IPPS-A

INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Pay-Absences-Incentive Pay-Deduction and InTransit Grid

PAID & ITG USER GUIDE

VERSION 1

JANUARY 2024

U.S. ARMY

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INTRODUCTION

In IPPS-A, both the **Special Pay Requests** and **My Absences** tiles have been replaced with the **PAID** tile. In this guide, Soldiers are referenced as Members. This guide denotes Self-Service and HR Professional functions available in the Pay-Absences-Incent-Ded (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, Benefits, Field Duty, Incentive Pay, and Special Pay. 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 can change or correct Permanent Change of Station (PCS) Absences through the PAID tile and edit 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, Benefits, Field Duty, Incentive Pay, and Special Pay. 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, or parental. Chargeable Absences reduce a Member's Absence Accrual, while Non-Chargeable, Administrative, and Parental do not. Members cannot manage, maintain, or accrue leave balances within IPPS-A.

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

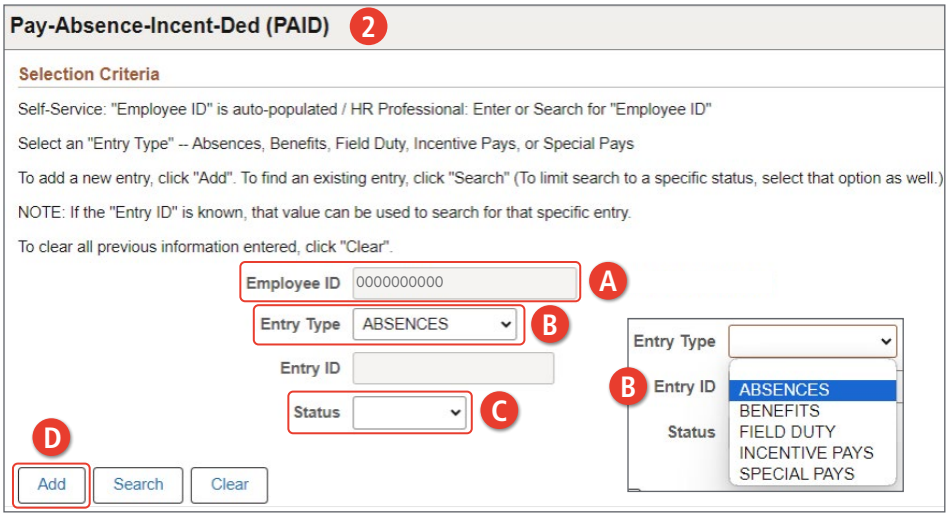
- **Absence Type**: Administrative Absence
- **Absence Name**: Administrative Absence
- **Reason**: Transition Admin Absence, or Invol Sep Admin Abs (ISAA)

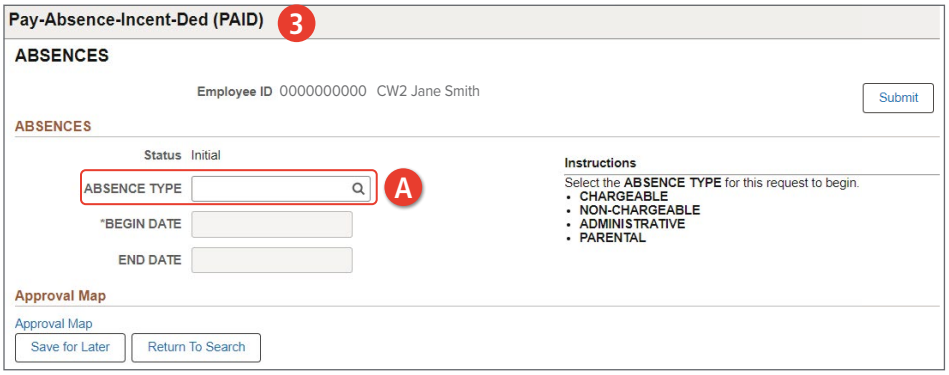
Associated UPKs:

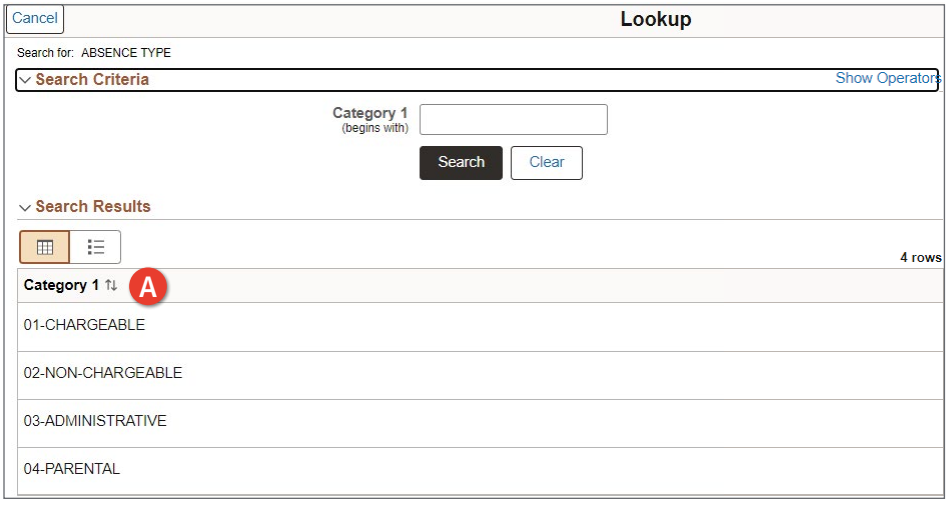
- Request an Absence
- Cancel an Absence
- View/Modify an Absence

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.

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







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

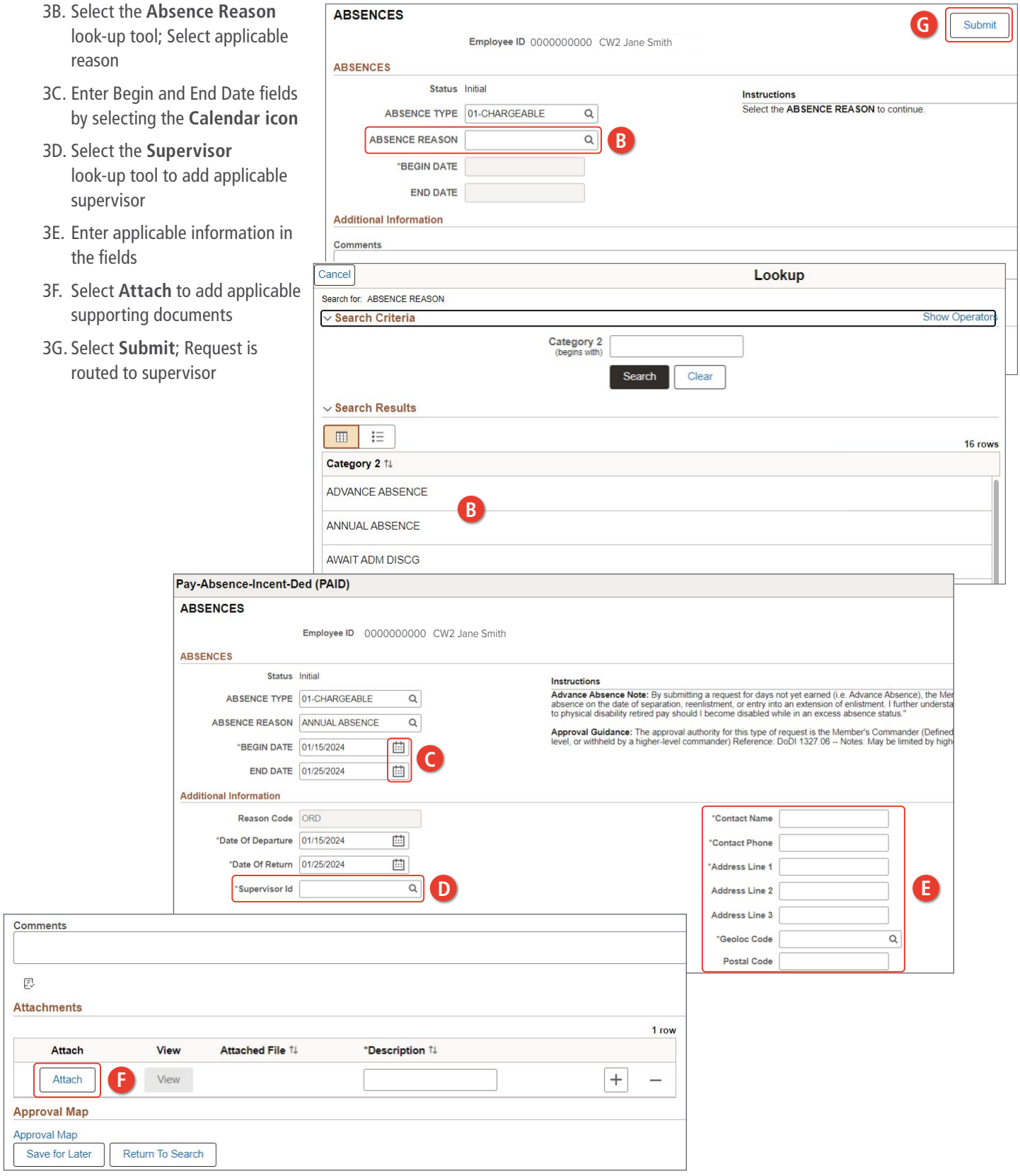
3C. Enter Begin and End Date fields by selecting the **Calendar icon**

3D. Select the **Supervisor** look-up tool to add applicable supervisor

3E. Enter applicable information in the fields

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

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



Request Benefits

Benefits allows the Member to Opt-In or Opt-Out of the Montgomery GI Bill (MGIB). Members may, in their election window, enroll or disenroll and attach supporting documents for additional benefits to Members' Benefit Plans as it relates to a Member's MGIB.

Associated UPKs:

- Submit MGIB Election Request

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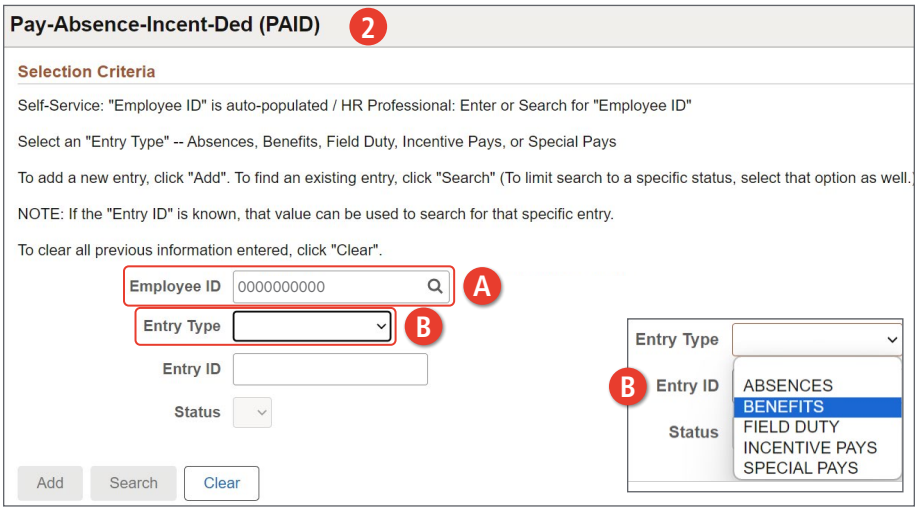
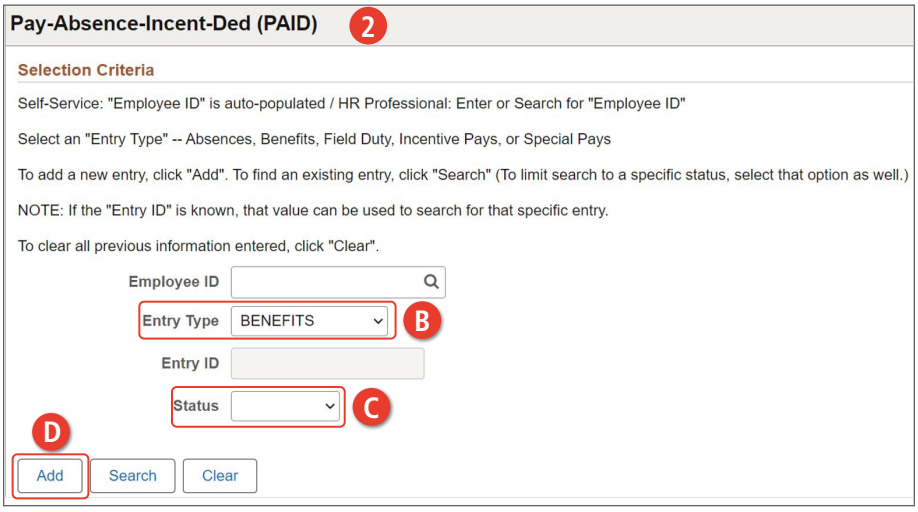
1. Select **Pay-Absence-Incent-Ded (PAID)** tile
2. The **PAID** landing page displays:
   - 2A. Member EMPLID populates automatically
   - 2B. Select **Entry Type** drop-down; Select **Benefits**
   - 2C. Leave **Status** field blank
   - 2D. Select **Add**



