MASS ABSENCE UPDATES JOB AID

This Job Aid assists in submitting Mass Absence Updates and illustrates the transaction in HR Professional, S1 Pool, and Approver views.

IPPS-A refers to Leave or Passes as an Absence. The definition for Absence is when a Member requests time away from her/his post. These can be grouped into three major categories: Chargeable, Non-Chargeable, and Administrative. While each require approval and will affect a Member's Duty Status, only the Chargeable affects a Member's accrued balances.

🔘 *NAVIGATION: Nav Bar > Menu > Workforce Administration > Mass Update R3 > Mass Update*

🔘 *NOTE: See IPPS-A User Manual > Chapter 23 > Absences; and > Appendix G > Appendix J for more information*

The Mass Absence Update is used to generate mass transactions for absence scenarios, such as absence block, Initial Entry Training Permanent Change of Station (IET PCS), etc. HR Professionals can submit the update for one unit identification code (UIC), UIC and Hierarchy, or for a Set of UICs.

Reminder: Absence Requests will process digitally in IPPS-A, with approval and adjudication fully automated to send the appropriate Transaction Identification Number (TIN) or Format Identifier (FID) to Defense Joint Military Pay System (DJMS) to account for the absence.

Absences: Mass Update (HR Pro View)

1. Go to **HR Professional** landing page.
   - 1A. Select **Mass Update** tile.
   - 1B. Select **Add a New Value**.
   - 1C. Select **Add**.
2. Screen displays **Mass Update** page.
   - 2A. Select **Absences** as the Mass Update Type.
   - 2B. Enter a **Description** for the Absence Mass Update.

(1) HR Professional ⌄

(A) Mass Update

Mass Update

Find an Existing Value

⌄ Search Criteria

Enter any information you have and click Search. Leave fields blank for a...

(B) ⊕ Add a New Value

🕐 Recent Searches | Choose from recent searches | ✏️🔖 Saved Searches | Choose from saved searches

Mass Update ID | = ⌄ | [   ]

Mass Update Type | = ⌄ | [⌄]

Mass Update Status | = ⌄ | [⌄]

Description | begins with ⌄ | [   ]

⌃ Show fewer options

☐ Case Sensitive

Mass Update

Add a New Value

Mass Update ID   999999999999999

(C) [Add]

(2) Mass Update

Mass Update ID   999999999999999   Mass Update Status   New   **(B)**

(A) *Mass Update Type [Absences   ⌄]   *Description [Holiday Block Leave]

Absences: Mass Update (HR Pro View) CONTINUED

3. Select radio button for either **One UIC**, **UIC and Hierarchy,** or **Set of UICs**.

   3A. Enter **UIC** information

   3B. Select **Search**.

Mass Update

Population

Groupbox

Search Option
- ○ One UIC ○ UIC and Hierarchy ○ Set of UICs

Search

UIC [ ]

Mass Update for Absences -- Member Listing (Search vs. File Upload): Populate the "Search Options" as appropriate and click the "Search" button to populate the Member grid with anyone matching that criteria. Alternatively, download the file template by clicking the "Download File" button, populating the data in the file, and then populate the grid by clicking the "Upload File" and selecting the file for upload.

Entry Defaults:
- The "Begin Date" and "End Date" are the days that the Member will be charged (if a chargeable absence). IMPORTANT: The "Date of Departure" and "Date of Return" (used by chargeable absences only) will be defaulted from the "Begin" and "End" dates if not populated.
- **"Contact Name, Telephone, Address Line 1, and GEOLOC Code:"** These are required fields for absences, but are unlikely to be the same for each Member. They can be left blank in the "Apply Default" section, but will be required on each Member's entry to submit the absence mass update.

NOTE: Once all data is entered for each Member, the Mass Update can be submitted for approval. The system will automatically process the Member's records upon final approval of the Mass Update. A notification will be provided to the initiator of the request stating that it completed successfully or with error. If there were errors, they can be resolved/reworked within the original Mass Update request or handled as individual entries outside of the Mass Update process.

Date Search Option
- ○ Current ○ Date Range

Additional Search Criteria

Location [ ] MOS [ ] Grade [ ]

4. Members assigned to the UIC will appear under **Population**.

   4A. Enter Default information for Members.

   4B. Select **Apply** (See Notes).

NOTE: Before entering data under Apply Default, Members will appear under Population; HR Professional can scroll to the bottom of the Member list and elect to Include All or Exclude All Members on the list.

NOTE: Comment, Contact Name, Telephone, Address Line 1, and Geographical Location (GEOLOC) Code can be blank in the Apply Default section. But will be required on each Member entry to submit the mass absence update. HR Professionals can elect to Download File, input information, and Upload File for processing.

