

PHS Officer Accessions - Hire User Guide



Version 1.0

Prepared by
Commandant (CG-631)

U.S. Coast Guard
2703 Martin Luther King Jr. Ave SE
Washington, DC 20593

TABLE OF CONTENTS

Prepare Applicant for Hire.....	3
Hire Officer Applicant.....	7
Completing an Unfinished Accession	17
Approve/Deny New Hire Request	20
Approving a New Hire Request.....	21
Denying a New Hire Request.....	24
Job Data Corrections	24
Personal Data Corrections.....	28
Add CAN Information	30
Add Special Pay Obligated Service Information	33
Add Prior Service Data	35
Generate New Hire Order	37
Appendix A – Valid Officer Job Codes (Temp Grades) for Officers.....	41

PREPARE APPLICANT FOR HIRE

Introduction This section provides procedures for hiring the following types of applicants:

- Officer
- Ready Reserve (JRCOSTEP, SRCOSTEP, EIN, Pharmacy)

In order to access a PHS applicant in the Direct Access system, the applicant must be prepared for hire. This includes changing the applicant's recruitment disposition to Offer Accepted and Ready to Hire. After an applicant has been prepared for hire, they will display in the Manage Hires page for accession.

This method cannot be used to hire a non-officer (e.g. civilian). Refer to the PHS Non-Officer Accessions User Guide for non-officer hires.

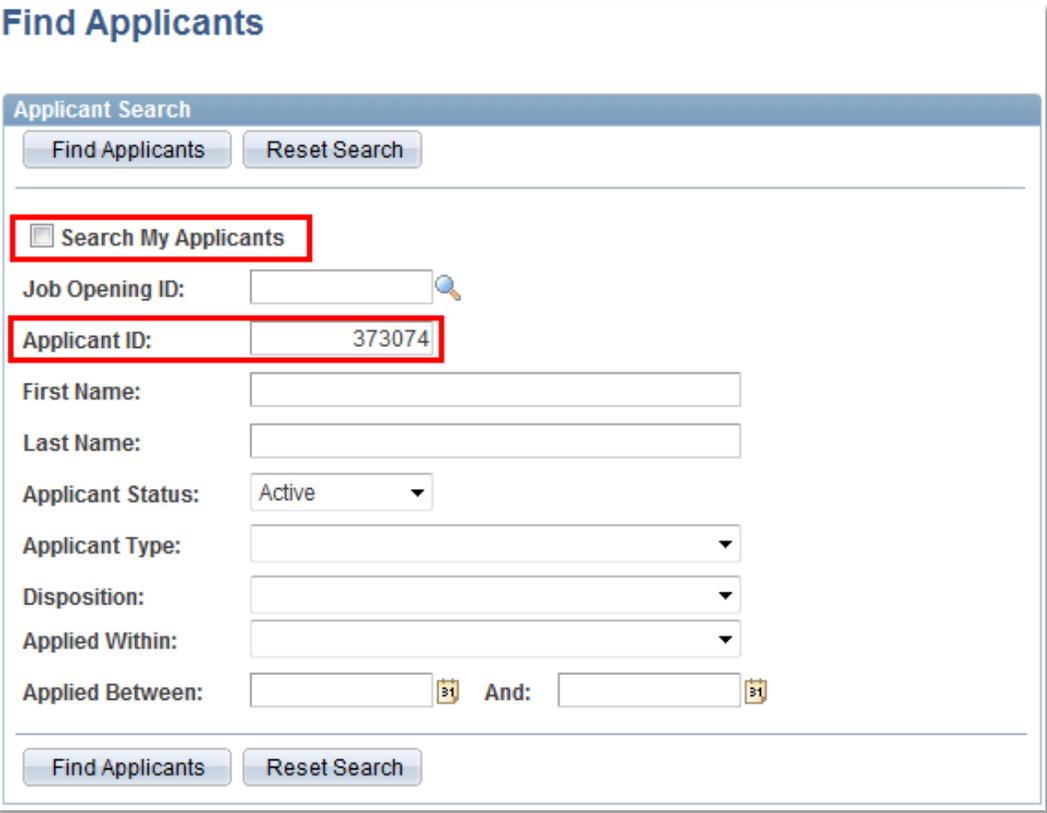
Menu Path(s) Menu Navigation: Recruiting > Find Applicants

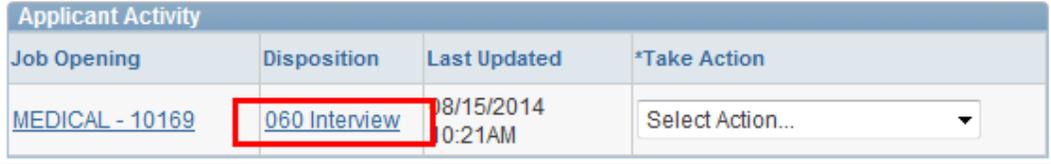
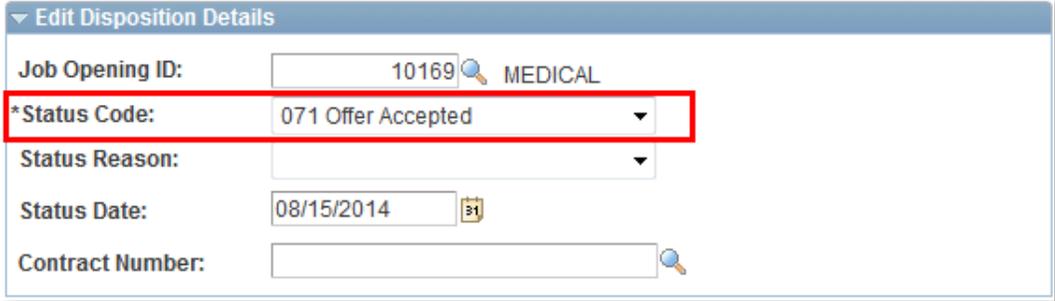
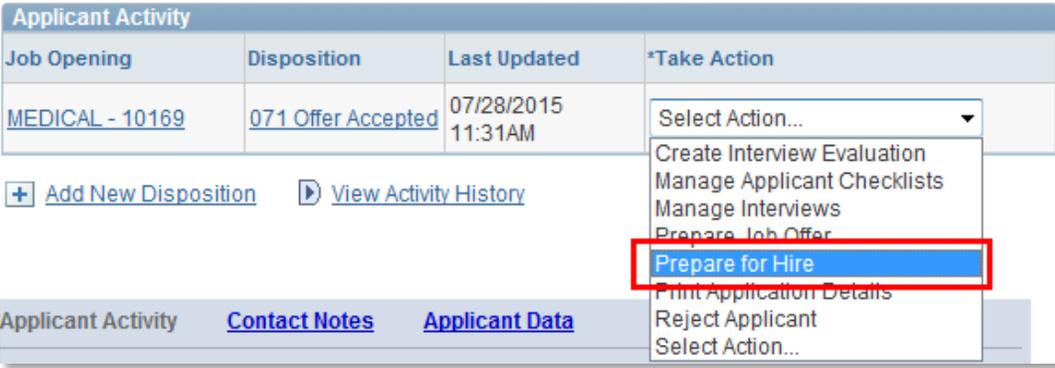
Portal Pagelet: Accessions > Find Applicants

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/>.
 - 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/>.)
-

Procedure The following steps will show you how to prepare an applicant for hire. All fields with an asterisk (*) are required fields.

Step	Action
1	<p>Click on the Find Applicants link in the Accessions portal pagelet. Enterprise Menu navigation: Recruiting > Find Applicants</p> 
2	<p>On the Find Applicant search page, deselect the Find My Applicant checkbox and enter the applicant ID in the Applicant ID field.</p>  <p>! You must deselect the Find My Applicants checkbox. No applicants will get returned in the search if this checkbox is selected.</p> <p>Click the Find Applicants button in the Applicant Search section.</p>
3	<p>In the search results, click on the applicant's name.</p> <p>Quick Steps: Changing the applicant's disposition to Offer Accepted and Ready to Hire can be performed on the search results page by clicking on the disposition link and selecting the Prepare for Hire action in the Take Action drop down list. The</p> 

Step	Action
	<p>following steps are the extended steps to prepare an applicant for hire.</p>
<p>4</p>	<p>On the Manage Applicant page, click on the disposition link.</p>  <p>On Disposition Details page, expand the Edit Disposition Details section by click the arrow.</p>  <p>In the Edit Disposition Details section, change the Status Code to 'Offer Accepted'. Adjust status date, if desired.</p>  <p>Click the Save button, then the Return to Previous Page link.</p>
<p>5</p>	<p>On the Manage Applicant page, select the Prepare for Hire action in the Take Action field located in the Applicant Activity section.</p> 
<p>6</p>	<p>On the Prepare for Hire, the following must be entered:</p> <ul style="list-style-type: none"> ▪ Position OR Job Code (If position is indicated, the job code linked to the position will automatically default to the Job Code field and cannot be changed here. However, it can be changed later during the accessions process.) ▪ Start Date

Step	Action
	<ul style="list-style-type: none">▪ Type of Hire (select Hire if it did not default) <div style="border: 1px solid #ccc; padding: 5px;"><p>Prepare For Hire</p><p>Application Status: 071 Offer Accepted</p><p>Status Last Updated: 08/15/2014</p><p>Job Opening: <input type="text" value="10169"/>  MEDICAL</p><p>Job Opening Type: Continuous Job Opening</p><p>Position: <input type="text" value="19363706"/>  Medical Clinician CLN</p><p>Job Code: <input type="text" value="P10009"/></p><p>Business Unit: OFFPH Officer PHS</p><p>Department: 015329 GFJA22</p><p>Start Date: <input type="text" value="07/28/2015"/> </p><p>Date Applied: 12/18/2013</p><p>Applicant Type: External - New</p><p>Type of Hire: <input type="text" value="Hire"/></p><p>Contract Number:</p><p>Applicant ID: Verify Employee ID</p><p>Employee ID not verified</p></div> <p>Click the Save and Submit Request to HR button.</p>

HIRE OFFICER APPLICANT

Introduction This section provides procedures for:

- Hiring an applicant who has been prepared for hire.

