



Pay, Absences, Incentive Pay and Deduction and InTransit Grid

PAID & ITG USER GUIDE

VERSION 4

APRIL 2026



SUMMARY OF CHANGES

This revision, dated 3 April 2026—

- Visuals throughout this guide were updated to match current system appearance
- Updates section: PCS Events and In-Transit Grid (page 37)

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INTRODUCTION

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

Roles

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

Responsibilities

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



CHAPTER 1

SELF-SERVICE — PAID

Pay-Absences-Incent-Ded (PAID)


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

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


View: Self-Service Homepage > PAID tile


Request an Absence


Absences, formerly known as Leave and Passes, are for several different types of events. Absences can be Chargeable, Non-Chargeable, Administrative, Parental, or PCS Events. Chargeable Absences reduce a Member's Absence Accrual, while Non-Chargeable, Administrative, and Parental do not. Members 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:
 - 2A. Member EMPLID populates automatically.
 - 2B. Select **Entry Type** drop-down; Select **Absences**.
 - 2C. Leave **Status** field blank.
 - 2D. Select **Add**.
3. The **Absences** landing page displays:
 - 3A. Select the **Absence Type** magnifying glass. Select applicable absence type.



Pay-Absence-Incent-Ded (PAID) 2

Selection Criteria

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

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

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

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

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

Employee ID: 000000000 **A**

Entry Type: ABSENCES **B**

Entry ID:

Status: **C**

D Add Search Clear

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

Pay-Absence-Incent-Ded (PAID) 3

ABSENCES

Employee ID 000000000 CW2 JANE SMITH

ABSENCES

Status Initial

ABSENCE TYPE **A**

*BEGIN DATE

END DATE

Instructions

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

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

Lookup

Search for: ABSENCE TYPE

Search Criteria [Show Operators](#)

Category 1 (begins with)

Search Results

5 rows

Category 1 A
01-CHARGEABLE
02-NON-CHARGEABLE
03-ADMINISTRATIVE
04-PARENTAL
05-PCS EVENTS

- 3B. Select the **Absence Reason** magnifying glass. Select applicable reason.
- 3C. Enter Begin and End Date fields by selecting the **Calendar icon**.
- 3D. Enter applicable information in the fields.
- 3E. Enter desired **Comments**; Select **Attach** to add applicable supporting documents.
- 3F. Select **Submit**.
- 3G. The **Submit for Approval Confirmation** window displays; Follow unit SOP and make appropriate selection; Select **Insert**.
- 3H. Notification of transaction submission displays; Select **OK**.

Request Allowance

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

Associated UPKs:

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

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



Pay-Absence-Incent-Ded (PAID) 2

Selection Criteria

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

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

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

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

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

Employee ID: 0000000000 **A**

Entry Type: ALLOWANCES **B**

Entry ID:

Status: **C**

D

Add Search Clear

Entry Type: ALLOWANCES

Entry ID:

Status:

- ABSENCES
- 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** magnifying glass. Select applicable option.

Pay-Absence-Incent-Ded (PAID)

ALLOWANCES 3

Employee ID 000000000 MSG BRET JOHNSON

ALLOWANCES

Status Initial

ALLOWANCE CATEGORY A

*BEGIN DATE

END DATE

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

Lookup

Search for: ALLOWANCE CATEGORY

A A

Category 1 (begins with)

Search Results

4 rows

Category 1
BAS
CLOTHING
COLA
FAMILY SEPARATION

Pay-Absence-Incent-Ded (PAID)

ALLOWANCES

Employee ID 000000000 MSG BRET JOHNSON

ALLOWANCES

Status Initial

ALLOWANCE CATEGORY CLOTHING

*BEGIN DATE 11/16/2024 B

END DATE 11/30/2024

Instructions
This page will be used to request a Clothing Allowance. **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 C

Lookup

Search for: Clothing Type

C C

Field Value (begins with)

Additional Details (begins with)

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

ALLOWANCES

Status Initial

ALLOWANCE CATEGORY

*BEGIN DATE

END DATE

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

Additional Information

D *Clothing Type

Comments

Attachments

Attach	View	Attached File	*Description
E <input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>

Transaction routed to the following S1 Pool: 00000000

G

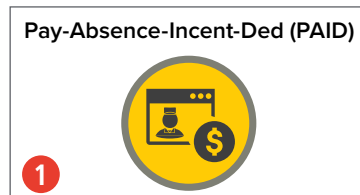
Request Benefits

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".

Employee ID: 0000000000

Entry Type: BENEFITS

Entry ID:

Status:

Add Search Clear

Entry Type: BENEFITS

Entry ID:

Status:

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

3. The **Benefits** landing page displays:
 - 3A. Select the **Benefits Category** magnifying glass. Make applicable selection.
 - 3B. Begin and End Date fields will auto populate.
 - 3C. Select **MGIB Election** magnifying glass. 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 A

*BEGIN DATE B

END DATE B

Entry Details

*M G I B Election C

Instructions
MGIB Election:

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

Lookup

Search for: M G I B 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

Comments

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

Attachments

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

Save for Later Return To Search

File Attachment

Choose From

My Device **F**

Device **G**

Upload Clear

DD2366.pdf
File Size: 40KB

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

Choose From

My Device

DD2366.pdf
File Size: 40KB

Upload Complete

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

3I. Select **Submit**.

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

Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID 000000000 PV1 JOHN DOE

BENEFITS

Status Saved

BENEFITS CATEGORY

*BEGIN DATE

END DATE

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

Comments

I would like to OPT-IN MGIB Election

Attachments

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 000000000 PV1 JOHN DOE

BENEFITS

Status Saved

BENEFITS CATEGORY

*BEGIN DATE

END DATE

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

Comments

I would like to OPT-IN MGIB Election

Transaction routed to the following S1 Pool:00000000

Request Collections

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

Associated UPKs:

- [Create and Print a BAS Meal Refund Request](#)

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



Pay-Absence-Incent-Ded (PAID) 2

Selection Criteria

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

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

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

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

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

Employee ID: 0000000000 (A)

Entry Type: COLLECTIONS (B)

Entry ID:

Status: (C)

Add (D) Search Clear

Entry Type: COLLECTIONS

Entry ID:

Status:

- ABSENCES
- ALLOWANCES
- BENEFITS
- COLLECTIONS
- FIELD DUTY
- HOUSING
- INCENTIVE PAYS
- SPECIAL PAYS

3. The **Collections** landing page displays:
 - 3A. Select the **Collection Cat** magnifying glass. 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

COLLECTIONS

Status Initial

COLLECTION CAT A

*BEGIN DATE

END DATE

Instructions
Please select a collections category to begin.

