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

CONTENTS

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)
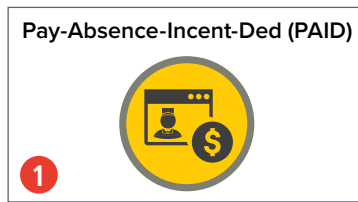
Associated UPKs:

· 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

ABSENCES

G   Submit

ABSENCES

Employee ID 0000000000 CW2 Jane Smith

Status Initial

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON   B

*BEGIN DATE

END DATE

Instructions
Select the **ABSENCE REASON** to continue.

Additional Information

Comments

Lookup   Cancel

Search for: ABSENCE REASON

Search Criteria   Show Operators

Category 2 (begins with)

Search   Clear

Search Results

16 rows

Category 2

ADVANCE ABSENCE

ANNUAL ABSENCE   B

AWAIT ADM DISCG

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee ID 0000000000 CW2 Jane Smith

ABSENCES

Status Initial

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON ANNUAL ABSENCE

*BEGIN DATE 01/15/2024   C

END DATE 01/25/2024

Instructions
Advance Absence Note: By submitting a request for days not yet earned (i.e. Advance Absence), the Mem absence on the date of separation, reenlistment, or entry into an extension of enlistment. I further understa to physical disability retired pay should I become disabled while in an excess absence status."

Approval Guidance: The approval authority for this type of request is the Member's Commander (Defined level, or withheld by a higher-level commander) Reference: DoDI 1327.06 -- Notes: May be limited by high

Additional Information

Reason Code ORD

*Date Of Departure 01/15/2024

*Date Of Return 01/25/2024

*Supervisor Id   D

*Contact Name

*Contact Phone

*Address Line 1

Address Line 2   E

Address Line 3

*Geoloc Code

Postal Code

Comments

Attachments

1 row

Attach	View	Attached File	*Description		
Attach F	View			+	−

Approval Map

Approval Map

Save for Later   Return To Search

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

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

Pay-Absence-Incent-Ded (PAID)

1

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

Selection Criteria

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

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

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

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

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

Employee ID   0000000000   **A**

Entry Type   **B**

Entry ID

Status

Add   Search   Clear

Entry Type
B Entry ID   ABSENCES
          BENEFITS
Status   FIELD DUTY
          INCENTIVE PAYS
          SPECIAL PAYS

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

Entry Type   BENEFITS   **B**

Entry ID

Status   **C**

D

Add   Search   Clear

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

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

3B. Begin and End Date fields will auto populate

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

Pay-Absence-Incent-Ded (PAID) ⬤3

BENEFITS

Employee ID 0000000000 PV1 John Doe   [Submit]

BENEFITS

Status Initial

BENEFITS CATEGORY [🔍] Ⓐ

*BEGIN DATE [   ]

END DATE [   ]

Approval Map

Approval Map

[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.

[Cancel]   **Lookup**

Search for: BENEFITS CATEGORY

∨ **Search Criteria**   Show Operators

Category 1 [   ]
(begins with)

[Search] [Clear]

∨ **Search Results**

[▦] [☰]   1 row

Category 1 ⇅

MGIB Ⓐ

Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID 0000000000 PV1 John Doe   [Submit]

BENEFITS

Status Initial

BENEFITS CATEGORY [MGIB   🔍]

*BEGIN DATE [12/13/2023]   Ⓑ

END DATE [09/08/2024]

Additional Information

*M G I B Election [🔍] Ⓒ

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.

[Cancel]   **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**

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

3I. Select **Submit**

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

Pay-Absence-Incent-Ded (PAID)

Status   Saved

BENEFITS CATEGORY   MGIB

*BEGIN DATE   12/13/2023

END DATE   09/08/2024

Instructions

MGIB Election:
- "OPT-IN:" Select **OPT-IN** in "MGIB E
- "OPT-OUT:" Select **OPT-OUT** in "MG
- "Check List for Enrolling or Disenr
  1. **Complete DD2366 form** and make
  2. Make sure you **review the form wi**
  3. **Attach the Signed form** below und
  4. **Click on Submit** to send the form t
  5. **Once Approved by Personnel Of**

Additional Information

*M G I B Election   OPT-IN

Comments

I would like to OPT-IN MGIB Election

Attachments

1 row

Attach	View	Attached File ⇅	*Description ⇅	
Attach	View	DD2366.pdf	Signed DD2366 **H**	+ −

Approval Map

Approval Map

Save for Later   Return To Search

Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID   0000000000   PV1 John Doe

Submit **I**

BENEFITS

Status   Saved

BENEFITS CATEGORY   MGIB

*BEGIN DATE   12/13/2023

END DATE   09/08/2024

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.

