



Pay-Absences-Incentive Pay-Deduction and InTransit Grid

# PAID & ITG USER GUIDE VERSION 1

JANUARY 2024



# CONTENTS

Introduction	3
Roles	
Responsibilities	
Chapter 1: Self-Service — PAID	4
Pay-Absences-Incent-Ded (PAID)	
Request an Absence	
Request Benefits	7
Request Field Duty	
Request Incentive Pay	
Request Special Pay	
Searching for PAID requests	
Chapter 2: HR Professional — PAID	20
Pay-Absences-Incent-Ded (PAID)	
Absence Management	
Special/Incentive Pay Management	
Field Duty Management	
Chapter 3: HR Professional — PAID and ITG	24
Absence Types	
In-Transit Grid	



# **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 selfservice 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 (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:

- <u>Request an Absence</u>
- <u>Cancel an Absence</u>
- <u>View/Modify an Absence</u>



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 nonduty days, the Member must have the dates corrected by the HR Professional upon returning to duty.



- 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 <b>Abs</b> look-up tool; S reason	sence Reason select applicable	ABSENCES	Employee ID 000000	000 CW2 Jane Smith	6	Submit
3C. Enter Begin ar by selecting th	nd End Date fields ne <b>Calendar icon</b>	Status ABSENCE TYPE	Initial 01-CHARGEABLE	Q	Instructions Select the ABSENCE REASON to continue.	
3D. Select the <b>Sup</b> look-up tool to supervisor 3E. Enter applicab	p <b>ervisor</b> o add applicable le information in	ABSENCE REASON "BEGIN DATE END DATE Additional Information Comments				
3F. Select Attach	to add applicable	Cancel Search for: ABSENCE REASON			Lookup	poratort
3G. Select <b>Submit</b> routed to supe	;; Request is ervisor	Search Criteria	Cate (beg	gory 2 ns with) Search	Clear	
		✓ Search Results      ✓ Search Results      ✓ Category 2 ↑↓      ADVANCE ABSENCE      ANNUAL ABSENCE      AWAIT ADM DISCG	B			16 rows
	Pay-Absence-Incent-Ded ABSENCES ABSENCES	ployee ID 000000000 CW2 Ja	ane Smith			
	Status Initia ABSENCE TYPE 01-4 ABSENCE REASON ANI "BEGIN DATE 01/2 END DATE 01/2	IUUALABSENCE Q 15/2024	Instru Adva abser to phy Appr level,	Intions nce Absence Note: By submit ce on the date of separation, sical disability retired pay sho val Guidance: The approval or withheld by a higher-level c	tting a request for days not yet earned (i.e. Advance Absence), the Mer reenlistment, or entry into an extension of enlistment. I further understa uld I become disabled while in an excess absence status." authority for this type of request is the Member's Commander (Defined ommander) Reference: DoDI 1327.06 – Notes: May be limited by high	
	Additional Information Reason Code OR "Date Of Departure 01// "Date Of Return 01// "Supervisor Id	25/2024 🟥 25/2024 🔛			*Contact Name  *Contact Phone *Address Line 1 Address Line 2	
Comments					Address Line 3  "Geoloc Code Q  Postal Code	
Attachments Attach Vie Attach F Vie Attach F Vie Attach	w Attached File 14	*Description 14		1 row		
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:**

- <u>Submit MGIB Election Request</u>
- 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

Pay-Absence-Incent-Ded (PAID) 3		
BENEFITS		
Employee ID 000000000 P	1 John Doe	Submit
BENEFITS		
Status Initial	Instructions	
BENEFITS CATEGORY	Please select MGIE either <b>Opt-in</b> or <b>Op</b>	3 in "Benefits Category" drop down to ot-Out in MGIB Ad -Law 30 bill.
*BEGIN DATE		
END DATE	Cancel	Lookup
Approval Map	Search for: BENEFITS CATEGORY	
Approval Map	✓ Search Criteria	Show Operators
Save for Later Return To Search	Catego (begins	ry 1 with)
		Search
	✓ Search Results	
		1 row
	Category 1 ↑↓	
Pay Abaanaa Incont Ded (PAID)		
BENEFITS		
Employee ID 000000000 P	'1 John Doe	Submit
BENEFITS		
Status Initial	Instructions	
CATEGORY	MGIB Election: • "OPT-IN:" Select OPT-IN in "M	IGIB Election" if you would like to ENROLL in the Montgomery GI Bill Act of 1984 (MGIE
*BEGIN DATE 12/13/2023	"Check List for Enrolling or D     "Check List for Enrolling or D	In MIGIB Election If you would like to DISENROLL in the Montgomery GI bill Act of 190 Disenrolling in MGIB:
END DATE 09/08/2024	2. Make sure you review the fo	sing you sign the form where it reads service member signatore . orm with Personnel Office and get the signature . ow under "Attachments" Section
	4. Click on Submit to send the 5. Once Approved by Person	form to Personal Office for further processing. nel Office you will receive an email notification with confirmation.
Additional Information		
*M G I B Election		
	Cancel	Соокир
	Search for: M G I B Election	Show Operators
	v Search Chitelia	Field Value
		(begins with)
	Addi	(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

