accessions – Contract Data, Continued

10	 Enter number of days leave to sell as outlined in current policy Navigate to Mbr Services Dates

Continued on next page

Accessions – Contract Data, Continued

11

Assigned Seniority Dates — Customize | Find | View 5 | First 1-14 of 14 Last

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		03/07/2009	☑	
AD PAY SCALE DATE		06/12/2013	☐	
CMA DATE		06/12/2013	☑	
CURRENT AD DATE		06/12/2013	☑	
DIEMS DATE		01/31/2006	☑	
EXPECTED AD TERM DATE		06/11/2017	☑	
EXPECTED LOSS DATE		06/11/2021	☑	
JOB FAMILY ENTRY DATE		06/12/2013	☑	
MIL OBLIGATION COMPL DATE		06/11/2017	☑	
PAY ALLOWANCE DATE		06/12/2013	☑	
POINTS SWE DATE		06/12/2013	☐	
PAY BASE DATE		03/07/2009	☑	
DATE OF RANK	436094	06/12/2013	☐	
ROTATION DATE		07/01/2015	☑	

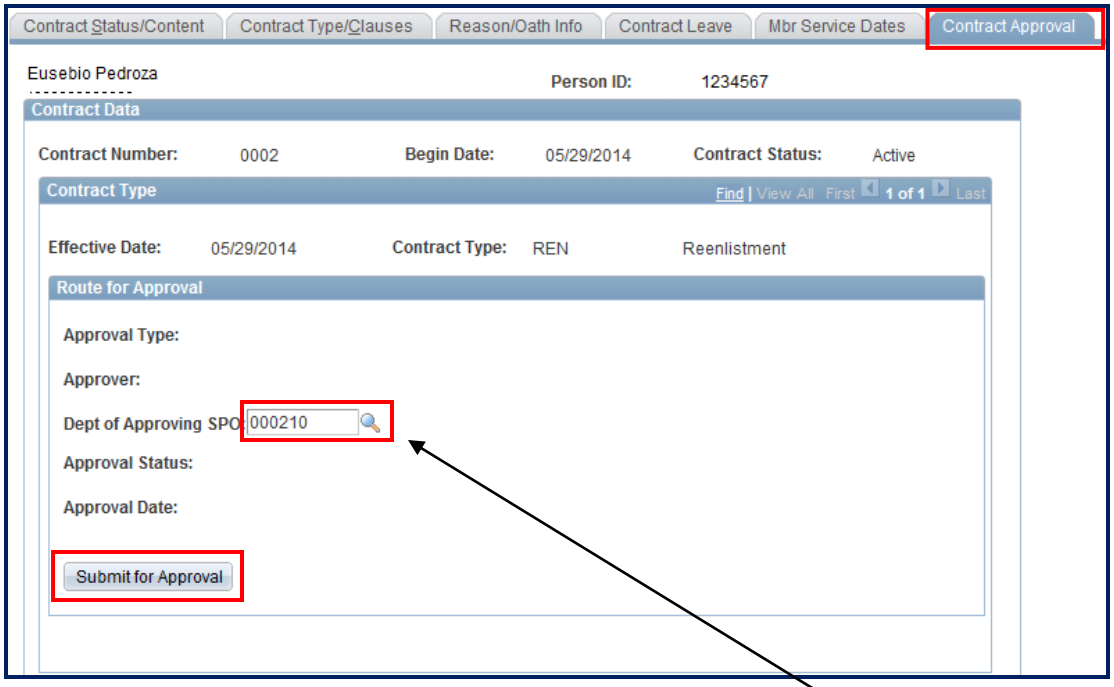
Recalculate Seniority Dates

Click **View All** on Assigned Seniority Dates
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.

