



PAID & ITANIS GIANNE CONTRACTOR OF THE PAID OF THE PAI

FEBRUARY 2025



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:

- <u>Create an Absence Request</u>
- <u>Cancel an Absence Request</u>
- <u>View and Amend an Absence Request</u>
- Add Workflow to an Absence Request
- Print an Absence Request
- <u>Create a PCS Absence</u>



- 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 **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)			
ABSENCES 3			
Employee ID 000000000	CW2 JANE SMITH		Submit
ABSENCES			
Status Initial		Instructions	
ABSENCE TYPE	a A	Select the ABSENCE TYPE for this request to b • CHARGEABLE	
*BEGIN DATE		NON-CHARGEABLE ADMINISTRATIVE	
END DATE		PARENTAL PCS EVENTS	
Approval Map			
Approval Map			
Save for Later Return To Search			

Cancel	Looku	0
Search for: ABSENCE TYPE		
✓ Search Criteria		Show Operators
	Category 1 (begins with) Search Clear	
✓ Search Results		
Ⅲ ☷		5 rows
Category 1 🔃 🔥		
01-CHARGEABLE		
02-NON-CHARGEABLE		
03-ADMINISTRATIVE		
04-PARENTAL		
05-PCS EVENTS		

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- 3B. Select the Absence Reason look-up tool; Select reason.
- 3C. Enter Begin and End by selecting the Cal
- 3D. Enter applicable info the fields.
- 3E. Enter desired Comm Select Attach to add supporting documen
- 3F. Select Submit.
- 3G. The Submit for App Confirmation wind follow unit SOP and appropriate selection Insert.
- 3H. Notification of trans submission displays;

Comments Ε

Attach Attach Approval Map Approval Map Save for Later

Ð Attachments

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Reason	ABSENCES					
applicable		Employee ID 0000	000000 CW2 JANE SM	ЛТН		Submit
	ABSENCES					
Data fielda	ABJENCES	Status Initial		1200000		
Date fields	ABSENCE		0	Select the	ns ABSENCE REASON to continu	e.
endar Icon.						
ormation in	ABSENCE RE	EASON				
	"BEGIN	N DATE				
onto	END	D DATE				
d applicable	Additional Informat	tion				
	Comments	Capcal			Lookup	
115.					LOOKUP	
	Ē	Search Criteria	<u></u>			Show Operators
proval	Approval Map			Category 2		,
ow displays:	Approval Map			(begins with)		
make	Save for Later			Search	Clear	
n' Soloct		✓ Search Results				
II, SEIECL						
		Category 2 ti				16 rows
action						
Select OK.		ADVANCE ABSENCE				
		ANNUAL ABSENCE				
		AWAIT ADM DISCG				
	Pay-Absence-Incen	nt-Ded (PAID)				
	ABSENCES					
		Employee ID 00000	000000 CW2 JANE SMI	TH	G	Submit
	ABSENCES	Canada International				
	ABSENCE		Advance A	s bsence Note: By submitting a re	quest for days not yet earned (i.e. /	Advance Absence), the N
	ABSENCE DE		separation, become dis	reenlistment, or entry into an exte abled while in an excess absence	ension of enlistment. I further under e status."	stand that excess abser
	ADSENCE RE	ANNOALADSENCE	Approval G	uidance: The approval authority commander) Reference: DoDI 1	for this type of request is the Mem 327.06 Notes: May be limited by	ber's Commander (Defin higher-level commander
	^BEGIN	N DATE 11/18/2024			,	
	END	D DATE 11/30/2024				
	Additional Information	1 uration 12 Dava				
	Reason	n Code ORD			*Contact Name	
	*Date Of Den	n coue 0KD	[##]		*Contact Phone	
					*Address Line 1	
					Address Line 2	
					Address Line 3	
					*Geoloc Code	Q
					Postal Code	
				1 row		
View Attac	ched File î↓	*Description 1↓				
View				+ -		
		<u>.</u>				
		Submit for A	pproval Confirm	nation	×	
Return To Search						
	○ Approver	(Approve/Deny)				
	○ User List					
	○ Template					
		User ID				
	6					
			Transaction	submitted for appro	val	
				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:

- <u>Create and Print a Clothing Allowance Request</u>
- <u>Create and Print a Cost of Living Allowance (COLA) Request</u>
- 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.



Selection Criteria				
Self-Service: "Employee ID" is auto-populated / HR	Professional	Enter or Search for "Emp	loyee ID"	
Select an "Entry Type" - Absences, Allowances, Be	enefits, Field	Duty, Housing, Incentive Pa	ays, or Special Pays	•
o add a new entry, click "Add". To find an existing e	entry, click "S	earch" (To limit search to a	specific status, sel	ect that option as wel
NOTE: If the "Entry ID" is known, that value can be	used to sear	ch for that specific entry.		
o clear all previous information entered, click "Clea	ar".		Entry Type	ALLOWANCES
	nplovee ID	000000000	Entry ID	
ΨĻ			6	ABSENCES
	Entry Type	`	B Status	ALLOWANCES
	Entry ID			BENEFIIS
	,			COLLECTIONS
	Status	~		FIELD DUTY
				HOUSING
				IN OF NEW TO ANY O
				INCENTIVE PAYS

Pay-Absence-Incent-Ded (PAID)

D Add

Search

Clear

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". 000000000 Q Employee ID Entry Type ALLOWANCES ~ Entry ID Status ×

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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.

Pay-Absence-Incent-Ded (PAID)		
ALLOWANCES 3	1000000000 MSG BRET 101	HNSON
ALLOWANCES		Submi
Status Initial		Instructions
ALLOWANCE CATEGORY	a A	Please select the Allowance Category to begin.
*BEGIN DATE		
END DATE		
Approval Map		
Approval Map		
Save for Later Return To Search		

Cancel	Lookup	
Search for: ALLOWANCE CATEGORY		
✓ Search Criteria		Show Operators
	Category 1 (begins with)	
	Search Clear	
✓ Search Results		
		4 rows
Category 1 11		
BAS		
CLOTHING		
COLA		
FAMILY SEPARATION		

Pay-Absence-Incent-Ded (PAI	D)	
ALLOWANCES		
	Employee ID 000000000 MSG BRET JO	DHNSON Submit
ALLOWANCES		
Status	Initial	Instructions
ALLOWANCE CATEGORY	CLOTHING Q	This page will be used to request a Clothing Allowance.
*BEGIN DATE	11/16/2024	IMPORTANT: This is a single request for Clothing Allowa
END DATE	11/30/2024	Field Level Entry Help Clothing Type: This defines the type Clothing Allowar
Additional Information		
*Clothing Type	a C	
Cancel	Lookup	
Search for: Clothing Type		
V Search Criteria		Show Operators
	Field Value (begins with)	
	Additional Details (begins with)	
	Search	Clear
✓ Search Results		
		12
Field Value 1	Additional Details 1	3 rows
ADDITIONAL	Select if requesting "Additional" C	Clothing Allowance.
CIVILIAN	Select if requesting "Civilian" Clo	hing Allowance.

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- 3D. Add desired **Comments**.
- 3E. Select Attach to add applicable supporting documents.
- 3F. Select Submit.
- 3G. Screen displays notification; Select **OK**.

Pay-Absence-Incent-Ded (PA	ID)			
ALLOWANCES				
	Emplo	yee ID 0002603.0000000000	MSG BRET JOHNSON	F Submit
ALLOWANCES				
Status	s Initial			Instructions
ALLOWANCE CATEGORY	CLOTHING	Q		This page will be used to request a Clothing Allowance. Once app
*BEGIN DATE	11/16/2024			IMPORTANT: This is a single request for Clothing Allowance. The
END DATE	11/30/2024			Clothing Type: This defines the type Clothing Allowance being
Additional Information				
Clothing Type	INITIAL	Q		
Comments				
Begin Date 10/1/2024 - 10/31/24				
ر D				
Attachments				
				1 row
Attach	View	Attached File 1	*Description 1	
E Attach	View			+ -







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:

- <u>Submit an MGIB Election Request</u>
- 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 **Benefits**.
 - 2C. Leave Status field blank.
 - 2D. Select Add.