Lookup

Search for: COLLECTION CAT

Category 1 (begins with)

Search Results

1 row

Category 1
BAS MEAL A

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS

Employee ID 0000000000 PV1 JOHN DOE

COLLECTIONS

Status Initial

COLLECTION CAT B

*BEGIN DATE

END DATE

Entry Details

Comments

Instructions
Please select a BAS Meal collection type.

Lookup

Search for: COLLECTION TYPE

Category 2 (begins with)

Search Results

2 rows

Category 2
ONE-TIME B
REFUND

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

3D. Select # Breakfasts, Lunches, Dinners To Refund magnifying glass(es). Make applicable selection(s).

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS

Employee ID 0000000000 PV1 JOHN DOE Submit

COLLECTIONS

Status	Initial
COLLECTION CAT	BAS MEAL <input type="text"/>
COLLECTION TYPE	REFUND <input type="text"/>
*BEGIN DATE	<input type="text"/> <input type="calendar"/>
END DATE	<input type="text"/> <input type="calendar"/>

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

END DATE 12/13/2024

Field Level Entry Help

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

Entry Details

Breakfasts To Refund

Lunches To Refund

Dinners To Refund

*Rate To Refund

Comments

Attachments

Attach

Lookup

Search for: # Breakfasts To Refund

Search Criteria

Field Value (begins with)

Long Description (begins with)

Search Results

20 rows

Field Value	Long Description
1	Number of Breakfasts to Refund = 1
2	Number of Breakfasts to Refund = 2

3E. Select **Rate to Refund** magnifying glass. Make applicable selection.

Pay-Absence-Incent-Ded (PAID)

*BEGIN DATE: 12/09/2024

END DATE: 12/13/2024

Field Level Entry Help

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

Entry Details

Breakfasts To Refund: 5.00

Lunches To Refund: 5.00

Dinners To Refund: 5.00

*Rate To Refund: **E**

Comments

Attachments

Attach	View	Attached File	*Description

1 row

Lookup

Cancel

Search for: Rate To Refund

Search Criteria [Show Operators](#)

Field Value (begins with)

Additional Details (begins with)

Search **Clear**

Search Results

2 rows

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

E

- 3F. Enter desired comments in the **Comments** field.
- 3G. Select **Attach** to add applicable supporting documents.
- 3H. Select **Submit**.
- 3I. Select **OK**.

Pay-Absence-Incent-Ded (PAID)

NOTE: The entry can handle multiple missed meal refunds, so the end date can reflect the first missed meals.

- # Breakfasts to Refund:** This is the actual number of Breakfasts that need to be refunded.
- # Lunches to Refund:** This is the actual number of Lunches that need to be refunded.
- # Dinners to Refund:** This is the actual number of Dinners that need to be refunded.
- Rate to Refund:** This is either the "Standard" or "Discounted" rate that needs to be refunded.

Entry Details

Breakfasts To Refund Q

Lunches To Refund Q

Dinners To Refund Q

*Rate To Refund Q

Comments

Refund required for missed meals. F

Attachments

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

Approval Map

Approval Map

Save for Later Return To Search

Pay-Absence-Incent-Ded (PAID)

COLLECTIONS

Employee ID 0000000000 PVI JOHN DOE Submit H

COLLECTIONS

Status Initial

COLLECTION CAT Q

COLLECTION TYPE Q

*BEGIN DATE 📅

END DATE 📅

Transaction routed to the following S1 Pool: 00000000

OK I

Instructions

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

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

Field Level Entry Help

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

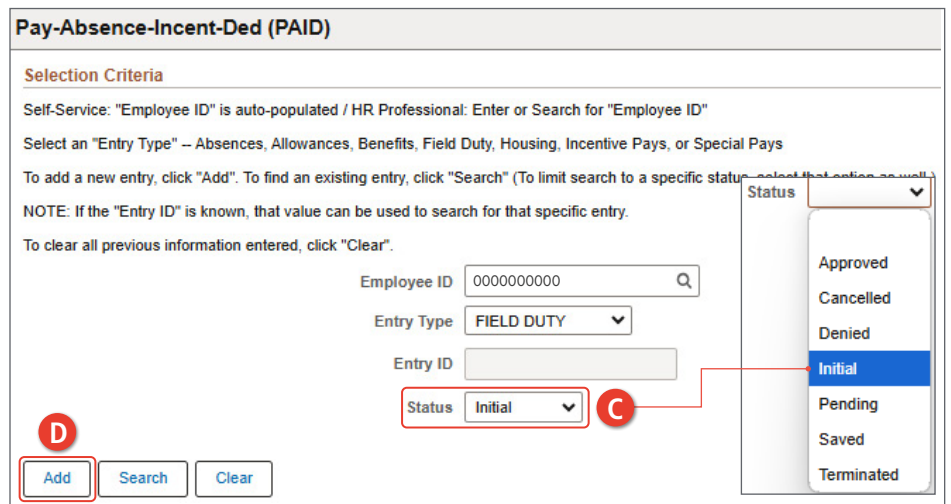
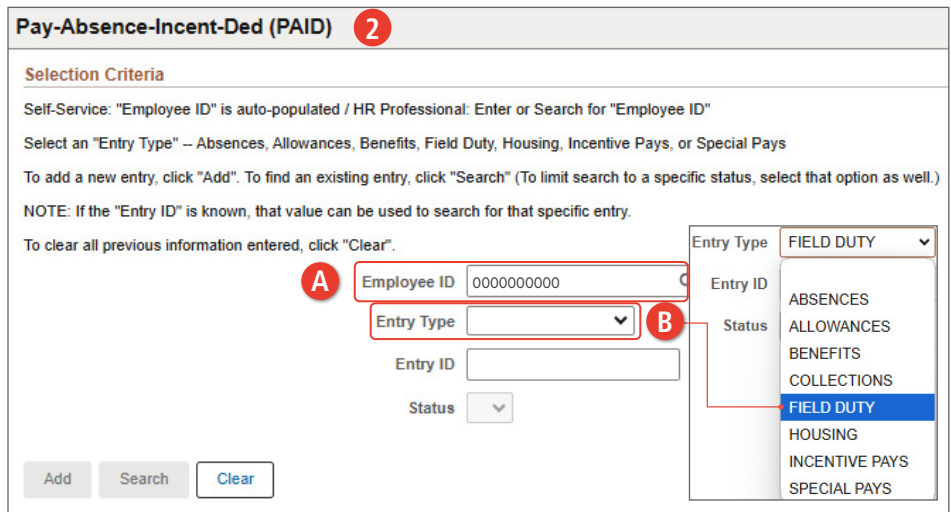
Request Field Duty

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

Associated UPKs:

- [Submit a Field Duty Request](#)
- [Amend a Field Duty Request](#)
- [Cancel a Field Duty Request](#)

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



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

- 3A. Select the **Field Duty Type** magnifying glass. Select applicable category.
- 3B. Enter Begin and End date (if applicable) field(s) by selecting the **Calendar** icon.
- 3C. Select the **Field Duty Loc** magnifying glass. Select applicable location.

