IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Pay, Absences, Incentive Pay and Deduction and InTransit Grid

PAID & ITG USER GUIDE

VERSION 2

FEBRUARY 2025

★ **U.S. ARMY**

SUMMARY OF CHANGES

This revision, dated 13 January 2025—

- Visuals throughout this guide were updated to match current system appearance
- Updates section: Introduction (page 3)
- Updates section: Responsibilities (page 3)
- Updates section: Pay-Absences-Incent-Ded (PAID) (page 4)
- Updates section: Request an Absence (page 4)
- Adds section: Request Allowance (page 7)
- Updates section: Request Benefits (page 10)
- Adds section: Request Collections (page 14)
- Updates section: Request Field Duty (page 19)
- Adds section: Request Housing (page 22)
- Updates section: Request Incentive Pay (page 27)
- Updates section: Request Special Pay (page 29)
- Updates section: Pay-Absences-Incent-Ded (PAID) (page 33)
- Updates section: Absence Management (page 34)
- Updates section: Special Incentive Pay Management (page 35)
- Updates section: Absence Types (page 37)
- Updates section: PCS Events and In-Transit Grid (page 37)

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INTRODUCTION

In IPPS-A, both the **Special Pay Requests** and **My Absences** tiles have been replaced with the **Pay-Absence-Incent-Ded (PAID)** tile. In this guide, Soldiers are referenced as Members. This guide denotes Self-Service and HR Professional functions available in the PAID tile as well as the InTransit Grid (ITG). Navigation and descriptions of the PAID tile and associated ITG personnel actions are provided. Each chapter details how to access the commonly used functions as well as additional training resources such as User Productivity Kits (UPKs), IPPS-A User Manual and additional training resources.

Roles

Each category contains several **subcategories** (**SUBCATs**) that makeup the second organizational layer for roles and permissions. The default category is Member with the self-service functionality. The **Self-Service** role allows the Member to view personnel data and submit for changes or action requests. The **HR Professional** role allows the user to view, edit and monitor HR requests and actions from Members of their organization. This guide provides PAID and ITG related tasks from both roles. See Chapter 3, Paragraph 3-5 IPPS-A Role Matrix within the User Manual for detailed information.

Responsibilities

It is the Member's responsibility to initiate most PAID tile actions. The PAID tile allows a Member to initiate Absences, Allowances, Benefits, Collections, Field Duty, Housing, Incentive Pays, and Special Pays. Members may also monitor the status of these requests in the PAID tile. The HR Professional is a member of the workflow or approval process. Additionally, it is the HR Professional's responsibility to review, amend, submit, monitor, or even submit cancellation of Member pay and absences as well as dependent transactions, such as ITG actions. HR Professionals may use the PAID tile (PCS Events) to change or correct the ITG in the **Manage Assignment** screen. See Chapter 12, Assignments within the User Manual for detailed information.

CHAPTER 1
SELF-SERVICE — PAID

Pay-Absences-Incent-Ded (PAID)

The PAID tile allows a Member to initiate Absences, Allowances, Benefits, Collections, Field Duty, Housing, Incentive Pays, and Special Pays. Members may also use the PAID tile to view, amend, monitor, or submit cancellations of previously submitted actions.

The only required **Category/Subcategory** to complete the tasks in this chapter is **Member/Member**.

View: Self-Service Homepage > PAID tile

Request an Absence

Absences, formerly known as Leave and Passes, are for several different types of events. Absences can be Chargeable, Non-Chargeable, Administrative, Parental, or PCS Events. Chargeable Absences reduce a Member's Absence Accrual, while Non-Chargeable, Administrative, and Parental do not. Members cannot manage, maintain, or accrue leave balances within IPPS-A.

NOTE: Retirement Administrative Absences (only for Retirement Permissive Temporary Duty (TDY)). A Member is authorized to retire from an outside continental U.S. (OCONUS) location and may be authorized up to 30 days non-chargeable absence: Transition Administrative Absence (TAA) and Involuntary Separation Administrative Absence (ISAA) via two separate absence requests. The non-chargeable absence will not exceed 30 days returning to continental U.S. (CONUS) (10 days TAA and 20 days ISAA). A Member authorized to retire from a CONUS location may be authorized up to 20 days non-chargeable absence (TAA + ISAA) via two separate absence requests. The non-chargeable absence will not exceed 20 days total (10 days TAA and 10 days ISAA). In IPPS-A, enter the two types of Absences separately:

- *Absence Type: Administrative*
- *Absence Reason: Transition ADM, or Invol Sep (ISAA)*

NOTE: Currently there is no corrective action in IPPS-A to not count non-duty days toward current absence balance. Members must, if possible, begin absences on duty days, allowing IPPS-A to calculate expended days of absence correctly. If Members must request absences beginning on non-duty days, the Member must have the dates corrected by the HR Professional upon returning to duty.

NOTE: Members must submit a PCS Events Absence and link the related PCS Assignment. The PCS Events Absence must end the day before their assignment arrival date. If the Members PCS Assignment arrival date changes or any other changes are made, the approved PCS Events Absence must be canceled and a new PCS Events Absence must be reapproved with updated Related Assignment.

Associated UPKs:

- Create an Absence Request
- Cancel an Absence Request
- View and Amend an Absence Request
- Add Workflow to an Absence Request
- Print an Absence Request
- Create a PCS Absence

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.
2. The **PAID** landing page displays:
   2A. Member EMPLID populates automatically.
   2B. Select **Entry Type** drop-down; Select **Absences.**
   2C. Leave **Status** field blank.
   2D. Select **Add.**
3. The **Absences** landing page displays:
   3A. Select the **Absence Type** look-up; Select applicable absence type.

Pay-Absence-Incent-Ded (PAID)

①

Pay-Absence-Incent-Ded (PAID)   **②**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Benefits, Field Duty, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID 0000000000 **A**

Entry Type ABSENCES **B**

Entry ID

Status **C**

D

Add   Search   Clear

Entry Type	ABSENCES
Entry ID	ABSENCES
Status	ALLOWANCES
	BENEFITS
	COLLECTIONS
	FIELD DUTY
	HOUSING
	INCENTIVE PAYS
	SPECIAL PAYS

Pay-Absence-Incent-Ded (PAID)

ABSENCES **③**

Employee ID 0000000000   CW2 JANE SMITH   Submit

ABSENCES

Status Initial

ABSENCE TYPE   **A**

*BEGIN DATE

END DATE

Instructions
Select the **ABSENCE TYPE** for this request to b
• **CHARGEABLE**
• **NON-CHARGEABLE**
• **ADMINISTRATIVE**
• **PARENTAL**
• **PCS EVENTS**

Approval Map

Approval Map

Save for Later   Return To Search

Cancel   **Lookup**

Search for: ABSENCE TYPE

∨ Search Criteria   Show Operators

Category 1
(begins with)

Search   Clear

∨ Search Results

5 rows

Category 1 ⇅ **A**

01-CHARGEABLE

02-NON-CHARGEABLE

03-ADMINISTRATIVE

04-PARENTAL

05-PCS EVENTS

3B. Select the **Absence Reason** look-up tool; Select applicable reason.

