



Pay, Absences, Incentive Pay and Deduction and InTransit Grid

# PAID & ITG USER GUIDE

VERSION 2

FEBRUARY 2025



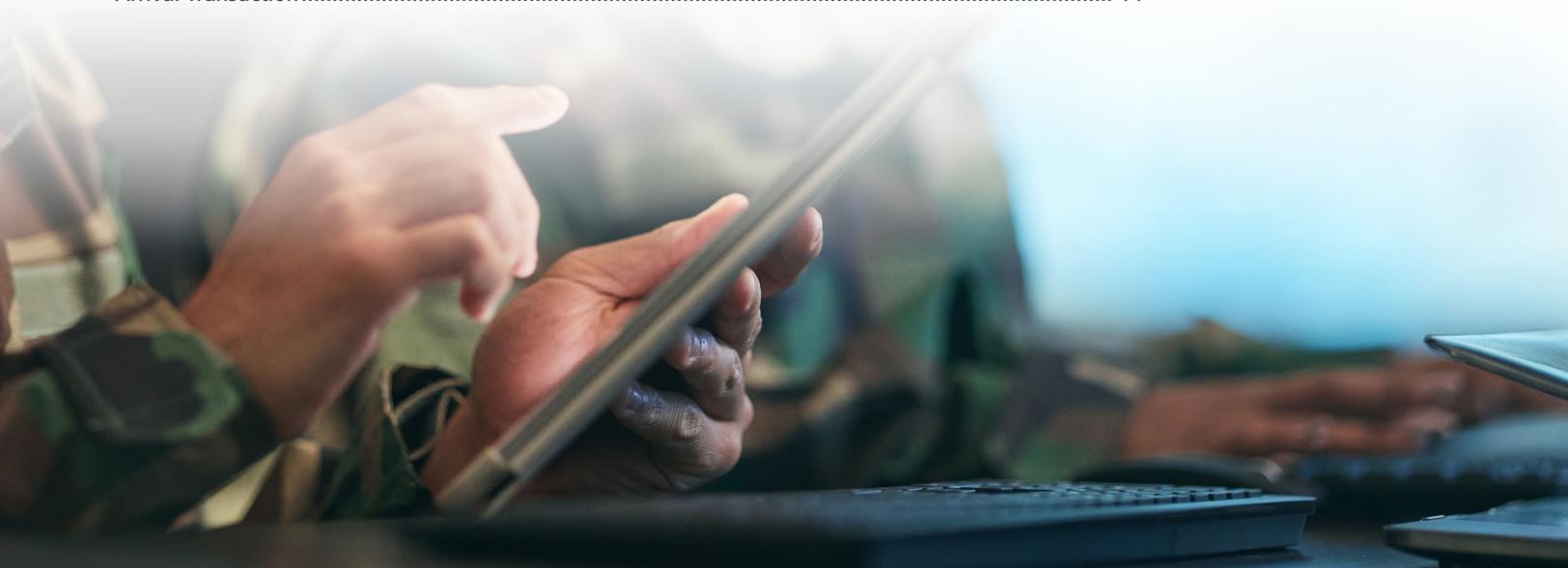
# SUMMARY OF CHANGES

This revision, dated 13 January 2025—

- Visuals throughout this guide were updated to match current system appearance
- Updates section: Introduction (page 3)
- Updates section: Responsibilities (page 3)
- Updates section: Pay-Absences-Incent-Ded (PAID) (page 4)
- Updates section: Request an Absence (page 4)
- Adds section: Request Allowance (page 7)
- Updates section: Request Benefits (page 10)
- Adds section: Request Collections (page 14)
- Updates section: Request Field Duty (page 19)
- Adds section: Request Housing (page 22)
- Updates section: Request Incentive Pay (page 27)
- Updates section: Request Special Pay (page 29)
- Updates section: Pay-Absences-Incent-Ded (PAID) (page 33)
- Updates section: Absence Management (page 34)
- Updates section: Special Incentive Pay Management (page 35)
- Updates section: Absence Types (page 37)
- Updates section: PCS Events and In-Transit Grid (page 37)

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# INTRODUCTION

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

## Roles

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

## Responsibilities

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



# CHAPTER 1

## SELF-SERVICE — PAID

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

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

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

**View:** Self-Service Homepage > PAID tile

### Request an Absence

Absences, formerly known as Leave and Passes, are for several different types of events. Absences can be Chargeable, Non-Chargeable, Administrative, Parental, or PCS Events. Chargeable Absences reduce a Member's Absence Accrual, while Non-Chargeable, Administrative, and Parental do not. Members 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 Reason: Transition ADM, or Invol Sep (ISAA)

 *NOTE: Currently there is no corrective action in IPPS-A to not count non-duty days toward current absence balance. Members must, if possible, begin absences on duty days, allowing IPPS-A to calculate expended days of absence correctly. If Members must request absences beginning on non-duty days, the Member must have the dates corrected by the HR Professional upon returning to duty.*

 *NOTE: Members must submit a PCS Events Absence and link the related PCS Assignment. The PCS Events Absence must end the day before their assignment arrival date. If the Members PCS Assignment arrival date changes or any other changes are made, the approved PCS Events Absence must be canceled and a new PCS Events Absence must be reapproved with updated Related Assignment.*

#### Associated UPKs:

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

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



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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000 **A**

Entry Type: ABSENCES **B**

Entry ID:

Status:  **C**

**D** Add Search Clear

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

**Pay-Absence-Incent-Ded (PAID) 3**

**ABSENCES**

Employee ID 0000000000 CW2 JANE SMITH Submit

**ABSENCES**

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

**Instructions**

Select the **ABSENCE TYPE** for this request to b

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

**Approval Map**

Approval Map

Save for Later Return To Search

**Lookup**

Search for: ABSENCE TYPE Show Operators

**Search Criteria**

Category 1 (begins with)

Search Clear

**Search Results**

5 rows

Category 1 <b>A</b>
01-CHARGEABLE
02-NON-CHARGEABLE
03-ADMINISTRATIVE
04-PARENTAL
05-PCS EVENTS

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

# Request Allowance

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

## Associated UPKs:

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

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



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

**Selection Criteria**

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

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

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

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

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

Employee ID  **A**

Entry Type  **B**

Entry ID

Status

Add Search Clear

Entry Type ALLOWANCES

Entry ID

Status ALLOWANCES

BENEFITS

COLLECTIONS

FIELD DUTY

HOUSING

INCENTIVE PAYS

SPECIAL PAYS

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

**Selection Criteria**

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

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

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

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

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

Employee ID  **Q**

Entry Type

Entry ID

Status  **C**

**D**

Add Search Clear

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

3A. Select the **Allowance Category** drop-down; Make applicable selection.

3B. Begin and End Date fields will auto populate for Clothing, input date range into the comments section.

3C. Select **Clothing Type** look up tool; Select applicable option.