Before you start, the applicant must be in a Ready to Hire status. This status must be set using the Prepare for Hire transaction. If the Ready to Hire status was not set using the Prepare for Hire transaction, the applicant will not be accessed. If the officer to-be-hired does not have an applicant record, this method cannot be used.

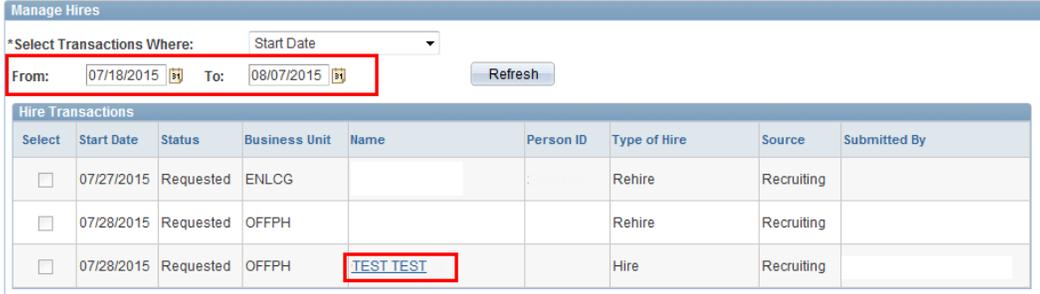
Menu Path(s) Menu Navigation: Workforce Administration > Personal Information > Manage Hires

Portal Pagelet: Accessions > Hire Applicant

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/>.
 - 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/>.)
-

Procedure The following steps will show you how to hire an applicant. All fields with an asterisk (*) are required fields.

Step	Action
1	<p>Click on the Hire Applicant link in the Accessions portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Administration > Personal Information > Manage Hires</p> 
2	<p>In the Hire Transactions section, click on the applicant's name.</p>  <p>i If the applicant does not display in the list, adjust the From and To dates so that the Start Date indicated on the Prepare for Hire page falls within the dates. Then, click Refresh. If the applicant still does not display, verify that the applicant's disposition = Ready to Hire.</p> <p>! The Manage Hires page is a shared page with the USCG recruiting (CGRC). Only hire applicants whose Business Unit = OFFPH or OFEPH. Applicants with any other business unit are USCG applicants.</p>
3	<p>On the Manage Hires Detail page, change the Desired Start Date, if necessary.</p>

Step	Action																		
	<div data-bbox="289 281 1333 863"> </div> <p data-bbox="310 898 1398 999"> Desired Start Date defaults from the Start Date indicated on the Prepare for Hire page. Desired Start Date becomes the personal (if not a future date) and job data effective date, which can be changed. Personal Data cannot be future dated. </p> <p data-bbox="289 1020 857 1052">Scroll down and click the Add Person button.</p>																		
<p data-bbox="212 1066 237 1098">4</p>	<p data-bbox="289 1066 1425 1098">On the Biographical Details page, modify any personal data for the new hire (if necessary)</p> <div data-bbox="326 1150 1433 1220"> <p> Birth State must be indicated. If it is not known, select the \$E value. If Birth State is not indicated, the new hire cannot be approved.</p> </div> <p data-bbox="289 1266 764 1297">Click on the Contact Information tab.</p>																		
<p data-bbox="212 1314 237 1346">5</p>	<p data-bbox="289 1314 1433 1415">On the Contact Information page, the applicant’s address from their applicant record will default as the hire’s Home address. To edit the Home address, click the Edit/View Address Detail link.</p> <p data-bbox="289 1467 1433 1535">Click the ‘+’ icon to insert a new row. In the new row, select Address Type = Mailing and click the Add Address Detail link.</p> <div data-bbox="289 1562 1360 1759"> <table border="1" data-bbox="289 1562 1360 1759"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>07/28/2015</td> <td>A</td> <td>test Decatur GA 30030</td> <td>Edit/View Address Detail</td> <td>+ -</td> </tr> <tr> <td>Mailing</td> <td></td> <td></td> <td></td> <td>Add Address Detail</td> <td>+ -</td> </tr> </tbody> </table> </div> <p data-bbox="289 1787 943 1818">On the Address History page, click the Add Address.</p>	Address Type	As Of Date	Status	Address			Home	07/28/2015	A	test Decatur GA 30030	Edit/View Address Detail	+ -	Mailing				Add Address Detail	+ -
Address Type	As Of Date	Status	Address																
Home	07/28/2015	A	test Decatur GA 30030	Edit/View Address Detail	+ -														
Mailing				Add Address Detail	+ -														

Step Action

Address Type: Mailing

Address History Find First 1 of 1 Last

*Effective Date: 07/28/2015 Address: + -

Country: USA +

*Status: A +

Add Address

On the **Edit Address** page enter the new hire’s address then click the Ok button. Then, click Ok again on the Address History page.

Edit Address

Country: United States

Address 1: Test Street

Address 2:

Address 3:

City: Test City State: DC District of Columbia

Postal: 11111

County:

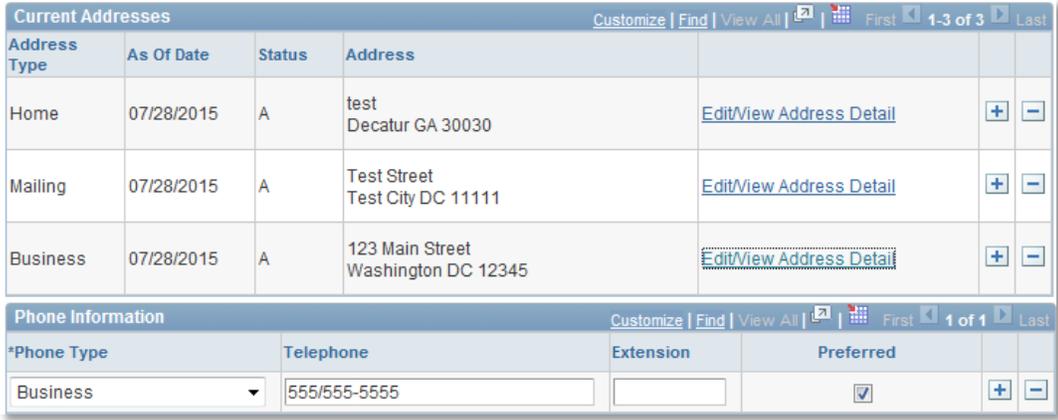
OK Cancel

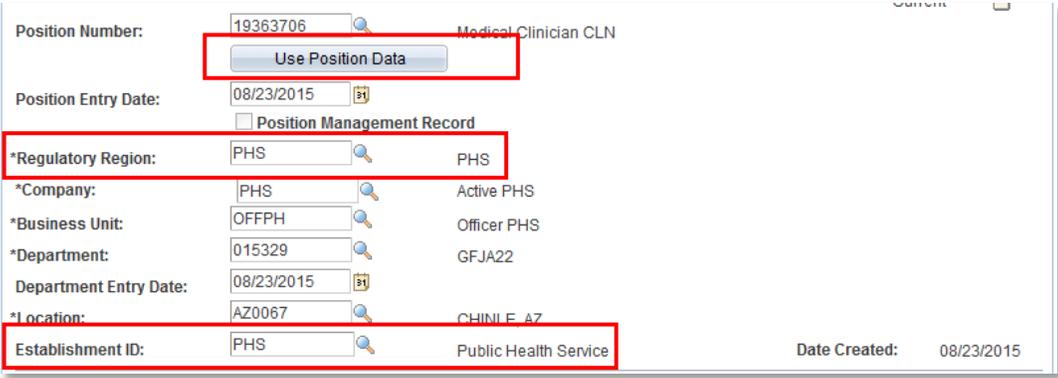
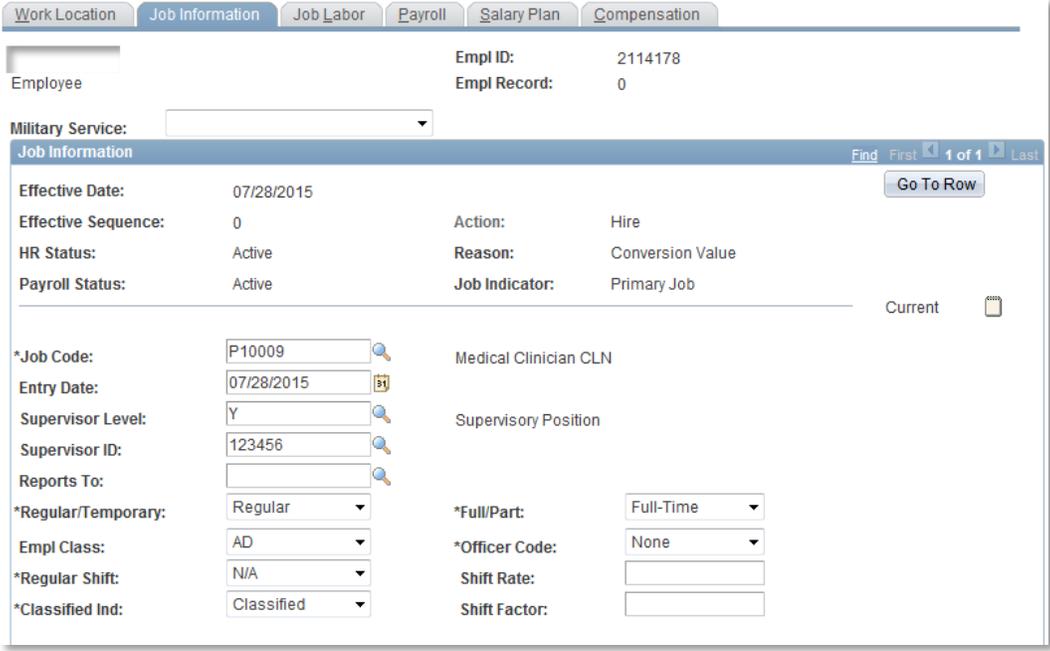
Insert additional rows to enter a Business address and Depart From addresses.