Additional Information	on			66	
*M G I B Election	OPT-IN	Q			
Comments					-
I would like to OPT-IN N	IGIB Election				
Ē					
Attachments					
				1 row	-
Attach	View Attached F	ile ↑↓ *Descr	iption ↑↓		
Attach	View			+ -	
Approval Map					-
Approval Map		File Attachment			
Save for Later	Return To Search	Choose From		File Attack	nment Done
			G Device	Choose From	G
		My Device	Upload Clear		
			DD2366.pdf	My Device	
			File Size: 40KB		
			L	DD2366.pdt	f
				107	Upload Complete



- 3H. Attachment successfully uploaded; Change description name as desired
- 31. Select Submit
- 3J. Screen displays notification; Select **OK**

Status	s Saved		Instructi	ons
BENEFITS	MGIB	Q	MGIB EI	ection: IN:" Select OPT-IN
*BEGIN DATE	12/13/2023	"OPT-OUT:" Sel     "Check List for     1. Complete DD		k List for Enrollin
END DATE	09/08/2024		2. Mai 3. Atta 4. Clic	the sure you review the Signed for the Submit to se
Additional Information	on		5. Ond	e Approved by P
*M G I B Election	OPT-IN	Q		
•				
I would like to OPT-IN N	MGIB Election			
I would like to OPT-IN t	MGIB Election			
I would like to OPT-IN f	MGIB Election	L *Desc	ription ↑↓ H	
I would like to OPT-IN ME Attachments Attach Attach	MGIB Election View Attached File ↑ View DD2366.pdf	t *Desc Signe	ription ↑↓ H H DD2366	+
Attach Attach Attach Attach Attach	MGIB Election View Attached File ↑ View DD2366.pdf	L *Desc Signe	ription t↓ H d DD2366	+
E Attachments Attach Attach Attach Attach Attach Attach Attach	MGIB Election       View     Attached File ↑       View     DD2366.pdf	L *Desc Signe	ription 1↓ H ed DD2366	+

Pay-Absence-Ince	nt-Ded (PAID)		
BENEFITS			
E	Employee ID 000000000	PV1 John Doe	Submit
BENEFITS			
Status	Saved		Instructions
BENEFITS CATEGORY	MGIB	Q	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).
*BEGIN DATE	12/13/2023		"OF FOUL" Select OF FOULT in MGB Election if you would like to DISENROLL in the wontgomery GI bill Act of 1964 (MGB).     "Check List for Enrolling or Disenrolling in MGB:"     1. Complete DD2366 form and make sure you sign the form where it reads SERVICE MEMBER SIGNATURE.
END DATE	09/08/2024		Make sure you review the form with Personnel Office and get the signature     Attach the Signed form below under "Attachments" Section
			<ol> <li>Click on Submit to send the form to Personal Office for further processing.</li> <li>Once Approved by Personnel Office you will receive an email notification with confirmation.</li> </ol>
Additional Informatio	n		
*M G I B Election	OPT-IN	Q	Transaction routed to the following S1 Pool: 01862009
			ОК



# **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



Selection Criteria				
Self-Service: "Employee ID" is auto-pop	ulated / HR Professional: Er	ter or Search for "Employee	ID"	
Select an "Entry Type" Absences, Ber	efits, Field Duty, Incentive F	ays, or Special Pays		
To add a new entry, click "Add". To find a	an existing entry, click "Sear	ch" (To limit search to a spec	ific status, select that option	as well.)
NOTE: If the "Entry ID" is known, that va	alue can be used to search f	or that specific entry.		
To clear all previous information entered	, click "Clear".			
Employee ID	000000000			
Entry Type	FIELD DUTY ~			
Entry ID				
Status	Initial V	C Status	~	
Add Search Clear		ear	Approved Cancelled Denied Initial Pending	
			Saved	



