



★ U.S. ARMY

SELF-SERVICE

Highlighting trending tasks

One Soldier ★ One Record ★ One Army

Admin Record Corrections PAR Job Aid

1) Homepage **Self Service**

2) Select **My Personnel Action Requests**

3) Select **Create Personnel Action**

4) Select **Effective Date**, **Action**: Admin Records Corrections, and **Reason**: Other

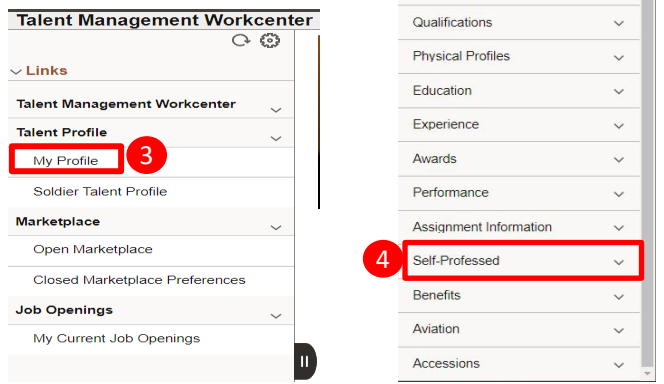
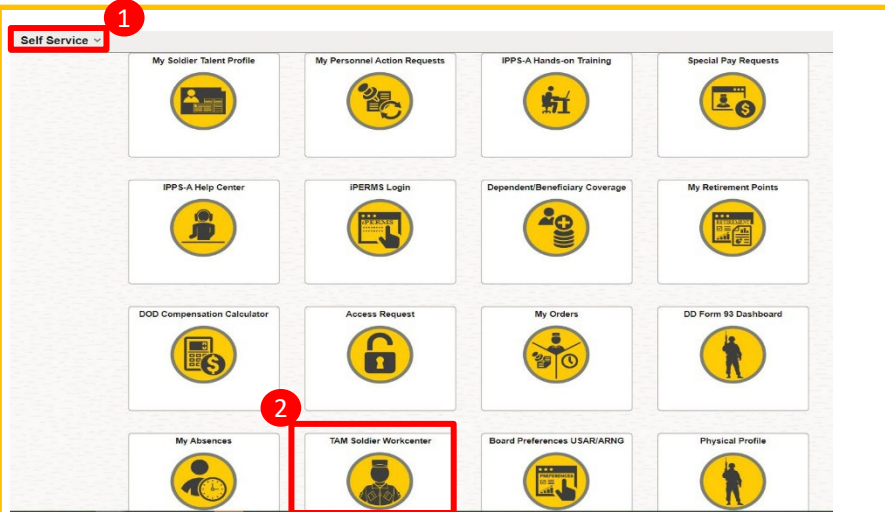
NOTE: Members initiate this PAR in order to request record updates.
NOTE: Members should include supporting documents as attachments.

