

PHS Statement of Creditable Service (SOCS) and Prior Service User Guide



Version 1.0

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UPDATE CREDITABLE SERVICE DATES

Introduction The Statement of Creditable Service component provides the ability to change the following:

- Service Dates
- Prior Service Data

Service Dates are initially set during the new hire process. If these dates need to be adjusted after a new hire is saved/approved in DA, it must be done using the Statement of Creditable Service page. This page allows the following dates to be updated:

Active Duty Base Date	Military Service Date
Creditable Service Date	Commissioned Corps Date
Current AD Date	Promotion Credit Date
DIEMS Date	Pay Base Date
Expected AD Term Date	Seniority Credit Date
Expected Loss Date	Training & Experience Date

Any updates to these dates require an approval for the changes to take effect. If other dates not on this list need to be updated, you must contact the PPC. Refer to the PHS Accessions user guide for a full list of the PHS service dates.

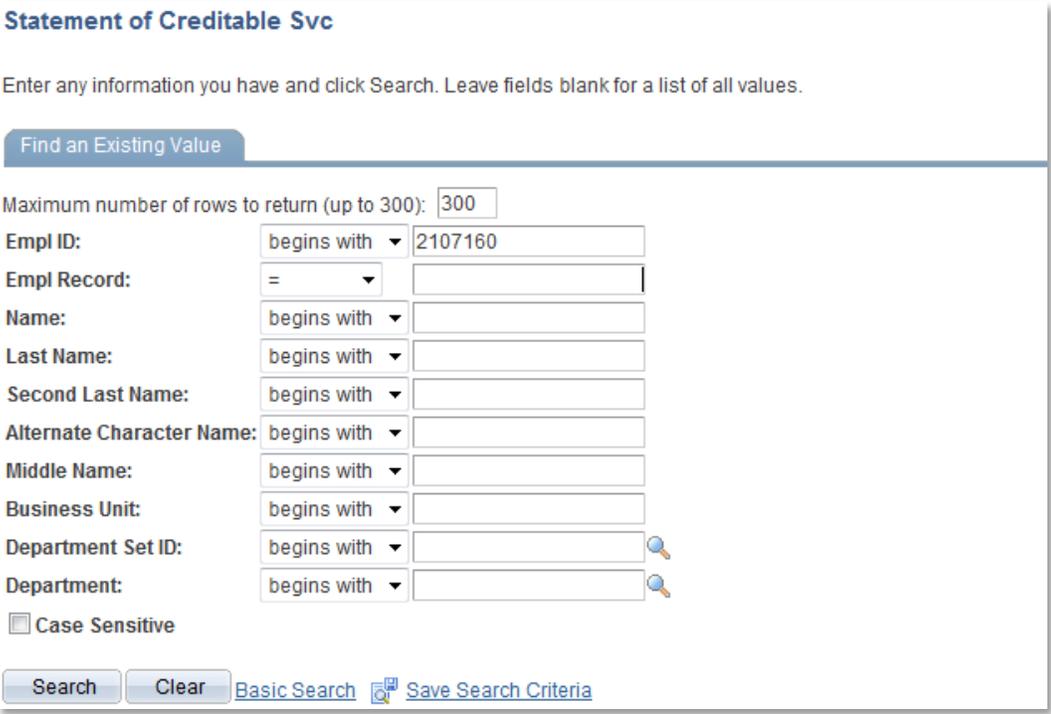
Menu Path(s) Menu Navigation: Workforce Administration > Job Information > Statement of Creditable Svc > Statement of Creditable Svc

Portal Pagelet: Core HR

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 update service dates. All fields are optional.

Step	Action
1	<p>Click the Statement of Creditable Svc link in the Core HR portal pagelet.</p> 
2	<p>On the Find an Existing Value tab, enter/select:</p> <ul style="list-style-type: none"> ▪ Empl ID = enter/select the employee ID of the member. If Empl ID is unknown, search for the member using the other search fields.  <p>Click the Search button.</p>
3	<p>On the Statement of Creditable Svc page, make adjustments to the appropriate dates.</p>

Step Action

Statement of Creditable Svc **Prior Service**

TEST EMPLOYEE EMP ID: 2107160 Empl Record: 0

Find | View All First 1 of 1 Last

Effective Date: 04/03/2015
 Effective Sequence: 0 SOCS Date:
 Labor Agreement: PHS