- 3. The Field Duty landing page displays:
  - 3A. Select the Field Duty Type look-up tool; Select applicable category
  - 3B. Enter Begin and End date (if applicable) field(s) by selecting the Calendar Icon
  - 3C. Select the Field Duty Loc look-up tool; Select applicable location

Pay-Absence-Incent-Ded (PAID)	3					
FIELD DUTY						
Employee ID 0000	000000 CW2 Ja	ane Smith	1	Submit		
Status Initial		Instruc	tions			
FIELD DUTY TYPE	Q	A Please	select the Field Duty Type	e to continue.		
*BEGIN DATE						
END DATE						
Approval Map	Cancel			Lool	kup	
Approval Map	Search for: FII	ELD DUTY TYPE				
Save for Later Return To Search	✓ Search	Criteria				Show Operators
	∽ Search	(beg Results	Search	Clear		
						1 rov
-Absence-Incent-Ded (PAID)	Category	<b>1</b> ↑↓				
ELD DUTY	FIELD DU	тү 🔼				
Employee ID 0000000	)00 CW2 Jane	Smith			Submit	
LD DUTY						
Status Initial		Instructions				
FIELD DUTY TYPE FIELD DUTY	Q	Please provide additional info	e the appropriate begin a mation can be included	nd end dates as as comments or	well as the location a attached to this entry.	
*BEGIN DATE 01/02/2024						
END DATE 01/05/2024	B	Cancel				
litional Information		Search for: Field Duty Loc				Show Operator
*Field Puty Loc	0	v ocuren ontena	Field Value			
		_	(begins with)			
			(begins with)			
				Search	Clear	
		✓ Search Results				
					Only the first 100 resul	ts can be displayed
						100 row
		Field Value ↑↓	Additional Details 1			
		01000000	COUNTRY:USA - CITY:	ALABAMA - ST	ATE:AL - COUNTY:	0
		010000001	COUNTRY:USA - CITY:	AUTAUGA - ST	ATE:AL - COUNTY:Aut	auga



- 3D. Add desired Comments
- 3E. Select Attach to add applicable supporting documents
- 3F. Select Submit
- 3G. Screen displays notification; Select OK

Pay-Absence-Ince	ent-Ded (PAID)		
Status	Initial		Instructions
FIELD DUTY TYPE	FIELD DUTY	Q	Please provide the appropriate begin and end da additional information can be included as comme
*BEGIN DATE	01/02/2024	t	
END DATE	01/05/2024		
Additional Information	on		
*Field Duty Loc	010000071	Q	
JACKSON, AL, USA	<u></u>		
Comments			
D D			
 良			
Attachments			
Attucimento			1 row
Attach	View Attached	File ↑↓ *Des	cription ↑↓
Attach	View		+ -
Approval Map			
Approval Map			
Save for Later	Return To Search		
ay-Absence-Ince	nt-Ded (PAID)		
FIELD DUTY			
E	mployee ID 000000	0000 CW2 Jane Sr	nith Submit
			<b>F</b>
Status	Initial		
		0	Instructions Please provide the appropriate begin and end dat
FIELD DUTY TYPE	FIELD DUTY	Q	additional information can be included as commer
*BEGIN DATE	01/02/2024	曲	
			Transaction routed to the following S1 Pool: 01
END DATE	01/05/2024	Ē	Transaction routed to the following ST Pool. of
END DATE	01/05/2024		



### **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



Selection Criteria				
Self-Service: "Employee ID" is auto-populated /	HR Professional: Enter or Sea	arch for "Employee	ID"	
Select an "Entry Type" Absences, Benefits, Fi	eld Duty, Incentive Pays, or S	pecial Pays		
To add a new entry, click "Add". To find an exist	ing entry, click "Search" (To lin	nit search to a spec	fic status, select that option as	well.)
NOTE: If the "Entry ID" is known, that value car	be used to search for that sp	ecific entry.		
To clear all previous information entered, click "	Clear".			
Employee ID	000000000			
Entry Type	INCENTIVE PAYS V			
Entry ID				
Status	Initial V	Status	~	
Add Search Clear		ear	Approved Cancelled Denied	
			Initial Pending	
			Saved	
			Terminated	

