

UNITED STATES COAST GUARD



Rehire – Recall from Retirement

SPO User Manual

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1 Introduction

This guide documents the procedures that should be used for the **Rehire of members who have retired from the U.S. Coast Guard** as indicated by an approved Retirement Order and RWP/RWP job row on their most current active duty job row. These procedures are a predecessor to the Assignment Officer (AO) 'Make Assignment process.

Retired members must be rehired before an AO issues Recall Orders in Direct Access. This applies to both Recalls with and without a break in service.

SPO users must coordinate with CGPSC and PPC (RAS) when rehiring members for the purpose of recall from retirement.

2 Portal Navigation

SPO users can access the Job Data component via the Portal Pagelet link indicated below.



Make sure to select the correct Job row before editing any data. The Rehire should take place on the row with AD or RSV Reg Region.

Search Results												
View All										First	1-2 of 2	Last
Empl ID	Empl Record Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region	
0							ENLCG	00010	003333	KS0001	AD	
1							RETCG	RETCG	CGRETDEPT	CGRETLOC	RETCG	

3 Rehire Recalled from Retirement Member

The predecessor process to rehiring a member is the retiree pay suspension process performed by PPC (RAS). Users should make sure to communicate with PPC (RAS) and CGPSC when rehiring members for the purpose of recalls from retirement.

3.1 Adding Rehire

Users must be in **Correct History Mode**. The member's current job row should have an action/reason **Retirement w Pay/Retirement w/Pay**.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Employee	Empl ID:		Empl Record:	0	
Military Service:					
Work Location Find First 1 of 14 Last					
*Effective Date:	05/30/2007	By	Go To Row + -		
Effective Sequence:	0	*Action:	Retirement with Pay		
HR Status:	Inactive	Reason:	Retirement With Pay		
Payroll Status:	Retired With Pay	*Job Indicator:	Secondary Job		
Position Number:	00068644	INSTRUCTOR	Current		
Position Entry Date:	Position Management Record				
Regulatory Region:	AD	Active Duty			
Company:	ACG	Active CG			
Business Unit:	ENLCG	Enlisted CG			
Department:	003333	PSC AT HOME SEP MBRS			
Department Entry Date:	05/30/2007				



Before proceeding, click on the **Job Information** TAB and make note of the **JOB**CODE and **EMPL CLASS** for the member. Now click back to the **Work Location** TAB.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Employee	Empl ID:		Empl Record:	0	
Military Service:					
Job Information Find First 2 of 15 Last					
Effective Date:	05/30/2007	Go To Row			
Effective Sequence:	0	Action:	Retirement with Pay		
HR Status:	Inactive	Reason:	Retirement With Pay		
Payroll Status:	Retired With Pay	Job Indicator:	Secondary Job		
*Job Code:	424093	First Class Electronics Techni			
Entry Date:	09/16/2004	By			
Supervisor Level:					
Supervisor ID:					
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:			

1. Click on the '+' to add a new row.
The effective date defaults to the current date. Edit the date to the date of the Rehire.
2. Select the appropriate Action and Reason.
 - a. **Recall without a Break:** Member recalled within 24 hours of retirement
Action: Rehire
Reason: Recall without a break
 - b. **Recall with a Break:** Member recalled more than 24 hours after retirement
Action: Rehire
Reason: Recall with a break in service
3. Enter the Position Number.
 - a. If the member is currently in a location near their new duty station **and will not incur costs associated with travel, the member should be hired into the position noted on the official order letter from CGPSC.**
 - b. If the member is currently in a location where travel to the new duty station is required, **the member should be hired into the Unbudgeted Position at the department nearest their current residence.**

The screenshot displays a web-based form for managing employee work locations. The 'Work Location' tab is selected. Key fields include:

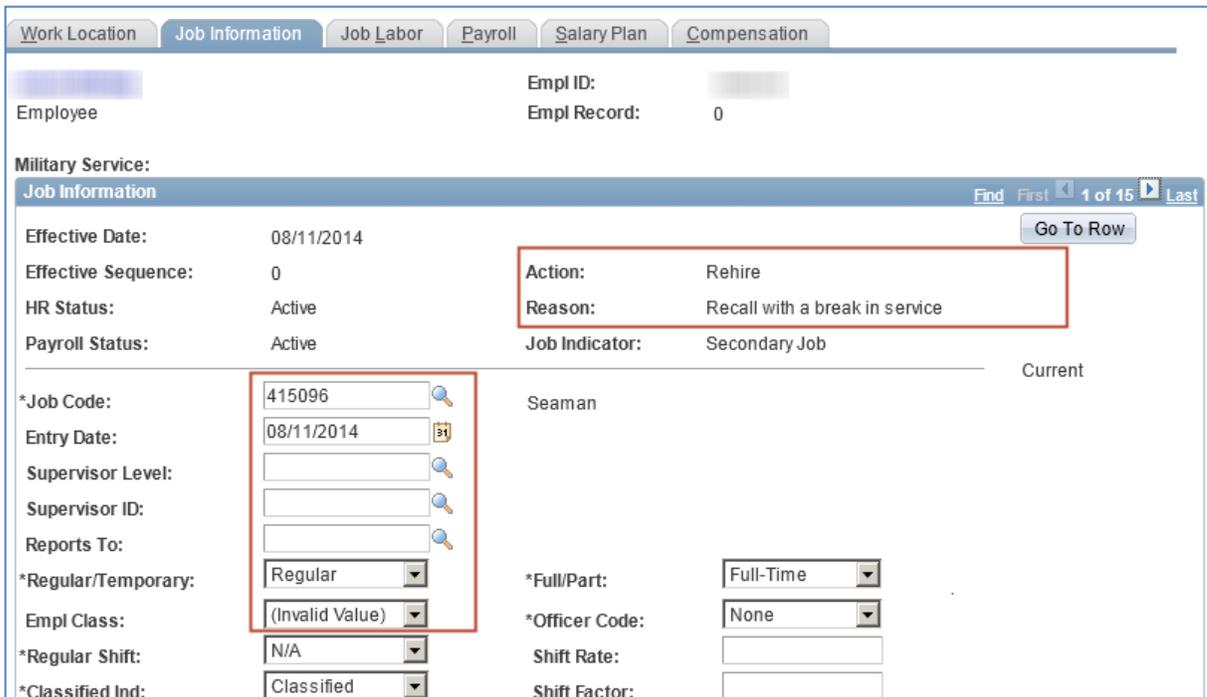
- Employee Information:** Empl ID, Empl Record (0).
- Military Service:** Section header.
- Work Location Details:** *Effective Date (08/11/2014), Effective Sequence (0), HR Status (Active), Payroll Status (Active), *Action (Rehire), Reason (Recall with a break in service), *Job Indicator (Secondary Job).
- Position Information:** Position Number (00054484), Position Entry Date (08/11/2014), Position Management Record (checked).
- Organizational Data:** *Regulatory Region (RSV), *Company (ACG), *Business Unit (ENLCG), *Department (003333), *Location (KS0001), Establishment ID (USCG).
- Additional Dates:** Last Start Date (08/11/2014), Expected Job End Date.
- Military Section:** Reserve Class Code, Component Category.

 Red boxes highlight the *Action/Reason dropdowns, the Position Number field, and the organizational data fields.

After entering the position number the data associated with the position will display.

 Currently, there are no Officer unbudgeted positions., only an AD and a RSV unbudgeted POSN for each department, both ENL. Users must use the **Override Position Data** button under the **Position Number** field to update the member's Reg Region, Business Unit, and Establishment ID as needed to retain the proper affiliation. Users will need to update this information for all instances when the position information that is defaulted does not match the member's current Business Unit and/or Reg Region. Instances where this information will need to be manually updated include:

- Hiring an Officer into any unbudgeted position
 - Hiring an AD member into a Reserve unbudgeted position
- c. Update the Regulatory Region to AD or RSV according to the member's correct AD or RSV affiliation. For the example listed displayed above, the user would need to change the Reg Region from RSV to AD.
- d. Update the Business Unit according to the member's Officer or Enlisted affiliation.
4. Click the **Job Information** tab.
- a. Update the member's Job Code to the last job code held as displayed on the member's Retirement with Pay job row.
 In the example below, the member's Job Code (**415096 Seaman**) has defaulted to the Job Code associated with the Unbudgeted Position. The Job Code on the member's Retirement with Pay row is **424093 First Class Electronics Technician** so this is what the user must enter on the Rehire job row.



The screenshot shows the 'Job Information' tab in an HR system. The 'Action' is 'Rehire' and the 'Reason' is 'Recall with a break in service'. The 'Job Code' is currently '415096 Seaman'. Other fields include 'Effective Date: 08/11/2014', 'HR Status: Active', 'Payroll Status: Active', and 'Job Indicator: Secondary Job'. A red box highlights the 'Job Code' field and the 'Action/Reason' section.

Once the Job Code is changed to the correct value, the user will get the message displayed below. Hit the cancel button.

The Current Job row values for Compensation Frequency, Standard Hours and Work Period are defaulted from Salary Plan Table. Do you want to update with the following data from the Job Code Table?

Comp Freq: M Monthly
 Standard Hours: 40.00
 Work Period: M Monthly

- b. In the Supervisor ID field enter the Employee ID for the SPO Supervisor that will be approving the Rehire.
- c. Update the member's Empl Class as needed. For this example, the member's Empl Class needs to be changed to **AD**.