Pay-Absence-Incent-Ded (PAID) 3

FIELD DUTY

Employee ID 000000000 CW2 JANE SMITH Submit

FIELD DUTY

Status Initial

FIELD DUTY TYPE A

*BEGIN DATE

END DATE

Save for Later Return To Search Cancel

Lookup

Search for: FIELD DUTY TYPE

Search Criteria Show Operators

Category 1 (begins with)

Search Clear

Search Results

Grid Icon List Icon 1 row

Category 1 A

Pay-Absence-Incent-Ded (PAID)

FIELD DUTY

Employ

Status Initial

FIELD DUTY TYPE A

*BEGIN DATE B

END DATE B

Entry Details

***Field Duty Loc** C

*Member Has Meal Card Cancel

Lookup

Search for: Field Duty Loc

Search Criteria Show Operators

Geog Location Code (begins with)

Country (begins with) C

State (begins with)

City (begins with)

Search Clear

Search Results

Grid Icon List Icon Only the first 100 results can be displayed. 100 rows

Geog Location Code	Country	State	City
010000000	USA	AL	ALABAMA

- 3D. Select the **Member Has Meal Card** magnifying glass. Make applicable selection.
- 3E. Add desired **Comments**.

- 3F. Select **Attach** to add applicable supporting documents.
- 3G. Select **Submit**.
- 3H. Screen displays notification; Select **OK**.

Cancel
Lookup

Search for: Member Has Meal Card

Search Criteria Show Operators

Field Value (begins with)

Additional Details (begins with)

Search
Clear

Search Results

Table View
List View

2 rows

Field Value ↓	Additional Details ↓
N	No
Y	Yes

Pay-Absence-Incent-Ded (PAID)

FIELD DUTY

Employee ID 000000000 CW2 JANE SMITH

FIELD DUTY

Status Initial

FIELD DUTY TYPE

*BEGIN DATE

END DATE

Instructions

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

Entry Details

*Field Duty Loc ALABAMA, AL, USA

*Member Has Meal Card

Comments

CPX 25-01

Attachments

Attach	View	Attached File ↓	*Description ↓
<input type="button" value="Attach"/>	<input type="button" value="View"/>		

Save for Later
Return To Search

Pay-Absence-Incent-Ded (PAID)

FIELD DUTY

Employee ID 000000000 CW2 JANE SMITH

FIELD DUTY

Status Initial

FIELD DUTY TYPE

*BEGIN DATE

END DATE

Instructions

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

Submit

Transaction routed to the following S1 Pool: 00000000

OK

Request Housing

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

Associated UPKs:

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

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



Pay-Absence-Incent-Ded (PAID) 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: 000000000 (A)

Entry Type: HOUSING (B)

Entry ID: []

Status: [] (C)

Add Search Clear (D)

Entry Type: HOUSING

Entry ID: []

Status: []

ABSENCES
ALLOWANCES
BENEFITS
COLLECTIONS
FIELD DUTY
HOUSING
INCENTIVE PAYS
SPECIAL PAYS

3. The **Housing** landing page displays:
 - 3A. Select the **Housing Category** magnifying glass. Select **BAH**.
 - 3B. Enter Begin and End Date fields by selecting the **Calendar Icon**.
 - 3C. Select **Quarters Type** magnifying glass. Select applicable option.

Pay-Absence-Incent-Ded (PAID)

Employee ID 0000000000 CW2 JANE SMITH Submit

HOUSING

Status Initial

HOUSING CATEGORY Q

*BEGIN DATE Calendar Icon **B**

END DATE Calendar Icon **B**

Instructions

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

IMPORTANT: If the quarters type, housing type, and/or postal code is not correct, you must update the information.

Field Level Entry Help

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

NOTE:

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

Entry Details

*Quarters Type Q **C**

*Housing Type Q

*Postal Q

Additional Dependent 1 Q

Additional Dependent 2 Q

Additional Dependent 3 Q

Lookup

Search for: Quarters Type

Search Criteria Show Operators

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** magnifying glass. Select applicable option.

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 000000000 CW2 JANE SMITH Submit

HOUSING

Status Initial

HOUSING CATEGORY Q

*BEGIN DATE 📅

END DATE 📅

Instructions

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

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

Field Level Entry Help

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

NOTE:

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

Entry Details

*Quarters Type Q

D *Housing Type Q

*Postal Q

Additional Dependent 1 Q

Additional Dependent 2 Q

Additional Dependent 3 Q

Cancel **Lookup**

Search for: Housing Type

Search Criteria Show Operators

Field Value (begins with)

Additional Details (begins with)

Search Clear

Search Results 6 rows

Field Value ↑↓ D	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.

3E. Select Primary Residence Postal, Duty Location Assignment Postal, and BAH Based on (Postal) magnifying glass. Select applicable options.

Pay-Absence-Incent-Ded (PAID)

HOUSING

Employee ID 0000000000 CW2 JANE SMITH

HOUSING

Status Initial

HOUSING CATEGORY

*BEGIN DATE

END DATE

Instructions

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

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

Field Level Entry Help

- **Quarters Type:** This defines the type of quarters the Member is living in.
- **Housing Type:** This defines the type of housing the Member is authorized. (Differential, With Dependents, or Government Housing).
- **Postal:** This defines postal code and therefore the Military Housing Area (MHA) the Member is authorized. This is used to determine the Military Housing Area (MHA) the Member is authorized.
- **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 refer to the "Dependents" section for more information.
- **Physical Custody:** Determines where the child lives most of the time and includes their day-to-day care and supervision.
- **Legal Custody:** Determines who has the authority to make major decisions about the child's life, such as education, medical care, and religious upbringing.