- 3. The Incentive Pays landing page displays:
  - 3A. Select the Incentive Pay Type look-up tool; Select applicable incentive pay type
  - 3B. Enter Begin and End Date (if applicable) field(s) by selecting the Calendar Icon
  - 3C. Select the Jump Skill Level look-up tool; Select appropriate option

Pay-Absence-Incent-Ded (PAID)	
INCENTIVE PAYS	
Employee ID 000000000 C	CW2 Jane Smith Submit
INCENTIVE PAYS	
Status Initial	Instructions
INCENTIVE PAY TYPE Q	A Please select the Incentive Pay Type to begin.
*BEGIN DATE	
END DATE	
Approval Map	Lookun
Approval Map Search for: INCENTIV	VE PAY TYPE
Save for Later Return To Search Search Criter	ria Show O
∽ Search Resul	(begins with) Clear
	Ecc.
hornes Incent Ded (BAID)	A
HDIP-FLIGHT DE	ECK
Employee ID 000000000 CW2 Jane Smi	ith Submit F 3D. Select the Authority look-up tool; Select appropriate authority Please enter any required data, begin and end dates, at
*BEGIN DATE 01/09/2024	Member does not have an option to select, their HR rec applicable supportin documents
onal Information	3F. Select <b>Submit</b> ; Requ
*Jump Skill Level STUDENT Q	is routed to supervis
Authority(30 Char) 37 U.S.C. § 301(A)(3) Q PARACHUTE INCENTIVE PAYS ents	3G. Notification displays Select <b>OK</b> ; Request i routed to the S1 Poc
iments	
	1 row
Attach View Attached File 🔃 *De	escription 1
Attach View	+ -
val Map	Transaction routed to the following \$1 Deck 04000704
al Map e for Later Return To Search	Transaction routed to the following ST Poor. 01898701
	ОК



### **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:

- <u>Submit Special or Incentive Pay Request</u>
- <u>Stop (Change) Special or Incentive Pay Request</u>
- <u>Cancel Special or Incentive Pay Request</u>
- 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 **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, 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 Entry Type SPECIAL PAYS ~ Entry ID Status Status Initial D Approved Cancelled ear Search Clear Add Denied Initia 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

Pay-Absence-Incent-Ded (	PAID) 3				
SPECIAL PAYS					
Employee I	D 000000000	CW2 Jane Smith	Su	bmit	
SPECIAL PAYS					
Status Initial			nstructions		
SPECIAL PAY TYPE		Q A	Please select the Special Pay Ty	/pe to be	
*BEGIN DATE					
Approval Map	Cancel		Lo	ookup	
Save for Later Return To Se	Search for: SPI	criteria		Show C	perat
		(begin	Search Clear		
	✓ Search F	Results			
					9 rc
	Category 1	†↓			
-Absence-Incent-Ded (PAID)	COMMAND	PAY			
ECIAL PAYS	DESIGNAT	ED UNIT			
Employee ID 000000	0000 CW2 Jane S	Smith		Qubmit	
ECIAL PAYS				Submit	
Status Initial		Instructions			
PECIAL PAY TYPE SPECIAL DUTY ASC	MT Q	Please enter any required da	ata, begin and end dates, and atta	ach any required documents to sub-	
*BEGIN DATE 01/10/2024	<b>H</b>	skii is required for the entry			
END DATE	B				
litional Information					
Authority(30 Char) 37 U.S.C. § 307	Q	*S D A P Rate	3 Q	\$225.00 (SD3)	
C ODECIAL DUITY ASSIGNMENT DAY		*Proficiency Type	SP Q	SDAP All Others	
S.C SPECIAL DUTT ASSIGMENT PAT					1
.U SPECIAL DUTT ASSIGNMENT FAT		*Sub Type	SP999 Q	SDAP All Others	



- 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
- 31. Select Submit
- 3J. Screen displays Notification; Select OK

Pay-Absence-Ince	ent-Ded (PAID	)				
*BEGIN DATE	01/10/2024	iii -				
END DATE		±			0	Submit
Additional Information	on	12				
C *Authority(30 Char)	37 U.S.C. § 307	Q	D *S D A P	Rate 3	Q	\$225.00 (SD3)
U.S.C SPECIAL DUT	Y ASSIGMENT PAY		*Proficiency	Type SP	Q	SDAP All Others
			<b>f</b> *Sub	Type SP999	Q	SDAP All Others
Comments						
G						
E,						
Attachments						
					1 rc	w
Attach	View Attache	d File ↑↓	*Description ↑↓			
Attach	View				+ -	
Approval Map						
Approval Map						
Save for Later	Return To Search			Transaction routed to t	he following S1 Pool: 01	1898701
					ОК	