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

**ALLOWANCES** Employee ID 0000000000 MSG BRET JOHNSON

---

**ALLOWANCES**

Status Initial

ALLOWANCE CATEGORY   A

\*BEGIN DATE

END DATE

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

**Approval Map**

[Approval Map](#)

**Lookup**

Search for: ALLOWANCE CATEGORY

Search Criteria

Category 1 (begins with)

Search Results 4 rows

Category 1
BAS
CLOTHING
COLA
FAMILY SEPARATION

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

**ALLOWANCES** Employee ID 0000000000 MSG BRET JOHNSON

---

**ALLOWANCES**

Status Initial

ALLOWANCE CATEGORY CLOTHING

\*BEGIN DATE 11/16/2024

END DATE 11/30/2024  B

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

**Additional Information**

\*Clothing Type   C

**Lookup**

Search for: Clothing Type

Search Criteria

Field Value (begins with)

Additional Details (begins with)

Search Results 3 rows

Field Value	Additional Details
ADDITIONAL	Select if requesting "Additional" Clothing Allowance.
CIVILIAN	Select if requesting "Civilian" Clothing Allowance.
INITIAL	Select if requesting "Initial" Clothing Allowance.

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

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

**ALLOWANCES**

Employee ID 0002603:0000000000 MSG BRET JOHNSON F

**ALLOWANCES**

Status Initial

ALLOWANCE CATEGORY CLOTHING

\*BEGIN DATE 11/16/2024

END DATE 11/30/2024

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

**Additional Information**

D \*Clothing Type INITIAL

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

**Attachments**

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

Transaction routed to the following S1 Pool: 01898701

G

# Request Benefits

Benefits allows the Member to Opt-In or Opt-Out of the Montgomery GI Bill (MGIB). Members within their election window, can enroll or dis-enroll and attach supporting documents for additional benefits to Members' Benefit Plans. HR Professionals can perform the transaction to Opt-In or Opt-Out for Members outside their election window.

## Associated UPKs:

- [Submit an MGIB Election Request](#)

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



Pay-Absence-Incent-Ded (PAID) 2

**Selection Criteria**

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

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

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

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

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

Employee ID

Entry Type

Entry ID

Status

Entry Type **BENEFITS** ▼

- ABSENCES
- ALLOWANCES
- BENEFITS**
- COLLECTIONS
- FIELD DUTY
- HOUSING
- 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, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

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

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

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

Employee ID

Entry Type  ▼

Entry ID

Status

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

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

**BENEFITS** Employee ID 0000000000 PV1 JOHN DOE Submit

---

**BENEFITS**

Status Initial

**BENEFITS CATEGORY**  A

\*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

**Lookup**

Search for: BENEFITS CATEGORY

**Search Criteria** Show Operators

Category 1  (begins with)

Search Clear

**Search Results**

Grid List 1 row

Category 1
MGIB <span style="float: right;">A</span>

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

**BENEFITS** Employee ID 0000000000 PV1 JOHN DOE Submit

---

**BENEFITS**

Status Initial

**BENEFITS CATEGORY**  A

\*BEGIN DATE  B

END DATE

**Additional Information**

\*MGIB Election  C

**Instructions**

**MGIB Election:**

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

**Lookup**

Search for: MGIB Election

**Search Criteria** Show Operators

Field Value  (begins with)

Additional Details  (begins with)

Search Clear

**Search Results**

Grid List 2 rows

Field Value	Additional Details
OPT-IN <span style="float: right;">C</span>	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**

\*M G I B Election

**Comments**

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

**Attachments**

Attach	View	Attached File	*Description
<b>E</b> Attach	View		

**Approval Map**

Save for Later Return To Search

**File Attachment**

Choose From **F**

My Device

**G** Device

Upload Clear

DD2366.pdf  
File Size: 40KB

**G**

File Attachment **Done**

Choose From

My Device

DD2366.pdf  
File Size: 40KB

Upload Complete

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

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

Status: Saved

**BENEFITS CATEGORY**

**\*BEGIN DATE**

**END DATE**

**\*M G I B Election**

**Comments**

**Attachments**

Attach	View	Attached File	*Description		
Attach	View	DD2366.pdf	Signed DD2366	+	-

**Approval Map**  
[Approval Map](#)

**Instructions**

**MGIB Election:**

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

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

Status: Saved

**BENEFITS**

Employee ID 0000000000 PVI JOHN DOE

!

**BENEFITS CATEGORY**

**\*BEGIN DATE**

**END DATE**

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

Transaction routed to the following S1 Pool: 01862009

!

# Request Collections

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

## Associated UPKs:

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

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



Pay-Absence-Incent-Ded (PAID) 2

**Selection Criteria**

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

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

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

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

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

Employee ID  **A**

Entry Type  **B**

Entry ID

Status

Entry Type: COLLECTIONS

Entry ID

Status: ABSENCES, ALLOWANCES, BENEFITS, COLLECTIONS, FIELD DUTY, HOUSING, INCENTIVE PAYS, SPECIAL PAYS

Add Search Clear

Pay-Absence-Incent-Ded (PAID) 2

**Selection Criteria**

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

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

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

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

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

Employee ID

Entry Type

Entry ID

Status  **C**

**D** Add Search Clear

3. The **Collections** landing page displays:
  - 3A. Select the **Collection Cat** drop-down; Select **BAS MEAL**.
  - 3B. Select the **Collection Type** drop-down; Make applicable selection.

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

**COLLECTIONS** 3

Employee 0000000000 PV1 JOHN DOE Submit

---

**COLLECTIONS**

Status Initial

**COLLECTION CAT**  A Search

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

\*BEGIN DATE  Cancel

END DATE

**Approval Map**  
[Approval Map](#)  
Save for Later Return To Search

**Lookup**

Search for: COLLECTION CAT

**Search Criteria** Show Operator

Category 1 (begins with)

Search Clear

**Search Results**

Grid List 1 row

Category 1
BAS MEAL <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">A</span>

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

**COLLECTIONS**

Employee ID 0000000000 PV1 JOHN DOE Submit

---

**COLLECTIONS**

Status Initial

**COLLECTION CAT**  B Search

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

COLLECTION TYPE  Search

\*BEGIN DATE

END DATE

**Entry Details**

Comments

**Approval Map**  
[Approval Map](#)  
Save for Later

**Lookup**

Search for: COLLECTION TYPE

**Search Criteria** Show Operator

Category 2 (begins with)

Search Clear

**Search Results**

Grid List 2 rows

Category 2
ONE-TIME <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">B</span>
REFUND

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

3D. Select # Breakfasts, Lunches, Dinners To Refund look-up tool(s); Make applicable selection(s).

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

**COLLECTIONS**

Employee ID 0000000000 PV1 JOHN DOE Submit

**COLLECTIONS**

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

**Instructions**

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

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

**Field Level Entry Help**

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

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

\*BEGIN DATE 12/09/2024 

END DATE 12/13/2024 

**Field Level Entry Help**

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

**Entry Details**

# Breakfasts To Refund

# Lunches To Refund   **D**

# Dinners To Refund

\*Rate To Refund

Comments

**Attachments**

**Attach**

**Lookup**

Cancel

Search for: # Breakfasts To Refund

**Search Criteria** Show Operators

Field Value (begins with)

Long Description (begins with)

**Search Results**

20 rows

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

3E. Select **Rate to Refund** look-up tool; Make applicable selection.