Apply Default

*Absence Name		*Comments	
*Absence Reason		*Contact Name	
*Start Date		*Contact Phone	
*End Date		*Address Line 1	
Date of Departure		Address Line 2	
Date of Return		Address Line 3	
*Supervisor ID		*Geoloc Code	
		Postal Code	

Apply

Population

Mass Update Records

Include	*Empl ID	Name	Location/MOS/Grade	Duty Status	*Absence Name	Related Display
☑	0000000000	SFC ELIZABETH RODRIGUEZ	00026784 / E89D / E7	PDY		

Include All   Exclude All

One Soldier ★ One Record ★ One Army   **U.S. ARMY**

Absences: Mass Update (HR Pro View) CONTINUED

5. If the HR Pro elects to upload a CSV file, do not enter a UIC. Follow steps 1-2, then scroll to the **Population** section.

    5A. Select **Download File**; Save to desired location; Input the Default Values listed in CSV file.

    5B. Select **Upload File**.

    5C. Select **Choose File**; Select CSV file.

    5D. Select **Upload**.

6. Screen displays Members under **Population** with default fields filled in.

Population ⑤

Mass Update Records

Include	*Empl ID	Name	Location/MOS/Grade	Duty Status	*Absence Name	Related Display
☑	0000000000	SFC ELIZABETH RODRIGUEZ	00026784 / E89D / E7	PDY		

Ⓐ **Download File** | Ⓑ **Upload File**

File Attachment

Ⓒ **Choose File** Mass Update Test.csv

Ⓓ **Upload** | **Cancel**

Population ⑥

Mass Update Records

Include	*Empl ID	Name	Location/MOS/Grade	Duty Status	*Absence Name	Related Display	*Absence Reason
☑	0000000000	SFC ELIZABETH RODRIGUEZ	00026784 / E89D / E7	PDY	CHG	1-Chargeable Absence	ORD

7. HR Professional can add desired Attachments.

    7A. Select **Submit**.

8. Screen displays notification the Transaction routed to the S1 Pool; Select **OK**.

NOTE: The Supervisor selected under default is not the approver of the mass update. Transaction will route to S1 Pool and final approver will be inserted. Upon Approval, batch will process and update Members Absences, verified through Absence Management Tile.

Attachments

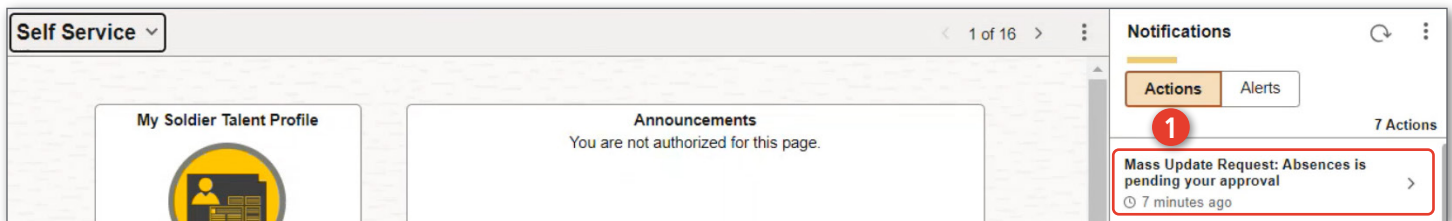| *Description	Attached File	Attach	View
		⑦ Attach	View	+

Comments

Process Mass Update | Reprocess | Ⓐ **Submit** | Approve | Deny | Pu

Transaction routed to the following S1 Pool: 01898701 (20100,60)

