

# PHS Add Employment Instance User Guide



Version 1.0

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## ADD EMPLOYMENT INSTANCE

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**Introduction** This section provides procedures for anyone who:

- **Is being hired as a civilian and already has a military employment instance. Or**
- **Is being hired as an officer and already has a civilian employment instance.**

In these cases, a new employment instance will need to be created. Generally, another employment instance is needed when a member was previously hired in Direct Access but is now being hired into PHS in a different sector (i.e. from officer to civilian, civilian to officer, officer to retirement).

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

Important: This user guide should only be used if the member already has an employment instance and you wish to add another employment instance (concurrent job). This guide should not be used if the member is being rehired into the same sector (e.g. reenlistment) or is a new hire (does not currently exist in DA). For help with the rehire or new hire process, follow their respective user guides or contact PPC.

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**Menu Path(s)** Updating Personal Data (if necessary)

Menu Navigation: Workforce Administration > Personal Information > Modify A Person

Portal Pagelet: HR Data Shortcuts

Adding an Employment Instance

Menu Navigation: Workforce Administration > Job Information > Add Employment Instance, or

Portal Pagelet: HR Data Shortcuts

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**Need Help?**

If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

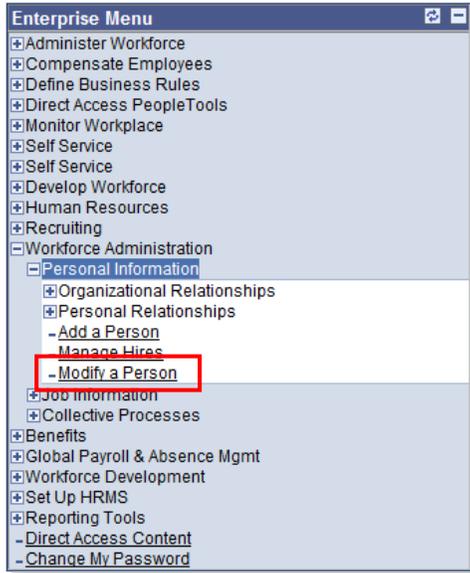
- The web address for support is <http://www.uscg.mil/ppc/ccb/>. There is a link to Customer Care at the bottom of every page of this help file.
  - Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
  - Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on <http://www.uscg.mil/ppc/ccb/>.)
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**Procedure**

The following steps will show you how to update personal data information (if necessary) and an employment instance for an existing member.

**Step Action**

**1** If the member’s personal data has changed, use the **Modify A Person** transaction by clicking the **Personal Information** link in the HR Data Shortcuts pagelet or by navigating to **Workforce Administration > Personal Information > Personal Information > Modify a Person** using the menu navigation.



 Modifying personal data is optional when adding an employment instance. If no personal data needs to be updated, skip to step 5.

**2** Enter the member’s current employee ID in the **Empl ID** field and click the **Search** button. If Empl ID is not available, use the other fields to search for the member.

**Personal Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300):

Empl ID:

Name:

Last Name:

Second Last Name:

Alternate Character Name:

Middle Name:

Include History  Correct History  Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

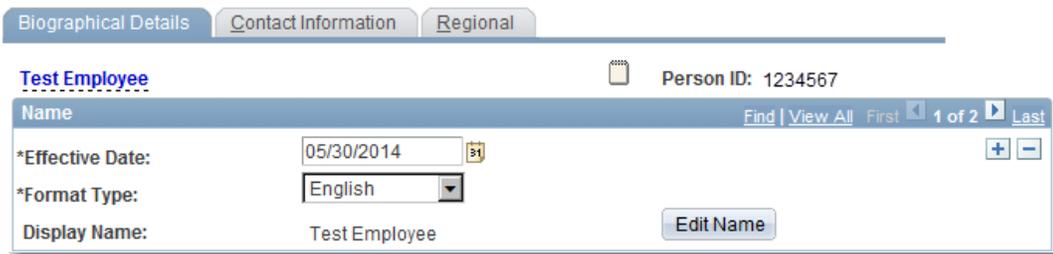
[Find an Existing Value](#) | [Add a New Value](#)

**Step Action**

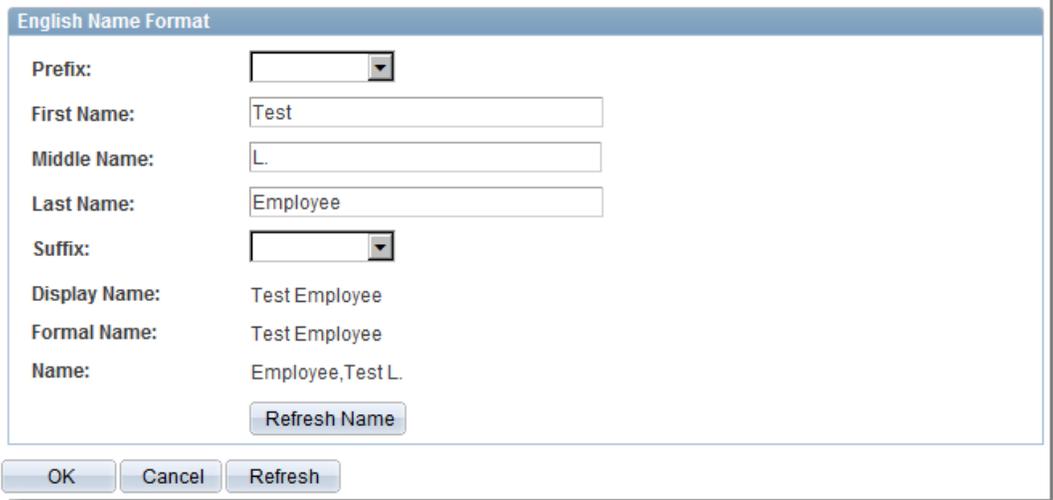
**3** To update data in sections that are effective dated (e.g. name, address), insert a new row by clicking the '+' icon. These 'effective date' sections generally pertain to data that could change over time and you wish to retain the history of the changes. When a new row is inserted, the **row counter** will increase by one and the **Effective Date** will default to the current date. Effective Date can be changed to a past date but not a future date.

 Changes can be made to current or history rows without inserting a new row. However, this should only be done if the initial data was entered incorrectly. Data changed in correction mode will overwrite current data and will not be retained in history. To enter into correction mode, select the Correct History checkbox on the search page or the Correct History button on the Modify A Person pages

For Name updates, after clicking the '+' icon, click the **Edit Name** button. Change the necessary data on the Edit Name page and click the **OK** button.