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

\*BEGIN DATE:

END DATE:

**Field Level Entry Help**

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

**Entry Details**

# Breakfasts To Refund:

# Lunches To Refund:

# Dinners To Refund:

\*Rate To Refund:  E

Comments:

**Attachments**

Attach	View	Attached File ↑↓	*Description ↑↓	
<input type="button" value="Attach"/>	<input type="button" value="View"/>		<input style="width: 100%;" type="text"/>	+ -

1 row

**Lookup**

Search for: Rate To Refund

[Show Operators](#)

**Search Criteria**

Field Value (begins with)

Additional Details (begins with)

**Search Results**

Field Value ↑↓ <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">E</span>	Additional Details ↑↓
DISCOUNTED RATE	Use this to start a discounted rate refund for the Member
STANDARD RATE	Use this to start a standard rate refund for the Member

2 rows

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

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

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

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

**Entry Details**

# Breakfasts To Refund  Q

# Lunches To Refund  Q

# Dinners To Refund  Q

\*Rate To Refund  Q

**Comments**

Refund required for missed meals. F

**Attachments**

Attach	View	Attached File ↑↓	*Description ↑↓
<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">G</span> Attach	View		

**Approval Map**

Approval Map

Save for Later Return To Search

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

**COLLECTIONS**

Employee ID 0000000000 PVI JOHN DOE H

**COLLECTIONS**

Status Initial

COLLECTION CAT  Q

COLLECTION TYPE  Q

\*BEGIN DATE  📅

END DATE  📅

**Instructions**

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

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

**Field Level Entry Help**

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

Transaction routed to the following S1 Pool: 01898701

I OK

# Request Field Duty

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

## Associated UPKs:

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

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



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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000

Entry Type: FIELD DUTY

Entry ID:

Status:

Add Search Clear

Entry Type: FIELD DUTY

Entry ID:

Status:

ABSENCES  
ALLOWANCES  
BENEFITS  
COLLECTIONS  
FIELD DUTY  
HOUSING  
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, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

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

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

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

Employee ID: 0000000000

Entry Type: FIELD DUTY

Entry ID:

Status: Initial

Add Search Clear

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.

**Pay-Absence-Incent-Ded (PAID) 3**

**FIELD DUTY**

Employee ID 0000000000 CW2 JANE SMITH Submit

---

**FIELD DUTY**

Status Initial

**FIELD DUTY TYPE**  A

\*BEGIN DATE

END DATE

**Approval Map**

Approval Map Save for Later Return To Search

**Instructions**  
Please select the Field Duty Type to continue.

**Lookup**

Search for: FIELD DUTY TYPE Show Operators

**Search Criteria**

Category 1 (begins with)

Search Clear

**Search Results**

1 row

Category 1 ↑ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span>
FIELD DUTY

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

**FIELD DUTY**

Employee ID 0000000000

---

**FIELD DUTY**

Status Initial

**FIELD DUTY TYPE**

\*BEGIN DATE  B

END DATE  B

**Additional Information**

C \*Field Duty Loc

**Instructions**  
Please provide the appropriate begin and end dates as well as the location a additional information can be included as comments or attached to this entry.

**Lookup**

Search for: Field Duty Loc Show Operators

**Search Criteria**

Geog Location Code (begins with)

Country (begins with)

State (begins with)

City (begins with)

Search Clear

**Search Results**

Only the first 100 results can be displayed.

100 rows

Geog Location Code ↑↓	Country ↑↓	State ↑↓	City ↑↓
010000000 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">C</span>	USA	AL	ALABAMA

3D. Add desired **Comments**.

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

3F. Select **Submit**.

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

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

Status Initial

**FIELD DUTY TYPE** FIELD DUTY

**\*BEGIN DATE** 01/02/2024

**END DATE** 01/05/2024

**Additional Information**

**\*Field Duty Loc** 010000071   
JACKSON, AL, USA

**Comments**  
CPX 24-01 D

**Attachments**

Attach	View	Attached File <span style="font-size: small;">↑↓</span>	*Description <span style="font-size: small;">↑↓</span>
<span style="border: 1px solid red; border-radius: 3px; padding: 2px;">Attach</span>	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">E</span> View	<input type="text"/>	+ -

**Approval Map**

Approval Map

Save for Later Return To Search

**Instructions**

Please provide the appropriate begin and end date additional information can be included as comment

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

**FIELD DUTY**

Employee ID 0000000000 CW2 JANE SMITH F Submit

**FIELD DUTY**

Status Initial

**FIELD DUTY TYPE** FIELD DUTY

**\*BEGIN DATE** 01/02/2024

**END DATE** 01/05/2024

**Instructions**

Please provide the appropriate begin and end date additional information can be included as comment

Transaction routed to the following S1 Pool: 01898701

OK G

# Request Housing

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

## Associated UPKs:

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

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

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

2A. Member EMPLID populates automatically.

2B. Select **Entry Type** drop-down; Select **Housing**.

2C. Leave **Status** field blank.

2D. Select **Add**.



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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000

Entry Type: HOUSING

Entry ID:

Status:

Entry Type dropdown menu options: ABSENCES, ALLOWANCES, BENEFITS, COLLECTIONS, FIELD DUTY, HOUSING, INCENTIVE PAYS, SPECIAL PAYS

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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000

Entry Type: HOUSING

Entry ID:

Status:

Buttons: Add, Search, Clear

3. The **Housing** landing page displays:
  - 3A. Select the **Housing Category** drop-down; Select **BAH**.
  - 3B. Enter Begin and End Date fields by selecting the **Calendar Icon**.
  - 3C. Select **Quarters Type** look up tool; Select applicable option.

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

**HOUSING**

Employee ID 000000000 CW2 JANE SMITH Submit

**HOUSING**

Status Initial

HOUSING CATEGORY  Q

\*BEGIN DATE  📅

END DATE  📅

**Additional Information**

\*Quarters Type  Q

\*Housing Type  Q

\*P  Cancel

Inadequac

Spouse (If Applic

**Instructions**

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

**IMPORTANT:** If the quarters type, housing type, and/or postal area are changed, you must click the Update Dates button and enter the appropriate dates.

**Field Level Entry Help**

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

**NOTE:** To recertify, simply click the Update Dates button and enter the appropriate dates.

**Lookup**

Search for: Quarters Type

**Search Criteria**

Field Value (begins with)

Additional Details (begins with)

Search Clear

**Search Results**

Field Value ↑	Additional Details ↑
COMMERCIAL HOUSING	Commercial Housing
GOVERNMENT-ADEQUATE	Government Housing that is adequate
GOVERNMENT-INADEQUATE	Government Housing that is NOT adequate

3D. Select **Housing Type** look up tool; Select applicable option.

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

---

**HOUSING**

Employee ID 000000000 CW2 JANE SMITH Submit

---

**HOUSING**

Status Initial

HOUSING CATEGORY  Q

\*BEGIN DATE  📅

END DATE  📅

**Instructions**

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

**IMPORTANT:** If the quarters type, housing type, and/or postal area is being changed, you must click the **Update Dates** button and extend the end date.

**Field Level Entry Help**

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

NOTE: To recertify, simply click the **Update Dates** button and extend the end date.

---

**Additional Information**

\*Quarters Type  Q

**D** \*Housing Type  Q

\*Postal  Q

Additional Dependent 1  Q

Additional Dependent 2  Q

Additional Dependent 3  Q

**Lookup**

Search for: Housing Type [Show Operators](#)

---

**Search Criteria**

Field Value (begins with)

Additional Details (begins with)

Search Clear

---

**Search Results** 3 rows

Field Value <span style="float: right;">D</span>	Additional Details <span style="float: right;">↑↓</span>
DIFFERENTIAL	Select if submitting request for BAH at the "Differential" rate.
WITH DEPENDENTS	Select if submitting request for BAH at the "With Dependent" rate.
WITHOUT DEPENDENTS	Select if submitting request for BAH at the "Without Dependent" rate.

3E. Select **Postal** look up tool; Select applicable option.