Navigate to **<u>Contract Approval</u>**

Continued on next page

Accessions – Contract Data, Continued

Step	Action
12	 Click on Submit for Approval and approval will be routed to Approving SPO

Contract Approval

Introduction

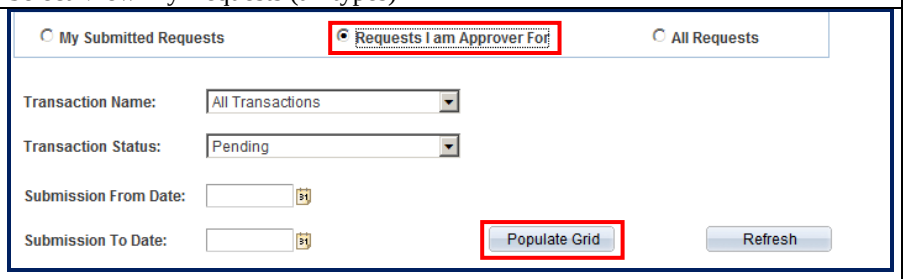
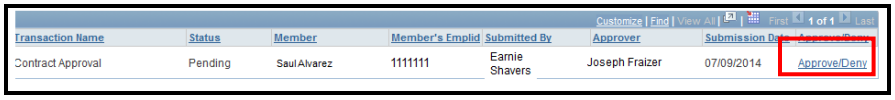
This section provides the procedure for approving a contract.

Discussion

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

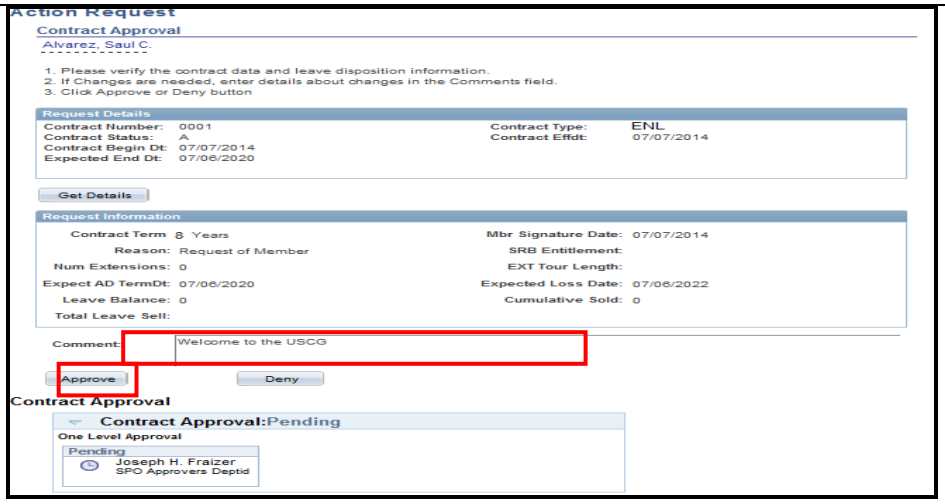
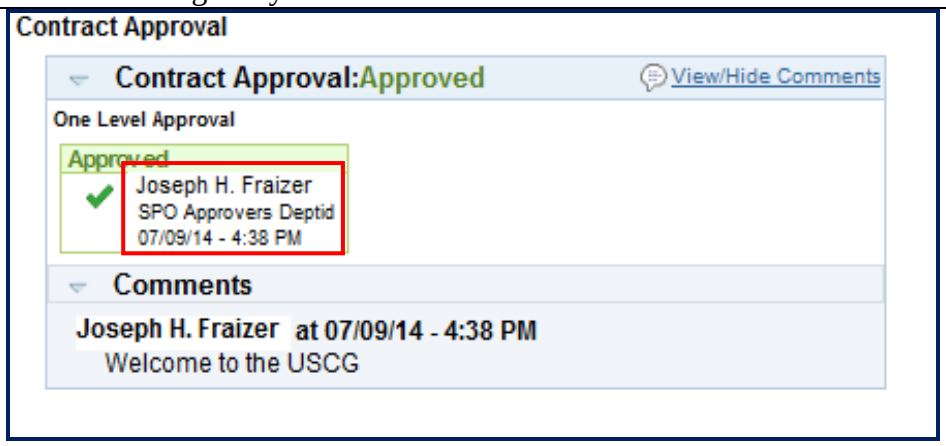
Procedure

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**

Continued on next page

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