5) Select **Add Attachment**

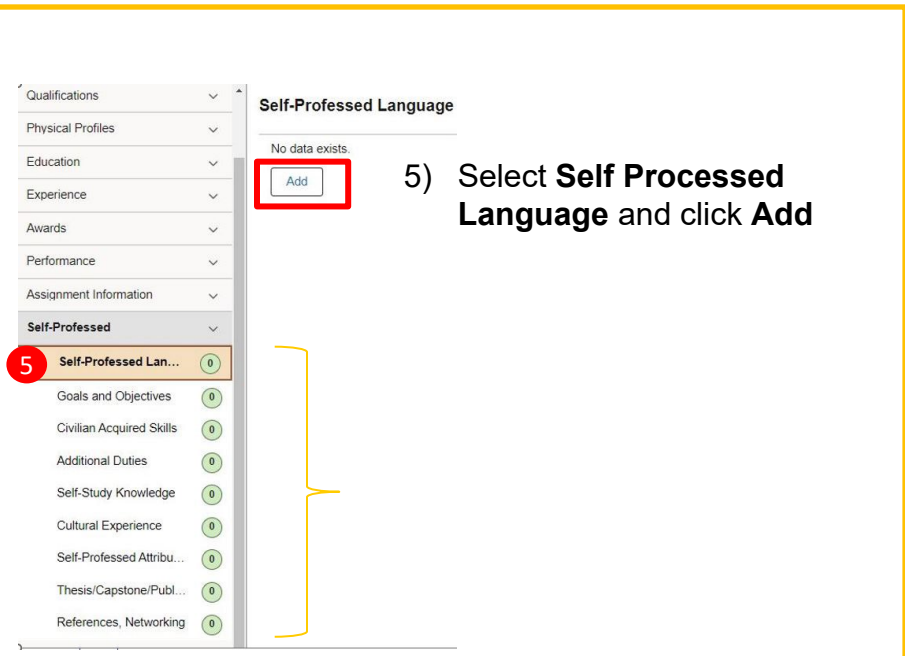
6) Select **Save**

7) Select **Validate**

Self Service – TAM Soldier Workcenter



- 1) Homepage **Self Service**
- 2) Select **TAM Soldier Workcenter**
- 3) Select **My Profile**
- 4) Select **Self-Processed** drop-down



5) Select **Self Processed Language** and click **Add**

Notes:
 *Click on each **Self-Professed** Tab to **Add** desired attribute(s)
 ***Entering KSBs is a Self-Service action, initiated by the Member**



★ U.S. ARMY

S1/G1/MPD/HRC

Highlighting trending tasks

One Soldier ★ One Record ★ One Army

Update Duty Title (Manage Assignments)

Assignments: Update Duty Position Title

1 Manage Assignments

Assignments Search Page

Search Criteria

Empl ID

Name

First Name

Last Name

1 Search Clear

Current/Approved Pending/Working Completed **2** Cancelled

Organizational Instance: Business Unit: US Army Active Component Location:

Component Category: ACMS-Indv Act-Transients Job Code: 9999Rc: Lower Strength Position: 0569212 Student UIC: 08986902 Duty Status: Present for Duty Duty Status Attribute:

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Other Actions
114783020	Completed	Active	PCA	01/13/2020	08498676	00024767	FT LIBERTY	3 Other Actions
115543578	Completed	Active	PCA	04/28/2023	08986902	00129154	FT HUACHUCA	Other Actions

Actions

3 Update Duty Title

Update Position Qualification

- 1) Navigate to **Assignments Search Page** ; Screen displays **Search Criteria**; Select **Search**
- 2) Select **Completed** on the left panel
- 3) Screen displays **Permanent Assignments**; Locate the appropriate assignment; Select **Other Actions** drop down arrow; Select **Update Duty Title**

Submit Duty Title Update

Assignment Header Information

Assignment: Permanent Assignment ID: 115543578

Employee Record: 0 Assignment Seq: 2

Assignment Status: Completed User Action: 8001 System Curtail/ Extend

Workflow Status: Approved Stat Auth:

Component Category: Training Status: PERSTEMPO Info: View/Update TDY Event

Assignment Dates

Projected Begin Dt: 04/28/2023 Report Date: 04/28/2023

Number of Days: 0 Projected End Dt: 04/28/2023

Change Effective Date: 04/28/2023 Assignment From: 114783020

Standard Fields

*Action: PCA *Reason: Reassignment

Trans Type: UIC: W1EBHQ W1EB USAICOE HQS COMMAND Subtrans Type: Position: 08986902

Location: 00129154 FT HUACHUCA Over Strength Indicator: NOT OVERSTRENGTH

With Duty At: Estab ID: CONUS Tour Type: NOT APPLICABLE

Tour Indicator: **4** *Duty Title: INSPECTOR GENERAL

Submit Duty Title Update **5**

Assignment Header Information

Assignment: Permanent Assignment ID: 115543578

Employee Record: 0 Assignment Seq: 2

Assignment Status: Completed User Action: 8001 System Curtail/ Extend

Workflow Status: Approved Stat Auth:

