

# PHS Detailed to Coast Guard

## User Guide



Version 3.0

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## FIRST DETAIL TO THE COAST GUARD

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**Introduction** This section provides procedures for:

- An existing PHS Officer who is assigned to the Coast Guard for the first time, and
- Already has an emplID in Direct Access (DA) and a PHS employment record but no Detailed to CG employment record.

In this scenario, the member's PHS employment record already exists in Direct Access (DA), but a Detailed to CG employment record will have to be added since the member is being assigned to the Coast Guard for the first time.

A PHS employment record must be added prior to the Detailed to CG employment record. If it does not, you will not be able to add the Detailed to CG employment record.

Detailed to CG employment records are not subjected to the Segregation of Duties approval process since it is a 'non-paying' record.

**Note:** After 1/4/16, PHS Liaisons will no longer be able to generate an emplID. Only PHS HR can perform this function.

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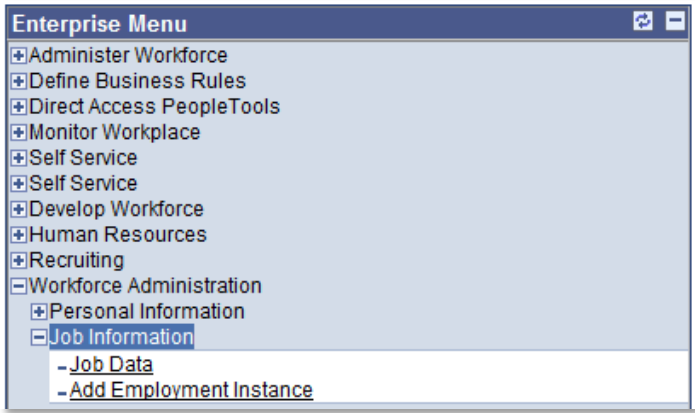
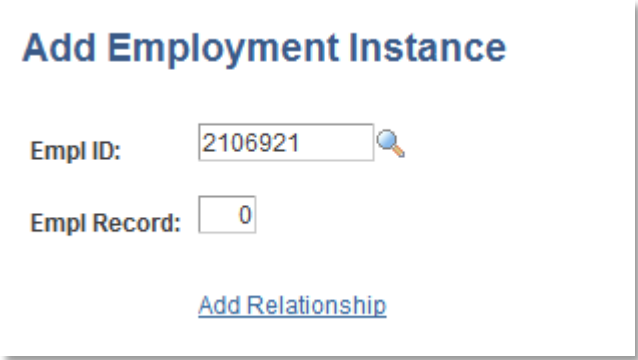
**Menu Path(s)** Menu Navigation: Workforce Administration > Job Information > Add Employment Instance

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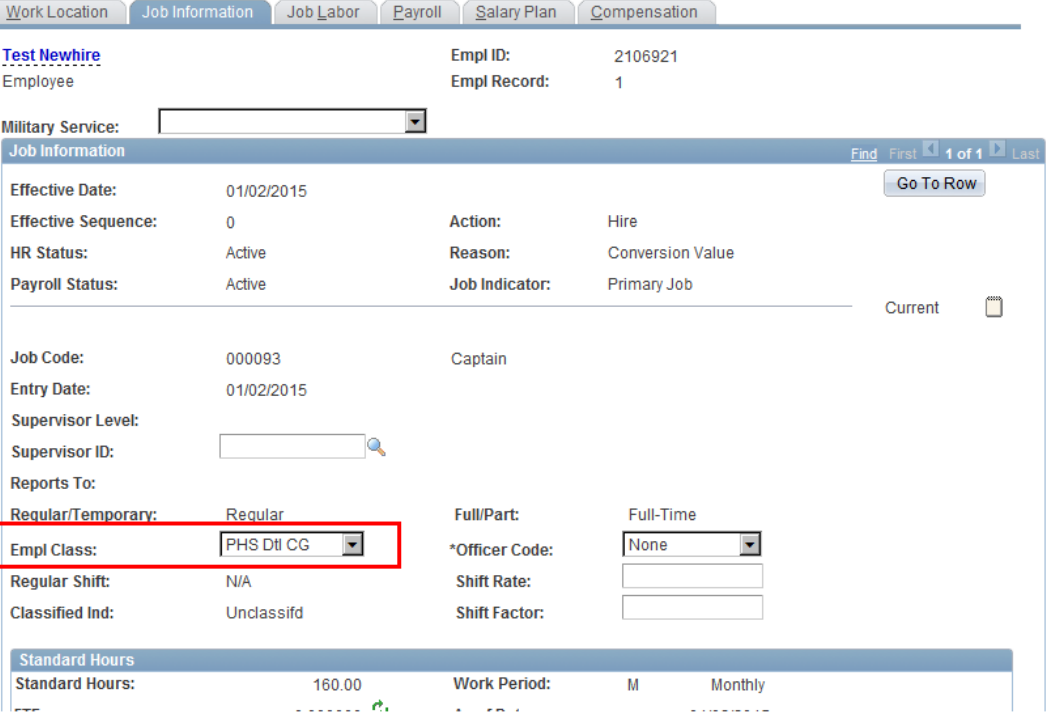