3C. Enter Begin and End Date fields by selecting the **Calendar icon**.

3D. Enter applicable information in the fields.

3E. Enter desired **Comments**; Select **Attach** to add applicable supporting documents.

3F. Select **Submit**.

3G. The **Submit for Approval Confirmation** window displays; follow unit SOP and make appropriate selection; Select **Insert**.

3H. Notification of transaction submission displays; Select **OK**.

Request Allowance

Allowance permits the Member to create and print Allowance Requests, such as BAS, Clothing, Cost of Living Allowance (COLA), and Family Separation Allowance. Once approved and printed, the form must be taken to the Servicing Finance Office for further processing because Allowance PARs are non-transactional (do not update automatically and require manual input into the system after receiving approval).

Associated UPKs:

- Create and Print a Clothing Allowance Request
- Create and Print a Cost of Living Allowance (COLA) Request
- Create and Print a Family Separation Allowance Request
- Create and Print a Basic Allowance for Subsistence (BAS) Request

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.
2. The **PAID** landing page displays:
   - 2A. Member EMPLID populates automatically.
   - 2B. Select **Entry Type** drop-down; Select **Allowances**.
   - 2C. Leave **Status** field blank.
   - 2D. Select **Add**.

Pay-Absence-Incent-Ded (PAID)

1

Pay-Absence-Incent-Ded (PAID) **2**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Entry Type	ALLOWANCES

A Employee ID	0000000000
Entry Type	**B**
Entry ID	
Status	

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

Add   Search   Clear

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID	0000000000
Entry Type	ALLOWANCES
Entry ID	
Status	**C**

D Add   Search   Clear

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3. The **Allowances** landing page displays:

   3A. Select the **Allowance Category** drop-down; Make applicable selection.

   3B. Begin and End Date fields will auto populate for Clothing, input date range into the comments section.

   3C. Select **Clothing Type** look up tool; Select applicable option.

3D. Add desired **Comments**.

3E. Select **Attach** to add applicable supporting documents.

3F. Select **Submit**.

3G. Screen displays notification; Select **OK**.

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Request Benefits

Benefits allows the Member to Opt-In or Opt-Out of the Montgomery GI Bill (MGIB). Members within their election window, can enroll or dis-enroll and attach supporting documents for additional benefits to Members' Benefit Plans. HR Professionals can perform the transaction to Opt-In or Opt-Out for Members outside their election window.

Associated UPKs:

- Submit an MGIB Election Request

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.
2. The **PAID** landing page displays:
   - 2A. Member EMPLID populates automatically.
   - 2B. Select **Entry Type** drop-down; Select **Benefits**.
   - 2C. Leave **Status** field blank.
   - 2D. Select **Add**.

Pay-Absence-Incent-Ded (PAID)

①

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

A Employee ID	0000000000
Entry Type	**B**
Entry ID	
Status	

Entry Type: BENEFITS
Entry ID
Status

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

Add | Search | Clear

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID	0000000000
Entry Type	BENEFITS
Entry ID	
Status	**C**

D Add | Search | Clear

3. The **Benefits** landing page displays:

   3A. Select the **Benefits Category** look-up tool; Make applicable selection.

   3B. Begin and End Date fields will auto populate.

   3C. Select **MGIB Election** look-up tool; Select applicable option.

3D. Add desired **Comments**.

3E. Select **Attach** to add signed DD2366.

3F. Select **My Device**; Select signed document.

3G. Select **Upload**; Select **Done**.

3H. Attachment successfully uploaded; Change **Description** name as desired.

3I. Select **Submit**.

3J. Screen displays notification; Select **OK**.

Pay-Absence-Incent-Ded (PAID)

Status Saved

BENEFITS CATEGORY	MGIB
*BEGIN DATE	12/13/2023
END DATE	09/08/2024

Instructions

MGIB Election:
- **"OPT-IN:"** Select **OPT-IN** in "MGIB E
- **"OPT-OUT:"** Select **OPT-OUT** in "MG
- **"Check List for Enrolling or Disenr**
  1. **Complete DD2366 form** and make
  2. Make sure you **review the form wi**
  3. **Attach the Signed form** below und
  4. **Click on Submit** to send the form
  5. **Once Approved by Personnel Of**

Additional Information

*M G I B Election OPT-IN

Comments

I would like to OPT-IN MGIB Election

Attachments

1 row

Attach	View	Attached File ↑↓	*Description ↑↓		
Attach	View	DD2366.pdf	Signed DD2366	+	−

Approval Map

Approval Map

[Save for Later] [Return To Search]

Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID 0000000000 PV1 JOHN DOE

[Submit]

BENEFITS

Status	Saved
BENEFITS CATEGORY	MGIB
*BEGIN DATE	12/13/2023
END DATE	09/08/2024

Instructions

MGIB Election:
- **"OPT-IN:"** Select **OPT-IN** in "MGIB Election" if you would like to **ENROLL** in the Montgomery GI Bill Act of 1984 (MGIB).
- **"OPT-OUT:"** Select **OPT-OUT** in "MGIB Election" if you would like to **DISENROLL** in the Montgomery GI Bill Act of 1984 (MGIB).
- **"Check List for Enrolling or Disenrolling in MGIB:"**
  1. **Complete DD2366 form** and make sure you sign the form where it reads **SERVICE MEMBER SIGNATURE**.
  2. Make sure you **review the form with Personnel Office and get the signature**.
  3. **Attach the Signed form** below under "Attachments" Section.
  4. **Click on Submit** to send the form to Personal Office for further processing.
  5. **Once Approved by Personnel Office** you will receive an email notification with confirmation.

Additional Information

*M G I B Election OPT-IN

Transaction routed to the following S1 Pool: 01862009

[OK]

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Request Collections

Collection is used when a Member was charged BAS meals during a field exercise. Once approved and printed, the form must be taken to the Servicing Finance Office for further processing because Collections PARs are non-transactional (do not update automatically and require manual input into the system after receiving approval).

Associated UPKs:

- Create and Print a BAS Meal Refund Request

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.
2. The **PAID** landing page displays:

   2A. Member EMPLID populates automatically.

