

DATA QUALITY/CORRECTNESS JOB AID

This Job Aid assists HR Professionals in identifying and correcting errors in personnel data.

Previously, HR Professionals identified personnel data errors through birth-date month reviews or Member-initiated Personnel Action Requests (PARs). Now, the Data Quality/Correctness Tile, allows an HR Professional to continuously monitor their unit's personnel data.

Currently, the Data Quality/Correctness Tile accurately identifies Members' Pay Entry Base Date (PEBD), Expiration Term of Service (ETS), and Control Grade (CONGR).

To address Mandatory Removal/Retirement Date (MRD), Active Duty Service Obligation (ADSO), and Date of Initial Entry into Military Service (DIEMS) errors, Members must submit a Service Dates PAR with an explanation of the issue and request assistance from their Human Resources Command (HRC) Branch Manager.



NOTE: Many of these corrections may require a review of a Member's DA Form 1506, "Statement of Service – For Computation of Length of Service for Pay Purposes."



NAVIGATION: HR Professional Homepage > Data Quality/Correctness Tile



NOTE: The official edition of Department of the Army (DA) forms are available at <https://armypubs.army.mil/>.



NOTE: See User Manual (Process 1-8 Review the Data Quality/Correctness Dashboard).

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Data Quality/Correctness (PEBD)

1. Navigate to the **Data Quality/Correctness** Tile.
2. The **Data Quality/Correctness Dashboard** and **Report Inputs** section displays. Four **Search By** options are available: **Business Unit**, **Unit Identification Code (UIC)**, **Distribution Management Level/Distribution Management Sub-Level (DML/DMSL)** (the default option) and **Additional Organization Prompts** (if desired):

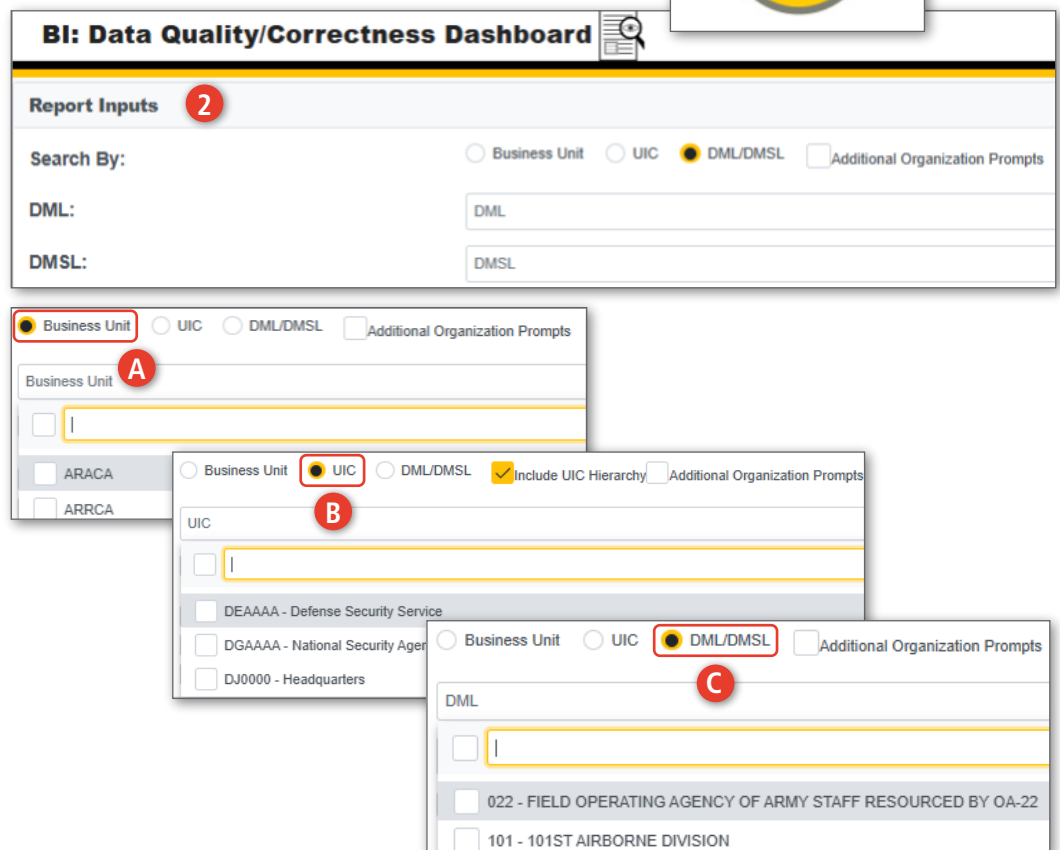
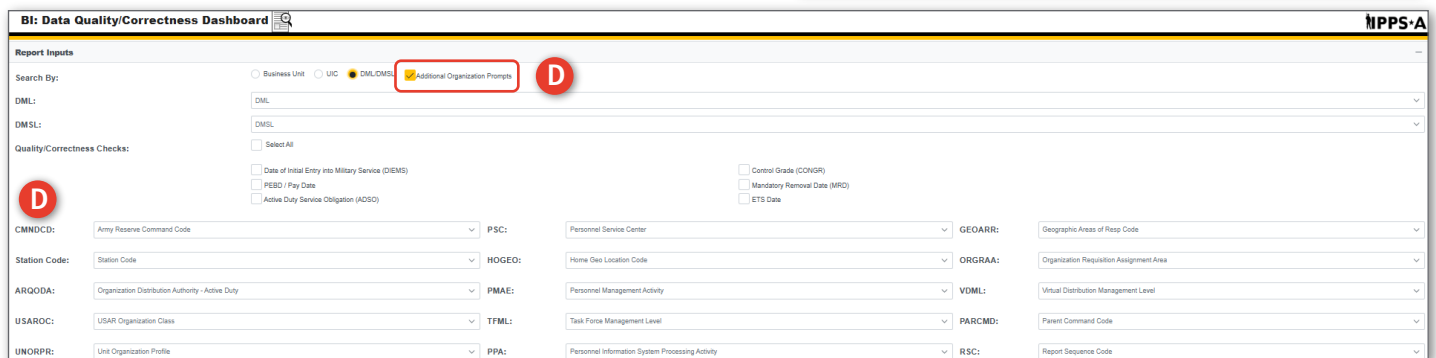