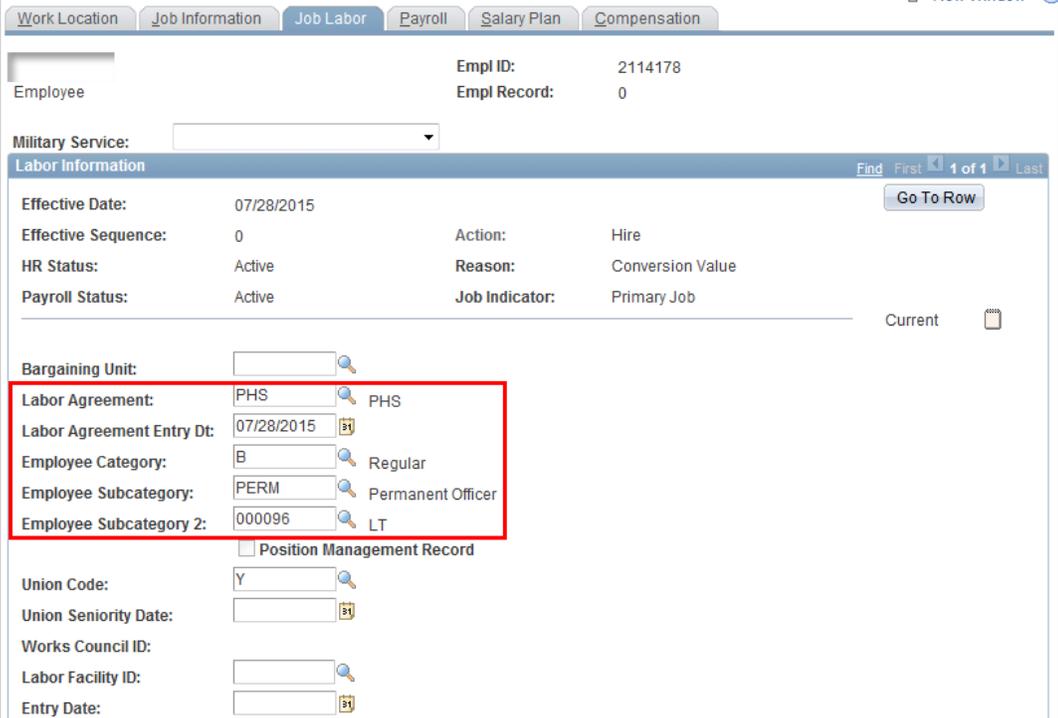
Current Addresses				Customize Find View All	First 1-3 of 3 Last
Address Type	As Of Date	Status	Address		
Home	07/28/2015	A	test Decatur GA 30030	Edit/View Address Detail	+ -
Mailing	07/28/2015	A	Test Street Test City DC 11111	Edit/View Address Detail	+ -
Business: ▾				Add Address Detail	+ -

 The system automatically defaults the applicant’s address as the ‘Home’ address. All PHS officers must have a Home, Mailing address in order for the hire to be approved. Business, and Depart From addresses are used downstream by Payroll (Business) and the New Hire Report (Depart From).

Enter/select any other relevant data. If one or more phone # is entered, the ‘Preferred’ checkbox must be selected for one. Business email address is updated automatically and cannot be updated here. Use the Email Address transaction in the HR Data Shortcuts

Step	Action
	<p>pagelet to update/add member email addresses. Email addresses can also be added/updated via employee self-service.</p>  <p>Click the Regional tab.</p>
6	<p>On the Regional page, select the new hire’s race (i.e. White, Black or African American, Asian, etc.). Click the ‘+’ to insert a row and indicate another race. Select the ‘Primary’ checkbox to designate a primary race (this is optional).</p> <p>Then, insert another row and select the new hire’s ethnicity (i.e. Hispanic or Latino, Not Hispanic or Latino).</p> <p>Enter/select any other relevant data, if necessary.</p> <p>Click on the Organizational Relationships tab</p>
7	<p>On the Organizational Relationships page, click the Add Relationship button.</p>
8	<p>On the Work Location page, modify:</p> <ul style="list-style-type: none"> ▪ Effective Date = Change if necessary and can be future dated. This defaults from the Manage Hires Details page (see step 3 in this section for more details). ▪ Reason = Select the appropriate reason. ▪ Position Number = Change if necessary. This defaults from the Prepare for Hire page (see Prepare Applicant Hire section for more details). 

Step	Action
9	<p>Click the Override Position Data button and enter/select:</p> <ul style="list-style-type: none"> ▪ Regulatory Region = if 'PHS' did not default, select/enter PHS ▪ Establishment ID = if 'PHS' did not default, select/enter PHS  <p>Click the Job Information tab.</p>
10	<p>On the Job Information page, enter/select:</p> <ul style="list-style-type: none"> ▪ Job Code = Initial value defaults from the position. Click the look up icon and select or enter the temporary grade (TGRADE) for the new hire. See Appendix A for a list of valid officer job codes. ▪ Supervisor ID = Enter EmplID of the new hire approver ▪ Empl Class = AD <p>Enter/select any other relevant data, if necessary.</p> 

Step	Action												
	<p> If no values display in the Empl Class field, verify that the Reg Region on the Work Location page = PHS.</p> <p>Click on the Job Labor tab.</p>												
11	<p>On the Job Labor page, enter/select:</p> <ul style="list-style-type: none"> ▪ Labor Agreement = PHS ▪ Employee Category = <table border="1" data-bbox="402 533 1169 844"> <thead> <tr> <th>Hire Type:</th> <th>Select Employee Category...</th> </tr> </thead> <tbody> <tr> <td>JRCOSTEP</td> <td>PHS JR Costep</td> </tr> <tr> <td>SRCOSTEP</td> <td>PHS SR Costep</td> </tr> <tr> <td>Epidemic Intelligence Service (EIS)</td> <td>PHS Ready Reserve</td> </tr> <tr> <td>Pharmacy Residency Program (PRP)</td> <td>PHS Ready Reserve</td> </tr> <tr> <td>Corps</td> <td>Regular</td> </tr> </tbody> </table> <p>If a perm grade needs to be indicated, enter/select:</p> <ul style="list-style-type: none"> ▪ Employee Subcategory = PERM ▪ Employee Subcategory 2 = if the officer has a permanent grade (PGRADE), select appropriate value from the list. This value is used by other processes such as Promotions. <p> Labor Agreement Entry Dt is used to track date of when a permanent grade takes effect.</p>  <p>The screenshot shows the 'Job Labor' tab selected. Employee ID: 2114178, Empl Record: 0. Labor Information section includes: Effective Date: 07/28/2015, Action: Hire, HR Status: Active, Reason: Conversion Value, Payroll Status: Active, Job Indicator: Primary Job. The highlighted fields are: Labor Agreement: PHS, Labor Agreement Entry Dt: 07/28/2015, Employee Category: B (Regular), Employee Subcategory: PERM (Permanent Officer), Employee Subcategory 2: 000096 (LT).</p>	Hire Type:	Select Employee Category...	JRCOSTEP	PHS JR Costep	SRCOSTEP	PHS SR Costep	Epidemic Intelligence Service (EIS)	PHS Ready Reserve	Pharmacy Residency Program (PRP)	PHS Ready Reserve	Corps	Regular
Hire Type:	Select Employee Category...												
JRCOSTEP	PHS JR Costep												
SRCOSTEP	PHS SR Costep												
Epidemic Intelligence Service (EIS)	PHS Ready Reserve												
Pharmacy Residency Program (PRP)	PHS Ready Reserve												
Corps	Regular												

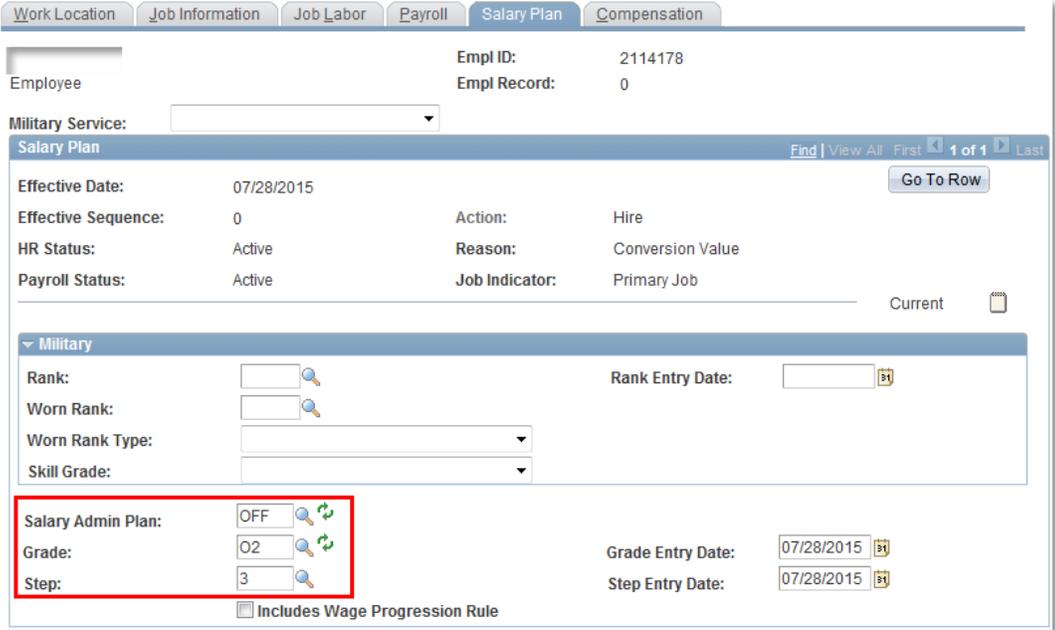
Step Action

In the **Assigned Seniority Dates** section, click the View All link and adjust applicable service dates.