Seniority Dates Customize | First 1-12 of 12 Last

Seniority Date	Labor Seniority Date
ACTIVE DUTY BASE DATE	06/30/2013
CREDITABLE SERVICE DAT	06/30/2010
CURRENT AD DATE	06/30/2013
DIEMS DATE	06/30/2013
EXPECTED AD TERM DATE	06/30/2043
EXPECTED LOSS DATE	06/30/2043
MILITARY SERVICE DATE	06/30/2013
COMMISSIONED CORPS DATE	06/30/2013
PROMOTION CREDIT DATE	06/30/2013
PAY BASE DATE	06/30/2013
SENIORITY CREDIT DATE	06/30/2013
TRAINING EXPERIENCE DATE	07/01/2002

Submit for Approval

- 
 Upon approval, the system will automatically insert a new row into the member's job data record with an **Effective Date** = the date of when the request was submitted for approval and **Action/Reason** = 'Data Change/SOCS'.
- The Pay Base Date will automatically update the Salary Step field on the member's job data record based on longevity rules.

Click the **Submit for Approval** button.

APPROVE/DENY SERVICE DATE CHANGE REQUEST

Introduction This section provides procedures for approving/denying a creditable service date change request.

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

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/deny a service date change.

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:</p> <ul style="list-style-type: none"> ▪ Requests I am Approver For = Yes ▪ Transaction Name = PHS SOCS Approval ▪ Transaction Status = Pending  <p>Enter a Submission From Date and/or Submission To Date to further filter your results. These fields are optional.</p> <p>Click the Populate Grid button. All approval requests matching the Transaction Name will be listed in the search results grid.</p>
3	<p>In the search results grid, click the Approve/Deny link.</p>  <p>The approval page will display in a new browser tab or window.</p>
4	<p>On the Action Request page, enter any comments and click the Approve or Deny button. As an approver, you must review/audit the details.</p>

Step	Action												
	<div data-bbox="289 279 1339 1096"> <p>Action Request</p> <p>PHS SOCS Approval</p> <p><u>TEST EMPLOYEE</u></p> <p>1. Please verify the Service dates information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button.</p> <div data-bbox="321 485 1318 590"> <p>Request Details</p> <p>Effective Date: 04/03/2015 Effective Seq: 0 Labor Agreement: PHS</p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="321 653 1318 884"> <p>Request Information</p> <table border="0"> <tr> <td>Active Duty BaseDt: 06/30/2013</td> <td>Expected AD TermDt: 06/30/2043</td> </tr> <tr> <td>Creditable Svc Dt: 06/30/2005</td> <td>Commissioned Corps: 06/30/2013</td> </tr> <tr> <td>Current AD Dt: 06/30/2013</td> <td>Promotion Credit: 06/30/2010</td> </tr> <tr> <td>DIEMS Date: 06/30/2013</td> <td>Pay Base Dt: 06/30/2010</td> </tr> <tr> <td>Expected Loss Dt: 06/30/2043</td> <td>Seniority CreditDt: 06/30/2010</td> </tr> <tr> <td>Military ServiceDt: 06/30/2013</td> <td>Trng Experience Dt: 07/01/2000</td> </tr> </table> </div> <div data-bbox="321 905 1318 968"> <p>Request Approvers</p> <p>Approver: 2052200 TEST APPROVER</p> </div> <p>Comment: <input type="text"/></p> <div data-bbox="321 1041 677 1087"> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> </div> </div>	Active Duty BaseDt: 06/30/2013	Expected AD TermDt: 06/30/2043	Creditable Svc Dt: 06/30/2005	Commissioned Corps: 06/30/2013	Current AD Dt: 06/30/2013	Promotion Credit: 06/30/2010	DIEMS Date: 06/30/2013	Pay Base Dt: 06/30/2010	Expected Loss Dt: 06/30/2043	Seniority CreditDt: 06/30/2010	Military ServiceDt: 06/30/2013	Trng Experience Dt: 07/01/2000
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<p>5</p>	<p>If the request was approved/denied successfully, a confirmation will display in the PHS SOCS Approval section.</p> <div data-bbox="289 1220 1339 1524"> <p>PHS SOCS Approval</p> <div data-bbox="358 1272 1325 1514"> <p>SOCS Approval Request: Approved</p> <p>One Level Approval</p> <div data-bbox="375 1367 727 1493"> <p>Approved</p> <p>✓ APPROVER, Test PHS_SPOSUP Approvers 11/01/15 - 7:05 PM</p> </div> </div> </div>												