Pay-Absence-Incent-Ded (PAID)			
0			
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 I	Outy, Housing, Incentive Pays, o	or Special Pays	
To add a new entry, click "Add". To find an existing entry, click "S	earch" (To limit search to a spec	cific status, sele	ct that option as well.)
NOTE: If the "Entry ID" is known, that value can be used to sear	ch for that specific entry.		
To clear all previous information entered, click "Clear".		Entry Type	BENEFITS 🗸
A Employee ID	000000000 (
Entry Type	✓ B		ABSENCES
Entry ID.		Status	BENEEITS
Entry ID			COLLECTIONS
Status	~		FIELD DUTY
			HOUSING
Add Search Clear			INCENTIVE PAYS
			SPECIAL PATS
Pay-Absence-Incent-Ded (PAID)			
Selection Criteria			
Self-Service: "Employee ID" is auto-populated / HR Professiona	I: Enter or Search for "Employe	e ID"	
Select an "Entry Type" - Absences, Allowances, Benefits, Field	Duty, Housing, Incentive Pays,	or Special Pays	5
To add a new entry, click "Add". To find an existing entry, click "S	Search" (To limit search to a spe	cific status, sel	ect that option as well
NOTE: If the "Entry ID" is known, that value can be used to sea	rch for that specific entry.		
To clear all previous information entered, click "Clear".			
Employee ID	000000000	Q	
Entry Type	BENEFITS V		
Entry ID		1	
Entry ID		J	
Status	· · · · · ·		



D

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.

Pay-Absence-Incent-Ded (PAID)			
BENEFITS			
Employee ID 000000000 P	V1 JOHN DOE	Submit	
BENEFITS			
Status Initial		Instructions	
		Please select MGIB in "Benefits Category" drop down to either Opt-in or Opt-Out in MGIB Ad -Law 30 bill	
*BEGIN DATE			
END DATE	Cancel	Lookup	
Approval Map	Search Criter	ria Show Oper	ators
Approval Map		Category 1	
Save for Later Return To Search		Search Clear	
	✓ Search Resu		
	Category 1 11	Δ	row
	MGIB		_
Pay-Absence-Incent-Ded (PAID)			
BENEFITS			_
Employee ID 000000000 P			
BENEFITS	1.50 M DOL	Submit	
Status Initial			
BENEFITS	Q	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 (1 "Observations" in the Montgomery GI Bill Act of 1984 (1) 	VIGIB)
	B	Check List for Enforming of Disenforming in MGB: Complete DD2366 form and make sure you sign the form where it reads SERVICE MEMBER SIGNATURE . Make sure your review the form with Personnel Office and ret the signature.	
END DATE 09/08/2024		 Attach the Signed form below under "Attachments" Section . Click on Submit to send the form to Personal Office for further processing. 	
Additional Information		5. Once Approved by Personnel Office you will receive an email notification with confirmation.	
	ancel	Lookup	
s	Search for: M G I B Election		
6	✓ Search Criteria	Show Opera	itors
		(begins with)	
		Additional Details (begins with)	
		Search Clear	
	Search Results		
-			
	Field Value 1	Additional Details ↑↓ 21	ows
-	OPT-IN	Opting into MGIB benefit	
-	U. 1-111		_
	OPT-OUT	Opting out of MGIB benefit	

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- 3D. Add desired **Comments**.
- 3E. Select Attach to add signed DD2366.
- 3F. Select My Device; Select signed document.
- 3G. Select Upload; Select Done.

Additional Information	
*M G I B Election OPT-IN Q	
Comments	
I would like to OPT-IN MGIB Election	
P	
Attachments	
1 rc	w
Attach View Attached File ↑↓ *Description ↑↓	
Attach E View -	
Approval Map	
Approval Map File Attachment	
Save for Later Return To Search Choose From File Att	achment Done
Choose From	
	•
My Device Upload Clear	
DD2366.pdf My Device	
File Size: 40KB	
DD2366	j.pdf
File Size	»: 40KB
	Upload Complete

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3H. Attachment successfully uploaded;	Pay-Absence-Ince	nt-Ded (PAID)		
Change Description name as	status	Saved	lu du sti su s	
desired.	BENEFITS CATEGORY	MGIB Q	MGIB Electio • "OPT-IN:"	on: Select OPT-IN in "MGIB E
31. Select Submit. 3J. Screen displays notification; Select OK.	*BEGIN DATE	12/13/2023	 "OPT-OUT "Check Li 1. Completion 	Select OPT-OUT in "MG st for Enrolling or Disen- te DD2366 form and make
	END DATE	09/08/2024	2. Make su 3. Attach t 4. Click or	are you review the form with Signed form below und n Submit to send the form proved by Personnel Of
	Additional Informatio	n	5. Office A	pproved by Personner Or
	*M G I B Election	OPT-IN Q		
	I would like to OPT-IN M	GIB Election		
	Attach	View Attached File ↑↓	*Description ↑↓	Trow
	Attach	View DD2366.pdf	Signed DD2366	+ -
	Approval Map			
	Approval Map Save for Later	Return To Search		
Pay-Absence-Incent-Ded (PAID)				
BENEFITS				
Employee ID 000000000 PV1 JOHN E	DOE		Submi	ít 🕕
DENECITO				

DENEFITS			
Status	Saved		Instructions
BENEFITS CATEGORY	MGIB	Q	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).
*BEGIN DATE	12/13/2023		 "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:" Complete DD2366 form and make sure you sign the form where it reads SERVICE MEMBER SIGNATURE.
END DATE	09/08/2024		 Make sure you review the form with Personnel Office and get the signature . Attach the Signed form below under "Attachments" Section .
			 Click on Submit to send the form to Personal Office for further processing. Once Approved by Personnel Office you will receive an email notification with confirmation.
Additional Informatio	n		
*M G I B Election	OPT-IN	Q	Transaction routed to the following S1 Pool: 01862009
			ОК

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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).

Pay-Absence-Incent-Ded (PAID)

Associated UPKs:

<u>Create and Print a BAS Meal Refund Request</u>

- 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.

	2) 🛃		
Selection Criteria			
Self-Service: "Employee ID" is auto-popula Select an "Entry Type" – Absences, Allowa To add a new entry, click "Add". To find an (ted / HR Professional: Enter or Search for "E nces, Benefits, Field Duty, Housing, Incentive existing entry, click "Search" (To limit search i a can be used to search for that energing entry	mployee ID" Pays, or Special Pays to a specific status, sele	ct that option as wel
To clear all previous information entered, cl	lick "Clear".	Entry Type	COLLECTIONS
	Employee ID 000000000 Entry Type ~	Q Entry ID Status	ABSENCES ALLOWANCES BENEFITS
	Status 🗸		COLLECTIONS FIELD DUTY HOUSING

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	1000000000	
Entry Type		
Entry ID		
Status		
Add Search Clear		



- 3. The **Collections** landing page displays:
 - 3A. Select the **Collection Cat** drop-down; Select BAS MEAL.
 - 3B. Select the **Collection Type** drop-down; Make applicable selection.