Additional Information

*M G I B Election   OPT-IN

Transaction routed to the following S1 Pool: 01862009

OK **J**

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 Typ**e drop-down; Select **Field Duty**

   2C. Select **Status** drop-down; Select **Initial**

   2D. Select **Add**

Pay-Absence-Incent-Ded (PAID)

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

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

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

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

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

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

Employee ID 0000000000 Ⓐ
Entry Type Ⓑ
Entry ID
Status

Add   Search   Clear

Entry Type FIELD DUTY
Ⓑ Entry ID ABSENCES / BENEFITS / FIELD DUTY / INCENTIVE PAYS / SPECIAL PAYS
Status

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

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

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

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

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

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

Employee ID 0000000000
Entry Type FIELD DUTY
Entry ID
Status Initial Ⓒ

Ⓓ Add   Search   Clear

Ⓒ Status Approved / Cancelled / Denied / Initial / Pending / Saved / Terminated

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**

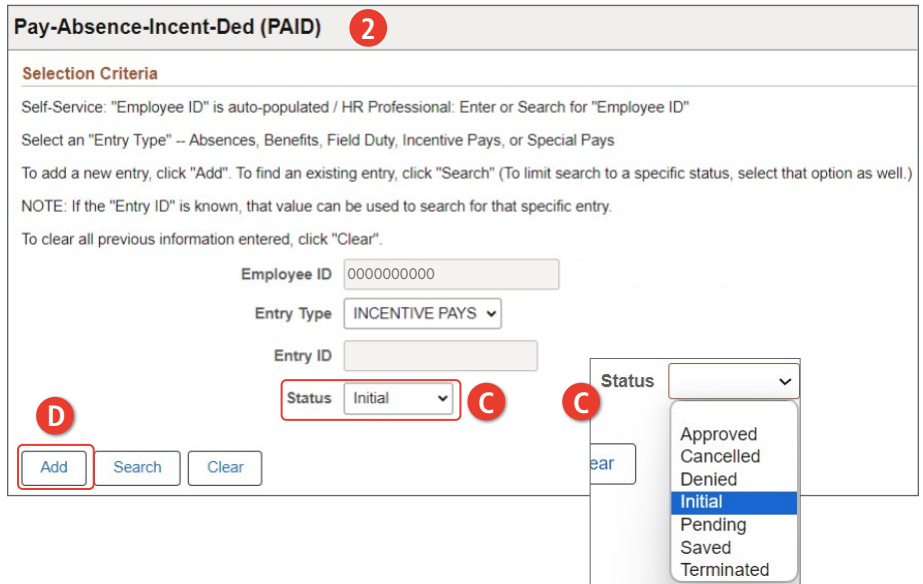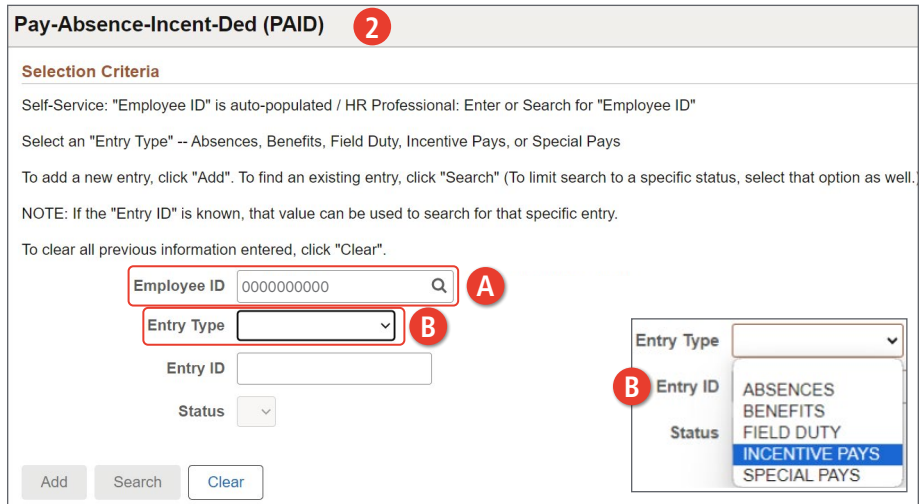3G. Screen displays notification; Select **OK**