NOTE:

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

Entry Details

*Quarters Type

*Housing Type

E *Primary Residence Postal

Additional Dependent 1

Additional Dependent 2

Additional Dependent 3

Lookup

Search for: Primary Residence Postal

Search Criteria [Show Operators](#)

Field Value (begins with)

Additional Details (begins with)

Search Results

Lookup

Search for: Duty Location Assignment Postal

Search Criteria [Show Operators](#)

Field Value (begins with)

Additional Details (begins with)

Search Results

E Field Value

Lookup

Search for: BAH Based On (Postal)

Search Criteria [Show Operators](#)

Field Value (begins with)

Additional Details (begins with)

Search Results

Field Value	Additional Details
00000-ASGMT-000000000	Choose this value to use Duty Location as basis for BAH
22202-HOME	Choose this value to use Primary Residence as basis for BAH

E

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

3G. Select **Submit**.

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

Entry Details

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

Comments

F

Attachments

Attach	View	Attached File ↓	*Description ↑↓
<input type="button" value="Attach"/>	<input type="button" value="View"/>		

F

HOUSING

Employee ID 000000000 CW2 JANE SMITH **G**

HOUSING

Status Initial

HOUSING CATEGORY

*BEGIN DATE

END DATE

Instructions

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

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

Field Level Entry Help

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

NOTE:

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

Entry Details

*Quarters Type Additional Dependent 1

Transaction routed to the following S1 Pool:00000000

H

Request Incentive Pay

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

Associated UPKs:

- [Submit an Incentive Pay Request](#)
- [Amend/Terminate an Incentive Pay Request](#)
- [Cancel an Incentive Pay Request](#)

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



Pay-Absence-Incent-Ded (PAID) 2

Selection Criteria

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

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

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

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

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

Employee ID: 0000000000

Entry Type: **INCENTIVE PAYS**

Entry ID:

Status:

Add Search Clear

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

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

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

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

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

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

Employee ID: 0000000000

Entry Type: **INCENTIVE PAYS**

Entry ID:

Status: **Initial**

Add Search Clear

3. The **Incentive Pays** landing page displays:
 - 3A. Select the **Incentive Pay Type** magnifying glass. 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** magnifying glass. Select appropriate option.

Pay-Absence-Incent-Ded (PAID) 3

INCENTIVE PAYS

Employee ID 000000000 CW2 JANE SMITH

INCENTIVE PAYS

Status Initial **Instructions**
Please select the Incentive Pay Type to begin.

INCENTIVE PAY TYPE **A**

*BEGIN DATE **Lookup**

END DATE Search for: INCENTIVE PAY TYPE Show Operators

Search Criteria

Category 1 (begins with)

Search Results

Category 1 **A**

HDIP-EXP STRESS
HDIP-FLIGHT DECK
HDIP-FLY-AIR WPNS

18 rows

Pay-Absence-Incent-Ded (PAID)

INCENTIVE PAYS

Employee ID 000000000 CW2 JANE SMITH **F**

INCENTIVE PAYS

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

INCENTIVE PAY TYPE HDIP-PARACHUTE

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

END DATE

Entry Details

C *Jump Skill Level STUDENT

*Authority 37 U.S.C. Section 301(A)(3) **D** - PARACHUTE INCENTIVE PAYS

Comments

Attachments

Attach	View	Attached File	*Description
<input type="button" value="Attach"/> E	<input type="button" value="View"/>		

Transaction routed to the following S1 Pool: 000000000

G

3D. Select the **Authority** magnifying glass. Select appropriate authority.

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

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

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

Request Special Pay

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

Associated UPKs:

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

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



Pay-Absence-Incent-Ded (PAID) 2

Selection Criteria

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

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

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

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

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

Employee ID: 0000000000

Entry Type: **SPECIAL PAYS**

Entry ID:

Status:

Add Search Clear

Entry Type: SPECIAL PAYS

Entry ID: ABSENCES

Status: ALLOWANCES

BENEFITS

COLLECTIONS

FIELD DUTY

HOUSING

INCENTIVE PAYS

SPECIAL PAYS

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

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

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

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

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

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

Employee ID: 0000000000

Entry Type: SPECIAL PAYS

Entry ID:

Status: **Initial**

Add Search Clear

Status: Approved

Cancelled

Denied

Initial

Pending

Saved

Terminated

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

3A. Select the **Special Pay Type** magnifying glass. Select applicable special pay type.

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

Pay-Absence-Incent-Ded (PAID)

SPECIAL PAYS 3

Employee ID 0000000000 CW2 JANE SMITH Submit

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE A

*BEGIN DATE

END DATE

Save for Later Return To Search

Instructions
Please select the Special Pay Type to begin.

Cancel **Lookup**

Search for: SPECIAL PAY TYPE

Search Criteria Show Operators

Category 1 (begins with)

Search Clear

Search Results

Table Icon List Icon 9 rows

Category 1 A

COMMAND PAY

DESIGNATED UNIT

Pay-Absence-Incent-Ded (PAID)

SPECIAL PAYS

Employee ID 0000000000 CW2 JANE SMITH Submit

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE SPECIAL DUTY ASGMT

*BEGIN DATE 09/23/2025 B

END DATE

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

Entry Details

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

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

*Proficiency Type SP SDAP All Others

*Sub Type SP40 Jump Master

Comments

- 3C. Select **Authority** magnifying glass. Select applicable authority.
- 3D. Select **SDAP Rate** magnifying glass. Select applicable rate.
- 3E. Select **Proficiency Type** magnifying glass. Select applicable proficiency.
- 3F. Select **Sub Type** magnifying glass. Select applicable sub type.
- 3G. Add desired **Comments**.
- 3H. Select **Attach** to add supporting documents.
- 3I. Select **Submit**.
- 3J. Screen displays Notification; Select **OK**.