2A. Select **Business Unit** radio button. Make applicable selection.

2B. Select **UIC** radio button.
Enter applicable UIC.


2C. Select **DML/DMSL** radio button. Enter applicable information.


2D. Select **Additional Organization Prompts** box.
Enter applicable information.

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Data Quality/Correctness (PEBD) CONTINUED

- 2E. Select **PEBD/Pay Date** checkbox in the **Quality/Correctness Checks** section. Select **Search**.
- 2F. Review the **Quality/Correctness Findings** column.
- 2G. Select the arrow to expand the record.
- 2H. Review the **Issue(s)** column.
- 2I. Select the yellow hyperlinks in the **Source Link** column to view location of error in IPPS-A.
- 2J. Add applicable **Notes** as issues are worked on by selecting the  icon.

BI: Data Quality/Correctness Dashboard 

Report Inputs

Search By: ☐ Business Unit ☐ UIC ☒ DML/DMSL ☐ Additional Organization Prompts

DML:

DMSL:

Quality/Correctness Checks:

☐ Select All

☒ PEBD / Pay Date E

☐ Date of Initial Entry into Military Service (DIEMS)

☐ Active Duty Service Obligation (ADSO)


☐ Control Grade (CONGR)

☐ Mandatory Removal Date (MRD)

☐ ETS Date

E

Reset Search


BI: Data Quality/Correctness Dashboard 

Report Inputs

Data Quality Summary

EMPLID	Name	Grade	UIC	Business Unit	Quality/Correctness Findings	# Missing Notes
0000000000	KEITH, DAVID	E5	000000	ARACA	DIEMS > PEBD : DIEMS >= BESD : PEBD < DIEMS ;	3
0000000000	HANSON, STEWART	E5	000000	ARACA	DIEMS > PEBD : DIEMS >= BESD : PEBD < DIEMS ;	3
0000000000	PERL, JOSHUA	E4	000000	ARACA	DIEMS > PEBD : DIEMS >= BESD : PEBD < DIEMS ;	3
0000000000	BROWN, CHASE	E5	000000	ARACA	DIEMS > PEBD : PEBD < DIEMS ;	2