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**

Pay-Absence-Incent-Ded (PAID)

1

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

Selection Criteria

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

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

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

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

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

Employee ID 0000000000 **A**

Entry Type **B**

Entry ID

Status

Add   Search   Clear

Entry Type

B Entry ID   ABSENCES
       BENEFITS
Status   FIELD DUTY
         INCENTIVE PAYS
         SPECIAL PAYS

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

Selection Criteria

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

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

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

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

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

Employee ID 0000000000

Entry Type INCENTIVE PAYS

Entry ID

Status Initial **C**

D

Add   Search   Clear

Status **C**

        Approved
        Cancelled
        Denied
ear   Initial
        Pending
        Saved
        Terminated

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

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

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

   3C. Select the **Jump Skill Level** look-up tool; Select appropriate option

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

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

2. The **PAID** landing page displays:

   2A. Member EMPLID populates automatically

   2B. Select **Entry Type** drop-down; Select **Special Pays**

   2C. Select **Status** drop-down; Select **Initial**

   2D. Select **Add**

Pay-Absence-Incent-Ded (PAID)

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

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

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

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

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

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

Employee ID	0000000000	Ⓐ
Entry Type		Ⓑ
Entry ID	
Status	

Add   Search   Clear

Ⓑ Entry Type
Entry ID
Status
ABSENCES
BENEFITS
FIELD DUTY
INCENTIVE PAYS
SPECIAL PAYS

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

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

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

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

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

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

Employee ID	0000000000
Entry Type	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** 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

Pay-Absence-Incent-Ded (PAID)

1

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

Selection Criteria

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

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

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

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

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

Employee ID 0000000000 **A**

Entry Type **B**

Entry ID

Status

B Entry Type

Entry ID
- ABSENCES
- BENEFITS
- FIELD DUTY
- INCENTIVE PAYS
- SPECIAL PAYS

Status

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

Selection Criteria

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

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

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

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

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

Employee ID 0000000000

Entry Type ABSENCES

Entry ID

C Status Approved

Status

C
- Approved
- Cancelled
- Denied
- Initial
- Pending
- Saved
- Terminated

D Add Search Clear

Pay-Absence-Incent

Selection Criteria

Self-Service: "Employee ID"

Select an "Entry Type" -- Ab

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

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

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

Employee ID 0000000000 CW2 JANE SMITH

Entry Type ABSENCES

Entry ID

Status Approved

Add Search Clear

6 rows

	Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status	
E	0000000000	CW2 Jane Smith	2393752	1	01-CHARGEABLE	ANNUAL ABSENCE		03/18/2024	03/18/2024	Approved		✖
	0000000000	CW2 Jane Smith	2393715	1	01-CHARGEABLE	ANNUAL ABSENCE		02/23/2024	02/23/2024	Approved		✖

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

Manage Assignments

1
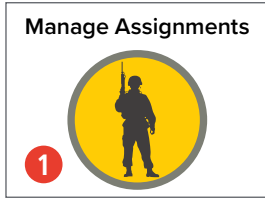
Assignments Search **2**

Assignments Search Page

Search Criteria

Empl ID	
Name	
First Name	
Last Name	

A

Search   Clear

Current/Approve **3**

Name PVT JOHN SMITH
Empl ID 0000000000

Current/Approved	∨ Organizational Instance		
Pending/Working	Business Unit US Army Active Component		Location FT CAVAZOS
Completed	Component Category ACMS-Force Structure Unit-Avail Pers		Job Code O13A FIELD ARTILLERY, GENERAL
Canceled	UIC WA0CD0 0091 EN BN CO D MI CO BCT		Position 06234404 Standard Excess
			Duty Status Present for Duty
			Duty Status Attribute