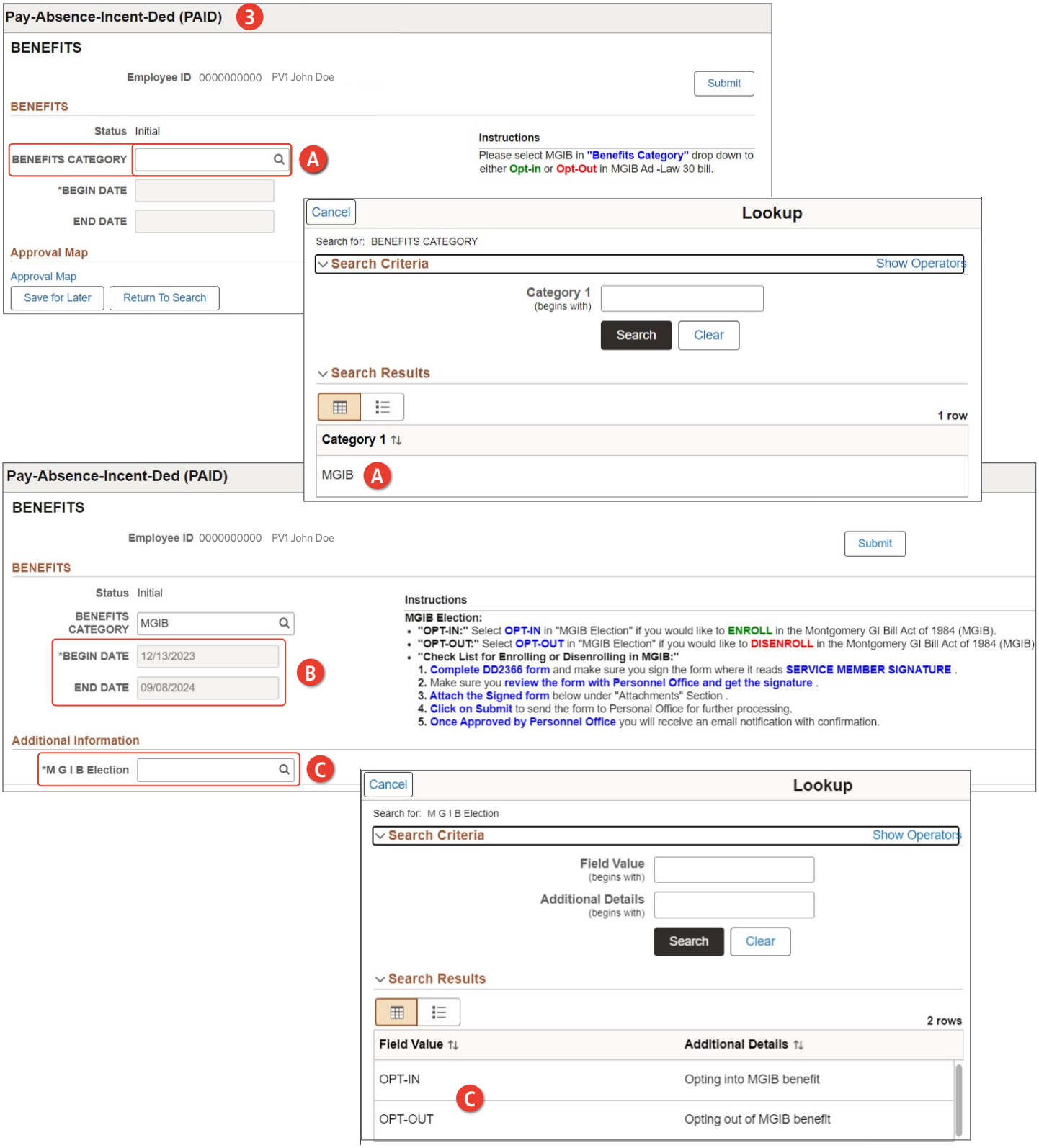


3. The **Benefits** landing page displays:

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

   3B. Begin and End Date fields will auto populate

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

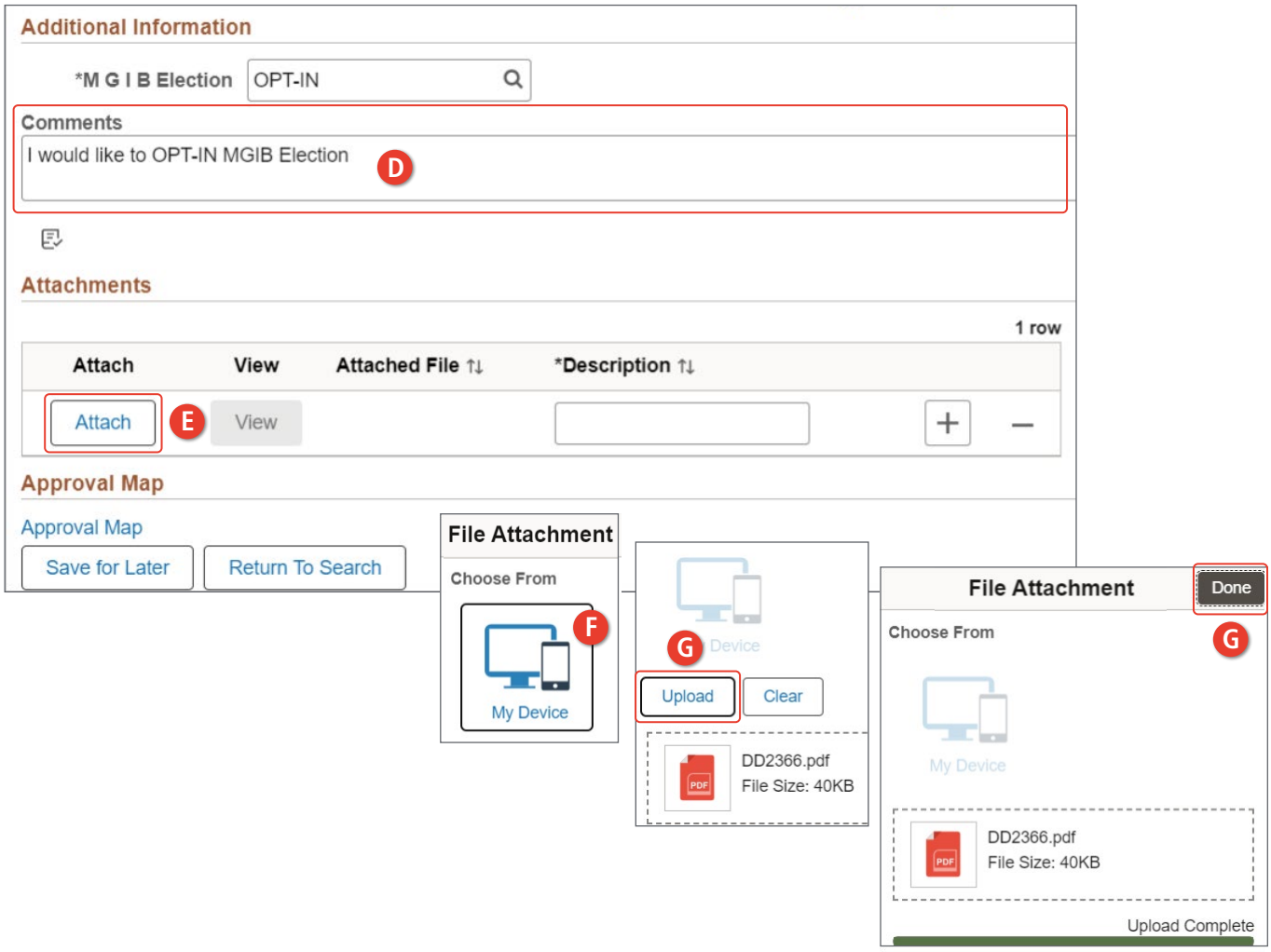


3D. Add desired **Comments**

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

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

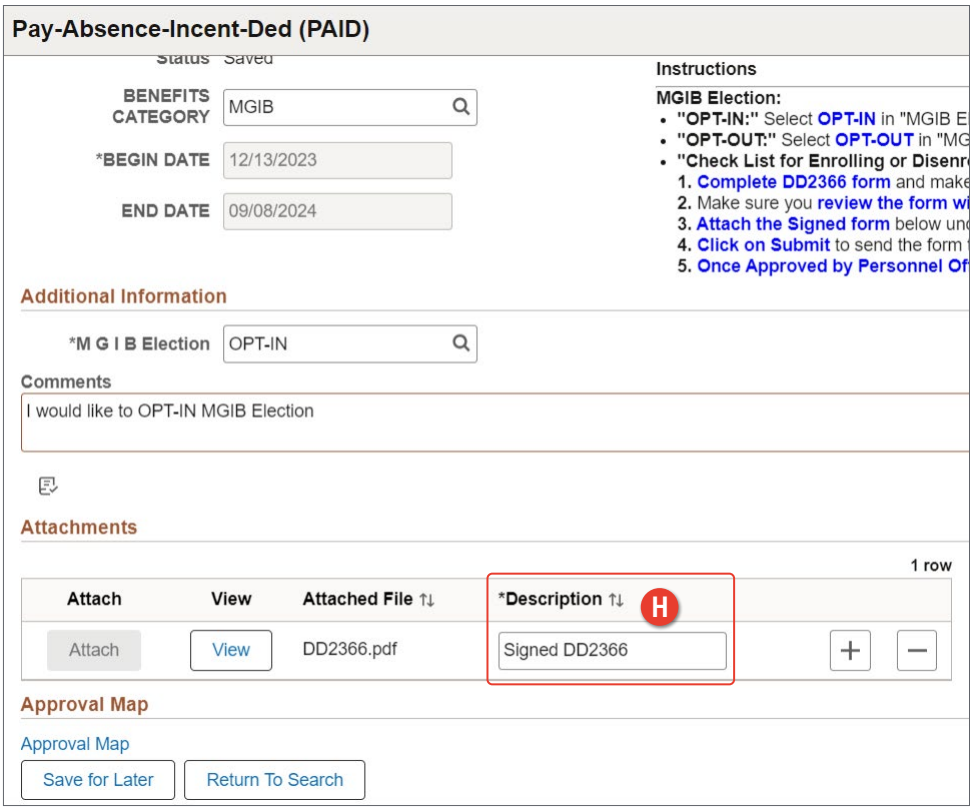
3G. Select **Upload**; Select **Done**

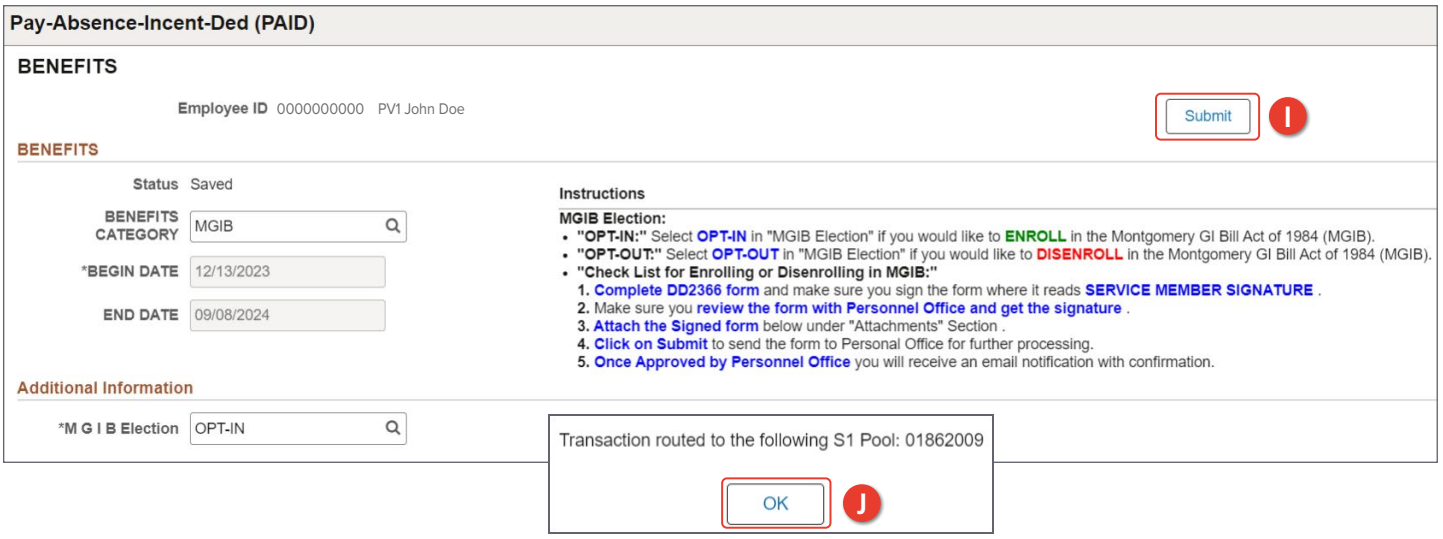


3H. Attachment successfully uploaded; Change description name as desired

3I. Select **Submit**

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



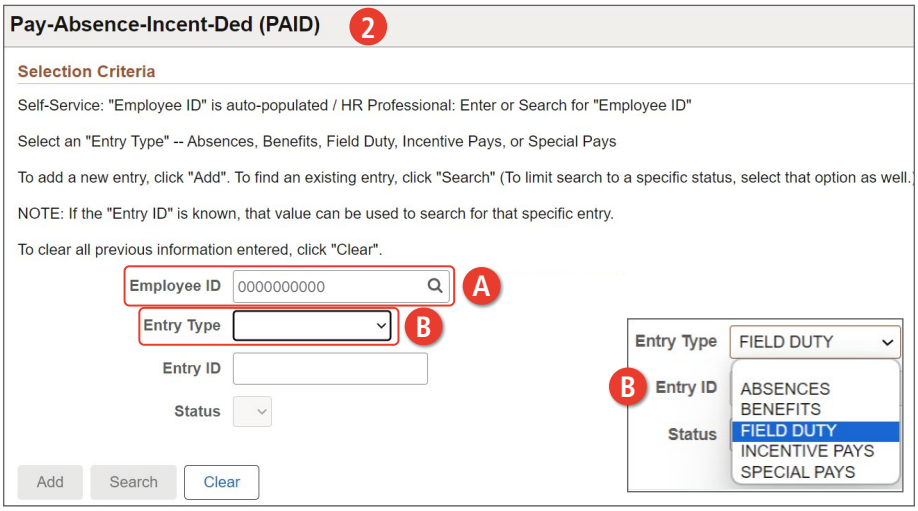


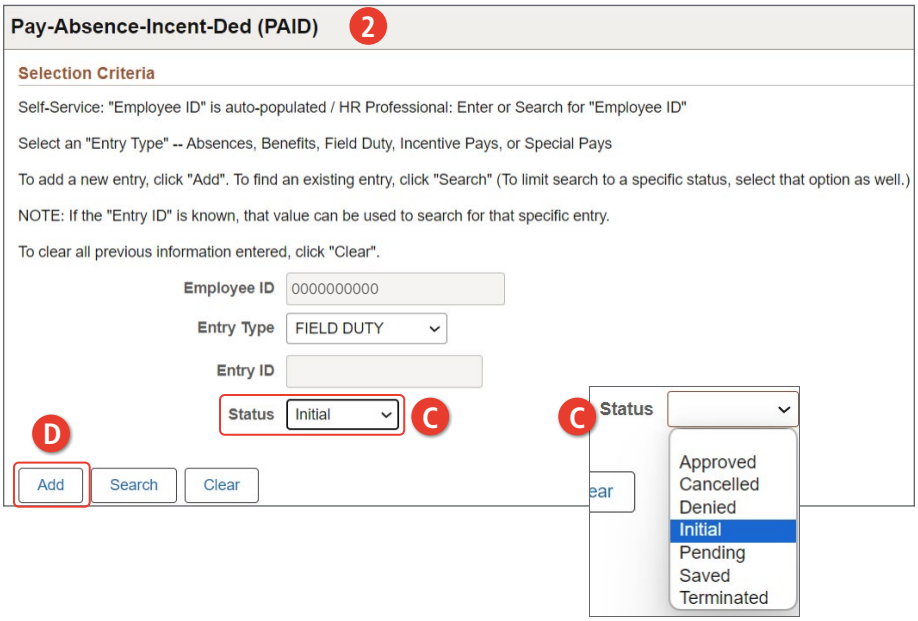
Request Field Duty

