



Pay, Absences, Incentive Pay and Deduction and InTransit Grid

PAID & ITG USER GUIDE

VERSION 3

DECEMBER 2025



SUMMARY OF CHANGES

This revision, dated 05 December 2025—

- Visuals throughout this guide were updated to match current system appearance
- Updates section: Request an Absence (page 4)
- Updates section: Request Benefits (page 10)
- Updates steps: Request Collections (page 14)
- Updates steps: Request Field Duty (page 19-21)
- Updates steps: Request Housing (page 22)
- Updates section: HR Professional - PAID (page 33)
- Updates section: Special and Incentive Pays (page 35)
- Updates section: HR Professional - PAID and ITG (page 37)
- Updates section and step: Arrival Transaction (page 44)
- Updates section: add note (page 47)

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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 can view their accrued leave balance within IPPS-A in the additional information section.



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 is automatically canceled. A new PCS Events Absence must be reapproved with updated Related Assignment.

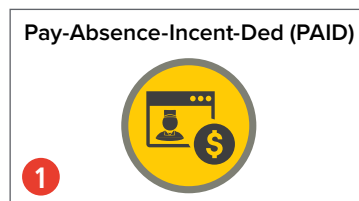


NOTE: Members must ensure transition absence end date matches the separation assignment end date to avoid a no pay status.

Associated UPKs:

- [Create an Absence Request](#)
- [Add Workflow to an Absence Request](#)
- [Cancel an Absence Request](#)
- [Print an Absence Request](#)
- [View and Amend 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) 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

Status

ABSENCES

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

Save for Later Return To Search

Instructions

Select the **ABSENCE TYPE** for this request to begin.

- CHARGEABLE
- NON-CHARGEABLE
- ADMINISTRATIVE
- PARENTAL
- PCS EVENTS

Cancel

Lookup

Search for: ABSENCE TYPE

Search Criteria

Category 1 (begins with)

Search Clear

Search Results

Category 1 A

01-CHARGEABLE

02-NON-CHARGEABLE

03-ADMINISTRATIVE

04-PARENTAL

05-PCS EVENTS

5 rows

- 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**.

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 0000000000 CW2 JANE SMITH Submit

ABSENCES

Status Initial

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON B

*BEGIN DATE

END DATE

Instructions
Select the ABSENCE REASON to continue.

Entry Details

Comments Cancel

Save for Later

Lookup

Search for: ABSENCE REASON

Search Criteria Show Operator

Category 2 (begins with)

Search Clear

Search Results

17 rows

Category 2 1 B

ANNUAL ABSENCE

TERMINAL/TRANS

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 0000000000 CW2 JANE SMITH F Submit

ABSENCES

Status Initial

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON ANNUAL ABSENCE

*BEGIN DATE 10/13/2025 C

END DATE 10/17/2025 C

Instructions
Advance Absence Note: By submitting a request for day entry into an extension of enlistment, I further understand
Approval Guidance: The approval authority for this type Reference: DoDI 1327.06 -- Notes: May be limited by high

Additional Information
Duration: 5 Leave Balance: 40.5 as of 09/17/2025 -- Source:DJMS-AC Approved Chargeable Days After Today: 17

Entry Details

Reason Code ORD D

*Date Of Departure 10/13/2025

*Date Of Return 10/17/2025

Supervisor Id

*Contact Name

*Contact Phone

*Address Line 1

Address Line 2

Address Line 3

*Geoloc Code

Postal Code

Comments E

Attachments

Attach **View**

Attach View

Save for Later Return To Search

Submit for Approval Confirmation

☐ Approver (Approve/Deny)

☐ Intermediate Approver (Review/Recommend Approval)

☐ User List

☐ Template

User ID

G Insert

Transaction submitted for approval

H 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".

A Employee ID

Entry Type **B** ALLOWANCES

Entry ID

Status **C** ▼

Entry Type ALLOWANCES ▼

Entry ID

Status ▼

D Add Search Clear

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

Employee ID 0000000000 MSG BRET JOHNSON | Submit

ALLOWANCES

Status Initial

ALLOWANCE CATEGORY A

*BEGIN DATE

END DATE

Save for Later Return To Search

Instructions
Please select the **Allowance Category** to begin.

Cancel **Lookup**

Search for: ALLOWANCE CATEGORY

Search Criteria Show Operator

Category 1 (begins with)

Search Clear

Search Results

Category 1 A

Category 1
BAS
CLOTHING
COLA
FAMILY SEPARATION

4 rows

Pay-Absence-Incent-Ded (PAID)

ALLOWANCES

Employee ID 0000000000 MSG BRET JOHNSON | Submit

ALLOWANCES

Status Initial

ALLOWANCE CATEGORY CLOTHING

*BEGIN DATE 11/16/2024

END DATE 11/30/2024 B

Additional Information

*Clothing Type C

Instructions
This page will be used to request a Clothing Allowance. Once
IMPORTANT: This is a single request for Clothing Allowance
Field Level Entry Help
• Clothing Type: This defines the type Clothing Allowance

Cancel **Lookup**

Search for: Clothing Type

Search Criteria Show Operator

Field Value (begins with)

Additional Details (begins with)

Search Clear

Search Results

Field Value C Additional Details

Field Value	Additional Details
ADDITIONAL	Select if requesting "Additional" Clothing Allowance.
CIVILIAN	Select if requesting "Civilian" Clothing Allowance.
INITIAL	Select if requesting "Initial" Clothing Allowance.