**Edit Name**



For Biographical History updates, after clicking the '+' icon, change the necessary data directly in the appropriate field(s).

**Step Action**

**Biographical History** Find | View All First 1 of 2 Last

\*Effective Date: 05/30/2014

\*Gender: Female

\*Highest Education Level: G-Bachelor's Level Degree

\*Marital Status: Married As of:

Language Code:

Alternate ID:

Full-Time Student

To update an existing address type (e.g. Home, Mailing Address, Home of Record), select the **View Address Detail** link for the address you wish to change in the Current Addresses section. On the Address History page, click the '+' icon to insert a row and select the **Country** (if different than current value). In the new row, click the **Add Address** link. Change the necessary data on the Edit Address page and click the **OK** button.

**Current Addresses** Customize | Find | View All First 1-2 of 2 Last

Address Type	As Of Date	Status	Address		
Home	07/18/2011	A	123 Test Street Test City VA 12121	<a href="#">View Address Detail</a>	+ -
Mailing	07/18/2011	A	123 Test Street Test City VA 12121	<a href="#">View Address Detail</a>	+ -

**Address History**

Address Type: Home

**Address History** Find First 1-2 of 2 Last

\*Effective Date: 05/30/2014 Address: 123 Test Street  
Test City VA 12121

Country: USA

\*Status: A

[Add Address](#)

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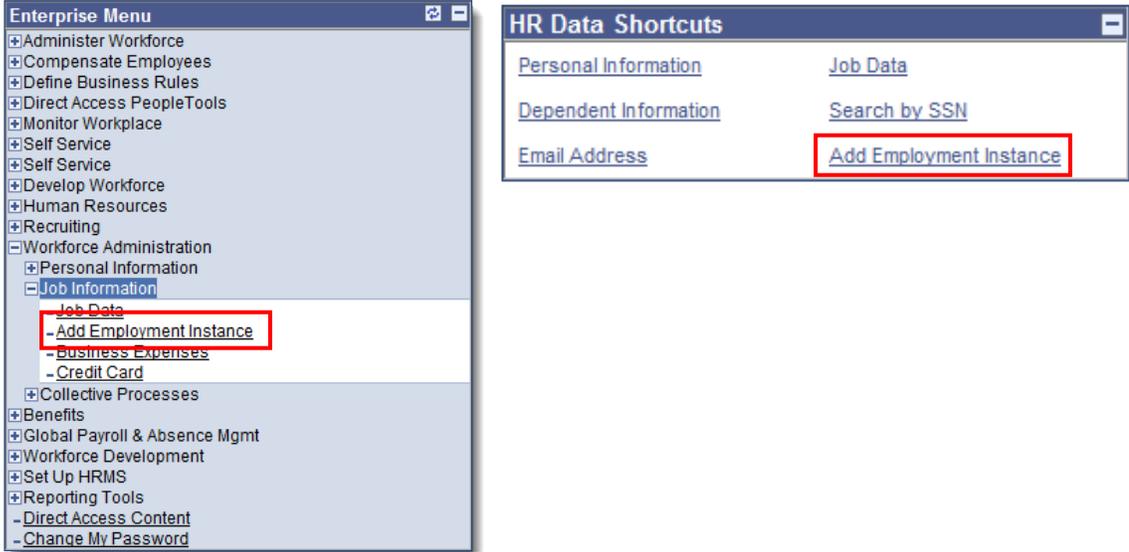
Effective Date: 07/18/2011 Address: 123 Test Street  
Test City VA 12121

Country: USA

Status: A

OK Cancel Refresh

Step	Action
	<div data-bbox="293 247 1344 695"> </div> <p data-bbox="285 730 1433 865">To add a new address type, click the '+' icon in the Current Addresses section to insert a new row. In the new row, select an <b>Address Type</b> and click the <b>Add Address Detail</b> link. On the Address History page, indicate a Country and click the Add Address link. On the Edit Address page, enter the new address and click the OK button.</p> <div data-bbox="293 900 1344 1167"> </div> <p data-bbox="285 1201 1433 1335">For all other sections where inserting a row is not available, update the existing data directly in the field(s). If a section contains '+ -' icons but is not effective dated, insert a row only to add new data (e.g. a new phone type, ethnic group). If the existing data needs to be changed, you can update it directly.</p>
<p data-bbox="212 1352 233 1379">4</p>	<p data-bbox="285 1352 1349 1379">Click the <b>Save</b> button after all updates have been made or new data have been added.</p> <div data-bbox="293 1423 1377 1503"> </div>
<p data-bbox="212 1537 233 1564">5</p>	<p data-bbox="285 1537 1433 1633">Return to the Portal Home page and select Add Employment Instance in the <b>HR Data Shortcuts</b> pagelet or by navigating to: <b>Workforce Administration &gt; Job Information &gt; Add Employment Instance</b> using the menu navigation.</p>

Step	Action
	
<p><b>6</b></p>	<p>On the Add Employment Instance search page:</p> <ul style="list-style-type: none"> <li>Indicate the <b>Empl ID</b> for whom you are adding an employment instance. If you do not know the Empl ID, click the lookup icon to search for the member’s existing Empl ID. Use the Advanced Search feature on the ‘Look Up Empl ID’ dialog box to use multiple search criteria.</li> <li>Tab out of the field. The <b>Empl Record #</b> will automatically increase to the next sequential number.</li> </ul> <p style="background-color: yellow;"> <b>!</b> If Empl Record # remains at 0, this indicates that the Empl ID does not have an existing Job Data row. Check the Empl ID again. If the Empl ID is correct, this means you are adding the initial job data row (vice another employment instance). Stop here and follow the Hire process. If you are unsure, contact PPC.         </p> <ul style="list-style-type: none"> <li>Click the <b>Add Relationship</b> link.</li> </ul> 
<p><b>7</b></p>	<p>On the Work Location page, enter/select the following data:</p> <ul style="list-style-type: none"> <li><b>Effective Date</b> = Defaults to the current date. Enter the date of the first day of employment. This date can be future dated to reflect the actual hire date.</li> <li><b>Action</b> = Defaults to ‘Hire’. Do not change.</li> <li><b>Reason</b> = Click the drop down list and select the appropriate reason.</li> <li><b>Job Indicator</b> = Primary (if you receive an error message that the member can have</li> </ul>