**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <http://www.uscg.mil/ppc/ccb/>. There is a link to Customer Care at the bottom of every page of this help file.
  - 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/>.)
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**Procedure** The following steps will show you how to add a Detailed to CG employment record in DA.

Step	Action
1	<p>Using the menu navigation, click on Workforce Development &gt; Job Information &gt; <b>Add Employment Instance</b></p> 
2	<p>On the Add A New Value page, enter the member's emplID. <b>DO NOT</b> enter Empl Rcd Nbr. The system will automatically increase the Empl Rcd Nbr accordingly.</p>  <p>Click the <b>Add Relationship</b> button.</p> <p><i>i</i> If the member's emplID is unknown, navigate to Job Data and search for the person to get their emplID. Once you have identified the correct emplID, return to this step.</p>
3	<p>On the Work Location page, select/enter:</p> <ul style="list-style-type: none"> <li>▪ <b>Effective Date</b> = Select a date if it needs to be different than what was defaulted.</li> </ul> <p><i>i</i> All effective dates should be prior to the actual hire date and, in most cases, you should use the date you are doing this hire as the effective date. If the actual hire date is used, the orders will not be able to be created until on or after the hire date.</p> <ul style="list-style-type: none"> <li>▪ <b>Job Indicator</b> = Select Secondary if this did not default</li> <li>▪ <b>Action</b> = Select 'Hire' if this did not default.</li> <li>▪ <b>Reason</b> = New Position</li> <li>▪ <b>Position Number</b> = Select/enter a value. The remaining fields will default after the position number is entered. If position number is not entered, you must</li> </ul>

Step	Action
	<p>enter/select values for each of the fields below it, including Job Code (on the Job Information page).</p> <ul style="list-style-type: none"> <li>▪ <b>Establishment ID</b> = Select the appropriate value if one did not default when the position number was entered.</li> </ul>  <p>Click the <b>Override Position Data</b> button if you need to change any of the position default fields (e.g. job code).</p> <p>Click the <b>Job Information</b> tab.</p>
4	<p>On the Job Information page, select</p> <ul style="list-style-type: none"> <li>▪ <b>Empl Class</b> = PHS Dtl CG.</li> </ul>

Step	Action
	 <p>Click the <b>Job Labor</b> tab.</p>
<p>5</p>	<p>On the Job Labor page, select a Labor Agreement and enter any relevant dates in the Assigned Seniority Dates section, if necessary.</p> <p> All dates necessary for other downstream processes will be based on the PHS employment record. 'Assigned Seniority Dates' entered on the Detailed to CG employment record are for informational purposes only and will not be used by any other parts of the system. Assigned seniority dates are not required to save the record.</p>

**Step Action**

Current

Bargaining Unit:

Labor Agreement:  Officer and Warrant Officer

Labor Agreement Entry Dt:

Employee Category:

Employee Subcategory:

Employee Subcategory 2:

Position Management Record

Union Code:

Union Seniority Date:

Works Council ID:

Labor Facility ID:

Entry Date:

Stop Wage Progression

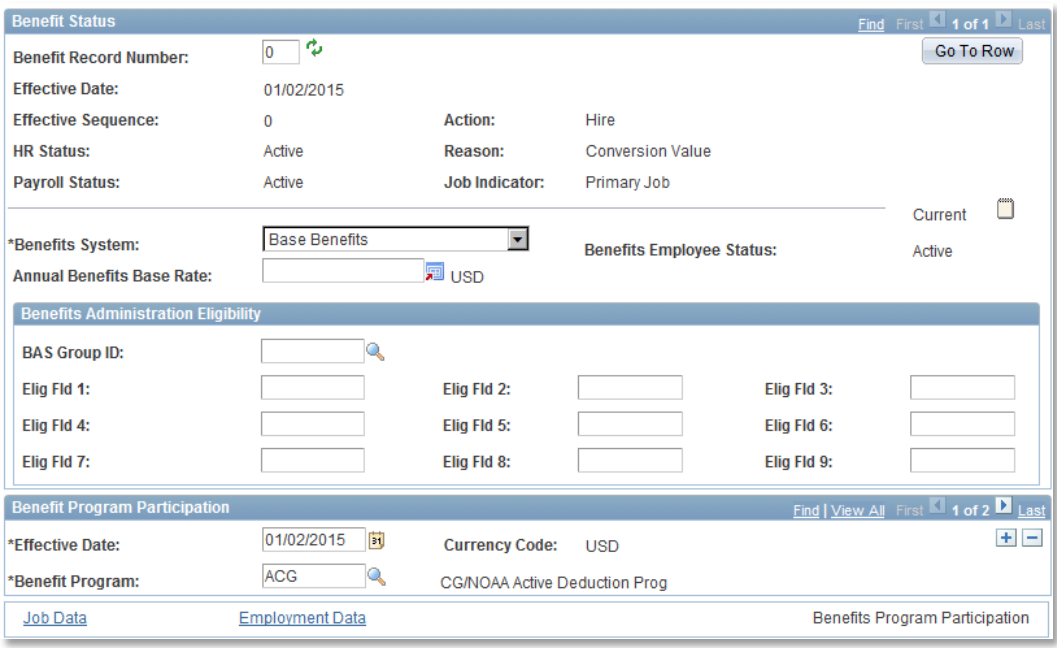
Pay Union Fee

Exempt from Layoff Reason:

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"/>
DEP DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CMA DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
COMMISSION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CURRENT AD DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Click the **Benefits Program Participation** link. There is nothing to enter on the Payroll, Salary Plan, Compensation, and Employment Data pages. These can be skipped.

- 6** On the Benefits Program Participation page, select
- **Benefits System** = Base Benefits
- In the Benefits Program Participation section, select/enter:
- **Effective Date** = if the effective date is different than the effective date on the Work Location page, change it to match the Work Location effective date
  - **Benefit Program** = ACG

Step	Action
	
7	<p>Click the <b>Ok</b> button. Upon save, you may receive several warning messages. Click Ok for each message.</p>



## RE-DETAIL TO THE COAST GUARD

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**Introduction** This section provides procedures for:

- A PHS Officer whose was formerly assigned to the Coast Guard,
- Is being re-detailed to the Coast Guard, and
- Already has an emplID in Direct Access (DA) and a PHS employment record but an inactive (separated) Detailed to CG employment record.

In this scenario, the member has an existing PHS employment with a Detailed to CG employment record which is inactive from a prior CG assignment. If the member is being reassigned to the Coast Guard, a 'rehire' will have to be performed on the member's existing Detailed to CG employment record. The member must be detached (separated) from the prior detail and the current status for the Detailed to CG employment record must be inactive.