Component Category: Training Status: PERSTEMPO Info: View/Update TDY Event

Assignment Dates

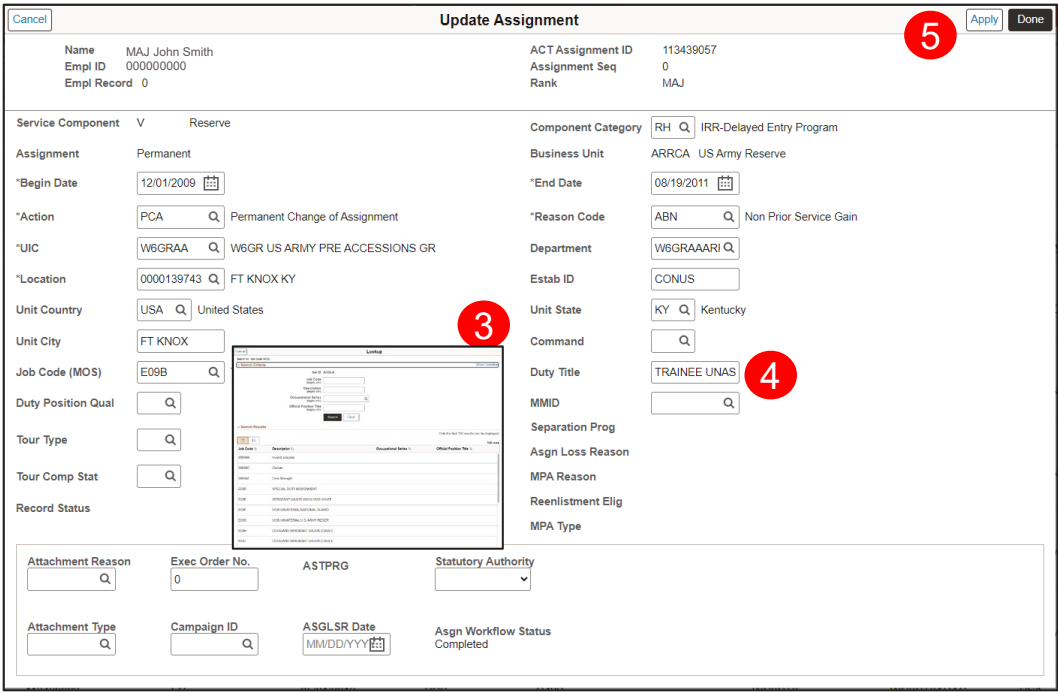
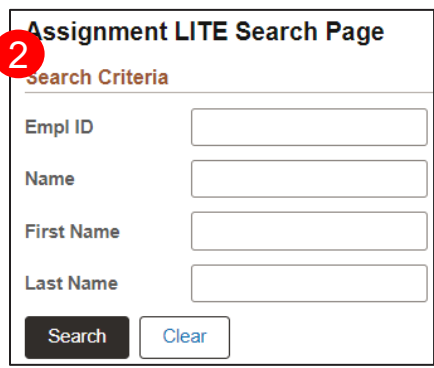
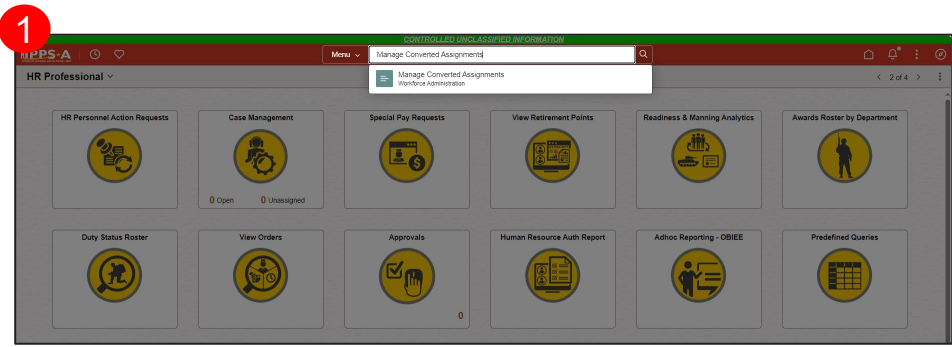
Projected Begin Dt: 04/28/2023 Report Date: 04/28/2023

