



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

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

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



**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

**Add** **Search** **Clear**

**Entry Type** ABSENCES

**Entry ID** ABSENCES

**Status** ALLOWANCES, BENEFITS, COLLECTIONS, FIELD DUTY, HOUSING, INCENTIVE PAYS, SPECIAL PAYS

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

**ABSENCES 3**

Employee ID 0000000000 CW2 JANE SMITH **Submit**

**ABSENCES**

Status	Initial
ABSENCE TYPE	<input type="text"/> 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

**Lookup**

Search for: ABSENCE TYPE **Show Operators**

**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 Q

ABSENCE REASON B

\*BEGIN DATE [ ]

END DATE [ ]

**Entry Details**

Comments Cancel Lookup

Save for Later Search Criteria Show Operators

Search for: ABSENCE REASON

Category 2 (begins with) [ ]

Search Clear

**Search Results**

17 rows

Category 2 B

ANNUAL ABSENCE

TERMINAL/TRANS

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

**ABSENCES**

Employee ID 0000000000 CW2 JANE SMITH Submit F

**ABSENCES**

Status Initial

ABSENCE TYPE 01-CHARGEABLE Q

ABSENCE REASON ANNUAL ABSENCE Q

\*BEGIN DATE 10/13/2025 C

END DATE 10/17/2025 C

**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

**Comments** E

**Attachments**

Attach View

Attach [ ]

Save for Later Return To Search

**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 hig

**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) 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".

<b>A</b>	Employee ID <input type="text" value="0000000000"/> <input type="button" value="Search"/>	<b>B</b>
	Entry Type <input type="button" value="ALLOWANCES"/>	<b>C</b>
	Entry ID <input type="text"/>	
	Status <input type="button"/>	
<b>D</b>	<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	

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

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	<input type="text"/>	<input type="button" value="Search"/>
*BEGIN DATE		<input type="text"/>
END DATE		<input type="text"/>

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

**Save for Later** **Return To Search**

**Lookup**

Cancel

Search for: ALLOWANCE CATEGORY

✓ **Search Criteria** Show Operators

Category 1 (begins with)	<input type="text"/>
--------------------------	----------------------

**Search** **Clear**

✓ **Search Results** 4 rows

Category 1	...
BAS	A
CLOTHING	
COLA	
FAMILY SEPARATION	

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

**ALLOWANCES**

Employee ID 0000000000 MSG BRET JOHNSON | **Submit**

**ALLOWANCES**

Status Initial

ALLOWANCE CATEGORY	CLOTHING	<input type="button" value="Search"/>
*BEGIN DATE		11/16/2024
END DATE		11/30/2024

**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

**Additional Information**

*Clothing Type	<input type="button" value="Search"/>
----------------	---------------------------------------

**Lookup**

Cancel

Search for: Clothing Type

✓ **Search Criteria** Show Operators

Field Value (begins with)	<input type="text"/>
Additional Details (begins with)	<input type="text"/>

**Search** **Clear**

✓ **Search Results** 3 rows

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.

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 000000000 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

**D** \*Clothing Type INITIAL

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

**E**

1 row

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)** 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

B

C

D

Add
Search
Clear

Entry Type	BENEFITS
Entry ID	ABSENCES
Status	ALLOWANCES
	<b>BENEFITS</b>
	COLLECTIONS
	FIELD DUTY
	HOUSING
	INCENTIVE PAYS
	SPECIAL PAYS

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 000000000 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

**Search Criteria** Show Operators

Category 1 (begins with)  Search Clear

**Search Results** 2 rows

Category 1 ↑
MGIB
RCSBP

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

**BENEFITS**

Employee ID 000000000 PV1 JOHN DOE Submit

**BENEFITS**

Status Initial

BENEFITS CATEGORY  MGIB B

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

**Entry Details**

\*MGIB Election  C

**Lookup**

Search for: MGIB Election

**Search Criteria** 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	OPT-IN	<input type="button" value="Q"/>															
<b>Comments</b> I would like to OPT-IN MGIB Election. <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">D</span>																	
<input type="button" value="E"/>																	
<b>Attachments</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Attach</th> <th style="width: 15%;">View</th> <th style="width: 15%;">Attached File ↑↓</th> <th style="width: 15%;">*Description ↑↓</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; margin: 5px 0;" type="button" value="Attach"/></td> <td style="text-align: center;"><input type="button" value="View"/></td> <td></td> <td></td> <td style="text-align: center; vertical-align: middle;"> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-right: 5px;" type="button" value="+"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="button" value="-"/> </td> </tr> <tr> <td colspan="5" style="text-align: center;"> <input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/> </td> </tr> </tbody> </table>			Attach	View	Attached File ↑↓	*Description ↑↓		<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; margin: 5px 0;" type="button" value="Attach"/>	<input type="button" value="View"/>			<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-right: 5px;" type="button" value="+"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="button" value="-"/>	<input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/>				
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<input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/>																	

**File Attachment**

Choose From

F
My Device

**File Attachment**

Choose From

G
Device

Upload

DD2366.pdf
File Size: 40KB

**File Attachment**

Choose From

G
Done

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**

1 row

Attach	View	Attached File 	*Description 
<input type="button" value="Attach"/>	<input type="button" value="View"/>	DD2366.pdf	Signed DD2366

**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).
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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

# 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.



1

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

2

**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	COLLECTIONS
Entry ID	
Status	
<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; margin-right: 5px;" type="button" value="Add"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Clear"/>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; width: 150px; height: 150px; position: relative;"> <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; background-color: #f0f0f0; display: flex; align-items: center; justify-content: center;"> <p>Entry Type</p> </div> <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; background-color: #f0f0f0; display: flex; align-items: center; justify-content: center;"> <p>Entry ID</p> </div> <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; background-color: #f0f0f0; display: flex; align-items: center; justify-content: center;"> <p>Status</p> </div> </div>

