Enclosure (3)
Accession Tips, Problems and Error Messages

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Overview

Before you begin

This guide is designed to help assist you in the completion of your Hire or REHIRE. It is not going to teach you how to complete a Hire or REHIRE. For that, it is recommended you review the Accession procedures and online tutorial located on the PSC website: http://www.uscg.mil/hq/psc/pd.asp.

Discussion

This guide will help troubleshoot problems you are experiencing with your Hire or Rehire and assist you with the Hire or Rehire process. This guide also provides a checklist to assist you in the documents and actions you will need to complete when completing a Hire or REHIRE. As well as helpful information on certain actions which need to be complete when completing a Hire or Rehire.

General Information Regarding Accessions

Menu path   All Hires and Rehires require 3 separate components for completion and must be completed in the below order. All 3 of these components are accessible by going: Home>Develop Workforce>Recruit Workforce>Use>

Discharges and Orders for Rehires   When conducting a REHIRE, the Discharge must be completed first. The normal progression when completing REHIRES is Discharge, REHIRE and Transfer. A REHIRE must be completed in that order. Also, the Assignment Officer will normally issue transfer orders prior to REHIRE, it is important that you do NOT approve these orders prior to REHIRE as the orders will default to member's current EMPL Class. You'll want to approve them AFTER the REHIRE has been complete.

About Applicant Data   In the Applicant Data section you will establish an Application ID. This is not to be confused with an Employee ID. For REHIRES, you normally place the EMPLID in the bottom box of the Add a New Value screen. However, there are personnel, when you try to Rehire them that will show they have an existing APP ID and it will be the EMPLID. You CANNOT hire anyone using their EMPLID as their APP ID. It simply will not work.

You will need to click the Add a New Value button. If member has an existing APP ID, ensure it says Active next to it vice Hired and verify the application status date next to it. If it says Hired you cannot use this App ID and you need to verify if member was not already Hired if the Application Status Date matches the actual Hire Date. For new Hires the Application Status date is not important, for Rehires the app status date must be the same as the actual Hire date.

General Information Regarding Accessions, Continued

About Applicant Data (continued)

This function can be completed by the HRS or HRS SUP.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Applicant Data**

Applicant Data

Find an Existing Value

Applicant ID: [ ]
Application Date: [ ] 📅
Name: [ ]
Last Name: [ ]
Alternate Character Name: [ ]
Applicant Status: [▾]
Application Status: [▾]
EmplID: [ ] 🔍
☐ Case Sensitive
☐ Correct History

[Search] [Clear] Basic Search

Add a New Value

About Applicant Contract Date

In the Applicant Contract section you will establish the member's contract term and dates of service. The date of the contract is the date the member is officially signing a document affiliating with the US Coast Guard. It is very common for DCOs to sign their Oath of Office's a month in advance of attending DCO school. The date of the contract must match the date specified in their acceptance letter.

This function can be completed by the HRS or HRS SUP.

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General Information Regarding Accessions, Continued

Hire Applicant   The Hire Applicant function is the final step of the Hire process. It will submit the Hire Reporting Endorsement on Orders transaction (8c) and contract data to JUMPS as well as update all the individual components of Direct Access. All data must be correct in the first 2 steps (Applicant Data & Applicant Contract Data) in order for this step to be completed Successfully.

This function can be completed by the HRS SUP only and is NOT viewable to the HRS. All HRS personnel must notify their HRS SUP to complete the Hire Applicant portion of the REHIRE/HIRE.

Common Problems with Rehires

1. Requisition Numbers

1. Obtaining a job requisition number or when the search for a job requisition number returns with “No Matching Values”.

Verify first with the issuing auth that the position number/Job requisition is correct.

After that, if the position/requisition number is correct the HRS SUP must complete the following steps as the HRS will not have access to this area of Direct Access to open the Job Requisition.