Number of Days: 0 Projected End Dt: 04/28/2023

Change Effective Date: 04/28/2023 Assignment From: 114783020

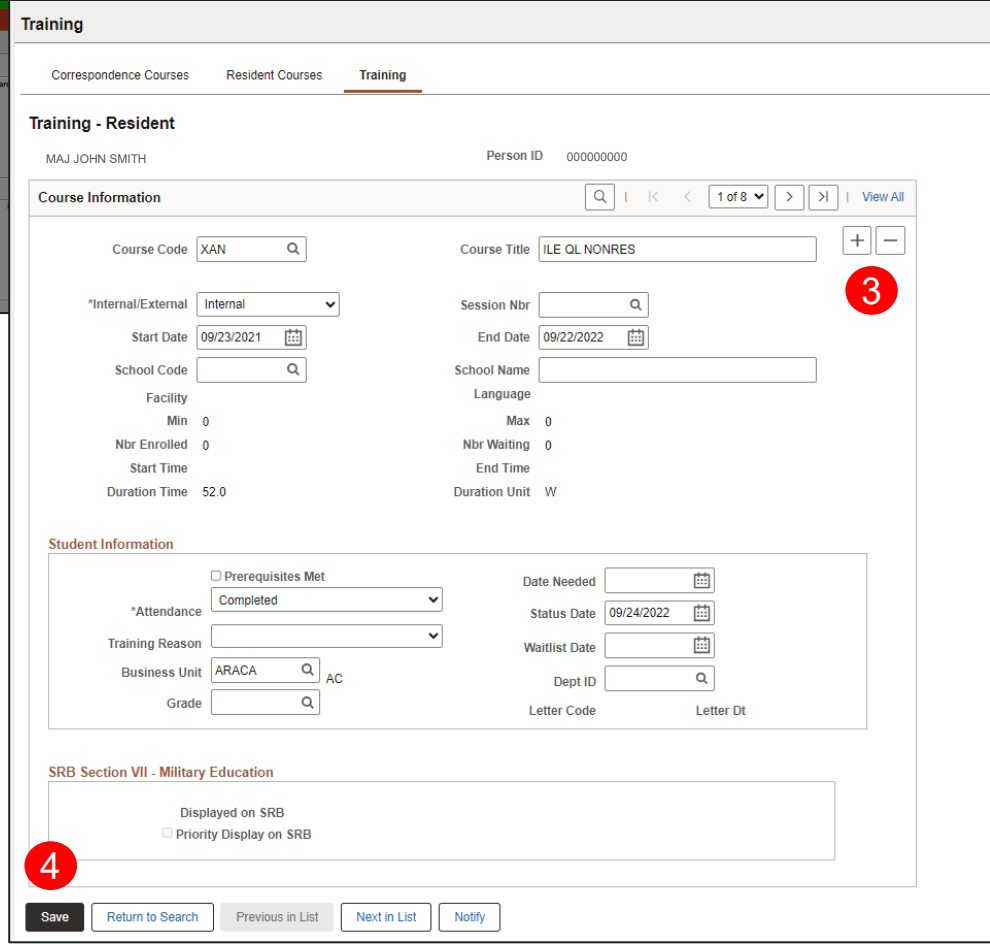
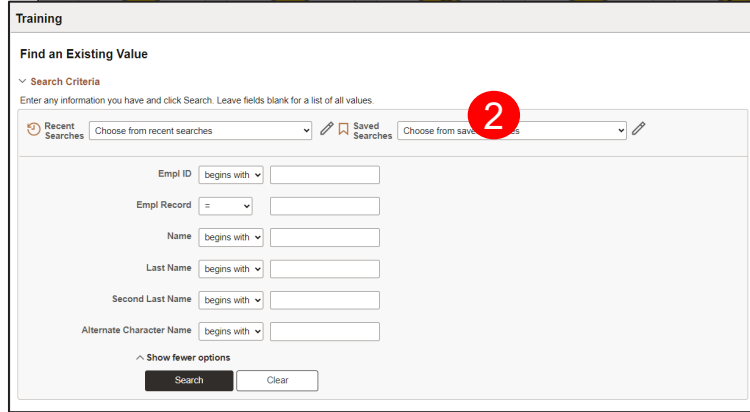
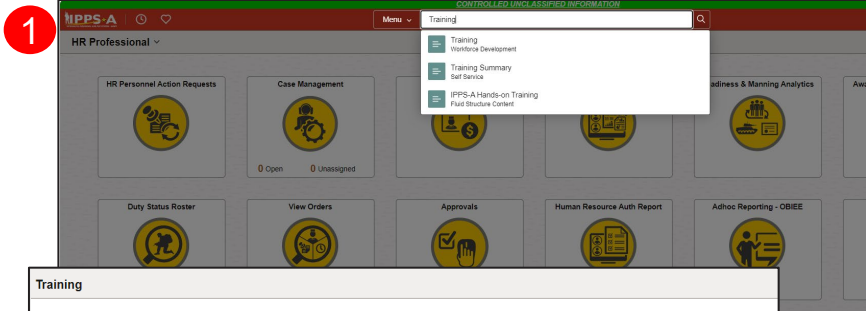
- 4) Screen displays **Assignment Header Information**; Select **Duty Title** search tool to select appropriate duty title from search or list
- 5) Select **Submit Duty Title Update** to complete the process