COLLECTIONS

ABSENCES

ALLOWANCES

BENEFITS

COLLECTIONS

FIELD DUTY

HOUSING

INCENTIVE PAYS

SPECIAL PAYS

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** 3

Employee ID 0000000000 PV1 JOHN DOE Submit

**COLLECTIONS**

Status Initial

COLLECTION CAT  A

\*BEGIN DATE

END DATE

Save for Later Return To Search

**Instructions**  
Please select a collections category to begin.

**Lookup**

Search for: COLLECTION CAT Show Operators

▼ **Search Criteria**

Category 1 (begins with)   
Search Clear

▼ **Search Results**

Cancel Search Clear

Category 1 ↑  
BAS MEAL A

1 row

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

**COLLECTIONS**

Employee ID 0000000000 PV1 JOHN DOE Submit

**COLLECTIONS**

Status Initial

COLLECTION CAT  B

\*BEGIN DATE

END DATE

**Entry Details**

Comments

Save for Later Cancel

**Instructions**  
Please select a BAS Meal collection type.

**Lookup**

Search for: COLLECTION TYPE Show Operators

▼ **Search Criteria**

Category 2 (begins with)   
Search Clear

▼ **Search Results**

Cancel Search Clear

Category 2 ↑  
ONE-TIME B

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 <span style="float: right;">Q</span>
COLLECTION TYPE	REFUND <span style="float: right;">Q</span>
*BEGIN DATE	<input type="text"/> <span style="float: right;">C</span>
END DATE	<input type="text"/> <span style="float: right;">C</span>

**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 <span style="float: right;">C</span>
END DATE	12/13/2024 <span style="float: right;">C</span>

**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 <span style="float: right;">Q</span>
# Lunches To Refund <span style="float: right;">Q</span>
# Dinners To Refund <span style="float: right;">Q</span>
*Rate To Refund <span style="float: right;">Q</span>

**Comments**

**Attachments**

**Lookup**

Search for: # Breakfasts To Refund Show Operators

**Search Criteria**

Field Value (begins with)	<input type="text"/>
Long Description (begins with)	<input type="text"/>

**Search Results**

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.

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

<b>^BEGIN DATE</b>	12/09/2024													
<b>END DATE</b>	12/13/2024													
<b>Field Level Entry Help</b> <ul style="list-style-type: none"> <li><b>Begin Date:</b> 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.</li> <li><b>End Date:</b> 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.</li> <li><b># Breakfasts to Refund:</b> This is the actual number of Breakfasts that need to be refunded.</li> <li><b># Lunches to Refund:</b> This is the actual number of Lunches that need to be refunded.</li> <li><b># Dinners to Refund:</b> This is the actual number of Dinners that need to be refunded.</li> <li><b>Rate to Refund:</b> This is either the "Standard" or "Discounted" rate that needs to be refunded.</li> </ul>														
<b>Entry Details</b> <table border="1"> <tr> <td># Breakfasts To Refund</td> <td>5.00</td> <td></td> </tr> <tr> <td># Lunches To Refund</td> <td>5.00</td> <td></td> </tr> <tr> <td># Dinners To Refund</td> <td>5.00</td> <td></td> </tr> <tr> <td><b>^Rate To Refund</b></td> <td><input type="text"/></td> <td></td> </tr> </table>			# Breakfasts To Refund	5.00		# Lunches To Refund	5.00		# Dinners To Refund	5.00		<b>^Rate To Refund</b>	<input type="text"/>	
# Breakfasts To Refund	5.00													
# Lunches To Refund	5.00													
# Dinners To Refund	5.00													
<b>^Rate To Refund</b>	<input type="text"/>													
<b>Comments</b> 														
<b>Attachments</b> <table border="1"> <thead> <tr> <th>Attach</th> <th>View</th> <th>Attached File ↑</th> <th><b>*Description ↑</b></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>  </td> </tr> </tbody> </table>			Attach	View	Attached File ↑	<b>*Description ↑</b>				  				
Attach	View	Attached File ↑	<b>*Description ↑</b>											
			  											

**Cancel** **Lookup**

Search for: Rate To Refund

**Search Criteria** [Show Operators](#)

<b>Field Value</b> (begins with)	<input type="text"/>
<b>Additional Details</b> (begins with)	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

**Search Results**

 	<b>Field Value ↑</b>  <b>Additional Details ↑</b>	2 rows
	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)**

**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.

**Attachments**

Attach	View	Attached File ↑↓	*Description ↑↓	1 row	
<input type="button" value="Attach"/>	<input type="button" value="G View"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

**Approval Map**

Approval Map

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

**COLLECTIONS**

Employee ID: 0000000000 PV1 JOHN DOE

**COLLECTIONS**

Status	Initial	Instructions
COLLECTION CAT	BAS MEAL <input type="button" value="Q"/>	This page will be used to establish a Basic Allowance Subsistence (BAS) One-Time Refund. Once approved, the Basic Allowance Subsistence Authorization form can be generated with appropriate information. <b>No transaction will automatically be generated and sent to DJ entry.</b>
COLLECTION TYPE	REFUND <input type="button" value="Q"/>	
*BEGIN DATE	12/09/2024 <input type="button" value="C"/>	<b>IMPORTANT:</b> This entry will result in a refund to the Member's account when the form is delivered to DFAS for entry.
END DATE	12/13/2024 <input type="button" value="C"/>	<b>Field Level Entry Help</b>

**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

## 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	C
Entry Type	▼	B
Entry ID		
Status	▼	

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

**Add** **Search** **Clear**

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

**Selection Criteria**

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

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

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

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

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

Employee ID	0000000000	Q
Entry Type	FIELD DUTY	▼
Entry ID		
Status	▼	C

Status	Approved
	Cancelled
	Denied
	Initial
	Pending
	Saved
	Terminated

**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**  Search A

\***BEGIN DATE**  Calendar

**END DATE**  Calendar

Save for Later Return To Search Cancel Instructions  
Please select the Field Duty Type to continue.

**Lookup**

Search for: FIELD DUTY TYPE Show Operators

Search Criteria Category 1 (begins with) Search Clear

Search Results 1 row

Category 1 ↑ A

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

**FIELD DUTY**

Employ

**FIELD DUTY**

Status Initial

**FIELD DUTY TYPE**  Search

\***BEGIN DATE**  Calendar B

**END DATE**  Calendar

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

**Entry Details**

**\*Field Duty Loc**  Search C

**Lookup**

Search for: Field Duty Loc Show Operators

Search Criteria Only the first 100 results can be displayed.

