

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."



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).



NAVIGATION: HR Professional Homepage > Data Quality/Correctness Tile

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):

Data Quality/Correctness

1

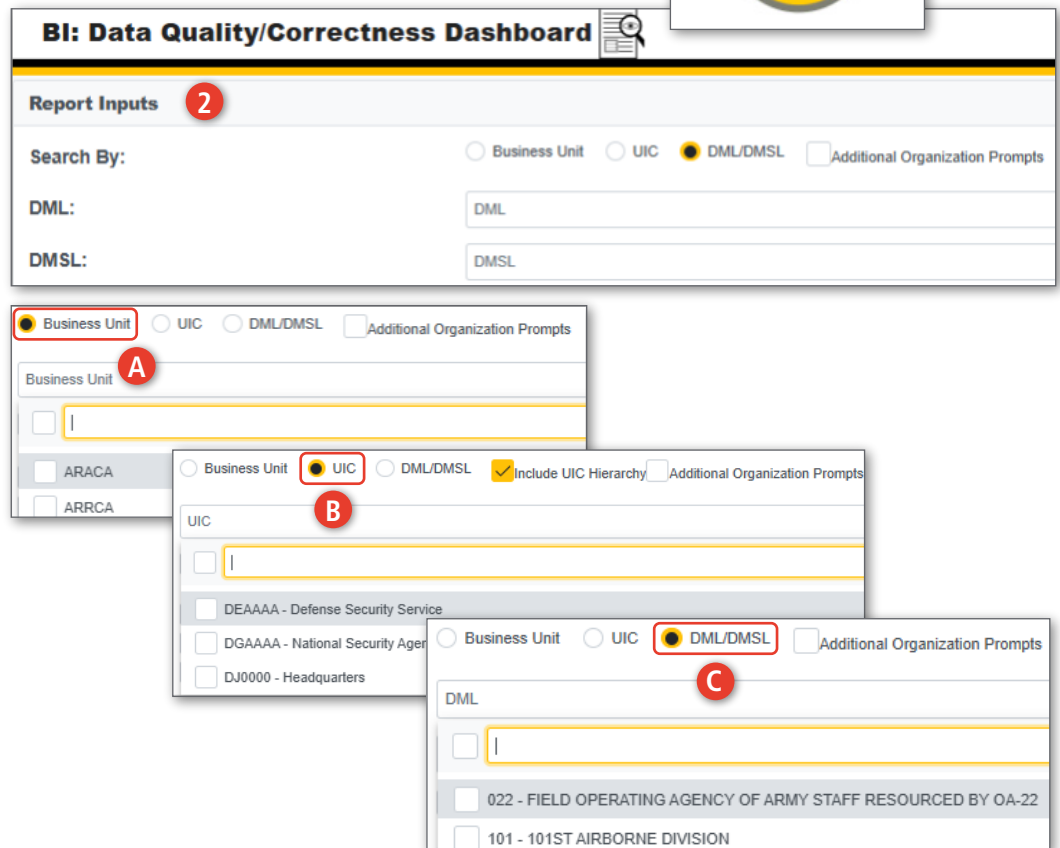
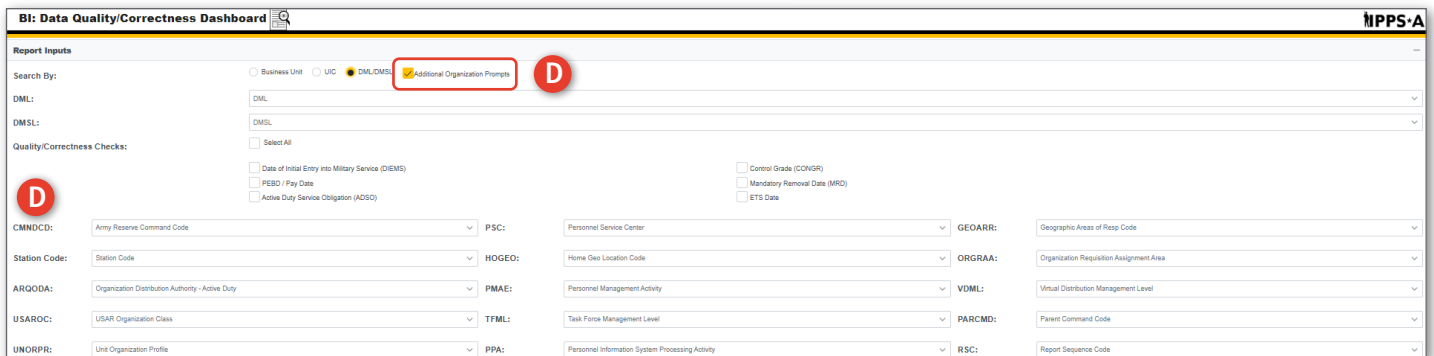


2A. Select **Business Unit** radio button. Make applicable selection.