The screenshot shows a HR system interface with the following details:

- Employee Information:** Employee ID, Empl Record: 0
- Military Service:** (Section header)
- Job Information:**
 - Effective Date: 08/11/2014
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Rehire
 - Reason: Recall with a break in service
 - Job Indicator: Secondary Job
 - Current
 - *Job Code: 424093
 - Entry Date: 09/16/2004
 - Supervisor Level: (empty)
 - Supervisor ID: (empty)
 - Reports To: (empty)
 - *Regular/Temporary: Regular
 - Empl Class: AD
 - *Regular Shift: N/A
 - *Classified Ind: Classified
 - *Full/Part: Full-Time
 - *Officer Code: None
 - Shift Rate: (empty)
 - Shift Factor: (empty)
- Standard Hours:**
 - Standard Hours: 240.00
 - FTE: 1.000000
 - Work Period: M Monthly
 - As of Date: 08/11/2014
 - Combined Standard Hours: 99.99
 - FTE: 1.000000
- Contract Number:** (empty)
- Military:** USA

- 5. Click on the **Job Labor** tab.
 - a. Update the **Labor Agreement** to ENL or OFF as needed. The **Labor Agreement Entry Dt** will default to date of hire.
 - b. Adjust Labor Seniority Dates as needed being sure to calculate the constructive Active Duty Base Date, calculate the constructive Pay Entry Base Date.

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		11/24/1991	<input checked="" type="checkbox"/>	
AD PAY SCALE DATE			<input type="checkbox"/>	
CMA DATE		10/06/1992	<input checked="" type="checkbox"/>	
CURRENT AD DATE		10/06/1992	<input checked="" type="checkbox"/>	
DIEMS DATE		02/15/1989	<input checked="" type="checkbox"/>	
EXPECTED AD TERM DATE		11/30/2021	<input checked="" type="checkbox"/>	
EXPECTED LOSS DATE		11/30/2021	<input checked="" type="checkbox"/>	
JOB FAMILY ENTRY DATE		04/21/1995	<input checked="" type="checkbox"/>	
MIL OBLIGATION COMPL DATE		02/01/1997	<input checked="" type="checkbox"/>	
PAY ALLOWANCE DATE		10/06/1992	<input checked="" type="checkbox"/>	
POINTS SWE DATE			<input type="checkbox"/>	
PAY BASE DATE		02/15/1989	<input checked="" type="checkbox"/>	
DATE OF RANK	424093	09/16/2004	<input type="checkbox"/>	
ROTATION DATE		07/01/2007	<input checked="" type="checkbox"/>	

6. Click on the **Payroll** tab

- a. Make sure to **change the member's Pay Group from AD_NO_PAY to USCG STG (USCG AD Staging Pay group)**. The Pay Group will update once the Rehire is approved.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee Empl ID:

Empl Record: 0

Military Service:

Find First 1 of 15 Last

Effective Date: 08/11/2014 Go To Row

Effective Sequence: 0 Action: Rehire

HR Status: Active Reason: Recall with a break in service

Payroll Status: Active Job Indicator: Secondary 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: CGWIDE CG Wide Holiday Schedule

Eligibility Group:

Exchange Rate Type:

Use Rate As Of:

Job Data
Employment Data
Benefits Program Participation

7. Click on the **Salary Plan** tab.
 - a. Verify the member's Salary Admin Plan, Grade, Grade Entry Date on the new Rehire row matches the data on the member's Retirement with Pay row. If the data does not match, update the fields appropriately.

The screenshot shows the 'Salary Plan' tab with the following details:

- Employee: [Redacted]
- Empl ID: [Redacted]
- Empl Record: 0
- Military Service:
 - Salary Plan: 1 of 15 (Go To Row)
 - Effective Date: 08/11/2014
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Rehire
 - Reason: Recall with a break in service
 - Job Indicator: Secondary Job
 - Current
- Military:
 - Salary Admin Plan: ENL
 - Grade: E6
 - Step: [Empty]
 - Grade Entry Date: 08/11/2014
 - Step Entry Date: [Empty]
 - Includes Wage Progression Rule
- Job Data: Employment Data, Benefits Program Participation

- b. Click on **Benefits Program Participation** at the bottom of the page.
- c. Click the “+” sign to add a new row.
- d. Enter the **Rehire date as the Effective Date** and enter **ACG as the Benefit Program**.