Update Duty Title (Manage Converted Assignments)



- 1) From the homepage, enter **Manage Converted Assignments** in the **Menu** box
- 2) The **Assignment Lite Search Page** displays; enter desired search criterion for the Member; select **Search**
- 3) To update the Member's **Job Code**, select the magnifying glass icon - search and select from the dropdown listing
- 4) To update the Member's **Duty Title**, select the text box and enter desired title
- 5) To complete, select **Apply** and **Done**

Update ATRRS Courses (Training)



- 1) From the homepage, enter **Training** in the **Menu** box
- 2) The **Training** Page displays; enter desired search criterion for the Member; select **Search**
- 3) Select **Training** tab at the top of the page; To update the Member's **Course Information**, select the **+** icon and add another entry of course information
- 4) To complete, select **Save**

Update Military Education Level/Status (Person Profile)

BLUF HR Pros with the HR SYSTEM ADMIN subcat may update Military Education Level (MEL) and Military Education Status (MES) in **Profile Management < Person Profile**.

1 Profile Management

2 Person Profile

3 Military Education Level

4 Details

5 Look Up Military Education Level-MEL

6 Military Education Status-MES

7 Military Education Status-MES Selection List

8 MEL How Acquired, Mil Ed Course, Military Course Rating, MIL Ed Achievement-ACH, Military Course Size

9 OK, Cancel

- 1) Select Profile Management tile from homepage
- 2) After entering an EMPLID into the Search screen; Person Profile screen displays, select **Education**
- 3) The Education tab displays, select **Add New Military Education Level**
- 4) The Details screen displays, select **Military Education Level-MEL**
- 5) The **Look Up Military Education Level-MEL** dropdown list displays, select a course from the listing
- 6) In **Effective Status**, select a status
- 7) Select **Military Education Status-MES**, a dropdown listing displays, select a status
- 8) May enter additional information in the selection given
- 9) Select **OK** to complete the transaction
- 10) **The Person Profile screen displays, scroll to the bottom, select Save**

CAT: HR PROFESSIONAL; SUBCAT: HR SYSTEM ADMIN

Applicable References



Self-Service:

TAM Soldier Workcenter: Chapter 10

Self-Service: Chapter 11

G1/S1/MPD:

Profile Management: Chapter 15

Assignments: Chapter 12

TAM Workcenter: Chapter 10

Editing STP Live Stream Training

IPPS-A HRC G1/S1 Touchpoint 9AUG23 Editing the Soldier Talent Profile: <https://www.milsuite.mil/book/thread/281870>

IPPS-A HRC G1/S1 Touchpoint 30AUG23 Editing the Soldier Talent Profile: <https://www.milsuite.mil/book/docs/DOC-1277934>

- IPPS-A Mailbox: usarmy.pentagon.hqda-ipps-a.mbx.ipps-a@army.mil
- Facebook: [@armyippsa](#)
- Instagram: [@usarmy_ippsa](#)
- Twitter: [@IPPSArmy](#)
- Reddit: [@IPPSA_Official](#)
- LinkedIn.com/company/ipps-a
- [S1Net](#)



INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Functional Training: On-Demand Resources

BLUF

Webinar recordings are available on S1Net. Known Issues, Replays, Job Aids, and Manuals/Guides are available on S1Net and website.

JOIN US FOR LIVE TRAINING

IPPS-A
Audit & Internal Controls

4th Monday of the Month

JOIN US FOR LIVE TRAINING

IPPS-A
ROLES AND PERMISSIONS SERIES

4th Tuesday of the Month

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IPPS-A
A DAY IN THE LIFE WEBINAR

Known Issues (1 of 2)