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.

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

☐ Date of Initial Entry into Military Service (DIEMS)

☐ Active Duty Service Obligation (ADSO)


☐ Control Grade (CONGR)

☐ Mandatory Removal Date (MRD)

☐ ETS Date

E **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 | O2 | 0000000 | ARACA | DIEMS >= BEBD : PEBD (08/08/2018) <= Service Time Calculated PEBD (09/11/2020) ; | 2 |
| 0000000000 | HANSON, STEWART | E9 | 0000000 | ARACA | PEBD (09/11/2020) <= Service Time Calculated PEBD (09/10/2020) ; | 1 |
| 0000000000 | PEIL, JOSHUA | E5 | 0000000 | ARACA | DIEMS >= BEBD : MRD is NULL or blank : PEBD (12/09/2022) <= Service Time Calculated PEBD (12/27/2022) ; | 3 |
| 0000000000 | BROWN, CHASE | E5 | 0000000 | ARACA | PEBD (11/03/2022) <= Service Time Calculated PEBD (12/09/2022) ; | 1 |

F



BI: Data Quality/Correctness Dashboard 



Report Inputs

Data Quality Summary

| EMPLID | Name | Grade | UIC | Business Unit | Quality/Correctness Findings | # Missing Notes |
|------------|--------------|-------|---------|---------------|----------------------------------------------------------------------------------|-----------------|
| 0000000000 | KEITH, DAVID | O2 | 0000000 | ARACA | DIEMS >= BEBD : PEBD (08/08/2018) <= Service Time Calculated PEBD (09/11/2020) ; | 2 |

H **I**

| Finding Type | Issue(s) | Source Link | Notes |
|-----------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------|
| PEBD / Pay Date | PEBD (08/08/2018) <= Service Time Calculated PEBD (09/11/2020) | Job Data - Assigned Seniority Dates |  J |
| Date of Initial Entry into Military Service (DIEMS) | DIEMS >= BEBD | Job Data - Assigned Seniority Dates |  |

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

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

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

SSG DAVID KEITH

Empl ID 000000000

Employee

Empl Record 0

Military Service United States Army

Labor Information

Effective Date 11/20/2024

Effective Sequence 0

HR Status Active

Payroll Status Active

Bargaining Unit

Labor Agreement ARSHA

Labor Agreement Entry Dt 08/08/2018

Employee Category

Employee Subcategory

Employee Subcategory 2

Union Code

Union Seniority Date

Works Council ID

Labor Facility ID

Entry Date

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

Action Permanent Change of Assignment

Reason Reassignment

Job Indicator Primary Job

Current

Assigned Seniority Dates


| Seniority Date | Control Value | Labor Seniority Date | Override | Override Reason |
|-------------------|---------------|----------------------|--------------------------|-----------------|
| BOAP | | 09/11/2020 | <input type="checkbox"/> | |
| BESO | | 08/08/2018 | <input type="checkbox"/> | |
| BOSO | | | <input type="checkbox"/> | |
| CADET GRAD | | | <input type="checkbox"/> | |
| COMMISSION | | 01/03/2023 | <input type="checkbox"/> | |
| DEPOT | | | <input type="checkbox"/> | |
| DIEMS | | 08/08/2018 | <input type="checkbox"/> | |
| DTIGRC | | 08/08/2018 | <input type="checkbox"/> | |
| DATE OF REAPPOINT | | 01/03/2023 | <input type="checkbox"/> | |
| EAD SA | | 01/03/2023 | <input type="checkbox"/> | |
| ERRO/EXRROD | | 09/11/2028 | <input type="checkbox"/> | DATAFIX.SR13083 |
| ETS/ESA | | | <input type="checkbox"/> | |
| MRD/RCP | | 09/10/2048 | <input type="checkbox"/> | |
| PEBD | | 08/08/2018 | <input type="checkbox"/> | |

Data Quality/Correctness (PEBD) CONTINUED

4. Screen displays the **View Retirement Points** landing page:
 - 4A. Enter the Members EMPLID and select **Search**.
 - 4B. Select the **Show All** tab.
 - 4C. Review the Members **Service Types** information and dates to identify the discrepancy.