To open a Job req number, here are the steps:

Step 1. Navigate to the following path:

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Job Requisition Data

Step 2. Input the Position number in the Search Screen and click the “Correct History” checkbox before hitting Search.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Job Requisition Data

Job Requisition Data

Find an Existing Value

Position Number: 00035070

☑ Correct History

Job Requisition #:
Job Requisition Status:
Business Unit:
Job Code:
Department:
Originator ID:
Authorization ID:
Recruiter ID:
☐ Include History
Search
Clear
Basic Search

Continued on next page

Accession Tips, Problems and Error Messages

Common Problems with Rehires, Continued

1. Requisition Numbers (continued)

In Review. From here you will notice in the below screen shot that the upper left hand corner of the Requisition tab shows this member's current job req number is 048856 and the status is Filled.

Step 3. To set the status of this to open, there are several things that need to be done. First ensure the Date Authorized matches the oldest Requisition Status. If it does not, you will need to ensure it matches this.

Continued on next page

Common Problems with Rehires, Continued

1. Requisition Numbers (continued)

Step 4. In the above picture, the date auth would be changed to 08/25/2004 the oldest requisition status.

Next, you will need to add a Row in the Job Requisition Status and set it to Open. You want to be sure to set the status date prior to the Hire/Rehire Date (I usually give myself a 30 day buffer in this case I used 09/13/2006). Then click SAVE.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Job Requisition Data**

| Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experience | Comps/Accomps | Hire |

Job Requisition #: 048856   **Status:** Open   **Status Date:** 09/13/2006

*Target Openings: 1

Date Authorized: 08/25/2004

Approval Status: All Approved

Originator ID:

Authorization ID: .

Recruiter ID:

Requisition Status   View 2   First ◀ 1-7 of 7 ▶ Last

	*Job Requisition Status	*Effective Date				
1	Open	09/13/2006		+	−	Main Content
2	Filled	09/12/2006		+	−	
3	Open	09/07/2006		+	−	
4	Filled	08/01/2006		+	−	
5	Open	12/29/2005		+	−	
6	Filled	07/28/2005		+	−	
7	Filled	08/25/2004		+	−	

In Review. Notice in the above screen shot, after clicking SAVE, the member's Status in the above left changed from Filled to Open. You may now use req number 048856 in your Hire/Rehire.

Continued on next page

Common Problems with Rehires, Continued

**2. TEMDU
En route to first
PDS**

2. The position given is for member's new unit, yet the member still needs to be Hired at the current location. How to do this.

Example. Member is a Reservist integrating into Active duty. Current unit is Sector Houston/Galveston and his new unit is ISC Kodiak. I have the member's new position number of which to be hired to and it is defaulting member's unit to the new position at ISC Kodiak. However, I need to Hire member to this unit, Sector Houston/Galveston, in order to complete member's PCS orders and account for delay enroute.

This happens quite frequently, and you may use the member's new position number as the Hire. However, the department will default to member's position, so the HRS SUP will want to modify the department and position in the Hire Applicant component, specifically the Job Data portion. Please see the below screen shot for where to change. You will want to use member's previous position number from SEC Houston/Galveston of which you can obtain in member's Job Data (NOTE: You will want to use the position on the Job Row prior to the Termination).

Accession Tips, Problems and Error Messages

Common Problems with Rehires, Continued

3. Unable to Process Reporting Endorsement

3. The Rehire is completed and now the member needs to be transferred. The orders show Reserve w/out Duty and I can't report member in.

The PCS orders were issued and Approved by the SPO prior to completing the REHIRE. Therefore, the member's orders defaulted to the member's prior empl class, normally in most cases it's Reserve. The system will not allow you to adjust this, only programming intervention can correct. This is more of a reminder to not Approve or Process the member's PCS orders prior to completing the REHIRE.

Report Date	Depart Date	Department	Description	City	State	Country	Nature Duty	Per Diem	Position Number	Revisit Flag	Cost SubTotal
10/23/2006	10/23/2006	005978	TISCOM IS SW ENG DIV	ALEXANDRIA	VA	USA	Reserve PCS w/o Duty	Yes	00035070		

4. Transaction Completed?

4. How to tell if your REHIRE has been completed.

The easiest way to tell if an Accession is complete is through Job Data, look for the "HIRE" or "REHIRE" job row. The below screen shot is an example of what this should look like.