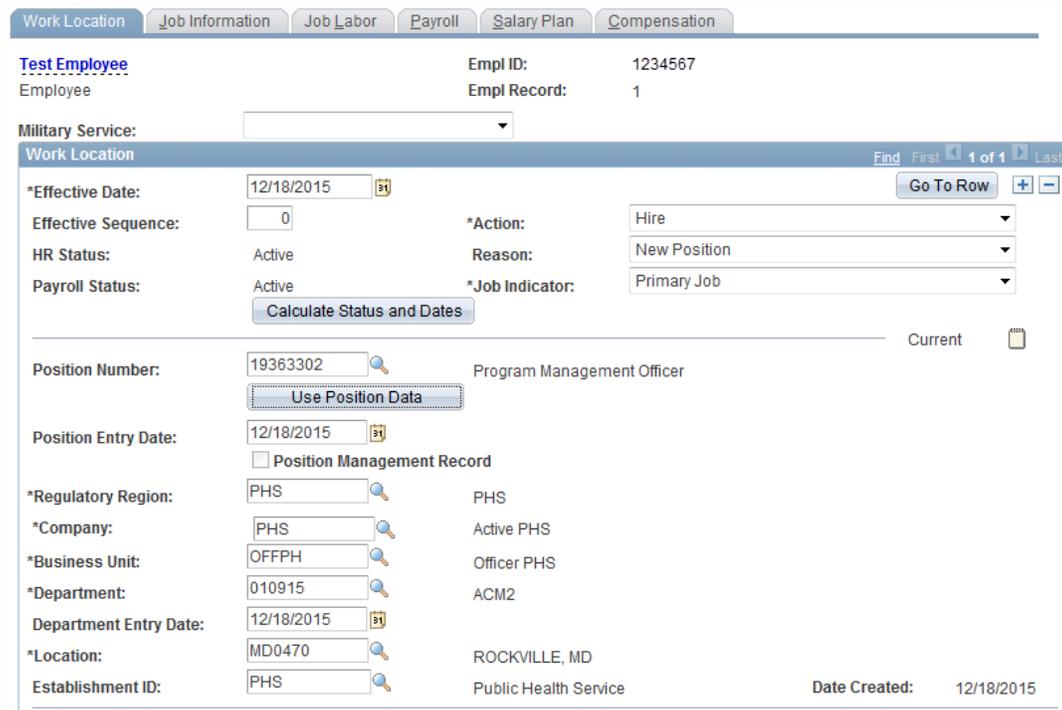
**Step Action**

- only one primary job, click Ok. This is just a warning message.)
- **Position Number** = Enter the appropriate position number, if applicable. Click on the lookup icon to search for a position.
- **Position Entry Date** = Will default to current date.

The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location will default after a position number is entered. If they do not, Click the **Override Position Data** button and indicate the correct values for these fields individually. Or, if no position is indicated, you must indicate these fields individually as they are required. If needed, click on the lookup icon for each field to search for the correct value.

- Regulatory Region = PHS
- Company = This value will default from the department entered. If no value defaults from the department, click the look-up icon and select the appropriate value.
- Business Unit = Select the appropriate business unit.
- Department = Select the appropriate department.
- Department Entry Date = Will default to current date.
- Location = Select the appropriate location.

 The list of departments, locations, job codes, and salary plan/grade/step that display in their respective fields are based on the Business Unit selected. For example, if you select OFFPH, no CG departments will display.



**8** Click on the **Job Information** tab. On the Job Information page, enter/select the following data:

- **Job Code (Temp Grade)** = Initial value defaults from the Position. Select the appropriate temp grade.

Step	Action
	<ul style="list-style-type: none"> <li>▪ <b>Entry Date</b> = Will default to the Effective Date on the Work Location page.</li> <li>▪ <b>Supervisor ID</b> = Enter/select the empl ID of the supervisor who should approve the employment instance you are adding. Civilians (Reg Region = NOMIL ; Business Unit = CIVPH) do not go through the approval process.</li> </ul> <p> Only people with a DA user ID and active job data record can be selected in this field.</p> <ul style="list-style-type: none"> <li>▪ <b>Empl Class</b> = Select the appropriate Empl Class.</li> </ul> <p> Empl Class values are based on the Reg Region selected on the Work Location page.</p> <div data-bbox="293 684 1362 1203" style="border: 1px solid gray; padding: 5px;"> <p><b>Job Information</b> <span style="float: right;">Find First 1 of 1 Last</span></p> <p>Effective Date: 12/18/2015 <span style="float: right;">Go To Row</span></p> <p>Effective Sequence: 0      Action: Hire</p> <p>HR Status: Active      Reason: New Position</p> <p>Payroll Status: Active      Job Indicator: Primary Job</p> <hr/> <p>*Job Code: <input type="text" value="080094"/> Senior Pharmacist</p> <p>Entry Date: <input type="text" value="12/18/2015"/> </p> <p>Supervisor Level: <input type="text" value="Y"/> Supervisory Position</p> <p>Supervisor ID: <input type="text" value="7654321"/> Test Supervisor</p> <p>Reports To: <input type="text"/></p> <p>*Regular/Temporary: <input type="text" value="Regular"/>      *Full/Part: <input type="text" value="Full-Time"/></p> <p>Empl Class: <input type="text" value="AD"/>      *Officer Code: <input type="text" value="None"/></p> <p>*Regular Shift: <input type="text" value="N/A"/>      Shift Rate: <input type="text"/></p> <p>*Classified Ind: <input type="text" value="Classified"/>      Shift Factor: <input type="text"/></p> </div>
<p>9</p>	<p>Click on the <b>Job Labor</b> tab. On the Job Labor page, enter/select the following data:</p> <ul style="list-style-type: none"> <li>▪ <b>Labor Agreement = PHS</b></li> </ul> <p> Labor Agreement values are based on the Reg Region selected on the Work Location page.</p> <ul style="list-style-type: none"> <li>▪ <b>Labor Agreement Entry Dt</b> = Will default to the Effective Date indicated on the Work Location page.</li> <li>▪ <b>Employee Category</b> = Select the appropriate value</li> <li>▪ <b>Employee Subcategory</b> = PERM</li> <li>▪ <b>Employee Subcategory 2 (Perm Grade)</b> = Select the Perm Grade.</li> </ul>

**Step Action**

Labor Information
Find First 1 of 1 Last

Effective Date:	12/18/2015		
Effective Sequence:	0	Action:	Hire
HR Status:	Active	Reason:	New Position
Payroll Status:	Active	Job Indicator:	Primary Job