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

**HOUSING**

Employee ID 000000000 CW2 JANE SMITH Submit

---

**HOUSING**

Status Initial

HOUSING CATEGORY

\*BEGIN DATE

END DATE

**Instructions**

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

**IMPORTANT:** If the quarters type, housing type, and/or postal area are changed, the member must be recertified.

**Field Level Entry Help**

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

**NOTE:** To recertify, simply click the **Update Dates** button and exit the page.

**Additional Information**

\*Quarters Type

\*Housing Type

**E** \*Postal

Inadequacy Pct

Additional Dependent 1

Additional Dependent 2

Additional Dependent 3

Additional Dependent 4

**Lookup**

Search for: Postal

**Search Criteria**

Field Value (begins with)

Additional Details (begins with)

**Search Results**

4 rows

Field Value <input type="button" value="↑↓"/> <b>E</b>	Additional Details <input type="button" value="↑↓"/>
20319	Address Type:PDS
33178	Address Type:HOME
33178	Address Type:MAIL
47304	Address Type:LEGL

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

3G. Select **Submit**.

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

**Additional Information**

*Quarters Type <input type="text" value="COMMERCIAL HOUSING"/>	Additional Dependent 1 <input type="text"/>
*Housing Type <input type="text" value="WITHOUT DEPENDENTS"/>	Additional Dependent 2 <input type="text"/>
*Postal <input type="text" value="20319"/> MHA: DC053	Additional Dependent 3 <input type="text"/>
Inadequacy Pct <input type="text"/>	Additional Dependent 4 <input type="text"/>
Spouse (If Applicable) <input type="text"/>	Additional Dependent 5 <input type="text"/>
	Additional Dependent 6 <input type="text"/>
	Additional Dependent 7 <input type="text"/>
	Additional Dependent 8 <input type="text"/>
	Additional Dependent 9 <input type="text"/>
	Additional Dependent 10 <input type="text"/>

**Comments**

F

**Attachments**

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

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

**HOUSING**

Employee ID 000000000 CW2 JANE SMITH G

**HOUSING**

<table style="width: 100%;"> <tr> <td style="width: 15%;">Status</td> <td style="width: 15%;">Initial</td> <td></td> </tr> <tr> <td>HOUSING CATEGORY</td> <td><input type="text" value="BAH"/></td> <td></td> </tr> <tr> <td>*BEGIN DATE</td> <td><input type="text" value="11/07/2024"/></td> <td><input type="button" value="Calendar"/></td> </tr> <tr> <td>END DATE</td> <td><input type="text" value="11/06/2025"/></td> <td><input type="button" value="Calendar"/></td> </tr> </table>	Status	Initial		HOUSING CATEGORY	<input type="text" value="BAH"/>		*BEGIN DATE	<input type="text" value="11/07/2024"/>	<input type="button" value="Calendar"/>	END DATE	<input type="text" value="11/06/2025"/>	<input type="button" value="Calendar"/>	<p><b>Instructions</b></p> <p>This page will be used to establish and/or recertify a Basic Allowance for Housing (BAH).</p> <p><b>IMPORTANT:</b> If the quarters type, housing type, and/or postal code are changed, you must recertify the housing.</p> <p><b>Field Level Entry Help</b></p> <ul style="list-style-type: none"> <li>• <b>Quarters Type:</b> This defines the type of quarters the Member is occupying.</li> <li>• <b>Housing Type:</b> This defines the type of housing the Member is occupying.</li> <li>• <b>Postal:</b> This defines postal code and therefore the Military Housing Allowance (MHA) rate.</li> <li>• <b>Inadequacy Pct:</b> This defines the percentage of inadequacy.</li> <li>• <b>Spouse:</b> This is used to select the Member's spouse as it relates to the MHA rate.</li> <li>• <b>Dependent 1 thru 10:</b> This allows the selection of the appropriate dependent for the MHA rate.             <ul style="list-style-type: none"> <li>◦ <b>Physical Custody:</b> Determines where the child lives most of the time.</li> <li>◦ <b>Legal Custody:</b> Determines who has the authority to make decisions for the child.</li> </ul> </li> </ul> <p><b>NOTE:</b> To recertify, simply click the Update Dates button and confirm the new dates.</p>
Status	Initial												
HOUSING CATEGORY	<input type="text" value="BAH"/>												
*BEGIN DATE	<input type="text" value="11/07/2024"/>	<input type="button" value="Calendar"/>											
END DATE	<input type="text" value="11/06/2025"/>	<input type="button" value="Calendar"/>											

**Additional Information**

*Quarters Type <input type="text" value="COMMERCIAL HOUSING"/>	Additional Dependent 1 <input type="text"/>
--	---

Transaction routed to the following S1 Pool: 01898701

H

# Request Incentive Pay

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

## Associated UPKs:

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

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



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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000

Entry Type: **INCENTIVE PAYS**

Entry ID:

Status:

Add Search Clear

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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000

Entry Type: **INCENTIVE PAYS**

Entry ID:

Status: **Initial**

Add Search Clear

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

**Pay-Absence-Incent-Ded (PAID) 3**

**INCENTIVE PAYS**

Employee ID 0000000000 CW2 JANE SMITH

**INCENTIVE PAYS**

Status Initial

**INCENTIVE PAY TYPE**  **A**

\*BEGIN DATE

END DATE

**Approval Map**

Approval Map

Save for Later Return To Search

**Instructions**

Please select the Incentive Pay Type to begin.

**Lookup**

Search for: INCENTIVE PAY TYPE

**Search Criteria** Show Operators

Category 1 (begins with)

Search Clear

**Search Results**

18 rows

Category 1 **A**

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

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

**INCENTIVE PAYS**

Employee ID 0000000000 CW2 JANE SMITH **Submit F**

**INCENTIVE PAYS**

Status Initial

**INCENTIVE PAY TYPE** HDIP-PARACHUTE **Q**

\*BEGIN DATE 01/09/2024 **B**

END DATE

**Additional Information**

\*Jump Skill Level STUDENT **C**

\*Authority(30 Char) 37 U.S.C. § 301(A)(3) **D**

U.S.C. - PARACHUTE INCENTIVE PAYS

**Comments**

**Attachments**

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

**Approval Map**

Approval Map

Save for Later Return To Search

**Instructions**

Please enter any required data, begin and end dates, and Member does not have an option to select, their HR record.

- 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.

Transaction routed to the following S1 Pool: 01898701

**OK G**

# Request Special Pay

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

## Associated UPKs:

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

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



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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000

Entry Type: **SPECIAL PAYS**

Entry ID:

Status:

Add Search Clear

Entry Type: SPECIAL PAYS

Entry ID: ABSENCES

Status: ALLOWANCES

BENEFITS

COLLECTIONS

FIELD DUTY

HOUSING

INCENTIVE PAYS

SPECIAL PAYS

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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000

Entry Type: SPECIAL PAYS

Entry ID:

Status: **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.