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 checked="" 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 checked="" type="checkbox"/>	<input type="text"/>
PAY ALLOWANCE DATE		<input type="text"/>	<input checked="" 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"/>
PAY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DATE OF RANK	030095	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
ROTATION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
SENIORITY CREDIT DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
TRAINING EXPERIENCE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

The following dates should have a value (either existing or new) for PHS officers:

Direct Access Dates	PHS Equivalent (if applicable)
ACTIVE DUTY BASE DATE	RETIREMENT ENTRY DATE
COMMISSION DATE	
CREDITABLE SERVICE DATE	CREDIT SERVICE ENTRY DATE
CURRENT AD DATE	LAST ENTRY ON DUTY DATE
DIEMS DATE	DIEMS DATE
EXPECTED AD TERM DATE	
EXPECTED LOSS DATE	
MILITARY SERVICE DATE	
COMMISSIONED CORPS DATE	
PROMOTION CREDIT DATE	PROMOTION CREDIT DATE
PAY BASE DATE	BASE PAY ENTRY DATE
DATE OF RANK	
SENIORITY CREDIT DATE	SENIORITY CREDIT DATE

Step	Action		
	<table border="1" data-bbox="289 268 1170 306"> <tr> <td data-bbox="289 268 727 306">TRAINING EXPERIENCE DATE</td> <td data-bbox="727 268 1170 306">TRAINING AND EXPERIENCE DATE</td> </tr> </table> <p>Click the Salary Plan tab (There is nothing to enter on the Payroll. This page can be skipped).</p>	TRAINING EXPERIENCE DATE	TRAINING AND EXPERIENCE DATE
TRAINING EXPERIENCE DATE	TRAINING AND EXPERIENCE DATE		
<p>12</p>	<p>On the Salary Plan page, Salary Plan and Grade should have pre-populated from the job code entered on the Job Information page. These are required fields. If these fields did not pre-populate, enter/select:</p> <ul style="list-style-type: none"> ▪ Salary Admin Plan = OFF ▪ Grade = Select the appropriate value. If you select a grade, it must be a valid grade for the job code. If not, the new hire cannot be approved. If the proper temp grade (job code) is selected on the Job Information page, the grade will default and you should not need to change it. If the grade is not correct, then the job code should be changed to one that is linked to the appropriate grade. ▪ Step = Select the appropriate value.  <p>Click the Compensation tab.</p>		
<p>13</p>	<p>On the Compensation page, change:</p> <ul style="list-style-type: none"> ▪ Frequency = If 'S' did not default, select/enter 'S' (semi-monthly). <p>Click the Default Pay Components button.</p>		

Step Action

Compensation

Effective Date: 07/28/2015 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Conversion Value

Payroll Status: Active Job Indicator: Primary Job Current

Compensation Rate: 2,217.15 USD *Frequency: Semimonthly

Default Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	4,434.300000	USD	M			

! Frequency must = S and the Default Pay Components button must be selected. If they are not, the member will not receive their correct base pay. The Compensation Rate is based on the Salary Step that was selected on the Salary Plan page.

14 Click the **Ok** button. Upon save, you may receive several warning messages. Click Ok for each message.

- After clicking the Ok, the new hire is submitted for approval. Once approved, the new hire will be placed in a 'paying' paygroup. Until then, the new hire will not be processed by Global Payroll. All other activities regarding a new hire can begin after clicking the Ok button (e.g. add CAN, prior service data, etc.)
- A user ID will be automatically created for the new hire with the following:
 - User ID** = member's emplID
 - Password** = CG<last 4 of SSN>@<birth year> (e.g. CG1234@1990)
 The new user ID will grant access to officer-related self-service transactions. Any additional access needed will require a submission of the User Access Request form.
- The new hire's applicant record will be set to 'HIRED'.

COMPLETING AN UNFINISHED ACCESSION

Introduction The accessions process involves first creating a personal record and then a job data record for the new hire. The accessions process is not complete until a job data record is created and saved. This section provides procedures to complete the accessions process for a new hire whose personal data record was created and saved but not job data. If a personal data record was not saved for a new hire, follow the steps in the Hire Officer Applicant section.

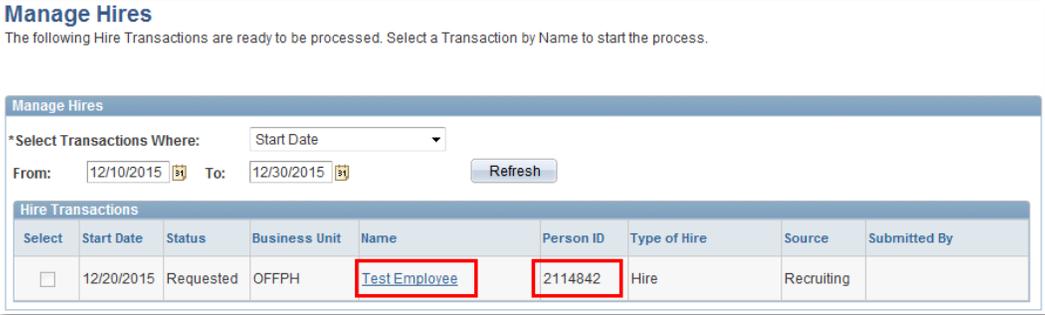
Menu Path(s) Menu Navigation: Workforce Administration > Personal Information > Manage Hires

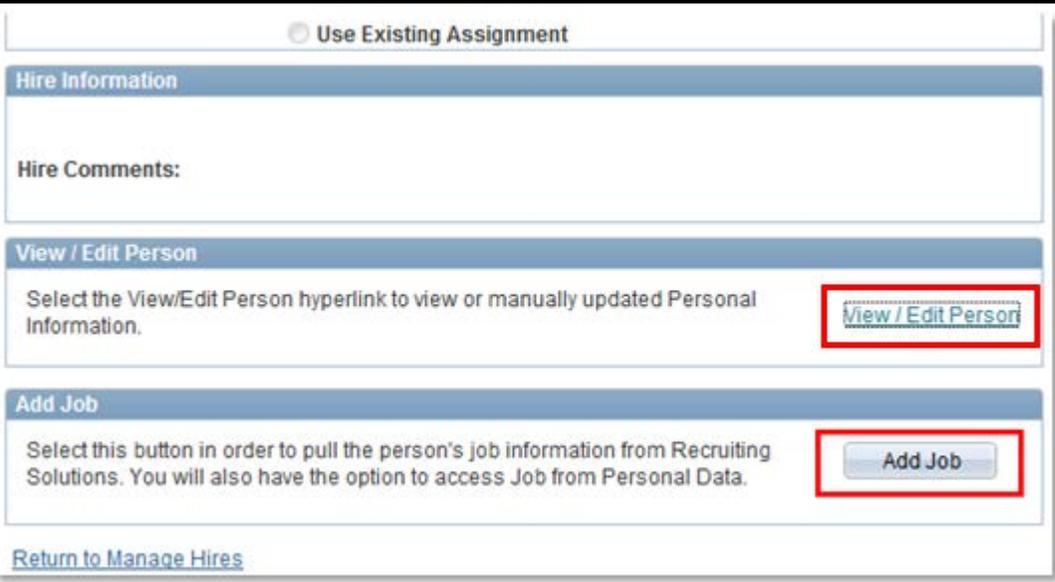
Portal Pagelet: Accessions > Hire Applicant

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/>.
 - 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/>.)
-

Procedure The following steps will show you how to complete an unfinished new hire.

Step	Action																		
1	<p>Click on the Hire Applicant link in the Accessions portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Administration > Personal Information > Manage Hires</p>  <p>The screenshot shows a window titled 'Accessions' with several links: 'Add New Applicant', 'Find Applicants', 'Applicant Lists', 'Find Job Openings', 'Interview Calendar', 'Pending CAD Report', 'Hire Applicant' (highlighted with a red box), and 'Add a Person'.</p>																		
2	<p>In the Hire Transactions section, click on the applicant's name.</p>  <p>The screenshot shows the 'Manage Hires' section with a search filter for 'Start Date' from 12/10/2015 to 12/30/2015. Below is a table of Hire Transactions:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Start Date</th> <th>Status</th> <th>Business Unit</th> <th>Name</th> <th>Person ID</th> <th>Type of Hire</th> <th>Source</th> <th>Submitted By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>12/20/2015</td> <td>Requested</td> <td>OFFPH</td> <td>Test Employee</td> <td>2114842</td> <td>Hire</td> <td>Recruiting</td> <td></td> </tr> </tbody> </table> <p>If a 'Person ID' displays a value for the applicant, this indicates that personal data was saved but job data was not. If no ID displays, personal data was not saved and you must follow the steps in the Hire Officer Applicant section.</p>	Select	Start Date	Status	Business Unit	Name	Person ID	Type of Hire	Source	Submitted By	<input type="checkbox"/>	12/20/2015	Requested	OFFPH	Test Employee	2114842	Hire	Recruiting	
Select	Start Date	Status	Business Unit	Name	Person ID	Type of Hire	Source	Submitted By											
<input type="checkbox"/>	12/20/2015	Requested	OFFPH	Test Employee	2114842	Hire	Recruiting												
3	<p>If the saved Personal Data record needs to be updated, click the View/Edit Person link on the Manage Hires Details page. The Personal Data pages will display. Make your updates and then click the OK button. This will return you back to the Manage Hires page.</p> <p>On the Manage Hires Detail page, click the Add Job button.</p>																		

Step	Action
	 <p style="text-align: center;"><input type="radio"/> Use Existing Assignment</p> <p>Hire Information</p> <p>Hire Comments:</p> <p>View / Edit Person</p> <p>Select the View/Edit Person hyperlink to view or manually updated Personal Information. View / Edit Person</p> <p>Add Job</p> <p>Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data. <input type="button" value="Add Job"/></p> <p>Return to Manage Hires</p>
4	To add job data for a new hire, follow steps 8-14 in the Hire Officer Applicant section.

APPROVE/DENY NEW HIRE REQUEST

Introduction This section provides procedures for approving a new hire request.

A new hire approval request is only sent to the EmplID indicated as the Supervisor ID on the Job Information page. This approval routing does not use the CG_PHS_HRSUP role. The approver cannot be the same person as the requestor.