∨ Permanent Assignments

Create Permanent Assignment

2 rows

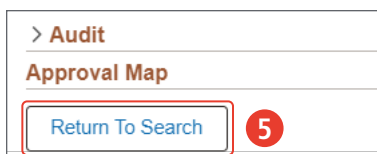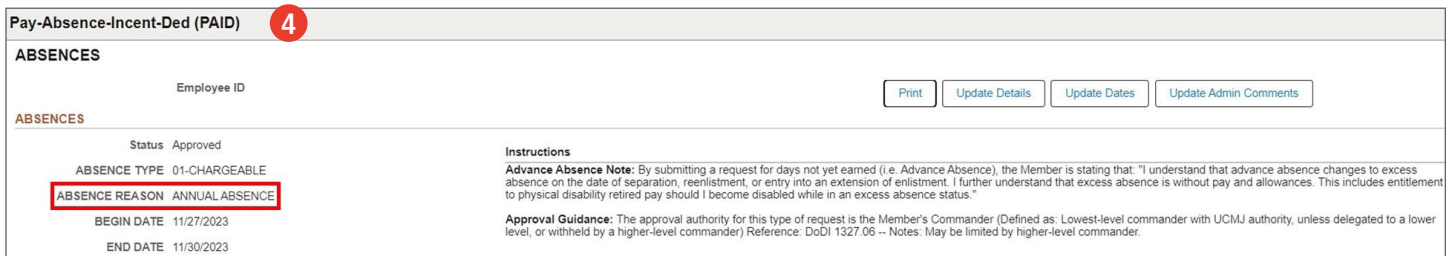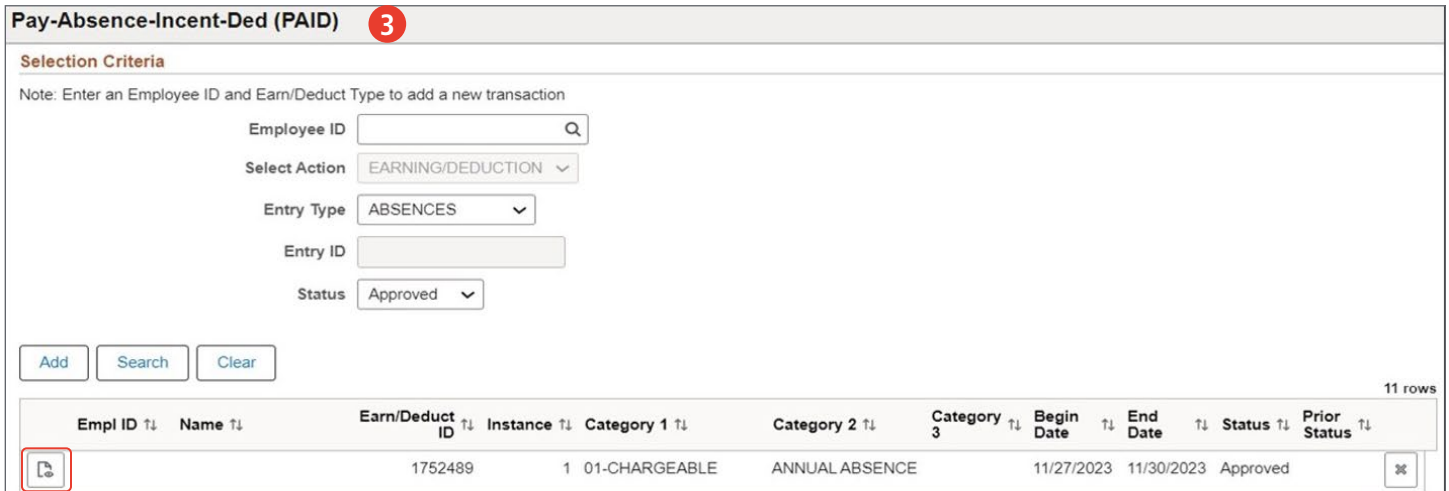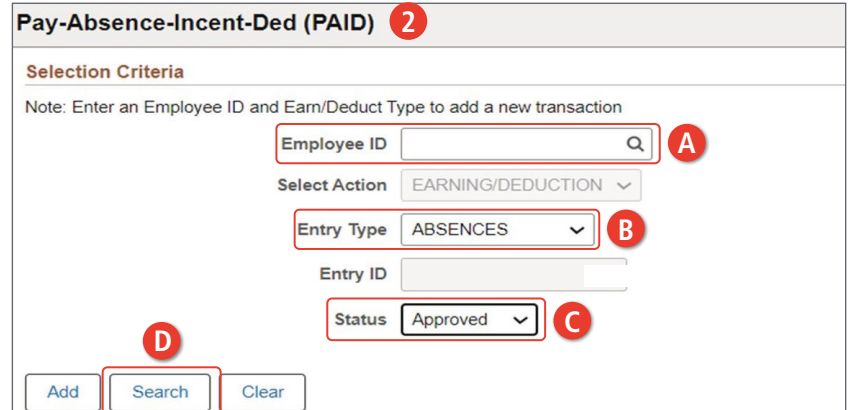| ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
116055614	Arrived	Active	PCA	01/02/2023	WA0CD0	06234404	00030791	Other Actions ⊙ View Order
Online Asg			Reassignment	11/30/2023	0091 EN BN CO D MI CO BCT	Standard Excess	FT CAVAZOS	
118789559	Approved	Active	PCS	12/01/2023	W27030	08509459	00047032	Other Actions ⊙ View Order
JO			Operational	04/24/2060	W270 RCTG CO ORLANDO	Standard Excess	ORLANDO	