**Pay-Absence-Incent-Ded (PAID) 3**

**SPECIAL PAYS** Submit

Employee ID 000000000 CW2 JANE SMITH

---

**SPECIAL PAYS**

Status Initial

**SPECIAL PAY TYPE**  A

\*BEGIN DATE

END DATE

**Instructions**

Please select the Special Pay Type to be

**Approval Map**

Approval Map

[Save for Later](#) [Return To Search](#)

Cancel
**Lookup**

Search for: SPECIAL PAY TYPE

▼ **Search Criteria** Show Operators

Category 1 (begins with)

**Search**

---

▼ **Search Results**

9 rows

Category 1 ↓ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span>
COMMAND PAY
DESIGNATED UNIT

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

**SPECIAL PAYS** Submit

Employee ID 000000000 CW2 JANE SMITH

---

**SPECIAL PAYS**

Status Initial

**SPECIAL PAY TYPE**  A

\*BEGIN DATE  B

END DATE

**Instructions**

Please enter any required data, begin and end dates, and attach any required documents to sub: skill is required for the entry and the Member does not have an option to select, their HR records

**Additional Information**

\*Authority(30 Char)  B

U.S.C. - SPECIAL DUTY ASSIGNMENT PAY

\*S D A P Rate   \$225.00 (SD3)

\*Proficiency Type   SDAP All Others

\*Sub Type   SDAP All Others

**Comments**

- 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**.

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

**\*BEGIN DATE**

**END DATE**

I Submit

**Additional Information**

C **\*Authority(30 Char)**

D **\*S D A P Rate**

E **\*Proficiency Type**

F **\*Sub Type**

**Comments**

G

**Attachments**

Attach	View	Attached File ↑↓	*Description ↑↓
<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">H</span> <span style="border: 1px solid blue; padding: 2px 5px; color: blue; font-weight: bold;">Attach</span>	<span style="border: 1px solid gray; padding: 2px 5px; color: gray; font-weight: bold;">View</span>	<input type="text"/>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px; color: gray; font-weight: bold;">+</span> <span style="border: 1px solid gray; padding: 2px 5px; color: gray; font-weight: bold;">-</span> </div>

**Approval Map**

Approval Map

Save for Later
Return To Search

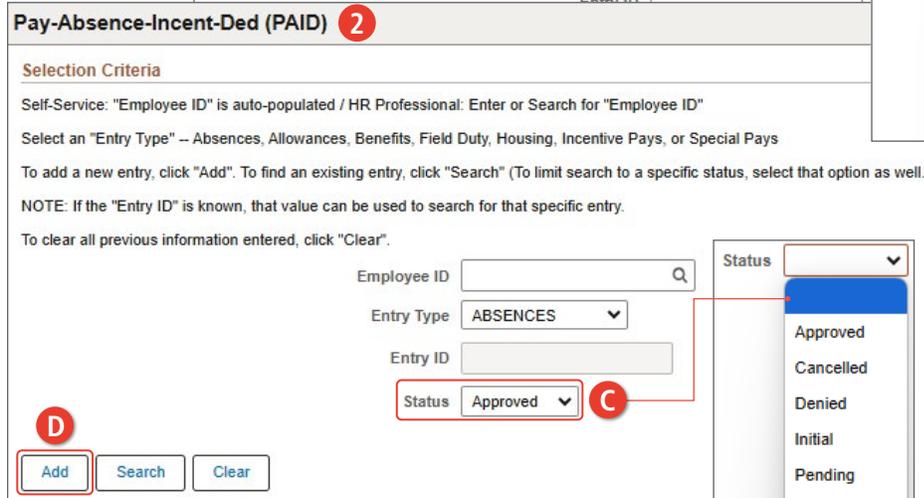
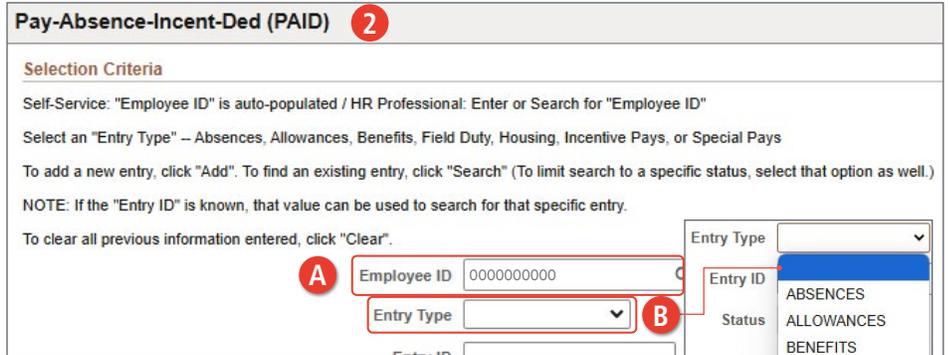
Transaction routed to the following S1 Pool: 01898701

OK
J

# Searching for PAID requests

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

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



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

**Selection Criteria**

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

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

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

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

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

Employee ID: 0000000000 CW2 JANE SMITH

Entry Type: ABSENCES

Entry ID:

Status: Approved

[Add] [Search] [Clear]

Empl ID ↑	Name ↑	Earn/Deduct ID ↑	Instance ↑	Category 1 ↑	Category 2 ↑	Category 3 ↑	Begin Date ↑	End Date ↑	Status ↑	Prior Status ↑
0000000000	CW2 JANE SMITH	5120566	1	02-NON-CHARGEABLE	PASS-SPEC 3-DAY		12/31/2024	01/02/2025	Approved	

12 rows

# CHAPTER 2

## HR PROFESSIONAL — PAID

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

The PAID tile allows an HR Professional to initiate Absences, Allowances, Benefits, Collections, Field Duty, Housing, Incentive Pays, and Special Pays. HR Professionals must use the PAID tile to view, amend, monitor, or submit cancellations of previously submitted actions. Commanders will access pending Absences, Allowances, Benefits, Collections, Field Duty, Housing, and Incentive/Special Pay requests through the Approvals tile on the Manager Self-Service homepage.

The required **Category/Subcategory** to complete the tasks in this chapter is **HR Professional/HR Professional; Commander/Manager** also.

**View:** HR Professional Homepage > PAID tile



# Absence Management

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



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

**More Information:** [IPPS-A User Manual](#) Chapter 23 Absences; Appendix G Absence Descriptions and High-Level Approvals

## Associated UPKs:

- [Cancel an Absence Request](#)
- [Add Workflow to an Absence Request](#)
- [Print an Absence Request](#)
- [View and Amend an Absence Request](#)
- [Adjust Chargeable Duration After Completion of an Absence](#)
- [Create a PCS Absence](#)
- [View and Amend a PCS Absence Request](#)
- [Update PCS Absence Using the InTransit Grid During Arrival Processing](#)
- [Verify PCS Absence Using the InTransit Grid During Departure Processing](#)
- [Approve or Deny an Absence \(Commanders\)](#)

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

**Selection Criteria**

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

Employee ID

Select Action

Entry Type

Entry ID

Status

11 rows												
1	Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status	2
<input type="button" value="🔍"/>	0000000000	CW2 JANE SMITH	1752489	1	01-CHARGEABLE	ANNUALABSENCE		11/27/2023	11/30/2023	Approved		<input type="button" value="✕"/>

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 \(Commanders\)](#)

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

**Selection Criteria**

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

Employee ID

Select Action

Entry Type

Entry ID

Status

1	Empl ID ↑↓	Name ↑↓	Earn/Deduct ID ↑↓	Instance ↑↓	Category 1 ↑↓	Category 2 ↑↓	Category 3 ↑↓	Begin Date ↑↓	End Date ↑↓	Status ↑↓	Prior Status ↑↓	2
<input type="button" value="🔍"/>	0000000000	CW2 JANE SMITH	5	49856	1	HDIP-DEMOLITION		08/29/2023	08/28/2024	Approved		<input type="button" value="✖"/>

1 row

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, paragraph 22-25 Field Duty

### Associated UPKs:

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

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

**Selection Criteria**

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

Employee ID

Select Action

Entry Type

Entry ID

Status

1 row												
1	Empl ID ↑↓	Name ↑↓	Earn/Deduct ID ↑↓	Instance ↑↓	Category 1 ↑↓	Category 2 ↑↓	Category 3 ↑↓	Begin Date ↑↓	End Date ↑↓	Status ↑↓	Prior Status ↑↓	2
<input type="button" value="🔍"/>	0000000000	CW2 JANE SMITH	49853	1	FIELD DUTY			03/07/2022	04/01/2022	Approved		<input type="button" value="✕"/>

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

Five absence types are available under the PAID tile: Chargeable Absence, Non-Chargeable Absence, Administrative Absence, Parental Absence, and PCS Events Absence. There are a number of Absence Reasons associated with each Absence Type. Currently, the PCS Events Absence type connects to the ITG allowing HR Professionals to amend (modify) Authorized Travel (AT) days and/or Absence Days.