Field Duty may be initiated through 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: N/A

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



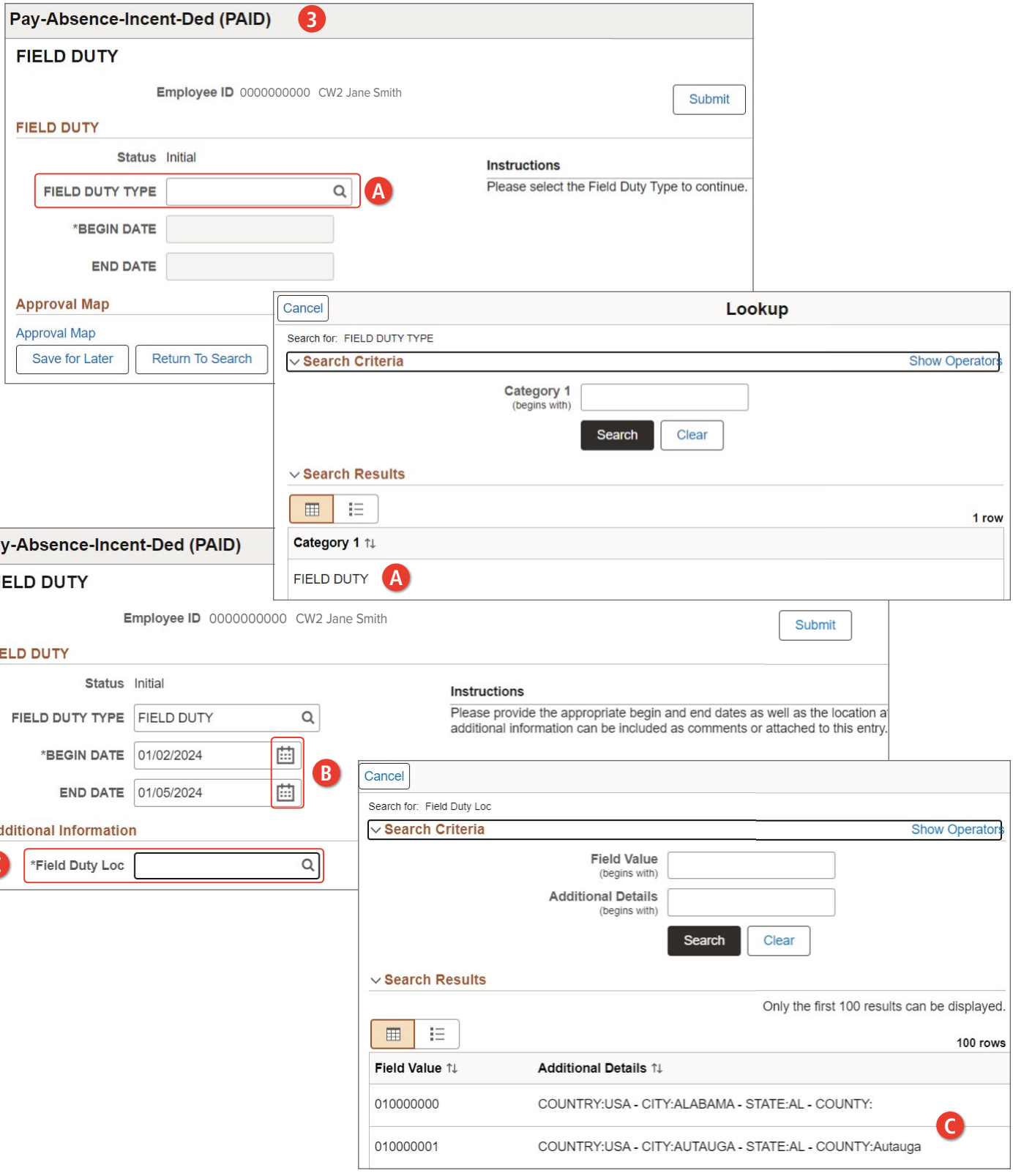


3. The **Field Duty** landing page displays:

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

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

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

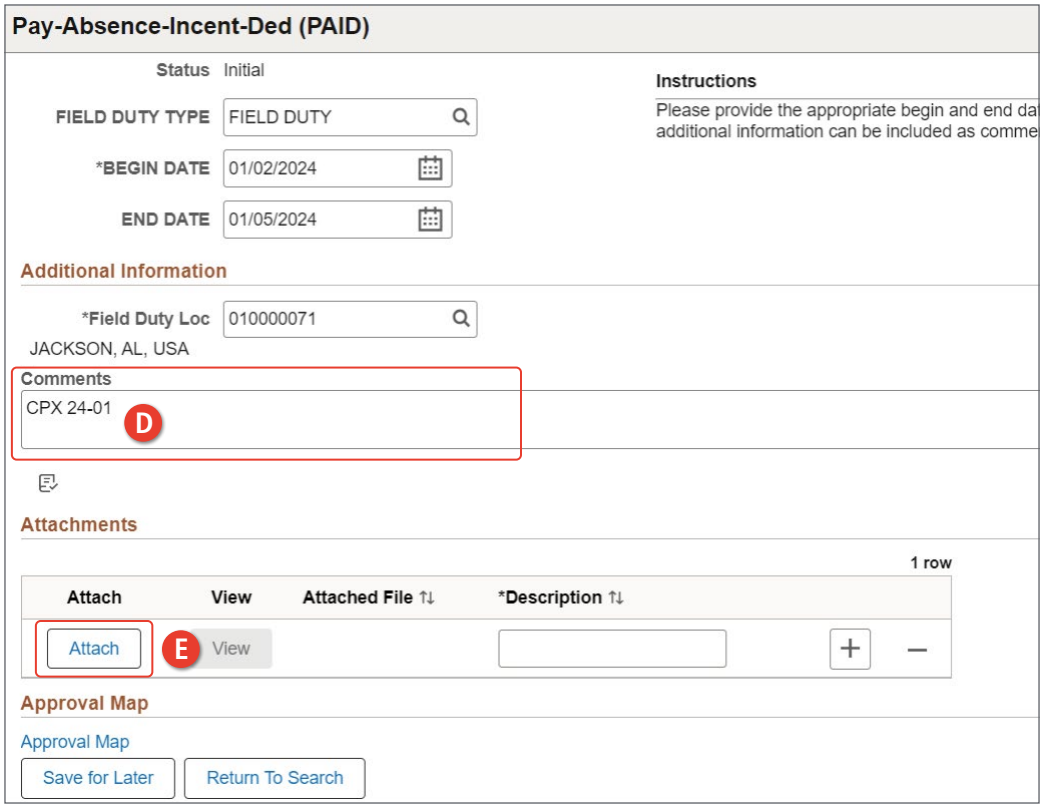


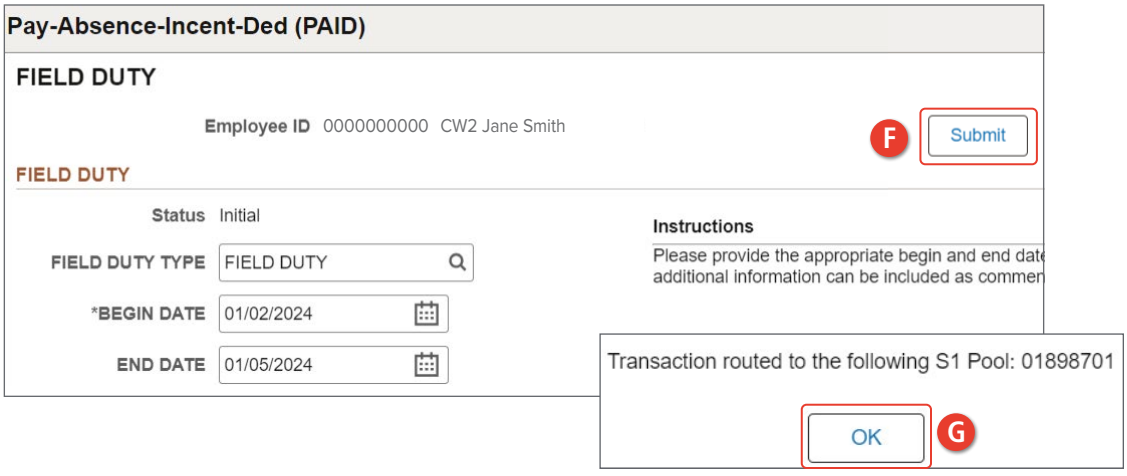
3D. Add desired **Comments**

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

3F. Select **Submit**

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



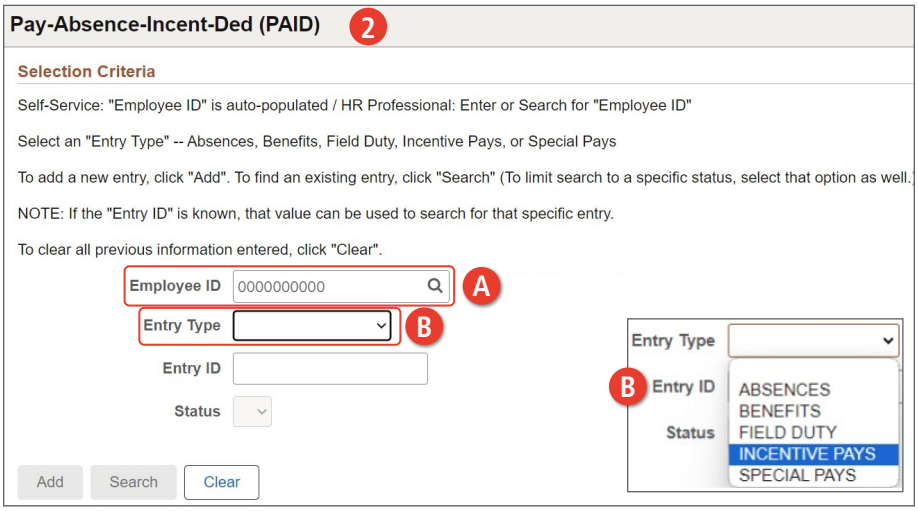


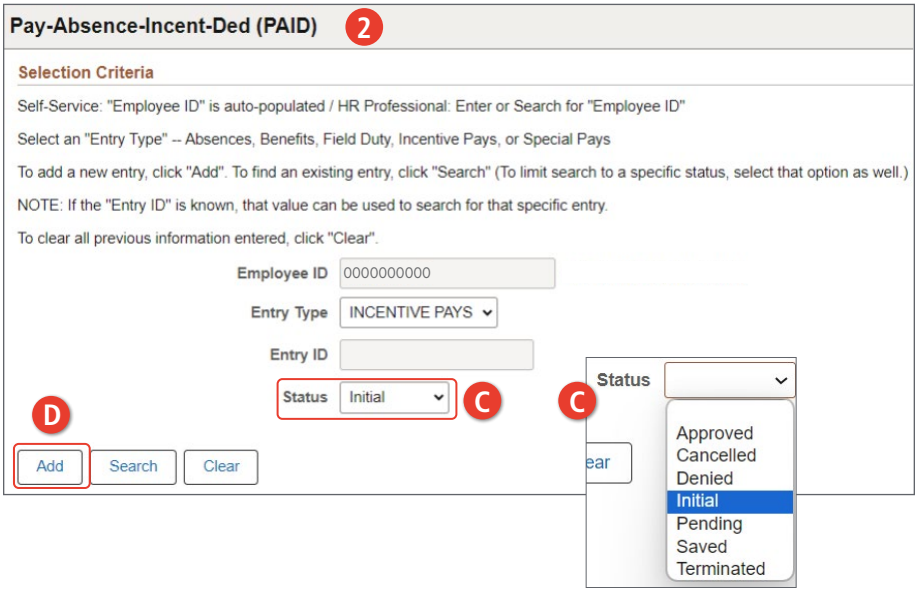
Request Incentive Pay

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

Associated UPKs: See Request Special Pay.