   2B. Select **Entry Type** drop-down; Select **Collections**.

   2C. Leave **Status** field blank.

   2D. Select **Add**.

Pay-Absence-Incent-Ded (PAID)

①

Pay-Absence-Incent-Ded (PAID) **②**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

(A) Employee ID 0000000000

Entry Type **(B)**

Entry ID

Status

Add   Search   Clear

Entry Type COLLECTIONS
Entry ID
Status
ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

Pay-Absence-Incent-Ded (PAID) **②**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID I0000000000

Entry Type COLLECTIONS

Entry ID

Status **(C)**

(D) Add   Search   Clear

3. The **Collections** landing page displays:

3A. Select the **Collection Cat** drop-down; Select B**AS MEAL**.

3B. Select the **Collection Type** drop-down; Make applicable selection.

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS **3**

Employee 0000000000 PV1 JOHN DOE [Submit]

COLLECTIONS

Status Initial

COLLECTION CAT [🔍] **A**

Instructions
Please select a collections category to begin.

*BEGIN DATE

END DATE

Approval Map

Approval Map

[Save for Later] [Return To Search]

[Cancel] **Lookup**

Search for: COLLECTION CAT

⌄ Search Criteria   Show Operators

Category 1
(begins with) [   ]

[Search] [Clear]

⌄ Search Results

[⊞] [☰]   1 row

Category 1 ⇅

BAS MEAL **A**

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS

Employee ID 0000000000 PV1 JOHN DOE [Submit]

COLLECTIONS

Status Initial

COLLECTION CAT [BAS MEAL 🔍] **B**

COLLECTION TYPE [🔍]

*BEGIN DATE [   ]

END DATE [   ]

Instructions
Please select a BAS Meal collection type.

Entry Details

Comments [Cancel] **Lookup**

Search for: COLLECTION TYPE

⌄ Search Criteria   Show Operators

Category 2
(begins with) [   ]

[Search] [Clear]

Approval Map

Approval Map

[Save for Later]

⌄ Search Results

[⊞] [☰]   2 rows

Category 2 ⇅ **B**

ONE-TIME

REFUND

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3C. Enter Begin and End Date fields by selecting the **Calendar Icon**.

3D. Select # **Breakfasts, Lunches, Dinners To Refund** look-up tool(s); Make applicable selection(s).

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS

Employee ID 0000000000   PV1 JOHN DOE

[Submit]

COLLECTIONS

Status Initial

COLLECTION CAT | BAS MEAL | 🔍

COLLECTION TYPE | REFUND | 🔍

*BEGIN DATE | | 📅 **C**

END DATE | | 📅

Instructions

This page will be used to establish a Basic Allowance Subsistence (BAS) One-Time Refund. Once approved, the Ba Authorization form can be generated with appropriate information. **No transaction will automatically be generated entry.**

IMPORTANT: This entry will result in a refund to the Member's account when the form is delivered to DFAS for entry

Field Level Entry Help
- **Begin Date:** This should reflect the date that the meals were missed.
  NOTE: The entry can handle multiple missed meal refunds, so the begin date can reflect the first missed meals.
- **End Date:** This should reflect the date that the meals were missed.
  NOTE: The entry can handle multiple missed meal refunds, so the end date can reflect the first missed meals.
- **# Breakfasts to Refund:** This is the actual number of Breakfasts that need to be refunded.
- **# Lunches to Refund:** This is the actual number of Lunches that need to be refunded.
- **# Dinners to Refund:** This is the actual number of Dinners that need to be refunded.
- **Rate to Refund:** This is either the "Standard" or "Discounted" rate that needs to be refunded.

Pay-Absence-Incent-Ded (PAID)

*BEGIN DATE | 12/09/2024 | 📅

END DATE | 12/13/2024 | 📅

Field Level Entry Help
- **Begin Date:** This should reflect the date that the meals were missed.
  NOTE: The entry can handle multiple missed meal refunds, so the begin date can reflect the first missed meals.
- **End Date:** This should reflect the date that the meals were missed.
  NOTE: The entry can handle multiple missed meal refunds, so the end date can reflect the first missed meals.
- **# Breakfasts to Refund:** This is the actual number of Breakfasts that need to be refunded.
- **# Lunches to Refund:** This is the actual number of Lunches that need to be refunded.
- **# Dinners to Refund:** This is the actual number of Dinners that need to be refunded.
- **Rate to Refund:** This is either the "Standard" or "Discounted" rate that needs to be refunded.

Entry Details

Breakfasts To Refund | | 🔍

Lunches To Refund | | 🔍 **D**

Dinners To Refund | | 🔍

*Rate To Refund | | 🔍

Comments

| |

Attachments

Attach

[Attach]

[Cancel] **Lookup**

Search for: # Breakfasts To Refund

⌄ **Search Criteria**   Show Operators

Field Value
(begins with) | |

Long Description
(begins with) | |

[Search] [Clear]

⌄ **Search Results**

20 rows

Field Value ↑↓	Long Description ↑↓ **D**
1	Number of Breakfasts to Refund = 1
2	Number of Breakfasts to Refund = 2

3E. Select **Rate to Refund** look-up tool; Make applicable selection.

Pay-Absence-Incent-Ded (PAID)

*BEGIN DATE	12/09/2024
END DATE	12/13/2024

Field Level Entry Help
- **Begin Date:** This should reflect the date that the meals were missed.
  NOTE: The entry can handle multiple missed meal refunds, so the begin date can reflect the first missed meals.
- **End Date:** This should reflect the date that the meals were missed.
  NOTE: The entry can handle multiple missed meal refunds, so the end date can reflect the first missed meals.
- **# Breakfasts to Refund:** This is the actual number of Breakfasts that need to be refunded.
- **# Lunches to Refund:** This is the actual number of Lunches that need to be refunded.
- **# Dinners to Refund:** This is the actual number of Dinners that need to be refunded.
- **Rate to Refund:** This is either the "Standard" or "Discounted" rate that needs to be refunded.

Entry Details

# Breakfasts To Refund	5.00
# Lunches To Refund	5.00
# Dinners To Refund	5.00
*Rate To Refund		**E**

Comments

📝

Attachments

1 row

Attach	View	Attached File ↑↓	*Description ↑↓		
Attach	View			+	−

Cancel   **Lookup**

Search for: Rate To Refund

∨ **Search Criteria**   Show Operators

Field Value (begins with)	
Additional Details (begins with)	

Search   **Clear**

∨ **Search Results**

2 rows

Field Value ↑↓ **E**	Additional Details ↑↓
DISCOUNTED RATE	Use this to start a discounted rate refund for the Member
STANDARD RATE	Use this to start a standard rate refund for the Member

3F. Enter desired comments in the **Comments** field.