**More Information:** [IPPS-A User Manual](#) Chapter 23 Absences; Appendix G Absence Descriptions and High-Level Approvals – Chapter 12, paragraph 12-34 PCS Assignment and Absence Integration to include ITG (Processes 12-11 and 12-12).

### PCS Events and In-Transit Grid

HR Professional is the SUBCAT required to for ITG manipulation. It is the responsibility of the Servicing HR/HR Professional to ensure the correct PCS absence days are charged for Members. A “PCS Events Absence Request” must be approved and populated before the HR Professional submits the departure transaction. IPPS-A utilizes an ITG to capture Authorized Travel Days and Absence Days.

HR Professionals will process/transact the chargeable absence when processing the Soldiers Arrival transaction via the ITG. IPPS-A will send the absence transaction via interface to Defense Joint Military Pay System (DJMS).



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

Members may add an Absence 2 Reason (e.g., Hometown Recruiter Assistant Program (HRAP), House Hunting, Proceed Time) to their PCS Events absence type. The Begin and End Date fields are used to capture the entire date range from the time the Member departs their current duty station until the date prior to the new assignment start date, regardless of the Member planning to arrive early.



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

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.



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

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



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

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

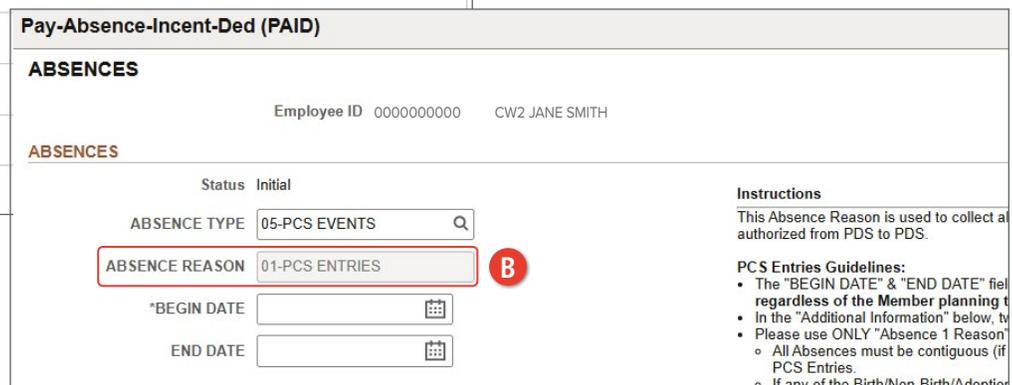
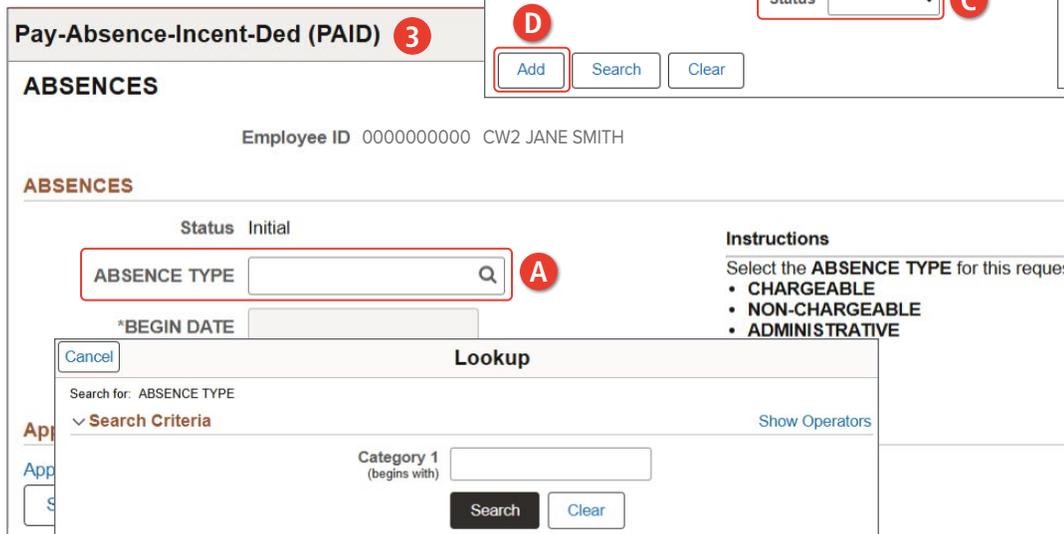
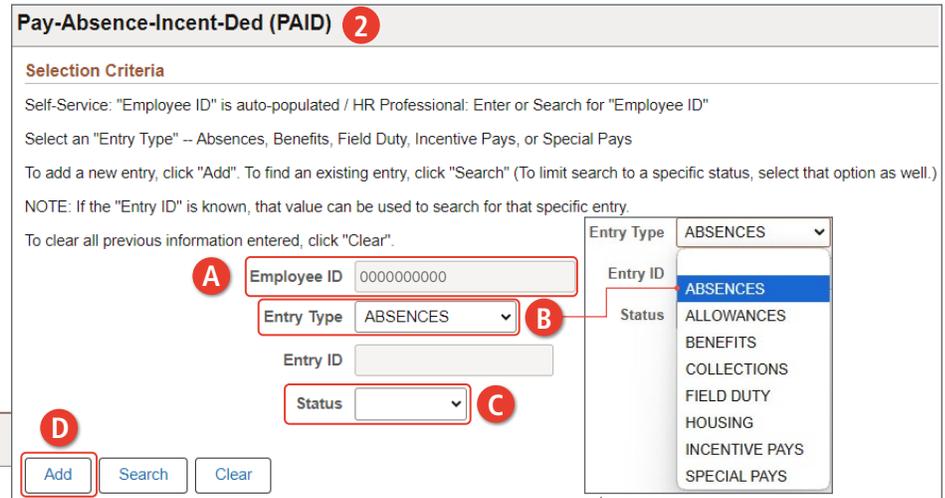
**More Information:** [IPPS-A User Manual](#) Chapter 23, paragraph 23-11 InTransit Grid – Chapter 12, paragraph 12-34 PCS Assignment and Absence Integration to include ITG (Processes 12-11 and 12-12)

#### Associated UPKs:

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

# Request PCS Events Absence

1. Select **Pay-Absence-Incent-Ded (PAID)** tile.
2. The **PAID** landing page displays:
  - 2A. Member EMPLID populates automatically.
  - 2B. Select **Entry Type** drop-down; Select applicable option.
  - 2C. Leave **Status** field blank.
  - 2D. Select **Add**.
3. The **Absences** landing page displays:
  - 3A. Select the **Absence Type** look-up tool; Select **PCS Events**.
  - 3B. The **Absence Reason** populates automatically to **01-PCS Entries**.