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**



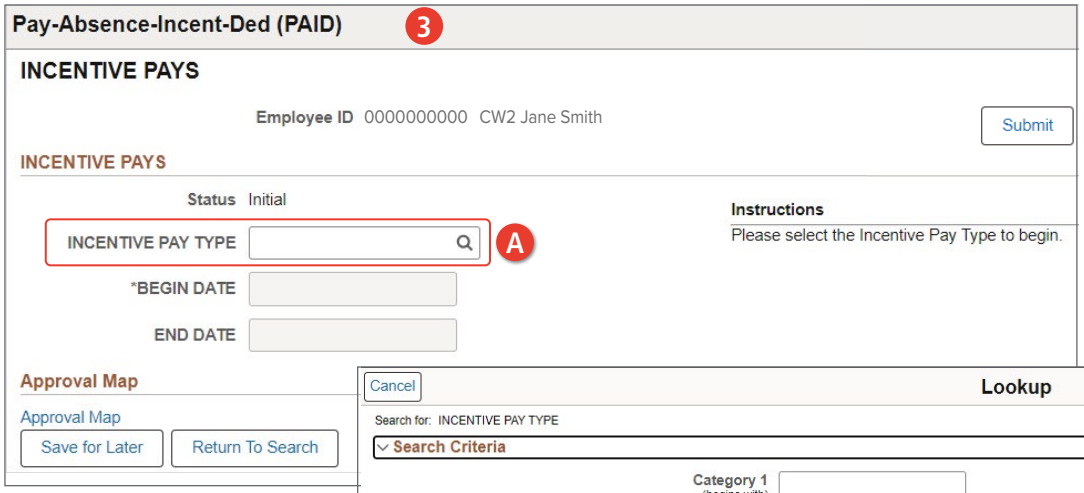


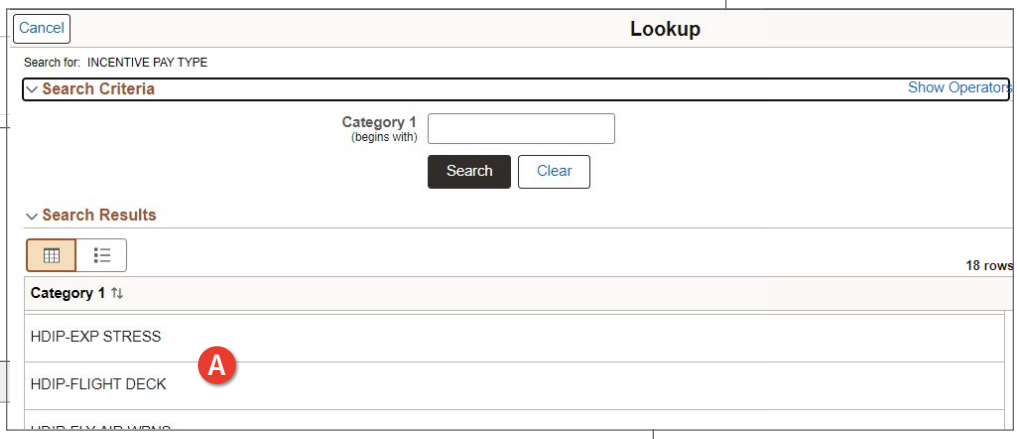
3. The **Incentive Pays** landing page displays:

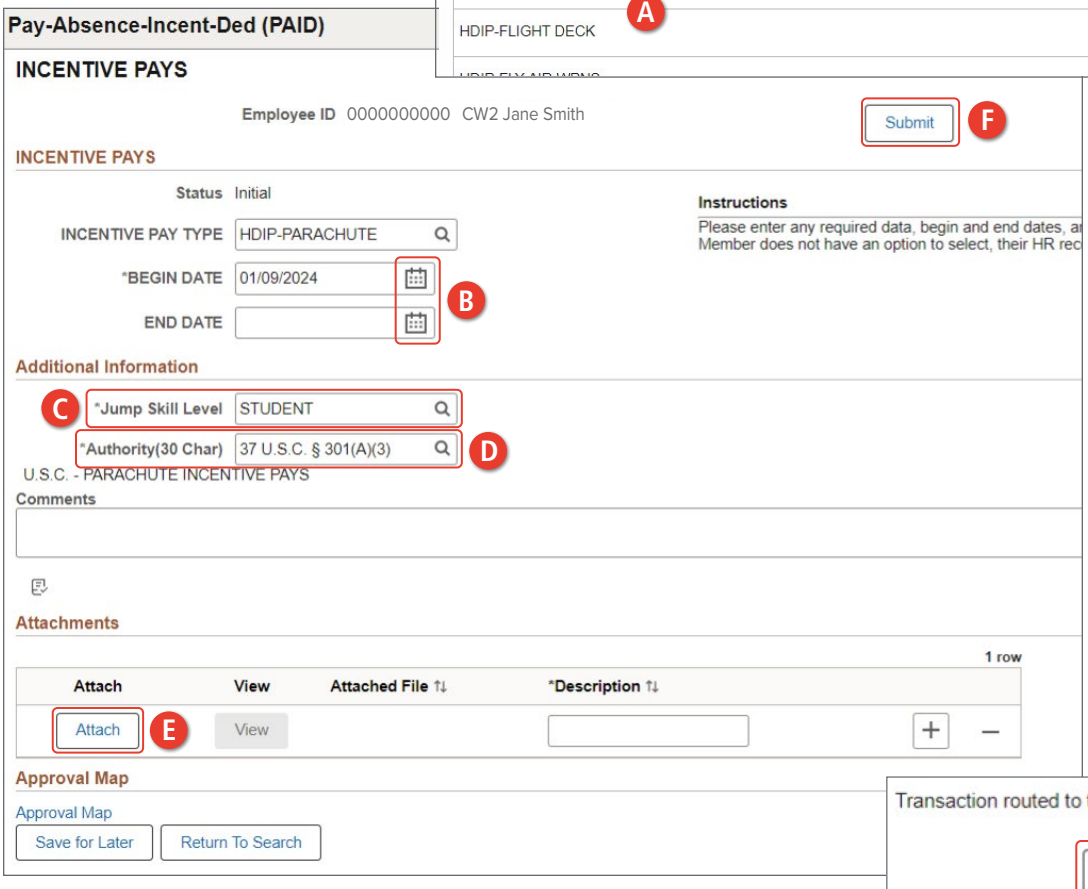
   3A. Select the **Incentive Pay Type** look-up tool; Select applicable incentive pay type

   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





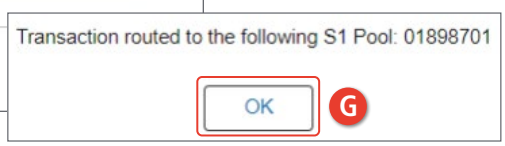


3D. Select the **Authority** look-up tool; Select appropriate authority

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

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

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



Request Special Pay

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

Associated UPKs:

- Submit Special or Incentive Pay Request
- Stop (Change) Special or Incentive Pay Request
- Cancel Special or Incentive Pay Request

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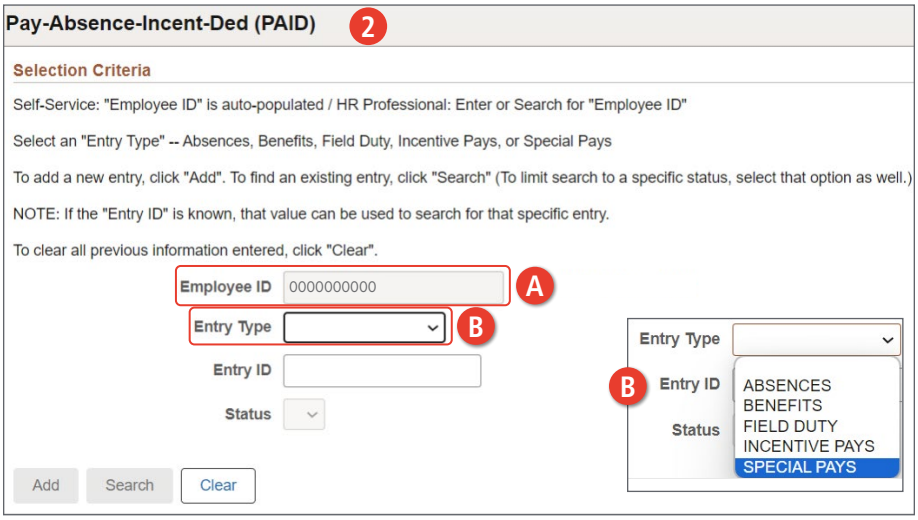
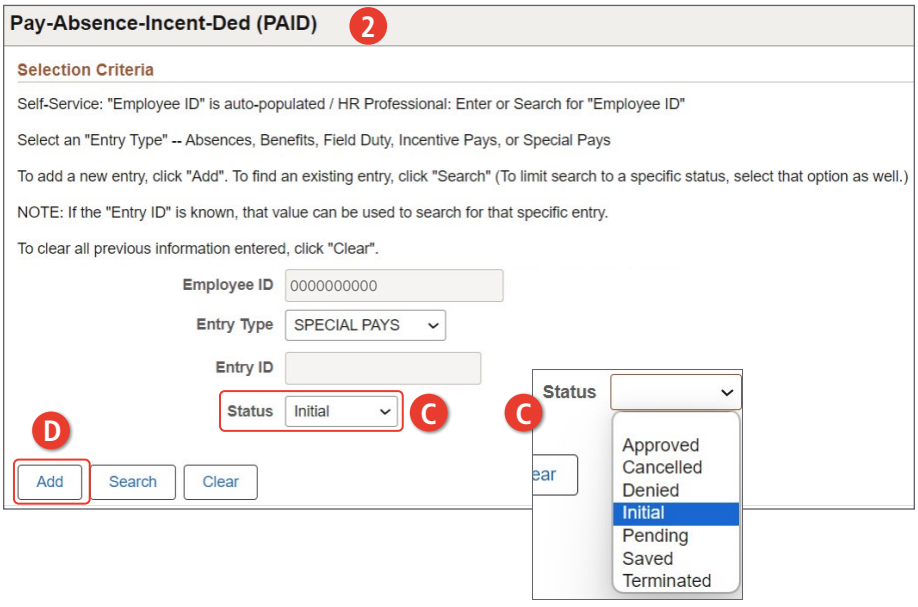
1. Select **Pay-Absence-Incent-Ded (PAID)** tile
2. The **PAID** landing page displays:
   - 2A. Member EMPLID populates automatically
   - 2B. Select **Entry Type** drop-down; Select **Special Pays**
   - 2C. Select **Status** drop-down; Select **Initial**
   - 2D. Select **Add**