Pay-Absence-Incent-Ded (PAID)			
Employ	ee 0000000000 PV1 JOHN DOE		Submit
COLLECTIONS			
Status Initial		Instructions	
COLLECTION CAT	٩	Please select a collection	s category to begin.
*BEGIN DATE	Cancel	Lookup	
END DATE	Search for: COLLECTION CAT	p	
	V Search Criteria		Show Operators
		Category 1	
Save for Later Return To Search		(degins with)	ear
	✓ Search Results		
			1 row
av Absonse Incent Red (RAID)	Category 1 ↑↓		
ay-Absence-Incent-Ded (FAID)	BAS MEAL		
COLLECTIONS			
Employee ID 0000	000000 PV1 JOHN DOE	Submit	
OLLECTIONS			
Status Initial		Instructions	
COLLECTION CAT BAS MEAL	Q 🖪	Please select a BAS Meal collection type	
COLLECTION TYPE	Q		
*BEGIN DATE			
END DATE			
Eng Brite			
			_
Cancel		Lookup	
Search for: COLLECTION TYPE			Chan Or cash
Search Criteria			Show Operato
pproval Map	(begins with)		
Save for Later	Search	Clear	
Search Results			
			2 rov
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-Incen	ice-Incent-Ded (PAID)					
COLLECTIONS						
	Employee ID 000000000 PV1	JOHN DOE	Submit			
COLLECTIONS						
Status	Initial		Instructions			
COLLECTION CAT	BAS MEAL Q		This page will be used to establish a Basic Allowance Subsistence (BAS) One-Time Refund. Once approved, the B Authorization form can be generated with appropriate information. No transaction will automatically be generate entry			
COLLECTION TYPE	REFUND		IMPORTANT: This entry will result in a refund to the Member's account when the form is delivered to DFAS for entr			
*BEGIN DATE			Field Level Entry Help			
END DATE			 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. # Dinners to Refund: This is the actual number of Dinners that need to be refunded. Rate 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-Incen	t-Ded (PAID)					
*BEGIN DATE	12/09/2024		Field Level Entry Help			
END DATE	12/13/2024		 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. 			
Entry Details			 End Date: I his 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. 			
# Breakfasts To Refund	Q	ן				
# Lunches To Refund	Q	D				
# Dinners To Refund	Q	-				
*Rate To Refund	Q					
Comments						
ē —	1					
Attachments			Lookup			
Search f	or: # Breakfasts To Refund		Show Operators			
Attach		Field Value				
Attach	Lo	(begins with)				
		(begins with)	Search Clear			
~ Sea	rch Results					
	E		20 rows			
	Fiel	d Value î↓ Lonç	g Description ↑↓ D			
		1 Num	ber of Breakfasts to Refund = 1			
		2 Num	ber of Breakfasts to Refund = 2			

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

Pay-Absen	nce-Incent	-Ded (PAID)					
*B	EGIN DATE	12/09/2024	Field Level Entry Help				
	END DATE 12/13/2024		 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 meal 				
Entry Detail	c		 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 Dinners 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. 				
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# Breaktasts	To Refund	5.00 Q					
# Lunches		5.00 Q					
# Dinners	To Refund	5.00 Q	A				
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E							
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			1 row				
Attach	v	iew Attached File ↑↓	*Description ↑↓				
Attach		iew					
Cancel			Lookup				
Search for: Ra	ate To Refund						
✓ Search	Criteria		Show Operators				
		Field Value (begins with					
		Additional Details (begins with					
			Search				
∽ Search	Results						
= :	≡		2 rows				
Field Valu	e 🔃 🖪	Add	litional Details ↑↓				
DISCOUN	TED RATE	Use	this to start a discounted rate refund for the Member				
STANDAR	D 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.

NOTE: If the dark on handle maligue masks method. So the end date can reflect the INF maskst meases # Breakdances to Refurch Const the action number of Busches Shart week to be endeddd. *******************************	Pay-Absence-Ince	ent-Ded (PAID)	
Intry Details # Details to Return 5:00 0 # Linches To Return 5:00 0:00 0:00 0:00 0:00 0:00 0:00 0:0			 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. # Breakfast to Refund: This is the actual number of Dinners that need to be refunded. # Brinners 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.
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# Dinners To Refund 5.00 0 *Rate To Refund STANDARD RATE 0 FRiturd required for missed meals.	# Lunches To Refun	d 5.00 Q	
*Rate To Refund STANDARD RATE Refund required for missed meals. Image: A trached File 1: Description 1: Tore Attached File 1: Description 1: Tore Attached File 1: Description 1: Tore Attached File 1: Description 1: Tore Approval Map Approval Map Benote the Construction of the Construction	# Dinners To Refun	d 5.00 Q	
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Approval Map Approval Map Save for Later Return To Search Pay-Absence-Incent-Ded (PAID) COLLECTIONS Employee ID 000000000 PV1 JOHN DOE COLLECTIONS Status Initial COLLECTION CAT BAS MEAL Q COLLECTION CAT BAS MEAL Q MORE This should reflect the date that the meals were missed. NOTE: The entry will result in a refund to the Member's account when the form is delivered to DFAS for entry. Field evel Entry Help BND DATE 12/13/2024 Field evel Entry Help BND BND Field En	Attach G	View	+ -
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	END DATE	12/13/2024	 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 begin 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 Discounted" rate that needs 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	Transaction r	outed to the following S1 Pool:	01898701
ОК		ОК	

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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:

- <u>Submit a Field Duty Request</u>
- Amend a Field Duty Request
- <u>Cancel a Field Duty Request</u>
- 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 **Field Duty**.
 - 2C. Select **Status** drop-down; Select **Initial**.
 - 2D. Select Add.





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 statu Status 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" Approved 0000000000 Employee ID Q Cancelled FIELD DUTY ~ Entry Type Denied Entry ID Initial Pendina Status Initial D Saved Terminated Search Clear Add

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- 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-De	d (PAID) 3				
FIELD DUTY					
Employ	ee ID 0000000000 CW2 JANE SMITH		Submit		
FIELD DUTY					
Status Initial		Instructions			
FIELD DUTY TYPE	۹A	Please select the	e Field Duty Type to contin	nue.	
*BEGIN DATE					
END DATE					
Approval Map	Cancel			Lookup	
Approval Map	Search for: FIELD DU	TY TYPE		Lookup	
Save for Later Return T	o Search V Search Criter	ia			Show Operator
		Category	1		
		(begins int	Search Clear	 _	
y-Absence-Incent-Ded (F	PAID)				
ELD DUTY		ts			
Employee ID	000000000				1 rov
ELD DUTY	Category 1 11				
Status Initial	FIELD DUTY				
FIELD DUTY TYPE FIELD DUT	TY Q	Please provide the app	propriate begin and end da	ates as well as the location a	
*BEGIN DATE 01/02/2024		additional information	can be included as comme	ents or attached to this entry.	
END DATE 01/05/2024					
Iditional Information					
*Field Duty Loc	Q				
	Cancel	La	ookup		
	Search for: Field Duty Loc		Apolici • A		
	✓ Search Criteria				Show Operator
	Geog L	(begins with)			
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		City (begins with)			
		Search	Clear		
	v search Results			Only the first 100 r	esults can be displayed
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	Geog Location Code 1	Country ↑↓	State ↑↓	City ↑↓	
	01000000	USA	AL	ALABAMA	
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- 3D. Add desired **Comments**.
- 3E. Select Attach to add applicable supporting documents.
- 3F. Select Submit.
- 3G. Screen displays notification; Select **OK**.