Home > Administer Workforce > Administer Workforce (GBL) > Use > **Job Data**

Work Location | CG Duty | CG Job | Job Information | Job Labor | Payroll | Salary Plan

Work Location

Employee Status: Active
*Effective Date: 08/19/2006   Effective Sequence: 1
Action / Reason: Rehire   REH Rehire
Position Number: 00035070   IS STAN WORKSTATION ENG

Date Created: 09/12/2006

Continued on next page

Common Problems with Rehires, Continued

5. Status is "Terminated" in Job Data	5. The REHIRE has been completed, but member still shows Terminated in Job Data. You'll want to "View All" under Job Data and ensure your REHIRE was indeed completed. See step 4 on what a REHIRE job row should look like. In most cases, the terminated job row is because the member's transfer was processed out of sequence from the REHIRE. In other words, it was processed prior to the completion of the REHIRE. To fix, you will need to back out the departing/reporting 8c's. SAVE. And then, re-enter the 8c's. The affect of this will be the removal of the terminated PCS job row and re-insert an active PCS job row.
6. Date of rank	6. Inputting a member's Date of Rank. Where it goes. A member's Date of Rank is very important. For REHIRES, you should familiarize yourself with the Date of Rank computation. A member's Date of Rank should be inputted in the Job Data portion of the Hire Applicant. There two spots within the Job Data to input this, both of which are show in the below screen shots. First spot is the Job Information tab of the Job Data in the Hire Applicant portion of the REHIRE. You will input it in the Entry Date box.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Hire Applicant**

Applicant | Work Location | Job Information | Salary Plan

Employee   ID: Empl Rcd#:   0

Job Information   View All   First ◀ 1 of 1 ▶ Last

Effective Date:	09/15/2006	**Effective Sequence:** 1	**Job Indicator:**	Primary Job
Action / Reason:	Rehire	Rehire		Current

*Job Code:	410094 🔍 Second Class Boatswain's Mate	**Entry Date:**	09/15/2006 📅
*Regular/Temporary:	Regular ▼	*Full/Part:	Full-Time ▼
Empl Class:	SELRES ▼	*Officer Code:	None ▼
*Regular Shift:	N/A ▼	Shift Rate:	/
Standard Hours:	40.00	FTE:	

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Common Problems with Rehires, Continued

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6. Date of rank (continued)   Second spot is the Salary Plan tab of the Job Data in the Hire Applicant portion of the REHIRE. You will input it in the Grade Entry Date box.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Hire Applicant**

| Applicant | Work Location | Job Information | Salary Plan |

Employee   ID: - - - - - -   Empl Rcd#:   0

Salary Plan   View All   First ◀ 1 of 1 ▶ Last

Effective Date:	09/15/2006	**Effective Sequence:** 1	**Job Indicator:** Primary Job
Action / Reason:	Rehire	Rehire	Current

Salary Administration Plan: ENL 🔍   **Grade:** E5 🔍   **Grade Entry Date** 09/15/2006 📅

Step: 🔍   **Step Entry Date** 📅

Troubleshooting errors while completing the Rehire and Hire process

1. Data Conflicts Error

The below is a screen shot of the error, the most common, and the below instructions and screen shots explain how to troubleshoot the error.

A. For REHIRES, check the Application Status date in relation to member's actual Hire date. The Application Date cannot be later than the Hire date. Contact PSC Customer Care if you run into this problem. The easiest spot to check this is under the Applicant Data component of the REHIRE.

NOTE: in the above picture the Application Date is good.