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**Menu Path(s)** Menu Navigation: Workforce Administration > Job Information > Add Employment Instance

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**Procedure** The following steps will show you how to 'rehire' a PHS member who was previously assigned and detached from the Coast Guard and is now being re-detailed to the Coast Guard.

**Step Action**

**1** Using the menu navigation, click on Workforce Administration > Job Information > **Job Data**

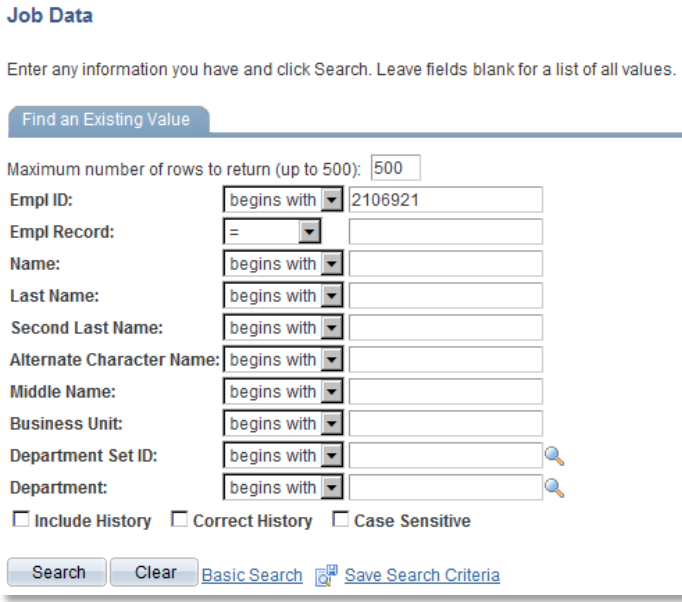


The screenshot shows a window titled "Enterprise Menu" with a tree view of navigation options. The path "Workforce Administration > Job Information > Job Data" is highlighted.

**2** On the Find an Existing Value page, search for the member.

**Job Data**

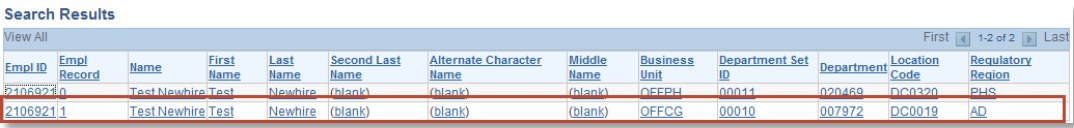
Enter any information you have and click Search. Leave fields blank for a list of all values.



The screenshot shows the "Find an Existing Value" search page. The "Empl ID" field is set to "begins with" and contains the value "2106921". Other fields are empty. The "Search" button is visible at the bottom.

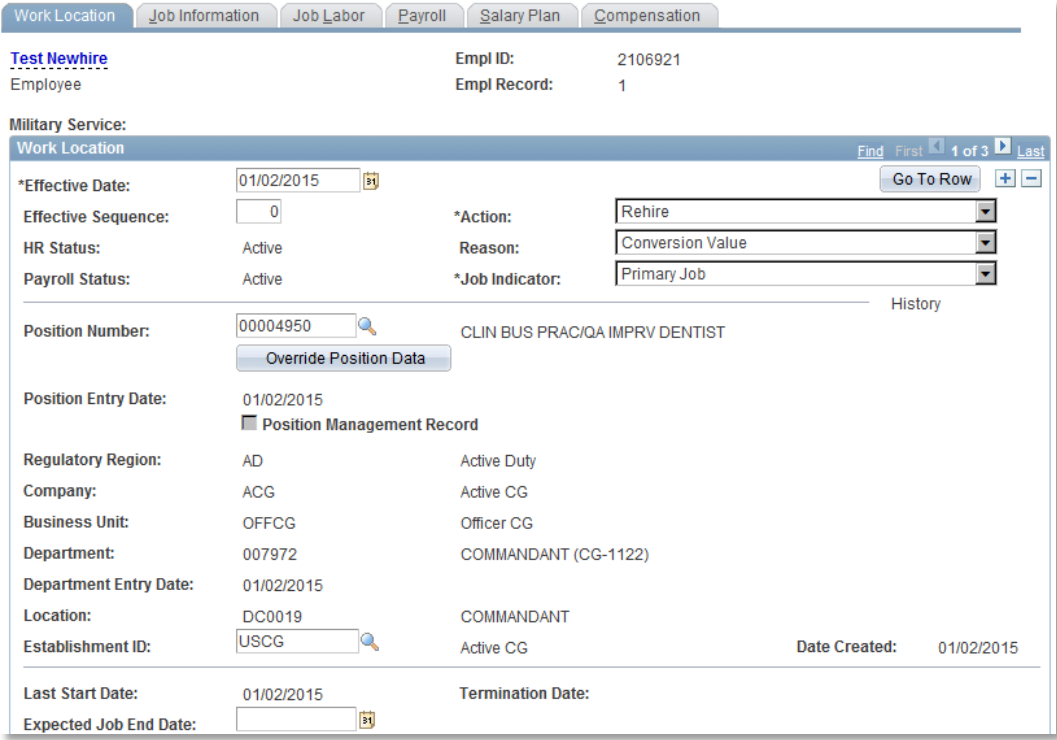
Click the **Search** button.


