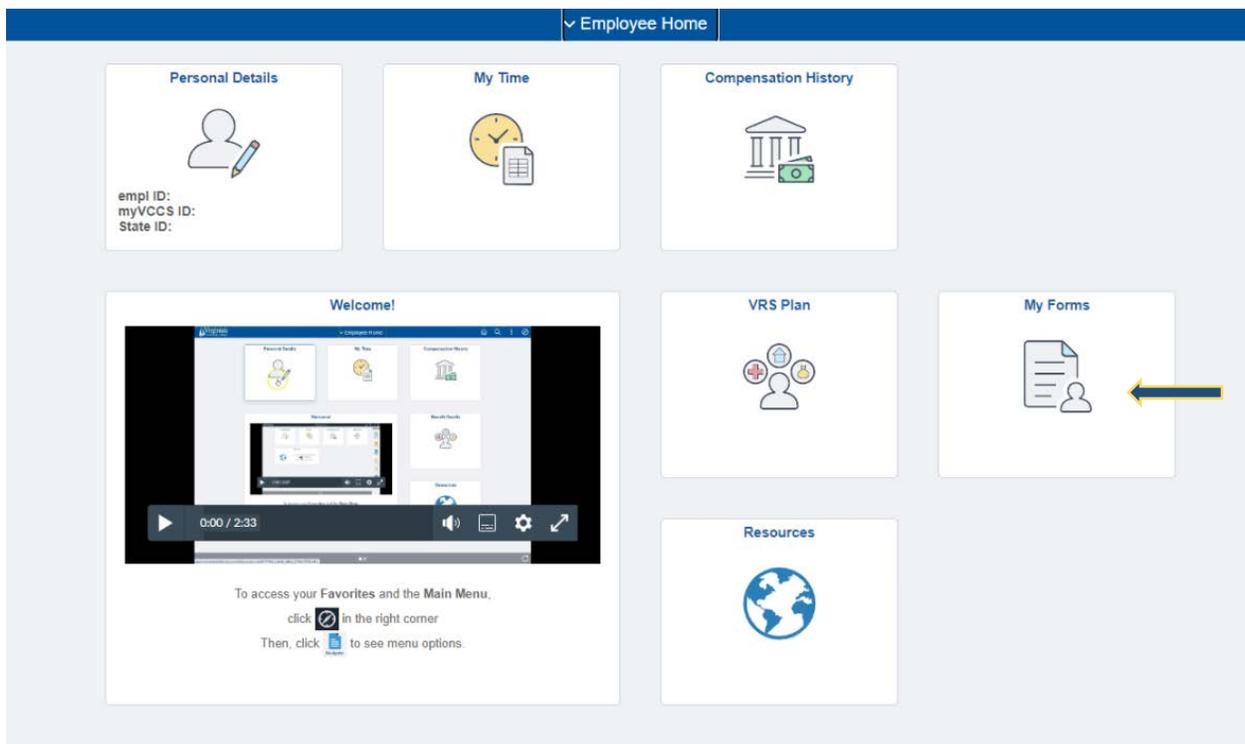


## HCM: Entering Military Service Dates

Login in by accessing [My P&HCC](#)



Select *My Forms*



Employee Home

Personal Details  
My Time  
Compensation History  
VRS Plan  
My Forms  
Resources

emp1 ID:  
myVCCS ID:  
State ID:

Welcome!

To access your Favorites and the Main Menu,  
click  in the right corner  
Then, click  to see menu options.

A blue arrow points to the 'My Forms' tile.