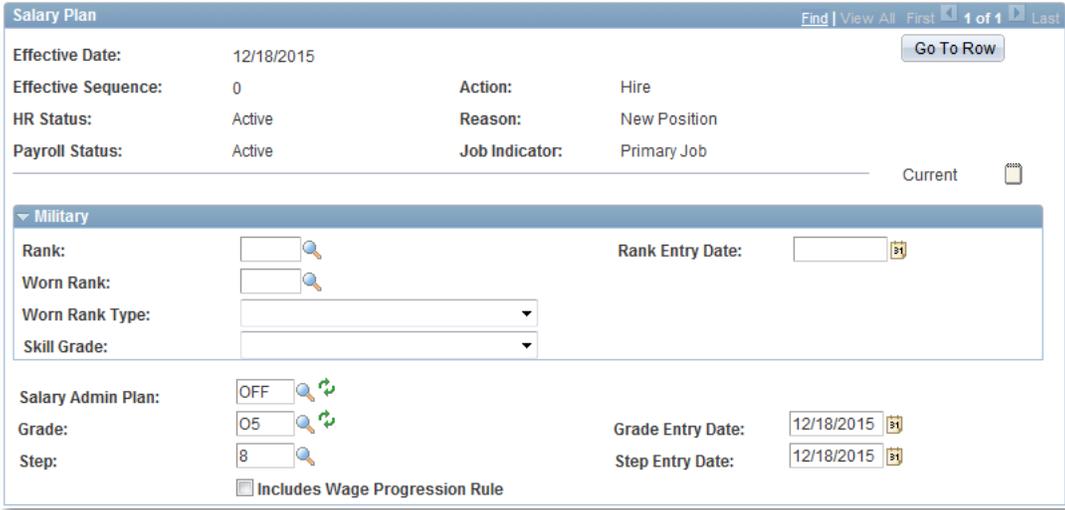
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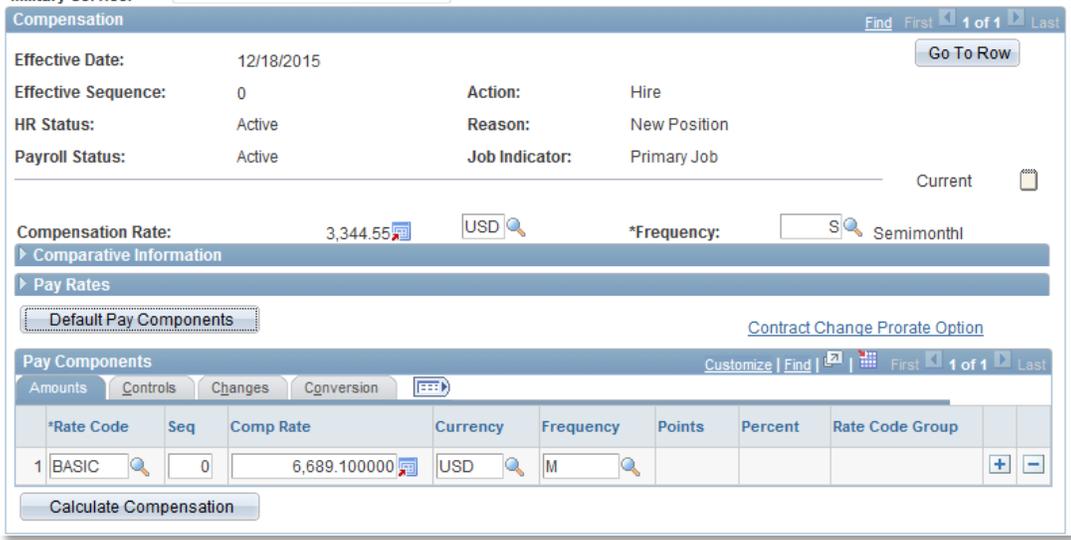
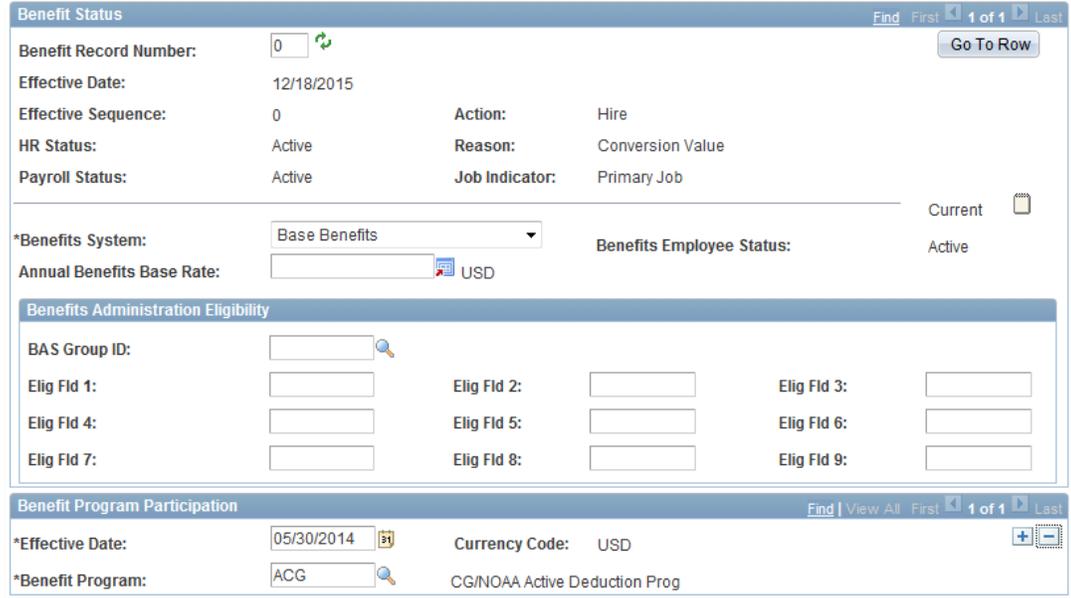
Bargaining Unit:	<input type="text"/>		
Labor Agreement:	PHS	PHS	
Labor Agreement Entry Dt:	12/18/2015		
Employee Category:	B	Regular	
Employee Subcategory:	PERM	Permanent Officer	
Employee Subcategory 2:	000094	CDR	
	<input type="checkbox"/> Position Management Record		
Union Code:	<input type="text"/>		
Union Seniority Date:	<input type="text"/>		
Works Council ID:	<input type="text"/>		
Labor Facility ID:	<input type="text"/>		
Entry Date:	<input type="text"/>		
	<input type="checkbox"/> Stop Wage Progression		
	<input type="checkbox"/> Pay Union Fee		
	<input type="checkbox"/> Exempt from Layoff		
	Reason:	<input type="text"/>	

Scroll down to the Assigned Seniority Dates grid and select the **View All** link. If applicable, enter the appropriate dates for each of the Seniority Dates.