3G. Select **Attach** to add applicable supporting documents.

3H. Select **Submit**.

3I. Select **OK**.

Pay-Absence-Incent-Ded (PAID)

NOTE: The entry can handle multiple missed meal refunds, so the end date can reflect the first missed meals.
- **# Breakfasts to Refund:** This is the actual number of Breakfasts that need to be refunded.
- **# Lunches to Refund:** This is the actual number of Lunches that need to be refunded.
- **# Dinners to Refund:** This is the actual number of Dinners that need to be refunded.
- **Rate to Refund:** This is either the "Standard" or "Discounted" rate that needs to be refunded.

Entry Details

# Breakfasts To Refund	5.00
# Lunches To Refund	5.00
# Dinners To Refund	5.00
*Rate To Refund	STANDARD RATE

Comments

Refund required for missed meals. **F**

Attachments

1 row

Attach	View	Attached File ↑↓	*Description ↑↓		
Attach **G**	View			+	−

Approval Map

Approval Map

Save for Later   Return To Search

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS

Employee ID 0000000000   PV1 JOHN DOE   Submit **H**

COLLECTIONS

Status	Initial
COLLECTION CAT	BAS MEAL
COLLECTION TYPE	REFUND
*BEGIN DATE	12/09/2024
END DATE	12/13/2024

Instructions

This page will be used to establish a Basic Allowance Subsistence (BAS) One-Time Refund. Once approved, the Basic Allowance Su[...] Authorization form can be generated with appropriate information. **No transaction will automatically be generated and sent to DJ[...] entry.**

IMPORTANT: This entry will result in a refund to the Member's account when the form is delivered to DFAS for entry.

Field Level Entry Help
- **Begin Date:** This should reflect the date that the meals were missed.
  NOTE: The entry can handle multiple missed meal refunds, so the begin date can reflect the first missed meals.
- **End Date:** This should reflect the date that the meals were missed.
  NOTE: The entry can handle multiple missed meal refunds, so the end date can reflect the first missed meals.
- **# Breakfasts to Refund:** This is the actual number of Breakfasts that need to be refunded.
- **# Lunches to Refund:** This is the actual number of Lunches that need to be refunded.
- **# Dinners to Refund:** This is the actual number of Dinners that need to be refunded.
- **Rate to Refund:** This is either the "Standard" or "Discounted" rate that needs to be refunded.

Transaction routed to the following S1 Pool: 01898701

OK **I**

Request Field Duty

Field Duty may be initiated via the PAID tile from the Self-Service home page. Members can submit a Field Duty transaction request and attach supporting documents on the Field Duty screen.

Associated UPKs:

- Submit a Field Duty Request
- Amend a Field Duty Request
- Cancel a Field Duty Request

---

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.

2. The **PAID** landing page displays:

   2A. Member EMPLID populates automatically.

   2B. Select **Entry Type** drop-down; Select **Field Duty**.

   2C. Select **Status** drop-down; Select **Initial**.

   2D. Select **Add**.

3. The **Field Duty** landing page displays:

    3A. Select the **Field Duty Type** look-up tool; Select applicable category.

    3B. Enter Begin and End date (if applicable) field(s) by selecting the **Calendar** Icon.

    3C. Select the **Field Duty Loc** look-up tool; Select applicable location.

Pay-Absence-Incent-Ded (PAID)   **3**

FIELD DUTY

Employee ID 0000000000   CW2 JANE SMITH   [Submit]

FIELD DUTY

Status Initial

FIELD DUTY TYPE [🔍] **A**

*BEGIN DATE [ ]

END DATE [ ]

Instructions
Please select the Field Duty Type to continue.

Approval Map
Approval Map

[Save for Later]   [Return To Search]

Lookup

Cancel

Search for: FIELD DUTY TYPE

∨ Search Criteria   Show Operators

Category 1
(begins with) [ ]

[Search]   [Clear]

∨ Search Results

[⊞] [☰]   1 row

Category 1 ⇅ **A**
FIELD DUTY

Pay-Absence-Incent-Ded (PAID)

FIELD DUTY

Employee ID   0000000000

FIELD DUTY

Status Initial

FIELD DUTY TYPE [FIELD DUTY   🔍]

*BEGIN DATE [01/02/2024] [📅]   **B**

END DATE [01/05/2024] [📅]

Instructions
Please provide the appropriate begin and end dates as well as the location a[nd] additional information can be included as comments or attached to this entry.

Additional Information

C *Field Duty Loc [🔍]

Lookup

Cancel

Search for: Field Duty Loc

∨ Search Criteria   Show Operators

Geog Location Code
(begins with) [ ]

Country
(begins with) [🔍]

State
(begins with) [ ]

City
(begins with) [ ]

[Search]   [Clear]

∨ Search Results

     Only the first 100 results can be displayed.

[⊞] [☰]   100 rows

Geog Location Code ⇅	Country ⇅	State ⇅	City ⇅
010000000 **C**	USA	AL	ALABAMA

3D. Add desired **Comments**.

3E. Select **Attach** to add applicable supporting documents.

3F. Select **Submit**.

3G. Screen displays notification; Select **OK**.

★ U.S. ARMY

Request Housing

Housing allows the Member to create and print Housing Requests, such as Basic Allowance for Housing (BAH), Family Separation Housing Allowance (FSH), Move In Housing Allowance (MIHA), and Overseas Housing Allowance (OHA). Members may recertify the BAH Authorization and Dependency Declaration form (previously known as the DA Form 5960) using the PAID tile. Members must recertify BAH annually, the recertification process will create and upon approval, BAH form will automatically upload to iPERMS. BAH Recertification via IPPS-A is only for Members assigned to a CONUS location or their dependents. Members assigned to an OCONUS location must use OHA to recertify. Housing PARs are non-transactional (do not update automatically and require manual input into the system after receiving approval).

Associated UPKs:

- Create and Print a BAH Authorization and Dependency Declaration Request
- Create and Print a Family Separation Housing (FSH) Allowance Request
- Create and Print a Move-In Housing Allowance (MIHA) Request
- Create and Print an Overseas Housing Allowance (OHA) Request

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.

2. The **PAID** landing page displays:

   2A. Member EMPLID populates automatically.

   2B. Select **Entry Typ**e drop-down; Select **Housing**.

   2C. Leave **Status** field blank.

   2D. Select **Add**.