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.

Pay-Absence-Incent-Ded (PAID)

①

Pay-Absence-Incent-Ded (PAID) ②

Selection Criteria

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

Employee ID [🔍] **A**

Select Action EARNING/DEDUCTION ▾

Entry Type ABSENCES ▾ **B**

Entry ID [   ]

Status Approved ▾ **C**

D

Add   Search   Clear

Pay-Absence-Incent-Ded (PAID) ③

Selection Criteria

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

Employee ID [🔍]

Select Action EARNING/DEDUCTION ▾

Entry Type ABSENCES ▾

Entry ID [   ]

Status Approved ▾

Add   Search   Clear

11 rows

	Empl ID ⇅	Name ⇅	Earn/Deduct ID ⇅	Instance ⇅	Category 1 ⇅	Category 2 ⇅	Category 3 ⇅	Begin Date ⇅	End Date ⇅	Status ⇅	Prior Status ⇅	
▢			1752489	1	01-CHARGEABLE	ANNUAL ABSENCE		11/27/2023	11/30/2023	Approved		✖

Pay-Absence-Incent-Ded (PAID) ④

ABSENCES

Employee ID   Print Update Details Update Dates Update Admin Comments

ABSENCES

Status Approved

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON ANNUAL ABSENCE

BEGIN DATE 11/27/2023

END DATE 11/30/2023

Instructions

Advance Absence Note: By submitting a request for days not yet earned (i.e. Advance Absence), the Member is stating that: "I understand that advance absence changes to excess absence on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that excess absence is without pay and allowances. This includes entitlement to physical disability retired pay should I become disabled while in an excess absence status."

Approval Guidance: The approval authority for this type of request is the Member's Commander (Defined as: Lowest-level commander with UCMJ authority, unless delegated to a lower level, or withheld by a higher-level commander) Reference: DoDI 1327.06 -- Notes: May be limited by higher-level commander.