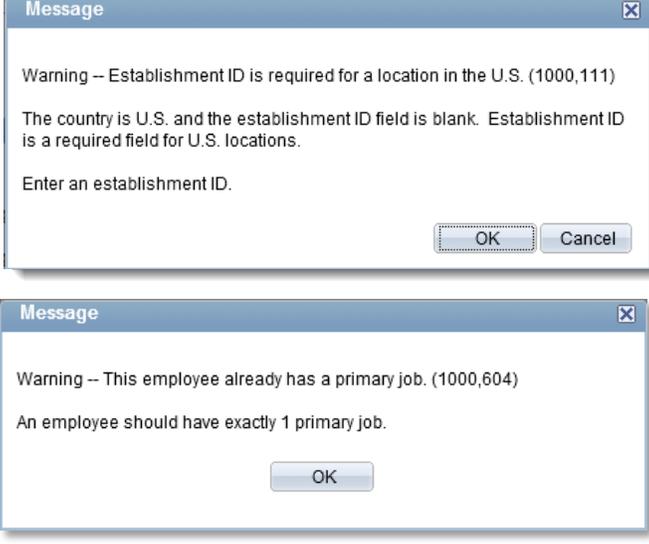
 The dates that displays in the Assigned Seniority Dates grid are based on the Labor Agreement selected. These dates do not need to be completed when adding a civilian employment instance.

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"/>
COMMISSION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CREDITABLE SERVICE DAT		<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"/>
MILITARY SERVICE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
NOA DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
PAY ALLOWANCE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
COMMISSIONED CORPS DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
PROMOTION CREDIT DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Step	Action
10	Payroll tab can be skipped.
11	<p>Click on the <b>Salary Plan</b> tab. On the Salary Plan page, enter/select the following data:</p> <ul style="list-style-type: none"> <li>▪ <b>Salary Plan:</b> This defaults from the job code entered on the job information page. If none defaults, enter OFF.</li> <li>▪ <b>Grade:</b> This defaults from the job code. If none defaults, this means a salary grade has not been linked to the job code. Another job code (that is linked to a salary grade) must be used. If not, you must contact the PHS job code administrator.</li> <li>▪ <b>Grade Entry Date:</b> Default to the Effective Date on the Work Location page.</li> <li>▪ <b>Step:</b> Select the appropriate value. The step corresponds to a member's longevity for pay purposes.</li> <li>▪ <b>Step Entry Date:</b> Default to the Effective Date on the Work Location page.</li> </ul> 
12	<p>Click on the <b>Compensation</b> tab. On the Compensation page, enter/select:</p> <ul style="list-style-type: none"> <li>▪ Frequency = S</li> <li>▪ Click the <b>Default Pay Components</b> button. This will default the Pay Rates and Pay Components.</li> </ul> <p><b>!</b> If the Default Pay Component button is not selected, basic pay data will not be transmitted to Payroll.</p>

Step	Action
	 <p>The screenshot shows the 'Compensation' form. It includes fields for Effective Date (12/18/2015), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). The Compensation Rate is 3,344.55 USD with a frequency of Semimonthly. Below this is a 'Pay Components' table with one row: Rate Code 'BASIC', Seq '0', Comp Rate '6,689.100000', Currency 'USD', and Frequency 'M'. A 'Calculate Compensation' button is at the bottom.</p>
13	<p>Click on the <b>Benefits Program Participation</b> link.</p> <p>On the Benefits Program Participation page, enter/select the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Benefits System</b> = Base Benefits</li> <li>▪ <b>Benefit Program Effective Date</b> = This will default from the member's Employee Record 0. You may keep this value. If you wish to enter a date to match the effective date of the employment instance you are adding, insert a row by clicking the '+' icon and indicate the date.</li> <li>▪ <b>Benefit Program</b> = This will default from the member's Employee Record 0. If a new row was inserted above, the value from the prior row will carry forward. There is no need to change this value.</li> </ul>  <p>The screenshot shows the 'Benefits Administration Eligibility' form. It includes fields for Benefit Record Number (0), Effective Date (12/18/2015), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). The Benefits System is set to 'Base Benefits' and the Benefits Employee Status is 'Active'. Below this is a 'Benefits Administration Eligibility' section with fields for BAS Group ID and Elig Fld 1 through 9. At the bottom is the 'Benefit Program Participation' section with fields for Effective Date (05/30/2014), Currency Code (USD), and Benefit Program (ACG).</p>

Step	Action
14	<p data-bbox="289 254 558 281">Click the <b>Save</b> button.</p> <p data-bbox="289 321 1430 386">Upon Save, you will receive some or all of the warning messages below. Click the OK button for each warning message.</p> <div data-bbox="293 401 954 701"> <p><b>Message</b> [X]</p> <p>Warning -- Head count of 459 exceeds maximum head count of 310 for position. (1000,156)</p> <p>When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.</p> <p>OK Cancel</p> </div> <div data-bbox="293 722 954 1043"> <p><b>Message</b> [X]</p> <p>Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)</p> <p>A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum.</p> <p>If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate.</p> <p>OK Cancel</p> </div> <div data-bbox="293 1064 954 1316"> <p><b>Message</b> [X]</p> <p>Warning -- Total FTE of active appointments for employee has exceeded 1.0. (1500,132)</p> <p>Sum of FTEs of all active appointments (with employee status ACTIVE or SHORT WORK BREAK) for this employee has exceeded 1.0.</p> <p>OK Cancel</p> </div> <div data-bbox="293 1337 954 1596"> <p><b>Message</b> [X]</p> <p>Warning -- Benefit System not unique for current jobs with same Benefit Record Number. (3000,557)</p> <p>This employee has current jobs in the same Benefit Record which are managed by different Benefit Systems. Verify that this is correct.</p> <p>OK Cancel</p> </div>

Step	Action
	
<p><b>15</b></p>	<p>The request has now submitted to the Supervisor for approval. The pay group will remain in a 'staging' pay group until the new employment record has been approved by the supervisor.</p>

## NEW EMPLOYMENT INSTANCE APPROVAL ROUTING

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**Introduction** This section provides procedures for approving an employment instance.