Geog Location Code (begins with) Search Clear

Country (begins with) Search

State (begins with) Search

City (begins with) Search

Search Results 100 rows

Geog Location Code ↑ Country ↑ State ↑ City ↑

01000000 USA AL ALABAMA

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)	<input type="text"/>
Additional Details (begins with)	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

**Search Results**

Field Value ↑	Additional Details ↑	2 rows
N	No	1 row
Y	Yes	1 row

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

**FIELD DUTY**

Employee ID 0000000000 CW2 JANE SMITH

**FIELD DUTY**

Status	Initial	Instructions
FIELD DUTY TYPE	<input type="text" value="FIELD DUTY"/> <input type="button" value=""/>	Please provide the appropriate begin and end dates as well as completed, submit entry for approval.
*BEGIN DATE	<input type="text" value="09/15/2025"/> <input type="button" value=""/>	
END DATE	<input type="text" value="09/19/2025"/> <input type="button" value=""/>	

**Entry Details**

*Field Duty Loc	<input type="text" value="01000000"/> <input type="button" value=""/>	ALABAMA, AL, USA
*Member Has Meal Card	<input type="text" value="Y"/> <input type="button" value=""/>	

**Comments**

CPX 25-01 E

**Attachments**

Attach	View	Attached File ↑
<input type="button" value="Attach"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">F</span>	<input type="button" value="View"/>	<input type="text"/> <span style="border: 1px solid red; padding: 2px 5px;">+</span> <span style="border: 1px solid red; padding: 2px 5px;">-</span>

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

**FIELD DUTY**

Employee ID 0000000000 CW2 JANE SMITH

G

Transaction routed to the following S1 Pool: 01898701

H

# 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)** 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".

<span style="color: red; font-size: 2em;">A</span> <input style="width: 150px; border: 1px solid #ccc; padding: 2px;" type="text" value="0000000000"/> <span style="color: red; font-size: 1.5em;">B</span> <input style="width: 150px; border: 1px solid #ccc; padding: 2px;" type="button" value="HOUSING"/> <span style="color: red; font-size: 2em;">C</span> <input style="width: 150px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<span style="color: red; font-size: 2em;">D</span> <input style="width: 100px; border: 1px solid #ccc; padding: 2px;" type="button" value="Add"/> <input style="width: 100px; border: 1px solid #ccc; padding: 2px;" type="button" value="Search"/> <input style="width: 100px; border: 1px solid #ccc; padding: 2px;" type="button" value="Clear"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right; padding-right: 5px;">Entry Type</td> <td style="width: 85%; text-align: left;"> <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="button" value="HOUSING"/> </td> </tr> <tr> <td style="text-align: right; padding-right: 5px;">Entry ID</td> <td style="width: 85%;"></td> </tr> <tr> <td style="text-align: right; padding-right: 5px;">Status</td> <td style="width: 85%;"></td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">         ABSENCES          ALLOWANCES          BENEFITS          COLLECTIONS          FIELD DUTY  <span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 5px;">HOUSING</span>          INCENTIVE PAYS          SPECIAL PAYS       </div>	Entry Type	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="button" value="HOUSING"/>	Entry ID		Status	
Entry Type	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="button" value="HOUSING"/>							
Entry ID								
Status								

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** 4 rows

Category 1 ↑							
<b>BAH</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">A</span>							
<b>Pay-Absence-Incent-Ded (PAID)</b>							
<b>HOUSING</b>							
Employee ID 0000000000 CW2 JANE SMITH <span style="float: right;">Submit</span>							
<b>HOUSING</b>							
Status Initial							
HOUSING CATEGORY <b>BAH</b> <span style="float: right;">Q</span>							
*BEGIN DATE 09/22/2025 <span style="float: right;">B</span>							
END DATE 09/21/2026 <span style="float: right;">B</span>							
<b>Instructions</b> This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) for the member. <b>IMPORTANT:</b> If the quarters type, housing type, and/or postal code are changed, the member must be re-certified. <b>Field Level Entry Help</b> • <b>Quarters Type:</b> This defines the type of quarters the Member will be assigned. • <b>Housing Type:</b> This defines the type of housing the Member will be assigned. • <b>Postal:</b> This defines postal code and therefore the Military Treatment Facility. • <b>Inadequacy Pct:</b> This defines the percentage of inadequacy of the member's current housing. • <b>Spouse:</b> This is used to select the Member's spouse as it relates to the member. • <b>Dependent 1 thru 10:</b> This allows the selection of the appropriate dependent. o <b>Physical Custody:</b> Determines where the child lives most of the time. o <b>Legal Custody:</b> Determines who has the authority to make decisions for the child. <b>NOTE:</b> • To recertify, simply click the <b>Update Dates</b> button and enter the new information. • The Effective Date of the iPERMS document will be populated with the new information.							
<b>Entry Details</b> <table> <tr> <td>*Quarters Type <b>COMMERCIAL / PRIVATIZE Q</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">C</span></td> <td>Additional Dependent 1 <input type="text"/> <span style="float: right;">Q</span></td> </tr> <tr> <td>*Housing Type <input type="text"/> <span style="float: right;">Q</span></td> <td>Additional Dependent 2 <input type="text"/> <span style="float: right;">Q</span></td> </tr> <tr> <td>*Postal <input type="text"/> <span style="float: right;">Q</span></td> <td>Additional Dependent 3 <input type="text"/> <span style="float: right;">Q</span></td> </tr> </table>		*Quarters Type <b>COMMERCIAL / PRIVATIZE Q</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">C</span>	Additional Dependent 1 <input type="text"/> <span style="float: right;">Q</span>	*Housing Type <input type="text"/> <span style="float: right;">Q</span>	Additional Dependent 2 <input type="text"/> <span style="float: right;">Q</span>	*Postal <input type="text"/> <span style="float: right;">Q</span>	Additional Dependent 3 <input type="text"/> <span style="float: right;">Q</span>
*Quarters Type <b>COMMERCIAL / PRIVATIZE Q</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">C</span>	Additional Dependent 1 <input type="text"/> <span style="float: right;">Q</span>						
*Housing Type <input type="text"/> <span style="float: right;">Q</span>	Additional Dependent 2 <input type="text"/> <span style="float: right;">Q</span>						
*Postal <input type="text"/> <span style="float: right;">Q</span>	Additional Dependent 3 <input type="text"/> <span style="float: right;">Q</span>						

**Lookup**

Search for: Quarters Type Show Operators

**Search Criteria**

Field Value (begins with)

Additional Details (begins with)

**Search Clear**

**Search Results** 3 rows

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	<b>Instructions</b> This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Once approved, the Basic Allowance for Housing (BAH) entry will be established for the member.
HOUSING CATEGORY	BAH <span style="border: 1px solid #ccc; padding: 2px;">Q</span>	<b>IMPORTANT:</b> If the quarters type, housing type, and/or postal are changing, end the existing entry as appropriate and create a new entry.
*BEGIN DATE	09/22/2025 <span style="border: 1px solid #ccc; padding: 2px;">Q</span>	
END DATE	09/21/2026 <span style="border: 1px solid #ccc; padding: 2px;">Q</span>	

**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 following postal codes.
- **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 discipline.