3 rows

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 (PAID)

ALLOWANCES

Employee ID 0000000000 MSG BRET JOHNSON

F

Submit

ALLOWANCES

Status Initial

ALLOWANCE CATEGORY CLOTHING

*BEGIN DATE 11/16/2024

END DATE 11/30/2024

Instructions

This page will be used to request a Clothing Allowance. Once app

IMPORTANT: This is a single request for Clothing Allowance. The

Field Level Entry Help

• Clothing Type: This defines the type Clothing Allowance being

Additional Information

D

*Clothing Type INITIAL

Comments

Begin Date 10/1/2024 - 10/31/24

Attachments

1 row

Attach	View	Attached File	*Description
E	Attach	View	

Transaction routed to the following S1 Pool: 01898701

G

OK

Request Benefits


Benefits allows the Member to Opt-In or Opt-Out of the Montgomery GI Bill (MGIB) or request a Reserve Component Survivor Benefit Plan (RCSBP). 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

Entry Type **B** BENEFITS

Entry ID

Status

C

Entry Type **BENEFITS** ▼

Entry ID

Status

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.

Pay-Absence-Incent-Ded (PAID)

BENEFITS 3

Employee ID 0000000000 PV1 JOHN DOE Submit

BENEFITS

Status Initial

BENEFITS CATEGORY A

*BEGIN DATE

END DATE

Save for Later Return To Search

Instructions
Please select MGIB in "Benefits Category" drop down to either **Opt-in** or **Opt-Out** in MGIB Ad -Law 30 bill.

Lookup

Search for: BENEFITS CATEGORY

Cancel Show Operators

Category 1 (begins with)

Search Clear

Search Results

2 rows

Category 1
MGIB
RCSBP

Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID 0000000000 PV1 JOHN DOE Submit

BENEFITS

Status Initial

BENEFITS CATEGORY MGIB

*BEGIN DATE 08/14/2018 B

END DATE 05/11/2019

Entry Details

*MGIB Election C

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 Personnel Office for further processing.
 5. **Once Approved by Personnel Office** you will receive an email notification with confirmation.

Lookup

Search for: MGIB Election

Cancel Show Operators

Field Value (begins with)

Additional Details (begins with)

Search Clear

Search Results

2 rows

Field Value	Additional Details
OPT-IN	Opting into MGIB benefit
OPT-OUT	Opting out of MGIB benefit

3D. Add desired **Comments**.

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

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

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

Entry Details

*M G I B Election

Comments

I would like to OPT-IN MGIB Election. **D**

Attachments

Attach	View	Attached File ↑↓	*Description ↑↓
Attach E	View		

Save for Later **Return To Search**

File Attachment

Choose From

My Device **F**

Device **G**

Upload **Clear**

DD2366.pdf
File Size: 40KB

File Attachment **Done** **G**

Choose From

My Device

DD2366.pdf
File Size: 40KB

Upload Complete

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

3I. Select **Submit**.

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

Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID 0000000000 PV1 JOHN DOE

BENEFITS

Status Saved

BENEFITS CATEGORY MGIB

*BEGIN DATE 08/14/2018

END DATE 05/11/2019

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.

Entry Details

*M G I B Election OPT-IN

Comments

I would like to OPT-IN MGIB Election

Attachments

Attach	View	Attached File	*Description
Attach	View	DD2366.pdf	Signed DD2366

1 row

Save for Later Return To Search

Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID 0000000000 PV1 JOHN DOE

BENEFITS

Status Saved

BENEFITS CATEGORY MGIB

*BEGIN DATE 08/14/2018

END DATE 05/11/2019

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.

Entry Details

*M G I B Election OPT-IN

Comments

I would like to OPT-IN MGIB Election

Transaction routed to the following S1 Pool: 01862009

OK

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 **COLLECTIONS** **B**

Entry ID

Status **C**

Entry Type **COLLECTIONS**

Entry ID

Status

D Add Search Clear

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

3A. Select the **Collection Cat** look-up tool; Select **BAS MEAL**.

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

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS

Employee ID 0000000000 PV1 JOHN DOE

Submit

COLLECTIONS

Status Initial

COLLECTION CAT

*BEGIN DATE

END DATE

Save for Later

Return To Search

Instructions

Please select a collections category to begin.

Cancel

Look up

Search for: COLLECTION CAT

Search Criteria

Show Operators

Category 1 (begins with)

Search

Clear

Search Results

Category 1

BAS MEAL

1 row

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS

Employee ID 0000000000 PV1 JOHN DOE

Submit

COLLECTIONS

Status Initial

COLLECTION CAT BAS MEAL

*BEGIN DATE

END DATE

Save for Later

Instructions

Please select a BAS Meal collection type.

Cancel

Look up

Search for: COLLECTION TYPE

Search Criteria

Show Operators

Category 2 (begins with)

Search

Clear

Search Results

Category 2

ONE-TIME

REFUND

2 rows

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 Q
COLLECTION TYPE	REFUND Q
*BEGIN DATE	Calendar Icon C
END DATE	Calendar Icon

Instructions

This page will be used to establish a Basic Allowance Subsistence (BAS) One-Time Refund. Once approved, the BAS 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 Calendar Icon

END DATE 12/13/2024 Calendar Icon

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 Q

Lunches To Refund Q D

Dinners To Refund Q

*Rate To Refund Q

Comments

Attachments

Cancel Attach

Lookup

Search for: # Breakfasts To Refund

Search Criteria Show Operators

Field Value (begins with)

Long Description (begins with)

Search Clear

Search Results


Table Icon List Icon 20 rows

Field Value	Long Description
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.