❯ **Audit**

Approval Map

Return To Search ⑤

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

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

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

Employee ID	0000000000 CW2 Jane Smith
Select Action	EARNING/DEDUCTION
Entry Type	ABSENCES
Entry ID	
Status	Approved

6 Add   Search   Clear

Pay-Absence-Incent-Ded (PAID)

Selection Criteria

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

Employee ID	0000000000 CW2 Jane Smith
Select Action	EARNING/DEDUCTION
Entry Type	ABSENCES
Entry ID	
Status	Approved

Add   Search   Clear

11 rows

	Empl ID ↑↓	Name ↑↓	Earn/Deduct ID ↑↓	Instance ↑↓	Category 1 ↑↓	Category 2 ↑↓	Category 3	Begin Date ↑↓	End Date ↑↓	Status ↑↓	Prior Status ↑↓	
	0000000000	CW2 Jane Smith		1	01-CHARGEABLE	ANNUAL ABSENCE		11/27/2023	11/30/2023	Approved	**7**	✖

Pay-Absence-Incent-Ded (PAID) **8**

ABSENCES

Employee ID

B Submit Cancellation

This request is to cancel the transaction entirely and may result in a pay issue for the Soldier. Please coordinate follow-on action with your pay office (i.e. debt, payment, no action). NOTE: For most deductions, this will stop future collections but will not refund prior collections.

ABSENCES

Status	Initial
ABSENCE TYPE	01-CHARGEABLE
ABSENCE REASON	ANNUAL ABSENCE
*BEGIN DATE	11/27/2023
END DATE	11/30/2023

Instructions

Advance Absence Note: By submitting a request for days not yet earned (i.e. Advance Absence), the Member is stating that: "I understand that advance absence changes to excess absence on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that excess absence is without pay and allowances. This includes entitlement to physical disability retired pay should I become disabled while in an excess absence status."

Approval Guidance: The approval authority for this type of request is the Member's Commander (Defined as: Lowest-level commander with UCMJ authority, unless delegated to a lower level, or withheld by a higher-level commander) Reference: DoDI 1327.06 -- Notes: May be limited by higher-level commander.

Additional Information

Reason Code	ORD
*Date Of Departure	11/27/2023
*Date Of Return	11/30/2023
*Supervisor Id	**A**

*Contact Name	
*Contact Phone	
*Address Line 1	
Address Line 2	
Address Line 3	
*Geoloc Code	486810027 TEMPLE, TX, USA
Postal Code	76502

Comments

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**

Pay-Absence-Incent-Ded (PAID) ⑨

Selection Criteria

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

- **A** Employee ID: 0000000000 — CW2 Jane Smith
- Select Action: EARNING/DEDUCTION
- **B** Entry Type: ABSENCES
- Entry ID:
- Status:
- **C** Add | Search | Clear

Pay-Absence-Incent-Ded (PAID) ⑩

ABSENCES

Employee ID 0000000000 CW2 Jane Smith — **F** Submit

ABSENCES

Status: Initial
- **A** ABSENCE TYPE: 01-CHARGEABLE
- **B** ABSENCE REASON: PCS ABSENCE
- **C** *BEGIN DATE 11/27/2023 *END DATE 11/30/2023

Instructions

Advance Absence Note: By submitting a request for days not yet earned (i.e. Advance Absence), the Member is absence on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that to physical disability retired pay should I become disabled while in an excess absence status."

Additional Information: The leave period selected must be equal to or greater than the amount of travel days aut on distance and mode of travel.
- Calculation of travel time can be found in JTR, par. 050205: https://www.defensetravel.dod.mil/
- Distance of travel can be calculated using Defense Table of Official Distance (DTOD): https://dtod.transport.mil/

Approval Guidance: The approval authority for this type of request is the Member's Commander (Defined as: Low level, or withheld by a higher-level commander) Reference: DoDI 1327.06 -- Notes: Whenever feasible, minimum i

Additional Information

- Reason Code: PCS
- *Date Of Departure: 11/27/2023
- *Date Of Return: 11/30/2023
- **D** *Supervisor Id:
- Related Assignment:

- **E** *Contact Name:
- *Contact Phone:
- *Address Line 1:
- Address Line 2:
- Address Line 3:
- *Geoloc Code:
- Postal Code:

Comments

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.

★ **U.S. ARMY**

IPPS★A

INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

★ U.S. ARMY