**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 <span style="border: 1px solid #ccc; padding: 2px;">Q</span>	Additional Dependent 1 <span style="border: 1px solid #ccc; padding: 2px;">Q</span> Additional Dependent 2 <span style="border: 1px solid #ccc; padding: 2px;">Q</span> Additional Dependent 3 <span style="border: 1px solid #ccc; padding: 2px;">Q</span>
*Housing Type	<span style="border: 1px solid #ccc; padding: 2px;">Q</span>	<span style="border: 1px solid #ccc; padding: 2px;">Q</span> <span style="border: 1px solid #ccc; padding: 2px;">Q</span> <span style="border: 1px solid #ccc; padding: 2px;">Q</span>
*Postal	<span style="border: 1px solid #ccc; padding: 2px;">Q</span>	

D D

**Cancel** **Lookup**

Search for: Housing Type Show Operators

**Search Criteria**

Field Value (begins with)	<input type="text"/>
Additional Details (begins with)	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

**Search Results**

Field Value ↑	Additional Details ↑
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.

6 rows

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	<b>Instructions</b> This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Once approved, information.								
HOUSING CATEGORY BAH	<b>IMPORTANT:</b> If the quarters type, housing type, and/or postal are changing, end the existing entry as appropriate.								
*BEGIN DATE 09/25/2025	<b>Field Level Entry Help</b> <ul style="list-style-type: none"> <li>• <b>Quarters Type:</b> This defines the type of quarters the Member is living in.</li> <li>• <b>Housing Type:</b> This defines the type of housing the Member is authorized. (Differential, With Dependents, or Other)</li> <li>• <b>Postal:</b> This defines postal code and therefore the Military Housing Area (MHA) the Member is authorized.</li> <li>• <b>Inadequacy Pct:</b> This defines the percentage of inadequacy for "GOVERNMENT-INADEQUATE" housing type.</li> <li>• <b>Spouse:</b> This is used to select the Member's spouse as it relates to housing (if applicable).</li> <li>• <b>Dependent 1 thru 10:</b> This allows the selection of the appropriate dependents and types for this entry. Please note:           <ul style="list-style-type: none"> <li>◦ <b>Physical Custody:</b> Determines where the child lives most of the time and includes their day-to-day care arrangements.</li> <li>◦ <b>Legal Custody:</b> Determines who has the authority to make major decisions about the child's life, such as education and medical decisions.</li> </ul> </li> </ul>								
END DATE 09/21/2026	<b>NOTE:</b> <ul style="list-style-type: none"> <li>• To recertify, simply click the Update Dates button and extend the END DATE as appropriate and submit.</li> <li>• The Effective Date of the iPERMS document will be populated with the Begin Date of this transaction.</li> </ul>								
<b>Entry Details</b> <table border="1"> <tr> <td>*Quarters Type</td> <td>Additional Dependent 1</td> </tr> <tr> <td>*Housing Type</td> <td>Additional Dependent 2</td> </tr> <tr> <td><b>*Primary Residence Postal</b></td> <td>Additional Dependent 3</td> </tr> </table>				*Quarters Type	Additional Dependent 1	*Housing Type	Additional Dependent 2	<b>*Primary Residence Postal</b>	Additional Dependent 3
*Quarters Type	Additional Dependent 1								
*Housing Type	Additional Dependent 2								
<b>*Primary Residence Postal</b>	Additional Dependent 3								

**E** **Primary Residence Postal**

**Lookup**

Search for: Primary Residence Postal

**Search Criteria**

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

Search Clear

**Search Results**

Field Value ↑ 2202-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-000000	Cancel
-------------------------------------	--------

**Lookup**

Search for: BAH Based On (Postal)

**Search Criteria**

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

Search Clear

**Search Results**

Field Value ↑ 00000-ASGMT-0000000000	Additional Details ↑ Choose this value to use Duty Location as basis for BAH
2202-HOME	Choose this value to use Primary Residence as basis for BAH

2 rows

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

3G. Select **Submit**.

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

**Entry Details**

*Quarters Type	COMMERCIAL / PRIVATIZE <input type="button" value="Q"/>	Additional Dependent 1 <input type="button" value="Q"/>
*Housing Type	WITHOUT DEPENDENTS <input type="button" value="Q"/>	Additional Dependent 2 <input type="button" value="Q"/>
*Primary Residence Postal	22202-HOME <input type="button" value="Q"/> 123 IPPS-A Drive, Arlington, VA	Additional Dependent 3 <input type="button" value="Q"/>
*Duty Location Assignment Postal	00000-ASGMT-00000000 <input type="button" value="Q"/> Perm Asgmt - Bgn/End:07/10/2023-05/31/2049	Additional Dependent 4 <input type="button" value="Q"/>
*B A H Based On (Postal)	00000-ASGMT-00000000 <input type="button" value="Q"/> MHA: DC053	Additional Dependent 5 <input type="button" value="Q"/>
Inadequacy Pct	<input type="button" value="Q"/>	Additional Dependent 6 <input type="button" value="Q"/>
Spouse (If Applicable)	<input type="button" value="Q"/>	Additional Dependent 7 <input type="button" value="Q"/>
Court Ordered Child Support	0.00	Additional Dependent 8 <input type="button" value="Q"/>
Actual Child Support Amount	0.00	Additional Dependent 9 <input type="button" value="Q"/>
		Additional Dependent 10 <input type="button" value="Q"/>

**Comments**

**Attachments**

Attach	View	Attached File <input type="button" value="↑"/>	*Description <input type="button" value="↑"/>	1 row
<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/>				

**HOUSING**

Employee ID 0000000000 CW2 JANE SMITH

**HOUSING**

Status	Initial	<b>Instructions</b>
HOUSING CATEGORY	BAH <input type="button" value="Q"/>	This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH) entry. Once approved, the Basic Allowance information.
*BEGIN DATE	10/02/2025 <input type="button" value="Q"/>	<b>IMPORTANT:</b> If the quarters type, housing type, and/or postal are changing, end the existing entry as appropriate and create a new entry.
END DATE	10/01/2026 <input type="button" value="Q"/>	<b>Field Level Entry Help</b>
<ul style="list-style-type: none"> <li>• Quarters Type: This defines the type of quarters the Member is living in.</li> <li>• Housing Type: This defines the type of housing the Member is authorized. (Differential, With Dependents, or Without Dependents)</li> <li>• Postal: This defines postal code and therefore the Military Housing Area (MHA) the Member is authorized. The selection list is based on the current postal code.</li> <li>• Inadequacy Pct: This defines the percentage of inadequacy for "GOVERNMENT-INADEQUATE" housing type.</li> <li>• Spouse: This is used to select the Member's spouse as it relates to housing (if applicable).</li> <li>• Dependent 1 thru 10: This allows the selection of the appropriate dependents and types for this entry. Please indicate whether the dependent is a child or an adult.</li> <li>• Physical Custody: Determines where the child lives most of the time and includes their day-to-day care and living arrangements.</li> <li>• Legal Custody: Determines who has the authority to make major decisions about the child's life, such as education, health care, and so on.</li> </ul>		
<b>NOTE:</b>		
<ul style="list-style-type: none"> <li>• To recertify, simply click the <b>Update Dates</b> button and extend the <b>END DATE</b> as appropriate and submit.</li> <li>• The Effective Date of the iPERMS document will be populated with the Begin Date of this transaction.</li> </ul>		