Troubleshooting errors while completing the Rehire and Hire process, Continued

1. Data Conflicts Error (continued)

B. Under the Applicant Data component, ensure the Disposition under the Requisition tab shows Offer Accepted, this sometimes gets changed to Offer.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Applicant Data**

| Eligibility/Identity | Application 1 | Physical Char | Application 2 | Resume Text | Requisition |

Applicant ID: A0016763

Applicant Status: Employee   **Application Date:** 09/15/2006

View All

Job Req #: 055113   **Position:** 00049279 BM2   **DeptID:** 000750

Business Unit: AUSCG   **Job Code:** 410094 BM2   **Status:** Open

Referral Source

Ref Source: Unknown

Employee Referral ID:

Specific Referral Source:

Disposition

*Disposition Dt: 09/22/2006   **Letter:**   Lette

*Disposition: Offer   **Reason:**

NOTE: In the above picture you will want to adjust the disposition to Offer Accepted.

Continued on next page

Troubleshooting errors while completing the Rehire and Hire process, Continued

1. Data Conflicts Error (continued)

C. For REHIRES, under the Applicant Contract Data component, ensure the contract number has the correct sequential corresponding contract number.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Applicant Contract Data**

Contract Status/Content | Contract Clause | Service Information | Prior Service | Career Information

Applicant Status: Employee	**Applicant ID:** A0016763
	Application Date: 09/15/2006

View All   First ◄ 1 of 1 ► Last

Main Content

*Contract Number: 0001	***Contract Status:** Active		+ −
Contract Begin Date: 09/15/2006	**Contract Expected End Date:** 09/14/2009	
Contract End Date:	***Regulatory Region:** USA	
	Contract Template ID:	
☐ Additional Contract ☐ More than one year expected	Initialize Contract	

Comment:

Contract Content: MBR IS NOT SELLING LEAVE. MBR IS NOT ELIBIBLE FOR A SRB. MBR IS NOW A MEMBER OF THE SELRES.

NOTE: In the above screen shot the contract number should be 002 in the Applicant contract date. You can verify by going to contract data in Administer Workforce:

Home > Administer Workforce > Administer Workforce (GBL) > Use > **Contract Data**

Contract Status/Content | Contract Type/Clauses | Contract Leave | Service Dates

Employee   ID: 1

Contract Data

Contract Number: 0001	***Contract Status:**
Contract Begin Date: 09/15/1999	**Contract Expected End Date:**
Contract End Date: 09/14/2006	***Regulatory Region:**

Continued on next page

Troubleshooting errors while completing the Rehire and Hire process, Continued

1. Data Conflicts Error (continued)

D. For REHIRES, under the Hire Applicant component, the Job Data portion ensure the job sequence is changed to the next sequential number in member's current Job starting with "0".

NOTE: In the above screen shot the Effective Sequence should be changed to "1". You can verify the correct number by navigating to the member's JOB DATA, a screen shot is provided below (the number 1 will denote the 2nd record in JOB with the same date). Notice the already existing Job Data for this member on the same date, "0" is already present:

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Troubleshooting errors while completing the Rehire and Hire process, Continued

1. Data Conflicts Error (continued)

E. For REHIRES, under the Hire Applicant component, the Personal Data portion ensure the member does not have a current Personal Data Effective Date that matches the Hire/Rehire Date.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Hire Applicant**

| Applicant | Name | Address | Personal Profile | Eligibility/Identity | Physical Char |

ID: Employee

Personal Data   View All

*Effective Date: 09/15/2006

Name

Format Using: USA United States

Name:

NOTE: In the above screen shot the member's effective date is fine, you can verify by checking member's Personal Data, a screen shot is provided below:

Home > Administer Workforce > Administer Workforce (GBL) > Use > **Personal Data**

| Name | Address | Personal Profile | Eligibility/Identity | Physical Char |

ID: Employee

Personal Data

*Effective Date: 07/17/2003

Name

Format Using: USA United States

Name:

In the event the two dates match, change the member's existing Personal Data to the day prior and SAVE.

Continued on next page

Troubleshooting errors while completing the Rehire and Hire process, Continued

1. Data Conflicts Error (continued)

F. For REHIRES, ensure member does not have 2 active Applicant ID's. To check this, you will want to enter the EMPLID of the member in the Search box for the Applicant Contract Data.

Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Applicant Contract Data**

Applicant Contract Data

Find an Existing Value

Applicant ID:	
Application Date:	[31]
Name:	
Last Name:	
Alternate Character Name:	
Applicant Status:	▼
Application Status:	▼
EmplID:	1234567 🔍

☐ Case Sensitive

[Search] [Clear] Basic Search

Search Results

View All   [Main Content]   First

Applicant ID	Application Date	Name	Last Name	Alternate Character Name	Applicant Status	Applica
A0016763	09/15/2006			(blank)	Employee	Active
A0016764	09/15/2006			(blank)	Employee	Active

NOTE: In the above screen shot, the member has 2 App ID's both for the same date, both Application Status' show **Active**. One must be removed, only programming intervention can assist. You will want to submit a PSC Customer Care ticket for assistance.

Troubleshooting errors while completing the Rehire and Hire process, Continued

2. Expected Loss Error.

A. Under the Applicant Contract Data component, check the Service Information tab, checking the Effective Date of pay and allowances (needs to be same date as the REHIRE) and Expected Loss Date (date needs to be the date of Hire plus contract term, unless member is a new service member under initial obligated service, which is 8 years for any new member.)
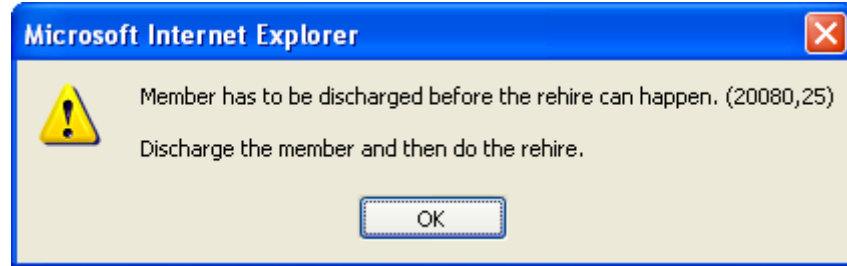

NOTE: In the above picture the Expected Loss is incorrect and should be 09/14/2009. Member's contract was for 09/15/2006 for 03 years. Member had already completed initial obligated service, and contract goes beyond it. Therefore, Exp Loss should be expected contract end date.

Troubleshooting errors while completing the Rehire and Hire process, Continued

3. Member must be Discharged Error (For REHIRES)

Microsoft Internet Explorer

⚠ Member has to be discharged before the rehire can happen. (20080,25)

Discharge the member and then do the rehire.

OK

A. Check the separations component to see if the discharge status has been set to "Approved".

4. No Matching Values error when entering Applicant ID in Hire Applicant

If you receive an "Invalid ID/No Matching Values found" error message, when trying to add an applicant ID in the Hire Applicant component, go back through the applicant data sections and ensure all the steps were completed (Contract Data, Identification Data, Citizenship, etc.). If you are not able to save the Applicant Contract data, clear all the fields on the Career Information tab with the exception of the Job Code.

Rehire/Hire Checklist

A checklist designed to help assist you with your Hire/REHIRE.

_____ Organize Accession documents and create PDR, IAW PDR instruction

_____ Print Orders out of Direct Access or Use member's hardcopy (For REHIRES do NOT approve the Orders in DA yet).

_____ For REHIRES, Print off Service Dates from the SOCS page

_____ For REHIRES, complete the Discharge

_____ Complete Hire/Rehire documents

_____ For REHIRES, approve orders in Direct Access (*Note: You must complete the Hire Applicant step before you endorse the orders!*)

_____ **24 hours after approval** of Hire/Rehire complete Tax Info

_____ **24 hours after approval of Hire/Rehire** complete Entitlements

_____ Submit request for Statement of Credible Service (SOCS)
        NOTE: This is for ALL prior Service personnel regardless of DD214 present or not. Remember if member is supposed to be O1E, you can request interim pay adjustment. For consecutive active duty with no break, remember you can request Leave carryover from prior service/component.

_____ Enter ASVAB scores for member in Direct Access Test Results.
        NOTE: If ASVAB scores not present request a copy from CG Institute

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