### **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 <b>Pay-A</b> (PAID) tile	bsence-Incent-	Ded	Pay-Absence-Ince	ent-Ded (PAID)	
2.	The <b>PAID</b> lan	iding page displa	ays:			
	2A.Member I automatio	EMPLID populate	25	0	3	
	2B. Select <b>En</b> Select ap	<b>try Typ</b> e drop-d	own;	Pay-Absence-Incent	-Ded (PAID) 2	
	2C Soloct Sta	atus dron-down	Soloct	Selection Criteria		
	annlicable	nus urop-uown, ∘ status	, Jelect	Self-Service: "Employee ID"	is auto-populated / HR Professional: Enter or Search for "Employee ID"	
				Select an "Entry Type" Abs	sences, Benefits, Field Duty, Incentive Pays, or Special Pays	
	ZD. Select Se	arcn		Io add a new entry, click "Ad	d". To find an existing entry, click "Search" (To limit search to a specific status, select that option as a own, that value can be used to search for that specific entry.	well.)
	2E. Screen di	splays listing bas	sed on	To clear all previous informa	tion entered, click "Clear"	
	Entry Type	e and Status sele	ection	no cicul di proviodo morna		
					Entry Type	~
					B Entry ID ABSENCES	
					Status Status EIELD DUITY	
		Pay-Absence-Inc	ent-Ded (PAID)	2	INCENTIVE PAYS SPECIAL PAYS	
		Selection Criteria				_
		Self-Service: "Employee	e ID" is auto-populate	d / HR Professional: Enter or S	Search for "Employee ID"	
		Select an "Entry Type"	Absences, Benefits,	Field Duty, Incentive Pays, or	Special Pays	
		To add a new entry, clic	ck "Add". To find an ex	isting entry, click "Search" (To	limit search to a specific status, select that option as well.)	
		NOTE: If the "Entry ID"	is known, that value of	can be used to search for that	specific entry.	
		To clear all previous inf	ormation entered, click	k "Clear".		
			Employee I	D 000000000	11	
			Entry Typ	ABSENCES V		
Dave	Abaanaa luaant		Entry I	D		
Fay-	Absence-incent		C Statu	Approved V	Status ~	
Self	Service: "Employee ID!				C Approved	
Selec	ct an "Entry Type" Ab	Add Search	Clear		Cancelled	
To ad	dd a new entry, click "A	dd". To find an existing en	try, click "Search" (To li	imit search to a specific status,	select that o Initial	
NOTE	E: If the "Entry ID" is kr	own, that value can be us	sed to search for that s	pecific entry.	Pending Saved	
To cle	ear all previous informa	ition entered, click "Clear"			Terminated	
		Employee ID 0000	000000	CW2 JANE SMITH		
		Entry Type ABS	SENCES 🗸			
		Entry ID		]		
		Status App	roved 🗸			
Ad	dd Search	Clear			6 rows	
B	Empl ID 🔱 Name	e1↓ Ea	arn/Deduct ↑↓ Instan	ce ↑↓ Category 1 ↑↓	Category 2 1 Category 1 Begin 1 End 1 Status 1 Prior 1 Status 1 Status 1	
	0000000000 CW	/2 Jane Smith	2393752	1 01-CHARGEABLE	ANNUAL ABSENCE 03/18/2024 03/18/2024 Approved 18	
	000000000 CW	/2 Jane Smith	2393715	1 01-CHARGEABLE	ANNUAL ABSENCE 02/23/2024 02/23/2024 Approved 18	

☆ U.S. ARMY

# 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: <u>IPPS-A User Manual</u> Chapter 23 Absences; Appendix G Absence Descriptions and High-Level Approvals

