

Enterprise Human Resources and Payroll

#9 - *COMMISSIONED CORP*



Since Commissioned Corp have not been converted into EHRP, what should we do if a Commissioned Corp needs to participate in Workflow to request or review actions for their civilian staff? The CO needs to be hired as a non compensated employee and a user profile needs to be created.

➤ **Step 1: Create a dummy Job Code for the Commissioned Officer by entering the data below:**

- Set ID.
- Job code number.
- Occupational Series.
- Official Position Title (free form text of Commissioned Corp).
- Pay Plan (ZZ).
- Pay Table (0000).

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➤ **Step 2: Create a dummy position using the previously created Job Code.**

- Business Unit (Set ID).
- Job code.
- Department ID.
- Location.
- Terminal ID.
- POI.
- Standard Hours (40).
- Work Period (W).

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➤ **Step 3: Create a non-compensated employee record by hiring the Commissioned Officer. The below fields are required:**

- Actual Effective Date.
- Reason Code (CTE).
- NOA (900).
- NOA Ext (7).
- First Name.
- Last Name.
- Citizenship Status.
- Ethnic Code.
- Date of Birth.
- National ID (SSN).
- Position number (generated in step 2).
- Pay Group (CCN); Employee Type automatically defaults to C for Commissioned Corp.
- Account number (CAN).
- Degree.

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- **Step 4: The Security Administrator will need to create a user profile for the Commissioned Officer with the appropriate workflow roles assigned to the CO to request or review actions.**