Pay-Absence-Ince	ent-Ded (PAID)				
Status	Initial		Instructions		
FIELD DUTY TYPE	FIELD DUTY C	ک	Please provide the additional informat	e appropriate begin a ion can be included	nd end da as comme
*BEGIN DATE	01/02/2024				
END DATE	01/05/2024				
Additional Informatio	n				
*Field Duty Loc JACKSON, AL, USA	010000071 C	٦			
Comments					
CPX 24-01					
Attachments					
				1 row	
Attach	View Attached File 14	*Descriptio	on î↓		
Attach	View			+ -	
Approval Map					
Approval Map					
Save for Later	Return To Search				
ay-Absence-Ince	nt-Ded (PAID)				
FIELD DUTY					
E	mployee ID 0000000000 CW	/2 JANE SMITH			Submit
FIELD DUTY					
Status	Initial		Instructions		
FIELD DUTY TYPE	FIELD DUTY Q	,	Please provide the	appropriate begin a	nd end dat
*BEGIN DATE	01/02/2024		additional informati	en sun se mondeu (
END DATE	01/05/2024		Transaction routed to	the following S1	Pool: 0
			-		
				OK	

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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.	Pay-Absence-Incent-Ded (PAID)						
2.	The PAID landing page displays:							
	2A. Member EMPLID populates automatically.							
	2B. Select Entry Typ e drop-down; Select Housing .	Pay-Absence-Incent-Ded (PAID) 2						
	2C. Leave Status field blank.	Selection Criteria						
	2D. Select Add	Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"						
	2D. Select Add.	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 000000000 Entry ID ABSENCES						
		Entry Type B Status ALLOWANCES						
		Entry ID BENEFITS COLLECTIONS						
		Status V FIELD DUTY						
	Pay-Absence-Incent-Ded (PAID) 2 INCENTIVE PATS SPECIAL PAYS						
	Selection Criteria							
	Self-Service: "Employee ID" is auto-populat	ted / HR Professional: Enter or Search for "Employee ID"						
	Select an "Entry Type" Absences, Allowar	nces, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays						
	To add a new entry, click "Add". To find an e	axisting 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, cl	ick "Clear".						
		Employee ID 000000000 Q						
		Entry Type HOUSING						
		Entry ID						
	D	C Status						
	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.

Cancel	3		Look	up		
Search for:	HOUSING CATEGORY				10000	1965210
v Search	Criteria	Category 1			Show C	operators
		(begins with	Search Clear			
~ Search	h Results					
	12					4 rows
Category	15					
BAH	A					
FSH		Day Abaanaa Incont Dad //				
MHA		Pay-Absence-Incent-Ded (
OHA		HOUSING				
		_	Employee ID 000000000	CW2 JANE SMITH	Submit	
		HOUSING				
		Stat		Instructions	tablish and/or recertify a Basic Allowa	
		HOUSING CATEGO	RY BAH Q	IMPORTANT: If the quarter	s type, housing type, and/or postal are	
		*BEGIN DA		Field Level Entry Help	, , , , , , , , , , , , , , , , , , ,	
		END DA	те 🛅 🎴	Quarters Type: This defi Housing Type: This defi	nes the type of quarters the Member i nes the type of housing the Member is	
				 Postal: This defines positive Inadequacy Pct: This defines positive 	al code and therefor the Military Hous fines the percentage of inadequacy fo	
				 Spouse: This is used to Dependent 1 thru 10: The second seco	select the Member's spouse as it relat is allows the selection of the appropri	
				 Physical Custody: D Legal Custody: Deter 	etermines where the child lives most o mines who has the authority to make	
		Additional Information		NOTE: To recertify, simply o	lick the Update Dates button and exte	
		touarters Tu		Additional Dependent 1	0	
		*Housing Ty		Additional Dependent 2	Q	
		*P	Cancel		~	
		Inadequac	Search for Quarters Type	Lookup		
			Search Criteria		Show (Operators
		Spouse (II Applic		Field Value		
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				(begins with)	Clear	
					olda	
			V Search Results			
						3 rows
			Field Value 1↓	Additional Details 1		
			COMMERCIAL HOUSING	Commercial Housing		
			GOVERNMENT-ADEQUATE	Government Housing that	t is adequate	
			GOVERNMENT-INADEQUATE	Government Housing that	t is NOT adequate	

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

Pay-Absence-Incent-Ded (PA	ID)		
HOUSING	Employee ID 000000000	CW2 JANE SMITH	Submit
HOUSING			
Status	Initial	Instructions	
HOUSING CATEGORY	BAH Q	This page will be used to est	ablish and/or recertify a Basic Allowa
*BEGIN DATE	11/07/2024	IMPORTANT: If the quarters	type, housing type, and/or postal are
END DATE	11/06/2025	 Field Level Entry Heip Quarters Type: This defin Housing Type: This defin Postal: This defines post. Inadequacy Pct: This defi Spouse: This is used to s Dependent 1 thru 10: Th Physical Custody: Detent Legal Custody: Detent 	tes the type of quarters the Member i es the type of housing the Member is al code and therefor the Military Hous fines the percentage of inadequacy for elect the Member's spouse as it relat is allows the selection of the appropri termines where the child lives most of mines who has the authority to make
Additional Information		NOTE: To recertify, simply cl	ick the Update Dates button and ext
*Quarters Type	COMMERCIAL HOUSING Q	Additional Dependent 1	Q
A monometry terms and the second	Q	Additional Dependent 2	Q
*Postal	٩	Additional Dependent 3	Q
Cancel		Lookup	
Search for. Housing Type			
V Search Criteria			Show Operat
		Field Value	
	Add	itional Details	
		Search Clear	
✓ Search Results			
			3 rd
Field Value 🔃 D		Additional Details 1	
DIFFERENTIAL		Select if submitting request for BAH at the "Differer	tial" rate.
WITH DEPENDENTS		Select if submitting request for BAH at the "With De	ependent" rate.
WITHOUT DEPENDENTS		Select if submitting request for BAH at the "Without	t Dependent" rate.



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

bsence-Incent-Ded (PAI	D)			
SING				
	Employee ID 000000000	CW2 JANE SMITH		Submit
ING				
Status	Initial		Instructions	
HOUSING CATEGORY	BAH Q		This page will be used to es	tablish and/or recertify a Basic Allow
*BEGIN DATE	11/07/2024		IMPORTANT: If the quarters	s type, housing type, and/or postal a
	11/06/2025		Field Level Entry Help • Quarters Type: This defi	nes the type of quarters the Membe
END DATE	11/00/2025		Housing Type: This definition Postal: This defines post Inadequacy Pct: This de Spouse: This is used to Dependent 1 thru 10: Th Physical Custody: De Legal Custody: Deter	es the type of housing the Member al code and therefor the Military Hoi fines the percentage of inadequacy select the Member's spouse as it rel is allows the selection of the approp etermines where the child lives most mines who has the authority to make
ional Information			NOTE: To recertify, simply c	lick the Update Dates button and ex
*Quarters Type	COMMERCIAL HOUSING Q		Additional Dependent 1	۵
*Housing Type	WITHOUT DEPENDENTS Q		Additional Dependent 2	۵
*Postal	٩		Additional Dependent 3	۹
Inadequacy Pct	Q		Additional Dependent 4	۵
ancel		Lookup		· · · · ·
Search for: Postal				
✓ Search Criteria				
		Field Value		
		Additional Details		
		(begins with)		
			Search Clear	
✓ Search Results				
Field Value 🔃 🕒	Additional Details 11			
20319	Address Type:PDS			
33178	Address Type:HOME			
33178	Address Type:MAIL			
	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1			

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

- 3G. Select Submit.
- 3H. Screen displays notification; Select **OK**.

y-Absence-Incent-Ded (PAI	D)					
Attach	View				+	-
Attach	View Attached	File 1	ut.	*Description ↑↓		
						1 ro
₽ Itachments						
omments						
	_			Additional Dependent 10		Q
				Additional Dependent 9		Q
				Additional Dependent 8		Q
				Additional Dependent 7		Q
				Additional Dependent 6		Q
Spouse (If Applicable)		Q		Additional Dependent 5		Q
Inadequacy Pct	[Q		Additional Dependent 4		Q
*Postal	20319	Q	MHA: DC053	Additional Dependent 3		Q
*Housing Type	WITHOUT DEPENDENTS	Q		Additional Dependent 2		Q
~Quarters Type	COMMERCIAL HOUSING	Q		Additional Dependent 1		Q

	Employee ID 000000000 CW2 JANE SM	ITH G Submit
HOUSING		
Status	Initial	Instructions
HOUSING CATEGORY	BAH Q	This page will be used to establish and/or recertify a Basic A
*BEGIN DATE	11/07/2024	IMPORTANT: If the quarters type, housing type, and/or posta
END DATE	11/06/2025	Field Level Entry Help Quarters Type: This defines the type of quarters the Mem Housing Type: This defines the type of housing the Meml Postal: This defines postal code and therefor the Military I Inadequacy Pct: This defines the percentage of inadequa Spouse: This is used to select the Member's spouse as it Dependent 1 thru 10: This allows the selection of the app Physical Custody: Determines where the child lives m Legal Custody: Determines who has the authority to m
Additional Information		NOTE: To recertify, simply click the Update Dates button and
*Quarters Type	COMMERCIAL HOUSING Q	Additional Dependent 1
		Transaction routed to the following S1 Pool: 01898701

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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:

- <u>Submit an Incentive Pay Request</u>
- <u>Amend/Terminate an Incentive Pay Request</u>
- <u>Cancel an Incentive Pay Request</u>
- 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)	
0	



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".



