IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

MEMBER ARRIVAL AND DEPARTURE JOB AID

This Job Aid assists HR Professionals in understanding arrival and departure transactions.

NAVIGATION: Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

NOTE: See IPPS-A User Manual, Chapter 12 for more information.
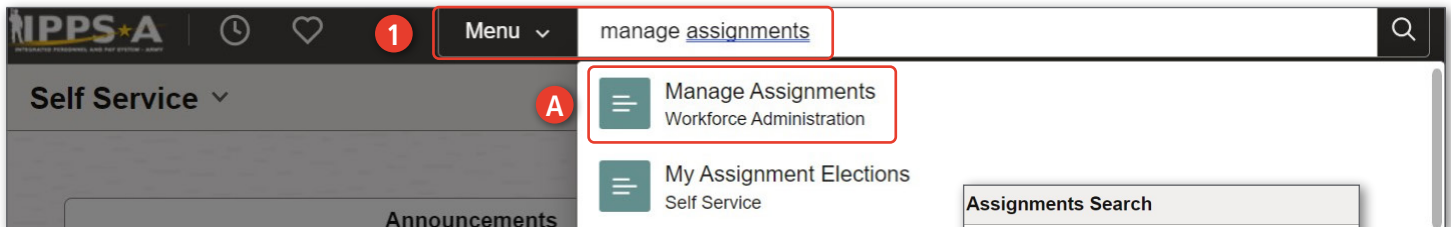
Arrival Overview

The arrival transaction is completed by the gaining unit/installation and finishes the move of the Member from one assignment to another.

An authorized HR Professional from the gaining unit enters the arrival transaction. An arrival transaction can only occur after a departure transaction from the previous assignment is recorded.

NOTE: Member arrival to an assignment affects pay and benefit entitlements based on assignment type.

NOTE: When processing an arrival with an approved "PCS Absence," the HR Professional is afforded the opportunity to modify the Authorized Travel (AT) days in the InTransit Grid, if required.

1. Enter **Manage Assignments** in the bar search menu.

   1A. Select **Manage Assignments**.

2. Enter **Empl ID**.

   2A. Select **Search**.

One Soldier ★ One Record ★ One Army

★ **U.S. ARMY**

Arrival Overview CONTINUED

3. Screen displays **Permanent Assignments**.

    3A. Locate the **Approved Status** assignment.

    3B. Select **Other Actions** drop down arrow.

    3C. Select **Arrive Member** (the from assignment must be in a departure status).

4. Select **Submit Arrival** to complete the process.
5. Select **Return to Landing Page**.

NOTE: Screen displays Permanent Assignments, Status reflects Arrived.

Departure Overview

The departure transaction is completed by the losing unit/installation and initiates the move of the Member from one assignment to another.

A Departure transaction can only be executed when the following conditions are met: (1) A Member is arrived on the assignment, and (2) They are to be departed from and the next assignment is in an approved status.

NOTE: Submission of a departure does not require Approvals, but does generate a duty status update.

1. Enter **Manage Assignments** in the bar search menu.

    1A. Select **Manage Assignments**.

2. Enter **Empl ID**.

    2A. Select **Search**.

Departure Overview CONTINUED

3. Screen displays **Permanent Assignments**.
   3A. Select **Other Actions** drop down arrow.
   3B. Select **Depart Member**.

4. Select **Submit Departure** to complete the process; the screen will automatically transition to the **Manage Assignments Page**.

NOTE: Screen displays Permanent Assignments; Status reflects Departed.