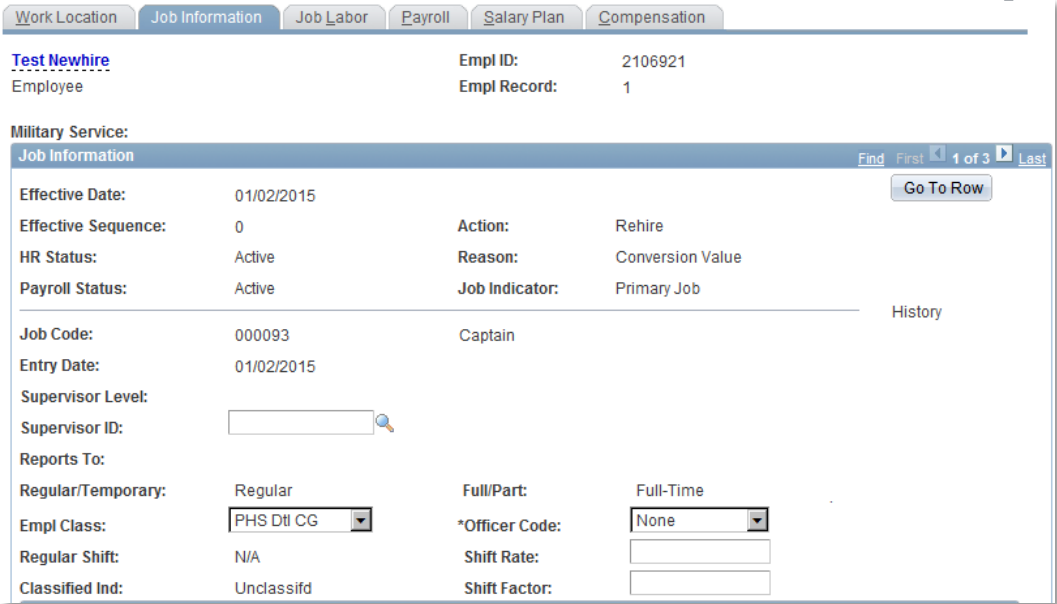
**3** The search results will return two employment records: 1) PHS employment record, and 2) CG employment record.



Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Business Unit	Department Set ID	Department	Location Code	Regulatory Region
2106921.0		Test Newhire Test	Newhire	(blank)	(blank)	(blank)	(blank)	OFFPH	00011	020469	DC0320	PHS
2106921.1		Test Newhire Test	Newhire	(blank)	(blank)	(blank)	(blank)	OFFCG	00010	007972	DC0019	AD

Select the **CG employment record** (Business Unit = OFFCG / Regulatory Region = AD).