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- 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.

ray-Absence-incent-beu (rAib)	3		
INCENTIVE PAYS			
Employee IE	0 0000000000 CW2 JANE SMIT	Н	
INCENTIVE PAYS			
Status Initial		Instructions	
INCENTIVE PAY TYPE	۹ (A	Please select the Incentive Pay Type to be	gin.
*BEGIN DATE			
END DATE	Cancel	Lookup	
Approval Map	Search for: INCENTIVE PAY TYPE		Show Opera
Approval Map	· ocaron ontona	Category 1	
Save for Later Return To Search		(begins with) Search Clear	
	✓ Search Results		
			40
	Category 1 ↑↓		181
	HDIP-EXP STRESS		
	HDIP-FLIGHT DECK		
Absence-Incent-Ded (PAID)			
NTIVE PAYS			up tool; Select appropria
Status Initial	<i>N</i>	Instructions	authority.
INCENTIVE PAY TYPE HDIP-PARACHUTE	Q	Please enter any required data, begin and end dates, at Member does not have an option to select, their HR rec	3E. Select Attach to add
*BEGIN DATE 01/09/2024			applicable supporting
END DATE			documents.
END DATE			documents.
END DATE			documents. 3F. Select Submit ; Request i routed to supervisor.
END DATE			 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) - PARACHUTE INCENTIVE PAYS			 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se OK; Request is routed to
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) C PARACHUTE INCENTIVE PAYS ients			 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se OK; Request is routed to the S1 Pool.
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) PARACHUTE INCENTIVE PAYS ients			 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se OK; Request is routed to the S1 Pool.
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) - PARACHUTE INCENTIVE PAYS tents			 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se OK; Request is routed to the S1 Pool.
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) PARACHUTE INCENTIVE PAYS ments		1 row	 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se OK; Request is routed to the S1 Pool.
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) - PARACHUTE INCENTIVE PAYS tents Attach View Attached I	⊂ D C D File î↓ *Description î↓	1 row	 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se OK; Request is routed to the S1 Pool.
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) - PARACHUTE INCENTIVE PAYS tents Attach View Attached I Attach E View	⊂ D File î↓ *Description î↓	1 row	 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se OK; Request is routed to the S1 Pool.
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) PARACHUTE INCENTIVE PAYS lents Attach View Attached I Attach E View oval Map	Image: state of the state o	1 row	 documents. 3F. Select Submit; Request routed to supervisor. 3G. Notification displays; Se OK; Request is routed to the S1 Pool.
END DATE ional Information *Jump Skill Level STUDENT *Authority(30 Char) 37 U.S.C. § 301(A)(3) - PARACHUTE INCENTIVE PAYS tents Attach View Attached I Attach E View oval Map val Map	Q Q D File ↑↓ *Description ↑↓ 	1 row + - Transaction routed to t	documents. 3F. Select Submit ; Request routed to supervisor. 3G. Notification displays; Se OK ; Request is routed to the S1 Pool.

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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
- <u>Amend/Terminate a Special Pay Request</u>
- <u>Cancel a Special Pay Request</u>
- 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.







- 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 (PAI	D) 🚯				
SPECIAL PAYS	00000000 CW	/2 JANE SMITH	Subm	it	
SPECIAL PAYS					
Status Initial		Ins	tructions		
SPECIAL PAY TYPE	C	A Ple	ase select the Special Pay Type	to be	
*BEGIN DATE					
END DATE					
Approval Map	Cancel		Lo	ookup	
Approval Map	Search for: SPE	ECIAL PAY TYPE			
Save for Later Return To Search	✓ Search C	riteria		Show Op	perators
		(begin	Search Clear		
	✓ Search R	Results			
					9 rows
	Category 1				
ay-Absence-Incent-Ded (PAID)	COMMAND	PAY			
SPECIAL PAYS	DESIGNATE	ED UNIT			
Employee ID 0000000	00 CW2 JANE S	SMITH		Submit	
SPECIAL PAYS					
Status Initial		Instructions			
SPECIAL PAY TYPE SPECIAL DUTY ASGN	IT Q	Please enter any required da skill is required for the entry	ta, begin and end dates, and atta and the Member does not have a	ach any required documents to sub: n option to select, their HR records	
*BEGIN DATE 01/10/2024					
END DATE					
Additional Information					
*Authority(30 Char) 37 U.S.C. § 307	Q	*S D A P Rate	3 Q	\$225.00 (SD3)	
U.S.C SPECIAL DUTY ASSIGMENT PAY		*Proficiency Type	SP Q	SDAP All Others	
		*Sub Type	SP999 Q	SDAP All Others	
Comments					

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- 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.
- 31. Select Submit.
- 3J. Screen displays Notification; Select OK.

Pay-Absence-Ince	nt-Ded (PAID)							
*BEGIN DATE	01/10/2024							
END DATE	i]					0	Submit
Additional Information	n							
•Authority(30 Char)	37 U.S.C. § 307	Q	D	*S D A P	Rate	3	Q	\$225.00 (SD3)
U.S.C SPECIAL DUTY	ASSIGMENT PAY	e	*Pro	ficiency	Туре	SP	Q	SDAP All Others
				*Sub	Туре	SP999	Q	SDAP All Others
Comments								
G								
E								
Attachments								
							1	row
Attach V	/iew Attached File ↑↓	*	Descr	iption ↑↓				
Attach ()	/iew						+ -	
Approval Map								
Approval Map								
Save for Later R	eturn To Search				Transa	action routed to the fol	lowing S1 Pool: (01898701
						O		

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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.

 Select Pay-Absence-Incent-Ded (PAID) tile. 	Pay-Absence-Incent-Ded (PAID)
2. The PAID landing page displays:	
2A.Member EMPLID populates automatically.	
2B. Select Entry Typ e drop-down; Select applicable option.	Pay-Absence-Incent-Ded (PAID)
2C. Select Status drop-down; Select applicable status.	Selection Criteria Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"
2D. Select Search.	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.)
2E. Screen displays listing based on	NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.
Entry Type and Status selection.	To clear all previous information entered, click "Clear".
	A Employee ID 000000000 C Entry ID ABSENCES
	Entry Type B Status ALLOWANCES
	BENEFITS
Pay-Absence-II	FIELD DUTY
Selection Criteria	HOUSING
Self-Service: "Emplo	yee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID" INCENTIVE PAYS SPECIAL PAYS
Select an "Entry Typ	" 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 I	D" is known, that value can be used to search for that specific entry.
to clear all previous	Status
	Entry Type ABSENCES Approved
	Entry ID Cancelled
	Status Approved V C Denied
	Initial
Add Search	Clear Pending
Pay-Absence-Incent-Ded (PAID)	Saved
Selection Criteria	Terminated
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, In	sentive Pays, or Special Pays
To add a new entry, click "Add". To find an existing entry, click "Search" (To limit su	earch to a specific status, select that option as well.)
To clear all previous information entered, click "Clear".	enny.
Employee ID 000000000	CW2 JANE SMITH
Entry Type ABSENCES	v
Entry ID	
Status Approved 🗸	
Add Saavah Clare	
	12 ro
Empl ID 11 Name 11 Earn/Deduct ID	1↓ Instance 1↓ Category 1 1↓ Category 2 1↓ Category 3 1↓ Begin Date 1↓ End Date 1↓ Status 1↓ Prior Status 1↓
000000000 CW2 JANE SMITH 51205	66 1 02-NON-CHARGEABLE PASS-SPEC 3-DAY 12/31/2024 01/02/2025 Approved