*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



Comments

Attachments

Attach

View

Attached File

*Description

Cancel

Lookup

Search for: Rate To Refund

Search Criteria

Show Operators

Field Value
(begins with)

Additional Details
(begins with)

Search

Clear

Search Results

Field Value

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 PVI 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 Sub 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

Version 3.0 20251205

One Soldier ★ One Record ★ One Army

 U.S. ARMY

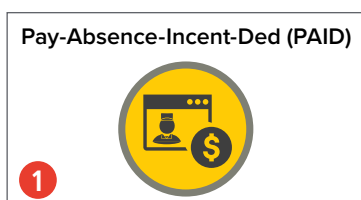
Request Field Duty

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**.



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: **FIELD DUTY**

Entry ID:

Status:

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: **FIELD DUTY**

Entry ID:

Status: **Initial**

Add Search Clear

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

Save for Later Return To Search Cancel

Lookup

Search for: FIELD DUTY TYPE

Search Criteria Show Operators

Category 1 (begins with)

Search Clear

Search Results

Category 1 A

FIELD DUTY

Pay-Absence-Incent-Ded (PAID)

FIELD DUTY

Employ

FIELD DUTY

Status Initial

FIELD DUTY TYPE

*BEGIN DATE B

END DATE

Entry Details

*Field Duty Loc C

*Member Has Meal Card Cancel

Lookup

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.

Geog Location Code	Country	State	City
010000000	USA	AL	ALABAMA

100 rows

3D. Select the **Member Has Meal Card** look-up tool; Make applicable selection.

3E. Add desired **Comments**.

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

3G. Select **Submit**.

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

Lookup

Search for: Member Has Meal Card

Search Criteria [Show Operators](#)

Field Value (begins with)

Additional Details (begins with)

Search **Clear**

Search Results

2 rows

Field Value ↑↓	Additional Details ↑↓
N	No
Y	Yes

Pay-Absence-Incent-Ded (PAID)

FIELD DUTY

Employee ID 0000000000 CW2 JANE SMITH

FIELD DUTY

Status Initial

FIELD DUTY TYPE

*BEGIN DATE

END DATE

Instructions
Please provide the appropriate begin and end dates as well as completed, submit entry for approval.

Entry Details

*Field Duty Loc ALABAMA, AL, USA

*Member Has Meal Card

Comments
CPX 25-01

Attachments

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

Save for Later **Return To Search**

Pay-Absence-Incent-Ded (PAID)

FIELD DUTY

Employee ID 0000000000 CW2 JANE SMITH

FIELD DUTY

Status Initial

FIELD DUTY TYPE

*BEGIN DATE

END DATE

Instructions
Please provide the appropriate begin and end dates as well as completed, submit entry for approval.

Submit

Transaction routed to the following S1 Pool: 01898701

OK

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 Type** 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

B Entry Type HOUSING

Entry ID

C Status ▼

Entry Type HOUSING

Entry ID ▼

Status ▼

D Add Search Clear

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

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

3A. Select the **Housing Category** look-up tool; Select **BAH**.

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

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

Lookup

Search for: HOUSING CATEGORY **3**

Search Criteria Show Operators

Category 1 (begins with)

Search **Clear**

Search Results

Category 1 **BAH** **A**

FSH

MIHA

OHA

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 0000000000 CW2 JANE SMITH **Submit**

Status Initial

HOUSING CATEGORY **BAH** **B**

*BEGIN DATE 09/22/2025 **B**

END DATE 09/21/2026 **B**

Instructions

This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) for a member.

IMPORTANT: If the quarters type, housing type, and/or postal code is not entered, the system will default to the member's current BAH.

Field Level Entry Help

- Quarters Type:** This defines the type of quarters the Member is occupying.
- Housing Type:** This defines the type of housing the Member is occupying.
- Postal:** This defines postal code and therefore the Military Housing Allowance (MHA) rate.
- Inadequacy Pct:** This defines the percentage of inadequacy.
- Spouse:** This is used to select the Member's spouse as it relates to the BAH calculation.
- Dependent 1 thru 10:** This allows the selection of the appropriate dependent for the BAH calculation.
- Physical Custody:** Determines where the child lives most of the time.
- Legal Custody:** Determines who has the authority to make decisions for the child.

NOTE:

- To recertify, simply click the **Update Dates** button and enter the new dates.
- The Effective Date of the iPERMS document will be populated.

Entry Details

*Quarters Type **COMMERCIAL / PRIVATIZE Q** **C**

*Housing Type

*Postal

Additional Dependent 1

Additional Dependent 2

Additional Dependent 3

Lookup

Search for: Quarters Type

Search Criteria Show Operators

Field Value (begins with)

Additional Details (begins with)

Search **Clear**

Search Results

Field Value **C**

Additional Details

Field Value	Additional Details
COMMERCIAL / PRIVATIZED HOUSING	Commercial / Privatized Housing
GOVERNMENT-ADEQUATE	Government Housing that is adequate
GOVERNMENT-INADEQUATE	Government Housing that is NOT adequate

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

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 0000000000 CW2 JANE SMITH Submit

HOUSING

Status Initial

HOUSING CATEGORY BAH

*BEGIN DATE 09/22/2025

END DATE 09/21/2026

Instructions

This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Once approved, the Basic Allowance for Housing information.

IMPORTANT: If the quarters type, housing type, and/or postal are changing, end the **existing** entry as appropriate and **create a new entry**.