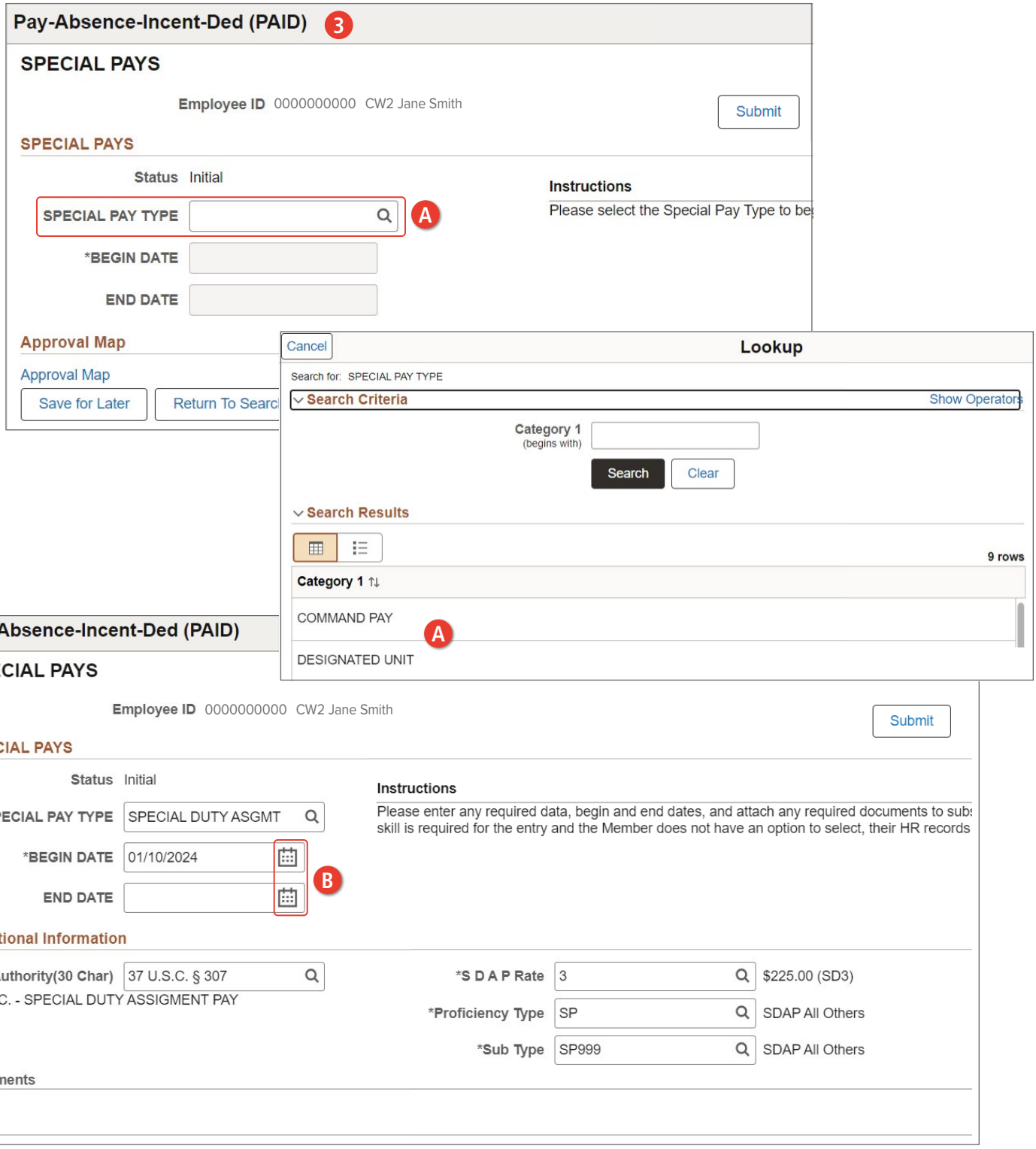




3. The **Special Pays** landing page displays:

   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



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

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

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

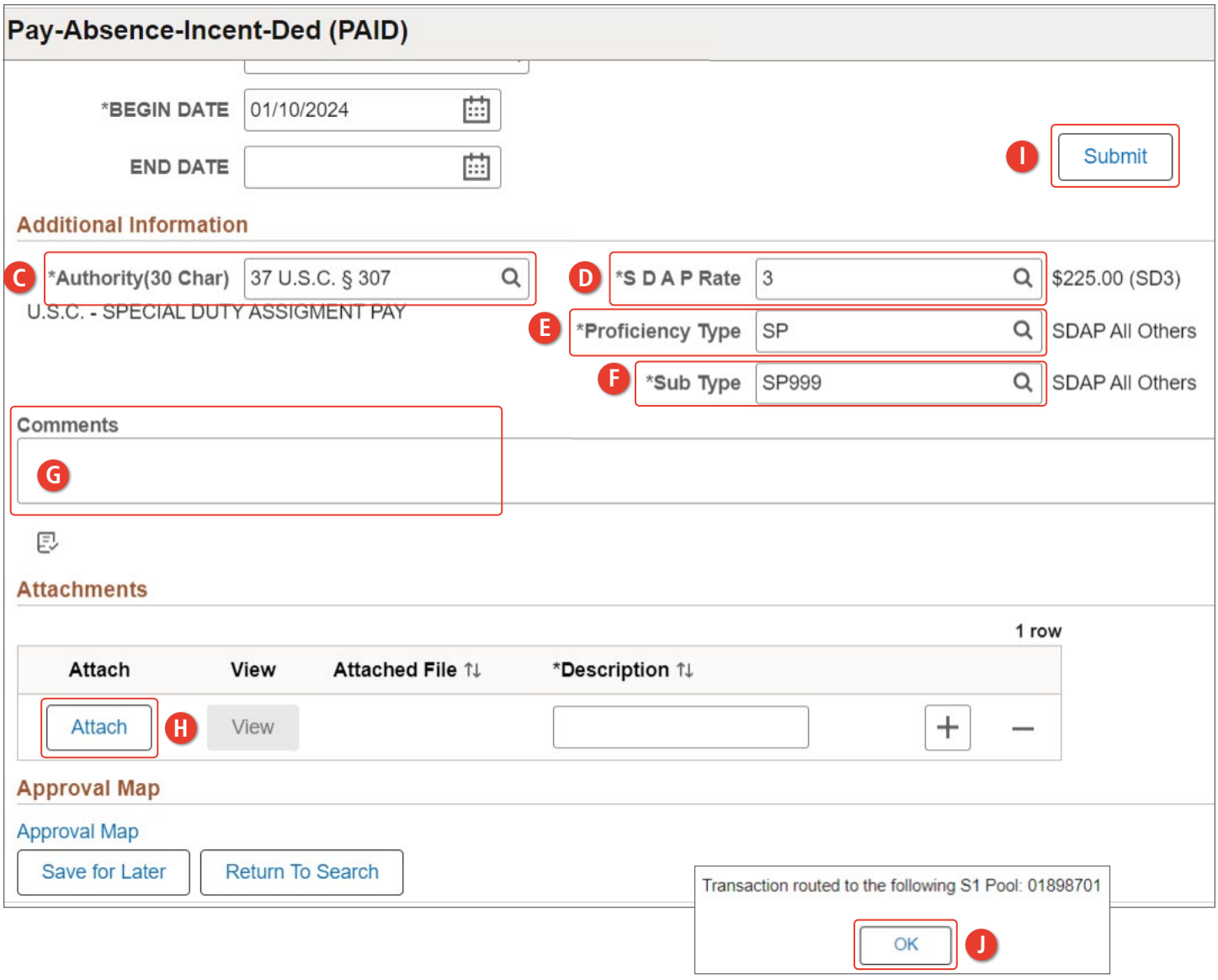
3F. Select **Sub Type** look-up tool; Select applicable sub type

3G. Add desired **Comments**

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

3I. Select **Submit**

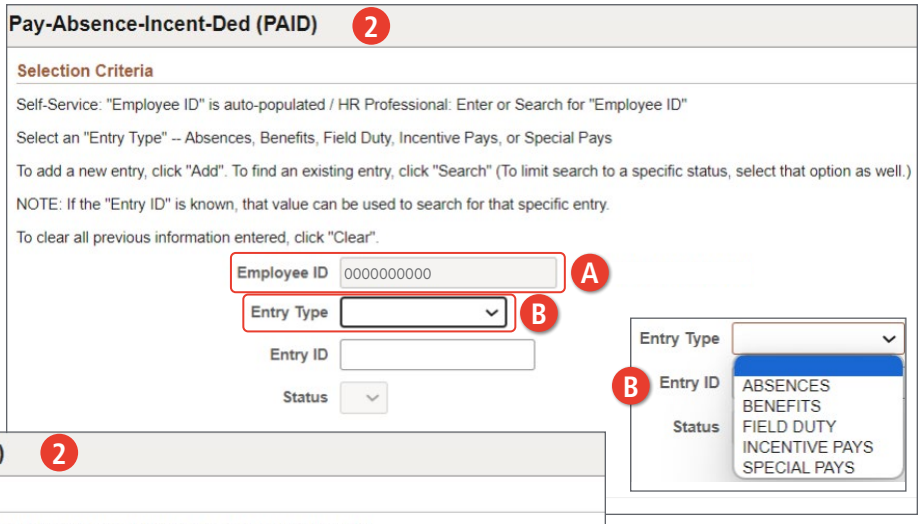
3J. Screen displays Notification; Select **OK**

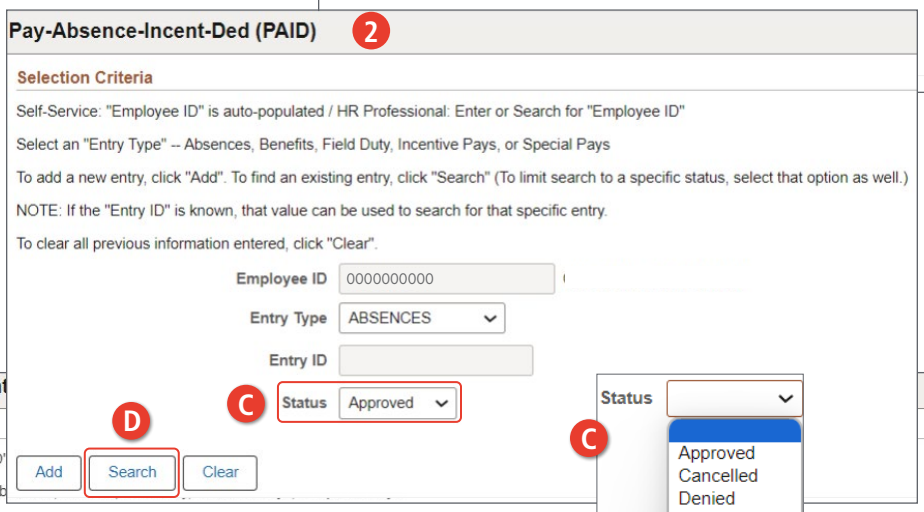


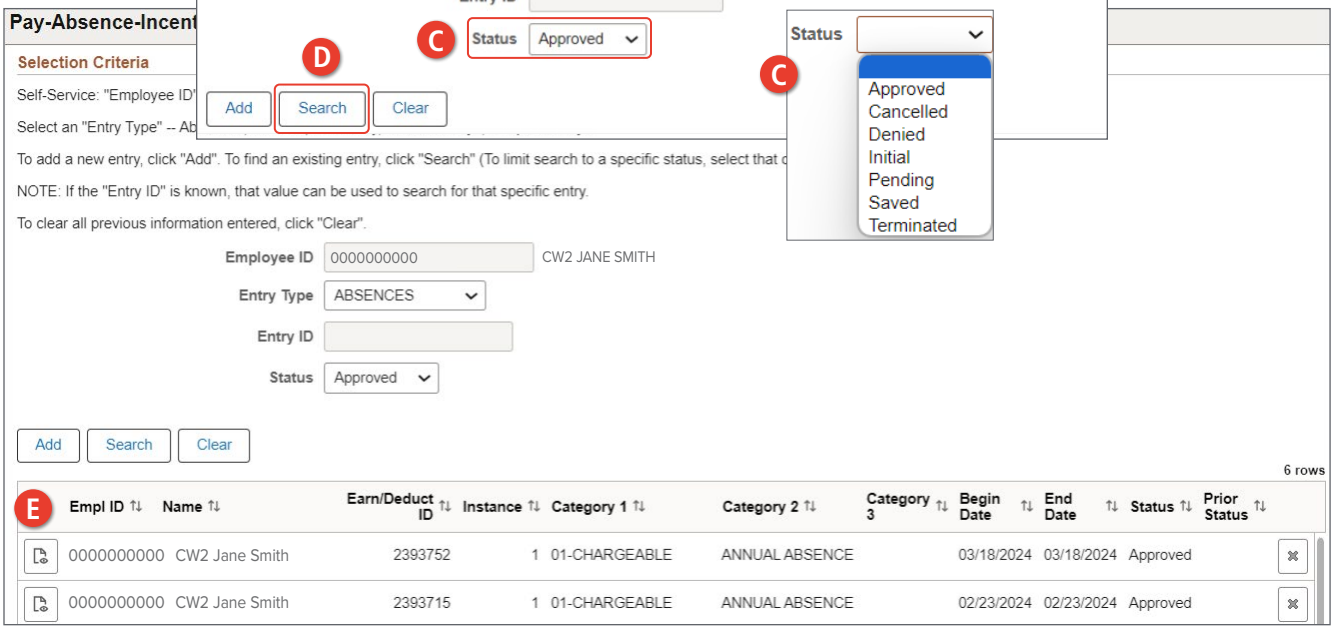
Searching for PAID requests

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

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







CHAPTER 2
HR PROFESSIONAL — PAID

Pay-Absences-Incent-Ded (PAID)

The PAID tile allows an HR Professional to initiate Absences, Benefits, Field Duty, Incentive Pay, and Special Pay. HR Professionals may also use the PAID tile to view, amend, monitor, or submit cancellations of previously submitted actions. Additionally, Commanders will access pending Absences, Benefits, Field Duty, and Incentive/Special 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/Manager > 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.