Version 2.0 20250205

One Soldier ★ One Record ★ One Army



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: <u>IPPS-A User Manual</u> Chapter 23 Absences; Appendix G Absence Descriptions and High-Level Approvals

Associated UPKs:

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

Pay-Absence-Incent-Ded (PAID)									
Selection Criteria									
Note: Enter an Employee ID and Earn/Deduct	Type to add a new transaction								
Employee ID	000000000 Q								
Select Action	EARNING/DEDUCTION 🗸								
Entry Type	ABSENCES 🗸								
Entry ID									
Status	Approved 🗸								
Add Search Clear									
									11 rows
Empl ID ↑↓ Name ↑↓	Earn/Deduct ↑↓ Instance ↑↓ 0	Category 1 ↑↓	Category 2 ↑↓	Category _{↑↓} 3	Begin Date ^{↑↓}	End î↓ Date	Status ↑↓	Prior Status ^{↑↓}	2
000000000 CW2 JANE SMITH	1752489 1 0	1-CHARGEABLE	ANNUAL ABSENCE		11/27/2023	11/30/2023	Approved		×

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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:

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

Pay-Absence-In	cent-Ded (PAID)									
Selection Criteria										
Note: Enter an Employ	yee ID and Earn/Deduct Type	e to add a new trans	action							
Employee ID	000000000	Q								
Select Action	EARNING/DEDUCTION	-								
Entry Type	INCENTIVE PAYS V									
Entry ID										
Status	Approved V									
Add Search	Clear									
2										1 row
1 Empl ID ↑↓	Name ↑↓	Earn/Deduct ↑↓ ID ↑↓	Instance 1	Category 1 11	Category ↑↓ 2	Category ↑↓ 3	Begin Date ↑↓	End †↓ Date	Status 11	Prior Status 14
00000000	0 CW2 JANE SMITH	5 49856	1	HDIP-DEMOLITION			08/29/2023	08/28/2024	Approved	×

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- 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
- <u>Cancel a Field Duty Request</u>
- Mass Update Field Duty

Pay-Absence-Incent-Ded (PAID)

Selection Criteria											
Note: Enter an Employ	yee ID and Earn/Deduct Type	e to add a new transactio	n								
Employee ID	000000000	Q									
Select Action	EARNING/DEDUCTION ~	,									
Entry Type	FIELD DUTY -										
Entry ID]									
Status	Approved ~										
Add Search	Clear									1 ro	w
Empl ID 1	Name ↑↓	Earn/Deduct ID	t↓ Instance t	Category 1	Category ↑↓ 2	Category 3	Begin Date	End Date 11	Status ↑↓	Prior tu 2	
00000000	0 CW2 JANE SMITH	4985	3 1	FIELD DUTY			03/07/2022	04/01/2022	Approved	×	

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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).

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.

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.

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

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

NOTE: Two Absence Reasons may be entered for PCS



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

Entries, only one is required.



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



Request PCS Events Absence

1.	Select Pay-Absence-Incent-Ded (PAID) tile.	Pay-Absence-Incent-Ded (PAID)	
2.	The PAID landing page displays:		
	2A.Member EMPLID populates automatically.		
	2B. Select Entry Typ e drop-down; Select applicable option.	Pay-Absence-Incent-Ded (PAID) 2	
	2C Leave Status field blank	Selection Criteria	_
		Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"	
	2D. Select Add.	Select an "Entry Type" – Absences, Benefits, Field Duty, Incentive Pays, or Special Pays	
3.	The Absences landing page displays:	NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry	.)
	3A. Select the Absence Type look-up tool; Select PCS Events.	D To clear all previous information entered, click "Clear". Entry Type ABSENCES Employee ID 0000000000 Entry ID	
	3B The Absence Reason populates	ABSENCES	
	automatically to 01-PCS Entries .	B Status ALLOWANCES BENEFITS	
	,,,	Entry ID COLLECTIONS	
		Status C HELD DUTY HOUSING	
P	ay-Absence-Incent-Ded (PAID)		
F	ABSENCES	Add Search Clear SPECIAL PAYS	
	Employee ID 00000	00000 CW2 JANE SMITH	
A	ABSENCES		
	Status Initial	Instructions	
		A Select the ABSENCE TYPE for this request • CHARGEABLE • NON-CHARGEABLE	
	^BEGIN DATE	ADMINISTRATIVE	
	Search for: ABSENCE TYPE	LOOKUP	
A	✓ Search Criteria	Show Operators	
A	Category (begins w	y1	
	C C	Search Clear	
	✓ Search Results		
		5 rows	
	Category 1 ↑↓		
	Category 1 ↑↓ 01-CHARGEABLE		
	Category 1 ↑↓ 01-CHARGEABLE 02-NON-CHARGEABLE	Pay-Absence-Incent-Ded (PAID)	
	Category 1 11 01-CHARGEABLE 02-NON-CHARGEABLE 03-ADMINISTRATIVE	Pay-Absence-Incent-Ded (PAID) ABSENCES	
	Category 1 11 01-CHARGEABLE 02-NON-CHARGEABLE 03-ADMINISTRATIVE 04-PARENTAL	Pay-Absence-Incent-Ded (PAID) ABSENCES Employee ID 000000000 CW2 JANE SMITH ABSENCES	
	Category 1 11 01-CHARGEABLE 02-NON-CHARGEABLE 03-ADMINISTRATIVE 04-PARENTAL	Pay-Absence-Incent-Ded (PAID) ABSENCES Employee ID 000000000 CW2 JANE SMITH ABSENCES Status Initial	
	Category 1 11 01-CHARGEABLE 02-NON-CHARGEABLE 03-ADMINISTRATIVE 04-PARENTAL 05-PCS EVENTS	Pay-Absence-Incent-Ded (PAID) ABSENCES Employee ID 000000000 CW2 JANE SMITH ABSENCES Status Initial ABSENCE TYPE 05-PCS EVENTS Q	al
	Category 1 11 01-CHARGEABLE 02-NON-CHARGEABLE 03-ADMINISTRATIVE 04-PARENTAL 05-PCS EVENTS	Pay-Absence-Incent-Ded (PAID) ABSENCES Employee ID 000000000 CW2 JANE SMITH ABSENCES Status Initial ABSENCE TYPE 05-PCS EVENTS Q ABSENCE REASON 01-PCS ENTRIES PCS Entries Guidelines:	al
	Category 1 11 01-CHARGEABLE 02-NON-CHARGEABLE 03-ADMINISTRATIVE 04-PARENTAL 05-PCS EVENTS	Pay-Absence-Incent-Ded (PAID) ABSENCES Employee ID 000000000 CW2 JANE SMITH ABSENCES Status Initial ABSENCE TYPE 05-PCS EVENTS Q ABSENCE REASON 01-PCS ENTRIES B PEGIN DATE BCGIN DATE & "BDD DATE" & "END PARTE" & "END P	al iel jt
	Category 1 11 01-CHARGEABLE 02-NON-CHARGEABLE 03-ADMINISTRATIVE 04-PARENTAL 05-PCS EVENTS	Pay-Absence-Incent-Ded (PAID) ABSENCES Employee ID 000000000 CW2 JANE SMITH ABSENCES Status Initial ABSENCE TYPE 05-PCS EVENTS ABSENCE REASON 01-PCS ENTRIES *BEGIN DATE *BEGIN DATE *BEGIN DATE END DATE *BEGIN DATE ************************************	iel g 1 tv n' (if



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- 3C. Enter Begin and End Date fields by selecti
- 3D. Select look-u assign