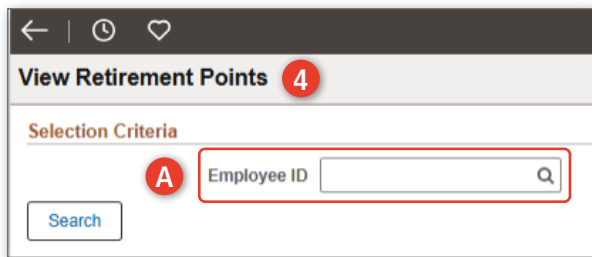
NOTE: HR Professionals will review PEBD Service Time Calculated data by global searching "View Retirement Points."



Menu view retirement points

View Retirement Points
Fluid Structure Content

Case Management Release Notes Pay-Absence-Incent-Ded (PAID)

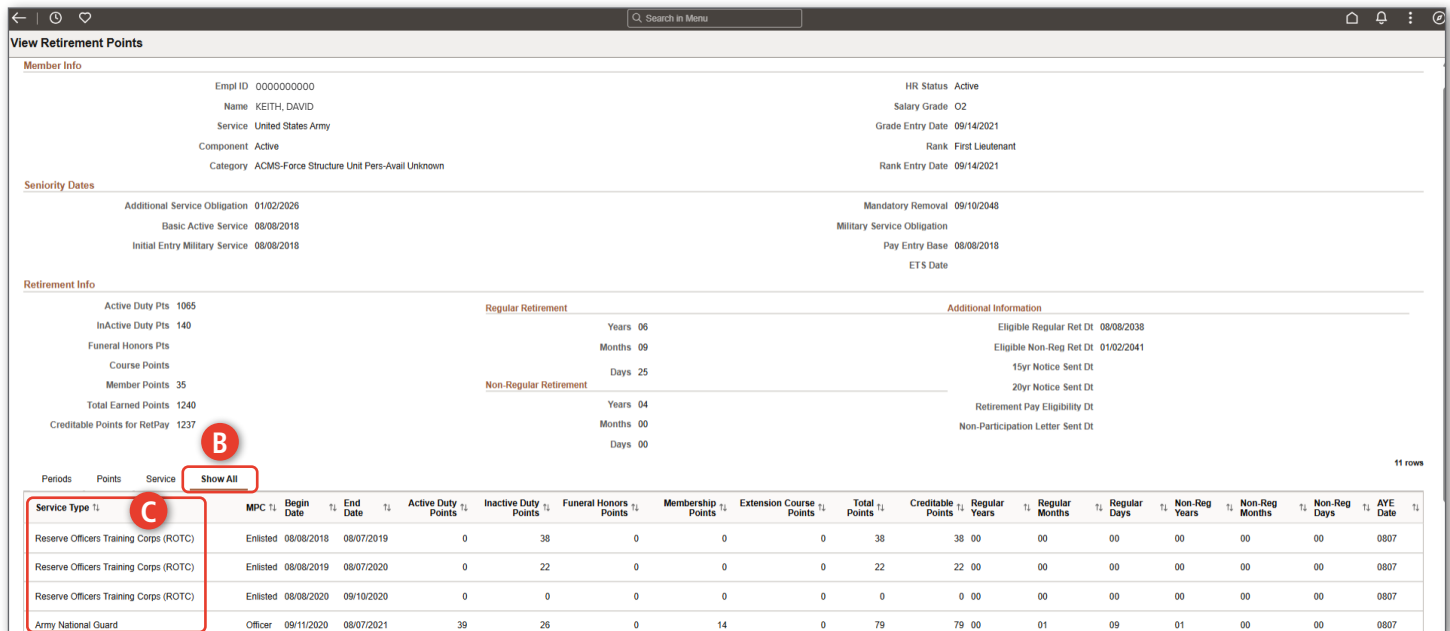


View Retirement Points 4

Selection Criteria

A Employee ID

Search



View Retirement Points

Member Info

Empl ID 0000000000 HR Status Active
Name KEITH, DAVID Salary Grade 02
Service United States Army Grade Entry Date 09/14/2021
Component Active Rank First Lieutenant
Category ACMS-Force Structure Unit Pers-Avail Unknown Rank Entry Date 09/14/2021