Showing rows 1 to 4 of 4



BI: Data Quality/Correctness Dashboard 

Report Inputs

Data Quality Summary

EMPLID	Name	Grade	UIC	Business Unit	Quality/Correctness Findings	# Missing Notes
0000000000	KEITH, DAVID	E5	WAB6Y1	ARACA	DIEMS > PEBD : DIEMS >= BESD : PEBD < DIEMS ;	3

Finding Type	Issue(s)	Source Link	Notes
PEBD / Pay Date	PEBD < DIEMS	Job Data - Assigned Seniority Dates	 J
Date of Initial Entry into Military Service (DIEMS)	DIEMS > PEBD DIEMS >= BESD	Job Data - Assigned Seniority Dates	

 **NOTE:** To export report as a CSV file, select the  icon beside the Employee Identification (EMPLID) column.

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Data Quality/Correctness (PEBD) CONTINUED

3. The **Job Data** page displays on the **Job Labor** tab in a new window:

3A. Review the **Assigned Seniority Dates** section where the issue resides.

Job Data
3

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

SSG DAVID KEITH
Employee

Empl ID 000000000
Empl Record 0

Military Service United States Army

Labor Information ⓘ

Effective Date 01/27/2025

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Permanent Change of Assignment
Reason Reassignment
Job Indicator Primary Job

Go To Row

Current ⓘ

Bargaining Unit
Labor Agreement ARSHA
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2

Default Labor Agreement

☐ Position Management Record

Union Code
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date

☐ Stop Wage Progression
☐ Pay Union Fee
☐ Exempt from Layoff

Reason

Assigned Seniority Dates ⓘ

Seniority Date ⓘ

Control Value

Labor Seniority Date

Override


Override Reason

ADSO/SRR			<input checked="" type="checkbox"/>	
BASD		08/07/2014	<input checked="" type="checkbox"/>	
BDAP			<input checked="" type="checkbox"/>	


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Version 1.0 20250415

One Soldier ★ One Record ★ One Army



Data Quality/Correctness (CONGR)

1. The **Data Quality/Correctness Dashboard** and **Report Inputs** section displays:
 - 1A. Select **Control Grade (CONGR)** checkbox in the **Quality/Correctness Checks** section. Select **Search**.
 - 1B. Review the **Quality/Correctness Findings** column.
 - 1C. Select the arrow to expand the record.
 - 1D. Review the **Issue(s)** column.
 - 1E. Select the yellow hyperlinks in the **Source Link** column to view location of error in IPPS-A.
 - 1F. Add applicable **Notes** as issues are worked on by selecting the  icon.



BI: Data Quality/Correctness Dashboard

Report Inputs

Search By: ☐ Business Unit ☐ UIC ☒ DML/DMSL ☐ Additional Organization Prompts

DML:

DMSL:

Quality/Correctness Checks:

☐ Select All

☐ Date of Initial Entry into Military Service (DIEMS)

☐ PERS / Pay Date

☐ Active Duty Service Obligation (ADSO)

☒ Control Grade (CONGR)

☐ Mandatory Removal Date (MRC)

☐ ETS Date

BI: Data Quality/Correctness Dashboard

Report Inputs

Data Quality Summary

EMPLID	Name	Grade	UIC	Business Unit	Quality/Correctness Findings	# Missing Notes
000000000	MANN, PHILIP	O2	000000	ATNCA	CONGR is N/A or blank	1