Err	Type	Detail/Change Request Title	Detail/Change Request Description	Impact/Change Request Description	Status
1204	SR	IPPS-A: Unable to view the 'My Profile' page	Users are unable to view the 'My Profile' page in the IPPS-A system. The error message displayed is 'The page cannot be displayed. Your computer may not have enough memory to open the page, or the page may have too many images. You should reduce the amount of images and images size on this page. You may also want to delete cookies or your account may contain too much information. For more information on how to reduce the amount of information stored by your browser, see the help topic on cookies. For more information on how to free up memory, see the help topic on memory. Error: 1204: Unable to view the 'My Profile' page.	Users are unable to view their profile information, which is a critical function for the system.	Open
1205	SR	IPPS-A: Unable to view the 'My Profile' page	Users are unable to view the 'My Profile' page in the IPPS-A system. The error message displayed is 'The page cannot be displayed. Your computer may not have enough memory to open the page, or the page may have too many images. You should reduce the amount of images and images size on this page. You may also want to delete cookies or your account may contain too much information. For more information on how to reduce the amount of information stored by your browser, see the help topic on cookies. For more information on how to free up memory, see the help topic on memory. Error: 1205: Unable to view the 'My Profile' page.	Users are unable to view their profile information, which is a critical function for the system.	Open
1206	SR	IPPS-A: Unable to view the 'My Profile' page	Users are unable to view the 'My Profile' page in the IPPS-A system. The error message displayed is 'The page cannot be displayed. Your computer may not have enough memory to open the page, or the page may have too many images. You should reduce the amount of images and images size on this page. You may also want to delete cookies or your account may contain too much information. For more information on how to reduce the amount of information stored by your browser, see the help topic on cookies. For more information on how to free up memory, see the help topic on memory. Error: 1206: Unable to view the 'My Profile' page.	Users are unable to view their profile information, which is a critical function for the system.	Open
1207	SR	IPPS-A: Unable to view the 'My Profile' page	Users are unable to view the 'My Profile' page in the IPPS-A system. The error message displayed is 'The page cannot be displayed. Your computer may not have enough memory to open the page, or the page may have too many images. You should reduce the amount of images and images size on this page. You may also want to delete cookies or your account may contain too much information. For more information on how to reduce the amount of information stored by your browser, see the help topic on cookies. For more information on how to free up memory, see the help topic on memory. Error: 1207: Unable to view the 'My Profile' page.	Users are unable to view their profile information, which is a critical function for the system.	Open
1208	SR	IPPS-A: Unable to view the 'My Profile' page	Users are unable to view the 'My Profile' page in the IPPS-A system. The error message displayed is 'The page cannot be displayed. Your computer may not have enough memory to open the page, or the page may have too many images. You should reduce the amount of images and images size on this page. You may also want to delete cookies or your account may contain too much information. For more information on how to reduce the amount of information stored by your browser, see the help topic on cookies. For more information on how to free up memory, see the help topic on memory. Error: 1208: Unable to view the 'My Profile' page.	Users are unable to view their profile information, which is a critical function for the system.	Open
1209	SR	IPPS-A: Unable to view the 'My Profile' page	Users are unable to view the 'My Profile' page in the IPPS-A system. The error message displayed is 'The page cannot be displayed. Your computer may not have enough memory to open the page, or the page may have too many images. You should reduce the amount of images and images size on this page. You may also want to delete cookies or your account may contain too much information. For more information on how to reduce the amount of information stored by your browser, see the help topic on cookies. For more information on how to free up memory, see the help topic on memory. Error: 1209: Unable to view the 'My Profile' page.	Users are unable to view their profile information, which is a critical function for the system.	Open
1210	SR	IPPS-A: Unable to view the 'My Profile' page	Users are unable to view the 'My Profile' page in the IPPS-A system. The error message displayed is 'The page cannot be displayed. Your computer may not have enough memory to open the page, or the page may have too many images. You should reduce the amount of images and images size on this page. You may also want to delete cookies or your account may contain too much information. For more information on how to reduce the amount of information stored by your browser, see the help topic on cookies. For more information on how to free up memory, see the help topic on memory. Error: 1210: Unable to view the 'My Profile' page.	Users are unable to view their profile information, which is a critical function for the system.	Open

*All IPPS-A Related Notes are posted under IPPS-A Resources on S1Net

One Soldier * One Record * One Army

IPPS-A REPLAYS

TRAINING OPPORTUNITIES

Bite-sized demo videos that guide users through task execution in under 4 minutes