Seniority Dates

Additional Service Obligation 01/02/2026 Mandatory Removal 09/10/2048
Basic Active Service 08/08/2018 Military Service Obligation
Initial Entry Military Service 08/08/2018 Pay Entry Base 08/08/2018
ETS Date

Retirement Info

Active Duty Pts 1065
Inactive Duty Pts 140
Funeral Honors Pts
Course Points
Member Points 35
Total Earned Points 1240
Creditable Points for RetPay 1237

Regular Retirement

Years 06
Months 09
Days 25

Non-Regular Retirement

Years 04
Months 00
Days 00


Additional Information

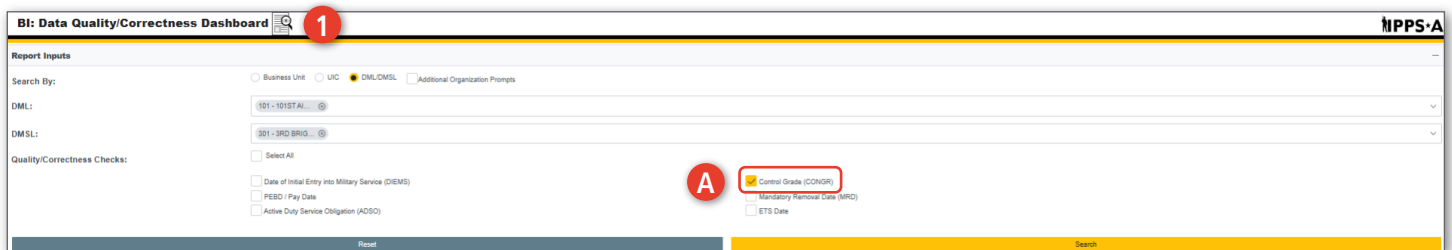
Eligible Regular Ret Dt 08/08/2038
Eligible Non-Reg Ret Dt 01/02/2041
15yr Notice Sent Dt
20yr Notice Sent Dt
Retirement Pay Eligibility Dt
Non-Participation Letter Sent Dt


11 rows

| Periods | Points | Service | MPIC T1 | Begin Date T1 | End Date T1 | Active Duty Points T1 | Inactive Duty Points T1 | Funeral Honors Points T1 | Membership Points T1 | Extension Course Points T1 | Total Points T1 | Creditable Points T1 | Regular Years T1 | Regular Months T1 | Regular Days T1 | Non-Reg Years T1 | Non-Reg Months T1 | Non-Reg Days T1 | AYE Date T1 |
|----------------------------------------|--------|----------|------------|---------------|-------------|-----------------------|-------------------------|--------------------------|----------------------|----------------------------|-----------------|----------------------|------------------|-------------------|-----------------|------------------|-------------------|-----------------|-------------|
| Service Type T1 | | | | | | | | | | | | | | | | | | | |
| Reserve Officers Training Corps (ROTC) | | Enlisted | 08/08/2018 | 08/07/2019 | 0 | 38 | 0 | 0 | 0 | 0 | 38 | 38 | 00 | 00 | 00 | 00 | 00 | 00 | 0807 |
| Reserve Officers Training Corps (ROTC) | | Enlisted | 08/08/2019 | 08/07/2020 | 0 | 22 | 0 | 0 | 0 | 0 | 22 | 22 | 00 | 00 | 00 | 00 | 00 | 00 | 0807 |
| Reserve Officers Training Corps (ROTC) | | Enlisted | 08/08/2020 | 09/10/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 00 | 00 | 00 | 00 | 00 | 00 | 0807 |
| Army National Guard | | Officer | 09/11/2020 | 08/07/2021 | 39 | 26 | 0 | 14 | 0 | 0 | 79 | 79 | 00 | 01 | 09 | 01 | 00 | 00 | 0807 |

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  **1**

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)

