

PHS Accessions & Transfers User Guides

Summary

PHS Add Employment Instance

- PHS will have the ability to manually add civilian employment instances. Civilian records are not subjected to the approval process.

Approvals: Yes (only for PHS military instances)

Approver: EmplID indicated in the Supervisor ID field.

PHS Detailed to CG

- PHS Liaison should no longer add a PHS member. They can add a new employment instance (the detailed to CG instance) for an existing PHS member but not add a new member. Only PHS can do this using the PHS accessions process. This will stabilize the empl rcd # assignment for PHS.
- As of 1/4/16, all PHS new hire will be empl rcd 0. However, for existing PHS members, the empl rcd #s will still be all over the place.

Approvals: No

Approver: N/A

PHS Manage HR Data

- This user guide replaces the PHS 'Core HR User Guide'.

Approvals: N/A

Approver: N/A

PHS Manually Add-Separate Non-Officer

- PHS can manually hire a non-officer. A non-officer is defined as anyone who is not a PHS officer but a PHS user (e.g. civilian, agency liaisons, etc).
- Non-officer hires are not paid (Payroll System will = Other) and subjected to the new hire approval process.
- When a non-officer is added, a user id will be auto-created with non-officer self-service access (e.g. phone numbers, emergency contact). A password will be auto-generated if a SSN and birth date is indicated. If not, PHS will have to contact PPC to set the password.
- There is also a file upload process that adds non-officers into DA. This process IS NOT discussed in the user guide. Please contact Astha for more information about this process.

Approvals: No

Approver: N/A

PHS Officer Accessions - Hire

- All PHS officer hires will start with an applicant record. PHS will be using delivered recruiting for applicants. They must set the applicant to 'Offer Accepted' then 'Ready to Hire' to push the applicant to the Manage Hires page. They have to use the 'Prepare for Hire' transaction to set the applicant's status to Ready to Hire. If not, the applicant will not be pushed to the Manage Hires page.

PHS Accessions & Transfers User Guides

Summary

- PHS will hire officers from the Manage Hires page. This page will also display CG applicants. The user guide instructs PHS to only hire applicants whose business unit = OFFPH or OFEPH.
- PHS will be capturing the following address types on Personal Data: Home, Mailing, Business, and Depart From (new). Home and Mailing addresses are required for the new hire/rehire approval. Business address is used for BAH entitlement. Depart From address is used for the new hire order.
- Personal data and job data for PHS new hires are created much the same way as CG new hires. However, service dates will not be auto-calculated for PHS new hires. These will be manually calc'd and added.
- PHS has their own labor agreement which has service dates that are different (and some the same) as CG.
- PHS new hires go through the same approval process as CG new hires. Before approval, the new hire is put in a 'PHS Staging' pay group. After approval, the pay group is automatically switched to 'PHS Active Duty'.
- PHS requires an order for new hires/rehires. However, since they'll future date the job data effdt for new hires/rehires but need to cut the order now, PCS Orders would not work. So, we created a 'New Hire Order'.

Approvals: Yes (only for PHS military instances)

Approver: EmplID indicated in the Supervisor ID field

[PHS Officer Accessions – Rehire](#)

- Same as the hire process. However, on the recruiting side, if the applicant is a rehire, they'll mark the applicant as a 'former employee'.
- If the rehire is linked to a position whose reg region DOES NOT = PHS, this will wipe out all the service dates. As part of cutover, we are updating the reg region for all PHS positions to 'PHS'. We've also instructed PHS to indicate this when they manually create positions.

Approvals: Yes (only for PHS military instances)

Approver: EmplID indicated in the Supervisor ID field

[PHS PCS Orders](#)

- All PHS orders are no-cost orders. A TONO/LOA will not be auto-generated for any PHS order.
- PHS will not be using the Assignments module to feed PCS Orders. They'll create orders using the PCS Orders component.
- PHS Depart duty type will be 'Depart'. This is a new value we added.
- Orders approvals will follow the same process as CG orders.

Approvals: Yes

Approver: All users who have the CG_PHS_HRSUP role

[PHS Ready Reserve Integration](#)

- Primary purpose of this transaction is to integrate a PHS ready reservist (empl category = SRCOSTEP, JRCOSTEP, PHS Ready Reserve) into the PHS corps.

PHS Accessions & Transfers User Guides

Summary

- Upon approval, this will insert a job data row with the data indicated on the action request. The action/reason for the new job data row will be Status Change/ Integration of Reserve Commission Officer into Regular. It will also flip the member's employee category to 'B' (Regular).

Approvals: Yes

Approver: All users who have the CG_PHS_HRSUP role

PHS SOCS & Prior Service

- PHS has their own service dates. These are mapped to the PHS Labor Agreement.
- PHS SOCS process is the same as CG.
- PHS is not using retirement points. So, they can enter prior service data in any format (e.g. blocks of time instead of one year at a time like it is for CG).

Approvals: Yes (SOCS only)

Approver: All users who have the CG_PHS_HRSUP role