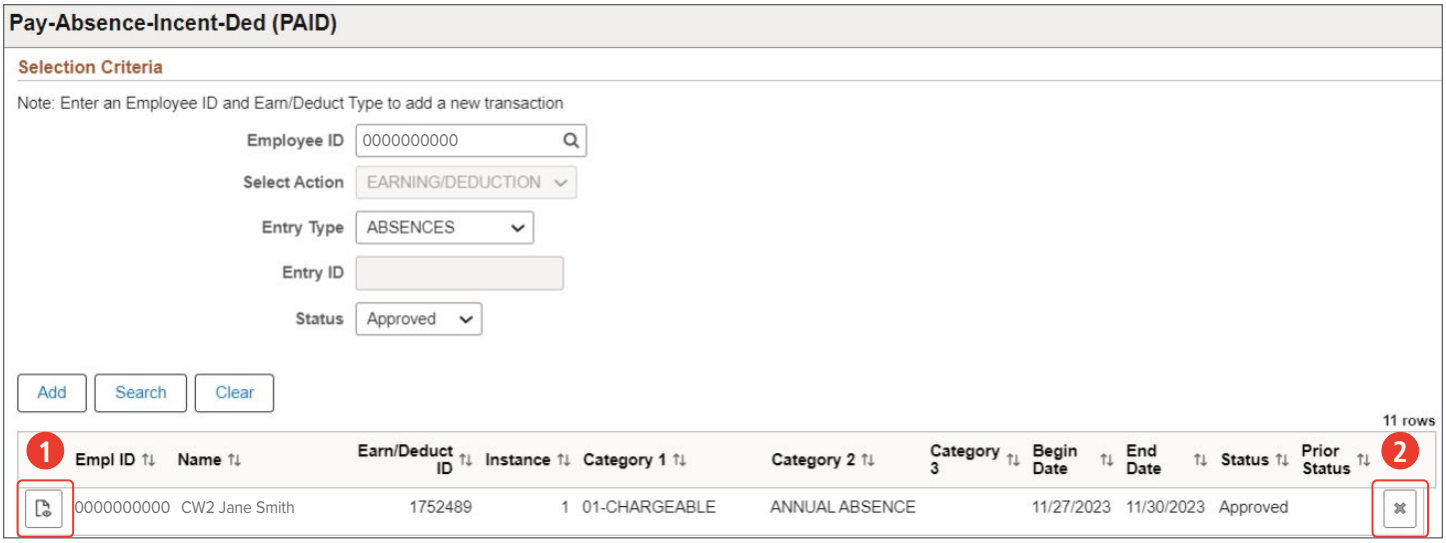
Note: Currently there is no corrective action in IPPS-A to not count non-duty days toward current absence balance. Members must, if possible, begin absences on duty days, allowing IPPS-A to calculate expended days of absence correctly. If Members must request absences beginning on non-duty days, the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

View: HR Professional Homepage > PAID tile

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

Associated UPKs:

- Cancel an Absence Request
- Create an Absence Request on Behalf of a Member
- Print an Absence Request
- View/Update an Absence Request
- Adjust Chargeable Duration After Completion of an Absence
- Approve or Deny an Absence (Commanders)



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

Special/Incentive Pay Management

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

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

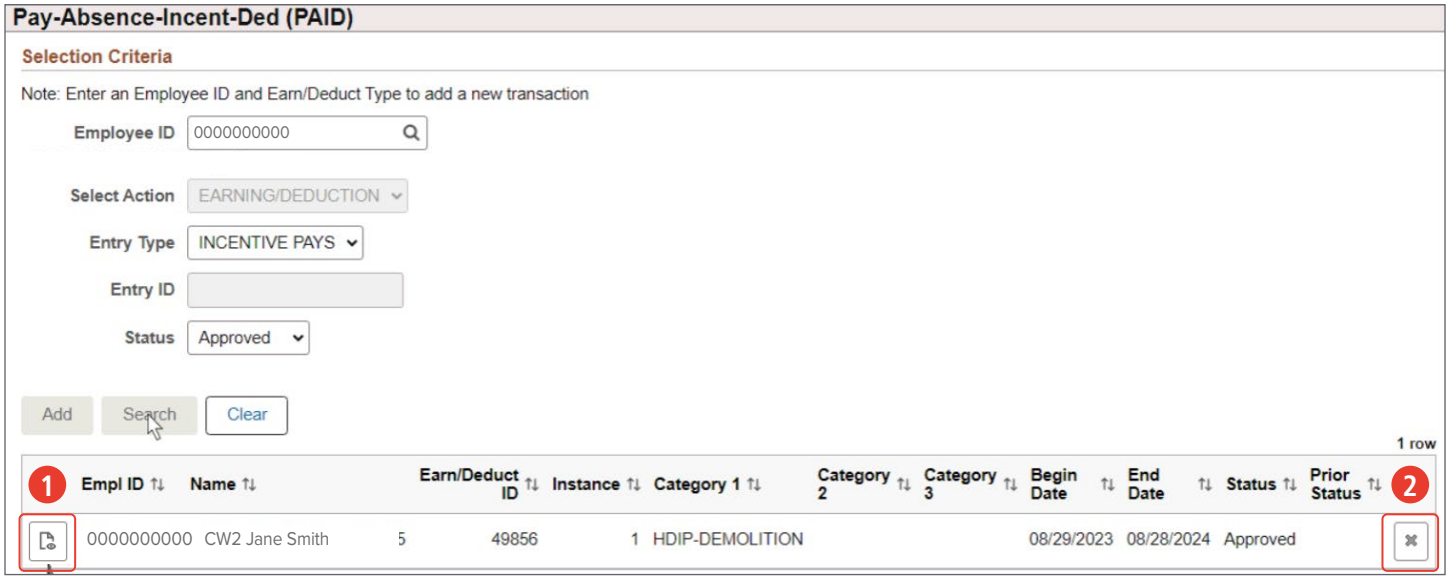
View: HR Professional > PAID tile

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

Associated UPKs:

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

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).



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

Field Duty Management

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

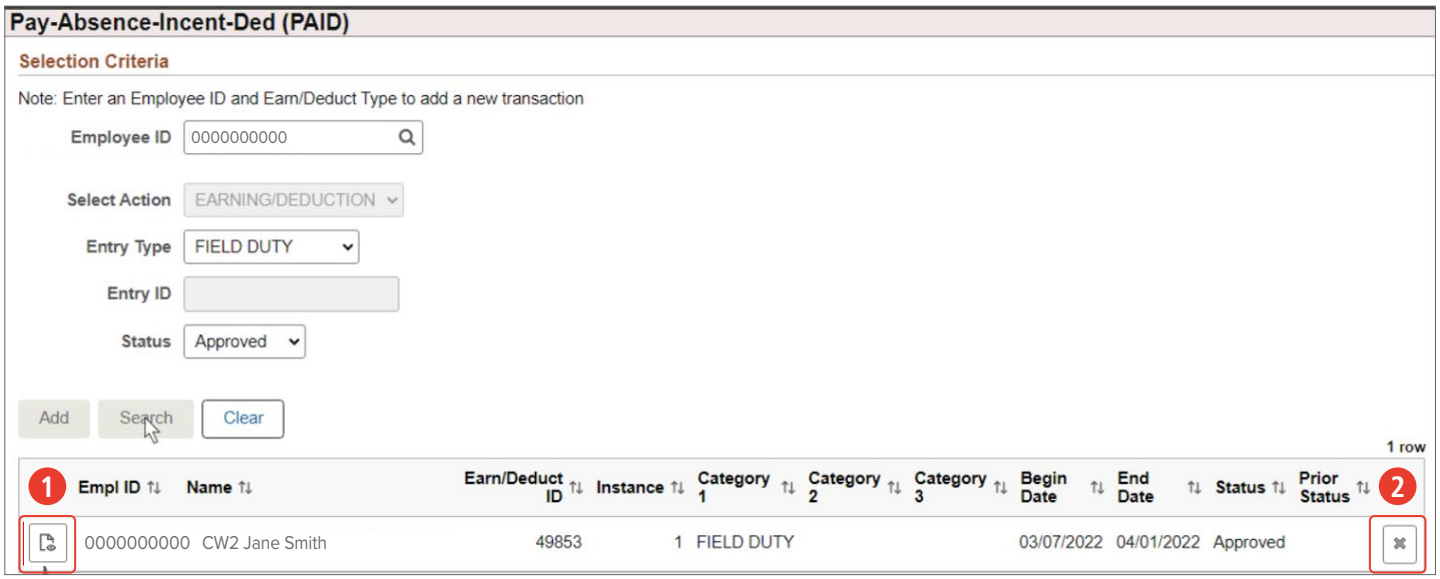
Additionally, HR Professionals may complete Mass Updates for Field Duty. HR Professionals must navigate to the Mass Update screen to perform this action (NavBar > Menu > Workforce Administration > Mass Update R3 > Mass Update).

View: HR Professional > PAID tile

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

Associated UPKs:

- Submit Field Duty Request
- Change Field Duty Request
- Cancel Field Duty Request
- Mass Update Field Duty



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

CHAPTER 3
HR PROFESSIONAL —PAID AND ITG

Absence Types

Four absence types are available under the PAID tile: Chargeable Absence, Non-Chargeable Absence, Administrative Absence, and Parental Absence. There are a number Absence Reasons associated with each Absence Type. Currently, the PCS absence reason 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 12-34 PCS Assignment and Absence Integration to include ITG (Processes 12-10 and 12-11)

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 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 must submit a separate request for combination Absence (e.g., Hometown Recruiter Assistant Program (HRAP), House Hunting, Proceed Time) that begins and ends before the start of the "PCS Absence." Members must ensure the end date of their "PCS Absence" ends the day before their next assignment begin date.

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

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.

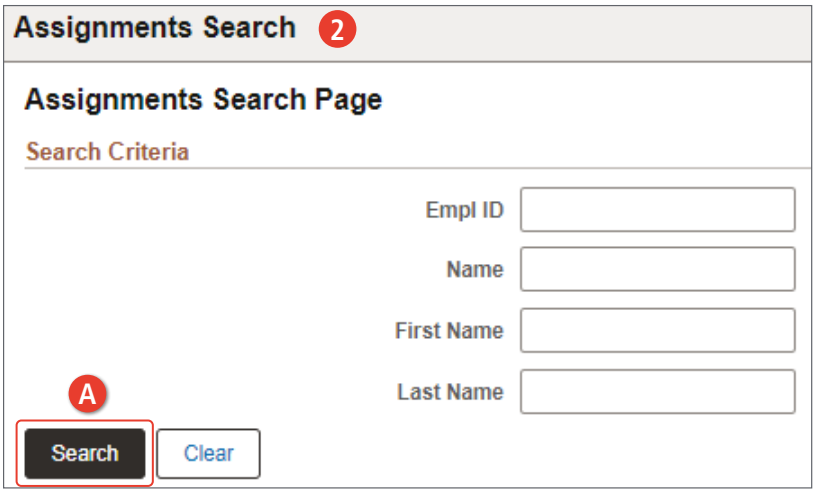
HR Professionals will navigate to the Members Manage Assignments landing page to view Members assignment first.

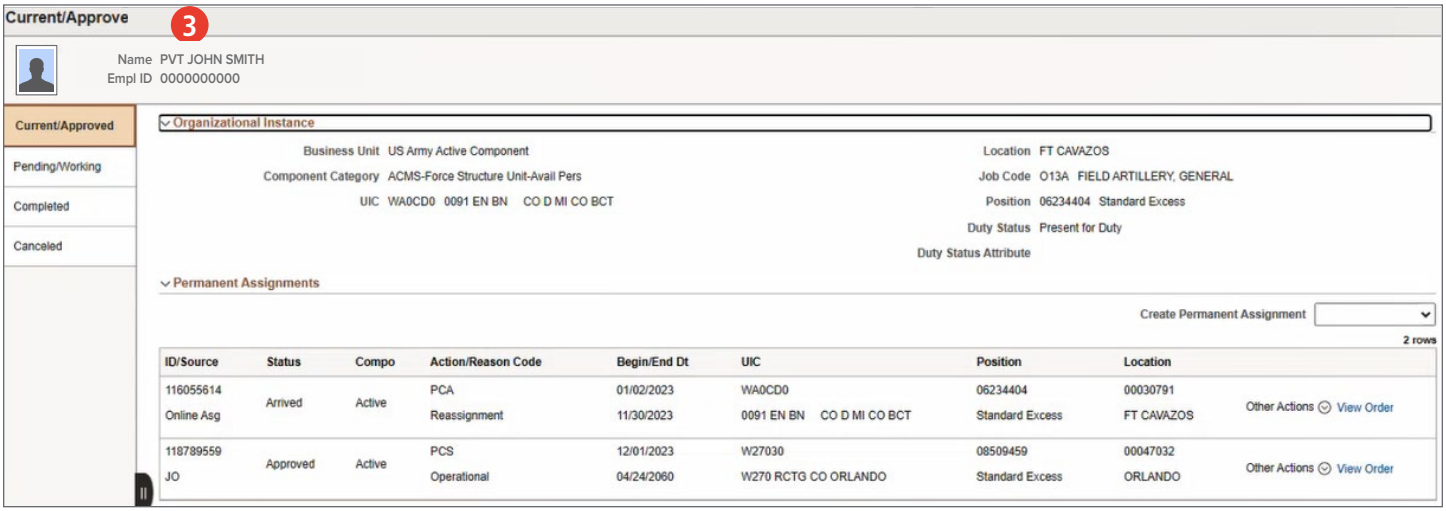
View: NavBar > Menu > Workforce Administration > Assignment Tracking > Manage Assignments