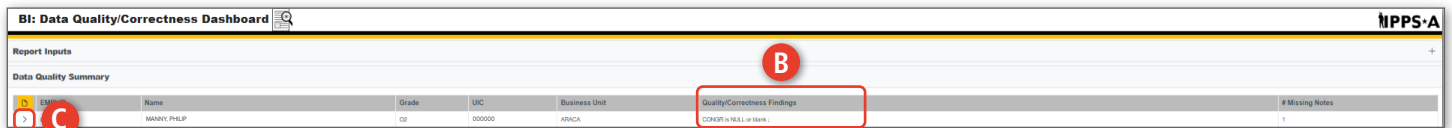
☐ PESD / Pay Date


☐ Active Duty Service Obligation (ADSO)

☒ **Control Grade (CONGR)**

☐ Mandatory Removal Code (MRC)



☐ ETS Date



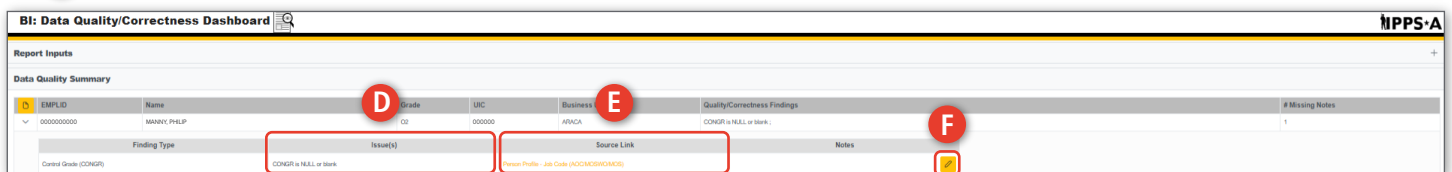
BI: Data Quality/Correctness Dashboard  **IPPS-A**


Report Inputs

Data Quality Summary

|  | EMPLID | Name | Grade | UIC | Business Unit | Quality/Correctness Findings | # Missing Notes |
|-------------------------------------------------------------------------------------|-----------|--------------|-------|--------|---------------|------------------------------|-----------------|
|  | 000000000 | MANN, PHILIP | 02 | 000000 | AFMCA | CONGR is NULL or blank. | 1 |



C




BI: Data Quality/Correctness Dashboard  **IPPS-A**



Report Inputs

Data Quality Summary

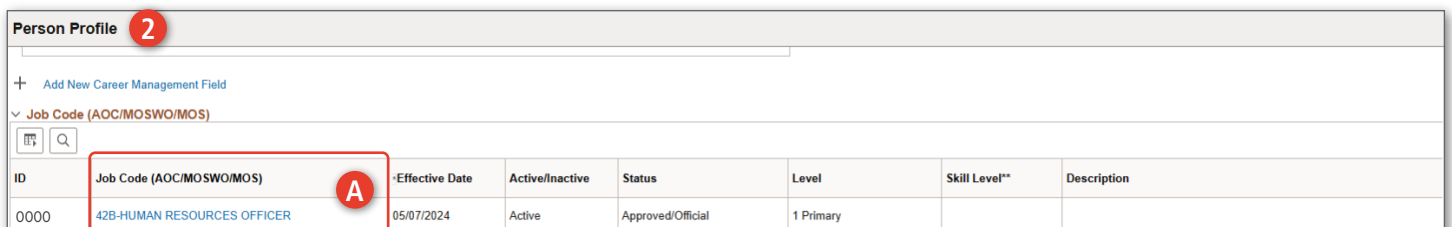
|  | EMPLID | Name | Grade | UIC | Business | Quality/Correctness Findings | # Missing Notes |
|-------------------------------------------------------------------------------------|-----------|--------------|-------|--------|----------|------------------------------|-----------------|
|  | 000000000 | MANN, PHILIP | 02 | 000000 | AFMCA | CONGR is NULL or blank. | 1 |

D **E** **F**


| Finding Type | Issue(s) | Source Link | Notes |
|-----------------------|-------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------|
| Control Grade (CONGR) | CONGR is NULL 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 **2**