SPECIAL PAYS

Employee ID 0000000000 CW2 JANE SMITH Submit

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE SPECIAL DUTY ASGMT Q

*BEGIN DATE 09/23/2025 📅

END DATE 📅

Entry Details

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

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

E *Proficiency Type AD Q SDAP All Others

F *Sub Type AD01 Q Jump Master

Instructions

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

Comments

G

Attachments

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

Save for Later Return To Search

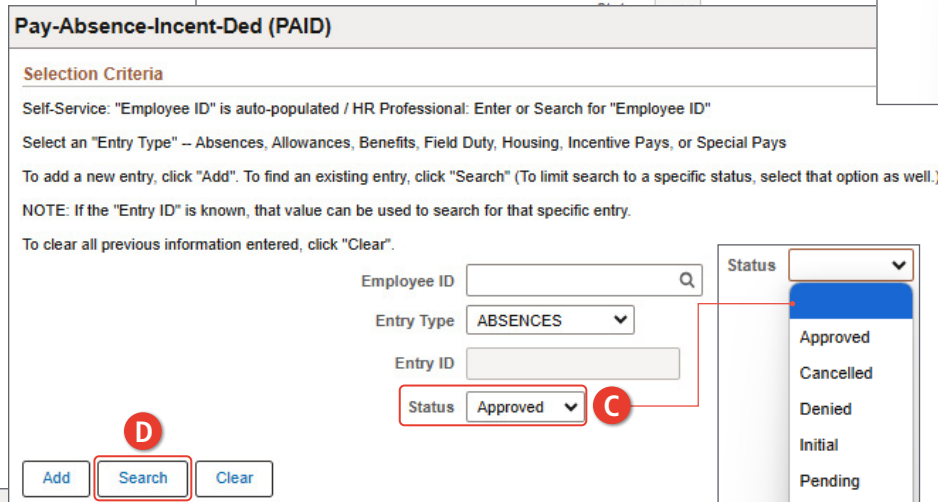
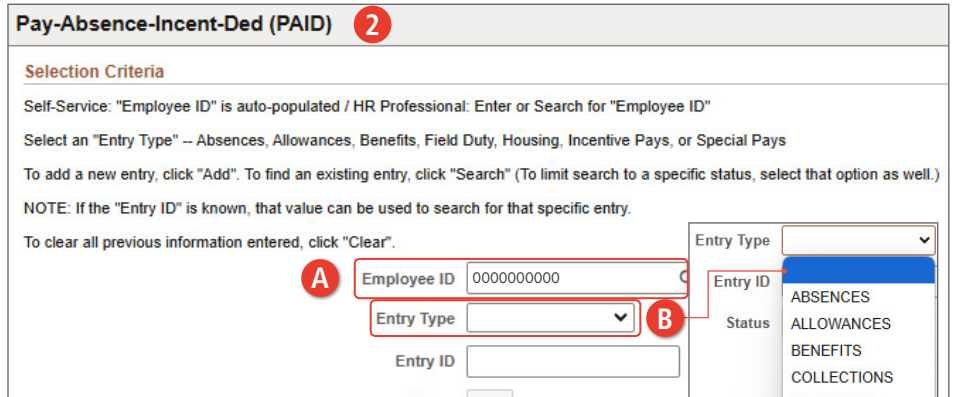
Transaction routed to the following S1 Pool: 00000000

OK J

Searching for PAID requests

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

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.
2. The **PAID** landing page displays:
 - 2A. Member EMPLID populates automatically.
 - 2B. Select **Entry Type** drop-down; Select applicable option.
 - 2C. Select **Status** drop-down; Select applicable status.
 - 2D. Select **Search**.
 - 2E. Screen displays listing based on Entry Type and Status selection.



Pay-Absence-Incent-Ded (PAID)

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 CW2 JANE SMITH

Entry Type: ABSENCES

Entry ID:

Status: Approved

Add Search Clear

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status
000000000	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

Select Action

Entry Type

Entry ID

Status

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

11 rows

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

Select Action

Entry Type

Entry ID

Status

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

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

Select Action

Entry Type

Entry ID

Status

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		<input type="button" value="✕"/>

1 row

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

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

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

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

More Information:

- [IPPS-A User Manual](#) Chapter 23 Absences, paragraph 23-11
- Chapter 12 Assignments, paragraph 12-35 Member Arrival; Process 12-18 Update PCS Absence Using the InTransit Grid During Arrival Processing; Process 12-17, Verify PCS Absence Using the InTransit Grid During Departure Processing

Associated UPKs:

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



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



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



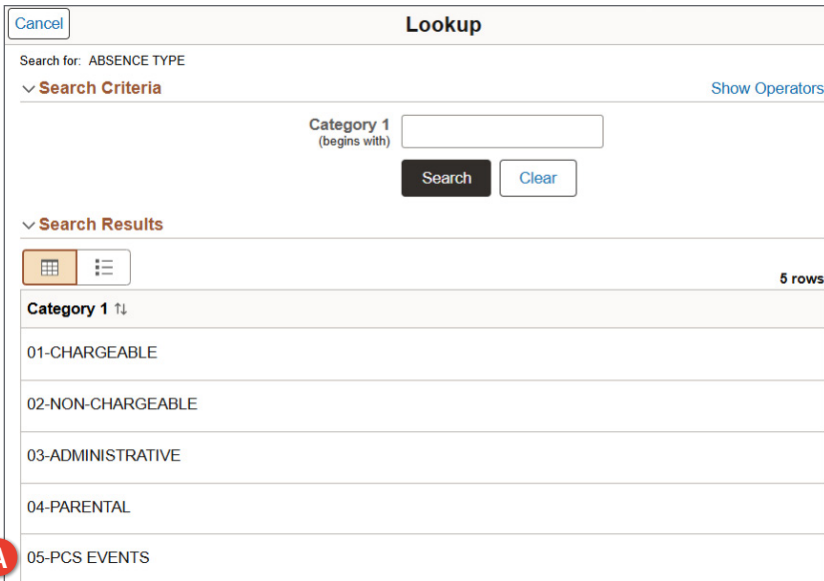
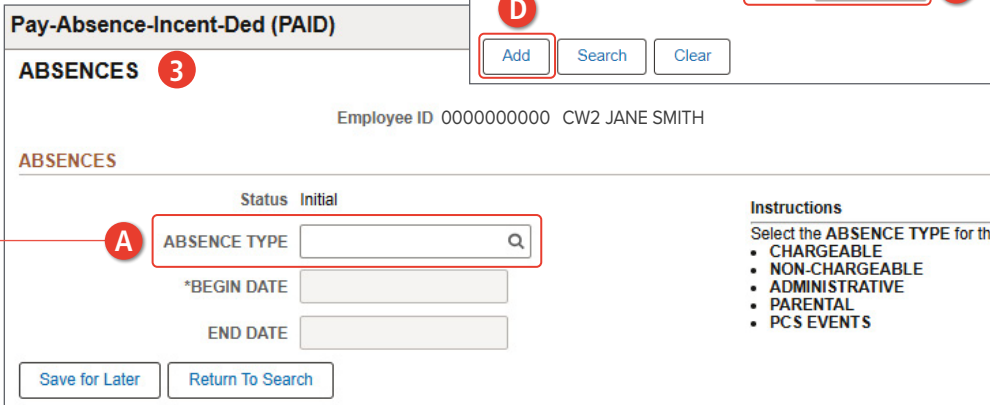
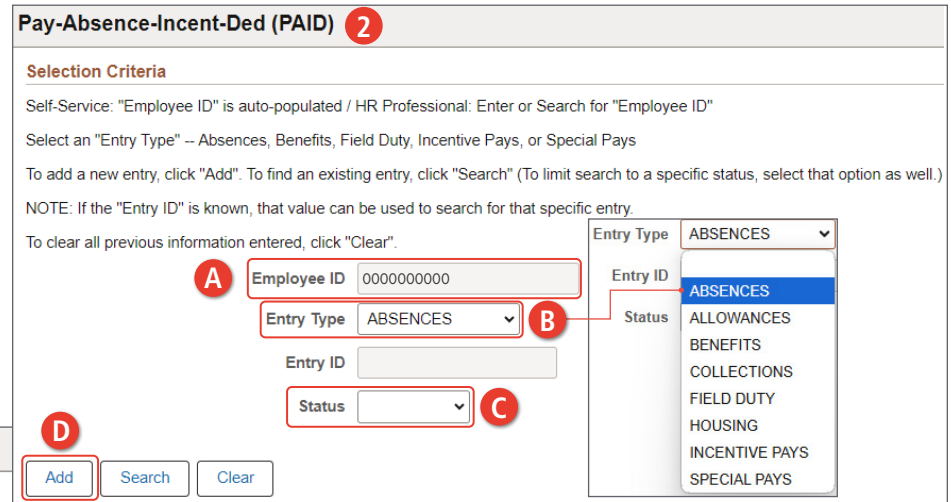
NOTE: The ITG does not know the mode of travel (e.g., car or plane).