- Add Title to Homepage
- Add Pages to Favorites
- Access Request on Behalf of Member
- Submit a Case on Behalf of Member
- Arrive Member to Assignment
- Depart Member to Assignment
- Create Temporary Assignment
- Update a Duty Status
- Add/Update Award
- Create Award/Recommendation PAR
- Initiate and Renew Suspension of Favorable Personnel Action
- Process a Reduction
- Create SI Pool
- Add Member to SI Pool
- Create Upper Echelon Group
- Add Member to Upper Echelon Group
- Create User Define List
- Create Workflow Template
- Validate Unit Level Accountability

IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

U.S. ARMY

IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

UPDATE A CANCELED ABSENCE JOB AID

This Job Aid assists in locating a canceled absence request for modification. In IPPS-A, Members cannot cancel an absence request and submit a new request for the same or overlapping "To" and "From" dates.

IPPS-A includes the functionality to view, create, update, and cancel absences. Cancelling an absence is a full-day activity. Additionally, leave balances are not adjusted if it is a calendar absence. Reference AB 800-8-10, Leave Aid Passes.

Absence Requests will process digitally in IPPS-A, with approval and adjustments fully automated to send the appropriate transaction Identification Number (FIN) or Form Identifier (FOI) to Defense Joint Military Pay System (DJMS) to account for the absence.

Update a Canceled Absence

GETTING STARTED

- Locate the absence job.
- The "To" and "From" dates select View/Update Requests.
- Select the Canceled Absence.

IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY (IPPS-A) USER MANUAL

Users may share their products with the field to the IPPS-A S1Net Subtopic > IPPS-A SOPs/Tools: <https://www.milsuite.mil/book/communty/spaces/apf/s1net/ipps-a/ipps-a-sops>

IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Functional Training: Webinars

BLUF

Webinars are conducted each month on MS Teams and posted to IPPS-A S1Net page.

A Day in the Life and/or HRC G1/S1 Touchpoint Seminars:
As needed basis

Audit and Internal Controls:
4th Monday of month
Auditing / unit level transaction logging and monitoring; Tools for HR system audit visits

Roles and Permissions:
4th Tuesday of month
Elevated access submitted, processed and managed; Validator responsibilities

IPPS-A S1Net: <https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a/overview>

A Day in Life: *Top content*

- Training Environments: Tips for using ITE and OTE for hands-on reinforcement TRNG
- S1 Pool Set Up and SFPA Flags: Task execution of critical cutover and post go-live task
- Determining Elevated Access: Best practices to crosswalk IPPS-A SUBCAT/roles to user duties
- Unit Accountability and Strength: Readiness and Duty Status Rosters, Readiness Dashboard
- Analytic tools for Unit Level Strength Mngt: Historical / Projected Strength Dashboards
- Workflow Capabilities and Set Up: Demonstrates how to set up workflow
- Progressive workflow demonstration: Demonstration of PAR routing from through PAR completion
- Personnel Information Management: Queries and updating Person Profile
- Monthly Reports and Promotion Roster: Promotion boards and rosters, predefined queries
- Managing Decentralized/Semi-Centralized Promotions: Promotion PARs and reports
- Unit Level Assignments: Local reassignments with Unit Slotting Tool and temporary assignments
- Managing Absences: HR Pro perspective to managing absences in IPPS-A
- Special / Incentive Pays: Intro of R3 MilPay integration, submission >> approval >> mngt of request
- CRM Duties and Responsibilities: Intro to CRM capabilities and unit S-1 actions
- Using CRM as an HR: Progressive training on how to solution and/ or escalate cases (HR and IT)
- Day 1 POW Task: Explains execution of critical task related to readiness roster and elevated access

Roles and Permissions Training: *Latest series*

- Part 1: Introduction and Access Request Submission
- Part 2: Validator Overview and Access Request Approval
- Part 3: Segregation of Duties (SOD) Overview and elevated access mngt tools and sustainment

Audit and Internal Controls: *Latest series*

- Part 1: Introduction and Report Review (Submitted TIN/FID and Pay Pers Mismatch)
- Part 2: Report Review (World Access, SOD, and Monitor Approvals)
- Part 3: Report Review (Inactive User, Mass Update Own Data, and POI Active User)

Functional Training: Videos and Demos

BLUF

Videos and demos are available on the IPPS-A S1Net page and YouTube.