Menu Path(s) Menu Navigation: Human Resources > Requests > View My Requests

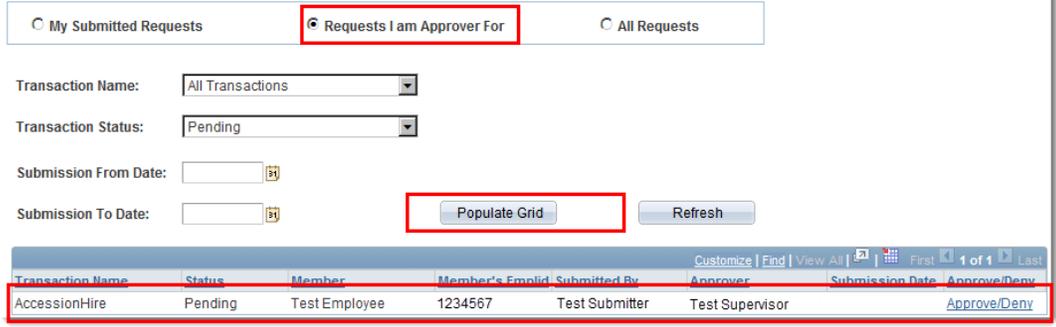
Portal Pagelet: Requests tab > Requests

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/>.
 - 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/>.)
-

Procedure The following steps will show you how to approve a new hire approval request.

APPROVING A NEW HIRE REQUEST

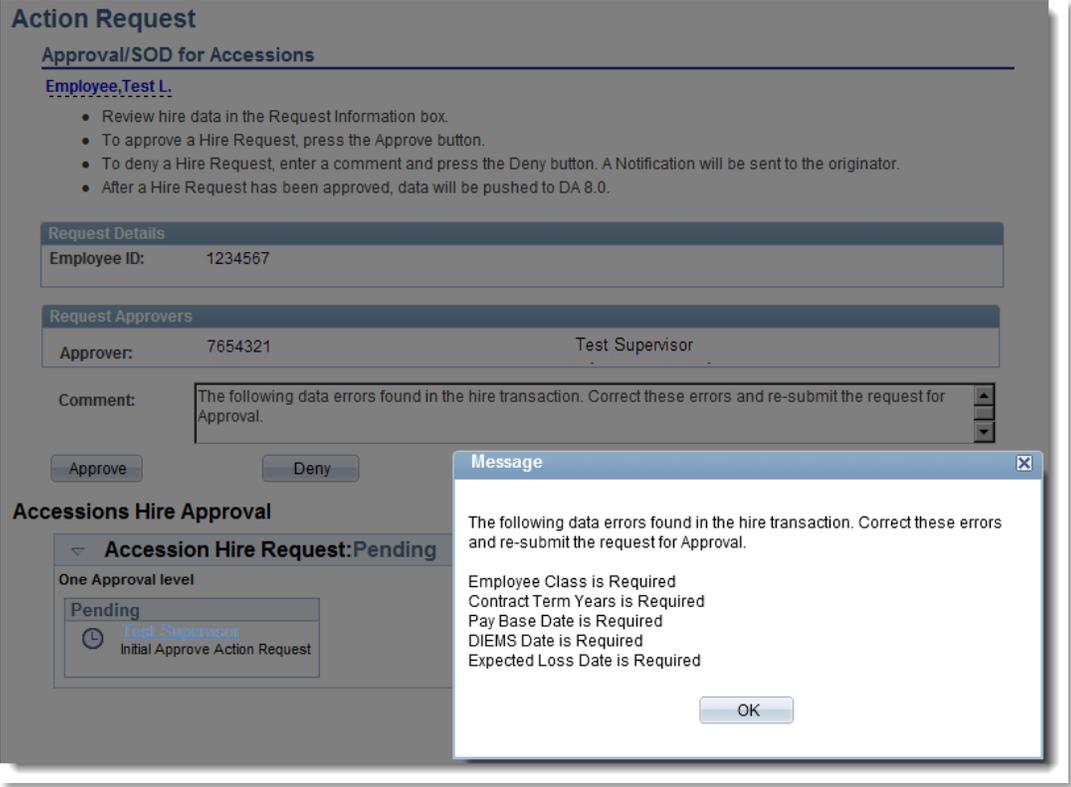
Step	Action
1	<p>Click on the Requests tab and select the View My Requests (all types) link in the Self Service Requests pagelet.</p> <p>Enterprise Menu navigation: Human Resources > Requests > View My Requests</p> 
2	<p>On the View My Action Requests page, select the Requests I am Approver For radio button. Enter/change the values in the Transaction Name, Transaction Status, and Submission From/To Date fields to narrow your search.</p> <p>Click the Populate Grid button. A listing of all requests awaiting your approval will be listed. Locate the new hire approval that was routed to you and click the Approve/Deny link.</p> <p>View My Action Requests</p> <p>Test Supervisor.</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> 
3	<p>On the Action Request page, enter any comments for the person who submitted the request (optional), and click the Approve or Deny button.</p>

Step	Action
	<p>Action Request</p> <p><u>Approval/SOD for Accessions</u></p> <p><u>Employee, Test L.</u></p> <ul style="list-style-type: none"> Review hire data in the Request Information box. To approve a Hire Request, press the Approve button. To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. After a Hire Request has been approved, data will be pushed to DA 8.0. <p>Request Details</p> <p>Employee ID: 1234567</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Request Approvers</p> <p>Approver: 7654321 Test Supervisor</p> <p>Comment:</p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Accessions Hire Approval</p> <p>Accession Hire Request: Pending</p> <p>One Approval level</p> <p>Pending</p> <p> Test Supervisor Initial Approve Action Request</p> <p>As an approver, you must review/audit the personal and job data for the new hire. Personal Data should be audited to ensure that a business address is indicated for the new hire.</p> <p>To review job data, click the 'Click here to view additional request information' link. You can also navigate to: Workforce Administration > Job Information > Job Data using the menu navigation or click the Job Data link in the Core HR pagelet.</p> <p>To review personal data, navigate to: Workforce Administration > Personal Information > Modify a Person or click the Personal Data link in the Core HR pagelet.</p>
4	If no data is missing, the request is approved.

Step	Action
	<div><h3>Action Request</h3><h4>Approval/SOD for Accessions</h4><p><u>Employee, Test L.</u></p><ul style="list-style-type: none">Review hire data in the Request Information box.To approve a Hire Request, press the Approve button.To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.After a Hire Request has been approved, data will be pushed to DA 8.0.<div>Request Details<p>Employee ID: 2114178</p></div><div>Request URL<p>Click here to view additional request information.</p></div><div>Request Approvers<p>Approver: 1234567 Test Supervisor</p></div><p>Comment: <input type="text"/></p><p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p><h4>Accessions Hire Approval</h4><div><p>Accession Hire Request: Approved</p><p>One Approval level</p><div><p>Approved</p><p> Test Supervisor Initial Approve Action Request 06/03/14 - 1:08 PM</p></div></div></div>

Upon approval, the pay group for new hire is automatically updated with a valid 'paying' pay group.

DENYING A NEW HIRE REQUEST

Step	Action
<p>1</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> <p>The requestor can view the errors by using the View My Requests link and selecting the My Submitted Requests radio button.</p> 
<h3>JOB DATA CORRECTIONS</h3>	
<p>2</p>	<p>You 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.</p> <p>On the View My Action Requests page, select:</p> <ul style="list-style-type: none"> ▪ My Submitted Requests = yes ▪ Transaction Name = Approval/SOD for Accessions ▪ Transaction Status = Denied <p>Click the Populate Grid button. Your denied request will be listed. Click the View</p>

Step Action

Details link.

My Submitted Requests
 Requests I am Approver For
 All Requests

Transaction Name: ApprovalSOD for Accessions
 Transaction Status: Denied
 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	View Details

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

Accessions Hire Approval

Accession Hire Request: **Denied** [View/Hide Comments](#)

One Approval level

Denied

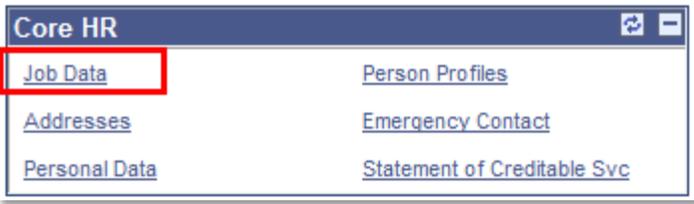
[Test Supervisor](#)
 Initial Approve Action Request
 08/20/15 - 10:34 AM

Comments

SUPERVISOR, Test at 08/20/15 - 10:34 AM
 The following data errors found in the hire transaction. Correct these errors and re-submit the request for Approval.

- 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

3 To correct job data such as employee class, service dates, job code, etc., the **requestor** must navigate to Job Data by clicking the Job Data link in the Core HR pagelet.

Step	Action
	 <p>A screenshot of a web application window titled "Core HR". The window contains a navigation menu with several links: "Job Data", "Person Profiles", "Addresses", "Emergency Contact", "Personal Data", and "Statement of Creditable Svc". The "Job Data" link is highlighted with a red rectangular box.</p>
<p>4</p>	<p>On the search page, enter the member’s employee ID in the EmplID field, click the Correct History checkbox and click Search.</p> <p>Job Data</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</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with 1234567</p> <p>Empl Record: =</p> <p>Name: begins with</p> <p>Last Name: begins with</p> <p>Second Last Name: begins with</p> <p>Alternate Character Name: begins with</p> <p>Middle Name: begins with</p> <p>Business Unit: begins with</p> <p>Department Set ID: begins with</p> <p>Department: begins with</p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
<p>5</p>	<p>Correct the data that caused the approval to fail.</p> <p>If any of the service dates within the Assigned Seniority Dates section need to be corrected and the field is display-only, click the Recalculate Seniority Dates button. This will make the field editable.</p>

Step Action

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

6

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

Work Location **Job Information** Job Labor Payroll Salary Plan Compensation

Employee Empl ID: 1234567
Empl Record: 0

Military Service:

Job Information Find First 1 of 1 Last

Effective Date: 07/28/2015 **Go To Row**

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Conversion Value

Payroll Status: Active Job Indicator: Primary Job Current

*Job Code: P10009 Medical Clinician CLN

Entry Date: 07/28/2015

Supervisor Level:

Supervisor ID: 7654321 Supervisory Position

Reports To:

*Regular/Temporary: Regular *Full/Part: Full-Time

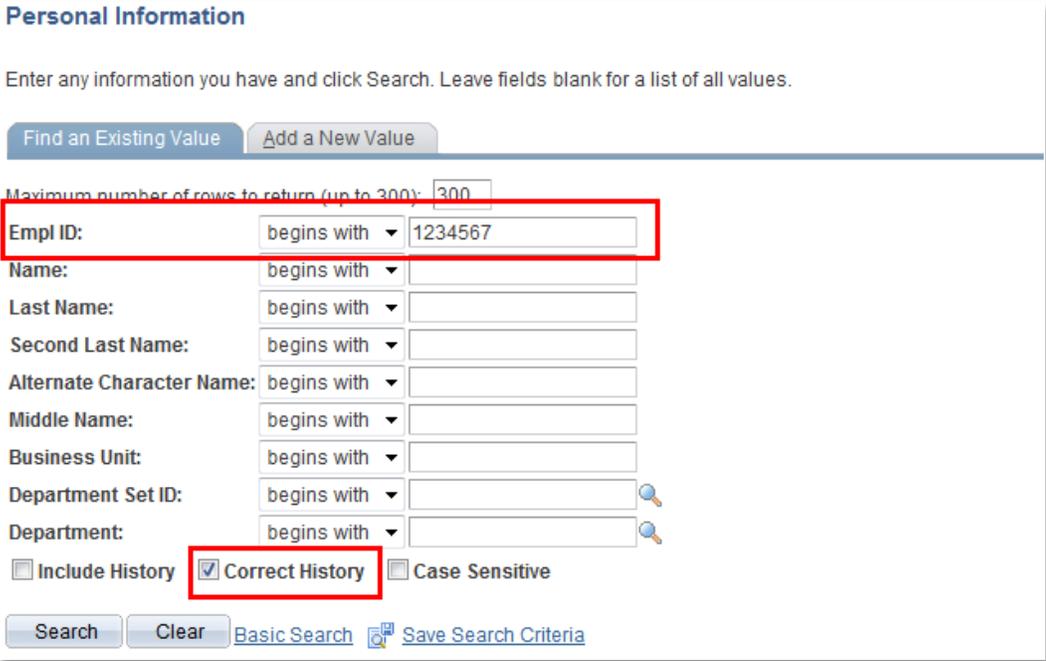
Empl Class: AD *Officer Code: None

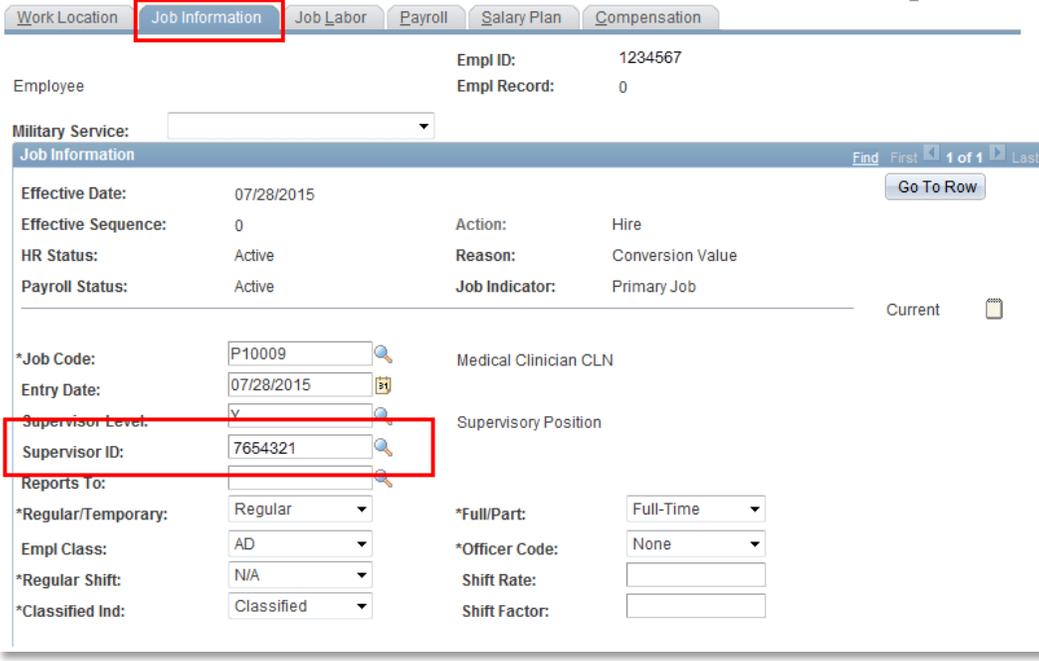
*Regular Shift: N/A Shift Rate:

*Classified Ind: Classified Shift Factor:

7

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

Step	Action
PERSONAL DATA CORRECTIONS	
8	<p>To correct personal data such as business address, the requestor must navigate Personal Data by clicking the Personal Data link in the Core HR pagelet.</p> 
9	<p>On the search page, enter the member's employee ID in the EmplID field, click the Correct History checkbox and click Search.</p> 
10	<p>Correct the data that caused the approval to fail and click the Save button.</p>
11	<p>Navigate to Job Data by clicking the Job Data link in the Core HR pagelet.</p>  <p>! Indicate the approver again in the Supervisor ID field on the Job Information page.</p>

Step	Action
	 <p>The screenshot shows the 'Job Information' tab of a software interface. At the top, there are tabs for 'Work Location', 'Job Information' (highlighted with a red box), 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the 'Employee' section shows 'Empl ID: 1234567' and 'Empl Record: 0'. A 'Military Service' dropdown is set to 'None'. The 'Job Information' section includes fields for 'Effective Date: 07/28/2015', 'Effective Sequence: 0', 'HR Status: Active', and 'Payroll Status: Active'. It also shows 'Action: Hire', 'Reason: Conversion Value', and 'Job Indicator: Primary Job'. A 'Go To Row' button is visible. The 'Supervisor ID' field is highlighted with a red box and contains the value '7654321'. Other fields include '*Job Code: P10009', 'Entry Date: 07/28/2015', 'Supervisor Level: Y', '*Regular/Temporary: Regular', 'Empl Class: AD', '*Regular Shift: N/A', '*Classified Ind: Classified', '*Full/Part: Full-Time', and '*Officer Code: None'. The 'Reports To' field is empty.</p>
12	Click the Save button. Upon save, the request will be re-routed to the approver.

ADD CAN INFORMATION

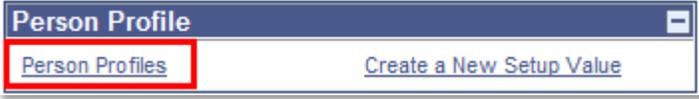
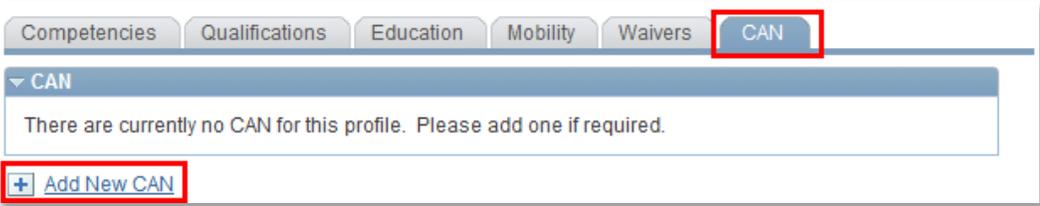
Introduction This section provides procedures for adding a Central Accounting Numbers (CANs) for a new hire.

Menu Path(s) Menu Navigation: Workforce Development > Profile Management > Profiles > Person
Portal Pagelet: Person Profiles > Person Profiles

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/>.
 - 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/>.)
-

Procedure The following steps will show you how to add/modify CAN data for a PHS officer. All fields with an asterisk (*) are required fields.

Step	Action
1	<p>Click the Person Profiles link in the Person Profiles portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Development > Profile Management > Profiles > Person</p> 
2	<p>On the Person Profiles search page, enter the member's employee ID in the EmplID field and click the Search button.</p>
3	<p>In the search results, select the PERSON row.</p> 
4	<p>On the Person Profile page, select the CAN tab and then select the Add New CAN link.</p> 
5	<p>On the Add New CAN page, select</p> <ul style="list-style-type: none"> ▪ Effective Date (when the CAN data applies to the member) ▪ Type = 'CAN' <p>Enter CAN data in the remaining fields.</p>

Step	Action
	<p>Click the Ok button.</p>
<p>6</p>	<p>On the Person Profile page, click the Save button.</p>
<p>7</p>	<p>To correct existing CAN data, click on the link in the Content Type column for the row you wish to modify. To delete CAN data, click on the trash icon for the row you wish to delete. History will not be retained in either case.</p> <p>To update/add a new CAN, Click the Add New CAN link. This will retain history.</p> <p> Only one CAN is allowed per effective date.</p>

ADD SPECIAL PAY OBLIGATED SERVICE INFORMATION

Introduction This section provides procedures for adding obligated service information.