### **Associated UPKs:**

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

Pay-Absence-Incent-Ded (PAID)												
election Criteria												
Note: Enter an Employee ID and Earn/Deduct	Type to add a new transaction											
Employee ID	000000000 Q											
Select Action	EARNING/DEDUCTION V											
Entry Type	ABSENCES V											
Entry ID												
Status	Approved 🗸											
Add Search Clear								11 rows				
Empl ID ↑↓ Name ↑↓	Earn/Deduct ID <sup>↑↓</sup> Instance <sup>↑↓</sup> Category 1 <sup>↑↓</sup>	Category 2 1 Ca	ategory <sub>†↓</sub> E	Begin <sub>†↓</sub> Date	End ↑↓ Date	Status ↑↓	Prior Status <sup>↑↓</sup>	2				
000000000 CW2 Jane Smith	1752489 1 01-CHARGEABL	E ANNUAL ABSENCE	1	1/27/2023	11/30/2023	Approved		×				

- 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:

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

**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).

Pay-Absence-In	cent-Ded (PAID)										
Selection Criteria											
Note: Enter an Employ	yee ID and Earn/Deduct Type	e to add a new transa	action								
Employee ID	000000000	Q									
Select Action	EARNING/DEDUCTION	× -									
Entry Type	INCENTIVE PAYS V										
Entry ID											
Status	Approved ~										
Add Search	Clear										
4											1 row
1 Empl ID ↑↓	Name ↑↓	Earn/Deduct ↑↓ ID	Instance 1	Category 1 11	Category 1	Category 1	Begin Date	End tu Date	Status ↑↓	Prior Status	2
00000000	0 CW2 Jane Smith	5 49856	1	HDIP-DEMOLITION			08/29/2023	08/28/2024	Approved		×

- 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
- <u>Change Field Duty Request</u>
- <u>Cancel Field Duty Request</u>
- Mass Update Field Duty

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

Selection Criteria											
Note: Enter an Emplo	yee ID and Earn/Deduct Type	to add a new transaction									
Employee ID	000000000	Q									
Select Action	EARNING/DEDUCTION ~										
Entry Type	FIELD DUTY -										
Entry ID											
Status	Approved ~										
Add Search	Clear										1 row
1 Empl ID 1	Name ↑↓	Earn/Deduct ID ↑↓	Instance 1	Category 1	Category 2	Category 3	Begin Date	End Date 14	Status ↑↓	Prior Status ↑↓	2
00000000	0 CW2 Jane Smith	49853	1	FIELD DUTY			03/07/2022	04/01/2022	Approved		×

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**: <u>IPPS-A User Manual</u> 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**: <u>IPPS-A User Manual</u> 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
- Screen displays Assignments Search landing page; enter desired information for Member
   2A. Member EMPLID populates automatically

2A. Member LIMPLID populates automatically

3. Screen displays Current/Approved assignment landing page



Assignments Sear	rch 2	
Assignments Sea	arch Page	
Search Criteria		
	Empl ID	
	Name	
	First Name	
Α	Last Name	
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.

- 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
- 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

Selection Criteria	
Note: Enter an Employee ID and Earn/Deduct T	ype to add a new transaction
Employee ID	0
Select Action	EARNING/DEDUCTION $\checkmark$
Entry Type	ABSENCES ~ B
Entry ID	
Status	Approved V

Pay-Absence-Incent-Ded (PAID)	3									
Selection Criteria										
Note: Enter an Employee ID and Earn/Deduct	Type to add a new tra	insaction								
Employee ID		Q								
Select Action	EARNING/DEDUC	tion 🗸								
Entry Type	ABSENCES	~								
Entry ID										
Status	Approved 🗸									
Add Search Clear										
										11 rows
Empl ID 11 Name 11	Earn/Deduct	stance î↓ (	Category 1 ↑↓	Category 2 11	$\begin{array}{c} \text{Category} \\ 3 \end{array} _{\uparrow \downarrow}$	Begin Date ↑↓	End Date	†↓ Status †↓	Prior Status <sup>↑↓</sup>	
	1752489	1 0	01-CHARGEABLE	ANNUAL ABSENCE		11/27/2023	11/30/202	23 Approved		×

Pay-Absence-Incent-Ded (PAID) 4	
ABSENCES	
Employee ID	Print Update Details Update Dates Update Admin Comments
Status Approved	
	Instructions
ABSENCE TYPE 01-CHARGEABLE	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 exceed the advance absence is without not conditioned."
ABSENCE REASON ANNUAL ABSENCE	absence of the bare of spanarding the links ment, of entry into an extension or emissioner. In the uncerstand unarexcess absence is winnow pay and anowarces. This includes ennuement to physical disability retired pay should become disable while in an excess absence status."
BEGIN DATE 11/27/2023	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 for the statistical bases him by the one assessment of Defined as: Lowest-level commander with UCMJ authority, unless delegated to a lower
END DATE 11/30/2023	rever, or whithen by a night-rever commancer presence, boor tozh, or mores, may be initiated by higher-lever commander.
END DATE 11/30/2023	