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

Request PCS Events Absence

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



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

3C. Select the **PCS Type** magnifying glass icon. The lookup tool displays. Make applicable selection.

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 000000000 CW2 JANE SMITH Submit

Member Info

Department 000000 - 0000 Email Address JANE.S.SMITH.MIL@ARMY.MIL
Location 00025467 - FT CARSON Duty Status Present for Duty
Position 00000000

ABSENCES

Status Initial

ABSENCE TYPE 05-PCS EVENTS

ABSENCE REASON 01-PCS ENTRIES **B**

PCS TYPE

*BEGIN DATE

END DATE

Instructions
Please choose your PCS Type:
• NON-PARENTAL: Choose this PCS Type if you are not
• PARENTAL: Choose this PCS Type if any of the Absenc

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 000000000 CW2 JANE SMITH Submit

Member Info

Department 000000 - 0000 Email Address JANE.S.SMITH.MIL@ARMY.MIL
Location 00025467 - FT CARSON Duty Status Present for Duty
Position 00000000

ABSENCES

Status Initial

ABSENCE TYPE 05-PCS EVENTS

ABSENCE REASON 01-PCS ENTRIES

PCS TYPE **C**

*BEGIN DATE

END DATE

Instructions
Please choose your PCS Type:
• NON-PARENTAL: Choose this PCS Type if you are not inte
• PARENTAL: Choose this PCS Type if any of the Absences

Lookup

Cancel

Search for: PCS TYPE

Show Operators

Category 3 (begins with)

Search Clear

Search Results

Category 3 **C**

NON-PARENTAL

PARENTAL

2 rows

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

3E. Select the **Related Assignment** magnifying glass. Select applicable PCS assignment.

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 000000000 CW2 JANE SMITH Submit

▼ **Member Info**

Department 000000 - 0000 Email Address JANE.S.SMITH.MIL@ARMY.MIL

Location 00025467 - FT CARSON Duty Status Present for Duty

Position 00000000

ABSENCES

Status Initial

ABSENCE TYPE Q

ABSENCE REASON

PCS TYPE Q

*BEGIN DATE 📅 D

END DATE 📅

Instructions

This Absence Reason is used to collect all Absences a Member takes while

PCS Entries Guidelines:

- The "BEGIN DATE" & "END DATE" fields are used to capture the entire d arrive early.
- In the "Additional Information" below, three Absence Reasons may be en
- Please use ONLY "Absence 1 Reason", "Absence 2 Reason", "Absence 3 Reason", and "Absence 4 Reason".
- All Absences must be contiguous (if multiple absences are entered) an

NOTE: This entry will create the individual Absences once approved. If a ch

Travel Information Authorized travel dates are strictly dependent on distan

- Calculation of travel time can be found in JTR, par. 050205: <https://www.d>
- Distance of travel can be calculated using Defense Table of Official Distal

Additional Information

Duration: 49 Leave Balance: 62 as of 01/23/2026 -- Source:DJMS-AC Approved Chargeable Days After Today: 0

Entry Details

<p>Supervisor Id <input type="text"/></p> <p>E *Related Assignment <input type="text" value="000000000"/> Q Begin Date: 05/20/2026</p> <p>*Contact Name <input type="text" value="Super Store"/></p> <p>*Contact Phone <input type="text" value="1234567890"/></p> <p>*Leave Address <input type="text" value="145 Star"/></p> <p>*Geoloc Code <input type="text" value="010000000"/> Q ALABAMA, AL, USA</p> <p>*Absence 1 Reason <input type="text" value="EMERGENCY ABS"/> Q</p> <p>*Absence 1 Begin Date <input type="text" value="04/01/2026"/> 📅</p> <p>*Absence 1 End Date <input type="text" value="04/10/2026"/> 📅</p>	<p>Absence 2 Reason <input type="text" value="HOUSE HUNTING"/> Q</p> <p>Absence 2 Begin Date <input type="text" value="04/11/2026"/> 📅</p> <p>Absence 2 End Date <input type="text" value="04/20/2026"/> 📅</p> <p>Absence 3 Reason <input type="text" value="PCS ABSENCE"/> Q</p> <p>Absence 3 Begin Date <input type="text" value="04/21/2026"/> 📅</p> <p>Absence 3 End Date <input type="text" value="05/19/2026"/> 📅</p> <p>Absence 4 Reason <input type="text"/> Q</p> <p>Absence 4 Begin Date <input type="text"/> 📅</p> <p>Absence 4 End Date <input type="text"/> 📅</p>
---	---

Comments

Please Approve

Attachments


Attach	View	Attached File ↑↓	*Description ↑↓
<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>


1 row

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

3G. Select the **Geoloc Code** magnifying glass. Enter desired information and make applicable selection.