Only active employees can be indicated as an approver. The approver cannot be the same person as the requestor.

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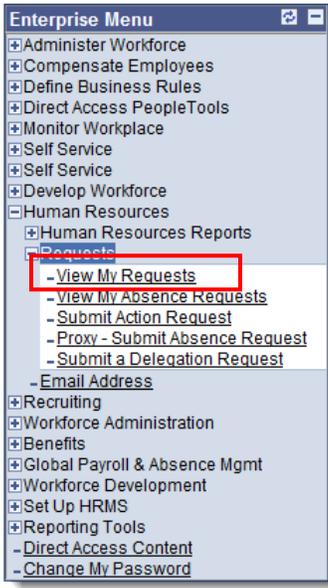
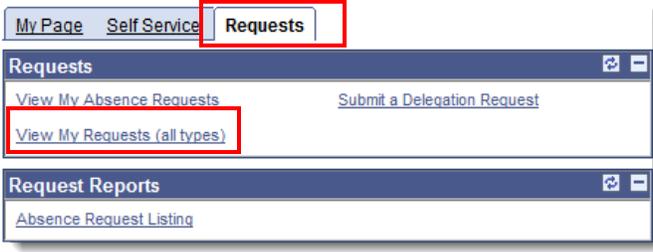
**Menu Path(s)** Menu Navigation: Human Resources > Requests > View My Requests  
Portal Pagelet: Requests tab > Requests

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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <http://www.uscg.mil/ppc/ccb/>. There is a link to Customer Care at the bottom of every page of this help file.
  - Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
  - Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on <http://www.uscg.mil/ppc/ccb/>.)
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**Procedure** Follow the steps below to approve an employment instance request.

Step	Action																
<p><b>1</b></p>	<p>To approve/deny an employment instance request, navigate to Human Resources &gt; Requests &gt; <b>View My Requests</b> using the menu navigation, or click on the <b>Request</b> tab and select the <b>View My Requests (all types)</b> link in the Requests portal pagelet.</p>  																
<p><b>2</b></p>	<p>On the View My Action Requests page, select:</p> <ul style="list-style-type: none"> <li>▪ <b>Requests I am Approver For</b> = Yes</li> <li>▪ <b>Transaction Name</b> = Approval/SOD for Accessions</li> <li>▪ <b>Submission From/To Date</b> = indicate date range to narrow your search or leave blank to search all.</li> </ul> <p>Click the <b>Populate Grid</b> button. A listing of all requests awaiting your approval will be listed. Locate the employment instance request you are approving. <b>Take note of the Member's Emplid for the next step.</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>-----</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests.                  2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.                  3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.                  4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)                  5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.                  6. 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> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <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="Approval/SOD for Accessions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text" value=""/> <input type="text" value=""/></p> <p>Submission To Date: <input type="text" value=""/> <input type="text" value=""/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/>                         <input type="button" value="Refresh"/> </p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-decoration: underline;">Transaction Name</th> <th style="text-decoration: underline;">Status</th> <th style="text-decoration: underline;">Member</th> <th style="text-decoration: underline;">Member's Emplid</th> <th style="text-decoration: underline;">Submitted By</th> <th style="text-decoration: underline;">Approver</th> <th style="text-decoration: underline;">Submission Date</th> <th style="text-decoration: underline;">Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>AccessionHire</td> <td>Pending</td> <td>Test Employee</td> <td>1234567</td> <td>Test Submitter</td> <td>Test Supervisor</td> <td>12/18/2015</td> <td style="text-align: center;"><a href="#">Approve/Deny</a></td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	AccessionHire	Pending	Test Employee	1234567	Test Submitter	Test Supervisor	12/18/2015	<a href="#">Approve/Deny</a>
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny										
AccessionHire	Pending	Test Employee	1234567	Test Submitter	Test Supervisor	12/18/2015	<a href="#">Approve/Deny</a>										

Step	Action
<p>3</p>	<p>As an approver, you must review/audit the employment instance data. Click the 'Click Here to review additional information' link to view the member's job data (this will open in a new tab). Use the <b>Modify a Person</b> transaction in the Core HR portal pagelet to view the member's personal data. Or, navigate to: Workforce Administration &gt; Personal Information &gt; Modify a Person</p> <p><b>Action Request</b></p> <p><u>Approval/SOD for Accessions</u></p> <p><u>Employee, Test</u></p> <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request URL</b></p> <p><a href="#">Click here to view additional request information.</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Supervisor, Test</p> </div> <p>Comment: <input style="width: 500px; height: 20px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <p><b>Accessions Hire Approval</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>▼ <b>Accession Hire Request: Pending</b></p> <p>One Approval level</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Pending</b></p> <p> <a href="#">Supervisor, Test</a> Initial Approve Action Request</p> </div> </div>

Step	Action
	<div data-bbox="295 247 1344 1491"> <h3>Action Request</h3> <p><u>Approval/SOD for Accessions</u></p> <p><u>Employee, Test L.</u></p> <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <div data-bbox="331 478 1325 550"> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> </div> <div data-bbox="331 567 1325 638"> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Test Supervisor</p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <h3>Accessions Hire Approval</h3> <div data-bbox="344 806 1003 966"> <p>Accession Hire Request: <b>Approved</b></p> <p>One Approval level</p> <div data-bbox="354 869 620 961"> <p><b>Approved</b></p> <p> Test Supervisor Initial Approve Action Request 06/03/14 - 1:08 PM</p> </div> </div> <p>Military Service:</p> <div data-bbox="311 1045 1354 1491"> <p><b>Payroll Information</b> <span style="float: right;">Find First 1 of 1 Last</span></p> <p>Effective Date: 12/18/2015 <span style="float: right;"><input type="button" value="Go To Row"/></span></p> <p>Effective Sequence: 0      Action: Hire</p> <p>HR Status: Active      Reason: New Position</p> <p>Payroll Status: Active      Job Indicator: Secondary Job <span style="float: right;">Current </span></p> <p>Payroll System: Global Payroll</p> <p><b>Global Payroll</b></p> <p>Pay Group: PHS      PHS Active Duty</p> <p><b>Setting</b></p> <p><input checked="" type="checkbox"/> Use Pay Group Eligibility      Holiday Schedule:</p> <p><input checked="" type="checkbox"/> Use Pay Group Rate Type      Eligibility Group:</p> <p><input checked="" type="checkbox"/> Use Pay Group As Of Date      Exchange Rate Type:</p> <p>Use Rate As Of:</p> </div> </div>
<p><b>6</b></p>	<p>If any data is missing, an error message will display.</p> <p>If you receive an error message, deny the request. The data errors are displayed in a message box and the Comments field. Add any additional comments, if necessary. The requestor must then fix the appropriate data and resubmit the request.</p>