Begin and End Date fields by na the Calendar Icon .		Pay-Absence-Incent-Dec	Pay-Absence-Incent-Ded (PAID)							
ng the Calen	dar Icon.	ABSENCES								
the Related Assignment p tool; select applicable PCS ment.		ABSENCES	Employee ID 000000000 CW2 JANE SMITH							
		Status	Initial		Instructions					
		ABSENCE TYPE	05-PCS EVENTS Q]	This Absence Reason is used to collect al authorized from PDS to PDS.					
		ABSENCE REASON	01-PCS ENTRIES]	PCS Entries Guidelines:					
		*BEGIN DATE	12/02/2024	0	regardless of the Member planning t In the "Additional Information" below, tw					
		END DATE 01/09/2025		 Please use ONLY "Absence 1 Reasor All Absences must be contiguous (i PCS Entries. If any of the Birth/Non-Birth/Adontic 						
Additional Inf	ormation									
	Duration 3	39 Days		Absence 2 Reason	Q					
	Supervisor Id			Absence 2 Sub-Reason						
*Rela	ited Assignment	Q	D	Absence 2 Begin Date						
	*Contact Name			Absence 2 End Date						
	*Contact Phone			Absence 2 End Date						
	*Leave Address			Absence 3 Reason	Q					
	*Geoloc Code	0		Absence 3 Sub-Reason	Q					
	Geoloc Code	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Absence 3 Begin Date						
*Ab	sence 1 Reason	Q		Absence 3 End Date						
Absend	e 1 Sub-Reason	Q		Child's Birthdate						
*Abser	ice 1 Begin Date			Adopt/Foster Date						
*Abs	ence 1 End Date									

Cancel	Lookup	
Search for: Related Assignment		
✓ Search Criteria		Show Operator
✓ Search Results	Field Value (begins with) Additional Details (begins with) Search Clear	
		1 row
Field Value ↑↓	Additional Details 1	
120976448	TYPE:PER - ACTION:PCS - REASON:OPN - BEGIN/END DATES:01/1	0/202506/27/2027





- 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.

Additional Information			
Duration	39 Days	Absence 2 Reason	Q
Supervisor Id		Absence 2 Sub-Reason	Q
*Related Assignment	120976448 Q	Begin Date: 01/10/2025 Absence 2 Begin Date	
*Contact Name	John Doe	Absence 2 End Date	
*Contact Phone	123-456-7891	E Absence 3 Reason	Q
*Leave Address	123 John Road	Absence 3 Sub-Reason	Q
*Geoloc Code	۵	Absence 3 Begin Date	
*Absence 1 Reason		Absence 3 End Date	
Absence 1 Sub-Reason	Q	Child's Birthdate	
*Absence 1 Begin Date		Adopt/Foster Date	
*Absence 1 End Date	III		

Cancel	Lookup		
Search for: Geoloc Code			
v Search Criteria			Show Operato
Geog Location (begi	Code ns with)		
C c (begi	ns with)	٩	
(begi	State NC NC		
(begi	City ns with) F		
	Search		
✓ Search Results			
			33 row
Geog Location Code 🔃 🕞	Country ↑↓	State 14	City ↑↓
371660147	USA	NC	FARMVILLE
371670051	USA	NC	FAYETTEVILLE



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

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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	Q				
Supervisor Id			Absence 2 Sub-Reason	Q				
*Related Assignment	120976448 Q	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	Q				
*Leave Address	123 John Road		Absence 3 Sub-Reason	Q				
*Geoloc Code	371670051 Q	FAYETTEVILLE, NC, USA	Absence 3 Begin Date					
*Absence 1 Reason	٩	G	Absence 3 End Date					
Absence 1 Sub-Reason	Q		Child's Birthdate					
*Absence 1 Begin Date			Adopt/Foster Date					
*Absence 1 End Date								
Cancel		Looku	q					
Search for: Absence 1 Reason				Show Operators				
	Field Value			enon operatory				
	(begins with)							
	Additional Details (begins with)							
	Sea	rch Clear						
✓ Search Results								
				12 rows				
Field Value ↑↓	Additional Details 1							
ADOPTION OF CHILD	Parental Absence and Sub-Rea	ason is required as is the Child's Bir	thdate - Adopt/Foster Date					
BIRTH OF CHILD	Parental Absence and Sub-Rea	ason is required as is the Child's Bir	thdate - Adopt/Foster Date					
CONSEC OVERSEAS	Chargeable Absence used to a	account for Consecutive Overseas T	ours					
EMERGENCY ABS	Chargeable Absence and addit	tional information may be required a	nd attached					
FOSTERING OF CHILD	Parental Absence and Sub-Re	ason is required as is the Child's Bir	thdate - Adopt/Foster Date					
HOUSE HUNTING	Administrative Absence and us	sed to find appropriate housing at yo	ur new duty station					
IN-PLACE COT	Chargeable Absence and used	to account for "In-Place" Consecuti	ive Overseas Tours					
NON-BIRTH PARENT	Parental Absence and Sub-Rea	ason is required as is the Child's Bir	thdate - Adopt/Foster Date					
PCS ABSENCE	Chargeable Absence and used	d as the standard absence taken dur	ing a PCS move					
PROCEED TIME	Administrative Absence and us	sed for going to or coming from an a	Il-others overseas tour					
RECRUIT ASSIST	Non-Chargeable Absence and	used ONLY if performing recruiting	activities during a PCS move					
TRAVEL DAVE	DO NOT ENTER: These days	are loaded by the DTOD interaction	from assignments					

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- 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. Select Attach to add applicable attachments.

Additional Information					
Duration	39 Days	ſ	Absence 2 Reason	Q	a n
Supervisor Id		Abse	ence 2 Sub-Reason	Q	ลี 📕
*Related Assignment	120976448 Q E	Begin Date: 01/10/2025 Abs	sence 2 Begin Date	t	
*Contact Name	John Doe	A	bsence 2 End Date	I	
*Contact Phone	123-456-7891		Absence 3 Reason		
*Leave Address	123 John Road	Abse	ence 3 Sub-Reason	0	1
*Geoloc Code	371670051 Q F	AYETTEVILLE, NC, USA Abs	sence 3 Begin Date		<u> </u>
*Absence 1 Reason	PCS ABSENCE Q	۵	bsence 3 End Date		
Absence 1 Sub-Reason	Q		Child's Pirthdoto		
*Absence 1 Begin Date					
*Absence 1 End Date			Adopt/Foster Date		
Additional Information			8		
Additional information	39 Davs			(
Sussained			Absence 2 Reason	HOUSE HUNTING	Q
Supervisor id		Ab	sence 2 Sub-Reason		Q
*Related Assignment	120976448 Q	Begin Date: 01/10/2025 A	bsence 2 Begin Date	12/31/2024	1
*Contact Name	John Doe		Absence 2 End Date	01/09/2025	1
*Contact Phone	123-456-7891		Absence 3 Reason		Q
*Leave Address	123 John Road	Ab	sence 3 Sub-Reason		Q
*Geoloc Code	371670051 Q	FAYETTEVILLE, NC, USA	bsence 3 Begin Date		1
*Absence 1 Reason	PCS ABSENCE Q]	Absence 3 End Date		า
Absence 1 Sub-Reason	٩		Child's Dirthdata		ย ค
*Absence 1 Begin Date	12/02/2024		Child's Birthdate		1
*Absence 1 End Date	12/30/2024		Adopt/Foster Date		1
Comments					
		,			
Attachments					
				1 row	
Attach	View Attached File 1↓	*Description 1			
Attach	View			+ -	

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- 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.