Pay-Absence-Incent-Ded (PAID)

1

Pay-Absence-Incent-Ded (PAID) **2**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

A Employee ID 0000000000

Entry Type **B**

Entry ID

Status

Entry Type HOUSING
Entry ID
Status

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

Pay-Absence-Incent-Ded (PAID) **2**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID 0000000000
Entry Type HOUSING
Entry ID
C Status

D

Add   Search   Clear

3. The **Housing** landing page displays:

   3A. Select the **Housing Category** drop-down; Select **BAH**.

   3B. Enter Begin and End Date fields by selecting the **Calendar Icon**.

   3C. Select **Quarters Type** look up tool; Select applicable option.

3D. Select **Housing Type** look up tool; Select applicable option.

3E. Select **Postal** look up tool; Select applicable option.

3F. Add desired **Comments** and applicable **Attachments**.

3G. Select **Submit**.

3H. Screen displays notification; Select **OK**.

Request Incentive Pay

Incentive Pay is authorized for Members who work in specialized fields/positions or who serve in areas that qualify for additional pay. Members may submit Incentive Pay Requests through Self-Service.

Associated UPKs:

- Submit an Incentive Pay Request
- Amend/Terminate an Incentive Pay Request
- Cancel an Incentive Pay Request

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.

2. The **PAID** landing page displays:

   2A. Member EMPLID populates automatically.

   2B. Select **Entry Type** drop-down; Select **Incentive Pays**.

   2C. Select **Status** drop-down; Select **Initial**.

   2D. Select **Add**.

Pay-Absence-Incent-Ded (PAID)

①

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

A Employee ID 0000000000
Entry Type [_____] B
Entry ID [_____]
Status [____]

Entry Type [INCENTIVE PAYS ▾]
Entry ID
Status

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

Add   Search   Clear

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID 0000000000
Entry Type [INCENTIVE PAYS ▾]
Entry ID [_____]
Status [Initial ▾] C

Status [_____ ▾]

Approved
Cancelled
Denied
Initial
Pending
Saved
Terminated

D Add   Search   Clear

3. The **Incentive Pays** landing page displays:

   3A. Select the **Incentive Pay Type** look-up tool; Select applicable incentive pay type.

   3B. Enter Begin and End Date (if applicable) field(s) by selecting the **Calendar** Icon.

   3C. Select the **Jump Skill Level** look-up tool; Select appropriate option.

Pay-Absence-Incent-Ded (PAID) ③

INCENTIVE PAYS

Employee ID 0000000000 CW2 JANE SMITH

INCENTIVE PAYS

Status Initial

Instructions
Please select the Incentive Pay Type to begin.

INCENTIVE PAY TYPE 🔍 Ⓐ

*BEGIN DATE

END DATE

Approval Map

Approval Map

Save for Later | Return To Search

Cancel | **Lookup**

Search for: INCENTIVE PAY TYPE

∨ Search Criteria | Show Operators

Category 1
(begins with)

Search | Clear

∨ Search Results

18 rows

Category 1 ⇅ Ⓐ

HDIP-EXP STRESS

HDIP-FLIGHT DECK

HDIP-FLY-AIR WPNS

Pay-Absence-Incent-Ded (PAID)

INCENTIVE PAYS

Employee ID 0000000000 CW2 JANE SMITH   Submit Ⓕ

INCENTIVE PAYS

Status Initial

Instructions
Please enter any required data, begin and end dates, a
Member does not have an option to select, their HR re

INCENTIVE PAY TYPE HDIP-PARACHUTE 🔍

*BEGIN DATE 01/09/2024 📅

END DATE 📅 Ⓑ

Additional Information

Ⓒ *Jump Skill Level STUDENT 🔍

*Authority(30 Char) 37 U.S.C. § 301(A)(3) 🔍 Ⓓ

U.S.C. - PARACHUTE INCENTIVE PAYS

Comments

Attachments

1 row

Attach	View	Attached File ⇅	*Description ⇅		
Attach Ⓔ	View			+	−

Approval Map

Approval Map

Save for Later | Return To Search

3D. Select the **Authority** look-up tool; Select appropriate authority.

3E. Select **Attach** to add applicable supporting documents.

3F. Select **Submit**; Request is routed to supervisor.

3G. Notification displays; Select **OK**; Request is routed to the S1 Pool.

Transaction routed to the following S1 Pool: 01898701

OK Ⓖ

Request Special Pay

Special Pay is authorized for Members who work in specialized fields/positions or who serve in areas that qualify for additional pay. Members may submit Special Pay Requests through Self-Service.

Associated UPKs:

- Submit a Special Pay Request
- Amend/Terminate a Special Pay Request
- Cancel a Special Pay Request

---

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.

2. The **PAID** landing page displays:

   2A. Member EMPLID populates automatically.

   2B. Select **Entry Type** drop-down; Select **Special Pays**.

   2C. Select **Status** drop-down; Select **Initial**.

   2D. Select **Add**.

Pay-Absence-Incent-Ded (PAID)

1

Pay-Absence-Incent-Ded (PAID) **2**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

A Employee ID 0000000000

Entry Type **B**

Entry ID

Status

Entry Type SPECIAL PAYS

Entry ID

Status

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

Add   Search   Clear

Pay-Absence-Incent-Ded (PAID) **2**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID 0000000000

Entry Type SPECIAL PAYS

Entry ID

Status Initial **C**

Status

Approved
Cancelled
Denied
Initial
Pending
Saved
Terminated

D

Add   Search   Clear

One Soldier ★ One Record ★ One Army

★ U.S. ARMY

3. The **Special Pays** landing page displays:

   3A. Select the **Special Pay Type** look-up tool; Select applicable special pay type.

   3B. Enter Begin and End date (if applicable) field(s) by selecting the **Calendar** Icon.

Pay-Absence-Incent-Ded (PAID) ③

SPECIAL PAYS

Employee ID   0000000000   CW2 JANE SMITH   Submit

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE [🔍] Ⓐ

Instructions
Please select the Special Pay Type to be

*BEGIN DATE [   ]

END DATE [   ]

Approval Map

Approval Map

[Save for Later]   [Return To Search]

Cancel   **Lookup**

Search for: SPECIAL PAY TYPE

⌄ Search Criteria   Show Operators

Category 1 [   ]
(begins with)

[Search]   [Clear]

⌄ Search Results

[⊞] [☰]   9 rows

Category 1 ⇅ Ⓐ

COMMAND PAY

DESIGNATED UNIT

Pay-Absence-Incent-Ded (PAID)

SPECIAL PAYS

Employee ID 0000000000   CW2 JANE SMITH   Submit

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE [SPECIAL DUTY ASGMT 🔍]

Instructions
Please enter any required data, begin and end dates, and attach any required documents to sub
skill is required for the entry and the Member does not have an option to select, their HR records

*BEGIN DATE [01/10/2024   📅]
END DATE [📅] Ⓑ

Additional Information

*Authority(30 Char) [37 U.S.C. § 307 🔍]
U.S.C. - SPECIAL DUTY ASSIGMENT PAY

*S D A P Rate [3   🔍] $225.00 (SD3)
*Proficiency Type [SP   🔍] SDAP All Others
*Sub Type [SP999   🔍] SDAP All Others

Comments

[   ]

3C. Select **Authority** look-up tool; Select applicable authority.