Step	Action																																																
6	<p>Upon approval, the system will automatically insert a new row into the member's job data record with an Effective Date = the date of when the request was submitted for approval and Action/Reason = 'Data Change/SOCS'.</p> <p>The service fields will be updated with the values indicated in the approved request. Updating the Pay Base Date will automatically update the Salary Step (upon approval) based upon the following:</p> <table border="1" data-bbox="415 516 1300 1089"> <thead> <tr> <th data-bbox="415 516 537 562">Step</th> <th data-bbox="537 516 859 562">Years of Service</th> <th data-bbox="859 516 980 562">Step</th> <th data-bbox="980 516 1300 562">Years of Service</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 562 537 611">1</td> <td data-bbox="537 562 859 611">2 or Less</td> <td data-bbox="859 562 980 611">12</td> <td data-bbox="980 562 1300 611">Over 20</td> </tr> <tr> <td data-bbox="415 611 537 659">2</td> <td data-bbox="537 611 859 659">Over 2</td> <td data-bbox="859 611 980 659">13</td> <td data-bbox="980 611 1300 659">Over 22</td> </tr> <tr> <td data-bbox="415 659 537 707">3</td> <td data-bbox="537 659 859 707">Over 3</td> <td data-bbox="859 659 980 707">14</td> <td data-bbox="980 659 1300 707">Over 24</td> </tr> <tr> <td data-bbox="415 707 537 756">4</td> <td data-bbox="537 707 859 756">Over 4</td> <td data-bbox="859 707 980 756">15</td> <td data-bbox="980 707 1300 756">Over 26</td> </tr> <tr> <td data-bbox="415 756 537 804">5</td> <td data-bbox="537 756 859 804">Over 6</td> <td data-bbox="859 756 980 804">16</td> <td data-bbox="980 756 1300 804">Over 38</td> </tr> <tr> <td data-bbox="415 804 537 852">6</td> <td data-bbox="537 804 859 852">Over 8</td> <td data-bbox="859 804 980 852">17</td> <td data-bbox="980 804 1300 852">Over 30</td> </tr> <tr> <td data-bbox="415 852 537 900">7</td> <td data-bbox="537 852 859 900">Over 10</td> <td data-bbox="859 852 980 900">18</td> <td data-bbox="980 852 1300 900">Over 32</td> </tr> <tr> <td data-bbox="415 900 537 949">8</td> <td data-bbox="537 900 859 949">Over 12</td> <td data-bbox="859 900 980 949">19</td> <td data-bbox="980 900 1300 949">Over 34</td> </tr> <tr> <td data-bbox="415 949 537 997">9</td> <td data-bbox="537 949 859 997">Over 14</td> <td data-bbox="859 949 980 997">20</td> <td data-bbox="980 949 1300 997">Over 36</td> </tr> <tr> <td data-bbox="415 997 537 1045">10</td> <td data-bbox="537 997 859 1045">Over 16</td> <td data-bbox="859 997 980 1045">21</td> <td data-bbox="980 997 1300 1045">Over 48</td> </tr> <tr> <td data-bbox="415 1045 537 1089">11</td> <td data-bbox="537 1045 859 1089">Over 18</td> <td data-bbox="859 1045 980 1089">22</td> <td data-bbox="980 1045 1300 1089">Over 40</td> </tr> </tbody> </table> <p data-bbox="285 1161 906 1192">All other data will be retained from the prior row.</p>	Step	Years of Service	Step	Years of Service	1	2 or Less	12	Over 20	2	Over 2	13	Over 22	3	Over 3	14	Over 24	4	Over 4	15	Over 26	5	Over 6	16	Over 38	6	Over 8	17	Over 30	7	Over 10	18	Over 32	8	Over 12	19	Over 34	9	Over 14	20	Over 36	10	Over 16	21	Over 48	11	Over 18	22	Over 40
Step	Years of Service	Step	Years of Service																																														
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11	Over 18	22	Over 40																																														

UPDATE PRIOR SERVICE DATA

Introduction This section provides procedures for updating prior service data for a PHS member. Changes to prior service data do not require an approval.

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

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 update 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> 
2	<p>On the Find an Existing Value tab, enter/select:</p> <ul style="list-style-type: none"> ▪ Empl ID = enter/select the employee ID of the member. <p>Statement of Creditable Svc</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p>Click the Search button.</p>
3	<p>Click the Prior Service tab. In the Prior Service section, enter/update 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>

Step Action

Statement of Creditable Svc | **Prior Service**

TEST EMPLOYEE EMP ID: 2107160 Empl Record:

Prior Service Leave

Days of Leave Sold:

	From	Through	Service	Grade	Qualifying Year	IDT	FHD	RMP	ATP	REG AD	RSV AD	Mbrship	Course	
1	01/01/2005	12/31/2006	National Guard		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -							
2	01/01/2007	12/31/2012	Navy Reserve		<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ -							

Save Return to Search Notify

Statement of Creditable Svc | Prior Service

Click the **Save** button. No approvals are required for this transaction.