**Entry Details**

*Quarters Type	COMMERCIAL / PRIVATIZE <input type="button" value="Q"/>	Additional Dependent 1 <input type="button" value="Q"/>
----------------	---	---

Transaction routed to the following S1 Pool: 01898701

# 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:
  - Member EMPLID populates automatically.
  - Select Entry Type drop-down; Select Incentive Pays.
  - Select Status drop-down; Select Initial.
  - 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".

<b>A</b> Employee ID: 000000000	<b>B</b> Entry Type: INCENTIVE PAYS
Entry ID: <input type="text"/>	Status: <input type="button" value="▼"/>
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	

Entry Type: INCENTIVE PAYS

Entry ID:

Status:

**INCENTIVE PAYS**

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: 000000000	<input type="button" value="Search"/>
Entry Type: INCENTIVE PAYS	<input type="button" value="▼"/>
Entry ID: <input type="text"/>	<input type="button" value="Status"/>
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	

**Status**

Approved  
Cancelled  
Denied  
**Initial**  
Pending  
Saved  
Terminated

**D**

**C**

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 PAY**

Employee ID 0000000000 CW2 JANE SMITH

**INCENTIVE PAY**

Status Initial	Instructions Please select the Incentive Pay Type to begin.
<input type="text" value="INCENTIVE PAY TYPE"/> 	<b>Lookup</b> Search for: INCENTIVE PAY TYPE Search Criteria Category 1 (begins with) Search Clear 18 rows
*BEGIN DATE  END DATE 	
<input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/>	

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

**INCENTIVE PAY**

Employee ID 0000000000 CW2 JANE SMITH

Status Initial	Instructions Please enter any required data, begin and end dates, and attach record may not be up to date.										
INCENTIVE PAY TYPE <input type="text" value="HDIP-PARACHUTE"/>  *BEGIN DATE <input type="text" value="09/15/2025"/>  END DATE 	<input type="button" value="Submit"/>										
<b>Entry Details</b> C *Jump Skill Level <input type="text" value="STUDENT"/>  D *Authority <input type="text" value="37 U.S.C. Section 301(A)(3)"/>  L HDIP - PARACHUTE INCENTIVE PAY											
<b>Comments</b> 											
<b>Attachments</b> <table border="1"> <tr> <td>Attach </td> <td>View </td> <td>Attached File ↑↓</td> <td>*Description ↑↓</td> <td> </td> </tr> <tr> <td colspan="5"> <input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/> </td> </tr> </table>		Attach 	View 	Attached File ↑↓	*Description ↑↓	 	<input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/>				
Attach 	View 	Attached File ↑↓	*Description ↑↓	 							
<input type="button" value="Save for Later"/> <input type="button" value="Return To Search"/>											

Transaction routed to the following S1 Pool: 01898701

**OK** 

# Request Special Pay

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

## Associated UPKs:

- [Submit a Special Pay Request](#)
- [Amend/Terminate a Special Pay Request](#)
- [Cancel a Special Pay Request](#)

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



2. The PAID landing page displays:
  - Member EMPLID populates automatically.
  - Select Entry Type drop-down; Select Special Pays.
  - Select Status drop-down; Select Initial.
  - 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".

Entry Type

SPECIAL PAYS

Entry ID

ABSENCES

Status

ALLOWANCES

Status

BENEFITS

Status

COLLECTIONS

Status

FIELD DUTY

Status

HOUSING

Status

INCENTIVE PAYS

Status

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".

Status

Approved

Status

Cancelled

Status

Denied

Status

Initial

Status

Pending

Status

Saved

Status

Terminated

Version 3.0 20251205

One Soldier ★ One Record ★ One Army

The U.S. Army logo, featuring a yellow five-pointed star above the words "U.S. ARMY" in a bold, sans-serif font.

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

**Status** Initial

**SPECIAL PAY TYPE**  

\***BEGIN DATE**

**END DATE**

**Save for Later** **Return To Search**

**Instructions**  
Please select the Special Pay Type to begin.

**Lookup**

Search for: SPECIAL PAY TYPE

**Search Criteria** 

Category 1 (begins with)  **Search** **Clear**

**Search Results**

Category 1	9 rows
COMMAND PAY	1
DESIGNATED UNIT	2
DESIGNATED UNIT	3
DESIGNATED UNIT	4
DESIGNATED UNIT	5
DESIGNATED UNIT	6
DESIGNATED UNIT	7
DESIGNATED UNIT	8
DESIGNATED UNIT	9

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

**SPECIAL PAYS**

Employee ID 0000000000 CW2 JANE SMITH

**Status** Initial

**SPECIAL PAY TYPE**  

\***BEGIN DATE** 09/23/2025 

**END DATE**  

**Entry Details**

\*Authority  SECARMY Memo-Jumpmaster  SECARMY Memo - Jumpmaster ONLY

\*SDAP Rate  2  \$150.00 (SD2)

\*Proficiency Type  SP  SDAP All Others

\*Sub Type  SP40  Jump Master

**Comments**

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

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

**I** **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** \*SDAP Rate 2 \$150.00 (SD2)

**E** \*Proficiency Type AD SDAP All Others

**F** \*Sub Type AD01 Jump Master

**Comments**

**G**

**Attachments**

1 row

Attach	View	Attached File ↑↓	*Description ↑↓
<b>Attach</b>	<b>H</b>		
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:
  - Member EMPLID populates automatically.
  - Select **Entry Type** drop-down; Select applicable option.
  - Select **Status** drop-down; Select applicable status.
  - Select **Search**.
  - Screen displays listing based on Entry Type and Status selection.



**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 

Entry Type   
 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".