BI: Data Quality/Correctness Dashboard



Report Inputs

Data Quality Summary

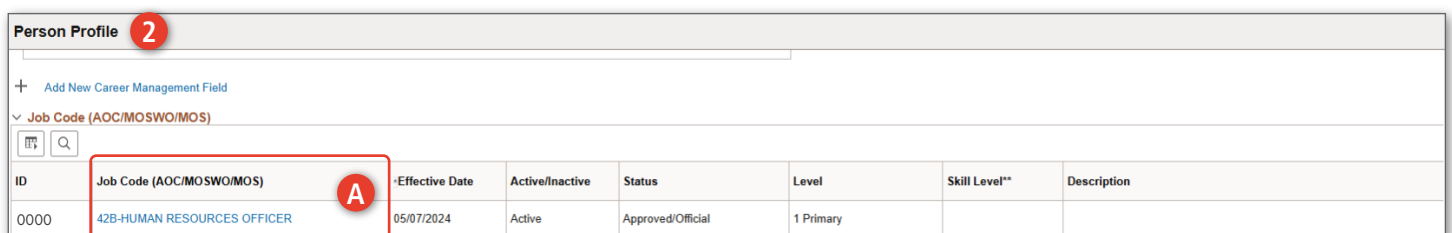
EMPLID	Name	Grade	UIC	Business Unit	Quality/Correctness Findings	# Missing Notes
000000000	MANN, PHILIP	O2	000000	ATNCA	CONGR is N/A or blank	1

Findings

Finding Type	Issue(s)	Source Link	Notes
Control Grade (CONGR)	CONGR is N/A or blank	Person Profile - Job Code (AOC/MOSWO/MOS)	

 **NOTE:** To export report as a CSV file, select the  icon beside the Employee Identification (EMPLID) column.

2. The **Person Profile** page displays on the **Career Management** tab in a new window:
 - 2A. Review the **Area of Concentration/Military Occupational Specialty Warrant Officer/Military Occupational Specialty (AOC/MOSWO/MOS)** section where the issue resides.



Person Profile


+ Add New Career Management Field

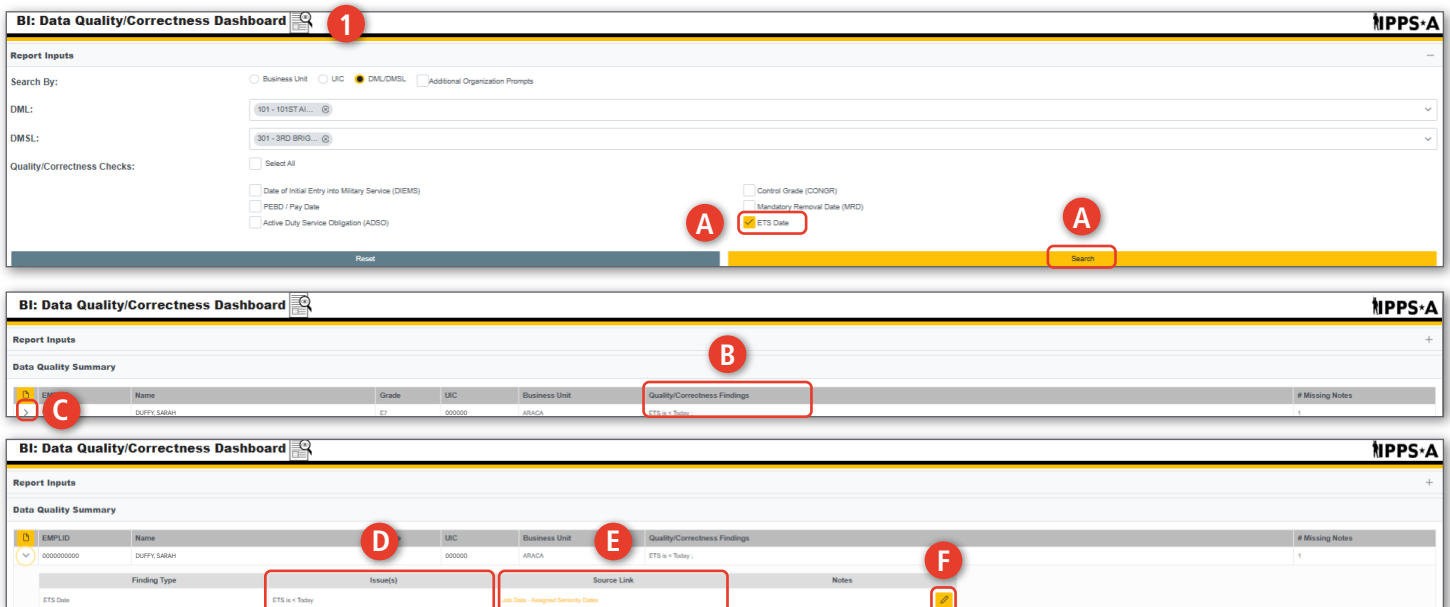
Job Code (AOC/MOSWO/MOS)