> Audit	
Approval Map	
Return To Search	5

6.	Screen displays <b>PAID</b> landing	g page; step 5	Pay-	Absence-Incent-Ded (PAID)						
	and select <b>Search</b>	step 5	Selection Criteria							
7.	7. Screen displays listing of all approved		Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction							
	Cancellation icon			Employee ID	000000000	CW2 Jane Smith				
8.	The Absences screen display	/S		Select Action	EARNING/DEDUCTION V					
	8A. Select the Supervisor II	) look-up		Entry Type	ABSENCES ~					
	tool or enter supervisor l ID; Select <b>Search</b>	mployee		Entry ID						
	8B. Select <b>Submit Cancellation</b> button; Request is routed to supervisor for approval			Status Approved V 6 Add Search Clear						
-										
Pay	-Absence-Incent-Ded (PAID)									
Sele	ection Criteria									
Note	e: Enter an Employee ID and Earn/Deduct	Type to add a new tra	ansaction	1						
	Employee ID	000000000		CW2 Jane Smith						
	Select Action	EARNING/DEDUC	TION 🗸							
	Entry Type	ABSENCES	~							
	Entry ID									
	Status	Approved								

Status	Approved V										
Add Search Clear											
											11 rows
Empl ID ↑↓ Name ↑↓	Earn/Deduct ↑↓ Instance ↑↓	Category 1 ↑↓	Category 2 11	Category $_{\uparrow\downarrow}$ 3	Begin Date	↑↓	End Date	t↓	Status ↑↓	Prior Status <sup>↑↓</sup>	
000000000 CW2 Jane Smith	1	01-CHARGEABLE	ANNUAL ABSENCE		11/27/2	023	11/30/20	023	Approved	7	×

Pay-Absence-Incent-D	Ded (PAID)				
ABSENCES					B
	Employee ID				Submit Cancellation
			This request your pay offi collections.	is to cancel the transaction ice (i.e. debt, payment, no ac	entirely and <del>may result in a pay issue for</del> the Soldier. Please coordinate follow-on action with tion). NOTE: For most deductions, this will stop future collections but will not refund prior
ABSENCES					
Status	Initial	Instru	uctions		
ABSENCE TYPE	01-CHARGEABLE	Adva abser	nce Absence Note: By submitting a request for days nce on the date of separation, reenlistment, or entry int	not yet earned (i.e. Advance A to an extension of enlistment. I	bsence), the Member is stating that: "I understand that advance absence changes to excess further understand that excess absence is without pay and allowances. This includes entitlement
ABSENCE REASON	ANNUAL ABSENCE	Appr	oval Guidance: The approval authority for this type of	request is the Member's Com	us. mander (Defined as: Lowest-level commander with UCMJ authority, unless delegated to a lower
*BEGIN DATE	11/27/2023	level,	or withheld by a higher-level commander) Reference:	DoDI 1327.06 Notes: May b	e limited by higher-level commander.
END DATE	11/30/2023				
Additional Information					
Reason Code	ORD		^Contact Name		
"Date Of Departure	11/27/2023		*Contact Phone		
*Date Of Return	11/30/2023		"Address Line 1	7	
*Supervisor Id	٩	Α	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 (I	PAID) 🧿
Selection Criteria	
Note: Enter an Employee ID and Earr	n/Deduct Type to add a new transaction
A Emp	O000000000 CW2 Jane Smit
Sele	EARNING/DEDUCTION V
B Er	ntry Type ABSENCES V
	Entry ID
	Status 🗸
С	