D Add E Search F Clear
 

Status   
 Approved  
 Cancelled  
 Denied  
 Initial  
 Pending  
 Saved  
 Terminated

**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".

G Employee ID  H CW2 JANE SMITH
 I Entry Type 
J Entry ID 
K Status 

Status   
 Approved  
 Cancelled  
 Denied  
 Initial  
 Pending  
 Saved  
 Terminated

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status
<span style="color: red;">L</span> 0000000000	CW2 JANE SMITH	5120566	1	02-NON-CHARGEABLE	PASS-SPEC 3-DAY		12/31/2024	01/02/2025	Approved	
12 rows										

# 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		Select Action	EARNING/DEDUCTION				
Entry Type	ABSENCES		Entry ID					
Status	Approved							
<a href="#">Add</a>	<a href="#">Search</a>	<a href="#">Clear</a>						
11 rows								
1	Empl ID ↗ Name ↗	Earn/Deduct ID ↗ Instance ↗	Category 1 ↗	Category 2 ↗	Category 3 ↗	Begin Date ↗	End Date ↗	Status ↗ Prior Status ↗
	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	0000000000																											
Select Action	EARNING/DEDUCTION																											
Entry Type	INCENTIVE PAYS																											
Entry ID																												
Status	Approved																											
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>																												
1 row																												
<table border="1"> <thead> <tr> <th>1</th> <th>Empl ID</th> <th>Name</th> <th>Earn/Deduct ID</th> <th>Instance</th> <th>Category 1</th> <th>Category 2</th> <th>Category 3</th> <th>Begin Date</th> <th>End Date</th> <th>Status</th> <th>Prior Status</th> <th>2</th> </tr> </thead> <tbody> <tr> <td></td> <td>0000000000</td> <td>CW2 JANE SMITH</td> <td>49856</td> <td>1</td> <td>HDIP-DEMOLITION</td> <td></td> <td></td> <td>08/29/2023</td> <td>08/28/2024</td> <td>Approved</td> <td></td> <td></td> </tr> </tbody> </table>			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	49856	1	HDIP-DEMOLITION			08/29/2023	08/28/2024	Approved		
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	49856	1	HDIP-DEMOLITION			08/29/2023	08/28/2024	Approved																		

# 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	<input type="button" value="Search"/>																										
Select Action	EARNING/DEDUCTION																											
Entry Type	FIELD DUTY																											
Entry ID																												
Status	Approved																											
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>																												
<table border="1"> <thead> <tr> <th>1</th> <th>Empl ID</th> <th>Name</th> <th>Earn/Deduct ID</th> <th>Instance</th> <th>Category 1</th> <th>Category 2</th> <th>Category 3</th> <th>Begin Date</th> <th>End Date</th> <th>Status</th> <th>Prior Status</th> <th>2</th> </tr> </thead> <tbody> <tr> <td></td> <td>0000000000</td> <td>CW2 JANE SMITH</td> <td>49853</td> <td>1</td> <td>FIELD DUTY</td> <td></td> <td></td> <td>03/07/2022</td> <td>04/01/2022</td> <td>Approved</td> <td></td> <td></td> </tr> </tbody> </table>			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		
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:

• <a href="#">Create a PCS Absence</a>	• <a href="#">Update PCS Absence Using the InTransit Grid During Arrival Processing</a>
• <a href="#">View and Amend a PCS Absence Request</a>	• <a href="#">Verify PCS Absence Using the InTransit Grid During Departure Processing</a>



*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:
  - Member EMPLID populates automatically.
  - Select Entry Type drop-down; Select applicable option.
  - Leave Status field blank.
  - Select Add.
3. The Absences landing page displays:
  - Select the Absence Type look-up tool; Select PCS Events.
  - The Absence Reason populates automatically to 01-PCS Entries.



## 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".

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

## Pay-Absence-Incent-Ded (PAID)

### ABSENCES 3

<b>A</b> Employee ID	0000000000
Entry Type	ABSENCES
Entry ID	
Status	

B

C

Add    Search    Clear

Employee ID 0000000000 CW2 JANE SMITH

### ABSENCES

Status Initial

<b>A</b> ABSENCE TYPE	<input type="text"/>
*BEGIN DATE	<input type="text"/>
END DATE	<input type="text"/>

### Instructions

Select the ABSENCE TYPE for this entry:

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

Save for Later

Return To Search

## Lookup

Search for: ABSENCE TYPE

### Search Criteria

Show Operators

Category 1 (begins with)

Search    Clear

### Search Results



5 rows

### Category 1

01-CHARGEABLE

02-NON-CHARGEABLE

03-ADMINISTRATIVE

04-PARENTAL

05-PCS EVENTS

## Pay-Absence-Incent-Ded (PAID)

### ABSENCES

Employee ID 0000000000 CW2 JANE SMITH

### ABSENCES

Status Initial

ABSENCE TYPE  **B**

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" fields are required regardless of the Member planning type.
- In the "Additional Information" below, type the reason for the absence.
- 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	Instruction
ABSENCE TYPE	05-PCS EVENTS <input type="text"/>	This Abs
ABSENCE REASON	01-PCS ENTRIES <input type="text"/>	PCS Entr
*BEGIN DATE	01/15/2026 <input type="text"/>	• The "B
END DATE	02/05/2026 <input type="text"/>	plannin
		• In the "
		• Please
		o All A
		o If an
		o If an

**C**

**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"/>
<b>D</b> *Related Assignment <input type="text"/>	Absence 2 Sub-Reason <input type="text"/>
*Contact Name <input type="text"/>	Absence 2 Begin Date <input type="text"/>
*Contact Phone <input type="text"/>	Absence 2 End Date <input type="text"/>
*Leave Address <input type="text"/>	Absence 3 Reason <input type="text"/>
*Geoloc Code <input type="text"/>	Absence 3 Sub-Reason <input type="text"/>
*Absence 1 Reason <input type="text"/>	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"/>	Child's Birthdate <input type="text"/>
*Absence 1 End Date <input type="text"/>	Adopt/Foster Date <input type="text"/>

**Cancel** **Lookup**

Search for: Related Assignment

**Search Criteria** **Show Operators**

Field Value (begins with) <input type="text"/>
Additional Details (begins with) <input type="text"/>
<b>Search</b> <b>Clear</b>

**Search Results**

<b>D</b> Field Value <input type="text"/>	Additional Details <input type="text"/>
226287627 TYPE:PER - ACTION:PCS - REASON:ROT - BEGIN/END DATES:02/06/2026-01/20/2029	