Step	Action
	<div style="border: 1px solid gray; padding: 10px;"> <h3>Action Request</h3> <p><b>Approval/SOD for Accessions</b></p> <p><u>Employee, Test L.</u></p> <ul style="list-style-type: none"> <li>Review hire data in the Request Information box.</li> <li>To approve a Hire Request, press the Approve button.</li> <li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li> <li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li> </ul> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Request Details</b></p> <p>Employee ID: 1234567</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Request Approvers</b></p> <p>Approver: 7654321 Test Supervisor</p> </div> <p>Comment: <input type="text" value="The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval."/></p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Accessions Hire Approval</b></p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Test Supervisor</p> <p>Initial Approve Action Request</p> </div> </div> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin-left: auto;"> <p><b>Message</b></p> <p>The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.</p> <ul style="list-style-type: none"> <li>Employee Class is Required</li> <li>Contract Term Years is Required</li> <li>Pay Base Date is Required</li> <li>DIEMS Date is Required</li> <li>Expected Loss Date is Required</li> </ul> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> </div>

### Job Data Corrections

**7** The requestor can view the items that need to be corrected by clicking on the **Requests** tab and selecting the **View My Requests (all types)** link in the Self Service Requests pagelet.

On the View My Action Requests page, select:

- **My Submitted Requests** = yes
- **Transaction Name** = Approval/SOD for Accessions
- **Transaction Status** = Denied

Click the **Populate Grid** button. Your denied request will be listed. Click the **View Details** link.

My Submitted Requests
  Requests I am Approver For
  All Requests

Transaction Name:

Transaction Status:

Submission From Date:

Submission To Date:

Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details
AccessionHire	Denied	test test	test	1234567	014484	Test Requestor	Test Supervisor	08/20/2015	<a href="#">View Details</a>

The data that must be corrected will be listed in the **Accessions Hire Approval** section.

	<p><b>Accessions Hire Approval</b></p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Accession Hire Request: <b>Denied</b> <span style="float: right;"><a href="#">View/Hide Comments</a></span></p> <p>One Approval level</p> <div style="border: 1px solid #f00; padding: 5px; margin-bottom: 10px;"> <p><b>Denied</b></p> <p> <a href="#">Test Supervisor</a> Initial Approve Action Request 08/20/15 - 10:34 AM</p> </div> <p><b>Comments</b></p> <p><b>SUPERVISOR, Test at 08/20/15 - 10:34 AM</b> The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.</p> <p>Home Address Line1 is Required Home Country is Required Home City is Required Home ZIP Code is Required Mail Address Line1 is Required Mail City is Required Mail ZIP Code is Required Mail Country is Required Birth State is Required Employee Class is Required Pay Base Date is Required DIEMS Date is Required</p> </div>						
<p><b>8</b></p>	<p>To correct job data such as employee class, service dates, job code, etc., the <b>requestor</b> must navigate to Job Data by clicking the Job Data link in the Core HR pagelet.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Core HR</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 2px solid red; padding: 2px;"><a href="#">Job Data</a></td> <td style="padding: 2px;"><a href="#">Person Profiles</a></td> </tr> <tr> <td style="padding: 2px;"><a href="#">Addresses</a></td> <td style="padding: 2px;"><a href="#">Emergency Contact</a></td> </tr> <tr> <td style="padding: 2px;"><a href="#">Personal Data</a></td> <td style="padding: 2px;"><a href="#">Statement of Creditable Svc</a></td> </tr> </table> </div>	<a href="#">Job Data</a>	<a href="#">Person Profiles</a>	<a href="#">Addresses</a>	<a href="#">Emergency Contact</a>	<a href="#">Personal Data</a>	<a href="#">Statement of Creditable Svc</a>
<a href="#">Job Data</a>	<a href="#">Person Profiles</a>						
<a href="#">Addresses</a>	<a href="#">Emergency Contact</a>						
<a href="#">Personal Data</a>	<a href="#">Statement of Creditable Svc</a>						
<p><b>9</b></p>	<p>On the search page, enter the member's employee ID in the <b>EmplID</b> field, click the <b>Correct History</b> checkbox and click <b>Search</b>.</p>						

**Job Data**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

**Empl ID:** begins with 1234567

**Empl Record:** =

**Name:** begins with

**Last Name:** begins with

**Second Last Name:** begins with

**Alternate Character Name:** begins with

**Middle Name:** begins with

**Business Unit:** begins with

**Department Set ID:** begins with

**Department:** begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

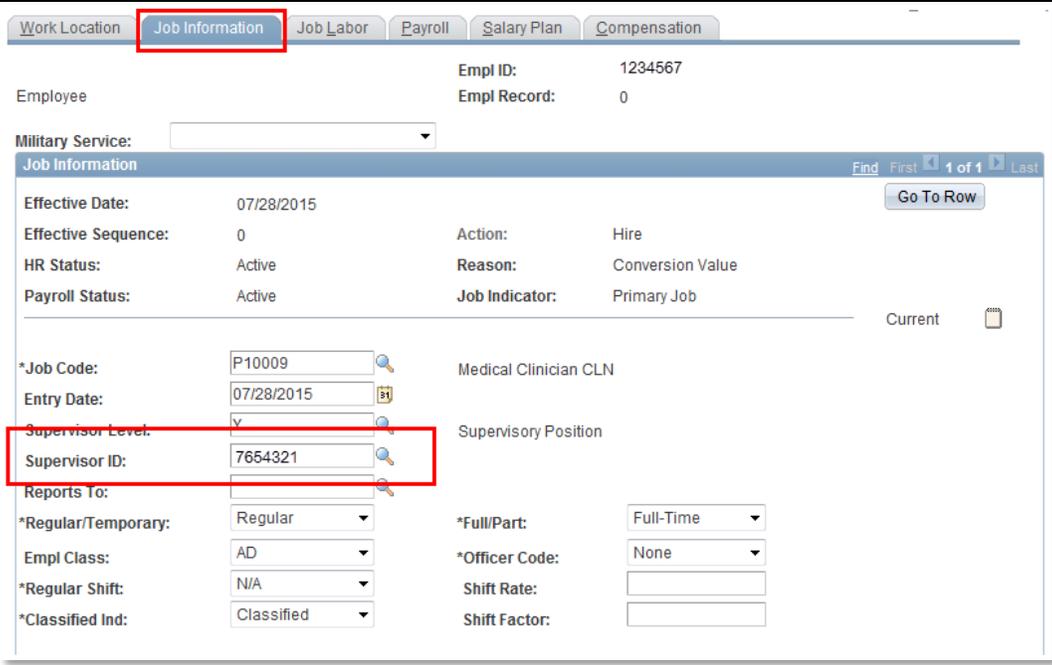
10 Correct the data that caused the approval to fail.