Field Level Entry Help

- Quarters Type:** This defines the type of quarters the Member is living in.
- Housing Type:** This defines the type of housing the Member is authorized. (Differential, With Dependents, or Without Dependents)
- Postal:** This defines postal code and therefore the Military Housing Area (MHA) the Member is authorized. The selection list includes the
- Inadequacy Pct:** This defines the percentage of inadequacy for "GOVERNMENT-INADEQUATE" housing type.
- Spouse:** This is used to select the Member's spouse as it relates to housing (if applicable).
- Dependent 1 thru 10:** This allows the selection of the appropriate dependents and types for this entry. Please indicate whether you have
 - Physical Custody:** Determines where the child lives most of the time and includes their day-to-day care and living arrangements.
 - Legal Custody:** Determines who has the authority to make major decisions about the child's life, such as education, healthcare, and

NOTE:

- To recertify, simply click the **Update Dates** button and extend the **END DATE** as appropriate and submit.
- The Effective Date of the iPERMS document will be populated with the Begin Date of this transaction.

Entry Details

*Quarters Type COMMERCIAL / PRIVATIZE

D *Housing Type

*Postal

Additional Dependent 1

Additional Dependent 2

Additional Dependent 3

Cancel **Lookup**

Search for: Housing Type

☒ Search Criteria Show Operators

Field Value (begins with)

Additional Details (begins with)

Search Clear

Search Results

☐ ☐ ☐ 6 rows

Field Value <input type="text"/>	Additional Details <input type="text"/>
DIFFERENTIAL	Select if submitting request for BAH at the "Differential" rate.
DUAL MILITARY WITH DEPENDENTS	Select if submitting request for BAH at the "Dual Military With Dependent" rate.
DUAL MILITARY WITHOUT DEPENDENTS	Select if submitting request for BAH at the "Dual Military Without Dependent" rate.
PARTIAL	Select if submitting request for BAH at the "Partial" rate.
WITH DEPENDENTS	Select if submitting request for BAH at the "With Dependent" rate.
WITHOUT DEPENDENTS	Select if submitting request for BAH at the "Without Dependent" rate.

3E. Select **Primary Residence Postal**, **Duty Location Assignment Postal**, and **BAH Based on (Postal)** look up tool; Select applicable options.

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 0000000000 CW2 JANE SMITH

HOUSING

Status Initial

HOUSING CATEGORY BAH

*BEGIN DATE 09/25/2025

END DATE 09/21/2026

Instructions

This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Once approved, information.

IMPORTANT: If the quarters type, housing type, and/or postal are changing, end the **existing entry** as appropriate.

Field Level Entry Help

- Quarters Type:** This defines the type of quarters the Member is living in.
- Housing Type:** This defines the type of housing the Member is authorized. (Differential, With Dependents, or
- Postal:** This defines postal code and therefore the Military Housing Area (MHA) the Member is authorized. T
- Inadequacy Pct:** This defines the percentage of inadequacy for "GOVERNMENT-INADEQUATE" housing ty
- Spouse:** This is used to select the Member's spouse as it relates to housing (if applicable).
- Dependent 1 thru 10:** This allows the selection of the appropriate dependents and types for this entry. Pleas
 - Physical Custody:** Determines where the child lives most of the time and includes their day-to-day care a
 - Legal Custody:** Determines who has the authority to make major decisions about the child's life, such as

NOTE:

- To recertify, simply click the **Update Dates** button and extend the **END DATE** as appropriate and submit.
- The Effective Date of the IPERMS document will be populated with the Begin Date of this transaction.

Entry Details

*Quarters Type

*Housing Type

*Primary Residence Postal

Additional Dependent 1

Additional Dependent 2

Additional Dependent 3

Cancel

Lookup

Search for: Primary Residence Postal

Search Criteria

Field Value (begins with)

Additional Details (begins with)

Search

Clear

Search Results

Field Value

22202-HOME

Cancel

Lookup

Search for: Duty Location Assignment Postal

Search Criteria

Field Value (begins with)

Additional Details (begins with)

Search

Clear

Search Results

Field Value

00000-ASGMT-0000000000

Cancel

Lookup

Search for: BAH Based On (Postal)

Search Criteria

Field Value (begins with)

Additional Details (begins with)

Search

Clear

Search Results

Field Value

Additional Details

00000-ASGMT-0000000000

Choose this value to use Duty Location as basis for BAH

22202-HOME

Choose this value to use Primary Residence as basis for BAH

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

3G. Select **Submit**.

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

Entry Details

*Quarters Type	COMMERCIAL / PRIVATIZE Q	Additional Dependent 1	
*Housing Type	WITHOUT DEPENDENTS Q	Additional Dependent 2	
*Primary Residence Postal	22202-HOME Q	Additional Dependent 3	
123 IPPS-A Drive, Arlington, VA		Additional Dependent 4	
*Duty Location Assignment Postal	00000-ASGMT-000000000 Q	Additional Dependent 5	
Perm Asgmt - Bgn/End: 07/10/2023-05/31/2049		Additional Dependent 6	
*B A H Based On (Postal)	00000-ASGMT-000000000 Q	Additional Dependent 7	
MHA: DC053		Additional Dependent 8	
Inadequacy Pct		Additional Dependent 9	
Spouse (If Applicable)		Additional Dependent 10	
Court Ordered Child Support	0.00		
Actual Child Support Amount	0.00		

Comments

Attachments

Attach	View	Attached File	*Description
Attach	View		

Save for Later Return To Search

HOUSING

Employee ID 0000000000 CW2 JANE SMITH

HOUSING

Status Initial

HOUSING CATEGORY BAH Q

*BEGIN DATE 10/02/2025

END DATE 10/01/2026

Instructions

This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Once approved, the Basic Allowance information.