YouTube Playlists:

- Release 3 Leaders Course
- Release 3 Self-Service Series
- IPPS-A Coffee Talk
- IPPS-A Podcast
- The Ippsons
- User-centric compilations:
 - ARNG
 - USAR
 - HRC
 - IMCOM
 - G1s
 - S1s
 - Commanders
 - Soldiers

IPPS-A S1Net: <https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a/overview>

IPPS-A YouTube: <https://youtube.com/IPPSA>

IPPS-A Replays, Season 1:

- Add Tile to Homepage
- Add Pages to Favorites
- Arrive Member to an Assignment
- Depart Member to an Assignment
- Create a Temporary Assignment
- Update a Duty Status
- Add or Update an Award
- Create an S1 Pool
- Update a Member in an S1 Pool
- Create an Upper Echelon Group
- Update a Member in an Upper Echelon Group
- Submit an Access Request on behalf of (OBO) a Member
- Submit a Case OBO Member
- Create an Award Recommendation PAR
- Create User Defined List
- Create a Workflow Template
- Process a Reduction
- Initiate SFPA
- Remove SFPA
- Validate Unit Level Accountability

IPPS-A Replays, Season 2:

- Complete Member Elections
- Create Workflow Template
- Create POI Account Accurately
- Add POI Relationship
- Maintain POI Relationship
- Set Up Provider Group Accurately
- Manage Decentralized Promotion Roster
- Manage Semi-Centralized Promotion Roster
- Generate ETS Roster Using Ad Hoc Reporting
- Create Active Termination – Discharge Separation Assignment (MPD edition)
- Reassign Action Using Monitor Approvals

Functional Training: Demo Server Resources

BLUF

User Productivity Kits (UPKs), Manuals/Guides, Job Aids and Leaders Program are available within the IPPS-A Demo Server.

IPPS-A Demo Server direct link:

<https://hr.ippsa.army.mil/upk/r3/demoserver/index.html>

Select a button from the UPK Instructions main menu:

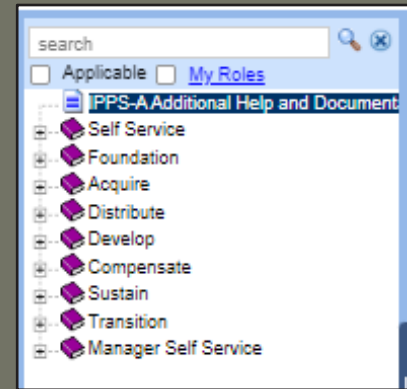
- R3 Overview Epic/Capability area overviews
- R3 UPKs Step by step instructional training aids
- R3 User Manual User Manual, Guides, and Job Aids
- R3 Leaders Program Individual leader videos on demand

IPPS-A Help File URL:

[Help File](#)

Deselect the Applicable check box on the main menu:

All Training UPKs may be found in this searchable library
 *Select + symbol to find desired subjects →



References and Field Input

Guides and Manuals	Comment Sheets
IPPS-A User Manual	IPPS-A User Manual Comment Tracker
Army National Guard Error Resolution	
AORS Integration User Guide	
CRM User Manual	
Error Resolution Foundation (HCM)	
HRC Master Workflow Template - UDL List	
Internal Control Compliance Guide	Internal Control Compliance Guide Comment Tracker
IPPS-A Cutover Guide	
IPPS-A Cutover Guides Summary of Changes	
IPPS-A ELM User Guide	
IPPS-A Interfaces (SV8)	
IPPS-A Subcategory Infographics	
IPPS-A TRA User Guide	
MOBCOP Integration User Guide	
Provider Group Reference Guide	
R3 Training Glossary	
RLAS Integration User Guide	
SFARS Integration User Guide	
MILPAY User Manual	

Job Aids
Assignment Deferment Process - Cutover
Automated Accession Business Process
Deletion of User Defined List
Enlisted Accession Assignment Job Aid
IPPS-A Example Task-Integrated Soldier from PCR to PRR
Manually Create Provider Group and Switch Business Unit to an IT Case
MPC Change - Mass Update
PSC_PPA_202212
Separation and Transfer Assignments Job Aid
IPPS-A MPD SmartBook
Canceled Absence Job Aid
HRC Jr Enlisted Promotions Job Aid
IPPS-A Self Service Guide
Self Service Personnel Record Review Job Aid
REDCAT Job Aid
OBIEE Job Aid
Re-Initiate Member Elections Job Aid

Resources are also available: *Training Aids and S1Net*