Assigned Seniority Dates

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
DIEMS DATE		01/01/2005	<input checked="" type="checkbox"/>	
EXPECTED AD TERM DATE		01/01/2005	<input checked="" type="checkbox"/>	
EXPECTED LOSS DATE		01/01/2005	<input checked="" type="checkbox"/>	
JOB FAMILY ENTRY DATE		01/01/2005	<input checked="" type="checkbox"/>	
MIL OBLIGATION COMPL DATE		01/01/2005	<input checked="" type="checkbox"/>	
MILITARY SERVICE DATE			<input type="checkbox"/>	
NOA DATE			<input type="checkbox"/>	
PAY ALLOWANCE DATE		08/23/2015	<input type="checkbox"/>	
COMMISSIONED CORPS DATE			<input type="checkbox"/>	
PROMOTION CREDIT DATE			<input type="checkbox"/>	
PAY BASE DATE			<input type="checkbox"/>	
DATE OF RANK	080098	08/23/2015	<input type="checkbox"/>	
ROTATION DATE			<input type="checkbox"/>	
SENIORITY CREDIT DATE			<input type="checkbox"/>	
TRAINING EXPERIENCE DATE			<input type="checkbox"/>	

Recalculate Seniority Dates

11 **!** After the data has been corrected, indicate the approver again in the Supervisor ID field on the Job Information page.

	 <p>The screenshot shows the 'Job Information' tab selected. Fields include: Employee (Empl ID: 1234567, Empl Record: 0), Military Service (dropdown), Job Information (Effective Date: 07/28/2015, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, Action: Hire, Reason: Conversion Value, Job Indicator: Primary Job), *Job Code: P10009 (Medical Clinician CLN), Entry Date: 07/28/2015, Supervisor Level: (dropdown), Supervisor ID: 7654321 (highlighted), Reports To: (dropdown), *Regular/Temporary: Regular, *Full/Part: Full-Time, Empl Class: AD, *Officer Code: None, *Regular Shift: N/A, Shift Rate: (input), *Classified Ind: Classified, Shift Factor: (input).</p>
<p>12</p>	<p>Click the <b>Save</b> button. Upon save, the request will be re-routed to the approver.</p>
<p><b>Personal Data Corrections</b></p>	
<p>13</p>	<p>To correct personal data such as business address, the <b>requestor</b> must navigate Personal Data by clicking the Personal Data link in the Core HR pagelet.</p>  <p>The screenshot shows the 'Core HR' pagelet with links for Job Data, Person Profiles, Addresses, Emergency Contact, Personal Data (highlighted), and Statement of Creditable Svc.</p>
<p>14</p>	<p>On the search page, enter the member's employee ID in the <b>EmplID</b> field, click the <b>Correct History</b> checkbox and click <b>Search</b>.</p>

	<p><b>Personal Information</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p><b>Empl ID:</b>   begins with ▾   <input type="text" value="1234567"/></p> <p><b>Name:</b>   begins with ▾   <input type="text"/></p> <p><b>Last Name:</b>   begins with ▾   <input type="text"/></p> <p><b>Second Last Name:</b>   begins with ▾   <input type="text"/></p> <p><b>Alternate Character Name:</b>   begins with ▾   <input type="text"/></p> <p><b>Middle Name:</b>   begins with ▾   <input type="text"/></p> <p><b>Business Unit:</b>   begins with ▾   <input type="text"/></p> <p><b>Department Set ID:</b>   begins with ▾   <input type="text"/> 🔍</p> <p><b>Department:</b>   begins with ▾   <input type="text"/> 🔍</p> <p><input type="checkbox"/> Include History   <input checked="" type="checkbox"/> <b>Correct History</b>   <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/>   <input type="button" value="Clear"/>   <a href="#">Basic Search</a>   <input type="button" value="Save Search Criteria"/></p>
<p><b>15</b></p>	<p>Correct the data that caused the approval to fail and click the <b>Save</b> button.</p>
<p><b>16</b></p>	<p>Navigate to Job Data by clicking the Job Data link in the Core HR pagelet.</p>  <p><b>!</b> Indicate the approver again in the Supervisor ID field on the Job Information page.</p>

<p>Work Location   <b>Job Information</b>   Job Labor   Payroll   Salary Plan   Compensation</p>	
Employee	Empl ID: 1234567 Empl Record: 0
Military Service:	<input type="text"/>
<b>Job Information</b> <span style="float: right;">Find First 1 of 1 Last</span>	
Effective Date:	07/28/2015 <span style="float: right;">Go To Row</span>
Effective Sequence:	0      Action: Hire
HR Status:	Active      Reason: Conversion Value
Payroll Status:	Active      Job Indicator: Primary Job
Current	
*Job Code:	<input type="text" value="P10009"/> Medical Clinician CLN
Entry Date:	<input type="text" value="07/28/2015"/>
Supervisor Level:	<input type="text" value="y"/> Supervisory Position
Supervisor ID:	<input type="text" value="7654321"/>
Reports To:	<input type="text"/>
*Regular/Temporary:	<input type="text" value="Regular"/> *Full/Part: <input type="text" value="Full-Time"/>
Empl Class:	<input type="text" value="AD"/> *Officer Code: <input type="text" value="None"/>
*Regular Shift:	<input type="text" value="N/A"/> Shift Rate: <input type="text"/>
*Classified Ind:	<input type="text" value="Classified"/> Shift Factor: <input type="text"/>

**17**   Click the **Save** button. Upon save, the request will be re-routed to the approver.