IMPORTANT: If the quarters type, housing type, and/or postal are changing, end the **existing** entry as appropriate and **create**

Field Level Entry Help

- Quarters Type:** This defines the type of quarters the Member is living in.
- Housing Type:** This defines the type of housing the Member is authorized. (Differential, With Dependents, or Without Dependents)
- Postal:** This defines postal code and therefore the Military Housing Area (MHA) the Member is authorized. The selection list
- Inadequacy Pct:** This defines the percentage of inadequacy for "GOVERNMENT-INADEQUATE" housing type.
- Spouse:** This is used to select the Member's spouse as it relates to housing (if applicable).
- Dependent 1 thru 10:** This allows the selection of the appropriate dependents and types for this entry. Please indicate whether:
 - Physical Custody:** Determines where the child lives most of the time and includes their day-to-day care and living arrangements.
 - Legal Custody:** Determines who has the authority to make major decisions about the child's life, such as education, health care, etc.

NOTE:

- To recertify, simply click the **Update Dates** button and extend the **END DATE** as appropriate and submit.
- The Effective Date of the iPERMS document will be populated with the Begin Date of this transaction.

Entry Details

*Quarters Type COMMERCIAL / PRIVATIZE Q

Additional Dependent 1

Transaction routed to the following S1 Pool: 01898701

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)



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".

A

Employee ID 0000000000

Entry Type

Entry ID

Status

Add

Search

Clear

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

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

Entry ID

Status

Add

Search

Clear

Status	Initial
	Approved
	Cancelled
	Denied
	Initial
	Pending
	Saved
	Terminated

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

INCENTIVE PAY TYPE **A**

***BEGIN DATE** **Cancel**

END DATE

Instructions
Please select the Incentive Pay Type to begin.

Lookup

Search for: INCENTIVE PAY TYPE

Search Criteria

Category 1 (begins with)

Search **Clear**

Search Results

Category 1 **A**

HDIP-EXP STRESS

HDIP-FLIGHT DECK

HDIP-FLY-AIR WPNS

Pay-Absence-Incent-Ded (PAID)

INCENTIVE PAYS

Employee ID 0000000000 CW2 JANE SMITH

INCENTIVE PAYS

Status Initial

INCENTIVE PAY TYPE HDIP-PARACHUTE **Q**

***BEGIN DATE** 09/15/2025 **B**

END DATE

Instructions
Please enter any required data, begin and end dates, and attach record may not be up to date.

Entry Details

***Jump Skill Level** STUDENT **C**

***Authority** 37 U.S.C. Section 301(A)(3) **D**

Comments

Attachments

Attach **E**

View **Attached File** ***Description**

Save for Later **Return To Search**

Transaction routed to the following S1 Pool: 01898701

OK **G**

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.

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)



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: **SPECIAL PAYS**

Entry ID:

Status:

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: **SPECIAL PAYS**

Entry ID:

Status: **Initial**

Add Search Clear

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)

SPECIAL PAYS 3

Employee ID 0000000000 CW2 JANE SMITH

Submit

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE

Q

*BEGIN DATE

END DATE

Save for Later

Return To Search

Instructions

Please select the Special Pay Type to begin.

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

Q

*BEGIN DATE

09/23/2025

END DATE

Instructions

Please enter any required data, begin and end dates, and attach any HR records may not be up to date.

Entry Details

*Authority

SECARMY Memo-Jumpma: Q

SECARMY Memo - Jumpmaster ONLY

*S D A P Rate

2

Q

\$150.00 (SD2)

*Proficiency Type

SP

Q

SDAP All Others

*Sub Type

SP40

Q

Jump Master

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**.

SPECIAL PAYS
Employee ID 0000000000 CW2 JANE SMITH
Submit

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE SPECIAL DUTY ASGMT

*BEGIN DATE 09/23/2025

END DATE

Instructions
Please enter any required data, begin and end dates, and attach any re
HR records may not be up to date.

Entry Details

C
*Authority SECARMY Memo-Jumpma
SECARMY Memo - Jumpmaster ONLY

D
*S D A P Rate 2 \$150.00 (SD2)

E
*Proficiency Type AD SDAP All Others

F
*Sub Type AD01 Jump Master

Comments
G

Attachments

Attach	View	Attached File ↑↓	*Description ↑↓
Attach H	View		

Save for Later Return To Search

Transaction routed to the following S1 Pool: 01898701

OK J

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)



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

Entry Type

Entry ID

Status

ABSENCES

ALLOWANCES

BENEFITS

COLLECTIONS

FIELD DUTY

HOUSING

INCENTIVE PAYS

SPECIAL PAYS

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

Entry Type

Entry ID

Status

Status

Approved

Cancelled

Denied

Initial

Pending

Saved

Terminated

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

Entry ID

Status

Add Search Clear

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	

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 Special and Incentive Pay requests through the Approvals tile on the Manager Self-Service homepage.

The required **Categories/SUBCATs** to complete the tasks in this chapter is **HR Professional/HR Professional** and/or **Commander/Manager**.

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.