3H. Select **Absence 1 Reason** magnifying glass. 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: 49 Leave Balance: 62 as of 01/23/2026 -- Source:DJMS-AC Approved Chargeable Days After Today: 0

Entry Details

Supervisor Id <input type="text"/> *Related Assignment <input type="text" value="00000000"/> <input type="button" value="Q"/> Begin Date: 05/20/2026 <div style="border: 2px solid red; padding: 2px; display: inline-block;"> *Contact Name <input type="text" value="Super Store"/> *Contact Phone <input type="text" value="1234567890"/> *Leave Address <input type="text" value="145 Star"/> </div> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;"> *Geoloc Code <input type="text" value="01000000"/> <input type="button" value="Q"/> ALABAMA, AL, USA </div> *Absence 1 Reason <input type="text" value="EMERGENCY ABS"/> <input type="button" value="Q"/> *Absence 1 Begin Date <input type="text" value="04/01/2026"/> <input type="button" value="Calendar"/> *Absence 1 End Date <input type="text" value="04/10/2026"/> <input type="button" value="Calendar"/>	Absence 2 Reason <input type="text" value="HOUSE HUNTING"/> <input type="button" value="Q"/> Absence 2 Begin Date <input type="text" value="04/11/2026"/> <input type="button" value="Calendar"/> Absence 2 End Date <input type="text" value="04/20/2026"/> <input type="button" value="Calendar"/> Absence 3 Reason <input type="text" value="PCS ABSENCE"/> <input type="button" value="Q"/> Absence 3 Begin Date <input type="text" value="04/21/2026"/> <input type="button" value="Calendar"/> Absence 3 End Date <input type="text" value="05/19/2026"/> <input type="button" value="Calendar"/> Absence 4 Reason <input type="text"/> <input type="button" value="Q"/> Absence 4 Begin Date <input type="text"/> <input type="button" value="Calendar"/> Absence 4 End Date <input type="text"/> <input type="button" value="Calendar"/>
---	--

Comments
 Please Approve

Attachments

Attach	View	Attached File ↑↓	*Description ↑↓
<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="button" value="+"/>

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" value="226287627"/> <input type="button" value="Q"/> Begin Date: 02/06/2026 *Contact Name <input type="text" value="John Doe"/> *Contact Phone <input type="text" value="123-456-7890"/> *Leave Address <input type="text" value="123 John Road"/> *Geoloc Code <input type="text" value="011730089"/> <input type="button" value="Q"/> HUNTSVILLE, AL, USA <div style="border: 2px solid red; padding: 2px; display: inline-block;"> *Absence 1 Reason <input type="text"/> <input type="button" value="Q"/> H </div> Absence 1 Sub-Reason <input type="text"/> <input type="button" value="Q"/> *Absence 1 Begin Date <input type="text"/> <input type="button" value="Calendar"/> *Absence 1 End Date <input type="text"/> <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="text"/> <input type="button" value="Calendar"/> Absence 2 End Date <input type="text"/> <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="text"/> <input type="button" value="Calendar"/> Absence 3 End Date <input type="text"/> <input type="button" value="Calendar"/> Child's Birthdate <input type="text"/> <input type="button" value="Calendar"/> Adopt/Foster Date <input type="text"/> <input type="button" value="Calendar"/>
---	--

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

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

3K. Enter desired **Comments**.

3L. Select **Attach** to add applicable attachments.

Additional Information

Duration: 49 Leave Balance: 62 as of 01/23/2026 -- Source:DJMS-AC Approved Chargeable Days After Today: 0

Entry Details

<p>Supervisor Id <input type="text"/></p> <p>*Related Assignment <input type="text" value="000000000"/> <input type="button" value="Q"/> Begin Date: 05/20/2026</p> <p>*Contact Name <input type="text" value="Super Store"/></p> <p>*Contact Phone <input type="text" value="1234567890"/></p> <p>*Leave Address <input type="text" value="145 Star"/></p> <p>*Geoloc Code <input type="text" value="010000000"/> <input type="button" value="Q"/> ALABAMA, AL, USA</p> <p>*Absence 1 Reason <input type="text" value="EMERGENCY ABS"/> <input type="button" value="Q"/></p> <p>*Absence 1 Begin Date <input type="text" value="04/01/2026"/> <input type="button" value="Calendar"/></p> <p>*Absence 1 End Date <input type="text" value="04/10/2026"/> <input type="button" value="Calendar"/></p>	<p>J Absence 2 Reason <input type="text" value="HOUSE HUNTING"/> <input type="button" value="Q"/></p> <p>Absence 2 Begin Date <input type="text" value="04/11/2026"/> <input type="button" value="Calendar"/></p> <p>Absence 2 End Date <input type="text" value="04/20/2026"/> <input type="button" value="Calendar"/></p> <p>Absence 3 Reason <input type="text" value="PCS ABSENCE"/> <input type="button" value="Q"/></p> <p>Absence 3 Begin Date <input type="text" value="04/21/2026"/> <input type="button" value="Calendar"/></p> <p>Absence 3 End Date <input type="text" value="05/19/2026"/> <input type="button" value="Calendar"/></p> <p>Absence 4 Reason <input type="text"/> <input type="button" value="Q"/></p> <p>Absence 4 Begin Date <input type="text"/> <input type="button" value="Calendar"/></p> <p>Absence 4 End Date <input type="text"/> <input type="button" value="Calendar"/></p>
---	--

K **Comments**

L **Attachments**

Attach	View	Attached File ↑↓	*Description ↑↓
<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="button" value="+"/>

1 row

3M. Select **Submit**.