3D. Select **SDAP Rate** look-up tool; Select applicable rate.

3E. Select **Proficiency Type** look-up tool; Select applicable proficiency.

3F. Select **Sub Type** look-up tool; Select applicable sub type.

3G. Add desired **Comments**.

3H. Select **Attach** to add supporting documents.

3I. Select **Submit**.

3J. Screen displays Notification; Select **OK**.

Searching for PAID requests

Members may Search any of the Entry Types on the PAID screen. Searching for previous Entry Types allows the Member to view, amend (modify), or cancel the request.

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.

2. The **PAID** landing page displays:

   2A. Member EMPLID populates automatically.

   2B. Select **Entry Type** drop-down; Select applicable option.

   2C. Select **Status** drop-down; Select applicable status.

   2D. Select **Search.**

   2E. Screen displays listing based on Entry Type and Status selection.

Pay-Absence-Incent-Ded (PAID)

1

Pay-Absence-Incent-Ded (PAID) **2**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

A Employee ID 0000000000

B Entry Type

Entry Type

Entry ID

Status

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

Pay-Absence-Incent-Ded (PAID) **2**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID

Entry Type ABSENCES

Entry ID

C Status Approved

Status

Approved
Cancelled
Denied
Initial
Pending
Saved
Terminated

D Add   Search   Clear

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID 0000000000   CW2 JANE SMITH

Entry Type ABSENCES

Entry ID

Status Approved

Add   Search   Clear

12 rows

Empl ID ⇅	Name ⇅	Earn/Deduct ID ⇅	Instance ⇅	Category 1 ⇅	Category 2 ⇅	Category 3 ⇅	Begin Date ⇅	End Date ⇅	Status ⇅	Prior Status ⇅	
0000000000	CW2 JANE SMITH	5120566	1	02-NON-CHARGEABLE	PASS-SPEC 3-DAY		12/31/2024	01/02/2025	Approved		✖

E

CHAPTER 2
HR PROFESSIONAL — PAID

Pay-Absences-Incent-Ded (PAID)

The PAID tile allows an HR Professional to initiate Absences, Allowances, Benefits, Collections, Field Duty, Housing, Incentive Pays, and Special Pays. HR Professionals must use the PAID tile to view, amend, monitor, or submit cancellations of previously submitted actions. Commanders will access pending Absences, Allowances, Benefits, Collections, Field Duty, Housing, and Incentive/Special Pay requests through the Approvals tile on the Manager Self-Service homepage.

The required **Category/Subcategory** to complete the tasks in this chapter is **HR Professional/HR Professional**; **Commander/Manager** also.

View: HR Professional Homepage > PAID tile

Absence Management

HR Professionals may request, view, amend (modify), and cancel absence requests. Upon Members' initiation of absences, Supervisors and the associated S1 Pool will receive notifications denoting absence requests are awaiting approval. Notifications contain a direct link to the request awaiting approval. Commanders will approve or deny pending Absences through the Approvals tile on the Manager Self-Service homepage.

NOTE: Currently, there is no corrective action in IPPS-A to not count non-duty days toward current absence balance. Members must, if possible, begin absences on duty days, allowing IPPS-A to calculate expended days of absence correctly. If Members must request absences beginning on non-duty days, the HR Professional must amend the absence to account for the correct number of days upon the Member returning to duty.

More Information: IPPS-A User Manual Chapter 23 Absences; Appendix G Absence Descriptions and High-Level Approvals

Associated UPKs:

- Cancel an Absence Request
- Add Workflow to an Absence Request
- Print an Absence Request
- View and Amend an Absence Request
- Adjust Chargeable Duration After Completion of an Absence
- Create a PCS Absence
- View and Amend a PCS Absence Request
- Update PCS Absence Using the InTransit Grid During Arrival Processing
- Verify PCS Absence Using the InTransit Grid During Departure Processing
- Approve or Deny an Absence (Commanders)

1. **Amend/View** icon: Opens the request in View Only format. Once the request is open, two additional buttons are available to update the request (Update Details and Update Dates).
2. **Cancel** icon: Cancels the request and stops the process.

Special/Incentive Pay Management

HR Professionals may submit (on behalf of Member), view, amend (modify), and cancel special/incentive pay requests. Upon Members' initiation of special/incentive pay requests, Commanders and the associated S1 Pool will receive notifications denoting special/incentive pay requests are awaiting approval. Notifications contain a direct link to the request awaiting approval. Commanders will approve or deny pending special/incentive pay requests through the Approvals tile on the Manager Self-Service homepage.

NOTE: Cancel or change requests for Special or Incentive Pay are processed the same as an initial request.

View: HR Professional > PAID tile

More Information: IPPS-A User Manual Chapter 26 Special and Incentive Pay; Table 26-2 Pay types

Associated UPKs:

- Submit Member's Special Pay Request
- Change Member's Special Pay Request
- Cancel Member's Special Pay Request
- Submit Incentive Pay Request
- Change Incentive Pay Request
- Cancel Incentive Pay Request
- Approve Special Pay Requests (Commanders)

1. **Amend/View** icon: Opens the request in View Only format. Once the request is open, two additional buttons are available to update the request (Update Details and Update Dates).
2. **Cancel** icon: Cancels the request and stops the process.

Field Duty Management

HR Professionals may submit (on behalf of Member), view, amend (modify), and cancel field duty requests. Upon Members' initiation of field duty requests, Supervisors and the associated S1 Pool will receive notifications denoting field duty requests are awaiting approval. Notifications contain a direct link to the request awaiting approval. Commanders will approve or deny pending field duty requests through the Approvals tile on the Manager Self-Service homepage.

Additionally, HR Professionals may complete Mass Updates for Field Duty. HR Professionals must navigate to the Mass Update screen to perform this action (NavBar > Menu > Workforce Administration > Mass Update R3 > Mass Update).