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID

0000000000

Q

Select Action

EARNING/DEDUCTION

▼

Entry Type

ABSENCES

▼

Entry ID

Status

Approved

▼

Add

Search

Clear

11 rows

1	Empl ID ↑↓	Name ↑↓	Earn/Deduct ID ↑↓	Instance ↑↓	Category 1 ↑↓	Category 2 ↑↓	Category 3 ↑↓	Begin Date ↑↓	End Date ↑↓	Status ↑↓	Prior Status ↑↓	2
	0000000000	CW2 JANE SMITH	1752489	1	01-CHARGEABLE	ANNUAL ABSENCE		11/27/2023	11/30/2023	Approved		⌵

Special and Incentive Pays

HR Professionals may submit (on behalf of Member), view, amend (modify), and cancel special and incentive pay requests. HR Professionals can adjust Special and Incentive Pay end dates to an earlier date to avoid over payment of entitlements. Upon Members' initiation of special and incentive pay requests, Commanders and the associated S1 Pool will receive notifications denoting special and incentive pay requests are awaiting approval. Notifications contain a direct link to the request awaiting approval. Commanders will approve or deny pending special and 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 Pays; 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 \(Commanders\)](#)
- [Mass Update to Stop PAID Items](#)

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.

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID Q

Select Action EARNING/DEDUCTION

Entry Type INCENTIVE PAYS

Entry ID

Status Approved

Add
Search
Clear

1	Empl ID ↑↓	Name ↑↓	Earn/Deduct ID ↑↓	Instance ↑↓	Category 1 ↑↓	Category 2 ↑↓	Category 3 ↑↓	Begin Date ↑↓	End Date ↑↓	Status ↑↓	Prior Status ↑↓	2
1	0000000000	CW2 JANE SMITH	49856	1	HDIP-DEMOLITION			08/29/2023	08/28/2024	Approved		2

1 row

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 Readiness and Manning (Accountability); 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.

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID

0000000000

Q

Select Action

EARNING/DEDUCTION

Entry Type

FIELD DUTY

Entry ID

Status

Approved

Add

Search

Clear

1	Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status	2
	0000000000	CW2 JANE SMITH	49853	1	FIELD DUTY			03/07/2022	04/01/2022	Approved		

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 Assignments; paragraph 12-35 Member Arrival; Process 12-18 Update PCS Absence Using the InTransit Grid During Arrival Processing; Process 12-17 Verify PCS Absence Using the InTransit Grid During Departure Processing

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 Absences, paragraph 23-11
- Chapter 12 Assignments, paragraph 12-35 Member Arrival; Process 12-18 Update PCS Absence Using the InTransit Grid During Arrival Processing; Process 12-17, Verify PCS Absence Using the InTransit Grid During Departure Processing

Associated UPKs:

- [Create a PCS Absence](#)
- [Update PCS Absence Using the InTransit Grid During Arrival Processing](#)
- [View and Amend a PCS Absence Request](#)
- [Verify PCS Absence Using the InTransit Grid During Departure Processing](#)



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



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



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.

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

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

D

Add

Search

Clear

Pay-Absence-Incent-Ded (PAID)

ABSENCES 3

Employee ID 0000000000 CW2 JANE SMITH

ABSENCES

Status Initial

ABSENCE TYPE

*BEGIN DATE

END DATE

Save for Later

Return To Search

Instructions

Select the ABSENCE TYPE for this

- CHARGEABLE
- NON-CHARGEABLE
- ADMINISTRATIVE
- PARENTAL
- PCS EVENTS

Lookup

Search for: ABSENCE TYPE

Search Criteria

Show Operators

Category 1
(begins with)

Search

Clear

Search Results



5 rows

Category 1 11

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 all authorized from PDS to PDS.

PCS Entries Guidelines:

- The "BEGIN DATE" & "END DATE" field regardless of the Member planning to
- In the "Additional Information" below, type
- 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 01/15/2026  **C**

END DATE 02/05/2026 


Instructio
This Absen


PCS Entr
• The "B
planni
• In the "
• Please
• All A
• If an
• If an


Additional Information


Duration: 22 Leave Balance: 54 as of 10/01/2025 -- Source:DJMS-AC Approved Chargeable Days After Today: 0


Entry Details


Supervisor Id 


D *Related Assignment 


*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 


Lookup

Cancel 

Search for: Related Assignment



Search Criteria 



Field Value (begins with) 

Additional Details (begins with) 

Search **Clear**

Search Results

  1 row

Field Value 	Additional Details 
226287627	TYPE:PER - ACTION:PCS - REASON:ROT - BEGIN/END DATES:02/06/2026--01/20/2029

D

3E. Enter applicable information in the **Contact Name**, **Contact Phone**, and **Leave Address** fields.

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

Additional Information

Duration: 22 Leave Balance: 54 as of 10/01/2025 -- Source:DJMS-AC Approved Chargeable Days After Today: 0

Entry Details

Supervisor Id

*Related Assignment

226287627

*Contact Name

John Doe

*Contact Phone

123-456-7890

*Leave Address

123 John Road

*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: Geoloc Code

Search Criteria

Show Operators

Geog Location Code (begins with)

Country (begins with)

State (begins with)

AL

City (begins with)

huntsville

Search

Clear

Search Results

1 row

Geog Location Code

Country

State

City

011730089

USA

AL

HUNTSVILLE

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: 22 Leave Balance: 54 as of 10/01/2025 -- Source:DJMS-AC Approved Chargeable Days After Today: 0

Entry Details

Supervisor Id	<input type="text"/>	Absence 2 Reason	<input type="text"/>
*Related Assignment	226287627	Begin Date: 02/06/2026	Absence 2 Sub-Reason
*Contact Name	John Doe	Absence 2 Begin Date	<input type="text"/>
*Contact Phone	123-456-7890	Absence 2 End Date	<input type="text"/>
*Leave Address	123 John Road	Absence 3 Reason	<input type="text"/>
*Geoloc Code	011730089	Absence 3 Sub-Reason	<input type="text"/>
	HUNTSVILLE, AL, USA	Absence 3 Begin Date	<input type="text"/>
*Absence 1 Reason	<input type="text"/>	Absence 3 End Date	<input type="text"/>
Absence 1 Sub-Reason	<input type="text"/>	Child's Birthdate	<input type="text"/>
*Absence 1 Begin Date	<input type="text"/>	Adopt/Foster Date	<input type="text"/>
*Absence 1 End Date	<input type="text"/>		

Cancel
Lookup

Search for: Absence 1 Reason

Search Criteria
Show Operators

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

Search
Clear

Search Results

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
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. Select **Attach** to add applicable attachments.

