

I. POSITION DATA SETUP CHANGE (Required)

Starting on 12/19/2015, you MUST indicate 'PHS' as the Reg Region for all PHS positions that are created on or after this date. CG-631 will programmatically update the Reg Region for all existing positions that were created in DA before 12/19/2015. If a member is assigned to a position that has a Reg Region = MIX for a new job data row, this will delete their existing service dates.

INDICATING 'PHS' REG REGION FOR NEW POSITIONS

When creating a new position, follow the steps as you normally would. But, you will now indicate 'PHS' as the reg region (instead of 'MIX'):

The screenshot shows a software interface for position data setup. The 'Work Location' section has 'Reg Region' set to 'PHS'. A 'Look Up Reg Region' dialog box is open, showing search results with 'PHS' highlighted. A callout box explains how to use the look up icon or type 'PHS' directly.

Click the look up icon for the Reg Region field and then select 'PHS' in the search results.
Or, just type 'PHS' in the Reg Region field.

Regulatory Region	Description	Country
AD	Active Duty	USA
ANOAA	Active Duty NOAA	USA
DEUP1	Public Sector Germany	DEU
MIX	PHS Positions Filled by Military or Civilian	USA
NCMIL	No Military Service	USA
PHS	PHS	USA
PSDEU	Public Sector Germany	DEU
RETCG	Retired Coast Guard	USA
RETPH	Retired PHS	USA
RNOAA	Retired NOAA	USA
RSV	Reservists	USA
USA	United States	USA

UPDATING 'PHS' REG REGION FOR EXISTING POSITIONS (if necessary)

If you need to update an existing position with the 'PHS' Reg Region, click the '+' icon on the Description page to insert a new row:

The screenshot shows the 'Position Information' section of a web application. At the top right of this section, there is a '+ -' icon in a small box, which is highlighted with a red rectangle. Below this, the form contains fields for Position Number (19363302), Headcount Status (Partially Filled), Current Head Count (9 out of 300), Effective Date (01/03/2013), Status (Active), and Reason (UPD).

In the new row, enter an effective date (i.e. current date). Indicate 'UPD' as the Reason. Then, update the Reg Region in the new row and save:

This screenshot shows the 'Position Information' form with a 'Look Up Reg Region' dialog box open. The dialog box has search criteria for Regulatory Region, Description, and Country. Below the search criteria is a table of search results. The 'PHS' entry is highlighted with a red box. A red arrow points from this box to the 'Reg Region' field in the main form, which also contains 'PHS' and is highlighted with a red box. A text box at the bottom left provides instructions on how to use the look-up icon or type the region name.

Look Up Reg Region

Regulatory Region: begins with []
Description: begins with []
Country: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

Regulatory Region	Description	Country
AD	Active Duty	USA
ANOA	Active Duty NOAA	USA
DEUP1	Public Sector Germany	DEU
MIX	PHS Positions Filled by Military or Civilian	USA
NOMIL	No Military Service	USA
PHS	PHS	USA
PSDEU	Public Sector Germany	DEU
RETCG	Retired Coast Guard	USA
RETPH	Retired PHS	USA
RNOAA	Retired NOAA	USA
RSV	Reservists	USA

Click the look up icon for the Reg Region field and then select 'PHS' in the search results.

Or, just type 'PHS' in the Reg Region field.

You will receive a few warning messages. These are just warning messages and can be ignored by clicking OK in each of the messages.

II. JOB CODE (TEMP GRADE) SETUP CHANGE (Optional but recommended)

Starting on as soon as possible, 'S' (Semi-Monthly) should be indicated as the as the Comp Frequency for new job codes. When a job code is linked to a position and then the position is linked to an officer, the comp frequency from the job code will default as the pay frequency on the officer's job data. **If the correct comp frequency for the job code is not indicated, the user will have to manually indicate the correct frequency on job data during the hire/rehire process.**

INDICATING 'S' COMP FREQUENCY FOR NEW JOB CODES

When creating a new job code, follow the steps as you normally would. But, you will now indicate 'S' as the Comp Frequency (instead of 'M'):

The screenshot shows the 'Job Code Profile' tab in a software application. The 'Comp Freq' field is highlighted with a red box and contains the letter 'S'. A red arrow points from this field to a 'Look Up' dialog box. The dialog box is titled 'Look Up Comp Freq' and shows a search results table. The table has two columns: 'Frequency ID' and 'Description'. The row for 'S' (Semimonthly) is highlighted with a red box. A text box at the bottom left provides instructions on how to use the look up icon or type 'S' in the Reg Region field.

Click the look up icon for the Comp Freq field and then select 'S' in the search results.

Or, just type 'S' in the Reg Region field.

Frequency ID	Description
A	Annual
B	Biweekly
BMX30	Biweekly Mexico Factor 30.0
BMX34	Biweekly Mexico Factor 30.4
C	Contract
D	Daily
DBRA	Daily
DBRA2	Daily - 364.8
DMX30	Daily Mex Factor 30.0
DMX34	Daily Mexico Factor 30.4
E	Every Four Weeks
H	Hourly
M	Monthly
Q	Quarterly
S	Semimonthly
W	Weekly

UPDATING 'S' COMP FREQUENCY FOR EXISTING JOB CODES

Since existing job codes **will not** be programmatically updated with the correct frequency, this will have to be manually done, if PHS chooses. It is wise to do so. Only temp grade job codes need to be updated since they are the only ones that should be linked to an officer on job data.

To update an existing job code with the Semi Monthly comp frequency, click the '+' icon on the Job Code Profile page to insert a new row:

The screenshot shows the 'Job Code Profile' page for Set ID 00008 and Job Code 080097. The page has tabs for 'Evaluation Criteria', 'Market Pay Match', 'Default Compensation', and 'Non-Base Compensation'. The 'Job Code Profile' section includes fields for '*Effective Date:' (01/01/1901), '*Status:' (Active), and '*Job Title:' (Asst Pharmacist). A 'Go To Row' button with a '+' icon is highlighted in a red box.

In the new row, enter an Effective Date (i.e. current date). Then, update the comp frequency in the new row and Save:

The screenshot shows the 'Job Code Profile' page with the 'Look Up' dialog box open. The 'Look Up' dialog box has a title 'Look Up Comp Freq' and fields for 'Frequency ID: begins with' and 'Description: begins with'. Below these fields are 'Look Up', 'Clear', and 'Cancel' buttons. A 'Search Results' table is displayed below the dialog box. The 'Comp Freq' field in the main form is highlighted in a red box, and the 'S' option is selected in the search results. A red box highlights the 'S' option in the search results table.

Frequency ID	Description
A	Annual
B	Biweekly
BMX30	Biweekly Mexico Factor 30.0
BMX34	Biweekly Mexico Factor 30.4
C	Contract
D	Daily
DBRA	Daily
DBRA2	Daily - 364.8
DMX30	Daily Mex Factor 30.0
DMX34	Daily Mexico Factor 30.4
F	Every Four Weeks
H	Hourly
M	Monthly
Q	Quarterly
S	Semimonthly
W	Weekly

Click the look up icon for the Comp Freq field and then select 'S' in the search results.
Or, just type 'S' in the Reg Region field.

You will receive a message indicating that a profile was created for the message. Ignore this message by clicking Ok in the message.