ID	Job Code (AOC/MOSWO/MOS)	Effective Date	Active/Inactive	Status	Level	Skill Level**	Description
0000	42B-HUMAN RESOURCES OFFICER	05/07/2024	Active	Approved/Official	1 Primary		

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Data Quality/Correctness (ETS)

1. The **Data Quality/Correctness Dashboard** and **Report Inputs** section displays:
 - 1A. Select **ETS** checkbox in the **Quality/Correctness Checks** section. Select **Search**.
 - 1B. Review the **Quality/Correctness Findings** column.
 - 1C. Select the arrow to expand the record.
 - 1D. Review the **Issue(s)** column.
 - 1E. Select the yellow hyperlinks in the **Source Link** column to view location of error in IPPS-A.
 - 1F. Add applicable **Notes** as issues are worked on by selecting the  icon.



BI: Data Quality/Correctness Dashboard  IPPS-A

Report Inputs

Search By: ☐ Business Unit ☐ UIC ☒ OML/OMSL ☐ Additional Organization Prompts

DML:

DMSL:

Quality/Correctness Checks:

☐ Select All

☐ Date of Initial Entry into Military Service (DIEMS)

☐ PERD / Pay Date


☐ Active Duty Service Obligation (ADSO)

☐ Control Grade (CONGR)

☐ Mandatory Removal Date (MRD)


☒ ETS Date


Reset **Search**

BI: Data Quality/Correctness Dashboard  IPPS-A

Report Inputs


Data Quality Summary

ETS	Name	Grade	UIC	Business Unit	Quality/Correctness Findings	# Missing Notes
	DUFFY, SABAH	E7	000000	ARACA	ETS is a Today	1


BI: Data Quality/Correctness Dashboard  IPPS-A



Report Inputs

Data Quality Summary

EMPLID	Name	UIC	Business Unit	Quality/Correctness Findings	# Missing Notes
 0000000000	DUFFY, SABAH	000000	ARACA	ETS is a Today	1

Findings

Finding Type	Issue(s)	Source Link	Notes
ETS Date	ETS is a Today	View Data - Assigned Security Data	

 **NOTE:** To export report as a CSV file, select the  icon beside the Employee Identification (EMPLID) column.

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Data Quality/Correctness (ETS) CONTINUED

2. The **Job Data** page displays on the **Job Labor** tab in a new window:

2A. Review the **Assigned Seniority Dates** section where the issue resides.

Job Data 2

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

SFC SARAH DUFFY

Empl ID 0000000000

Employee

Empl Record 0

Military Service United States Army

Labor Information

Effective Date 09/03/2024

Effective Sequence 0

HR Status Active

Payroll Status Active

Bargaining Unit

Labor Agreement ARSHA

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Union Code

Union Seniority Date

Works Council ID

Labor Facility ID

Entry Date

Position Management Record

Stop Wage Progression

Pay Union Fee

Exempt from Layoff

Reason

Action Permanent Change of Assignment

Reason Reassignment

Job Indicator Primary Job

Current

Go To Row

Assigned Seniority Dates A

Seniority Date

Control Value

Labor Seniority Date

Override

Override Reason

BDAP

BESD

02/08/2005





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Fixing Data Quality/Correctness Findings

HR Professionals can identify data quality/correctness issues and utilize the following to quickly correct Member records:

- Members who populate on the PEBD report must submit a Service Dates PAR.
 - **Action:** Service Dates.
 - **Reason:** Service Dates (no MRD) processed to fix their PEBD.
 - See User Manual, Process 7-6: Submit Service Dates PAR.
- Members who populate on the CONGR report must contact their Branch Manager at HRC.
- Members who populate on the ETS report must submit a Service Dates PAR.
 - **Action:** Service Dates.
 - **Reason:** Service Dates (no MRD) processed to fix their ETS date.
 - See User Manual, Process 7-6: Submit Service Dates PAR.

IPPS-A RESOURCES

-  IPPS-A Website
-  IPPS-A Training Aids
-  IPPS-A R3 Resources Demo Server
-  User Manual (Process 1-8, Process 7-6)