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

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

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 0000000000 CW2 JANE SMITH M Submit

▼ **Member Info**

Department 000000 - 0000 Email Address JANE.S.SMITH.MIL@ARMY.MIL

Location 00025467 - FT CARSON Duty Status Present for Duty

Position 00000000

ABSENCES

Status Initial

ABSENCE TYPE Q

ABSENCE REASON

PCS TYPE Q

*BEGIN DATE 📅

END DATE 📅

Submit for Approval Confirmation

Approver (Approve/Deny)

Intermediate Approver (Review/Recommend Approval)

User List

Template

User ID

N Insert

Instructions

This Absence Reason is used to collect all Absences a Mem

PCS Entries Guidelines:

- The "BEGIN DATE" & "END DATE" fields are used to cap
- arrive early.
- In the "Additional Information" below, three Absence Reas
- Please use ONLY "Absence 1 Reason", "Absence 2 Reas
 - All Absences must be contiguous (if multiple absences

NOTE: This entry will create the individual Absences once a

Travel Information Authorized travel dates are strictly deper

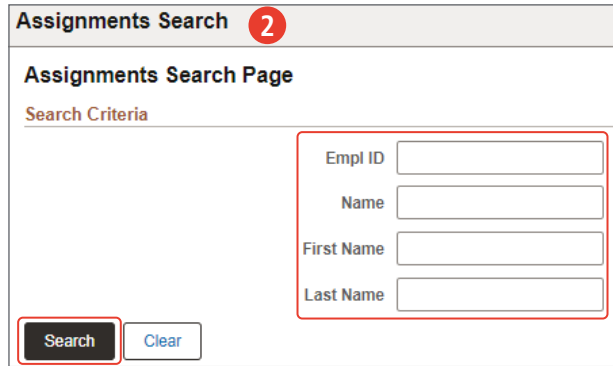
- Calculation of travel time can be found in JTR, par. 05020
- Distance of travel can be calculated using Defense Table

Transaction submitted for approval

O 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.



Current/Approved 3

Name: PVT JOHN SMITH
Empl ID: 000000000

Current/Approved

- Pending/Working
- Completed
- Canceled

Organizational Instance

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

Permanent Assignments

Create Permanent Assignment:

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Other Actions
000000000 Online Asp	Arrived	Active	PCA Reassignment	11/03/2023 11/19/2024	000000 0068 CS BN CO C COMP TRK C	06822454 #1 Heavy Vehicle Driver	00138809 FT CARSON	View Order
000000000 JO	Approved	Active	PCS Operational	11/20/2024 06/11/2027	000000 0013 CS HHC HHC COMBAT SUST	09228125 Standard Excess	00026098 JBLM LEWIS	View Order

Temporary Assignments

[Return to Search](#)



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

Arrival Transaction

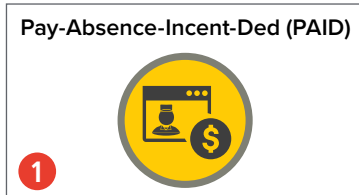
1. Navigate to the **Pay-Absence-Incent-Ded (PAID)** tile.
2. The **PAID** screen displays:
 - 2A. Select **Employee ID** magnifying glass to search for desired Member.
 - 2B. Select **Entry Type** drop-down and select **ABSENCES**.
 - 2C. Select **Status** drop-down and select **Approved**.
 - 2D. Select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



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



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



Pay-Absence-Incent-Ded (PAID) 2

Selection Criteria

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

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

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

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

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

Employee ID **A**

Entry Type **B**

Entry ID

Status **C**

3. Screen displays a listing of all approved absences.
4. The **Current/Approved** assignment landing screen displays:
 - 4A. Select **Other Actions** drop-down.
 - 4B. Select **Arrive Member**.

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

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

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

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

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

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

Employee ID

Entry Type

Entry ID

Status

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	3	Category 2	Category 3	Begin Date	End Date	Status	Price
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

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit US Army Active Component Location FT CARSON

Component Category ACMS-Indiv Acct-Transients Job Code E88M MOTOR TRANS

UIC WDMQC0 0068 CS BN CO C COMP TRK C Position 06822454 #1 Heavy V

Duty Status Absence

Duty Status Attribute

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position
0000000000	Departed	Active	PCA	11/03/2023	000000	06822454
Online Asg		Active	Reassignment	11/19/2024	0068 CS BN CO C COMP TRK C	#1 Heavy Vehicle Driver
0000000000	Approved	Active	PCS	11/20/2024	000000	09228125
JO		Operational		06/11/2027	0013 CS HHC HHC COMBAT SUST	Standard Excess

Temporary Assignments

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Actions

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

5. The Arrivals/Departures (InTransit Grid) screen displays:
 - 5A. Make applicable adjustments in the Auth Trvl and/or PCS Leave Adjustment Days section.
 - 5B. Ensure the Members arrival date is correct under the Arrival Date section.
 - 5C. Select Submit Arrival.
6. Screen displays Current/Approved assignment landing page with Member arrived on assignment with the correct begin date.



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

Arrivals/Departures 5

Assignment Details

Member Elections

Add Instructions

Funding

Approvals/Eligibility

Comments/Attachments

Orders

Arrivals/Departures

C Submit Arrival

Assignment Header Information

Assignment: Permanent	Assignment ID: 000000000
Employee Record: 0	Assignment Seq: 0
Assignment Status: Approved	User Action: 0000
Workflow Status: Approved	

Component Category: Training Status: PERSTEM A

InTransit Type	Calculated Days	Adjustment Days	Total Days	Status	Approval Status	DTOD Mileage	Last Updated By	Last Updated
1 Auth Trvl	4	0	4	Active		1433	0000000000.00	11/20/2024 7:32:45PM
2 PCS Leave	6	-4	2	Active		0	0000000000.00	11/20/2024 7:27:54PM

Assignment Arrivals

Arrival Sequence#	Arrival Date	Arrival Status	Assignment Departed From	Last Updated By	Last Updated
1	11/20/2024	Active	000000000	0000000000.00	11/20/2024 7:32:45PM

Audit Fields

Last Updated By: 0000000000.00	Last Update Date/Time: 09/26/24 7:08:17PM
Source: Job Openings	Source ID: 000000

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Current/Approved 6

Name: PVT JOHN SMITH

Empl ID: 0000000000

Current/Approved

Organizational Instance

Business Unit: US Army Active Component	Location: JBLM LEWIS
Component Category: ACMS-Force Structure Unit Pers-Avail Unknown	Job Code: 000000
UIC: WET1AA 0013 CS HHC HHC COMBAT SUST	Position: 00000000
	Duty Status: Present for Duty
	Duty Status Attribute

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
000000000	Arrived	Active	PCS	11/20/2024	000000	00000000	00026098	Other Actions View Order
JO			Operational	06/11/2027	0013 CS HHC HHC COMBAT SUST	Standard Excess	JBLM LEWIS	

Temporary Assignments

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Version 4.0 20260403

One Soldier ★ One Record ★ One Army



Prepared for: IPPS-A Users

Prepared by: FMD (IPPS-A)

Arlington, VA 22202