More Information: IPPS-A User Manual Chapter 23-9 Intransit Grid – Chapter 12-34 PCS Assignment and Absence Integration to include ITG (Processes 12-10 and 12-11)

1. Navigate to the **Manage Assignments** tile
2. Screen displays **Assignments Search** landing page; enter desired information for Member

   2A. Member EMPLID populates automatically
3. Screen displays **Current/Approved** assignment landing page

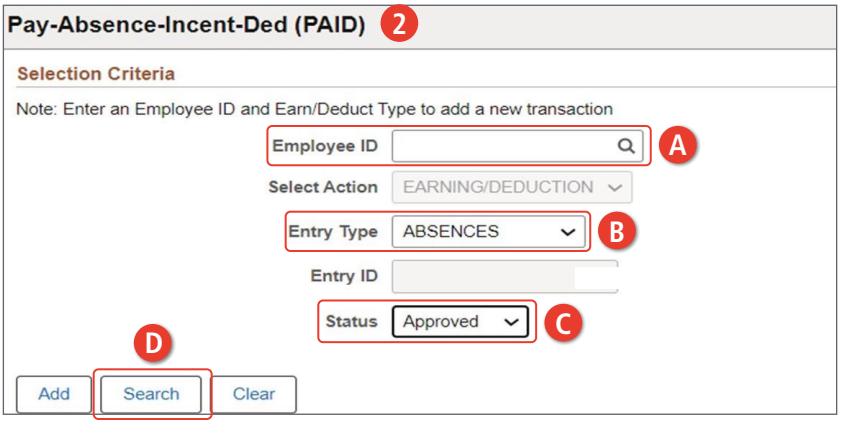


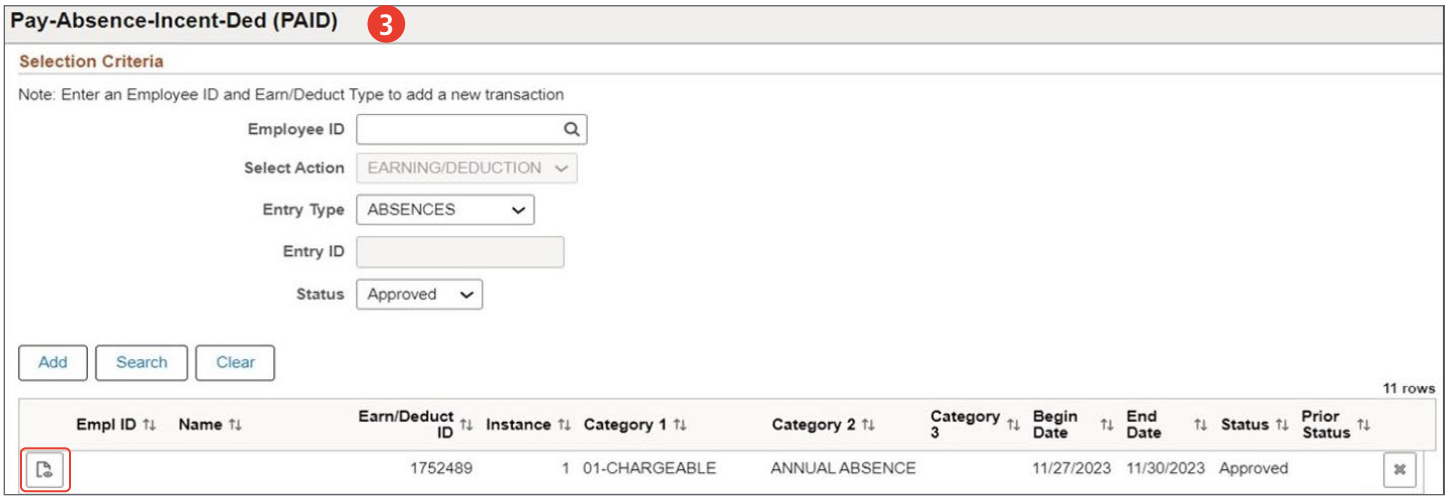


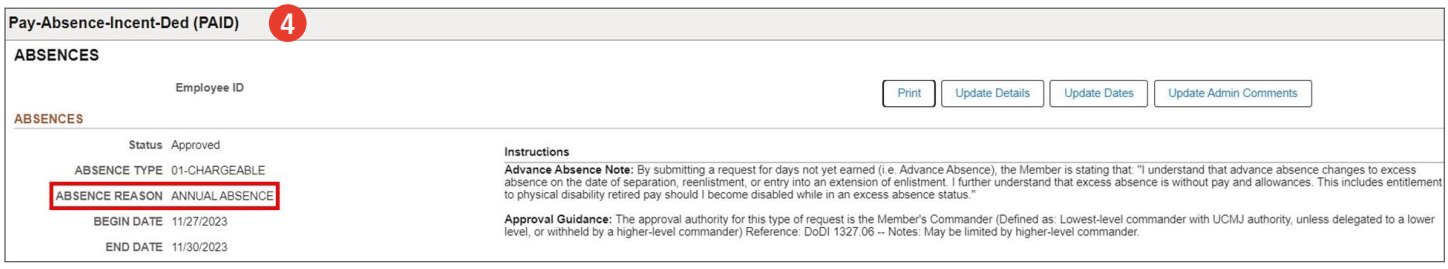
NOTE: Under the Begin/End Dt column, HR Professionals will ensure Members previous assignment end date is the day before the approved assignment begin date.

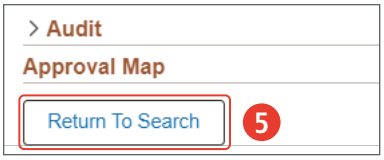
1. Navigate to the **Pay-Absence-Incent-Ded (PAID)** Tile
2. The **PAID** screen displays
   - 2A. Select **Employee ID** look-up tool to search for desired Member
   - 2B. Select **Entry Type** drop-down and select **ABSENCES**
   - 2C. Select **Status** drop-down and select **Approved**
   - 2D. Select **Search**
3. Screen displays a listing of all approved absences; Select the **Amend/View** icon of applicable Absence
4. Screen displays **ABSENCES** landing page
5. Select **Return to Search** at the bottom of the page

NOTE: HR Professional determines the approved absence is incorrect. HR Professional will have the absence canceled and submit a PCS Absence request for Approval.

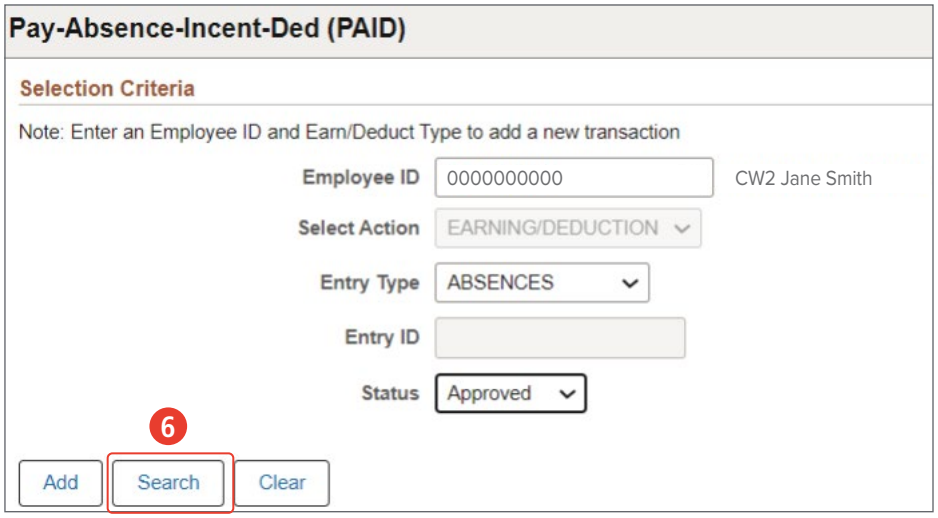


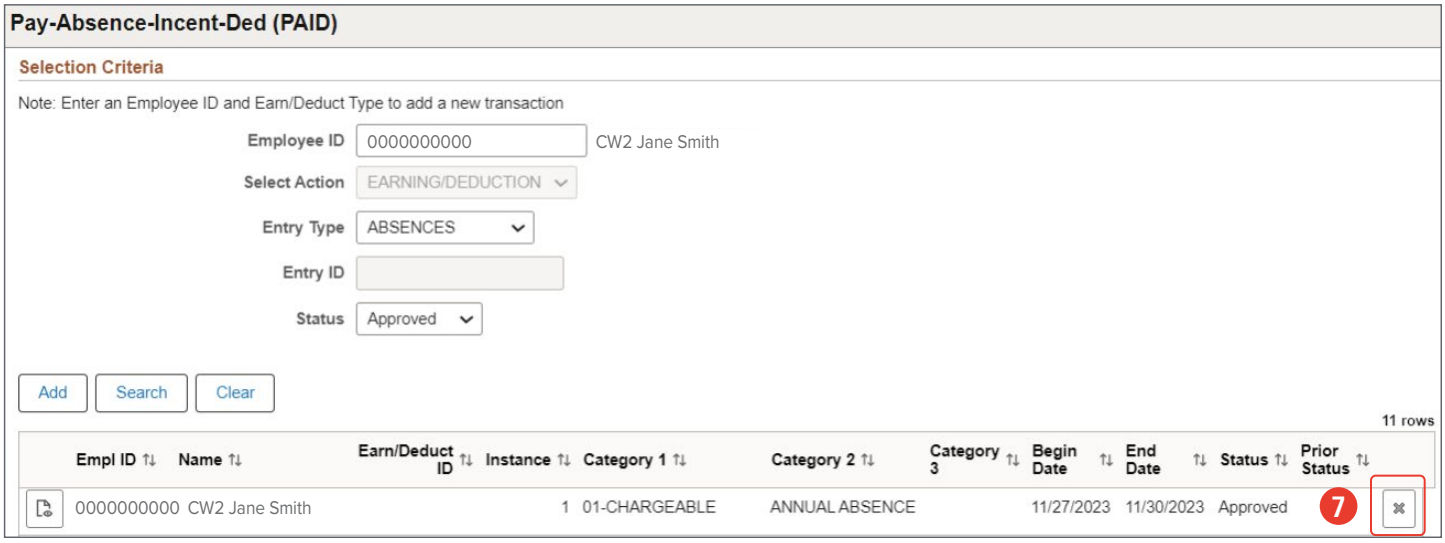


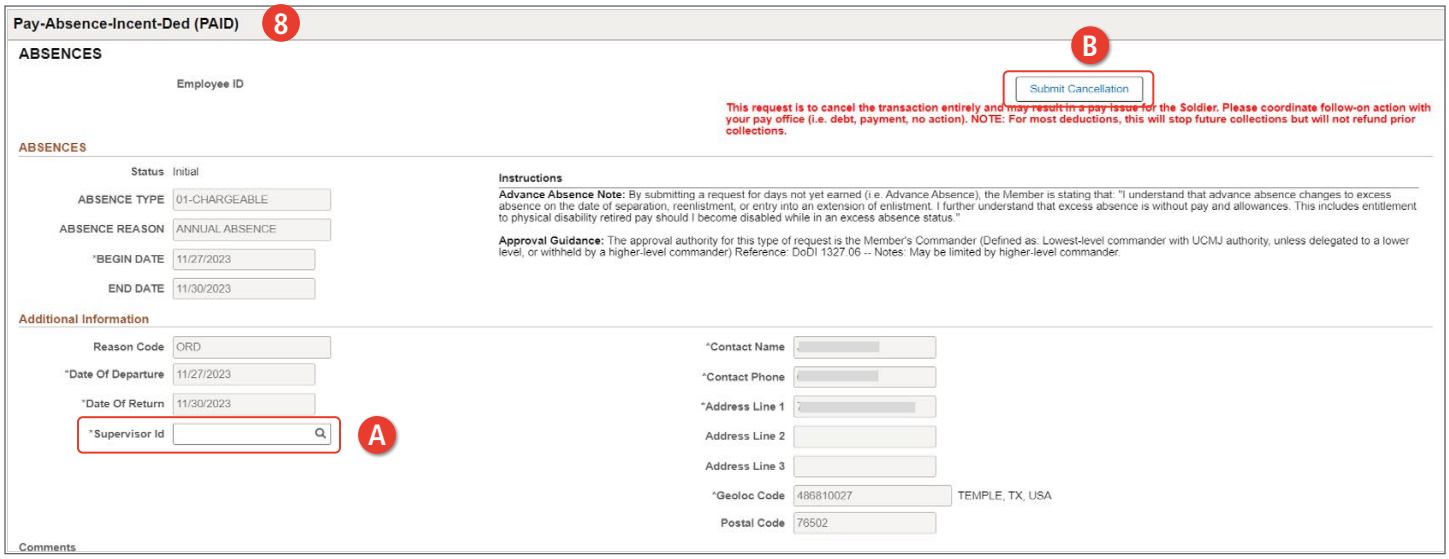




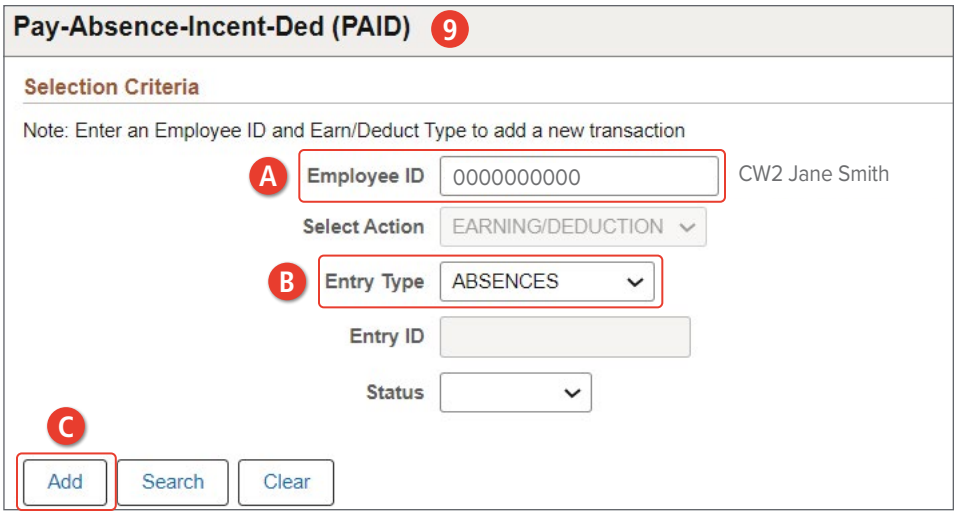
6. Screen displays **PAID** landing page; make the same selections as step 5 and select **Search**
7. Screen displays listing of all approved absences; Select the **Submit Cancellation** icon
8. The **Absences** screen displays
   - 8A. Select the **Supervisor ID** look-up tool or enter supervisor Employee ID; Select **Search**
   - 8B. Select **Submit Cancellation** button; Request is routed to supervisor for approval