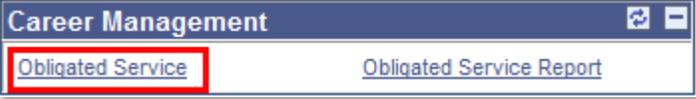
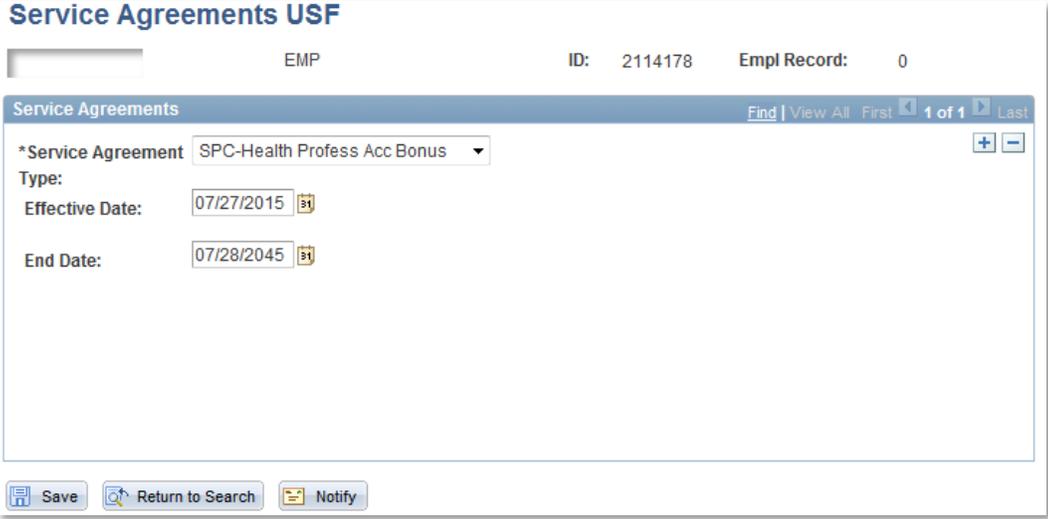
Menu Path(s) Menu Navigation: Workforce Administration > Job Information > Contract Administration > Service Agreements USF

Portal Pagelet: Career Management > Obligated Service

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/>.
 - 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/>.)
-

Procedure The following steps will show you how to add/modify obligated service data for a PHS officer. All fields with an asterisk (*) are required fields.

Step	Action
1	<p>Click the Obligated Service link in the Career Management portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Administration > Job Information > Contract Administration > Service Agreements USF</p> 
2	<p>On the Service Agreements USF search page, enter the member's employee ID in the EmplID field and click the Search button.</p>
3	<p>On the Service Agreement USF page, enter the obligated service data for the member.</p>  <p>Click the '+' icon to add additional service agreement types. When finished, click the Save button.</p>

ADD PRIOR SERVICE DATA

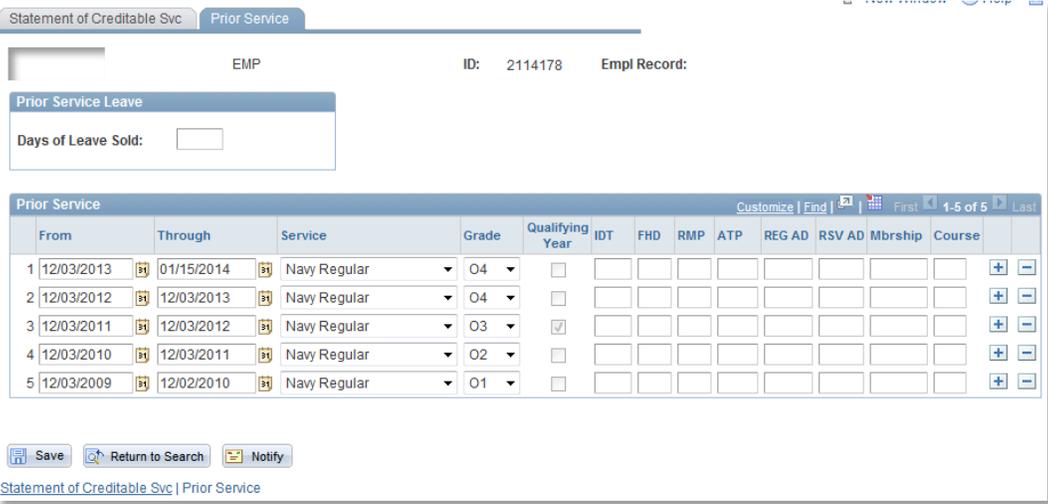
Introduction This section provides procedures for adding prior service data.

Menu Path(s) Menu Navigation: Workforce Administration > Job Information > Statement of Creditable Svc > Statement of Creditable Svc
Portal Pagelet: Core HR > Statement of Creditable Svc

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/>.
 - 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/>.)
-

Procedure The following steps will show you how to add prior service data. Only From, Through, and Service fields are required. Retirement point columns (i.e. Qualifying Year, IDT, FHD, RMP, etc) are not used by PHS and should be left blank.

Step	Action
1	<p>Click the Statement of Creditable Svc link in the Core HR portal pagelet.</p> <p>Enterprise Menu navigation: Workforce Administration > Job Information > Statement of Creditable Svc > Statement of Creditable Svc</p> 
2	<p>On the Statement of Creditable Svc search page, enter the member's employee ID in the EmplID field and click the Search button.</p>
3	<p>Click the Prior Service tab. In the Prior Service section, enter the prior service data. Only From, Through, and Service fields are required.</p> <p>Retirement point columns (i.e. Qualifying Year, IDT, FHD, RMP, etc) are not used by PHS and should be left blank.</p>  <p>Click the Save button.</p> <p> The member must have a finalized pay calendar before the leave sold accumulator can be adjusted. Days of Leave Sold can only be indicated when the member has a prior finalized pay calendar.</p>

GENERATE NEW HIRE ORDER

Introduction This section provides procedures for generating a new hire order. The 'Depart From' address from the officer's personal data record will display as the departing address. If a Depart From address is not indicated, the officer's Home address will be displayed as the departing address on the New Hire Order.

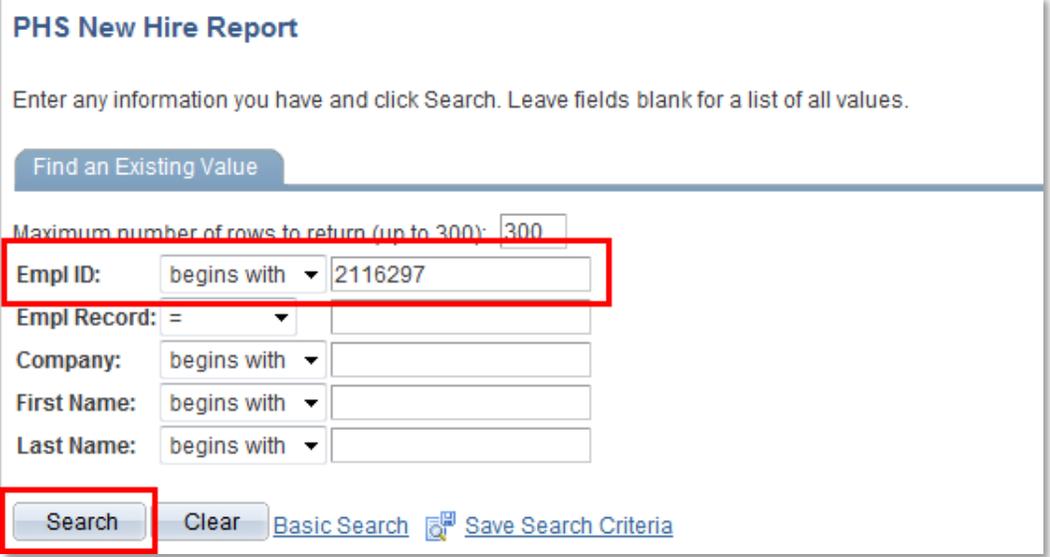
A New Hire Order can be generated for hire and rehire rows anytime **before** the hire/rehire effective date on job data. However, it can only be generated up to 60 days **after** the hire/rehire effective date.

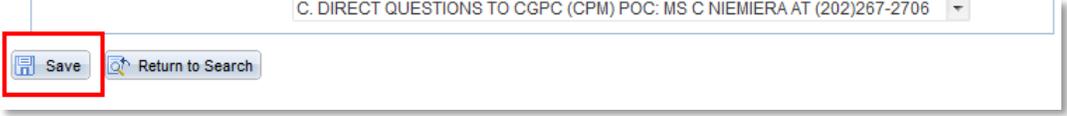
Menu Path(s) Menu Navigation: Orders > PHS New Hire Report

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/>.
 - 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/>.)
-

Procedure The following steps will show you how to generate a New Hire Order for a PHS officer.

Step	Action
1	<p>Navigate to: Orders > PHS New Hire Report</p> 
2	<p>On the search page, enter the member's employee ID in the EmplID field and click the Search button. If the emplID is not known, search for the member by name.</p> 
3	<p>On the PHS New Hire Report page, enter:</p> <ul style="list-style-type: none"> ▪ Contract Clause = enter the contract clause ID. Click the look up icon to search

Step	Action
	<p>for contract clauses.</p> <ul style="list-style-type: none"> ▪ Sequence Number = enter the number for the order in which you want the contract clause(s) to display.  <p>The screenshot shows the 'PHS New Hire Report' form. It includes fields for Employee ID (2116297), First Name (TEST), Last Name (EMPLOYEE), Eff Date (09/30/2015), Department (010915 ACM2), Position (19363302 Program Management Officer), and Job Code (080093 Pharmacist Director). Below this is a table for 'PHS Contract Clauses'. The first row has a 'Contract Clause' of '12W' and a 'Sequence Number' of '1'. The clause text reads: 'A. RANDOM SUBSTITUTIONS NOT AUTHORIZED. REQUESTS FOR SUBSTITUTIONS/CANCELLATIONS/AMENDMENTS MUST BE ADDRESSED TO CGPC (CPM), INFO TQC CHESAPEAKE VA. INCLUDE COURSE TITLE, NBR, AND CLCVN ON SUBJ LINE OF YOUR MSG. SUBS/CANX/AMENDMENTS MUST BE RECEIVED NLT 10 DAYS FOLLOWING RECEIPT OF THESE ORDERS TO ALLOW ENOUGH TIME TO REASSIGN QUOTAS AS NECESSARY. EXCEPTIONS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS FOR MEDICAL AND EMERGENCY LEAVE SITUATIONS. UNITS MUST PROVIDE RATE/NAME/SSN, THE REASON FOR THIS ACTION AND A POC WITH PHONE NUMBER. INCLUDE TRAINING COMMAND AS INFO'. A 'Create New Hire Report' button is visible at the bottom right of the form.</p>
4	<p>To add more contract clauses, click the '+' button to insert additional rows. Use the grid toolbar links to view all contract clauses or switch between rows.</p>  <p>The screenshot shows the 'PHS Contract Clauses' table. The 'View All' button and the '+' button in the grid toolbar are highlighted with a red box.</p>
5	<p>After all clauses are added, click the Save button. The New Hire Order PDF will not display the contract clauses unless it is saved first.</p>  <p>The screenshot shows the 'PHS Contract Clauses' table. The 'Save' button is highlighted with a red box.</p>
6	<p>After saving, click the Create New Hire Report button.</p>