Select *Fill out a new form*

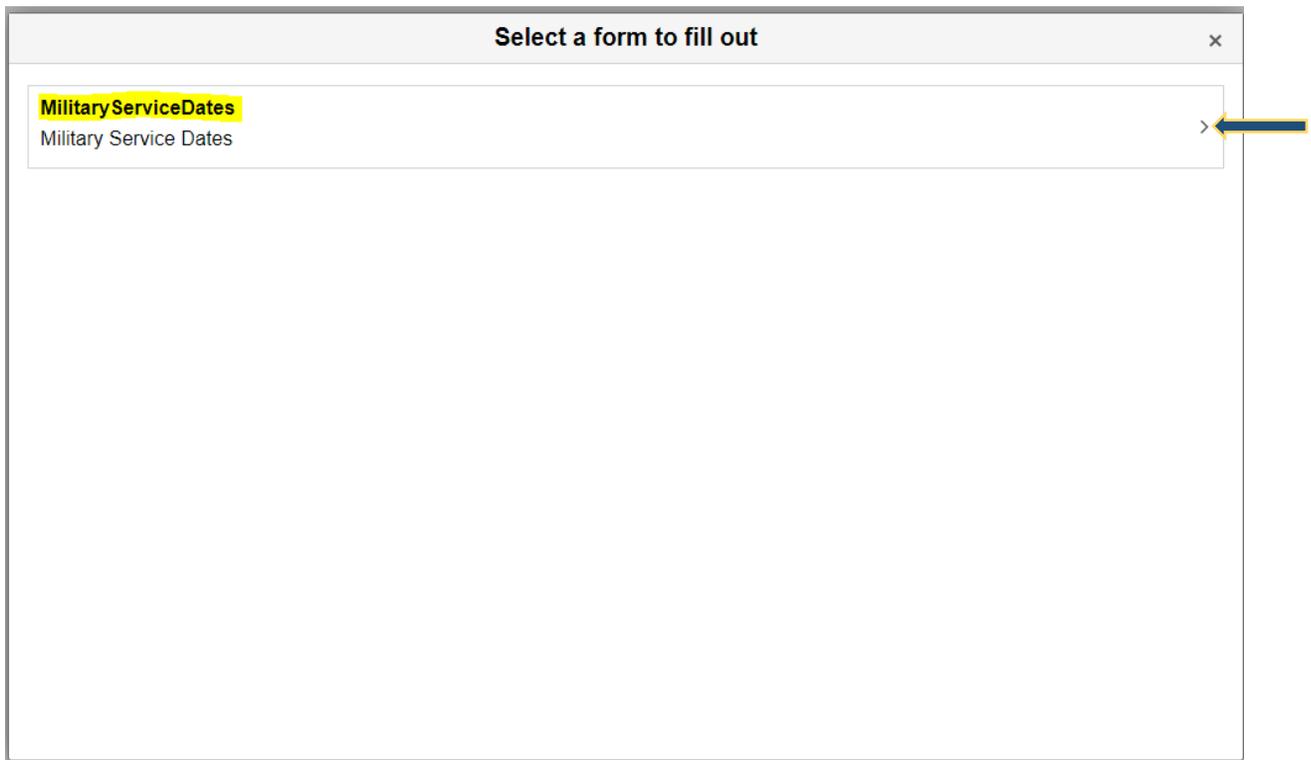


< Form My Forms

Fill out a new form

A blue arrow points to the 'Fill out a new form' button.

## Select *Military Service Dates*

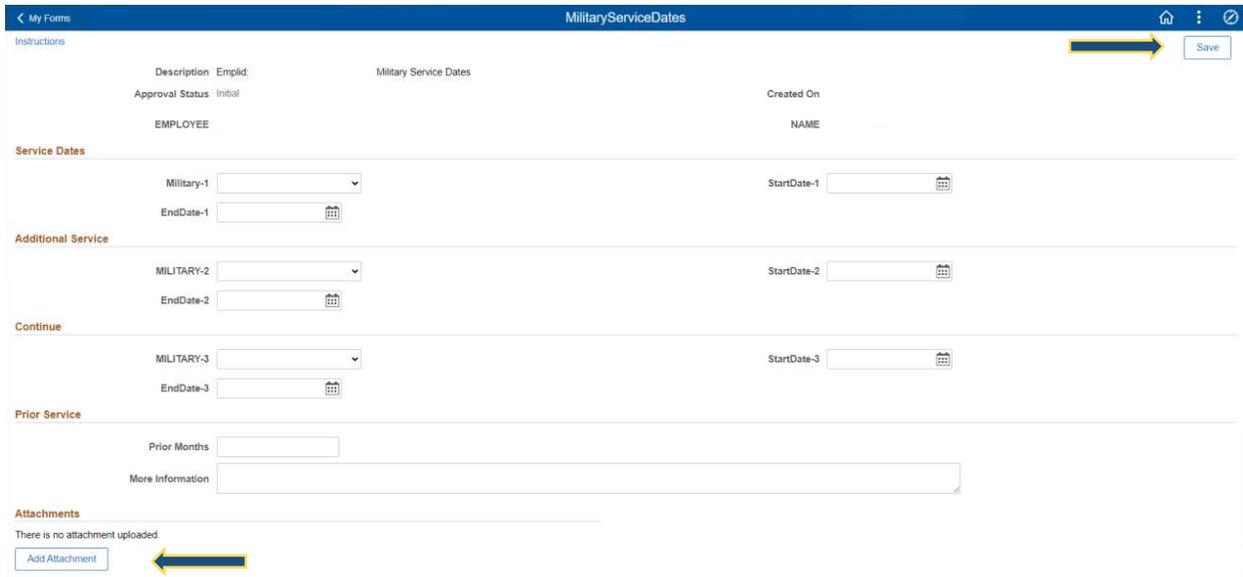


Select a form to fill out

**MilitaryServiceDates**  
Military Service Dates

Complete applicable fields. If military documentation has not been presented to Human Resources (HR), select *Add Attachment* and upload.

Once completed, select *Save*.



My Forms MilitaryServiceDates

Instructions

Description	Emplid:	Military Service Dates	Created On
Approval Status	Initial		

EMPLOYEE NAME

**Service Dates**

Military-1  StartDate-1

EndDate-1

**Additional Service**

MILITARY-2  StartDate-2

EndDate-2

**Continue**

MILITARY-3  StartDate-3

EndDate-3

**Prior Service**

Prior Months

More Information

**Attachments**

There is no attachment uploaded.

Add Attachment

The completed form and documentation will be sent to HR for approval.