⑧ **OK**

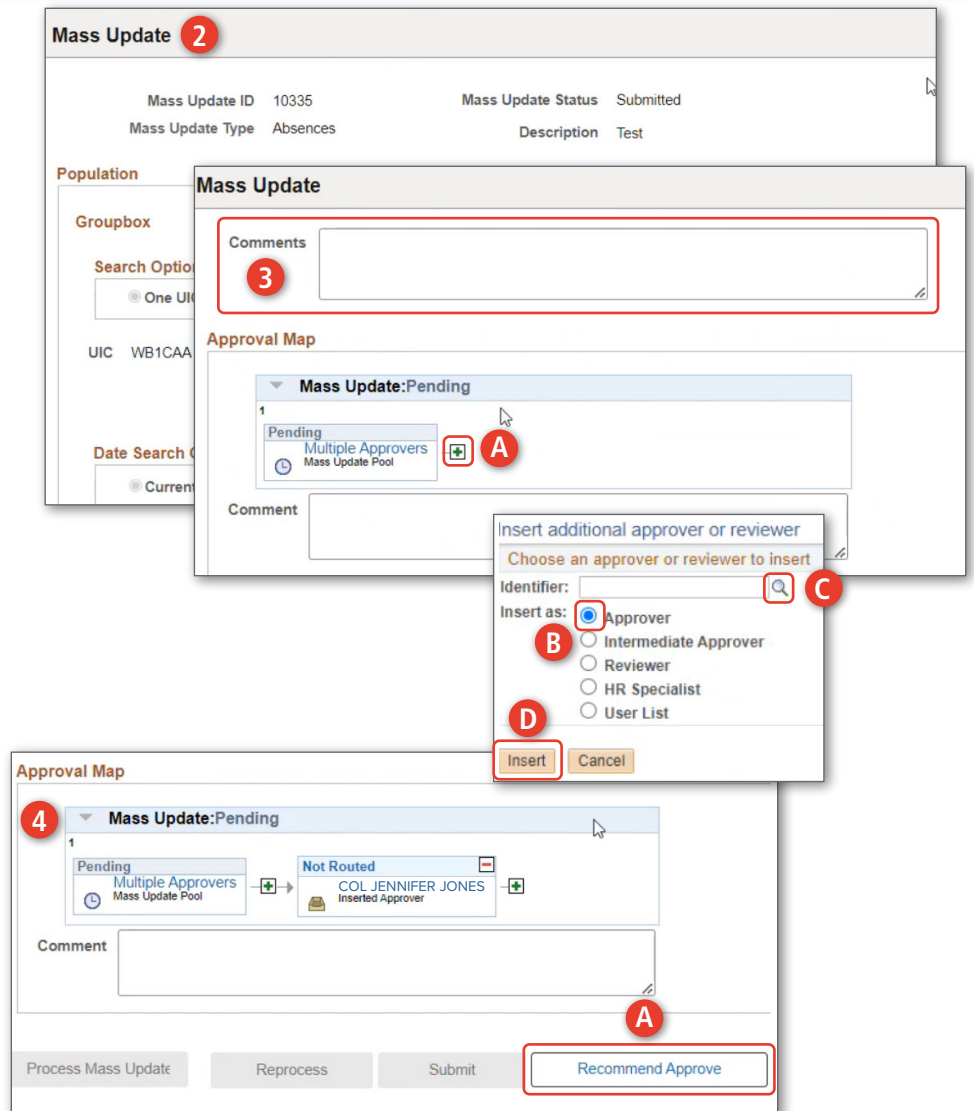## Absences: Mass Update (S1 Pool View)

1. S1 Pool Member logs in and will see the Mass Update; Request under Notifications > Actions; Select the **Request**.

2. Screen displays the Mass Update Request.

3. Scroll to the bottom and add any desired comments.

   3A. Select (**+**) to open search menu.

   3B. Ensure radio button for Approver is selected.

   3C. Select magnifying glass to search for the Approver.

   3D. Select **Insert**.

4. Screen displays selected **Inserted Approver**.

   4A. Select **Recommend Approve**.
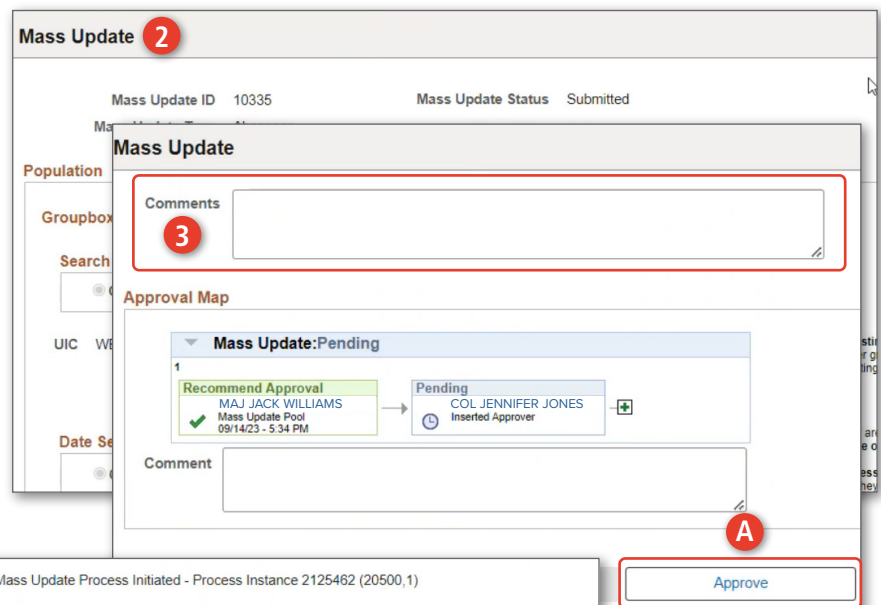
Absences: Mass Update (Approver View)

1. Approver logs in and will see the Mass Update Request under Notifications > Actions; Select the **Request**.

2. Screen displays the Mass Update Request.
3. Scroll to the bottom and add any desired comments.

   3A. Select **Approve**.
4. Screen displays notification the mass Update Process Initiated.

   4A. Select **OK**.
5. Scroll back to the beginning of the page; Select **Process Monitor**.
6. Screen displays the Process Monitor page.

   6A. Once the Run Status shows Success, the mass transaction request has processed.

NOTE: Approver can select Refresh to update the Run Status progress.

NOTE: To ensure the transaction request processed, select a Member from the submission request. Navigate to Absence Management and verify Absence request is reflected in Members file.