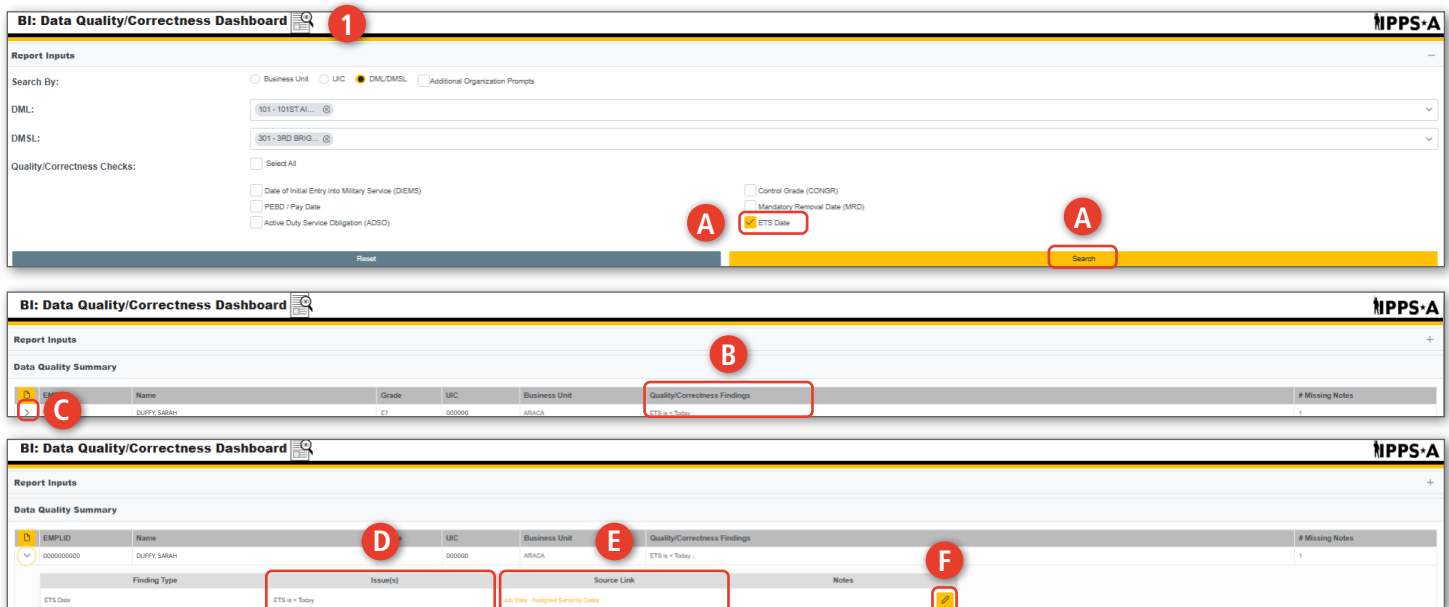
 [Add New Career Management Field](#)


 **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 A | 05/07/2024 | Active | Approved/Official | 1 Primary | | |

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 ☒ DML/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 (ADOS)

☐ Control Grade (CONGR)

☐ Mandatory Removal Date (MRD)


☒ ETS Date

1 **A** **A**


BI: Data Quality/Correctness Dashboard  IPPS-A

Report Inputs

Data Quality Summary


|  | Name | Grade | UIC | Business Unit | Quality/Correctness Findings | # Missing Notes |
|-------------------------------------------------------------------------------------|-------------|-------|--------|---------------|------------------------------|-----------------|
| C | DUPY, SARAH | ET | 000000 | ARACA | ETS is - Today | 1 |

B


BI: Data Quality/Correctness Dashboard  IPPS-A



Report Inputs

Data Quality Summary

|  | EMPLID | Name | UIC | Business Unit | Quality/Correctness Findings | # Missing Notes |
|-------------------------------------------------------------------------------------|------------|-------------|--------|---------------|------------------------------|-----------------|
| D | 0000000000 | DUPY, SARAH | 000000 | ARACA | ETS is - Today | 1 |

E

| Finding Type | Issue(s) | Source Link | Notes |
|--------------|----------------|---------------------------------------------------|------------------------------------------------------------------------------------------------|
| ETS Date | ETS is - Today | See Data - Assigned Security Data | F  |

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

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

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 submit an Admin Records Corrections PAR:
 - Active Duty Members PAR routes to their Branch Manager at HRC.
 - Active Guard Reserve (AGR) Members PAR routes to their Talent Manager at HRC.
 - Army Reserve Troop Program Unit (TPU) Members PAR routes to their Major Subordinate Command (MSC).
- 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)