Step	Action								
	<p data-bbox="300 268 479 294">PHS New Hire Report</p> <table border="1" data-bbox="316 325 1339 535"><tr><td>Empl ID: 2116297</td><td>First Name: TEST</td><td>Empl Record: 0</td><td>PHS</td></tr><tr><td>Eff Date: 09/30/2015</td><td>Last Name: EMPLOYEE</td><td>Gender: Female</td><td></td></tr></table> <p data-bbox="316 430 779 535">Department: 010915 ACM2 Position: 19363302 Program Management Officer Job Code: 080093 Pharmacist Director</p> <p data-bbox="1112 493 1339 535">Create New Hire Report</p> <p data-bbox="316 541 1339 609">PHS Contract Clauses Find View All First 1 of 6 Last A RANDOM SUBSTITUTIONS NOT AUTHORIZED. REQUESTS FOR</p> <p data-bbox="289 640 1388 745">If no pop-up blocker message displays, proceed to the next step. If a pop-up blocker message displays select 'Allow Once' or 'Options for this site' to allow the PDF to display. This will reset the page and steps 2-3 must be repeated.</p> <p data-bbox="300 766 1388 829">Internet Explorer blocked a pop-up from [redacted] Allow once Options for this site</p>	Empl ID: 2116297	First Name: TEST	Empl Record: 0	PHS	Eff Date: 09/30/2015	Last Name: EMPLOYEE	Gender: Female	
Empl ID: 2116297	First Name: TEST	Empl Record: 0	PHS						
Eff Date: 09/30/2015	Last Name: EMPLOYEE	Gender: Female							
7	<p data-bbox="289 871 1372 966">After clicking the Go button, a Windows message will display. Select the appropriate option. If 'Open' is selected, the New Hire Report order will display as a PDF in a new window.</p> <p data-bbox="289 987 1404 1092">The 'Depart From' address from the officer's personal data record will display as the departing address. If a Depart From address is not indicated, the officer's Home address will be displayed as the departing address on the New Hire Order.</p> <p data-bbox="300 1123 1388 1207">Do you want to open or save 3HCDGQ555RGWACPEQUY7W_CG_NHIRE_RPT.pdf (11.6 KB) from [redacted] ? Open Save Cancel</p>								

APPENDIX A – VALID OFFICER JOB CODES (TEMP GRADES) FOR OFFICERS as of 12/17/15

PHS DIRECT ACCESS JOB CODES (TEMP GRADE) BY CATEGORY												
JOB FAMILY	DESCRIPTION	Pay Grade/Rank	O10 ADM	O9 VADM	O8 RADM	O7 RADM	O6 CAPT	O5 CDR	O4 LCDR	O3 LT	O2 LTJG	O1 ENS
		Title	Surgeon General	Asst Surgeon General	Asst Surgeon General	RADM	Director	Senior	Full	Sr. Asst	Asst	Jr. Asst
DENTAL												
DENT	Dental			020090	020091	020092	020093	020094	020095	020096	020097	020098
DIETITIAN												
DIET	Dietitian			090090	090091	090092	090093	090094	090095	090096	090097	090098
ENGINEER												
ENG	Engineer			040090	040091	040092	040093	040094	040095	040096	040097	040098
ENVIRONMENTAL HEALTH OFFICER												
EHO	Environmental Health Officer			060090	060091	060092	060093	060094	060095	060096	060097	060098
HEALTH SERVICES OFFICER												
HSOCH	Chemist			0H0190	0H0191	0H0192	0H0193	0H0194	0H0195	0H0196	0H0197	0H0198
HSODH	Dental Hygienist			0H0290	0H0291	0H0292	0H0293	0H0294	0H0295	0H0296	0H0297	0H0298
HSOEPI	Epidemiologist			0H1690	0H1691	0H1692	0H1693	0H1694	0H1695	0H1696	0H1697	0H1698
HSOGEN	HSO-General			0H1790	0H1791	0H1792	0H1793	0H1794	0H1795	0H1796	0H1797	0H1798
HSOHCA	Health Care Administrator			0H1590	0H1591	0H1592	0H1593	0H1594	0H1595	0H1596	0H1597	0H1598
HSOHSG	Human Scientist-Gerantologist			0H0590	0H0591	0H0592	0H0593	0H0594	0H0595	0H0596	0H0597	0H0598
HSOIT	Information Technologist			0H0690	0H0691	0H0692	0H0693	0H0694	0H0695	0H0696	0H0697	0H0698
HSOMB	Microbiologist			0H0890	0H0891	0H0892	0H0893	0H0894	0H0895	0H0896	0H0897	0H0898
HSOMPH	Masters in Public Health			0H1490	0H1491	0H1492	0H1493	0H1494	0H1495	0H1496	0H1497	0H1498
HSOMRA	Medical Records Admin			0H1290	0H1291	0H1292	0H1293	0H1294	0H1295	0H1296	0H1297	0H1298
HSOMT	Medical Technologist			0H0790	0H0791	0H0792	0H0793	0H0794	0H0795	0H0796	0H0797	0H0798
HSOOPT	Optometrist			0H0390	0H0391	0H0392	0H0393	0H0394	0H0395	0H0396	0H0397	0H0398
HSOPA	Physician Assistant			0H0490	0H0491	0H0492	0H0493	0H0494	0H0495	0H0496	0H0497	0H0498
HSOPHR	Pharmacologist			0H0990	0H0991	0H0992	0H0993	0H0994	0H0995	0H0996	0H0997	0H0998

PHS DIRECT ACCESS JOB CODES (TEMP GRADE) BY CATEGORY

JOB FAMILY	DESCRIPTION	Pay Grade/Rank	O10 ADM	O9 VADM	O8 RADM	O7 RADM	O6 CAPT	O5 CDR	O4 LCDR	O3 LT	O2 LTJG	O1 ENS
		Title	Surgeon General	Asst Surgeon General	Asst Surgeon General	RADM	Director	Senior	Full	Sr. Asst	Asst	Jr. Asst
HSOPOD	Podiatrist			0H1390	0H1391	0H1392	0H1393	0H1394	0H1395	0H1396	0H1397	0H1398
HSOPSY	Psychologist			0H1090	0H1091	0H1092	0H1093	0H1094	0H1095	0H1096	0H1097	0H1098
HSOSW	Social Worker			0H1190	0H1191	0H1192	0H1193	0H1194	0H1195	0H1196	0H1197	0H1198
MEDICAL												
MED	Surgeon		010089	010090	010091	010092	010093	010094	010095	010096	010097	010098
NURSE												
NURSE	Nurse Officer			030090	030091	030092	030093	030094	030095	030096	030097	030098
PHARMACIST												
PHARM	Pharmacist			080090	080091	080092	080093	080094	080095	080096	080097	080098
RESEARCH OFFICER GROUP												
ROGASS	ROG Associate			0R0190	0R0191	0R0192	0R0193	0R0194	0R0195	0R0196	0R0197	0R0198
ROGFEL	ROG Fellow			0R0290	0R0291	0R0292	0R0293	0R0294	0R0295	0R0296	0R0297	0R0298
ROGTEN	ROG Tenure			0R0490	0R0491	0R0492	0R0493	0R0494	0R0495	0R0496	0R0497	0R0498
ROGTTR	ROG Tenure Track			0R0390	0R0391	0R0392	0R0393	0R0394	0R0395	0R0396	0R0397	0R0398
SCIENTIST												
SCIBEH	Behavioral Scientist			050290	050291	050292	050293	050294	050295	050296	050297	050298
SCIBIO	Biological Scientist			050390	050391	050392	050393	050394	050395	050396	050397	050398
SCICHM	Chemical Scientist			050490	050491	050492	050493	050494	050495	050496	050497	050498
SCIENV	Environmental Health Scientist			050690	050691	050692	050693	050694	050695	050696	050697	050698
SCIEPI	Epidemiological Scientist			051090	051091	051092	051093	051094	051095	051096	051097	051098
SCIGEN	General Health Scientist			050190	050191	050192	050193	050194	050195	050196	050197	050198
SCIMTH	Mathematical Scientist			050990	050991	050992	050993	050994	050995	050996	050997	050998
SCINTR	Nutritional Scientist			050590	050591	050592	050593	050594	050595	050596	050597	050598
SCIPH	Public Health Scientist			050790	050791	050792	050793	050794	050795	050796	050797	050798
SCIPRM	Pharmacological Scientist			050890	050891	050892	050893	050894	050895	050896	050897	050898
THERAPIST												

PHS DIRECT ACCESS JOB CODES (TEMP GRADE) BY CATEGORY												
JOB FAMILY	DESCRIPTION	Pay Grade/Rank	O10 ADM	O9 VADM	O8 RADM	O7 RADM	O6 CAPT	O5 CDR	O4 LCDR	O3 LT	O2 LTJG	O1 ENS
		Title	Surgeon General	Asst Surgeon General	Asst Surgeon General	RADM	Director	Senior	Full	Sr. Asst	Asst	Jr. Asst
THRAUD	Audiologist Therapist			0T0390	0T0391	0T0392	0T0393	0T0394	0T0395	0T0396	0T0397	0T0398
THROCC	Occupational Therapist			0T0290	0T0291	0T0292	0T0293	0T0294	0T0295	0T0296	0T0297	0T0298
THRPHY	Physical Therapist			0T0190	0T0191	0T0192	0T0193	0T0194	0T0195	0T0196	0T0197	0T0198
THRRES	Respiratory Therapist			0T0490	0T0491	0T0492	0T0493	0T0494	0T0495	0T0496	0T0497	0T0498
THRSLP	Speech Language Pathology Therapist			0T0590	0T0591	0T0592	0T0593	0T0594	0T0595	0T0596	0T0597	0T0598
VETERINARIAN												
VET	Veterinarian			070090	070091	070092	070093	070094	070095	070096	070097	070098