The screenshot shows the 'Benefits Program Participation' tab with the following details:

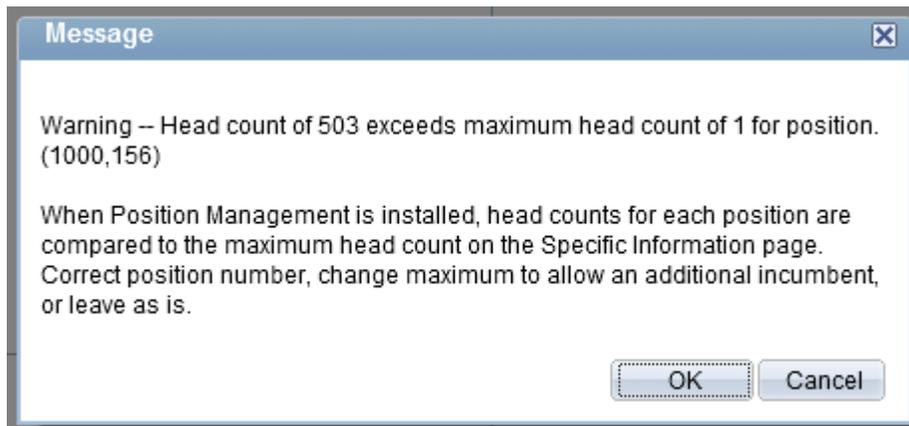
- Military Service:
 - Benefit Status: 1 of 15 (Go To Row)
 - Benefit Record Number: 0
 - Effective Date: 08/11/2014
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Rehire
 - Reason: Recall with a break in service
 - Job Indicator: Secondary Job
 - Current
- *Benefits System: Base Benefits
- Benefits Employee Status: Retired With Benefits
- Annual Benefits Base Rate: [Empty] USD
- Benefits Administration Eligibility:
 - BAS Group ID: [Empty]
 - Elig Fld 1: [Empty]
 - Elig Fld 2: [Empty]
 - Elig Fld 3: [Empty]
 - Elig Fld 4: [Empty]
 - Elig Fld 5: [Empty]
 - Elig Fld 6: [Empty]
 - Elig Fld 7: [Empty]
 - Elig Fld 8: [Empty]
 - Elig Fld 9: [Empty]
- Benefit Program Participation: 1 of 21 (+) (-)
 - *Effective Date: 12/01/2013
 - *Benefit Program: ACG
 - Currency Code: USD
 - CG/NOAA Active Deduction Prog
- Job Data: Employment Data, Benefits Program Participation

8. Click the Job Data link.
9. Click Save at the bottom of the page.

The screenshot shows a web application interface with several tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Job Information' tab is active. The interface displays employee details (Employee, Empl ID, Empl Record: 0) and a 'Military Service' section. Below this, there is a 'Work Location' section with various fields: *Effective Date (08/11/2014), Effective Sequence (0), *Action (Rehire), HR Status (Active), Reason (Recall with a break in service), Payroll Status (Active), *Job Indicator (Secondary Job), Position Number (00054484), Position Entry Date (08/11/2014), *Regulatory Region (AD), *Company (ACG), *Business Unit (ENLCG), *Department (003333), Department Entry Date (08/11/2014), *Location (KS0001), Establishment ID (USCG), Last Start Date (08/11/2014), and Expected Job End Date. A 'Military' section is partially visible. At the bottom, there are navigation links: Job Data, Employment Data, and Benefits Program Participation. A toolbar at the very bottom contains buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, and Include History. The 'Save' button is highlighted with a red box.

You will receive several Warning messages:

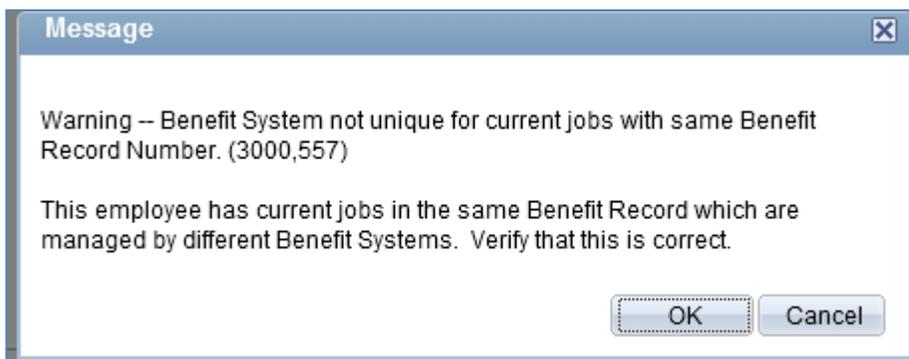
Head Count – Click the **OK** button.



Total FTE – Click the **OK** button.



Benefit System – Click the **OK** button.



10. Once the page and changes have saved, follow current Accession Hire/Rehire procedures to approve the accession.