Pay-Absence-Incent-Dec	d (PAID)					
ABSENCES						
	Employee ID 000000000	CW2 JANE SMITH			Subr	nit
ABSENCES						
Status	Initial		Instructions			
ABSENCE TYPE	05-PCS EVENTS Q		This Absence Reason is used to authorized from PDS to PDS.	o collect all Absences a Member takes while chan	iging pe	ermanent duty station
ABSENCE REASON	01-PCS ENTRIES		PCS Entries Guidelines:	DATE" fields are used to canture the entire date r	rango fr	om the time the Mem
*BEGIN DATE	12/02/2024		 Ine bEGIN DATE & END regardless of the Member p In the "Additional Information 	planning to arrive early. " below, two Absence Reasons may be entered o	on this p	age by a HR Special
END DATE	01/09/2025		 Please use ONLY "Absence All Absences must be cont 	1 Reason" and "Absence 2 Reason" to capture th tiguous (if multiple absences are entered) and the	e different Al	ent absences being u osence must start on
			 If any of the Birth/Non-Birt If an Adoption or Foster Research 	h/Adoption/Foster Reasons are used, the Child's eason is used, the Adopt/Foster Date field is requ	Birthda ired.	te <mark>field i</mark> s required.
		Submit for A	pproval Confirmation	on	×	o occur to any of the
-						of travel.
		pprove/Denv)				https://dtod.transpor
		pproverbeily				
	O User List					
	O Template					
		User ID				
	M	Insert		Transaction submitted for approval		
L				ОК		-



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 Assignm	nents	Assi	gnmer	nts Search 2							
		Assignments Search Page Search Criteria					_				
					Empl ID						
					Name						
					First Name						
					Last Name						
		Sea	arch	Clear							
Current/Approved											
Name PVT JOHN S Empl ID 00000000	MITH 0										
Current/Approved	~ Organization	al Instance									
Pending/Working		Busin	ness Unit US	Army Active Component				Location FT CARSON			
Completed		Component	UIC W	DMQC0 0068 CS BN CO C CC	MP TRK C			Job Code E88M MOTOR TRANSPORT OPERATOR Position 06822454 #1 Heavy Vehicle Driver			
Consolid								Duty Status Absence			
Canceled								Duty Status Attribute			
∽ Permanent A		ssignments							Create Permanent	Assignment	~ ~
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	Location		2.10110
	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	
D	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 As	ssignments									
	Return to Searc	ch									



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.



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.

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Selection Criteria		
Self-Service: "Employee ID" is auto-po	pulated / HR Professi	onal: Enter or Search for "Employee ID"
Select an "Entry Type" Absences, All	owances, Benefits, Fi	ield Duty, Housing, Incentive Pays, or Special Pays
o add a new entry, click "Add". To find	an existing entry, clic	* "Search" (To limit search to a specific status, select that option as well.)
OTE: If the "Entry ID" is known, that v	value can be used to s	search for that specific entry.
o clear all previous information entere	d, click "Clear".	
	Employee ID	00000000 • •
	Entry Type	ABSENCES V B
	Entry Type Entry ID	ABSENCES V
	Entry Type Entry ID Status	ABSENCES V B



- 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.

Pay-Absence-Incent-D	ed (PAID)										
Selection Criteria											
Self-Service: "Employee ID" is	auto-populated	/ HR Professional: Ente	er or Search for "Employ	ee ID"							
Select an "Entry Type" Abser	nces, Allowance	es, Benefits, Field Duty,	Housing, Incentive Pays	s, or Special Pays							
To add a new entry, click "Add"	. To find an exis	sting entry, click "Search	h" (To limit search to a s	pecific status, select t	that option a	as well.)					
NOTE: If the "Entry ID" is know	n, that value ca	in be used to search for	r that specific entry.								
To clear all previous information	n entered, click	"Clear".									
	E	mployee ID 00000	00000 Q								
		Entry Type ABSEN	ICES ¥								
		Entry ID									
		Status Approv	ed 🗸								
Add Search Cle	ear										
Empl ID 11 Name	t t	Earn/Dec	duct ID 11 Instance 1	Category 1 11	3	Category 2 1	Category 3 14	Begin Date 1	End Date	ti Status ti	Prie
000000000 PVT	JOHN SMITH		7432299	1 05-PCS EVENTS		PCS ABSENCE		11/14/2024	11/19/202	Approved	
000000000 PVT	JOHN SMITH		7415315	1 05-PCS EVENTS		01-PCS ENTRIES		11/14/2024	11/19/202	Approved	8
Current/Approved 4									_		
Name PVT JOHN	SMITH									Actions ×	_
Empl ID 00000000	00								Deferm	ient	
Current/Approved	✓ Organizatio	onal Instance							Curtail	/Extend	
Pendina/Workina		Business Unit U	US Army Active Component				Loc	ation FT CARSON	Revok	e Assignment	
		Component Category A	ACMS-Indiv Acct-Transients	COMPTRKC			Job	Code E88M MOTOR	TRANS Locatio	on Change	
Completed							Duty §	itatus Absence	Arrive	Member B	
Canceled							Duty Status Attr	ribute	Positio	n Change	
	✓ Permanent	Assignments							TDY E	vent	
									Cre Asgn F	rom Change	_
	ID/Source	Status Compo	Action/Reason Code	Begin/End Dt	UIC		Position	ı i	L¢ Update	Position Qualification	1
	120546767	Departed Active	PCA	11/03/2023	WDMQC0		068224	54	00 Update	RCE	
	Online Asg	<i>i</i>	Reassignment	11/19/2024	0068 CS BN	CO C COMP TRK C	#1 Heav	y Vehicle Driver	F Amend	Dependents	

WET1AA

0013 CS HHC HHC COMBAT SUST

11/20/2024

06/11/2027

09228125

Standard Excess

Reset ESTABID

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Approved

> Temporary Assignments Return to Search Active

PCS

Operational

- 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.

Arrivals/Departures	5													
Assignment Details	Sub	Submit Arrival												
Member Elections	Assig	Assignment reader information Assignment ID 123168098												
Addl Instructions		Employee Record 0						Assignment Seq 0						
E		Assignment Status Approved						User Action 0000						
Funding		Workflow Status Approved												
Approvals/Eligibility	Assig	Component Categ	ory	Training Stat	tus	PERSTEMP								
Comments/Attachments		nTransit Type ↑↓		Calc	ulated Days 11	Adjustment Days 1	Total Days 1	Status ↑↓	Approval Status 11 DTOD M	ileage 11	Last Updated By 14	Last Updated 11		
Orders	1 A	auth Tryl			4	0	4	Active		1433	0002478530.01	11/20/2024 7:32:45PM		
Arrivals/Departures	2 F	CS Leave			6	-4	2	Active		0	0002478530.01	11/20/2024 7:27:54PM		
	Assignment Arrivals B													
				Arrival Sequence# 1	Arrival Date 1	Arrival Status 14	Assignment Departed From		n 🕮 Last Updat	ed By ↑↓		Last Updated 14		
	1				1 11/20/2024	Active	120546767		0002478530	0.01		11/20/2024 7:32:45PM		
	Audit	Audit Fields												
		Last Updated By 0002425170.20					Last Update Date/Time 09/26/24 7:08:17PM							
		Source Job Openings					Source ID 915365							
	Return	to Landing Page												
Current/Approved	6													
Name PV	/T JOHN S	МІТН												
Empl ID 00	00000000	0												
Current/Approved		 Organizational 	Instance											
Pending/Working		Business Unit US Army Active Component						Location JBLM LEWIS						
in sheet		Component Category ACMS-Force Structure Unit Pers-Avail Unknown Job Code 000000												
Completed									Duty Status Present for Duty					
Canceled							Duty Status Attribute							
		✓ Permanent Assignments												
								Create Permanent Assignment						
		ID/Source	Status	Compo Actio	n/Reason Code	Begin/End Dt	UIC		Position	Location			1 FOW	
		123168098	Antimad	PCS		11/20/2024	WET1AA		00000000	00026098	. Alexandra			
		JO	Arrived	Opera	ational	06/11/2027	0013 CS HHC HH	COMBAT SUS	T Standard Excess	JBLM LEWI	S Other Actions	⊘ View Order		
		Temporary Assi	gnments											
	Return to Search													

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Prepared for: IPPS-A Users Prepared by: FMD (IPPS-A) Arlington, VA 22202