1 row

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	<input type="text"/>
*Related Assignment	<input type="text"/> 226287627 <input type="button" value="Q"/>
*Contact Name	<input type="text"/> John Doe <input type="button" value="Q"/> <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">E</span>
*Contact Phone	<input type="text"/> 123-456-7890 <input type="button" value="Q"/>
*Leave Address	<input type="text"/> 123 John Road <input type="button" value="Q"/>
*Geoloc Code	<input type="text"/> <input type="button" value="Q"/> <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">F</span>
*Absence 1 Reason	<input type="text"/> <input type="button" value="Q"/>
Absence 1 Sub-Reason	<input type="text"/> <input type="button" value="Q"/>
*Absence 1 Begin Date	<input type="button" value="Calendar"/>
*Absence 1 End Date	<input type="button" value="Calendar"/>
Absence 2 Reason	<input type="text"/> <input type="button" value="Q"/>
Absence 2 Sub-Reason	<input type="text"/> <input type="button" value="Q"/>
Absence 2 Begin Date	<input type="button" value="Calendar"/>
Absence 2 End Date	<input type="button" value="Calendar"/>
Absence 3 Reason	<input type="text"/> <input type="button" value="Q"/>
Absence 3 Sub-Reason	<input type="text"/> <input type="button" value="Q"/>
Absence 3 Begin Date	<input type="button" value="Calendar"/>
Absence 3 End Date	<input type="button" value="Calendar"/>
Child's Birthdate	<input type="button" value="Calendar"/>
Adopt/Foster Date	<input type="button" value="Calendar"/>

<input type="button" value="Cancel"/>	Lookup																					
Search for: Geoloc Code																						
▼ Search Criteria																						
Geog Location Code (begins with)	<input type="text"/>																					
Country (begins with)	<input type="text"/> <input type="button" value="Q"/>																					
State (begins with)	<input type="text"/> AL																					
City (begins with)	<input type="text"/> huntsville																					
<input type="button" value="Search"/> <input type="button" value="Clear"/>																						
▼ Search Results																						
<table border="1"> <thead> <tr> <th><input type="button" value="Grid"/></th> <th><input type="button" value="List"/></th> <th colspan="3"></th> </tr> <tr> <td colspan="2"></td> <td colspan="3">1 row</td> </tr> </thead> <tbody> <tr> <td>Geog Location Code ↑↑ <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">F</span></td> <td>Country ↑↑</td> <td>State ↑↑</td> <td>City ↑↑</td> <td></td> </tr> <tr> <td>011730089</td> <td>USA</td> <td>AL</td> <td>HUNTSVILLE</td> <td></td> </tr> </tbody> </table>			<input type="button" value="Grid"/>	<input type="button" value="List"/>						1 row			Geog Location Code ↑↑ <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">F</span>	Country ↑↑	State ↑↑	City ↑↑		011730089	USA	AL	HUNTSVILLE	
<input type="button" value="Grid"/>	<input type="button" value="List"/>																					
		1 row																				
Geog Location Code ↑↑ <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">F</span>	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	Absence 2 Reason
*Related Assignment 226287627	Absence 2 Sub-Reason
*Contact Name John Doe	Absence 2 Begin Date
*Contact Phone 123-456-7890	Absence 2 End Date
*Leave Address 123 John Road	Absence 3 Reason
*Geoloc Code 011730089	Absence 3 Sub-Reason
*Absence 1 Reason	Absence 3 Begin Date
Absence 1 Sub-Reason	Absence 3 End Date
*Absence 1 Begin Date	Child's Birthdate
*Absence 1 End Date	Adopt/Foster Date

**Lookup**

Search for: Absence 1 Reason

**Search Criteria** Show Operators

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

**Search** **Clear**

**Search Results** 12 rows

Field Value ↑	Additional Details ↑
ADOPTION OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
BIRTH OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
CONSEC OVERSEAS	Chargeable Absence used to account for Consecutive Overseas Tours
EMERGENCY ABS	Chargeable Absence and additional information may be required and attached
FOSTERING OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
HOUSE HUNTING	Administrative Absence and used to find appropriate housing at your new duty station
IN-PLACE COT	Chargeable Absence and used to account for "In-Place" Consecutive Overseas Tours
NON-BIRTH PARENT	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
PCS ABSENCE	Chargeable Absence and used as the standard absence taken during a PCS move
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"/>
*Related Assignment	<input type="text"/> 226287627 <input type="button" value="Q"/>
*Contact Name	<input type="text"/> John Doe <input type="button" value="Q"/>
*Contact Phone	<input type="text"/> 123-456-7890 <input type="button" value="Q"/>
*Leave Address	<input type="text"/> 123 John Road <input type="button" value="Q"/>
*Geoloc Code	<input type="text"/> 011730089 <input type="button" value="Q"/> HUNTSVILLE, AL, USA
*Absence 1 Reason	<input type="text"/> PCS ABSENCE <input type="button" value="Q"/>
Absence 1 Sub-Reason	<input type="text"/> <input type="button" value="Q"/>
*Absence 1 Begin Date	<input type="text"/> 01/15/2026 <input type="button" value="H"/>
*Absence 1 End Date	<input type="text"/> 01/25/2026 <input type="button" value="H"/>
Absence 2 Reason	<input type="text"/> HOUSE HUNTING <input type="button" value="Q"/>
Absence 2 Sub-Reason	<input type="text"/> <input type="button" value="Q"/>
Absence 2 Begin Date	<input type="text"/> 01/26/2026 <input type="button" value="Q"/>
Absence 2 End Date	<input type="text"/> 02/05/2026 <input type="button" value="Q"/>
Absence 3 Reason	<input type="text"/> <input type="button" value="Q"/>
Absence 3 Sub-Reason	<input type="text"/> <input type="button" value="Q"/>
Absence 3 Begin Date	<input type="text"/> <input type="button" value="Q"/>
Absence 3 End Date	<input type="text"/> <input type="button" value="Q"/>
Child's Birthdate	<input type="text"/> <input type="button" value="Q"/>
Adopt/Foster Date	<input type="text"/> <input type="button" value="Q"/>