- 3C. Enter Begin and End Date fields by selecting the **Calendar Icon**.
- 3D. Select the **Related Assignment** look-up tool; select applicable PCS assignment.

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

**ABSENCES**

Employee ID 000000000 CW2 JANE SMITH

---

**ABSENCES**

Status Initial

ABSENCE TYPE

ABSENCE REASON

\*BEGIN DATE   **C**

END DATE

**Instructions**

This Absence Reason is used to collect all authorized from PDS to PDS.

**PCS Entries Guidelines:**

- The "BEGIN DATE" & "END DATE" field regardless of the Member planning tool
- In the "Additional Information" below, type
- Please use ONLY "Absence 1 Reason"
  - All Absences must be contiguous (if PCS Entries.
  - If any of the Birth/Non-Birth/Adoption

**Additional Information**

Duration 39 Days

Supervisor Id

**\*Related Assignment**   **D**

\*Contact Name

\*Contact Phone

\*Leave Address

\*Geoloc Code

\*Absence 1 Reason

Absence 1 Sub-Reason

\*Absence 1 Begin Date

\*Absence 1 End Date

Absence 2 Reason

Absence 2 Sub-Reason

Absence 2 Begin Date

Absence 2 End Date

Absence 3 Reason

Absence 3 Sub-Reason

Absence 3 Begin Date

Absence 3 End Date

Child's Birthdate

Adopt/Foster Date

**Lookup**

Cancel

Search for: Related Assignment

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

Field Value (begins with)

Additional Details (begins with)

**Search Results**

1 row

Field Value <input type="button" value="↑↓"/>	Additional Details <input type="button" value="↑↓"/>
120976448 <b>D</b>	TYPE:PER - ACTION:PCS - REASON:OPN - BEGIN/END DATES:01/10/2025--06/27/2027

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

3F. Select the **Geoloc Code** look-up tool; enter desired information and make applicable selection.

**Additional Information**

Duration 39 Days

Supervisor Id

\*Related Assignment   Begin Date: 01/10/2025

\*Contact Name  **E**

\*Contact Phone  **E**

\*Leave Address  **E**

\*Geoloc Code   **F**

\*Absence 1 Reason

Absence 1 Sub-Reason

\*Absence 1 Begin Date

\*Absence 1 End Date

Absence 2 Reason

Absence 2 Sub-Reason

Absence 2 Begin Date

Absence 2 End Date

Absence 3 Reason

Absence 3 Sub-Reason

Absence 3 Begin Date

Absence 3 End Date

Child's Birthdate

Adopt/Foster Date

**Lookup**

Search for: Geoloc Code

Search Criteria [Show Operators](#)

Geog Location Code (begins with)

Country (begins with)

State (begins with)

City (begins with)

Search Results

33 rows

Geog Location Code ↑↓ <b>F</b>	Country ↑↓	State ↑↓	City ↑↓
371660147	USA	NC	FARMVILLE
371670051	USA	NC	FAYETTEVILLE

3G. Select **Absence 1 Reason** look-up tool; make applicable selection.

 *NOTE: Do not select Travel Days as an Absence Reason.*

 *NOTE: Absence 1 and 2 Sub-Reasons are only required for Parental Absences.*

**Additional Information**

Duration 39 Days

Supervisor Id

\*Related Assignment 120976448  Begin Date: 01/10/2025

\*Contact Name John Doe

\*Contact Phone 123-456-7891

\*Leave Address 123 John Road

\*Geoloc Code 371670051  FAYETTEVILLE, NC, USA

\*Absence 1 Reason  **G**

Absence 1 Sub-Reason

\*Absence 1 Begin Date

\*Absence 1 End Date

Absence 2 Reason

Absence 2 Sub-Reason

Absence 2 Begin Date

Absence 2 End Date

Absence 3 Reason

Absence 3 Sub-Reason

Absence 3 Begin Date

Absence 3 End Date

Child's Birthdate

Adopt/Foster Date

Cancel **Lookup**

Search for: Absence 1 Reason

Search Criteria Show Operators

Field Value (begins with)

Additional Details (begins with)

Search Results 12 rows

Field Value <input type="text"/>	Additional Details <input type="text"/>
ADOPTION OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
BIRTH OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
CONSEC OVERSEAS	Chargeable Absence used to account for Consecutive Overseas Tours
EMERGENCY ABS	Chargeable Absence and additional information may be required and attached
FOSTERING OF CHILD	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
HOUSE HUNTING	Administrative Absence and used to find appropriate housing at your new duty station
IN-PLACE COT	Chargeable Absence and used to account for "In-Place" Consecutive Overseas Tours
NON-BIRTH PARENT	Parental Absence and Sub-Reason is required as is the Child's Birthdate - Adopt/Foster Date
PCS ABSENCE	Chargeable Absence and used as the standard absence taken during a PCS move <b>G</b>
PROCEED TIME	Administrative Absence and used for going to or coming from an all-others overseas tour
RECRUIT ASSIST	Non-Chargeable Absence and used ONLY if performing recruiting activities during a PCS move
TRAVEL DAYS	DO NOT ENTER: These days are loaded by the DTOD interaction from assignments

- 3H. Enter **Absence 1 Begin** and **Absence 1 End Date** fields by selecting the **Calendar Icon**.
- 3I. Follow steps G-H if entering **Absence 2 Reason**.
- 3J. Enter desired **Comments**.
- 3K. Select **Attach** to add applicable attachments.

**Additional Information**

Duration 39 Days

Supervisor Id

\*Related Assignment   Begin Date: 01/10/2025

\*Contact Name

\*Contact Phone

\*Leave Address

\*Geoloc Code   FAYETTEVILLE, NC, USA

\*Absence 1 Reason

Absence 1 Sub-Reason

\*Absence 1 Begin Date   **H**

\*Absence 1 End Date

Absence 2 Reason   **I**

Absence 2 Sub-Reason

Absence 2 Begin Date

Absence 2 End Date

Absence 3 Reason

Absence 3 Sub-Reason

Absence 3 Begin Date

Absence 3 End Date

Child's Birthdate

Adopt/Foster Date

**Additional Information**

Duration 39 Days

Supervisor Id

\*Related Assignment   Begin Date: 01/10/2025

\*Contact Name

\*Contact Phone

\*Leave Address

\*Geoloc Code   FAYETTEVILLE, NC, USA

\*Absence 1 Reason

Absence 1 Sub-Reason

\*Absence 1 Begin Date

\*Absence 1 End Date

Absence 2 Reason

Absence 2 Sub-Reason

Absence 2 Begin Date

Absence 2 End Date

Absence 3 Reason

Absence 3 Sub-Reason

Absence 3 Begin Date

Absence 3 End Date

Child's Birthdate

Adopt/Foster Date

**Comments**

**Attachments**

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

1 row

3L. Select **Submit**.