View: HR Professional > PAID tile

More Information: IPPS-A User Manual Chapter 22, paragraph 22-25 Field Duty

Associated UPKs:

- Submit a Field Duty Request
- Amend a Field Duty Request
- Cancel a Field Duty Request
- Mass Update Field Duty

1. **Amend/View** icon: Opens the request in View Only format. Once the request is open, two additional buttons are available to update the request (Update Details and Update Dates).
2. **Cancel** icon: Cancels the request and stops the process.

CHAPTER 3
HR PROFESSIONAL — PAID AND ITG

Absence Types

Five absence types are available under the PAID tile: Chargeable Absence, Non-Chargeable Absence, Administrative Absence, Parental Absence, and PCS Events Absence. There are a number of Absence Reasons associated with each Absence Type. Currently, the PCS Events Absence type connects to the ITG allowing HR Professionals to amend (modify) Authorized Travel (AT) days and/or Absence Days.

More Information: IPPS-A User Manual Chapter 23 Absences; Appendix G Absence Descriptions and High-Level Approvals – Chapter 12, paragraph 12-34 PCS Assignment and Absence Integration to include ITG (Processes 12-11 and 12-12).

PCS Events and In-Transit Grid

HR Professional is the SUBCAT required to for ITG manipulation. It is the responsibility of the Servicing HR/HR Professional to ensure the correct PCS absence days are charged for Members. A "PCS Events Absence Request" must be approved and populated before the HR Professional submits the departure transaction. IPPS-A utilizes an ITG to capture Authorized Travel Days and Absence Days.

HR Professionals will process/transact the chargeable absence when processing the Soldiers Arrival transaction via the ITG. IPPS-A will send the absence transaction via interface to Defense Joint Military Pay System (DJMS).

NOTE: PCS Events Absence should not be adjusted to capture travel dates.

Members may add an Absence 2 Reason (e.g., Hometown Recruiter Assistant Program (HRAP), House Hunting, Proceed Time) to their PCS Events absence type. The Begin and End Date fields are used to capture the entire date range from the time the Member departs their current duty station until the date prior to the new assignment start date, regardless of the Member planning to arrive early.

NOTE: Two Absence Reasons may be entered for PCS Entries, only one is required.

The ITG automatically calculates authorized travel days for CONUS assignments. For OCONUS assignments an HR Professional must manually calculate travel days. In both cases, it is the HR Professionals responsibility to ensure that the correct amount of travel days is populated in the ITG.

NOTE: The ITG does not know the mode of travel (e.g., car or plane).

NOTE: If a Member arrives early, make appropriate adjustments in the ITG and not the approved PCS Events absence.

HR Professionals will navigate to the Members Manage Assignments landing page to view Members assignment first.

View: NavBar > Menu > Workforce Administration > Assignment Tracking > Manage Assignments

More Information: IPPS-A User Manual Chapter 23, paragraph 23-11 InTransit Grid – Chapter 12, paragraph 12-34 PCS Assignment and Absence Integration to include ITG (Processes 12-11 and 12-12)

Associated UPKs:
- Create a PCS Absence
- View and Amend a PCS Absence Request
- Update PCS Absence Using the InTransit Grid During Arrival Processing

Request PCS Events Absence

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.

2. The **PAID** landing page displays:

    2A. Member EMPLID populates automatically.

    2B. Select **Entry Type** drop-down; Select applicable option.

    2C. Leave **Status** field blank.

    2D. Select **Add**.

3. The **Absences** landing page displays:

    3A. Select the **Absence Type** look-up tool; Select **PCS Events**.

    3B. The **Absence Reason** populates automatically to **01-PCS Entries**.

Pay-Absence-Incent-Ded (PAID)

①

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Benefits, Field Duty, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Ⓐ Employee ID   0000000000

Entry Type   ABSENCES   Ⓑ

Entry ID

Status   Ⓒ

Ⓓ   Add   Search   Clear

Entry Type	ABSENCES
Entry ID	
Status	ABSENCES
	ALLOWANCES
	BENEFITS
	COLLECTIONS
	FIELD DUTY
	HOUSING
	INCENTIVE PAYS
	SPECIAL PAYS

Pay-Absence-Incent-Ded (PAID) ③

ABSENCES

Employee ID   0000000000   CW2 JANE SMITH

ABSENCES

Status   Initial

ABSENCE TYPE   [🔍]   Ⓐ

*BEGIN DATE

Instructions

Select the **ABSENCE TYPE** for this request
- CHARGEABLE
- NON-CHARGEABLE
- ADMINISTRATIVE

Cancel   **Lookup**

Search for: ABSENCE TYPE

∨ Search Criteria   Show Operators

Category 1   [   ]
(begins with)

Search   Clear

∨ Search Results

⊞ ☰   5 rows

Category 1 ↑↓

01-CHARGEABLE

02-NON-CHARGEABLE

03-ADMINISTRATIVE

04-PARENTAL

05-PCS EVENTS   Ⓐ

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID   0000000000   CW2 JANE SMITH

ABSENCES

Status   Initial

ABSENCE TYPE   05-PCS EVENTS   🔍

ABSENCE REASON   01-PCS ENTRIES   Ⓑ

*BEGIN DATE   📅

END DATE   📅

Instructions

This Absence Reason is used to collect al authorized from PDS to PDS.

PCS Entries Guidelines:
- The "BEGIN DATE" & "END DATE" fiel **regardless of the Member planning t**
- In the "Additional Information" below, tv
- Please use ONLY "Absence 1 Reason"
    ○ All Absences must be contiguous (if PCS Entries.
    ○ If any of the Birth/Non-Birth/Adoption

3C. Enter Begin and End Date fields by selecting the **Calendar Icon**.

3D. Select the **Related Assignment** look-up tool; select applicable PCS assignment.

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 0000000000   CW2 JANE SMITH

ABSENCES

Status Initial

ABSENCE TYPE 05-PCS EVENTS

ABSENCE REASON 01-PCS ENTRIES

*BEGIN DATE 12/02/2024 **C**

END DATE 01/09/2025

Instructions

This Absence Reason is used to collect al authorized from PDS to PDS.