Additional Information			
Duration: 22 Leave Balance: 54 as of 10/01/2025 -- Source:DJMS-AC Approved Chargeable Days After Today: 0			
Entry Details			
Supervisor Id	<input type="text"/>	I	Absence 2 Reason <input type="text" value="HOUSE HUNTING"/>
*Related Assignment	<input type="text" value="226287627"/>	Begin Date: 02/06/2026	Absence 2 Sub-Reason <input type="text"/>
*Contact Name	<input type="text" value="John Doe"/>		Absence 2 Begin Date <input type="text" value="01/26/2026"/>
*Contact Phone	<input type="text" value="123-456-7890"/>		Absence 2 End Date <input type="text" value="02/05/2026"/>
*Leave Address	<input type="text" value="123 John Road"/>		Absence 3 Reason <input type="text"/>
*Geoloc Code	<input type="text" value="011730089"/>	HUNTSVILLE, AL, USA	Absence 3 Sub-Reason <input type="text"/>
*Absence 1 Reason	<input type="text" value="PCS ABSENCE"/>		Absence 3 Begin Date <input type="text"/>
Absence 1 Sub-Reason	<input type="text"/>		Absence 3 End Date <input type="text"/>
*Absence 1 Begin Date	<input type="text" value="01/15/2026"/>	H	Child's Birthdate <input type="text"/>
*Absence 1 End Date	<input type="text" value="01/25/2026"/>		Adopt/Foster Date <input type="text"/>

Entry Details											
Supervisor Id	<input type="text"/>		Absence 2 Reason <input type="text" value="HOUSE HUNTING"/>								
*Related Assignment	<input type="text" value="226287627"/>	Begin Date: 02/06/2026	Absence 2 Sub-Reason <input type="text"/>								
*Contact Name	<input type="text" value="John Doe"/>		Absence 2 Begin Date <input type="text" value="01/26/2026"/>								
*Contact Phone	<input type="text" value="123-456-7890"/>		Absence 2 End Date <input type="text" value="02/05/2026"/>								
*Leave Address	<input type="text" value="123 John Road"/>		Absence 3 Reason <input type="text"/>								
*Geoloc Code	<input type="text" value="011730089"/>	HUNTSVILLE, AL, USA	Absence 3 Sub-Reason <input type="text"/>								
*Absence 1 Reason	<input type="text" value="PCS ABSENCE"/>		Absence 3 Begin Date <input type="text"/>								
Absence 1 Sub-Reason	<input type="text"/>		Absence 3 End Date <input type="text"/>								
*Absence 1 Begin Date	<input type="text" value="01/15/2026"/>		Child's Birthdate <input type="text"/>								
*Absence 1 End Date	<input type="text" value="01/25/2026"/>		Adopt/Foster Date <input type="text"/>								
<div>Comments</div> <div>J</div>											
<div>Attachments</div> <table border="1"> <thead> <tr> <th>Attach</th> <th>View</th> <th>Attached File ↑↓</th> <th>*Description ↑↓</th> </tr> </thead> <tbody> <tr> <td>K</td> <td><input type="button" value="View"/></td> <td></td> <td></td> </tr> </tbody> </table> <div> <input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/> </div>				Attach	View	Attached File ↑↓	*Description ↑↓	K	<input type="button" value="View"/>		
Attach	View	Attached File ↑↓	*Description ↑↓								
K	<input type="button" value="View"/>										

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**.

ABSENCES

Employee ID 0000000000 CW2 JANE SMITH

L

Submit

ABSENCES

Status Initial

ABSENCE TYPE 05-PCS EVENTS

ABSENCE REASON 01-PCS ENTRIES

*BEGIN DATE 01/15/2026

END DATE 02/05/2026

Instructions
This Absence Reason is used to collect all Absences a Member takes while changing perma
PCS Entries Guidelines:

- The "BEGIN DATE" & "END DATE" fields are used to capture the entire date range from t planning to arrive early.
- In the "Additional Information" below, two Absence Reasons may be entered on this page
- Please use ONLY "Absence 1 Reason" and "Absence 2 Reason" to capture the different a
 - All Absences must be contiguous (if multiple absences are entered) and the first Absen
 - If any of the Birth/Non-Birth/Adoption/Foster Reasons are used, the Child's Birthdate fie
 - If an Adoption or Foster Reason is used, the Adopt/Foster Date field is required.

NOTE: This entry will create the individual Absences once approved. If a change needs to o
Travel Information Authorized travel dates are strictly dependent on distance and mode of t
Calculation of travel time can be found in JTR, par. 050205: <https://www.defensetravel.dod.mil/Travel/TravelTime>
If travel can be calculated using Defense Table of Official Distance (DTOD): <https://www.defensetravel.dod.mil/Travel/TravelTime>

Submit for Approval Confirmation

☒ Approver (Approve/Deny)
☐ Intermediate Approver (Review/Recommend Approval)
☐ User List
☐ Template

User ID

M

Insert

Transaction submitted for approval

N

OK

Arrival Transaction

1. Type **Manage Assignments** in the Global Search field.
2. Screen displays **Assignments Search** landing page; enter desired information for Member; Select **Search**.
3. Screen displays **Current/Approved** assignment landing page.