Step	Action
	<p>For any PHS hires after 1/4/2016, the Empl Rcd# for the PHS employment record will always be 0. The Detailed to CG employment record will always be greater than 0. Most times, it will be 1. However, that may not always be the case. For example, a PHS member who retired, then recalled to a detail with CG will have 3 employment records: 0 = PHS empl rcd; 1 = retiree empl rcd, and 2 = detailed to CG empl rcd.</p>
4	<p>On the Work Location page, insert a row by selecting the '+' icon.</p> <p>In the new row, select/enter:</p> <ul style="list-style-type: none"> <li>▪ <b>Effective Date</b> = Select a date if it needs to be different than what was defaulted.</li> <li>▪ <b>Rehire effective date</b> can be the actual date of rehire. Orders can be created before the actual rehire date</li> <li>▪ <b>Action</b> = Rehire</li> <li>▪ <b>Reason</b> = select the appropriate value</li> <li>▪ <b>Job Indicator</b> = Secondary</li> <li>▪ <b>Position Number</b> = Select/enter a value. The remaining fields will default after the position number is entered. If position number is not entered, you must enter/select values for each of the fields below it, including Job Code (on the Job Information page).</li> <li>▪ <b>Establishment ID</b> = Select the appropriate value if one did not default when the position number was entered.</li> </ul> 

Step	Action
	<p> Click the Override Position Data button if you need to change any of the position default fields (e.g. department, location, etc).</p> <p>Click the <b>Job Information</b> tab.</p>
<p><b>5</b></p>	<p>On the Job Information page, select:</p> <ul style="list-style-type: none"> <li>▪ <b>Empl Class = PHS Dtl CG.</b></li> </ul>  <p>Click the <b>Job Labor</b> tab.</p>
<p><b>6</b></p>	<p>On the Job Labor page, select a Labor Agreement and enter/update any relevant dates in the Assigned Seniority Dates section, if necessary.</p>

Step	Action																																								
	<div style="border: 1px solid gray; padding: 10px;"> <div style="text-align: right; font-size: small;">Current <span style="float: right;">[X]</span></div> <p>                     Bargaining Unit: <input type="text"/> </p> <p>                     Labor Agreement: <input type="text" value="OFF"/>  Officer and Warrant Officer                 </p> <p>                     Labor Agreement Entry Dt: <input type="text" value="01/02/2015"/> </p> <p>                     Employee Category: <input type="text"/> </p> <p>                     Employee Subcategory: <input type="text"/> </p> <p>                     Employee Subcategory 2: <input type="text"/> </p> <p> <input type="checkbox"/> Position Management Record                 </p> <p>                     Union Code: <input type="text" value="Y"/> </p> <p>                     Union Seniority Date: <input type="text"/> </p> <p>                     Works Council ID: <input type="text"/> </p> <p>                     Labor Facility ID: <input type="text"/> </p> <p>                     Entry Date: <input type="text"/> </p> <p> <input type="checkbox"/> Stop Wage Progression  <input type="checkbox"/> Pay Union Fee  <input type="checkbox"/> Exempt from Layoff      Reason: <input type="text"/> </p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="5">Assigned Seniority Dates</th> </tr> <tr> <th style="text-align: left;">Seniority Date</th> <th style="text-align: left;">Control Value</th> <th style="text-align: left;">Labor Seniority Date</th> <th style="text-align: left;">Override</th> <th style="text-align: left;">Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td><input type="text"/> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td><input type="text"/> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td><input type="text"/> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td><input type="text"/> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>COMMISSION DATE</td> <td></td> <td><input type="text"/> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>CURRENT AD DATE</td> <td></td> <td><input type="text"/> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p style="margin-top: 20px;">  All dates necessary for other downstream processes will be based on the PHS employment record. 'Assigned Seniority Dates' entered on the Detailed to CG employment record are for informational purposes only and will not be used by any other parts of the system. Assigned seniority dates are not required to save the record.                 </p>	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"/>	DEP DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	CMA DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	COMMISSION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	CURRENT AD DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
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