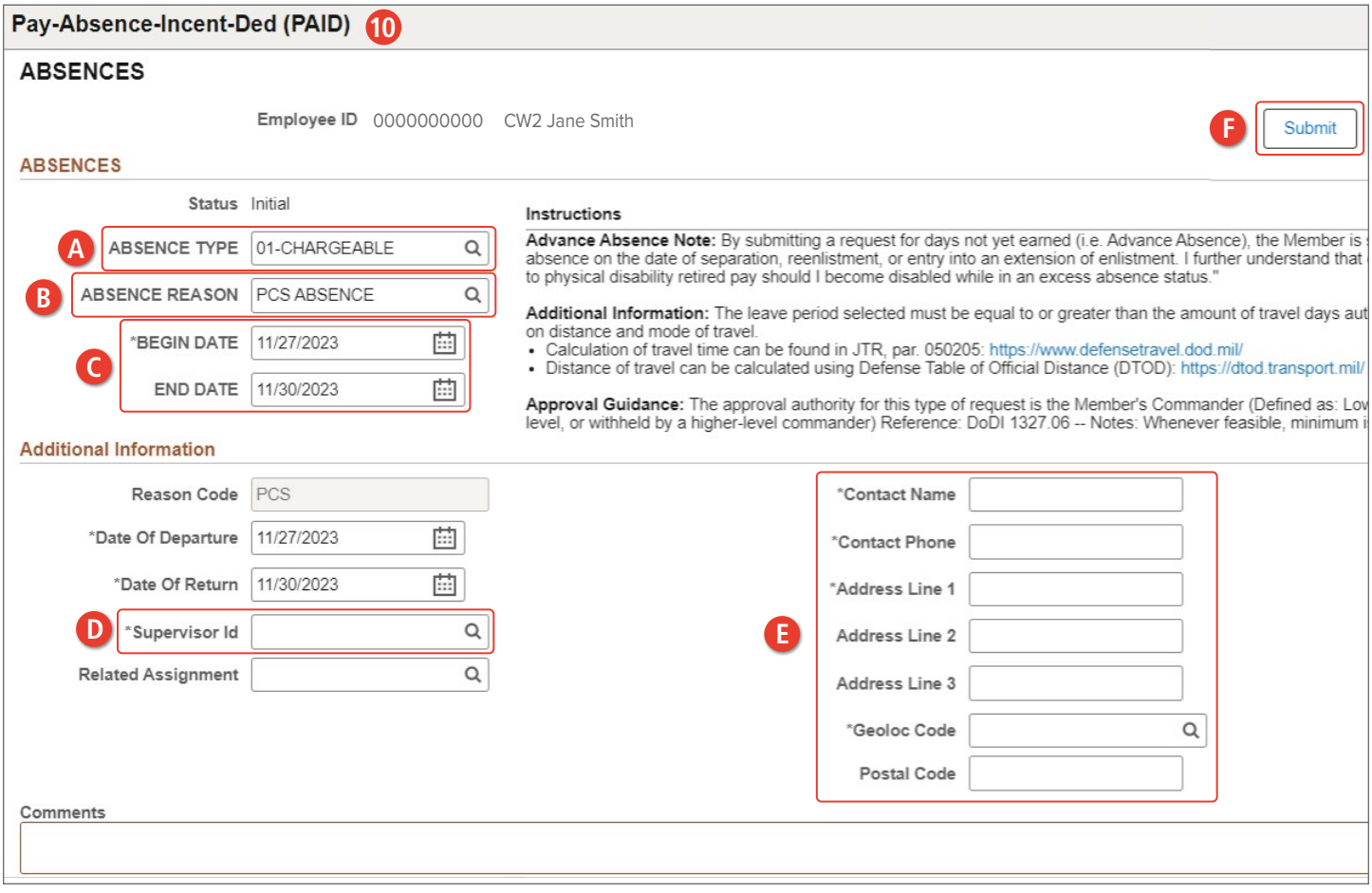






9. The PAID screen displays
   - 9A. Enter Members **Employee ID**
   - 9B. Select **Entry Type** drop-down and select **Absences**
   - 9C. Select **Add**
10. The **Absence** screen displays
   - 10A. Select **Absence Type** look-up; Select **Chargeable**
   - 10B. Select **Absence Reason** look-up; Select **PCS Absence**
   - 10C. Enter Begin and End Date
   - 10D. Select **Supervisor Id** look-up tool; Enter desired information; Select applicable supervisor
   - 10E. Enter Members detailed information on right hand side
   - 10F. Select **Submit**

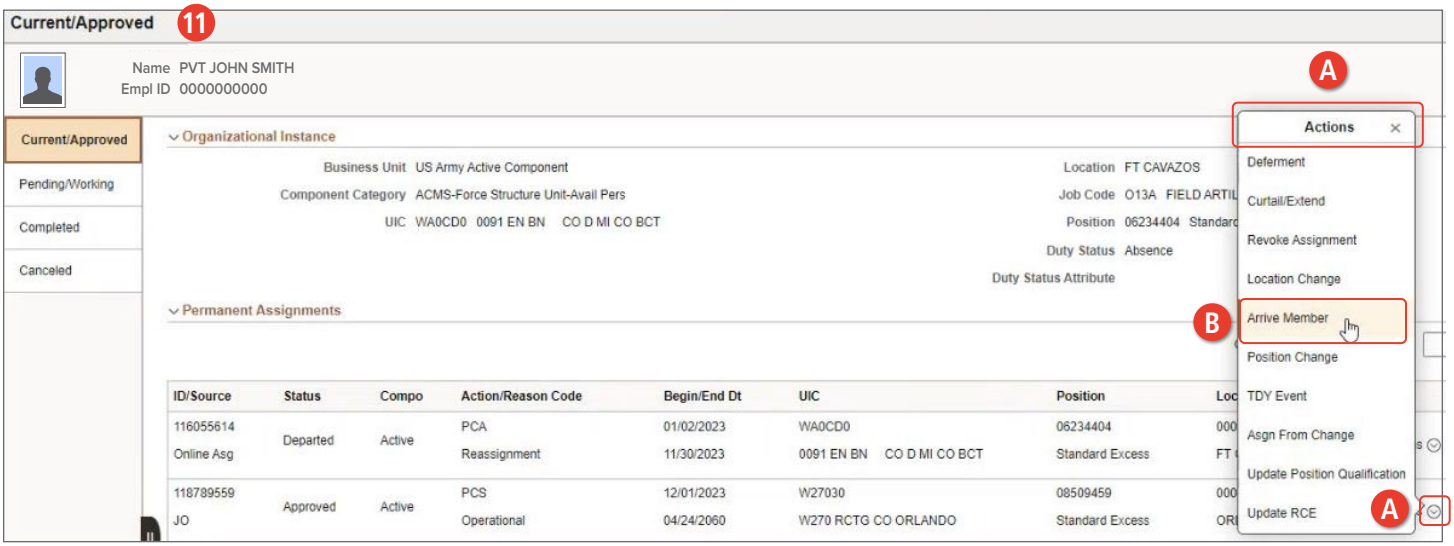




11. The **Manage Assignments** screen displays

11A. Select **Other Actions** drop-down

11B. Select **Arrive Member**

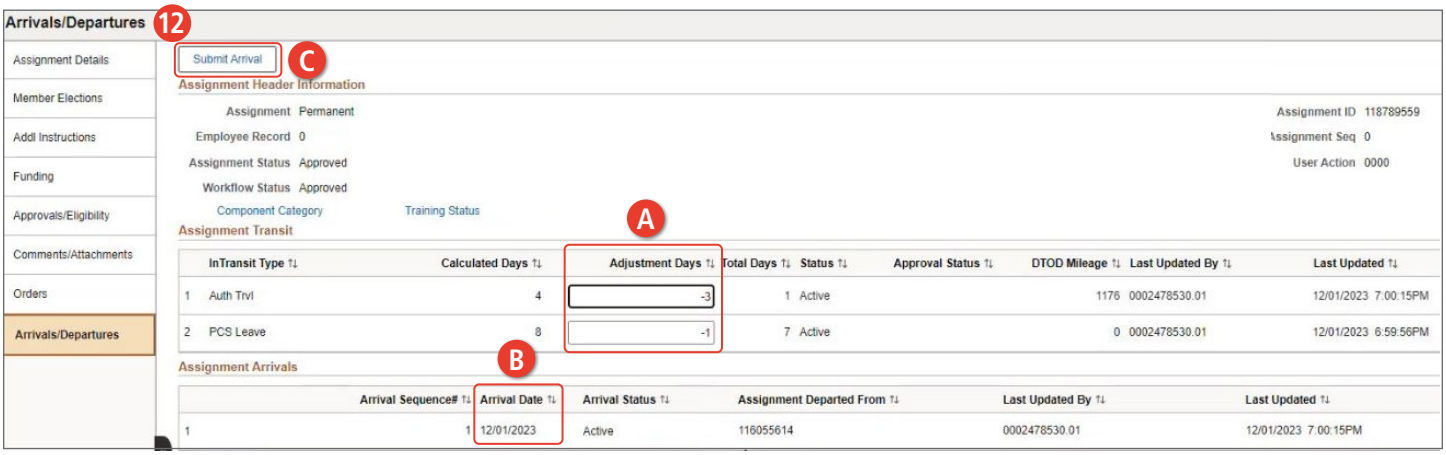


12. The **Intransit Grid** screen displays

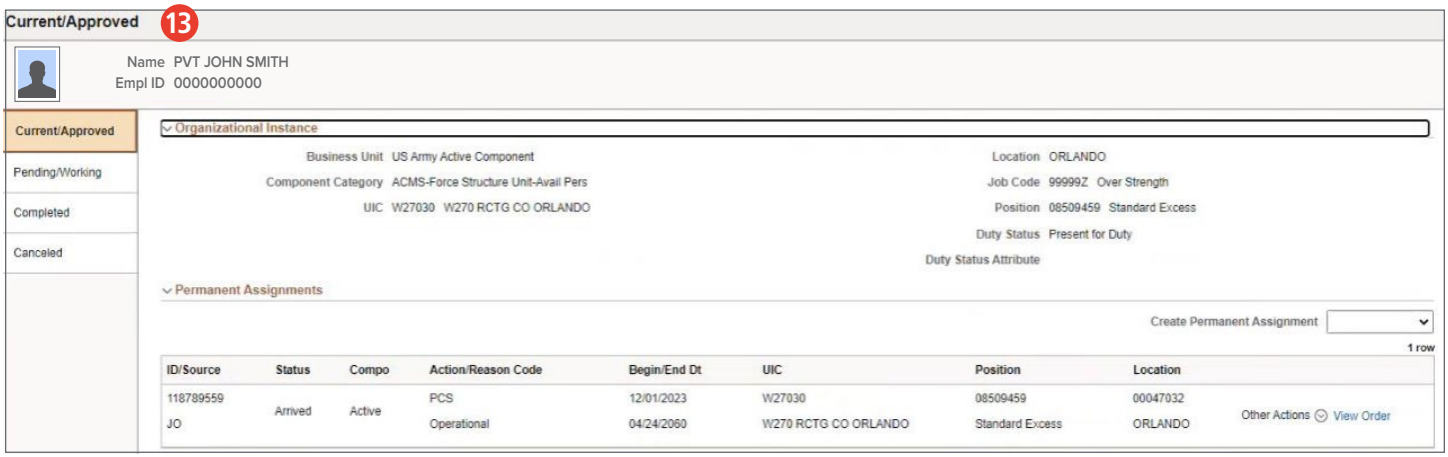
12A. Make applicable adjustments in the Auth Trvl and/or PCS Leave Adjustment Days section

12B. Ensure the Members arrival date is correct under the **Arrival Date** section

12C. Select **Submit Arrival**



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



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