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.

4 Use the '+ / - ' icons to insert rows, as necessary.

APPENDIX A – PAY BASE DATE AND SALARY STEP EXAMPLE

The following member is an O1 with a little over one year of service (noted in Step field) and her Step Entry Date is 8/18/2012.

Employee: 2094707
Empl Record: 0

Salary Plan
Effective Date: 01/01/2014
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Pay Rate Change
Reason: Adjustment
Job Indicator: Primary Job

Rank: [] Rank Entry Date: []
Worn Rank: []
Worn Rank Type: []
Skill Grade: []

Salary Admin Plan: OFF
Grade: O1
Step: 1
Grade Entry Date: 08/18/2012
Step Entry Date: 08/18/2012

Includes Wage Progression Rule

The years of service (step) and step entry date were determined by her Pay Base Date of 8/18/2012.

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ROTATION DATE		[]	<input checked="" type="checkbox"/>	[]
PAY BASE DATE		08/18/2012	<input checked="" type="checkbox"/>	[]

Her current Step:

2014 04 01
- 2012 08 18
1 yr 7 mths 14 days

Since the monthly basic pay table below goes from 1 to 2 years of service (which she hasn't met yet), her step would be 1.

Step Entry Dates throughout her career:

Step	Step Entry Date	
< 2	8/18/2012	This is reflected now on her current JOB row.
2	8/18/2014	Her next step increase which will be updated via the longevity app

engine process during EOM August 2014. A Job row will be created to update her Step to 2 and her Step Entry Date to 8/18/2014 and her compensation.

- 3 8/18/2015
- 4 8/18/2016

Since her Step is 1 and she's an O1, her monthly compensation is \$2,905.20.

The screenshot displays a compensation record with the following details:

- Effective Date:** 01/01/2014
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Action:** Pay Rate Change
- Reason:** Adjustment
- Job Indicator:** Primary Job
- Current** (status)
- Compensation Rate:** 1,452.60 USD
- *Frequency:** S Semimonthly

The **Pay Components** table is shown below:

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	2,905.200000	USD	M			

This would be correct based off of the 2014 monthly basic pay table:

Longevity Steps on the pay table.

1.0% increase

MONTHLY BASIC PAY TABLE
EFFECTIVE 1 JANUARY 2014

PAY GRADE	YEARS OF SERVICE																						
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	
COMMISSIONED OFFICERS																							
O-10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16072.20	16150.50	16486.80	17071.50	17071.50	17925.30	17925.30	18821.10	18821.10	19762.50	19762.50
O-9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14056.80	14259.90	14552.10	15062.40	15062.40	15816.00	15816.00	16606.80	16606.80	17436.90	17436.90
O-8	9946.20	10272.00	10488.30	10548.60	10818.60	11269.20	11373.90	11802.00	11924.70	12293.40	12827.10	13319.10	13647.30	13647.30	13647.30	13647.30	13899.00	13899.00	14338.50	14338.50	14338.50	14338.50	14338.50
O-7	8264.40	8646.40	8826.00	8967.30	9222.90	9475.80	9767.70	10059.00	10351.20	11269.20	12043.80	12043.80	12043.80	12043.80	12105.60	12105.60	12347.70	12347.70	12347.70	12347.70	12347.70	12347.70	12347.70
O-6	6125.40	6729.60	7171.20	7171.20	7198.50	7507.20	7547.70	7547.70	7976.70	8735.10	9180.30	9625.20	9878.40	10134.60	10632.00	10632.00	10844.10	10844.10	10844.10	10844.10	10844.10	10844.10	10844.10
O-5	5106.60	5752.50	6190.60	6225.60	6474.30	6622.80	6949.50	7189.50	7499.70	7974.00	8199.30	8422.20	8675.70	8975.70	9675.70	9675.70	9675.70	9675.70	9675.70	9675.70	9675.70	9675.70	9675.70
O-4	4405.80	5100.30	5440.80	5516.40	5832.30	6171.00	6593.10	6921.30	7149.60	7280.70	7356.60	7356.60	7356.60	7356.60	7356.60	7356.60	7356.60	7356.60	7356.60	7356.60	7356.60	7356.60	7356.60
O-3	3873.90	4391.40	4739.70	5167.80	5415.30	5687.10	5862.60	6151.50	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40	6302.40
O-2	3347.10	3812.10	4390.50	4538.70	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30	4632.30
O-1	2905.20	3024.00	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50	3655.50
COMMISSIONED OFFICERS WITH OVER 4 YEARS ACTIVE DUTY SERVICE AS AN ENLISTED MEMBER OR WARRANT OFFICER																							
O-3E	0.00	0.00	0.00	5167.80	5415.30	5687.10	5862.60	6151.50	6355.40	6535.50	6726.00	6726.00	6726.00	6726.00	6726.00	6726.00	6726.00	6726.00	6726.00	6726.00	6726.00	6726.00	6726.00
O-2E	0.00	0.00	0.00	4538.70	4632.30	4779.90	5028.60	5220.90	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30	5364.30
O-1E	0.00	0.00	0.00	3655.50	3903.30	4047.90	4195.20	4340.10	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70	4538.70
WARRANT OFFICERS																							
W-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7118.40	7479.69	7748.40	8046.30	8046.30	8448.90	8448.90	8871.00	8871.00	9315.00	9315.00
W-4	4002.50	4306.50	4429.80	4551.60	4761.00	4968.30	5178.00	5493.90	5770.50	6033.90	6249.30	6459.30	6768.00	7021.80	7311.00	7311.00	7457.10	7457.10	7457.10	7457.10	7457.10	7457.10	7457.10
W-3	3655.80	3808.20	3964.50	4015.80	4179.60	4501.80	4837.20	4995.00	5177.70	5366.10	5704.50	5933.10	6069.90	6215.40	6413.10	6413.10	6413.10	6413.10	6413.10	6413.10	6413.10	6413.10	6413.10
W-2	3234.90	3540.90	3635.40	3699.90	3909.90	4236.00	4397.40	4556.40	4751.10	4902.90	5040.60	5205.30	5313.60	5399.70	5399.70	5399.70	5399.70	5399.70	5399.70	5399.70	5399.70	5399.70	5399.70
W-1	2839.80	3145.20	3227.40	3401.10	3606.60	3909.30	4050.60	4247.70	4442.40	4595.40	4735.80	4906.80	4906.80	4906.80	4906.80	4906.80	4906.80	4906.80	4906.80	4906.80	4906.80	4906.80	4906.80
ENLISTED MEMBERS																							

