HR Self-Validation Detail Report now Available in CGBI

The HR Self-Validation Detail Report includes the following:

- Status for each of the 12 validation fields for each employee.
- List of members who have yet to complete the validation process.
- List of members who have data issues.

The report is refreshed daily.

Follow these steps to run the report.

1. Logon to CGBI at http://cgbi.osc.uscg.mil/
2. Enter "HR Validation" (without quotes) in the search field located in the top, right-hand, corner of the page and click the Search button (Note: You may also be able to locate the report in "All Cubes and Reports" listing. However, the search feature is easy to use and provides reliable, accurate, results).
3. Select the "launch report" link in the "HR Validation detail report" row of the search results (2nd result in the screen shot below)

4. Select a unit/department to report on and click the Finish button.
   Note: CGBI defaults to the user's sub-department ID, in most cases you'll want to go up to the unit level for the report. You can also search by unit name or department ID number.

5. Select the output file format for the report and click the Run Report button. "Excel" (spreadsheet) is the recommend format and the remainder of this procedure is based on the Excel output.

HR Validation

Select output format:

○ HTML
○ PDF
○ Excel

[Reset] [Run Report]

NOTE: Hyperlinks Are Inactive After Saving Report

6. The report will open in a new window. The spreadsheet has three "tabs", which you can access by clicking on the tab title at the bottom of the screen.

Note: The report does include member names and employee ID's, these fields have been hidden in the following screen shots.

(1) Tab 1, HR Validation Details-1: Provides a listing of all personnel [in the department ID selected] and the status for the HR Self-Validation fields.

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	False Response			
	Not Accessed			
	All Values Correct			

Department	Source	Class	Rank	Validation Date	EMPLID	Date of Birth	Pay Grade
ADVANCEMENT BR (006517)	Active	Regular	YN1	05/12/2009			
ADVANCEMENT BR (006517)	Active	Regular	YN3	04/30/2009			
ADVANCEMENT BR (006517)	Active	Regular	YNC	04/29/2009			
ADVANCEMENT BR (006517)	Active	Regular	YNCM	05/01/2009			
CG PSC (000450)	Reserve	Selected Reserve	AMT2	05/01/2009			
CG PSC (000450)	Reserve	Selected Reserve	ENS	04/27/2009			
CG PSC (000450)	Reserve	Selected Reserve	ETCM	05/16/2009			
CG PSC (000450)	Reserve	Selected Reserve	IT3	05/16/2009			
CG PSC (000450)	Reserve	Selected Reserve	LT	04/29/2009			

HR Validation Details-1 / HR Validation Incomplete-2 / HR Validation Issues I

(2) Tab 2, HR Validation Incomplete-2: Provides a listing of personnel who have not completed the HR Self-Validation.

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HR Validation
HR Validation Incomplete

Organization Level 6	Department	Source	Class	Rank
CG PSC (000450)	CUSTOMER CARE BR (007799)	Active	Regular	YN3
CG PSC (000450)	MIL ACCT SUPT BR (006530)	Active	Regular	YN3
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVAL CONBRIG CHARLESTON (006607)	Active	Regular	SR
CG PSC (000450)	NAVCONBRIG MIRAMAR (006606)	Reserve	Selected Reserve	MKC
CG PSC (000450)	NAVCONBRIG MIRAMAR (006606)	Active	Regular	SNBM
CG PSC (000450)	NAVCONBRIG MIRAMAR (006606)	Active	Regular	SR
CG PSC (000450)	NAVCONBRIG MIRAMAR (006606)	Active	Regular	SR
CG PSC (000450)	PSC AT HOME SEP MBRS (003333)	Reserve	Selected Reserve	BMC

HR Validation Details-1 / HR Validation Incomplete-2 / HR Validation Issues I

(3) Tab 3, HR Validation Issues Reported-3: Provides a listing of personnel who responded "False" to one or more of the HR Self-Validation elements and lists, in the "Issues Reported" column, the element(s) the member marked as false.

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HR Validation
HR Validation Issues Reported

Organization Level 6	Department	Source	Class	Rank	Validation Date	Issues Reported
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	SK2	05/17/2009	Career Status Bonus
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	SK2	05/14/2009	TQS
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	YN1	04/27/2009	BAH Dependents
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	YN2	04/29/2009	TQS
CG PSC (000450)	CG PSC (000450)	Reserve	Selected Reserve	YN3	05/20/2009	BAH Dependents
CG PSC (000450)	CUSTOMER CARE BR (007799)	Active	Regular	YN1	04/27/2009	BAH Dependents
CG PSC (000450)	INFO SYS SUPT BR (006524)	Active	Regular	IT1	05/26/2009	BAH Dependents
CG PSC (000450)	MIL ACCT SUPT BR (006530)	Active	Regular	YN2	05/04/2009	BAH Dependents
CG PSC (000450)	MIL ACCT SUPT BR (006530)	Active	Regular	YNC	04/27/2009	BAH Dependents
CG PSC (000450)	TRAVEL BR (006533)	Active	Regular	YN3	04/29/2009	Marital Status

HR Validation Incomplete-2 | HR Validation Issues Reported-3

You've got the report, now what?

For members who cannot complete the HR Self-Validation:

Notify CGPSC, via E-mail to ARL-PF-CGPSC_Validations@uscg.mil, per ALCOAST 333/09.

In order to react more efficiently to these emails, the following must be included in every email concerning members that have NOT completed the self-validation:

1. Full name as it appears in Direct Access (i.e. CDR Jonathan Doe NOT CDR John Doe)

2. Employee Identification Number

3. Department Identification Number (i.e. 123456)

4. Reason Validation is incomplete (i.e. Member on Terminal Leave until Retirement on 01-JUL-09.)

5. If in the process of a PCS transfer, need the member's new DEPT ID and expected arrival date.

For members who identify an error or errors on the HR Data Self-Validation form:

When a member identifies an error on the self-validation form, they are responsible for providing the SPO with documentation supporting the necessary change. Upon receiving the documentation, either verify or correct the information by making the appropriate changes in Direct Access or forwarding the document to the Pay & Personnel Center if you can not or are not authorized to make that correction. For further guidance on this process, refer to E-mail ALSPO C/09.

If you did not forward the document to PPC for action (e.g. The discrepancy was correctable at the SPO level or the member reported a "False Negative"), send the document to the Validation Team after correcting or verifying information in Direct Access (E-mail: ARL-PF-CGPSC_Validations@uscg.mil). Be sure to save the document as a "PDF" file with the name including the member's EMPLID. If there is more than one document per person, include a letter designator for the sake of differentiation. (i.e. 1234567a.pdf, 1234567b.pdf) When you forward the documents to the Validation Team, do not combine different members' forms in one email. If necessary, send multiple emails to ensure the documents attached only reference one member; use their EMPLID as the e-mail subject line. The Self-Validation Team requires this data to complete the necessary quality assurance checks and ensure the documents are imported into the member's I-PDR.