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

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 <span style="border: 1px solid gray; border-radius: 5px; padding: 2px 5px; margin-left: 10px;">Q</span> ABSENCE REASON 01-PCS ENTRIES *BEGIN DATE 01/15/2026 <span style="border: 1px solid gray; border-radius: 5px; padding: 2px 5px; margin-left: 10px;">C</span> END DATE 02/05/2026 <span style="border: 1px solid gray; border-radius: 5px; padding: 2px 5px; margin-left: 10px;">C</span>	<b>Instructions</b> This Absence Reason is used to collect all Absences a Member takes while changing permanent address. <b>PCS Entries Guidelines:</b> <ul style="list-style-type: none"> <li>• The "BEGIN DATE" &amp; "END DATE" fields are used to capture the entire date range from the time planning to arrive early.</li> <li>• In the "Additional Information" below, two Absence Reasons may be entered on this page.</li> <li>• Please use ONLY "Absence 1 Reason" and "Absence 2 Reason" to capture the different absences.</li> <li>• All Absences must be contiguous (if multiple absences are entered) and the first Absence Reason is used.</li> <li>• If any of the Birth/Non Birth/Adoption/Foster Reasons are used, the Child's Birthdate field is required.</li> <li>• If an Adoption or Foster Reason is used, the Adopt/Foster Date field is required.</li> </ul> <b>NOTE:</b> This entry will create the individual Absences once approved. If a change needs to occur, the entry must be deleted and re-entered.
--	---

**Submit for Approval Confirmation**

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

User ID
Insert
M

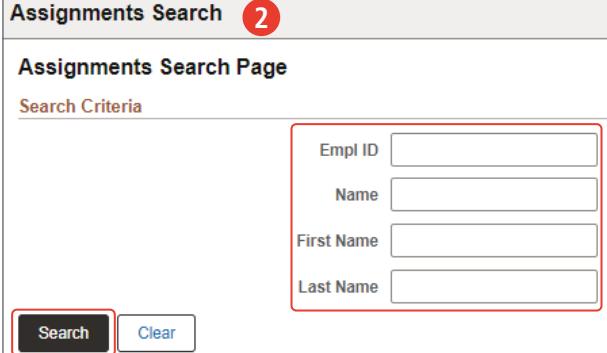
Transaction submitted for approval

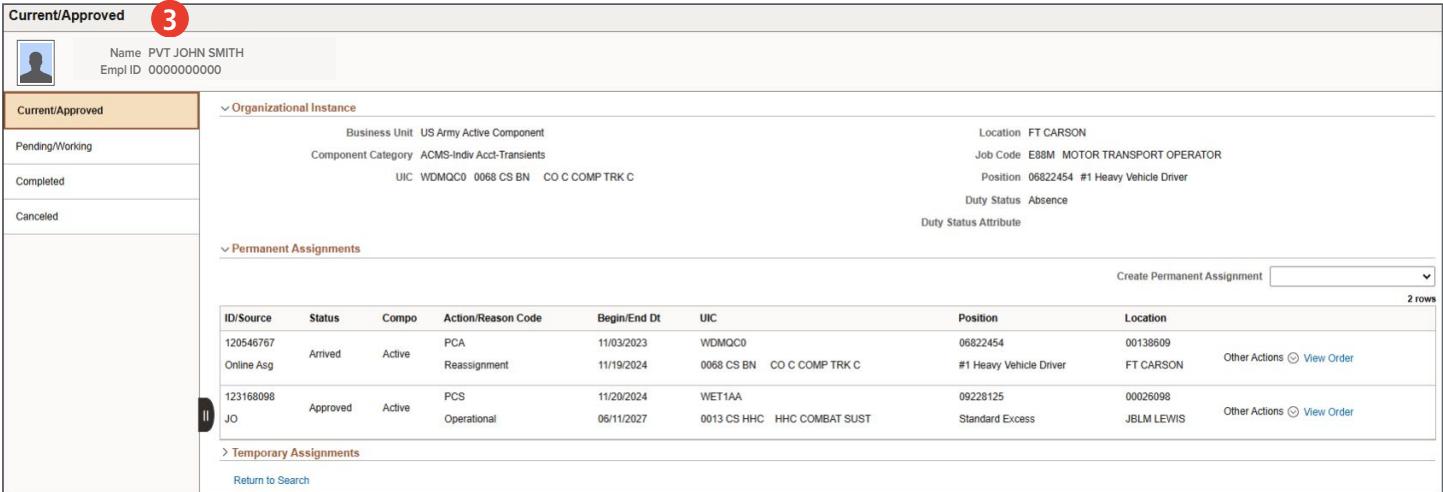
N
OK

## 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.









*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**.



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

**Selection Criteria**

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

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

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

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

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

Employee ID

Entry Type

Entry ID

Status

A
B
C

Add
Search
Clear

D



*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.*

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	0000000000	<input type="button" value="Q"/>
Entry Type	ABSENCES	<input type="button" value="▼"/>
Entry ID	<input type="text"/>	
Status	Approved <input type="button" value="▼"/>	

Empl ID ↑	Name ↑	Earn/Deduct ID ↑	Instance ↑	Category 1 ↑	3	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** 4

 Name PVT JOHN SMITH Empl ID 0000000000	<b>Actions</b> x Deferment Curtail/Extend Revoke Assignment Location Change <b>Arrive Member</b> B Position Change TDY Event Create Asgn From Change Amend Dependents Reset ESTABID A																																									
	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																																									
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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.

**Arrivals/Departures** 5

Assignment Details		Assignment Header Information		Assignment Details						
Assignment ID: 123168098	Assignment Seq: 0	User Action: 0000								
Member Elections	Employee Record: 0	Assignment Status: Approved	Workflow Status: Approved	Component Category: PERSTEM	Training Status: A	DTOD Mileage: 1433	Last Updated By: 0002478530.01	Last Updated: 11/20/2024 7:32:45PM		
Addl Instructions										
Funding										
Approvals/Eligibility										
Comments/Attachments										
Orders										
Arrivals/Departures										
<b>Assignment Transit</b>		<b>InTransit Type</b>	<b>Calculated Days</b>	<b>Adjustment Days</b>	<b>Total Days</b>	<b>Status</b>	<b>Approval Status</b>	<b>DTOD Mileage</b>	<b>Last Updated By</b>	<b>Last Updated</b>
		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
<b>Assignment Arrivals</b>										
		<b>Arrival Sequence#</b>	<b>Arrival Date</b>	<b>Arrival Status</b>	<b>Assignment Departed From</b>	<b>Last Updated By</b>	<b>Last Updated</b>			
		1	11/20/2024	Active	120546767	0002478530.01	11/20/2024 7:32:45PM			
<b>Audit Fields</b>										
Last Updated By: 0002425170.20						Last Update Date/Time: 09/26/24 7:08:17PM				
Source: Job Openings						Source ID: 915365				
<a href="#">Return to Landing Page</a>										

**Current/Approved** 6

Current/Approved		Organizational Instance																																		
Name: PVT JOHN SMITH	Empl ID: 0000000000	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																												
Pending/Working	Completed				Location Attribute																															
Canceled																																				
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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.



Prepared for: IPPS-A Users

Prepared by: FMD (IPPS-A)

Arlington, VA 22202