Pay-Absence-Incent-D	Ded (PAID) 10			
ABSENCES				
	Employee ID 000000000	CW2 Jane Smith	<b>B</b>	Submit
ABSENCES				
Status	Initial	Instructions		
A ABSENCE TYPE	01-CHARGEABLE Q	Advance Absence Note: By submittin absence on the date of separation, ree	ng a request for days not yet earned (i.e. Advance Absence), the enlistment, or entry into an extension of enlistment. I further under	Member is rstand that
B ABSENCE REASON	PCS ABSENCE Q	to physical disability retired pay should Additional Information: The leave pe	d I become disabled while in an excess absence status." eriod selected must be equal to or greater than the amount of trav	/el davs au
*BEGIN DATE	11/27/2023	on distance and mode of travel. <ul> <li>Calculation of travel time can be four</li> </ul>	und in JTR, par. 050205: https://www.defensetravel.dod.mil/	ion dayo da
END DATE	11/30/2023	<ul> <li>Distance of travel can be calculated</li> <li>Approval Guidance: The approval automatical automat</li></ul>	d using Detense Table of Official Distance (DTOD): https://dtod.tra uthority for this type of request is the Member's Commander (Defi	ned as: Lo
Additional Information		level, or withheld by a higher-level com	mmander) Reference: DoDI 1327.06 Notes: Whenever feasible,	, minimum
Reason Code	PCS	]	*Contact Name	
*Date Of Departure	11/27/2023		*Contact Phone	
*Date Of Return	11/30/2023		*Address Line 1	
D *Supervisor Id	Q		Address Line 2	
Related Assignment	Q	Ī	Address Line 3	
			*Geoloc Code	
			Postal Code	
Comments				

- 11. The Manage Assignments screen displays
  - 11A. Select Other Actions drop-down
  - 11B. Select Arrive Member

Na Emp	ame PVT JOHN S	SMITH 00						А
Current/Approved	✓ Organizatio	nal Instance						Actions ×
Pending/Working Completed	Business Unit         US Army Active Component         Location         FT CAVAZOS           Component Category         ACMS-Force Structure Unit-Avail Pers         Job Code         013A         FIELD ART           UIC         WA0CD0         0091 EN BN         CO D MI CO BCT         Position         06234404         Standard							
Canceled	✓ Permanent	Assignments				Duty	Duty Status Absence y Status Attribute	Arrive Member
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position Lo	c TDY Event
	116055614 Online Asg	Departed	Active	PCA Reassignment	01/02/2023 11/30/2023	WA0CD0 0091 EN BN CO D MI CO BCT	06234404 00 Standard Excess FT	Asgn From Change
	118789559 JO	Approved	Active	PCS Operational	12/01/2023 04/24/2060	W27030 W270 RCTG CO ORLANDO	08509459 00 Standard Excess Of	Update Position Qualification Update RCE

- 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

Arrivals/Departures	12								
Assignment Details	Submit Arrival								
Member Elections	Assignment Header Information Assignment Permanent				Assignment ID 118789559				
Addl Instructions	Employee Record 0				Assignment Seq 0				
Funding	Assignment Status Approved Workflow Status Approved				User Action 0000				
Approvals/Eligibility	Component Category Training Status Assignment Transit		A						
Comments/Attachments	InTransit Type 14 Calculate	ed Days †↓ Adj	ustment Days †↓ Total Days †↓ Status †↓	Approval Status 1 DTOD Mileage 1 Last Updated By 1	Last Updated 1				
Orders	1 Auth Trvi	4	-3 1 Active	1176 0002478530.01	12/01/2023 7:00:15PM				
Arrivals/Departures	2 PCS Leave	8	-1 7 Active	0 0002478530.01	12/01/2023 6:59:56PM				
	Assignment Arrivals B								
	Arrival Sequence# 14 A	rrival Date 12 Arrival 5	tatus 14 Assignment Departed Fr	iom 11 Last Updated By 11	Last Updated 14				
	1 1 1	2/01/2023 Active	116055614	0002478530.01	12/01/2023 7:00:15PM				



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

Current/Approved	13											
	ame PVT JOHN pl ID 00000000	SMITH 00										
Current/Approved	~ Organizatio	nal Instance								כ		
		Busi	iness Unit US	Army Active Component		Location ORLANDO						
Pending/Working	Component Category ACMS-Force Structure Unit-Avail Pers											
Completed			UIC W2	7030 W270 RCTG CO ORLANDO								
							Duty Status Present	for Duty				
Canceled						D	uty Status Attribute					
	v Permanent Assignments											
								Create Perm	nanent Assignment	-		
									11	ow		
	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location				
	118789559		3.00	PCS	12/01/2023	W27030	08509459	00047032				
	JO	Arrived	Active	Operational	04/24/2060	W270 RCTG CO ORLANDO	Standard Excess	ORLANDO	Other Actions 📀 View Order			







Prepared for: IPPS-A Users Prepared by: FMD (IPPS-A), CRM Polk Building Crystal City 2521 South Clark Arlington, VA 22202