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

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

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

---

**ABSENCES**

Employee ID 0000000000 CW2 JANE SMITH L Submit

---

**ABSENCES**

	Status	Initial	
ABSENCE TYPE	05-PCS EVENTS	<input type="text" value="Q"/>	<p><b>Instructions</b></p> <p>This Absence Reason is used to collect all Absences a Member takes while changing permanent duty station authorized from PDS to PDS.</p> <p><b>PCS Entries Guidelines:</b></p> <ul style="list-style-type: none"> <li>• The "BEGIN DATE" &amp; "END DATE" fields are used to capture the entire date range from the time the Member <b>regardless of the Member planning to arrive early.</b></li> <li>• In the "Additional Information" below, two Absence Reasons may be entered on this page by a HR Specialist</li> <li>• Please use ONLY "Absence 1 Reason" and "Absence 2 Reason" to capture the different absences being used                             <ul style="list-style-type: none"> <li>◦ All Absences must be contiguous (if multiple absences are entered) and the first Absence must start on PCS Entries.</li> <li>◦ If any of the Birth/Non-Birth/Adoption/Foster Reasons are used, the Child's Birthdate field is required.</li> <li>◦ If an Adoption or Foster Reason is used, the Adopt/Foster Date field is required.</li> </ul> </li> </ul>
ABSENCE REASON	01-PCS ENTRIES	<input type="text"/>	
*BEGIN DATE	12/02/2024	<input type="text" value="📅"/>	
END DATE	01/09/2025	<input type="text" value="📅"/>	

**Submit for Approval Confirmation** ✕

Approver (Approve/Deny)

User List

Template

User ID

M Insert

Transaction submitted for approval

N OK

# Arrival Transaction

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

Search

Clear

**Current/Approved** 3



Name PVT JOHN SMITH

Empl ID 000000000

Current/Approved	Organizational Instance																											
Pending/Working	Business Unit US Army Active Component <span style="float: right;">Location FT CARSON</span>																											
Completed	Component Category ACMS-Indiv Acct-Transients <span style="float: right;">Job Code E88M MOTOR TRANSPORT OPERATOR</span>																											
Canceled	UIC WDMQCO 0068 CS BN CO C COMP TRK C <span style="float: right;">Position 06822454 #1 Heavy Vehicle Driver</span>																											
	Duty Status Absence																											
	Duty Status Attribute																											
	Permanent Assignments <span style="float: right;">Create Permanent Assignment <input type="text"/></span>																											
	2 rows																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID/Source</th> <th>Status</th> <th>Compo</th> <th>Action/Reason Code</th> <th>Begin/End Dt</th> <th>UIC</th> <th>Position</th> <th>Location</th> <th>Other Actions</th> </tr> </thead> <tbody> <tr> <td>120546767 Online Asg</td> <td>Arrived</td> <td>Active</td> <td>PCA Reassignment</td> <td>11/03/2023 11/19/2024</td> <td>WDMQCO 0068 CS BN CO C COMP TRK C</td> <td>06822454 #1 Heavy Vehicle Driver</td> <td>00138609 FT CARSON</td> <td><a href="#">View Order</a></td> </tr> <tr> <td>123168098 JO</td> <td>Approved</td> <td>Active</td> <td>PCS Operational</td> <td>11/20/2024 06/11/2027</td> <td>WET1AA 0013 CS HHC HHC COMBAT SUST</td> <td>09228125 Standard Excess</td> <td>00026098 JBLM LEWIS</td> <td><a href="#">View Order</a></td> </tr> </tbody> </table>	ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Other Actions	120546767 Online Asg	Arrived	Active	PCA Reassignment	11/03/2023 11/19/2024	WDMQCO 0068 CS BN CO C COMP TRK C	06822454 #1 Heavy Vehicle Driver	00138609 FT CARSON	<a href="#">View Order</a>	123168098 JO	Approved	Active	PCS Operational	11/20/2024 06/11/2027	WET1AA 0013 CS HHC HHC COMBAT SUST	09228125 Standard Excess	00026098 JBLM LEWIS	<a href="#">View Order</a>
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	Temporary Assignments																											
	<a href="#">Return to Search</a>																											



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

## Arrival Transaction

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



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



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



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

**Selection Criteria**

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

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

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

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

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

Employee ID   **A**

Entry Type  **B**

Entry ID

Status  **C**

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

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

**Selection Criteria**

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

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

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

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

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

Employee ID

Entry Type

Entry ID

Status

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Price
0000000000	PVT JOHN SMITH	7432299	1	05-PCS EVENTS	PCS ABSENCE		11/14/2024	11/19/2024	Approved	
0000000000	PVT JOHN SMITH	7415315	1	05-PCS EVENTS	01-PCS ENTRIES		11/14/2024	11/19/2024	Approved	

**Current/Approved**

Name: PVT JOHN SMITH  
Empl ID: 0000000000

**Current/Approved**

- Pending/Working
- Completed
- Canceled

**Organizational Instance**

Business Unit: US Army Active Component  
Component Category: ACMS-Indiv Acct-Transients  
UIC: WDMQC0 0068 CS BN CO C COMP TRK C  
Location: FT CARSON  
Job Code: E88M MOTOR TRANS  
Position: 06822454 #1 Heavy Vehicle Driver  
Duty Status: Absence  
Duty Status Attribute

**Permanent Assignments**

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position
120546767	Departed	Active	PCA	11/03/2023	WDMQC0	06822454
Online Asg			Reassignment	11/19/2024	0068 CS BN CO C COMP TRK C	#1 Heavy Vehicle Driver
123168098	Approved	Active	PCS	11/20/2024	WET1AA	09228125
JO			Operational	06/11/2027	0013 CS HHC HHC COMBAT SUST	Standard Excess

**Temporary Assignments**

[Return to Search](#)

**Actions**

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

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

**Arrivals/Departures** 5

Assignment Details

Member Elections

Add Instructions

Funding

Approvals/Eligibility

Comments/Attachments

Orders

Arrivals/Departures

C Submit Arrival

Assignment Header Information

Assignment: Permanent	Assignment ID: 123168098
Employee Record: 0	Assignment Seq: 0
Assignment Status: Approved	User Action: 0000
Workflow Status: Approved	

Component Category: PERSTEMP    Training Status: A

InTransit Type	Calculated Days	Adjustment Days	Total Days	Status	Approval Status	DTOD Mileage	Last Updated By	Last Updated
1 Auth Trvl	4	0	4	Active		1433	0002478530.01	11/20/2024 7:32:45PM
2 PCS Leave	6	-4	2	Active		0	0002478530.01	11/20/2024 7:27:54PM

Assignment Arrivals

Arrival Sequence#	Arrival Date	Arrival Status	Assignment Departed From	Last Updated By	Last Updated
1	11/20/2024	Active	120546767	0002478530.01	11/20/2024 7:32:45PM

Audit Fields

Last Updated By: 0002425170.20	Last Update Date/Time: 09/26/24 7:08:17PM
Source: Job Openings	Source ID: 915365

[Return to Landing Page](#)

**Current/Approved** 6

Name: PVT JOHN SMITH

Empl ID: 0000000000

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

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

Duty Status Attribute

Permanent Assignments

Create Permanent Assignment  1 row

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
123168098	Arrived	Active	PCS	11/20/2024	WET1AA	00000000	00026098	
JO			Operational	06/11/2027	0013 CS HHC HHC COMBAT SUST	Standard Excess	JBLM LEWIS	Other Actions <a href="#">View Order</a>

Temporary Assignments

[Return to Search](#)



Prepared for: IPPS-A Users

Prepared by: FMD (IPPS-A)

Arlington, VA 22202