If a SOCS is completed/approved on her on 4/1/2014 and it changes her PBD to 8/15/2010, her Step would need be changed from 1 to 3 years and her Step Entry Date would need to be changed to 8/15/2013 (since her last longevity would have been that date (she would have went over 3 years on that date)).

Step:

- 2014 04 01
- 2010 08 15 (new date)
3 yrs 7 mths 17 days

Since the monthly basic pay table below goes from 3 to 4 years of service (which she hasn't met yet), her step would be 3.

If her PBD would have initially been correct, her Step Entry Dates throughout her career would have been:

<u>Step</u>	<u>Step Entry Date</u>	
< 2	8/15/2010	
2	8/15/2012	
3	8/15/2013	This is what would be reflected in her new JOB row that was created by the SOCS approval.
4	8/15/2014	Her next step increase which will be updated via the longevity app engine process during mid-month August 2014. A Job row will be created to update her Step to 4 and her Step Entry Date to 8/15/2014 and her compensation.
6	8/15/2016	

Based on the SOCS approval, a new JOB row would be created 4/1/2014 and her PBD would show 8/15/2010

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ROTATION DATE			<input checked="" type="checkbox"/>	
PAY BASE DATE		08/15/2010	<input checked="" type="checkbox"/>	

Her Step would be changed to 3 and her Step Entry Date would be changed to 8/15/2013:

Military

Rank: Rank Entry Date:

Worn Rank:

Worn Rank Type:

Skill Grade:

Salary Admin Plan: OFF

Grade: 01 Grade Entry Date: 08/18/2012

Step: 3 Step Entry Date: 08/15/2013

Includes Wage Progression Rule

Based on the step increase, her monthly compensation would change to the following (based on 2014 monthly basic pay table):

Military Service:

Compensation

Effective Date: 04/01/2014 Go To Row

Effective Sequence: 0 **Action:** Pay Rate Change

HR Status: Active **Reason:** Adjustment

Payroll Status: Active **Job Indicator:** Primary Job

Compensation Rate: 1,827.75 ***Frequency:** S Semimonthly

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	1	3,655.500000	USD	M			

Reconciliation would have to be done by MAS to determine how much she was underpaid prior to 4/1/2014. They would figure out what she was actually paid and what she should have got paid and then do the necessary adjustments via OTPI (if it ends up being an overall credit (which it would in her case)) or EABP (if it ends up being a debt (PBD was changed to a later date than an earlier date; i.e., went from 4/1/2010 to 4/1/2012)). There are other payroll elements that would be affected since longevity is part of their formula.