PCS Entries Guidelines:
- The "BEGIN DATE" & "END DATE" fiel regardless of the Member planning t
- In the "Additional Information" below, tw
- Please use ONLY "Absence 1 Reason"
  - All Absences must be contiguous (if PCS Entries.
  - If any of the Birth/Non-Birth/Adoption

Additional Information

Duration 39 Days

Supervisor Id

*Related Assignment **D**

*Contact Name

*Contact Phone

*Leave Address

*Geoloc Code

*Absence 1 Reason

Absence 1 Sub-Reason

*Absence 1 Begin Date

*Absence 1 End Date

Absence 2 Reason

Absence 2 Sub-Reason

Absence 2 Begin Date

Absence 2 End Date

Absence 3 Reason

Absence 3 Sub-Reason

Absence 3 Begin Date

Absence 3 End Date

Child's Birthdate

Adopt/Foster Date

Cancel   **Lookup**

Search for: Related Assignment

Search Criteria   Show Operators

Field Value (begins with)

Additional Details (begins with)

Search   Clear

Search Results

1 row

Field Value ↑↓	Additional Details ↑↓
120976448 **D**	TYPE:PER - ACTION:PCS - REASON:OPN - BEGIN/END DATES:01/10/2025--06/27/2027

3E. Enter applicable information in the **Contact Name**, **Contact Phon**e, and **Leave Addres**s fields.

3F. Select the **Geoloc Code** look-up tool; enter desired information and make applicable selection.

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3G. Select **Absence 1 Reason** look-up tool;
   make applicable selection.

NOTE: Do not select Travel Days as an Absence Reason.

NOTE: Absence 1 and 2 Sub-Reasons are only required for Parental Absences.

Additional Information

Duration	39 Days	Absence 2 Reason	
Supervisor Id		Absence 2 Sub-Reason	
*Related Assignment	120976448 Begin Date: 01/10/2025	Absence 2 Begin Date	
*Contact Name	John Doe	Absence 2 End Date	
*Contact Phone	123-456-7891	Absence 3 Reason	
*Leave Address	123 John Road	Absence 3 Sub-Reason	
*Geoloc Code	371670051 FAYETTEVILLE, NC, USA	Absence 3 Begin Date	
*Absence 1 Reason	**(G)**	Absence 3 End Date	
Absence 1 Sub-Reason		Child's Birthdate	
*Absence 1 Begin Date		Adopt/Foster Date	
*Absence 1 End Date			

Lookup

Cancel

Search for: Absence 1 Reason

Search Criteria — Show Operators

Field Value (begins with)

Additional Details (begins with)

Search   Clear

Search Results

12 rows

Field Value ↑↓	Additional Details ↑↓
ADOPTION OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
BIRTH OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
CONSEC OVERSEAS	Chargeable Absence used to account for Consecutive Overseas Tours
EMERGENCY ABS	Chargeable Absence and additional information may be required and attached
FOSTERING OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
HOUSE HUNTING	Administrative Absence and used to find appropriate housing at your new duty station
IN-PLACE COT	Chargeable Absence and used to account for "In-Place" Consecutive Overseas Tours
NON-BIRTH PARENT	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
PCS ABSENCE	Chargeable Absence and used as the standard absence taken during a PCS move **(G)**
PROCEED TIME	Administrative Absence and used for going to or coming from an all-others overseas tour
RECRUIT ASSIST	Non-Chargeable Absence and used ONLY if performing recruiting activities during a PCS move
TRAVEL DAYS	DO NOT ENTER: These days are loaded by the DTOD interaction from assignments

3H. Enter **Absence 1 Begin** and **Absence 1 End Date**
   fields by selecting the **Calendar Icon**.

3I. Follow steps G-H if entering **Absence 2 Reason**.

3J. Enter desired **Comments**.

3K. Selec**t Attach** to add applicable attachments.

3L. Select **Submit**.

3M. The **Submit for Approval Confirmation** window displays; follow unit
SOP and make appropriate selection; Select **Insert**.

3N. Notification of transaction submission displays; Select **OK**.

Arrival Transaction

1. Navigate to the **Manage Assignments** tile.

2. Screen displays **Assignments Search** landing page; enter desired information for Member; Select Search.

3. Screen displays **Current/Approved** assignment landing page.

Manage Assignments

1

Assignments Search **2**

Assignments Search Page

Search Criteria

Empl ID	
Name	
First Name	
Last Name	

Search   Clear

Current/Approved **3**

Name PVT JOHN SMITH
Empl ID 0000000000

Current/Approved
Pending/Working
Completed
Canceled

∨ Organizational Instance

Business Unit	US Army Active Component	Location	FT CARSON
Component Category	ACMS-Indiv Acct-Transients	Job Code	E88M MOTOR TRANSPORT OPERATOR
UIC	WDMQC0 0068 CS BN CO C COMP TRK C	Position	06822454 #1 Heavy Vehicle Driver
		Duty Status	Absence
		Duty Status Attribute	

∨ Permanent Assignments

Create Permanent Assignment [∨]

2 rows

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
120546767 Online Asg	Arrived	Active	PCA Reassignment	11/03/2023 11/19/2024	WDMQC0 0068 CS BN CO C COMP TRK C	06822454 #1 Heavy Vehicle Driver	00138609 FT CARSON	Other Actions ⊙ View Order
123168098 JO	Approved	Active	PCS Operational	11/20/2024 06/11/2027	WET1AA 0013 CS HHC HHC COMBAT SUST	09228125 Standard Excess	00026098 JBLM LEWIS	Other Actions ⊙ View Order

> Temporary Assignments

Return to Search

NOTE: Under the Begin/End Dt column, HR Professionals will ensure Members previous assignment end date is the day before the approved assignment begin date.

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Arrival Transaction

1. Navigate to the **Pay-Absence-Incent-Ded (PAID)** Tile.
2. The **PAID** screen displays:

   2A. Select **Employee ID** look-up tool to search for desired Member.

   2B. Select **Entry Type** drop-down and select **ABSENCES**.

   2C. Select **Status** drop-down and select **Approved**.

   2D. Select **Search**.

NOTE: Navigate back to Manage Assignments tile to arrive Member.

NOTE: HR Professionals must check to ensure 05-PCS Events absence was approved with the correct end date.

Pay-Absence-Incent-Ded (PAID)

1

Pay-Absence-Incent-Ded (PAID) **2**

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID [0000000000] **A**

Entry Type [ABSENCES ⌄] **B**

Entry ID [ ]

Status [Approved ⌄] **C**

D

[Add] [Search] [Clear]

3. Screen displays a listing of all approved absences.
4. The **Current/Approved** assignment landing screen displays:

   4A. Select **Other Actions** drop-down.

   4B. Select **Arrive Member**.

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5. The **Arrivals/Departures (In-transit Grid)** screen displays:

   5A. Make applicable adjustments in the Auth Trvl and/or PCS **Leave Adjustment Days** section.

   5B. Ensure the Members arrival date is correct under the **Arrival Date** section.

   5C. Select **Submit Arrival**.

6. Screen displays Current/Approved assignment landing page with Member arrived on assignment with the correct begin date.

IPPS★A

INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

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