Menu 

 **Manage Assignments**
Workforce Administration

Assignments Search

Assignments Search Page

Search Criteria

Empl ID


Name

First Name

Last Name

Search **Clear**

Current/Approved

 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 WDMQCO 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

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

Arrival Transaction

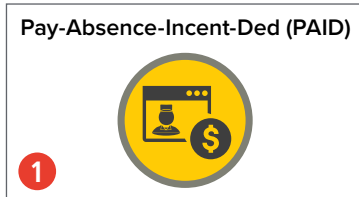
1. Navigate to the **Pay-Absence-Incent-Ded (PAID)** tile.
2. The **PAID** screen displays:
 - 2A. Select **Employee ID** look-up tool to search for desired Member.
 - 2B. Select **Entry Type** drop-down and select **ABSENCES**.
 - 2C. Select **Status** drop-down and select **Approved**.
 - 2D. Select **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) 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  **A**

Entry Type **ABSENCES**  **B**

Entry ID

Status **Approved**  **C**

D

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-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

Entry Type

Entry ID

Status

Empl ID ↑	Name ↑	Earn/Deduct ID ↑	Instance ↑	Category 1 ↑	Category 2 ↑	Category 3 ↑	Begin Date ↑	End Date ↑	Status ↑	Pri
 0000000000	PVT JOHN SMITH	7432299	1	05-PCS EVENTS	PCS ABSENCE		11/14/2024	11/19/2024	Approved	
 0000000000	PVT JOHN SMITH	7415315	1	05-PCS EVENTS	01-PCS ENTRIES		11/14/2024	11/19/2024	Approved	

Current/Approved

Name PVT JOHN SMITH
Empl ID 0000000000

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit US Army Active Component
Component Category ACMS-Indiv Acct-Transients
UIC WDMQC0 0068 CS BN CO C COMP TRK C

Location FT CARSON
Job Code E88M MOTOR TRANS
Position 06822454 #1 Heavy V
Duty Status Absence
Duty Status Attribute

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position
120546767	Departed	Active	PCA	11/03/2023	WDMQC0	06822454
Online Asg			Reassignment	11/19/2024	0068 CS BN CO C COMP TRK C	#1 Heavy Vehicle Driver
123168098	Approved	Active	PCS	11/20/2024	WET1AA	09228125
JO			Operational	06/11/2027	0013 CS HHC HHC COMBAT SUST	Standard Excess

Temporary Assignments

[Return to Search](#)

Actions

- Deferment
- Curtail/Extend
- Revoke Assignment
- Location Change
- Arrive Member**
- Position Change
- TDY Event
- Asgn From Change
- Update Position Qualification
- Update RCE
- Amend Dependents
- Reset ESTABID

5. The Arrivals/Departures (InTransit 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.



NOTE: The HR Professional must review the Member's PCS entries to ensure any adjustments made in the ITG reflect. Additionally, HR Professionals must reconcile the submitted FIDs, IPPS-A Reject, and DROT Reports.

Arrivals/Departures 5

Assignment Details
Member Elections
Add Instructions
Funding
Approvals/Eligibility
Comments/Attachments
Orders
Arrivals/Departures

Submit Arrival C

Assignment Header Information

Assignment Permanent
Employee Record 0
Assignment Status Approved
Workflow Status Approved
Component Category Training Status PERSTEM A

Assignment ID 123168098
Assignment Seq 0
User Action 0000

InTransit Type ¹	Calculated Days ¹	Adjustment Days ¹	Total Days ¹	Status ¹	Approval Status ¹	DTOD Mileage ¹	Last Updated By ¹	Last Updated ¹
1 Auth Trvl	4	0	4	Active		1433	0002478530.01	11/20/2024 7:32:45PM
2 PCS Leave	6	-4	2	Active		0	0002478530.01	11/20/2024 7:27:54PM

Assignment Arrivals

Arrival Sequence# ¹	Arrival Date ¹	Arrival Status ¹	Assignment Departed From ¹	Last Updated By ¹	Last Updated ¹
1	11/20/2024 B	Active	120546767	0002478530.01	11/20/2024 7:32:45PM

Audit Fields

Last Updated By 0002425170.20
Source Job Openings

Last Update Date/Time 09/26/24 7:08:17PM
Source ID 915365

Return to Landing Page

Current/Approved 6

Name PVT JOHN SMITH
Empl ID 0000000000

Current/Approved
Pending/Working
Completed
Canceled

Organizational Instance

Business Unit US Army Active Component
Component Category ACMS-Force Structure Unit Pers-Avail Unknown
UIC WET1AA 0013 CS HHC HHC COMBAT SUST

Location JBLM LEWIS
Job Code 000000
Position 00000000
Duty Status Present for Duty
Duty Status Attribute

Permanent Assignments

Create Permanent Assignment ▼

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
123168098	Arrived	Active	PCS	11/20/2024	WET1AA	00000000	00026098	Other Actions View Order
JO			Operational	06/11/2027	0013 CS HHC HHC COMBAT SUST	Standard Excess	JBLM LEWIS	

Temporary Assignments



Prepared for: IPPS-A Users

Prepared by: FMD (IPPS-A)

Arlington, VA 22202